

Clean Vessel Act (CVA) Grant Entry in TRACS Job Aid

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This job aid provides a high-level overview of the steps to enter a Clean Vessel Act (CVA) grant into TRACS. For more information about the Clean Vessel Act Program including a sample project statement, please review the CVA Overview page here:

<https://wsfrtraining.fws.gov/mod/book/view.php?id=277&chapterid=155>.

High Level Overview of TRACS Data Entry Steps for CVA Grants:

1. Enter the **Grant Proposal** into TRACS. Select the 'Clean Vessel Act Program' as the funding program. Review 'Lesson 2a - Enter Grant Proposal':
<https://wsfrtraining.fws.gov/course/view.php?id=9>
2. Enter the **Project Statement(s)** into TRACS. Review 'Lesson 2b - Create Project Statement': <https://wsfrtraining.fws.gov/course/view.php?id=9>



Commonly used objectives for CVA:

1. For CVA objective of 'Facility construction, renovation, or acquisition':
 - Strategy: 'Facilities/Areas Construction, Renovation or Acquisition'
 - Objective: 'Construct, renovate, or acquire facilities'
 - Activity tag 1: 'Boat pump out/dump stations'
 - Activity tag 2 - Select all that apply:
 - ✓ Dump stations
 - ✓ Floating restrooms
 - ✓ Pump out boats
 - ✓ Pump out stations
2. For CVA objective of 'Facility operations & maintenance':
 - Strategy: 'Facilities/Areas Operations and Maintenance'
 - Objective: Operate and Maintain Facilities
 - Activity tag 1: 'Boat pump out/dump stations' (no activity tag 2 required)

For a list of additional objectives, review the TRACS Performance Matrix and related tools here: <https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1>

3. The Project Statement(s) will go through **two-stage approvals** by the Performance Non-Federal Approver and Performance Federal Approver. Review 'Lesson 3a - Project Statement Approvals': <https://wsfrtraining.fws.gov/course/view.php?id=14>
4. After the project statement approvals, the **Federal Approver will attach the FBMS Award** to the grant in TRACS. Review 'Lesson 3e - Link to FBMS Award': <https://wsfrtraining.fws.gov/course/view.php?id=14>
5. If the grant includes an objective for facility construction, renovation, or acquisition:
 - a. **Create the Facility Record(s)** for each facility after it has been constructed, renovated, or acquired. The facility record(s) will be attached to the performance report for the period of performance when the facility was completed. Review 'Lesson 8a - Create a Site and Facility Record': <https://wsfrtraining.fws.gov/course/view.php?id=27>
 - b. The facility record(s) will go through **two-stage approvals** by the Facility Non-Federal Approver and Facility Federal Approver. Once the facility record has the status of 'Final Approved', it will be available to attach to the performance report. Review 'Lesson 8b - Facility Approvals': <https://wsfrtraining.fws.gov/course/view.php?id=27>
6. Enter the **performance reports for each interim and final period** of performance. Review 'Lesson 4a – Enter Performance Reports': <https://wsfrtraining.fws.gov/course/view.php?id=11>
 - a. In the interim report(s) prior to the completion of facility construction, renovation, or acquisition, select "No" for progress to report for the objective and enter an explanation such as "Construction in progress, facility expected to be completed by x date". Review the 'Reporting No Quantifiable Result Job Aid' on the course page.
 - b. During the period of performance that includes that completion of the facility, select "Yes" for progress to report for the objective and attach the approved facility record(s) to the activity report. Review 'Lesson 4c – Reporting on Facilities Construction, Renovation or Acquisition' on the course page.
 - c. Each performance report for each period of performance will go through **two-stage approvals** by the Facility Non-Federal Approver and Facility Federal Approver. Review 'Lesson 4d – Performance Report Approvals': <https://wsfrtraining.fws.gov/course/view.php?id=27>



Monitoring Facilities Acquired with Federal Funding

For the useful life of federally funded facilities, grant recipients are required to monitor and maintain the facilities according to the grant terms.

In TRACS, this may include grants with an objective for 'Facilities Operations and Maintenance' and/or 'Facilities Construction, Renovation, or Acquisition'.

The TRACS Inventory Module serves as the place to maintain an electronic inventory of facilities constructed, renovated, or acquired with federal funding. Note that TRACS entry for all grants with a start date on or after January 1, 2021. Since that time, facility records are a required component of the data entry for any grants that include Facility Construction, Renovation, or Acquisition. Pre-existing facilities that are operated and maintained are not required to have a facility record in TRACS.

An adjustment to a Facility Record in TRACS is needed if there is a change to the facility, including a capital improvement, disposal of the facility, or disposal of a facility component. If more than one adjustment occurs, each adjustment is entered, and approved, separately. It is important to note that an adjustment can only be added when the original (base) record, and any subsequent adjustments, are in the 'final approved' status.

Review 'Lesson 8c – Enter Facility Adjustments' for more information:

<https://wsfrtraining.fws.gov/course/view.php?id=27>