

GAP Online

From Work Plan to Reporting

By: Oxcenia O'Domin

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ANTHC Healthy Village Environment Program

Provides technical support and webinar training opportunities for IGAP staff based on tribal needs to help increase local management capacity

Provides one-on-one support and technical assistance to Tribes developing long-range environmental plans

Provides 7 Generations trainings and manages the LEO Network

Services made possible with funding support from EPA IGAP

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GAP Support – Program Priorities

Funding is provided under GAP for the purposes of planning, developing and establishing tribal environmental programs consistent with programs and authorities administered by the EPA.

- Developing and maintaining core environmental program capacities
- Engaging with the EPA to negotiate joint EPA-Tribal Environmental Plans that reflect intermediate and long-term goals for developing, establishing, and implementing environmental protection programs
- Linking GAP-funded assistance agreement work plans to the ETEPs
- Developing baseline capacities for media-specific environmental protection programs that are related to the needs of the recipient and to EPA statutory programs (ambient and indoor air quality; water quality; managing wastes; managing asbestos, lead-based paint, pesticides, toxics, and pollution prevention programs)
- Implementing waste management programs



Work Plan

Table 1: General Assistance Program

Standardized Work Plan Format

Tribe:

Region: Region 10

Work Plan Period Begin: End:

Work Plan Component __:

Capacity Indicator Developed (see GAP Guidebook to select one or more that apply):

Personnel:

Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):

-
-

Intermediate Outcome (s) (this work plan period):

-
-
-

Estimated Cost: \$

Estimated Work Years:

COMMITMENTS		ESTIMATED TASK COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
X.1				
X.2				
X.3				
X.4				

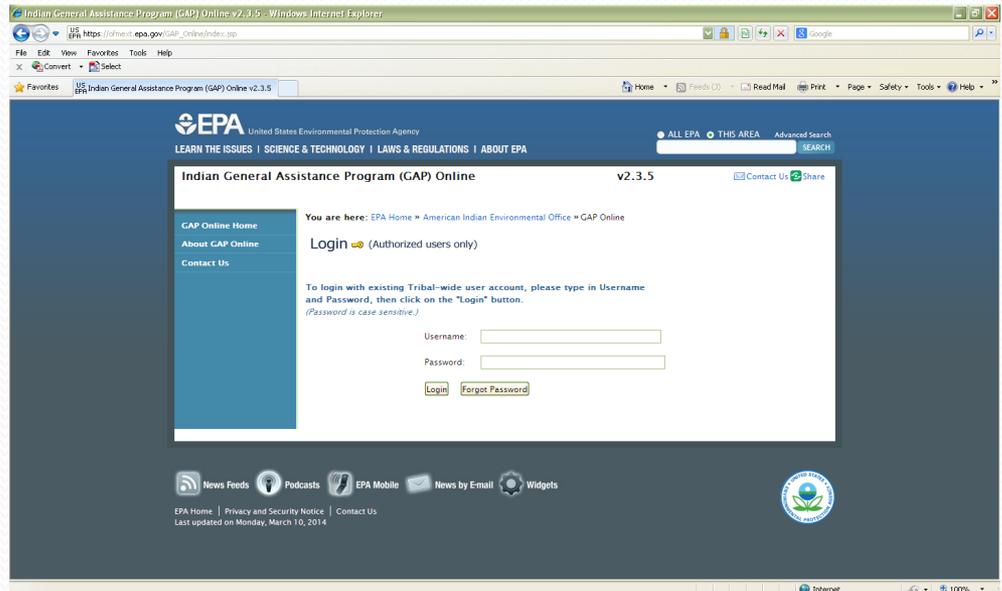


Sample Work Plan

General Assistance Program Work Plan for FY 14				
Tribe: Community Tribe Region: Region 10 Work Plan Period Begin: October 1, 2013 End: September 30, 2014				
Work Plan Component 1: Develop an EPA-Tribal Environmental Plan Develop a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities. Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): B.5.1; B.6.1; B.6.5; B.6.7; B.6.8; B.6.9 Personnel: ENVIRONMENTAL PROGRAM COORDINATOR AND ASSISTANT				
Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge): <ul style="list-style-type: none"> • Increased knowledge of EPA programs, resources, and technical assistance that are aligned with tribal priorities and tribal environmental protection program development goals. Intermediate Outcome (s) (this work plan period): <ul style="list-style-type: none"> • Identify EPA statutes and regulations applicable to regulated entities in the community. • Identify appropriate role for tribe in helping to implement EPA programs. • Identify current and needed tribal laws/codes/ordinances/regulations. • Identify the long term program development goals and capacity indicators that the tribe will establish. 				
Estimated Cost: \$30,000			Estimated Work Years: 1	
	COMMITMENTS	ESTIMATED TASK COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
1.1	Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries.		03/30/2014	- List of applicable statutes and regulations
1.2	Review, and update with tribal information, EPA's baseline inventories of regulated entities, sites, or activities that may affect the tribe or that are located in close proximity to tribal boundaries.		03/30/2014	- Complete and accurate inventory
1.3	Identify existing tribal priorities and associated capacity indicators the tribe intends to establish.		06/30/2014	- Tribe sends Environmental Priorities document to EPA
1.4	Develop a joint EPA-Tribal Environmental Plan that includes the following for each of the programs identified under this Commitment: 1) Identification of tribal environmental program priorities, including capacity building and program implementation goals		09/30/2014	- Joint Planning Agreement approved by both the legally authorized tribal leadership and the EPA Regional Administrator.

What is GAP Online

- GAP Online is EPA's web-based grant reporting system
- GAP Online provides EPA Grantees and Project Officers with a centralized tool for tracking work plans and reporting progress
- GAP Grantees can create a new workplan, edit an existing workplan, create or edit progress reports and generate summary reports.



Log on to GAP Online

https://ofmext.epa.gov/GAP_Online/index.jsp

Indian General Assistance Program (GAP) Online

v2.3.5

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To login with existing Tribal-wide user account, please type in Username and Password, then click on the "Login" button.

(Password is case sensitive.)

Username:

Password:



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To Your Account

Google: EPA GAP Online

Log on to your account

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The Indian General Assistance Program (GAP) Online v2.3.5

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

[Create New Work Plan](#)

: Click Button to Create a New Work Plan.

[Edit Work Plan](#)

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

[Create/Edit Progress Report](#)

: Click Button to Create/Edit Progress Report.

[Generate Summary Reports](#)

: Click Button to Generate Summary Reports.





