

## USER'S GUIDE

For the

### ***GREAT LAKES RESTORATION INITIATIVE ACCOUNTABILITY SYSTEM (GLAS)***

## **1.0 INTRODUCTION**

### **1.1 Purpose**

The Conference Report accompanying Public Law 111-88, House Report 111-316, requires EPA to develop a process that “*ensures monitoring and reporting on the progress of the Great Lakes Restoration Initiative*” (GLRI). EPA’s Great Lakes National Program Office developed the Great Lakes Accountability System (GLAS) as the primary mechanism for collecting information to monitor and report on GLRI progress. The GLAS is a web-based reporting system that is available to registered users to enter data at <https://login.glnpo.net>. What will GLAS do?

- It will present the “big picture” of who is receiving GLRI funds and what they are doing with the money.
- It is the clearinghouse for information on all projects funded with GLRI funds, including grants, co-operative agreements, Interagency Agreements, and contracts..
- Projects will be reported at the “level of aggregation” of data, i.e. the amount of acres placed in conservation easements in a hydrologic unit as opposed to the specific information for each piece of land encompassed by this project.
- Measures listed in the GLRI Action Plan can be tracked through GLAS, either totally or partially, with augmentation from other sources.
- Eventually, GLAS will provide “dashboard indicators” which will provide a visual representation of how well we’re doing for each of the metrics.
- Management will be able to adjust priorities based upon data aggregated in GLAS.

Through the Information Collection Request process required by the Paperwork Reduction Act, we have sought to ensure that GLAS reporting provides transparency and accountability while minimizing the reporting burden for recipients.

**PAPERWORK REDUCTION ACT AND PRIVACY ACT STATEMENT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The OMB control number for this collection is OMB #2005-0001. This information collection is scheduled to expire on 7/31/2013.

## 1.2 Background

President Barack Obama and U.S. Environmental Protection Agency (EPA) Administrator Lisa Jackson, in collaboration with 15 other federal agencies, have made restoring the Great Lakes a national priority. Signaling a commitment beyond measure of past promises, in February 2009, President Obama proposed \$475 million for a Great Lakes Restoration Initiative (Initiative). The [Great Lakes Restoration Initiative Action Plan](#) describes how the Initiative will be executed from 2010 through 2014.

The Initiative is not intended to be another grand statement about the Great Lakes; it is intended to operationalize those statements. It builds on countless hours by elected, agency, business, public interest and other leaders, which resulted in the [Great Lakes Regional Collaboration Strategy](#) (GLRC Strategy). The GLRC Strategy provides a framework for the Action Plan, and the Action Plan is just that: an action driver. It articulates the most significant ecosystem problems and efforts to address them in five major focus areas:

- Toxic Substances and Areas of Concern, including pollution prevention and cleanup of the most polluted areas in the Great Lakes;
- Invasive Species, including efforts to institute a “zero tolerance policy” toward new invasions, including the establishment of self-sustaining populations of invasive species, such as Asian Carp;
- Nearshore Health and Nonpoint Source Pollution, including a targeted geographic focus on high priority watersheds and reducing polluted runoff from urban, suburban and, agricultural sources;
- Habitat and Wildlife Protection and Restoration, including bringing wetlands and other habitat back to life, and the first-ever comprehensive assessment of the entire 530,000 acres of Great Lakes coastal wetlands for the purpose of strategically targeting restoration and protection efforts in a science-based manner;
- Accountability, Education, Monitoring, Evaluation, Communication and Partnerships, including the implementation of goal- and results-based accountability measures, learning initiatives, outreach and strategic partnerships.

The Action Plan identifies goals, objectives, measurable ecological targets, and specific actions for each of the five focus areas identified above. The Action Plan will be used by federal agencies in the development of the federal budget for Great Lakes restoration in fiscal years 2011 and beyond. As such, it will serve as guidance for collaborative restoration work with participants to advance restoration. The Action Plan will also help advance the Great Lakes Water Quality Agreement with Canada.

## 1.3 Who Will Report?

Prime recipients, e.g., recipients who receive funding directly from EPA, are ultimately responsible for reporting accurate and complete data. A prime recipient may delegate reporting

to its sub-recipient. If a prime recipient delegates to a sub-recipient, the prime must contact the sub-recipient in sufficient time for the sub-recipient to register and report.

The terms and conditions for GLRI grants, contracts, and Interagency Agreements include the following language: In addition to the semi-annual progress reports, the recipient shall ensure that information is reported quarterly into the GLAS. Recipients and sub-recipients (contractors, sub-awardees, etc.) shall be responsible for inputting their project information into the GLAS database using specified formats and timeframes.

## 1.4 How will the information be used?

GLAS was developed with two specific missions: to provide transparency and accountability for how GLRI funds are being used. Watershed groups, government agencies, non-profit organizations and the public can use GLAS to find out what GLRI funded work is going on in their area, who received the money, how it's being spent and progress being made toward achieving GLRI goals.

## 1.5 What Information Is Needed?

### 1.5.1 Reporting Requirements

GLAS includes detailed information on all projects undertaken by GLRI funding recipients to restore and protect the Great Lakes and its watershed. Requested information includes the nature of the project, the responsible organization and point of contact, amount of GLRI funding, project location and a measure of progress linked to the Action Plan. Funding recipients can update pre-populated records or create news records for projects not entered previously.

### 1.5.2 Reporting Hierarchy

How projects are organized in GLAS follows the GLRI Action Plan along with EPA funding mechanisms. In this organizational hierarchy (Figure 1), *Focus Areas*, which represent broad programmatic themes, contain multiple funding *Programs* grouped by subject into *Topic Groups*. Finally, *Projects* are found under the applicable funding Program.

#### Figure 1: GLAS Hierarchy

**5 Focus Areas** – each has

=> **multiple Topic Groups** – each has

=> **1 or more funding Programs** – each has

=> **1 or more Projects**

Figure 2 lays out the details of organization under each of the Focus Areas. The smallest reporting unit, a *Project*, is defined as a funded action which accomplishes a job. Projects are the foundation of GLAS reporting. Projects should be reported in the correct Focus Area/Topic Group/Program category. The information required at the project level includes: project responsibility (organization and staff), GLRI funding, location details, and outcomes linked to the GLRI Action Plan. Each funding program may have many projects.

