

# Course 4: Performance Reporting TRACS Manual

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**(Updated 11/1/2021)**

This course takes you through the process to enter a performance report into TRACS, including entering interim and final performance data, answering performance questionnaires, and the approval steps.

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# Lesson 4a: Enter Performance Report

## Objectives

By the end of this lesson, learners will be able to:

1. Demonstrate how to search for the grant and select a period of performance.
2. Demonstrate the steps required to enter a performance report.
3. Describe the difference between an interim and a final report.



## Best Practice Tips:

**TRACS is the official performance reporting tool utilized by the WSFR program** to capture grant funded activities. A separate performance report is required for each project statement by each reporting period of performance.

Initial grant information should be entered into TRACS no later than 60-days post-award approval, followed by entry of performance report(s) based on due dates. TRACS-generated performance reports contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

The grantor will review and approve the performance reports for each period of performance until the grant is closed. In TRACS, the performance report for each period of performance goes through two stages of approval: non-federal approval and federal approval.

Grants with the strategy and objective of "Facilities Construction, Renovation or Acquisition" may need to be linked to facility record(s) in TRACS. Note: Facilities Operations & Maintenance (O&M) do not require linking to facility records.

Grants with the strategy of "Real Property Acquisition" must be linked to real property record(s) in TRACS.

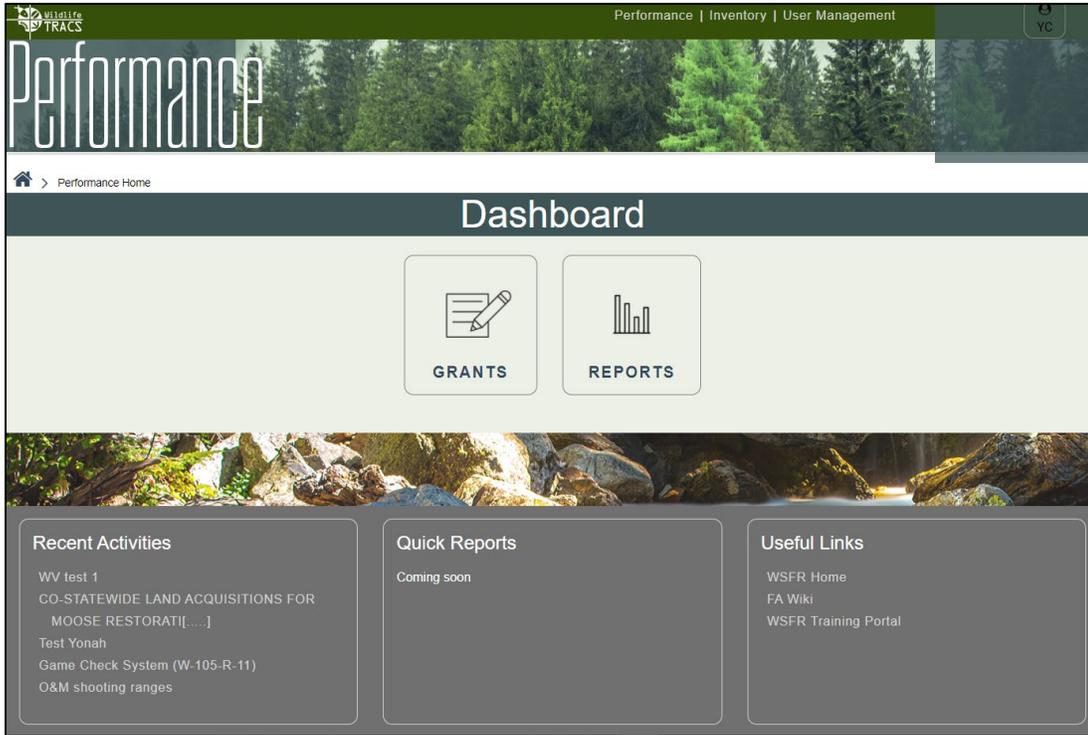
The Inventory Module in TRACS is used to create, edit and manage Facility and Real Property records, including post award monitoring to ensure use and disposal follows applicable laws and regulations.