General Assistance Program Work Plan for FY 14			
Tribe: Community Tribe Region: Region 10 Work Plan Period Begin: October 1, 2013 End: September 30, 2014			
Work Plan Component 1: Develop an EPA-Tribal Environmental Plan Develop a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities. Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): B.5.1; B.6.1; B.6.5; B.6.7; B.6.8; B.6.9 Personnel: ENVIRONMENTAL PROGRAM COORDINATOR AND ASSISTANT			
Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge): <ul style="list-style-type: none"> Increased knowledge of EPA programs, resources, and technical assistance that are aligned with tribal priorities and tribal environmental protection program development goals. Intermediate Outcome (s) (this work plan period): <ul style="list-style-type: none"> Identify EPA statutes and regulations applicable to regulated entities in the community. Identify appropriate role for tribe in helping to implement EPA programs. Identify current and needed tribal laws/codes/ordinances/regulations. Identify the long term program development goals and capacity indicators that the tribe will establish. 			
Estimated Cost: \$30,000			Estimated Work Years: 1
COMMITMENTS	ESTIMATED TASK COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
1.1	Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries.	03/30/2014	- List of applicable statutes and regulations
1.2	Review, and update with tribal information, EPA's baseline inventories of regulated entities, sites, or activities that may affect the tribe or that are located in close proximity to tribal boundaries.	03/30/2014	- Complete and accurate inventory
1.3	Identify existing tribal priorities and associated capacity indicators the tribe intends to establish.	06/30/2014	- Tribe sends Environmental Priorities document to EPA
1.4	Develop a joint EPA-Tribal Environmental Plan that includes the following for each of the programs identified under this Commitment: 1) Identification of tribal environmental program priorities, including capacity building and program implementation goals	09/30/2014	- Joint Planning Agreement approved by both the legally authorized tribal leadership and the EPA Regional Administrator.
	2) Identification of EPA program priorities and management requirements; 3) Inventory of regulated entities; and 4) Identification of mutual roles and responsibilities		
Work Plan Component 2: Travel and Training Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): B.2.2; B.2.3; B.3.6; B.4.3; Personnel: ENVIRONMENTAL PROGRAM COORDINATOR, ENVIRONMENTAL PROGRAM ASSISTANT, TRIBAL COUNCIL			
Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge): <ul style="list-style-type: none"> Increased tribal capacity for managing grants Healthier community Intermediate Outcome (s) (this work plan period): <ul style="list-style-type: none"> Increased tribal capacity for managing grants Greater knowledge of available resources Increased partnerships 			
Estimated Cost: \$95,000			Estimated Work Years: 0.9
COMMITMENTS	ESTIMATED TASK COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
2.1	Staff will research available grant and financial management trainings.	12/01/13	- List of available trainings
2.2	GAP Staff will attend Grants management training.	04/01/2014	- Training Agenda - Trip Report - Certificate of completion
2.3	GAP Coordinator, Tribal Administrator and Bookkeeper will attend Quickbooks training.	07/03/2014	- Trip Reports - Certificate of completion
EPA Use Only			
2011-2015 EPA Strategic Plan			
Goal:			
Objective:			
Sub-objective X.X.X:			

Create your Work Plan

Step 1: Click on the “Create New Work Plan” button

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

- Create New Work Plan** : Click Button to Create a New Work Plan.
- Edit Work Plan** : Click Button to Edit the Work Plan (updating component/commitment).
- Create/Edit Progress Report** : Click Button to Create/Edit Progress Report.
- Generate Summary Reports** : Click Button to Generate Summary Reports.

Add Your Work Plan

Step 2: Look at your award agreement and enter the correct work plan period

Create New Work Plan

Tribe: Alaska Native Tribal Health Consortium (ANTHC)

Region: 10

Work Plan Period: Begin: 10/01/2014 

End: 09/30/2015 

Copy Data from Previous Work Plans?



Save

Step 3: Click “Save”

General Assistance Program Work Plan for FY 14	
<u>Tribe:</u> Community Tribe	
<u>Region:</u> Region 10	
<u>Work Plan Period: Begin:</u> October 1, 2013	<u>End:</u> September 30, 2014
Work Plan Component 1: Develop an EPA-Tribal Environmental Plan	
Develop a joint environmental protection plan that identifies long-range environmental capacity development and program implementation capacity indicators and EPA program authorities.	
Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): B.5.1; B.6.1; B.6.5; B.6.7; B.6.8; B.6.9	
Personnel: ENVIRONMENTAL PROGRAM COORDINATOR AND ASSISTANT	
Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):	
<ul style="list-style-type: none">Increased knowledge of EPA programs, resources, and technical assistance that are aligned with tribal priorities and tribal environmental development goals.	
Intermediate Outcome (s) (this work plan period):	
<ul style="list-style-type: none">Identify EPA statutes and regulations applicable to regulated entities in the community.Identify appropriate role for tribe in helping to implement EPA programs.Identify current and needed tribal laws/codes/ordinances/regulations.Identify the long term program development goals and capacity indicators that the tribe will establish.	
Estimated Cost: \$30,000	Estimated Work Years:

 [Back](#)
[WorkPlan List](#)

Edit Work Plan



Tribe: Alaska Native Tribal Health Consortium (ANTHC)

EPA Tribal Code:

Region: 10

Status: Created

Reporting Frequency: To Be Entered by Project Officer

Authors: droehl@anthc.org

Description:

Work Plan Period: Begin: 

End: 



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 [View Change History](#)

Step 4: Add a description

Step 5: Click “Save”

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



Tribe: Alaska Native Tribal Health Consortium (ANTHC)
EPA Tribal Code:
Region: 10
Status: Created
Reporting Frequency: To Be Entered by Project Officer
Authors: droehl@anthc.org
Description: IGAP Base FY15

Work Plan Period:
Begin: 10/01/2014
End: 09/30/2015



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View Change History

Narrative Background

Budget

Position Information (Required)

Grant Number

Attachments

Work Plan Component

ID	Title	Description	Estimate Cost	Work Year	Action
Create New Component					

[Send Work Plan to Project Office](#)



Attaching your GAP Narrative and Budget

Step 6: Click on the magnifying glass to the left of Narrative Background and Budget

→  Narrative Background

→  Budget

Step 7: Click on the “Browse” buttons under each the Narrative Background and Budget. Search the files on your computer and select the correct files to attach.

 Narrative Background



 Budget

[Detailed Budget Worksheet: an optional tool for calculating and storing your work plan budget.](#)



Adding GAP Position Information

Step 8: Click on the magnifying glass to the left of Position Information (Required)



Step 9: Click on “Add New Position” button



Adding GAP Position Information (continued)

Step 10: Fill out the requested information.
The % paid can be found on your IGAP budget