**Figure 2: 2010 Focus Areas, Topic Groups, and Programs**

| Focus Area  | Topic Group  | Program   |
|---|--|---|
| <b>Toxic Substances and Areas of Concern</b>  | AOCs & RAP implementation  | I.A.1: Coordinated Implementation of RAP Programs and Processes<br>T022: GLLA Sediment Removal Projects, Habitat Restoration & NRDA<br>T023: Investigate/Plan Remedy for Grassy I., Detroit R |
|   | Assess Ecological Exposure and Effects   | I.A.8: Assess Ecological Exposure and Effects<br>T047: Lake Sturgeon Health Assessment  |
|   | Great Lakes Fish Monitoring and Surveillance Program   | I.A.4: Great Lakes Fish Monitoring and Surveillance Program (GLFMSP)  |
|   | Integrated Atmospheric Deposition Network (IADN)   | I.A.5: Integrated Atmospheric Deposition Network  |
|   | Pollution Prevention and Toxics Reduction  | I.A.9: Pollution Prevention and Toxics Reduction  |
|   | Public Health related  | I.A.2: Enhanced State/Tribe Fish Consumption Advisory Support   |
|   |  | I.A.3: Health Care Provider Organization Out  |
|   |  | T079: Mercury in Great Lakes Foodwebs<br>T191: Public health support for Brownfields sites in Great Lakes.<br>T192: Biomonitoring of Great Lakes populations                                  |
|   | Screen for Chemicals of Emerging Concern   | I.A.7: Screen for Chemicals of Emerging Concern   |
|   | Sediment Core Surveillance Program   | I.A.6: Great Lakes Sediment Core Surveillance Program   |
|   | Sediment Remediation/Dredging  | T020: Remediation and Restoration of Contaminated Sediments   |
|   |  | T046: Great Lakes Sediment Contamination Database   |
|   |  | T109: Great Lakes Remedial Action Plans & Sediment Remediation (a)  |
|   |  | T112: Grand Calumet River Sediment Remediation Demonstration  |
|   |  | T117: Environmental Dredging  |
| T118: Great Lakes Strategic Plan  |  |   |
| T129: Navigation Dredging to Complement Sediment Cleanup<br>T143: Implementation of GLLA and associated sediment activities<br>T223: Strategic and Environmental Dredging   |  |   |
| Site Remediation/Restoration (other)  | T039: Brownfield Restoration in the Great Lakes Industrial Cities<br>T086: Restore contaminated sites in national park units<br>T107: Great Lakes Lighthouse Environmental Remediation   |   |
| Spill Response  | T105: Response to Spills of Oil in Ice in Fresh Water<br>T106: Recovery of Submerged Oil   |   |
| TMDL development (toxicants)  | I.A.10: Developing Total Maximum Daily Loads for Toxics  |   |
| Toxic Substances Effects, Evaluation, and Monitoring  | T021: Early warning to identify effects of new contaminants  |   |
|   | T044: Expanded long-term Great Lakes contamination monitoring  |   |
|   | T048: Modeling Atmospheric Mercury Deposition to the Great Lakes   |   |
|   | T078: Determine sources of loads of selected contaminants  |   |
|   | T080: Effects of contaminants on Great Lakes indicator species<br>T085: Monitor contaminants in Great Lakes national park units<br>T147: Developing Critical Information   |   |
| Focus Area  | Topic Group  | Program   |
| <b>Invasive Species</b>   | Ballast Water related  | I.B.1: Great Lakes Ballast Water Technology Grant Program<br>T002: Verification of Ballast Water Treatment System Performance<br>T108: Ballast Water Treatment Improvements & Enforcement     |
|   | Ecosystem Effects of Invasive Species  | I.B.4: Forecasting and Synthesis of Ecosystem Effects of Invasive Species   |
|   | Education/Outreach   | T007: Education/Outreach to Hunters/Anglers/Public on invasive sp.  |
|   | Invasive Species Prevention and Control  | I.B.2: Invasive Species Prevention and Control Grant Program  |
|   |  | T010: Establish Cooperative Weed Management Areas - Great Lakes   |
|   |  | T015: Farm Bill Programs for reducing terrestrial invasive species  |
|   |  | T024: Aquatic Invasive Species Prevention Program   |
|   |  | T038: Forest Habitat Restoration  |
|   |  | T042: Invasive Species Control of Urban and Rural Forests   |
|   |  | T066: Chemical Tools to Control Asian carp and zebra mussels  |
| T067: Innovative Phragmites Control Strategy<br>T087: Prevent spread of VHS and harmful organisms in Great Lakes<br>T088: Restore habitats through invasive species control<br>T102: Use of sea lamprey pheromones as a control technique<br>T114: Sea Lamprey Traps and Barriers<br>T119: Interbasin Transfer of Aquatic Nuisance Species<br>T122: Aquatic Plant Control<br>T189: State & Interstate Aquatic Nuisance Species Management<br>T228: Chicago Sanitary & Ship Canal Dispersal Barriers |  |   |
| Invasive Species Threat, Distribution, and Early Detection  | T054: GLANSIS Enhancements<br>T065: Regional Ecosystem Prediction-AIS in the Great Lakes<br>T069: Identify pathways for inter-basin invasive species transfer<br>T101: Identifying range & limit spread of aquatic animal pathogens<br>T103: Acoustic Telemetry Observing System for Species Restoration |   |
| Program Management/Support  | T025: Integrated Pest Management Grant/Subcontract Support<br>T026: Integrated Pest Management for priority species<br>T094: Develop Comprehensive Shoreline Restoration /Management Plan<br>T196: Great Lakes Watershed Restoration Grant Program   |   |