## Report on Objectives

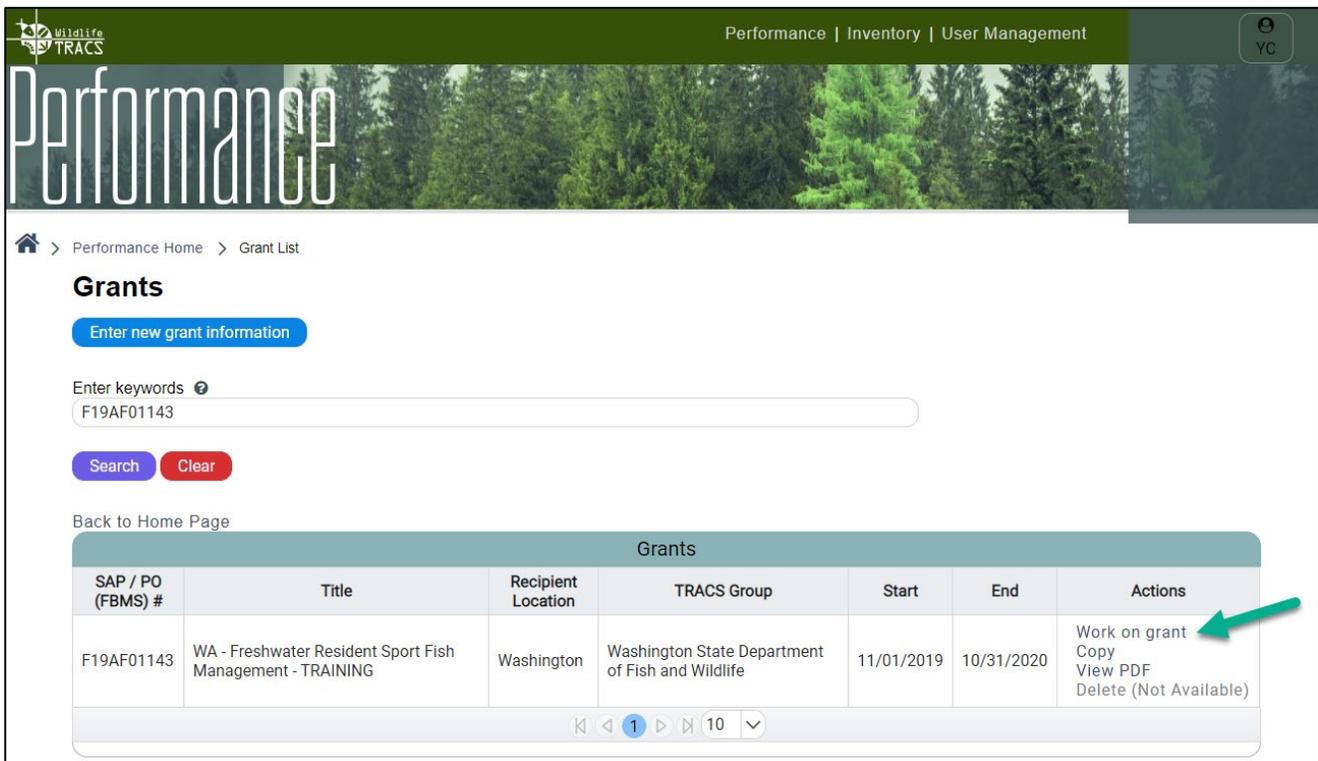
1. After logging into TRACS, select the Performance Module.



- The Dashboard page opens. Select the "Grants" icon. Note: The 'Recent Activities' section on the dashboard provide links to recent grants.



- Search for the grants by keywords in the title or the SAP/PO FBMS #. Once you find the grant, click "Work on Grant" to open the Grant Workflow page.



- From the Grant Workflow page, scroll down to step 4: Performance Reports. Click the "Enter Performance Reports" button. Only users with the Performance Data Editor role for the group associated with the grant and project statements will have access to enter or edit the performance reports.

The bar will display in red and "Not Started" until the performance report entry has begun, then it will display in orange as "In Progress". Once all performance reports for the grant have been entered and approved, the bar will change to green and "Complete". Note: The bar will be grey and unavailable until the grant has at least one approved project statement and the Financial Information has been completed.

