Wildlife TRACS

System Guidance & Best Practices

2013

TRACS Guidance Home

A new system for Tracking and Reporting of Actions for the Conservation of Species (Wildlife TRACS) was implemented by the Wildlife and Sport Fish Restoration (WSFR) program in 2013. It was designed as an accomplishment reporting system integrated with the WSFR grant process. This document is intended to provide guidance on Wildlife TRACS for federal and state users. Most information is provided in a question and answer format. It is a living document that will be updated as new issues and system modifications arise.

This guidance document focuses on aspects of Wildlife TRACS that relate to the WSFR grant process that is summarized in the Grant Process and Workflow sections. The front end of the grant process that involves applying for grants is covered primarily in the Data Structure and Grant Application sections. The back end of the grant process that involves preformance reporting is covered primarily in the Performance Reporting, Standardized Outputs and Effectiveness Measures sections. Other sections of this document are more overarching.

This document was developed by the state-federal TRACS Guidance Committee that was established in late 2012. Committee members included Justin Cutler, Amy Derosier, Karla Drewsen, Ron Essig, Eric Gardner, Mike Harris, Karl Hess, Dan Hogan, Mark Humpert, Paul Kline, Becky Miller, Jane Riley, Rosie Roegner, Deborah Schimmel, Lisa Van Alstyne, Paul VanRyzin, and Debbie Wircenske. This committee met by webinar on a regular basis, typically twice a month, to resolve operational issues and to document them.

Definitions

Wildlife TRACS Glossary	
Action	An intervention undertaken by a project team to reduce threats, capitalize on opportunities, or restore natural species and ecosystems (equivalent to a "strategy" in the CMP Open Standards). An action is user defined and can be represented spatially by polygon(s) on the Data TRACS mapper. Projects contain one or more actions; and, actions are used as the reporting mechanism for grants.
Activity	A specific descriptor of an action used for very specific reporting needs. This level of detail is optional with some exceptions. For those programs for which this level of detail is required, outputs are also required. Estimated costs are optional at this level.
Approach	A description of the methods used to achieve the stated objectives. Methods within the approach would typically be translated to actions in TRACS.
Basemap	A map depicting background reference information such as landforms, roads, landmarks, and political boundaries, onto which other thematic information is placed. A basemap is used for locational reference and often includes a geodetic control network as part of its structure.
Bookmarks	A Data TRACS map tool that enables a user to quickly access frequently used geographic locations.
Bundle	A collection of projects and/or actions rolled up together in a package for submittal to WSFR for approval (e.g., projects consolidated into an application bundle or actions consolidated into a performance report)
Category	A category is a generic descriptor that determines the type of action. This is a pick list in TRACS. Estimated costs are required at this level. Category is used as a basis for aggregating like actions for reporting purposes within and across states.
Converted Data	Data from legacy systems or remote databases that has been translated into a structure that is compatible with TRACS.
Data Ingestion	The process of consuming data from remote systems in a format that is compatible with TRACS.
Effectiveness Measure	Indicator used **by the State Wildlife Grant program** to assess whether a given conservation action is leading to its desired objectives and ultimate impacts.
Expected Results	Description of the expected effects of the completed project on people or resources.
Feature Editor	A Data TRACS tool that allows users to create and edit plan, project, and action shapes.
Feature Explorer	A Data TRACS tool that allows users to view, create, and edit plan, project and action attributes such as properties, cost, objectives, and attachments.
Feature Search	A Data TRACS tool that allows users to search for a plan, project, or action.
Geospatial Data	Information that identifies the specific location and characteristics of natural or constructed features as well as boundaries on the earth.
Grant	An award of money, the main purpose of which is the transfer of funds from a Federal agency to a grantee to support or stimulate an authorized public purpose. We use the term 'grant' for both grants and cooperative agreements.
Grantee	The State agency or other organization to which a grant is awarded and which is accountable for the use of Federal funds.

Guided Process Tool	Data TRACS functionality that allows users to follow a step-by-step process to enter information into TRACS.
Indicator	A method of measuring the desired future state of an objective. TRACS uses indicators to assess whether a given conservation action is leading to a desired objective and ultimate impact. Indicators may be created using standard outputs (i.e. measurable by action outputs) or custom outputs (i.e. measurable only by the end user via periodic progress reports).
Interim Measure	The specific and measureable desired future state of the action. Interim measures consist of specific statements of what exactly will be accomplished by the action. Interim measures may be expressed as a quantity, a deadline, and/or the requried quality of accomplishment.
Layers	Additional spatial datasets that are superimposed onto a base map.
Map	A graphical representation of the spatial relationships of entities within an area.
Map Legend	Allows users to understand the meaning of symbols for all visible features on a map (e.g. figures, shapes, lines and places).
Need/Threat	The lack of something that is wanted or critical as it relates to a specific resource, or a negative force or pressure acting upon a specific resource and requiring a specific response.
Objective (Quantitative & Qualitative)	The desired outputs of a project that are specific and can be measured quantitatively or qualitatively. Objectives directly address a need and establish benchmarks required to demonstrate that the need has been met.
Output Measure	A measurment (metric) of accomplishment quantifying the amount of work, activity, or production completed by a group of practitioners during a given time frame.
Parent/Child Projects	Projects that have a hierarchial (parent/child) relationship where the parent project has a broader scope and could have several child projects with narrower scopes. Project outputs can be rolled up to the parent project level.
Peer/Peer Projects	Projects that have a linear (peer/peer) relationship. Project outputs cannot be rolled up to the peer project level.
Personally Identifiable Information	Any information about an individual maintained by an agency, including, but not limited to education, financial transactions, medical history, criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, data and place of birth, mother's maiden name, bio-metric records, etc, including any other personal information which is linked or link-able to an individual.
Plan	A defined and accepted strategy for achieving specific goals within a defined geographic region. Plans are optional in TRACS, but they are helpful to show linkages between work and strategic planning efforts.
Polygon	A flat shape consisting of straight lines that are joined to define the borders of a project.
Project	A set of actions that are performed by a team of practitioners to achieve specific goals and objectives and are characterized in Data TRACS within a user defined spatial boundary.
Public Description	A short publically-viewable narrative that summarizes the project's purpose, benefits, approach, and impacts.
Purpose/Target	The desired outcome of a project in general or abstract terms.
Results	A short publically-viewable narrative in TRACS that summarizes accomplishments of actions completed to fulfill project objectives.

SMART Objective	An objective that is **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T** ime bound, and directly addresses a need, with established benchmarks required to demonstrate the need has been met. Data TRACS users may follow an automated path to develop these objectives directly in the Data TRACS system, or they may write narrative objectives following the SMART acronym.
Strategy	A specific descriptor that can be used to generate more specific aggregations for reporting purposes within and across states. This is a pick list in Data TRACS. Estimated costs are options at this level; output measures are required.
Threat	A negative force or pressure acting upon a specific resource and requiring a specific response.
Vertice	Polygon points at the intersection of line segments; multiple points are called *vertices* or corners. Vertices can be used as handles to move and adjust a polygon’s lines.
Wildlife TRACS	**T**racking and **R**eporting on **A**ctions for **C**onservation of **S**pecies (TRACS). TRACS is an online data management tool to facilitate WSFR tracking and reporting accomplishments related to Federal assistance grants. It is comprised of two parts: Data TRACS that stores infomation and a public viewer that displays information.
Workflow	A set of assigned tasks carried out in TRACS to achieve a certain goal, such as the approving a project or preparing of a performance report.

Acronyms and Abbreviations	
AFWA	Association of Fish & Wildlife Agencies
BIG	Boating Infrastructure Grant Program
CFR	Code of Federal Regulations
OMB	Office of Management and Budget
TRACS	Tracking and Reporting Actions for the Conservation of Species
WSFR	Wildlife and Sport Fish Restoration Program

Grant Process

GENERAL

1. Does TRACS have full functionality for all WSFR grant programs?

Yes, TRACS is designed to accommodate the activities conducted under all WSFR grant programs.

2. Are the grant programs jointly administered by WSFR and other Service programs part of TRACS?

Yes. All of the grant programs listed in 518 FW 1 WSFR – Authorities and Responsibilities are included.

3. Why has TRACS evolved from an accomplishment information system to include grant application and performance reporting functions?

This added functionality is anticipated to help state grantees be more efficient and to reduce duplication of data entry during the Project term.

4. Why does TRACS use a new vocabulary to describe what WSFR state grantees have been doing for years?

The TRACS development team has made every effort to include all terms familiar to state grantees like Need, Objectives, Expected Results, Approach, etc. TRACS does, however, include other terms such as Action Category, Strategy, Activity, Threat, etc. to provide standardized information that can be rolled up to various spatial scales like state, Service region, or the entire United States.

5. If a grant is structured as multiple Projects in TRACS, is the same grant-level narrative repeated in each Project?

No. The narrative fields within each Project Statement are only related to that particular Project and therefore may be a subset of the Project as a whole.

6. How does the period of a Project in TRACS relate to the period of a grant?

TRACS is designed to be project-centric. It provides a structure that emphasizes how WSFR work is planned and carried out. This is typically via Projects that span multiple years. Grants may be one-year or multi-year funding instruments.

7. Is it possible for a Project in TRACS to be funded by multiple WSFR grant programs?

Yes. TRACS can accommodate multiple funding sources within one Project. More than one funding source is addressed in the Funding Source portion of the Project data input.

8. Is it possible for a Project in TRACS to be funded by multiple grants with different grant periods?

Yes. The TRACS workflow accommodates this. This will be addressed in the Project Statement and Funding Source portions of the Project data input. Different Actions need to be created so that they can be reported on separately.

GRANT APPLICATION PROCESS

9. How is TRACS information used for WSFR grant applications?

Front end TRACS information is submitted by grantees as one component of a grant application. TRACS will produce a Project(s) Proposal bundle PDF for this purpose. At a minimum, TRACS Project level information is required. Any Plan or Action information that is entered at this part of the grant process would also be included as part of a grant application.

10. How is the Project(s) Proposal bundle PDF submitted to WSFR?

The Project(s) Proposal bundle PDF needs to be submitted as part of a larger package of information via current procedures designated by each WSFR Regional Office (i.e., grants.gov, email to WSFR office, or mail to WSFR office).

11. What information other than the Project(s) Proposal bundle PDF is needed to apply for a WSFR grant?

This depends on the type of grant, but typically includes a cover letter, SF-424, budget narrative and compliance documentation.

12. Should grant application information for competitive grant programs be entered into TRACS?

There is no technical reason why this information could not be entered into TRACS at the time of proposal submission. However, we recommend waiting until the Director announces the Awards on competitive proposals before entering information into TRACS.

13. Is it possible to create an Action in TRACS as part of the grant application process?

Yes, but it is not required. There is nothing that prevents the entry of Action information at this stage of the workflow. An advantage is that a grantee would have an early indication of exactly what information is needed for performance reporting.

PERFORMANCE REPORTING PROCESS

14. How is TRACS information used for performance reporting?

For most grants, accomplishment information entered into TRACS will completely fulfill performance reporting requirements. Entering Action information is the accomplishment reporting mechanism within TRACS. There is a streamlined process to submit TRACS information to WSFR offices as the Performance Report bundle PDF to meet performance reporting needs.

15. How can a state grantee easily find Actions to bundle as a Performance Report bundle PDF?

Only Actions with progress reported since the last performance report are available to bundle as the Performance Report PDF. This results in a s horter list for state grantees to select actions for reporting.

16. How is the Performance Report bundle PDF submitted to WSFR?

After required state grantee approvals, TRACS will automatically email the Performance Report bundle PDF to the appropriate WSFR office using established office inboxes.

17. Will TRACS or FBMS be used to track performance report due dates?

The milestones portion of FBMS will be used to track performance report due dates and send email notifications to state grantees of reports coming due or overdue.

18. Will TRACS be used to track performance report submittal dates?

The date that a performance report is submitted is viewable in TRACS because that is the mechanism to submit performance reports. However, the milestones portion of FBMS will be used by WSFR staff as the official monitoring system for performance report submission.

Grant Translation Best Management Practices (BMPs)

TRACS affords many possible grant/project construction options. There are two basic methods referred to in the guidance document. The primary requirement is that all TRACS projects be constructed in accordance with 50 CFR 80.81, 50 CFR 80.82 or other applicable program guidance. Additionally, all projects regardless of TRACS construction should result in the same reportable TRACS ACTIONS.

1. Each project is setup separately with one project statement open at a time. Multiple TRACS projects may be bundled together as a grant. The Financial Management Business System (FBMS) number is associated with all of the bundled projects. This results in a multi-project grant, however, it could result in single project for a more straightforward, simpler task like constructing a boating access facility.
2. A consolidated TRACS project that contains multiple multiple concurrent project statement. Under this method, the TRACS project is created with multiple concurrent project statements. Each project statement has a separate distinct NEED, OBJECTIVES, APPROACH, EXPECTED RESULTS, etc. However, all projects must be inherently related.

