

TRACS Matrix Changes and Legacy Objectives Job Aid

Updated 03/08/2024

The TRACS Performance Matrix lists the standardized strategies, objectives and activities that meet grant requirements. Applicants should refer to the Performance Matrix and related tools 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.

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 the Matrix and related tools via the training portal here: <https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1>

Please ensure you have the latest version of the Matrix to reference and review the [Matrix Revision Log](#) to see the list of changes and revisions.

The Working Group approved changes to strategies, objectives and/or activities (including tag 1s or 2s) are reflected in TRACS for new projects entered in the system. Objectives that were entered prior to Matrix changes remain as is for reporting, unless the user decides to edit them (which may require rescinding approvals or an amendment for the applicable project statements).

Option 1: Report on the legacy objectives

Legacy objectives are not changed in the system to match the current Matrix, so they are tagged with "(legacy)" at the activity level.

Performance Report Summary Page displays the tag "legacy" for activities entered prior to the Matrix changes to this objective type.

The screenshot shows a user interface for managing objectives and activities. At the top, there is a section for an objective: 'Conduct 250 training events for hunter education.' This section includes a 'Strategy: Training/Education' and 'Objective: Conduct training events'. To the right of the objective name, it says '0 of 1 activities' and there are buttons for 'Clear Objective' and 'Hide Activities'. Below this, there is a section for activities. The first activity is 'Activity Tag: Hunter education (legacy)', which is highlighted with a red arrow. Below it, there are two sub-activities: 'Firearms - hunting (legacy)' and 'Firearms - shooting (legacy)', both also highlighted with red arrows. To the right of the activity section, it says '1 Missing Data' and there are buttons for 'Report on Activity' and 'Show Details'.

Legacy objectives do not need to be updated to match the Matrix changes unless otherwise specified. Reporting will reflect the old version of the Matrix. Please consult with your Regional Office grant specialists and/or TRACS Working Group members for guidance.

Note that this option has the potential for some data loss for national reporting rollups and data calls. Legacy objectives may not be included in national rollup reports using the updated Matrix format since the data may not be specific enough to meet the reporting criteria.

Option 2: Update the objectives at the project statement level

The Performance Data Editor may choose to update their legacy objectives to match the current Matrix so that the changes are reflected in the performance report(s).

1. To edit the objectives, the project statement must have the status of "Statements Awaiting Completion" or "Awaiting Non-Federal Review and Submission". If the project statement has the status of "Final Approved" or "Awaiting Federal Approval", the Federal Approval will need to rescind approvals, or the amendment process may be used.
 - For instructions on how to rescind approvals or enter an amendment, refer to TRACS eLearning Course 3: <https://wsfrtraining.fws.gov/course/view.php?id=14>.
 - Note that if the performance reporting process has been started, additional steps will be needed to clear the report in order to make changes at the project statement level - review the [TRACS Amendment after Reporting Started Job Aid](#).
2. Once the project statement has the status of "Statements Awaiting Completion" or "Awaiting Non-Federal Review and Submission", the Performance Data Editor will edit the project statement and open page 3: Objectives, then select 'Edit' for the applicable objective(s).

The screenshot shows the TRACS Performance Data Editor interface. The top navigation bar includes 'Performance | Inventory | Administrative | User Management' and a 'YC' icon. The main header features the 'Performance' logo and a background image of a forest. Below the header, the project title 'AK - Hunter Education Sample Grant' is displayed, along with a 'Manage Attachments' link. A left-hand navigation menu lists six steps: 1: General Info, 2: Need & Purpose, 3: Objectives (highlighted), 4: Results & Benefits, 5: Budget Narrative, and 6: Additional Info. The main content area is titled 'OBJECTIVES' and contains a table with the following data:

Objective	Strategy	Validation	Actions
Conduct 250 training events for hunter education.	Training/Education	● All Data Entered	Edit See Activities Delete
Train 2500 students in hunter education.	Training/Education	● All Data Entered	Edit See Activities Delete

Below the table is a 'Create New Objective' button. At the bottom of the page, there are navigation buttons: '<< Previous Step', 'Next Step >>', 'Form Updated', 'Save & Exit', and 'Cancel'.

