

General Assistance Program (GAP) Online

Regional User Guide

Version 2.3

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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).

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 Officers. 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, submit 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 2.3

GAP Online 2.3 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

- Project Officers are required to set the Reporting Frequency, Fiscal Year of Funding, and Strategic Plan Goal before a work plan final approval. Project Officers can negotiate and return a work plan without setting these required fields.
- Project Officers can select the “Completed” status for Progress Reports.
- Project Officers can view all work plans upon logging into GAP Online, sorted with the most recently submitted work plans at the top of the list.
- Project Officers can recall accepted progress reports.

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 Log into GAP Online using Tribal User accounts

To log in to GAP Online:

1. Access the GAP Online Web site (https://iaspub.epa.gov/GAP_Online).
2. Click the **GAP Tribe User Login** hyperlink (Figure 1).

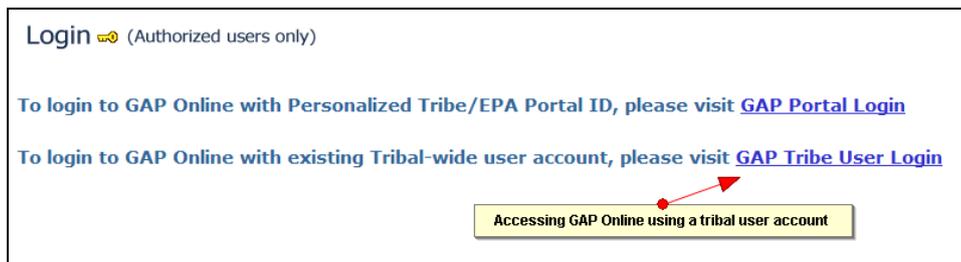


Figure 1 – GAP Tribe User Login Hyperlink

3. Enter the username and password provided to you by your Project Officer (Figure 2).



The screenshot shows the login form. At the top, it says "Login" with a key icon and "(Authorized users only)". Below that, there is a line of blue text: "To login with existing Tribal-wide user account, please type in Username and Password, then click on the "Login" button." followed by a note in parentheses: "(Password is case sensitive.)". There are two input fields: "Username:" and "Password:". Below the input fields are three buttons: "Login", "Change Password", and "Forgot Password".

Figure 2 – GAP Tribe User Login Page

4. Click the **Login** button to submit your username and password (Figure 3).

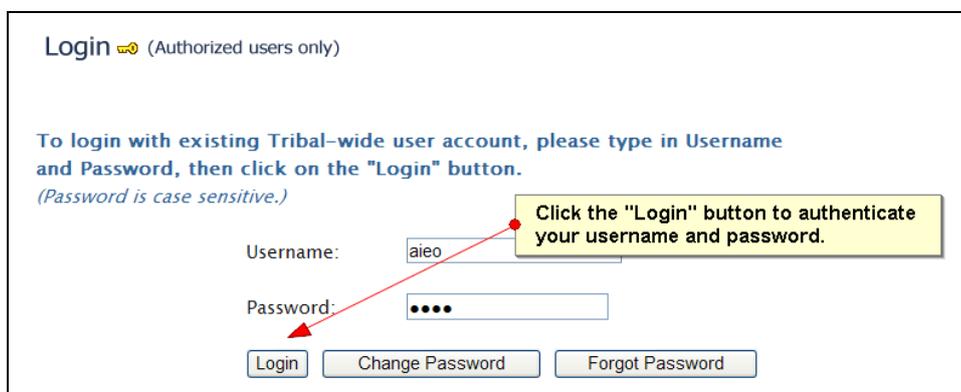


Figure 3 – GAP Online Tribal User Login Button

5. Upon successful authentication of your username and password, you will arrive on the GAP Online Home Page.

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

3.2 Log into GAP Online using WAM accounts

Web Access Management (WAM) allows the user to log in with an individual user name (e.g., e-mail address) and password assigned from the EPA Oracle Internet Directory (OID). This process ensures greater security for the user and the work plans developed for their tribe.

To log into GAP Online using a WAM account:

1. Access the GAP Online Web site (https://iaspub.epa.gov/GAP_Online).
2. Click the **GAP Portal Login** hyperlink (Figure 4).

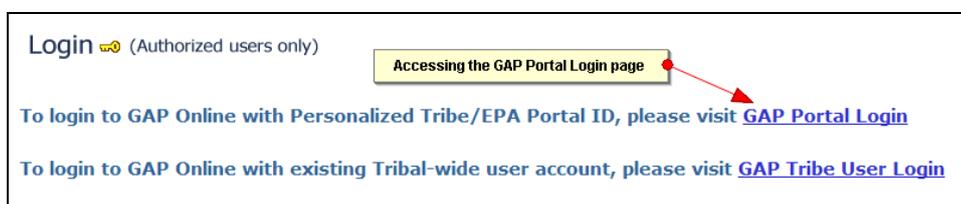
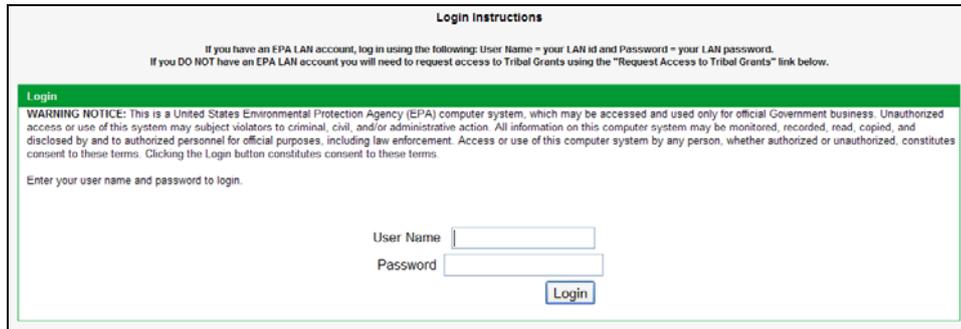


Figure 4 – GAP Portal Login Hyperlink

3. Enter your GAP Portal username and password, provided by the Regional Project Officer at the time you registered for access to GAP Online (Figure 5).



Login Instructions

If you have an EPA LAN account, log in using the following: User Name = your LAN id and Password = your LAN password.
If you DO NOT have an EPA LAN account you will need to request access to Tribal Grants using the "Request Access to Tribal Grants" link below.

Login

WARNING NOTICE: This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the Login button constitutes consent to these terms.

Enter your user name and password to login.

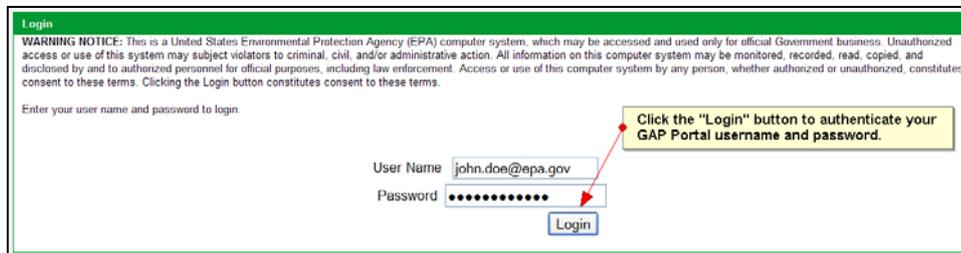
User Name

Password

Login

Figure 5 – GAP Portal Login Page

4. Click the **Login** button to submit your username and password (Figure 6).



Login

WARNING NOTICE: This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the Login button constitutes consent to these terms.

Enter your user name and password to login.

User Name

Password

Login

Click the "Login" button to authenticate your GAP Portal username and password.

Figure 6 – GAP Online Portal Login Button

5. Upon successful authentication of your username and password, you will arrive on the GAP Online Home Page.

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

3.3 Changing Your Password

It is recommended that the password of the tribal user account be changed on a 90-day basis and a complex password (at least 8 characters of upper and lower case and numbers) used.

To change the password for your GAP Online tribal username:

1. Go to the **GAP Online Tribal Login** page and enter your username in the **Username** field.
2. Click the **Change Password** button. A pop-up window will appear (Figure 7).

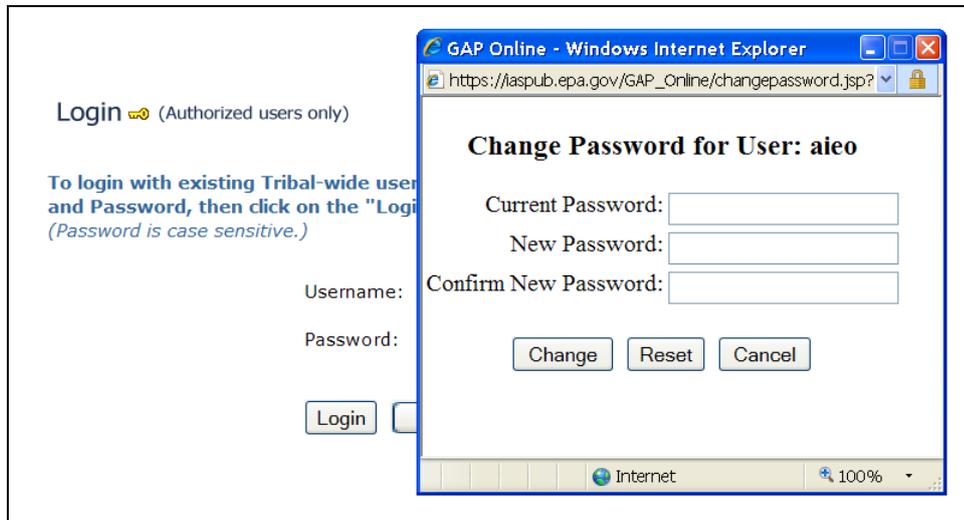


Figure 7 - Change Password Window

3. If your browser is set to prevent pop-up windows, 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 window (Figure 8).