Best Management Practices

- Boating Infrastructure
- Coordination
- Hunter Education

Boating Infrastructure Grant

Boating Infrastructure FAQ's

Coming Soon

Boating Infrastructure Flow Diagram

Coming Soon

Boating Infrastructure Project(s) Proposal

Project(s) Proposal _ BMP_Boating_Infrastructure_Grant.pdf

Boating Infrastructure Performance Report(s)

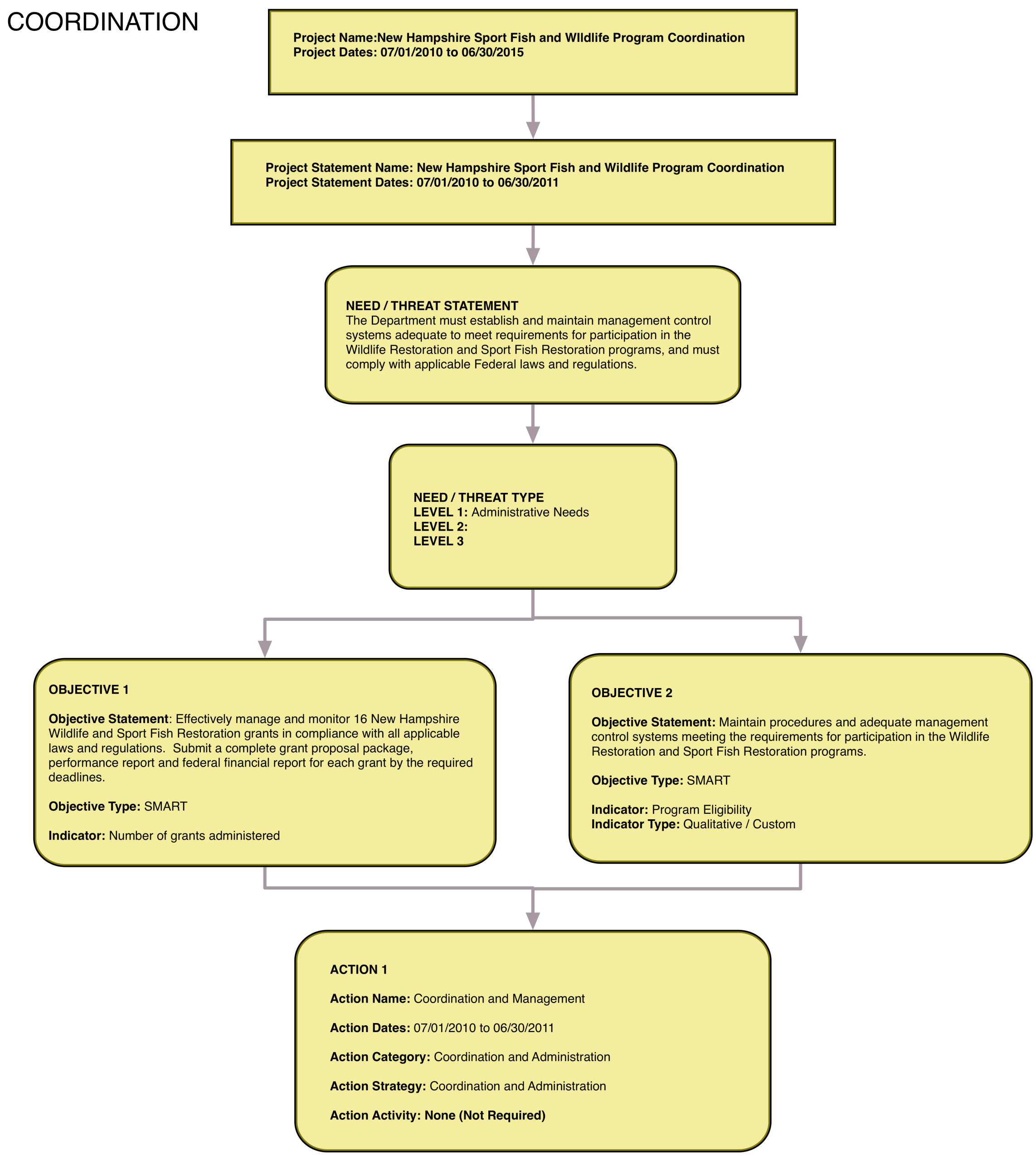
Project(s) Proposal _ BMP_Boating_Infrastructure_Grant.pdf

Coordination

Coordination FAQ's

Coming Soon

Coordination Diagram



Project Proposal

Project(s) Proposal _ Coordination.pdf

Final Performance Report

Final Performance Report _ Coordination.pdf

Hunter Education

Hunter Education FAQ's

Coming Soon

Hunter Education Flow Diagram

Coming Soon

Hunter Education Project(s) Proposal

Project(s) Proposal _ Hunter_Education.pdf

Hunter Education Performance Report(s)

Final Performance Report _ HunterEd_Basic_HunterEd.pdf

Final Performance Report _ HunterEd_ShootingRanges.pdf

Geospatial Information

1. What is GIS?

A geographic information system (GIS) is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information, that is, data identified according to location. Practitioners also define a GIS as including the procedures, operating personnel, and spatial data that go into the system (USGS definition) [270 FW8]

2. How does GIS pertain to TRACS?

TRACS is a web-based GIS tool, customized to meet the needs of the WSFR program, our partners, and the Service's GIS policy (270 FW 8). This policy encourages the use of GIS to enhance resource management, administrative activities, and coordination, through cost-effective creation, analysis, and exchange of spatial data. Also, GIS can help avoid duplication of effort by coordinating projects within the Service and with our partners. GIS is expected to help improve the WSFR program by enhancing and streamlining management and reporting capabilities, while improving our transparency to legislators, related industries and the public.

3. Why does TRACS feature geospatial information so prominently?

There are several benefits of a GIS. It aids communication by showing where projects are occurring and the spatial relationships with other projects. It also provides the capability for automated data entry, and spatial queries for analysis and reports.

4. Are geospatial data required?

Geospatial data are only required to the extent they is necessary to fulfill TRACS data-entry, and meet the requirements of our regulations for describing the geographic location of Plans, Projects and Actions.

5. What type of geospatial data apply to TRACS?

The type of geospatial data that apply to TRACS are those that pertain to mapping the geographic location(s) of Plans, Projects, and Actions of grants. By default, TRACS already contains geospatial data that will help accomplish this task, such as quad maps, imagery, eco-regions, wetlands, states, counties, public land survey system, etc. Also, you can add project specific or local data as shapefiles or web services to further facilitate the mapping process.

6. At what scale are geospatial data required?

The scale and accuracy level of geospatial information must sufficiently describe the geographic location enough to meet program and environmental compliance review needs. The scale and accuracy level will vary depending on the Project type and scope.

For Plans or statewide Projects, a data-scale of 1:100,000 or less should be sufficient. For most Projects and Actions, a data-scale of a 1:24,000 or less should be sufficient. For grant applications with lands interests, a parcel-scale of 1:10,000 or less should be sufficient. Ultimately, for lands interests, we recommend a survey by a qualified surveyor at a data-scale of 1:100 or less, to help ensure better accounting and control of those interests (Draft Lands Chapter Ref).

7. At what accuracy should TRACS Plans, Projects, and Actions (i.e. features) be mapped?

For data quality purposes, the specific geographic location of TRACS features must be mapped using the most accurate information available. At a minimum, Projects must be mapped within their Plan boundaries and Actions must be mapped within their Project boundaries. TRACS features should be mapped using the following methods, in order of preference:

a. Import an existing shapefile of the feature. (See question 9 for shapefile import restrictions and question 6 for specific data-scale suggestions.)

b. Copy a feature from existing TRACS data layers (e.g. state, county or eco-region)

c. Draw features at the best resolution/scale possible.

8. Can shapefiles or map services be used to create spatial data?

Yes. After following the instructions for adding a shapefile or map service to TRACS, the features can be copied to represent a Plan, Project or Action.

9. Are there restrictions on shapefiles (e.g. projection, datum, etc.)?

Prior to importing a shapefile into TRACS, you must ensure the shapefile is in a geographic coordinate system (i.e. un-projected latitude & longitude), referenced to WGS84 datum. Then, compress all the required files of a shapefile (*.shp, *.shx, *.dbf, *.prj) into a single *.zip file. The *.zip shapefile may then be added through the TRACS mapper.

10. Does TRACS have the capability to store geo-spatial information as point or lines?

TRACS can display the center point for Plans, Projects, and Actions (i.e. features). However, to calculate feature areas and accurately represent the geographic location/boundaries, these features must be entered into TRACS as polygons. Although points and lines do not represent areas or boundaries, GIS software can be used to convert point/line features to polygons using a reasonable buffer distance. For example, survey points can be represented by polygon-circles using the radius surveyed, or a stream line could be represented by a polygon using the stream width.

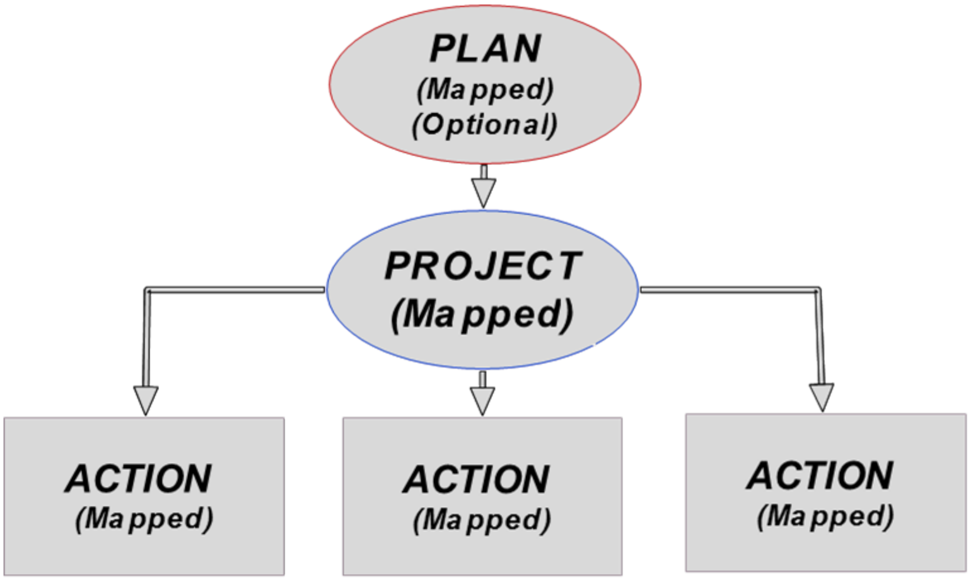
11. How are the areas of polygons in TRACS used in accomplishment reporting?

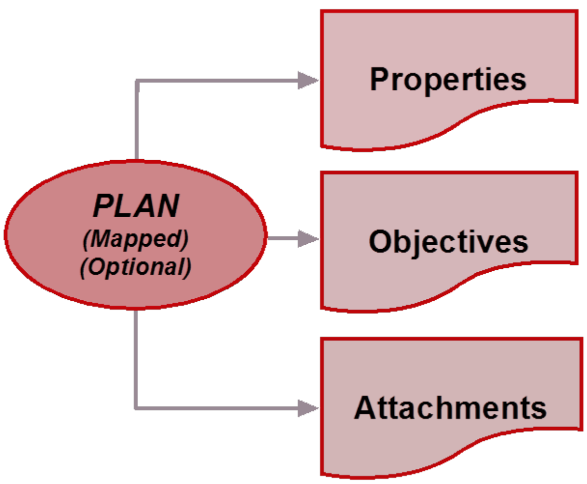
The polygon area is used for standardized WSFR program reporting (i.e. acres by strategy or activity type); however, accomplishment reporting is based on progress toward end-user defined objectives, which can differ from polygon acres. If an accurate polygon of the actual Action area is not available, the recommended approach is to rely on scale-appropriate, representative polygons and to report actual acreages through quantitative standard indicators.

For example, a 25 acre prescribed burn is conducted on a particular Wildlife Management Area (WMA). A polygon that represents only the 25 acres burned is not available; therefore, a scale-appropriate representative polygon is used instead. In this example, the Action polygon should be no larger than the entire WMA. The WMA boundary is 115 acres. The 115 acres is reported automatically through the strategy level output portion of the Action based on the polygon. This information is available for standardized program reporting on prescribed burns. However, progress toward the specific prescribed burn objective is reported as 25 acres in the Action Results field. The 25 acres is used for accomplishment reporting and included in the performance report. The variance between the Action polygon and actual acres burned should be explained in the Action Results narrative field.

The goal of the TRACS system to achieve consistency between Action polygons and accomplishment reporting whenever feasible.

Plan





1. What is a Plan?

A Plan is a defined and accepted strategy for achieving specific goals, including conservation of species or habitats within a defined geographic region. This is user defined and could include species management plans, recovery plans, habitat conservation plans, and strategic plans. A Plan is geographically represented by a polygon independent of scale. Plans are optional in TRACS, but they may be helpful to show linkages between work and strategic planning efforts. Projects can inherit Plan goals, which could be useful in reporting efforts related to a plan and may decrease entry time into the TRACS system.

2. Is a Plan required?

No, a Plan is not required. However, states using the Comprehensive Management System option should enter information for their CMS plan since it forms the basis of all their WSFR grant work. It is also recommended that State Wildlife Action Plans be entered since they are the foundation of State Wildlife Grant work. Plan information entered into TRACS will be considered along with Project level information as part of the grant application process.

3. How will information about a Plan be used?

A Plan can be used to relate Projects back to a bigger Plan.

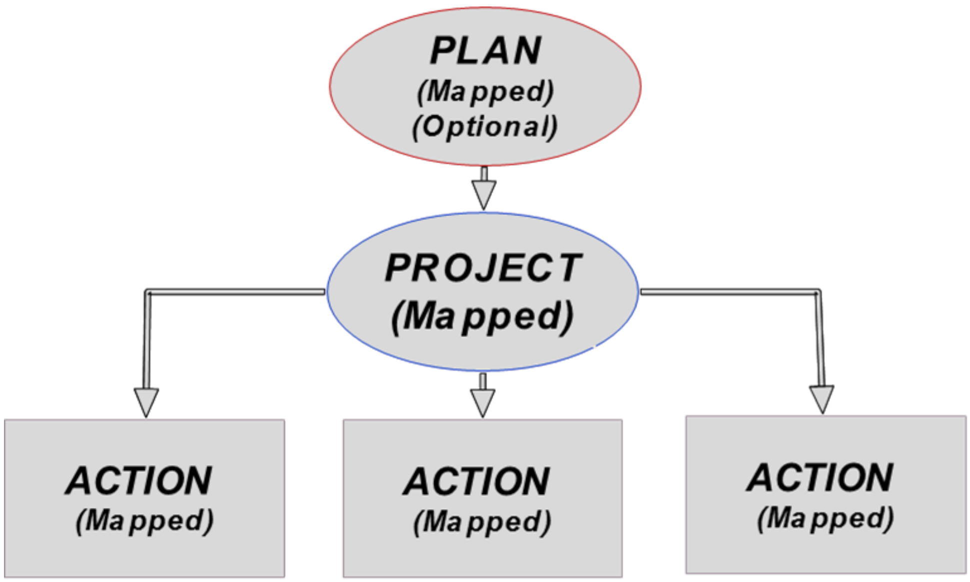
4. Can Plan goals be inherited by Projects?

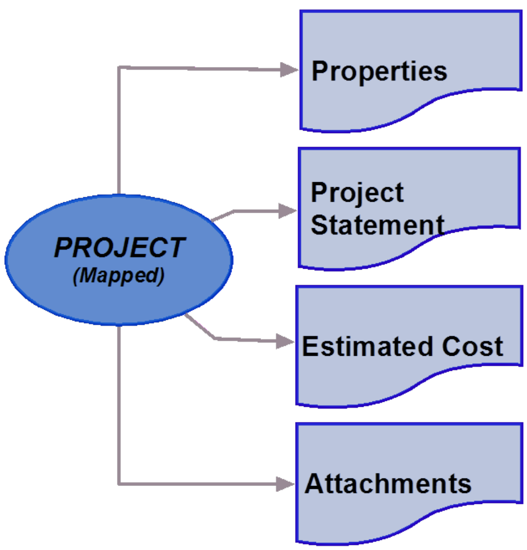
Yes, Plan goals can be inherited by Projects. Under the Project goals there is a button called "Inherit from plan", which will allow you to choose a plan and which goals you want to inherit.

5. Who should enter Plan information from a federal or interstate plan?

It is highly recommended that a WSFR staff member enter information from a federal or interstate plan for maximum efficiency. The exception would be if a state wanted to inherit specific goals pertinent to them into their Project(s). Then it would be logical for that state to enter that Plan information even though more general information for that Plan may have already been entered into Data TRACS by someone else.

