

EPA Tribal Clean Water Act §319 Program

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

September 2023

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

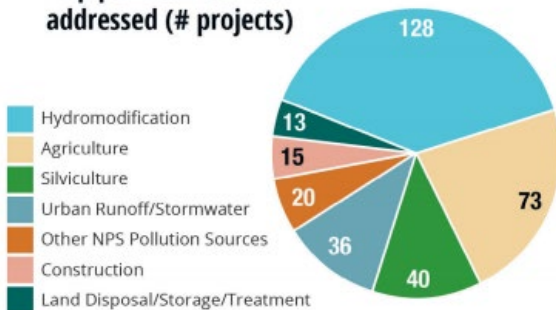
Previous row(s) 51 - 92 of 92

| | 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 |

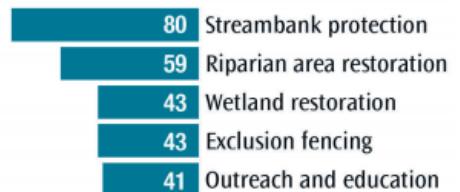


Competitive Grant-Funded Projects (2013-2018)

Top pollution sources addressed (# projects)



Top practices implemented (# projects)



Top pollutants addressed (# projects)

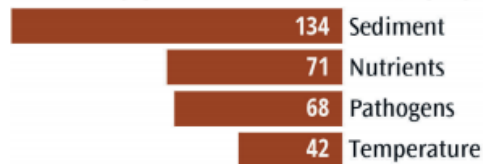


Table of Contents

| | |
|--|----|
| Background | 3 |
| Tribal GRTS Data Submittal Process | 4 |
| Option 1: Data entry via Excel | 5 |
| Uploading Excel project file to GRTS database (for EPA Regional staff) | 11 |
| Option 2: Data entry via the GRTS database | 13 |
| Step 1: Create a GRTS account | 13 |
| Step 2: Create a new project page in GRTS | 15 |
| Step 3: Use the <i>Drainage Areas Mapper</i> tool to specify project location..... | 26 |
| Alternative Step 3: Manually Entering Drainage Areas | 28 |
| Step 4: Link the new project page in GRTS with the corresponding EPA grant number..... | 38 |
| Frequently Asked Questions..... | 42 |

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.

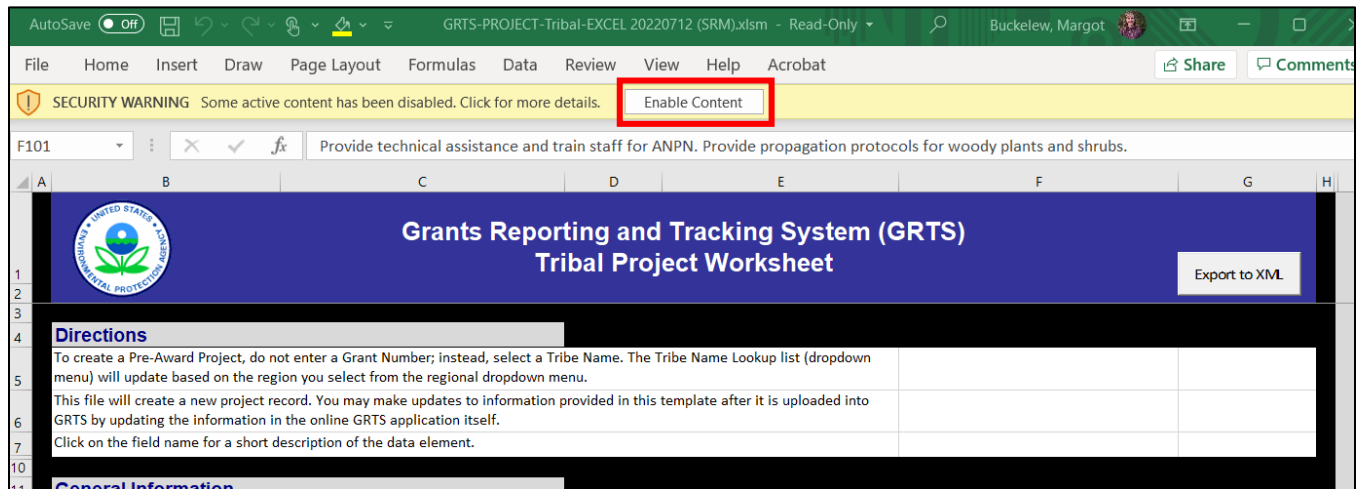
EPA Tribal GRTS Contacts:

| 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. This allows the formatting of the spreadsheet to upload to the website when you are finished:



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

| Grants Reporting and Tracking System (GRTS) Tribal Project Worksheet | | Export to XML |
|--|--|---|
| Directions 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. 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. Click on the field name for a short description of the data element. | | |
| 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. |
| 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. This should be 4-6 sentences describing 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 |
|----------------------|------------|---|
| Anticipated Outputs | 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> |
| Anticipated Outcomes | 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 | | | |
|---|--|--|--|
| *Anticipated Outputs: The Tribe will gauge project performance with the following output metrics: • Miles of roadside stabilized | | *Anticipated Outcomes: 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: | | BMP Type: | |
| Longitude ex: -79.87654 | | Longitude | |
| Latitude ex: 40.67895 | | Latitude | |
| Number Installed: | | Number Installed: | |
| Units: | | Units: | |
| Cost: | | Cost: | |
| Implementation Date: (MM/DD/YYYY) | | Implementation Date: | |
| Comments: | | Comments: | |
| BMP Type: | | BMP Type: | |
| Longitude ex: -79.87654 | | Longitude | |
| Latitude ex: 40.67895 | | Latitude | |
| Number Installed: | | Number Installed: | |
| Units: | | Units: | |
| Cost: | | Cost: | |
| Implementation Date: (MM/DD/YYYY) | | Implementation Date: | |
| Comments: | | 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 <i>*this field is optional; when adding geolocation information of a segment, use the midpoint.</i> | Enter Text | Geolocation of BMP, if known; Note: When adding geographic coordinates, GRTS will generate drainage areas that correspond to the location identified. |
| Latitude <i>*this field is optional; when adding geolocation information of a segment, use the midpoint.</i> | Enter Text | Geolocation of BMP, if known; Note: When adding geographic coordinates, GRTS will generate drainage areas that correspond to the location identified. |
| Number Installed | Enter Text | |
| Units | Drop-down menu (see carrot on the right side of the cell) | |
| Cost | Enter Text | |
| Implementation Date <i>This is optional and can be anticipated future installation date.</i> | 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: | | | Budget Comments: |
| * 319(h) Competitive Grant Funds: | | | |
| Other EPA Grant Funds: | | | |
| Other Federal Funds: | | | |
| Tribal 319(h) Match Funds: | | | |
| Tribal In-Kind: | | | |
| Other Tribal Funds: | | | |
| Local Funds: | | | |

| Field | Field Type | Relevant Notes |
|---------------------------------|------------|--|
| Appropriation Year | Enter Text | This is the fiscal year when the award was made. |
| §319(h) Competitive Grant Funds | Enter Text | Amount of Competitive 319 funds for the given project |
| Other EPA Grant Funds | Enter Text | Funds from other EPA grant programs such as 106 or GAP |
| Other Federal Funds | Enter Text | Funds from any other federal agency |
| Tribal 319(h) Match Funds | Enter Text | Funds used by Tribe as required match. <i>If Tribe contributes funds but it is NOT considered match in the grant program, please enter it in one of the two fields below.</i> |
| Tribal In-Kind | Enter Text | Quantification of in-kind services provided by the Tribe or Tribal members. |
| Other Tribal Funds | Enter Text | Direct funding contributed by the Tribe but not considered Match or In-Kind. |
| Local Funds | Enter Text | Funds from other organizations or partners. |
| | | |

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

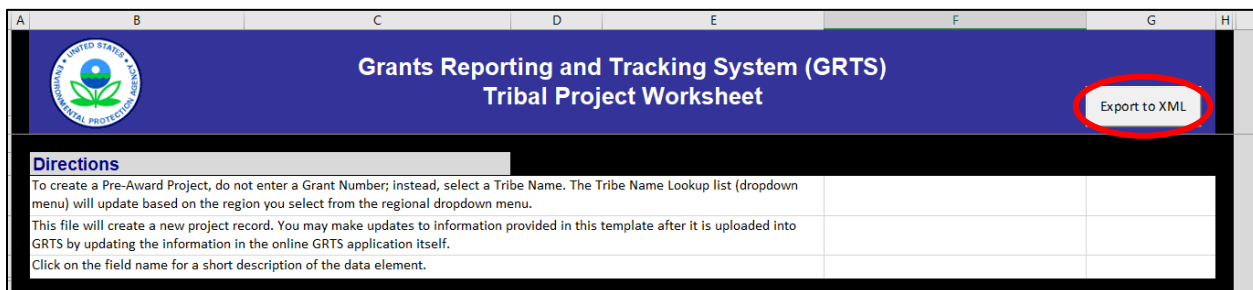
| Project Partners | |
|----------------------|--|
| Organization Type: | |
| Organization Name: | |
| Description of Role: | |
| Organization Type: | <div> <div></div> <div>Federal Agency</div> <div>State Agency</div> <div>Tribe / Nation</div> <div>Other Tribal Program</div> <div>NGO</div> <div>Other</div> </div> |
| Organization Name: | |
| Description of Role: | |
| Organization Type: | |
| Organization Name: | |
| Description of Role: | |
| Organization Type: | |
| Organization Name: | |
| Description of Role: | |