- When editing an objective, tab '1: Create Objective' will have the strategy and objective greyed out until the activities are removed. Select "Next Step".

AK - Hunter Education Sample Grant Manage Attachments

OBJECTIVES Manage Objective Attachments

1: General Info

2: Need & Purpose

3: Objectives

1: Create Objective

2: Add Activities

3: Add Approach

4: Results & Benefits

5: Budget Narrative

6: Additional Info

Name ⓘ
 Conduct 250 training events for hunter education.
 count/max: 49/1000

Strategy ⓘ
 Training/Education

Objective ⓘ
 Conduct training events

Pertains to R3 (recruitment, retention, reactivation)? ⓘ

Next Step >> **Finish Objective** Cancel

- On tab '2: Add Activities', make a note of the legacy activities displayed and then select "Delete" for each activity and confirm the deletion by typing "DELETE" in the pop-up screen.

AK - Hunter Education Sample Grant Manage Attachments

OBJECTIVES Manage Objective Attachments

1: General Info

2: Need & Purpose

3: Objectives

1: Create Objective

2: Add Activities

3: Add Approach


4: Results & Benefits

5: Budget Narrative

6: Additional Info

List of Activities

Add another Activity

Activity Tag	Activity Tag 2	Details	Validation	Actions
Hunter education (legacy)	<ul style="list-style-type: none"> Firearms - shooting (legacy) Firearms - hunting (legacy) 	Output: 250 Events	All Data Entered	Edit Activity Delete 

Add another Activity

<< Previous Step **Next Step >>** **Finish Objective** Cancel

5. Once the activities have been deleted, select "Previous Step".

AK - Hunter Education Sample Grant Manage Attachments

OBJECTIVES Manage Objective Attachments

Select one or more predefined activities associated with the objective by clicking on the "Add another Activity" button. An activity is a specific descriptor of an action used for grant performance reporting needs.

List of Activities

No activities have been entered.

At least one activity is required

Add an Activity

<< Previous Step Next Step >> Finish Objective Cancel

6. Update the objective name, strategy and/or objective as needed. Then select "Next Step".

AK - Hunter Education Sample Grant Manage Attachments

OBJECTIVES Manage Objective Attachments

Provide a descriptive name for the objective, select a strategy from the drop down list, and then select a predefined objective. If applicable identify one or more Recruitment, Retention, and Reactivation Target for the objective. Visit the [TRACS Resources and Jobs Aids page](#) to view/download the Performance Matrix.

Name ?
Conduct 250 training events for hunter education|

count/max: 49/1000

Strategy ?
Training/Education Create Objective

Objective ?
Conduct training events

Pertains to R3 (recruitment, retention, reactivation)? ?

Next Step >> Form Updated Finish Objective Cancel

7. Select "Add Activity" to re-enter the activity information.

AK - Hunter Education Sample Grant Manage Attachments

OBJECTIVES Manage Objective Attachments

Select one or more predefined activities associated with the objective by clicking on the "Add another Activity" button. An activity is a specific descriptor of an action used for grant performance reporting needs.

List of Activities

No activities have been entered.

At least one activity is required

Add an Activity

<< Previous Step Next Step >> Form Updated Finish Objective Cancel

8. The Activity Tags page will display the current Matrix options. Add the tag(s) that apply and enter the unit of measure and any additional required information.

9. Review and edit the approach if needed, then continue to update any other activities and objectives as needed.

10. The project statement will need to go through the approvals process again with approval by the Non-federal and Federal approvers. Review [Lesson 3a: Project Statement Approvals](#) for more information.

If you need assistance, please contact the TRACS Help Desk by email at tracs-helpdesk@fws.gov or call 1-844-408-7227.