



General Assistance Program (GAP) Online

Tribal User Guide

Version 2.3.5

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1 INTRODUCTION

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

GAP is one part of the continuing effort of the EPA to facilitate tribal establishment of environmental programs. GAP has become both a core tribal environmental program and a core EPA program, representing the largest single source of funding for Tribal environmental programs awarded by EPA. GAP has increased from an original funding of \$8.4 million in 1994 to \$57 million for the year 2007. As of FY 2008, the total dispersals of overall funds expended for the GAP program total over \$695 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

1.1 General Assistance Program (GAP) Online System

The GAP Online System provides EPA Grantees and Regional Project Officers with a centralized tool for creating work plans and reporting progress. The designs are based on the format of the most current EPA GAP Guidance Guideline (GAP Guidance for 2006).

1.2 System Requirements for GAP Online

GAP Online 2.3.5 has the following system requirements:

- Microsoft Windows XP, Microsoft Windows Vista, or Microsoft Windows 7
- Microsoft Internet Explorer 7 or later
- Adobe Portable Document Reader (PDF) Reader
- JavaScript and cookies enabled
- Popup blockers disabled

1.3 Internet Explorer 8 and Internet Explorer 9 Compatibility

GAP Online may not display correctly in Windows Internet Explorer 8 and 9. Portions of a Web page may be missing, information in a table may appear in the wrong location, or colors and text may be incorrect.

If a portion of a Web page is blank or doesn't display correctly, enable Compatibility View by selecting the **Compatibility View** button on the Address bar (Figure 1). The Web page will reload with Compatibility View turned on. The **Compatibility View** button does not need to be selected again for GAP Online once it has been selected. The next visit to GAP Online will automatically display in Compatibility View.



Figure 1 –Compatibility View Button

1.4 Mac Operating System Support

GAP Online is not compatible with Apple Safari and Mozilla Firefox for Mac OS X, and is only supported by Microsoft Internet Explorer for Microsoft Windows.

1.5 GAP Online Tribal User Guide

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

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

2 WHAT'S NEW IN GAP ONLINE 2.3.5

GAP Online 2.3.5 has many new features and functions for the tribal user, as well as the Regional Project Officer. The new features and functionalities emerged from the various training sessions American Indian Environmental Office (AIEO) conducted and monthly GAP Online Steering Committee meetings. As GAP Online continues to evolve, AIEO looks to the tribes in addressing how GAP Online can be improved to facilitate the development and negotiation of work plans to best serve the tribal community.

2.1 New Features for the Tribal User in GAP Online 2.3.5

- Simplified layout for the **Create New Progress Report** and **Edit Progress Report** pages
- Improved Adobe Portable Document Format (PDF) and Rich Text Format (RTF) for work plans and progress reports
- Replaced **EPA Strategic Goals** with **EPA Program Codes** for components
- Removed the **Primary Capacity Area (PCA)** field from work plan components and commitments
- Increased the character limit for the **Work Accomplished** field for progress reports
- Added the **Change Password** field on the **User Profile** page for the Regional Project Officer and the EPA Headquarters User
- Improved data validation for the **Edit Position** and **Create New Position** pages

3 THE BASICS

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

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

3.1 Log into GAP Online

To log into GAP Online:

1. Go to the **GAP Online** Web site (https://iaspub.epa.gov/GAP_Online).
2. Enter the username and password provided to you by your Regional Project Officer (Figure 2).



The screenshot shows a login page with the following elements:

- Header: **Login** with a key icon and the text "(Authorized users only)".
- Instructional text: "To login with existing Tribal-wide user account, please type in Username and Password, then click on the 'Login' button." followed by "(Password is case sensitive.)".
- Form fields: "Username:" and "Password:" labels, each followed by a text input box.
- Buttons: "Login" and "Forgot Password" buttons.

Figure 2 - GAP Online Login Page

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



Figure 3 – GAP Online Login Button

4. Upon successful authentication of your username and password, you will arrive at the **GAP Online Home Page**.

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

3.2 Requesting a Forgotten Password

If you have forgotten your current password, you can have a new password sent to you by using the **Forgot Password** feature.

To request a forgotten password for your GAP Online account:

1. Go to the **GAP Online Login** page.
2. Select the **Forgot Password** button to view the **Forgot Password** window (Figure 4).

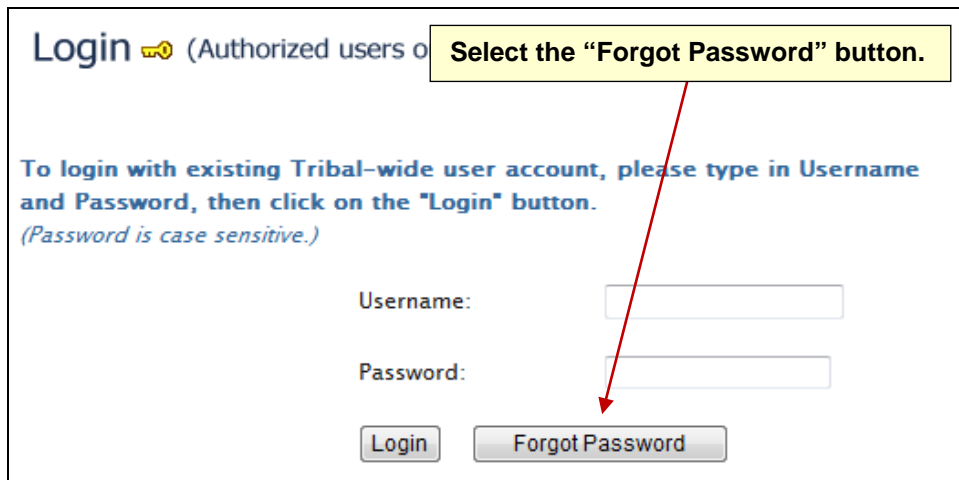


Figure 4 – Forgot Password Button

3. Enter your username in the **Username** field (Figure 5).

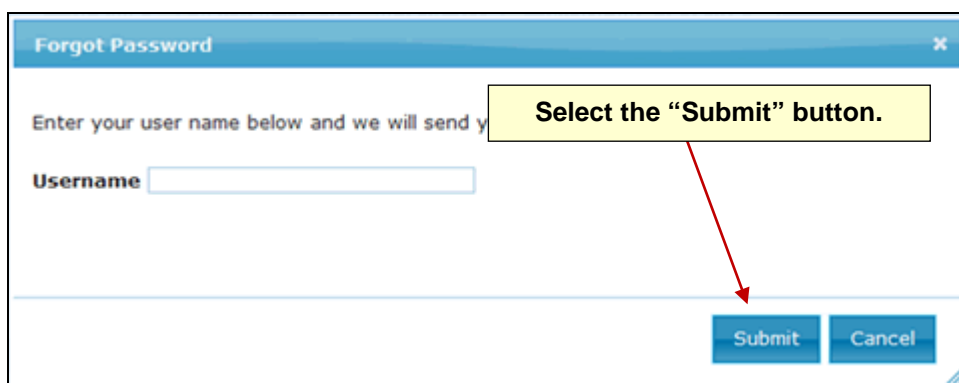


Figure 5 – Enter Username in "Forgot Password" Window

4. Select the **Submit** button to submit the request.

A new password will be sent to the e-mail account for the username entered in the **Forgot Password** window.

3.3 Changing Your Password

It is recommended that the password every 90 days and a complex password (at least 8 characters consisting of upper/lower case letters and numbers).

To change the password for your GAP Online account:

1. Log into GAP Online.
2. Select the **User Profile** hyperlink on the left side of the page (Figure 6).

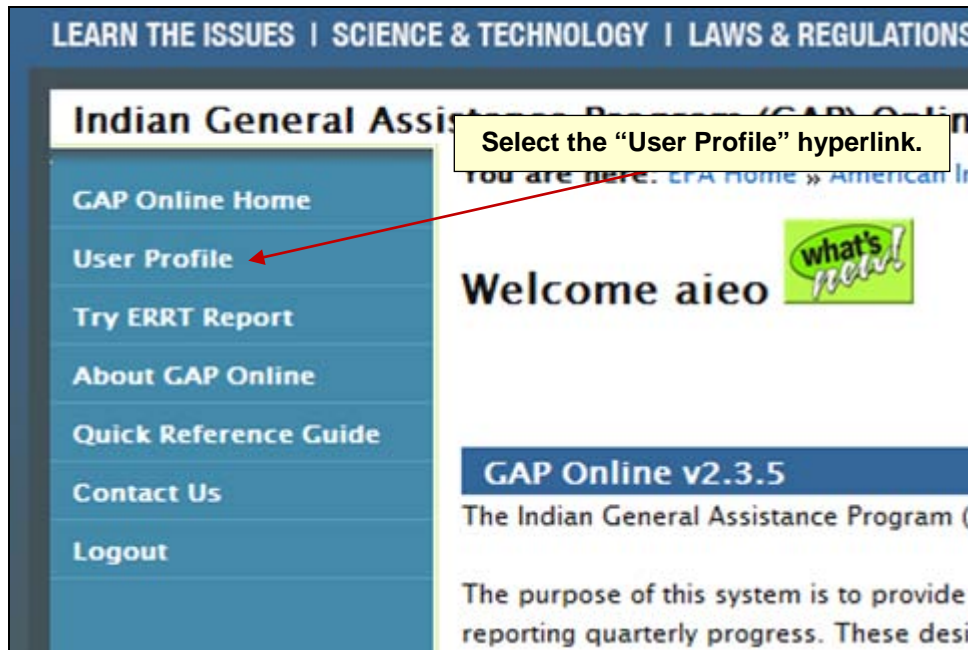
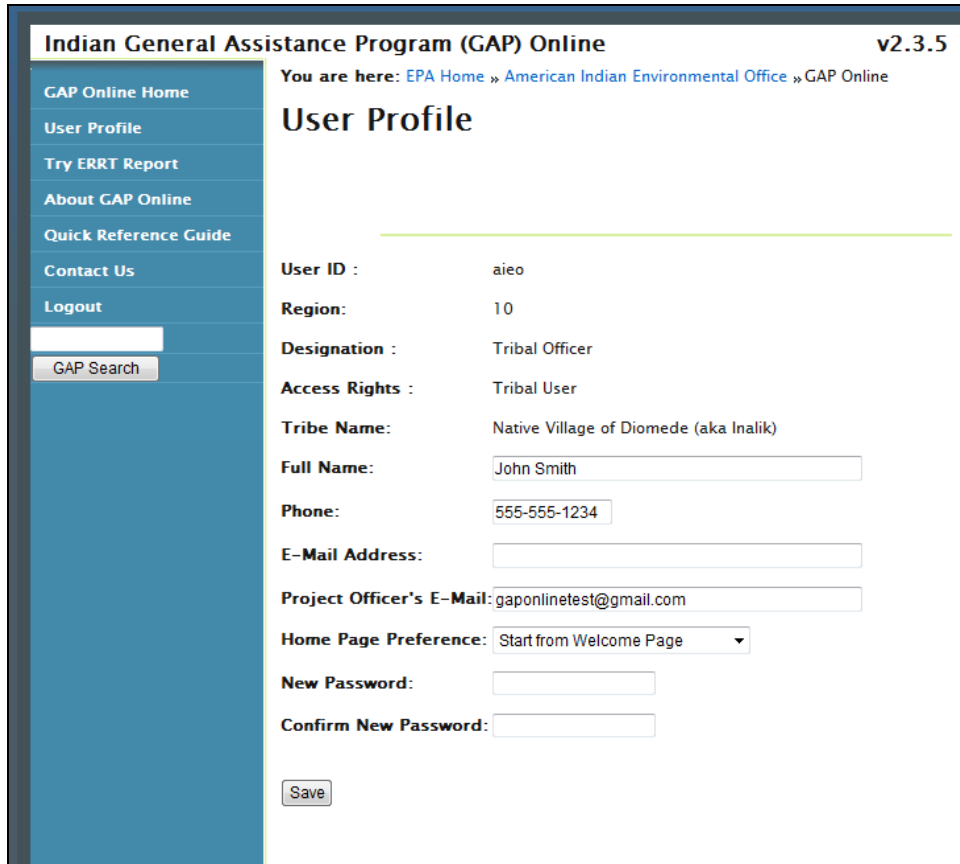


Figure 6 – User Profile Hyperlink

3. Enter a new password in the **New Password** field on the **User Profile** page. Confirm the new password by entering it into the **Confirm New Password** field (Figure 7).



Indian General Assistance Program (GAP) Online v2.3.5

You are here: [EPA Home](#) » [American Indian Environmental Office](#) » [GAP Online](#)

User Profile

User ID : aieo

Region: 10

Designation : Tribal Officer

Access Rights : Tribal User

Tribe Name: Native Village of Diomedede (aka Inalik)

Full Name:

Phone:

E-Mail Address:

Project Officer's E-Mail:

Home Page Preference: ▼

New Password:

Confirm New Password:

Figure 7 - User Profile Page

4. Select the **Save** button to save the updated password.

3.4 Updating User Profile for First Time Users

When you log in for the first time as a tribal user, you will need to enter the e-mail address of the Regional Project Officer assigned to review, comment, and approve your work plan (Figure 8).

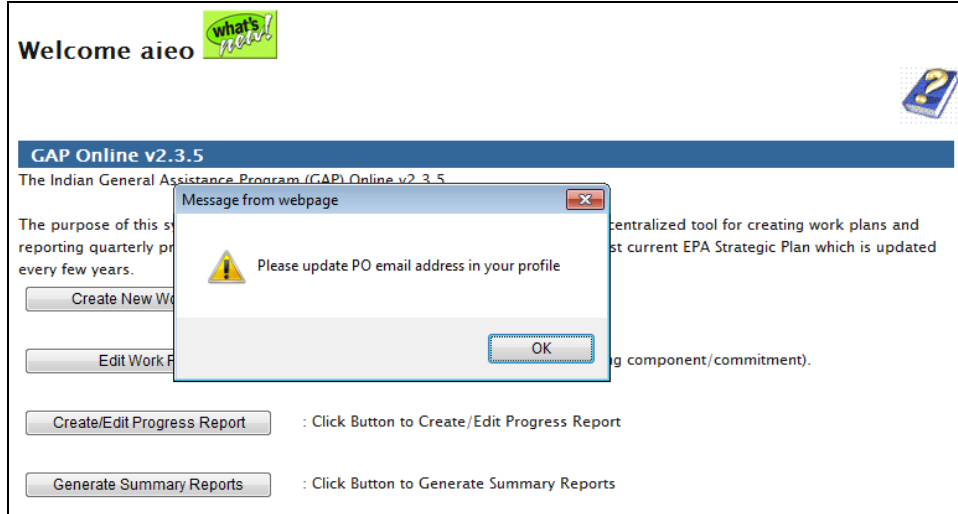


Figure 8 - Update Project Officer E-mail Alert Message

To update your user profile:

1. Select the **User Profile** hyperlink on the left side of the page (Figure 9).

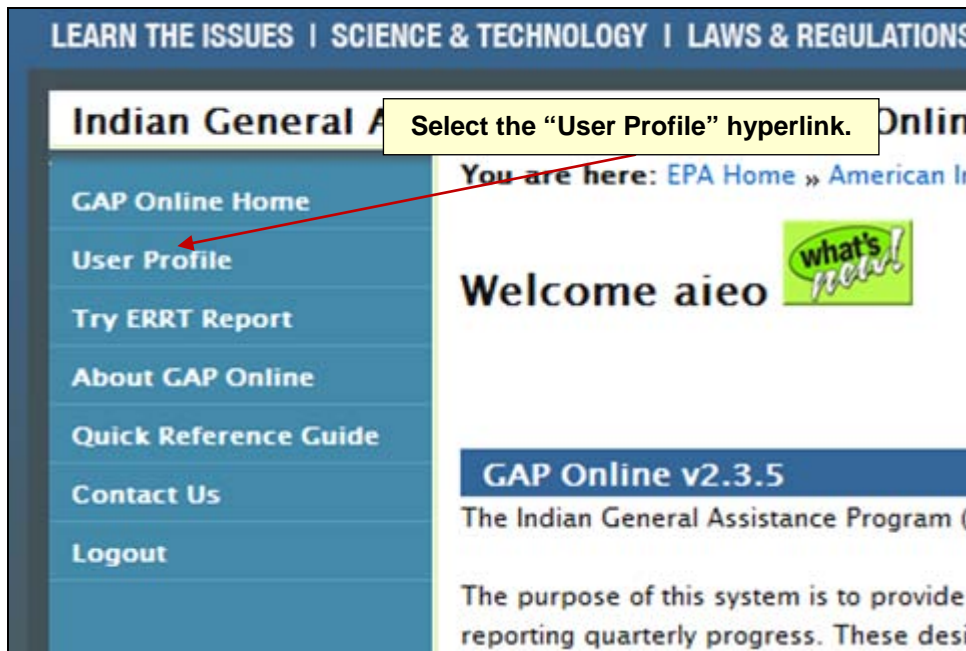
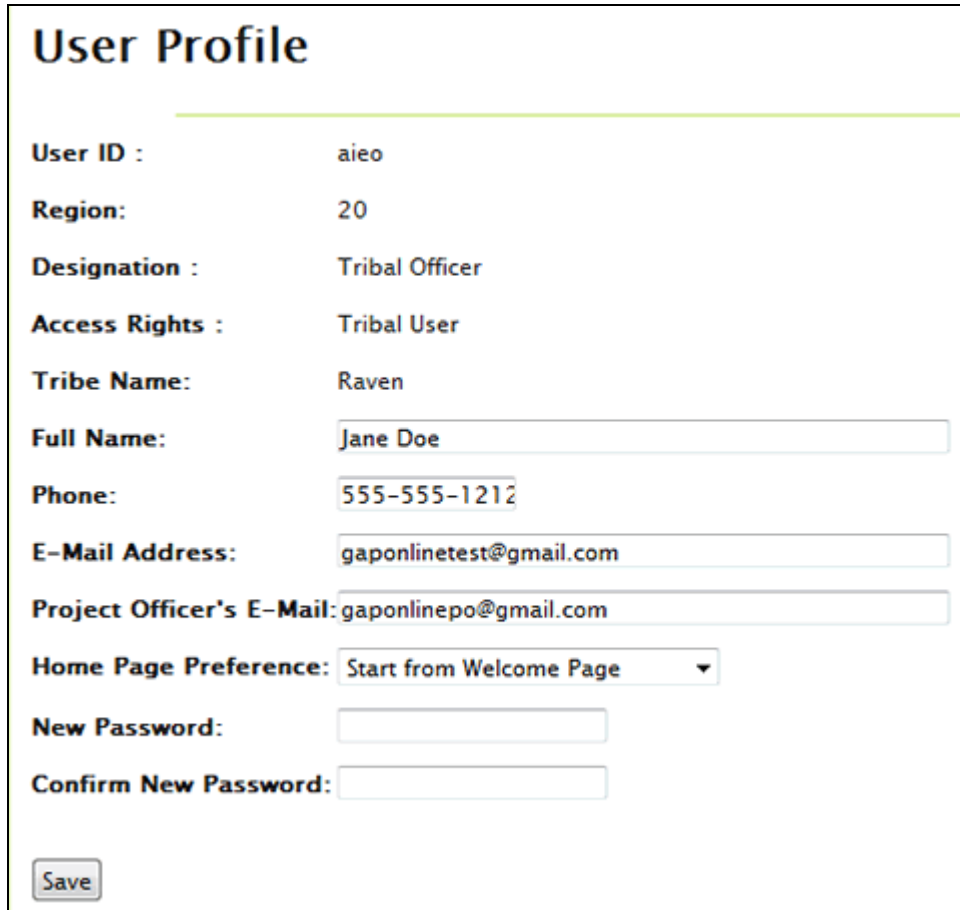


Figure 9 - User Profile Hyperlink

2. Enter your e-mail address and your Regional Project Officer's e-mail address on the **User Profile** page. An e-mail notification will be sent to you and the Regional Project Officer during the work plan and progress report development process (Figure 10).



User Profile

User ID : aieo

Region: 20

Designation : Tribal Officer

Access Rights : Tribal User

Tribe Name: Raven

Full Name:

Phone:

E-Mail Address:

Project Officer's E-Mail:

Home Page Preference: ▼

New Password:

Confirm New Password:

Figure 10 - GAP Online User Profile

3. Select your home page preference from the **Home Page Preference** drop-down menu.
4. You have the option to change your password by entering a new password in the **New Password** field. Enter the password again in the **Confirm New Password** field to confirm your new password.
5. Select the **Save** button.
6. Once the **User Profile** page is saved, a message will appear confirming your updated user profile (Figure 11).

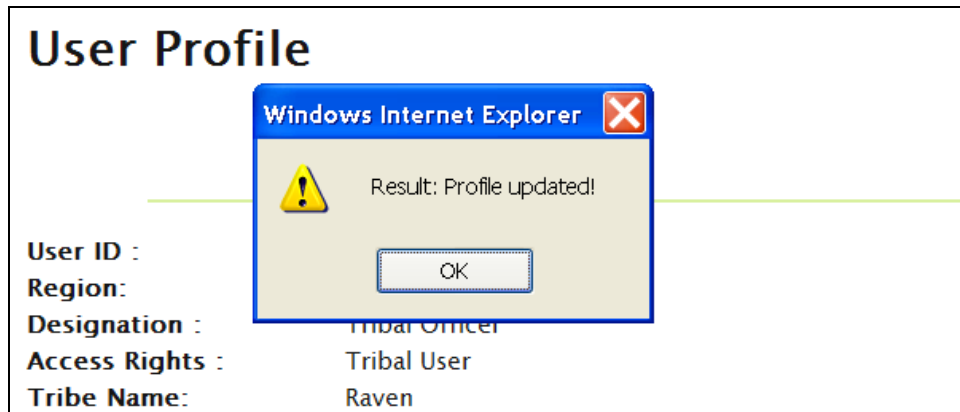


Figure 11 - User Profile Updated

3.5 Log out of GAP Online

To log out of GAP Online:

1. Save your work in the window that you are working. Lost connections to the GAP server can result in lost work so please make sure to save your work often while you are developing a work plan.
2. Select the **Logout** hyperlink on the left side of the page (Figure 12).