The screenshot displays a user interface for grant management. At the top, there is a button labeled "View Statement Approvals". Below this, the workflow is divided into steps. Step 3, "Financial Information", is marked as "Complete" with a green progress bar. Underneath, the "Available Actions" section shows a message: "There are no actions available for your role". Step 4, "Performance Reports", is marked as "Not Started" with a red progress bar. A button labeled "Enter Performance Reports" is visible, with a green arrow pointing to it. Below the "Performance Reports" section, there is an "Approvals Process" section showing "0 of 0 approved" and a button labeled "View Performance Report Approvals (Not Available)".

- The Performance Report Summary page opens. The table displays the **Reporting Periods of Performance (PoPs)** for the awarded grant based on the dates from the milestone plan in Grant Solutions. This information is imported into the system after the TRACS record is linked to the financial award. Reporting Periods of Performance are typically based on fiscal year(s) from the start date of the grant to the end date of the grant; however, some grants may have special terms for reporting periods of performance.

The ready for reporting column will display "No" for future periods of performance and will display a green dot and "Yes" when that period of performance is available for reporting (past or current date).



### Interim and Final Reports:

- A grant with one reporting period of performance will have a single report, available by selecting 'View PDF' or selecting 'View Final performance Report'.
- A grant with multiple reporting periods of performance will have an option to 'View PDF' for each interim period of performance and on the last performance period, the 'View Final Performance Report' will be available.

*Ex. One-Year Grant with one reporting period of performance*

The screenshot shows the TRACS Performance Report Summary page for a grant titled "WA-Freshwater Resident Sport Fish Management". The page includes a navigation bar with "Performance | Inventory | User Management" and a user profile "YC". The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Performance Report Summary. Below the title, there is a "Performance Reports" section with a "Back To Grant Workflow" link. The main content is a table titled "Performance Reports" with the following data:

Period Of Performance	Ready for Reporting	Objective Reports Entered	Performance Questionnaire Complete	Report Approval Status	Actions
Nov 1, 2019 to Oct 31, 2020	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF View Final Performance Report

Below the table is a "Back To Grant Workflow" link.

*Ex. Multi-Year Grant with multiple reporting periods of performance*

The screenshot shows the TRACS Performance Reports table for a multi-year grant. The page includes a "Performance Reports" section with a "Back To Grant Workflow" link. The main content is a table titled "Performance Reports" with the following data:

Period Of Performance	Ready for Reporting	Objective Reports Entered	Performance Questionnaire Complete	Report Approval Status	Actions
Jan 1, 2019 to Dec 31, 2019	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF
Jan 1, 2020 to Dec 31, 2020	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF
Jan 1, 2021 to Dec 31, 2021	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF View Final Performance Report

- Click on the "Report on Statements" link in the actions column on the right for the selected period of performance.

The screenshot shows the 'Performance Reports' section of the Wildlife TRACS system. The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Performance Report Summary. The main heading is 'WA - Freshwater Resident Sport Fish Management - TRAINING'. Below this, there is a 'Performance Reports' table with the following data:

Period Of Performance	Ready for Reporting	Objective Reports Entered	Performance Questionnaire Complete	Report Approval Status	Actions
Nov 1, 2019 to Oct 31, 2020	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	<a href="#">Report On Statements</a> <a href="#">View PDF</a>

The 'Report On Statements' link in the Actions column is highlighted with a red box.

- The Performance Report List displays, with the project statement(s) associated with the grant listed in the table. A performance report is required for each project statement. For the selected project statement, click on the "Report on Objectives" link.

The screenshot shows the 'Performance Reports - Project Statement Reports' page. The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List. Below the breadcrumb trail is a search bar with the text 'Enter keywords to filter list' and buttons for 'Search' and 'Clear'. Below the search bar is a table with the following data:

Title	Statement Approval Status	Objective Reports Entered	Performance Questionnaire Complete	Actions
WA - Freshwater Resident Sport Fish Management	Final Approved	3 Missing Data	6 Missing Data	<a href="#">Report on Objectives</a> <a href="#">Performance Questionnaire</a> <a href="#">View PDF</a>

The 'Report on Objectives' link in the Actions column is highlighted with a red box. Below the table is a pagination control showing '1' of 10 items.