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

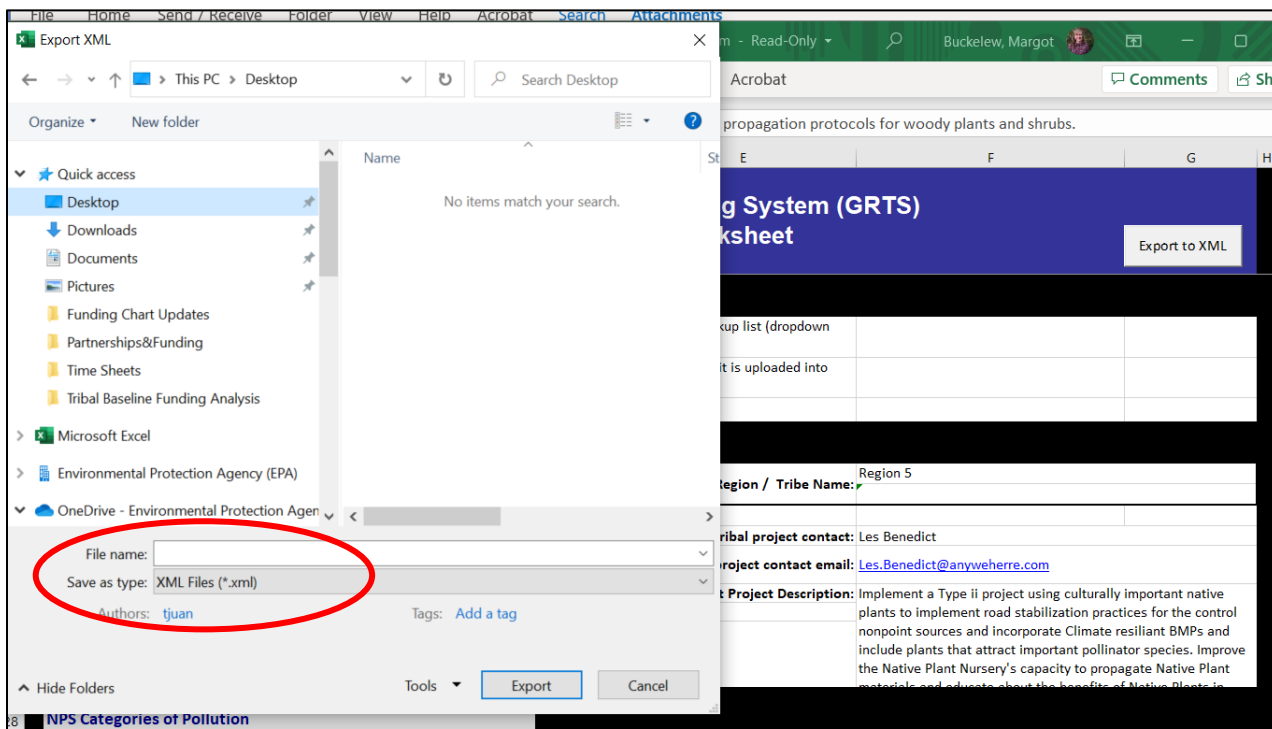
Uploading Excel project file to GRTS database (for EPA Regional staff)

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.

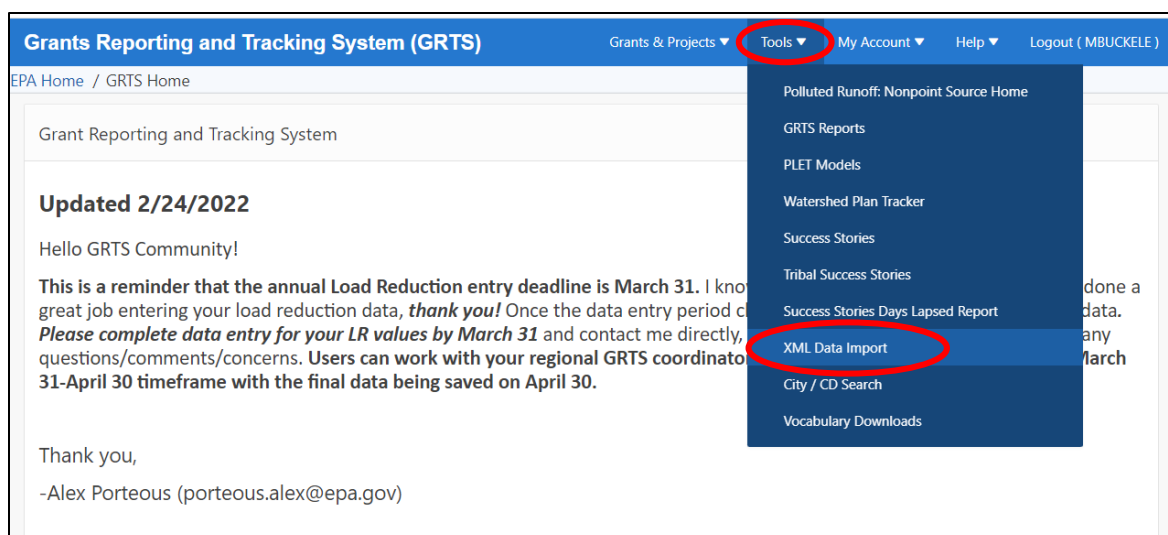
- i. **Save as .xml file:** When data entry is complete, click the “Export to XML” button at the top of the sheet.



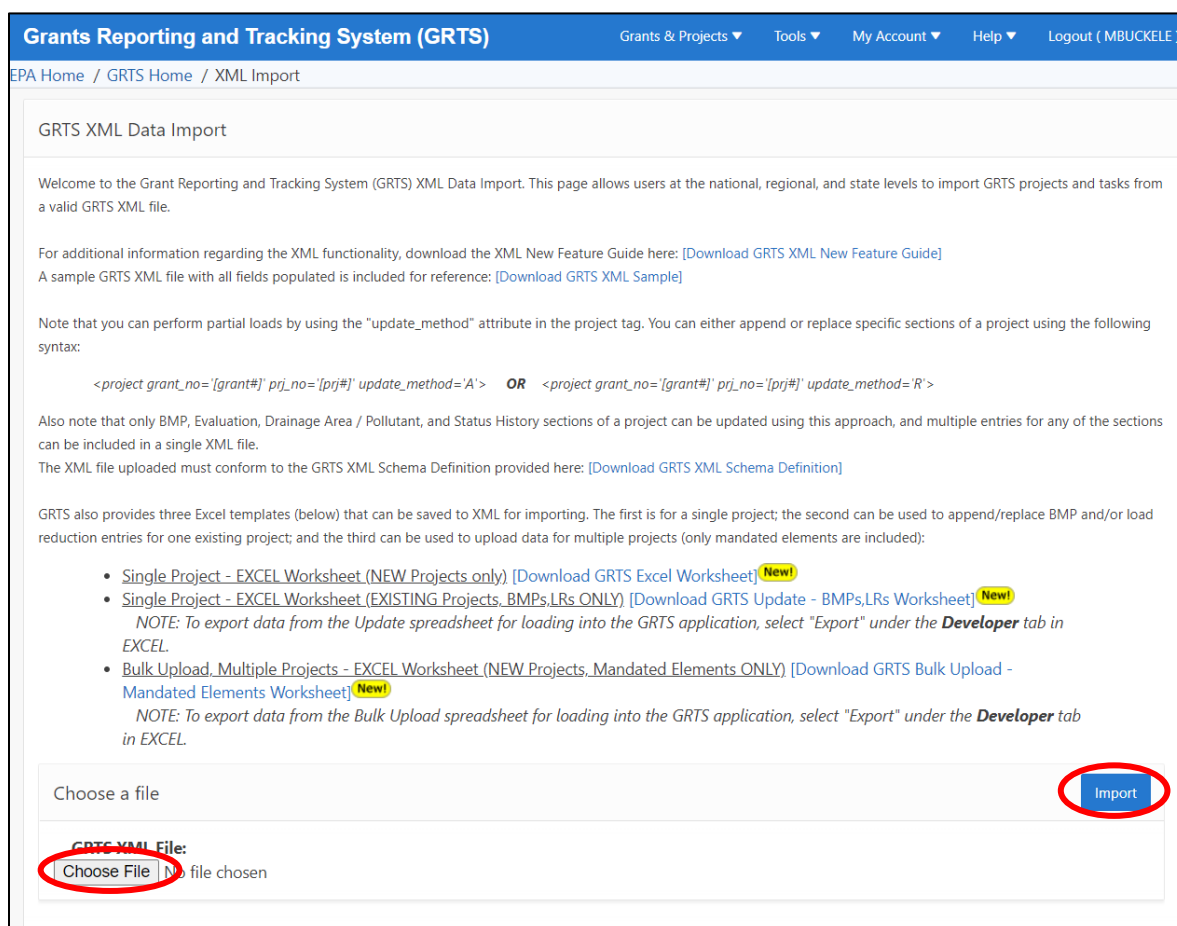
- ii. **Save:** When the dialogue box prompts you to save it locally, select the appropriate drive on your computer, name the file, and click save. *Note that the file type is .xml by default.*



- 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.