Figure 8 – Pop-up Window Blocked

4. In order to change the password, you must have your browser's setting set to allow pop-up windows (Figure 9). You can choose whether to temporarily allow pop-ups or to always allow pop-ups.



Figure 9 - Allow Pop-up Windows

5. In the **Change Password** window, enter the current password into the **Current Password** text field.
6. Enter the new password into the **New Password** text field.
7. Confirm the new password by entering it into the **Confirm New Password** text field.
8. Click the **Change** button to save the updated password (Figure 10).



Figure 10 – Change Button in Change Password Screen

3.4 Requesting a Forgotten Password

A tribal user that forgets the password for their GAP Online Tribal User account can have a new password sent by using the **Forgot Password** feature.

1. To request a forgotten password for your GAP Online tribal username, go to the **GAP Online Tribal Login** page and enter your username in the **Username** field.
2. Click the **Forgot Password** button (Figure 11). An e-mail message addressed to Rodges Ankrah (ankrah.rodges@epa.gov) will appear.



Figure 11 – Forgot Password Button

3. Send the e-mail message and a new GAP Online Tribal User password will be sent to you.

3.5 Log out of GAP Online

To log out of GAP Online:

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. Click the **Logout** hyperlink on the left menu bar (Figure 12).



Figure 12 – Logout Hyperlink

3.6 Menu Bar

The GAP Online menu bar contains a menu that lists the specific tasks that may be completed by the tribal user. Once logged into GAP Online, a specific task may be selected.

The following menu items are listed below:

Menu	Description
GAP Online Home	Returns user to the GAP Online Welcome Home Page
Regional User Accounts	Provides access to all tribes listed within the Project Officer's Region
Update Region X What's New	Allows the Regional Project Officers to insert bullets for Tribes in their Region
Delete Work Plan	Allows the Regional Project Officer to delete a work plan in their Region
Try ERRT Report	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
Quick Reference Guide	Download condensed instructions on using GAP Online
Contact Us	Lists the EPA contact information for the Tribal User
Logout	Logs user out of GAP Online
GAP Offline Home	Region 10 tribal users can install a version of GAP Online that requires no Internet connectivity.

3.7 GAP Online Regional Functionalities

The GAP functionalities available to the Regional user include the option to View Work Plan, View Progress Reports, and Generate Summary Reports (Figure 13).

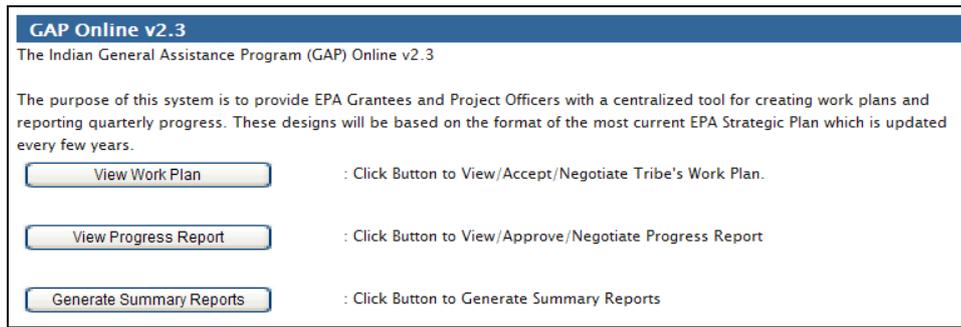


Figure 13 – GAP Online Functionality Selections

As the Project Officer, each phase of the work plan is captured in GAP Online. Negotiations occur within the **View Work Plan** functionality; Progress Reports are submitted to you under **View Progress Report** and you can view GAP-related activities across your Region or National using the **Generate Summary Reports** functionality.

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

3.8 GAP Online Process Flow

The following is a high level visual display for the overall GAP Online process flow of the primary functions (Figure 14). You may also refer to the individual sections for additional process flow displays.

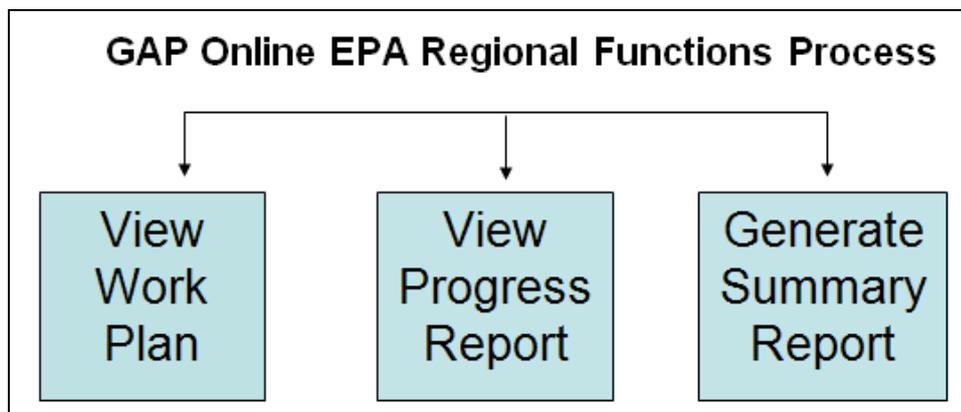


Figure 14 – GAP Online Process Flow for Project Officers

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 will comment on the work plan and return it to the tribe for an update.

The following schematic shows the review process for the Regional user from adding comments addressing components and commitments, to assigning a goal to each component, to negotiating and accepting the work plan (Figure 15).

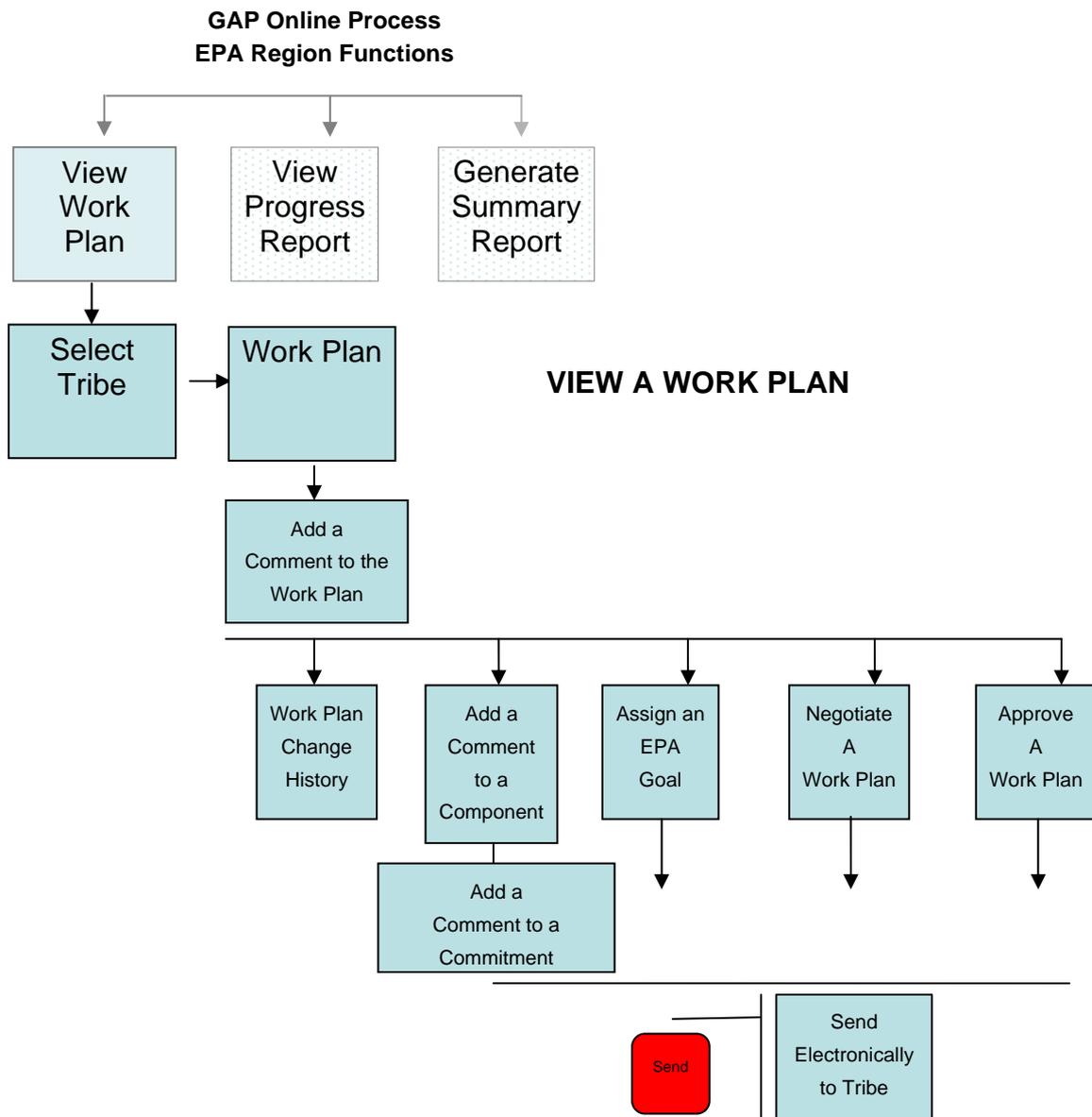


Figure 15 – Work Plan Review Process

4.1 Viewing GAP Online Work Plans

To view a work plan:

1. Click the **View Work Plan** button on the **GAP Online Home Page** (Figure 16).

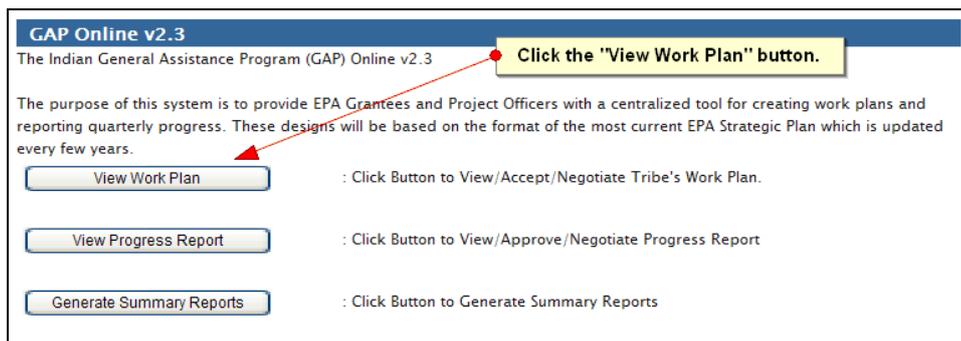


Figure 16 – View Work Plan Button

2. When the **View Work Plan** screen opens, the recently submitted work plans are displayed. Click the **View** drop-down menu to choose **All Work Plans**, **Accepted Work Plans**, or a specific tribe within the region (Figure 17).

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

[← Back](#) **View Work Plan** 

[GAP Home](#)

Region: 10

View:

Trib:

Total Cost	Status	End of Year Summary	Action
\$0	Review	<input type="button" value="Print"/>	
\$3	Submitted	<input type="button" value="Print"/>	
\$	Submitted	<input type="button" value="Print"/>	

Figure 17 – View Work Plan Screen

3. Click the **View**  button corresponding to a work plan (Figure 18).

[← Back](#) **View Work Plan** 

[GAP Home](#)

Region: 10

View:

Click the "View" button to view the work plan.

Tribe Name	Fiscal Year of Funding	Start	End	Total Cost	Status	End of Year Summary	Action
AK--Native Village of Diomedede (aka Inalik)	2010	12/30/2009	12/31/2010	\$0	Review	<input type="button" value="Print"/>	
AK--Native Village of Diomedede (aka Inalik)	2011	12/30/2009	12/31/2010	\$3	Submitted	<input type="button" value="Print"/>	
AK--Native Village of Diomedede (aka Inalik)		10/01/2014	09/30/2015	\$	Submitted	<input type="button" value="Print"/>	

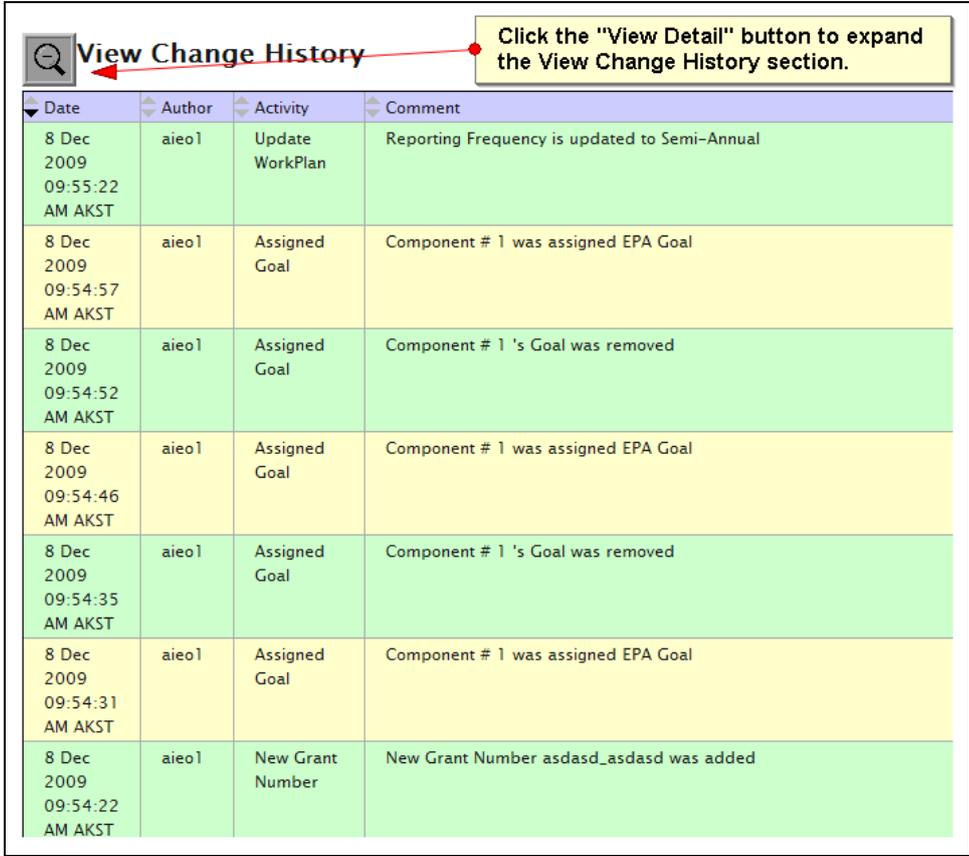
Figure 18 – View Work Plan Button

4.2 View Work Plan History

The regional user may wish to view a work plan's history. The **View Change History** section 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.

To view the history of a work plan:

1. Click the **View Detail**  button to expand the **View Change History** section of the work plan (Figure 19).



Date	Author	Activity	Comment
8 Dec 2009 09:55:22 AM AKST	aieo1	Update WorkPlan	Reporting Frequency is updated to Semi-Annual
8 Dec 2009 09:54:57 AM AKST	aieo1	Assigned Goal	Component # 1 was assigned EPA Goal
8 Dec 2009 09:54:52 AM AKST	aieo1	Assigned Goal	Component # 1 's Goal was removed
8 Dec 2009 09:54:46 AM AKST	aieo1	Assigned Goal	Component # 1 was assigned EPA Goal
8 Dec 2009 09:54:35 AM AKST	aieo1	Assigned Goal	Component # 1 's Goal was removed
8 Dec 2009 09:54:31 AM AKST	aieo1	Assigned Goal	Component # 1 was assigned EPA Goal
8 Dec 2009 09:54:22 AM AKST	aieo1	New Grant Number	New Grant Number asdasd_asdasd was added

Figure 19 – Expand the View Change History Section

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

4.3 Add a Comment to a Work Plan

The regional user may add a comment to the various sections of 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. Click the **View Work Plan** button.
3. Click the **View** drop-down menu to choose **All Work Plans**, **Accepted Work Plans**, or a specific tribe within the region.
4. Click the **View**  button corresponding to a work plan.
5. Click the **Add Comment**  button for a specific section of the work plan to add a comment (Figure 20).