| Focus Area                                      | Topic Group                                     | Program   |
|---|---|---|
| Nearshore Health and Nonpoint Source Pollution  | Beaches related                                 | I.C.1: Improve and Refine Forecasting Models<br>I.C.2: Beach Sanitary Surveys<br>I.C.3: Communicating Beach Monitoring to the Public<br>I.C.4: Improving Beach Monitoring for Bacteria<br>T062: Forecasting Models for Beach Quality<br>T077: Enhance GL beach recreational water quality decision making   |
|   | Innovative Environmental Approaches:            | I.C.9: Innovative Environmental Approaches.   |
|   | Nearshore Assessment, Monitoring, and Resources | T089: Comprehensive marine assessments for Great Lakes Natl Parks<br>T090: Implement coastal watershed condition assessments recs<br>T091: Research L Michigan nearshore ecosystem changes (botulism E)   |
|   | Nearshore Impairments and Stressors             | I.C.6: Nearshore waters impairments and stressors<br>T073: Avian Botulism in Distressed Great Lakes Environments<br>T076: Forecast/Nowcast Great Lakes contaminant loadings<br>T111: Great Lakes Tributary Modeling<br>T123: Regional Sediment Management   |
|   | Nearshore Indicators and Endpoints              | I.C.5: Development of nearshore indicators and endpoints<br>T063: Identify Land Use Tipping Points in Great Lakes Ecosystem   |
|   | Non-Point Sources                               | T011: Great Lakes Basin Program for Soil Erosion & Sediment Control<br>T012: Purchase of Development Rights through Easements Programs<br>T014: Farm Bill Programs for reducing Ag Nonpoint Source Loading  |
|   | Program Management/Support                      | T137: To build local capacity to address NPS problems   |
|   | TMDL Development (non-toxicants)                | I.C.7: Total Maximum Daily Loads (TMDLs) (non-toxicant)<br>T134: Development of Watershed TMDLs in the Great Lakes Basin  |
|   | Watersheds BMPs, Planning, and Implementation   | I.C.8: Watershed best management practices planning and implementation<br>T041: Forest Management for Water Quality<br>T064: Land Use Change and Agricultural Lands Indicator Development<br>T126: St. Clair River and Lake St. Clair<br>T128: Watershed Studies<br>T197: Watershed Program Coordination<br>T213: Watersheds remediation, conservation, and management implementation   |
|   | Focus Area                                      | Topic Group   |
| Habitat and Wildlife Protection and Restoration | AOC Habitat Restoration                         | I.D.2: Habitat Restoration in Areas of Concern<br>T157: Habitat Restoration in Areas of Concern   |
|   | Biodiversity Protection and Restoration         | I.D.1: Blueprints for Biodiversity Protection and Restoration<br>T092: Protect Great Lakes Ecosystems from Overabundant Wildlife  |
|   | Habitat Restoration                             | I.D.4: Restoring Great Lakes Habitats<br>T001: Great Lakes Tribal Species and Ecosystems Restoration<br>T006: Aquatic Organism Passage Program<br>T016: Farm Bill Programs for Habitat and Wildlife Protection<br>T031: Great Lakes Watershed Habitat and Species Restoration Initiative<br>T032: Conservation of Great Lakes Islands<br>T035: Habitat Assessment and Accounting Infrastructure for the Great Lakes<br>T037: Great Lakes Basin Candidate Fish Habitat Partnership<br>T040: Assessment Tools for Habitat Restoration<br>T043: Coastal and Estuarine Land Conservation Program<br>T070: Enhancing fish habitat restoration strategies<br>T072: Endangered/threatened/extirpated species restoration<br>T074: SportfishDeclines: role of changing foodwebs/nutrient transfer<br>T095: Restore Coastal and Fluvial Processes in Six National Parks<br>T100: Ecosystem Approach to Infrastructure and Restoration Work<br>T110: Great Lakes Fishery & Ecosystem Restoration Program (GLFER)<br>T113: Aquatic Ecosystem Restoration<br>T115: Environmental Improvements<br>T116: Beneficial Use of Dredged Material<br>T124: Lake Michigan Waterfront<br>T127: Great Lakes Habitat/Species Initiative<br>T201: Coastal Projects to Benefit Waterways and Habitats<br>T204: Restoring Aquatic Ecosystems |
|   | Migratory Birds                                 | T036: Great Lakes Wind Power: Making it Migratory Bird-friendly   |
|   | Program Management/Support                      | T034: Great Lakes Landscape Conservation Cooperative<br>T130: Tribal Partnership Program<br>T155: Sustain Our Great Lakes Grant Program   |
|   | Threatened/Endangered Species                   | T005: Endangered/Threatened Species inventory and Restoration<br>T027: Implementing the Great Lakes Fish and Wildlife Restoration Act<br>T028: Restoration of Lake Trout & Lake Sturgeon in the Great Lakes<br>T030: Great Lakes Basin Endangered Species Recovery Initiative   |
|   | Wetlands Monitoring and Restoration             | I.D.3: Monitoring Great Lakes Coastal Wetlands<br>T033: North American Wetlands Conservation Act of 1989<br>T071: Developing New Strategies for Restoring Coastal Wetland Functions<br>T093: Restore and Enhance Subdunal Wetlands  |



| Focus Area   | Topic Group   | Program   |
|--|---|---|
| Accountability,<br>Education,<br>Monitoring,<br>Evaluation,<br>Communication<br>and Partnerships | Annual Comprehensive Nearshore Monitoring Program                                       | I.E.4: Annual Comprehensive Nearshore Monitoring Program              |
|  | Climate Change  | T068: Forecast Potential Phragmites Coastal Invasion Corridors        |
|  |   | T075: Forecasting ecological response to land use changes             |
|  |   | T207: Coordinate and Prioritize Great Lakes Climate Change Activities |
|  | Cooperative Science and Monitoring Initiative   | I.E.6: Cooperative Science and Monitoring Initiative (CSMI)           |
|  | Ecosystem Evaluation, Monitoring, and Management  | I.E.5: Predicting Ecosystem Changes                                   |
|  |   | T009: Analysis of Forest Resources in the Great Lakes Region          |
|  |   | T059: Implementation of the Great Lakes Observing System              |
|  |   | T081: Watershed modeling for stream ecosystem management              |
|  |   | T083: Geospatial Information for decision support in AOCs/ecosystems  |
|  |   | T104: Studies of Binational Importance for the Great Lakes            |
|  |   | T121: Surveillance of Northern Boundary Waters                        |
|  |   | T096: Communicate Stewardship and Sustainable Values                  |
|  | Education/Outreach  | T096: Communicate Stewardship and Sustainable Values                  |
| Indicators Assessment  | I.E.1: Assessing Indicators for the Great Lakes Ecosystem                               |   |
|  | T082: Biological Indicators of Ecosystem Condition/Great Lakes                          |   |
| Information Management and Data Quality  | T084: Compilation of USGS Data for the Great Lakes Basin                                |   |
|  | T175: Information tech support for GLRI transparency, accountability, and collaboration |   |
| Innovative Environmental Approaches.   | I.E.8: Innovative Environmental Approaches.   |   |
| LaMP Implementation  | I.E.2: Coordinated Implementation of LaMP, Programs, and Projects                       |   |
|  | T164: Coordinated Implementation of LaMP, Programs, and Projects                        |   |
| Nearshore and Open Water Monitoring and Prediction   | I.E.3: Nearshore and Open Water Monitoring and Prediction                               |   |
| Observing Systems  | I.E.7: Observing Systems  |   |
|  | T209: Implementation of Great Lakes Observing System                                    |   |
| Program Management/Support   | T060: Great Lakes Restoration Initiative - NOAA Program Support                         |   |

### 1.5.3 User ID and Reporting Method

The method for entering information into the GLAS application reporting system is through the GLAS website (available to registered users at <https://login.glnpo.net>). Section 2.1 of this guidance provides details on how to access the system. Other data submitters can obtain a username and password by going to <http://apply.glnpo.net/useraccount.html> and filling out the required information.