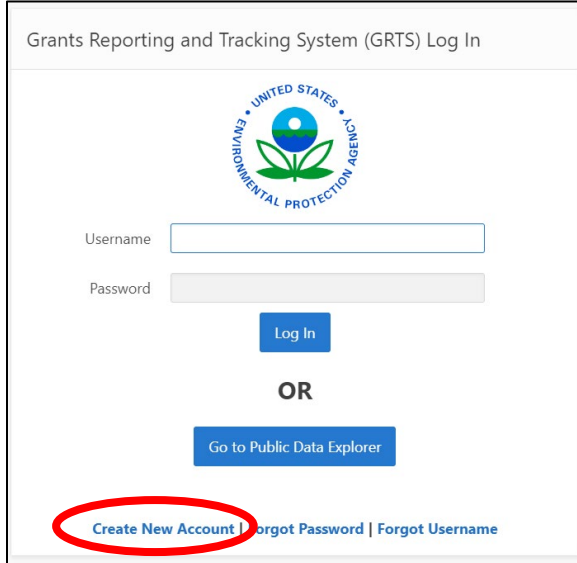


Option 2: Data entry via the GRTS database

Step 1: Create a GRTS account

i. Visit the GRTS homepage:

ii. Click the “Create New Account” button



Grants Reporting and Tracking System (GRTS) Log In

Username

Password

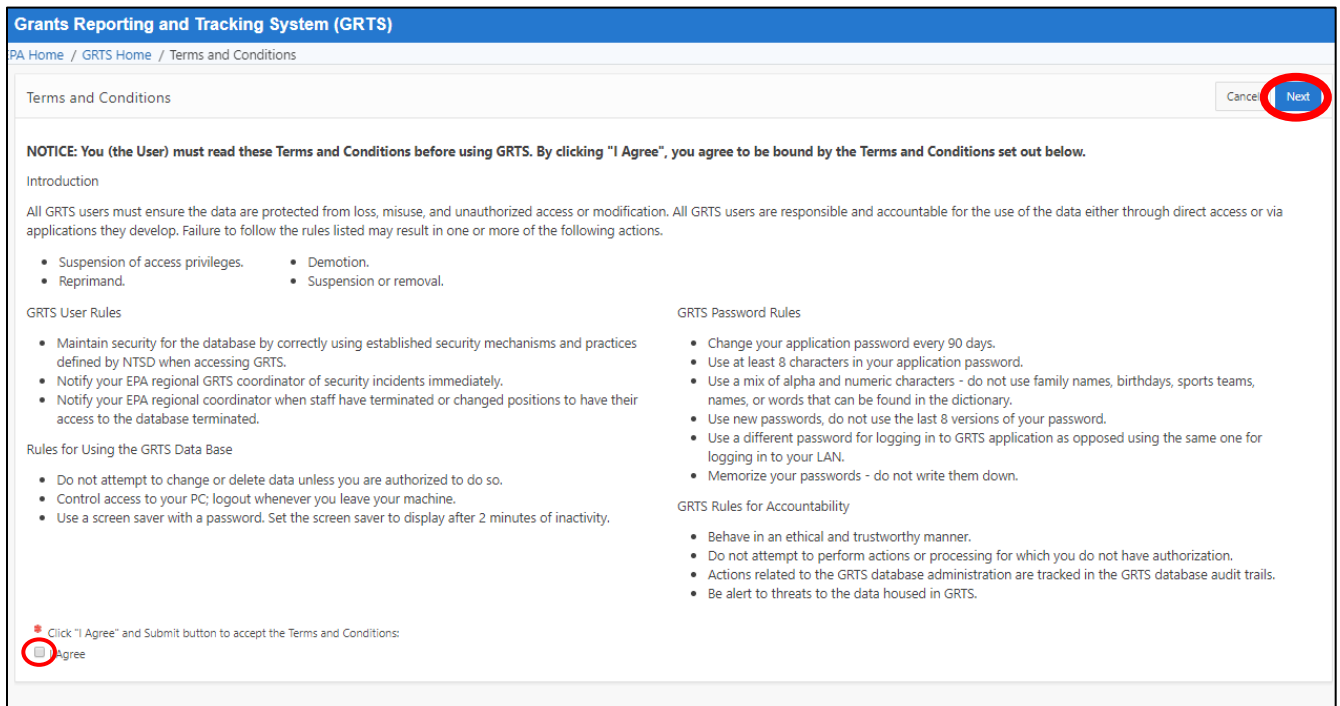
Log In

OR

Go to Public Data Explorer

[Create New Account](#) | [Forgot Password](#) | [Forgot Username](#)

iii. Review and approve the Terms and Conditions



Grants Reporting and Tracking System (GRTS)

PA Home / GRTS Home / Terms and Conditions

Terms and Conditions

Cancel Next

NOTICE: You (the User) must read these Terms and Conditions before using GRTS. By clicking "I Agree", you agree to be bound by the Terms and Conditions set out below.

Introduction

All GRTS users must ensure the data are protected from loss, misuse, and unauthorized access or modification. All GRTS users are responsible and accountable for the use of the data either through direct access or via applications they develop. Failure to follow the rules listed may result in one or more of the following actions.

- Suspension of access privileges.
- Reprimand.
- Demotion.
- Suspension or removal.

GRTS User Rules

- Maintain security for the database by correctly using established security mechanisms and practices defined by NTSD when accessing GRTS.
- Notify your EPA regional GRTS coordinator of security incidents immediately.
- Notify your EPA regional coordinator when staff have terminated or changed positions to have their access to the database terminated.

Rules for Using the GRTS Data Base

- Do not attempt to change or delete data unless you are authorized to do so.
- Control access to your PC; logout whenever you leave your machine.
- Use a screen saver with a password. Set the screen saver to display after 2 minutes of inactivity.

GRTS Password Rules

- Change your application password every 90 days.
- Use at least 8 characters in your application password.
- Use a mix of alpha and numeric characters - do not use family names, birthdays, sports teams, names, or words that can be found in the dictionary.
- Use new passwords, do not use the last 8 versions of your password.
- Use a different password for logging in to GRTS application as opposed using the same one for logging in to your LAN.
- Memorize your passwords - do not write them down.

GRTS Rules for Accountability

- Behave in an ethical and trustworthy manner.
- Do not attempt to perform actions or processing for which you do not have authorization.
- Actions related to the GRTS database administration are tracked in the GRTS database audit trails.
- Be alert to threats to the data housed in GRTS.