Project





1. What is a Project?

A Project is user defined to describe one or more related actions undertaken by a group of practitioners to achieve specific goals and objectives. A Project is geospatially represented by a polygon(s) independent of scale and can be related to both parent and/or child projects.
Associated data include fields required by WSFR grant program regulations including: need, objectives, results or benefits expected, approach, estimated costs, etc.

2. How does a Project relate to a Plan?

Projects can be nested under Plans. Projects can inherit goals from a Plan.

3. Can Projects be related to other Projects?

Yes. In the properties box under a Project there is a tab called *Related Projects*. With that tab, you can easily search for *Parent Projects* or just *Related Projects* that are funded by WSFR grants and have been entered into Data TRACS.

4. What are the benefits of relating Projects to other Projects in TRACS?

There are natural resource conservation and management efficiencies afforded by identifying relationships among Projects. It can help in identifying species and habitats that are receiving sufficient or insufficient attention across larger landscapes. TRACS will have the ability to include hyperlinks that users can employ to easily investigate related Projects. There are also logical advantages of relating multiple five-year Projects that include the same work continuing through time.

5. Is a Project required?

Yes, just as it is under 50 CFR 80.82 for Wildlife Restoration and Sport Fish Restoration grants. A Project is the basis for entering data into TRACS.

6. How does a Project relate to a grant?

Projects are related to grants as they are now. There could be one Project under a grant or many Projects under a grant. The Project(s) inherit the funding source(s) identified at the grant level. Project start and end dates could be outside the period of a grant.

7. Can a Project be funded by more than one grant or grant program?

Yes. TRACS has the capability to associate multiple funding sources with a Project. Funding sources can be from different grants or from different grant programs within the same grant.

8. Is there a limit on the size of a Project?

There is no limit on the geographic size of a Project. It could be an entire state, multiple states or nationwide for a Multistate Conservation Grant.

9. Is there a limit on the duration of a Project?

Many Projects have a defined duration needed to achieve specific objectives (e.g., three years). Other Projects that are conducted as part of a fish and wildlife management plan should adopt that Plan duration (e.g., perhaps six years). However, for Projects intended to continue indefinitely (e.g., basic hunter education or fish population monitoring) the recommended maximum duration is five years because that represents a reasonable planning period and matches the period required for evaluations of survey, outreach and technical guidance projects.

10. When in the grants process is Project information entered?

Project information is added when you are writing your grant proposals. TRACS includes a Project(s) Proposal Report that prints all the Project information needed a part of a grant proposal which includes:

- map (i.e., the polygon you created to add a Project into TRACS);
- information in the project statement, including the critical elements of 50 CFR 80.82;
- objectives found in the project statement; and
- attachments if added.

11. Can a Project be copied and edited to create a second Project?

Yes.

12. Can two different Projects in TRACS have the same name?

Yes. This will be important as WSFR work that continues year-after-year is documented in TRACS as Projects with defined, instead of infinite, time periods. It is possible for Projects with the same name to overlap in time, but this is not a recommended practice. A best management practice would be to add the applicable fiscal year(s) to the Project name for ease in distinguishing those named similarly.

13. How do users choose the appropriate project category for a Project in TRACS?

Users can select from Administration, Conservation/Management and Recreation as generic descriptors of their Project. Multiple choices are possible, but users should try to characterize the majority of the Project in a single selection whenever possible. Administration should only be used for work specifically for that purpose, such as construction of a district office building or WSFR coordination work. Conservation/Management refers to work done to restore and manage fish and wildlife and their habitats. Recreation refers to work done to provide or enhance fish, wildlife and boating recreational opportunites.

14. What are best practices for structuring a grant as Project(s) and Actions(s) in TRACS?

There are a variety of ways for structuring grants as Project(s) and Action(s) in TRACS. This is part of the training on TRACS. A template has been developed to assist in diagramming this out prior to data entry. Examples of different types of grants are included in a separate section of this guidance. In general, grantees should consider a structure that will provide them with the most information, yet be efficient for performance reporting. Consider lumping instead of splitting. For example, if a species restoration project includes an outreach component that represents about five percent of the cost, it is not necessary to have outreach as a separate Action. The major Action is species restoration. However, if it also includes monitoring that represents about 20 percent of the cost, it is recommended that monitoring be a separate Action.

Project Statement

1. Why is Project Statement part of the TRACS architecture in addition to Project?

Project Statement forms were added to the TRACS architecture to provide the capability for users to prepare information within TRACS for submission as part of grant applications. While it is understood that TRACS was not designed to be a grant management system, states have requested this type of functionality for increased efficiency and familiarity with the existing grant process. The addition of Project Statement to TRACS allowed other key data fields such as objectives and estimated costs to be entered there instead of at the Project level.

2. Is entry of information into the Project Statement required in TRACS?

Yes. There are several data fields that are required at the Project Statement level. These include Need, Expected Results, Approach, Objectives and Estimated Costs. There is no limit on the number of characters that be entered into these fields. It is best if specific methods are spelled out in detail in the Approach section in TRACS so that they appear on the Project(s) Proposal report. Otherwise they could be documented in a TRACS attachment or a grants.gov attachment.

3. Is Project Statement a fourth element of the data structure in TRACS along with Plan, Project and Action?

Technically it is not, because a Project Statement does not have a geospatial footprint which is the core feature of the other TRACS data structures. However, Project Statement includes the majority of Project level information, so in practice it could be considered an entity in itself.

4. Are objectives and estimated funding associated with the Project or the Project Statement?

Objectives and estimated funding are associated with the Project Statement.

5. Are Actions associated with the Project or the Project Statement?

Actions are associated with Project Statements. The approach narrative within the Project Statement is used to describe Actions that will be undertaken to fulfill Project objectives. The approach narrative should also explain when Actions will occur during the Project period.

6. Can a TRACS Project have multiple Project Statements?

This is possible in TRACS but only recommended for Projects that are funded by multiple WSFR grants. For example, a Project on wild birds or mammals that are also species of greatest conservation need could be funded by separate Wildlife Restoration and State Wildlife Grants with different start and end dates. However, the best practice for the vast majority of WSFR grants is for a TRACS Project to only have one Project Statement.

7. Why is only one Project Statement per TRACS Project recommended?

There are several reasons for this recommendation:

- Project Statements do not have a geospatial footprint in TRACS and by default inherit the geospatial boundary of the Project. This may be considerably larger than the geographic location that would need to be described within the narrative of a Project Statement.
- Information displayed in the Wildlife TRACS Viewer is based on Projects, not Project Statements. So there could be considerable information lost to stakeholders and the public on WSFR funded work if multiple Project Statements feed into a single TRACS Project.
- User roles for entry and editing of information would be clearer since they are defined at the Project level. For example, multiple users would need to have these roles if there were multiple Project Statements in a Project. They would then have the ability to enter and edit Project Statements that they have no familiarity with.

8. If there is only one Project Statement for a Project, can it have the same name?

Yes. There is no reason for it to be named differently. However, it may be advantageous to include different fiscal years in the names for multiple Project Statements associated with a single Project.

9. Are grant revisions documented within Projects or Project Statements in TRACS?

Grant revisions are documented within Project Statements in TRACS.

10. Are all 13 project statement required elements included in the Project Statement portion of TRACS?

Yes, with two exceptions. Location is entered geospatially at the Project level. Budget Narrative is not entered anywhere in TRACS because it is not a financial system.

Objectives

1. Where are objectives entered into TRACS?

Objectives are entered at the Plan and/or Project level. More specifically for Projects, objectives are entered within the Project Statement. Objectives are entered either as part of a Need/Threat or a Purpose/Target.

2. How do I choose between entry of objectives under a Need/Threat or a Purpose/Target?

If a Project is focused on a particular species, group of species or habitat type, then Purpose/Target should be entered. This path will allow species and/or habitat data to be entered. Otherwise users should choose Need/Threat as the route to enter objectives.

3. How do I choose among the various Need/Threat types?

Users should select the Need/Threat type that best fits their Project since only a single choice is permitted. Administrative needs should only be used for work specifically for that purpose, such as construction of a district office building or WSFR coordination work. Projects for conservation of fish and wildlife and their habitats typically are responding to a resource threat. Most other WSFR projects are responding to resource management, recreation, or education/outreach needs.

4. How do I choose between SMART objectives and narrative objectives?

SMART objectives are highly recommended because they allow quantification of progress toward their accomplishment. Narrative objectives would be a fallback option when progress is difficult to quantify, e.g., a Project to coordinate WSFR grant work within a state. In either case, objectives should be as specific and clearly stated as possible. It is possible, however, for objectives to be somewhat broader in scope if the Project has very specific indicators entered in TRACS to measure accomplishments.

5. What are Quantitative Indicators?

Quantitative indicators allow the user to choose between standard metrics that have been pre-loaded as pick lists into TRACS (e.g., number of students, number of acres) and custom metrics that are user-defined (e.g., number of bears radio-collared, number of trawl tows made).

6. How do Quantitative Indicators measure progress toward objectives?

At the start of a Project, base level and desired future values are specified; then the quantity accomplished (Value Reported) is entered at the Action level as a measure of progress. This is the same process regardless of whether standard or custom outputs are entered.

7. Is it possible to enter a range of desired future values within Quantitative Indicators?

No. TRACS only accepts single numbers. However, a range of desired future values can be specified within associated text fields.

8. What are Qualitative Indicators?

Qualitative indicators allow the user to enter a custom output in a narrative format only with no associated metrics. An example would be the completion of a baseline survey of a particular Species of Greatest Conservation Need in a particular state. An alternate approach would be to enter this as one project as a standard metric.

9. How do Qualitative Indicators measure progress toward objectives?

Narrative descriptions would need to be used to indicate progress toward objectives if Qualitative Indicators are used.

10. How are Project objectives associated with Action objectives?

Upon entry of Action information, users select Project objectives that are tied to that particular Action. The process is to select an approved Project Statement and a corresponding indicator. TRACS displays the particular objective that corresponds to these data fields.

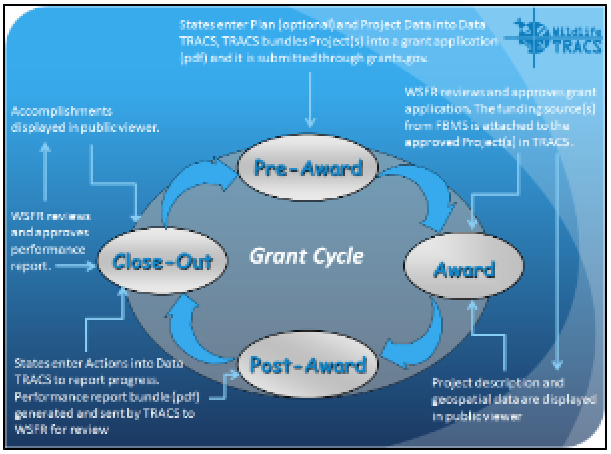
11. What are Interim Measures?

Interim Measures can be used to monitor progress towards a multi-year Action. These are not required but may be useful if there are multiple steps that need to happen before the Action indicator can be reported on. Let's use land acquisition as an example. One of your Actions is to acquire one parcel of 100 acres of land adjacent to an existing wildlife area. The indicator for this Action is number of acres acquired. However, it will likely take multiple years to complete the transaction. So to show progress towards that multi-year Action, you may include interim measures such as: a land survey was completed and approval from local community board. These interim measures would show that you are making progress towards the acquisition of the 100 acres, whereas if you reported only on the Action indicator it would show no progress had been made because no acres were acquired.

Workflow

1. What is a workflow?

A workflow consists of the steps that a record (e.g., Project Statements, Actions) must traverse before final submittal to WSFR. The default workflow in Data TRACS includes multiple review and approval steps at both the State and Federal levels.



2. What are the workflow steps for a project?

<u>**Project Statement Workflow (Front End):**</u>

Standard Statement Workflow

- Statement Not Ready for Submission (Default)
- Submit Statement for Peer Review (State Editor)
- Submit Statement for State Approval (State Reviewer)
- Set Statement to Ready for Submission (State Approver)
- Submit Application Bundle for WSFR Review (State Approver)
- WSFR Reviewed Ready for Submission (Federal Approver)
- Do Not Approve Statement (Federal Approver)

<u>**Action-Funding Source Workflow (Back End):**</u>

INTERIM REPORT SUBMISSION

- Set to Interim Report Due (User Generated)
- Submit Interim Report for Peer Review (State Editor)
- Submit Interim Report for State Approval (State Reviewer)
- Set to Interim Report Ready for Submission (State Approver)
- Submit Interim Report for WSFR Review (State Approver)
- Approve Interim Report (Federal Approver)
- Do Not Approve Interim Report (Federal Approver)
- Set to Interim Report Due (System Generated)

FINAL REPORT SUBMISSION

- Set to Final Report Due (User Generated)
- Submit Final Report for Peer Review (State Editor)
- Submit Final Report for State Approval (State Reviewer)
- Set to Final Report Ready for Submission (State Approver)
- Submit Final Report for WSFR Review (State Approver)
- Approval Final Report (Federal Approver)
- Do Not Approval Final Report (Federal Approver)

3. Who is responsible for the workflow process?

States and WSFR are responsible for their respective steps in the workflow.

4. How is workflow communicated?

One of the modules on the initial TRACS dashboard is titled Workflow Manager. This is where documentation is stored on which step in the workflow exists for any particular TRACS entry.

5. Will state agencies other than traditional fish and wildlife agencies enter information into TRACS?

At this point, only WSFR and traditional state fish and wildlife or natural resource grantee agency staff will have access to TRACS data entry. Other state agencies who receive WSFR grants like state departments of health or transportation will not have login access to TRACS when the system rolls out to states. WSFR staff will be responsible for entry of information from these other state agencies into TRACS.

6. Will subgrantees interact with TRACS to enter data?

At this point, only WSFR and traditional state fish and wildlife, or natural resource grantee agency staff will have access to TRACS data entry. State grantees will be responsible for entry of information from subgrantees into TRACS.

7. If state project leaders enter information in TRACS, will theirs be the final say before it is reviewed by WSFR staff?

Whoever is designated by the state agency with the role of approver will have the final state say.

8. What is the WSFR staff role when information is entered by states in TRACS and submitted?

As has always been the case, WSFR staff have the required roles of reviewing and approving programmatic information submitted by states. The WSFR approval is the workflow step that releases the Project data to the Public Viewer.

9. Does the state need to generate a .pdf of the Interim or Final Performance Report from TRACS and submit it to the WSFR regional Inbox?

No. TRACS will generate the performance report and submit it to WSFR for review. The TRACS Performance Report pdf will be emailed to the appropriate WSFR region who will then track the receipt of the performance report in the FBMS Milestone Plan.

10. What happens after the state has entered accomplishments, submitted for peer review within the state and presses the workflow button to Submit Final Report for WFSR Review?