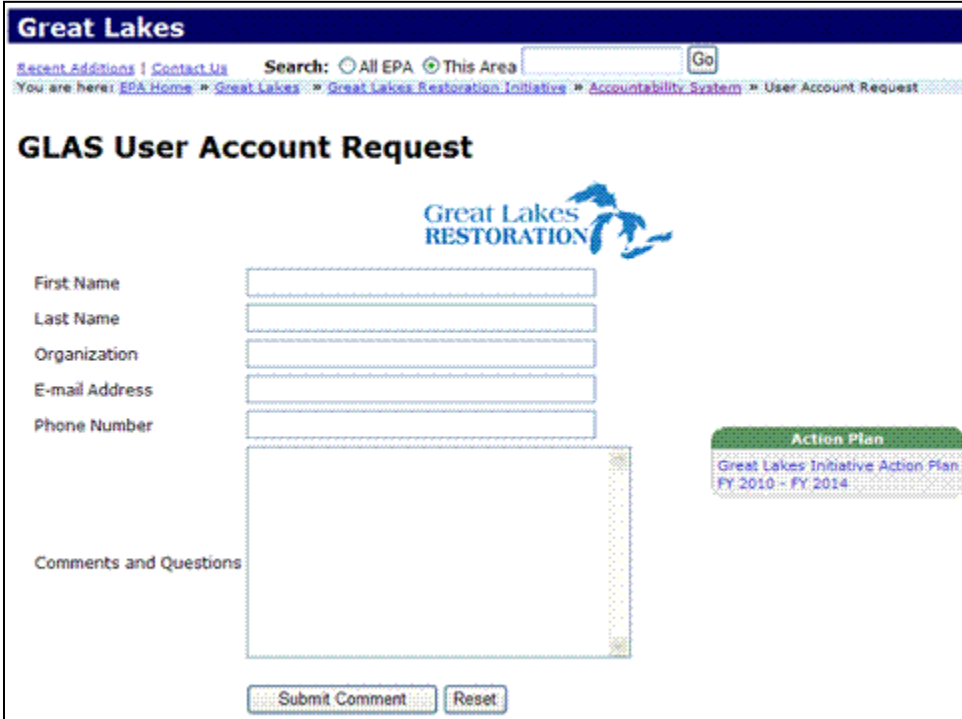
Security measures have been established to track individual user interactions with GLAS based on Internet Provider (IP) addresses and username. In addition, security measures have been established to protect the data you enter. Measures include: encrypting data, maintaining the data on a secure server, on a secure network; confirming the data with each reporting organization; and making only summarized data available publicly.

## 2.0 HOW TO ENTER DATA

### 2.1 Registration

A user name and password are required to enter information into GLAS. To request an account go to <http://apply.glnpo.net/useraccount.html> and enter the required information (Figure 3). Your username and password will be e-mailed to you. To retrieve forgotten usernames and passwords, send an email to [glas@greatlakesrestoration.us](mailto:glas@greatlakesrestoration.us).

Figure 3: Register User



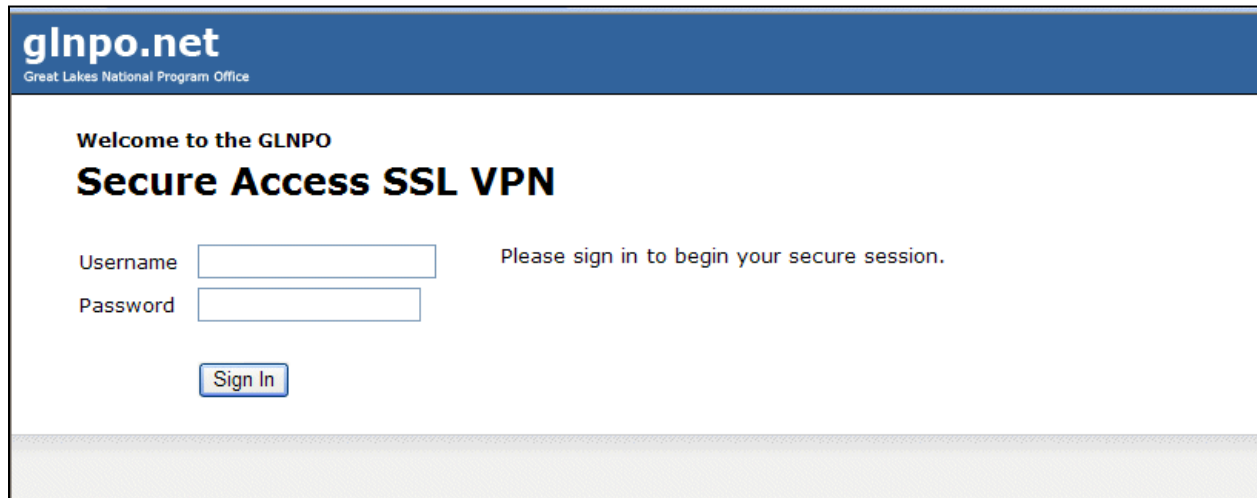
The screenshot shows a web browser window with the title "Great Lakes". The page content includes a search bar with "All EPA" selected and "This Area" selected. Below the search bar is a breadcrumb trail: "You are here: EPA Home > Great Lakes > Great Lakes Restoration Initiative > Accountability System > User Account Request". The main heading is "GLAS User Account Request". To the right of the heading is the "Great Lakes RESTORATION" logo. The form contains the following fields: "First Name", "Last Name", "Organization", "E-mail Address", and "Phone Number", each with a corresponding text input box. Below these is a larger text area for "Comments and Questions". At the bottom of the form are two buttons: "Submit Comment" and "Reset". On the right side of the form, there is a green box labeled "Action Plan" containing the text "Great Lakes Initiative Action Plan FY 2010 - FY 2014".

For quality assurance purposes, all entries will be associated with the username under which they were entered.

### 2.2 How to Login

Log into <https://login.glnpo.net>. Figure 4 shows the login screen.