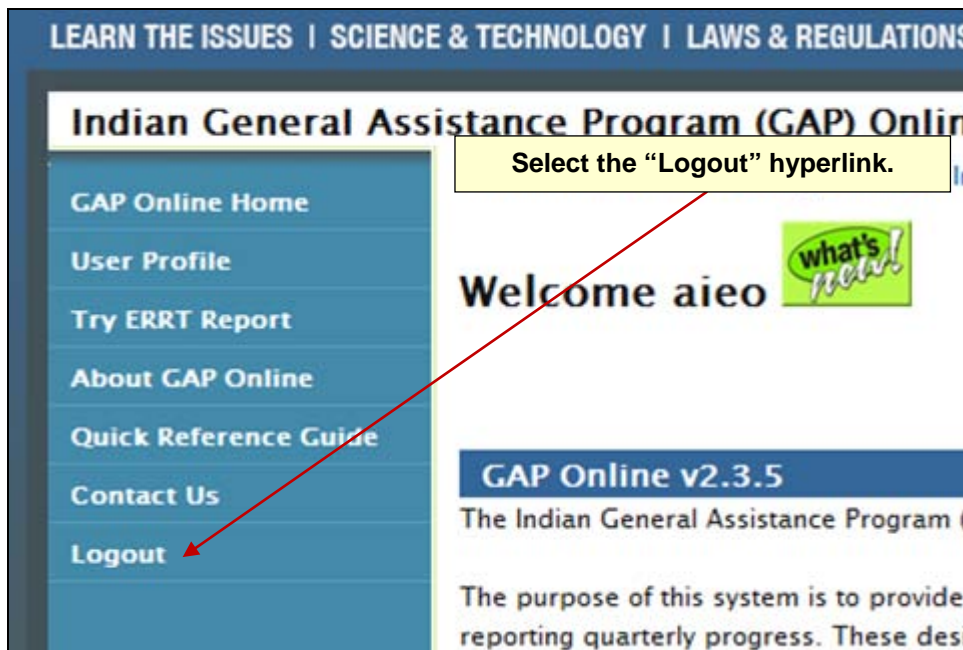


Figure 12 - Logout Hyperlink

3.6 Menu Bar

The GAP Online menu bar contains a list of 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.
User Profile	Lists the Tribal User Profile information including Name and Contact Information.
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 for using GAP Online.
Contact Us	Lists the EPA contact information for the Tribal User.
Logout	Logs user out of GAP Online.

3.7 GAP Functionality Selections

The tribal user can complete the following GAP functionalities:

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

4 WORK PLAN

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

4.1 Create a Work Plan

A tribe can create new work plans and maintain existing work in GAP Online. A work plan can include any number of components. Each component can include any number of commitments.

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

To create a new work plan:

1. Select the **Create New Work Plan** button from the group of buttons on the welcome page (Figure 13).

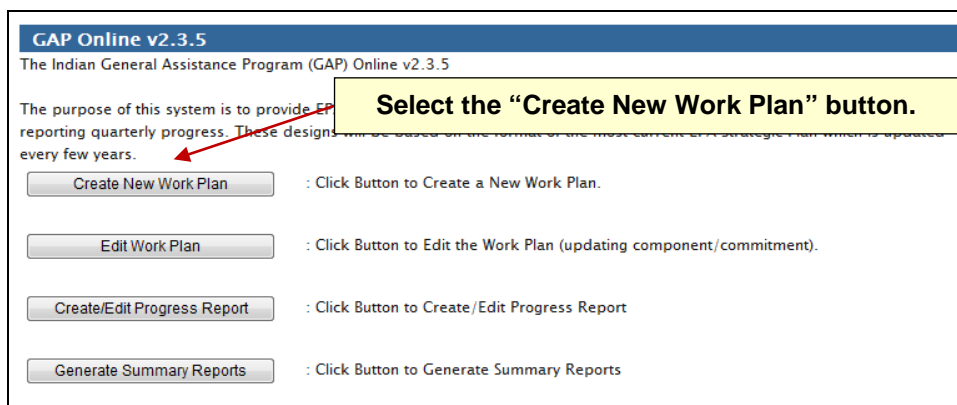


Figure 13 – GAP Online Home Page

2. Enter the work plan period in the **Begin** and **End** fields (Figure 14).

Create New Work Plan



Tribe: Raven
Region: 20
Work Plan Period: Begin: 
 End: 
 Copy Data from Previous Work Plans?

Figure 14 - Create a New Work Plan

3. Select the **Copy Data from Previous Work Plans** checkbox (Figure 15) to copy information from a previous work plan. This feature is useful if you are continuing a project started in the previous fiscal year or starting a new work plan similar to one from an earlier year.

Copy Data from Previous Work Plans?

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

Figure 15 - Copy Data from Previous Work Plan

4. Select the **Save** button to save your record.

- Once you have created a work plan, select the checkboxes corresponding to the tribal users who will work on this work plan from the **Authors** field (Figure 16).

The screenshot shows a web form for creating a work plan. The fields are as follows:

- Tribe:** Raven
- EPA Tribal Code:** 999
- Region:** 20
- Status:** Created
- Reporting Frequency:** To Be Entered by Project Officer
- Authors:**
 - aieo
 - raven1
- Description:** A large text area for entering a description.
- Work Plan Period:**
 - Begin:** 10/01/2018
 - End:** 09/30/2019
- Save** button


Figure 16 - Select Tribal Users in Authors Section

- Enter a brief description about the work plan in the **Description** field.
- Select the **Save** button to save your record.

4.2 Adding Narrative Background Information

Once the work plan has been created, you can attach a narrative background file to the work plan.

To attach a narrative background file:

- Select the **View Details**  button to expand the **Narrative Background** section of the work plan (Figure 17).

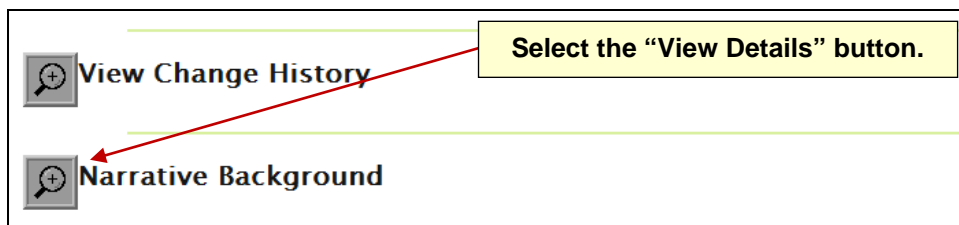


Figure 17 - Expand the Narrative Background Section

2. Select the **Browse** button to locate your file containing the narrative background for your tribe (Figure 18).

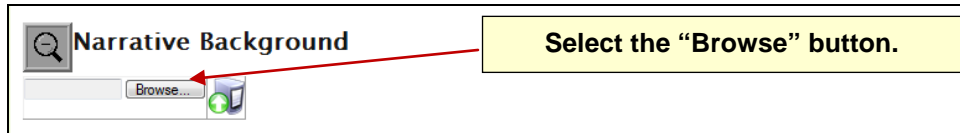


Figure 18 - Browse Button for Locating Files

3. Once you have found the narrative background file on your computer, select the **Open** button to complete your selection (Figure 19).

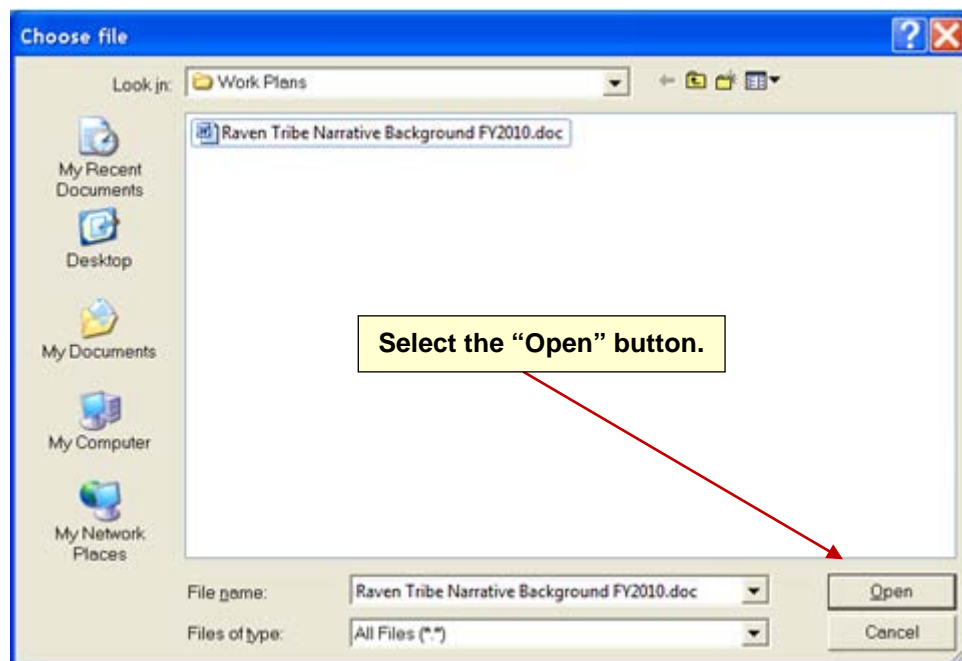


Figure 19 - Select a File

4. The location of the file will appear next to the **Browse** button.
5. Select the **Upload** button to attach the file to the **Narrative Background** section (Figure 20).

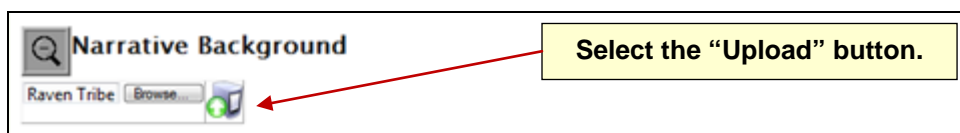


Figure 20 - Upload a File

6. The narrative background document will appear as an attached document (Figure 21).

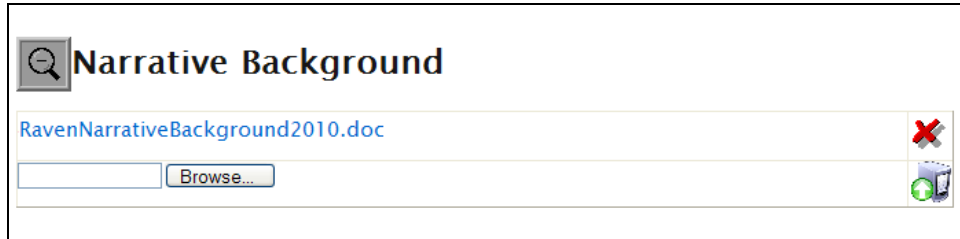


Figure 21 - Attached File

4.3 Deleting Narrative Background Information

To delete a narrative background file:

1. Select the **Delete**  button corresponding to a narrative background file (Figure 22).

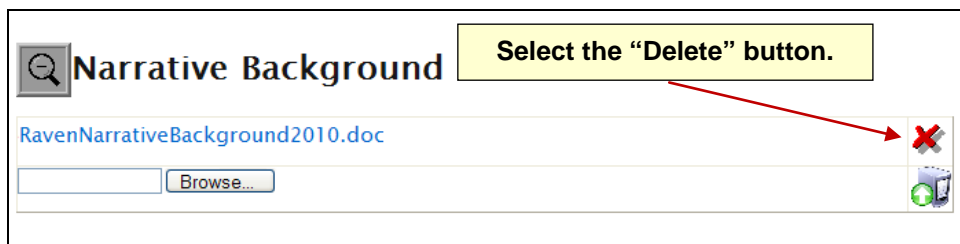


Figure 22 - Delete Narrative Background File

2. Select the **OK** button on the confirmation message to delete the file (Figure 23). **Warning:** Once the file is deleted, it cannot be retrieved.

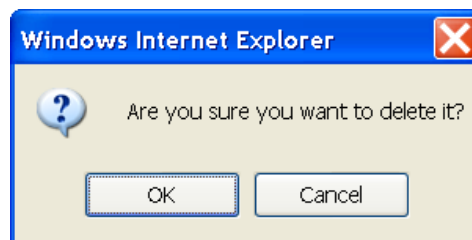



Figure 23 - Delete Confirmation Message

4.4 Adding Budget Information

Once the work plan has been created, you can attach a budget file to the work plan.

To attach a budget:

1. Select the **View Details**  button to expand the **Budget** section of the work plan (Figure 24).

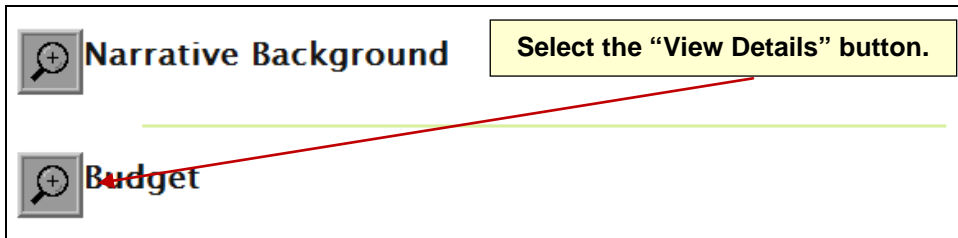


Figure 24 - Expand the Budget Section

2. Select the **Browse** button to locate your file containing the budget for your work plan (Figure 25).

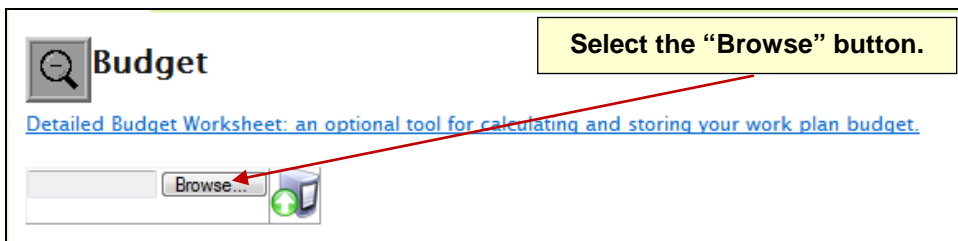


Figure 25 - Browse Button for Locating Files

3. Once you have found the budget file on your computer, select the **Open** button to complete your selection (Figure 26).

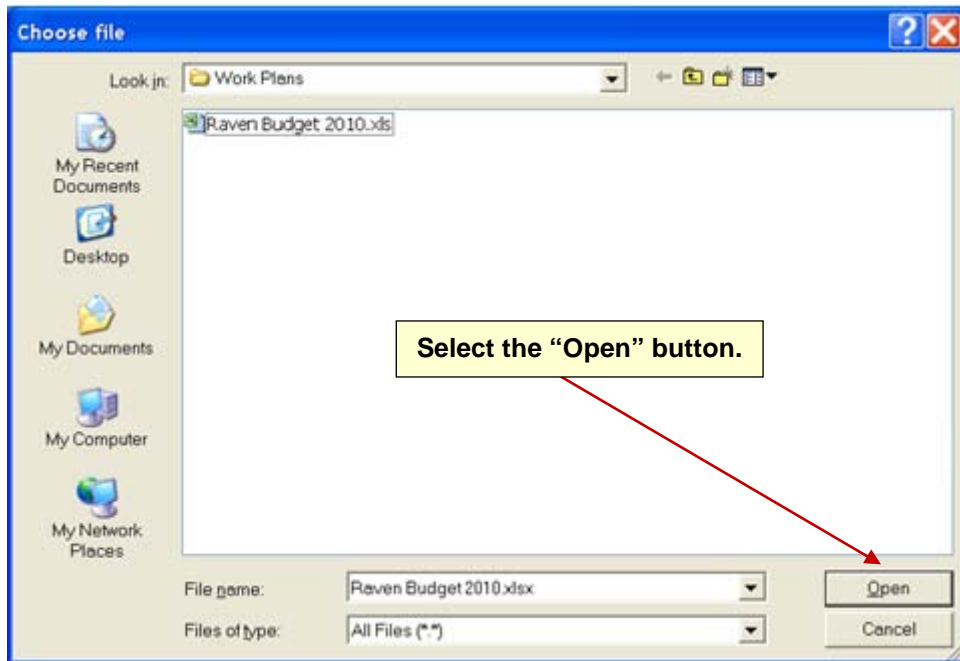


Figure 26 - Select a Budget File

4. The location of the file will appear next to the **Browse** button.
5. Select the **Upload** button to attach the file to the **Budget** section (Figure 27).

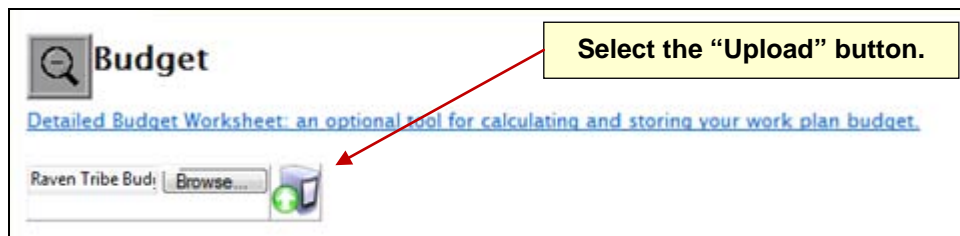


Figure 27 - Upload a Budget File

6. The budget file will appear as an attached document (Figure 28).

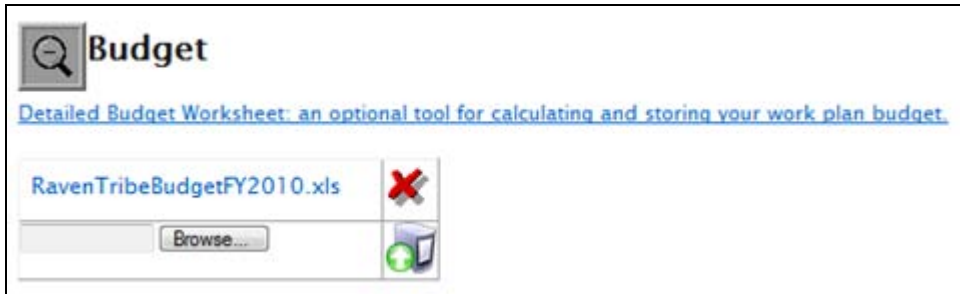


Figure 28 - Attached Budget File

4.5 Deleting Budget Information

To delete an attached budget file:

1. Select the **Delete**  button corresponding to a budget file (Figure 29).

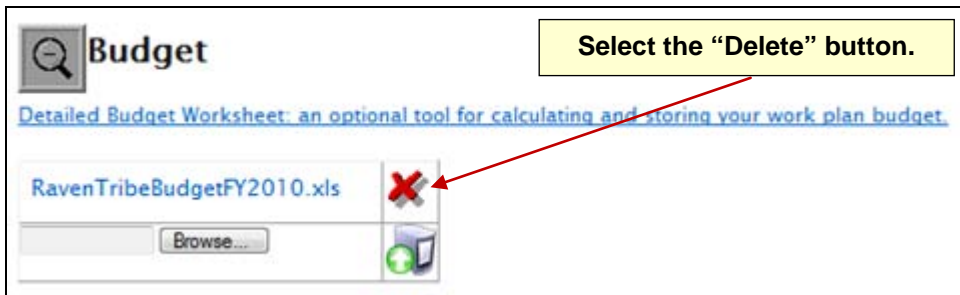


Figure 29 – Delete a Budget File

2. Select the **OK** button on the confirmation message to delete the file (Figure 30). **Warning:** Once the file is deleted, it cannot be retrieved.

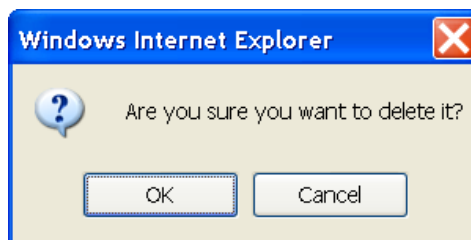


Figure 30 - Delete Confirmation Message

4.6 Detailed Budget Worksheet

The **Detailed Budget Worksheet** is an optional tool for calculating and storing your work plan budget. You will download the file onto your PC and enter your budget information into the worksheet.

To enter data into the Detailed Budget Worksheet:

1. Select on the **Detailed Budget Worksheet: an optional tool for calculating and storing your work plan budget** hyperlink (Figure 31).

