

# Course 3: Approvals, Amendment & Award

## TRACS Manual

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**Updated 11/4/2021**

This course takes you through the approval steps for the project statement, how to enter a minor correction and how to enter an amendment.

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## Lesson 3a: Project Statement Approvals

### Objectives

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

1. Identify the user roles responsible for the project statement approvals.
2. Demonstrate the steps required by various users to approve the project statement.
3. Describe the difference between a minor correction, an amendment and rescinding approvals.

### Project Statement Approval Process by Role



**Best Practice Tip:** TRACS is the official performance reporting tool for the WSFR program. It is not a grant management or grant application system. Formal grant approval occurs in Grant Solutions, not TRACS. Approval in TRACS is simply WSFR's concurrence that the project statement entered in TRACS matches the official approved project statement in Grant Solutions. TRACS may be used to generate the grant proposal and project statement(s) to be uploaded into GrantSolutions as part of the grant application package. The Grant Proposal PDF generated from TRACS is complete and utilize the standardized objectives for performance reporting.

- The **Data Editor** enters the grant proposal and project statement(s) while they are in the "Awaiting Completion" status. Once all of the required fields have been completed in the project statement, the project statement will change to the "Awaiting Non-Federal Review and Submission" status. At this point, the data editor can still edit the information until the non-federal approver begins the approvals process.
- The **Non-Federal Approver** is responsible for completing the non-federal review and submission while the project statement has the status of "Awaiting Non-Federal Review & Submission". Once submitted, the project statement will change to the "Awaiting Federal Approval" status.
- The **Federal Approver** is responsible for completing the federal review and approval, which will send the project statement to the "Final Approved" status.

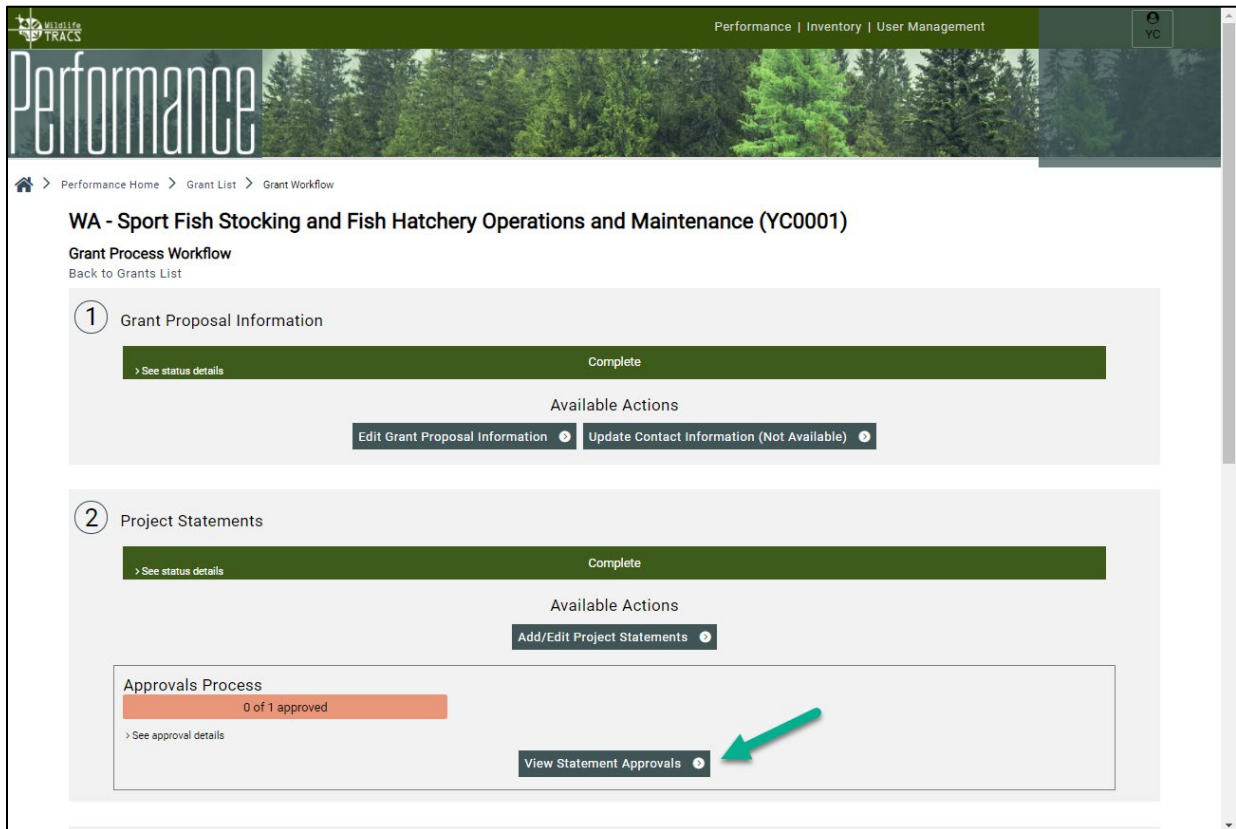
Awaiting Completion:  
Data Editor

Awaiting Non-Federal Review & Submission:  
Non-Federal Approver

Awaiting Federal Approval:  
Federal Approver

## Steps to View the Project Statement Approvals Page

1. After logging into TRACS, select the "Performance" module.
2. From the Dashboard, select the "Grants" icon. Note: The Recent Activities and Reports on the dashboard provide links to recent grants.
3. Search for the grants by keywords in the title (or if entered, the SAP/PO FBMS #). Once you find the grant, click "Work on Grant" to open the Grant Workflow page.
4. From the Grant Workflow page, click "View Statement Approvals".