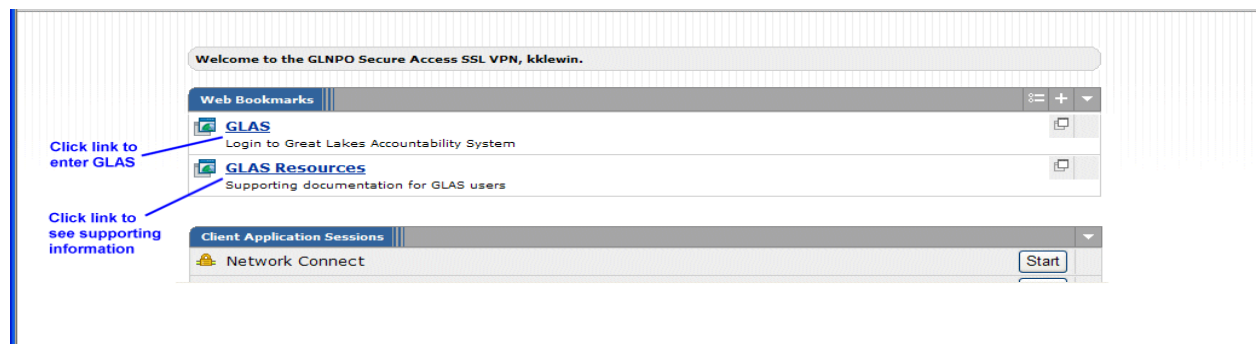
**Figure 4: Login Screen**



### 2.3 Accessing GLAS

After logging in, users will be directed to the *GLAS Links* page (Figure 5). Click on the highlighted link *GLAS* to enter the system or click on the link *GLAS Resources* to see supporting documentation and information.

**Figure 5: GLAS Links**



### 2.4 Entering a New Project

After clicking the *GLAS* link, users will be directed to the *Projects –Search Criteria* screen (Figure 6) with dropdown lists of funding years, focus areas, topic groups, programs, organizations and a keyword search. Users can enter a new project or search for an existing project from this page. To enter a new project, click on the *Add New Project* button at the bottom of the page to be taken to the main reporting page.

**NOTE: IF YOU ARE A RETURNING REPORTER UPDATING A RECORD, SEE SECTION 2.5 OF THIS GUIDANCE FOR INSTRUCTIONS.**

**Figure 6: Projects - Search Criteria View**

Great Lakes RESTORATION

Great Lakes Restoration Initiative  
Accountability System

Logout

View Summary Reports

PROJECTS - SEARCH CRITERIA

Reporting Guidance

**Projects - Search Criteria**

Welcome U.S. EPA user!

TO FIND AN EXISTING PROJECT:  
select the *Funding Year* from the drop-down list, select the *Organization* from the drop-down list, click the "Retrieve Results" button OR:  
select the *Funding Year* from the drop-down list, enter a *Keyword* in the bottom search field, click the "Retrieve Results" button

TO ADD A PROJECT:  
click the "Add New Project" button

**Search for Programs**

Funding Year: -Select a Year- ▼

Focus Area: -Select a Focus Area- ▼

Topic Group: -Select a Topic Group- ▼

Program: -Select a Program- ▼

Organization: -Select Organization- ▼

Keyword in Project Title:

Retrieve Results Clear Add New Project

Click View/Modify button to view or create Projects in a particular Program.

Users will need to enter data into each of the six sections on the main reporting page:

1. Project Summary
2. Project and Funding Information
3. Organization Information
4. Project Location
5. Measure of Progress
6. Interim Measure of Progress

#### ***2.4.1 Project Summary Information***

The Project Summary section is near the top of the main reporting page (Figure 7).

- Click the *Add Project Category* button on the left side to be directed to the *Project Summary* screen (Figure 8).

**Figure 7: Project Summary Section**

Great Lakes RESTORATION Great Lakes Restoration Initiative Accountability System [Logout](#)

MODIFY PROJECT [Reporting Guidance](#)

Project Categories - Search Criteria

**Project Summary**

\* Focus Area ⓘ \* Topic Group ⓘ \* Program ⓘ

[Add Project Category](#) [RETURN TO PROJECT LIST](#) Please use "Return to Project List" button to go back

Click "Add Project Category" to have your project entered in the correct place

**ACTIVITY & FUNDING INFORMATION**

All fields marked with \* are required

Please update the project 'as of' date (below the project status)

PROJECT FUNDING

### *Selecting the Focus Area, Topic Group and Program*

- In the following order, select the appropriate categories (Section 1.5.2) from the drop down lists (note that these are required fields):
  - Focus Area
  - Topic Group
  - Program
- Click the *Save* button to create a record for the project and return to the main reporting page. The Focus Area, Topic Group and Program for the project will be displayed at the top of the page. Scroll down to the next section, *Project and Funding Information*.

Clicking on a circle symbol (with an *i* in the middle) next to an element will bring up a pop-up screen with a definition of that element (see Appendix A for a complete list). For example, see the circles next to the elements *Focus Area*, *Topic Group*, and *Program* in Figure 8.

**Figure 8: Project Summary Information**

Great Lakes RESTORATION Great Lakes Restoration Initiative Accountability System [Logout](#)

You can change the Program or Focus Area or Topic Groups or all three for the Project. Click on the Save Button after you pick the new values.

**Project Summary**

Project Description

Funding Year

Focus Area **1) Click arrow to select the Focus Area**  
Current Value: Invasive Species  
Change To :

Topic Group **2) Click arrow to select from the Topic Groups for that Focus Area**  
Current Value: Ballast Water related  
Change To :

Program **3) Click arrow to select from the Funding Programs for that Topic Group**  
Current Value: I.B.1: Great Lakes Ballast Water Technology Grant Program  
Change To :

**4) Click "Save" to continue and enter data**

[Save](#) [Cancel](#)

[GLRI Action Plan](#) | [Contact Us](#) | [Help](#)

EPA ICR #2379-01, OMB #2001-0601

### 2.4.2 Entering Project and Funding Information

Figure 9 shows the *Project and Funding Information* screen. Enter information into each of the following required fields:

- Project Title
- Project Description
- Overall Project Status (select from drop-down list)
- Status Date (select from calendar pop-up)
- Amount of GLRI funding
- Funding year (select from drop-down list)

Optional fields include the amount and source of non-GLRI project funding, whether quality documentation (such as a quality assurance project plan) is required, and when it was approved. Although these elements are optional, we ask that data submitters provide as much detail as possible.

**Figure 9: Project and Funding Information Section**

**ACTIVITY & FUNDING INFORMATION** Fill out the required information (with \*) and any optional information that you can

All fields marked with \* are required

Please update the project 'as of' date (below the project status)

| PROJECT  | FUNDING  |
|--|--|
| <p>* PROJECT Title <input type="text" value="test 1"/></p> <p>PROJECT Description <input type="text" value="test 1"/></p> <p>Tags <input type="text"/></p> <p>GLAS Project ID <input type="text"/></p> <p>* Project Status <input type="text" value="Current"/></p> <p>* as of <input type="text" value="04/13/2011"/></p> | <p>* GLRI Funding \$: <input type="text" value="1,000,000.00"/></p> <p>* Funding Year: <input type="text" value="2010"/></p> <p>Projected End Date <input type="text"/></p> <p>* Other Funding: <input type="text" value="0.00"/></p> <p>* Source: <input type="text" value="na"/></p> <p><input type="checkbox"/> Quality Documentation Required?</p> <p>Date Approved <input type="text"/></p> |

These fields are locked after the initial data entry

Update the Status date by clicking on the calendar icon

### 2.4.3 Entering Organization Information

Figure 10 shows the next section, *Organization Information*. Enter information into the required fields:

- Point of Contact
- Lead Organization for the Project.
  - Below the *Lead Org/Source/Program* box is a drop down list pre-populated with organizations working on the GLRI. Scroll through the list and click on an organization to make a selection, then click the “<” button to move the selection to the *Lead Org/Source/Program* box.