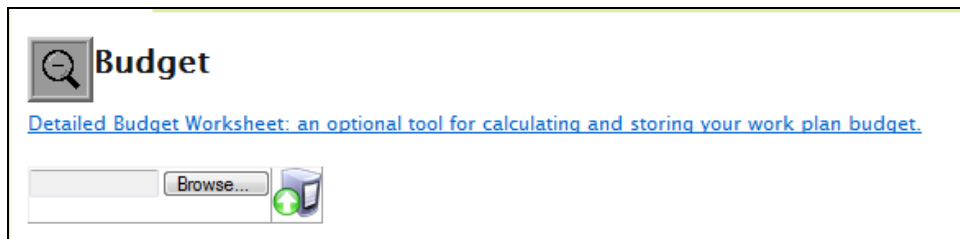


Figure 31 - Detailed Budget Worksheet

2. A yellow box will appear below the hyperlink, explaining the purpose of the worksheet and how to save the file to your computer. Select the **Click to download Budget Worksheet** hyperlink (Figure 32).

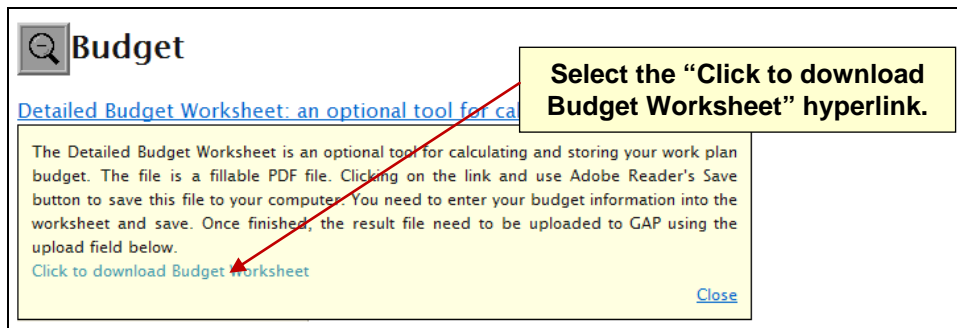




Figure 32 – Download the Detailed Budget Worksheet

3. The Detailed Budget Worksheet will appear in a new window. Select the **Save** button  of the Adobe PDF reader to save this file to your computer or another location.
4. Enter your budget information into the worksheet.
5. Select the **Save** button  to capture the information in the worksheet.


6. Once the worksheet has been completed, follow the steps of **4.4 Adding Budget Information** to upload the Detailed Budget Worksheet into the Budget section of the work plan.

Note: The Detailed Budget Worksheet requires the Adobe PDF reader software (<http://get.adobe.com/reader/>) installed on the user's PC.

4.7 Adding Position Information

The **Position Information** section allows you to identify the people who will perform the work identified in the work plan, as well as the percentage of the GAP funding that will be used to support them. The personnel entered will be referenced during the creation of commitments (see Section 4.13).

To add a new position:

1. Select the **View Details**  button to expand the **Position Information** section of the work plan (Figure 33).

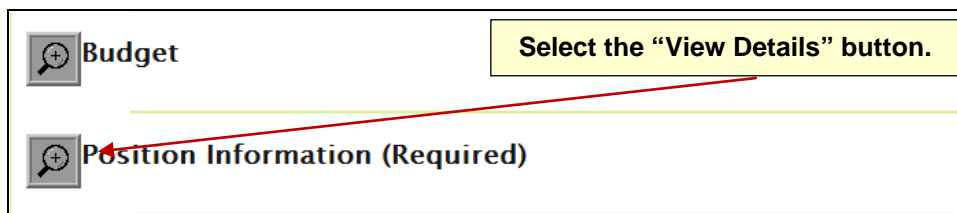


Figure 33 – Position Information Section

2. Select the **Add New Position** button to view the **Create New Position** screen (Figure 34).

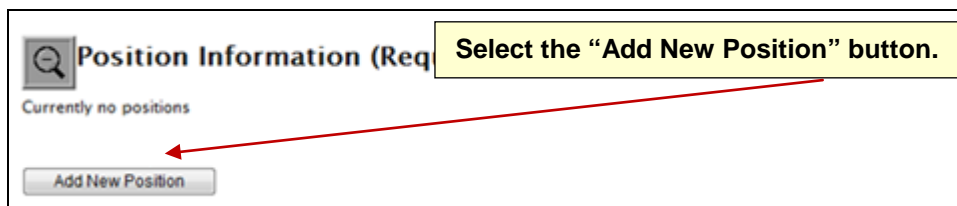


Figure 34 - Add New Position Button

3. The **Create New Position** screen appears in a new browser window (Figure 35).

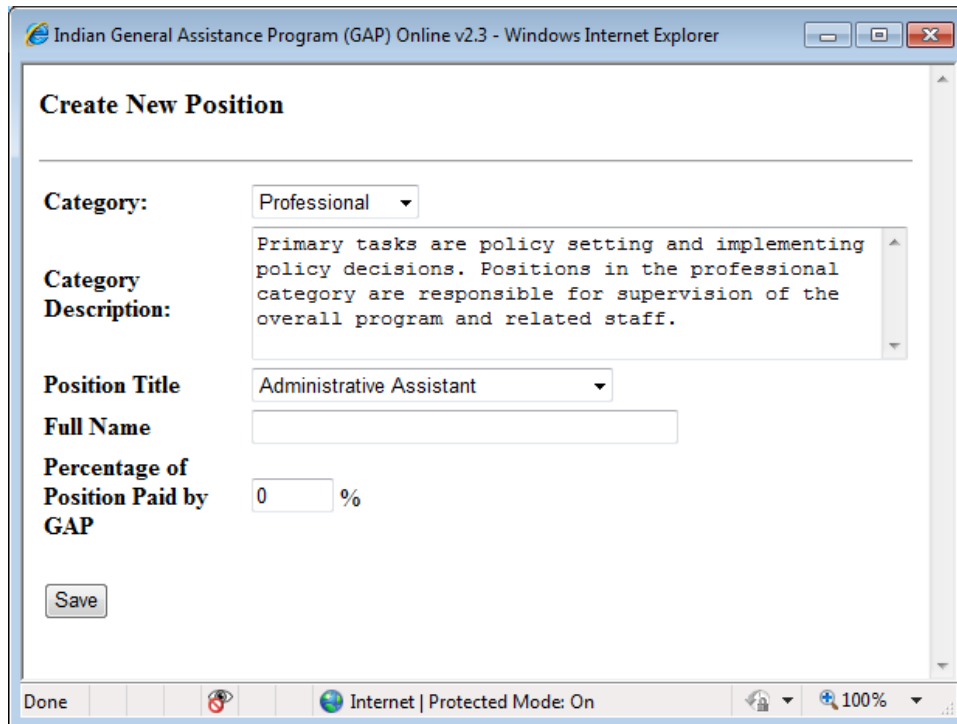


Figure 35 - Create New Position Screen

4. Select the category type from the **Category** drop-down menu. The description displayed in the **Category Description** field will change based on the category selected from the **Category** drop-down menu.

Category is a required field for entry.

5. Select the position title from the **Position Title** drop-down menu. If **Other** is selected, enter a new position title into the **Enter New Title** field.

Position Title is a required field for entry.

6. Enter an optional full name for the new position in the **Full Name** field.
7. Enter the percentage of GAP funding that will be used to support the position in the **Percentage of Position Paid by GAP** field.

Percentage of Position Paid by GAP is a required field for entry.

8. Select the **Save** button to save the position information. The pop-up browser window will close and return you to the work plan.

4.8 Deleting Position Information

To delete a position:

1. Select the **Delete**  button corresponding to a selected position (Figure 36).

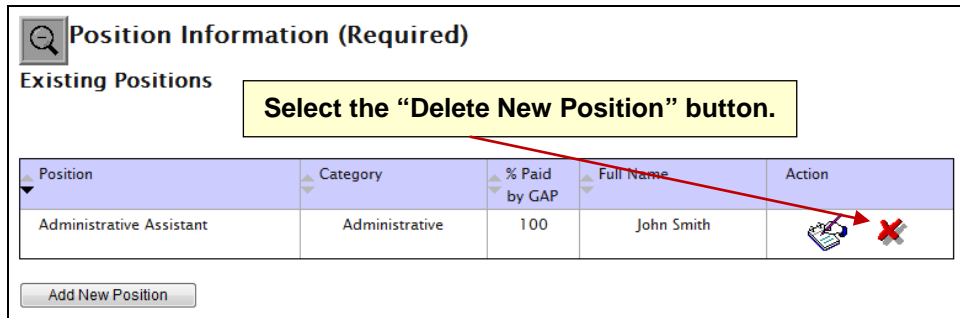


Figure 36 – Delete Position Button

2. Select the **OK** button on the confirmation message to delete the position (Figure 37). **Warning:** Once the position is deleted, it cannot be retrieved.

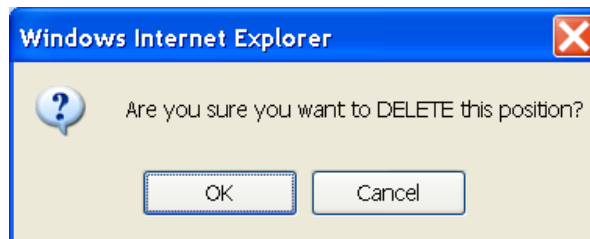



Figure 37 – Delete Confirmation Message

4.9 Adding Attachments

You may attach additional documentation to support your work plan.

To add an attachment:

1. Select the **View Details**  button to expand the **Attachment** section of the work plan (Figure 38).

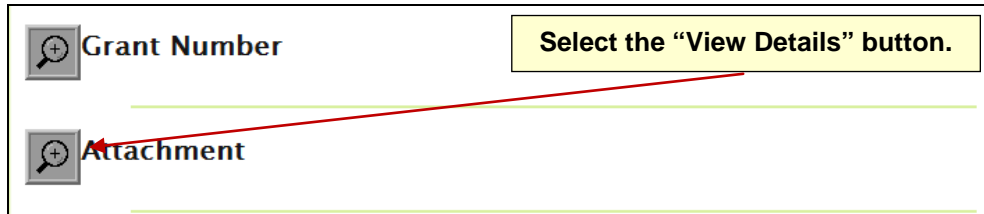


Figure 38 – Expand the Attachment Section

2. Select the **Browse** button to locate the file you want to upload (Figure 39).

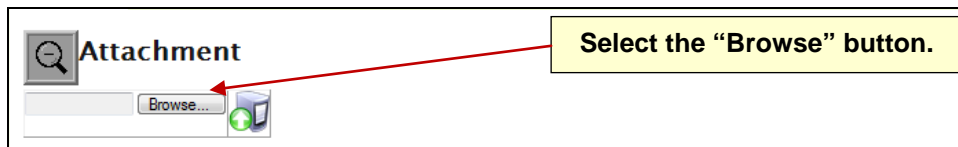


Figure 39 – Browse Button for Locating Documents

3. Once you have found the file on your computer, select the **Open** button to complete your selection (Figure 40).

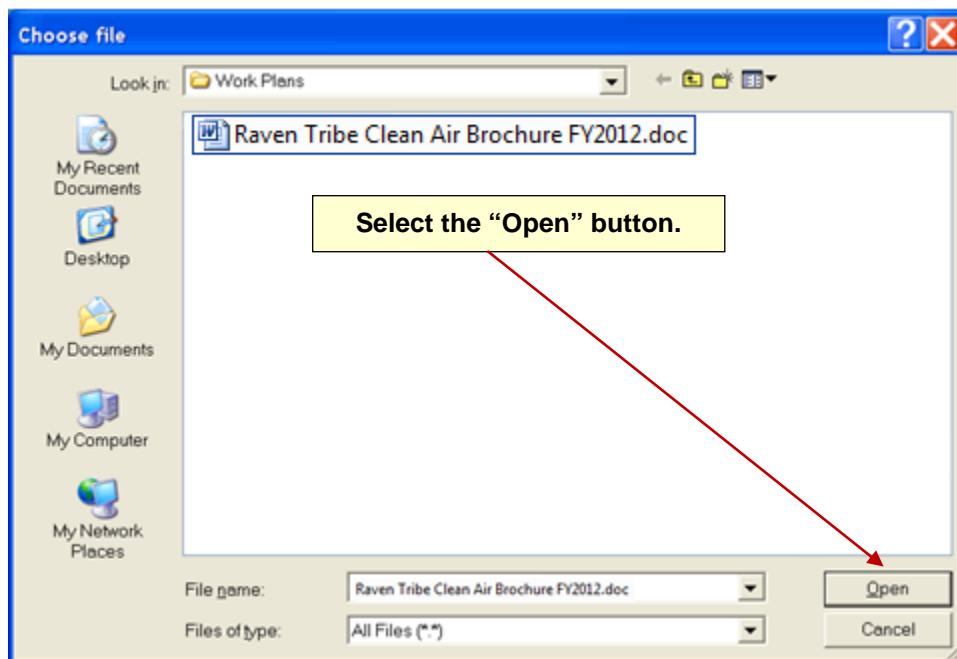


Figure 40 – Select a File

4. The location of the file will appear next to the **Browse** button. Select the **Upload** button to attach the file to the **Attachments** section (Figure 41).

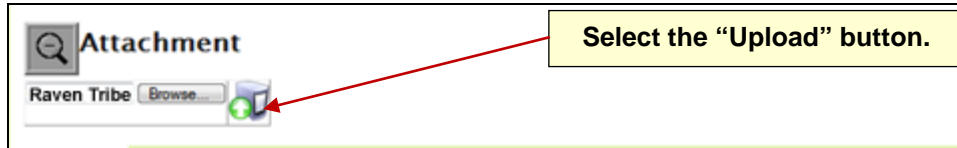


Figure 41 – Upload an Attachment

5. The file will appear as an attachment (Figure 42).



Figure 42 – Uploaded Attachment

4.10 Deleting Attachments

To delete an attachment:

1. Select the **Delete**  button corresponding to an attachment (Figure 43).

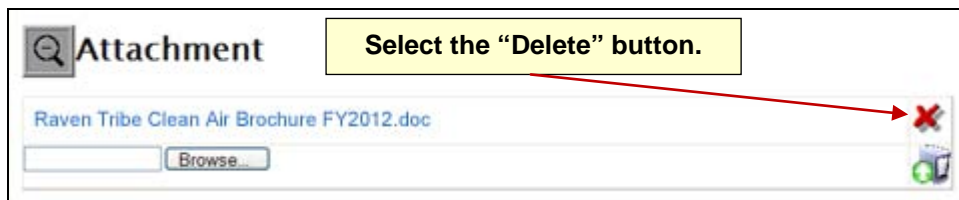


Figure 43 – Delete Attachment

2. Select the **OK** button on the confirmation message to delete the attachment (Figure 44). **Warning:** Once the attachment is deleted, it cannot be retrieved.

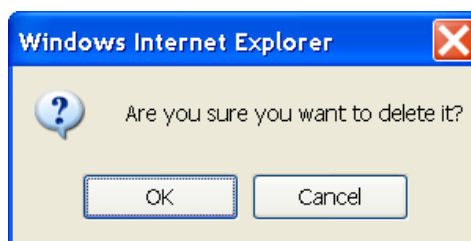


Figure 44 - Delete Confirmation Message

4.11 Create a Work Plan Component

Once you have created a new work plan and entered the necessary tribal background information (narrative background, budget, and position information), you may add the work plan components as necessary.

To create a work plan component:

1. The **Work Plan Component** section appears at the bottom of the **Edit Work Plan** screen (Figure 45).

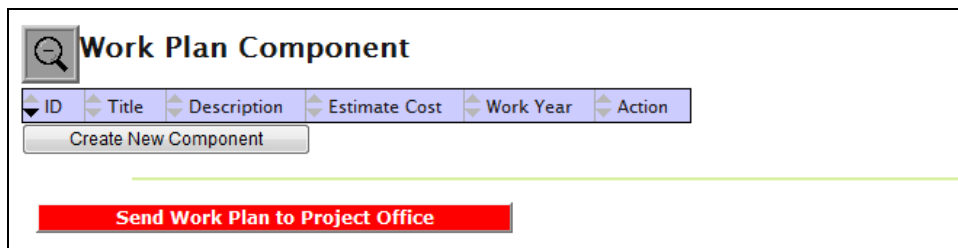


Figure 45 - Work Plan Component Section

2. Select the **Create New Component** button to create a new work plan component (Figure 46).

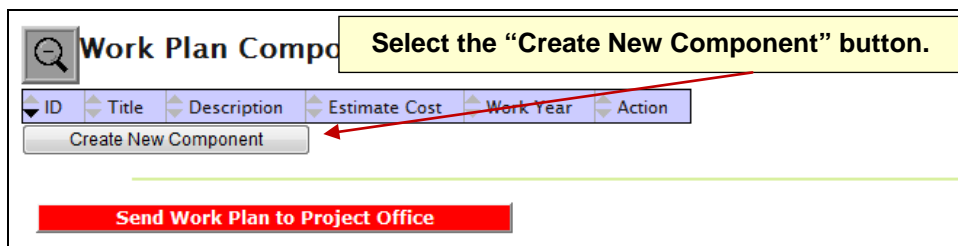


Figure 46 - Create New Component Button

3. The **Work Plan Component Entry** screen will appear (Figure 47).

Work Plan Component: #

An asterisk () indicates required field.*

Title * : [Dropdown menu]

Description * : Owner is aieo [Text area]

Long-Term Outcome* : [Text area]

Measure(s) : [Text area]

Intermediate Outcomes * : [Radio button] [Text area]
 [Radio button] [Text area]
 [Add More Intermediate Outcomes ...]

Estimated Component Cost * : \$0 [Text area]

Estimated Work Year (FTE) * : 1 [Text area] Year

[Save Component]

Figure 47 - Work Plan Component Screen

4. Enter an appropriate title or select a pre-defined title from the **Title** drop-down menu.

Title is a required field for entry.

- a. You may create a new title by entering the information into the editable field (Figure 48).

Note: the title of a work plan component cannot be greater than two hundred characters.

Title * [Text input field] [Type New Title in Input Field Below] [Dropdown arrow]

Figure 48 – Component Title Field

- b. If you want to use a pre-defined title for the work plan, select a title from the **Title** drop-down menu (Figure 49).

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

Figure 49 – Component Title Drop-down Menu

5. Enter a description of the work component associated with the work plan in the **Description** field (Figure 50). The description gives an overview of what environmental activities the component will address.

Description is a required field for entry.

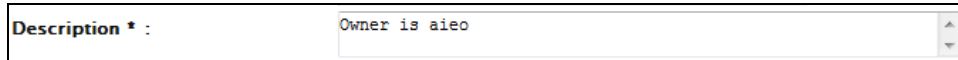
A screenshot of a web form showing a text input field. The label "Description * :" is on the left. The text "Owner is aieo" is entered in the field. There are small up and down arrow icons on the right side of the field.

Figure 50 – Description Field

6. Enter the description of the long-term outcome for the component into the **Long-Term Outcome** field (Figure 51).

Long-Term Outcome is a required field for entry.


A screenshot of a web form showing a text input field. The label "Long-Term Outcome* :" is on the left. The field is currently empty. There are small up and down arrow icons on the right side of the field.

Figure 51 – Long-Term Outcome Field

7. Enter a measure related to this work plan component into the **Measures** field (Figure 52).

A screenshot of a web form showing a text input field. The label "Measure(s) :" is on the left. The field is currently empty.

Figure 52 – Measures Field

8. Enter descriptions of the intermediate outcomes related to this work plan component into the **Intermediate Outcomes** fields. The Intermediate Outcomes are in bulleted format. If you want to include more than two (2) Intermediate Outcomes, select the **Add More Intermediate Outcomes** button (Figure 53).

Intermediate Outcomes is a required field for entry.

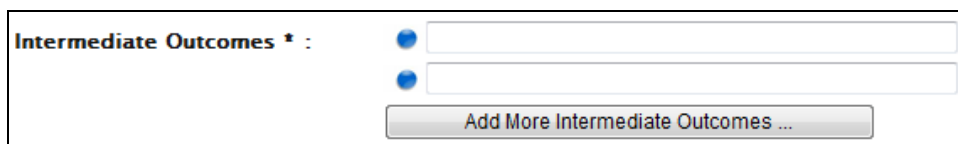
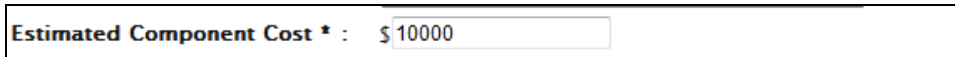
A screenshot of a web form showing two text input fields for "Intermediate Outcomes * :". Each field has a blue circular bullet point to its left. Below the fields is a button labeled "Add More Intermediate Outcomes ...".

Figure 53 - Intermediate Options Fields

9. Enter the estimated component cost in the **Estimated Component Cost** field (Figure 54).

Estimated Component Cost is a required field for entry.



Estimated Component Cost * : \$10000

Figure 54 – Estimated Component Cost Field

10. Enter the estimated work year (FTE) associated with this work component in the **Estimated Work Year (FTE)** field (Figure 55). The Estimated Work Year is the amount of time needed to complete the component. This can be a whole number or a decimal. The duration of the component's work year should not exceed the duration of the entire work plan.

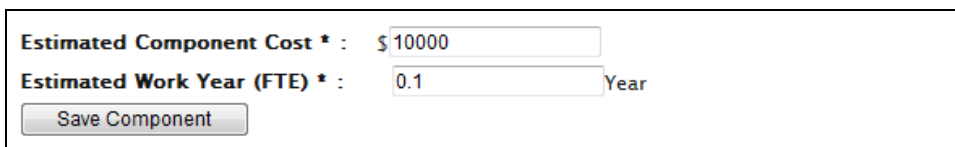
Estimated Work Year (FTE) is a required field for entry.