TRACS generates a pdf Performance Report and sends it to the appropriate WSFR region. The region then tracks the receipt of the Performance Report in the FBMS Milestone Plan. The WSFR staff associated with that Project receive the report and will review and approve it. If approved, the Approved by WSFR workflow step makes the reported accomplishments visible on the Public Viewer.

11. Who is responsible to make changes to the Performance Report if WSFR requests clarifications or additional information?

The State is responsibile to provide any clarification or revision to the Performance Report. This responsibility has been the State's in the past and represents no change to the prior process.

Grant Application

1. How is TRACS information used for WSFR grant applications?

The Project(s) Proposal PDF (front end TRACS Project information) is submitted to WSFR by grantees as one component of a grant application. TRACS will produce a Project(s) Proposal PDF for this purpose. At a minimum, TRACS Project level information is expected.

2. How is the Project(s) Proposal PDF submitted to WSFR?

The Project(s) Proposal PDF should be submitted as part of a larger package of information via current procedures designated by each WSFR Regional Office (i.e., grants.gov, email to WSFR office or mail to WSFR office).

3. Is a TRACS Plan required for grant application purposes?

Entry of Plan level information is optional for grant application purposes. However, CMS states must enter their state plans in order for WSFR to review any grants.

There will be an "owner" or "steward" for each Plan. State Wildlife Action Plans and all state plans (listed species recovery plans, fishery management plans, habitat management plans) that are used for a grant application will be the responsibility of the state agency. Federal plans will be the responsibility of the federal agency. There can be multiple grants and Projects working under the same Plan and multiple states can tier off the same Plans as well. There can be parent and child Plans in the same way that there can be parent and child Projects.

4. Is a TRACS Project required for grant application purposes?

It is expected that States will enter Project level information into Data TRACS as part of the non-competitive grant application process. This includes the geospatial information for the Project and required data fields as need, objectives, approach, expected results, etc. Explicit and SMART objectives and approach information upfront will make performance reporting and milestones clearer.

5. Should grant application information for competitive grant programs be entered into TRACS?

In the case of competitive grants, the best approach is to wait until the Director announces the Awards for the competitive programs before entering information into TRACS. The Project information may be entered by WSFR Staff or the States, depending upon the program.

6. Is a TRACS Action required for grant application purposes?

No, Action level information is not required for the grant application. Full information on Actions will be entered at the time of accomplishment reporting. Where the states have explicit Action level information at the time of grant application, or it is useful in planning, states may enter Action level information. The Project Statement will include a detailed approach section for determination of substantiality and compliance by WSFR. Therefore entry at the Action level is not required at the time of grant application.

7. Is it possible to create an Action in TRACS as part of the grant application process?

Yes, but it is not required. There is nothing that prevents the entry of Action information at this stage of the workflow. An advantage is that a grantee would have an early indication of exactly what information is needed for performance reporting.

8. What are the temporal aspects of Plans, Projects and Actions?

Plans, Projects and Actions may cover a multi-year period. The time period of a Plan should match the duration of the Plan. For Projects that are anticipated to continue through time (e.g., surveys, technical guidance, coordination, operations and maintenance), it is recommended that they cover the period required to meet their stated objective. However, it is recommended that these Projects be closed at five-year intervals and restarted in Data TRACS after each five-year period. The five-year period is a reasonable length for planning purposes and corresponds to the time period required for evaluations of survey, outreach and tecnical guidance grants. The recommended time period for most Actions would be a one-year period, which matches the annual performance reporting period. However, there are situations where Actions could be longer and interim measures would be used for performance reporting.

9. What is the purpose of the Project(s) Proposal PDF (front-end application bundle)?

State staff, most likely the Federal Aid Coordinator, will bundle all Projects that have been entered into Data TRACS that are associated with a particular grant. They will use the Data TRACS workflow feature to create a PDF of this bundled information, called a Project(s) Proposal, that will be attached to a grants.gov (or other application vehicle) request for funding. This will include detailed approach information needed to complete compliance. WSFR staff will be able to review and approve the information in Data TRACS for a particular grant based on this PDF. This Project information will then be in the TRACS system waiting for the annual performance reporting of Actions.

10. Is application submission through grants.gov required?

Most regions are strongly encouraging States to use grants.gov to submit grant applications other than amendments. Grants.gov is the vehicle whereby the SF-424, Project Statement, compliance documents are attached and submitted. Applications submitted through grants.gov automatically populate fields in FBMS for more efficient processing.

If the grant is submitted through grants.gov, then all required attachments are included. Detailed compliance documents maybe be included as attachments or sent separately to the Regional WSFR Grant Specialists. The compliance documents are housed in the Regional grant files, not in Data TRACS, along with all other attachments.

11. What is the workflow process in Data TRACS needed for WSFR grant approval?

The state workflow for entering, editing, approving and submitting bundled grant applications and WSFR workflow for reviewing and approving them is described in the workflow diagrams. The standard workflow includes the following steps:

- Statement Not Ready for Submission (Default)
- Submit Statement for Peer Review (State Editor)
- Set Statement to Not Ready for Submission (State Editor)
- Submit Statement for State Approval (State Editor)
- Set Statement to Ready for Submission (State Editor)
- Submit Application Bundle for WSFR Review (State Coordinator)
- WSFR Reviewed Ready for Submission (WSFR Grant Specialist)
- Do/Not Approve Statement (WSFR Grant Specialist)

The state workflow could potentially involve many different State staff including Project Leaders, supervisors, Federal Aid Coordinators, etc. This should also vary dependent on Project/Action (expect that project leaders will be creating the detailed approach sections and passing up to the FA Coordinators/Bundlers). The front-end "bundle" in the workflow process tool will be used to generate the Project(s) Proposal, a PDF of related projects that are associated with the grant application.

In the grant approval process, WSFR will use the Project level information in the front-end "bundle" to determine if the work is necessary, reasonable and substatntial in character and design. All compliance will be completed before a grant is approved and any Project released to the Public Viewer. After WSFR approval of the grant, the award is made in FBMS. The WSFR regional grant specialist will then associate the appropriate funding source (i.e., grant) from FBMS into TRACS which will then release approved Project information to the Public Viewer.

12. How does TRACS pertain to the grant approval process?

TRACS will provide the informatoin that is required by CFR 50 80.81 and 82, in order to approve a grant. At a minimum the grant submitted to WSFR must have:

Need: Relevancy of the proposed actions to the grant program and consistency with the appropriate Act. Helps establish substantiality.

Purpose and Objectives: Specific, Measurable, Accomplishable, Realistic and Time bounded. (this will aid in reporting)

Expected Results and Benefits (outcomes)

Approach: Specific details to address compliance and substantiality in character and design

Useful life: Useful life for each capital improvement

Location

Timeline: Significant milestones in completing the project and any accomplishments to date.

Program income:

Relationship to other grants: Description of relationship between this project and other work funded by Federal grants that is planned, anticipated, or underway

Multipurpose projects

Except for location that is represented geospatially in TRACS, all of these elements are contained in the Project Statement portion of Data TRACS. By completing the Project level information in Data TRACS and bundling Projects based on grants, the state will have fulfilled the required elements for a the grant approval process, and set up the system for accomplishment reporting. After WSFR approval of the grant in the TRACS workflow, the award is made in FBMS. The WSFR regional grant specialist will then associate the appropriate funding source (i.e., grant) from FBMS into TRACS which will then release approved Project information to the Public Viewer.

13. What is the relationship between TRACS and FBMS?

The relationship between Data TRACS and FBMS doesn't occur until a grant is approved in FBMS. So it really isn't part of the application process, but is germane to the front end of the grants process. The data coming over to Data TRACS from FBMS after the award is made will be limited. This data is grant level financial information, but also includes data such as Congressional district. However, if the grant application bundle is submitted through Grants.gov, several fields in FBMS will be populated with the information from the application.

14. Will TRACS be used to store compliance documentation?

No. Although almost anything can be attached to a Project being developed in TRACS, TRACS is not intended to hold compliance documentation.

15. Which TRACS data fields will be included in the Project(s) Proposal PDF used for submission as part of a grant application?

The Project(s) Proposal PDF currently contains Project No. and Title, Project Start and End Date, Project Statement (Need, Objectives, Expected

Results, Useful Life, Program Income, Multipurpose Projects, Relationship with Other Grants), and Federal and Non-Federal Cost Estimates for the Project.

16. Where are 50 CFR 80.82 required elements like program income, cost allocation in multipurpose projects, and relationship with other grants described in TRACS?

They are described in the Additional Elements tab of the Project Statement form.

17. What additional information, besides the Project(s) Proposal from TRACS, needs to be attached when submitting a grant application to grants.gov?

This depends on the type of grant, but typically includes a cover letter, SF-424, Statement of Assurances, budget narrative, and compliance documentation.

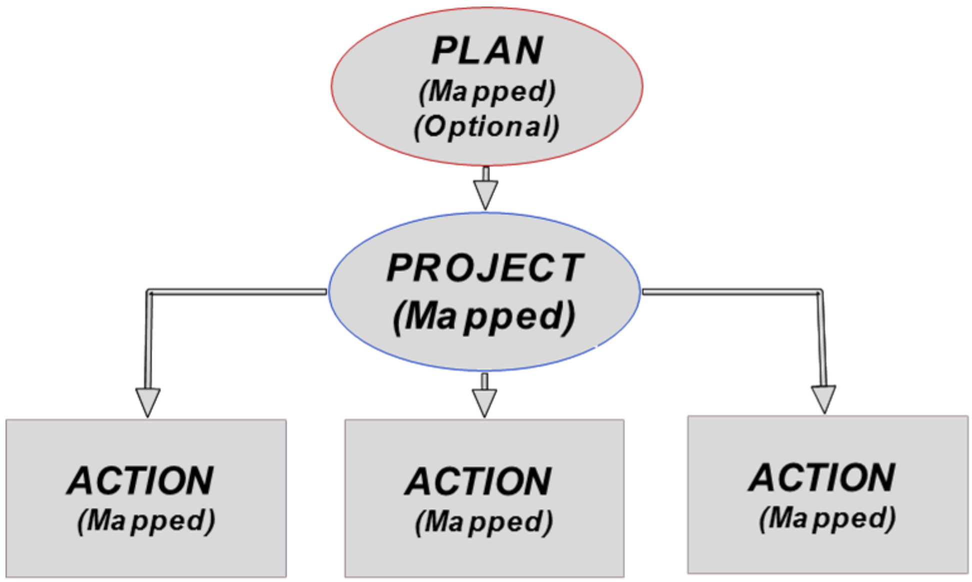
18. What attachments are required for Project Statements to operate and maintain areas and facilities?

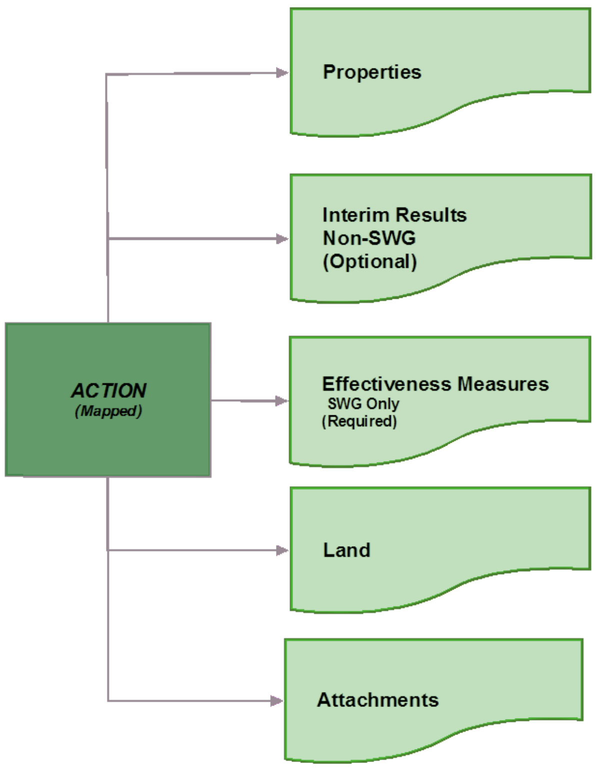
As per 522 FW 7.6 E, if not adequately captured in Project or Action polygons or attached maps, a list and location of areas and facilities managed with the size of each area in acres.

19. I have a Project that is repeated on an annual basis. Will I need to recreate the Project information every year?

Data TRACS has the functionality to copy information from previously created Projects and Actions to streamline the data entry process; this includes the geospatial information as well as the Project information. Existing data might include earlier time periods of the same grant or related Projects and Actions that were included in other grants.

Action





1. What is an Action?

An Action is an intervention undertaken by a project team to reduce threats, capitalize on opportunities, or restore natural species and ecosystems (equivalent to a "strategy" in the CMP Open Standards). Actions are under Project and are used as the reporting mechanism for grants. Known Action information can be added when writing the grant proposal but is optional.

An Action is user defined and can be represented spatially by a polygon(s) independent of scale. An action is also described by Category, Strategy, and sometimes Activity.

- A Category is a generic descriptor that determines the type of action. This is a pick list in TRACS. Estimated costs are required at this level. This is used as a basis for aggregating like actions for reporting purposes within or across states.
- A Strategy is a more specific descriptor that can be used to generate more specific aggregations for reporting purposes within or across states. This is a pick list in TRACS. Estimated costs are options at this level; output measures are required.
- An Activity is a specific descriptor intended for very specific reporting needs. This level of detail is optional for all programs except

for boating access, Clean Vessel Act, Boating Infrastructure Grants, and hunter education. For those programs that this level of detail is required, outputs are also required. Estimated costs are optional at this level.

2. How does an Action relate to a Project?

Actions are the actual work that happens under a Project. Information on Actions will be used as the reporting mechanism for Projects and grants.

3. Is an Action required?

Yes, at least one Action is required per Project. Again, this is the reporting mechanism for Projects and Grants.

4. What is the duration of an Action?

The recommended duration for an Action is one year or whatever time period that matches the grant interim or final performance reporting period.

5. Can an Action cover a multi-year period?

Yes. Since it is possible to report on interim measures in Data TRACS, an Action can span a multi-year period. Interim measures will need to be set up in TRACS for multi-year Actions. Multi-year Actions need to be housed within multi-year Projects.

6. Can an Action be repeated?

Yes. An Action can be copied and repeated in another year.

7. When in the grants process is Action information entered?

Typically, Action information will be entered for performance reporting purposes after each year of accomplishments. Action information can also be entered as part of the grant application process, but there is not a requirement to do so. Users may find that front-end entry of Action information in TRACS is beneficial for planning purposes and clarification of information needed for performance reporting.

8. Can an Action be copied and edited to create a second Action?

Yes. An Action can be copied and edited to create another Action or Actions.

9. Can an Action be represented geospatially by multiple polygons?

Yes. An example would be an Action for operation and maintenance of several fish hatcheries within a state. Each hatchery could be represented by a unique polygon within the one Action.

10. Can information from a Project be copied and edited to create an Action, particularly for a Project with just one Action?