- The Objective Reports displays, with the objective(s) associated with the project statement listed in the table. For each objective, click on the "Report on Objective" link.

Performance | Inventory | User Management

Wildlife TRACS

# Performance

Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List > Objective Reports

## Performance Reports - Objective Reports

Enter keywords

[Back to Project Statement Reports](#)

Name	Strategy	Objective	Objective Date	Report in Progress	Data Entry Status	Actions
Conduct 20 training events by 10.31.2020.	Training/Education	Conduct training events	10/31/2020	<input type="radio"/> No	1 Missing Data	Report on Objective Clear Report on Objective
Operate and maintain 2 facilities by October 31, 2020.	Facilities/Areas O&M	Operate and maintain facilities	10/31/2020	<input type="radio"/> No	1 Missing Data	Report on Objective Clear Report on Objective
Stock 4 million fish by October 31, 2020.	Species Stocking	Stock fish or wildlife	10/31/2020	<input type="radio"/> No	1 Missing Data	Report on Objective Clear Report on Objective

Navigation: < < 1 > > 10 >

- The Report on Objective page opens. Select "Yes" or "No" if the objective was worked on during this period of performance.

Performance | Inventory | User Management

Wildlife TRACS

# Performance

Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List > Objective Reports > Report on Objective

**Grant: WA - Freshwater Resident Sport Fish Management - TRAINING**

**Period of Performance: Nov 1, 2019 to Oct 31, 2020**

**Project Statement: WA - Freshwater Resident Sport Fish Management**

**Objective: Conduct 20 training events by 10.31.2020.: Conduct training events by 10/31/20**

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Conduct training events during this period of performance?

[Cancel](#)

10. If no is selected, fill out the "Explanation for no report for period", and click "Save & Exit". Skip to step #15 in this sub-chapter.

The screenshot shows the 'Performance' section of the Wildlife TRACS system. The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List > Objective Reports > Report on Objective. The grant details are: Grant: WA - Recreational Boating Facility Construction at Beaver Lake, Period of Performance: Jan 1, 2019 to Dec 31, 2019, Project Statement: WA - Recreational Boating Facility Construction at Beaver Lake, and Objective: Construct one (1) facility by 12/31/2021.: Construct, renovate or acquire facilities by 12/31/21. Below this is a text box for 'Explanation for no report for period' containing the text: 'Construction in progress, estimated to be completed in FY2021.' At the bottom right, there are 'Save & Exit' and 'Cancel' buttons.

11. If yes is selected, the Activity Reports list displays. For each activity, click "Report on Activity".

The screenshot shows the 'Performance' section of the Wildlife TRACS system for a different grant. The breadcrumb trail is: Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List > Objective Reports > Report on Objective. The grant details are: Grant: WA - Freshwater Resident Sport Fish Management - TRAINING, Period of Performance: Nov 1, 2019 to Oct 31, 2020, Project Statement: WA - Freshwater Resident Sport Fish Management, and Objective: Conduct 20 training events by 10.31.2020.: Conduct training events by 10/31/20. Below this is a table titled 'Performance Reports - Activity Reports'.

Activity	Activity Tag 2	Details	Data Entry Status	Actions
Aquatic education	<ul style="list-style-type: none"> <li>Angler Education</li> <li>Aquatic resource education</li> </ul>	Output: Not Entered	1 Missing Data	Report on Activity

A red arrow points to the 'Report on Activity' link in the 'Actions' column. At the bottom right, there is a 'Finish Objective Reporting' button.

12. Complete the "Report on Objective" for the Activity page:

- a. Enter the unit of measure with the actual number (ex. number of fish stocked).
  - i. The activity unit of measure must be 0.01 or above (if fractions allowed, such as acres) or 1 or above (if whole numbers only, such as number of individuals).
  - ii. Note: Fields that accept fractions can have a value of 0.01 or above with up to 4 decimal spaces (ex. 250.3351 acres)

**Report on Objective**

Directly manage approximately 500 acres with prescribed burns by 09/30/2020.: Directly restore, enhance, create or manage acres by 9/30/20

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**Activity Tag: Prescribed fire**

Enter # of Acres completed during each period of performance.