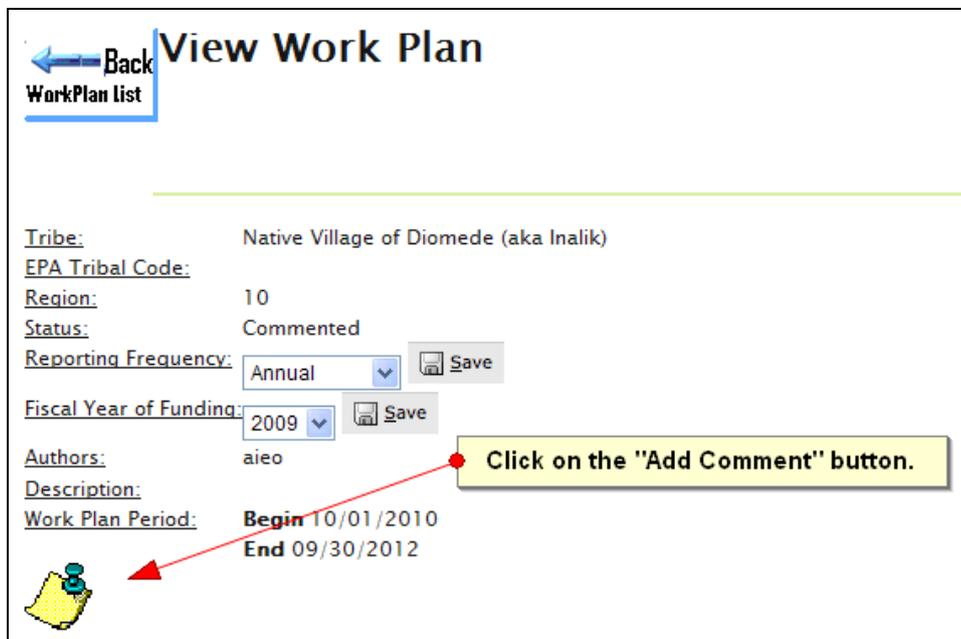


Figure 20 – Add Comment Button

6. The **Add Comment** screen appears in a new popup browser window (Figure 21).

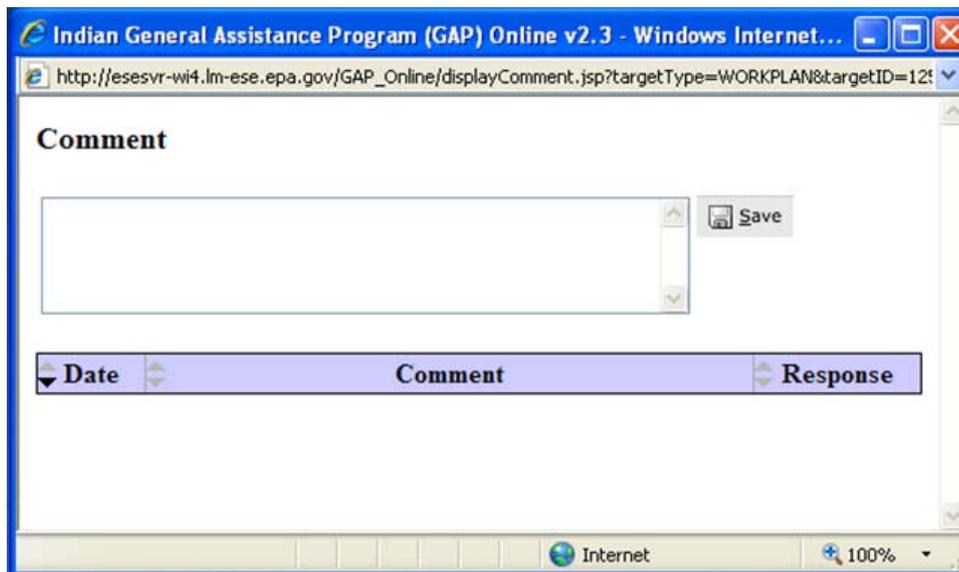


Figure 21 – Add Comment Screen

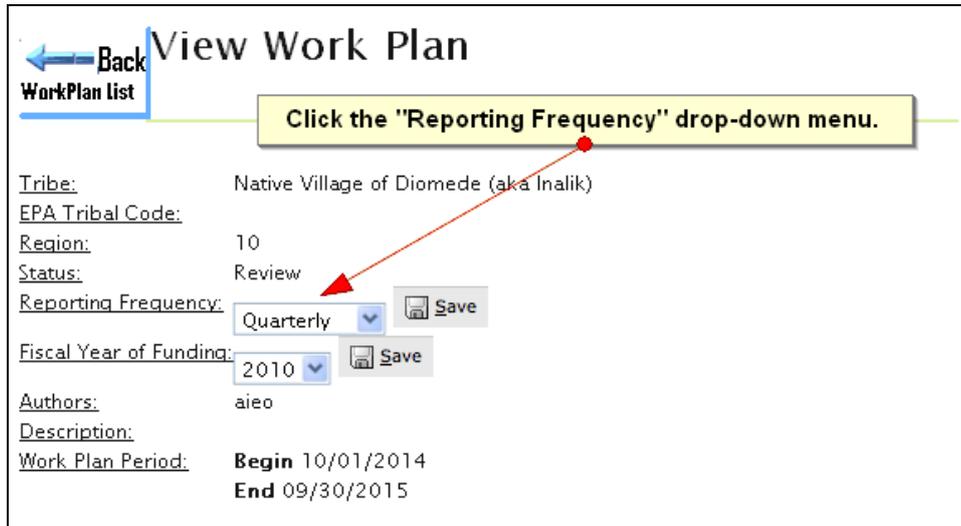
7. Enter a comment into the text field.
8. Click the **Save** button to save the comments. The comments will appear below the text field in chronological order.

4.4 Add the Reporting Frequency to a Work Plan

The Reporting Frequency is a required field that establishes the frequency by which the tribe will submit progress reports for the work accomplished. The tribe reports on work accomplished during the time frame specified by the reporting frequency. Tribal users can enter updated information on past periods of performance, but cannot enter progress reports for a future reporting period. Regional Project Officers are required to set the reporting frequency in order to approve a work plan.

To set the reporting frequency for a work plan:

1. Click the **Reporting Frequency** drop-down menu to set the reporting frequency for a work plan (Figure 22).



[← Back](#)
[WorkPlan list](#)

View Work Plan

Click the "Reporting Frequency" drop-down menu.

Tribe: Native Village of Diomedea (aka Inalik)
EPA Tribal Code:
Region: 10
Status: Review
Reporting Frequency: Quarterly
Fiscal Year of Funding: 2010
Authors: aieo
Description:
Work Plan Period: **Begin** 10/01/2014
End 09/30/2015

Figure 22 – Reporting Frequency

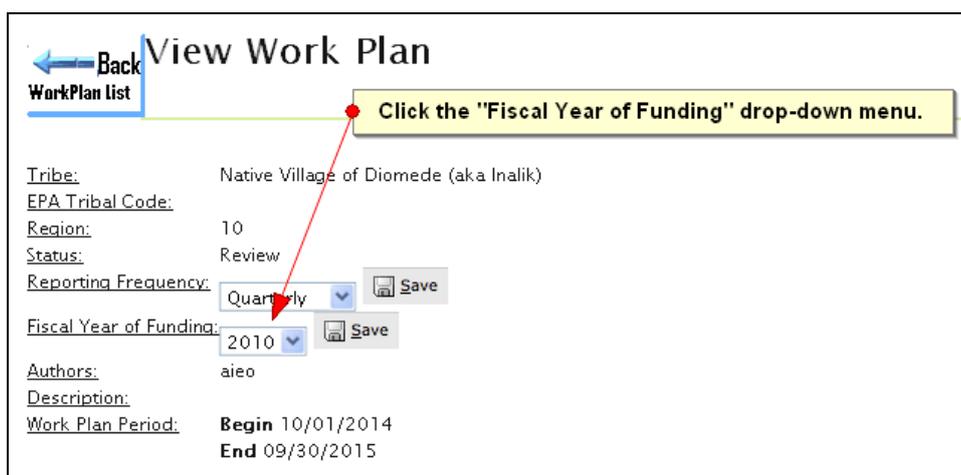
2. Click the **Save** button to save the reporting frequency.

4.5 Add the Fiscal Year of Funding to a Work Plan

The Fiscal Year of Funding is a required field assigned by the Regional Project Officer. Regional Project Officers are required to set the fiscal year of funding in order to approve a work plan.

To set the fiscal year of funding for a work plan:

1. Click the **Fiscal Year of Funding** drop-down menu to set the fiscal year of funding for a work plan (Figure 23).



[← Back](#)
[WorkPlan list](#)

View Work Plan

Click the "Fiscal Year of Funding" drop-down menu.

Tribe: Native Village of Diomedea (aka Inalik)
EPA Tribal Code:
Region: 10
Status: Review
Reporting Frequency: Quarterly
Fiscal Year of Funding: 2010
Authors: aieo
Description:
Work Plan Period: **Begin** 10/01/2014
End 09/30/2015

Figure 23 – Fiscal Year of Funding

2. Click the **Save** button to save the fiscal year of funding.

4.6 Add the Grant Number to a Work Plan

Project Officers can 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.

To add a grant number to a work plan:

1. Click the **View Detail**  button to expand the **Grant Number** section of the work plan (Figure 24).

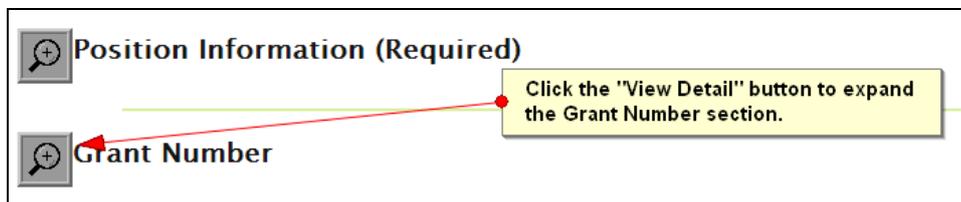


Figure 24 – Expand the Grant Number Section

2. Enter the grant number and addendum number in the correct text fields (Figure 25).

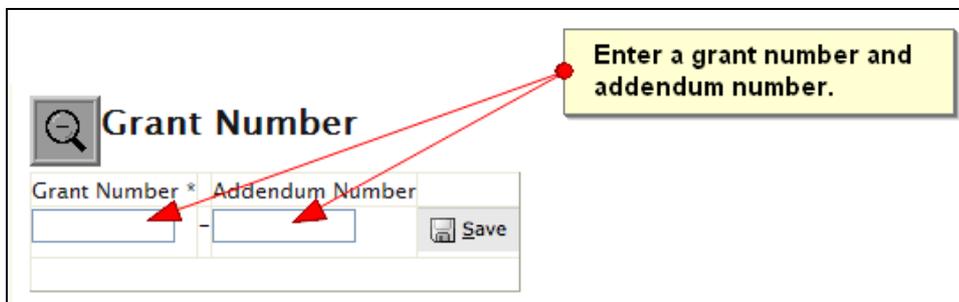


Figure 25 – Grant Number Section

3. Click the **Save** button to save the grant number.

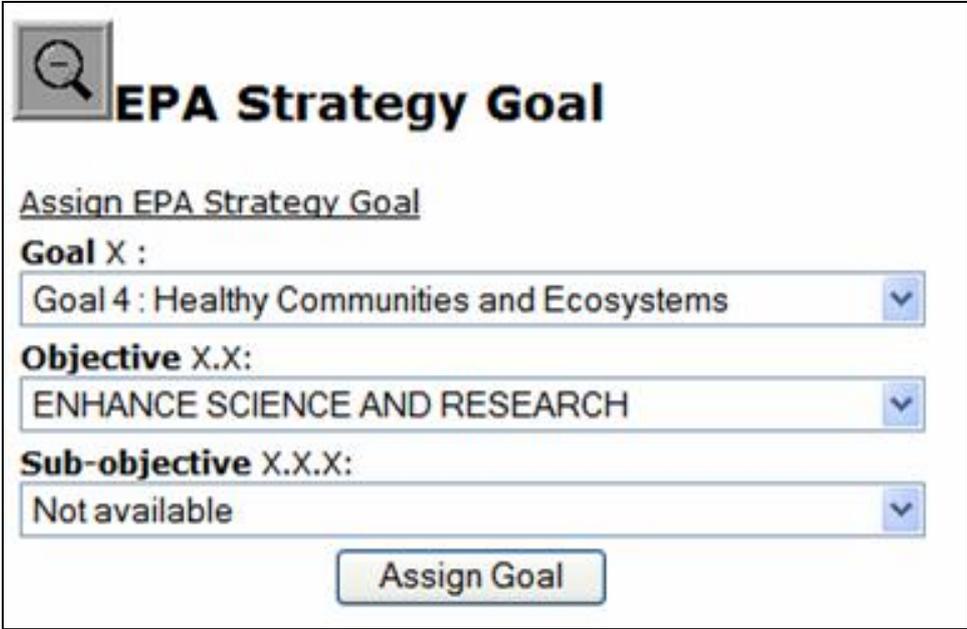
4.7 Assign an EPA Strategic Goal

Regional Project Officers are required to assign an EPA Strategic Goal for every commitment within a work plan before it can be approved.

To assign an EPA Strategic Goal for a commitment:

1. Click the **View Work Plan** button on the **GAP Online Home Page**.

2. When the **View Work Plan** screen opens, the recently submitted work plans are displayed. Click the **View** drop-down menu to choose **All Work Plans**, **Accepted Work Plans**, or a specific tribe within the region.
3. Click the **View**  button corresponding to a submitted work plan.
4. Click the **View Work Plan Component**  button corresponding to component to view its component details and corresponding commitments.
5. Scroll down to the **EPA Strategy Goal** section.
6. Enter the goal, objective, and sub-objective related to the work plan component (Figure 26).



 **EPA Strategy Goal**

Assign EPA Strategy Goal

Goal X :
Goal 4 : Healthy Communities and Ecosystems

Objective X.X:
ENHANCE SCIENCE AND RESEARCH

Sub-objective X.X.X:
Not available

Assign Goal

Figure 26 – EPA Strategic Goal

7. Click the **Assign Goal** button.

4.8 Negotiate a Work Plan

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

To return a work plan to a tribal user:

1. Click the **View Work Plan** button on the **GAP Online Home Page**.
2. When the **View Work Plan** screen opens, the recently submitted work plans are displayed. Click the **View** drop-down menu to choose **All Work Plans**, **Accepted Work Plans**, or a specific tribe within the region.
3. Click the **View**  button corresponding to a work plan.
4. Review the work plan and identify the areas in which you can comment on the work plan's period of performance, components, or commitments.
5. Add a comment regarding the area for which you need additional information, clarification, editing, or deletion, if necessary (Figure 27).

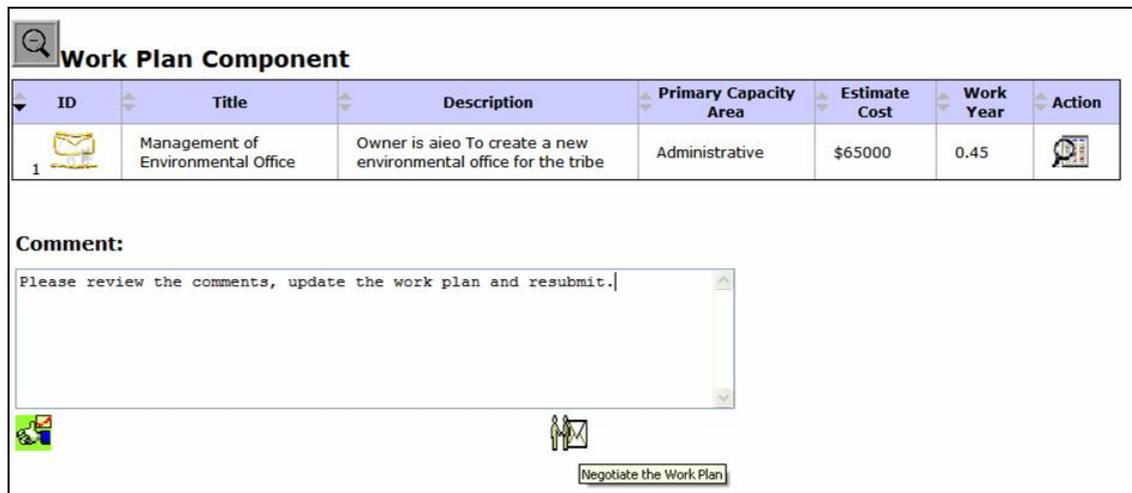


Figure 27 – Work Plan Negotiation

6. Click the **Negotiate the Work Plan**  button to return the work plan to the tribal user.
7. When the Project Officer enters negotiation with the tribal user, the work plan enters the **Commented** phase (Figure 28). The tribal user is able to edit the work plan and will respond to the comments the Project Officer added to the work plan.

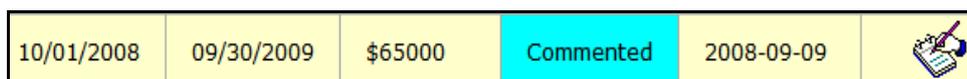


Figure 28 – Commented Status

4.9 Approve a Work Plan

The work plan is approved once the Regional Project Officer reviews it and has no further comments.

To approve a work plan:

1. Click the **View Work Plan** button on the **GAP Online Home Page**.
2. When the **View Work Plan** screen opens, the recently submitted work plans are displayed. Click the **View** drop-down menu to choose **All Work Plans**, **Accepted Work Plans**, or a specific tribe within the region.
3. Click the **View**  button corresponding to a work plan.
4. Click the **Accept the Work Plan**  button to accept the work plan as completed by the tribal user.

4.10 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 go through the negotiation process with the tribe.

To unlock a work plan:

1. Click the **View Work Plan** button on the **GAP Online Home Page**.
2. When the **View Work Plan** screen opens, the recently submitted work plans are displayed. Click the **View** drop-down menu to choose **All Work Plans**, **Accepted Work Plans**, or a specific tribe within the region.

3. Click the **Unlock**  button for a work plan with **Accepted** status (Figure 29).

AK--Raven	2008	01/03/2008	06/27/2008	\$1500	Accepted	 
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Figure 29 – Unlock a Work Plan

6. The **Unlock Work Plan** screen will appear, allowing the Regional Project Officer to enter information as to why the work plan is being unlocked. Click the **Submit**  button 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.

5 PROGRESS REPORT

The flow of GAP Online in tracking progress via the Progress Report is represented in the following diagram (Figure 30). The Regional 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.

Tribal users will update their progress reports at the reporting frequency defined by the Project Officer before the work plan was accepted. Each new progress report entry is entered under the **Current Reporting**. Progress report entries from previous reporting periods are visible under **Previous Reporting**. Reporting periods that will occur in the future are not available for updates until those reporting periods fall under the **Current Reporting** feature.

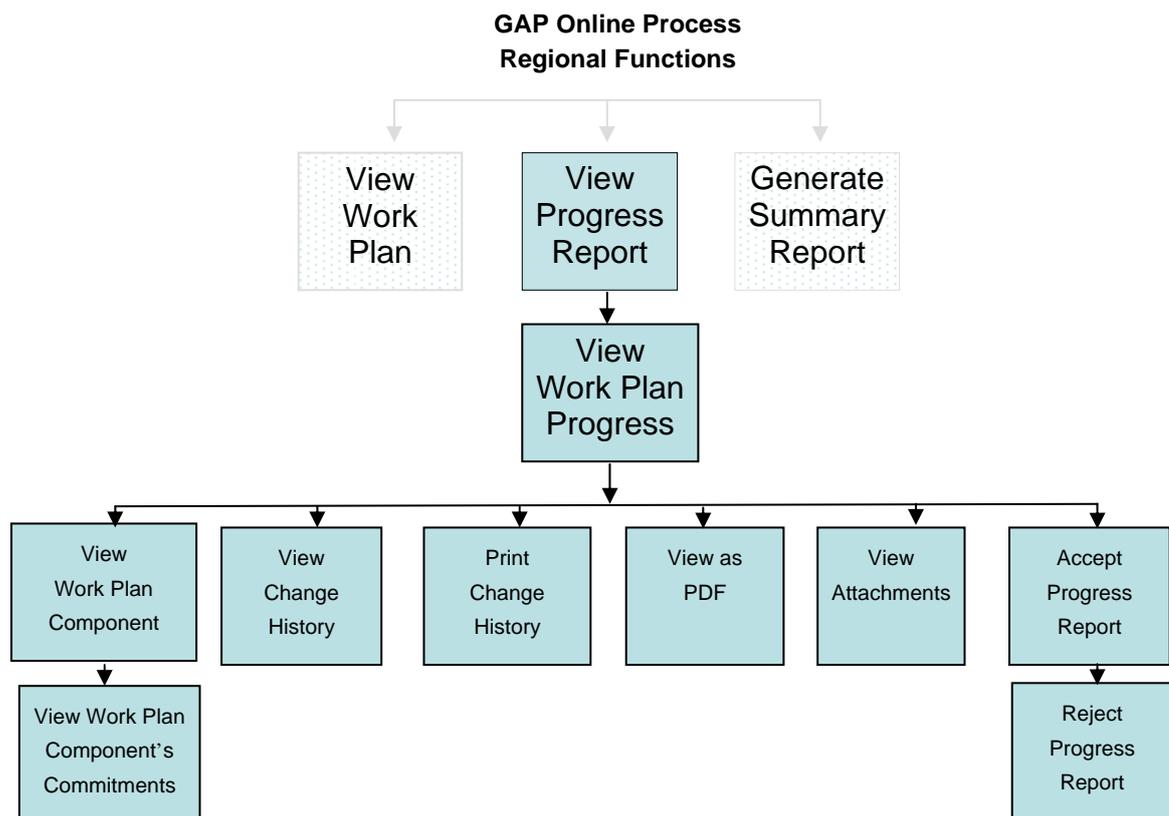


Figure 30 – GAP Online Progress Reporting Process

5.1 View and Comment on a Progress Report

To view a progress report:

1. Click the **View Progress Report** button on the **GAP Online Home Page** (Figure 31).

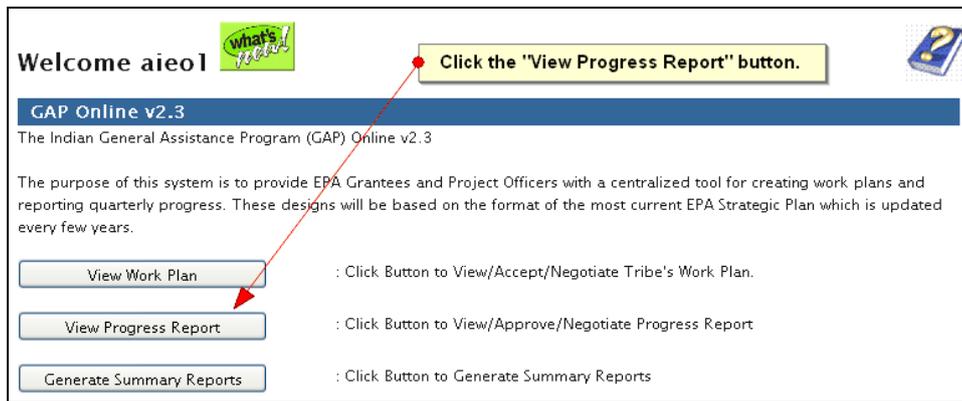


Figure 31 – View Progress Report Button

2. Click the **View**  button corresponding to an **Accepted** work plan (Figure 32).

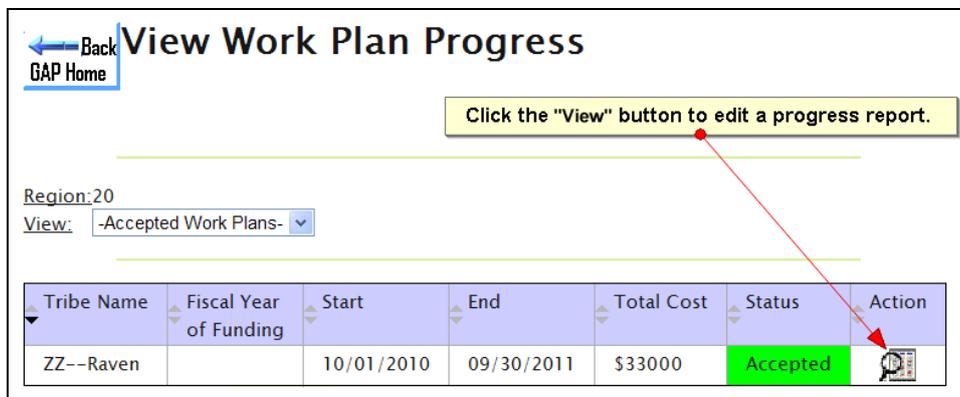


Figure 32 – View Accepted Work Plans

3. Click the **View Work Plan Component**  button for a selected component to view its components (Figure 33).

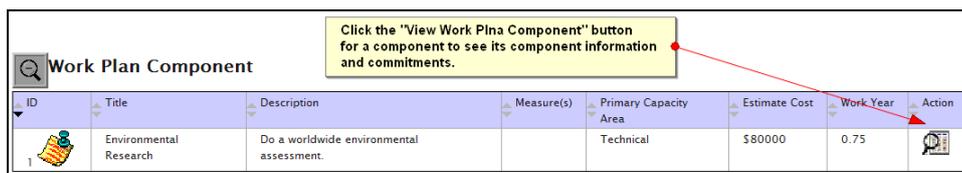


Figure 33 – View Work Plan Component

- Click the **View Detail**  button to expand the **Component** section of the work plan (Figure 34).

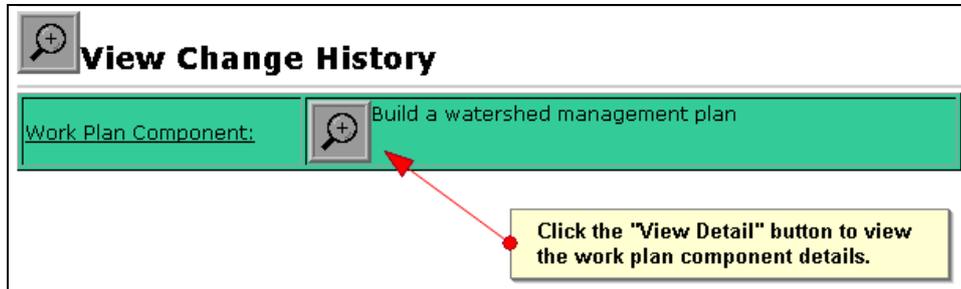


Figure 34 – View Detail Button for a Component

- Click a **Commitment** tab to view its corresponding progress reports (Figure 35).

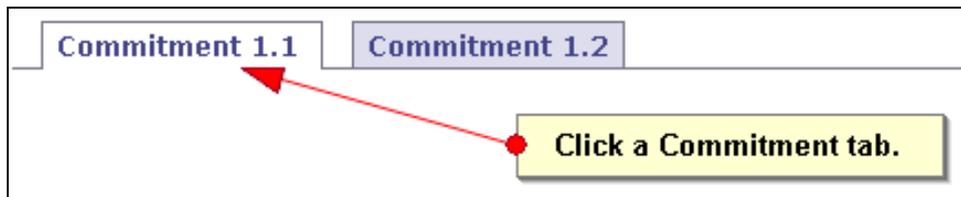


Figure 35 – Commitment Tab

- Click the **View Detail**  button to view the commitment details (Figure 36).



Figure 36 – View Detail Button for a Commitment

- Click each commitment tab to see its corresponding progress reports.
- Click the **Add Comment**  button to add a comment about the progress report.

5.2 Accept a Progress Report

To accept a progress report:

- Click the **View Progress Report** button on the **GAP Online Home Page**.
- Click the **View**  button corresponding to an **Accepted** work plan.

3. Click the **View Work Plan Component**  button for a selected component to view its components.
4. Click on a **Commitment** tab to view its corresponding progress reports.
5. Review the history, comments, or add any comments to the progress report.
6. Once you have completed your review of the progress report for the commitment and have no additional comments, click the **Accept Progress Report**  button to accept the progress report (Figure 37).



Figure 37 – Accept Progress Report Button

5.3 Rejecting a Progress Report

If the deliverables or activities entered for a progress report are not acceptable, the Project Officer can reject the report for a particular commitment.

To reject a progress report:

1. Click the **View Progress Report** button on the **GAP Online Home Page**.
2. Click the **View**  button corresponding to an **Accepted** work plan.
3. Click the **View Work Plan Component**  button for a selected component to view its components.
4. Click on a **Commitment** tab to view its corresponding progress reports.
5. Review the history, comments, or add any comments to the progress report.
6. If the progress report for the commitment does not address the commitment, click the **Reject Progress Report**  button to reject the progress report (Figure 38).

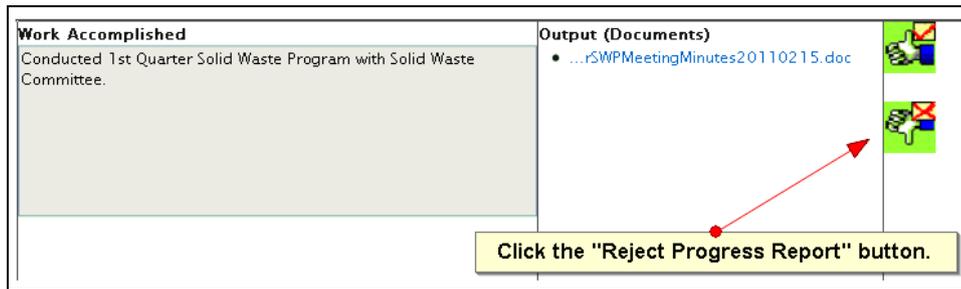


Figure 38 –Reject Progress Report Button

5.4 Recall a Progress Report

To recall a progress report:

1. Click the **View Progress Report** button on the **GAP Online Home Page**.
2. Click the **View**  button corresponding to an **Accepted** work plan.
3. Click the **View Work Plan Component**  button for a selected component to view its components.
4. Click on a **Commitment** tab to view its corresponding progress reports.
5. Click the **Recall**  button corresponding to a specific progress report to recall the report (Figure 39).