5. The Project Statements Approval List page opens. On this page, you can see the status of all of the project statements attached to the grant proposal.
  - **Statements Awaiting Completion:** If a Project Statement has missing items, it displays in the "Awaiting Completion" status section. Users assigned the "Performance Data Editor" role for the group associated with the project statement can edit or archive the project statement.
  - **Minor Correction:** Minor corrections can be requested by any user when the project statement is "Awaiting Federal Approval" or "Final Approved". Only users assigned the "Performance Data Editor" role for the group associated with the project statement can edit the statement to complete the minor corrections.
  - **Awaiting Non-Federal Review and Submission:** Once all required fields have been entered, the project statement automatically displays in the "Awaiting Non-Federal Review & Submission" status section. Users assigned the "Performance Data Editor" role

- for the group associated with the project statement can edit or archive the project statement. Users assigned the "Performance Non-Federal Approver" role for the group associated with the project statement will have access to "View/Submit for Approval".
- **Awaiting Federal Review:** Once approved by the non-federal approver, the project statement displays in the "Awaiting Federal Approval" section. Users assigned the "Performance Federal Approver" role for the group associated with the project statement will have access to "View/Submit for Approval". The Project Statement cannot be edited, except for minor corrections.
  - **Final Approved:** Only users with the "Performance Federal Approver" role for the group associated with the project statement can click "Return to previous step". Any user with group access can request a minor correction or an amendment, but only the data editor can complete them.
  - **Archive:** Users assigned the Performance "Data Editor" and "Non-Federal Approver" roles for the group associated with the project statement can archive the project statement while it is "Awaiting Completion" or "Awaiting Non-Federal Review & Submission". Archiving soft deletes the project statement to preserve data that is not being used in this grant.

## Project Statements Approval List

[Back to Workflow Overview](#)

WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)

### Statements Awaiting Completion


No matching records

### Approval Workflow

### Minor Correction

No matching records

### Awaiting Non-federal Review and Submission

Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)	Washington	2	 robert_stately@wadfw.gov		<a href="#">Archive</a> <a href="#">Edit Statement</a> <a href="#">View/ Submit for Approval</a> <a href="#">View History</a> <a href="#">View PDF</a>

### Awaiting Federal Approval

No matching records

### Final Approved


No matching records

### Archive

No matching records

[Back to Workflow Overview](#)

6. Each project statement will display on the table below its current status (the status is listed in the grey-blue box).
- The table displays the following columns: project statement title, locale, # of objectives, point of contact (non-federal), and amendments (will display the amendment number if an amendment has been entered in TRACS).
  - The last column on the right displays "actions available for your role" (for example, users with the performance data editor role will have access to "edit statement" prior to approvals and users with approver roles will see a "View/Submit for Approval" or "Previous Step" option when available based on the project statement status).
  - Contacts marked to receive notifications in the grant proposal contacts will be notified of workflow transitions via system-generated email notifications (for example, the federal contact will receive an email notification when the project statement is pending federal approval).
  - All users (performance data editor, non-federal approver and federal approver) will have access to "View History" and "View PDF" at any stage in the approval process.

Awaiting Non-federal Review and Submission					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)	Washington	2	 robert_stately@wadfw.gov		Archive Edit Statement View/ Submit for Approval View History View PDF

- "View History" will display the full history of edits and workflow transitions for the Project Statement, including the event type, date, user information, and comments. The list is sorted from oldest to newest events. Click on the Event Date Column to sort with the newest at the top if desired. Select "Back to Previous Step" to return to the Approval List page.

Wildlife

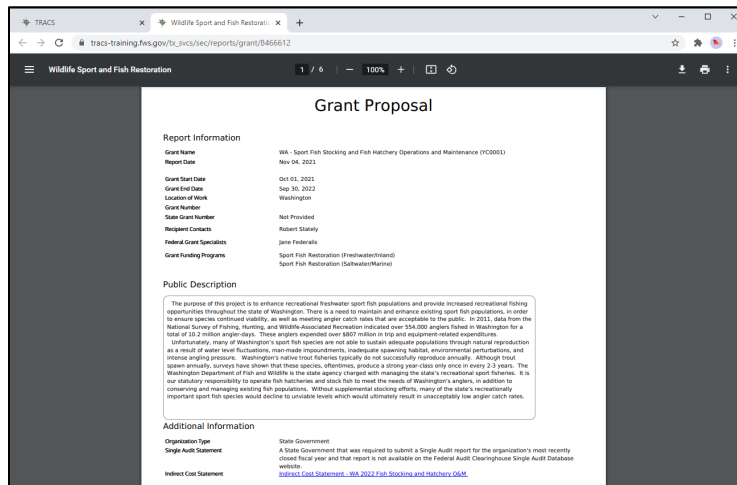
TRACS

Performance | Inventory | User Management

YC

Performance

- “View PDF” will open the PDF of the Grant Proposal on a new tab.
  - Note: the system generates the PDF for the entire grant proposal including all project statements (a PDF for each project statement is not available).
  - The PDF will include blue links to websites or attachments, such as the Indirect Cost Statement.
  - Select the download or print icons in the upper right as needed. The PDF may be downloaded anytime during the approvals process; however we recommend downloading the PDF once it has the status of “Final Approved” to include in the grant application package for upload into Grant Solutions.



## Data Editor Workflow Steps

1. If any items are missing, the project statement(s) will display in the “Statements Awaiting Completion” section.
  - The validation column will display a yellow missing data link with the number of missing items. Click on it to see a pop-up box with the missing item(s) details.
  - The “Go” link(s) for each missing item will open the corresponding page (note: only users with the “performance data editor” role for the group associated with the project statement will have access to edit the statement).

The screenshot shows the 'Performance' section of the TRACS system. The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Project Statement Approval Overview. The title is 'Project Statements Approval List' with a link 'Back to Workflow Overview'. Below is the heading 'WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)'. A table titled 'Statements Awaiting Completion' has columns: Title, Locale, # of Objectives, Point of Contact, Validation, Amendments, and Actions available for your role. The table contains one row for 'WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)' with 'Washington' as the locale, '2' as the number of objectives, and 'robert\_stately@wadfw.gov' as the point of contact. The 'Validation' column shows '2 Missing Data'. A pop-up box titled 'Project Statement data entry is incomplete' lists the missing items: 'Relationships with other Grants information is required Go', 'Objective data entry is incomplete', and 'Approach is required Go'. The 'Approval Workflow' section is visible at the bottom left.



- Once all required fields have been entered, the statement will automatically display in the "Awaiting Non-Federal Review and Submission" section (and if notifications are enabled, a system-generated email will notify contacts of the workflow transition).

The screenshot shows the Wildlife TRACS Performance page. The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Project Statement Approval Overview. The page title is "Project Statements Approval List". Below the title is a link "Back to Workflow Overview" and a project name "WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)".

There are three sections:

- Statements Awaiting Completion:** Shows "No matching records".
- Approval Workflow:** Shows "Minor Correction" with "No matching records".
- Awaiting Non-federal Review and Submission:** Contains a table with one record.

Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
WA - Sport Fish Stocking and Fish Hatchery Operations and Maintenance (YC0001)	Washington	2	robert_stately@wadfw.gov		Archive Edit Statement View History View PDF

## Non-Federal Approver Workflow Steps

- On the Project Statement Approvals page, statements pending non-federal approval will display in the "Awaiting Non-Federal Review and Submission" table. Click "View/Submit for Approval".
  - Only users with the "Performance Non-Federal Approver" role for the group associated with the project statement can complete these steps.

Awaiting Non-federal Review and Submission					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov		Archive View/ Submit for Approval View History View PDF

- Review the PDF. To approve the statement, click "Approved, submit for Federal review". Enter a comment (optional). Click "Save & Exit".

CO - Freshwater Resident Sport Fish Management (YC0001)

Transition Project Statement

[View PDF](#)

Wildlife Sport and Fish Restoration

1 / 5 | - 90% + | [Icons]

### Grant Proposal

**Report Information**

Grant Name	CO - Freshwater Resident Sport Fish Management (YC0001)
Report Date	Nov 04, 2021
Grant Start Date	Oct 01, 2021
Grant End Date	Sep 30, 2022
Location of Work	Colorado
Grant Number	
State Grant Number	Not Provided

**Action**

☒ Approved, submit for Federal review ?

☐ Archive ?

**Comments** ?

count/max: 0/1000

[Save & Exit](#) [Cancel](#)

- If the project statement is not ready, click "Cancel". The project will remain in the "Awaiting Non-federal Review and Submission" section, allowing users with the "Performance Data Editor" role to continue to edit it as needed.
- The non-federal approver also has the option to archive the project statement from this page. Note: Users assigned the Performance "Data Editor" and "Non-Federal Approver" roles for the group associated with the project statement can archive the project statement while it is "Awaiting Completion" or "Awaiting Non-Federal Review & Submission". Archiving soft deletes the project statement to preserve data that is not being used in this grant.

- Once approved, the Project Statement will automatically advance to the "Awaiting Federal Approval" status.

Awaiting Non-federal Review and Submission					
No matching records					

Awaiting Federal Approval					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov		<a href="#">Minor Corrections</a> <a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>



If changes need to be made to the project statement while the project statement has the status of "Awaiting Federal Approval", the non-federal approver will have options to select "Return to Previous Step" or "Minor Corrections". Either option will open the Transition Project Statement page. Select an option, enter a comment (optional), then click "Save & Exit".

- "Return to Previous Step" will return the Project Statement to the "Awaiting Non-Federal Review and Submission" section, which allows the data editor to edit the statement as needed.
- "Needs Minor Corrections" will move the Project Statement to the "Minor Correction" section for the data editor to complete. For more information, see "Lesson 3b: Enter a Minor Correction".

CO - Freshwater Resident Sport Fish Management (YC0001)

Transition Project Statement

View PDF

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1 / 5 90%

Grant Proposal

Report Information

Grant Name: CO - Freshwater Resident Sport Fish Management (YC0001)

Report Date: Nov 04, 2021

Grant Start Date: Oct 01, 2021

Grant End Date: Sep 30, 2022

Location of Work: Colorado

Grant Number: Not Provided

State Grant Number: Not Provided

Action

☐ Needs Minor Corrections

☐ Return to Previous Step

Comments

count/max: 0/1000

Save & Exit Cancel

## Federal Approver Workflow Steps

1. On the Project Statement Approvals page, statements that display in the "Awaiting Federal Approval" are pending federal approval.
2. Click "View/Submit for Approval". Only users with the Performance Federal Approver role for the group associated with the project statement can complete these steps.

Project Statements Approval List					
Back to Workflow Overview					
CO - Freshwater Resident Sport Fish Management (YC0001)					
Statements Awaiting Completion					
No matching records					
Approval Workflow					
Minor Correction					
No matching records					
Awaiting Non-federal Review and Submission					
No matching records					
Awaiting Federal Approval					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov		Minor Corrections View/ Submit for Approval View History View PDF

3. Review the PDF. To approve the statement, click "Approved, with no changes requested". Enter a comment (optional). Click "Save & Exit".
  - If minor corrections are needed, click "Needs Minor Corrections". This will move the Project Statement to the "Minor Correction" section for the data editor to complete. For more information, see "Lesson 3b: Enter a Minor Correction".
  - If the statement is not approved, click "Not Approved, other action required". Enter a comment (optional but strongly recommended). Click "Save & Exit". The Project Statement will return to the "Awaiting Non-federal Review and Submission" section, allowing the data editor to edit the statement as needed.

Transition Project Statement  
View PDF

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### Grant Proposal

Report Information

Grant Name  
Report Date

CO - Freshwater Resident Sport Fish Management (YC0001)  
Nov 04, 2021

Grant Start Date  
Grant End Date  
Location of Work  
Grant Number  
State Grant Number

Oct 01, 2021  
Sep 30, 2022  
Colorado  
  
Not Provided

**Action**

☒ Approve with no changes requested ?  
☐ Needs Minor Corrections ?  
☐ Not approved, other action required ?

**Comments** ?

count/max: 0/1000

Save & Exit Cancel

4. Once approved, the Project Statement will display in the "Final Approved" section. At this point, the federal approver can move on to linking the FBMS award, see "Lesson 3e: Link to FBMS Award".

Back to Workflow Overview

CO - Freshwater Resident Sport Fish Management (YC0001)

Statements Awaiting Completion					
No matching records					

**Approval Workflow**

Minor Correction					
No matching records					

Awaiting Non-federal Review and Submission					
No matching records					

Awaiting Federal Approval					
No matching records					

Final Approved					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov		Minor Corrections Request Amendment Return To Previous Step View History View PDF

## Minor Corrections vs. Amendment vs. Rescind Approvals

Once the **project statement** has started the approval process, the data is no longer editable unless you go through the process of rescinding approvals, a minor correction or an amendment.

Note: The data editor can edit the **grant proposal** without rescinding approvals, going through a minor correction or an amendment, as long it is done prior to the FBMS award being linked to the grant. After the FBMS award has been linked to the grant, the grant proposal details are replaced with the awarded grant details.

Type	Minor Correction	Amendment	Rescind Approvals
When is it used?	Fix a narrative and/or typo in a text field	Formal change to an approved project due to a change in funding, scope and/or duration	Fix an error beyond a minor correction
Example	Fix a typo in the Need Statement	Add an objective to the project statement	Fix an incorrectly set up objective
Project Statement status when available:	Awaiting Federal Approval or Final Approved	Final Approved	Awaiting Federal Approval or Final Approved

Note: **An objective cannot be edited (even with an amendment or rescinded approvals) if the objective report has been started for that objective.** Before starting the amendment or rescinding approvals, first open the performance report and “clear report” on the objective that needs to be edited.