Report on Objective	
Period of Performance	# Acres
Sep 1, 2019 to Sep 30, 2020	525.7325
<b>Totals to Date*</b>	525.7325

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

Output Value is required for the performance report

- iii. When a grant has multiple reporting periods of performance, the table will display the current period of performance and any past periods of performance. Enter the value actually completed for the specific period of performance for the report.

*Example of report for multiple periods of performance:*

**Report on Objective**

Conduct 30 aquatic education training events (10 annually) by 12/31/2021.: Conduct training events by 12/31/21

---

**Activity Tag: Aquatic education**

**Activity Tag 2:**

- Angler Education
- Aquatic resource education

Enter # of Events completed during each period of performance.

Report on Objective	
Period of Performance	# Events
Jan 1, 2019 to Dec 31, 2019	10
Jan 1, 2020 to Dec 31, 2020	10
Jan 1, 2021 to Dec 31, 2021	10
<b>Totals to Date*</b>	30

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

*Example of report for multiple periods of performance where the total to date may exceed the objective, such as an objective to 'Operate and maintain 4 areas':*

**Report on Objective**

**Operate and maintain 4 areas by 12/31/2021.:** Operate and maintain areas by 12/31/21

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**Activity Tag:** Cooperatively managed areas for conservation and other purposes

**Enter # of Areas Maintained completed during each period of performance.**

Report on Objective	
Period of Performance	# Areas Maintained
Jan 1, 2019 to Dec 31, 2019	4
Jan 1, 2020 to Dec 31, 2020	4
Jan 1, 2021 to Dec 31, 2021	<input type="text" value="4"/>
<b>Totals to Date*</b>	12

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

- b. Activities within the strategy of “Direct Habitat and Species Management” or “Species Stocking” have an option to “Draw a Shape” or “Pick a Location”.
  - i. Select “Pick a Location” to choose the entire state or insular area; or pick a more detailed location such as one or more counties or Wildlife Management Areas.
  - ii. Select “Draw a Shape” to draw a polygon or upload a shapefile. Refer to course 6: Mapping Tools for more information.
  - iii. Describe your location: enter a narrative in the box or click “Not Applicable”.

**Geographic Location**

**Choose how to enter location information**

**Describe your location**

Not Applicable

[Add Describe your location](#)

[View / Attach Files \(optional\)](#)

c. Update the species and/or habitat information as needed. Some activities also require entering the unit of measure by targeted species and/or habitat. To learn more about how to add, edit or remove species and/or habitat, refer to "Course 5: Species and Habitat".

i. Note: If there is no unit of measure for the specific habitat types or species, you may add or remove habitat types or species as needed.

*Example of an activity that has Species Tags (species can be added or removed as needed):*

**Species Tags**

Species tags provide more detailed information about the species affected by the activity. They are not required.

Species Tags	
Species	Actions
Alces alces moose; Eurasian Elk	Remove

*Example of an activity that has Habitat Tags (habitats can be added or removed as needed):*

**Habitat Tags**

Habitat tags provide more detailed information about the habitat affected by the activity. They are not required.

Habitat Tags	
Habitat	Actions
Freshwater Aquatic Vegetation	Remove
Herbaceous & Woody Developed Vegetation	Remove

ii. If the targeted habitats or species requires a unit of measure, they cannot be added or removed.

*Example of an activity with Targeted Species (unit of measure is required so the target species cannot be edited):*

**Targeted Species**

Species common name: Columbia River redband trout

Oncorhynchus mykiss gairdnerii	
Period of Performance	# Individuals
Nov 1, 2019 to Oct 31, 2020	2,000,000
<b>Totals to Date*</b>	2,000,000

Species common name: coastal cutthroat trout

Oncorhynchus clarkii clarkii	
Period of Performance	# Individuals
Nov 1, 2019 to Oct 31, 2020	2,000,000
<b>Totals to Date*</b>	2,000,000

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

- If the unit of measure is zero, re-enter zero into the field to clear the validation warning.