Likewise, users can add to the collaborating organizations in the selection box below. Note that collaborating organizations is an optional field.

**Figure 10: Organization Information Section**

**ORGANIZATION INFORMATION**

[Register Organization](#) — If the organization you want is not in the list (please check first), click here to add it

\* **Point of Contact** ⓘ  
Joe Smith

\* **Lead Org/Source/Program** ⓘ  
< Selected Lead Organization(s) >  
Waukegan Harbor AOC Citizens Advisory Group > < — Click to add organization

MICHIGAN WATER SCIENCE CENTER  
NOAA Great Lakes Environmental Research Lab  
Trout Unlimited WI  
Dept. of Agriculture - CSREES

**Collaborating Organization** ⓘ  
< Selected Collaborating Organization(s) >

-Select Organization-  
U.S. EPA  
Dept. of Homeland Security-U.S. Coast Guard CT  
Dept. of Interior-U.S. Geological Survey MI

Scroll through list or type the first letter of the name

If the lead organization for your project is not included on the dropdown list, click on the Register Organization button at the top of this section. This will display the *Register Organization* screen (Figure 11). Enter information in the required fields:

- Name of organization
- Street Address, City and State
- Contact Name and Phone Number
- Organization Type

The email address, zip code and congressional district are optional fields.

After entering the information, click the *Add Organization* button within that section to save the data. The new organization will then appear in the organization list box on the main reporting page.

**Figure 11: Register Organization**

REGISTER ORGANIZATION

\*Name of Organization

\*Organization Level

\*Street Address

\*City

\*State

Zip code

\*Contact telephone number:

**The Contact telephone number must be entered in XXX-XXX-XXXX format**

Contact e mail address:

Congressional District

#### 2.4.4 Entering Project Location Information

Scrolling down the screen, Figure 12 shows the next section, Project Location. Users must provide a single project location. If a project occurs in multiple locations, provide the location where most of the work will occur. Enter the required information:

- Watershed and Hydrologic Unit Code (dropdown list) - Scroll down the list of watersheds to make a selection, then click on the “<” button to move the selections to the *Watershed/HUC* field.
- Latitude and Longitude – Users must use the map to select the lat/lon information. Double clicking the pushpin on the map and moving it to the project location will enter the lat/lon automatically

If your project doesn't apply to an Area of Concern, leave the *AOCs* field empty. The *State* field is optional.

**Figure 12: Project Location**

**PROJECT LOCATION**

If you make changes here, click the "SAVE" button at the bottom left before proceeding to Measures.

**Watershed & Hydrologic Unit Code:**  
 < Selected WaterShed(s) >  
 04040002 - Pike-Root

> < Specify the watershed(s) -  
 04030000 - Great Lakes (entire basin)  
 04020000 - Lake Superior (lake and drainage basin)  
 04020300 - Lake Superior (lake only)

**Area of Concern:**  
 < Selected AOC(s) >  
 Waukegan Harbor, Illinois

> < Specify the AOC(s) -  
 All AOCs  
 All Michigan AOCs  
 All New York AOCs

State | Illinois

**Latitude** | 42.38660066957854

**Longitude** | -87.82452038574219

Double Click on the map to select Latitude and Longitude

Use the map to find a location for your project, then double-click to set the pushpin (lat/lon values will be added automatically)

### 2.4.5 Entering a Measure of Progress

Below the Project Location Section is the required *Measure of Progress* section (Figure 13). The Measure of Progress is related to the goals in the GLRI Action Plan (Appendix B). Click on the *Add New Measure* button to expand this section and select a *Measure of Progress*.

**Figure 13: Measure of Progress Section**

**GLRI Action Plan Measure of Progress**

| Numeric Amount                  | Unit | Description |
|---------------------------------|------|-------------|
| <a href="#">Add New Measure</a> |      |             |

**Current Progress on Measure**

| Numeric Amount | Unit | Measure of Progress |
|----------------|------|---------------------|
|                |      |                     |

SAVE RETURN TO PROJECT LIST CLONE FUNDING RECORD

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- A list of questions related to the Focus Area for the project is contained in the drop down list (Figure 14). Scroll down the list and select the most appropriate question for your project. This will automatically enter the appropriate Measure of Progress for the project. If none of the questions are appropriate, select *None of the Above*. Please note that only one measure can be entered for a project.
- The measure of progress and appropriate units will be entered automatically, based on the question you selected.
- Enter numerical data in the numeric amount field.
- The description field is optional.
- After completing this section, click on the *Save* button at the bottom of the section to save the Measure.

**Figure 14: Expanded Measure of Progress Section**

GLRI Action Plan Measure of Progress

\* Does the Project do one of the following? ⓘ

Will your project result in acres managed for control of invasive species? ▾

Project Measure of Progress ⓘ Your Measure of Progress is automatic based on the question you selected

Acres managed for populations of invasive species controlled to a target level. (cumulative)

\* Numeric Amount ⓘ Units ⓘ Units are automatic based on the Measure of Progress

100 Acres

Description ⓘ Add the amount and optional description

invasive plants removed

SAVE CANCEL

Click button to save the Measure of Progress

\* Current Progress on Measure

| Numeric Amount | Unit | Measure of Progress |
|----------------|------|---------------------|
|----------------|------|---------------------|

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#### 2.4.6 Entering Current Measure of Progress

The final section area is the *Current Measure of Progress* section (Figure 15). The purpose of this section is to report incremental progress toward meeting the *Measure of Progress*. Click on the *Add New Milestone* button to expand this section (Figure 15).

**Figure 15: Current Measure of Progress**

**\* GLRI Action Plan Measure of Progress**  
Acres managed for populations of invasive species controlled to a target level. (cumulative)

|                        | Numeric Amount | Unit  | Description             |
|------------------------|----------------|-------|-------------------------|
| <a href="#">Modify</a> | 100            | Acres | invasive plants removed |

**\* Current Progress on Measure**

|                                   | Numeric Amount | Unit | Measure of Progress |
|-----------------------------------|----------------|------|---------------------|
| <a href="#">Add New Milestone</a> |                |      |                     |

Click button to add your current progress on your GLRI Measure of Progress

[SAVE](#) [RETURN TO PROJECT LIST](#) [CLOSE FUNDING RECORD](#)

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You will only need to enter a numeric value that shows the current progress toward meeting the *Measure of Progress* (Figure 16), then click on the *Save* button at the bottom of this section. Please note that the *Current Measure of Progress* is cumulative.

