U.S. FISH AND WILDLIFE SERVICE
WILDLIFE AND SPORT FISH RESTORATION PROGRAM

Wildlife TRACS
User Manual

Course 1: Getting Started with TRACS
TRACS Manual

(UPDATED 11/9/2021)

This first course will introduce you to the TRACS system and the steps to get you started with registering and logging in to the system.

Table of Contents

Lesson 1a: Introduction to TRACS 2
- TRACS Training Overview 2
- What is Wildlife TRACS? 2
- Background 3
- Who can access and use TRACS? 4
- Why TRACS? 5
- How does TRACS fit into the grants life cycle? 5
- Steps to enter a grant into TRACS 8

Lesson 1b: TRACS Standardized Objectives 9
- 1b.1 Introduction to TRACS Standardized Objectives 9
- 1b.2 TRACS Performance Matrix 12
- 1b.3 TRACS Objective Builder Tool 12

Lesson 1c: Register for TRACS 13
- User Roles and Responsibilities in TRACS 13
- TRACS Registration Tips 15
- Register as Non-Federal User 15
- Register as a Federal User 22

Lesson 1d: Navigation, Reset Password, Update Profile and Add Attachments 27
- Steps to Reset Password and Login for a Non-Federal User 27
- Steps to Login for a Federal User 29
- Update your User Profile 30
- Help Desk, Log Out, and Time out Rules 31
- TRACS Modules Overview 32
- Navigate TRACS 33
- Use the Text Editor 35
- Add and Manage Attachments 36

Lesson 1a: Introduction to TRACS

Objectives

By the end of this lesson, learners will be able to:

1. Identify what the acronym TRACS stands for and the purpose of the application.
2. Define who can access and use TRACS.
3. Identify how TRACS fits into the overall grant life cycle.

TRACS Training Overview

Welcome to TRACS! The purpose of the TRACS Training Program is to provide state and federal grant managers with the knowledge and skills to input grant-funded project information and performance reports into the TRACS application.

The TRACS training team offers a hybrid training approach that includes both self-paced online courses and live instructor-led webinar training. We provide eLearning courses, videos, manuals, and job aids that can be viewed anytime online and on demand. We also offer webinar sessions on a rotating basis monthly on different days and times to accommodate a variety of time zones. Each month we offer introductory webinars, webinars by topic, and updates on new functionality. We also offer custom webinar sessions as requested.

TRACS training is organized by courses that cover every module and workflow in TRACS. Each course is divided into a series of lessons that cover specific topics or workflow steps. Visit the WSFR Training Portal at https://wsfrtraining.fws.gov/ to watch the TRACS eLearning courses and videos, review training resources and job aids, and sign-up for webinar training.

Each course has its own manual, quick reference guides and job aids (located in the TRACS Training menu on the TRACS Resources and Job Aids page), and each lesson has an eLearning video tutorial with closed captioning, a transcript, and links to the supporting materials (located in the TRACS Training menu under TRACS eLearning Courses).

In the course manuals, the date when the document was last updated will be displayed on the first page below the manual title, and each lesson begins with a list of objectives (in a blue box). Helpful tips are displayed in a box with a lightbulb icon.

What is Wildlife TRACS?

Wildlife TRACS stands for ***Tracking and Reporting Actions for the Conservation of Species***. TRACS is a web-based application that serves as the official performance reporting tool used by the U.S. Fish & Wildlife Service (USFWS) Wildlife and Sport Fish Restoration (WSFR) Program to capture conservation and related actions funded by its grant programs. It is important to note that TRACS is about more than the conservation of species. It encompasses all grant programs managed by the WSFR program, which provide funding for outdoor recreation, education, and the conservation of land and species.

Grant recipients use TRACS to build well-organized grant proposals and project statements which may be included in grant application packages. Grant recipients also manage facilities and real property records in TRACS. TRACS generates performance reports that are consistent across all WSFR grant programs at a national level and meet or exceed all federal reporting requirements.

Grant managers use TRACS to build reports which demonstrate accountability and transparency of the WSFR grant programs, monitor facilities and real property acquired with federal dollars, and receive performance reports which highlight the progress and outcome of each grant supported project.

In addition to reporting, TRACS provides users with tools to:

- Present program accomplishments on a national scale
- View data spatially with Geographic Information System (GIS) software
- Maintain and reconcile Real Property, also known as Lands, and Facility Records
- Certify hunting and fishing licenses and apportion funding by grant program to each state and insular area

Insular Areas: includes the Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands, and the territories of Guam, U.S. Virgin Islands and American Samoa

TRACS is comprised of three sites:

1) The **TRACS Live Site** (also known as the production environment: https://tracs.fws.gov) provides a standardized grant reporting tool for grantees and grantors that meets or exceeds federal regulations.
2) The **TRACS Training Site** (also known as the training environment: https://tracs-training.fws.gov) provides a copy of the live site for training and practice purposes only.
    - Note: You must have an approved account in the live system before you can access the training environment (login with the same credentials). The TRACS development team will periodically import approved users from the live system into the training environment.
    - Keep in mind that the training environment looks almost identical to the live system but has "training" in the web address URL and a red "training environment" pop-up box when you first login, so make sure you are in the right place. Also, the training environment is just for practice and testing - data is not saved and cannot be transferred to the live system. It is a great place to practice and play with the system in a "safe space".
3) The **TRACS Public Conservation Viewer Site** (release date TBD) will be a separate website that will display portions of the TRACS data to the public and key stakeholders such as industry, congressional and local government entities.

Background

The Wildlife and Sport Fish Restoration (WSFR) Program is the largest grants program in the Department of the Interior (DOI), managing over a billion dollars in grants to recipients across the U.S. annually for species and habitat conservation, recreation, and outdoor education. The standards for

program accountability are high, both in terms of the legal requirements set in statute and regulation for grant recipients and WSFR, as well as the expectations of Congress, the tax-paying outdoor industry, and the public.

The North American Model of Conservation has been called "The Greatest Story Never Told." By implementing a standardized reporting structure and metrics, WSFR can easily communicate program accomplishments by rolling-up data to report on the partnerships performance at local, state, regional, and national scales. At the same time, WSFR can demonstrate that recipients are meeting Federal Grant reporting requirements and bring efficiencies to performance reporting by using the TRACS system.

The first version of the TRACS system was released in 2012. Development of the redesigned TRACS enhancement commenced in 2018. WSFR's Program Accomplishment Reporting (PAR) Branch developed the TRACS system under the collaborative direction of the Meeting of the Parties, Joint Task Force (JTF), and TRACS Working Group.

Note: The term "Enhancement" has been dropped from the rest of the user manual chapters and training documentation, as this term was only useful to differentiate the new version from the original that was decommissioned.

The TRACS Working Group, comprised of 29 State and Federal system users, spent thousands of hours and solicited thousands of comments to simplify and standardize data fields and to improve the look and feel of the system from the user perspective. The Working Group participated in six waves of initial (Alpha) testing and developed the data fields (requirements matrixes) and the system workflow and navigation (wireframes), which went out for multiple rounds of national comment for review by all 50 states and 6 insular areas, with thousands of comments collected and addressed to improve the system workflow. A second round of testing (Beta) was conducted during the month of April 2020.

The TRACS system was released on June 15th, 2020. The initial training rollout includes TRACS introductory webinars for all 56 states and insular areas during the 10-week training rollout period from July - September 2020. The training team continues to offer monthly training webinars for refresher and new user training, as well as updated content for new functionality.

On September 15th 2020, State Directors at the Association of Fish and Wildlife Agencies (AWFA) Business Meeting unanimously approved the Memorandum of Understanding (MOU) to accept state handoff responsibility for entering data in TRACS, as the system was voted to be fully functional, and State personnel have been trained to use the system. Per the terms of the MOU, all grants administered by the WSFR program with an effective date on or after January 1st, 2021 must be entered into TRACS.

Who can access and use TRACS?

TRACS access is provided to **federal grant managers and non-federal grant recipients** to create, submit, and manage grant information to meet performance reporting requirements. Each user's access is limited based on their assigned group(s) and permissions. All users must register for an account and be approved by their organization's user administrator.

Per the Memorandum of Understanding (MOU) signed by Agency Directors: State and insular area grant recipients (does not include sub-recipients or contractors) are responsible for data entry into TRACS.

Some applicants may be exempted from entering their grant and project statement information in TRACS. However, the applicant will still be required to submit their grant and project statement information in a TRACS-friendly format, since the awarding agency will enter this information on their behalf.

Why TRACS?

TRACS is important to the WSFR Program because it makes it easier to for grant recipients to report on their accomplishments. It also allows WSFR to demonstrate accountability and transparency to our industry partners and elected officials.

Enhances Accountability by:

- ✓ Meeting Federal reporting requirements
- ✓ Demonstrating sound grant objectives
- ✓ Providing transparency on use of excise tax dollars

Improves Efficiency by:

- ✓ Streamlining data entry
- ✓ Using modern, user friendly web technology
- ✓ Simplifying performance reporting and response to data calls

Enables Effectiveness by:

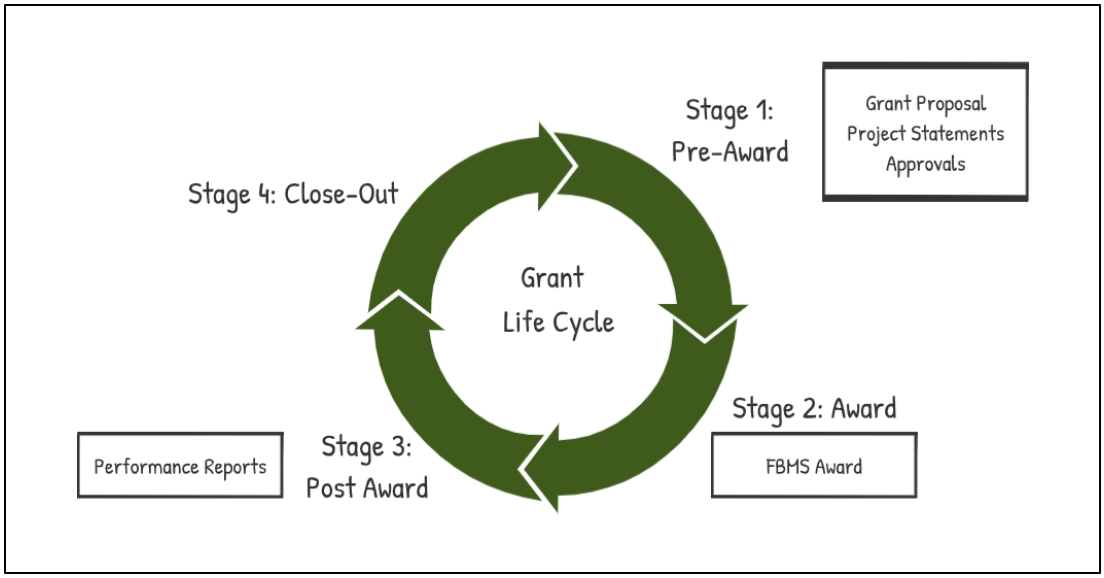
- ✓ Generating accurate, nationally consistent reports at various scales
- ✓ Allowing projects to be viewed spatially (GIS)
- ✓ Supporting efforts to tell the "WSFR Story"

How does TRACS fit into the grants life cycle?

TRACS is not a grants management system or a substitute for the overall grant application, but provides a complementary system that provides grant performance reporting tools not found in any other system. TRACS serves as WSFR's electronic repository system for all performance and accomplishment reporting related to those Federal awards administered by the WSFR program.

While grant applications are not submitted or approved via TRACS, all grant information must be entered into the system to set the stage for performance reporting.

TRACS plays an important role in the life cycle of a grant. The grant life cycle consists of four stages: Stage 1 Pre-Award, Stage 2 Award, Stage 3 Post-Award and Stage 4 Close Out. TRACS Grant Proposals, Project Statements and Approvals will typically be entered in the pre-award phase. During the award phase, the FBMS funding source award is linked to the grant in TRACS. Performance Reports are entered into TRACS during the post-award phase.



Pre-Award Phase

In the pre-award phase, the grant recipient assembles the grant application package, which consists of the Application for Federal Assistance (SF-424) with the project statement(s) and the supporting compliance and regulatory documentation for one or more grant-funded projects. Recipients can use grants.gov or Grant Solutions to search and apply for federal funding opportunities.

The grant application package includes:

- SF-424 Application for Federal Assistance
- **Project Statement(s) with 13 Required Elements**
- **Budget Information & Justification**
- Assurances & State Process Documents
- Compliance Documentation (i.e. grant requirements for Endangered Species, NEPA, and Section 106 of the NHPA, etc.)
- Negotiated Indirect Cost Rate Agreement (NICRA) & **Indirect Cost Statement**
- **Single Audit Reporting Requirements**
- **Conflict of Interest Disclosure**
- Other Documents

The items in **bold** above are part of the Grant Proposal and Project Statement generated in TRACS.

The Grantor receives grant applications from state fish & wildlife agencies and other grant recipients within their respective regions. The Grantor evaluates the grant application package for compliance with the applicable program regulations and policies, as well as other applicable federal laws. The grant proposal and project statement(s) are evaluated for "substantiality in character in design". In TRACS, the project statement(s) go through two stages of approval: non-federal approval and federal approval.

TRACS and the Grant Process: TRACS is the official performance reporting tool utilized by the WSFR program. Per the Memorandum of Understanding (MOU) signed by agency directors, all information should be entered into TRACS no later than 60-days post-award approval; however, **we highly recommend not delaying that long and instead using TRACS upfront as part of the pre-award phase.**

Best Practice Tip: It is more time and cost effective to enter and submit the Grant Proposal and Project Statement(s) in TRACS as part of the grant approval process. The TRACS-generated Grant Proposal and Project Statement are well organized and complete, increasing both efficiency and quality.

For mandatory programs, we recommend using TRACS upfront during the pre-award phase in order to generate the project statement PDF to be uploaded into Grant Solutions as part of the grant application packet. For competitive grants, we recommend entering TRACS data post award, however it is still critical to use the performance matrix and templates to design TRACS-compatible objectives to set the stage for performance reporting later on. For more information and best practice infographics, visit: https://wsfrtraining.fws.gov/mod/book/view.php?id=281&chapterid=132

Award Phase

Once the grantor has approved and awarded the grant, the grantor obligates funding and monitors the grant to ensure program funds are used and accounted for properly and project goals and objectives are achieved. The grantor utilizes two financial systems to manage the fiscal side of the grant, including the **Financial Business Management System (FBMS) and Grant Solutions**.