Estimated Work Year (FTE) * : 0.1 Year

Figure 55 – Estimated Work Year (FTE) Field

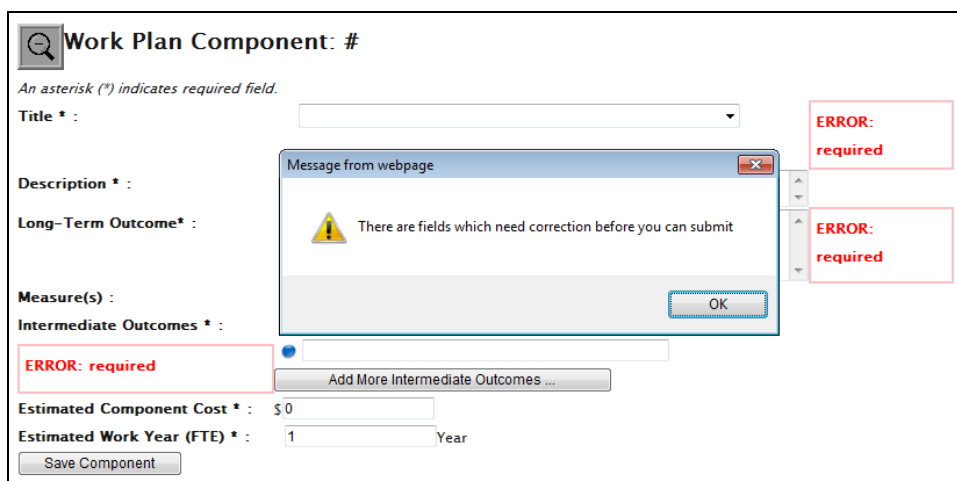
11. Select the **Save Component** button to save the record (Figure 56).



Estimated Component Cost * : \$10000
Estimated Work Year (FTE) * : 0.1 Year
Save Component

Figure 56 – Save Component Button

12. If there are required fields that do not have information entered in them, an error message will be returned (Figure 57). Select the **OK** button on the message and enter the required information to advance to the next screen.



Work Plan Component: #
An asterisk (*) indicates required field.
Title * : [Empty]
Description * : [Empty]
Long-Term Outcome * : [Empty]
Measure(s) : [Empty]
Intermediate Outcomes * : [Empty]
ERROR: required
Add More Intermediate Outcomes ...
Estimated Component Cost * : \$0
Estimated Work Year (FTE) * : 1 Year
Save Component

Message from webpage
There are fields which need correction before you can submit
OK

ERROR: required
ERROR: required

Figure 57 – Error Message for Work Plan Component

4.12 Reordering Work Plan Components

Work plan commitments can be rearranged to meet your needs as you develop a work plan.

To rearrange the sequence of the work plan components:

1. Select a component ID corresponding to a component with your mouse and drag the component to the preferred sequence (Figure 58).

ID	Title	Description	Estimate Cost	Work Year	Action
1	Pollution Prevention (Recycling)	Support the expansion of the Raven Tribe Solid Waste Program.	\$10000	0.1	[Edit] [Delete]
2	Travel and Training	Training for Natural Resources Personnel.	\$13317	0.15	[Edit] [Delete]

Create New Component

Figure 58 – Change Sequence for Work Plan Components

2. Release the mouse to save the change to the component sequence.

4.13 Create a Work Plan Commitment

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

To create a work plan commitment:

1. Select the **New Commitment** button at the bottom of the **Edit Work Plan Component** page to start entering commitments (Figure 59).

ID	Commitment *	Positions	Est. Cost	End Date * mm/dd/yyyy	Outputs & Deliverables *	Action
----	--------------	-----------	-----------	--------------------------	--------------------------	--------

New Commitment Save Commitment

Figure 59 – Work Plan Commitment Screen

2. Enter the work commitment information for your work plan component (Figure 60). All information for the commitment is stored in the commitment table and remains on the same screen as the component. This allows you to view the component information as you develop the commitments.


Work Plan Commitment						
ID	Commitment *	Positions	Est. Cost	End Date * mm/dd/yyyy	Outputs & Deliverables *	Action
1	Develop and expand the goals of the Raven solid waste program.	<input type="checkbox"/> Other:Environmental Coordinator <input type="checkbox"/> Other:Solid Waste Technician	0	09/30/2013	Copies of minutes and/or reports forwarded to EPA TAP manager in quarterly reports.	 View History

Figure 60 - Work Plan Commitment Table

3. Select the **Commitment** column to view the field. Enter a description of the commitment to indicate what aspect of the component is being addressed by the commitment.

Commitment is a required field for entry.

4. Select the positions required to perform the commitment from the **Positions** column. The position titles found in the **Positions** column are those you entered when you first identified the skills required for the work plan in the **Position Information** section. If you do not have all the positions listed that are needed for a commitment, go back to the **Position Information** section and enter more positions.

5. Select the **Estimated Cost** column to view the **Estimated Cost** field. Enter the estimated cost for the commitment. The sum total should be representative of the total cost for the commitment but does not have to be equal to the estimated cost for the component.

6. Select the **End Date** column to view the **End Date** field. Enter the **End Date** for when this commitment will be completed.

End Date is a required field for entry.

7. Select the **Outcomes and Deliverables** column to view the **Outcomes and Deliverables** field. Enter the outcome and deliverables for the commitment. This will be reported in the Progress Report for the work plan.

Outcomes and Deliverables is a required field for entry.

8. Select the **Save Commitment** button to save the commitment (Figure 61).

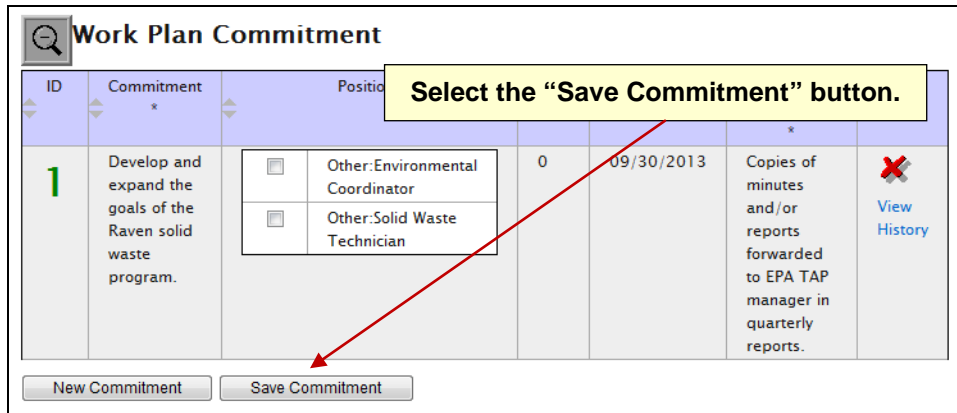


Figure 61 – Save Commitment Button

4.14 Reordering Work Plan Commitments

Work plan commitments can be rearranged to meet your needs as you develop a work plan (Figure 62).

To rearrange work plan commitments:

1. Select the commitment ID for a commitment with your mouse and drag it into the preferred sequence (Figure 62).

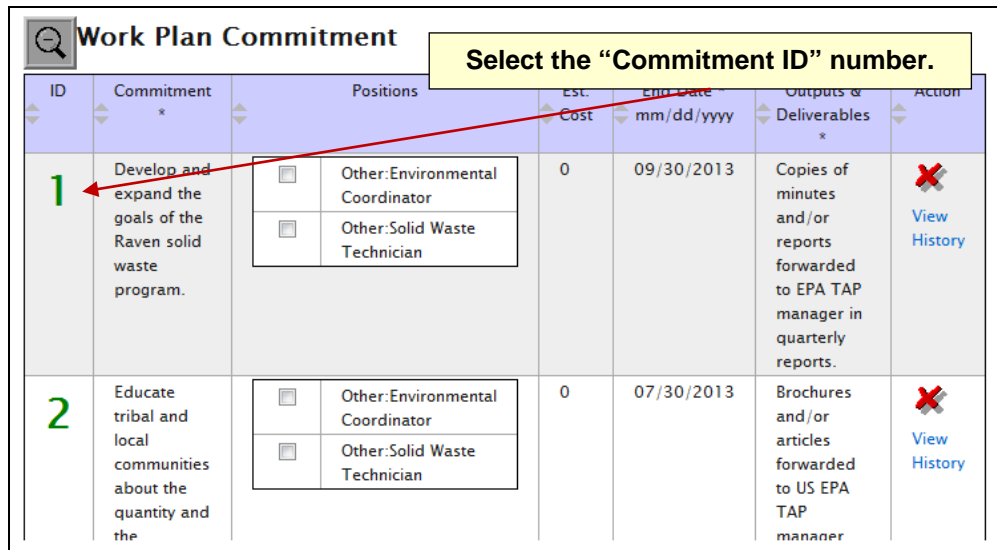


Figure 62 – Ordering Work Plan Commitments

2. Release the mouse to save the new commitment sequence.

4.15 Submitting a Work Plan

- Once you have entered the necessary work components and commitments and uploaded the supporting documents associated with the work plan, select the **Send Work Plan to Project Office** button (Figure 63).

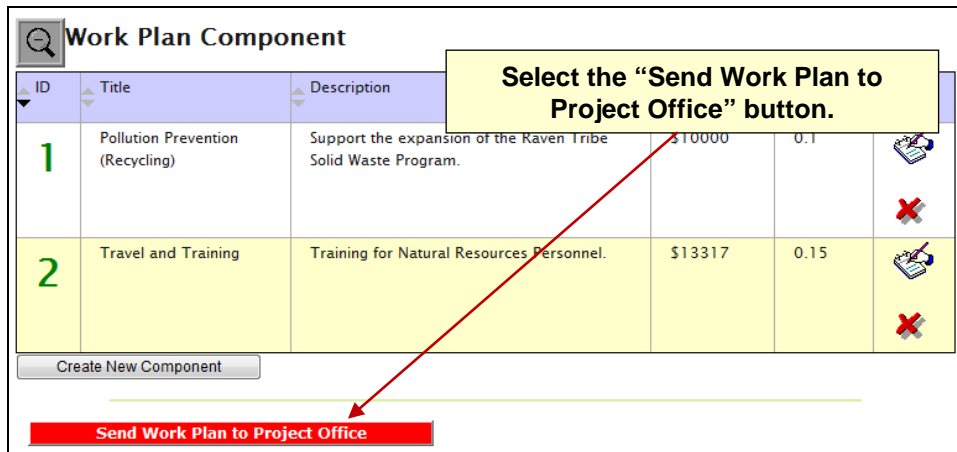


Figure 63 – Send Work Plan to Project Office Button

- A new browser window will appear with pre-populated information specific to your tribe (Figure 64). You can enter an optional version number of the work plan as well as any comments you have for the Regional Project Officer who reviews the tribe's plan.

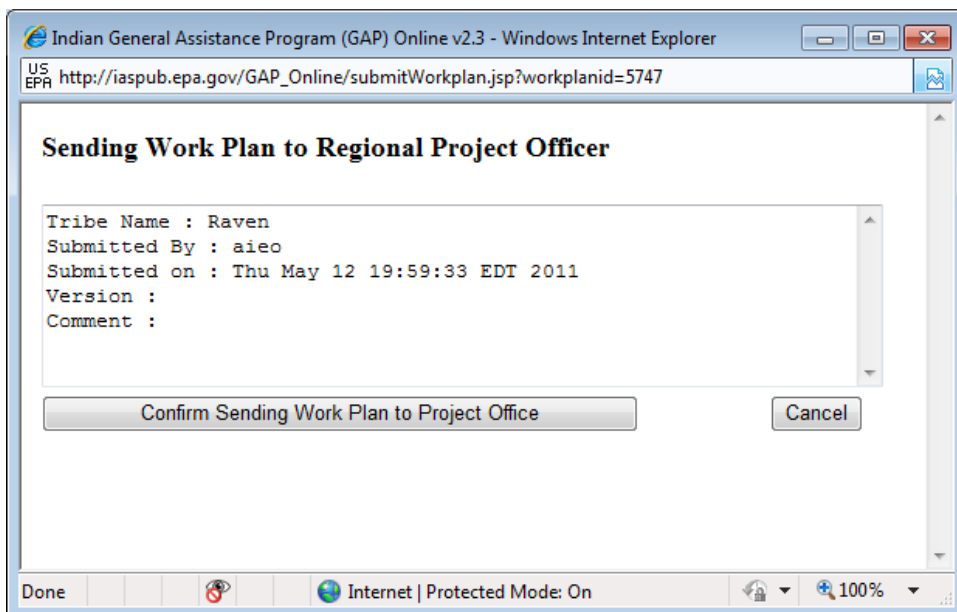


Figure 64 – Sending Work Plan to Regional Project Officer

3. When you are ready to submit the work plan, select the **Confirm Sending Work Plan to Project** button (Figure 65).

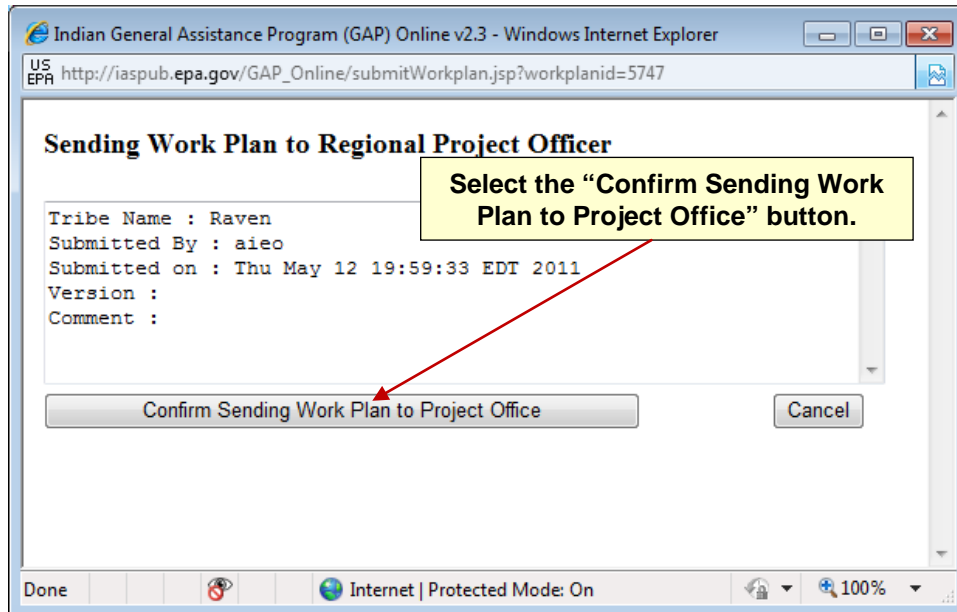


Figure 65 – Confirm Sending Work Plan to Project Office Button

The submitted work plan will appear in the list of work plans with **Submitted** status. An e-mail notification of the work plan submission will be sent to your Regional Project Officer.

5 EDIT WORK PLAN

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 66).

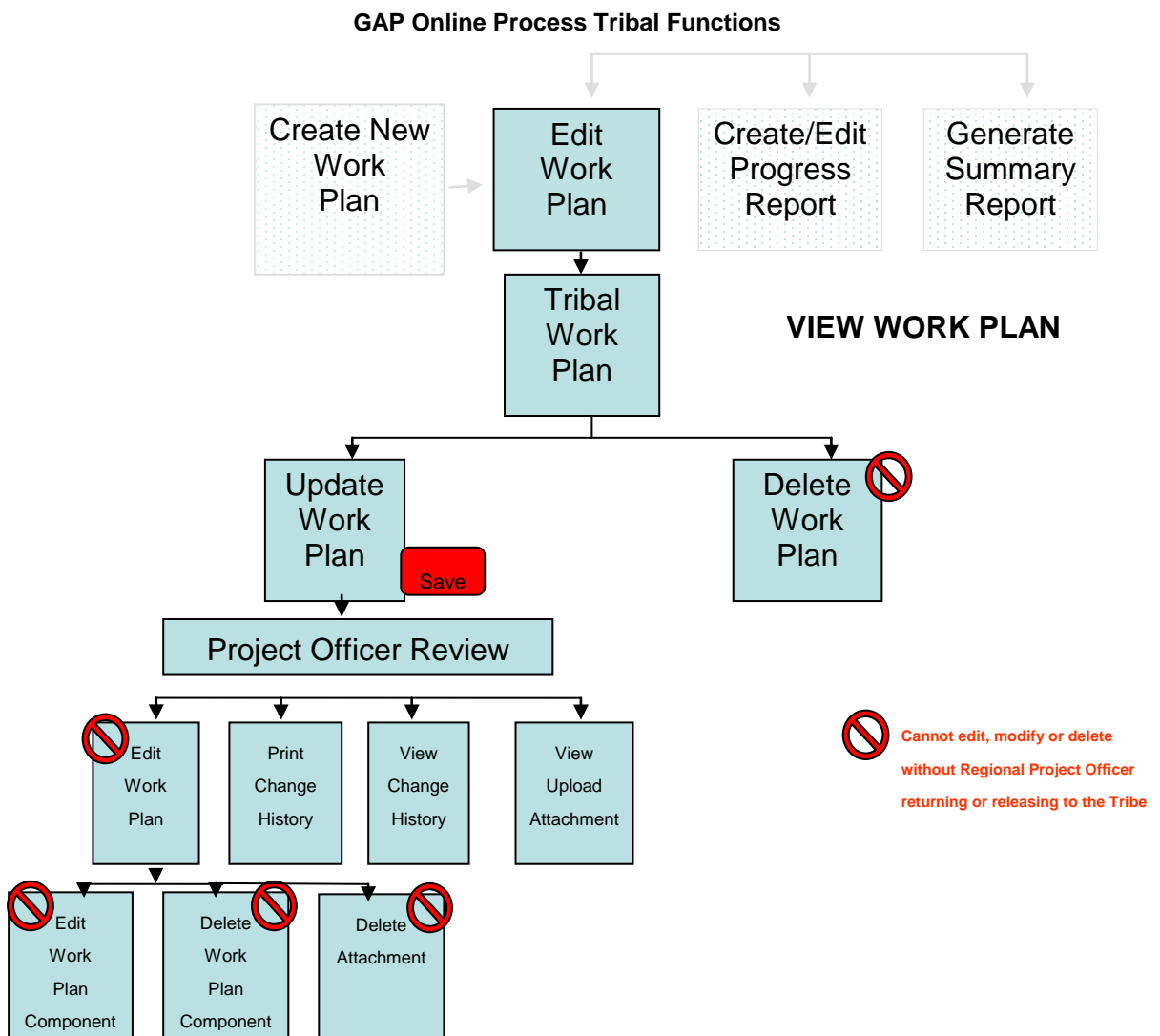


Figure 66 – Process for Editing a GAP Online Work Plan

5.1 View a Work Plan

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

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

- **Created:** the tribal user created the work plan, which can be edited in this state.
- **Submitted:** the tribal user submitted the work plan to the Regional Project Officer for approval. The work plan is non-editable by tribal user. The Regional Project Officer can either approve or comment.
- **Reviewed:** the Regional Project Officer has opened the work plan and is in the process of reviewing its content. The work plan cannot be edited while it is in review.
- **Commented:** the tribal user can read comments and modify the work plan. After the modification, the work plan must be re-submitted to the Regional Project Officer.
- **Accepted:** the work plan is accepted. In this status, the Regional Project Officer can unlock it if the tribal user has additional information to include. If the work plan is unlocked, it reverts to the Commented status.

To view a work plan:

1. Select the **Edit Work Plan** button (Figure 67).

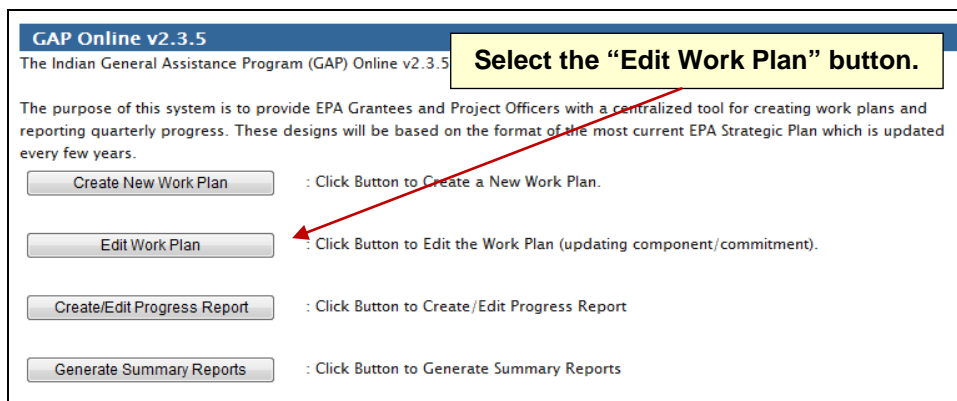



Figure 67 – Edit Work Plan Button

2. Select the **View**  button corresponding to a work plan in **Accepted**, **Reviewed**, or **Submitted** status to review its component and commitments (Figure 68).



Start	End	Total Cost	Status	Last Update	Action
10/01/2008	12/30/2009	\$15000	Commented	20 Dec 2007 09:39 AM EST	
10/01/2008	09/30/2009	\$60000	Accepted	19 Feb 2008 03:02 PM EST	

Figure 68 –View Work Plan Button

5.2 Update a Work Plan

A work plan may be created and saved as described in **Section 4**. Once the work plan is created, the work plan may continue to be edited and modified so long as the tribal user has not submitted the work plan to the Region. Once the work plan has been submitted, it must be referred by the Regional Project Officer in order for the recipient to edit it. The following is a high level visual display of the Edit or Modify process (Figure 69).