**Minor Correction:** A minor correction allows the data editor to do minor edits to the project statement during the approvals process or once the project statement is approved, such as fixing a typo or editing the text in a descriptive field. Any user can request a minor correction, but only the data editor can edit the statement to make the changes. Once a minor correction has been requested, the data editor is responsible for editing the statement to make any minor corrections needed and then will select “minor corrections complete” to return the project statement to its previous status. See **Lesson 3b: Enter a Minor Correction.**

In minor correction edit mode, the system will limit what information can be changed. **All text fields in the project statement are editable in minor correction mode, except the objectives since they impact the scope and duration of the project.** The only fields in the objective that may be edited in minor correction edit mode are the R3 button, objective title, and approach.

**Amendment:** An amendment is a formal change to an approved project statement due to a change in the period of performance or a change in scope (Augmentation, Continuation, Reduction). This could involve changes to the duration, objectives, or approach. The data editor is responsible for completing the amendment, which then returns the project statement to the “Awaiting non-Federal Review and Submission” section to go through the full approval process. See **Lesson 3c: Enter an Amendment.**

Important Note: If the original un-amended version was not entered into TRACS, you do NOT need to enter both versions; instead simply enter the current version.

**Rescind Approvals:** If the project statement contains error(s) greater than a minor correction (and not considered a formal amendment), then the federal and non-federal approvers can rescind approval back to the status of “awaiting non-federal review and submission”, which will allow the data editor to edit the statement. This is typically done when the objectives need to be edited, such as when the strategy, objective and/or activities were incorrectly entered. See **Lesson 3d: Rescind Approvals**.

## Lesson 3b: Enter Minor Corrections

### Objectives

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

1. Define what can or cannot be edited in minor corrections editing mode.
2. Demonstrate the steps required to request minor corrections.
3. Demonstrate the steps required to complete minor corrections.


**Minor Corrections:** The “Minor Corrections” option in TRACS allows the data editor to do minor edits to a project statement after the approval process has been started, such as fixing a typo or editing the text in a descriptive field or title. Any user associated with the group (performance data editor, non-federal or federal approver) may request “minor corrections”, however only the data editor will have access to edit the statement to make any minor corrections. After making the corrections, the data editor will select “minor corrections complete” to return the project statement to its previous status.

In minor corrections editing mode, the system will limit what information can be changed. **All fields in the project statement are editable in minor corrections mode, except the objectives since they impact the scope and duration of the project.** The only fields in the objective that may be edited in minor corrections editing mode are the R3 button, objective title, and approach. To edit the objectives after the approval process has started, either rescind approvals or enter an amendment (see Lesson 3c Enter Amendment or Lesson 3d Rescind Approvals).

### Request Minor Corrections

1. Navigate to the Project Statement Approvals page. Starting from the login point, click the Performance Module to open the Dashboard page.
  - a. Your grant should appear in the Recent Activities list and in the Reports, such as “My open grants”. Select the grant from the list to open the Grant Workflow page.
  - b. Alternately, click “Grants” from the Dashboard and then search for the grants by keywords in the title (or if entered, the SAP/PO FBMS #). Once you find the grant, click “Work on Grant” to open the Grant Workflow page.
2. From the Grant Workflow page, click “View Statement Approvals”.

3. After the approval process has started (status is either "Awaiting Federal Approval" or "Final Approved"), any performance user (data editor, non-federal approver or federal approver) with access to the group associated with the project statement can request a minor correction by clicking on the "Minor Corrections" link.

Awaiting Federal Approval					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	 robert.stately@dnr.gov		Minor Corrections View History View PDF

4. Fill out the transition form by selecting "Needs Minor Corrections".
  - a. Enter a comment to document the minor correction(s) needed.
  - b. Click "Save and Exit".

Transition Project Statement  
View PDF

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1 / 5
90%

### Grant Proposal

Report Information

Grant Name  
Report Date  
Grant Start Date  
Grant End Date  
Location of Work  
Grant Number  
State Grant Number

CO - Freshwater Resident Sport Fish Management (YC0001)  
Nov 04, 2021  
Oct 01, 2021  
Sep 30, 2022  
Colorado  
Not Provided

Action

☒ Needs Minor Corrections
☐ Return to Previous Step

Comments

Fix typo in the need statement (should state "trout" not "trout" in the first paragraph).

count/max: 89/1000

Save & Exit Cancel


5. The project statement will move back to the "Minor Corrections" status area.

Project Statements Approval List  
Back to Workflow Overview  
CO - Freshwater Resident Sport Fish Management (YC0001)

Statements Awaiting Completion  
No matching records

Approval Workflow

Minor Correction

Title	Locale	# of Objectives	Point of Contact	Validation	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	 robert.stately@dnr.gov	All Data Entered	View History View PDF

Awaiting Non-federal Review and Submission  
No matching records

## Complete Minor Corrections (Data Editor Only)

1. After minor corrections have been requested, the project statement will move to the "Minor Corrections" status section. Only users with the "performance data editor" role in the group associated with the project statement can complete the minor corrections.
2. The data editor can click "View History" to see the comments entered.

Minor Correction					
Title	Locale	# of Objectives	Point of Contact	Validation	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov	All Data Entered	<a href="#">Complete Corrections</a> <a href="#">Edit Statement</a> <a href="#">View History</a>

- a. On the Project Statement History page, select the "Event Date" column to sort by the latest event and find the 'Needs Minor Corrections' event to review the comments on the right side.
- b. Then click the "Back to Previous Page" link above the Event History box.

Performance | Inventory (Not Available) | User Management (Not Available)

YC

Performance

[Home](#) > [Performance Home](#) > [Grant List](#) > [Grant Workflow](#) > [Project Statement Approval Overview](#) > [Project Statement History](#)

### Project Statement History

**Data Editing Summary**

**Created By** yonah\_cohen@fws.gov  
**Created Date** 11/4/21, 10:16:09 AM GMT-6  
**Last Modified By** yonah\_cohen@fws.gov  
**Last Modified Date** 11/4/21, 10:19:03 AM GMT-6

[Back to Previous Page](#)

Event History			
Event	Event Date	User	User Comment
Approval Action: Needs Minor Corrections	11/4/21, 12:19:46 PM GMT-6	perf_non_federal_approver@tracs-development-test-user.gov	Fix typo in the need statement (should state "trout" not "troit" in the first paragraph).
Approval Action: Approved, submit for Federal review	11/4/21, 10:25:39 AM GMT-6	perf_non_federal_approver@tracs-development-test-user.gov	
Record Edited	11/4/21, 10:19:03 AM GMT-6	yonah_cohen@fws.gov	

3. Click "Edit Statement" to make the minor corrections.

Minor Correction					
Title	Locale	# of Objectives	Point of Contact	Validation	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov	All Data Entered	<a href="#">Complete Corrections</a> <a href="#">Edit Statement</a>

- The project statement will open in minor corrections editing mode, which will look almost identical to the normal workflow to enter the project statement. However, in minor corrections editing mode, the system will limit what information can be changed (see the highlighted message that displays at the top of each page in the project statement).