Yes. Several types of information can be copied from a Project to create an Action. The Project polygon can be easily copied. Narrative information can be cut and pasted.

11. What are best practices for structuring Action(s) within Projects in TRACS?

There are a variety of ways for structuring Action(s) within a Project. Grant translation examples from different types of Projects in various WSFR grant programs will be included in the Grant Process portion of this guidance document.

Standardized Outputs

1. What are standard outputs?

Standard outputs are units of measure of accomplishments toward Action objectives that can be rolled up across Projects/Actions and states. Stream restoration provides a good example of the need for standardization. If stream miles are recorded in one state and acres of riparian habitat are recorded in another, then the total restoration output across both states cannot be determined.

2. Are standard outputs required?

TRACS requires standard outputs. A list of these units of measure has been developed for all types of actions funded by WSFR administered gra nts.

3. At what level are standard outputs required?

The list of common actions across all WSFR grant programs is hierarchial. Actions at Level One (Action Category) are the broadest and Level Three (Activity) are the most specific. Standard outputs are required at Level Two (Strategy) for all grant programs and at Level Three for boating (boating access, CVA, BIG) grants and education grants.

4. What is the difference between standard and custom outputs?

Custom outputs are those indicators that are either more qualitative than standard outputs or are very specialized and applicable to only a particular project. It is not possible to roll up custom outputs other than running a query based on text information. An example of a custom output is the number of samples to be collected during a survey. This would provide more robust information than the standard output of one project for a survey.

5. Is Need required?

Need is one of the 13 required elements of a project statement prepared to apply for a project-by-project grant (50 CFR 80.82). The need statement explains why a project is necessary and how it fulfills the purposes of the relevant act. So a need statement is required with a grant application and is a required element of the Project Statement within TRACS. TRACS also allows users to choose a need from a Need/Threat pick list, but this is not required.

6. Is Purpose required?

Purpose and objectives are required elements of a project statement prepared to apply for a project-by-project grant (50 CFR 80.82). The purpose states the desired outcome of the proposed project in general or abstract terms. TRACS allows uses to enter a narrative Purpose within the Project Statement of TRACS, but this is not required.

7. Is the identification of a resource threat required?

The identification of a resource threat is highly recommended for conservation projects such as those funded by State Wildlife Grants. However, other types of WSFR administered projects are not undertaken to respond to a resource threat, but rather to respond to a resource need. A good example is a boating access facility that is constructed to meet a growing need for access to a water body for recreational boating. It is not in response to a resource threat. TRACS includes a Need/Threat pick list that is not required.

8. Is species information required?

Species are not required, but users are strongly encouraged to identify those species that are directly affected or that are of particular conservation importance. Users can identify a taxonomic placeholder and will eventually have the capability to identify custom species groups. It is not expected that all Species of Greatest Conservation Need be entered for State Wildlife Grant projects that are are not focused on particular species (e.g., SWAP planning).

9. Is broad habitat type identification required?

Identification of habitat type is not required in TRACS, but strongly encouraged for projects for which habitat is important. Habitat type information will be important to note for many land acquistion and habitat restoration grants. This can be accomplished by using the habitat type pick list within the Project Statement portion of TRACS.

10. Can habitats as defined in State Wildlife Action Plans be used instead of the habitat types in TRACS?

TRACS can provide the capability to optionally enter more detailed habitat information using a standard classification system (e.g. NatureServe Ecological Systems or NVCS). This would be consistent with the current TRACS habitat lists that map to NS and NVCS systems (for the most part). Hopefully, State identified habitat categories fall within these standard classifications. This is an enhancement that would be addressed after the release.

11. What is the origin of the action levels in TRACS?

The highest level actions in TRACS (e.g., Education, Species Reintroduction and Stocking, Technical Assistance) are a hybrid of three different sources of actions:

a. Service manual chapters (522 FW 3-15) that provide guidance on the standards for administration, documentation, execution and reporting of projects funded under WSFR grant programs.

b. FAIMS activity codes at the 100s level.

c. Common generic conservation actions funded by SWG (AFWA 2011).

The more detailed action levels in TRACS (e.g. Fire Management, Riparian fence installation) are a hybrid of two different sources of actions:

a. FAIMS activity codes.

b. USFWS Partners for Fish and Wildlife actions list.

Effectiveness Measures

1. What is an Effectiveness Measure?

An effectiveness measure is a metric of accomplishment that describes how successfully the objectives of a State Wildlife Grant program project are met through the implementation of specific actions (quantitatively or qualitatively). It involves an accomplishment and outcome assessment that quantifies the extent to which a project process produces intended results. The effective measurement process quantifies how well the project provides timely, accurate, and useful information to decision makers.

2. Which Action types have Effectiveness Measures?

All of the level one Action Categories have Effectiveness Measures except those involving coordination/administration, facilties/areas, and law enforcement.

3. Are Effectiveness Measures required?

Effectiveness measures are required for projects funded by State Wildlife Grants. All projects under the State Wildlife Grant program must link back to actions described in the state's Wildlife Action Plan.

4. How often is an Effectiveness Measure report required?

Effectiveness Measures reports can be completed whenever there is a need, but are required when performance reports are due. So they must be completed at least annually.

5. How are Effectiveness Measures reports used?

Effectiveness measures reports are used to document progress toward achieving resource outcomes. They go a step beyond reporting of outputs in quantifying the extent to which a project process produces intended results.

Estimated Costs

1. What is the purpose of estimated cost information in Data TRACS?

Estimated cost information provides financial context to projects defined in Data TRACS. WSFR Grant Specialist must determine if the project is cost effective in weighing if the project is substantial in character and design. Additionally, a wide variety of stakeholders, including legislators, sporting industry representatives, non-governmental organizations, sportspersons and other members of the general public, are interested in knowing how WSFR grant funds are spent at a level more specific than grant level as in FBMS.

2. What are the steps for entering estimated cost information in Data TRACS?

- Grantees will provide estimated cost information (at the project level) to their responsible WSFR office as part of the "front end" grant application process (e.g., a budget attachment to the electronic SF-424 through Grants.gov) or directly in their project budget narrative.
- On an optional basis, grantees will enter any other funding toward the project that is not WSFR federal funding or match. This will be accomplished through the Other Funds tab in the Project Statement section of TRACS.
- WSFR staff will enter estimated WSFR cost information using the Funding Source tab at the Project Statement level. They will do this my making an association of the Project with an approved award from FBMS.
- The resulting "front end" cost information will aggregate across all Project Statements to reflect the total cost of a potentially multi-year Project as:
  - A. Estimated WSFR federal cost
  - B. Estimated WSFR non-federal match
  - C. Estimated other non-WSFR, either federal or non-federal costs
  - Total estimated cost = A+B+C
- In grant performance reports, grantees are strongly encouraged to provide estimated cost information at the Action level. Estimated "back end" cost information at this level is:
  - A. Estimated WSFR federal cost
  - B. Estimated WSFR non-federal match
  - Total estimated cost = A+B

3. How do estimated costs relate to FBMS?

Ideally, estimated costs within Data TRACS for projects and actions will be total costs within FBMS for corresponding grants. It is understood that this may not always be possible for a variety of reasons; however, it is a recommended practice. Data TRACS has a mechanism to download grant costs from FBMS as a starting point for pro-ration or other ways to estimate costs at finer scales.

4. What is the relationship between the Funding Source and Project and Action cost fields in Data TRACS?

As part of the grant approval process, WSFR staff will add a grant identification number from FBMS to appropriate projects in Data TRACS. This will allow grant obligations to be displayed as the Funding Source for those projects. So Funding Source represents the total approved federal cost of a grant that consists of one or more projects in Data TRACS. Action costs are a subset of Project costs. They are entered at the Project level in Data TRACS to allow even pro-ration or uneven percentages across Actions within a Project.

5. Are estimated costs in Data TRACS auditable?

No, estimated costs in Data TRACS are not auditable. FBMS is the financial records system for WSFR grants that will be used for financial audits.

6. How can grantees estimate costs at levels finer than those available through cost accounting systems?

Grantees should estimate costs based on several factors including knowledge of how the work has progressed and knowledge of unobligated grant balances. There are two basic approaches in estimating costs. One would be equal pro-ration among actions or species benefited within a project. The other approach, which would require a bit more information, would be to apply different percentages among actions or species benefitted.

7. Are indirect costs included in cost estimates?

Indirect costs are included in the FBMS grant information entered by WSFR staff at the Project Statement level within Data TRACS. It is desirable that these costs be provided for each action and directly-benefited species because they are part of the total cost estimate.

8. Do subprogram costs need to be entered anywhere in Data TRACS?

Yes, subprogram costs are entered by WSFR staff in the Funding Source tab at the Project Statement level of Data TRACS. Since downloaded cost data from FBMS are at the grant level, these need to be split out by Project in Data TRACS.

9. Are grantees required to enter cost estimates at the Project level?

Yes. Estimated costs by project are a required element of Wildlife Restoration and Sport Fish Restoration project statements in 50 CFR 80.82(c)(9). Grantees will provide estimated cost information as part of the "front end" grant application process.

10. Are grantees required to enter cost estimates at the Action level?

No, but this is highly recommended. The Service manual chapter on cost accounting and financial reporting (522 FW 17.7) specifies that cost data are not required in performance reports unless provided for in the grant agreement. However, grantees may include cost data for monitoring of actual accomplishments to the objectives established. It is for this purpose that cost estimates are highly recommended at the Action level of Data TRACS.

11. What cost information is entered by WSFR staff?

As part of the grant approval process, WSFR staff ensure that cost information from the correct grant proposal is attached to projects in Data TRACS. WSFR staff will enter estimated cost information in the Funding Source tab of the Project Statement form.

12. What cost information is entered by grantee staff?

As part of the grant approval process, grantee staff provide estimated WSFR federal cost, estimated WSFR non-federal match, and estimated non-WSFR cost as part of the "front end" grant application process in the Project properties form . As part of the performance reporting process, grantees are strongly encouraged to enter estimates of total costs for actions and species directly benefited.

13. At what action level are estimated costs captured?

Estimated costs are captured for Level 1 actions (action categories). There are 13 of these action categories (e.g., education, land acquisition, technical guidance). The Data TRACS action categories are a hybrid of: a) Service Manual chapters in Part 522; b) FAIMS activity codes; and c) State Wildlife Grant generic actions as reported by AFWA.

14. Where and when are estimated costs for planned work entered in Data TRACS?

Grantee staff enter estimated costs on the Project properties form at the "front end" of the grant application process. WSFR staff enter estimated costs for planned work into Data TRACS in the Funding Source tab of the Project Statement form after grant approval.

15. Where and when are estimated costs for completed work entered in Data TRACS?

Grantees are strongly encouraged to enter estimated costs for work completed annually at the Action level in Data TRACS as part of the performance reporting process. There is no expectation that estimated costs would be entered at the Action level of Data TRACS on the front end of the grants process. So no costs for Actions are entered into the Project level of Data TRACS until the first performance reporting period is completed.

16. When are estimated costs expected by species?

Estimated costs are expected by species when the work is directly targeted on those species. Broad actions that benefit a large number of species (e.g, State Wildlife Action planning) would not be expected to include costs for any species.

17. Are estimated costs for actions and species total costs or federal costs?

Estimated costs for actions and species are entered as WSFR federal costs and WSFR non-federal match and listed separately.

18. Does each project need to demonstrate the non-federal match rate as required by its grant program?

Since match generally can be applied across projects within a grant, there may be cases where a Project in Data TRACS includes less non-federal match than is required or no non-federal match. When this occurs there should be other projects associated with that particular grant that show more match than what is required.

19. Does TRACS accommodate different non-federal match rates for different WSFR grant programs in TRACS?

TRACS is not currently programmed to recognize different grant subprogram non-federal match requirements. If projects are funded by multiple subprograms with different match requirements, users should make their best efforts to enter estimated non-federal costs. Be reminded that costs in Data TRACS are not subject to audit.

20. What estimated cost information will be accessible through the Public Viewer?

Estimated cost information will only be available at more aggregated levels through the Public Viewer. Project cost estimates will display on individual Project pages and within rolled up reports across a state or grant program. Estimated costs at the Action level will only be available in aggregated forms, e.g., total costs across Actions for a particular species that directly benefitted from WSFR work. There will be no display of estimated costs for individual Actions.

Lands Data

1. Are lands data required?

Yes, a grantee must track all lands that are acquired using federal assistance funding or lands used as match for federal assistance funding. An inventory of those lands must be reconciled with the records maintained by the WSFR Regional Office during audits. Maintaining the records in TRACS will make reconciliation of the State and Federal land acquisitions records much simplier since the information is housed in the same database. Additionally, States are required to have an inventory of all lands acquired using their state sport fishing and wildlife hunting license fees in order to track the records in perpetuity and avoid issues of license fee diversion. This inventory is not required to be housed in TRACS. However, State TRACS is available for that purpose.

2. How is land and other property rights data captured in TRACS?

Land records that were maintained in FAIMS Lite (lands module) have been migrated over to Data TRACS and can be viewed through Data TRACS. Migrated FAIMS land data can be converted to TRACS project records by authorized WSFR users and additional acquisition documents can be attached. New land acquisition records are added in the normal fashion as all other projects with the final Action(s) being the acquisition or donation of land, water rights, mineral rights etc. . There will be additional information needed for fields specific to land acquisition projects that will be added manually into Data TRACS (see #4 below). Additionally, documents (deeds, legal notices, legal descriptions, parcel maps, etc.) pertaining to the completed acquisition(s) may be uploaded to TRACS as a permanent digital record.

3. Will final reports for land acquisition Projects be generated out of TRACS and will the grantee still need to send hard copies of the reports and associated closing documents to the WSFR Regional Office?

Yes, performance report(s) pdf files for land acquistion Projects can be generated out of, and submitted through TRACS. Land closing documents can be attached to the TRACS Project records as a permanent digital record, however, they will not automatically transmit to the WSFR Office. Hard copies of all land acquisition documents will still need to be sent to the WSFR Regional Office to be maintained as part of the permanent administrative record. The hard copy records maintained by the Regional WSFR Offices are the official repository for land acquisition records.

4. What additional information is required for lands data?

Information about the property name, transaction date and type, appraised value, sale price, state and federal share, closing and relocation costs, habitat type, location, and encumbrances will be needed for each property. Documents such as deed, legal description, notices of federal participation, subgrant agreements, conservation easements, baseline survey reports, management plans, parcel and other maps may be attached to TRACS land data records for each property. Additional documents will be required for water right, long-term leases and other types of acqusitions (See below).

5. Is FAIMS lands data available for viewing, and will the records be available for update and editing?

Yes, all Data TRACS users will have read-only access to migrated FAIMS land data and its attached documents. However, only WSFR staff will have create, update, edit, and delete access to migrated FAIMS legacy data.