**Figure 16: Current Measure of Progress – Expanded View**

**\* GLRI Action Plan Measure of Progress**  
Acres managed for populations of invasive species controlled to a target level. (cumulative)

|                        | Numeric Amount | Unit  | Description             |
|------------------------|----------------|-------|-------------------------|
| <a href="#">Modify</a> | 100            | Acres | invasive plants removed |

**Current Progress on Measure**

Acres managed for populations of invasive species controlled to a target level. (cumulative)

\* Numeric Amount  Unit

Enter the amount of your current progress

[SAVE](#) [CANCEL](#)

Click button to save the current progress

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#### 2.4.7 Saving the Project Record

Finally, and very importantly, **click the *Save* button at the very bottom left of the main reporting page** to save the project record (Figure 17). After clicking the *Save* button, the Project Summary screen will be displayed showing any new projects that have been entered.

**Figure 17: Saving the Project Record**

**\* GLRI Action Plan Measure of Progress**  
Acres in Great Lakes watershed with USDA conservation practices implemented to reduce erosion, nutrients and/or pesticide loading under Farm Bill Programs.

|                                       | Numeric Amount | Unit  | Description                             |
|---------------------------------------|----------------|-------|---|
| <input type="button" value="Modify"/> | 10             | Acres | with conservation practices implemented |

**\* Current Progress on Measure**

|  | Numeric Amount | Unit  | Measure of Progress   |
|--|----------------|-------|---|
| <input type="button" value="Modify"/><br><input type="button" value="Delete"/> | 2              | Acres | Acres in Great Lakes watershed with USDA conservation practices implemented to reduce erosion, nutrients and/or pesticide loading under Farm Bill Programs. |

ⓘ

Finally, click "SAVE" here to save the entire record

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## 2.5 How to Update Reports

### 2.5.1 Retrieving Existing Projects

From the *Project - Search Criteria* screen (Figure 8) users will be able to retrieve records for their existing projects. You will have the choice of obtaining a list of projects by Funding Year, Focus Area, Topic Group, Program, Organization or Keyword in Project Title. To obtain a list of projects sorted by any of the items indicated:

- Select the desired criteria from the drop down list
- Click on the *Retrieve Results* button. A list will be displayed at the bottom of the screen showing a list of topic groups, programs and the number of projects that meet the search criteria as well as the total GLRI dollars. To sort on a column, click on one of the “up” or “down” triangles beneath the column heading.

Please note that you can edit only your organization’s projects.

### 2.5.2 Updating Existing Projects

To view and modify information for a project, click on the View/Modify button on the far left end of the line of the category for your project. After you click there, a *Modify Project* screen will come up displaying all of the projects in the category.

To view and modify information for a specific project, click on the *View/Modify* button on the line of your project. Once you click there, the main reporting screen will display showing all of the information entered for that project. Make desired updates and then click on the *Save* button at the bottom of the screen. Please note that the Project Title, Description and GLRI funding fields are locked. To make changes to these fields, please contact your Project Officer.

**Figure 18: Viewing Existing Projects**

**Projects - Search Criteria**

Welcome U.S. EPA user!

Below, you will find a list of projects for your organization. At any time, should you need additional assistance, click on the Reporting Guidance link at the top right of the screen.

**Search for Programs**

Funding Year: 2010  
 Focus Area: -Select a Focus Area-  
 Topic Group: -Select a Topic Group-  
 Program: -Select a Program-  
 Organization: Waukegan Harbor AOC Citizens Advisory Group  
 Keyword in Project Title:

Click button to find projects for that organization → Retrieve Results Clear Add New Project

Click View/Modify button to view or create Projects in a particular Program.  
 Then click button to see the list of specific projects

|                             |   | Topic Groups            | Programs   | # of 2010 Projects | 2010 \$     |
|-----------------------------|---|-------------------------|--|--------------------|-------------|
|                             |   | △ ▾                     | △ ▾  | △ ▾                | △ ▾         |
| <a href="#">View/Modify</a> | 1 | Non-Point Sources       | T014: Farm Bill Programs for reducing Ag Nonpoint Source Loading | 1                  | \$1,000,000 |
| <a href="#">View/Modify</a> | 2 | AOC Habitat Restoration | I.D.2: Habitat Restoration in Areas of Concern                   | 1                  | \$1,433,350 |

## 2.6 Deleting Projects

If you want to delete any of your projects previously entered, go to the *Modify Project* screen and click the delete button on the line of the project that you want to delete.

## APPENDIX A - DEFINITIONS

*Focus Area* – A Focus Area is a broad issue of concern and is taken from the [Great Lakes Restoration Initiative \(GLRI\) Action Plan](#). The Focus Area framework was developed by EPA and the Great Lakes Interagency Task Force to address problems of significant ecological stresses in the Great Lakes.

*Topic Group* - A Topic Group is a subset of activities with a common theme under a Focus Area. Each Focus Area contains several Topic Groups.

*Program* - A Program is a specific funding category under the GLRI. Programs are organized and based on “funding templates” and EPA grant programs categories.

*Project* - A Project is a funded activity undertaken by an organization in support of the goals of the GLRI. It represents the smallest unit of reporting for GLAS.

### Edit Project screen:

*Project Title* – The title of the project (typically as presented in the request for funding) should identify the project. It typically consists of one line.

*Project Description* – The description of the project should contain enough detail to provide an overview of the project for those not familiar with it. It typically consists of one or two paragraphs (no more than 1000 characters).

*GLAS Project ID* – The GLAS Project ID is a unique identifier that is provided by EPA. Users should not enter or edit this field.

*Project Status* – The status of the project is selected from the drop-down list.

*as of* – The date of the project’s latest status update. The date can be selected by clicking on the calendar icon.



*GLRI Funding \$* – This is the amount of GLRI funding dollars provided to the organization conducting the project.

*Funding Year* – The funding year is the federal fiscal year in which the GLRI funding was appropriated.

*Other Funding* – Other funding is any other amount of money (or equivalent) provided by a source other than the GLRI in order to conduct the project.

*Source* – This is the source of the other funding provided to conduct the project.

*Quality Documentation required?* – This box should be checked if some type of formal Quality Documentation is required for the project. This could be a Quality Management Plan (QMP), a Quality Assurance Project Plan (QAPP) or similar plan.