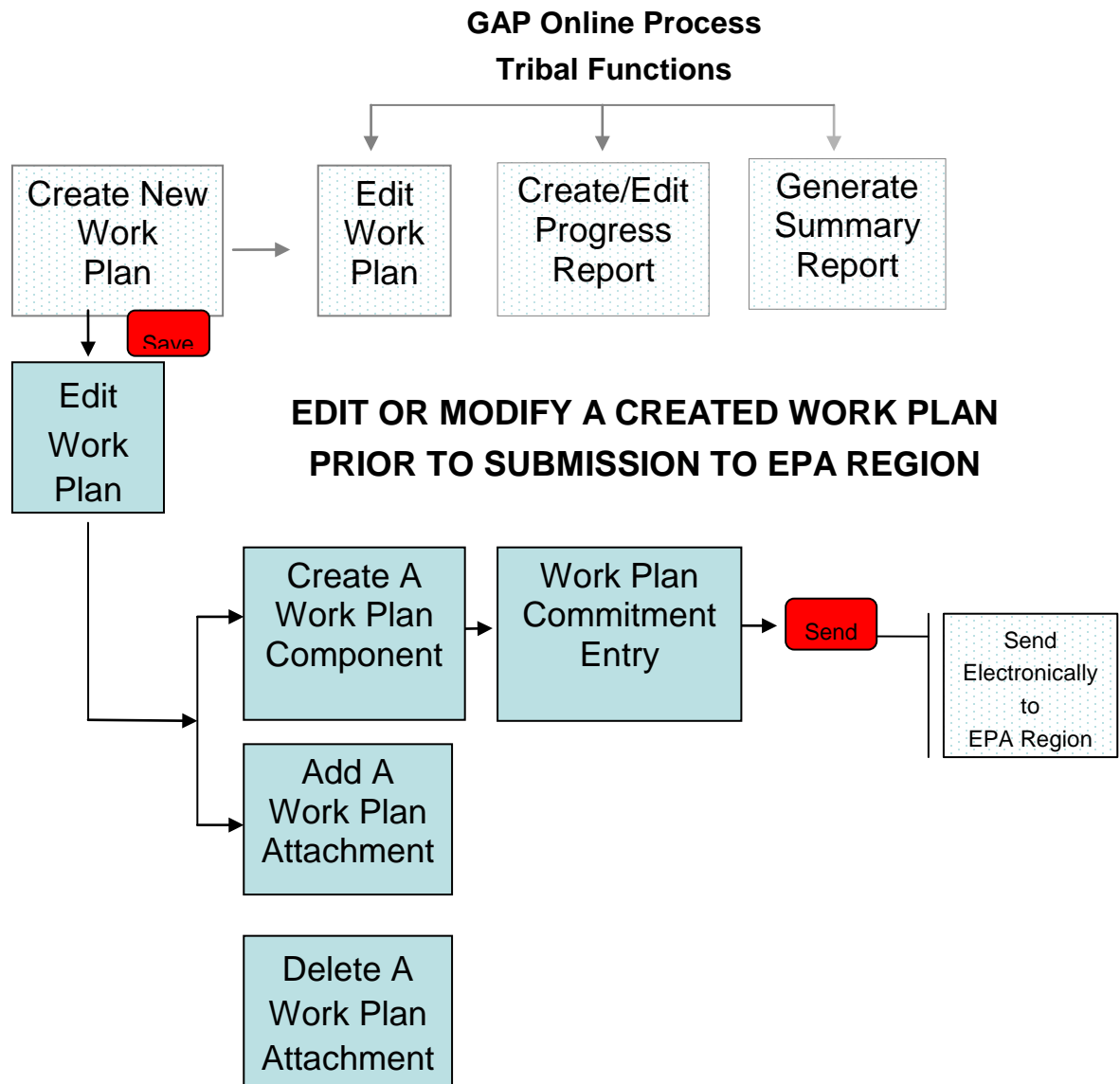


Figure 69 - Edit or Modify a Work Plan Process

To update the work plan:

1. Select the **Edit Work Plan** button (Figure 70).

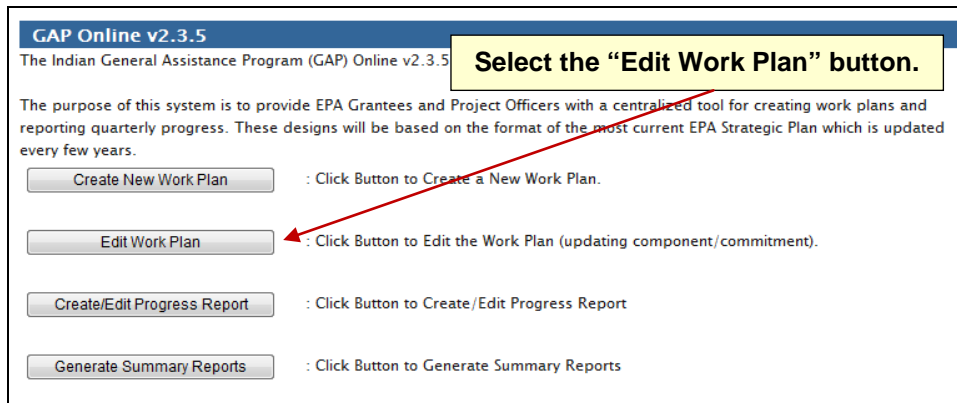



Figure 70 - Edit Work Plan Button

2. Select the **Update Work Plan**  button for a work plan with a status of **Created** or **Commented** under the **Action** column (Figure 71).

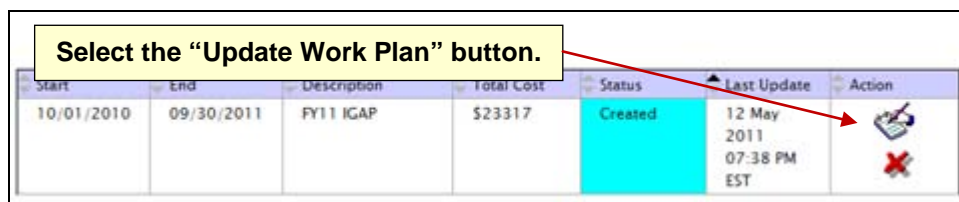



Figure 71 – Update Work Plan

3. Update the necessary sections of the work plan.
4. Select the **Send Work Plan to Project Office** button to submit the updated work plan to the Region.


5.3 Delete Work Plan Component

A work plan may be created and saved as described in **Section 4**. 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.

To delete a component:

1. Select the **Delete**  button corresponding to a component under the **Action** column. A pop-up message box will appear asking if you are sure you want to delete this component (Figure 72).

Work Plan Component

ID	Title	Description	Measure(s)	Primary Activity Area	Estimate Cost	Work Year	Action
1	Man... Environmental Office	Administrative Capacity	meetings held with staff and community	Administrative	\$15000	0.25	

Select the "Delete" button.

Figure 72 – Delete Component Button


2. Select the **OK** button. **Warning:** Once the component is deleted, it cannot be retrieved (Figure 73).



Figure 73 – Delete Component Confirmation Message

5.4 Delete Work Plan Commitment

To delete a commitment:

1. Under the **Action** column, select the **Delete**  button corresponding to a commitment (Figure 74).

Work Plan Commitment

Click the "Delete" button.


ID	Commitment *	Positions	Est. Cost	End Date * mm/dd/yyyy	Outputs & Deliverables *	Action
1	Develop and expand the goals of the Raven solid waste program.	<input type="checkbox"/> Other: Environmental Coordinator <input type="checkbox"/> Other: Solid Waste Technician	0	09/30/2013	Copies of minutes and/or reports forwarded to EPA TAP manager in quarterly reports.	 View History

Figure 74 – Delete Commitments

2. Select the **OK** button on the confirmation message to delete the commitment. **Warning:** Once the commitment is deleted, it cannot be retrieved (Figure 75).

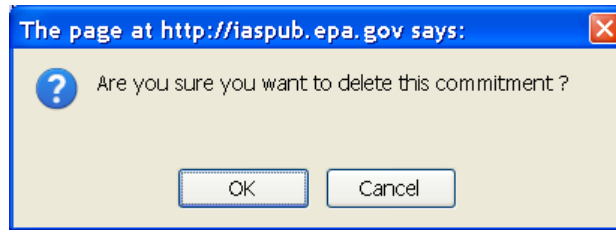


Figure 75 – Delete Commitment Confirmation Message

5.5 Next Steps after Work Plan Submission

After the work plan has been submitted, the tribal user cannot edit, modify or delete a work plan or associated work component. The following is a high level visual display of the functionalities available to the tribal user once the work plan has been submitted to the Regional Project Officer (Figure 76).

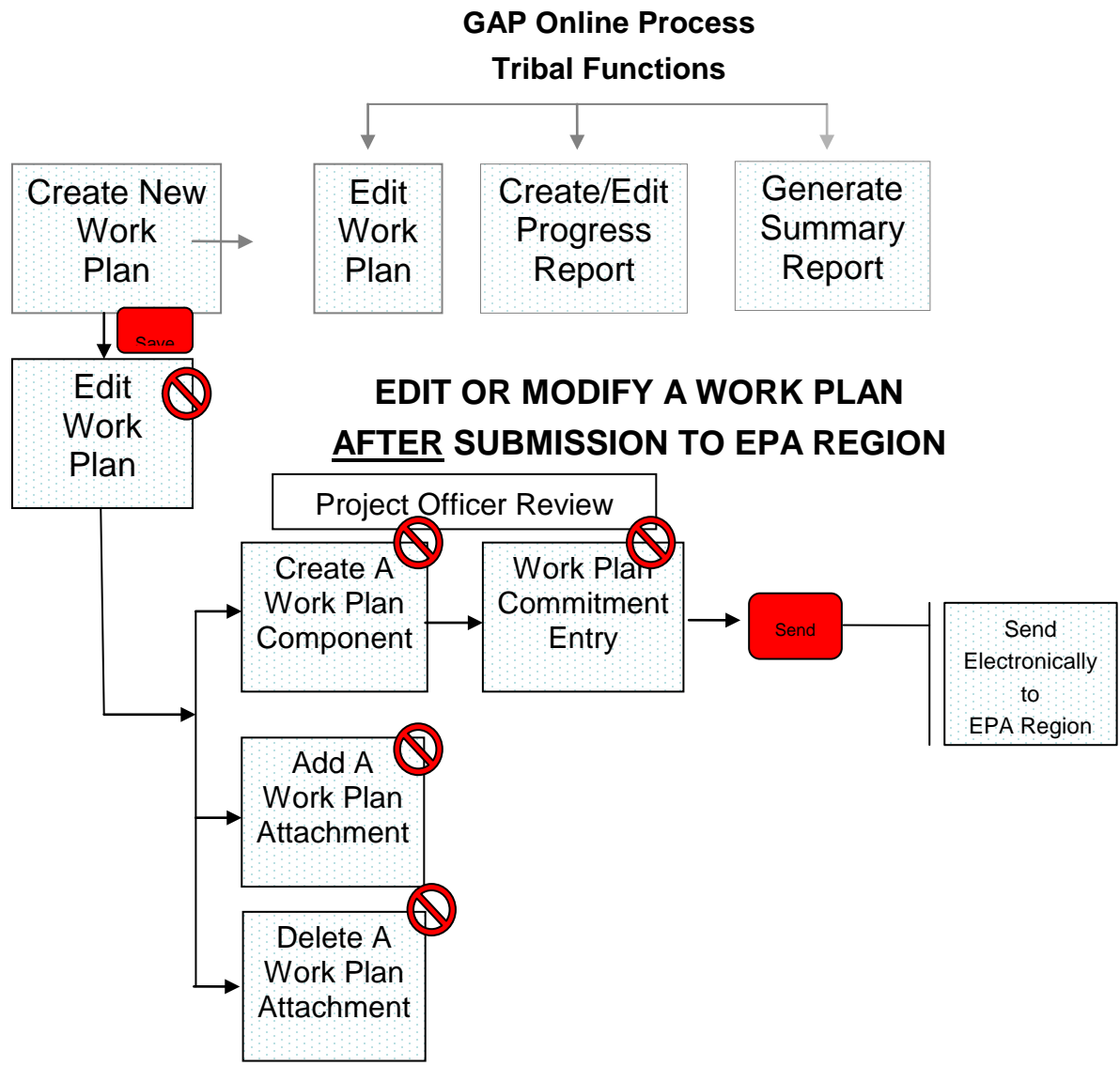


Figure 76 - Steps after Work Plan Submission

5.6 Recall a Work Plan

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

To recall a work plan:

1. Select the **Edit Work Plan** button (Figure 77).

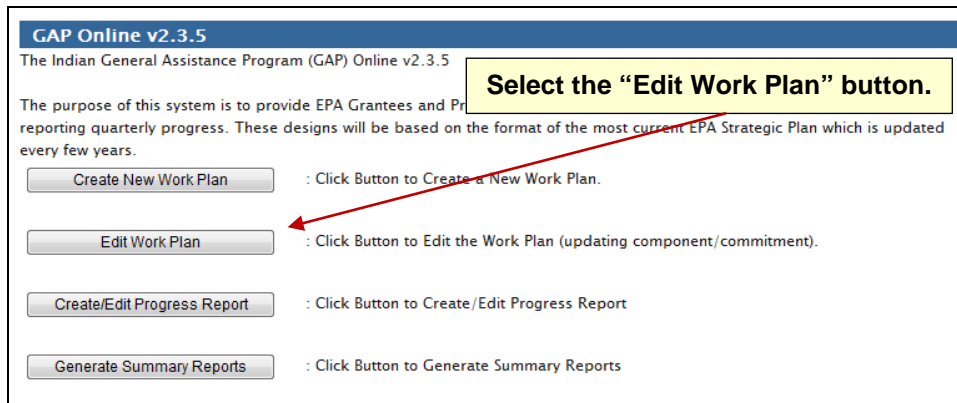


Figure 77 – Edit Work Plan Button

- Under the **Action** column, select the **Recall**  button corresponding to a work plan (Figure 78).

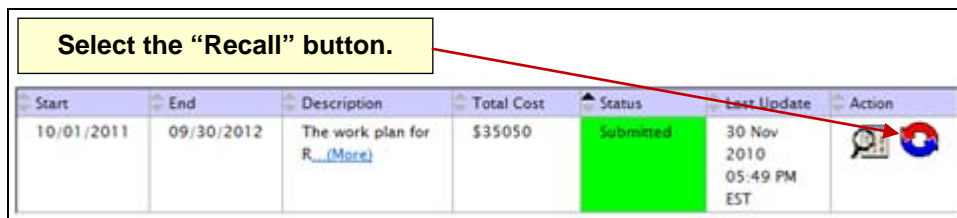


Figure 78 – Recall a Work Plan

- Select the **OK** button on the confirmation message to recall the work plan (Figure 79).

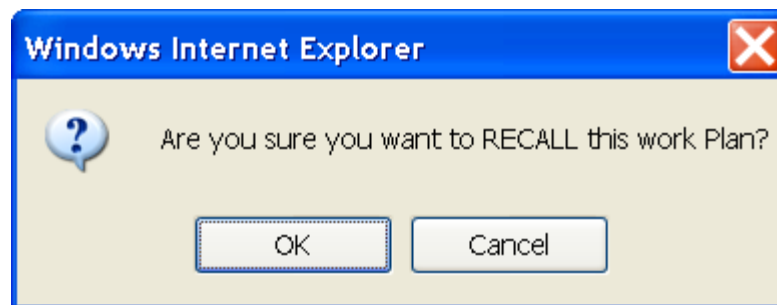



Figure 79 – Recall Work Plan Confirmation Message

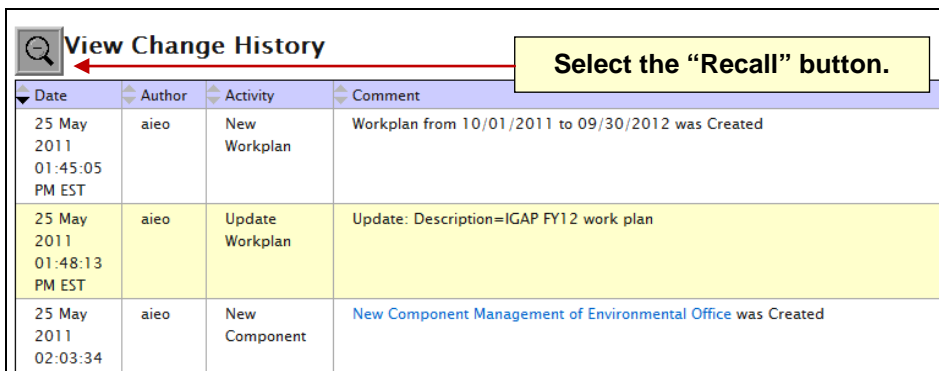
An e-mail is automatically generated and sent to the Regional Project Office notifying them that the work plan has been recalled.

5.7 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.

To view the change history of a work plan:

1. Select the **View Details**  button to expand the **View Change History** section of the work plan (Figure 80).



Date	Author	Activity	Comment
25 May 2011 01:45:05 PM EST	aieo	New Workplan	Workplan from 10/01/2011 to 09/30/2012 was Created
25 May 2011 01:48:13 PM EST	aieo	Update Workplan	Update: Description=IGAP FY12 work plan
25 May 2011 02:03:34	aieo	New Component	New Component Management of Environmental Office was Created

Figure 80 – Expand the View Change History Section

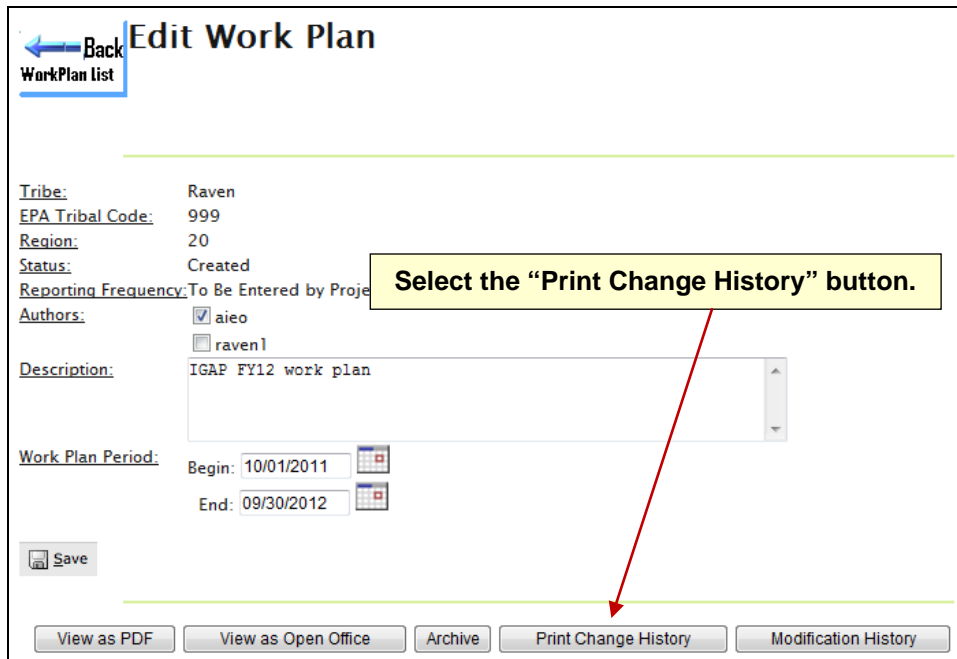
2. Select the commitment and components hyperlinks to be redirected to the corresponding section of the work plan.

5.8 Print Change History

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

To print a work plan change history:

1. Select the **Print Change History** button (Figure 81).



[← Back](#) **Edit Work Plan**
[WorkPlan list](#)

Tribe: Raven
EPA Tribal Code: 999
Region: 20
Status: Created
Reporting Frequency: To Be Entered by Project

Authors: aieo
 raven1

Description: IGAP FY12 work plan

Work Plan Period: Begin: 10/01/2011 End: 09/30/2012

Select the "Print Change History" button.

Figure 81 - Print Change History Button

2. A print-friendly version of the work plan will appear in a new browser window. Select the **Print Change History** button to print the work plan (Figure 82).