Click "I Agree" and Submit button to accept the Terms and Conditions:

☒ I Agree

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: Answer is not case sensitive

- 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

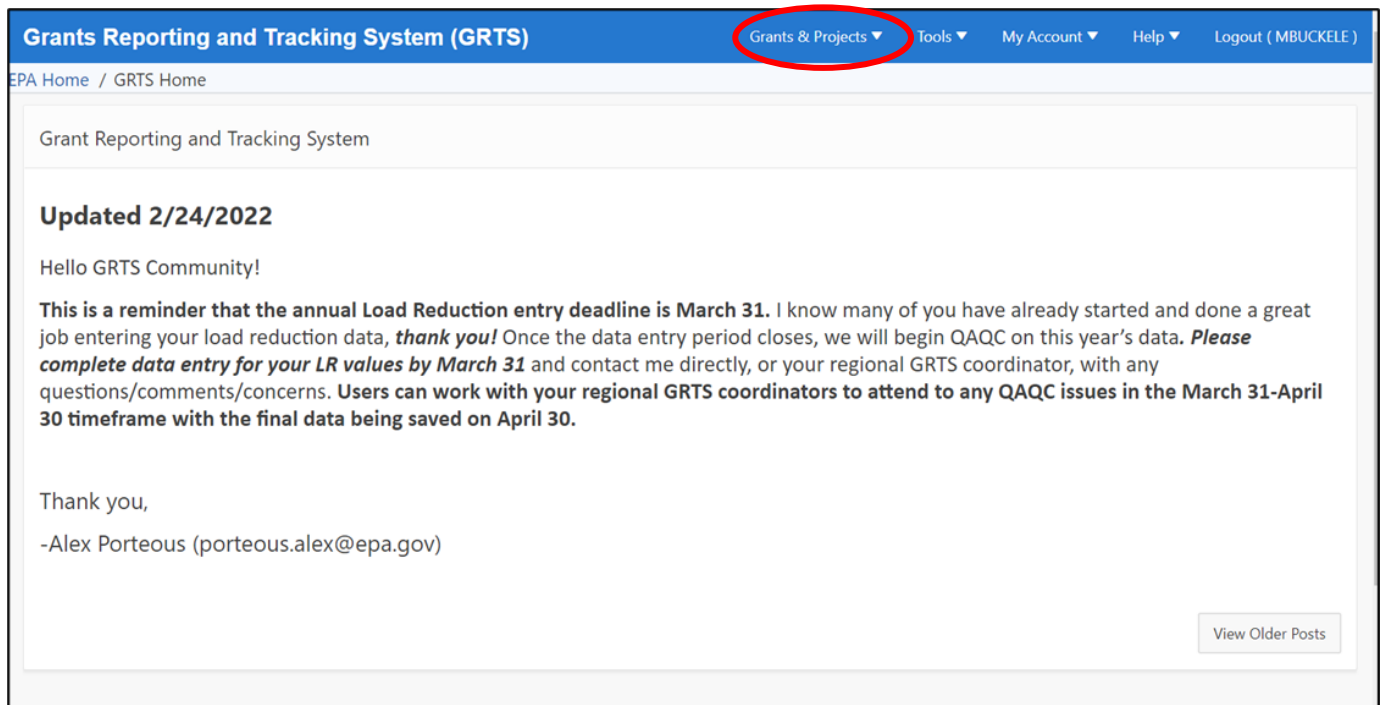
Thank you for your user account request. Your request has been forwarded to the system Administrator. You will receive an email as soon as your account is approved.

[Return to Login](#)

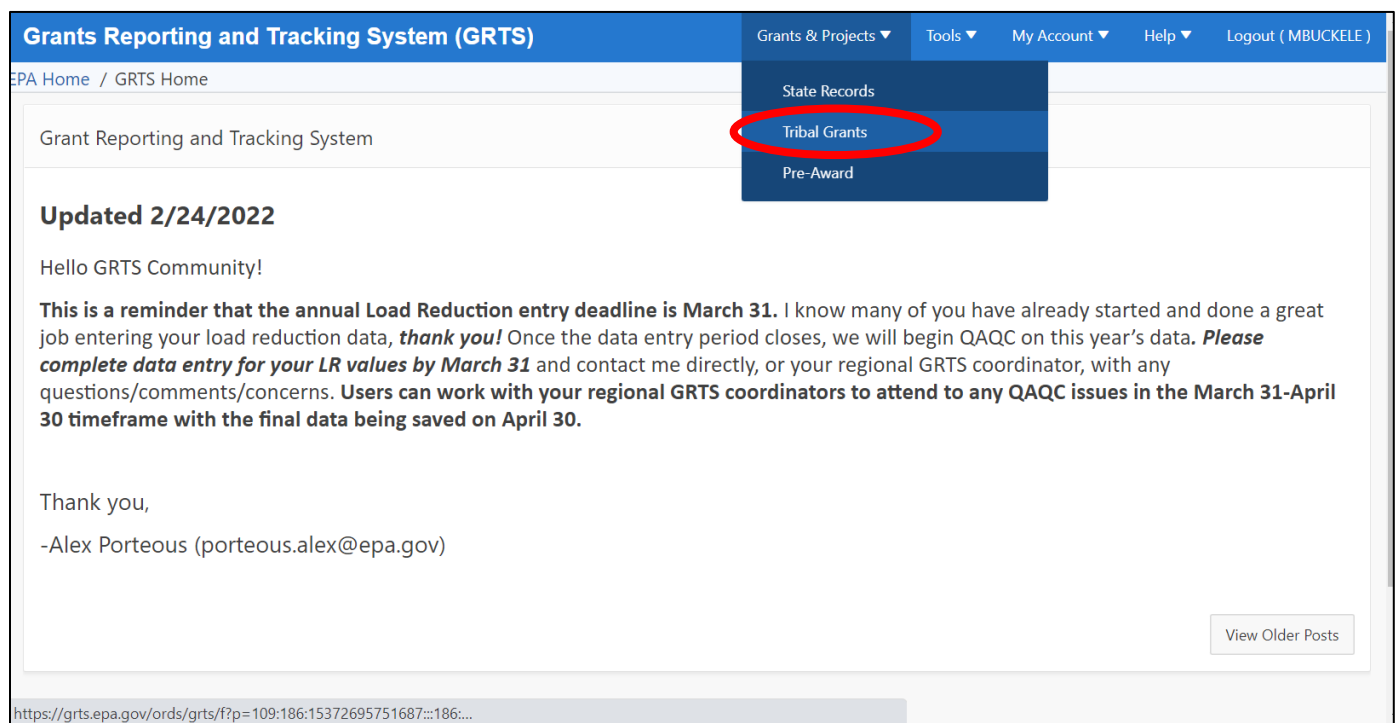
Step 2: Create a new project page in GRTS

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 |
|-----|---|---|---------------------|
| 10 | CONFEDERATED TRIBES OF THE COLVILLE RESERVATION | Project FY 2013 Section 319 Grant Proposal Buffalo Lake Watershed Project | 10--MGORJALA-105523 |
| 10 | NEZ PERCE TRIBE | Project: Nonpoint Source (NPS) Management Program Section 319 of the Clean Water Act Competitive Grant Proposal | 10--MGORJALA-105540 |
| 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 is a search bar with a magnifying glass icon and a 'Go' button. The main area of the interface is empty, displaying the text 'No Management Measures found.' 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 'Hydromodification', which is highlighted. On the right, there is a section titled 'Selected Management Measures' which contains a table with the following content:

| BMP | |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Streambank & Shoreline Protection |

Below the table, the text '1 - 1' is displayed. At the bottom right of the dialog box, 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 ^{*}

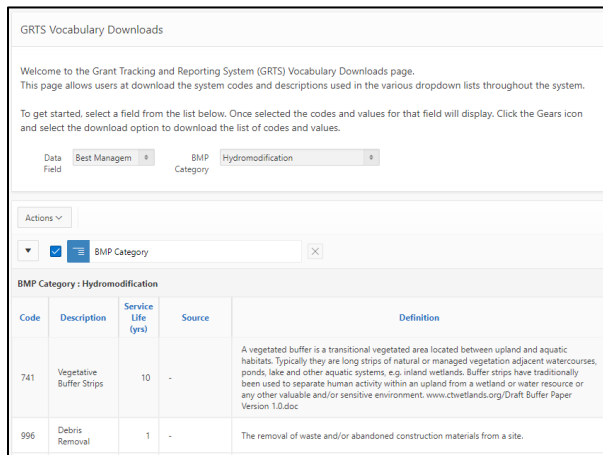
Delete Selected View Definitions

Q Go Actions

| | 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

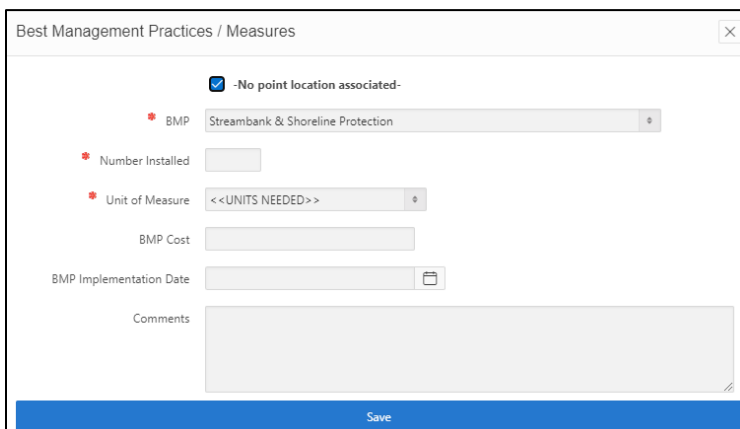
Actions

BMP Category

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

☒ -No point location associated-

BMP Streambank & Shoreline Protection

Number Installed

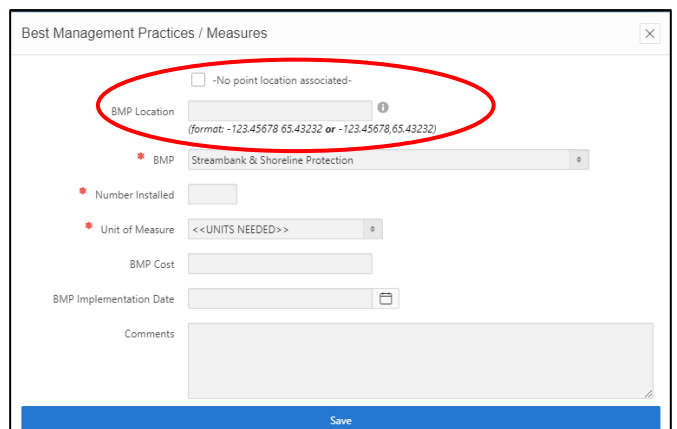
Unit of Measure <<UNITS NEEDED>>

BMP Cost

BMP Implementation Date

Comments

Save



Best Management Practices / Measures

☐ -No point location associated-

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

BMP Streambank & Shoreline Protection

Number Installed

Unit of Measure <<UNITS NEEDED>>

BMP Cost

BMP Implementation Date

Comments

Save

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

Management Measures
Add Management Measures
?