Step 11: Click “save” and repeat steps 9 - 11 for all positions paid under GAP

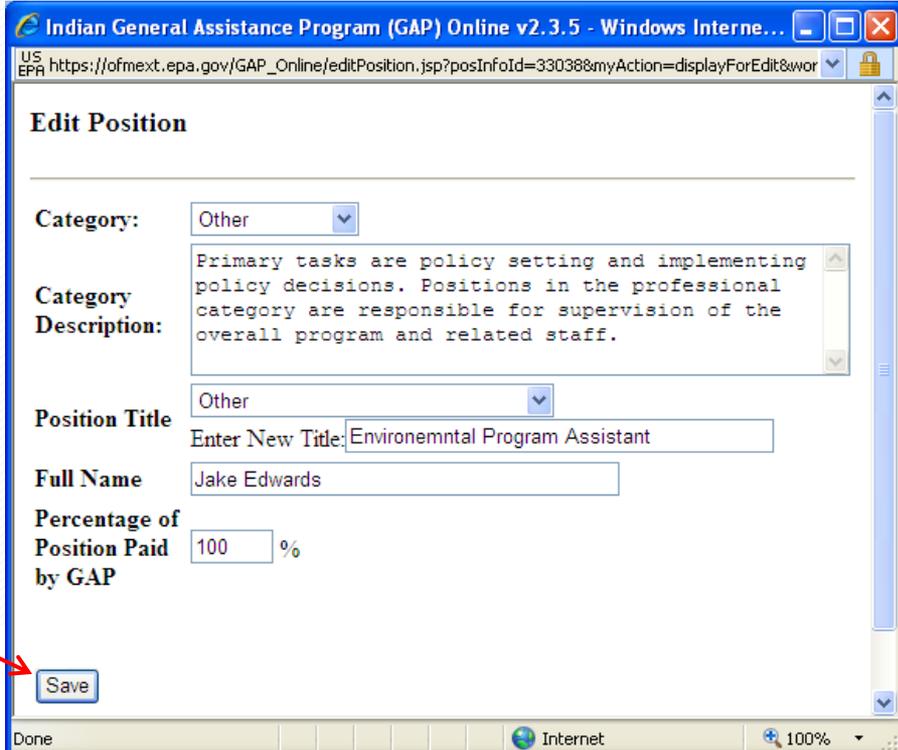
Position Information (Required)

Existing Positions

[Print Positions](#)

Position	Category	% Paid by GAP	Full Name	Action
Other: Environemntal Program Assistant	Other	100	Jake Edwards	 
Other: Environmental Program Coordinator	Other	80	Jane Jones	 

[Add New Position](#)



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US EPA https://ofmext.epa.gov/GAP_Online/editPosition.jsp?posInfoId=33038&myAction=displayForEdit&wor

Edit Position

Category: Other

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

Position Title: Other
Enter New Title: Environmental Program Assistant

Full Name: Jake Edwards

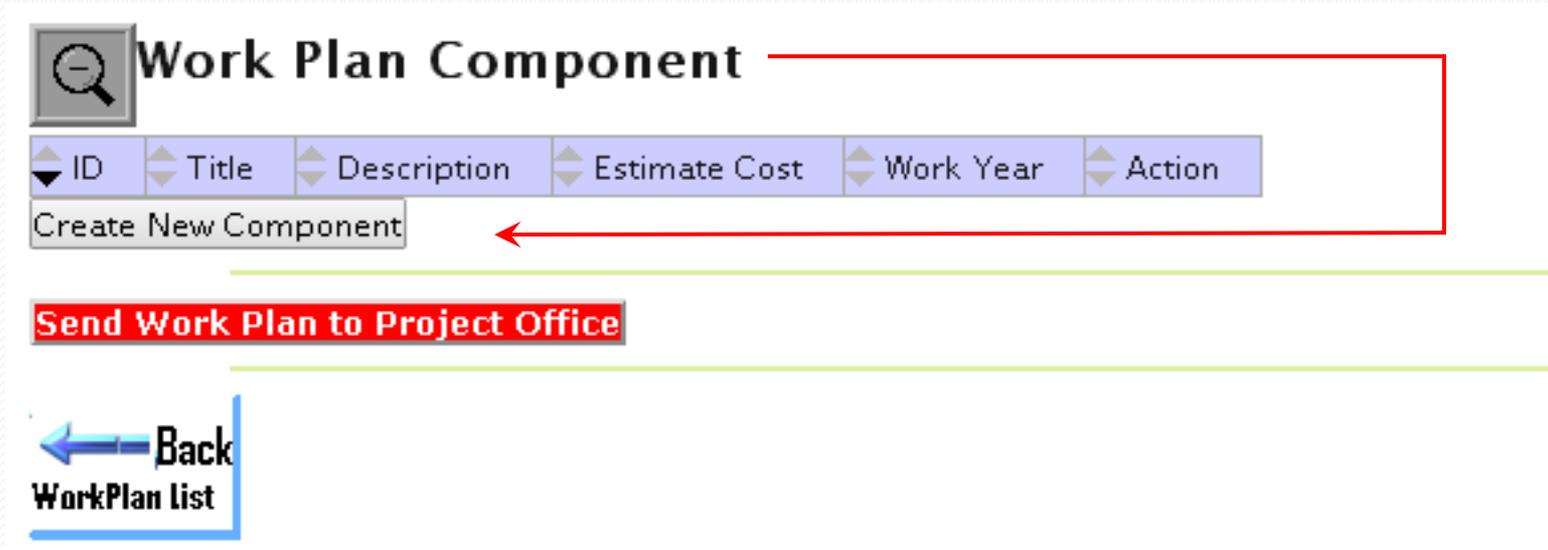
Percentage of Position Paid by GAP: 100 %

[Save](#)

Done Internet 100%

Adding Work Plan Components

Step 12: Under Work Plan Component magnifying glass, click “Create New Component”



The screenshot shows a software interface for managing work plan components. At the top, there is a search bar with a magnifying glass icon and the text "Work Plan Component". Below the search bar is a table with the following columns: ID, Title, Description, Estimate Cost, Work Year, and Action. A button labeled "Create New Component" is located below the table. A red arrow points from the "Create New Component" button to the "Action" column header. Below the table, there is a red button labeled "Send Work Plan to Project Office". At the bottom left, there is a blue button labeled "Back" with a left-pointing arrow, and below it, the text "WorkPlan list".

ID	Title	Description	Estimate Cost	Work Year	Action
Create New Component					

Send Work Plan to Project Office

Back
WorkPlan list

Adding Work Plan Components (continued)

Step 13: Enter the information directly from the approved work-plan.



Work Plan Component:

An asterisk () indicates required field.*

Title * : ▼

Description * : ▲▼

Long-Term Outcome* : ▲▼

Measure(s) :

Intermediate Outcomes * :

- Identify EPA statutes and regulations applicable to regula
- Identify appropriate role for tribe in helping to implement E
- Identify current and needed tribal laws/codes/ordinances/
- Identify the long term program development goals and ca
-

Estimated Component Cost * :

Estimated Work Year (FTE) * : Year

Step 14: Click “Save”

Work Plan Component 1: Develop an EPA-Tribal Environmental Plan	
Develop a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.	
Capacity Indicator Developed (see GAP Guidebook to select one or more that apply): B.5.1; B.6.1; B.6.5; B.6.7; B.6.8; B.6.9	
Personnel: ENVIRONMENTAL PROGRAM COORDINATOR AND ASSISTANT	
Long-Term Outcome (s) (Changes in the Environment, Public Health, Behavior or Knowledge):	
<ul style="list-style-type: none"> • Increased knowledge of EPA programs, resources, and technical assistance that are aligned with tribal priorities and tribal environmental protection program development goals. 	
Intermediate Outcome (s) (this work plan period):	
<ul style="list-style-type: none"> • Identify EPA statutes and regulations applicable to regulated entities in the community. • Identify appropriate role for tribe in helping to implement EPA programs. • Identify current and needed tribal laws/codes/ordinances/regulations. • Identify the long term program development goals and capacity indicators that the tribe will establish. 	
Estimated Cost: \$30,000	Estimated Work Years: 1

Adding Work Plan Commitments

Step 15: Scroll down after saving your component and under “Work Plan Commitment” click on “New Commitment” to begin adding.



