

EPA Tribal Clean Water Act §319 Program

Grants Reporting and Tracking System (GRTS) User Guide for Tribal Projects

August 2022

General Information

Project Title: Implementation of Watershed Projects to Restore NPS Impaired Waters on the Goshute Reservation

Short Project Description: Confederated Tribes of the Goshute Reservation proposes to address nonpoint source water pollution at four degraded wetland habitat and water quality impaired stream sites within the Goshute Reservation and the Deep Creek watershed. The Deep Creek Watershed is the greatest contributor to stream flows on the Goshute Reservation and contains streams that support the endangered Bonneville Cutthroat Trout. Waters are impaired due to hydromodification (specifically, streambank modification and destabilization). The goal of this project is to implement

Waterbody Name: Deep Creek

Watershed Name: Deep Creek watershed

Watershed-based plan development a part of this project?: ☐ Yes ☒ No

Implementation project type: Implementing a watershed project

Sources of NPS Pollution

View/Hide Secondary Sources ☐ Delete Selected

| | Category Type | Secondary |
|--------------------------|---------------|-----------|
| <input type="checkbox"/> | | |

Grants Reporting and Tracking System (GRTS)

EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects

* Region: \$

Tribal Pre-Award Projects

Create Pre-Award Project Move Pre-Award Project(s) to Grant Delete Selected

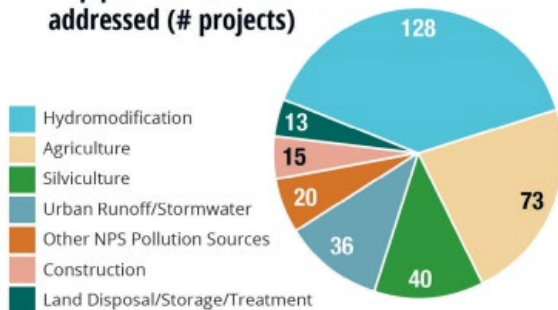
Previous row(s) 51 - 92 of 92

| | Reg | Primary Subgrantee | Title |
|--------------------------|-----|--|--|
| <input type="checkbox"/> | 08 | CONFEDERATED TRIBES OF THE GOSHUTE RESERVATION | Project: Implementation of Watershed Projects to Restore NPS Impaired Waters on the Goshute Reservation |
| <input type="checkbox"/> | 08 | CONFEDERATED TRIBES OF THE GOSHUTE RESERVATION | Project: Implementation of Watershed Projects to Restore NPS Impaired Waters on the Goshute Reservation |
| <input type="checkbox"/> | 08 | CONFEDERATED TRIBES OF THE GOSHUTE RESERVATION | Project: Implementation of Watershed Projects to Restore NPS Impaired Waters on the Goshute Reservation |
| <input type="checkbox"/> | 05 | PRAIRIE ISLAND INDIAN COMMUNITY | Project: 1) Water Quality Improvement Through the Creation of Wetland Ecosystem; 2) Riparian Plantings of Native Plants Constructing a 20' X 4,000' Buffer Area; 3) Educational Outreach Through Signage |

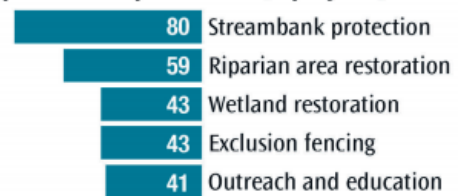


Competitive Grant-Funded Projects (2013-2018)

Top pollution sources addressed (# projects)



Top practices implemented (# projects)



Top pollutants addressed (# projects)

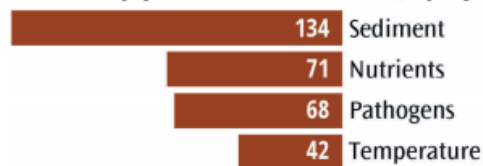


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Background

The EPA's Grants Reporting and Tracking System (GRTS) is the primary tool for the Agency's management and oversight of Clean Water Act Section §319 grants. The EPA and state NPS programs use GRTS, a web-based database, to track §319 grant and other NPS project information. In recent years, the EPA has expanded the functionality of GRTS. For example, states now submit proposed *NPS Success Stories* through GRTS, then work with EPA staff in the system to revise and finalize the write-ups. Additionally, states in some EPA regions use the GRTS *Watershed Plan Tracker* to track implementation of watershed-based plans.

Each year the EPA awards over 200 base §319 grants to eligible Tribes. These grants support a wide range of NPS program activities. In addition, each year the EPA awards approximately 30 competitive §319 grants to eligible Tribes for on-the-ground implementation projects that will directly protect or restore water quality. Historically, Tribal §319 grant information was not submitted to GRTS.

In federal fiscal year (FY) 2018, EPA developed a Tribal §319 section within the GRTS database to summarize Tribal competitive §319 grant project information for the [Tribal NPS Highlights Report](#). By entering Tribal project information in GRTS, EPA staff were able to use the database's analysis tools to summarize project data for the highlights report. In addition to its use in the recent highlights report, maintaining Tribal §319 competitive grant data in GRTS helps EPA staff efficiently compile summaries of awarded Tribal competitive §319 projects and conduct searches for projects addressing a certain pollutant, pollution source, BMP types, etc.

Beginning in FY2022, as a condition of receiving a Tribal §319 competitive grant, Tribal grantees will be responsible for providing EPA with information about their project for entry into GRTS. This information is due 90 days from the grant award date. Required project information includes a project description, NPS categories of pollution and pollutants to be addressed, proposed BMPs, anticipated environmental outputs and outcomes, project location, project budget information, and project partners contributing to project implementation.

This guide provides an overview of the process for including Tribal §319 competitive grant information in GRTS. Tribal §319 competitive grantees have two options for providing project information to EPA:

Option 1: Fill out an Excel-based form with your competitive grant project information, then email this form to your EPA Regional Tribal GRTS lead.

Option 2: Create a GRTS user account, then create a new project page for your competitive grant project in the database.

Tribal GRTS Data Submittal Process

Step 1: Tribal §319 competitive grantees submit competitive §319 grant information to EPA within 90 days of their grant award date. Tribes have two options for meeting this requirement:

- **Option 1:** Fill out an Excel-based form with your competitive grant project information, then email this form to your **EPA Regional Tribal GRTS lead**.
- **Option 2:** Create a GRTS user account, then create a new project page for your competitive grant project in the online application. Notify your **EPA Regional Tribal GRTS lead** when the project page has been created.

Step 2: EPA Regions review the submitted project information and follow up with the Tribe if any corrections or clarifications are needed. Once complete, **EPA Regions** upload Excel-based XML files submitted by Tribes in their Region into the GRTS database.

Step 3: EPA Regions review and confirm that all Tribal §319 competitive grant project pages for their Region are present and complete within the GRTS database.

Step 4: EPA headquarters reviews all Tribal §319 competitive grant project pages to confirm they are complete and works with **EPA Regions** to resolve any remaining issues.

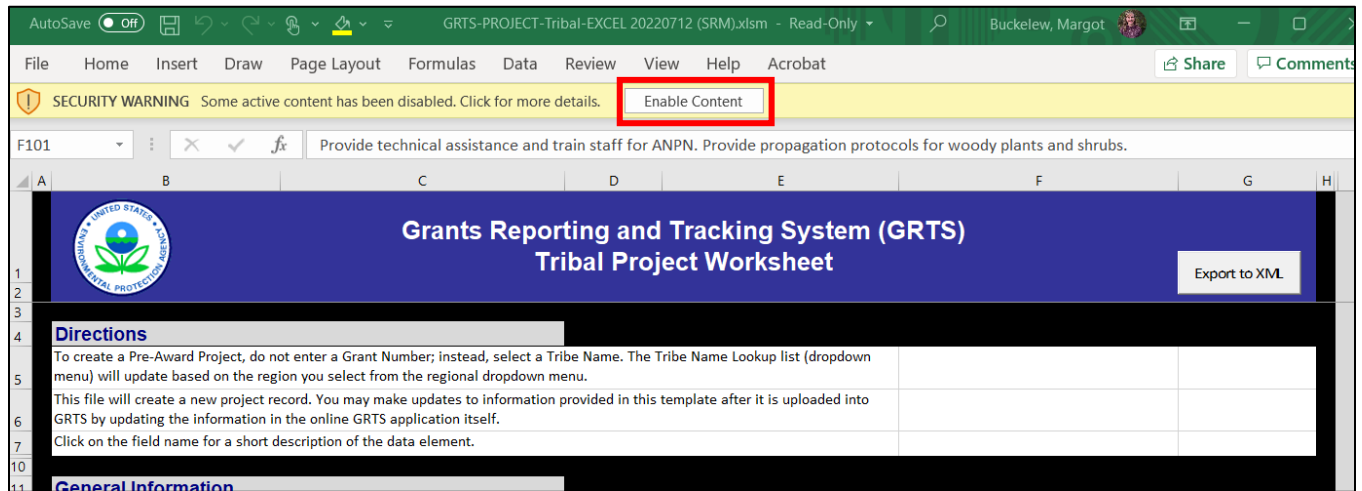
EPA Tribal GRTS Contacts:

| Office | Name | Email |
|-----------|---|--|
| HQ | Margot Buckelew, National Tribal GRTS Coordinator | Buckelew.margot@epa.gov |
| HQ | Alex Porteous, National GRTS Coordinator | Porteous.alex@epa.gov |
| Region 1 | Bessie Wright | wright.bessie@epa.gov |
| Region 2 | Aimee Boucher | boucher.aimee@epa.gov |
| Region 3 | - | - |
| Region 4 | Sharon Brown | Brown.sharon@epa.gov |
| Region 5 | Stephen Feeley | feely.stephen@epa.gov |
| Region 6 | TeAndra Taylor | Taylor.teandra@epa.gov |
| Region 7 | Ann D'Alfonso | dalfonso.ann@epa.gov |
| Region 8 | Margaret Stebbins | stebbins.margaret@epa.gov |
| Region 9 | Howard Kahan | Kahan.howard@epa.gov |
| Region 10 | Sarah Coull | Coull.sarah@epa.gov |

Option 1: Data entry via Excel

The other option for data entry is via an XML enabled Excel spreadsheet. After completing this spreadsheet, it can be uploaded into GRTS.

- i. Download the spreadsheet from the EPA Tribal NPS web page, Upon opening, be sure to click “Enable Content” when prompted:



- ii. **General Information:** Enter the information as prompted about the project and Tribal contact.

| Grants Reporting and Tracking System (GRTS) Tribal Project Worksheet | | | |
|---|--|---------------------------------|--|
| <p>Directions</p> <p>To create a Pre-Award Project, do not enter a Grant Number; instead, select a Tribe Name. The Tribe Name Lookup list (dropdown menu) will update based on the region you select from the regional dropdown menu.</p> <p>This file will create a new project record. You may make updates to information provided in this template after it is uploaded into GRTS by updating the information in the online GRTS application itself.</p> <p>Click on the field name for a short description of the data element.</p> | | | |
| General Information | | | |
| Grant Award Number: | 99267201 | Region / Tribe Name: | Region 5 |
| * Implementation project type: | Implementing a watershed project | * Tribal project contact: | Les Benedict |
| * Project Title: | Use of Native Plants for roadside BMPs | * Tribal project contact email: | Les.Benedict@anyweherre.com |
| * Waterbody Name: | St Lawrence, St Regis, Raquette and Grasse | * Short Project Description: | Implement a Type ii project using culturally important native plants to implement road stabilization practices for the control nonpoint sources and incorporate Climate resilient BMPs and include plants that attract important pollinator species. Improve the Native Plant Nursery's capacity to propagate Native Plant |
| * HUC12(s): | 041503070305,041503060409 | | |
| * Watershed-based plan development a part of this project?: | Yes | | |

| Field | Field Type | Relevant notes |
|-----------------------------|---------------|---|
| Grant Award Number | Enter text | If creating a pre-award entry, do not enter a grant number. |
| Implementation project type | Dropdown list | Indicate the “Project Type”. Options are: <ol style="list-style-type: none"> i. Implements a nine-element watershed based plan ii. Implementing a watershed project |

| | | |
|--|---------------|--|
| Project Title | Enter text | |
| Waterbody Name | Enter text | |
| HUC12(s) | Enter ID | Specify the HUC12(s) where the project is taking place. <i>Note: that this list has auto-populated based on HUC12s within HUC8s that intersect with the boundaries of the Tribe identified for this project.</i> <i>Note: If entered, GRTS will create a drainage basin based on the identified HUC12s.</i> Use the HUC12 look-up table included in the third tab of the spreadsheet to find ID numbers associated with watershed names. |
| Watershed-based plan development a part of this project? | Yes / No | This is "Yes" if the Tribe is using part of the competitive grant to develop a watershed plan. |
| Region/Tribe | Dropdown list | Select the Region from the first line, and the second line will populate with corresponding Tribal entities. |
| Tribe Project Contact | Enter text | Project point of contact |
| Contact Email: | Enter text | |
| Short Project description | Enter Text | Enter a description of the project. |

iii. **NPS Categories of Pollution:**

"Category Type" and "Pollution Secondary Category" are both dropdown menus (carrot at the right of the line will open the menu) for selecting pollution categories. Select the "Category Type" first, and secondary categories will auto-populate based on selection. *Note: There are 4 identical entry boxes in this section that can be used to enter multiple pollution categories.*

| NPS Categories of Pollution | |
|---|--|
| *Category Type: Construction | Category Type: Hydromodification |
| *Pollution Secondary Category: Highways/Roads/Bridges | Pollution Secondary Category: Dredging |
| Pollution Secondary Category: | Pollution Secondary Category: |
| Pollution Secondary Category: | Pollution Secondary Category: |
| Category Type: Land Disposal/Storage/Treatment | Category Type: |
| Pollution Secondary Category: Landfills | Pollution Secondary Category: |
| Pollution Secondary Category: | Pollution Secondary Category: |
| Pollution Secondary Category: | Pollution Secondary Category: |

iv. **Pollutants to be Addressed:**

Use the dropdown menu to select the "Pollutant Type" (carrot at the right of the line will open the menu).