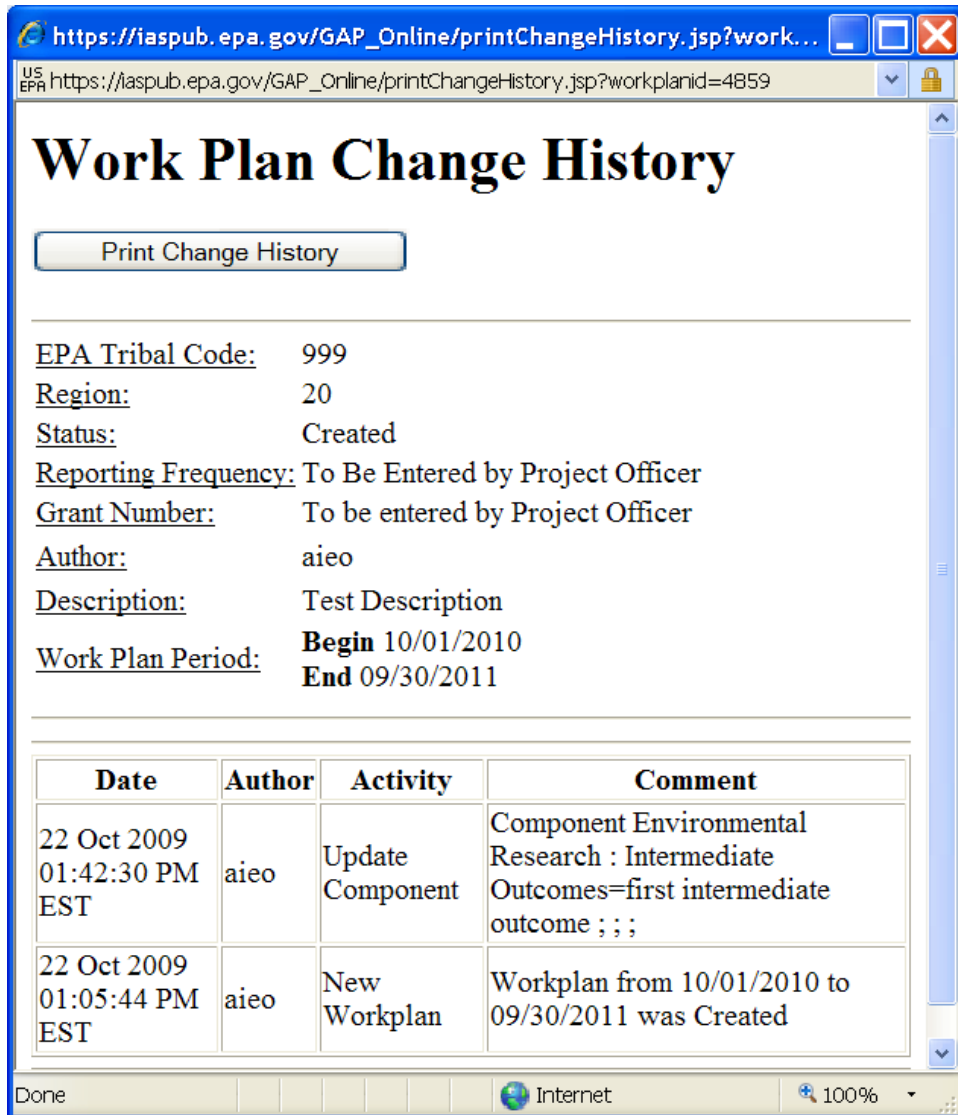


Figure 82 – Print Change History screen

5.9 View Work Plan as PDF

To view the work plan as an Adobe PDF:

1. Select the **View as PDF** button (Figure 83).

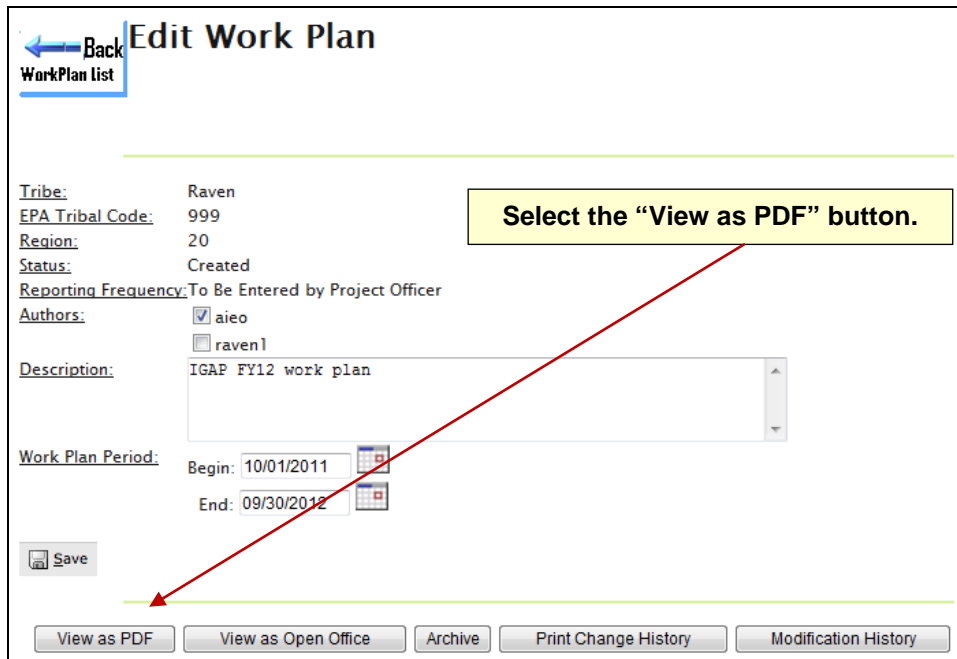


Figure 83 – View as PDF Button

2. Select the **Open** button on the **File Download** message to open the work plan as an Adobe PDF (Figure 84).

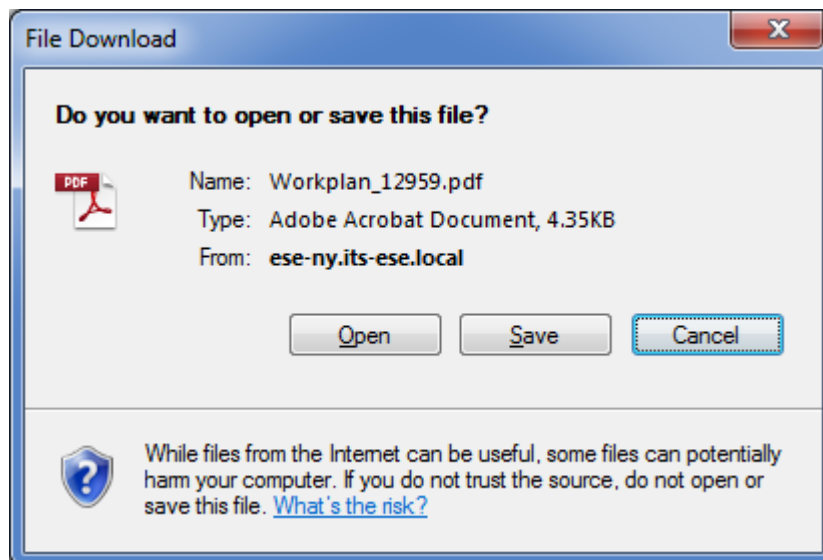


Figure 84 – Open Button for Adobe PDF

3. The work plan will appear in Adobe Reader (Figure 85).

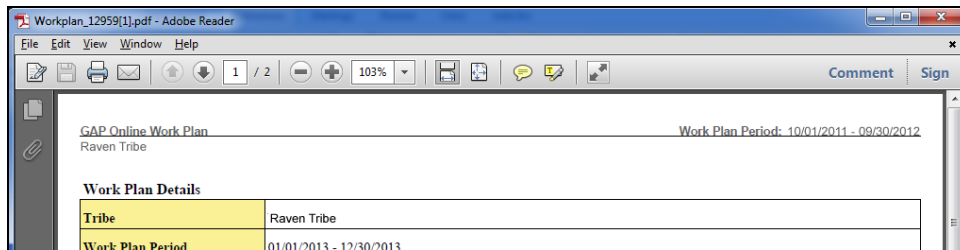



Figure 85 - Work Plan in Adobe Reader

4. Select the **Print**  button to print the work plan as an Adobe PDF (Figure 84).

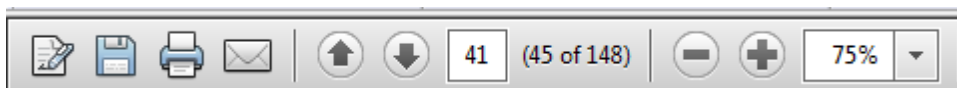


Figure 86 – Adobe PDF Print Button

5.10 View Work Plan with Open Office

To view and edit documents using the Open Office format, you will need to download a copy of Open Office from their Web site (<http://www.openoffice.org/>) and install it on your local machine.

Note: The download for Open Office may take a considerable amount of time.

To view a work plan with Open Office:

1. Select the **View as Open Office** button to view the work plan in Open Office (Figure 87).

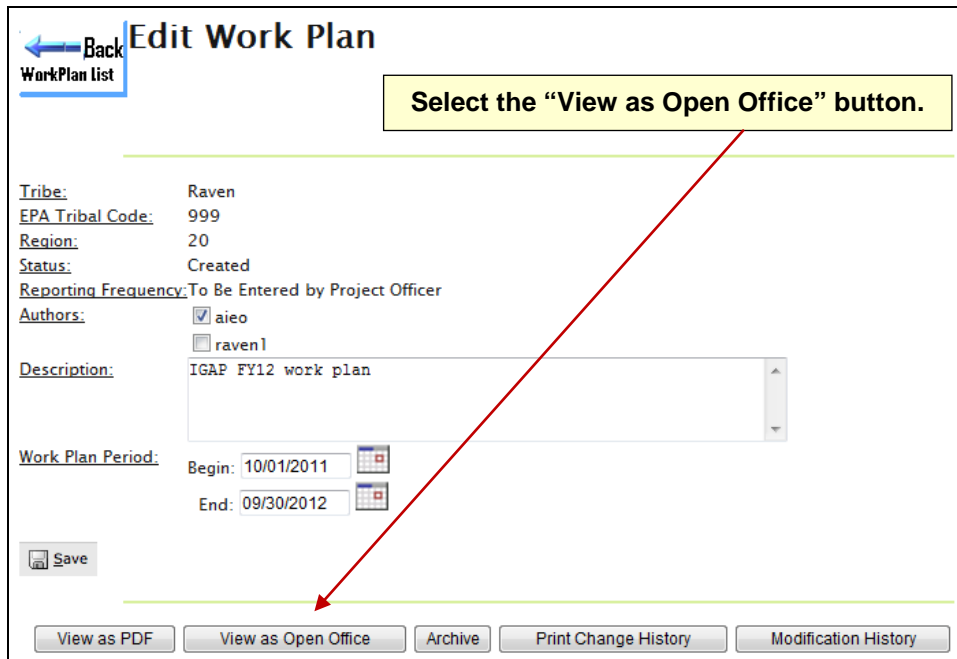


Figure 87 – View as Open Office Button

2. Select the **Open** button on the **File Download** message to view the work plan. Select the **Save** button to save a copy of the work plan on your PC (Figure 88).

Note: To open the file with Microsoft Word, save the work plan with the **.doc** file extension.

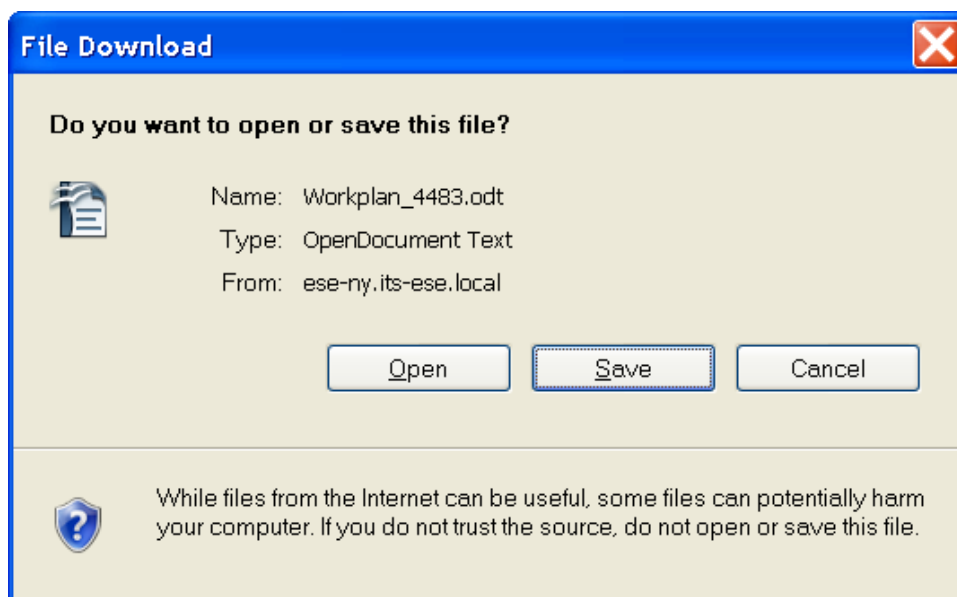
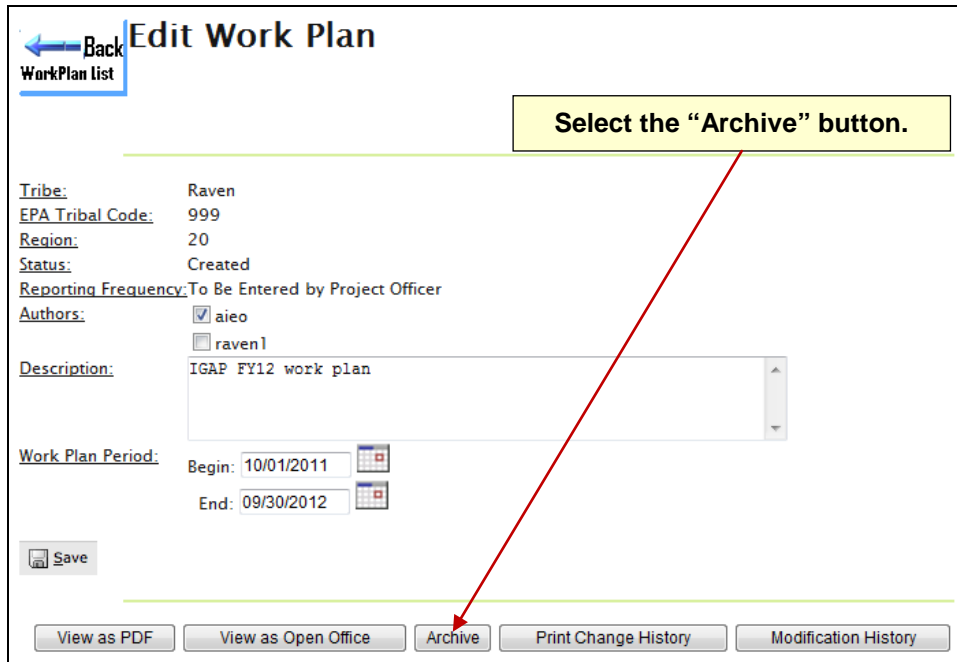


Figure 88 – Open Office File Download Message

5.11 Archive

To archive a work plan:

1. Select the **Archive** button to see the **Work Plan Archive History** page (Figure 89).



The screenshot shows the 'Edit Work Plan' interface. At the top left, there is a 'Back' button with a left-pointing arrow and a 'WorkPlan list' link. The main title is 'Edit Work Plan'. A yellow callout box with the text 'Select the "Archive" button.' has a red arrow pointing to the 'Archive' button in the bottom navigation bar. The form fields include: Tribe: Raven; EPA Tribal Code: 999; Region: 20; Status: Created; Reporting Frequency: To Be Entered by Project Officer; Authors: aieo (checked), raven1 (unchecked); Description: IGAP FY12 work plan; Work Plan Period: Begin: 10/01/2011, End: 09/30/2012. At the bottom, there is a 'Save' button and a row of buttons: 'View as PDF', 'View as Open Office', 'Archive', 'Print Change History', and 'Modification History'.

Figure 89 – Archive Button

2. Select the **Archive Now** button on the **Work Plan Archive History** page to archive a copy of the work plan (Figure 90).



Figure 90 – Archive Now Button

3. An archived work plan will appear in the archive history list (Figure 89).

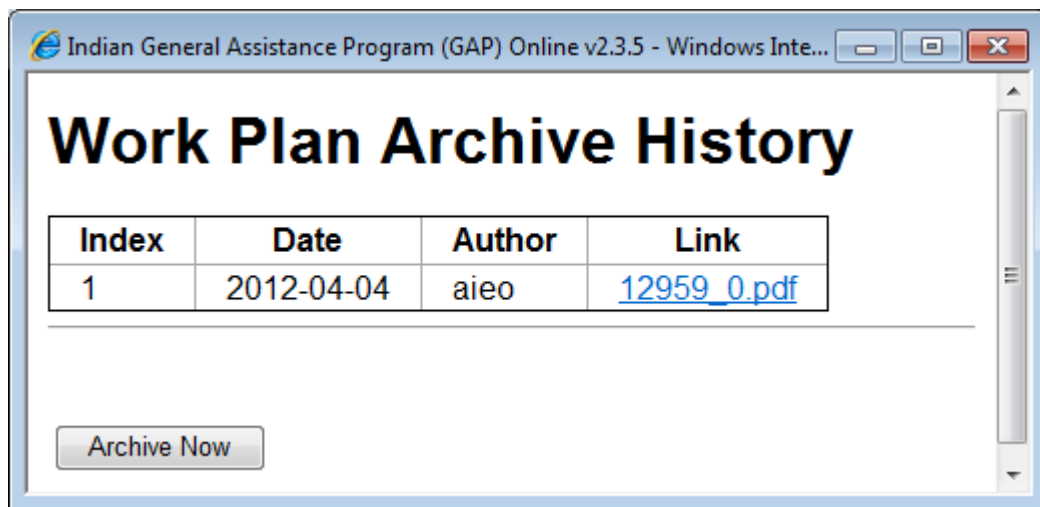


Figure 91 – Archived Work Plan

6 CREATE / EDIT PROGRESS REPORT

A Progress Report is a useful tool for a tribe to view and monitor the completion of commitments of a work plan.

Reporting frequency is set by the Regional Project Officer before the work plan is accepted. Depending on the required reports (monthly, quarterly, semi-annually, or annually), you will update information on how commitments addressing the work plan are being completed.

The following is a high level visual display of the overall View Progress Report Process Flow (Figure 92).

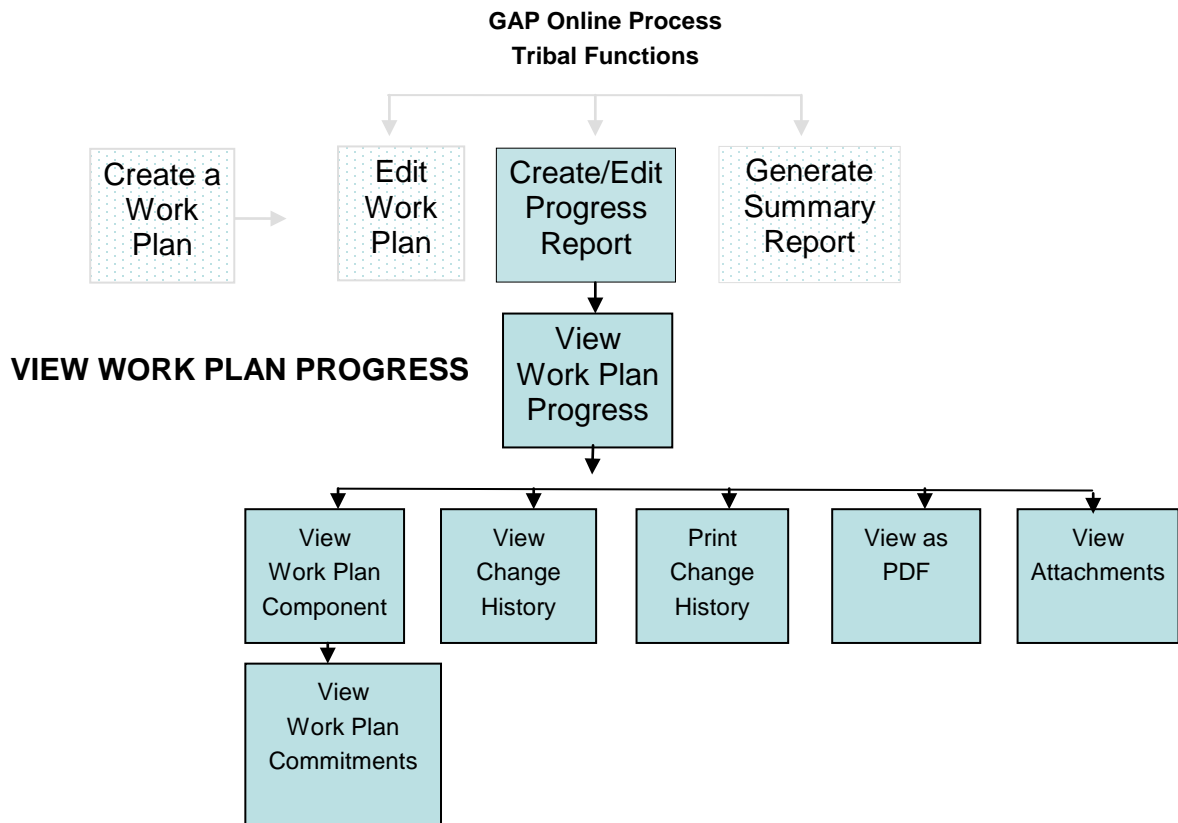


Figure 92 - View Progress Report Process Flow

6.1 Create a Progress Report

You can create a new progress report at any time on any of the commitments during an active reporting period. After a new progress report is saved, it will be labelled as **Created** and can be updated until the Regional Project Officer accepts or returns it. A progress report returned by your Regional Project Officer will be labelled as **Returned** and will require editing based on their comments. A progress report with **Returned** status will be relabelled as **In Negotiation** after you update it, and will require another review by the Regional Project Officer. Once a progress report is accepted by the Regional Project Officer, it will be labelled as **Accepted** and cannot be edited unless it is unlocked by the Regional Project Officer.