Work Plan Commitment

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

Adding Work Plan Commitments (continued)

Step 16: Enter the commitment from Work Plan (click on the grey commitment box/ positions box/ end date/outputs & deliverable box to add text)

 **Work Plan Commitment**

ID	Commitment *	Positions	Est. Cost	End Date * mm/dd/yyyy	Outputs & Deliverables *	Action
1	Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries.	No Position Available	0	03/30/2014		

Step 17: Once the commitment is entered, click “save.”

Step 18: Repeat steps 15 - 17 until all commitments are entered.

Step 19: Once you've added all of the commitments for the component, click the "Back Work Plan" button at the bottom of the page. Do not use the internet browser "back" button. This may cause work to be lost.

 **Work Plan Commitment**

ID	Commitment *	Positions	Est. Cost	End Date * mm/dd/yyyy	Outputs & Deliverables *	Action
1	Work with EPA project officers and programs to identify which EPA statutes and	<input checked="" type="checkbox"/> Other:Environmental Program Assistant <input checked="" type="checkbox"/> Other:Environmental Program Coordinator	0	03/30/2014	List of applicable statutes and regulations	 View History
2	Review, and update with tribal information, EPA's baseline inventories of	<input checked="" type="checkbox"/> Other:Environmental Program Assistant <input checked="" type="checkbox"/> Other:Environmental Program Coordinator	0	03/30/2014	Complete and accurate inventory	 View History

  **Back Work Plan**

Step 20: You will end up back at this page. Click on the “Create New Component” button and repeat steps 12 – 19 until all of your components and commitments are entered.

 **Grant Number**

 **Attachments**

 **Work Plan Component**

ID	Title	Description	Estimate Cost	Work Year	Action
1	Develop an EPA-Tribal Environmental Plan	Develop a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.	\$30000	1.0	 

Create New Component

Send Work Plan to Project Office

 **Back**

Sending / Updating / Reporting on Work Plan

Step 21: When all of your Work Plan Components and Commitments are entered you are ready to send your Work Plan to your Project Officer for approval.

Work Plan Component

ID	Title	Description	Estimate Cost	Work Year	Action
1	Develop an EPA-Tribal Environmental Plan	Develop a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.	\$30000	1.0	 
2	Build Tribal Capacity	Attend Trainings to build tribal management capacity.	\$95000	0.9	 

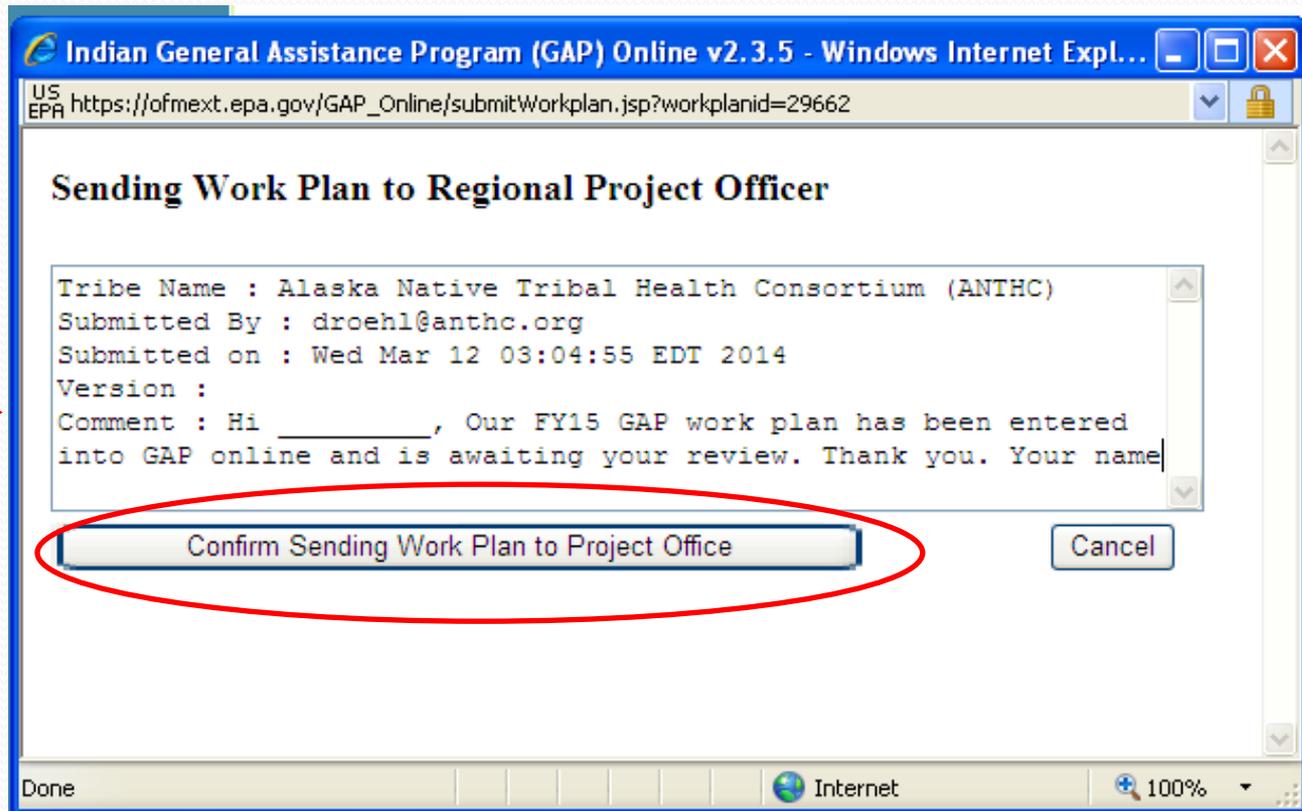
Create New Component

Send Work Plan to Project Office

 Back
WorkPlan List

Sending / Updating / Reporting on Work Plan

Step 22: A pop up window will appear. Type in the comment box and click the “Confirm Sending Work Plan to Project Office



Check Your Work Plan Status

Step 1: Click on the edit workplan

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

- : Click Button to Create a New Work Plan.
- : Click Button to Edit the Work Plan (updating component/commitment).
- : Click Button to Create/Edit Progress Report.
- : Click Button to Generate Summary Reports.

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Check Your Work Plan Status (continued)

Under the “status” column you can see if your work-plan has been accepted.