The Financial Business Management System (FBMS) is the integrated finance and administrative system for all bureaus under the Department of the Interior. Grant Solutions is a financial assistance (FA) management software platform for funding applicants, federal staff, and award recipients to perform and monitor the status of their respective financial assistance management activities. Grant Solutions interfaces with most major government-wide systems (i.e. Grants.gov, SAM.gov, etc.).

TRACS interfaces with the FBMS and Grant Solutions systems to pull in the financial information and reporting periods of performance required for WSFR grant performance reporting. The **grantor links the FBMS award** to the grant in TRACS.

Post-Award Phase

Grant recipients must submit performance reports to document accomplishments for their awards. **TRACS is the official performance reporting tool utilized by the WSFR program** to capture grant funded activities. TRACS-generated performance reports contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

The grantor will review and approve the performance reports for each period of performance until the grant is closed. In TRACS, the performance report for each period of performance goes through two stages of approval: non-federal approval and federal approval.

Some grants also require additional activities in the post-close out phase, such as **monitoring facilities and real property (land) acquisitions** to ensure use and disposal follows applicable laws and regulations. The Inventory Module in TRACS is used to create, edit and manage these records.

Steps to enter a grant into TRACS

Below is a high-level overview of the steps to enter a grant from start to finish in TRACS:

Grant Proposal

Completed by: Performance Data Editor

Required Information:

1. Grant Title
2. Start & End Dates
3. Contact(s)
4. Grant Program(s)
5. Single Audit Reporting Information

Project Statement

Completed by: Performance Data Editor

Required Information (pages below encompass the 13 required elements):

1. Need
2. Purpose
3. Objectives
4. Results & Benefits
5. Budget Narrative
6. Additional Information

Note: Required information varies from program to program, so check with your WSFR grant specialist if you have any questions.

Project Statement Approvals

Completed by: Performance Non-Federal Approver & Performance Federal Approver

Process:

1. Each project statement is processed through two approval steps, non-federal and federal approver.
2. Once the statement has received federal approval it is marked as "final approved".

Financial Information (FBMS Award)

Completed by: Performance Federal Approver

Process:

1. The Federal approver will attach the funding source (FBMS award).
2. The Federal approver will complete the funding information.

Performance Reports

Completed by: Performance Data Editor

Process:

1. The Data Editor provides the details on the individual objectives and activities
2. The Data Editor completes the performance questionnaire (for each period of performance)

Performance Report Approvals

Completed by: Performance Non-Federal Approver & Performance Federal Approver

Process:

1. Each performance report is processed through two approval steps, non-federal and federal approval.
2. Once the report has received federal approval it is marked as "final approved".

Note: WSFR has a specific grant closeout checklist in order to officially close each award.

Lesson 1b: TRACS Standardized Objectives

Objectives

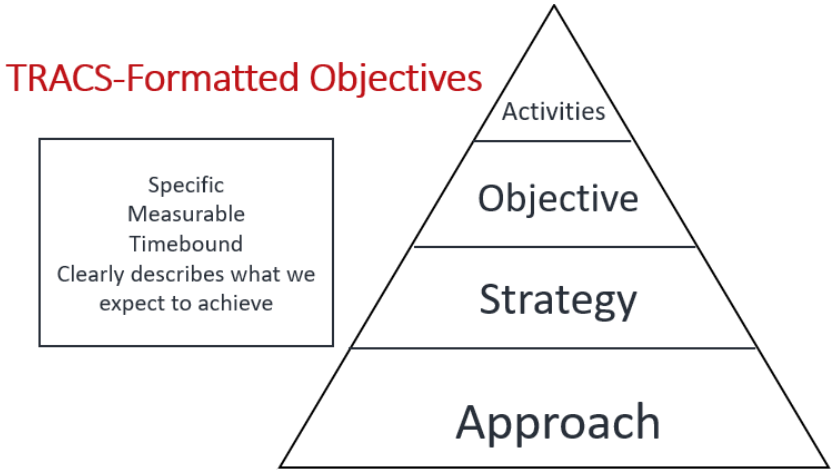
By the end of this lesson, learners will be able to:

1. Define the parts of a TRACS-formatted objective.
2. Demonstrate where to find tools to translate/format your TRACS-ready objectives.
3. Demonstrate how to build a TRACS-formatted objective using the Performance Matrix and Objective Builder Tool.

1b.1 Introduction to TRACS Standardized Objectives

The Wildlife and Sport Fish Restoration (WSFR) program utilizes a hierarchy of terms to categorize all of the types of work done in its various grant programs. The terms are listed on the "Performance Matrix" which was developed to standardize reporting by the TRACS Working Group and approved by the Joint Task Force (JTF).

TRACS provides grant applicants/recipients with a list of "standard objectives" that streamline performance reporting, increase transparency and demonstrate national accomplishments of the WSFR-administered financial assistance programs. TRACS formatted objectives consist of four components: Approach, Strategy, Objective, and Activity. The end result is an objective that is specific, measurable, timebound, and clearly defines what you want to achieve.



Some applicants may be exempted from entering their grant and project statement information into TRACS. However, the applicant is still required to submit their grant and project statement information in a TRACS-ready format using the standardized objectives, since the awarding agency will enter this information on their behalf.

Strategy = A strategy is a high-level category that is used to define the type of work. Each Strategy has one or more standard objectives, a target date and one or more activity tags that further define the objective. For some activities, the system asks for the target species or target habitat type(s), real property and/or facilities information.

All of the activities funded by WSFR grants are organized by 14 Strategies listed below:

- Coordination and Administration
- Direct Habitat and Species Management
- Environmental Review
- Facilities and Areas Construction, Renovation or Acquisition
- Facilities and Areas O&M
- Incentives
- Outreach and Communications
- Planning
- Real Property Acquisition
- Research, Survey, Data Collection and Analysis
- Species Stocking
- Stakeholder Involvement
- Technical Assistance
- Training and Education

Standard Objective = Objectives state the desired outcomes of the project and are meant to be realistic targets or benchmarks that, if achieved, will resolve the need.

The suggested format of the objective title in TRACS is "**Action verb + unit of measure + target date**.", e.g. "Stock 10 million fish by Dec. 31, 2021." Refer to the TRACS Performance Matrix and related tools for the best practice format for each objective title.

Activity = An activity further defines the intent of the objective. For each standard objective, a user must select one or more activities. All objectives require selection of at least one activity tag 1 and the unit of measure is entered at this level. Some activities also require more specific information with an activity tag 2. For example, with the objective of "conduct training events", the activity tag 1 defines the type of training events as "hunter education". TRACS will also ask the user to further define what type(s) of hunter education, such as firearms hunting and/or archery hunting.

Additional Requirements = Some activities also have additional requirements for reporting, such as identifying target habitat(s), target species, facilities and/or real property records.

Approach = The approach describes the specific methods necessary to accomplish the objective. The approach answers the question of "how" the objective will be accomplished by describing the actual work that will be done. This approach should include an adequate level of detail in order to demonstrate sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. **A separate approach is required for each objective in TRACS (and encompasses all activities within that objective).**

The Matrix Toolbox

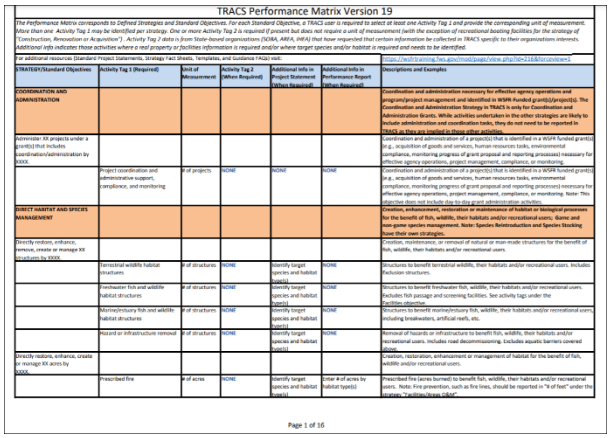
There are several tools available to help users translate and format their grants into a TRACS-ready format. Applicants should refer to the Performance Matrix and related tools in order to determine what strategy-objective-activity combination(s) should be selected for their objectives and the reportable metrics that will be required during performance reporting.

These tools include the Performance Matrix, Strategy Fact Sheets and Objective Builder Tool. Note that these tools are contain the same information and may be used interchangeably. They are available on the WSFR Training Portal TRACS Resources and Job Aids page, in a section titled "Matrix Toolbox" here: https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1. . It is important to note that the matrix and related tools are updated periodically under the direction of the TRACS Working Group, so it is best to access them via the training portal when needed.

The **TRACS Performance Matrix** lists the standardized strategies, objectives and activities that meet grant requirements. It is available in a PDF version and an excel spreadsheet version. **Strategy Fact Sheets** are helpful reference guides for each strategy and are available for download. The **Objective Builder Tool** is an eLearning activity that provides a guided tool to explore the Matrix and build your objective(s).

1b.2 TRACS Performance Matrix

The **TRACS Performance Matrix** lists the standardized strategies, objectives and activities that meet grant requirements.



TRACS Performance Matrix Version 19

The Performance Matrix corresponds to Defined Strategies and Standard Objectives. For each Standard Objective, a TRACS user is required to select at least one Activity Tag 1 and provide the corresponding unit of measurement. More than one Activity Tag 1 may be identified per strategy. One or more Activity Tag 2 is required if present but does not require a unit of measurement (with the exception of recreational boating facilities for the strategy of "Construction, Renovation or Acquisition"). Activity Tag 2 data is from State-based organizations (SORA, ARFA, IHEA) that have requested that certain information be collected in TRACS specific to their organizations interests. Additional info indicates those activities where a real property or facilities information is required and/or where target species and/or habitat is required and needs to be identified.

For additional resources (Standard Project Statements, Strategy Fact Sheets, Templates, and Guidance FAQs) visit: https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1

STRATEGY/Standard Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (When Required)	Additional Info in Project Statement (When Required)	Additional Info in Performance Report (When Required)	Descriptions and Examples
COORDINATION AND ADMINISTRATION						**Coordination and administration necessary for effective agency operations and program/project management and identified in WSFR Funded grant(s)/project(s). The Coordination and Administration Strategy in TRACS is only for Coordination and Administration Grants. While activities undertaken in the other strategies are likely to include administration and coordination tasks, they do not need to be reported in TRACS as they are implied in those other activities.**
Administer XX projects under a grant(s) that includes coordination/administration by XXXX.						Coordination and administration of a project(s) that a identified in a WSFR funded grant(s) (e.g., acquisition of goods and services, human resources tasks, environmental compliance, monitoring progress of grant proposal and reporting processes) necessary for effective agency operations, project management, compliance, or monitoring.
	Project coordination and administrative support, compliance, and monitoring	# of projects	NONE	NONE	NONE	Coordination and administration of a project(s) that is identified in a WSFR funded grant(s) (e.g., acquisition of goods and services, human resources tasks, environmental compliance, monitoring progress of grant proposal and reporting processes) necessary for effective agency operations, project management, compliance, or monitoring. Note: This objective does not include day-to-day grant administration activities.
DIRECT HABITAT AND SPECIES MANAGEMENT						**Creation, enhancement, restoration or maintenance of habitat or biological processes for the benefit of fish, wildlife, their habitats and/or recreational users; Game and non-game species management. Note: Species Reintroduction and Species Stocking have their own strategies.**
Directly restore, enhance, remove, create or manage XX structures by XXXX						Creation, maintenance, or removal of natural or man-made structures for the benefit of fish, wildlife, their habitats and/or recreational users.
	Terrestrial wildlife habitat structures	# of structures	NONE	Identify target species and habitat type(s)	NONE	Structures to benefit terrestrial wildlife, their habitats and/or recreational users. Includes Exclusion structures.
	Freshwater fish and wildlife habitat structures	# of structures	NONE	Identify target species and habitat type(s)	NONE	Structures to benefit freshwater fish, wildlife, their habitats and/or recreational users. Excludes fish passage and screening facilities. See activity tags under the Facilities objective.
	Marine/estuary fish and wildlife habitat structures	# of structures	NONE	Identify target species and habitat type(s)	NONE	Structures to benefit marine/estuary fish, wildlife, their habitats and/or recreational users, including breakwaters, artificial reefs, etc.
	Hazard or infrastructure removal	# of structures	NONE	Identify target species and habitat type(s)	NONE	Removal of hazards or infrastructure to benefit fish, wildlife, their habitats and/or recreational users. Includes road decommissioning. Excludes aquatic barriers covered above.
Directly restore, enhance, create or manage XX acres by XXXX						Creation, restoration, enhancement or management of habitat for the benefit of fish, wildlife and/or recreational users.
	Prescribed fire	# of acres	NONE	Identify target species and habitat type(s)	Enter # of acres by habitat type(s)	Prescribed fire (acres burned) to benefit fish, wildlife, their habitats and/or recreational users. Note: Fire prevention, such as fire lines, should be reported in "# of feet" under the strategy "Facilities/Areas OR#4".

Page 1 of 16

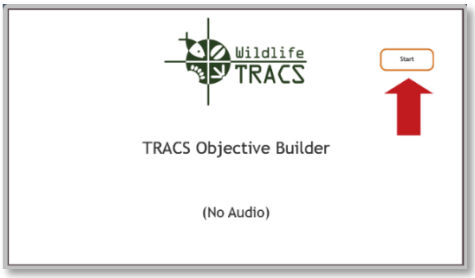
The Matrix version is listed at the top of the document. A change log is displayed on the last page. The strategies and objectives are listed in the first column on the left. The strategies are highlighted in peach with the standard objectives listed below (including the best practice objective title). The second column lists the activity tag options for the objective. The unit of measure column is next. Remember, this is the data which will be reported on when completing the performance report. If there is an activity tag 2 it will be identified to the right of the unit of measure. The next 2 columns identify the additional information which may be required. The far-right column provides users with a description of the strategy, objective, or activity.

When using the matrix to translate an objective into the TRACS format, users can identify key words from the objective and the approach, and then search the matrix to identify the strategy, objective and activity tag combination that best matches the objective. Click **Ctrl + F** to search this document by keyword.

For more information on how to use the Matrix to translate or build objectives in a TRACS-ready format, view eLearning Lesson 1b.2.

1b.3 TRACS Objective Builder Tool

The **Objective Builder Tool** is an eLearning activity that provides a guided tool (no audio) to explore the Matrix and build your objective(s). It must be accessed from the WSFR Training Portal (it is not available for download).



To launch the tool, click the play button and the start button. The first page reviews three of the components that make up a TRACS formatted objective, strategy, objective, and activity. Click the 'Advance to Strategies' button and arrive at the standardized strategy page. This page lists the 14 standard strategies developed by the working group and endorsed by the joint task force. Each strategy is a button, when you click on the button a page opens with a description of that Strategy and links to advance to the objectives or go back. The Objectives page lists the objectives that further defines the intent of the strategy and may include links to additional information about the activity tag 2s.