To create a progress report:

1. Select the **Create/Edit Progress Report** button in the **GAP Online Home** page (Figure 93).

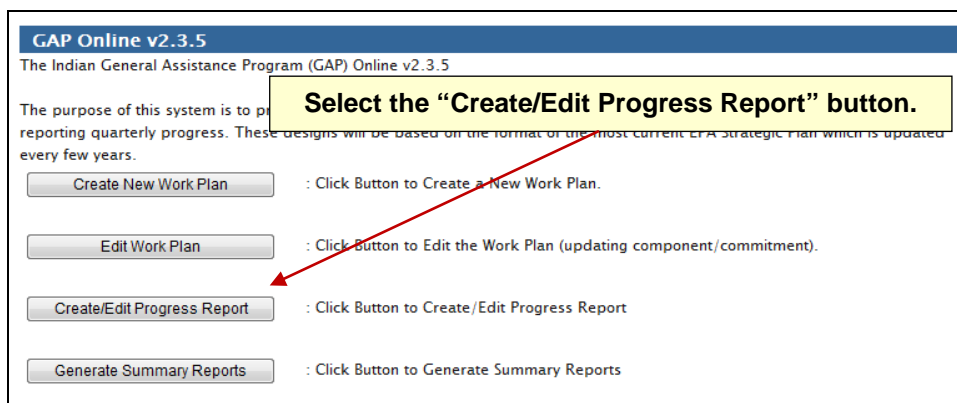


Figure 93 – Create/Edit Progress Report Button

2. Select the **View Progress Report**  button corresponding to an **Accepted** work plan (Figure 94).

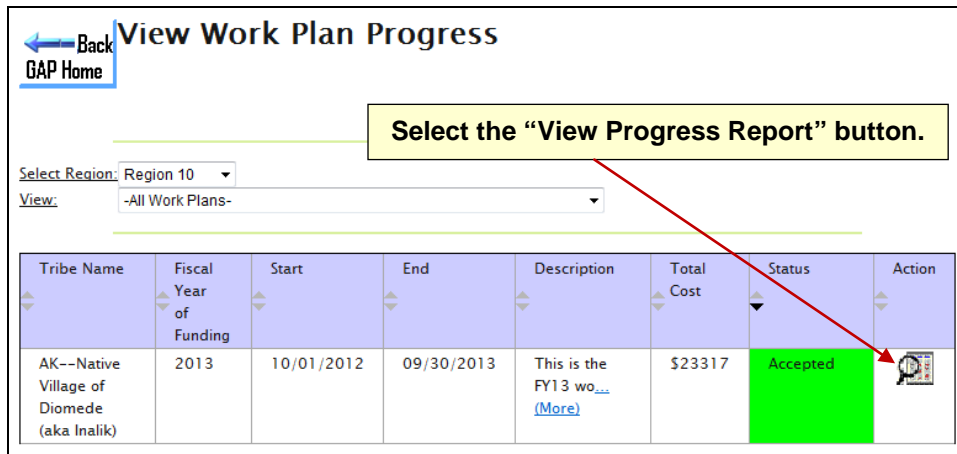


Figure 94 – View Progress Report Button

3. Select a component title on the **View Work Plan Progress** page to expand the component (Figure 95). A list of commitments corresponding to the component will appear.

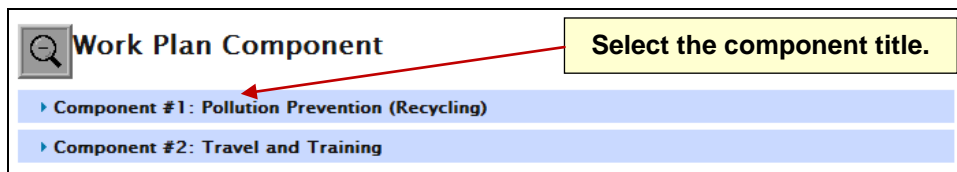


Figure 95 – View Contents of Work Plan Component

4. Select a commitment to view its corresponding progress report (Figure 96).

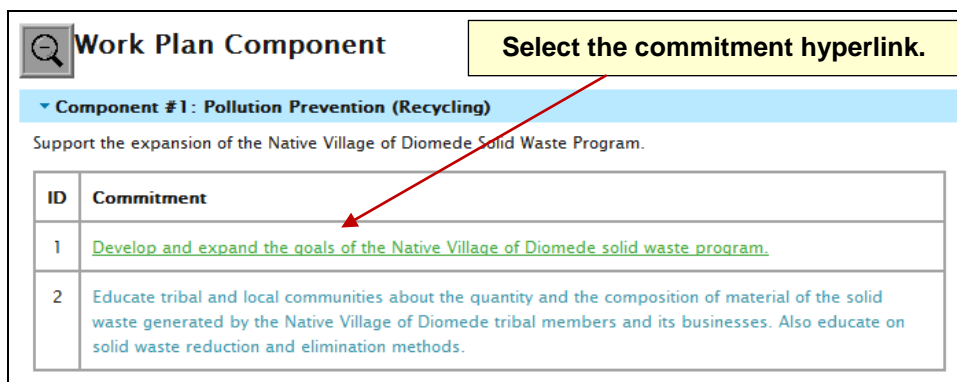


Figure 96 – Commitment Hyperlink

5. Select the **Create New Report** button under the **Progress Reports** section to view the **Create New Report** window (Figure 97).

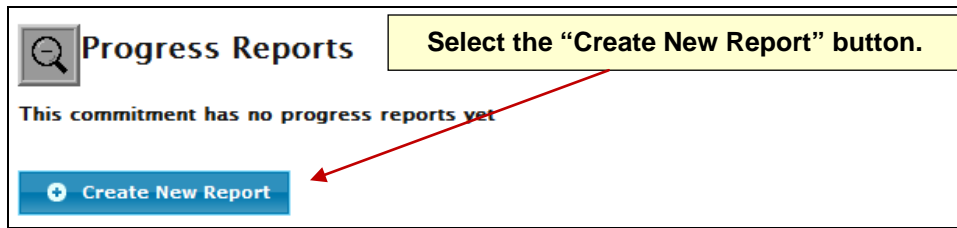


Figure 97 – Create New Report Button

6. Select the time period from the **Time Period** drop-down menu (Figure 98).

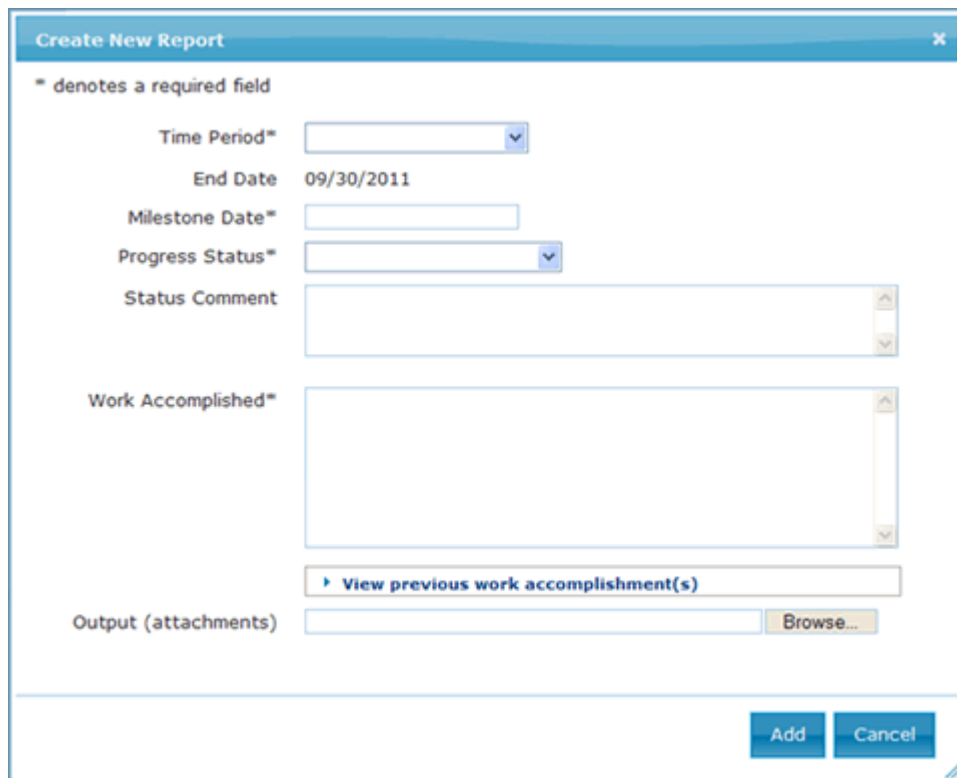


Figure 98 – View Detail Button for Commitments

Note: The reporting frequency displayed in the **Time Period** drop-down menu is chosen by the Regional Project Officer.

Time Period is a required field for entry.

7. Enter the milestone date into the **Milestone Date** field by typing a date or using the calendar pop-up browser window.

Milestone Date is a required field for entry.

8. Select the status of the work plan commitment from the **Progress Status** drop-down menu.

Progress Status is a required field.

9. Enter an optional comment about the progress status into the **Status Comment** field.

10. Enter the status of the commitment and additional requirements for the commitment into the **Work Accomplished** field.

Work Accomplished is a required field for entry.

11. Select the **View previous work accomplishment(s)** hyperlink to view the work accomplished from previous progress reports.

12. Select the **Browse** button corresponding to the **Output (attachments)** field to upload a file.

13. Select the **Add** button to save the new progress report.

14. A new progress report will appear with the status of **Created** (Figure 99).

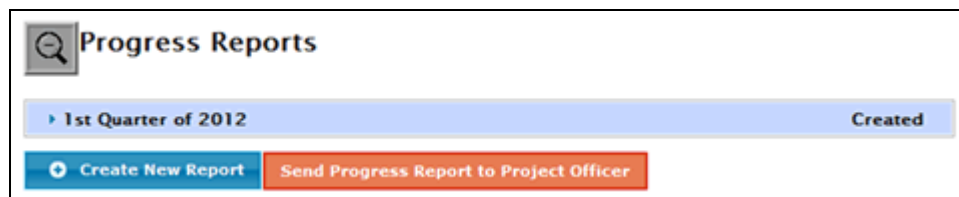


Figure 99 - "Created" Progress Report

6.2 Update a Progress Report

Once a progress report has been created, a tribal user can update it during an active reporting period.

To update a progress report:

1. Select a component title on the **View Work Plan Progress** page to expand the component (Figure 100). A list of commitments corresponding to the component will appear.

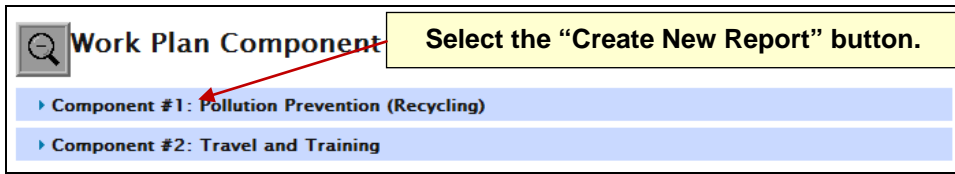


Figure 100 – View Contents of Work Plan Component

2. Select a commitment to view its corresponding progress report (Figure 101).

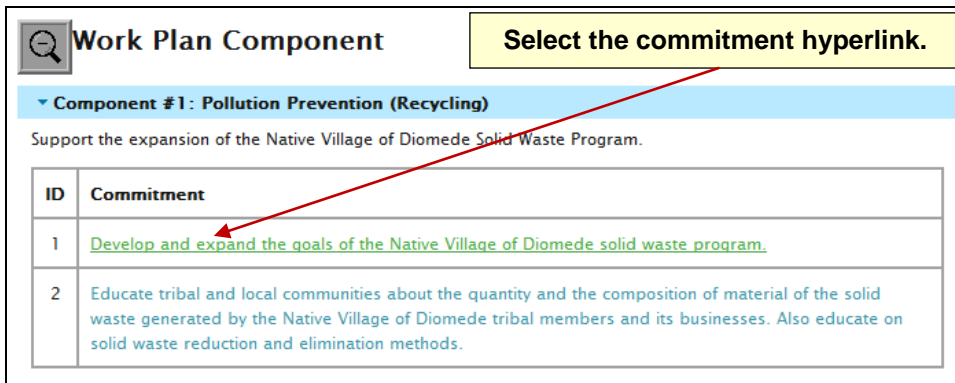


Figure 101 – Update a Current Progress Report

3. Select a progress report with **Created**, **Returned**, or **In Negotiation** status to view the content of the progress report.
4. Select the **Edit** button to open the **Edit Progress Report** window (Figure 102).

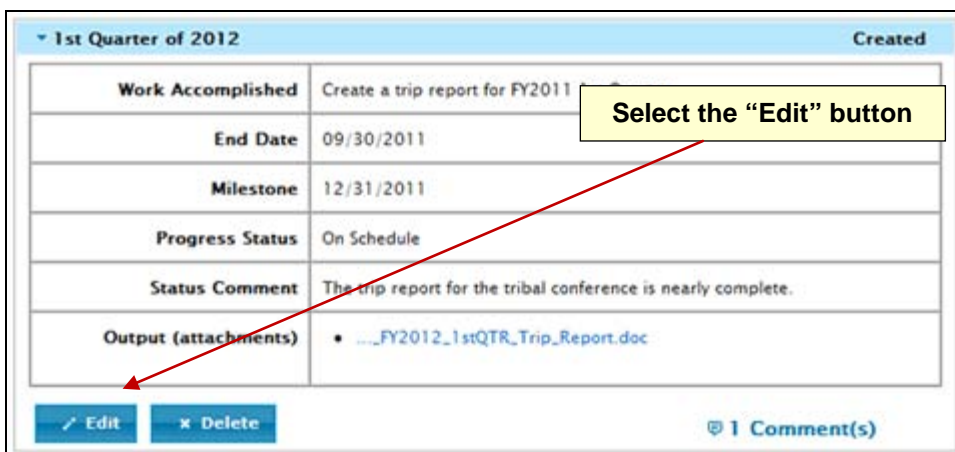
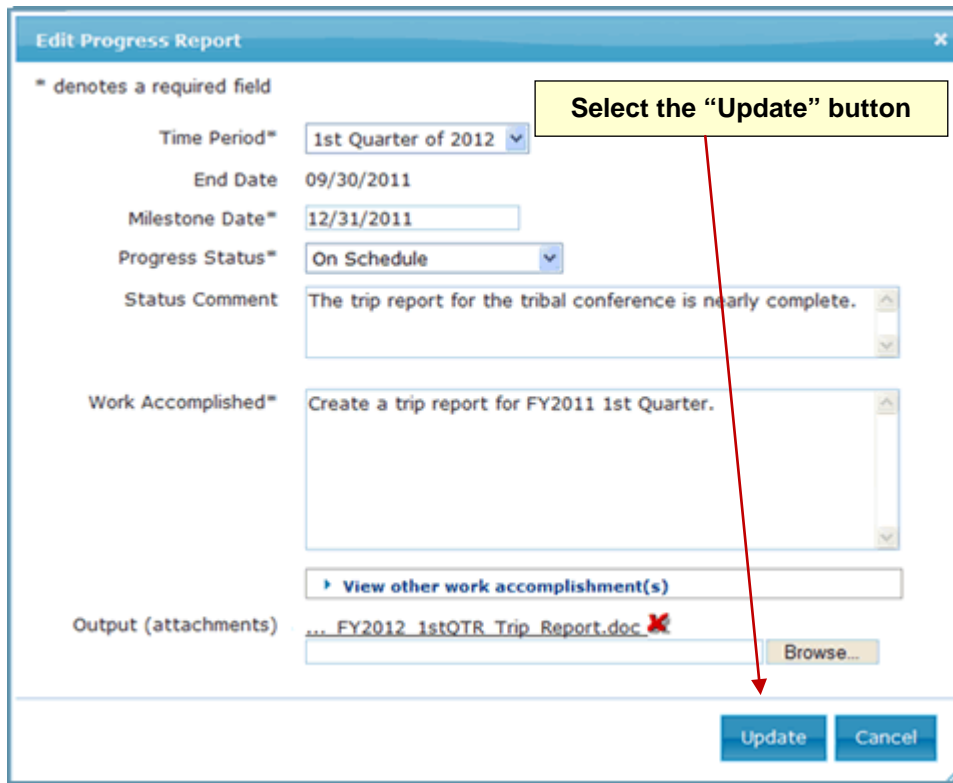


Figure 102 - Edit Progress Report Button

5. Select the **Update** button to update the changes to the progress report (Figure 103).



Edit Progress Report

* denotes a required field

Time Period* 1st Quarter of 2012

End Date 09/30/2011

Milestone Date* 12/31/2011

Progress Status* On Schedule

Status Comment The trip report for the tribal conference is nearly complete.

Work Accomplished* Create a trip report for FY2011 1st Quarter.

View other work accomplishment(s)

Output (attachments) ... FY2012_1stQTR_Trip_Report.doc

Browse...

Update Cancel

Figure 103 - Edit Progress Report Window

6.3 View a Comment

A Regional Project Officer can add a comment for a progress report to request additional information from the tribal user.

To view a comment:

1. Expand a progress report to view the content of the progress report.
2. Select the **Comment(s)** hyperlink (Figure 104).

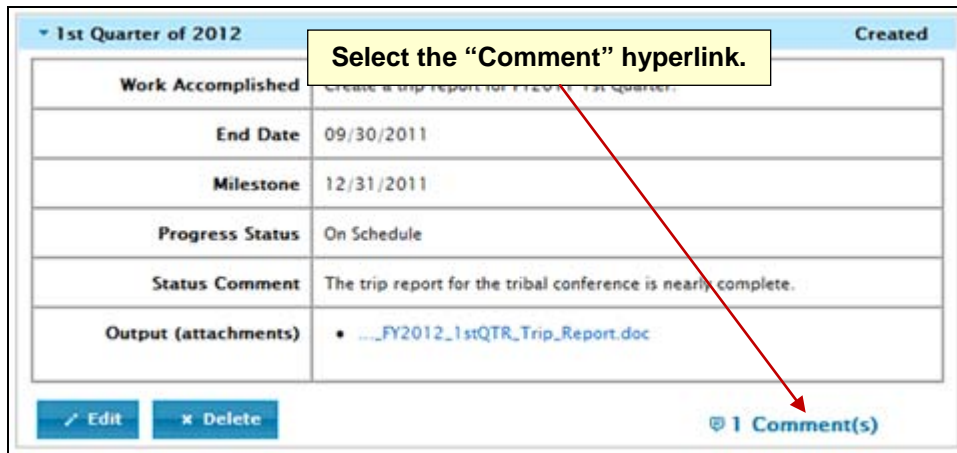


Figure 104 - View a Progress Report Comment

3. Comments will appear in the **Progress Report Comments** window (Figure 105).

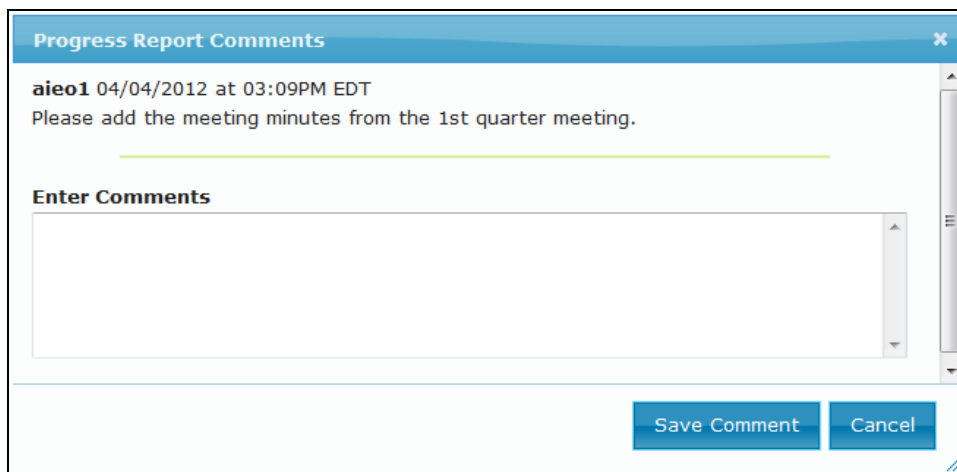


Figure 105 - Progress Report Comments

6.4 Respond to a Comment

A tribal user can respond to comments from a Regional Project Officer.

To respond to a comment:

1. Expand a progress report to view the content of the progress report.
2. Select the **Comment(s)** hyperlink to view comments in the **Progress Report Comments** window.