The screenshot shows a table titled 'Previous Reporting'. The table has the following columns: Time Period, End Date, Milestone Date, Progress Status, Work Accomplished, Output (Documents), and Action. The first row contains the following data: Time Period: '1st Quarter of 2011', End Date: '09/30/2013', Milestone Date: '02/03/2011', Progress Status: 'On Schedule', Work Accomplished: 'Conducted 1st Quarter Solid Waste Program with Committee.', Output (Documents): '...rSWPMeetingMinutes20110215.doc', and Action: a red and blue circular recall icon. A yellow callout box with the text 'Click the "Recall" button.' has a red arrow pointing to the recall icon in the Action column.

Time Period	End Date	Milestone Date	Progress Status	Work Accomplished	Output (Documents)	Action
1st Quarter of 2011	09/30/2013	02/03/2011	On Schedule	Conducted 1st Quarter Solid Waste Program with Committee.	...rSWPMeetingMinutes20110215.doc	

Figure 39 – Recall a Progress Report

6. An e-mail notification will be sent to the tribal user notifying them that the progress report was recalled.

6 SUMMARY REPORTS

Summary reports are compiled from all data entries into the GAP Online system and reflect activities that tribes in 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.

The following flow diagram outlines access to the Summary Reports in GAP Online (Figure 40).

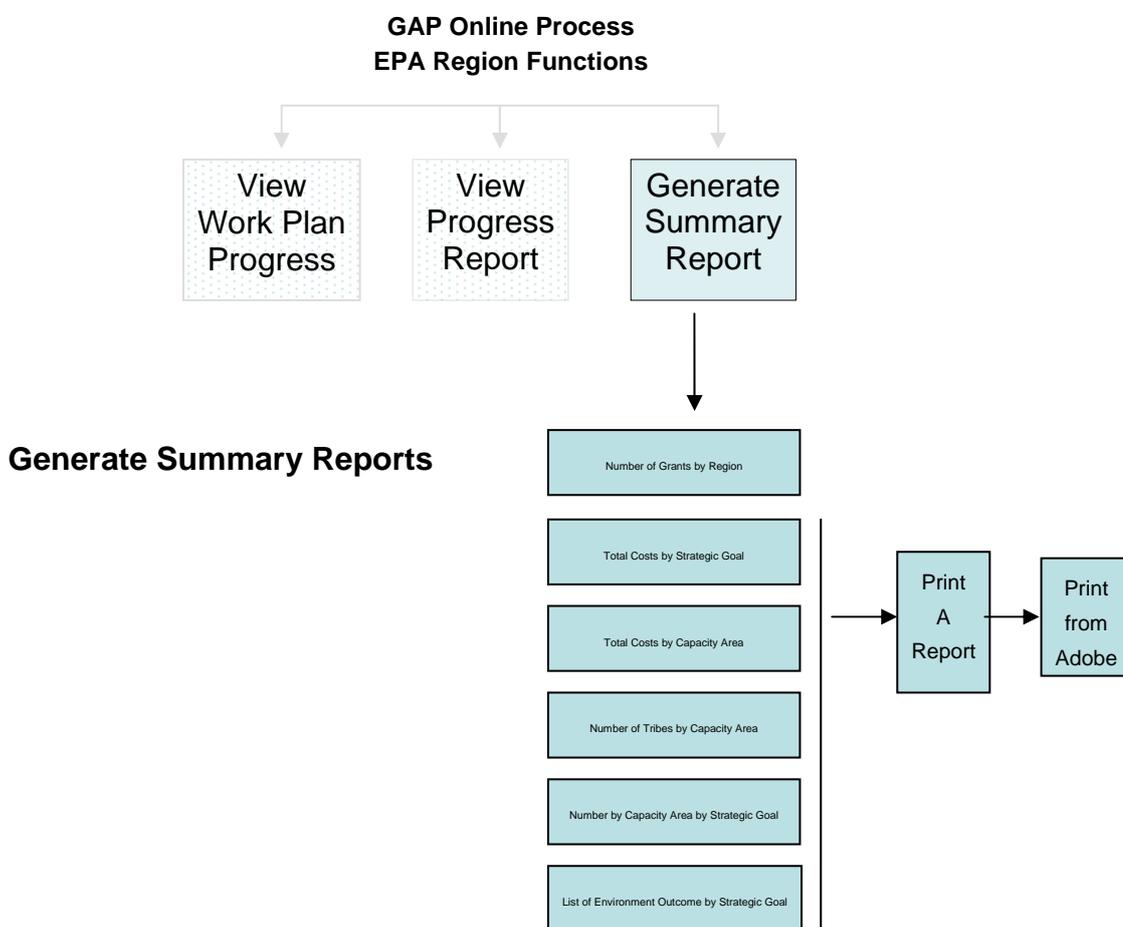


Figure 40 – GAP Online Summary Reports Process

6.1 Generate a Summary Report

To generate a summary report:

1. Click the **Generate Summary Reports** button from the **GAP Online Home Page** (Figure 41).

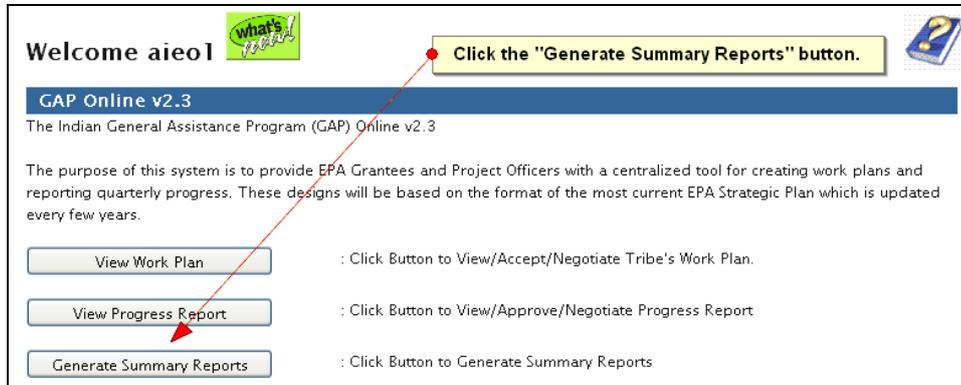


Figure 41 – View Generate Summary Reports Button

2. The **Generate Summary Reports** page will appear.
3. Choose a region from the drop-down menu (Figure 42).

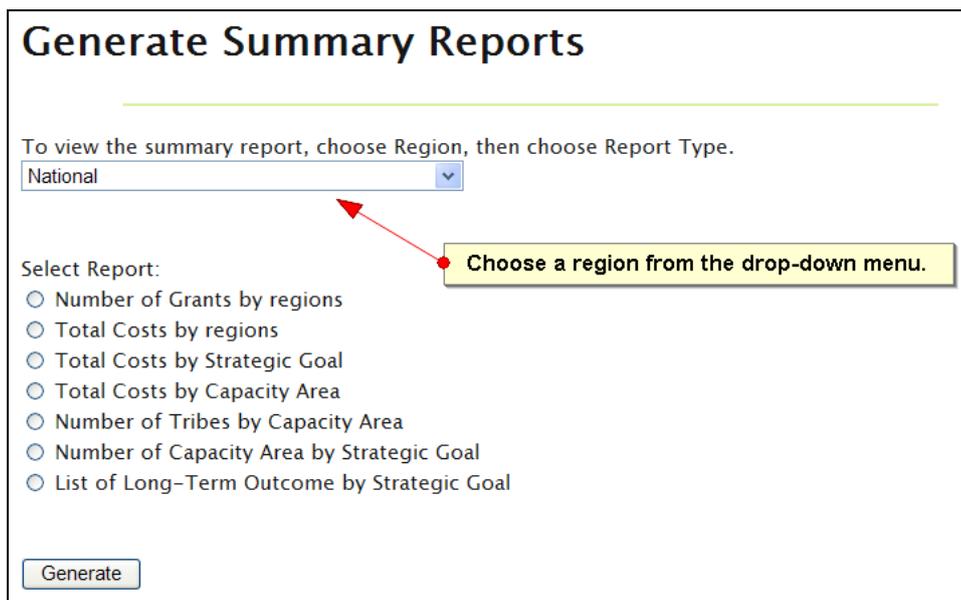


Figure 42 – Select a Region

4. Click the radio button corresponding to a desired summary report (Figure 43).

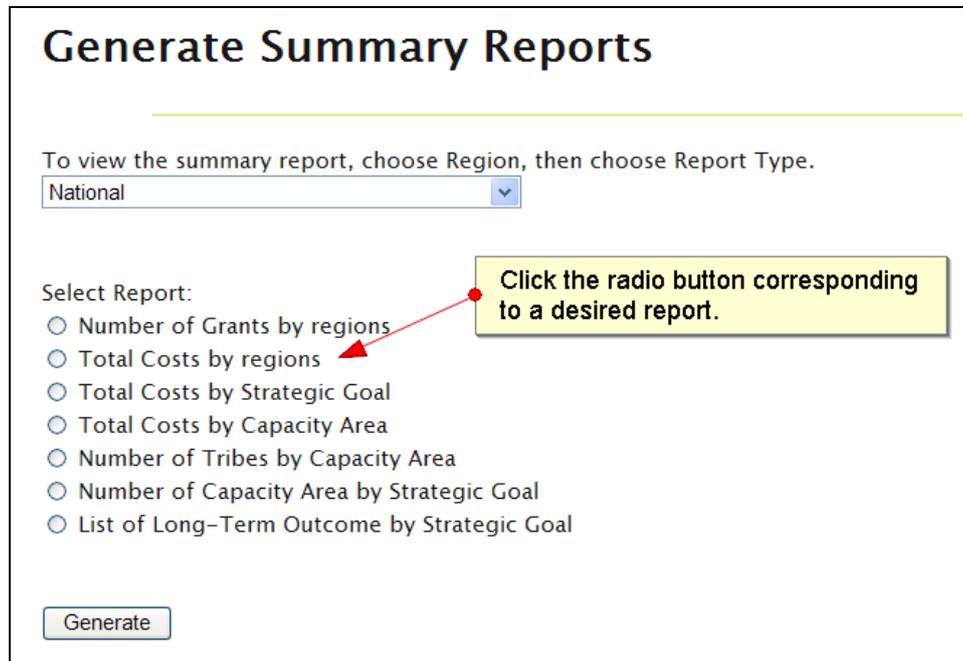


Figure 43 – Select a Report

5. Click the **Generate** button to generate the summary report (Figure 44).

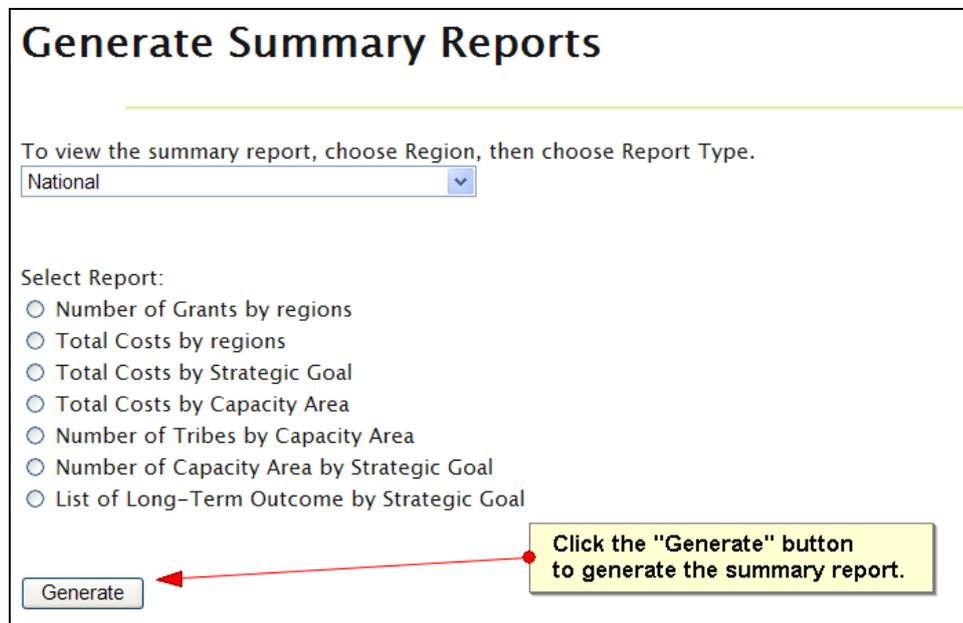


Figure 44 – Generate Report Button

6.2 Types of Summary Reports

The following Summary Reports are available for the Regional 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

6.2.1 Total Costs by Strategic Goal



Figure 45: Total Costs by Strategic Goal

6.2.2 Total Costs by Capacity Area

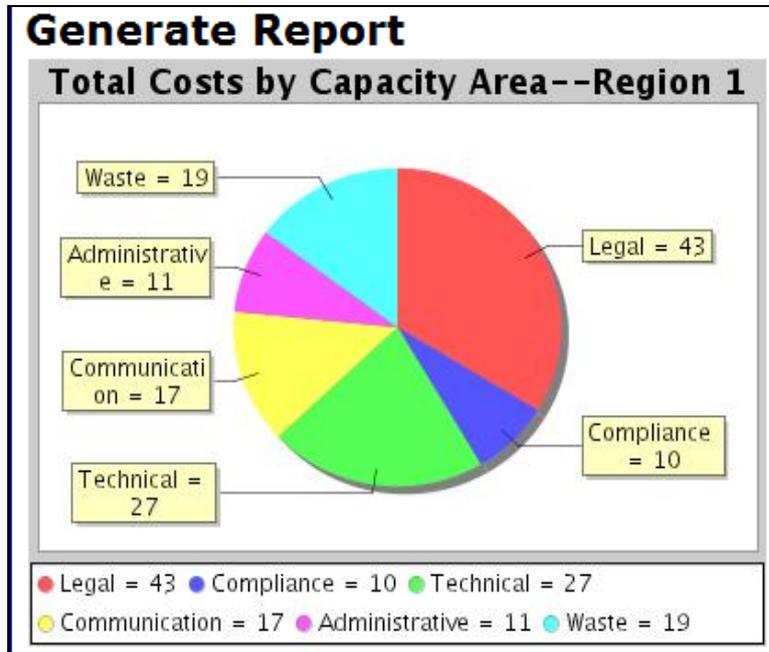


Figure 46: Total Costs by Capacity Area

6.2.3 Number of Tribes by Capacity Area

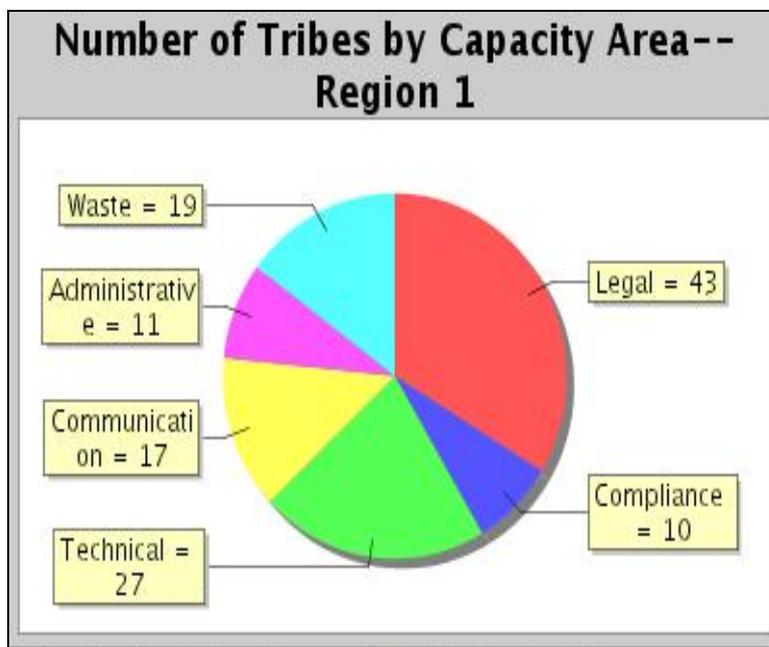


Figure 47: Number of Tribes by Capacity Area

6.2.4 Number of Capacity Area by Strategic Goal

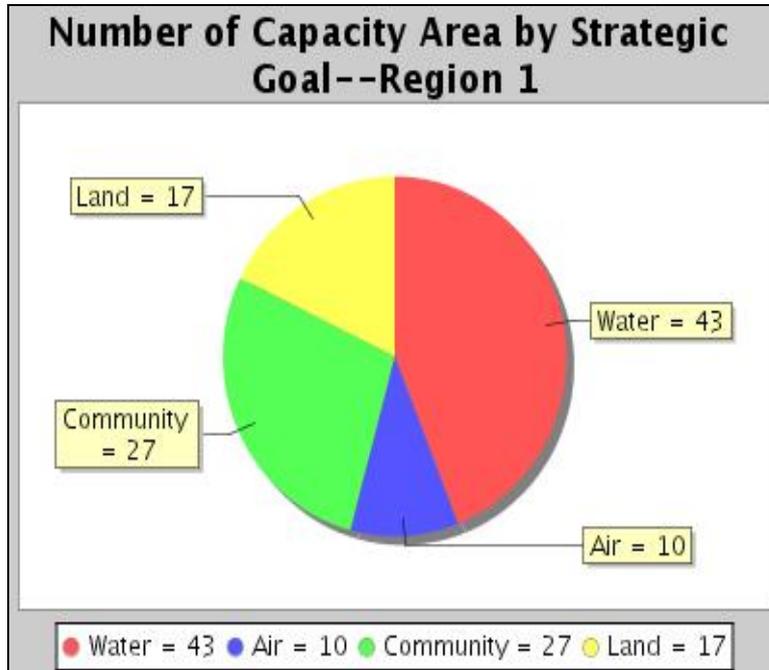


Figure 48: Number of Capacity Area by Strategic Goal

6.2.5 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 49: List of Long-Term Outcomes by Strategic Goal

7 ACRONYMS AND DEFINITIONS

7.1 Acronyms

The following acronyms were used in this document.

Acronym	Definition
AIEO	American Indian Environmental Office
USEPA	United States Environmental Protection Agency
ERRT	Environmental Results Reporting Tool
GAP	General Assistance Program
OID	Oracle Internet Directory
PDF	Portable Document Format
WAM	Web Access Management

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.