- Navigate to the page(s) that need to be edited and make any necessary changes. Keep in mind that objectives cannot be added or removed and only limited fields can be edited in an objective (title, R3 button and approach).
- After making the minor corrections in the project statement, the data editor will click "Save & Exit". The Approval Workflow page reopens. Scroll down to the "Minor Correction" section and click "Complete Corrections".

Minor Correction					
Title	Locale	# of Objectives	Point of Contact	Validation	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov	All Data Entered	Complete Corrections Edit Statement View History View PDF

- Click on the button for "Minor Corrections Completed" and enter a comment describing what was fixed. Click "Save & Exit". The project statement will return to its previous status.



## Lesson 3c: Enter Amendment

### Objectives

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

1. Define an amendment and when to enter it into TRACS.
2. Demonstrate the steps required to request an amendment.
3. Demonstrate the steps required to complete an amendment.

**Amendment:** An amendment is a **formal change** to an approved project statement due to a change in the grant period of performance and/or a change in scope (Augmentation, Continuation, Reduction). This could involve changes to the duration, objectives, and/or approach.

A grant's period of performance is the time period occurring between the start and end dates of the grant. For example, an amendment is required to extend or shorten the amount of time to achieve the objectives. If the end date is changed, make sure to amend the objectives' end dates as needed.

The project scope defines the goals to be achieved and the work that must be done to accomplish those goals. In TRACS this includes the addition, deletion or modification of objectives or the change, addition or modification of an approach.

Important Note: If the original un-amended version was not entered into TRACS, you do NOT need to enter both versions; instead simply enter the current version.



**Best Practice Tip: An objective cannot be edited (even with an amendment or rescinded approvals) if the objective report has been started for that objective.**

Before starting the amendment or rescinding approvals, first open the performance report and "clear report" on the objective that needs to be edited. See the "Clear Objective Report" Job Aid.

## Request an Amendment

Any user associated with the group (performance data editor, non-federal or federal approver) may request an amendment, however only the data editor will have access to edit the statement to enter the amended information.

1. Starting from the login point, click the Performance Module to open the Dashboard page.
  - a. Your grant should appear in the Recent Activities list and in the Reports, such as "My open grants". Select the grant from the list to open the Grant Workflow page.
  - b. Alternately, click "Grants" from the Dashboard and then search for the grants by keywords in the title (or if entered, the SAP/PO FBMS #). Once you find the grant, click "Work on Grant" to open the Grant Workflow page.

- From the Grant Workflow page, click "View Statement Approvals".
- After the project statement has gone through federal approval, it will display in the "Final Approved" section and any performance user (data editor, non-federal approver or federal approver) with access to the group associated with the project statement can click "Request an Amendment".

Final Approved					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.statel@dnr.gov		<a href="#">Minor Corrections</a> <a href="#">Request Amendment</a> <a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>

- Fill out the form by checking the boxes for the reason for the amendment: "Period of Performance Change" and/or "Scope (Augmentation, Continuation, Reduction)". Fill out the Justification (required), then click "Save & Exit".

### Request Project Statement Amendment

**Reason for Amendment**

☒ Period of Performance Change  
☒ Scope (Augmentation, Continuation, Reduction)

**Justification**

The project statement needs to be amended to reflect the change in scope and the change in period of performance due to grant date extension (changed from 09/30/2022 to 07/31/2023). The objective target end dates need to be changed to match the new end date for the grant. The scope has also been augmented to update the objectives.

count/max: 329/1000

[Save & Exit](#)
[Cancel](#)

- The project statement will return to the "Awaiting Non-Federal Review and Submission" section and will display a "1" in the Amendments column.

Project Statements Approval List					
Back to Workflow Overview					
CO - Freshwater Resident Sport Fish Management (YC0001)					
Statements Awaiting Completion					
No matching records					
Approval Workflow					
Minor Correction					
No matching records					
Awaiting Non-federal Review and Submission					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.statel@dnr.gov	1	

## Enter an Amendment (Data Editor Only)

1. After an amendment has been requested, the project statement will return to the "Awaiting Non-Federal Review and Submission" section and will display a "1" in the Amendments column. Only users with the "performance data editor" role in the group associated with the project statement can edit the statement to enter the amended information.
2. The data editor can click "View History" to see the comments entered.

Awaiting Non-federal Review and Submission					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov	1	Archive Edit Statement View History View PDF

- a. On the Project Statement History page, select the "Event Date" column to sort by the latest event and find the 'Amendment Requested' event to review the comments on the right side. If the comment text is too long to display, click on the three dots at the end of the text to open a pop-up window with the full comment displayed.
- b. Then click the "Back to Previous Page" link above the Event History box.

<

3. If the grant proposal needs to be updated, click the "Back to Workflow Overview" link in the upper left. If the grant proposal does not need to be updated, skip to step 4.
4. On the Project Statement Approvals page, click "Edit Statement" and make any necessary changes.

Awaiting Non-federal Review and Submission					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
CO - Freshwater Resident Sport Fish Management (YC0001)	Colorado	2	robert.stately@dnr.gov	1	Archive Edit Statement View History View PDF

5. After updating the statement, click "Save & Exit". After the amendment has been entered, the project statement will need to go through the full approval process again (Refer to Lesson 3a: Project Statement Approvals).