"Load Reduction Goal" will be a number entered manually into the box; then select the correct units from the dropdown menu. *Note: There are 4 identical entry boxes in this section that can be used to enter multiple pollutants to be addressed.*

| Pollutants to be Addressed | |
|-------------------------------------|--------------------------------|
| *Pollutant Type: Acid Mine Drainage | Pollutant Type: Oil and Grease |
| Load Reduction Goal: | Load Reduction Goal: |
| Units: | Units: |
| Pollutant Type: | Pollutant Type: |
| Load Reduction Goal: | Load Reduction Goal: |
| Units: | Units: |
| Pollutant Type: | Pollutant Type: |
| Load Reduction Goal: | Load Reduction Goal: |
| Units: | Units: |

- v. **Management Measures:** Enter the project information.
- a. Enter “Outputs Achieved” and “Outcomes Achieved” at the top of this section.

| Field | Field Type | Relevant notes |
|-------------------|------------|---|
| Outputs achieved | Enter text | <p>Output definition: An environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.</p> <p><i>Examples include: acres of riparian area restored; miles of fenceline installed; feet of streambank protected; # springs protected.</i></p> |
| Outcomes achieved | Enter text | <p>Outcome definition: The result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achieved within an assistance agreement funding period. Outcomes may be short-term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long-term (changes in condition of the natural resource).</p> <p><i>Examples include: increased # waterbodies that have been protected from NPS pollution; increased NPS knowledge of community members; increased abundance and diversity of fish or macroinvertebrate species.</i></p> |

| Management Measures | | | |
|--|--------------------------|--|------|
| *Outputs Achieved: The Tribe will gauge project performance with the following output metrics: • Miles of roadside stabilized | | *Outcomes Achieved: Outcomes anticipated as a result of activities include: • Improved water quality | |
| *BMP Type: Vegetative Barrier | | BMP Type: Filter Strip | |
| Longitude | -74.651230 ex: -79.87654 | Longitude | -74 |
| Latitude | 44.994660 ex: 40.67895 | Latitude | 4 |
| Number Installed: | 50.00 | Number Installed: | 3.00 |
| Units: | FT | Units: | MI |
| Cost: | | Cost: | |
| Implementation Date: | (MM/DD/YYYY) | Implementation Date: | |
| Comments: | | Comments: | |
| BMP Type: Longitude ex: -79.87654 Latitude ex: 40.67895 Number Installed: Units: Cost: Implementation Date: (MM/DD/YYYY) Comments: | | BMP Type: Longitude Latitude Number Installed: Units: Cost: Implementation Date: Comments: | |
| BMP Type: Longitude ex: -79.87654 Latitude ex: 40.67895 Number Installed: Units: Cost: Implementation Date: (MM/DD/YYYY) Comments: | | BMP Type: Longitude Latitude Number Installed: Units: Cost: Implementation Date: Comments: | |

b. BMP Types: Note that there are 6 identical sections that allow for entering multiple BMPs under one project.

| Field | Field Type | Relevant Notes |
|---------------------|---|---|
| BMP Type | Drop-down menu (see carrot on the right side of the cell) | Select the BMP from the alphabetical menu |
| Longitude | Enter Text | Geolocation of BMP, if known; <i>Note: When adding geographic coordinates, GRTS will generate drainage areas that correspond to the location identified.</i> |
| Latitude | Enter Text | Geolocation of BMP, if known; <i>Note: When adding geographic coordinates, GRTS will generate drainage areas that correspond to the location identified.</i> |
| Number Installed | Enter Text | |
| Units | Drop-down menu (see carrot on the right side of the cell) | |
| Cost | Enter Text | |
| Implementation Date | Enter Text | (mm/dd/yyyy) |
| Comments | Enter Text | Any additional, relevant information may be added here |

- vi. **Budget:** Enter all budget information.

| Budget | |
|-------------------------|--|
| *Appropriation Year: | 2000 |
| * Budget Funds Include: | Federal 319(h) funds AND matched funds |
| * 319(h) Federal Funds: | \$100,000.00 |
| EPA Other: | |
| Other Federal: | |
| Tribal Funds: | \$37,000.00 |
| Tribal In-Kind: | \$10,000.00 |
| Local Funds: | |
| Other Funds: | |

| Field | Field Type | Relevant Notes |
|-----------------------|---|--|
| Appropriation Year | Enter Text | This is the fiscal year when the award was made. |
| Budget Funds Include | Drop-down menu (see carrot on the right side of the cell) | Options Include: <ul style="list-style-type: none"> i. Federal §319(h) funds only ii. §319(h) matched funds only iii. Federal §319(h) funds AND matched funds |
| §319(h) Federal Funds | Enter Text | |
| EPA Other | Enter Text | |
| Other Federal | Enter Text | Funds from any other federal agency |
| Tribal Funds | Enter Text | Direct Tribal funding |
| Tribal In-Kind | Enter Text | Quantification of in-kind services provided by the Tribe or Tribal members |
| Local Funds | Enter Text | |
| Other Funds | Enter Text | |

- vii. **Project Partners:** Enter all relevant information about project partners in this section.
Note: there are 10 identical sections to enter multiple partners.

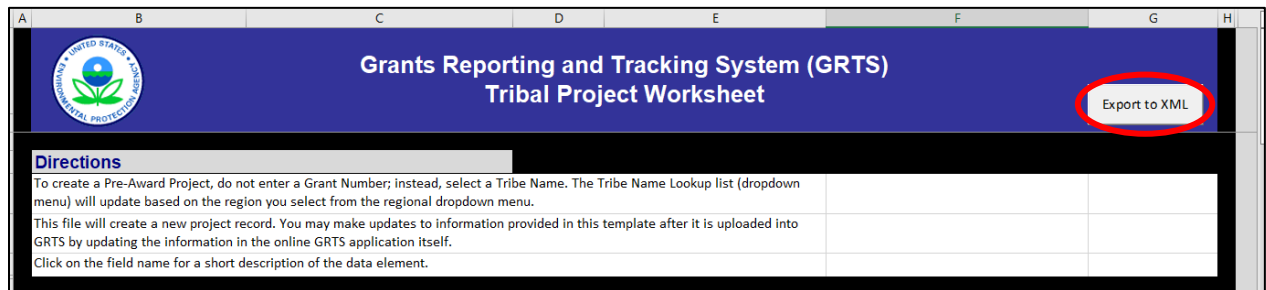
| Project Partners | | |
|-------------------------------|---|--|
| Organization Type: | Other | Organization Type: Other |
| Partner Name: | Akwesasne Task Force on the Environment | Partner Name: Saratoga Tree Nursery |
| Partner Funding Contribution: | \$2,000.00 | Partner Funding Contribution: |
| Description of Role: | standing agreement for cultural guidance for ANPN | Description of Role: Provide technical assistance and training for ANPN. Provide propagation protocol for woody plants and shrubs. |
| Organization Type: | | Organization Type: |
| Partner Name: | | Partner Name: |
| Partner Funding Contribution: | | Partner Funding Contribution: |
| Description of Role: | | Description of Role: |
| Organization Type: | | Organization Type: |
| Partner Name: | | Partner Name: |
| Partner Funding Contribution: | | Partner Funding Contribution: |
| Description of Role: | | Description of Role: |
| Organization Type: | | Organization Type: |
| Partner Name: | | Partner Name: |
| Partner Funding Contribution: | | Partner Funding Contribution: |
| Description of Role: | | Description of Role: |
| Organization Type: | | Organization Type: |
| Partner Name: | | Partner Name: |
| Partner Funding Contribution: | | Partner Funding Contribution: |
| Description of Role: | | Description of Role: |

| Field | Field Type | Relevant Notes |
|------------------------------|--|--|
| Organization Type | Drop-down Menu (see carrot to at the right side of the cell) | |
| Partner Name | Enter Text | Name of organization |
| Partner Funding Contribution | Enter Text | Enter the funding amount coming from this partner. |
| Description of Role | Enter Text | Enter brief description of how this partner was involved in the project. |

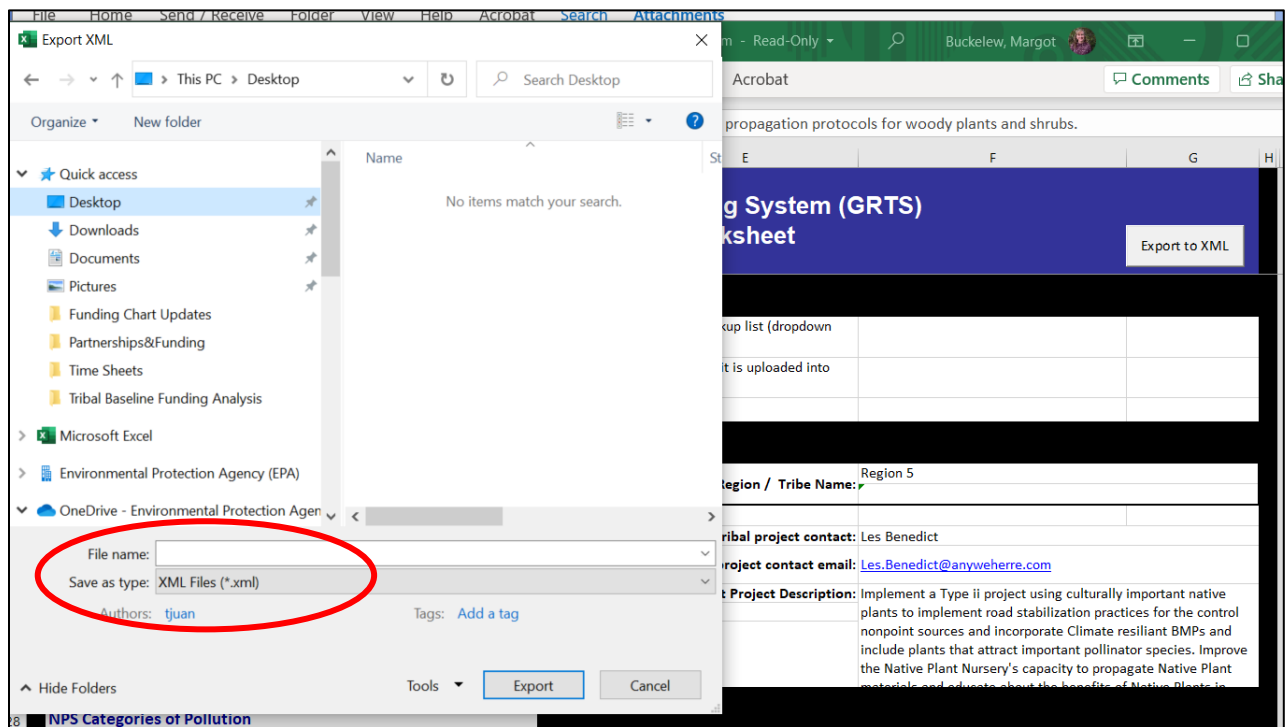
Uploading Excel project file to GRTS database (for EPA Regional staff)

After entering all information into the excel spreadsheet, it will be uploaded to the GRTS website via the .xml file type. Your regional contact is the responsible party for this step – be sure to submit a complete excel file to ensure complete data entry.