Delete Selected
View Definitions

| <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:**

* Anticipated Outputs :

* Anticipated Outcomes :

| Field | Field Type | Relevant notes |
|----------------------|------------|---|
| Anticipated Outputs | 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> |
| Anticipated Outcomes | 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 community members; increased abundance and diversity of fish or macroinvertebrate species.</i> |
|--|--|---|

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) Competitive Grant Funds”*
- §319(h) Competitive Grant Funds: The amount awarded for this project
- Other Federal Funds: Any funding that originated with another federal agency
- Tribal §319(h) Match Funds: this will be ONLY applicable if the Tribe is NOT using a PPG and has not included a hardship waiver.
- Tribal In-Kind Funds
- Other Tribal Funds: Any other funding contributed directly by the Tribe to this project.
- Local Funds: Funds from other partners/organizations of the Tribe

Budget *

Project Budget *

Appropriation Year:

* § 319(h) Competitive Grant Funds:

Other EPA Grant Funds:

Other Federal:

Tribal § 319(h) Match Funds:

Tribal In-Kind:

Other Tribal Funds:

Local Funds:

Total Budget:

Comments:

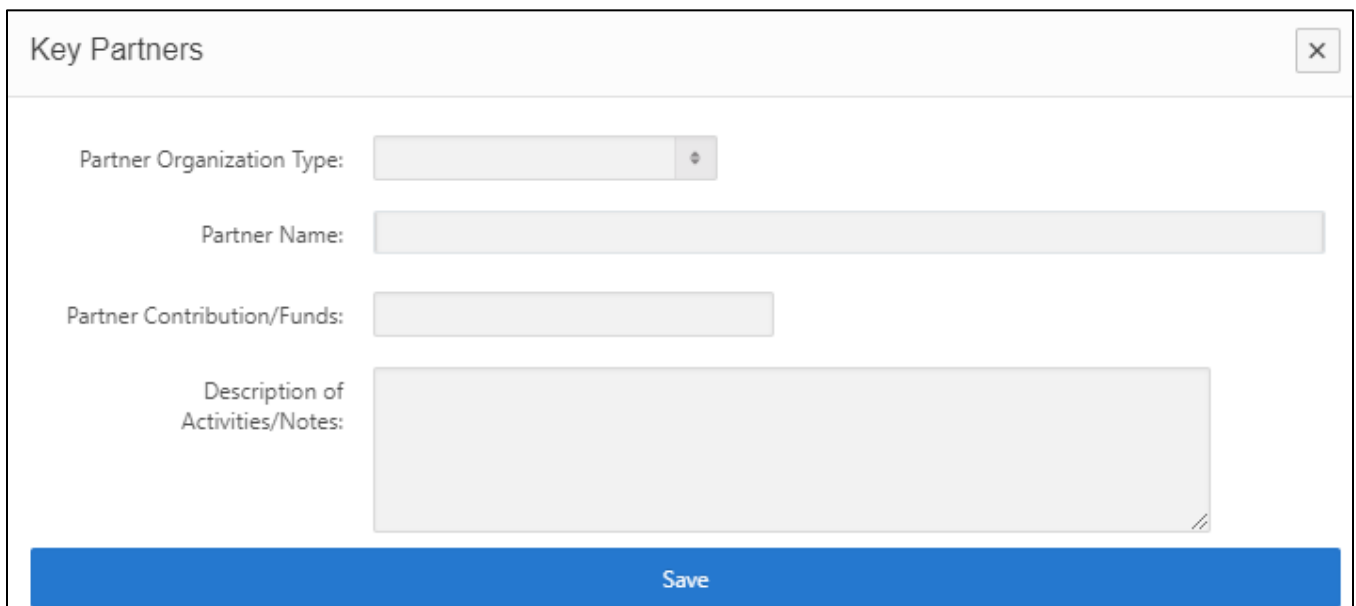
xii. **Project Partners**

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



The screenshot shows a web interface titled "Project Partners". In the top right corner, there is a blue button labeled "Add Project Partner" which is circled in red, and a grey button with a question mark. Below the title bar, there are two buttons: "Edit All Data" and "Delete Selected". At the bottom, it says "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”:



The screenshot shows a form titled "Key Partners" with a close button (X) in the top right. The form contains four input fields: "Partner Organization Type" (a dropdown menu), "Partner Name" (a text input), "Partner Contribution/Funds" (a text input), and "Description of Activities/Notes" (a large text area). At the bottom of the form is a large blue button labeled "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.



The screenshot shows a web interface titled "Attachments". In the top right corner, there is a blue button labeled "Add Attachment" which is circled in red, and a grey button with a question mark. Below the title bar, there are two buttons: "Delete Selected" and "Download All Attachments". At the bottom, it says "No Attachments found." and there is a horizontal scrollbar.

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](#).

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 Lat/Long

Drainage Areas

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

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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 45.390,-69.381

Drainage Areas

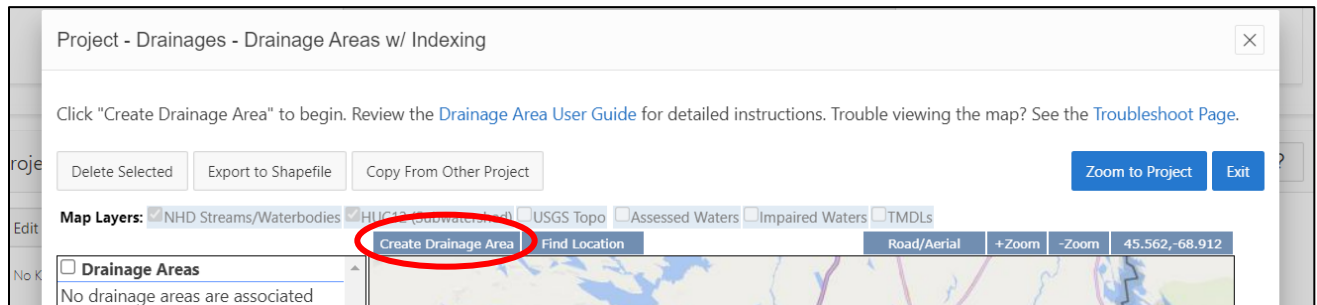
- ☐ 1-1736756 (010200050603)
 - ☒ Impacted Waterbodies
 - ☒ Stream Reaches (1)
 - ☒ HUC12s (1)
 - 010200050603
 - ☒ BMPs (1)
 - Vegetative Buffer Strips -> 20(FT)
 - MBUCKLE - 07/11/2022
 - Edit Delete