## Lesson 3d: Rescind Project Statement Approvals

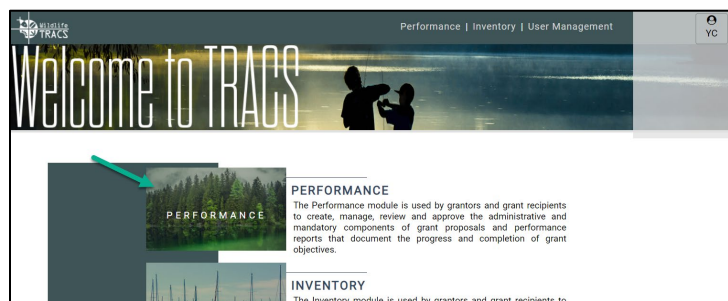
### Objectives

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

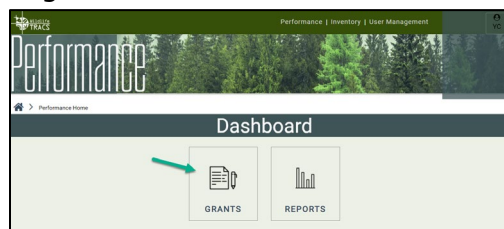
1. Define when it is appropriate to rescind project statement approvals.
2. Demonstrate the steps required to rescind project statement approvals.

**Rescind Approvals:** If the project statement contains error(s) greater than a minor correction and not considered a formal amendment, then the federal and non-federal approvers can rescind approval back to the status of “awaiting non-federal review and submission”, which will allow the data editor to edit the statement. This is typically done when the objectives need to be edited, such as when the strategy, objective and/or activities were incorrectly entered.

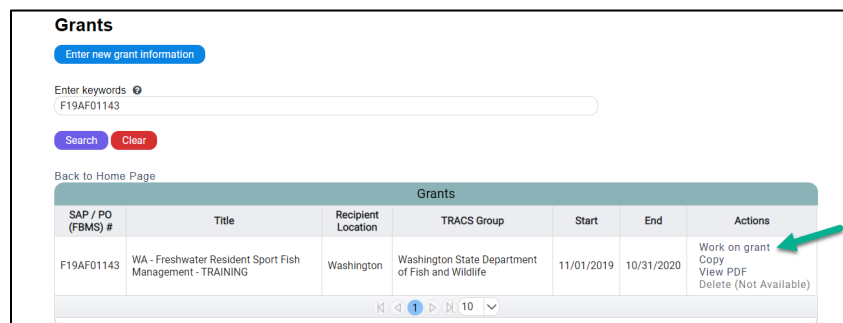
1. After logging into TRACS, select the Performance Module.



2. The Dashboard page opens. Select the “Grants” icon. Note: The ‘Recent Activities’ section on the dashboard provide links to recent grants.



3. Search for the grants by keywords in the title or the SAP/PO FBMS #. Once you find the grant, click “Work on Grant” to open the Grant Workflow page.



4. From the Grant Workflow page, scroll down to step 4: Performance Reports.



**Best Practice Tip: An objective cannot be edited (even with an amendment or rescinded approvals) if the objective report has been started for that objective.**

Before starting the amendment or rescinding approvals, first open the performance report and “clear report” on the objective that needs to be edited. See the “Clear Objective Report” Job Aid.

- a. If the performance reports bar is red and states “Not Started”, proceed to step 5.
- b. If the performance reports bar is orange and states “In Progress”, then the performance report has been started. Contact the performance data editor for this grant to clear the report on objectives if needed. See the TRACS Clear Objective Report Job Aid.
  - Note: If the performance reports bar is green and states “Complete” or the Approvals Process bar is green or partially green, then the federal and non-federal approvers may need to rescind approval on the performance report(s) to allow the data editor to clear the objective report.
  - Once the objective report has been cleared for any objectives that need to be edited, then proceed to step 5.

5. Scroll up to Step 2: Project Statements. Click the “View Statement Approvals” button.

- a. If the Project Statement has the status of "Final Approved", the **federal approver** will need to rescind approval by selecting return to previous step".

Awaiting Non-federal Review and Submission					
No matching records					

Awaiting Federal Approval					
No matching records					

Final Approved					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
Yonah Test Grant for Rescinding Approvals	Colorado	2	robert.stately@wdfw.gov		<a href="#">Minor Corrections</a> <a href="#">Request Amendment</a> <a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>

- On the Transition page, the **federal approver** will select "Rescind approval" and then click "Save & Exit".

Transition Project Statement  
View PDF

Grant Proposal

Report Information

Grant Name	Yonah Test Grant for Rescinding Approvals
Report Date	Nov 02, 2021
Grant Start Date	Jul 01, 2019
Grant End Date	Jun 30, 2020
Agency	NATURAL RESOURCES, ILLINOIS DEPARTMENT OF INTERSHIP/RECYCLING
Grant Number	F13AF00409
State Grant Number	Not Provided
Location of Work	Illinois
Recipient Contacts	Robert Stately
Grant Funding Programs	Wildlife Restoration (Section 4b)

Action

☐ Needs Minor Corrections
☒ Rescind approval

Comments

count/max: 0/1000

Save & Exit

Cancel

- b. Once the project statement has the status of "Awaiting Federal Approval", the **non-federal approver** will need to rescind approval by selecting the "return to previous step".

Awaiting Non-federal Review and Submission					
No matching records					

Awaiting Federal Approval					
Title	Locale	# of Objectives	Point of Contact	Amendments	Actions available for your role
Yonah Test Grant for Rescinding Approvals	Colorado	2	robert.stately@wdfw.gov		<a href="#">Minor Corrections</a> <a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>

Final Approved					
No matching records					

- i. On the Transition page, the **non-federal approver** will select “Return to Previous Step” and then click “Save & Exit”.

Transition Project Statement  
View PDF

Wildlife Sport and Fish Restoration 1 / 10 90%

### Grant Proposal

Report Information	
Grant Name	Yonah Regression Test 08-26-21
Report Date	Nov 03, 2021
Grant Start Date	Jul 01, 2019
Grant End Date	Jun 30, 2020
Agency	FISH & WILDLIFE CONSERVATION COMMISSION, FLORIDA
Grant Number	F19AF00738
State Grant Number	Not Provided

**Action**

☐ Needs Minor Corrections ?

☒ Return to Previous Step ?

**Comments** ?

count/max: 0/1000

Save & Exit Cancel

6. Once the approvals have been rescinded to the status of “Awaiting Non-Federal Review and Submission”, the data editor can edit the statement and make any necessary changes. The project statement will need to go back through the non-federal and federal approvals (See Lesson 3a: Project Statement Approvals).