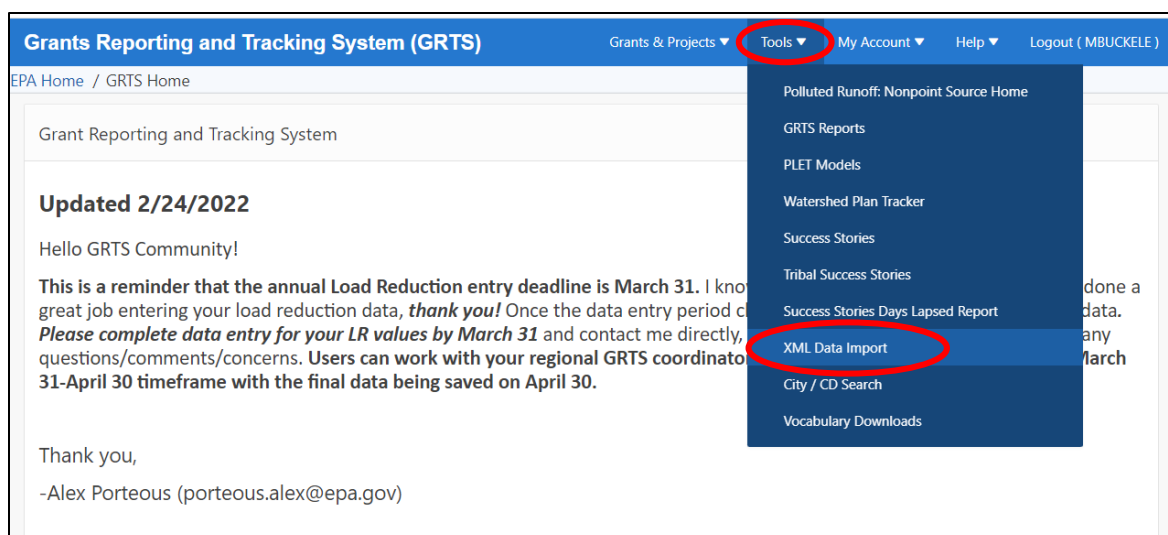
- i. **Save as .xml file:** When data entry is complete, click the “Export to XML” button at the top of the sheet.



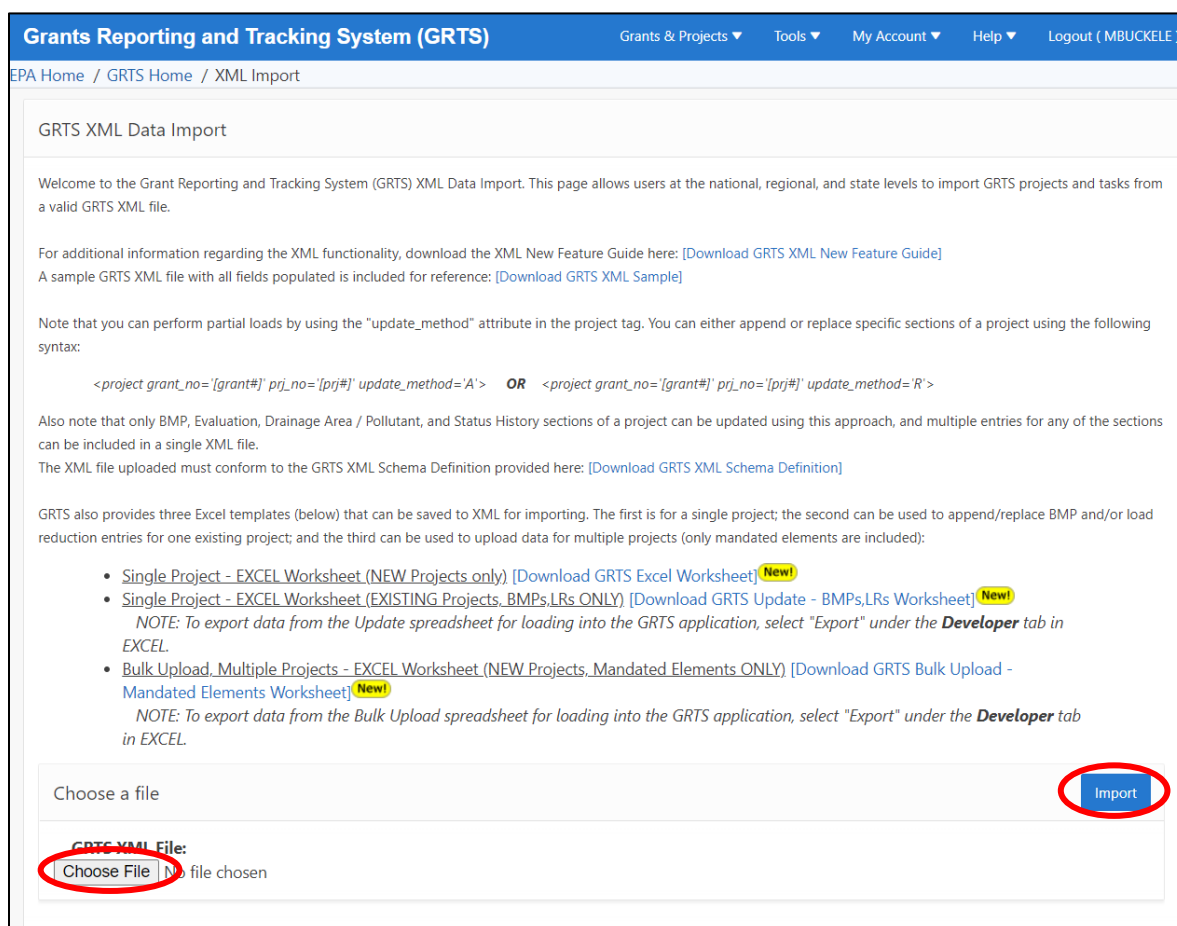
- ii. **Save:** When the dialogue box prompts you to save it locally, select the appropriate drive on your computer, name the file, and click save. *Note that the file type is .xml by default.*



- iii. **Navigate to XML Upload page:** On the GRTS website, navigate to the “Tools” menu, and then select “XML Data Import”:



- iv. **Data Upload:** Once on the “XML Data Import” landing page, use the “Choose File” button at the bottom of the screen to select a file from your computer (via dialogue box); then select “Import” to bring the XML file into the GRTS database.

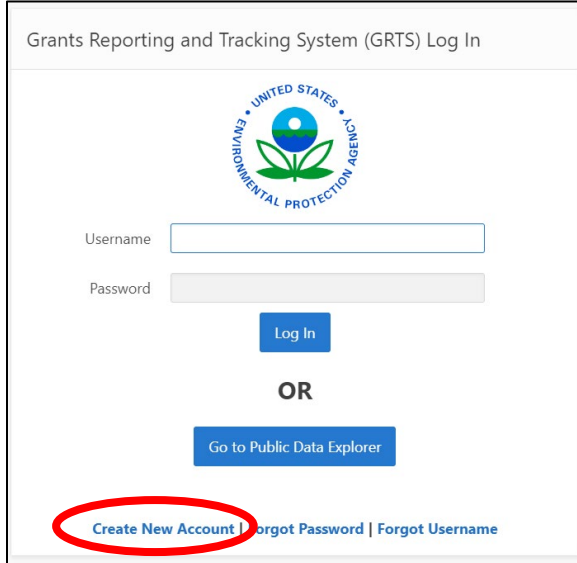


Option 2: Data entry via the GRTS database

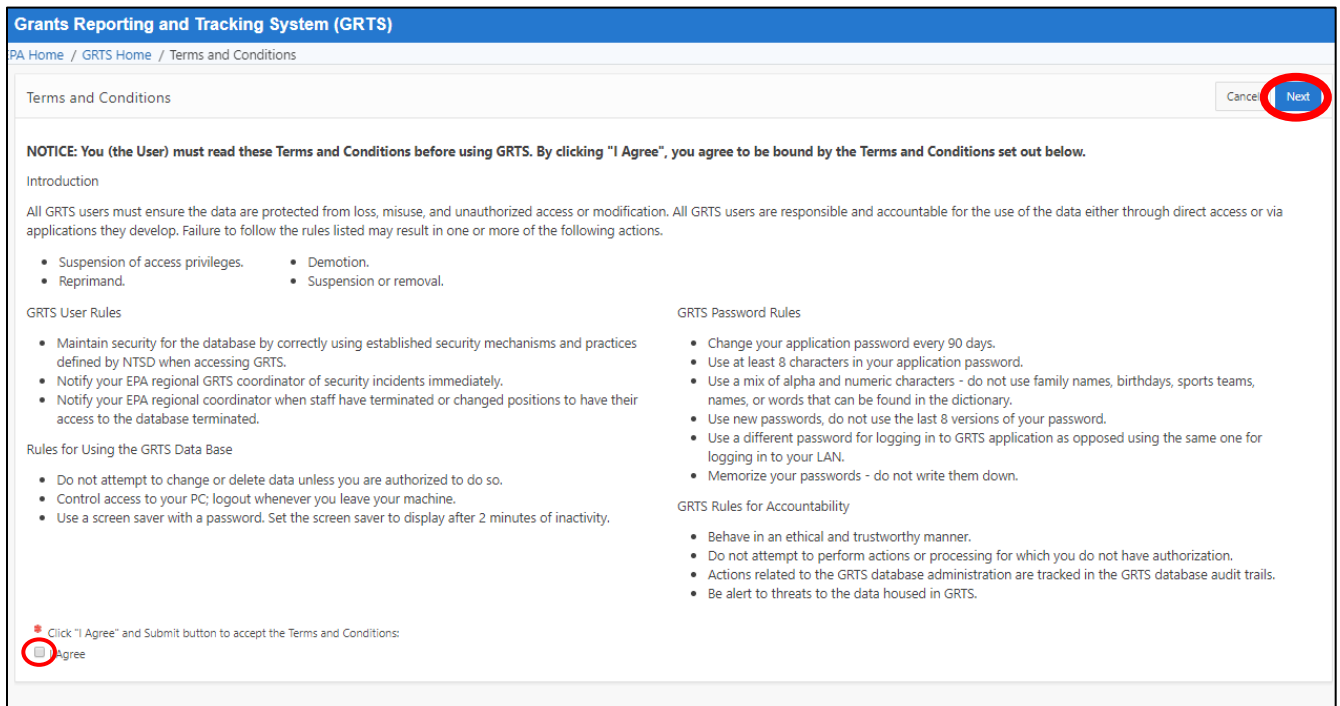
Step 1: Create a GRTS account

i. Visit the GRTS homepage: <https://ofmpub.epa.gov/apex/grts/f?p=109:5000:::>

ii. Click the “Create New Account” button



iii. Review and approve the Terms and Conditions



iv. **Fill out the information form**

Request User Account

CancelNext

Please fill out the information below, a * denotes required information.

*

Organization:

*

Are you a contractor or subgrantee?

*

First Name:

Middle Name:

*

Last Name:

*

Email Address:

(youremail@domain.com)

*

Confirm Email:

(youremail@domain.com)

Employer:

*

Address:

*

City:

*

State:

*

ZIP/Postal code:

(99999)

*

Phone:

-

-

(999-999-9999)

Fax:

-

-

(999-999-9999)

*

Security Question

-Select a Question-

Security Question will be asked to get password

*

Your Answer:

- v. **Await account approval by the GRTS System Administrator.** You will receive an email with follow-up instructions when your account has been approved.