3. Enter a response to a comment in the **Enter Comments** field (Figure 106).

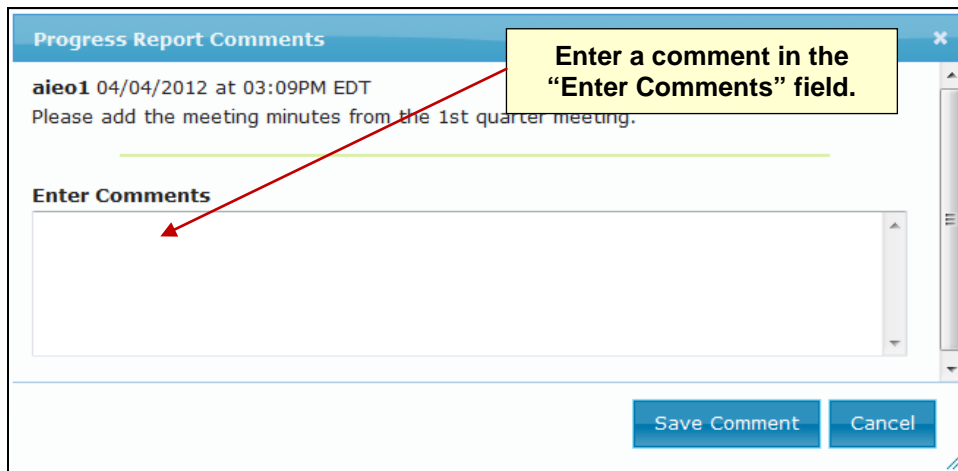


Figure 106 - Enter Progress Report Comments

4. Select the **Save Comment** button to save the response (Figure 107).

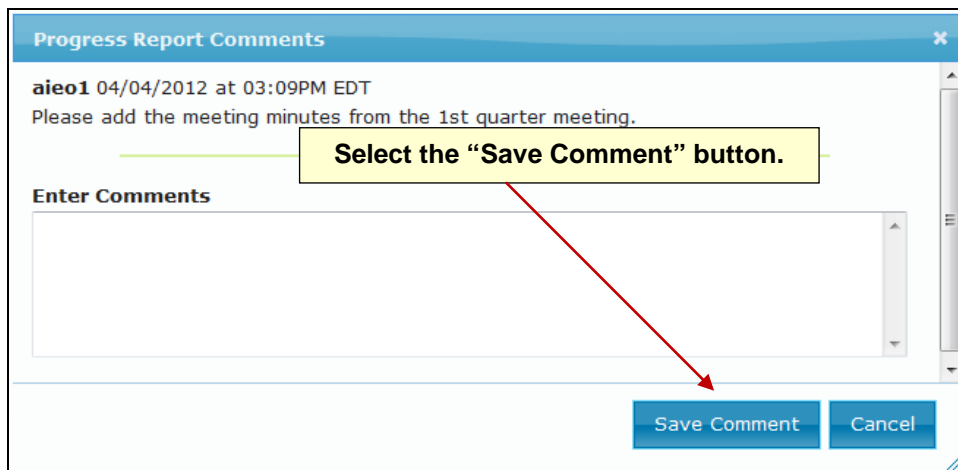


Figure 107 – Save Comment Button

6.5 Submit a Progress Report

A tribal user can submit a progress report for a commitment to their Regional Project Officer for review.

To submit a progress report:

1. Select a component title on the **View Work Plan Progress** page to expand the component. A list of commitments corresponding to the component will appear.

2. Select a commitment to view its corresponding progress report.
3. Select the **Send Progress Report to Project Officer** button to open the **Send Progress Report to Project Officer** window (Figure 108).

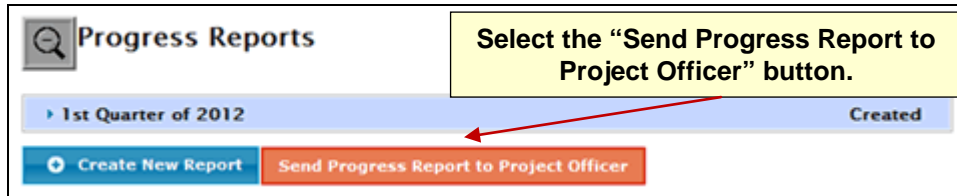


Figure 108 - Send Progress Report to Project Officer Button

4. Enter an optional comment in the **Enter Comments** field (Figure 109).



Figure 109 - Enter Comment for Progress Report Submission

5. Select the **Send Progress to Project Officer** button to submit the progress report to your Regional Project Officer (Figure 110).

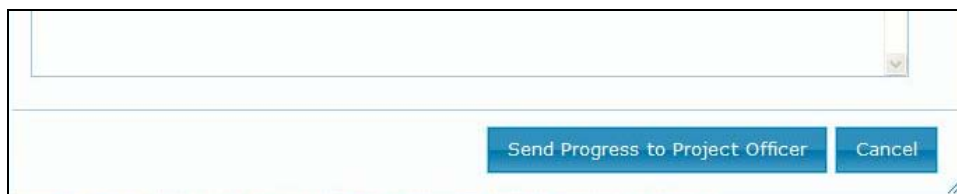


Figure 110 - Send Progress to Project Officer Button

6. An e-mail notification will be sent to your Regional Project Officer informing them of your progress report submission (Figure 111).



Figure 111 - Progress Report Submission Confirmation Message

6.6 Delete a Progress Report

A tribal user can delete a progress report that is not in **Accepted** status.

To delete a progress report:

1. Select a component title on the **View Work Plan Progress** page to expand the component. A list of commitments corresponding to the component will appear.
2. Select a commitment to view its corresponding progress report.
3. Select a progress report with **Created**, **Returned**, or **In Negotiation** status to view the content of the progress report.
4. Select the **Delete** button to delete the progress report (Figure 112).
Warning: Once a progress report is deleted, it cannot be retrieved.

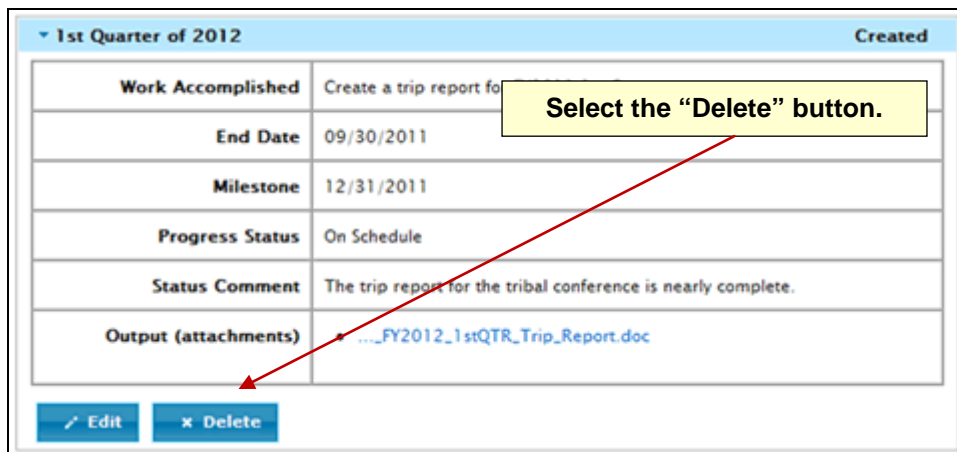


Figure 112 - Delete a Progress Report Button

7.1 Generate an End of Year Summary Report

The End-of-Year Summary Report allows the tribe to highlight its accomplishments and all the work accomplished, as well as address circumstances that arose during the year that caused delays or in other ways hindered the completion of any part of the work plan within the work plans timeframe.

To generate an End of Year Summary Report:

1. Select the **Generate Summary Reports** button from the menu selections on the **GAP Online Home Page** (Figure 114).

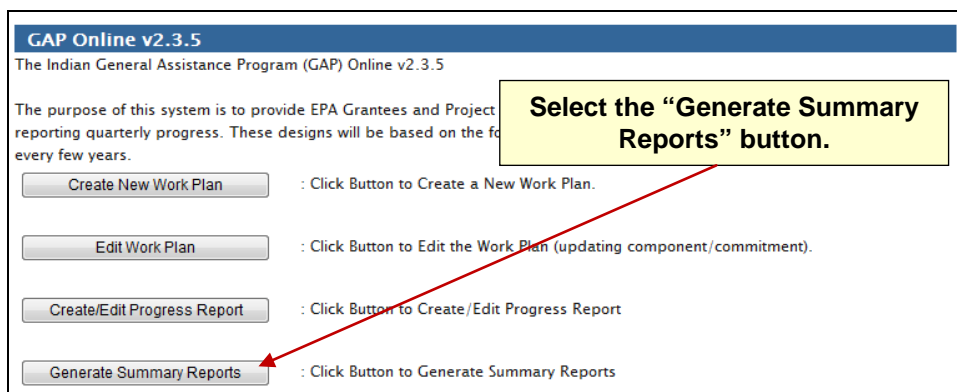


Figure 114 – Generate Summary Reports Button

2. Select the **Click to enter End of Year Summary Report** hyperlink on the **Generate Summary Report** page (Figure 115).

Generate Summary Reports

[Click to enter End of Year Summary Report](#)

To view the summary report, choose Region, then choose Report Type.

National ▼


Select Report:

- Number of Grants by regions
- Total Costs 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 Long-Term Outcome by Strategic Goal

Select the "Click to enter End of Year Summary Report" button.

Figure 115 - Generate Summary Reports Page

3. Select the **Enter** hyperlink corresponding to a work plan on the **End of Year Summary** page (Figure 116).

[← Back](#) 

End Of Year Summary

Select the "Enter" hyperlink.

Tribe: Raven Tribe
Region: 20

Start	End	Total Cost	Status	Last Update	Enter End of Year Summary	Print End of Year Summary
01/01/2013	12/30/2013	\$23317	Created	14 Feb 2012 07:39 AM AKST	Enter	<input type="button" value="Print"/>

Figure 116 –End of Year Summary Report Hyperlink

4. On the **End of Year Summary Entry** page, enter the details of the issues involved in completing the year’s work and lessons learned while addressing each component of your work plan (Figure 117).

End of Year Summary Entry

Tribe: Raven
EPA Tribal Code: 999
Region: 20
Status: Accepted
Reporting Frequency: Quarterly
Grant Number: XZ242801
Authors: aieo
Description: IGAP FY12 work plan
Work Plan Period: **Begin** 10/01/2011
End 09/30/2012
End of Year Summary:



Figure 117 – End of Year Summary Page

5. Select the **Submit** button to save the End of Year Summary information.

7.2 Generating National and Regional Summary Reports

To generate a summary report:

1. Select the **Generate Summary Reports** button from the **GAP Online Home Page**.
2. Select a region from the **Region** drop-down menu on the **Generate Summary Reports** page (Figure 118).

Generate Summary Reports

Select the "Region" drop-down menu.

Click to enter End of Year Summary Report

To view the summary report, choose Region, then choose Report Type.

National

Select Report:

- Number of Grants by regions
- Total Costs 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 Long-Term Outcome by Strategic Goal

Generate

Figure 118 – Region Drop-down Menu

3. Select the radio button corresponding to a desired summary report (Figure 119).

Generate Summary Reports

[Click to enter End of Year Summary Report](#)

Select a report type.

To view the summary report, choose Region, then choose Report Type.

National ▼

Select Report:

- Number of Grants by regions
- Total Costs 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 Long-Term Outcome by Strategic Goal

Figure 119 – Select a Report Type

4. Select the **Generate** button to generate the summary report (Figure 120).

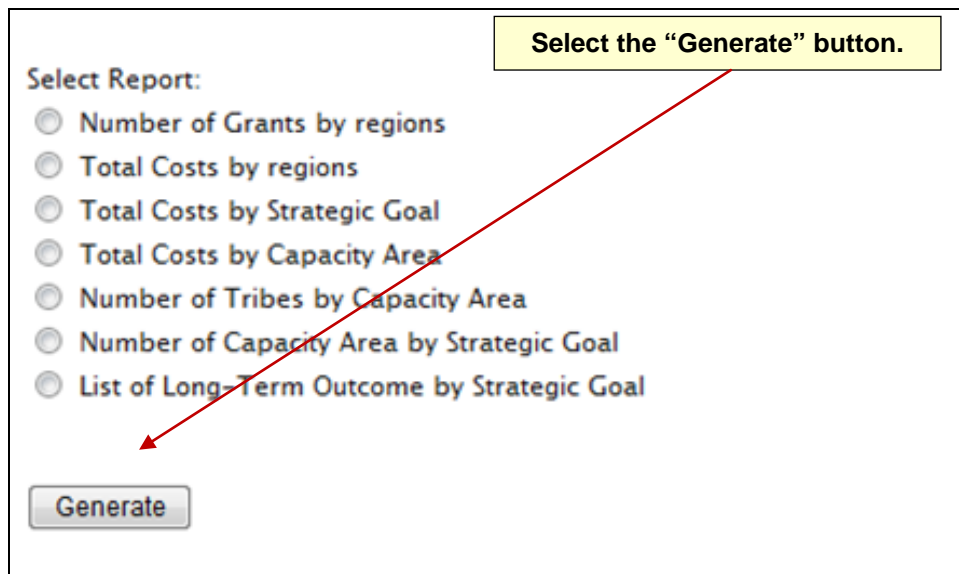


Figure 120 – Generate Report Button

7.3 Types of Summary Reports

The following Summary Reports are available for the Tribal user.

- Number of Grants by Regions
- Total Costs 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 Long-Term Outcome by Strategic Goal

Each report is visually displayed in sections 7.3.1 to 7.3.7

7.3.1 Number of Grants by Regions

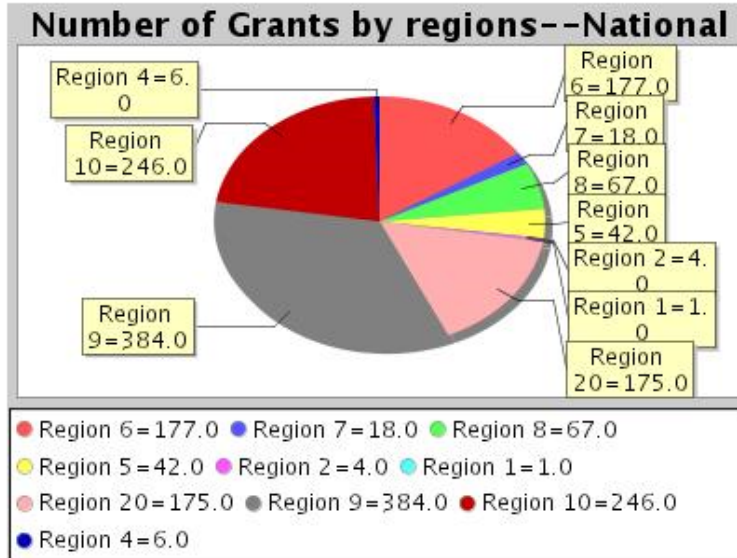


Figure 121 – Number of Grants by Region

7.3.2 Total Costs by Regions

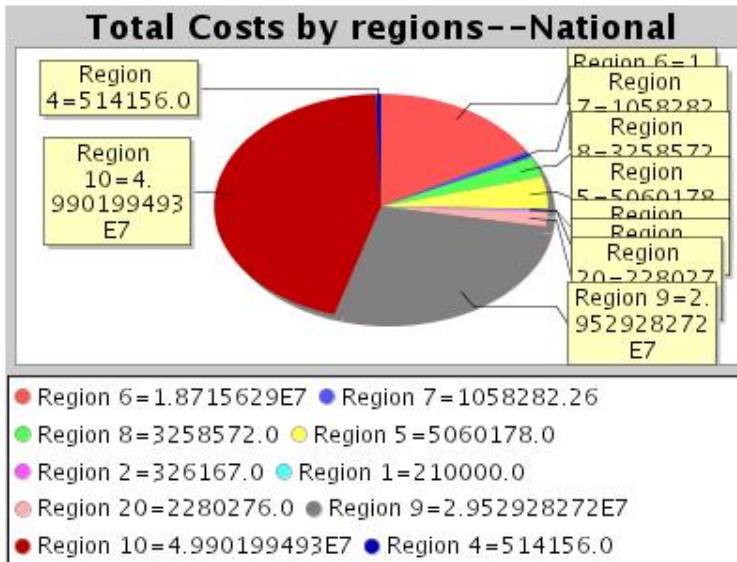


Figure 122 – Total Cost by Regions

7.3.3 Total Costs by Strategic Goal

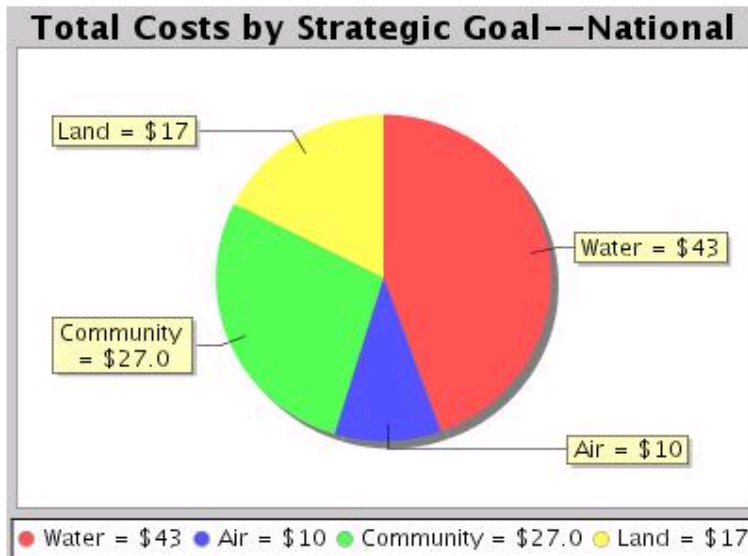


Figure 123 – Total Costs by Strategic Goal

7.3.4 Total Costs by Capacity Area

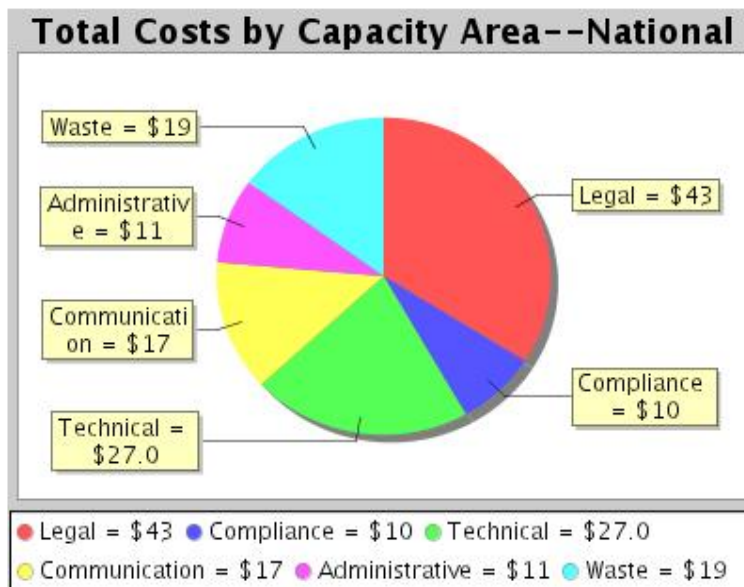


Figure 124 – Total Costs by Capacity Area

7.3.5 Number of Tribes by Capacity Area

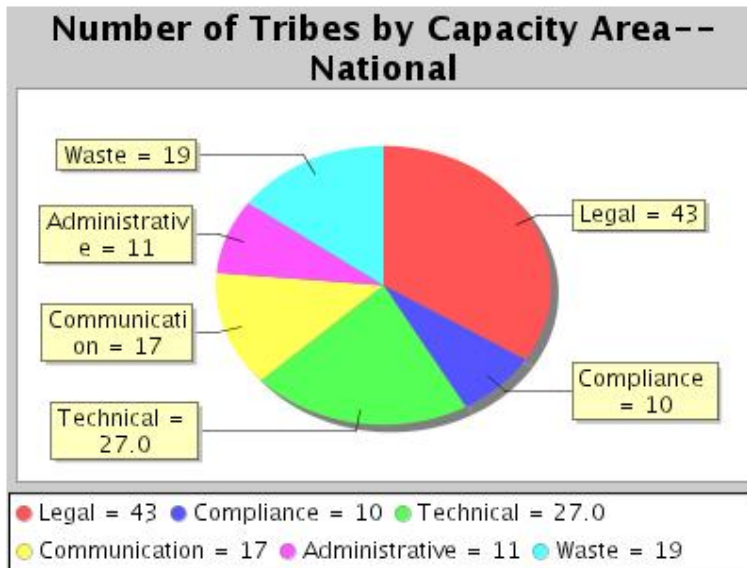


Figure 125 – Number of Tribes by Capacity Area

7.3.6 Number of Capacity Area by Strategic Goal

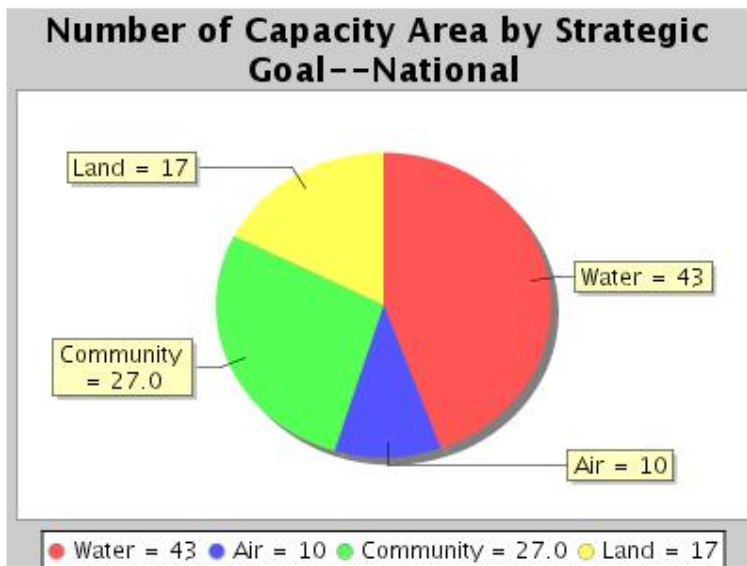


Figure 126 – Number of Capacity Area by Strategic Goal

7.3.7 List of Long-Term Outcomes by Strategic Goal



Figure 127 – List of Long-Term Outcome by Strategic Goal

8 ACRONYMS AND DEFINITIONS

8.1 Acronyms

The following acronyms were used in this document.

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

8.2 Definitions

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

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

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

Lookup Field. Field that displays the available selections.

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

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

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