▲▼	Status
	Created
	Review
	Commented
	Submitted
	Accepted

[← Back](#)
[GAP Home](#)

View Work Plan



Tribes: Alaska Native Tribal Health Consortium (ANTHC)

Region: 10

▲ Start	▲ End	▲ Description	▲ Total Cost	▲ Status	▲ Last Update	▲ Action
10/01/2011	09/30/2012		\$0	Accepted	31 Oct 2012 04:03 PM AKST	
10/01/2010	09/30/2011		\$0	Accepted	1 May 2012 01:14 PM AKST	
10/01/2012	09/30/2013		\$0	Accepted	31 Oct 2013 04:55 PM AKST	
10/01/2012	09/30/2013	IGAP Alaska Peer As...(More)	\$0	Accepted	6 Jan 2014 02:38 PM AKST	
10/01/2013	09/30/2014	FY14 Objectives: 1...(More)	\$0	Accepted	26 Feb 2014 03:53 PM AKST	
10/01/2013	09/30/2014	Special IGAP - Clim...(More)	\$0	Submitted	30 Jan 2014 10:36 AM AKST	
10/01/2013	09/30/2014	Sample Workplan - U...(More)	\$30000	Submitted	11 Mar 2014 03:10 PM AKST	

Quarterly Reports



Quarterly Reports are to be entered into GAP Online no later than 30 days following the end of each quarter

Quarterly Report End Dates

1st Quarter - December 30

2nd Quarter - March 30

3rd Quarter - June 30

4th Quarter - September 30



Quarterly Report Template

QUARTERLY REPORT	
	<i>Is this contact information new?</i> _____ Yes _____ No
Recipient Name	Community Tribe
Recipient Environmental Contact	_____, Title
Recipient Phone Number	(907) ____-____
Grant Name	Indian Environmental General Assistance Program (GAP)
Grant Number and Project Period	GA-00J00000 Project Period October 1, 20__ – September 30, 20__
Reporting Quarter/Dates	Quarter 3: April 1, 2013 – June 30, 2013 (Update this information)
EPA's Project Officer Name and Address	_____, Tribal Coordinator U.S. Environmental Protection Agency Alaska Operations Office 222 West 7 th Avenue, #19 Anchorage, AK 99513

Comparison of Amount Budgeted vs Amount Spent <i>Please describe how much you budgeted versus how much money you actually need to complete activities</i>	
Total Grant Amount Awarded:	Amount Spent:
Funds Necessary to Complete this Project:	Unexpended Funds Remaining in the Grant:
Funds Requested from EPA to Date:	Amount & Date of Last Request for Reimbursement/Advance Payment:
Additional Information	
Issues you need the EPA Project Officer to respond to quickly:	

Activity Report Summary

Component 1: Develop an EPA-Tribal Environmental Plan

COMMITMENTS	Progress Status (Check one)	Status Comment (any problems encountered)	Work Accomplished	Outputs (Deliverables that will be attached to your quarterly report)
<p>Commitment 1.1. Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries.</p> <p>Targeted Completion Date: 03/30/2014</p>	<ul style="list-style-type: none"> - Complete - Not Started - On schedule - Ahead of Schedule - Behind Schedule 	Commitment complete	IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe.	- List of applicable statutes and regulations.
<p>Commitment 1.2. Review, and update with tribal information, EPA's baseline inventories of regulated entities, sites, or activities that may affect the tribe or that are located in close proximity to tribal boundaries.</p> <p>Targeted completion Date: 03/30/2014</p>	<ul style="list-style-type: none"> - Complete - Not Started - On schedule - Ahead of Schedule - Behind Schedule 	We will continue to review and update tribal information throughout the grant year.	IGAP Staff reviewed and updated tribal information with EPA's baseline inventories. Targeted completion date was for 03/30/2014. IGAP Staff will continue to review and update the tribal information throughout the grant year.	- Quarterly accurate inventory
<p>Commitment 1.3. Identify existing tribal priorities and associated capacity indicators the tribe intends to establish.</p> <p>Targeted completion Date: 06/30/2014</p>	<ul style="list-style-type: none"> - Complete - Not Started - On schedule - Ahead of Schedule - Behind Schedule 	Staff will continue to review community assessment	IGAP Staff is reviewing existing community assessment to determine if a new community assessment is needed to identify tribal priorities. Once tribal priorities are established capacity indicators will be identified and Environmental Priorities Document will be submitted to EPA.	

Creating Quarterly Reports

Step 1: Select the Create/Edit Progress Report button on the GAP Online Home Page

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The Indian General Assistance Program (GAP) Online v2.3.5

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

: Click Button to Create a New Work Plan.

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

: Click Button to Create/Edit Progress Report

: Click Button to Generate Summary Reports

Creating Quarterly Reports

Step 2: Select the Work Plan you will be reporting under.

*** NOTE: This one shows “submitted” in the status column

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[GAP Home](#) **View Work Plan Progress**



Tribe: Alaska Native Tribal Health Consortium (ANTHC)

Region: 10

Start	End	Description	Total Cost	Status	Last Update	Action
10/01/2011	09/30/2012		\$0	Accepted	31 Oct 2012 04:03 PM AKST	
10/01/2010	09/30/2011		\$0	Accepted	1 May 2012 01:14 PM AKST	
10/01/2012	09/30/2013		\$0	Accepted	31 Oct 2013 04:55 PM AKST	
10/01/2012	09/30/2013	IGAP Alaska Peer As... (More)	\$0	Accepted	6 Jan 2014 02:38 PM AKST	
10/01/2013	09/30/2014	FY14 Objectives: 1... (More)	\$0	Accepted	26 Feb 2014 03:53 PM AKST	
10/01/2013	09/30/2014	IGAP Base FY14 (More)	\$125000	Submitted	30 Jan 2014 10:36 AM AKST	

Because the status was “submitted” and not “accepted” this is what you will see and you will not be able to proceed with entering your quarterly report until your work plan is “accepted” by your EPA Project Officer.

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View Work Plan Progress



Tribe: Alaska Native Tribal Health Consortium (ANTHC)
EPA Tribal Code:
Region: 10
Status: Submitted
Reporting Frequency: To Be Entered by Project Officer
Grant Number: To Be Entered by Project Officer
Authors:
Description: Sample Workplan - USE FOR TRAINING PURPOSES ONLY
Work Plan Period: **Begin** 10/01/2013
End 09/30/2014

[View as PDF](#) [View as Open Office](#) [Print Change History](#) [Modification History](#)

 **View Change History**

 **Work Plan Component**

A Progress Report cannot be started until the Project Officer accepts the Work Plan.

Creating Quarterly Reports (continued)

Step 2: Select the Work Plan you will be reporting under.