## Lesson 3e: Link to FBMS Award

### Objectives

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

1. Demonstrate the steps required to attach a funding source / FBMS award and update financial information.

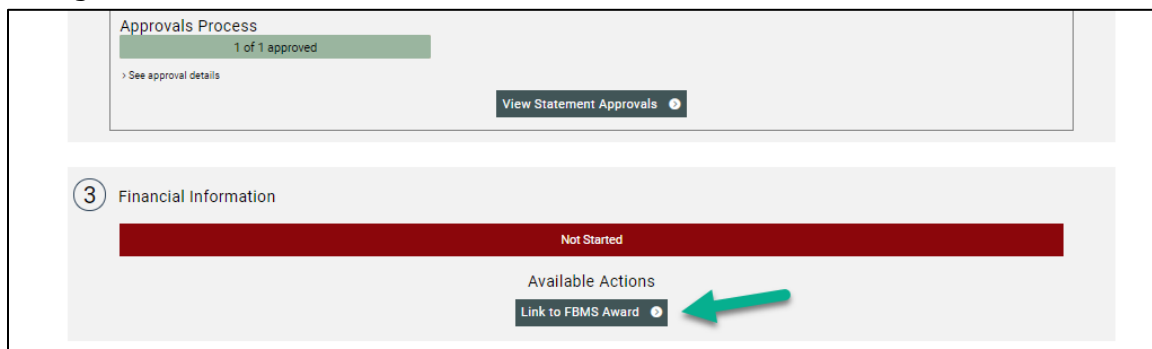


**Best Practice Tip:** Once the grantor has approved and awarded the grant, the grantor obligates funding and monitors the grant to ensure program funds are used and accounted for properly and project goals and objectives are achieved. The grantor utilizes two financial systems to manage the fiscal side of the grant, including the Financial Business Management System (FBMS) and Grant Solutions. TRACS interfaces with the FBMS and Grant Solutions systems to pull in the financial information required for WSFR grant performance reporting. The **performance federal approver links the FBMS award** to the grant in TRACS.

### Steps to Link the Grant in TRACS to the FBMS Award

The performance federal approver for the group associated with the grant is responsible for associating the funding source (FBMS Award) to a grant in TRACS. This step must be completed in order for the data editor to have access to enter the performance report.

1. Starting from the login point, click the Performance Module to open the Dashboard page.
  - a. Your grant should appear in the Recent Activities list and in the Reports, such as "My open grants". Select the grant from the list to open the Grant Workflow page.
  - b. Alternately, click "Grants" from the Dashboard and then search for the grants by keywords in the title (or if entered, the SAP/PO FBMS #). Once you find the grant, click "Work on Grant" to open the Grant Workflow page.
2. From the Grant Workflow page, scroll down to section 3: Financial Information and click "Link to FBMS Award". Only users with the "performance federal approver" role for the group associated with the grant will have access to link the award.



3. If the FBMS number was entered in the grant proposal details, the system will look for it in the list and display the details if found. Select either "This is the correct grant" or "This is not the correct grant" as applicable.

Wildlife TRACS Performance | Inventory | User Management YC

# Performance

Home > Performance Home > Grant List > Grant Workflow > FBMS Link

Link to FBMS Award | CO - Freshwater Resident Sport Fish Management (YC0001)

## FIND FBMS SOURCE

1: Find FBMS Source

2: Edit Funding Source Information

**i** Based on the SAP/PO (FBMS) # entered in the Grant Proposal screen, this is the information provided by FBMS. Please verify this information is correct.

F19AP00148	\$40,000.00
0	
Start: 2/1/19	
End: 6/30/21	
COLORADO NATURAL AREAS PROGRAM - T & E PLANT DATABASE	

[This is the correct grant](#) [This is not the correct grant](#)

Cancel

4. If the FBMS number was not entered in the grant proposal, search for it by number, then click the correct grant from the list by clicking on the plus sign on the right.

Wildlife TRACS Performance | Inventory | User Management YC

# Performance

Home > Performance Home > Grant List > Grant Workflow > FBMS Link

Link to FBMS Award | CO - Freshwater Resident Sport Fish Management (YC0001)

## FIND FBMS SOURCE

**i** Enter part of a funding source name, SAP/PO (FBMS) Number, description or TRACS ID number. The FBMS funding source is the grant award associated with your project statement and is used for reporting purposes.

F19AF00847 [Search](#)

1-1 of 1 results for "F19AF00847" Sort By: Relevance

F19AF00847	\$1,132,791.00
3	
Start: 7/1/19	
End: 6/30/20	
HATCHERY TROUT REARING AND STOCKING	

[+](#)

<< < 1 > >> 10

Cancel

- The funding source information page will display with the award information imported from FBMS at the top of the page.

[Link to FBMS Award](#) | CO - Freshwater Resident Sport Fish Management (YC0001)

1: Find FBMS Source
2: Edit Funding Source Information

**EDIT FUNDING SOURCE INFORMATION**  
SAP/PO Award Number: F19AF00847  
Award Latest Version: 3  
Start Date: 7/1/19  
End Date: 6/30/20  
Award Description: HATCHERY TROUT REARING AND STOCKING  
Grantor: U.S. Fish and Wildlife Service  
Grantee: FISH & WILDLIFE, WASHINGTON STATE DEPARTMENT OF  
  
**Federal Grant Specialists**  

Type to Search
Create New Contact

Contact Info	Send Notifications	Available Actions
Jane Federalis Upper Colorado Basin (Region 7) <a href="mailto:jane_federalis@fws.gov">jane_federalis@fws.gov</a> (303) 555-4444	No <input type="radio"/> Yes <input type="radio"/>	Remove

Sport Fish Restoration (Freshwater/Inland) (75/25)	
Source	Amount
Federal	\$1,132,791.00
Applicant	
State	
Local	
Other	\$0.00
Program Income	\$0.00
<b>Total</b>	<b>\$1,132,791.00</b>

- Review the **Federal Grant Specialists**. This will default based on the federal grant contact(s) entered in the grant proposal. Remove or add contacts as needed. To add a contact, enter the search parameters by First and Last Name or Email Address.
  - If the contact is not found, click "Create a New Contact". Select the contact type as either Organization or Person. Fill out the required fields and click "Add Contact".
  - The contact will display in the box. If applicable, click to send the contact notifications by sliding the bar from No to Yes. If yes is selected, the user will receive system-generated email updates regarding workflow transitions and approvals.
  - Note: If the contact information needs to be updated, contact the TRACS Help Desk at [tracs-helpdesk@fws.gov](mailto:tracs-helpdesk@fws.gov) or call 1-844-40-TRACS (1-844-408-7227).