For more information on how to use the Objective Builder Tool to translate or build objectives in a TRACS-ready format, view eLearning Lesson 1b.3. Note: The WSFR Training Portal includes additional demonstrations of how to build objectives in TRACS in the 1b.4 demonstration examples in the online Course 1: Getting Started.

Lesson 1c: Register for TRACS

Objectives

By the end of this lesson, learners will be able to:

1. Define the user roles and responsibilities in TRACS.
2. Identify the steps to register for a TRACS account as a Non-Federal and Federal user.

User Roles and Responsibilities in TRACS

The TRACS application provides grant recipients and grant managers with the tools to create, submit, and manage required grant elements, such as the grant proposal, project statement, amendment, interim and final performance reports, performance questionnaires, and facility and real property (lands) records.

Each user is assigned to one or more **user roles** (permissions associated with user functions or operations) and to one or more **groups** (agency, division, or region).

User roles

- The **Data Editor** role allows a user to create and edit data within their assigned group and initiate workflow actions. This role can be assigned to either non-federal or federal users.
- The **Non-Federal Approver** role gives a user the ability to complete the non-federal approval functions in the workflow.
- The **Federal Approver** role gives a user the ability to complete the federal approval functions in the workflow.

Official records in TRACS (project statements, performance reports, real property records, facility records, and license certifications) must go through a two-stage approvals workflow, first with review and submission by the Non-Federal Approver and then final approval by the Federal Approver.

Additional roles in TRACS include:

- The **User Administrator** role is responsible for all user management functions for their agency or office. Each state and insular area's agency and regional office has one or more assigned User Administrator(s) are appointed by their director or agency/division head.
- The **View Only** role provides limited View Only access to TRACS, including reports. Users requesting the "view only" role should register under Region 1 and contact the TRACS Help Desk for additional approval steps.

Roles are assigned by each agency's TRACS User Administrator (appointed to the role by the agency director or manager). Roles are assigned to specific modules or workflows within TRACS (Performance Module, Inventory Module - Facilities, Inventory Module - Real Property, Administrative Module). For example, a non-federal user may have the "Performance Data Editor" role in order to create and edit grant data (grant proposal, project statement and performance reports). If the user manages grant funded facility construction, renovation, or acquisition, they will need the "Facilities Data Editor" role. If the user manages real property (lands) acquired with federal funding, then they will also need the "Real Property Data Editor" role.

Groups

In addition to selecting their user role(s), new users identify their organization when registering for access. The organization determines which user administrator receives the registration request. The user administrator assigns specific group(s) to the user.

A group is a collection of users assigned to a specific entity (such as agency, division, or region). Each user is assigned to at least one group. Users assigned to the same group will have explicit permissions to access data for that group based on their role permissions. For example, users with the "Performance Data Editor" role can view and edit any grants assigned to their group. Users who do not have access to the group will not be able to view or edit the data.

The "data editor" role is responsible for verifying the group that is attached to the grant proposal, project statement, site and/or real property record. If the user has access to only one group, the application will default to that group. If the user has access to more than one group, they will need to select the appropriate group.

Group permissions are explicit in TRACS (permissions are NOT inherited from one group to another). Group permissions allow users to access the data within their explicit group(s) only. The User Administrator is responsible for ensuring that users are assigned to only the applicable groups to manage their grants.

Federal users generally require access to their regional group as well as groups they manage, including the agencies within the states/insular areas and any additional sub-groups. Federal users who need access to the "data editor" role or additional groups or sub-groups after initial set up, should contact the TRACS Help Desk for assistance.

TRACS Registration Tips

TRACS is required by federal security guidelines to use different mechanisms to authenticate federal versus non-federal system users. Click on the links below to jump to the page for your user type:

- Register as a Non-Federal User
- Register as a Federal User

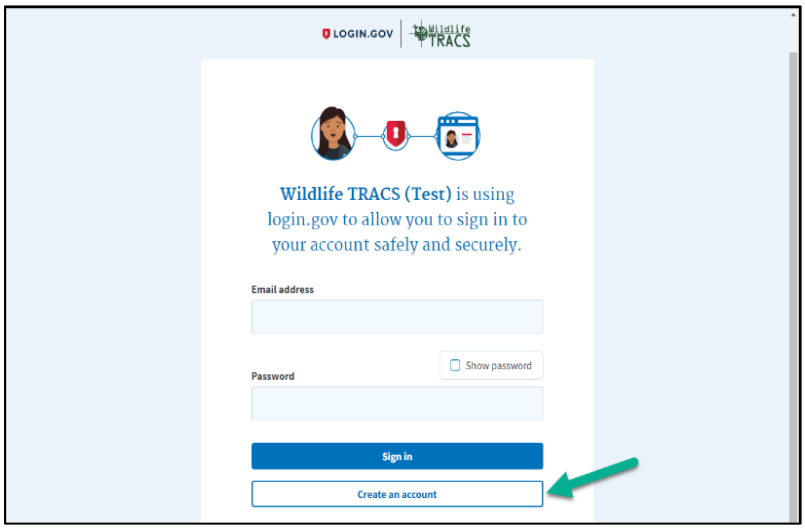
Registration Tips:

- TRACS has both a live (production) site and a training environment, which is a copy of the live site used for training purposes only. **Make sure you are accessing the correct environment!** The training environment is for practice and testing only. Data is not saved in the training environment and cannot be transferred to the live site.
- Make sure you enter your information correctly – a typo/misspelling (especially with your email address) can cause issues with your approval and delay getting access. Use your official/business contact information only.
- Each group has a **designated user administrator** who approves access requests for their agency/division/region, which are typically processed within two business days.
- Users with questions about their access should **contact their agency's User Administrator directly** or for general questions, contact the TRACS help desk at tracs-helpdesk@fws.gov or call 1-844-408-7227 for additional assistance.

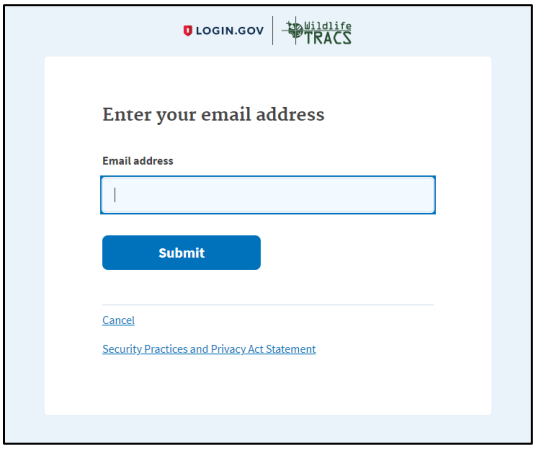
Register as Non-Federal User

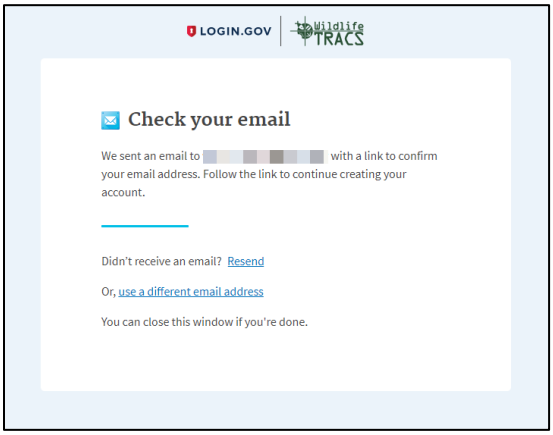
1. From the TRACS login screen (https://tracs.fws.gov), Non-Federal users click "Sign-in with Login.gov".

2. The LOGIN.GOV sign-in page opens.
   a. If you do not have an account, click "**Create an account**".

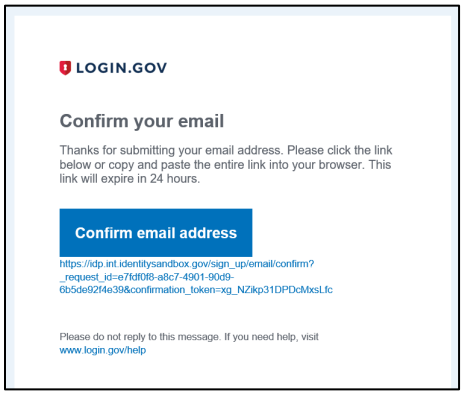


   b. Enter your business email address and click "Submit". Do NOT use a personal email address.

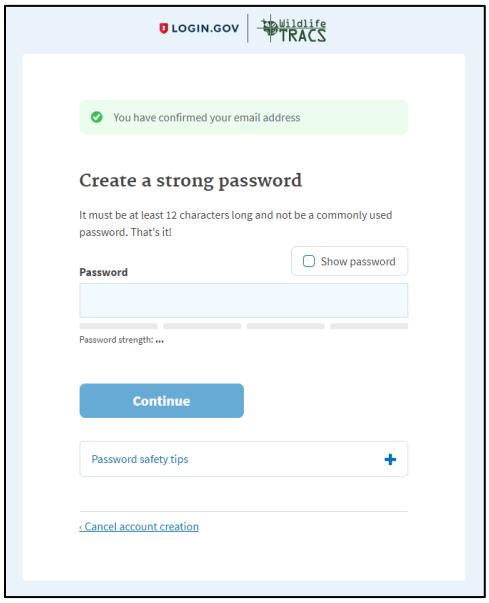




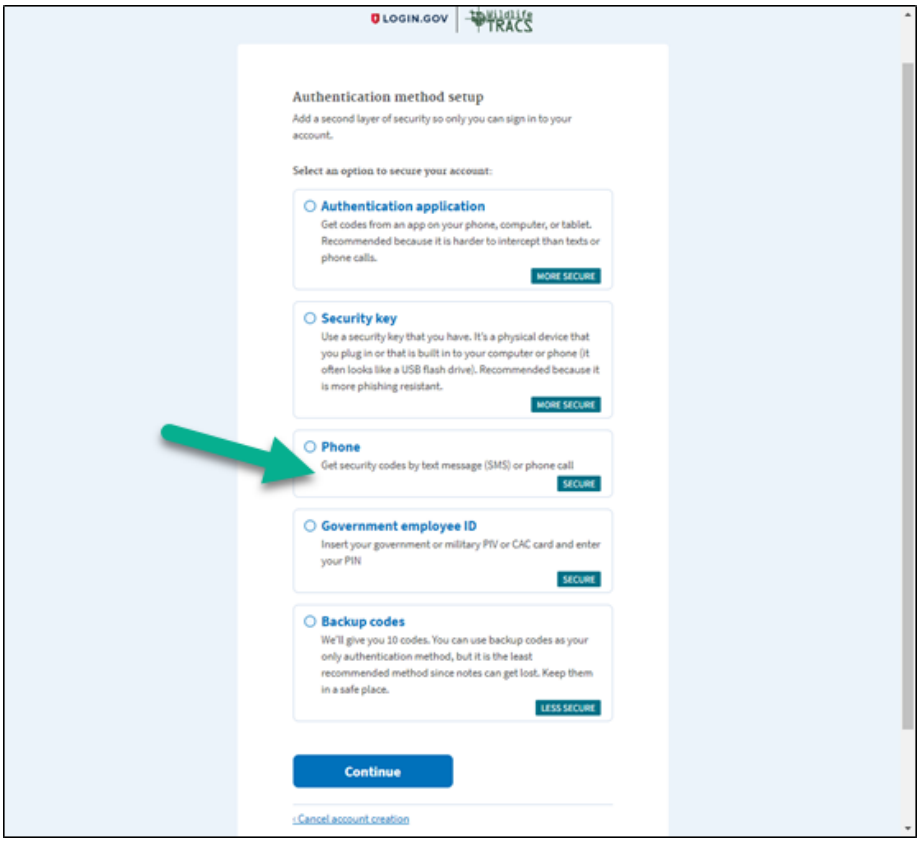
   c. Check your email for the confirmation message (check your spam/junk folder if it is not found). On the LOGIN.GOV screen, click "Resend" if needed. In the email, click "Confirm email address".



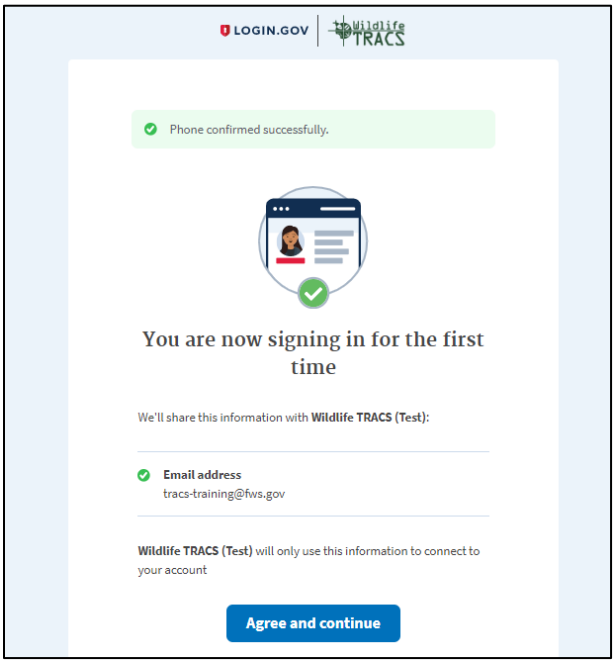
d. The password page will open. Enter a strong password. Your password should not be a commonly used password. It must be a minimum of 12 characters and contain a combination of lower and upper case characters, and contain at least one non-alphanumeric character, such as: #*$%!. Numeric characters are optional.