*** NOTE: This one shows “accepted” in the status column

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View Work Plan Progress



Tribe: Alaska Native Tribal Health Consortium (ANTHC)
Region: 10

Start	End	Description	Total Cost	Status	Last Update	Action
10/01/2011	09/30/2012		\$0	Accepted	31 Oct 2012 04:03 PM AKST	
10/01/2010	09/30/2011		\$0	Accepted	1 May 2012 01:14 PM AKST	
10/01/2012	09/30/2013		\$0	Accepted	31 Oct 2013 04:55 PM AKST	
10/01/2012	09/30/2013	IGAP Alaska Peer As... (More)	\$0	Accepted	6 Jan 2014 02:38 PM AKST	
10/01/2013	09/30/2014	FY14 Objectives: 1... (More)	\$0	Accepted	26 Feb 2014 03:53 PM AKST	
10/01/2013	09/30/2014	IGAP Base FY14 (More)	\$125000	Accepted	30 Jan 2014 10:36 AM AKST	

Creating Quarterly Reports

Step 3: Select the Component

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View Work Plan Progress



Tribe: Alaska Native Tribal Health Consortium (ANTHC)
EPA Tribal Code:
Region: 10
Status: Accepted
Reporting Frequency: Quarterly
Grant Number: To Be Entered by Project Officer
Authors:
Description: Sample Workplan - USE FOR TRAINING PURPOSES ONLY
Work Plan Period: **Begin** 10/01/2013
End 09/30/2014

[View as PDF](#) [View as Open Office](#) [Print Change History](#) [Modification History](#)

View Change History

Work Plan Component

- ▶ Component #1: Joint EPA-Tribal Environmental Plan
- ▶ Component #2: Travel and Training

[Send Progress Report to Project Officer](#)

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Option 1



Option 2



Creating Quarterly Reports

Step 4: Select the Commitment



Work Plan Component

▼ Component #1: Joint EPA-Tribal Environmental Plan

Developing a joint environmental protection plan that identifies long range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.

ID	Commitment
1	Work with EPA Project officers and programs to identify which EPA statutes and regulations apply to facilities, sites and activities that may affect the tribe or that are located in close proximity to tribal boundaries.
2	Review, and update with tribal informadon, EPA's baseline inventory of regulated entities, sites or activities that may affect the tribe or that are located in close proximity to tribal boundaries.
3	Identify existing tribal priorities and associated capacity indicators the tribe intends to establish.
4	Develop a joint EPA-Tribal Environmental plan that includes the following for each of the programs identified under this Commitment: 1) Identification of tribal environmental priorities including capacity building and program implementation goals; 2) Identification of EPA program priorities and management requirements; 3) Inventory of regulated entities; and 4) Identification of mutual roles and responsibilities.

▶ Component #2: Travel and Training

Send Progress Report to Project Officer

Creating Quarterly Reports

Step 5: Click on “Create New Report” under Update Work Plan Progress Report



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[Work Plan](#)

Update Work Plan Progress Report

Tribe: Alaska Native Tribal Health Consortium (ANTHC)
EPA Tribal Code:
Region: 10
Status: Accepted
Reporting Frequency: Quarterly
Grant Number: To Be Entered by Project Officer
Authors:
Description: Sample Workplan - USE FOR TRAINING PURPOSES ONLY
Work Plan Period: **Begin** 10/01/2013
End 09/30/2014

[View as PDF](#) [View as Open Office](#) [Print Change History](#) [Modification History](#)

[View Change History](#)

[Component #1](#)

[Commitment #1.1](#)

[Progress Reports](#)

This commitment has no progress reports yet

[+ Create New Report](#)

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Creating Quarterly Reports

Step 6: Add information directly from each commitment on your Quarterly Report Template and attach outputs

Component 1: Develop an EPA-Tribal Environmental Plan				
COMMITMENTS	Progress Status (Check one)	Status Comment (any problems encountered)	Work Accomplished	Outputs (Deliverables that will be attached to your quarterly report)
Commitment 1.1. Work with EPA project officers and programs to identify which EPA statutes and regulations apply to facilitates, sites, and activities that may affect the tribe or that located in close proximity to tribal boundaries. Targeted Completion Date: 03/30/2014	- Complete - Not Started - On schedule - Ahead of Schedule - Behind Schedule	Commitment complete	IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe.	List of applicable statutes and regulations.

Create New Report ✕

* denotes a required field

Time Period 10/01/2013 - 09/30/2014

Reporting Period Covered*

End Date 03/30/2014

Milestone Date*

Progress Status*

Status Comment

Work Accomplished*

Output (attachments)

Add outputs / deliverables

Step 7: If you have deliverables (outputs) to upload click “Choose File” and browse your computer for the correct document.

Create New Report

* denotes a required field

Time Period 10/01/2013 - 09/30/2014

Reporting Period Covered* 1st Quarter

End Date 03/30/2014

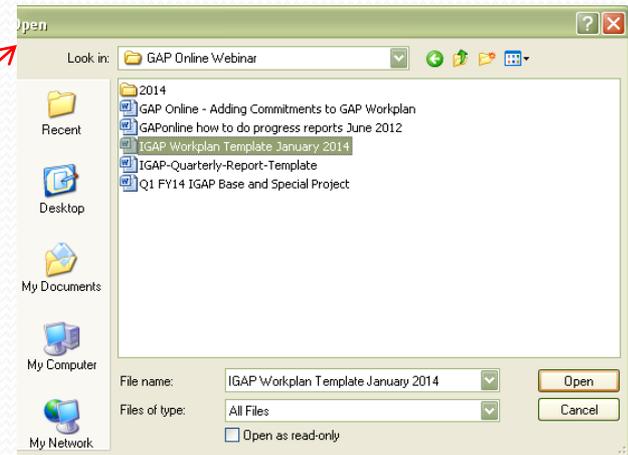
Milestone Date* 03/31/2014

Progress Status* Completed

Status Comment Commitment complete

Work Accomplished* IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe.

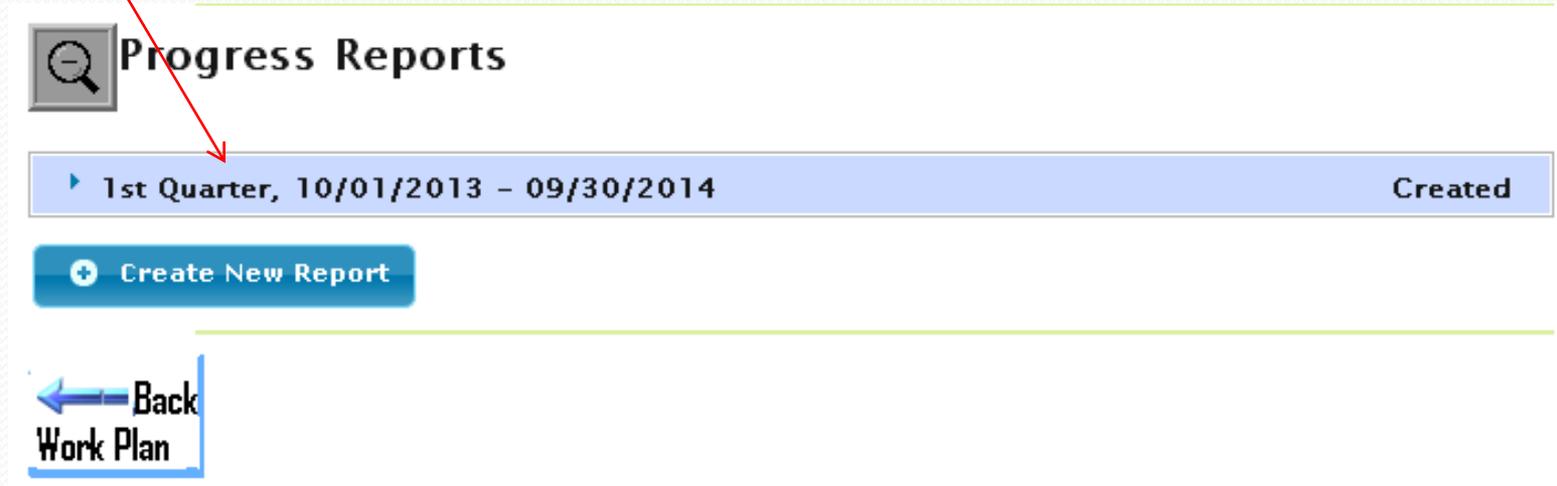
Output (attachments) Choose File No file chosen