**Federal Grant Specialists**  

Type to Search
Create New Contact

Contact Info	Send Notifications	Available Actions
Jane Federalis Upper Colorado Basin (Region 7) <a href="mailto:jane_federalis@fws.gov">jane_federalis@fws.gov</a> (303) 555-4444	No <input checked="" type="radio"/> Yes <input type="radio"/>	Remove

7. Fill out the funding information for the grant program(s) listed. Tip: The grant program may display the federal and non-federal split, ex. 75/25. The Funding Summary Totals will update based on the amounts entered.
- The **Applicant** amount is the funding/match from the applicant (such as the state).
  - The **State** amount is the funding/match from another state agency or entity.
  - The **Local** amount is funding from a local entity, such as a city or municipality.
  - The **Other** amount is from another funding source, such as a university, tribe, non-profit organization, etc. This section will auto-populate after the other funding sources are added below.
  - Program Income** is the gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. This section will auto-populate after the program income information is added below.

Sport Fish Restoration (Freshwater/Inland) (75/25)	
Source	Amount
Federal	<input type="text" value="\$1,132,791.00"/>
Applicant	<input type="text" value="\$377,597.55"/>
State	<input type="text" value="\$0.00"/>
Local	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$0.00"/>
Program Income	<input type="text" value="\$0.00"/>
<b>Total</b>	<b>\$1,510,388.55</b>

8. If applicable, add the contact(s) for the Other (3<sup>rd</sup> Party) Funding Sources. 3<sup>rd</sup> Party Funding Sources may include state or federal government agencies, non-profit organizations or industry partners. Enter the search parameters by the first three letters of the name (such as "Duc" for Ducks Unlimited). Click "Create New Contact" if not found.
- The contact(s) will display in the 3<sup>rd</sup> Party Funding Sources table. Enter the 3<sup>rd</sup> Party amount in the Federal or the non-Federal sections based on the type of 3<sup>rd</sup> Party entity.
  - If applicable, select if the funds are part of a cost share by sliding the bar from No to Yes. Cost share is used to finance part or all of the non-federal matching requirement.
  - As this section is completed, the amounts will be automatically added to the grant summary totals.

Other Funding Sources
Create New Contact

3rd Party Funding Sources			
Name	Amount	Cost Share?	Actions Available
Colorado Department of Transportation	<input type="text" value="\$26,782.00"/>	No <input type="radio"/> Yes <input type="radio"/>	<button>Remove</button>
<b>Total</b>	<b>\$26,782.00</b>		

9. If applicable, fill out the **Program Income** section. Program Income is the gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance.

**Program Income**

Program Income Additive ⓘ  
\$50,000.00

Program Income Deductive ⓘ  
\$25,000.00

Program Income Cost Share ⓘ  
\$4,500.00

How was the program income generated? ⓘ

Program income sources:  
1. Income received as a result of issuing duplicate fishing license cards, as part of the activities supported by the Sport Fish Management Grant.  
2. Program income also received from timber sales on land acquired with license revenue, managing timber for wildlife habitat is listed as an activity in the project statement.



**Best Practice Tip:** Program income is defined as the gross income received by the grantee or sub-grantee and earned only as a result of the grant during the grant period (500 CFR 80.120). It may be additive, deductive or a cost share.

- Enter the amount by type (the amounts will be automatically added to the grant summary totals).
  - **Additive:** Additive is the default method of program income disposition for institutions of higher education (IHEs) and nonprofit research institutions. Funding used in accordance with the additive method must be approved in award per regulation.
  - **Deductive:** Unless otherwise approved in the grant award, use of program income defaults to deductive for States. Funding used in accordance with the deductive method shall not exceed total approved award amount per regulation.
  - **Cost Share:** Gross program income is used to finance part or all of the non-federal matching requirement. Cost share method has been reserved for unique instances of significant emergency, disaster, or agency impairment.
- Fill out "**How was the program income generated?**"

10. Select "Save & Exit".

11. Step 3: Financial Information will display as "Complete" (green) on the grant workflow page.

**Grant Process Workflow**  
Back to Grants List

1 Grant Information  
 Complete  
 Available Actions: Edit Awarded Grant Information, Update Contact Information

2 Project Statements  
 Complete  
 Available Actions: Add/Edit Project Statements  
 Approvals Process: 1 of 1 approved  
 View Statement Approvals

3 Financial Information  
 Complete  
 Available Actions: View Award, Unlink Funding Source

4 Performance Reports  
 Not Started  
 Available Actions: Enter Performance Reports  
 Approvals Process: 0 of 0 approved

## Update Contact Information

After the FBMS Award has been linked to the grant in TRACS, the “Update Contact Information” option is available to users with the Data Editor and Federal Approver roles in order to update the non-federal and federal grant contacts respectively.

1. From the grant workflow page, click “Update Contact Information”.

Performance | Inventory (Not Available) | User Management (Not Available)

Performance

Performance Home > Grant List > Grant Workflow

**CO - Freshwater Resident Sport Fish Management (YC0001)**

Grant Process Workflow  
Back to Grants List

1 Grant Information  
 Complete  
 Available Actions: Update Contact Information

2. Update the contacts as needed, then click “Save and Exit”. If the contact details needs to be updated, contact the TRACS Help Desk at [tracs-helpdesk@fws.gov](mailto:tracs-helpdesk@fws.gov) or call 1-844-40-TRACS (1-844-408-7227).
- Note: Edit functionality is restricted by the user’s role(s):
    - Grant Specialists** can only be edited by the Federal Approver
    - Grant Recipient Contacts** can only be edited by the Data Editor

## CO - Freshwater Resident Sport Fish Management (YC0001)

### Update Contact Information

#### Federal Grant Specialists

[Create New Contact](#)

Federal Grant Specialists		
Contact Info	Send Notifications	Available Actions
Jane Federalis Upper Colorado Basin (Region 7) <a href="mailto:jane_federalis@fws.gov">jane_federalis@fws.gov</a> (303) 555-4444	No <input checked="" type="checkbox"/> Yes	<a href="#">Remove</a>

#### Grant Recipient Contacts

Grant Recipient Contacts		
Contact Info	Send Notifications	Available Actions
Robert Stately (Wildlife Biologist) <a href="mailto:robert.stately@dnr.gov">robert.stately@dnr.gov</a> (555) 555-5555	No <input type="checkbox"/> Yes	<a href="#">Remove</a>

[Save & Exit](#) [Cancel](#)