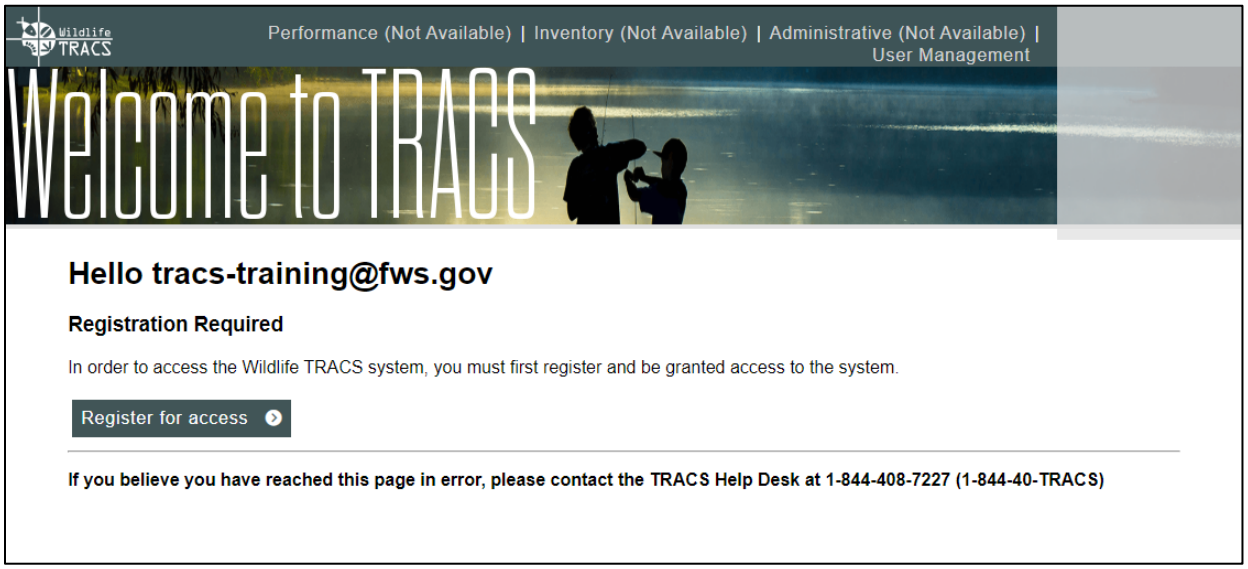
e. Set up an authentication method and select "Phone" for text message (SMS). Please use a cell phone as your backup. Or if you have an area code that is not recognized, use the authentication application instead. Note: The other authentication methods are less reliable. Fill out any additional required fields.



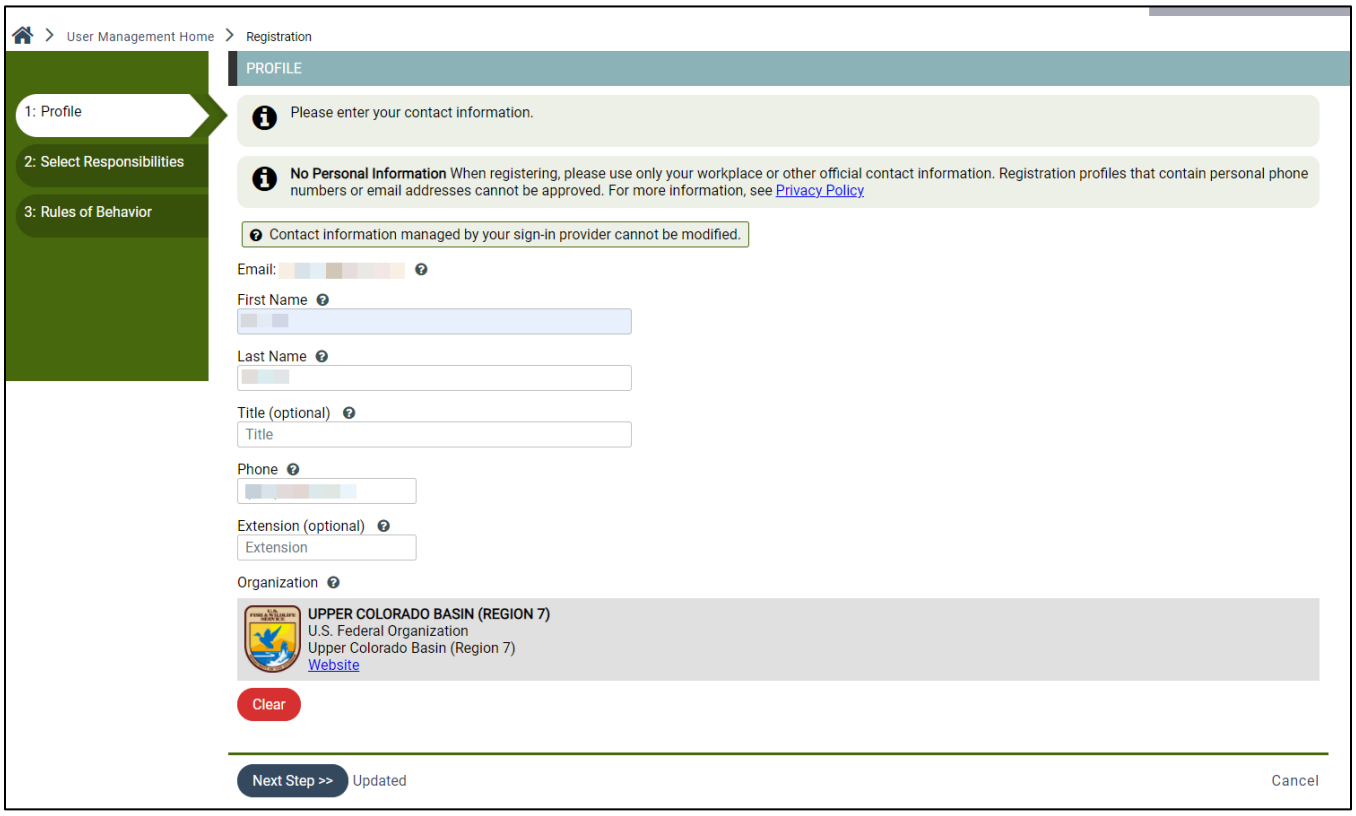
f. Click "agree and continue".



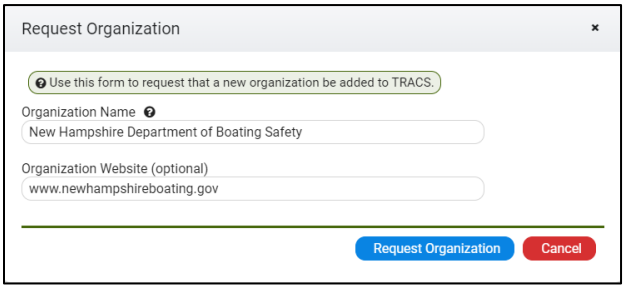
3. The TRACS registration page opens. Click "**Register for access**".



4. Fill out the **Profile** page. (Note: On the registration forms, the tabs on the left side are not clickable since the forms must be completed in order).



a. **Email**: defaults to the email provided in Login.gov (cannot be changed)
b. **First Name**
c. **Last Name**
d. **Title (optional)**
e. **Phone**
f. **Extension (optional)**
g. **Organization**: Type at least 3 letters of the full organization name to search for it (e.g. "Ore" to search for "Oregon Department of Fish and Wildlife"). Select the organization from the list. Note: The system cannot search for acronyms or abbreviations (such as ODFW or OR Dept. F&W).
    i. If not found, click "Request New Organization". Fill out the Organization Name with the full organization name (no abbreviations) and website (if available), then click "Request Organization".



h. Once all required fields have been entered, click "Next Step".

5. **Select Responsibilities**: please select the TRACS responsibilities you have for your organization by checking the appropriate boxes. Then click "Next Step".

   Non-federal users will most likely have the "Data Editor" role for the Performance Module. Users who also manage facilities or real property records may also have the "Data Editor" role for Facilities and/or Real Property workflows in the Inventory Module. Some Non-federal users may have the "Non-Federal Approver" role in the Performance and/or Inventory Modules in order to complete the non-federal approval functions in the workflow.

   The User Administrator for your agency/organization will verify the accuracy and validity of user requests prior to approval and may update your role/group permissions.

<u>List of Roles by Module</u>

<u>Performance Module</u>

- **Performance Data Editor**: *View and edit grant, project statement and performance data.*
- **Performance Non-Federal Approver**: *Review and submit grant, project statement, and performance data.*
- **Performance Federal Approver**: *Review and approve statements and performance reports.*

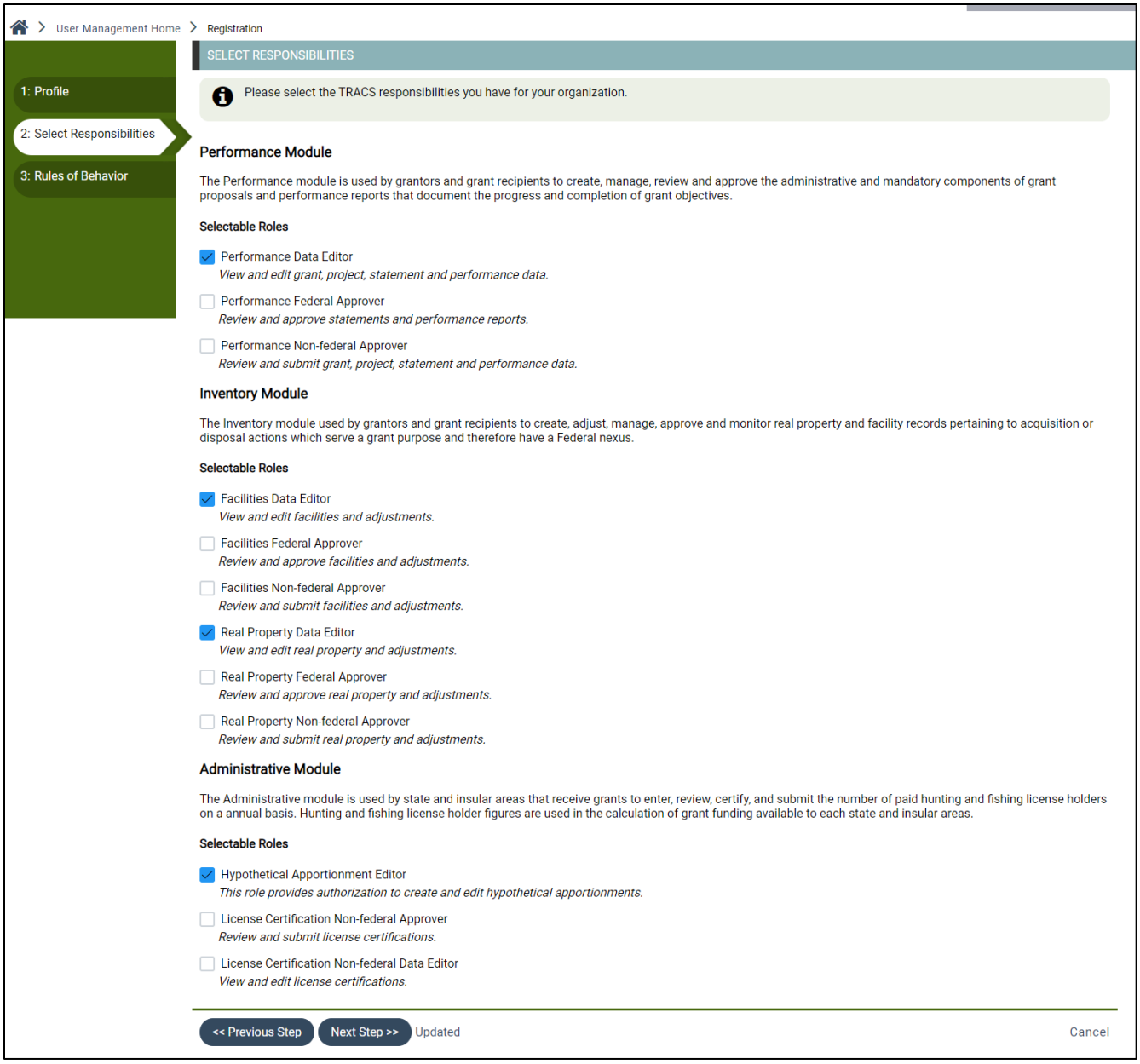
<u>Inventory Module</u>

- **Facilities Data Editor**: *View and edit facilities and adjustments.*
- **Facilities Non-Federal Approver**: *Review and submit facilities and adjustments.*
- **Facilities Federal Approver**: *Review and approve facilities and adjustments.*

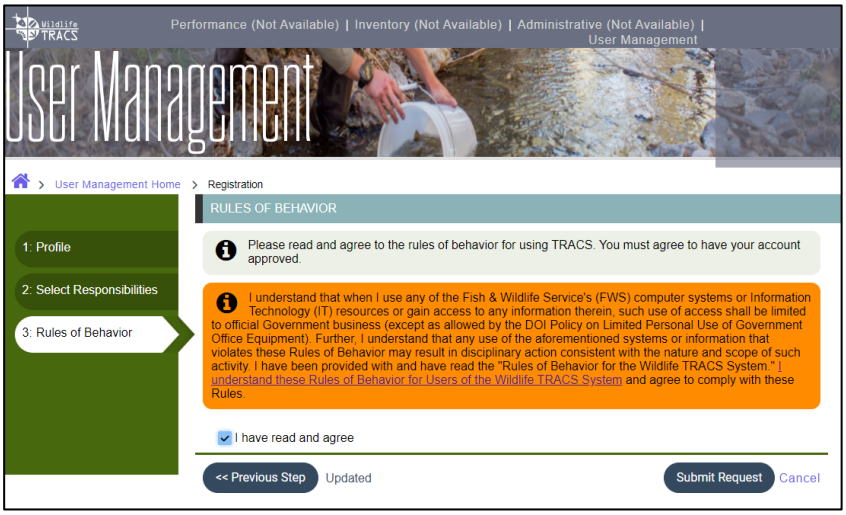
- **Real Property Data Editor**: *View and edit real property and adjustments.*
- **Real Property Non-Federal Approver**: *Review and submit real property and adjustments.*
- **Real Property Federal Approver**: *Review and approve real property and adjustments.*

<u>Administrative Module</u>

- **Hypothetical Apportionment Editor**: *Create and edit hypothetical apportionments.*
- **License Certification Non-Federal Data Editor**: *View and edit license certifications.*
- **License Certification Non-Federal Approver**: *Review and submit license certifications.*



6. Review the **Rules of Behavior**. Check the box "I have read and agree", then click "Submit Request".



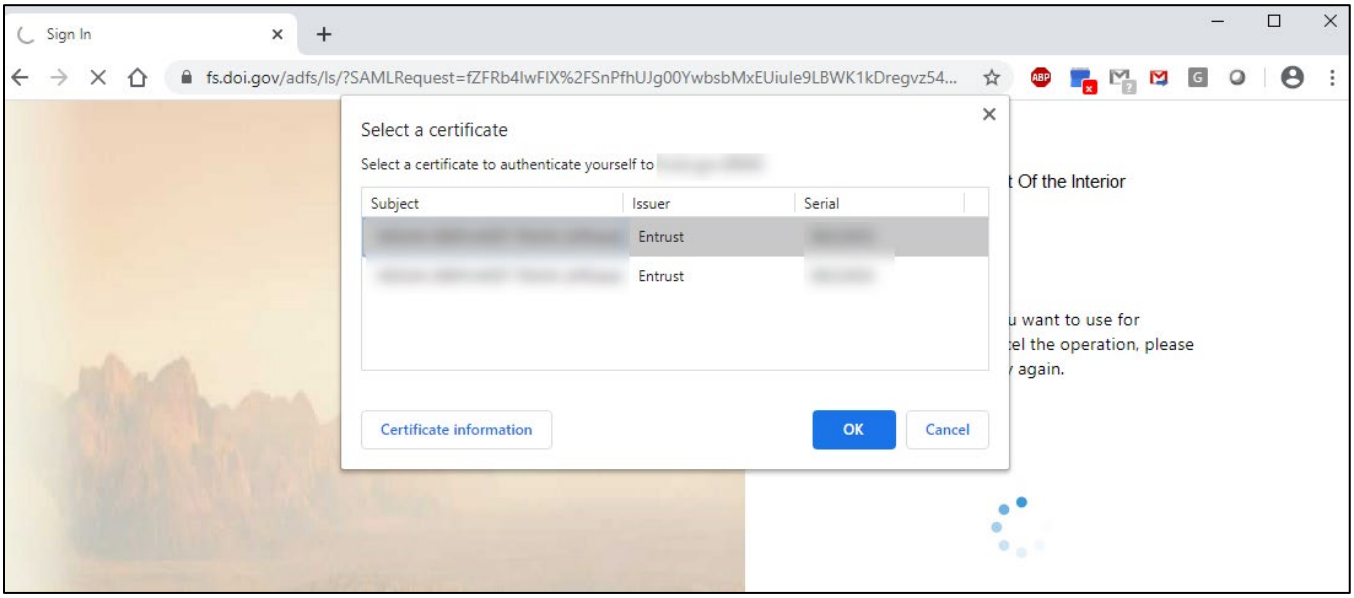
7. The "Registration Pending" page opens. The user administrator appointed for your organization will approve your account, typically within 2 business days. You will receive an email when your request has been approved and you can login!