Add Cancel

Step 8: Click “Add” to save your work.

Step 9: After you hit the “Add” button, this is what you will see. If you need to edit what you entered, or upload another output, click on the long blue box over 1st Quarter.



The screenshot displays a web interface for 'Progress Reports'. At the top left, there is a magnifying glass icon. The main heading is 'Progress Reports'. Below this, there is a table with one row: '1st Quarter, 10/01/2013 - 09/30/2014' and 'Created'. A red arrow points to the first cell of this row. Below the table is a blue button with a plus icon and the text 'Create New Report'. At the bottom left, there is a blue arrow pointing left with the text 'Back Work Plan'.

*** Skip this step if no edits are needed and move on to Step

Step 10: To add or upload more outputs, click the “Edit” button.

 **Progress Reports**

▼ 1st Quarter, 10/01/2013 – 09/30/2014 Created

Work Accomplished	IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe.
End Date	03/30/2014
Milestone	03/31/2014
Progress Status	Completed
Status Comment	Commitment complete
Output (attachments)	<ul style="list-style-type: none">• ...lan_Template_January_2014.docx



 **Back**
Work Plan

Step 11: The Edit Progress Report pop up box will appear. Edit or browse for another document just as you had in Step 7. Once finished, click “Update”

Edit Progress Report

* denotes a required field

Time Period 10/01/2013 - 09/30/2014

Reporting Period Covered* 1st Quarter

End Date 03/30/2014

Milestone Date* 03/31/2014

Progress Status* Completed

Status Comment Commitment complete

Work Accomplished* IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe

Output (attachments) ...lan_Template_January_2014.docx

Browse...

Update Cancel

Repeat steps 9 – 11 until all of your deliverables for the commitment are uploaded.

Step 12: Once you are finished adding all of your deliverables, click “Back Work Plan”



Progress Reports

▶ 1st Quarter, 10/01/2013 – 09/30/2014

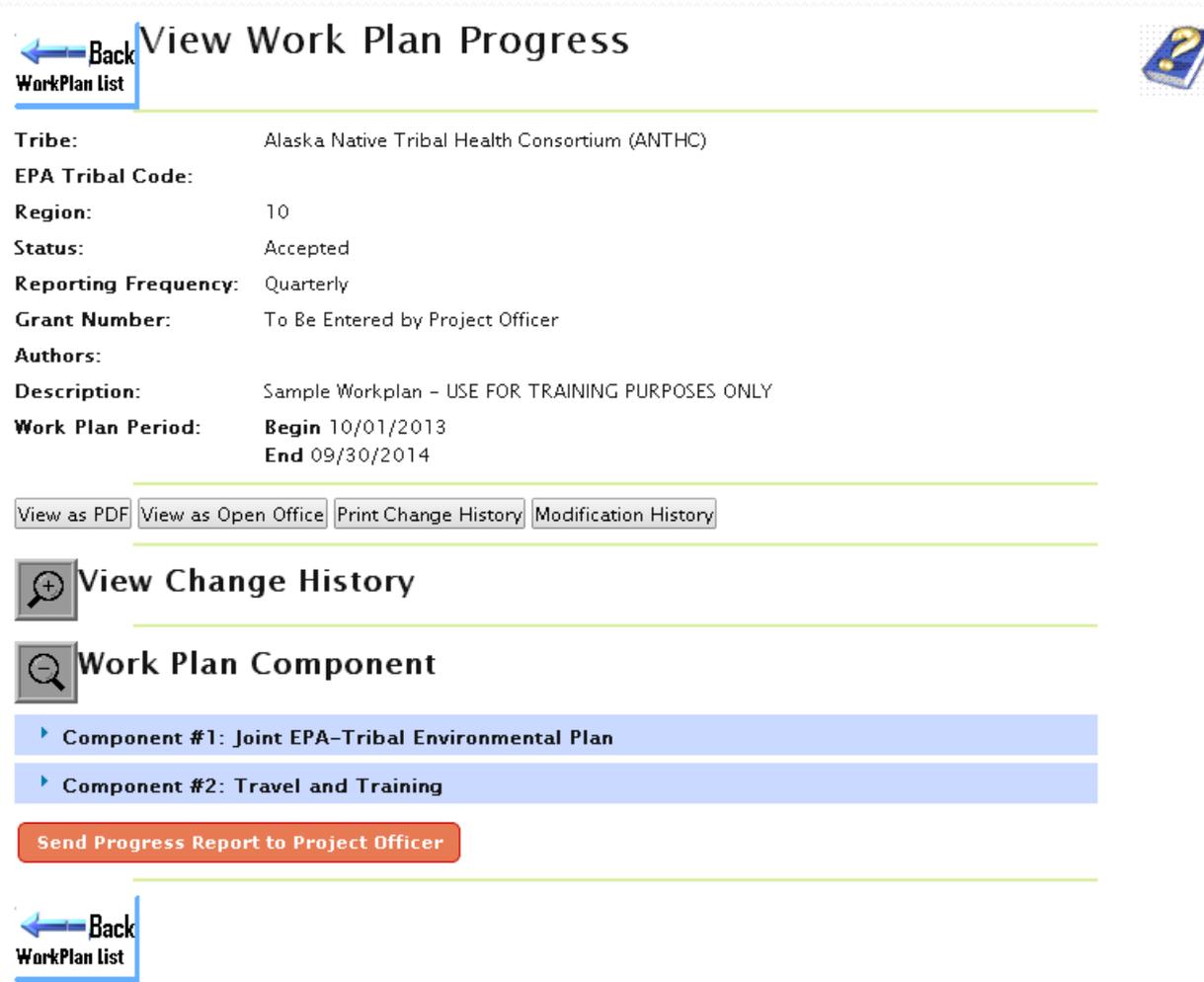
Created



Create New Report

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Work Plan

Step 13: You will be returned to this page. Repeat **Step 3** by choosing Component 1 again. Chose a different commitment as outlined in **Step 4** and proceed to repeat **Steps 5 - 12** until you have entered progress for every commitment in your work-plan