Targeted Habitat	
Temperate & Boreal Forest & Woodland	
Period of Performance	# Acres
Sep 1, 2019 to Sep 30, 2020	25.6
<b>Totals to Date*</b>	25.6

Temperate & Boreal Grassland & Shrubland	
Period of Performance	# Acres
Sep 1, 2019 to Sep 30, 2020	0.0 
<b>Totals to Date*</b>	0

Shrub & Herb Wetland	
Period of Performance	# Acres
Sep 1, 2019 to Sep 30, 2020	0.0
<b>Totals to Date*</b>	0

- d. If you have an activity with the following:
  - i. If you have an activity with the strategy "Real Property Acquisition", refer to **Lesson 4b: Reporting on Real Property**.
  - ii. If you have an activity with the strategy "Facilities/Areas Construction, Renovation or Acquisition", refer to **Lesson 4c: Reporting on Facilities Construction, Renovation or Acquisition**.
  
- e. Enter the Activity Report Comments or click "Not Applicable". Optional, click "view/attach files" to add or edit attachments. Then click the "Finished with Activity" button.

Activity Report Comments

Not Applicable

[Add Activity Report Comments](#)

[View / Attach Files \(optional\)](#)

Finished with Activity
Cancel

13. The Data Entry Status column will display a green status of "All Data Entered" for the activity.
- If the objective has additional activities, repeat steps 10-13 for each additional activity.

Period of Performance: Sep 1, 2019 to Sep 30, 2020

Project Statement: 

Objective: Directly manage approximately 1000 acres with prescribed burns and invasive species removal by 09/30/2020.: Directly restore, enhance, create or manage acres by 9/30/20

Performance Reports - Activity Reports				
Activity	Activity Tag 2	Details	Data Entry Status	Actions
Invasive species control - plants		Output: Not Entered Target Species: <ul style="list-style-type: none"> <li>moose; Eurasian Elk (Alces alces)</li> </ul> Target Habitat: <ul style="list-style-type: none"> <li>Agricultural &amp; Developed Aquatic Vegetation</li> </ul>	2 Missing Data	Report on Activity
Prescribed fire		Output: 525.7325 Acres Target Species: <ul style="list-style-type: none"> <li>moose; Eurasian Elk (Alces alces)</li> </ul> Target Habitat: <ul style="list-style-type: none"> <li>Shrub &amp; Herb Wetland</li> <li>Temperate &amp; Boreal Forest &amp; Woodland</li> <li>Temperate &amp; Boreal Grassland &amp; Shrubland</li> </ul>	All Data Entered	Report on Activity

- Once all activity reports have been entered, the Data Entry Status column will display a green status of "All Data Entered" for all activities. Then click "Finish with Objective Reporting".

Performance Reports - Activity Reports				
Activity	Activity Tag 2	Details	Data Entry Status	Actions
Aquatic education	<ul style="list-style-type: none"> <li>Angler Education</li> <li>Aquatic resource education</li> </ul>	Output: 20 Events	All Data Entered	Report on Activity

[Finish Objective Reporting](#) 

14. The Objectives Report opens again. Repeat steps 8-14 to report on each objective. Once all objective reports have been entered, the Data Entry column will display a green status of "All Data Entered" for each objective. Click on the "Back to Project Statement Reports" link.

Performance | Inventory | User Management

Performance

Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List > Objective Reports

**Performance Reports - Objective Reports**

Enter keywords   
Enter keywords to filter list

[Back to Project Statement Reports](#)

Name	Strategy	Objective	Objective Date	Report in Progress	Data Entry Status	Actions
Conduct 20 training events by 10/31/2020.	Training/Education	Conduct training events	10/31/2020	Yes	All Data Entered	Report on Objective Clear Report on Objective
Operate and maintain 2 facilities by October 31, 2020.	Facilities/Areas O&M	Operate and maintain facilities	10/31/2020	Yes	All Data Entered	Report on Objective Clear Report on Objective
Stock 4 million fish by October 31, 2020.	Species Stocking	Stock fish or wildlife	10/31/2020	Yes	All Data Entered	Report on Objective Clear Report on Objective

[Back to Project Statement Reports](#) 

Note: If the objective report needs to be deleted, click "clear report on objective".