*Date Approved* – This is the date that the Quality Documentation for the project was officially approved. The date can be selected by clicking on the calendar icon.

*Point of Contact* – The point of contact is the person overseeing the project for the organization conducting the project.

*Lead Organization* – The lead organization is the organization that is actually conducting the project. The organization is selected from the list box and the arrow button is clicked to move the selection to the “<selected...>” box. If a specific organization is not contained in the list box, click on the “Register Organization” button to add an organization to the list.

*Collaborating Organization(s)* – Collaborating organizations are organizations that are materially involved helping the lead organization in conducting the project. Organizations are selected from the list box and the arrow button is clicked to move the selection to the “<selected...>” box. If a specific organization is not contained in the list box, click on the “Register Organization” button to add an organization to the list.

*Watershed & Hydrologic Unit Code* – The watershed and hydrologic unit code (HUC) is the [specific basin or sub-basin](#) where the project is conducted. Submitters should select, to the degree possible, specific watershed(s). One or more watersheds are selected from the list box

and the arrow button is clicked to move the selection to the “<Selected...>” box. If the project concerns the entire Great Lakes basin, select “Great Lakes (entire basin)”.

*Area of Concern* – The Area of Concern is the specific [Great Lakes Area of Concern](#) where the project takes place. Although an AOC selection is not required, submitters should select, to the degree possible, specific AOC(s). One or more AOCs are selected from the list box and the arrow button is clicked to move the selection to the “<Selected...>” box.

*State* – The state is the state where the project takes place. Although many projects are not specific to a state, submitters should select a state if possible. Click on the drop-down list to select a state.

*Latitude* – The latitude is the latitude (in decimal degrees) where the project takes place. This applies to projects that occur at a specific location.

*Longitude* – The longitude is the longitude (in decimal degrees) where the project takes place. This applies to projects that occur at a specific location.

*Clone Funding Record* – This button is used to make a copy of some of the project information in order to simplify entering data for a similar project (e.g., the same project with different year’s funding).

## MEASURE

*GLRI Measure of Progress* – This is the specific Measure of Progress in the GLRI Action Plan to which the project measure is linked. The Measure of Progress field is automatically populated by making a selection from the *Does the Project do one of the following* drop down box.

*Units* – The units refer to the units of the project measure (for example, “acres” should be selected for the number of acres of habitat restored). Click on the drop-down list to select the units. An added description can also be provided. If “<Other>” is selected, a description is required.



*GLRI Measure of Progress* – This is the Measure of Progress in the GLRI Action Plan to which the project is linked. The Measure of Progress field is automatically populated by making a selection from the *Does the Project do one of the following* drop down box.

*Current Measure of Progress* – This is the interim status of the Measure of Progress.



| Measures of Progress – GLAS Entries                                   |   |                              |                               |                                     |
|---|---|------------------------------|-------------------------------|-------------------------------------|
| Focus Area  | Question  | If yes,                      | Unit                          | Example                             |
| Toxic Substances and Areas of Concern                                 | Will your project result in the delisting of an Area of Concern where all necessary management actions have been taken?   | How many?<br>ENTER<br>NUMBER | AOC                           | 1 AOC                               |
|   | Will your project result in any Area of Concern Beneficial Use Impairments being removed?   | How many?<br>ENTER<br>NUMBER | BUI                           | 2 BUIs                              |
|   | Will your project involve any on-the-ground actions that are being implemented in order to remove BUIs?   | How many?<br>ENTER<br>NUMBER | Projects                      | 1 project                           |
|   | Will your project result in the remediation of contaminated sediment in the Great Lakes Basin?  | How much?<br>ENTER<br>NUMBER | Cubic yards<br>in millions    | 2.1 million<br>cubic yards          |
|   | Will your project prevent pollution from entering the waste stream in the Great Lakes Basin by collecting materials through prevention or waste minimization?   | How much?<br>ENTER<br>NUMBER | Pounds                        | 67 pounds                           |
|   | None of the Above   |                              |                               |                                     |
| Invasive Species  | Will your project result in acres managed for control of invasive species?  | How much?<br>USE NUMBER      | Acres                         | 4 Acres                             |
|   | Will your project result in a multi-agency plan or a mock exercise to practice rapid responses carried out under those plans or an actual rapid response action?                                      | How many?<br>USE NUMBERS     | Plans<br>Exercises<br>Actions | 1 Plan, 2<br>Exercises. 1<br>Action |
|   | Will your project result in the contact of recreational and resource users regarding best practices to prevent the introduction and spread of invasive species?                                       | How many?<br>USE NUMBER      | Users                         | 67 Users                            |
|   | None of the Above   |                              |                               |                                     |
| Nearshore Health and Nonpoint Source Pollution                        | Is your project located in the Fox River, Saginaw River, Maumee River, St. Louis River or Genesee River watershed? If so, will it result in the reduction of loadings of soluble reactive phosphorus? | How much?<br>USE NUMBER      | Metric tons<br>per year       | 1 metric ton                        |
|   | Will your project result in conservation practices implemented to reduce erosion, nutrients, and/or pesticide loadings under the Farm Bill Program?   | How many?<br>USE NUMBER      | Acres                         | 345 Acres                           |
|   | None of the Above   |                              |                               |                                     |
| Habitat and Wildlife Protection and Restoration                       | Will your project result in river miles reopened for fish passage?  | How many?<br>USE NUMBER      | miles                         | 67 miles                            |
|   | Will your project result in barriers removed or bypassed for fish passage?  | How many?<br>USE NUMBER      | barriers                      | 3 barriers                          |
|   | Will your project result in the protection, enhancement, or restoration of wetlands or wetland-associated uplands?  | How many?<br>USE NUMBER      | Acres                         | 38 acres                            |
|   | Will your project result in the protection, restoration or enhancement of coastal, upland, or island habitat in the Great Lakes Basin?  | How many?<br>USE NUMBER      | Acres                         | 99 acres                            |
|   | Will your project result in the removal of any habitat-related BUIs from an Area of Concern?  | How many?<br>USE NUMBER      | BUI                           | 2 BUIs                              |
|   | None of the Above   |                              |                               |                                     |
| Accountability, Education, Monitoring, Communication and Partnerships | Will your project result in the completion of any priority LAMP activities?   | How many?<br>USE NUMBER      | Activities                    | 3 Activities                        |
|   | Will your project result in any educational institutions incorporating new or existing Great Lakes protection and stewardship criteria into their broader environmental education curricula?          | How many?<br>USE NUMBER      | Institutions                  | 1 Institution                       |
|   | None of the Above   |                              |                               |                                     |