Register as a Federal User

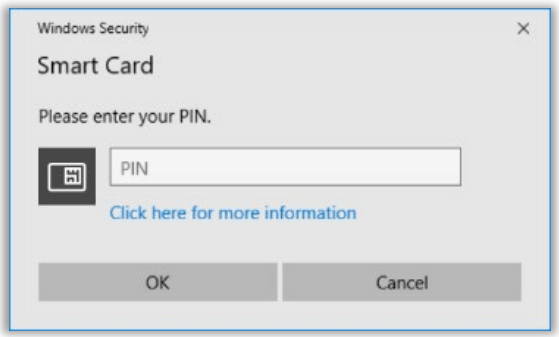
1. From the TRACS login screen page (https://tracs.fws.gov), Federal users must click "Sign-in with DOI Login (PIV)".

2. The U.S. Department of the Interior Sign-In page opens.
    a. Click on the "Sign in with PIV Card" link.

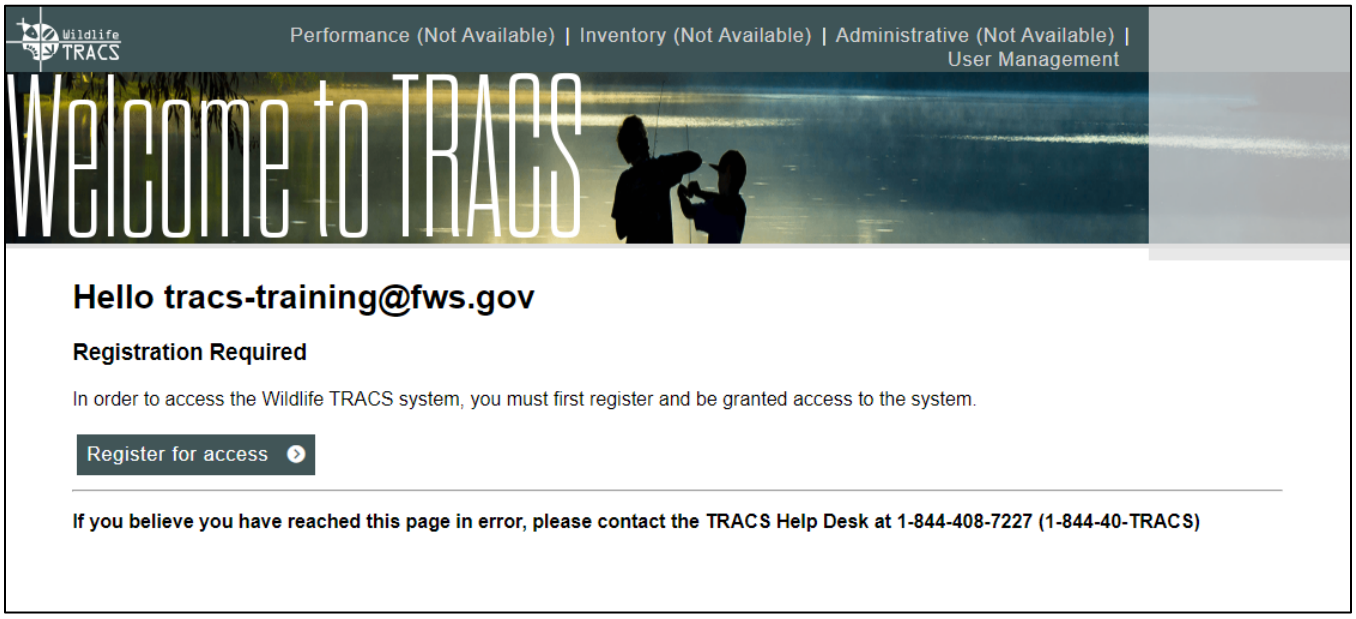
    b. Select a Certificate (some users may have more than one certificate and it is trial and error to see which one works).



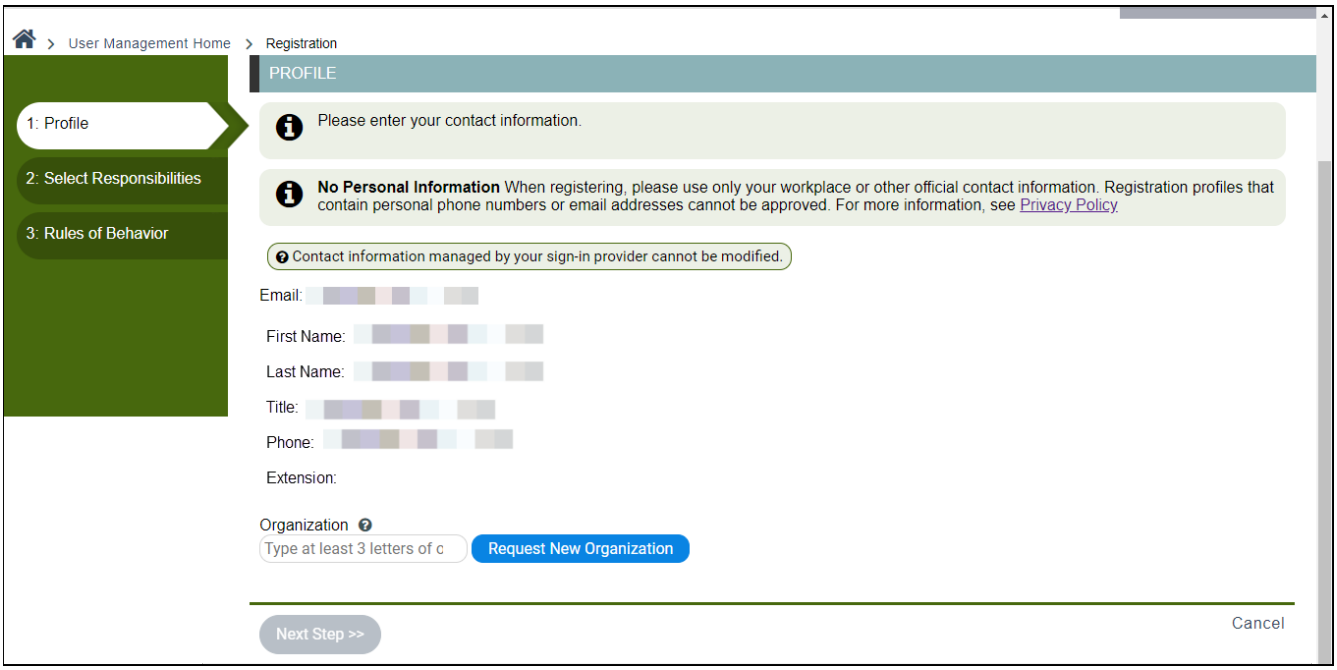
    c. Enter your PIN. (Note: If the PIN does not work, you may have selected the wrong certificate, in which case, click "Cancel" and select a different certificate).



3. The TRACS registration page opens. Click "Register for access".



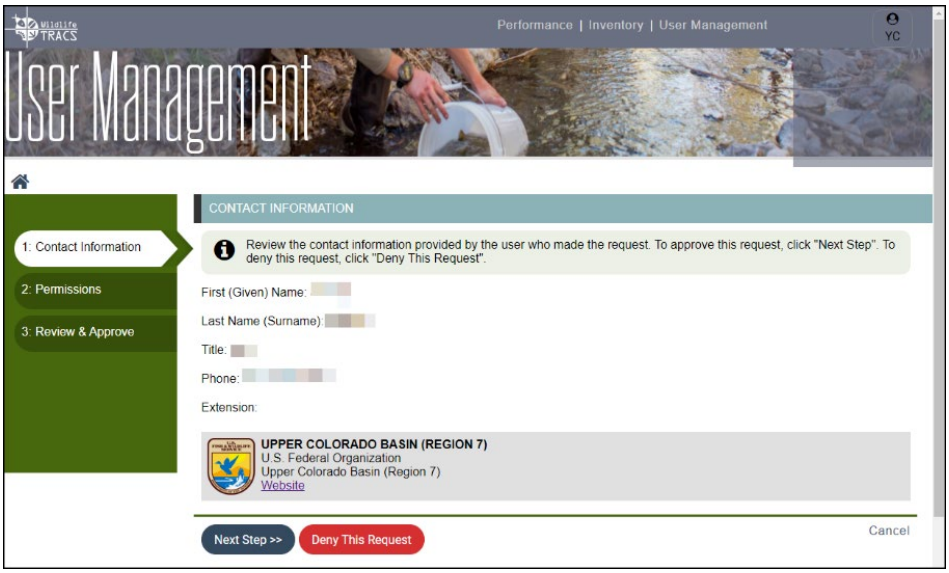
4. Update the **Profile** page if needed. (Note: On the registration forms, the tabs on the left side are not clickable since the forms must be completed in order).



a. Profile information is auto-populated from the active directory (including email address, first and last name, title, phone number, extension if available). If this information needs to be updated, login to MyAccount (https://myaccount.fws.gov) to update your profile information, which will then be automatically updated in TRACS.

b. Select the **Organization**. WSFR Staff: select your primary region from the 12 DOI Unified Regions (the federal user administrator for your region will add you to additional regions as needed):

1. NORTH ATLANTIC-APPALACHIAN (REGION 1) – note this region includes Headquarters staff and view only role (contact the TRACS Help Desk for view only role approval)
2. SOUTH ATLANTIC-GULF (INCLUDES PUERTO RICO AND THE U.S. VIRGIN ISLANDS) (REGION 2)
3. GREAT LAKES (REGION 3)
4. MISSISSIPPI BASIN (REGION 4)
5. MISSOURI BASIN (REGION 5)
6. ARKANSAS-RIO GRANDE-TEXAS-GULF (REGION 6)
7. UPPER COLORADO BASIN (REGION 7)
8. LOWER COLORADO BASIN (REGION 8)
9. COLUMBIA-PACIFIC NORTHWEST (REGION 9)
10. CALIFORNIA-GREAT BASIN (REGION 10)
11. ALASKA (REGION 11)
12. PACIFIC ISLANDS (AMERICAN SAMOA, HAWAII. GUAM, COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS) (REGION 12)

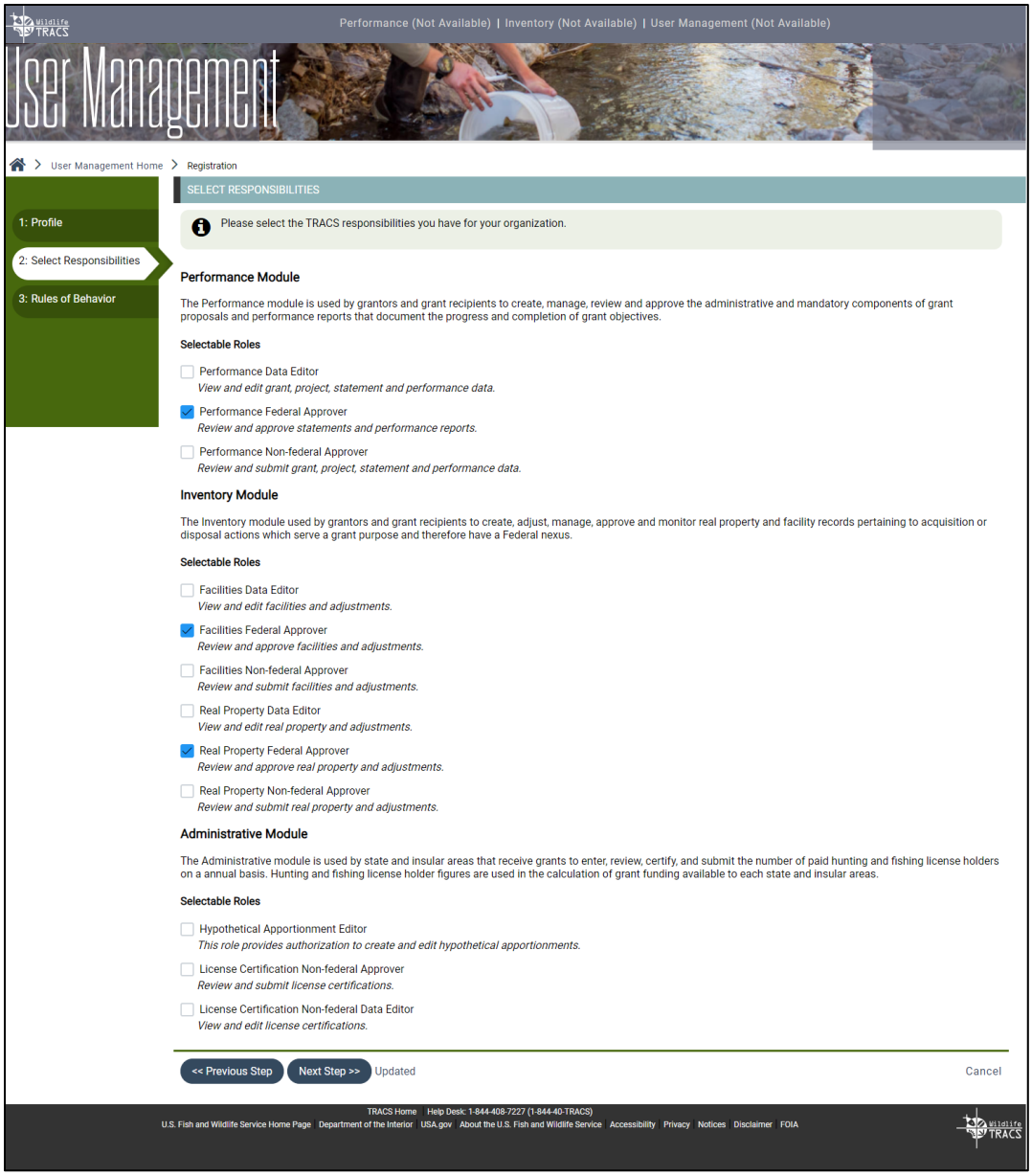


c. Click "Next Step".