15. The Project Statement Reports will display. The "Objective Reports Entered" column should have a green status of "All Data Entered". Click on the "Performance Questionnaire" link.

Performance | Inventory | User Management

Performance

Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List

**Performance Reports - Project Statement Reports**

Enter keywords

Back to Performance Reports

Title	Statement Approval Status	Objective Reports Entered	Performance Questionnaire Complete	Actions
WA - Freshwater Resident Sport Fish Management	Final Approved	All Data Entered	6 Missing Data	<a href="#">Report on Objectives Performance Questionnaire View PDF</a>

10

## Enter the Performance Questionnaire

16. Fill out the Performance Report Questionnaire:

**Edit Performance Report Questionnaire**

**Performance Reporting**

Period of Performance: Jul 17, 2019 to Jun 30, 2020

**Q1** What progress has been made towards completing the objective(s) of the project?

tesr

[View / Attach Files \(optional\)](#)

**Q2** Please describe and justify any changes in the implementation of your objective(s) or approach(es).

ts

[View / Attach Files \(optional\)](#)

**Q3** If applicable, please share if the project resulted in any unexpected benefits, promising practices, new understandings, cost efficiencies, management recommendations, or lessons learned.

Not Applicable

Q1: What progress has been made towards completing the objective(s) of the project?

Q2: Please describe and justify any changes in the implementation of your objective(s) or approach(es).

Q3: If applicable, please share if the project resulted in any unexpected benefits, promising practices, new understandings, cost efficiencies, management recommendations, or lessons learned.

Q4: For Survey projects only: If applicable, does this project continue work from a previous grant? If so, how do the current results compare to prior results? (Grantees may elect to add attachments such as tables, figures, or graphs to provide further detail when answering this question).

Q5: If applicable, Identify and attach selected publications, photographs, screenshots of websites, or other documentation (including articles in popular literature, scientific literature, or other public information products) that have resulted from this project that highlight the accomplishments of the project.

Q6: Is this a project you wish to highlight for communication purposes? (Select Yes or No, and fill out comments or check "Not Applicable" box)

Q7 For CMS States only: If the grant is a CMS, has the state submitted an update report every 3 years detailing that the CMS components 1) inventory and scanning; 2) strategic plan; 3) operational plan; and 4) evaluation and control have been reviewed and summaries included which provide detailed review results and recommendations? (Select Yes or No, and fill out comments or check "Not Applicable" box)

17. Click the "Save Questionnaire" button at the bottom of the page.

18. The Project Statement Reports page opens. Once all questions have been completed, the "Performance Questionnaire Complete" column should have a green status of "All Data Entered". If other project statements are listed, repeat steps 6-19 to complete the report for each one. Then select the "Back to Performance Reports" link.

The screenshot shows the 'Performance Reports - Project Statement Reports' page. At the top, there is a navigation bar with 'Performance | Inventory | User Management' and a user profile icon labeled 'YC'. Below the navigation bar is a large banner with the word 'Performance' in a stylized font. The main content area has a breadcrumb trail: 'Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report List'. The title 'Performance Reports - Project Statement Reports' is displayed. Below the title is a search bar with the placeholder text 'Enter keywords to filter list' and buttons for 'Search' and 'Clear'. A link 'Back to Performance Reports' is visible. The main data is presented in a table with the following structure:

Title	Statement Approval Status	Objective Reports Entered	Performance Questionnaire Complete	Actions
WA – Recreational Boating Facility Construction at Beaver La[...]	Final Approved	● All Data Entered	● All Data Entered	Report on Objectives Performance Questionnaire View PDF

Below the table is a pagination control showing '1' of 10 items. At the bottom of the page, there is another 'Back to Performance Reports' link.

19. The Performance Report Summary opens. If the grant has multiple periods of performance, you will need to repeat the steps to report on each period of performance when they are due. Select “View PDF” to view, download and/or print the performance report.