Grants Reporting and Tracking System (GRTS)

Registration Successful

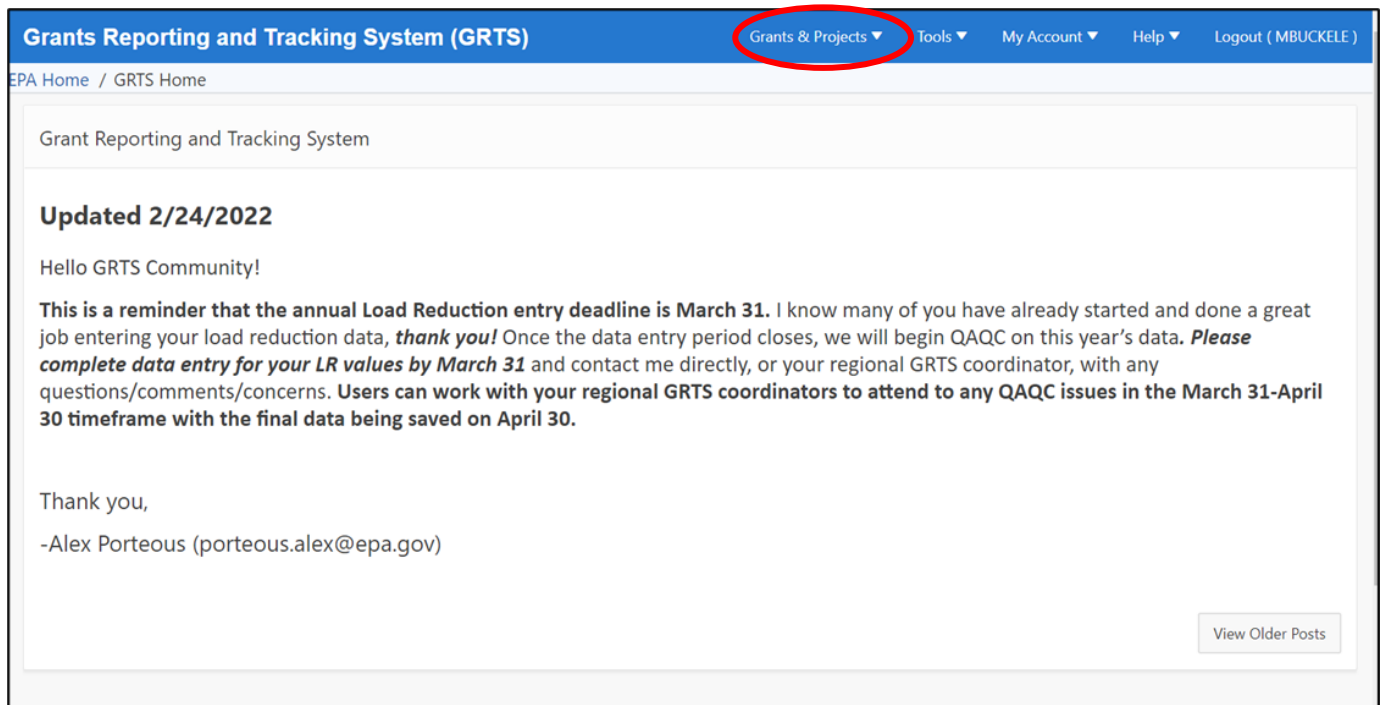
Thank you for your user account request. Your request has been forwarded to the system Administrator. You will receive an email as soon as your account is approved.

[Return to Login](#)

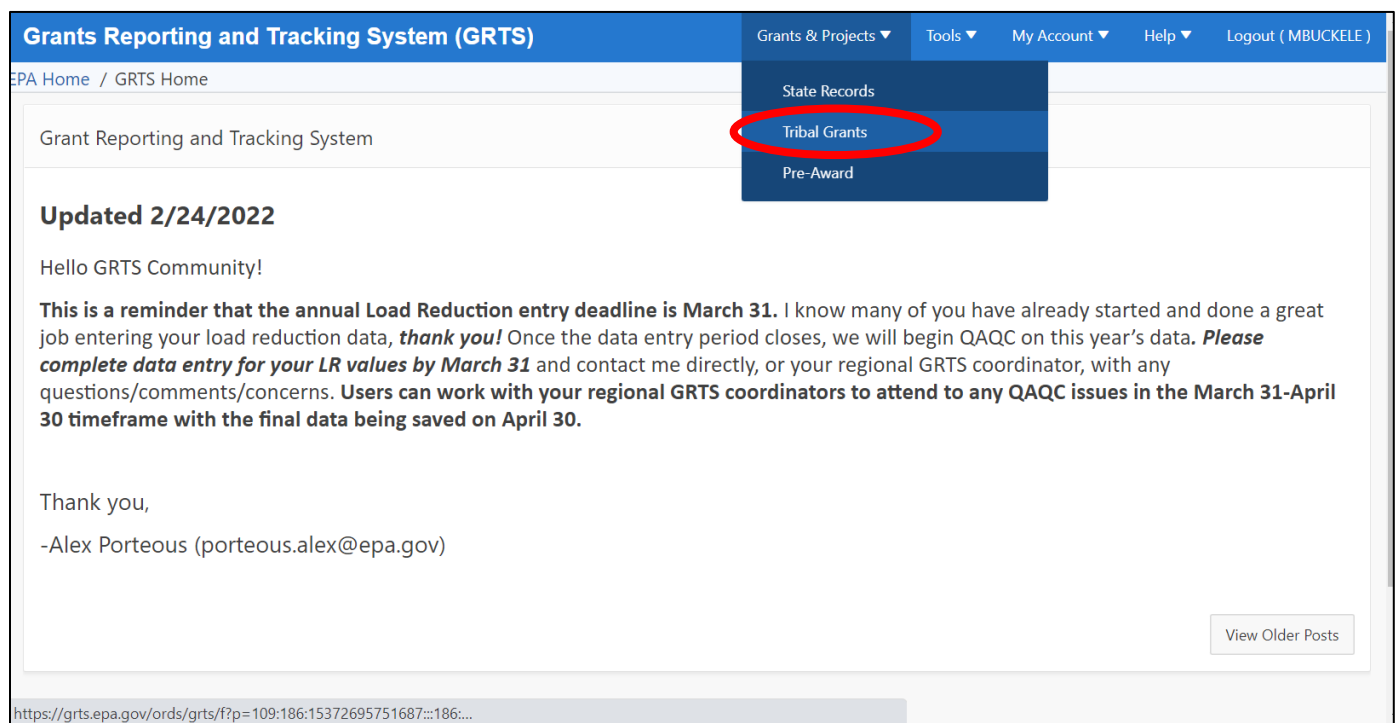
Step 2: Create a new project page in GRTS

General Note: the project page will auto-save as you fill it out. There is no “Save” button.

- i. On GRTS home page, click “Grants & Projects” dropdown on top right. Note, the GRTS Homescreen shown below will have updates important to the GRTS User Community.



- ii. Click “Tribal Grants”



- iii. Click **“View Tribal Pre-award Projects”** blue button on right. Tribal §319 competitive project pages can be created in GRTS before the project has been awarded to a grant; these are called “pre-award projects” in GRTS. See Section 4 below for instructions on converting a “pre-award” project after funds have been awarded.

Grants Reporting and Tracking System (GRTS)

Grants & Projects ▾ Tools ▾ My Account ▾ Help ▾ Logout

EPA Home / GRTS Home / Tribal Grants

Tribal Grants Search

Year Type: Appropriation Year Fiscal Year: 2020 * Region: Keyword: ...found in:

Go Actions ▾

View Tribal Pre-award Projects

5 Region, State, Award Fiscal Year, Grant, Grantee

- iv. Click **“Create Pre-Award Project”** button

Grants Reporting and Tracking System (GRTS)

Grants & Projects ▾ Tools ▾ My Account ▾ Help ▾ Logout

EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects

* Region: Go

Tribal Pre-Award Projects

Create Pre-Award Project Move Pre-Award Project(s) to Grant Delete Selected

row(s) 1 - 50 of 74 Next ▶

| | Reg | Primary Subgrantee | Title | Pre Id |
|--------------------------|-----|---|--|---------------------|
| <input type="checkbox"/> | 10 | CONFEDERATED TRIBES OF THE COLVILLE RESERVATION | Project FY 2013 Section 319 Grant Proposal Buffalo Lake Watershed Project | 10--MGORJALA-105523 |
| <input type="checkbox"/> | 10 | NEZ PERCE TRIBE | Project Nonpoint Source (NPS) Management Program Section 319 of the Clean Water Act Competitive Grant Proposal | 10--MGORJALA-105540 |
| <input type="checkbox"/> | 10 | NOOKSACK TRIBAL COUNCIL | Project South Fork Nooksack Watershed Crabapple Road Removal | 10--MGORJALA- |

- v. Select appropriate EPA Region and Tribe. Enter Project Title in the following format:
Fiscal Year: Tribe Name: Project Title
 e.g., FY2019: Pueblo of Tesuque: Riparian Restoration and Streambank Stabilization

Add Tribal Pre-Award Project

EPA Region

Tribe

Title

Add

Note that this will pre-populate the “Project Information” section at the top of the GRTS Project Page.

Project Information

Grantee:

PENOBSCOT NATION

Pre-Award #:

01--MBUCKELE-120640

Region:

01

Appropriation Year:

- vi. **General Information:** Note, throughout the Tribal GRTS data entry pages, a red asterisk (*) denotes a mandated element to be entered by the user.

Project Information

Grantee:

PENOBSCOT NATION

Pre-Award #:

01--MBUCKELE-120963

Region:

01

Appropriation Year:

General Information*

?

* Project Title:

GRTS Update Test

* Short Project Description:

* Waterbody Name(s):

HUC12(s)

-Select one or more HUC12s-
 010200010101 (Abacotnetic Stream)
 010200010102 (Rainey Brook)
 010200010103 (Norris Brook)

* Watershed Name(s):

* Watershed-based plan development a part of this project?:

☐ Yes
 ☐ No

* Implementation project type:

Tribe Project Contact:

Contact Email:

| Field | Field Type | Relevant notes |
|--|---------------|--|
| Short Project Description | Enter text | |
| Waterbody Name | Enter text | |
| Watershed Name | Enter text | |
| Watershed-based plan development a part of this project? | Yes / No | This is “Yes” if the Tribe is using part of the competitive grant to develop a watershed plan. |
| Implementation project type | Dropdown list | |

| | | |
|-----------------------|-------------|---|
| Tribe Project Contact | Enter text | Project point of contact |
| Contact Email: | Enter text | |
| HUC12(s) | Select HUCs | The list in this box is auto-populated based on HUC12s inside of HUC8s that intersect with the boundary of the Tribe identified for this project. If known, select the HUCs where this project is taking place. |

vii. **Sources of NPS Pollution**

a. Click "Add Source" blue button:

b. Select all relevant Secondary Pollution Category types from dropdown lists (can select >1):

viii. **Pollutants to be Addressed**

a. Click "Add Pollutants to be Addressed" blue button:

b. Select all relevant pollutants from dropdown list (can select >1):

ix. **Management Measures**

a. Click “Add Management Measures” blue button:

The screenshot shows the 'Management Measures' interface. At the top right, there is a blue button labeled 'Add Management Measures' which is circled in red. Below this button are two buttons: 'Delete Selected' and 'View Definitions'. In the center, there is a search bar with a magnifying glass icon and a 'Go' button. Below the search bar, the text 'No Management Measures found.' is displayed. A horizontal scrollbar is visible at the bottom.

b. Select all relevant management measures (can select >1), then click “Save/Exit”:

The screenshot shows the 'Select Management Measures' dialog box. On the left, there is a list of 'Available Management Measures' with checkboxes. A dropdown menu is open, showing a list of categories including 'Silviculture', 'Agriculture', 'All Sources', 'Animal Feeding Operations', 'Construction', 'Degradation of Habitat and Wildlife', 'Historical Pollutants', 'Hydromodification' (which is highlighted in blue), 'Land Disposal/Storage/Treatment', 'Marinas and Recreational Boating', 'Other NPS Pollution', 'Resource Extraction', 'Silviculture', 'Turf Management', and 'Urban Runoff/Stormwater'. On the right, there is a section titled 'Selected Management Measures' which contains a table with a header 'BMP' and one row with a checkbox and the text 'Streambank & Shoreline Protection'. Below the table, the text '1 - 1' is displayed. At the bottom right, there is a blue button labeled 'Save / Exit' which is circled in red.

- c. If application provides explicit information about # installed or size of BMP, enter this information. For each BMP, select “Edit” button:

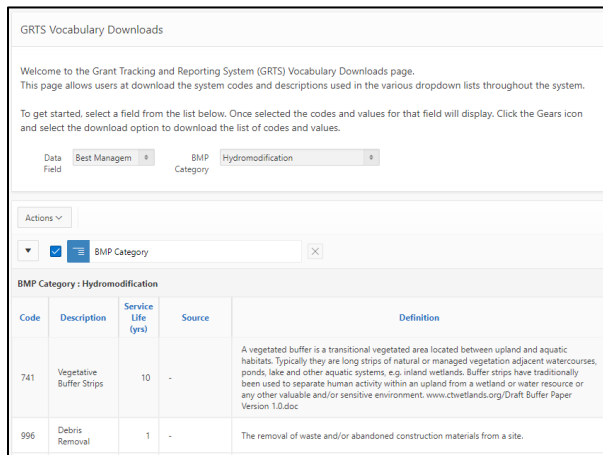


Management Measures *

| | Edit | BMP Type | Number installed | Unit of Measure | Implementation Date |
|--------------------------|-------------------------------------|------------------------------|------------------|-----------------|---------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Stream Channel Stabilization | | UNITS | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Riparian Herbaceous Cover | | UNITS | |

1 - 2

Note: Use the “View Definitions” button to open the Vocabulary Downloads library which includes definitions for most BMPs.



GRTS Vocabulary Downloads

Welcome to the Grant Tracking and Reporting System (GRTS) Vocabulary Downloads page. This page allows users to download the system codes and descriptions used in the various dropdown lists throughout the system.