6. What will the legacy data that does not get converted into Data TRACS look like? Will it be a searchable archive?

Legacy grant agreement, project, accomplishment, and land data fields will convert to legacy TRACS Projects. These Projects will be searchable by grant ID, grant program, and project name. Legacy Projects will reflect only what was inputted into FAIMS but in a consistent project structure. New TRACS data elements are not required for grants approved prior to January 1, 2013. It may be necessary to migrate certain types of legacy Projects (e.g. lands) into a full TRACS structure that includes spatial data. A tool will be available to assist WSFR Authorized users with the migration of legacy Projects.

7. Can an existing land record be updated in TRACS?

Yes, existing land records, added as new Projects into TRACS, and converted FAIMS data can be updated and additional attachments can be added with a proper role and approval process. Only WSFR staff will have the ability to change legacy FAIMS records in TRACS unless the record is converted to a TRACS format.

8. Should legal/confidential documents be uploaded into TRACS?

Any documents containing Personally Identifiable Information (PII) should NOT be uploaded to TRACS. Either PII information should be redacted, if it is to be stored in TRACS, or the sensitive documents should be stored as hard copy in the permanent administrative record.

9. Should term leases be included in TRACS?

Yes, leasehold interest of 10 years or longer (or if required by the State) must be tracked in the same way as perpetual easements or fee simple acquisitions.

10. Should water rights acquisitions be recorded in TRACS?

Yes, permanent water right acquisitions should be included in TRACS. However, annual acquisitions of water may be better reported in the normal TRACS reporting environment. Permanent water rights acquisitions should be included in the lands portion of TRACS and the Permanent Water Rights legal documents from the state agency that controls water appropriations should be attached to the record. As with land acquisitions, a hard copy of the water rights documents must be transmitted to the WSFR Regional Office as part of the performance report.

11. Will appraisals or appraisal reviews be attached to TRACS Land records?

No, appraisals and appraisal reviews will not be uploaded to TRACS. These documents will be maintained either by the grantee or, if desired, by the Regional WSFR Office.

12. Are appraisal reports considered to include personally identifiable information?

If the information contained in the appraisal report is not uniquely identifiable to an individual (unless there is only one individual owner) and even then that the information contained in the appraisal report reveals notheing personal about him/her because almost all of it is already out in the public domain and is of a commercial, not personal nature.

13. Is reporting on land actions in TRACS different than guidance in the Lands Chapter that actual lands acquisitions transactions costs are required as part of Land Inventory Record System?

According to 43 CFR 12.71 in the situation where lands acquired using grant funds have to be disposed of (sold, traded, transferred), " The grantee or subgrantee shall be paid an amount calculated by applying the grantee or subgrantee's percentage of participation in the purchase of the real property to the current fair market value of the property". This regulation implies that the information concerning the actual land costs and percentages must be recorded in some fashion and that information must be retained in perpetuity.

Performance Report

1. What TRACS fields are required for performance reporting?

Performance reporting is done primarily through TRACS data fields at the Action level. This is where progress toward meeting objectives will be documented in quantitative (or qualitative) and narrative fields.

2. Does data entry constitute a performance report?

Entry of information into TRACS data fields and submittal to WSFR offices will typically constitute a performance report. There are requirements for certain types of projects that would need to be fulfilled with TRACS attachments or documents submitted by other means. These requirements are spelled out in later FAQs in this section of this guidance document.

3. How is a performance report submitted via TRACS?

After final state approval, a state administrator uses the TRACS workflow to create a PDF bundle of information that constitutes a performance report. This Performance Report PDF is emailed directly to the inbox of the appropriate WSFR office. It does not have to be submitted via a separate process unless there are specific products or documents that cannot be attached to TRACS and are needed for performance reporting (e.g., land acquisition documents).

4. Which TRACS data fields are included in the Performance Report PDF?

The Performance Report PDF includes information from the associated grant, Project and Action. As required by 43 CFR 12.80, the PDF focuses on reporting accomplishments as compared to objectives established for the period. So quantitative objective indicators are displayed as well as narrative description of results.

5. How are multiple year Projects reported?

Performance reporting for multiple year Projects follows standard WSFR grant policy in 516 FW 2 "Performance Reporting for Grants and Cooperative Agreement Awards." Interim performance reports are required annually and will report on the prior years Actions towards the Project Objectives. The Final Performance Report will include the cumulative accomplishments toward the Project Objectives.

6. Is TRACS used for tracking performance report due dates and receipt dates?

No. The milestones portion of FBMS will be used for this purpose based on the start and end dates of grants. A Project within TRACS that is active for any period during the 12-month period for performance reporting will need to be reported on regardless of the start and end date of that Project. This would also be applicable for a grant with multiple Projects that start at varying times.

7. Who is responsible for approving a performance report?

A state administrator who has that role defined in the TRACS workflow would be responsible for approving a performance report prior to submission to WSFR. Final approval of the performance report would be by the WSFR staff member who is assigned responsibility for administering that particular grant.

8. How is a performance report submitted via TRACS?

After final state approval, a state administrator uses the TRACS workflow to create a PDF bundle of information that constitutes a performance report. This Performance Report PDF is emailed directly to the inbox of the appropriate WSFR office. It does not have to be submitted via a separate process unless there are specific products or documents that cannot be attached to TRACS and are needed for performance reporting (e.g., land acquisition documents).

9. Are attachments to Projects and Actions displayed in the Performance Report PDF?

Any attachments that are categorized as photos can be displayed in the Performance Report PDF. The user needs to check a box indicating that the image is performance related for it to appear in the PDF.

10. How are changes made to a performance report?

Changes can be made to performance reports at several points in the TRACS workflow. These are when interim or final performance reports are pending peer review, pending state approval, or pending WSFR review. After performance reports are approved by WSFR, there would need to be a separate special process to make changes.

11. What attachments are required for performance reporting for data collection and analysis Projects?

As per 522 FW 11.9 B, three types of information are required for research Projects: 1) evidence of a review of prior research and studies in progress; 2) discussion of the findings related to the objective(s), problem or need; and 3) discussion of the management implications of the findings.

The general performance reporting requirements of 516 FW 2.9 A that include results/findings apply for survey Projects. Trend line graphs that place the current year data point(s) in context are a particularly useful method of reporting survey Project results. There would need to be at least three annual data points to display a trend, so such a graph would not be expected in the first two years of a survey.

12. What attachments are required for performance reporting for new construction and major renovation of facilities?

As per 522 FW 10.9 B, two types of information are required: 1) description of any restrictions on the use of the facility; and 2) certified percentage-of-completion data or completion certificate resulting from onsite inspections (by State engineer for final inspection).

13. What attachments are required for performance reporting for land acquisition Projects?

As per 522 FW 6.8, title vesting evidence is required. This is typically a certificate by the Attorney General or other authorized state official that the title to the property is vested in the state.

14. What attchments are required for performance reporting for outreach Projects?

As per 522 FW 15.10, copy(s) of outreach products or a detailed description of those products is required.

15. What attachments are required for performance reporting for species restoration and stocking Projects?

As per 522 FW 8.8 B, if not adequately captured in quantitative objectives and metrics, a table of number of individuals of fish and wildlife stocked or translocated by species and location. Additional detail should be provided on age, proven pairs, etc., if significant to Project success.

Legacy Data

1. What FAIMS data will convert to Data TRACS?

Legacy FAIMS data will be archived and available to the Program and Accomplishment Reporting Branch of WSFR in perpetuity. The following data forms pertinent to TRACS will in part or fully migrate from FAIMS:

- Enter/Edit Person Information
- Enter/Edit Agency Information
- Enter/Edit Grant Agreement
- Enter/Edit Amendment to Grant Agreement
- Enter/Edit Project Information
- Enter/Edit Accomplishment (ver. 1 or ver. 2)
- Enter/Edit AFA Land Information
- Enter/Edit GA Land Information

2. Will FAIMS records need to be updated in Data TRACS?

Yes, some FAIMS records may need to be updated or changed with a proper role and approval process. Only WSFR staff will have the ability to change FAIMS legacy records in TRACS unless the record is converted to a TRACS format.

3. Can FAIMS records be edited in Data TRACS?

Yes, with a proper role and approval process. Only WSFR staff will have the ability to change FAIMS records in TRACS unless the record is converted to a TRACS format.

4. Will FAIMS records be visible in the Wildlife TRACS public viewer?

No.

5. Are FAIMS records accessible in Data TRACS?

Yes. FAIMS records can be retrieved by grant number or FAIMS ID.

6. Can a FAIMS project be converted to a Data TRACS Project?

Yes, there will be a process for converting records. Full TRACS requirements and validation will apply to converted records..

7. If a grant in FAIMS has no project data, will grant level information be converted to Project level information for Data TRACS?

No. Legacy data is defined as FAIMS data that included a project or accomplishment record.

Queries

1. What type of grant information is in Data TRACS?

Data TRACS contains information on Projects funded and administered [AKA Federal Assistance (FA)- ESA Section 6 traditional and nontraditional programs, and Coastal Impact Assessment Program (CIAP)] by the Wildlife and Sport Fish Restoration (WSFR) program. It include s both front-end information on planned work and back-end information on accomplished work.

2. What type of grant information is not in Data TRACS?

Data TRACS does not include financial information that is auditable through grantee audits as currently conducted by the DOI Office of the Inspector General. The Financial Business Management System (FBMS) is the repository of such financial information. Data TRACS is not meant to be a repository of project raw data sets, as it is intended to house summary information on grant accomplishments.

3. Can a State have TRACS customized in order to store or manipulate data?

States will have the ability to do some customization of Data TRACS to meet their individual data needs. An example would be bringing in GIS layers that have already been developed such as Wildlife Management Areas or Public Fishing Lakes. Larger scale customization would have to be accomplished though other mechanisms funded by a state(s). An example would be entry of data according to a particular state habitat classification system that would need to be crosswalked with the standardized habitat types within TRACS.

4. Will TRACS have both user defined query and report capability as well as standard queries and reports?

Yes. TRACS will have have user defined query and report capability as well as canned queries and reports.

5. Are there any sensitive project data that will not be displayed in the TRACS Public Viewer?

There are three major categories of project data that can be marked as sensitive and will not be displayed in the TRACS Public Viewer:

a) precise locations of species listed through state or federal endangered species programs

b) names and personal data of landowners participating in WSFR and FA- funded work on their private lands

c) land transaction records for lands acquired through WSFR and FA funding

System Fields

Entity	Field	Type	Definition	Required	Publicly Visible
Plan				No	Yes
	Plan Name	Text	Name of the plan.	Yes	Yes
	Description	Text	Description of the plan, including specific tasks or objectives.	Yes	Yes
	Plan Type	Selection	Indicates the type of planning instrument.	Yes	Yes
	Person	Selection	Individual associated with the record.	Yes	No
	Agency	Selection	Agency associated with the record.	Yes	Yes
	Start Date	Date	Start date associated with the plan.	Yes	Yes
	End Date	Date	End date associated with the plan.	Yes	Yes
	Parent Plan	Selection	Indicates that the current plan is a subset or subsidiary of a larger planning effort.	No	Yes
	Related Plan	Selection	Relates the selected plan to the current plan.	No	Yes

Entity	Field	Type	Definition	Required	Publicly Visible
Need/Threat				No	Yes
	Need/Threat Type Level 1	Selection	General descriptor of something that is wanted or deemed necessary as it relates to a specific resource or a negati ve force or pressure acting upon a specific resource and requiring a specific response.	Yes	Yes
	Need/Threat Type Level 2	Selection	More specific descriptor of something that is wanted or deemed necessary as it relates to a specific resource or a negati ve force or pressure acting upon a specific resource and requiring a specific response.	No	Yes

	Need/Threat Type Level 3	Selection	Very specific descrip tor of something that is wanted or deemed necessary as it relates to a specific resource or a negati ve force or pressure acting upon a specific resource and requiring a specific response.	No	Yes
	Need/Threat Description	Selection	Description of the selected need or threat as it pertains to a specific resource or response.	Yes	Yes

Entity	Field	Type	Definition	Required	Publicly Visible
Purpose/Target				No	Yes
	Purpose/Target ID	Text	Custom identifier for the purpose or target defined by the user. The identifier may correspond to a planning document.	Yes	Yes
	Purpose/Target Name	Text	Name of the purpose or target as defined by the user. A name might describe a desired future state.	Yes	Yes
	Purpose/Target Description	Text	The intended outcome of a project in general terms.	Yes	Yes
	Broad Habitat Type 1	Selection	General description of the habitat type. If more than one habitat type is present, select the most prevalent habitat type.	No	Yes
	Broad Habitat Type 2	Selection	More specific description of the habitat type selected. If more than one habitat type is present, select the most prevalent habitat type.	No	Yes
	Common Name	Selection	Species common name.	No	Yes
	Scientific Name	Selection	Species scientific name.	No	Yes
	Status	Selection	Species Federal listed status.	No	Yes

	Directly Benefitted?	Boolean	Indicates that the species is directly benefitted by project actions. Additional information collection needs, such as estimated cost, will be collected for the species.	No	Yes
	Viability Status	Selection	Indicates if the impact of project actions on the viability of the species is increased, sustained, or decreased.	No	No
	Viability Status Justification	Text	Explanation of the selected species viability status for the current project.	No	No

Entity	**Field**	**Type**	**Definition**	**Required**	**Publicly Visible**
Objective				No	Yes
	Objective ID	Text	Custom identifier for the objective defined by the user. The identifier may correspond to a planning document.	Yes	No
	Objective Name	Text	Short statement or name for the objective.	Yes	Yes
	Objective Statement	Text	The specific and measurable desired future state of the purpose or target (e.g. “decrease the number of hunting accidents” or “increase the population of species x by 30%). Objectives consist of specific statements of what exactly will be accomplished by a plan, project, or action. Objectives may be expressed as a quantity, a deadline, and/or the required quality of accomplishment.	Yes	Yes

Entity	**Field**	**Type**	**Definition**	**Required**	**Publicly Visible**
Indicator	Desired Future Value	Number	The desired future value of the indicator for the current objective.	Yes	Yes

	Base Value	Number	The base or starting value of the indicator for the current objective.	Yes	Yes
	Standard Output	Selection	A quantitative indicator output that is measurable by the system based on the action categories identified for the project.	No	Yes
	Custom Output	Text	A quantitative indicator output that is not measurable by the system but can be manually reported on.	No	Yes
	Target Date	Date	The date by which the quantitative indicator for the current objective should reach the desired value.	Yes	Yes
	Custom Output	Text	A qualitative indicator output that is not measurable by the system but can be manually reported on.	No	Yes
	Target Date	Date	The date by which the qualitative indicator for the current objective should be achieved.	Yes	Yes

Entity	Field	Type	Definition	Required	Publicly Visible
Project				Yes	Yes
	Project Name	Text	Name of the project.	Yes	Yes
	Primary Agency	Selection	Primary agency responsible for implementing the objectives of the project and performance reporting.	Yes	Yes
	Project Status	Selection	Status of the project. Project status may be independent of the grant status. Draft indicates the project is not yet approved. Active means that the project is approved and in progress. Completed indicates that the project is finished in its entirety and closed to future funding opportunities.	Yes	Yes