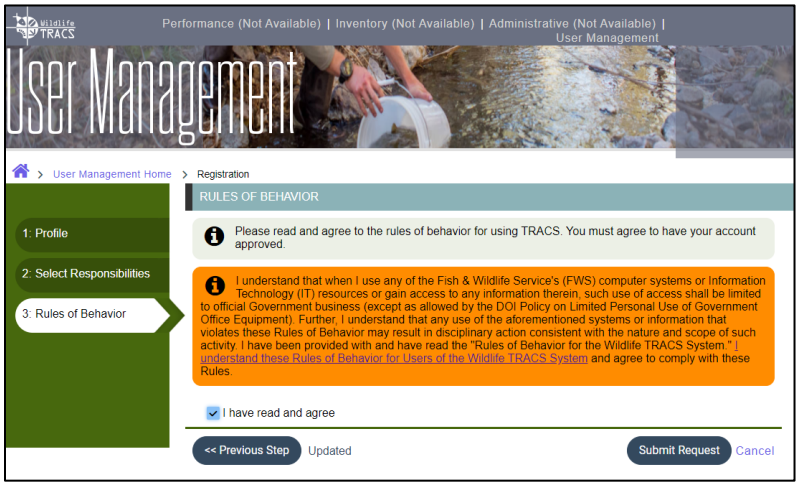
5. **Select Responsibilities**: please select the TRACS responsibilities you have for your organization. Then click "Next Step".

Federal users will most likely have the "Federal Approver" role for the Performance module (and may also have the same role for the Facilities and/or Real Property workflows). Federal users may also have the "Data Editor" role if they are also entering data into the system (contact the TRACS help desk for assistance with adding this role, since the federal user administrator cannot grant this access).

The User Administrator for your agency/organization will verify the accuracy and validity of user requests prior to approval and may update your role/group permissions.



6. Review the **Rules of Behavior**. Check the box "I have read and agree", then click "Submit Request".



7. The "Registration Pending" page opens. The user administrator appointed for your organization will approve your account, which typically takes two business days. You will receive an email when your request is approved.

Lesson 1d: Navigation, Reset Password, Update Profile and Add Attachments

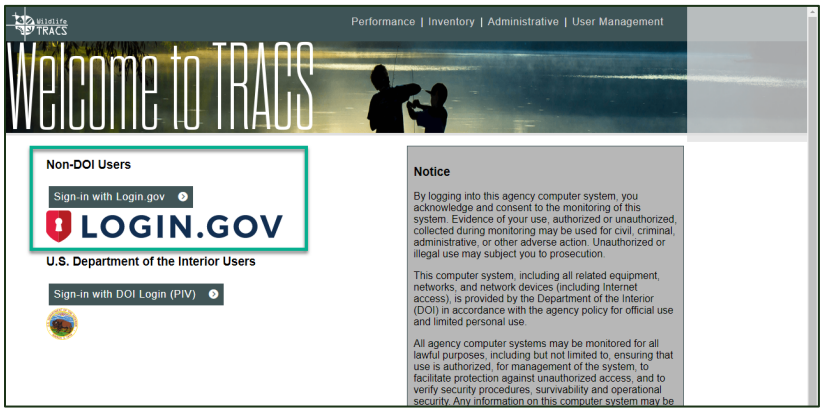
Objectives

By the end of this lesson, learners will be able to:

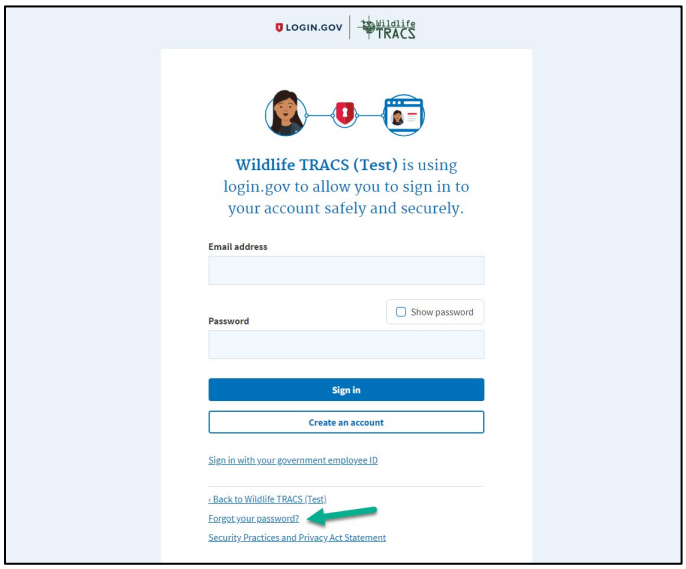
1. Demonstrate how to reset your password and login to TRACS.
2. Demonstrate how to update your user profile.
3. Define the steps to upload and manage attachments.
4. Identify tips and tricks to navigate the site.

Steps to Reset Password and Login for a Non-Federal User

1. From the TRACS login screen (https://tracs.fws.gov), Non-Federal users click "Sign-in with Login.gov".



2. To reset your password, click on the "**Forgot your password**" link.



   a. You will receive a system-generated e-mail with a link to reset your password. This link expires in 6 hours, so make sure you use it right away.
   b. The link in the e-mail will re-direct you to the Reset Password screen. Fill out the form to change your password. Note: If you receive a password reset email and you did not initiate the reset procedure, contact the TRACS Help Desk immediately.

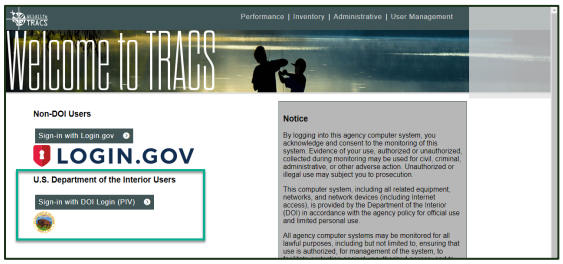
Note: If you are unable to login and your account is new, it may still be pending user administrator approval. You will receive an email once your account has been approved and you can login. If you have any questions, contact your User Administrator or the TRACS Help Desk at tracs-helpdesk@fws.gov or call 1-844-408-7227.

Password Rules set by DOI Policy:

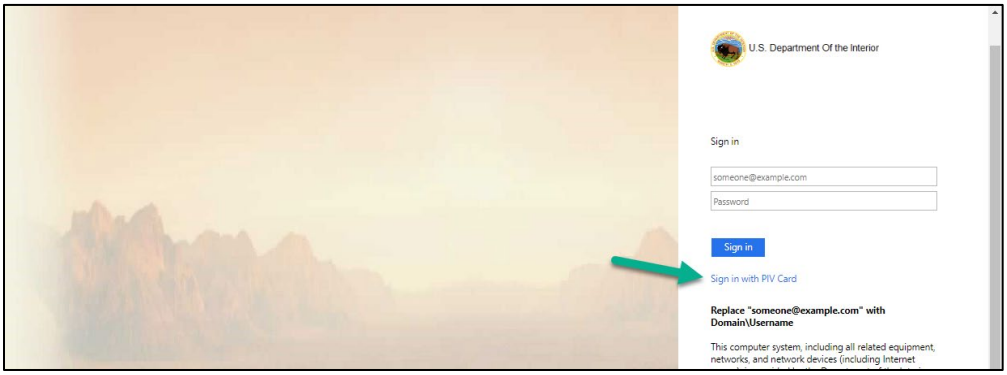
- Your password should be a minimum of 12 characters and contain a combination of lower and upper case characters, and contain one non-alphanumeric character, such as: #*$%!. Numeric characters are optional.
- Passwords must be changed every 60 days and must be unique compared to the previous 24 passwords used. Passwords should change by at least two characters, and cannot be re-used within 365 calendar days.
- If you believe your password has been compromised, change your password immediately and report the incident to the TRACS Help Desk at tracs-helpdesk@fws.gov.
- If a user account name and password are keyed in three (3) consecutive times without correctly accessing the system, the account is automatically locked for 15 minutes as a security precaution. We recommend waiting 20 minutes because the 15 minute lockout period resets if another failed attempt occurs during the lockout period.
- Passwords can only be reset once within a 24-hour period. This requirement can be overridden by modifying the password directly in the database; however, this requires assistance from the Help Desk.
- Contact the Help Desk if you are unable to reset your password.
- If your account has been deactivated by the user administrator, you will need to complete the registration process again.

Steps to Login for a Federal User

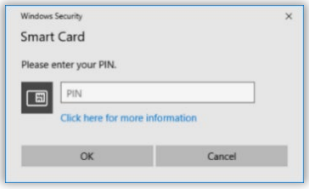
1. From the TRACS login screen, Federal users must click "Sign-in with DOI Login (PIV)".



2. Click on the "Sign in with PIV Card" link.

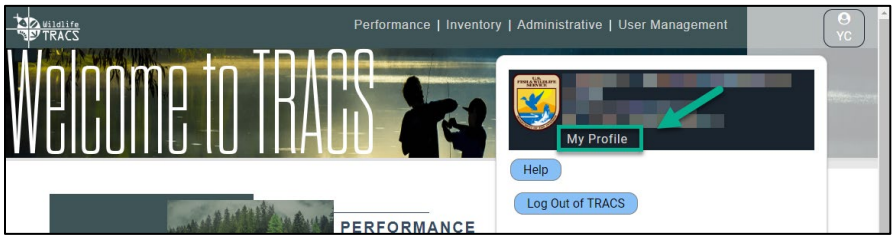


- The PIV Smart Card credentials window. Enter your PIN. TRACS will automatically sign you in without an additional password needed. If you are having issues with your PIV Card or credentials, please contact the IRTM Help Desk (1-800-520-2433).



Update your User Profile

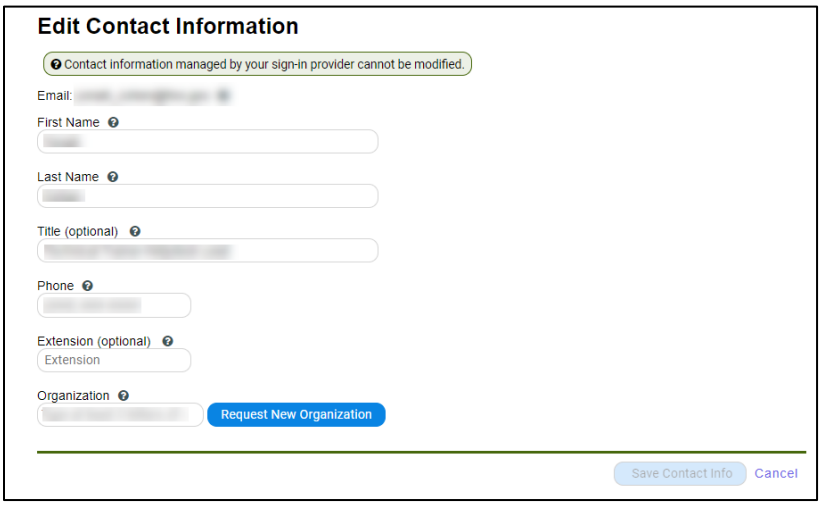
1. Login and click on the box with your initials in the upper right-hand corner of any page in the TRACS application. Then click on the "My Profile" link. Click on the box again to close it.



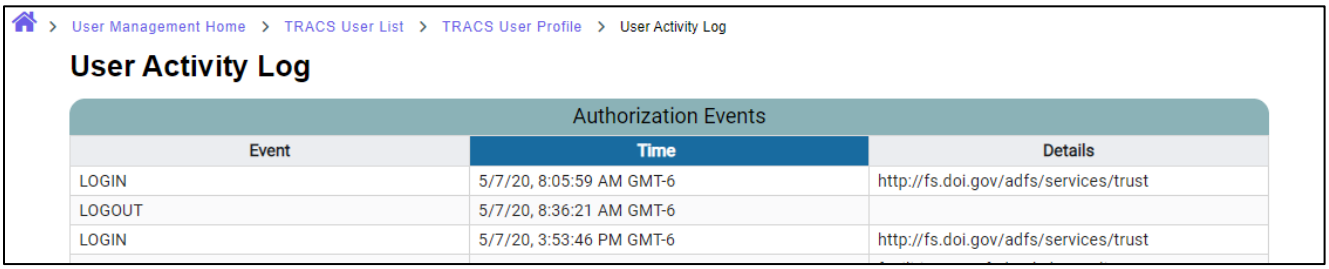
2. Your User Profile page opens displaying your current contact information, account status and activity and permissions.

Click on "**Edit Contact Information**" to update your name, title, phone, extension and/or organization. Then click on the "Save Contact Info" button.

a. Note: Contact information managed by your sign-in provider cannot be modified. Federal users can login to MyAccount (https://myaccount.fws.gov) to update your profile information, which will then be automatically updated in TRACS.

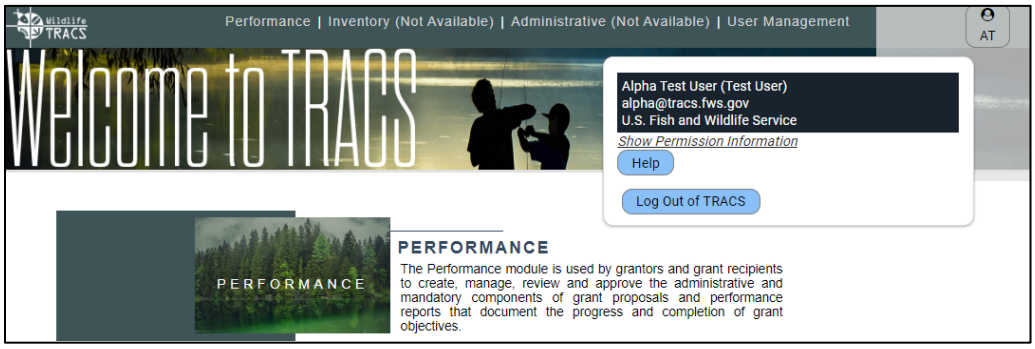


b. Click on "**Activity Details**" to see your user activity log when you last logged in or out of TRACS.