To get started, select a field from the list below. Once selected the codes and values for that field will display. Click the Gears icon and select the download option to download the list of codes and values.

Data Field: Best Management *
 BMP Category: Hydromodification *

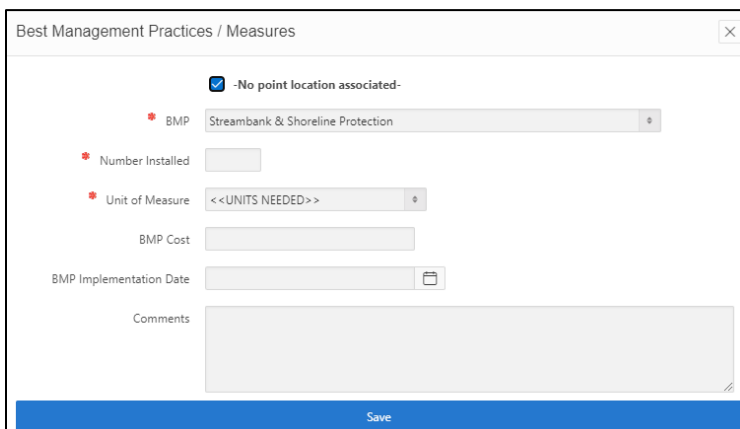
Actions v

☒ ☒ BMP Category x

BMP Category: Hydromodification

| Code | Description | Service Life (yrs) | Source | Definition |
|------|--------------------------|--------------------|--------|---|
| 741 | Vegetative Buffer Strips | 10 | - | A vegetated buffer is a transitional vegetated area located between upland and aquatic habitats. Typically they are long strips of natural or managed vegetation adjacent watercourses, ponds, lake and other aquatic systems, e.g. inland wetlands. Buffer strips have traditionally been used to separate human activity within an upland from a wetland or water resource or any other valuable and/or sensitive environment. www.cetwetlands.org/Draft Buffer Paper Version 1.0.doc |
| 996 | Debris Removal | 1 | - | The removal of waste and/or abandoned construction materials from a site. |

- d. Enter “Number Installed” and “Unit of Measure” for each BMP, when this information is available. When location data is available, uncheck the “No point location associated” box to open a text box to enter details on the BMP location (latitude-longitude coordinates). *Note: you will receive an error if the coordinates entered are not within the continuous US.* Then click “Save”:



Best Management Practices / Measures x

☒ -No point location associated-

* BMP: Streambank & Shoreline Protection v

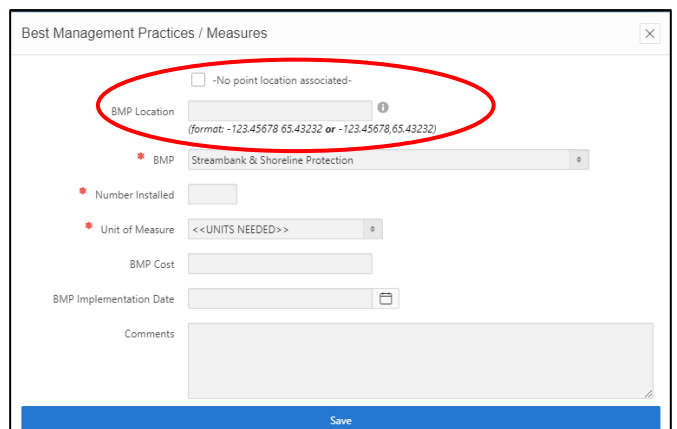
* Number Installed:

* Unit of Measure: <<UNITS NEEDED>> v

BMP Cost:

BMP Implementation Date: v

Comments:



Best Management Practices / Measures x

☐ -No point location associated-

BMP Location: v
(format: -123.45678 65.43232 or -123.45678,65.43232)

* BMP: Streambank & Shoreline Protection v

* Number Installed:

* Unit of Measure: <<UNITS NEEDED>> v

BMP Cost:

BMP Implementation Date: v

Comments:

- e. Management measures table will automatically update with quantity information:

Management Measures
Add Management Measures
?

Delete Selected
View Definitions

Go
Actions

| <input type="checkbox"/> | Edit | BMP Type | Number installed | Unit of Measure | Implementation Date |
|--------------------------|------|------------------------------|------------------|------------------|---------------------|
| <input type="checkbox"/> | | Bilge Socks | 20 | INDIVIDUAL UNITS | 07/11/2022 |
| <input type="checkbox"/> | | Stream Channel Stabilization | 400 | FT | 07/11/2022 |

1 - 2

- x. **Outputs and Outcomes:**

* Outputs achieved :

* Outcomes achieved :

| Field | Field Type | Relevant notes |
|-------------------|------------|---|
| Outputs achieved | Enter text | Output definition: An environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. <i>Examples include: acres of riparian area restored; miles of fenceline installed; feet of streambank protected; # springs protected.</i> |
| Outcomes achieved | Enter text | Outcome definition: The result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achieved within an assistance agreement funding period. Outcomes may be short-term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long-term (changes in condition of the natural resource). <i>Examples include: increased # waterbodies that have been protected from NPS pollution; increased NPS knowledge of</i> |

| | | |
|--|--|--|
| | | community members; increased abundance and diversity of fish or macroinvertebrate species. |
|--|--|--|

xi. **Budget**

Enter budget information, including:

- Appropriation Year (i.e., year that competitive grant was awarded)
 - *Note: if the appropriation year is before 2014, you will see lines for “§319(h) Base Funds” and “§319(h) Incremental Funds”. If the appropriation year is after 2014, the form will update as seen below to only show “§319(h) Federal Funds”*
- §319(h) Federal Funds
- Match Funds (most commonly will be under “Tribal Funds”)
- Other funds specified in the competitive grant application (e.g., EPA Other, Other Federal, Local Funds, etc.)

Budget *

Project Budget *

Appropriation Year:

* Project budget includes

* 319(h) Federal Funds:

EPA Other:

Other Federal:

Tribal Funds:

Tribal In-Kind:

Local Funds:

Other Funds:

Total Budget:

Comments:

xii. **Project Partners**

- a. Click “Add Project Partner” blue button:

Project Partners

Add Project Partner ?

Edit All Data Delete Selected

No Key Partners found.

- b. Enter information for each Project Partner described in application. This may include other departments in the Tribe (e.g., Fisheries Dept), or outside partners (e.g., Watershed Group, UDSA-NRCS). Click “Save”:

Key Partners X

Partner Organization Type: [dropdown]

Partner Name: [text input]

Partner Contribution/Funds: [text input]

Description of Activities/Notes: [text area]

Save

xiii. **Add Attachments:**

Click “Add Attachment” to upload any relevant documents. Click “Save.” You can use this Attachments section to include maps, photos, project workplan, or other documents related to the project being implemented with Tribal §319 competitive grant funds.

Attachments

Add Attachment ?

Delete Selected Download All Attachments

No Attachments found.

Project Attachment



☒ **File** ☐ URL

Select a File:

No file chosen

Select a File:

No file chosen

Select a File:

No file chosen

Select a File:

No file chosen

Select a File:

No file chosen

Save / Exit

Cancel

Step 3: Use the *Drainage Areas Mapper* tool to specify project location

- i. This area will auto populate if you have selected a HUC12 in the Project Information section, or if you added location information for individual BMPs. *Note: In this situation, there will be at least 2 auto-populated entries – one for HUC12 (which will include the text name of the watershed) and the catchment area (which is smaller and is named with a number only).*
- ii. Click “View/Add Drainage Areas” to open the Drainage Area Viewer and review the auto-populated HUC12s and catchments.

| | Drainage Area | Drainage Number | Pollutants | BMPs |
|--------------------------|------------------------|-----------------|------------|--------------------------|
| <input type="checkbox"/> | 1736756 (010200050603) | 1 | | Vegetative Buffer Strips |

- iii. The Drainage Area Viewer will automatically zoom to the HUC12 or the latitude/longitude entered for the BMPs. Expand the menus on the left to verify the mapped HUCs and BMPs. Click on the green polygon to zoom to the project area. Second image illustrates both actions. Refer to the “Drainage Area User Guide” linked at the top of this dialogue box for more information.

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Trouble viewing the map? See the [Troubleshoot Page](#).

Map Layers: ☒ NHD Streams/Waterbodies ☒ HUC12 (Subwatershed) ☐ USGS Topo ☐ Assessed Waters ☐ Impaired Waters ☐ TMDLs

Drainage Areas

- ☐ 1-1736756 (010200050603)
 - ☒ Impacted Waterbodies
 - ☒ Stream Reaches (1)
 - ☒ HUC12s (1)
 - ☒ BMPs (1)
 - MBUCKLE - 07/11/2022
 - ☒ Edit Delete

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Trouble viewing the map? See the [Troubleshoot Page](#).

Map Layers: ☒ NHD Streams/Waterbodies ☒ HUC12 (Subwatershed) ☐ USGS Topo ☐ Assessed Waters ☐ Impaired Waters ☐ TMDLs

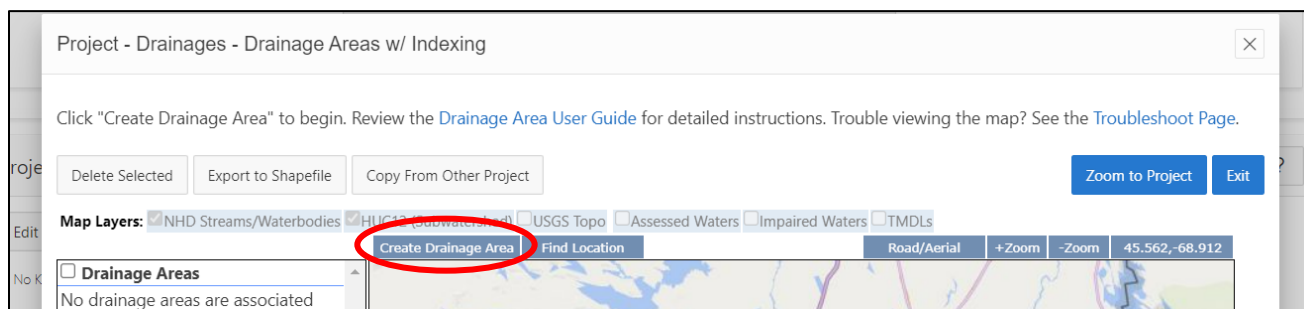
Drainage Areas

- ☐ 1-1736756 (010200050603)
 - ☒ Impacted Waterbodies
 - ☒ Stream Reaches (1)
 - ☒ HUC12s (1)
 - 010200050603
 - ☒ BMPs (1)
 - Vegetative Buffer Strips -> 20(FT)
 - MBUCKLE - 07/11/2022
 - ☒ Edit Delete

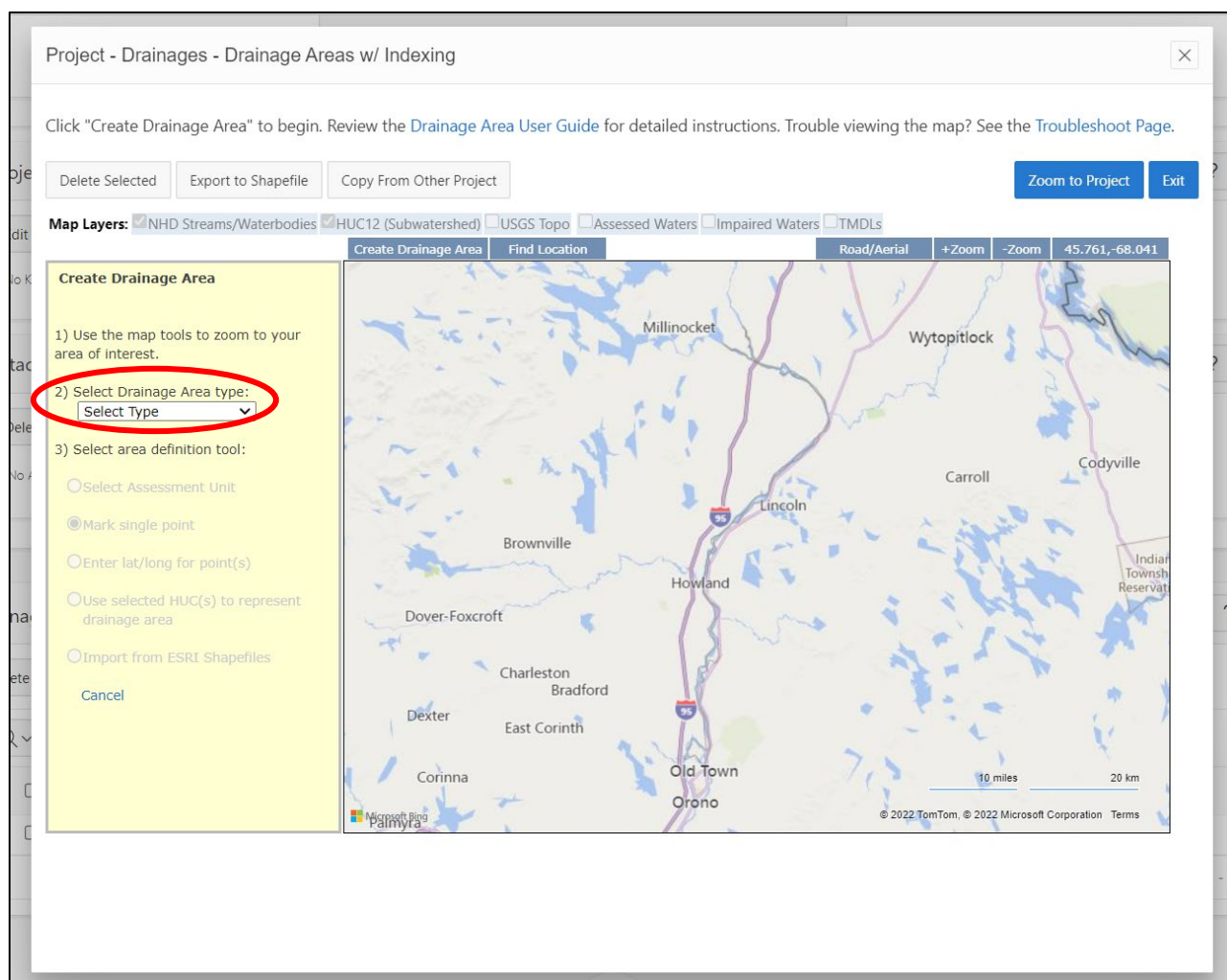
Alternative Step 3: Manually Entering Drainage Areas