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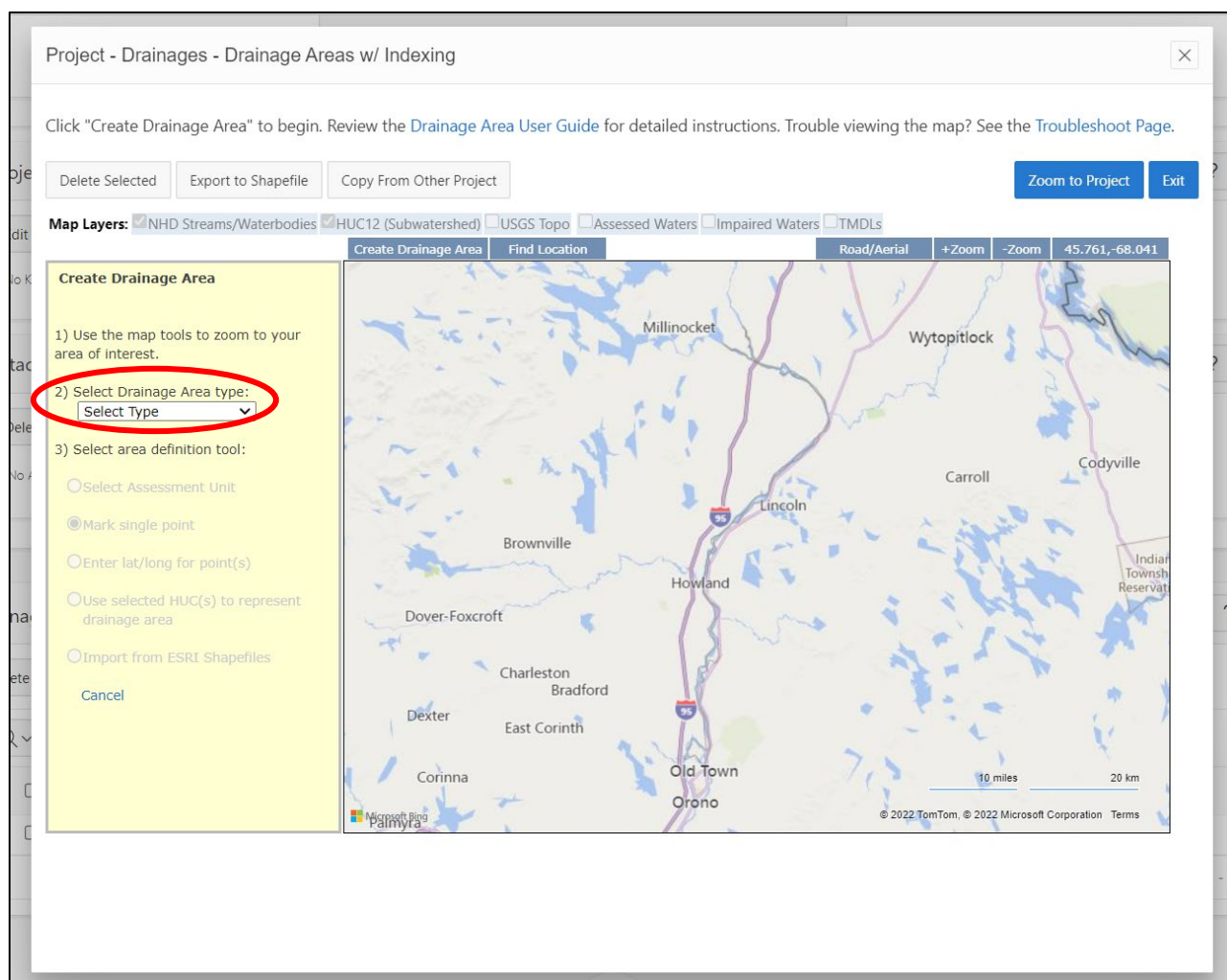
Alternative Step 3: Manually Entering Drainage Areas

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”:



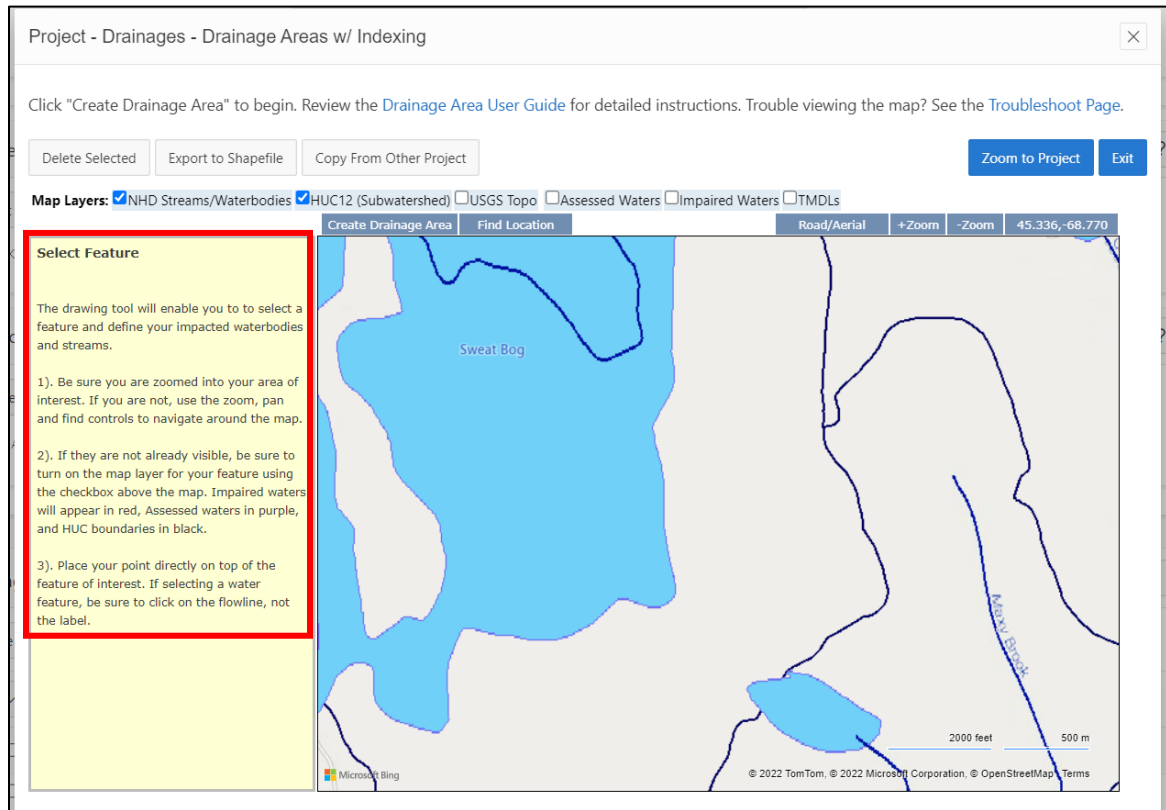
- ii. Create Drainage Area Menu will appear on the left side of the panel. Select the “Drainage Area Type” that corresponds with this project:



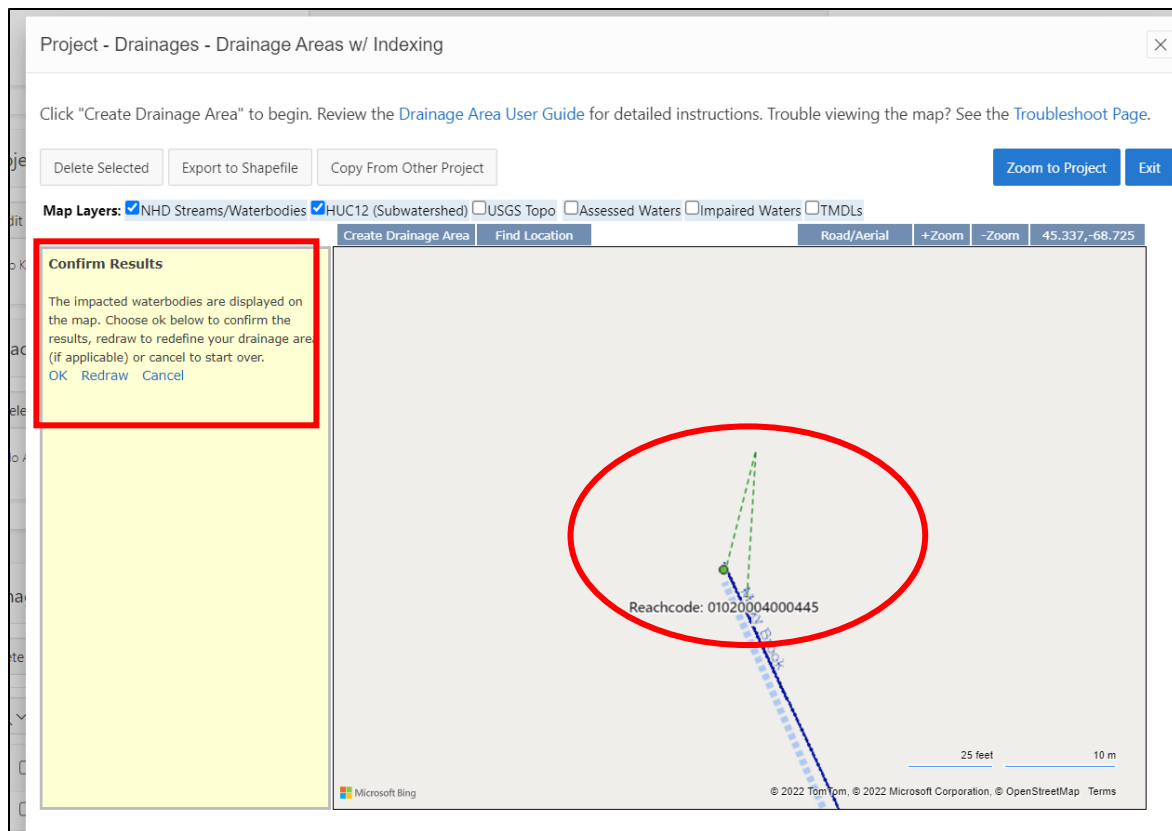
| Drainage Area Type | Area Definition tool: | Notes: |
|------------------------|--|---|
| Point-based Site / BMP | a) Mark a single point manually b) Enter latitude / longitude for location of BMP | Use the most accurate representation of the project/data available. |
| Assessment Unit | a) Select 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->(<>)