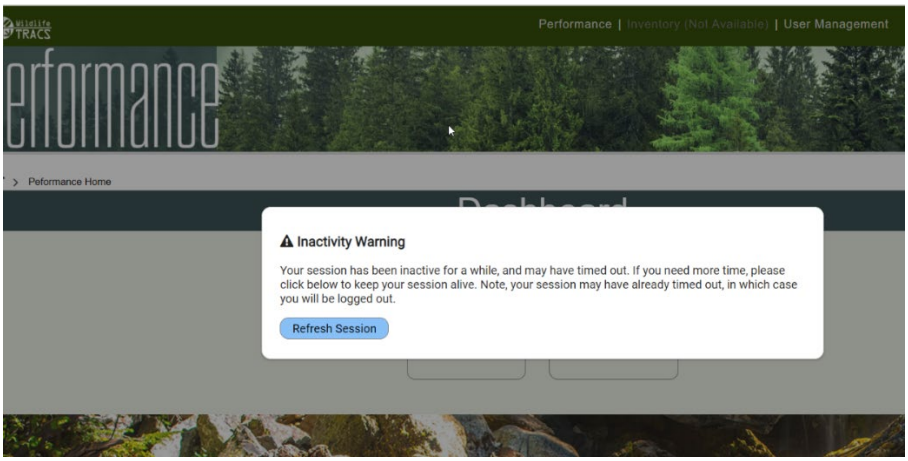
Help Desk, Log Out, and Time out Rules

- To log out of TRACS, simply close the browser window or click on the box with your initials in the upper right and select "Log Out of TRACS".



- If you need assistance, please contact the TRACS Help Desk at:
    - Email: tracs-helpdesk@fws.gov
    - Phone: 1-844-408-7227 (1-844-40-TRACS)
    - Help Desk contact information is displayed in the "Help" pop up box when you select your initials in the upper right. Help Desk information is also displayed in the footer bar in TRACS.

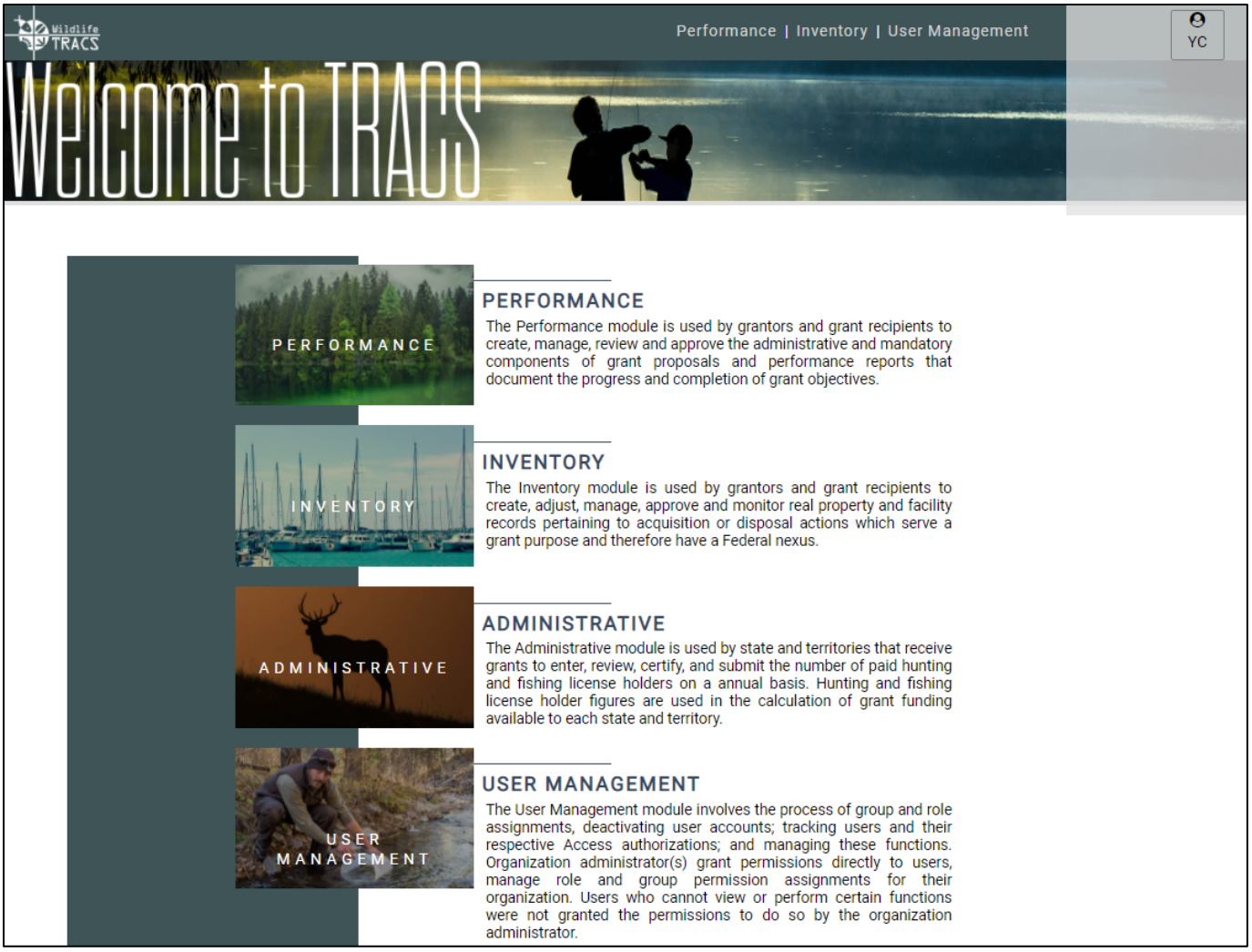
- The Department of the Interior sets the timeout threshold for the TRACS application at 15 minutes with no activity. Before timing out, the system will provide a pop-up asking if the user would like to "Refresh Session".



TRACS Modules Overview

After logging in to the TRACS system, the homepage opens displaying the main functional modules of TRACS. Access to the modules is restricted based on the user's roles. For example, only User Administrators can access the "User Management" Module.

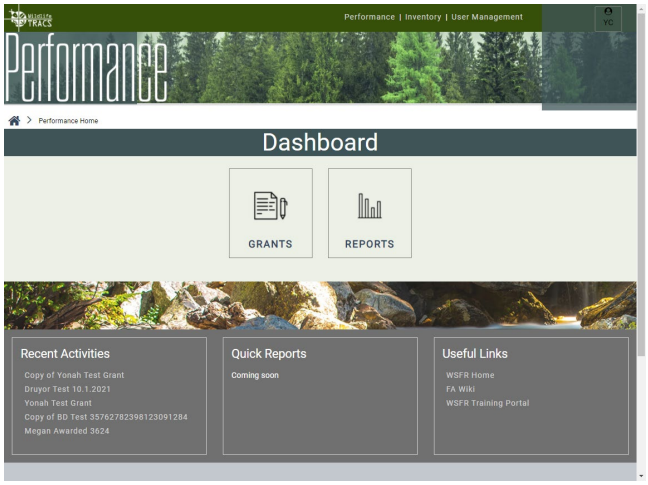
- **Performance Module**: The Performance module is used by grantors and grant recipients to create, manage, review and approve the administrative and mandatory components of grant proposals and performance reports that document the progress and completion of grant objectives.
- **Inventory Module**: The Inventory module is used by grantors and grant recipients to create, adjust, manage, approve and monitor real property and facility records pertaining to acquisition or disposal actions which serve a grant purpose and therefore have a Federal nexus.
- **Administrative Module:** The Administrative module is used by state and territories that receive grants to enter, review, certify, and submit the number of paid hunting and fishing license holders on a annual basis. Hunting and fishing license holder figures are used in the calculation of grant funding available to each state and territory.
- **User Management Module:** The User Management module involves the process of group and role assignments, deactivating user accounts; tracking users and their respective Access authorizations; and managing these functions. Organization administrator(s) grant permissions directly to users, manage role and group permission assignments for their organization. Users who cannot view or perform certain functions were not granted the permissions to do so by the organization administrator.



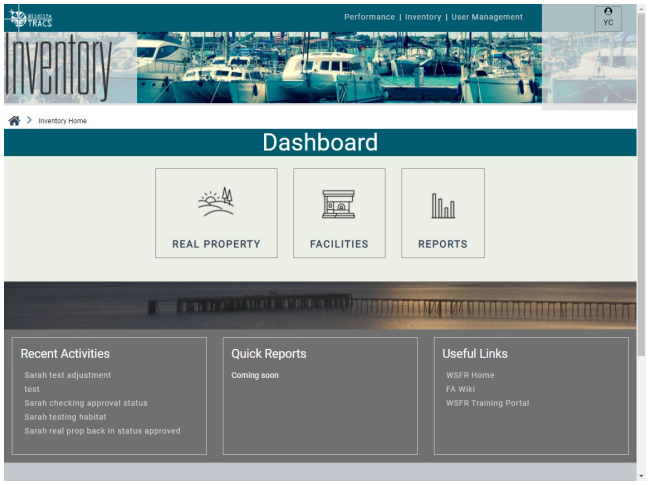
Navigate TRACS

To navigate the site, select one of the modules. A dashboard screen will open providing buttons to access the workflows and reports within that module based on the user's permissions.

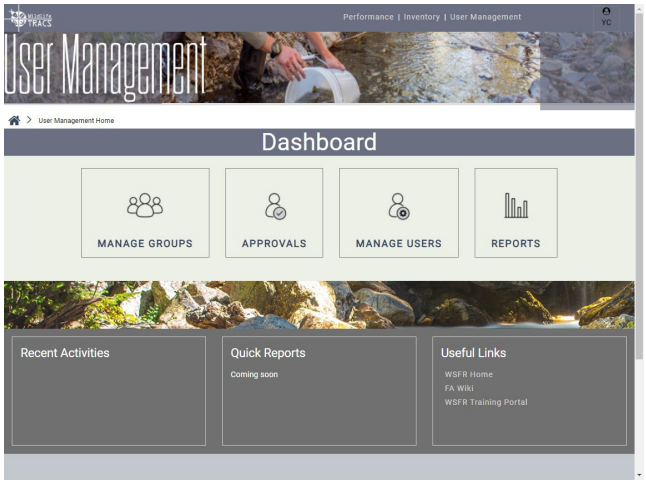
Performance Dashboard



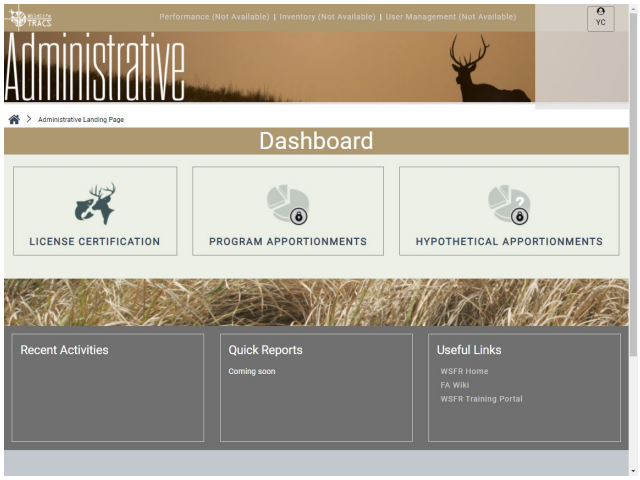
Inventory Dashboard



User Management Dashboard



Administrative Dashboard



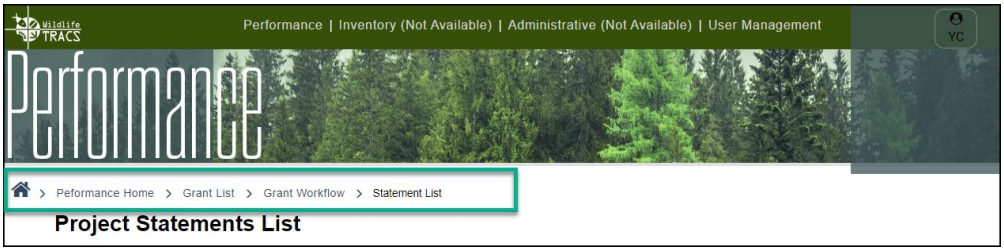
On most Dashboard screens, a 'Reports' button opens the reports list page, allowing users to generate preset reports on the data in TRACS. On each Dashboard screen, additional information is displayed in the lower half of the screen, including:

- **Recent Activities**: User-specific list of your recent activities in that module, such as recent grants or inventory records you created or updated.
- **Quick Reports**: User-specific reports to view your open grants, closed grants, and your organization's open grants.
- **Useful Links**: provides links to helpful resources, including the WSFR homepage, FA Wiki and TRACS Training Portal.

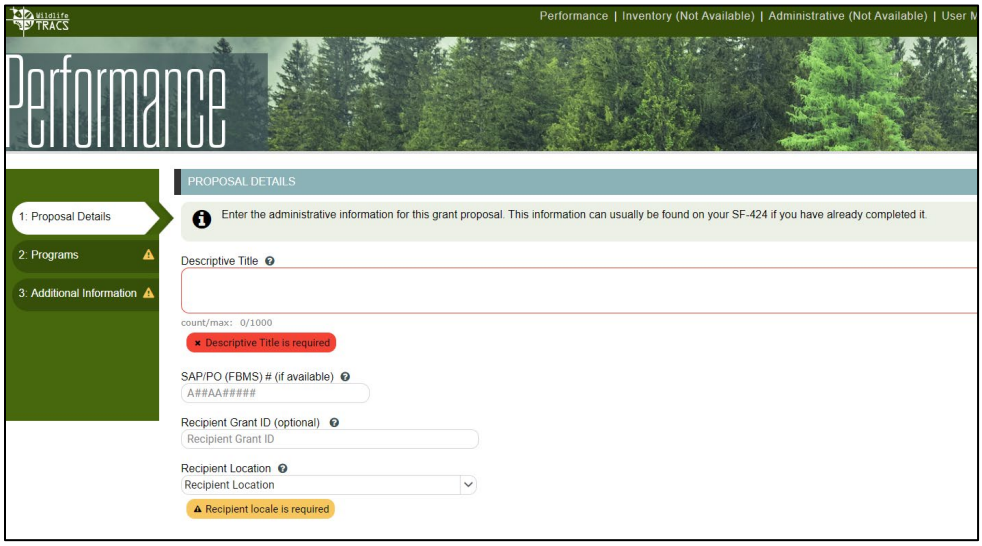
Note: If you do not have access to a button, the icon will be grey and a lock icon will display. Contact your agency's user administrator if you need access.

