



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
AMERICAN INDIAN ENVIRONMENTAL OFFICE
1200 PENNSYLVANIA AVENUE NW
WASHINGTON, DC 20460

REPLY TO THE ATTENTION OF: 2690M

April 17, 2020

MEMORANDUM

TO: Indian Environmental General Assistance Program Financial Assistance Recipients
FROM: Felicia Wright, Deputy Director, American Indian Environmental Office
SUBJECT: GAP Online 2.3.5 Closeout Notification

Felicia Wright

The purpose of this memo is to notify all financial assistance recipients under the Indian Environmental General Assistance Program (GAP) that the U.S. EPA will archive the GAP Online 2.3.5 (GO2) system at the end of Fiscal Year (FY) 2020; recipients will lose access to all GO2 records when the system is archived after September 30, 2020.

This action will only impact GAP recipients with records on the GO2 system.

Each region is working to certify that they no longer require GO2 system access by **Friday, August 7, 2020**. We request that recipients help the region meet this deadline by exporting any GO2 records they wish to save and informing their project officer when they no longer require GO2 system access.

GAP RECIPIENT RECORD RETENTION REQUIREMENTS & ACTIONS

Between FY 2009 and FY 2019, many GAP financial assistance recipients used EPA's GO2 system to develop and administer their work plans. However, the GO2 system is not an approved electronic record retention system. As a result, recipients and EPA project officers cannot use the system to store grant records.

GAP financial assistance recipients with records on the GO2 system should access the system and save their records in accord with their locally applicable file management procedures **no later than Friday, August 7, 2020**. Recipients with active grants that anticipate creating new records on the GO2 system after Friday, August 7 should work with their EPA project officer to make sure those records are saved outside GO2 before the system is fully decommissioned. This closeout schedule is designed to provide recipients the time they need to satisfy record retention requirements under 2 CFR § 200.333 ("Retention requirements for records") and any other record retention responsibilities.

Decommissioning the GO2 system does not impact GAP Online 3.0 which remains an optional work plan management tool.

Please contact your EPA assistance agreement project officer with questions about this effort; headquarters point-of-contact is Lisa Berrios, OITA Sr. Advisor and Tribal Capacity Development Team Leader (berrios.lisa@epa.gov, 202.564.1739).

CC: U.S. EPA Regional Tribal Program Managers
U.S. EPA Indian Environmental General Assistance Program Project Officers