The screenshot shows a web interface for viewing work plan progress. At the top left, there is a 'Back' button with a left-pointing arrow and a 'WorkPlan List' link. The main title is 'View Work Plan Progress' with a help icon (a question mark in a blue box) to its right. Below the title, a list of metadata is displayed: Tribe: Alaska Native Tribal Health Consortium (ANTHC); EPA Tribal Code: ; Region: 10; Status: Accepted; Reporting Frequency: Quarterly; Grant Number: To Be Entered by Project Officer; Authors: ; Description: Sample Workplan - USE FOR TRAINING PURPOSES ONLY; Work Plan Period: Begin 10/01/2013, End 09/30/2014. A horizontal line separates this from a row of four buttons: 'View as PDF', 'View as Open Office', 'Print Change History', and 'Modification History'. Below this is a section titled 'View Change History' with a magnifying glass icon. Underneath is another section titled 'Work Plan Component' with a magnifying glass icon. This section contains two blue bars: 'Component #1: Joint EPA-Tribal Environmental Plan' and 'Component #2: Travel and Training'. Below these is a red button labeled 'Send Progress Report to Project Officer'. At the bottom left, there is another 'Back' button and 'WorkPlan List' link, identical to the one at the top.

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[WorkPlan List](#)

View Work Plan Progress

Tribe: Alaska Native Tribal Health Consortium (ANTHC)
EPA Tribal Code:
Region: 10
Status: Accepted
Reporting Frequency: Quarterly
Grant Number: To Be Entered by Project Officer
Authors:
Description: Sample Workplan - USE FOR TRAINING PURPOSES ONLY
Work Plan Period: **Begin** 10/01/2013
End 09/30/2014

[View as PDF](#) [View as Open Office](#) [Print Change History](#) [Modification History](#)

View Change History

Work Plan Component

- ▶ Component #1: Joint EPA-Tribal Environmental Plan
- ▶ Component #2: Travel and Training

[Send Progress Report to Project Officer](#)

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Submit Report

Step 14: Click “Send Progress Report to Project Officer”

Work Plan Component

▶ Component #1: Joint EPA-Tribal Environmental Plan

▶ Component #2: Travel and Training

Send Progress Report to Project Officer

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WorkPlan List

Send Progress Report to Project Officer

Enter comments

Our First Quarter progress report has been entered into GAP Online and is ready for your review. Thank you

Send Progress to Project Officer **Cancel**

Step 15: A pop-up box will appear.
Add a comment and click “Send”

A pop-up box will appear letting you know that your report has been e-mailed to your EPA Project Officer .

Review your Progress

While in the view work plan progress click “View as PDF”

← Back WorkPlan list

View Work Plan Progress

Tribe: Alaska Native Tribal Health Consortium (ANTHC)
EPA Tribal Code:
Region: 10
Status: Accepted
Reporting Frequency: Quarterly
Grant Number: To Be Entered by Project Officer
Authors:
Description: Sample Workplan - USE FOR TRAINING PURPOSES ONLY
Work Plan Period: **Begin** 10/01/2013
End 09/30/2014

[View as PDF](#) [View as Open Office](#) [Print Change History](#) [Modification History](#)

 **View Change History**

 **Work Plan Component**

▶ **Component #1: Joint EPA-Tribal Environmental Plan**

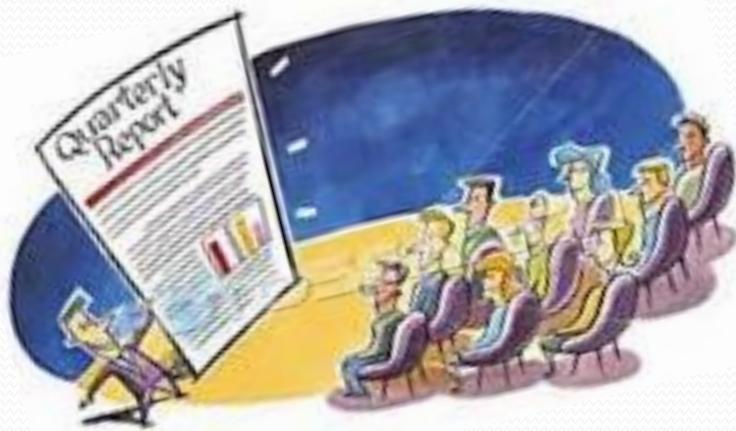
▶ **Component #2: Travel and Training**

Send Progress Report to Project Officer

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WorkPlan list

Review your Progress

While in the view work plan progress click “View as PDF” a Progress Report will be generated.



GAP Online Progress Report Work Plan Period: 10/01/2013 - 09/30/2014
 Tribe: Alaska Native Tribal Health Consortium (ANTHC)

Work Plan Details

Tribe	Alaska Native Tribal Health Consortium (ANTHC)
Work Plan Period	10/01/2013 - 09/30/2014
Reporting Frequency	Quarterly
Fiscal Year of Funding	2014
Status	Accepted
Author(s)	
Description	Sample Workplan - USE FOR TRAINING PURPOSES ONLY

Component #1: Joint EPA-Tribal Environmental Plan

Description	Developing a joint environmental protection plan that identifies long range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.
Long-Term Outcome	Increased knowledge of EPA Programs, resources and technical assistance that are aligned with tribal priorities and tribal environmental protection program development goals.
Measures	
Intermediate Outcomes	Identify EPA statutes and regulations applicable to regulate entities in the community Identify appropriate role for tribe in helping to implement EPA Programs. Identify current and needed tribal law/codes/ordinances/regulations Identify the long term program development goals and capacity indicators that the tribe will establish
Estimated Component Cost	\$30000
Estimated Work Year (FTE)	1.0
EPA Program Coding	Program Code: Cross Media Activities Objective: Sustainable Development Sub-objective: N/A

Commitment #1.1

Description	Work with EPA Project officers and programs to identify which EPA statutes and regulations apply to facilities, sites and activities that may affect the tribe or that are located in close proximity to tribal boundaries.
Estimated Cost	\$0
End Date	03/30/2014
Positions	
Outputs and Deliverables	List of applicable statutes and regulations

Commitment #1.1 Reports

Reporting Period Covered	Status	Milestone Date	Commitment End Date	Ouput (Documents)	Work Accomplished
1st Quarter	Completed	03/31/2014	03/30/2014	...lan_Template_January_2014.docx	IGAP Staff and EPA project officers met 4 times to identify statutes and regulations that apply to the Tribe

GAP Online Assistance

If you experience technical issues with GAP Online contact:

Sherry Kimmons, EPA Tribal Coordinator

EPA GAP Online Power User

907-271-6322

Kimmons.Sherry@epamail.epa.gov

Or

Your EPA Tribal Coordinator (Project Officer)

Comments / Questions / Discussion / Suggestions