Only continue this section if no HUC12 or BMP coordinates were previously entered. This section will auto-populate with HUC12s and catchments if coordinates were previously entered. There are other reference geospatial layers available at the top of the map viewer if useful, including the EPA supported Geospatial Rest Service for Tribal Boundaries.

- i. This Drainage Area viewer will zoom to the area where your Tribe is located. To begin manually entering the drainage area of interest, by click “Create Drainage Area”:



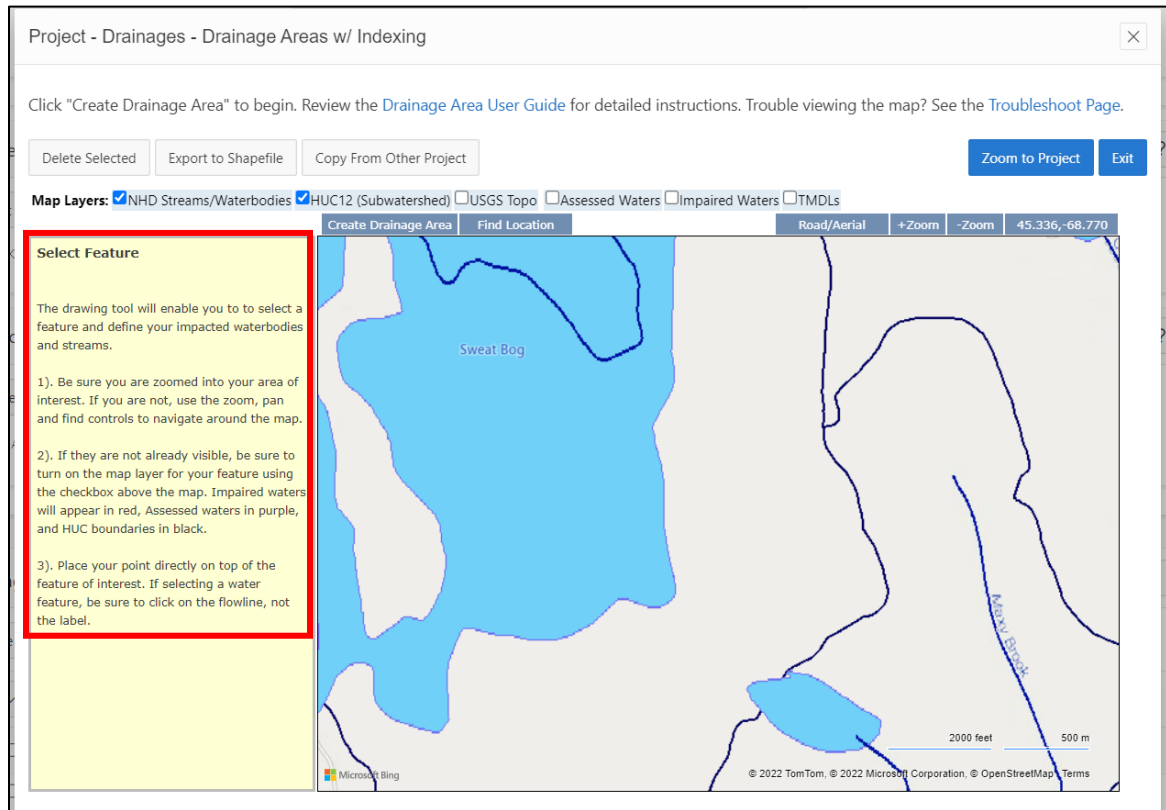
- ii. Create Drainage Area Menu will appear on the left side of the panel. Select the “Drainage Area Type” that corresponds with this project:



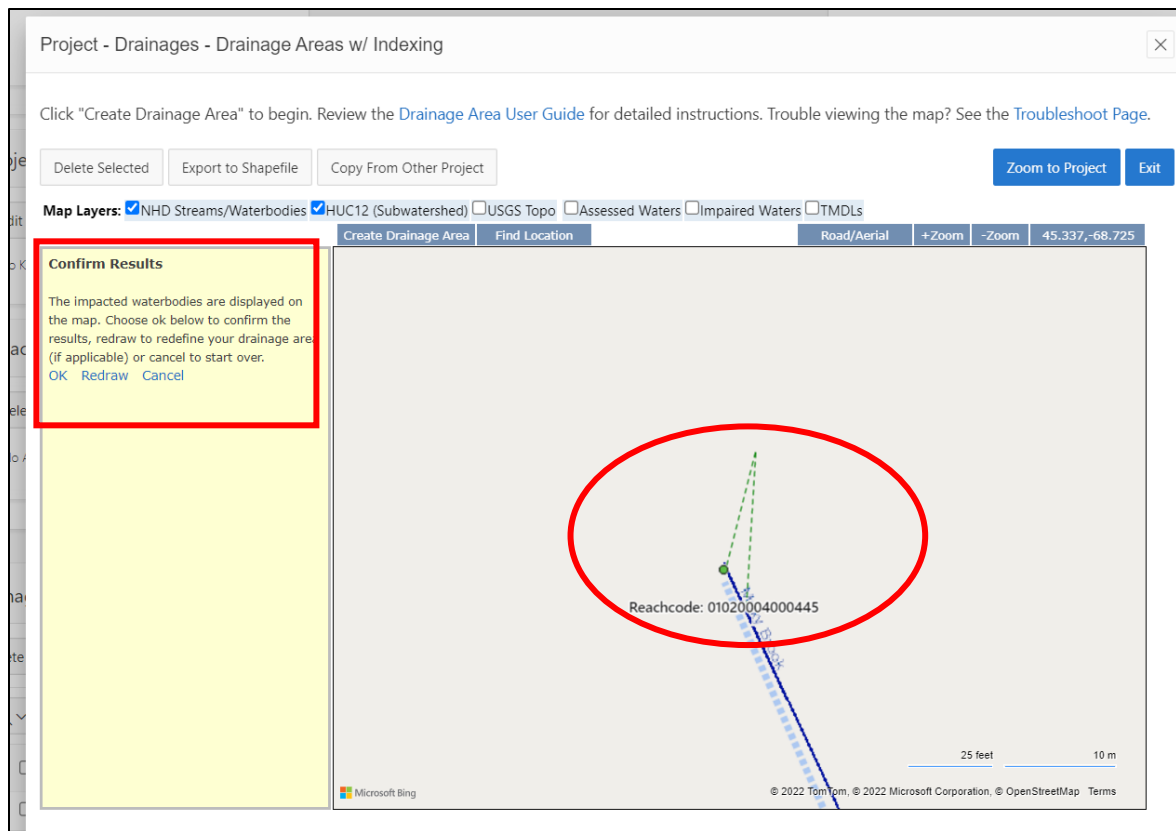
| Drainage Area Type | Area Definition tool: | Notes: |
|------------------------|--|---|
| Point-based Site / BMP | a) Mark a single point manually b) Enter latitude / longitude for location of BMP | Use the most accurate representation of the project/data available. |
| Assessment Unit | a) Select the assessment Unit | |
| Watershed (HUC) | a) Use selected HUC to represent drainage area b) Import from ESRI shapefile | |

If selecting Point Based, “mark single point manually”:

- a. “Select Feature” drawing tool will open. This will allow manual placement of a point on the map. Follow the on-screen prompts for ensuring accuracy.



- b. After selecting the point of interest, the tool will query impacted waterbodies near this location and return a detailed reach/watershed/HUC code. Confirm the results or redraw.



- c. After confirming the location information, select the BMP type and click “create”. This will now show the drainage area for the point of interest and reflect it in the menu on the left:

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Trouble viewing the map? See the [Troubleshoot Page](#).

Delete Selected

Export to Shapefile

Copy From Other Project

Zoom to Project

Exit

Map Layers: ☒NHD Streams/Waterbodies ☒HUC12 (Subwatershed) ☐USGS Topo ☐Assessed Waters ☐Impaired Waters ☐TMDLs

Create Drainage Area

Find Location

Road/Aerial

+Zoom

-Zoom

45.337,-68.725

New Drainage Area

*Drainage Area Name:

010200040604

*BMP Type:

AMD Treatment System

Access Control (Use Exclusion)

Access Road

Agricultural Fuel Containment Facility

Agro Tillage

Agro forestry Planting

Agrochemical Mixing Facility

Alkaline Dosing

Alley Cropping

Alternative Septic System

Hold down [CTRL] button to make multiple selections.

Create

Cancel

Reachcode: 01020004000445

25 feet 10 m

Microsoft Bing

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Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Trouble viewing the map? See the [Troubleshoot Page](#).

Delete Selected

Export to Shapefile

Copy From Other Project

Zoom to Project

Exit

Map Layers: ☒NHD Streams/Waterbodies ☒HUC12 (Subwatershed) ☐USGS Topo ☐Assessed Waters ☐Impaired Waters ☐TMDLs

Create Drainage Area

Find Location

Road/Aerial

+Zoom

-Zoom

45.342,-68.708

☐ Drainage Areas

☐ 1-1719261 (010200040604)

Impacted Waterbodies

Stream Reaches (1)

01020004000445

HUC12s (1)

010200040604

BMPs (1)

Access Road->(<>)