MBUCKELE - 07/11/2022

Edit

Delete

2000 feet 500 m

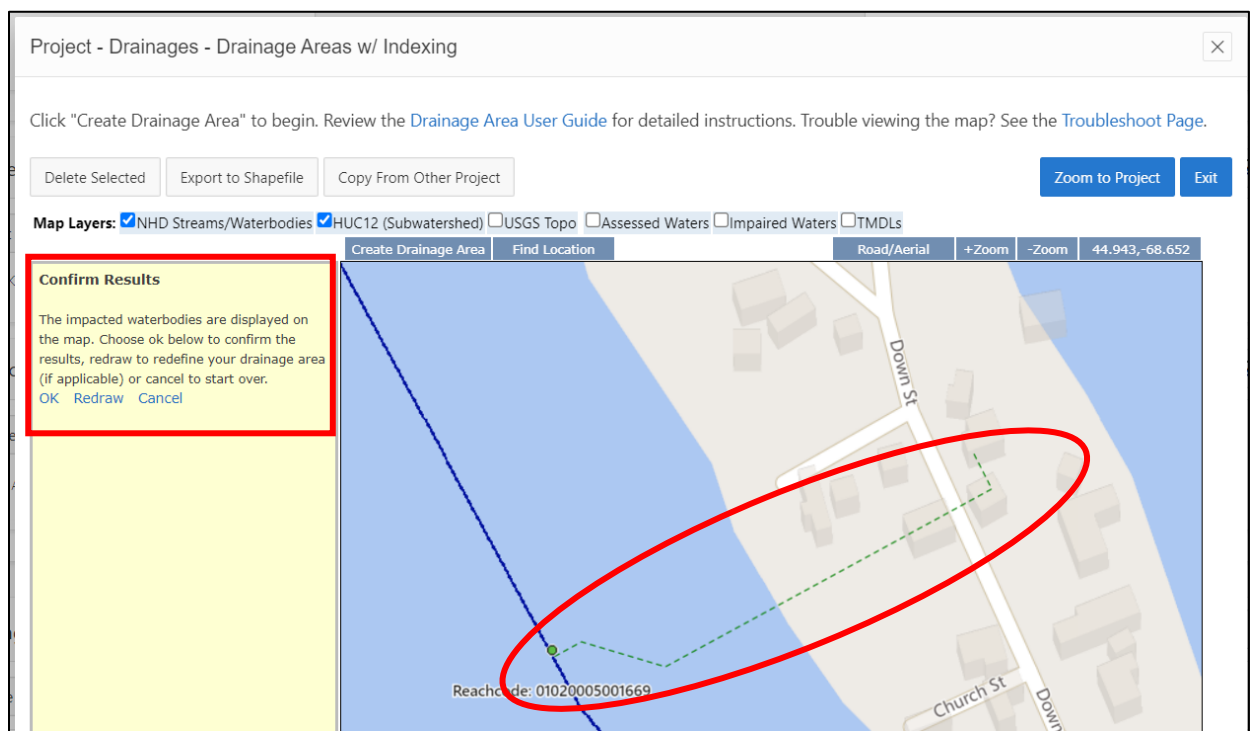
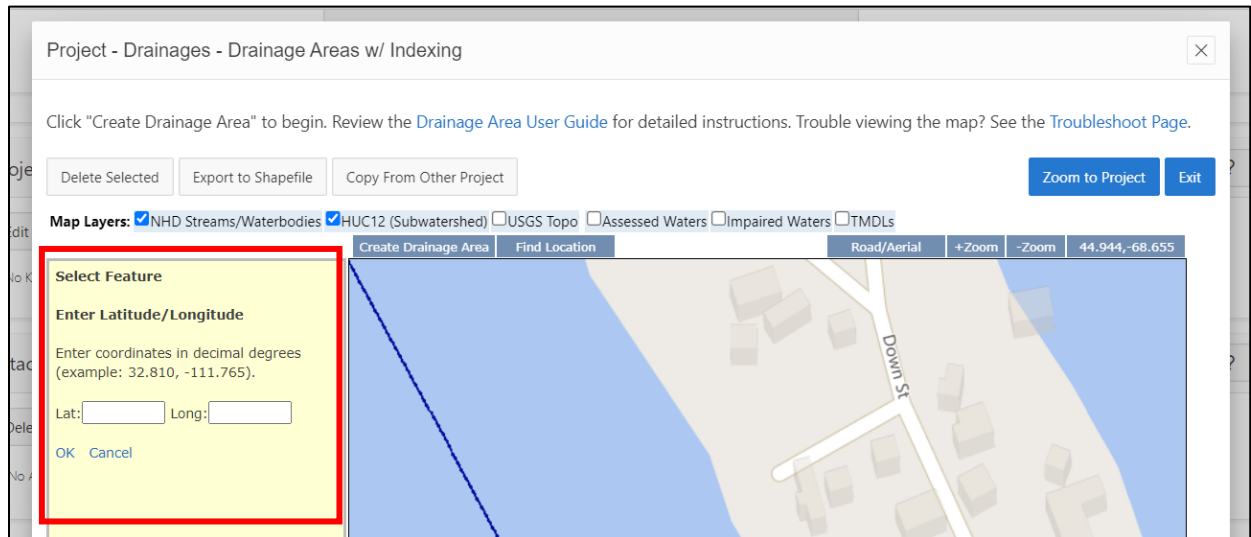
Microsoft Bing

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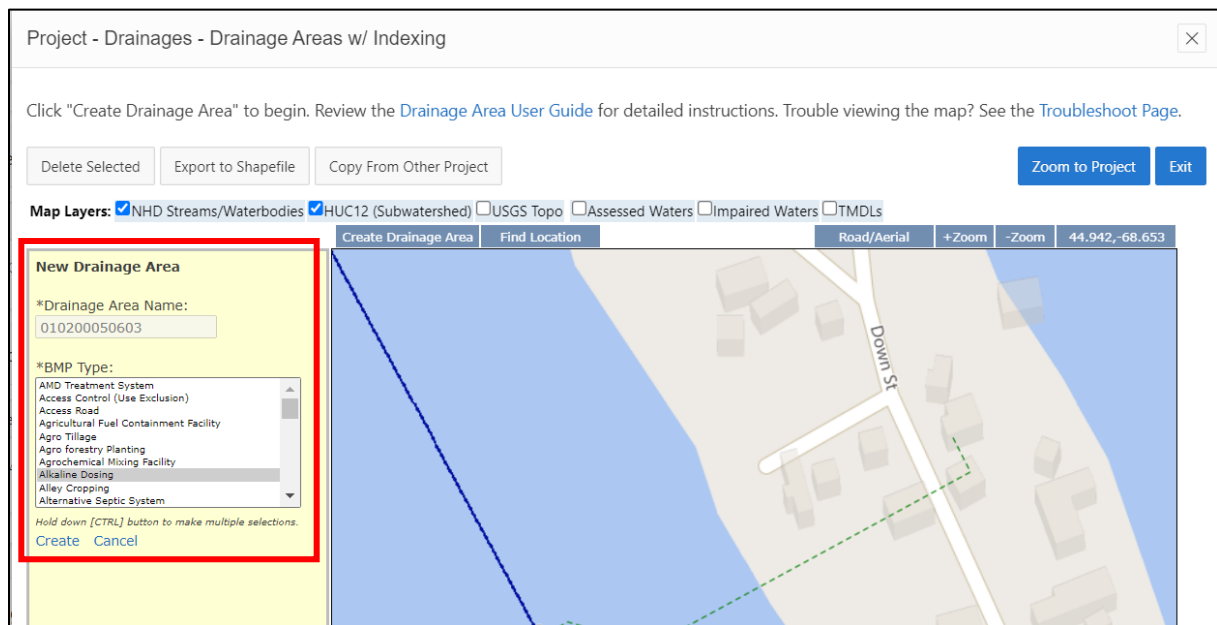
32

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

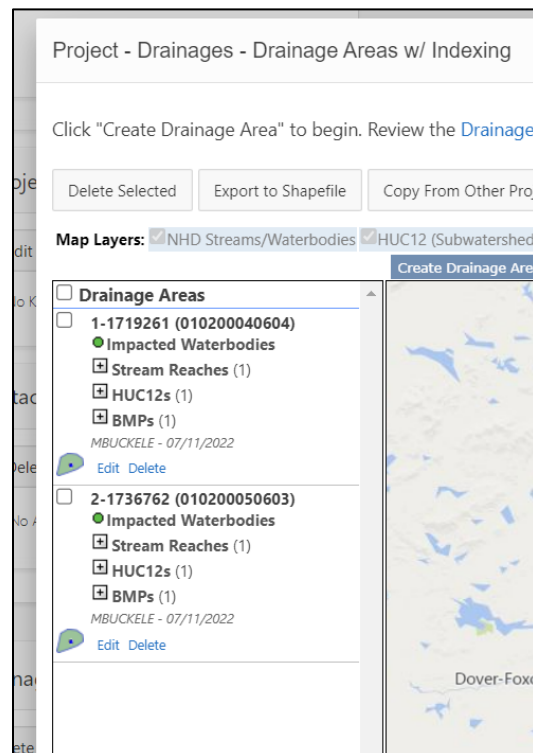
- a. The following dialogue box will appear to manually enter point location. After entering the coordinates, the system will generate impacted waterbodies near the specified point. Confirm the results.



