



# Grants Reporting and Tracking System (GRTS) Project Worksheet

## GRTS Excel Import Instructions

Version: 1.0

For 319 projects targeting riparian restoration, nutrient management or other projects with an emphasis on reducing nutrient, (N, P) sediment, and/or Biological Oxygen Demand loading to waterbodies. The purpose of this Excel file is to assist nonpoint source grantees in complying with the Clean Water Act Section 319 grant reporting requirements. The GRTS worksheet contains all of the mandated data elements for 319 projects to be reported in EPA's Grant Reporting and Tracking System (GRTS), with the exception of the geolocation requirement. This worksheet can be used to compile project information off-line and convert the data to XML format, so that Oregon DEQ will upload to GRTS. The instructions below will guide you through the process of filling out the GRTS worksheet and submitting the XML file to GRTS. Please contact Ivan Camacho, at project completion to provide you assistance if needed. [camacho.ivan@deq.state.or.us](mailto:camacho.ivan@deq.state.or.us) or at (503) 229-5088

### Instructions:

Step	Instruction
1	Click on the "GRTS" worksheet.
2	Enter the information for the data elements. Note: -Mandatory data elements are prefixed with an asterisk(*). -Some data elements provide a dropdown list for data values. -Clicking on the data element label will provide a definition of the field. -All dates must be entered in MM/DD/YYYY format. -The cell positions are locked and cannot be moved. You can, however, format rows to change the display.
3	Upon completion of the worksheet, click the "Export XML" button. The worksheet will be checked for completion of the required data elements. Error messages will display if any data elements are missing.
4	If there are no errors, you will be prompted to save the data as an XML file. Note the name and location of the file.
5	Log into the Grants Reporting and Tracking System website and use the XML Data Import function to load the data.



Be careful not to overwrite existing projects! If the Project record already exists in GRTS, it will be overwritten by the XML import. Version 1.0 supports entire Project updates only. The worksheet cannot be used to partially update projects.

For further assistance, contact Santina Wortman of EPA: [wortman.santina@epa.gov](mailto:wortman.santina@epa.gov), (202) 566-2537.



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Export to XML

## Directions

To create a Pre-Award Project, do not enter a Grant Number; instead, enter the two letter State abbreviation.  
To create a new project, leave the Project Number blank. GRTS will assign a sequential Project Number.  
To update an existing project, enter the Grant Number and Project Number. Note: the existing project will be overwritten.  
Required Fields are marked with an asterisk. If the project has pollutant load data, then BMPs, Load Reduction Model, and Drainage Area Pollutants\* are required; If the project will have pollutant load data, then BMPs, Load Reduction Model, and a future BMP Implementation Date are required.  
This worksheet does not fulfill the geolocation requirements. Use the GRTS Drainage Area Map to add locations to projects.

## General Information

*Grant Number or State:	* Statewide:
Project Number:	* Will Have/Has Pollutant Load Data:
State Project Number:	* TMDL:
* Project Title:	
Project Manager:	State Project Manager:

## Scheduling

* Project Start Date:	(MM/DD/YYYY)
* Project End Date:	(MM/DD/YYYY)
Comments:	

## Budget

* 319(h) Base Funds:	\$0.00
* 319(h) Incremental Funds:	\$0.00
Total 319(h) Funds:	\$0.00
EPA Other:	\$0.00
EPA Budget:	\$0.00
Other Federal:	\$0.00
State Funds:	\$0.00
State In-Kind:	\$0.00
Local Funds:	\$0.00
Other Funds:	\$0.00
Total Budget:	\$0.00

## Description

\* Overview:

\* Objectives:

\* Methods:

## Status

Project Status:	
Status Date:	(MM/DD/YYYY)
Status Comments:	



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### NPS Functional Categories

*Primary Functional Category:	
Functional Category:	(Optional)
Functional Category:	(Optional)

### NPS Categories of Pollution

*Category Type: *Percent: *Pollution Sub-Category: Pollution Sub-Category: Pollution Sub-Category:	Category Type: Percent: Pollution Sub-Category: Pollution Sub-Category: Pollution Sub-Category:
Category Type: Percent: Pollution Sub-Category: Pollution Sub-Category: Pollution Sub-Category:	Category Type: Percent: Pollution Sub-Category: Pollution Sub-Category: Pollution Sub-Category:

### Waterbodies

* Waterbody Type: <span style="float: right;">(Fill in if Wetlands is selected)</span>	
Waterbody Type:	Wetland Created Planned: (Acres)
Waterbody Type:	Wetland Created Actual: (Acres)
	Wetland Restored Planned: (Acres)
	Wetland Restored Actual: (Acres)

### Project USGS HUC / WATERSHEDS

*HUC12:
HUC12:
HUC12:
HUC12:
HUC12:

### Best Management Practices (BMPs)

*BMP Type: *Number Installed: *Units: Implementation Date: <span style="float: right;">(MM/DD/YYYY)</span> Associated Drainage Area:	BMP Type: Number Installed: Units: Implementation Date: <span style="float: right;">(MM/DD/YYYY)</span> Associated Drainage Area:
BMP Type: Number Installed: Units: Implementation Date: <span style="float: right;">(MM/DD/YYYY)</span> Associated Drainage Area:	BMP Type: Number Installed: Units: Implementation Date: <span style="float: right;">(MM/DD/YYYY)</span> Associated Drainage Area:
(Fill in if Streambank is selected above)	
Streambank Shoreline Protection Planned:	(feet)
Streambank Shoreline Protection Actual:	(feet)
(Fill in if Stream Channel is selected above)	
Stream Channel Stabilization Planned:	(feet)
Stream Channel Stabilization Actual:	(feet)



# Grants Reporting and Tracking System (GRTS) Project Worksheet

Export to XML

### Load Reduction Model

<p><b>* Load Reduction Area</b></p> <p>Model:</p> <p>Comments:</p>	<p>Model Name(if Other):</p>
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### Drainage Area Pollutants

<p><b>* Drainage Area Name:</b></p> <p><b>BMP Cost:</b></p> <p><b>*303D List Number(s):</b></p> <p><b>*Pollutant Type:</b></p> <p><b>*Load Reduction:</b></p> <p><b>*Units:</b></p> <p><b>*TMDL:</b></p> <p><b>Load Reduction Date:</b> (MM/DD/YYYY)</p> <p><b>Pollutant Type:</b></p> <p><b>Load Reduction:</b></p> <p><b>Units:</b></p> <p><b>TMDL:</b></p> <p><b>Load Reduction Date:</b> (MM/DD/YYYY)</p> <p><b>Pollutant Type:</b></p> <p><b>Load Reduction:</b></p> <p><b>Units:</b></p> <p><b>TMDL:</b></p> <p><b>Load Reduction Date:</b> (MM/DD/YYYY)</p>	<p><b>Drainage Area Name:</b></p> <p><b>BMP Cost:</b></p> <p><b>303D List Number(s):</b></p> <p><b>Pollutant Type:</b></p> <p><b>Load Reduction:</b></p> <p><b>Units:</b></p> <p><b>TMDL:</b></p> <p><b>Load Reduction Date:</b> (MM/DD/YYYY)</p> <p><b>Pollutant Type:</b></p> <p><b>Load Reduction:</b></p> <p><b>Units:</b></p> <p><b>TMDL:</b></p> <p><b>Load Reduction Date:</b> (MM/DD/YYYY)</p> <p><b>Pollutant Type:</b></p> <p><b>Load Reduction:</b></p> <p><b>Units:</b></p> <p><b>TMDL:</b></p> <p><b>Load Reduction Date:</b> (MM/DD/YYYY)</p>
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