MBUCKLE - 07/11/2022

Edit

Delete

2000 feet 500 m

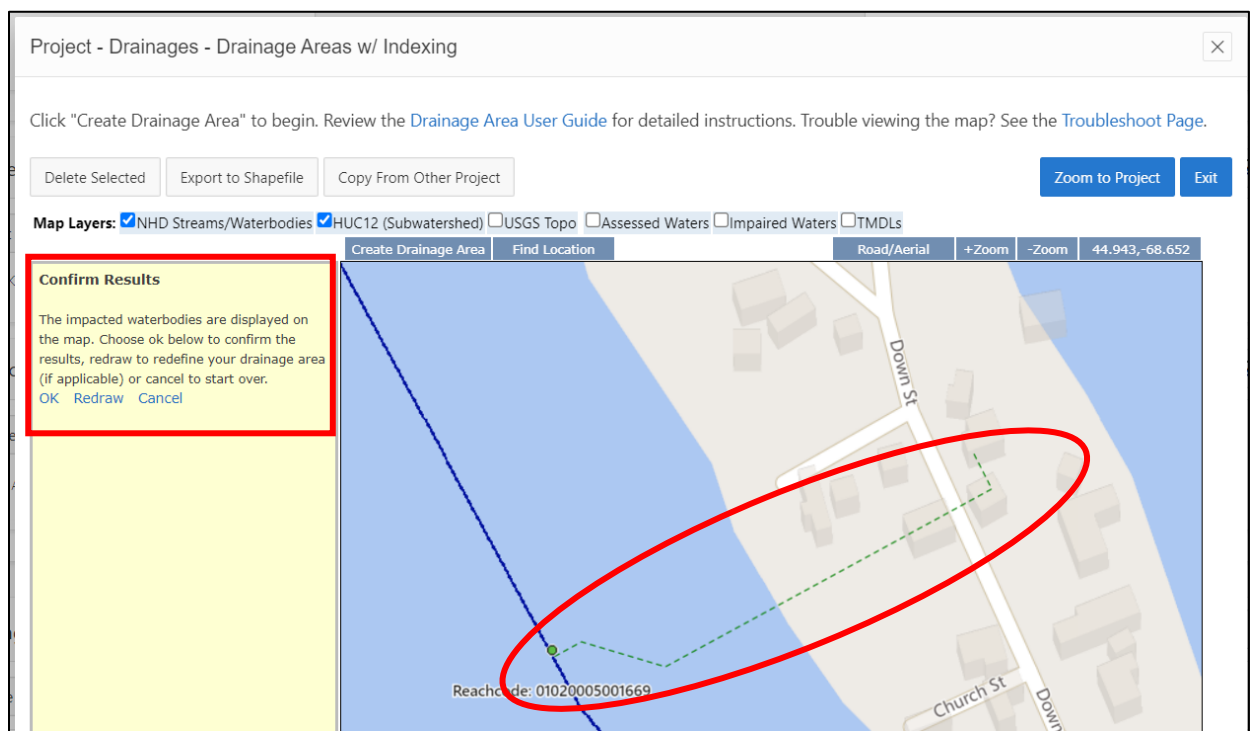
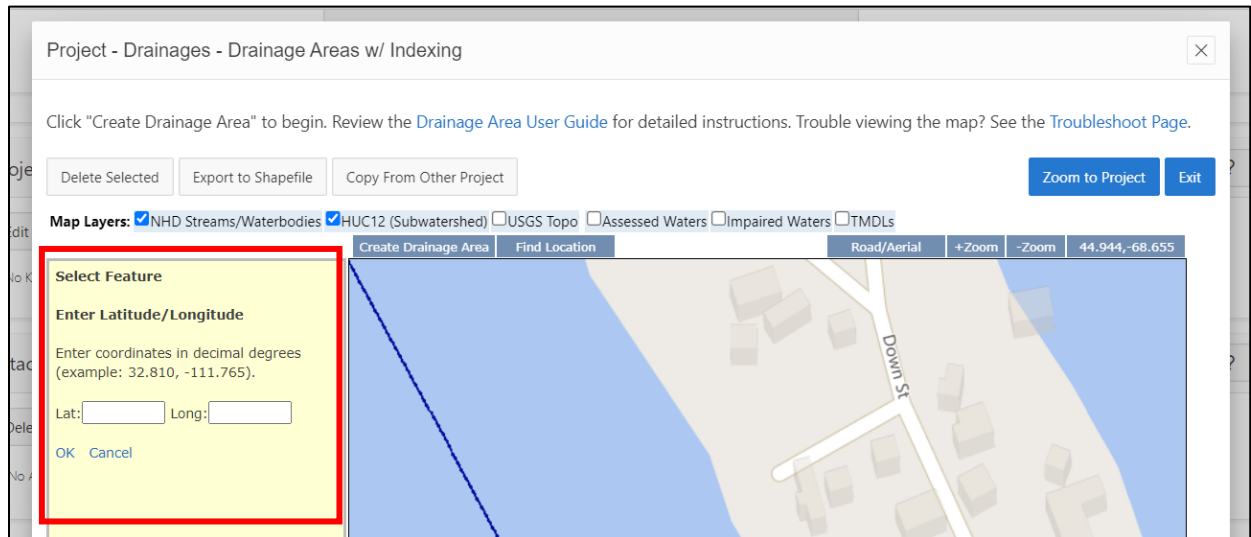
Microsoft Bing

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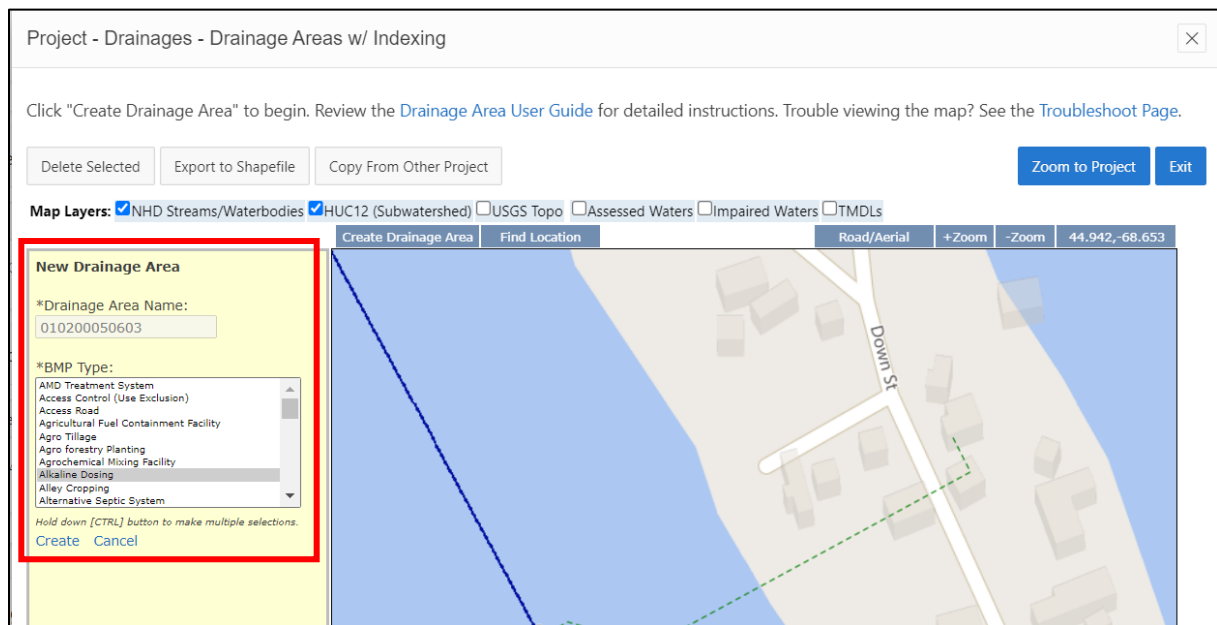
32

If selecting “Point Based” and “Enter Latitude / Longitude”:

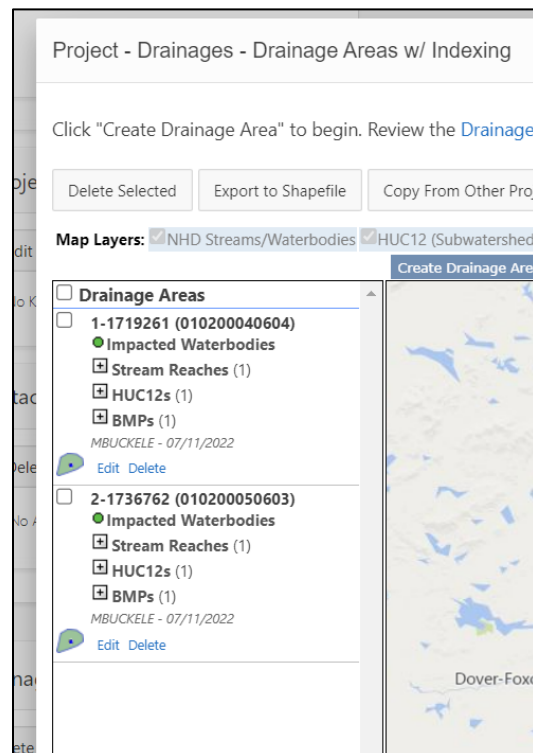
- a. The following dialogue box will appear to manually enter point location. After entering the coordinates, the system will generate impacted waterbodies near the specified point. Confirm the results.



- b. After confirming the location information, select the BMP type and click “create”. This will now show the drainage area for the point of interest and reflect it in the menu on the left:



Note: the Drainage Areas menu will reflect all created points of interest. For example, this menu included the “add by point” location and the “add by Lat/Long” entry:



If selecting via “Assessment Unit”:

- a. Select the EPA program type that reflects the Assessment Unit of interest.

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Trouble viewing the map? See the [Troubleshoot Page](#).

Delete Selected Export to Shapefile Copy From Other

Map Layers: ☒ NHD Streams/Waterbodies ☒ HUC12 (Subwatershed) ☐ USGS Topo ☐ Assessed Waters ☒ Impaired Waters ☐ TMDLs

Create Drainage Area

Select Assessment Unit

Select EPA Program Type:

303D Impaired Waters

305B Assessed Waters

☐ Identify one ID from map

☐ Select/Enter ID

Cancel

- b. To “Identify one ID from map”:

- a. 303(d) OR 305(b): Assessment units will be color coded to reflect their status. Zoom in on the map until to view the stream segments. Select the corresponding assessment, confirm the results, and then “Create” the drainage area.

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Trouble viewing the map? See the [Troubleshoot Page](#).

Delete Selected Export to Shapefile Copy From Other Project

Zoom to Project Exit

Map Layers: ☒ NHD Streams/Waterbodies ☒ HUC12 (Subwatershed) ☐ USGS Topo ☐ Assessed Waters ☒ Impaired Waters ☐ TMDLs

Create Drainage Area Find Location

Road/Aerial +Zoom -Zoom 45.217,-68.631

Confirm Results

The impacted waterbodies are displayed on the map. Choose ok below to confirm the results, redraw to redefine your drainage area (If applicable) or cancel to start over.

OK Redraw Cancel

010200050401

2500 feet 1 km

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- c. To Select/ Enter ID: toggle the radio button and enter the ID in the box.

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Troubleshooting

Delete Selected Export to Shapefile Copy From Other Project

Map Layers: ☒ NHD Streams/Waterbodies ☒ HUC12 (Subwatershed) ☐ USGS Topo ☐ Assessed Waters ☐ Impaired Waters

Create Drainage Area Find Location

Select Assessment Unit

Select EPA Program Type:

303D Impaired Waters
305B Assessed Waters

☐ Identify one ID from map
☒ Select/Enter ID

Lookup

OK Cancel

If selecting, "Watershed (HUC)" and "Use Selected HUC(s) to represent drainage area":

- a. Select the most relevant radio button, and then select a location on the map. The program will then choose the corresponding drainage area:

Project - Drainages - Drainage Areas w/ Indexing

Click "Create Drainage Area" to begin. Review the [Drainage Area User Guide](#) for detailed instructions. Troubleshooting

Delete Selected Export to Shapefile Copy From Other Project

Map Layers: ☒ NHD Streams/Waterbodies ☒ HUC12 (Subwatershed) ☐ USGS Topo ☐ Assessed Waters ☐ Impaired Waters

Create Drainage Area Find Location

Select HUC12

☐ Identify one Catchment from map
☐ Identify one HUC12 from map
☐ Identify one HUC8 from map
☐ Identify multiple HUC12s from map
☒ Select one or more HUC12s from list

Lookup

OK Cancel

After finishing Drainage Area entry, the information entered will be automatically saved. Double check that all the necessary information has been entered by using the “Mandated Elements Check” at the top of the page:

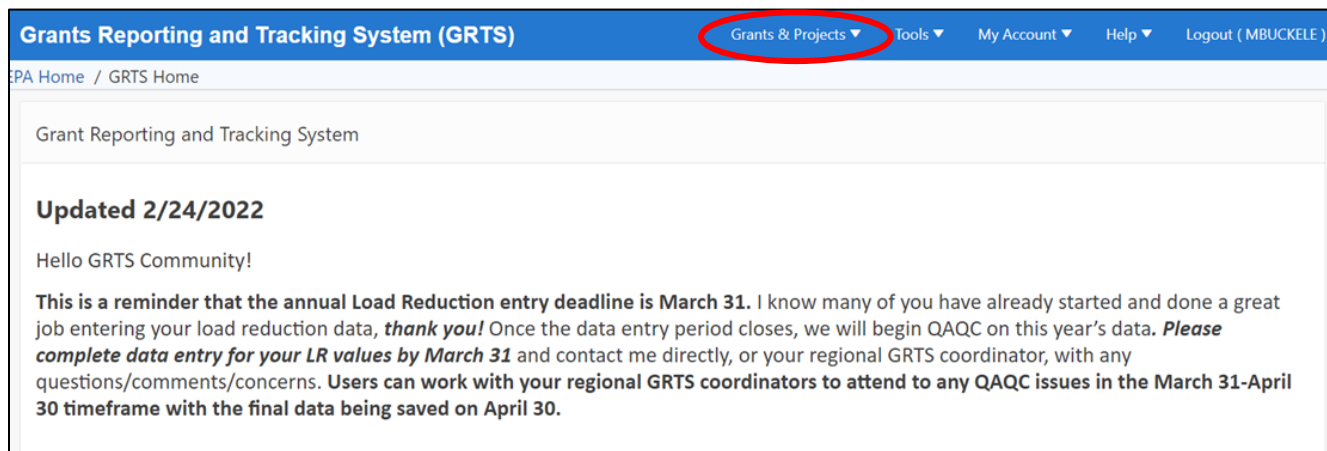
The screenshot displays the Grants Reporting and Tracking System (GRTS) interface. At the top, a blue header bar contains the system name and navigation links: Grants & Projects, Tools, My Account, Help, and Logout (MBUCKELE). Below this, a dark blue bar features a 'Tribal Project' dropdown menu, a 'Mandated Elements Check' link (circled in red), and a 'Help' link. A light blue bar below contains a 'Section View' dropdown set to 'All' and a red asterisk icon with the text 'indicates mandated element.' The main content area is titled 'Project Information' and contains several input fields: 'Grantee' with the value 'PENOBSCOT NATION', 'Pre-Award #' with '01--MBUCKELE-120963', 'Region' with '01', and 'Appropriation Year' with '2019'.