- 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 Project

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

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

OK Cancel

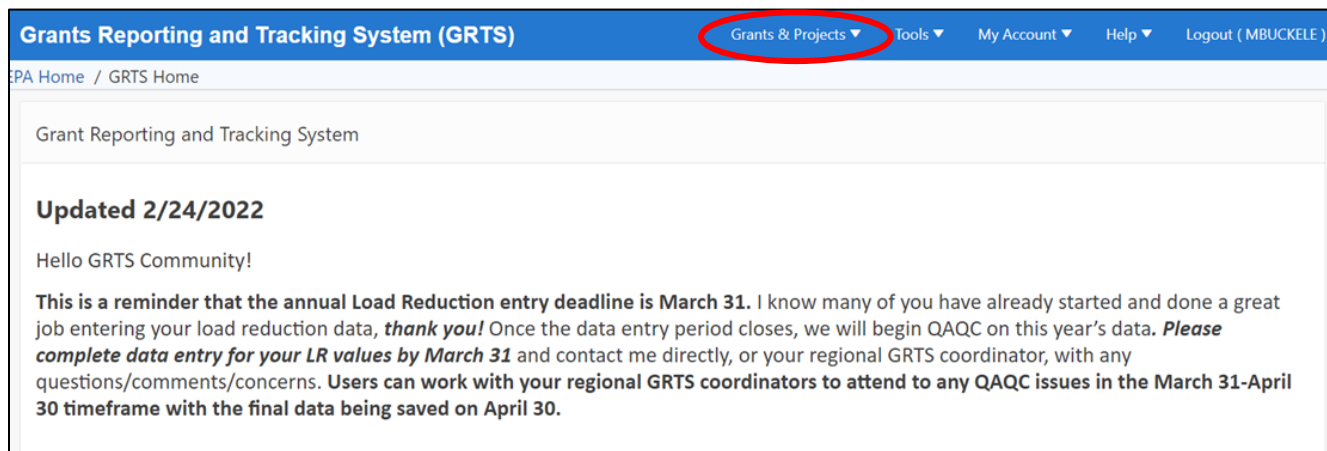
After finishing Drainage Area entry, the information entered will be automatically saved. Double check that all the necessary information has been entered by using the “Mandated Elements Check” at the top of the page:

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 dropdown menu for 'Tribal Project' and a red circle highlighting the 'Mandated Elements Check' link, followed by a 'Help' link. The main content area has a light blue background and includes a 'Section View' dropdown set to 'All' and a red asterisk icon with the text '* indicates mandated element.' Below this is a 'Project Information' section with a white background. It contains input fields for 'Grantee' (PENOBSCOT NATION), 'Pre-Award #' (01--MBUCKELE-120963), 'Region' (01), and 'Appropriation Year' (2019).

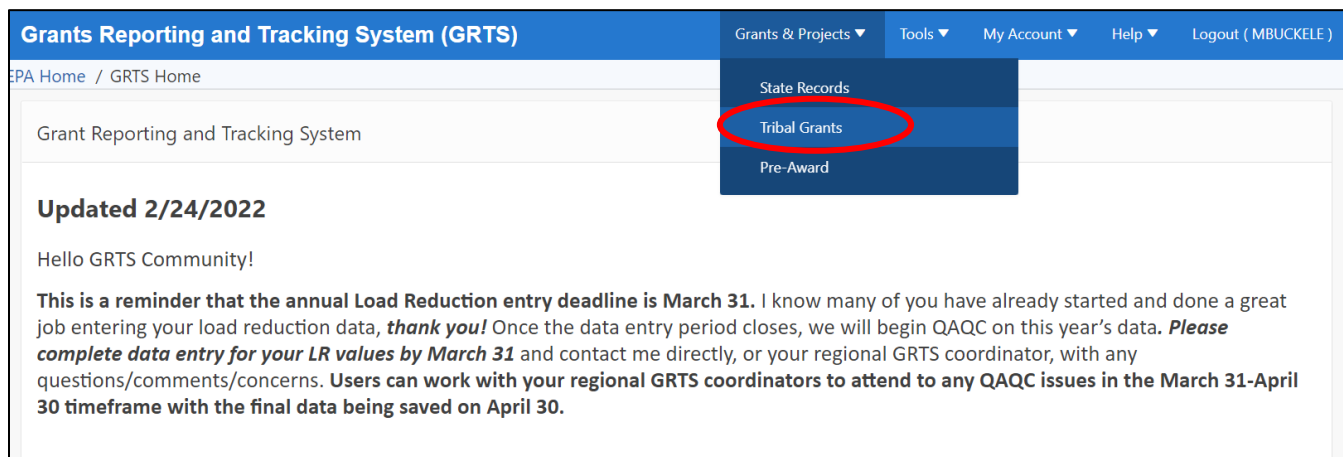
Step 4: Link the new project page in GRTS with the corresponding EPA grant number

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 'Tribal Grants' section includes a search bar and filters for 'Year Type' (set to 'Appropriation Year'), 'Fiscal Year' (set to '2020'), '* Region:', 'Keyword:', and '...found in:'. Below these filters is a 'Go' button and an 'Actions' dropdown. On the right side, the 'View Tribal Pre-award Projects' button is highlighted with a red circle. At the bottom, 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 for 'Tribal Pre-Award Projects'. The breadcrumb trail is 'EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects'. There is a '* Region:' dropdown and a 'Go' button. Below this, the 'Tribal Pre-Award Projects' section contains three buttons: 'Create Pre-Award Project', 'Move Pre-Award Project(s) to Grant' (circled in red), and 'Delete Selected'. At the bottom, it shows '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 for 'Move Pre-Award Projects to Grant'. The breadcrumb trail is 'EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects / Award Grant to Project'. The 'Move Pre-Award Projects to Grant' section includes a red box around the 'Region:' dropdown (set to '10') and the 'Award Fiscal Year:' dropdown (set to '2015'). Below these is a 'Choose a Grant to move this project to:' dropdown. At the bottom, there is a 'Pre-Award Projects' section and 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 GRTS interface with the following elements:

- Header:** Grants Reporting and Tracking System (GRTS) with navigation links: Grants & Projects, Tools, My Account, Help, Logout.
- Breadcrumbs:** EPA Home / GRTS Home / Tribal Grants / Tribal Pre-Award Projects / Award Grant to Project
- Section:** Move Pre-Award Projects to Grant
- Form Fields:**
 - Region: 10
 - Award Fiscal Year: 2015
 - Choose a Grant to move this project to: (Dropdown menu open showing a list of grants)
- Grant List (Pre-Award Projects):**

| Reg | Primary Subgrantee | Title | Pre Id |
|-----|---|-------|--------|
| | 00J12802-TULALIP TRIBES OF WASHINGTON | | |
| | 00J33502-QUINULT INDIAN NATION | | |
| | 00J40402-CONFEDERATED TRIBES OF THE GRAND BONDE COMMUNITY | | |
| | 00J40902-COW CREEK BAND OF UMPQUA TRIBE OF INDIANS | | |
| | 00J42802-CONFEDERATED TRIBES OF THE COLVILLE RESERVATION | | |
| | 00J89601-LUMMI TRIBE OF THE LUMMI RESERVATION | | |
| | 01J06801-MAKAH INDIAN TRIBE OF THE MAKAH INDIAN RESERVATION | | |
| | 01J10501-COQUILLE INDIAN TRIBE | | |
| | 96003404-MUCKLESHOOT TRIBE OF THE MUCKLESHOOT RESERVATION | | |
- Buttons:** Exit, Move Selected Project(s) to Grant

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 ▾

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

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.