	Project Start Date	Date	Anticipated start date for the project.	Yes	Yes
	Project End Date	Date	Anticipated end date for the project.	Yes	Yes
	Project Website	Text	Link to external web resource related to the project. External links will need to be reviewed periodically to ensure that web resources are still available.	No	Yes
	Is Project Sensitive?	Boolean	Indicates that the project contains sensitive geospatial information (e.g. lands data, sensitive species, or private landowner location). Geospatial data that is marked as sensitive is not displayed to the public.	No	No
	Project Categories	Selection	A generic description of the major areas addressed by the project.	Yes	Yes
	Action Categories	Selection	A generic description of the types of actions conducted as part of the project.	Yes	Yes
	Contacts	Selection	The contact for the project (i.e. project lead) that is not necessarily the grant contact.	Yes	No
	Partners	Selection	A person or group taking part in and making a significant contribution to the project, grant, or transaction.	No	Yes
	Public Description	Text	A description of the project intended for public consumption, including objectives, benefits, and results.	Yes	Yes
	Parent Project	Selection	Identifies a project with a hierarchical (parent/child) relationship to the current project. Project outputs can be rolled-up to a parent project.	No	Yes

	Related Projects	Selection	Identifies a project with a peer (peer/peer) relationship to the current project. Project outputs cannot be rolled-up to a peer project.	No	Yes
	Project Group	Selection	The group to which the project is assigned. Only users with access to the assigned group can manage the project data.	Yes	No

Entity	Field	Type	Definition	Required	Publicly Visible
Project Statement				Yes	Yes
	Name	Text	Name of the project statement as defined by the user for identification and reference purposes. The project statement name may correspond to a funding source name or number.	Yes	Yes
	Principal Investigator	Selection	The primary project leader for research projects. Include name, work address, and telephone number.	No	No
	Total Est. WSFR Federal Cost	Number	The aggregate amount of WSFR (or WSFR Administered) funding that is anticipated to be drawn to support the Project or Project(s). It may only be a portion of the aggregate WSFR or WSFR Administered funding for the Grant as a whole.	Yes	Yes
	Total Est. Non-Federal Match	Number	Match means the aggregate value of any required non-Federal in-kind contributions and the portion of the costs of a grant-funded project or projects not borne by the Federal Government. Match may exceed the amount required by the enabling legislation for the grant program.	Yes	Yes

	Total Est. Other Cost	Number	The aggregate of all other funding supporting the Project or Projects that is not either WSFR Federal Cost or Non-Federal Match.	No	Yes
	Sub Accounts	Selection	The funding from the various WSFR or WSFR Administered funding sources that contribute to the Project or Projects.	Yes	Yes
	Other Funds	Selection	A non-WSFR funding source that does not constitute match but pertains to other costs.	No	Yes
	Need Statement	Text	A statement that describes a specific problem and cites research or data to support the description. Expresses why an agency is or should be dealing with a conservation issue, problem or opportunity as evidenced by public surveys or research data.	Yes	No
	Approach	Text	A plan to solve a situation or problem that leads to a desired outcome. The actions that will be undertaken to meet the project objective(s).	Yes	No
	Expected Results	Text	Expected results and outcome from resolving a conservation need.	Yes	No

	General	Text	Information in the project statement that Shows that the proposed activities are eligible for funding and substantial in character and design; and enables the U.S. Fish and Wildlife Service to comply with the applicable requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321 and 4331–4347), the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.), the National Historic Preservation Act (16 U.S.C. 470s), and other laws, regulations, and policies.	No	No
	Useful Life	Text	The period of time during which federally funded facilities, equipment or capital improvements are capable of fulfilling their intended purpose with adequate, routine maintenance.	No	No
	Program Income	Text	Revenue received by the grantee or sub grantee from activities directly supported by a grant during the open grant period.	No	No
	Multipurpose Projects	Text	A grant-funded project that carries out the purpose of a single grant program and also carries out either the purpose of another grant program, or an activity unrelated to a grant. The method for allocating costs in multipurpose projects and facilities as described in §§ 80.63 and 80.64.	No	No

	Relationship With Other Grants	Text	A description of the relationship between a project and other work funded by Federal grants that are planned, anticipated, or underway.	No	No
	Timeline	Text	An estimated schedule of significant milestones in completing a project.	No	No
	Scope Deviations	Text	A change in the scope of a project that results as the project is underway (Active). This change may result in desired actions that were intended to occur not happening, or actions that were not intended to occur happening.	No	No

Entity	Field	Type	Definition	Required	Publicly Visible
Project Statement Revision				No	No
	Change in Duration	Boolean	The time period for completing the stated objectives has changed. The deadline for objective indicators should be updated to reflect a new time frame.	No	No
	Change in Estimated Funds	Boolean	An increase or decrease in estimated funds requires a revision to the award. The Total Estimated WSFR Federal Cost, Total Estimated Non-Federal Match, or Total Estimated Other Cost amounts should be updated to reflect the change in total funds. A modification to the FBMS funding source must be associated with the project statement revision.	No	No

	Change in Scope	Boolean	The scope of the project statement has changed. Changes may include updates to objectives, indicators, location, project leader, or other critical elements.	No	No

Entity	Field	Type	Definition	Required	Publicly Visible
Objective				Yes	Yes
	Narrative Objective	Text	The desired outcomes of a project that are specific and can be measured quantitatively or qualitatively. Objectives directly address a need and establish benchmarks required to demonstrate the need has been met. (Specific, Measurable, Achievable, Relevant and Time bound).	Yes	No

Entity	Field	Type	Definition	Required	Publicly Visible
Funding Source				Yes	Yes
	Est. WSFR Non-Federal Match	Number	Match means the value of any non-Federal in-kind contributions and the portion of the costs of a grant-funded project or projects not borne by the Federal Government.	Yes	Yes
	Grantors	Selection	A person or institution that makes a grant or conveyance.	Yes	Yes
	Grantees	Selection	A person or group to whom a grant is made. Recipients of grant proposals receive funds.	Yes	Yes
	Sub-Grantees	Selection	The entity which receives a sub-grant and is accountable for the use of the funds provided.	No	No
	Third-Parties	Selection	A person or group besides the two primarily involved in a grant.	No	No

Entity	Field	Type	Definition	Required	Publicly Visible
Other Funds				No	Yes
	Funding Source Name	Text	Name of the non-WSFR funding source.	No	Yes
	Start Date	Date	Start date of the non-WSFR funding source.	No	No
	End Date	Date	End date of the non-WSFR funding source.	No	No
	Amount	Number	Amount of the non-WSFR funding source.	No	No
	Notes	Text	Description or comments related to the non-WSFR funding source.	No	No
	Agency	Selection	Name of the agency contributing to the non-WSFR funding source.	No	No
	Partner	Selection	Name of the partner contributing to the non-WSFR funding source.	No	No
	Third-party	Selection	Name of the third-party contributing to the non-WSFR funding source.	No	No

Entity	Field	Type	Definition	Required	Publicly Visible
Action				Yes	Yes
	Action Name	Text	Name of the action as defined by the user for identification and reference purposes.	Yes	Yes
	Action Status	Selection	Status of the action. Action status is contingent upon grant status. Draft indicates the grant is not yet approved. Active means the grant is approved and the action is in progress. Completed indicates that the action is completed and reported for performance reporting.	Yes	Yes
	Action Start Date	Date	Actual start date of the action.	Yes	Yes

	Action End Date	Date	Actual end date of the action.	Yes	Yes
	Reporting Fiscal Year	Date	Federal fiscal year in which the action is completed. Auto-populated based on the action end date.	Yes	Yes
	Category	Selection	Generic descriptor that indicates the type of action. Estimated costs are required at this level. Category is used as a basis for aggregating like actions for reporting purposes within and across states.	Yes	Yes
	Strategy	Selection	More specific descriptor that can be used to generate more specific aggregations for reporting purposes w ithin and across states. Estimated costs are optional at this level; output measures are required.	Yes	Yes
	Activity	Selection	A specific descriptor of an action used for very specific reporting needs. This level of detail is optional with some exceptions. For those programs for which this level of detail is required, outputs are also required. Estimated costs are optional at this level.	Yes/No	Yes
	Quantity	Number	A metric describing the activity standard output.	No	Yes
	Units	Text	Standard unit of measure for the activity output.	Yes	Yes
	Contacts	Selection	The contact for the action (i.e. action lead) that is not necessarily the grant or project contact.	No	No
	Partners	Selection	A person or group taking part in the project, grant, or transaction.	No	No

	Results	Text	A short publically-viewable narrative that summarizes accomplishments of action completed to fulfill project objectives.	Yes	Yes
	Date Reported	Date	The date that the result of an action is reported. An action may be reported more than once toward project statement objectives or interim measures.	Yes	No
	Value Reported	Number	The value reported toward a project statement objective indicator or interim measure indicator.	Yes	Yes
	Significant Deviations	Text	A deviation from the expected result of an action as it pertains to a specific objective. Deviations may have a net positive or negative result. The reason for a deviation should be explained.	No	No
	Project Statement	Selection	The project statement addressed by the current action progress report.	No	Yes
	Indicator	Selection	The objective indicator addressed by the current action progress report.	No	Yes
	Interim Measure	Selection	The action interim measure addressed by the current action progress report.	No	No
	Indicator	Selection	The interim measure indicator addressed by the current action progress report.	No	No
	Current Broad Habitat Level 1	Selection	General description of the existing habitat type. If more than one habitat type is present, select the most prevalent habitat type.	No	Yes

	Current Broad Habitat Level 2	Selection	More specific description of the existing habitat type selected. If more than one habitat type is present, select the most prevalent habitat type.	No	Yes
	Desired Broad Habitat Level 1	Selection	General description of the desired future habitat type. If more than one habitat type is desired, select the most prevalent desired habitat type.	No	Yes
	Desired Broad Habitat Level 2	Selection	More specific description of the desired future habitat type selected. If more than one habitat type is desired, select the most prevalent desired habitat type.	No	Yes
	Species Directly Benefitted	Selection	Species directly benefitted by the action. Additional information collection needs, such as estimated cost, will be provided for the species.	No	Yes
	Species Indirectly Benefitted	Selection	Species indirectly benefitted by the action. No additional information collection needs.	No	Yes
	Parent Action	Selection	Identifies an action with a hierarchical (parent/child) relationship to the current action. Action outputs can aggregate to a parent action.	No	Yes
	Related Actions	Selection	Identifies an action with a peer (peer/peer) relationship to the current action. Action outputs do not aggregate to a peer action.	No	Yes

Entity	Field	Type	Definition	Required	Publicly Visible
Interim Measure				Yes	Yes

	Interim Measure ID	Text	Custom identifier for the interim measure defined by the user. The identifier may correspond to a planning document.	No	No
	Interim Measure Name	Text	Short statement or name for the interim measure.	Yes	No
	Interim Measure Statement	Text	The specific and measurable desired future state of the action. Interim measures consist of specific statements of what exactly will be accomplished by the action during a specific time frame. Interim measures may be expressed as a quantity, a deadline, and/or the required quality of accomplishment.	Yes	No
	Planned Future Value	Number	The planned value of the indicator for the current interim measure.	Yes	No
	Base Value	Number	The base or starting value of the indicator for the current interim measure.	Yes	No
	Standard Output	Selection	A quantitative indicator output that is measurable by the system based on the action categories identified for the project.	No	No
	Custom Output	Text	A quantitative or qualitative indicator output that is not measurable by the system but can be reported on manually.	No	No
	Deadline	Date	The date by which the quantitative indicator for the current objective should reach the desired value.	Yes	No

Entity	Field	Type	Definition	Required	Publicly Visible
Land				No	No

	Property Name	Text	Commonly known name designated by the State or WSFR office for any size of contiguous parcels/tracts assigned by the Grantee. It may generally references the seller's name or the but could be assigned another name including of a conservation/management area that the property will be managed under.	Yes	No
	Transaction Type	Selection	The type of land transaction. Acquisition: Addition of some or all real propery rights through: purchase, exchange, or donation; Disposal: Subtraction of some or all real property rights through sale or exchange. conveyance of a real property interest; Negative adjustment (subtraction of real property acreage due to survey or administrative correction); or Positive adjustment (addition of real property acreage due to survey or administrative correction).	Yes	No
	Transfer Type	Selection	Method of acquiring or disposing of property. Includes Cash; Exchange; In-kind (i.e, grant match); and Donation.	No	No

	Interest Type	Selection	The interest(s) or right(s) acquired or sold in real estate transaction. The term(s) of the acquisition/sale can be in perpetuity or for a period of time: fee simple (maximum possible rights); conservation or other easement; lease; timber rights; water rights; mineral rights. Fee title or conservation easement acquisitions are perpetual. A leasehold interest can be for any period of time. Those that are 10 years or more must be recorded.	No	No
	Polygon Acres	Derived	The area of the parcel or tract. Area is calculated from the spatial extent of the shape.	Yes	No
	Acre Feet	Number	The acre feet of the parcel or tract. Area is calculated from the spatial extent of the shape. Acre feet applies to water rights only.	No	No
	Federal Record ID	Text	An optional, unique alphanumeric identification assigned to individual tracts by some WSFR regions.	No	No
	State Record ID	Text	An optional, State-generated unique identifier for an individual property acquisition record.	No	No

	Assessor Parcel Number	Text	A unique number assigned to parcels of real property by the tax assessor of a particular jurisdiction for purposes of identification and record-keeping. The APNs within a jurisdiction, and may conform to certain formatting standards that convey basic identifying information such as the property type or location within the plat map.	No	No
	Deed Book Number	Text	The County Recorder book number where the applicable legal instrument (e.g., deed, easement, lease) for the property is recorded. This information is needed to locate a copy of deed/easement/lease etc..	No	No
	Deed Recorded Date	Date	The date that the instrument of transfer of ownership interest, from the seller to the buyer, is recorded and stamped by the County Recorder Office.	No	No
	Deed Recording Address	Text	The Recorders Office or other location where the physical deed is recorded.	No	No
	Instrument Number	Text	A number that is assigned by the county, at the time of recording, to a legal real property document such as a deed or lease or will.	No	No

	Encumbrances	Boolean	Any partial interest in real property that is a restriction of the owner’s property rights (easements, profits, reservations, leases, and deed restrictions, mineral rights); or a claim against the owner’s property rights as security for payment of a debt (mortgage, judgment lien, or tax lien).	No	No
	Appraised Value/Waiver Valuation	Number	Appraised value is the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal.	Yes	No
	Federal	Number		No	No
	Non-Federal	Number	.	No	No
	Total	Derived	Sum of purchase price plus any land value donated, plus bargain sale, plus miscellaneous costs included as a grant cost.	No	No
	State Contribution	Number		No	No
	Non-State Contribution	Number		No	No
	Bargain Sale by Landowner	Number		No	No
	Land as Match Value	Number		No	No
	Total Non-Federal	Number		No	No