| Project Information | |
|---------------------|---------------------|
| Grantee: | PENOBSCOT NATION |
| Pre-Award #: | 01--MBUCKELE-120963 |
| Region: | 01 |
| Appropriation Year: | 2019 |

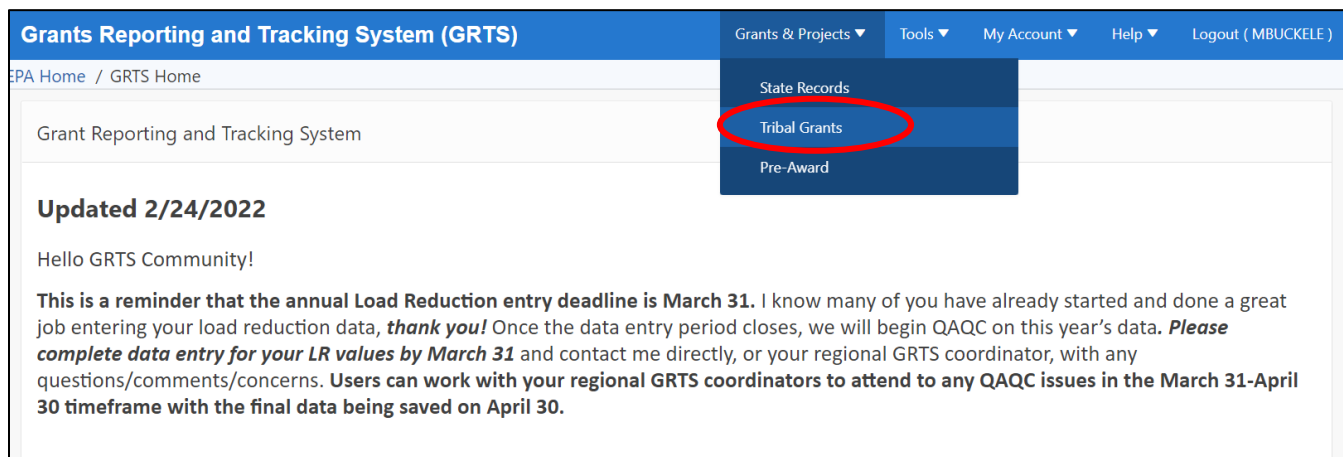
Step 4: Link the new project page in GRTS with the corresponding EPA grant number

As described above, Tribal §319 competitive project pages can be created in GRTS before the project has been awarded to a grant; these are called “pre-award projects” in GRTS. Once the grant number is known, these competitive §319 projects can be linked to the correct grant number in GRTS. The instructions below outline the process for linking competitive §319 project pages with the correct grant number.

- i. On the GRTS home page, click “Grants & Projects” dropdown on top right.



- ii. Click “Tribal Grants”



- iii. Click “View Tribal Pre-Award Projects” blue button on right

The screenshot shows the 'Grants Reporting and Tracking System (GRTS)' interface. The breadcrumb trail is 'EPA Home / GRTS Home / Tribal Grants'. The page title is 'Tribal Grants'. There is a search bar with a 'Search' button. Below the search bar are filters for 'Year Type' (set to 'Appropriation Year'), 'Fiscal Year' (set to '2020'), '* Region:' (dropdown), 'Keyword:' (text input), and '...found in:' (dropdown). Below these filters is a 'Go' button and an 'Actions' dropdown. On the right side of the page, the 'View Tribal Pre-award Projects' button is circled in red. At the bottom left, there is a sidebar with a 'Region, State, Award Fiscal Year, Grant, Grantee' filter.

- iv. Click “Move Pre-Award Project(s) to Grant” button.

The screenshot shows the 'Grants Reporting and Tracking System (GRTS)' interface. The breadcrumb trail is 'EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects'. The page title is 'Tribal Pre-Award Projects'. There is a filter for '* Region:' (dropdown) and a 'Go' button. Below the filter are three buttons: 'Create Pre-Award Project', 'Move Pre-Award Project(s) to Grant' (circled in red), and 'Delete Selected'. At the bottom left, it says 'row(s) 1 - 46 of 46'.

- v. To find the grant number you will be linking a competitive §319 project to, search by EPA Region and Award Fiscal Year. “Award Fiscal Year” represents the original award year of the grant.
e.g., “Region 10 and 2015” will bring up all grants originally awarded in 2015 in Region 10.

The screenshot shows the 'Grants Reporting and Tracking System (GRTS)' interface. The breadcrumb trail is 'EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects / Award Grant to Project'. The page title is 'Move Pre-Award Projects to Grant'. There is an 'Exit' button in the top right. Below the title are two dropdowns: 'Region:' (set to '10') and 'Award Fiscal Year:' (set to '2015'), which are circled in red. Below these dropdowns is a 'Choose a Grant to move this project to:' dropdown. At the bottom left, it says 'Pre-Award Projects'. At the bottom right, there is a 'Move Selected Project(s) to Grant' button.

vi. **Select the grant number from the “Choose a Grant to move this project to” dropdown list.**

Note: this list of grant numbers is automatically populated in GRTS from NGGS.

The screenshot shows the 'Grants Reporting and Tracking System (GRTS)' interface. The top navigation bar includes 'Grants & Projects', 'Tools', 'My Account', 'Help', and 'Logout'. The breadcrumb trail is 'EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects / Award Grant to Project'. The main heading is 'Move Pre-Award Projects to Grant'. Below this, there are filters for 'Region' (set to 10) and 'Award Fiscal Year' (set to 2015). A dropdown menu labeled 'Choose a Grant to move this project to' is highlighted with a red circle and is open, showing a list of grant numbers and tribe names. To the right of the dropdown is a 'Move Selected Project(s) to Grant' button. Below the dropdown is a table with columns 'Reg' and 'Pre Id'.

vii. **Click the check box next to the Tribal §319 competitive project from the “Pre-Award Projects” list below that you will be moving to the grant.**

e.g., FY 2016: Tulalip Tribes of Washington: Tulalip Onsite Septic Program.

Due to the multi-year nature of PPG grants, there are often multiple competitive grants awarded under one PPG. In the Tulalip Onsite Septic Program example, this project was awarded with 2015 money as a 2016 competitive grant. If a 2017 competitive grant was also awarded with 2015 money, then the 2017 project would also be associated with Award Fiscal Year 2015 (and would have the same grant number).

Note: All new pre-award projects moving forward will have the Competitive Award FY entered in the Title of the project. Older grants like the one shown below do not have the Competitive Award FY in the title. This information is found by clicking on each individual grant.

| Pre-Award Projects | | | | | Move Selected Project(s) to Grant |
|-------------------------------------|-----|---|---|---------------------|-----------------------------------|
| | | | | | 1 - 21 |
| <input type="checkbox"/> | Reg | Primary Subgrantee | Title | Pre Id | |
| <input type="checkbox"/> | 10 | CONFEDERATED TRIBES OF THE UMATILLA RESERVATION | Project: Meacham Creek Floodplain Restoration and Habitat Feature Installations | 10--MGORJALA-105636 | |
| <input type="checkbox"/> | 10 | NEZ PERCE TRIBE | Project: Addressing water quality impairments in the Lapwai Creek watershed and setting the stage for future projects | 10--BEDWARDS-106627 | |
| <input type="checkbox"/> | 10 | SQUAXIN ISLAND TRIBE OF THE SQUAXIN ISLAND RESERV | Project: State-of-the-Art Green Infrastructure Parking Lot Using Low Impact Development Standards | 10--MGORJALA-105657 | |
| <input type="checkbox"/> | 10 | SWINOMISH INDIAN TRIBAL COMMUNITY | Project: Lone Tree Creek Water Quality Improvement Project – Phase II | 10--MGORJALA-105658 | |
| <input checked="" type="checkbox"/> | 10 | TULALIP TRIBES OF WASHINGTON | Project: Tulalip Onsite Septic Program | 10--MGORJALA-105659 | |

- viii. With both the appropriate “Pre-Award Project” and “Grant to move the project to” selected, click “Move Selected Project(s) to Grant” button.

Grants Reporting and Tracking System (GRTS)

Grants & Projects ▾ Tools ▾ My Account ▾ Help ▾ Logout

EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects / Award Grant to Project

Move Pre-Award Projects to Grant Exit

Region: 10 ▾

Award Fiscal Year: 2015 ▾

Choose a Grant to move this project to: 00J12802-TULALIP TRIBES OF WASHINGTON ▾

Pre-Award Projects Move Selected Project(s) to Grant

- ix. A green “Selected Pre-Award Project moved to grant” message will pop up in the upper right-hand corner when the project has successfully been moved to a grant. The project will then disappear from the list of Pre-Award Projects.

Grants Reporting and Tracking System (GRTS)

Grants & Projects ▾ Tools ▾ My Account ▾ Help ▾ Logout

EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects / Award Grant to Project

✓ Selected Pre-Award Project moved to grant. ✕

Move Pre-Award Projects to Grant Exit

Region: 10 ▾

Award Fiscal Year: 2015 ▾

Choose a Grant to move this project to: 00J12802-TULALIP TRIBES OF WASHINGTON ▾

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Frequently Asked Questions

1. *Once entered, is the competitive Tribal §319 grant information in GRTS publicly available?*

Not currently. The GRTS Tribal data is currently available only to individuals with GRTS accounts who have been granted access to the Tribal section of GRTS by the EPA's GRTS Administrator (Alex Porteous, HQ). As with the state §319 grant data, Tribal §319 grant data is able to be FOIA'd like any unclassified/unrestricted federal information.

2. *How do I view the competitive Tribal §319 grant project pages in GRTS?*

As noted above, you will need a GRTS user account to view the Tribal project pages. You can create a new account by visiting <https://ofmpub.epa.gov/apex/grts/f?p=grts>.

3. *There was a change to a Tribal competitive grant project not reflected in the original application, so information in GRTS is not accurate. How should we go about making this change to the GRTS project page?*

We want the competitive Tribal §319 grant project pages to accurately reflect the projects implemented by Tribes, so inaccuracies in any of the fields (e.g., NPS pollution subcategories; BMP types) should be corrected. EPA Regional or HQ staff whose GRTS accounts have been authorized to edit the Tribal section of GRTS may make changes to existing Tribal §319 competitive grant project pages, as well as create new project pages. The GRTS system does identify the GRTS username of the individual who makes changes to a project page. This tracking information can be used to perform data audits or quality assurance/quality control.

4. *Are the competitive Tribal §319 grant project pages associated with a Grant # from NGGS?*

Yes – this is a second, follow-up step after competitive §319 grant project pages have been created. Competitive Tribal §319 grant project pages are first entered into the GRTS “pre-award system”, which allows them to be entered without being associated with a grant number. However, project pages can be associated with grants as soon as the grant details have been entered in NGGS. Projects entered in Pre-Award can then be assigned to their respective grants, based on the Tribe's name, award fiscal year, and grant number.

5. *What do I do if a BMP I am looking for is not on the list that GRTS provides?*

We encourage you to select something from the list that is provided. However, if you believe that a BMP should be added, you can contact Margot Buckelew (Buckelew.margot@epa.gov) and it may be possible work with the GRTS administrator (Alex Porteous) to add it, if needed.

6. *What do I do if I accidentally associate a project with the wrong grant number in GRTS?*

Unfortunately, there is no ‘undo’ button in GRTS. If you accidentally associate a project with the wrong grant number from NGGS, get in contact with Margot Buckelew (Buckelew.margot@epa.gov). Provide her with the name of the project, the grant you accidentally assigned the project to, and the correct grant number you want the project to be associated with, and she can correct it.