The system will generate "breadcrumbs" in the top left, which can be used for navigating back to a previous page. The breadcrumbs are not available after opening a page where data can be edited.

- To return to the home page, click on the home icon in the breadcrumbs list or click on the TRACS logo in the upper left. You can also navigate to another module by selecting it from the top toolbar.

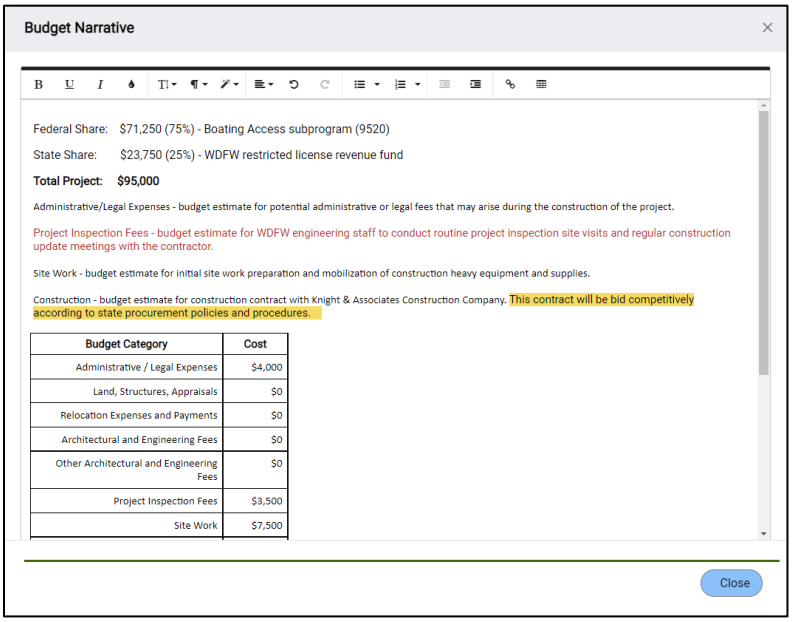


Within a workflow, click on the back or next buttons at the bottom of the page to navigate or use the tabs on the sidebar to jump to another page. Use the tab key to move to another field.

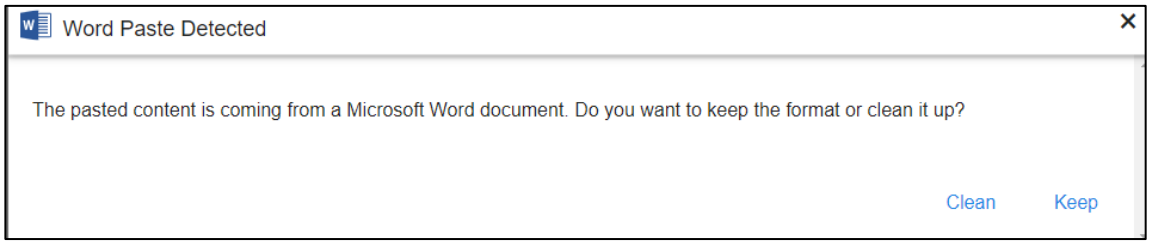


Use the Text Editor

Some fields require entry of narrative text and have a pop-up text editor window that opens when you click in the field. The text editor box allows users to format the text, links, and tables. Note: Images will not display in the text editor and they will not copy/paste over with the text – instead any images or photos should be added as attachments. The text editor has a variety of formatting tools including from left to right: Bold, Underline, Italicize, Color (change text color or highlight text), Font Size, Paragraph Tools, Paragraph Styles, Alignment, Undo/Redo, Bullet Points, Numbering, Indent, Links, and a Table Builder.



Best Practice Tips: Pasting from a Microsoft Word Document may open a formatting window with option to keep the formatting from the original document or clean it up. "Clean" means that any extra characters, white space, text colors or highlights, or other formatting will be removed from the text. This option does not appear when pasting from a PDF.



A table may be pasted into the text editor (or use the table tool to create a table). Note: an Excel table that is embedded into a Word document will need to be opened in the Excel format to enable pasting (double-click on the embedded table to open it).

Add and Manage Attachments

Best Practice Tips: Attachments are used to upload supporting documentation, such as images, photos, tables, research data, reports, etc. Attachments should not replace the text in a field! The narrative fields in TRACS should be concise but may reference additional supporting attachments.

The file name should be easily identifiable and include the grant title/name (i.e. "Fish Stocking Report for WA Sportfish Grant FY 21")

Only one attachment may be added at a time. TRACS supports all file types for attachment (PDF, Word, Excel, PPT, image files, etc.) however, the system may time out trying to upload files larger than 50 MB. If you need assistance uploading an attachment, please contact the TRACS Help Desk.

Make sure to link the attachment to the right field. Select the attachment type to better identify the attachments when they appear on the PDF created by TRACS. This information helps other data editors and approvers determine what supporting documentation is attached.

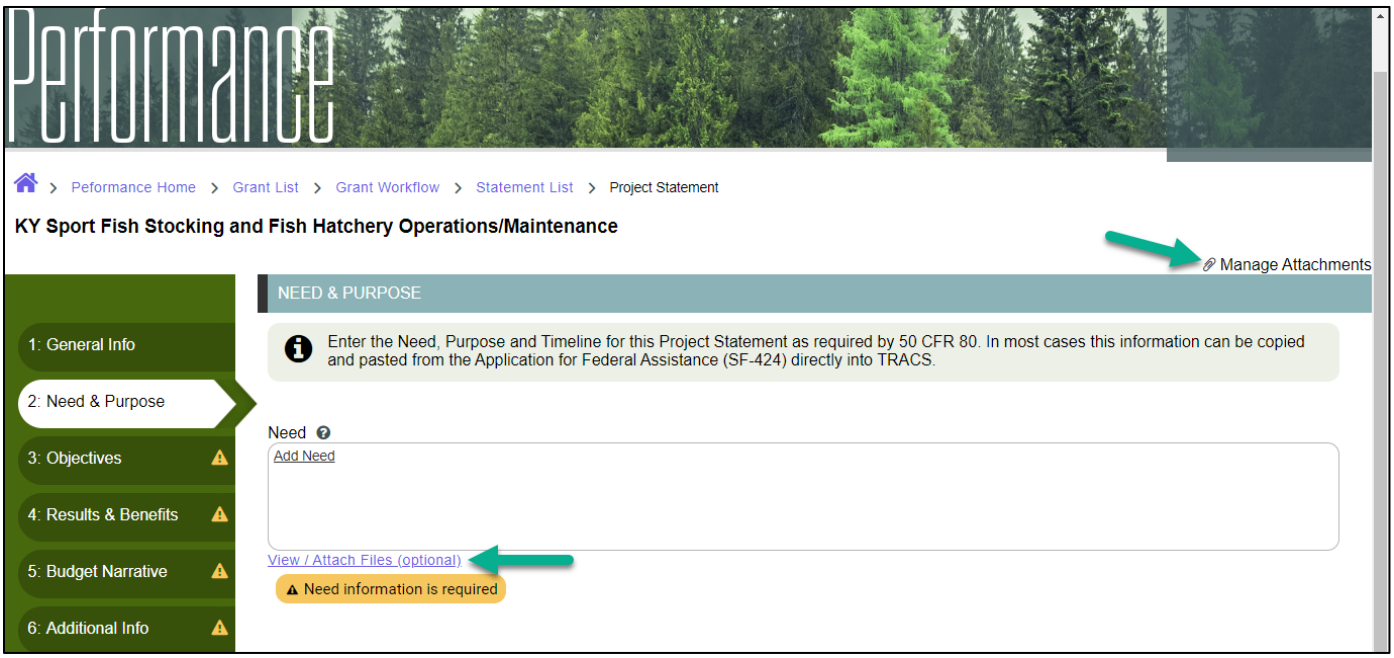
Links to the attachments display on the PDF generated from TRACS.

Important Note:

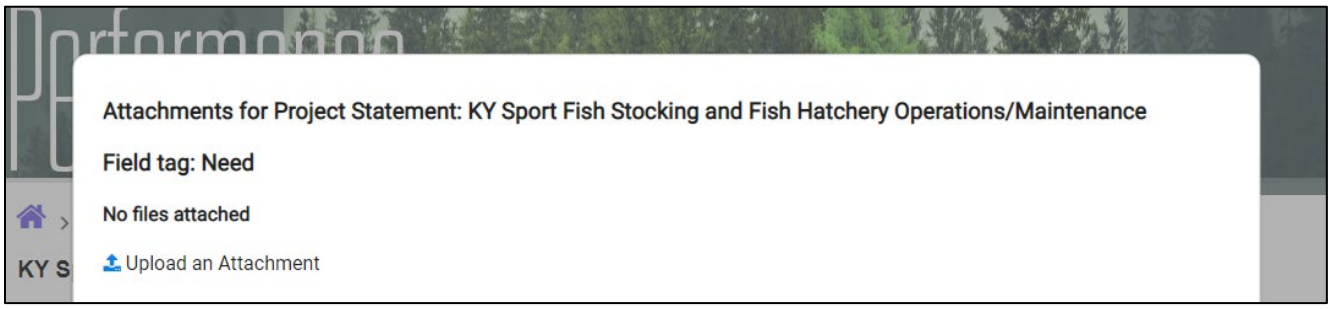
- **Compliance documents (such as NEPA, Section 7, NHPA) must NOT be uploaded into TRACS**. These documents should be submitted with your project statement(s) as part of your formal grant application in GrantSolutions.
- **Do NOT attach documents with sensitive Personally Identifiable Information (PII) unless redacted** (examples of sensitive PII may include personal email address, personal phone number, personal address, social security numbers, date of birth, bank information, etc.)

Steps to add and edit attachments

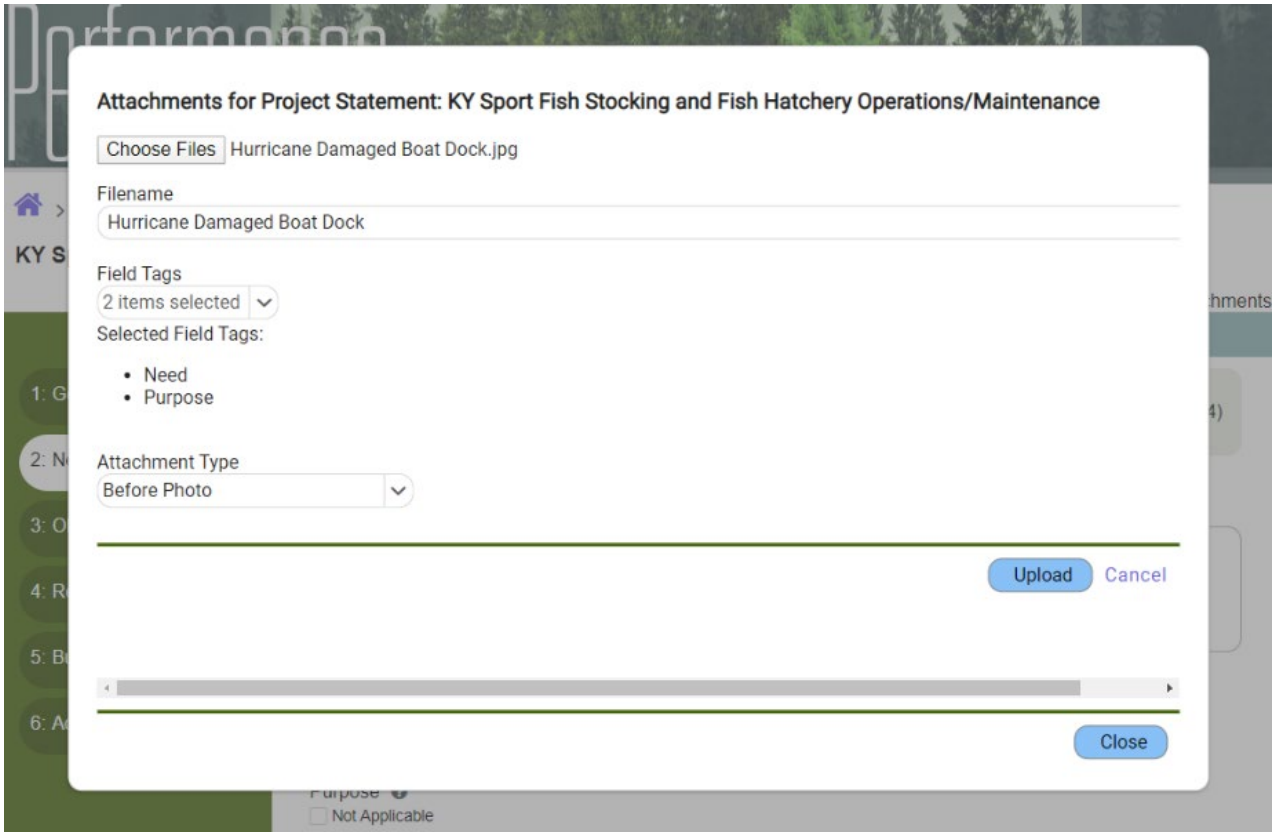
1. Narrative fields within TRACS often have the option to add attachments. Click on the "View/Attach Files (optional)" link below a narrative field. Alternately, click on "Manage Attachments" in the upper right of the workflow page.



2. The attachments window will appear displaying any existing attachments attached to the record. To add a new attachment, click on the "Upload an Attachment" link.



3. Fill out the attachment details in the following order:
   a. Click on "Choose Files" to select a file from your computer. Note that only one attachment may be added at a time!
   b. Enter or update the filename to be easily identifiable (ex. Budget Table WA Sportfish Grant)
   c. Select the Field Tags to associate the attachment with a particular field – this option is only available if you add a general attachment using the "Manage Attachments" option. The field tags are specific to the form (i.e. grant proposal or project statement).
   d. Select the Attachment Type. The attachment type is important because it identifies what the attachment is, such as an indirect cost statement, budget table, before or after photo, etc.
   e. Click the "Upload" button.



4. The attachment will display in the table. In the actions column on the right, select "Edit Properties" or "Delete" if needed ("Remove from field" will also display if the attachment is linked to a particular field). Click on the filename with the arrow icon to download the file. Use the "Upload an Attachment" option to continue to add more attachments, then click "close".