	Purchase Price	Number	The amount that a particular purchaser agrees to pay, and a particular seller agrees to accept under the circumstances of the transaction. For purposes of this program, this amount is excluding associated preacquistion and closing costs.	No	No
	Miscellaneous Costs	Number	Miscellaneous costs (e.g. expenses incidental to transfer of title paid by grantee or subgrantee per 49 CFR 24.106 such as surveys, appraisals, appraisal reviews, environmental compliance etc.).	No	No

	PLSS Location	Text	The Public Land Survey System (PLSS) is a way of subdividing and describing land in the United States. All lands in the public domain are subject to subdivision by this rectangular system of surveys, which is regulated by the U.S. Department of the Interior, Bureau of Land Management (BLM). The PLSS typically divides land into 6-mile-square townships, which is the level of information included in the National Atlas. Townships are subdivided into 36 one-mile- square sections. Sections can be further subdivided into quarter sections, quarter-quarter sections, or irregular government lots. Normally, a permanent monument, or marker, is placed at each section corner. Monuments are also placed at quarter-section corners and at other important points, such as the corners of government lots.	No	No
	Metes and Bounds	Text	A surveyor's description of a parcel of real property, using carefully measured distances, angles, and directions, which results in what is called a "legal description" of the land, as distinguished from merely a street address or parcel number. Such a metes and bounds description is required to be recorded in official county record on a subdivision map and in the deeds when the boundaries of a parcel or lot are first drawn.	No	No

	Seller	Selection	Landowner; person(s), business or conservation group relinquishing/selling ownership or control of the real estate. In many real estate legal documents this person/entity is referred to as the "Grantee". The use of the term Grantee for real estate purposes is different than the use of that term to describe the agency/entity who receives a grant award. The seller's name provides a means for identifying real property and for relating property back to its deed of transfer.	No	No
	Titled To	Selection	The agency/entity that holds legal title to the property or legal interest to some of the property rights.	No	No
	Legal Description	Text	A legal description/land description is the method of locating or describing land in relation to the public land survey system, which was established by law in 1785, under the Articles of Confederation.	No	No
	Comments	Text		No	No
	Acquisition Purpose/Change in Purpose	Text	The need, or change in need, that the specific property, or its rights, are intended to address as stated in the approved grant document.	Yes	No

Entity	Field	Type	Definition	Required	Publicly Visible
Estimated Cost - Actions				Yes	Aggregate Only
	Funding Source	Selection	The FBMS number of the approved WSFR grant that supports the Action or Actions.	No	Yes

	Total Est. WSFR Federal Cost	Number	The estimated amount of WSFR (or WSFR Administered) funding that was drawn to support the Project or Project(s). It may only be a portion of the aggregate WSFR or WSFR Administered funding for the Grant as a whole.	No	No
	Total Est. Non-Federal Match	Number	The estimated value of any required non-Federal in-kind contributions and the portion of the costs of a grant-funded project or projects not borne by the Federal Government. Match may exceed the amount required by the enabling legislation for the grant program.	No	No

Entity	Field	Type	Definition	Required	Publicly Visible
Estimated Cost - Directly Benefitted Species				Yes	Aggregate Only
	Funding Source	Selection	The FBMS number of the approved WSFR grant that supports the Action or Actions.	Yes	Yes
	Total Est. WSFR Federal Cost	Number	The estimated amount of WSFR (or WSFR Administered) funding that was drawn to support the Project or Project(s). It may only be a portion of the aggregate WSFR or WSFR Administered funding for the Grant as a whole.	No	No

	Total Est. Non-Federal Match	Number	The estimated value of any required non-Federal in-kind contributions and the portion of the costs of a grant-funded project or projects not borne by the Federal Government. Match may exceed the amount required by the enabling legislation for the grant program.	No	No

Entity	Field	Type	Definition	Required	Publicly Visible
Agency				Yes	Yes
	Agency Type	Selection	Type of agency record.	Yes	Yes
	Agency Name	Text	Name of the agency record.	Yes	Yes
	Agency Abbreviation	Text	Abbreviated name or acronym for the agency record.	No	Yes
	Agency Description	Text	Description of the agency record. May include street address, contact information, and other distinguishing details.	No	No
	State	Selection	The State location of the agency record.	No	Yes
	Parent Agency	Selection	Identifies a parent agency with a hierarchical (parent/child) relationship to the current agency.	No	Yes

Entity	Field	Type	Definition	Required	Publicly Visible
Contact / Person / Partner				No	Yes
	First Name	Text	First name of the person record.	Yes	No
	Last Name	Text	Last name of the person record.	Yes	No
	Title	Text	Job title of the person record.	No	No
	Phone	Number	Phone number for the person record.	Yes	No
	Phone Ext	Number	.Phone number extension.	No	No
	Email Address	Text	Email address for the person record	Yes	No

Entity	Field	Type	Definition	Required	Publicly Visible
	Agency	Selection	Agency of the person record.	Yes	No

Entity	Field	Type	Definition	Required	Publicly Visible
Attachment				No	No
	Attachment Type	Selection	Type of the attachment.	Yes	Yes
	File	Text	Local path of the file to be uploaded.	Yes	No
	Title	Text	Title of the attachment.	Yes	Yes
	Author	Text	Author or copyright holder for the attachment.	Yes	Yes
	Caption	Text	Short description of the content of the attachment.	No	No
	Phase	Selection	Indicates the phase of the attachment as it pertains to the status of the plan, project, or action.	No	No
	Is Performance Related?	Boolean	Indicates that the attachment should be included in performance reports.	No	No

Narratives

1. What Data TRACS fields allow entry of information in a text format?

Data TRACS has many data fields that are designed for very short text entries such as IDs and names for fields assigned by users and website URLs. Other data fields are designed for text entries of a sentence or two such as Objective Statement, Purpose/Target Description, Useful Life and Significant Deviations. More substantial narrative text entries are expected to be entered in the TRACS data fields and locations below:

TRACS Text Data Field	TRACS Location
Plan Description	Plan
Public Description	Project
Need	Project Statement
Approach	Project Statement
Expected Results	Project Statement
Results	Action

2. How do narrative fields correspond to the project-by-project requirements of 50 CFR 80.82?

Data TRACS has been designed to accommodate the majority of information required within project statements for Wildlife Restoration and Sport Fish Restoration grants as per 50 CFR 80.82. The crosswalk of project statement elements and Data TRACS fields at the Project level is:

50 CFR 80.82 Element	TRACS Data Field	TRACS Location
Need	Need Need/Threat Description	Project Statement Project
Purpose	Purpose/Target Description	Project
Objectives	Project Objectives	Project Statement
Results or Benefits Expected	Expected Results	Project Statement
Approach	Approach	Project Statement
Useful Life	Useful Life	Project Statement
Principal Investigator for Research Projects	Principal Investigator	Project Statement
Program Income	Program Income	Project Statement
Budget Narrative	N/A	N/A
Multipurpose Projects	Multipurpose Projects	Project Statement
Relationship with Other Grants	Relationship with Other Grants	Project Statement
Timeline	Timeline	Project Statement
General	General	Project Statement

3. Which of the more substantial narrative fields in Question #1 are required?

Since Project-level information in Data TRACS is expected to be used in the grant application process, the narrative fields that correspond to 50 CFR 80.82 are required. The Public Description is also required because of the WSFR program desire to transparently share information on grants that it funds to a variety of audiences through the Wildlife TRACS Viewer.

The Results text field in the Action level of Data TRACS is the main narrative component of interim and final performance reports and is required.

4. What should be included in the Public Description?

The Public Description narrative should succinctly tell a story about planned work in layman's terms since it will be displayed in the Wildlife TRACS Public Viewer. It should be considered as an executive summary and will be limited to a single paragraph. The Public Description should include the objectives and expected results or benefits.

5. Where are narrative results entered in TRACS?

Results are entered at the Action level of TRACS. Specifically, they are entered for each objective of an Action.

6. When should narrative fields be populated?

Project-level narrative fields should be populated as part of the grant application process. Action-level narrative fields should be populated as part of the performance reporting process.

7. Are there any space or character limitations for the more substantial narrative fields in FAQ #1?

There are no space or character limitations for narrative fields.

8. What is the generally recommended maximum length of text in narrative fields?

For narrative fields that will only reside in Data TRACS, there is no reason to limit the length of text. This information is used to judge substantiality in character and design and to monitor performance. So whatever amount of narrative is needed is fine. However, a maximum length of a paragraph is highly recommended for narrative fields that will be displayed in the Wildlife TRACS public viewer such as Public Description and Results.

9. Which narrative fields will be displayed in the Wildlife TRACS Viewer?

This is still open to discussion. As of October 15, the only narrative field that will certainly be viewable in the Wildlife TRACS public viewer is Public Description.

Attachments

1. What types of information can be attached to TRACS Plans, Projects and Actions?

TRACS allows any number and many types of information to be attached. Some of the more common types of attachments anticipated are:

Type	Examples
Figures and Graphs	Survey project trend graphs, Gantt timeline chart for phased Projects
Longer Narrative	Results of research Projects, Section 6 grant non-lethal take reporting
Management or Recovery Plans	CMS documentation, Products of research/survey Projects
Maps	Sampling locations within Action polygon, Land aquisition parcels
Outreach Products	Brochures, Pamphlets, Videos
Photographs	Facilities construction, Habitat improvement, Fish and wildlife species worked on
Publication	Agency report, Masters thesis, Doctoral dissertation, Report from subgrantee
Tables	Sport fish stocking lists

2. How are attachment types characterized in TRACS?

TRACS allows users to characterize an attachment as a Photo, Map, Document or Video. Attachments to Projects and Actions can also be characterized as being performance related which will allow them to appear in the Performance Report PDF.

3. When in the grant process can information be attached to TRACS?

Information can be attached to TRACS during the front end of the grant process when applying for a grant or on the back end of the grant process when reporting accomplishments. Requirements for additional information beyond TRACS data fields are spelled out in the Grant Application and Performance Report sections of this guidance document.

4. Are photographs required as attachments?

Photographs are highly recommended for all types of Projects to better tell the story of WSFR-funded work. They are particularly important to show the results of construction and habitat improvement projects. Photographs of fish and wildlife species that are the focus of work are very useful for outreach purposes. Also helpful are photographs of personnel actively involved with Projects such as field sampling, skills education classes, or providing technical assistance to a private landowner.

Access Procedures

1. Who should use Data TRACS?

Persons responsible for inputting or managing WSFR grant program projects and performance data, especially state wildlife agency coordinators, program specialists, project leaders, and WSFR grant specialists.

2. How are new user requests submitted?

New users can request access to the Data TRACS application at https://tracs.fws.gov site using the Register link.

3. Who approves new user requests?

New user requests are approved by the User Administrator for the office or agency to which the user belongs. The User Administrator is informed of new user requests via email and is responsible for approving or denying access within a reasonable time frame. User Adminstrators are responsible for verifying the accuracy and validity of new user requests prior to approval.

4. What happens when an employee no longer requires access?

User Administrators are responsible for deactivating end-user accounts when access is no longer needed. End-user passwords expire every 60 days as a fallback security measure. Regional office and state agencies should review all system accounts and privileges on an annual basis.

User Management

1. How are permissions handled in Data TRACS?

Permissions in Data TRACS are group based. State and Federal agencies are assigned a top-level group (e.g., Group = Montana; Group = Department of the Interior). Within each top-level group, sub-groups are created by the agency to correspond to state fish and wildlife agencies, Federal bureaus, and regional offices. Sub-groups can have additional sub-groups to accommodate various office, departmental, or jurisdictional organization schemes as deemed appropriate or necessary by each agency.

End-users belong to one or more groups and have specific permissions (i.e. the operations or functions the user can perform). Permissions are inherited in a top-down hierarchy. For example, a user with permission to edit Project data in the Department of Interior (DOI) group automatically has permission to edit Project data in the U.S. Fish & Wildlife Service (USFWS) group. However, a user who is in the USFWS group *does not* ha ve implicit permission to edit data in the DOI group. It is important to keep track of which end-users belong to a specific group in order to ensure that unintended access is not available through group inheritance. Data TRACS will include user management reports that display group participation and end-user permissions.

Federal end-users of Data TRACS are managed by the appropriate regional WSFR office. Management of state, and territorial users in some Regions, is the responsibility of the appropriate State agency. State agencies will identify one or more User Administrators during the registration process who are responsible for approving, managing, and deactivating end-user accounts at the appropriate level.

2. What is a group?

A group is a collection of users assigned to a specific entity. By default, Data TRACS has top-level groups that correspond to state and federal agencies. A top-level group can have one or more sub-groups that correspond to state fish and wildlife agencies or regional offices. A sub-group can have one or more sub-groups of its own that correspond to regional boundaries, departments, jurisdictions, or areas of responsbility. The workload associated with user management necessarily increases as more sub-groups are defined.

3. What is a role?

A role is the permission associated with a particular user function or operation. Data TRACS defines the following roles:

Role	Description
User Administrator	Responsible for administering user access requests, group and role assignments, account deactivation and management of user groups.
State Editor	Responsible for entry of specific data elements (e.g. projects, plans).
State Reviewer	Responsible for review of system outputs.
State Approver	Responsible for approval of system outputs
Federal Reviewer	Responsible for review of system outputs.
Federal Approver	Responsible for approval of system outputs.

In addition to roles, end-users are authorized to act upon specific data entities in the system. Roles apply to the following entities:

Entity	Description
Plan	Plan components including Plan objectives, attachments, spatial data, etc.
Project	All Project elements including the Project, Project Statement, Actions, lands, attachments, spatial data, etc.
Federal Funding Source	Award information from FBMS can only be associated with a Project Statement by the WSFR grant specialist.
TRACS User	Includes user profiles, groups, permissions, etc.

Data TRACS end-users can participate in one or more groups and be assigned one or more roles that pertain to one or more entities. Consider the following example:

User: Jane Doe

Group: Washington Department of Fish and Game

Role: State Editor

Entity: Plan, Project, Action

In this example, Jane Doe is a State user who can create and edit any Plan, Project, or Action data within the Washington DFG group.

4. Who manages groups, users, and roles?

WSFR is responsible for administering Federal end-users of Data TRACS. State fish and wildlife agencies are responsible for administering end-users for states and territories. Each WSFR regional office and state fish and wildlife agency will identify one or more individuals who will fulfill the User Administrator function. The TRACS Help Desk can assist offices with the initial registration of User Administrators. Administrators are then responsible for approval of access requests, role assignment, and account deactivation.

5. Will there be special training or E-Learning opportunities for staff that are assigned roles with additional responsibility?

Yes. E-Learning modules will be developed for all modules within TRACS, and for specific roles and responsibilities.