Wildlife TRACS Performance | Inventory | User Management YC

Performance

Home > Performance Home > Grant List > Grant Workflow > Performance Report Summary

### WA – Recreational Boating Facility Construction at Beaver Lake

**Performance Reports**  
Back To Grant Workflow

Period Of Performance	Ready for Reporting	Objective Reports Entered	Performance Questionnaire Complete	Report Approval Status	Actions
Jan 1, 2019 to Dec 31, 2019	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	Awaiting Non-federal Review and Approval	Report On Statements View PDF
Jan 1, 2020 to Dec 31, 2020	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF
Jan 1, 2021 to Dec 31, 2021	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF

Back To Grant Workflow

20. Then select “**Back to Grant Workflow**”. The performance report for each period of performance will need to go through the approvals process. Refer to **Lesson 4d Performance Report Approvals** for more information.

Wildlife TRACS Performance | Inventory | User Management YC

Performance

Home > Performance Home > Grant List > Grant Workflow > Performance Report Summary

### WA – Recreational Boating Facility Construction at Beaver Lake

**Performance Reports**  
Back To Grant Workflow

Period Of Performance	Ready for Reporting	Objective Reports Entered	Performance Questionnaire Complete	Report Approval Status	Actions
Jan 1, 2019 to Dec 31, 2019	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	Awaiting Non-federal Review and Approval	Report On Statements View PDF
Jan 1, 2020 to Dec 31, 2020	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF
Jan 1, 2021 to Dec 31, 2021	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Performance Reports Awaiting Completion	Report On Statements View PDF

Back To Grant Workflow

# Lesson 4b: Reporting on Real Property Acquisition

## Objectives

By the end of this lesson, learners will be able to:

1. Demonstrate the steps required to report on real property acquisition.

This lesson covers the steps to complete the "activity report" for an objective strategy of "Real Property Acquisition", which requires linking to a Real Property Record that was previously created and approved in the Inventory Module. For more information on how to create and manage real property record(s), refer to "Course 7: Real Property Inventory".

1. Navigate to the Activity Report page for the objective strategy of "Real Property Acquisition" (refer to Lesson 4a for the steps to navigate to this page). On the Activity Report page, fill out the "Report on Objective" box with the # of acres for the Real Property Acquisition.
  - a. Alternately, you can opt to leave the # of acres box blank and add one or more Real Property records first. Then you will have the option to select "copy acreage to activity" after adding the real property record(s) to the table. This will copy the "deeded acres" from the Real Property Record to the activity.

**Report on Objective**

Acquire real property interest in 532 acres by 6/30/2020.: Acquire real property interest in acres by 6/30/20

---

Activity Tag: Land acquisition

Report on Objective	
Period of Performance	# Acres
Jul 1, 2019 to Jun 30, 2020	<input type="text" value="532.65"/>
<b>Totals to Date*</b>	532.65

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

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**Real Properties**

[Search for Real Property](#)

[Copy Acreage to Activity](#)

Real Property Acquired					
Property Name	Date Acquired	Interest Type	Deeded Acres	Period of Performance	Actions
Cranberry Lake Moose Conservation Parcel	02/01/2021	Fee Interest (Interest Sub-types: Fee Simple and Fee with Exceptions)	532.65	Jul 1, 2019 to Jun 30, 2020	Remove

---

Activity Report Comments

Not Applicable

[View / Attach Files \(optional\)](#)

---

[Finished with Activity](#) [Cancel](#)

2. In the Real Properties section, click on the "Search for Property" button.

Activity Tag: Land acquisition

Enter # of Acres completed during each period of performance.

Report on Objective	
Period of Performance	# Acres
Jul 1, 2019 to Jun 30, 2020	<input type="text"/>
Totals to Date*	0

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

Real Properties

If you have already entered real properties in the TRACS Inventory Module, search for them below.

**Search for Real Property** ←

Copy Acreage to Activity

Real Property Acquired					
Property Name	Date Acquired	Interest Type	Deeded Acres	Period of Performance	Actions

Activity Report Comments

Not Applicable

Add Activity Report Comments

[View / Attach Files \(optional\)](#)

Finished with Activity Cancel

3. The Real Property search window opens in a pop-up window.

- Search for the property by name. Filters on the side can narrow the search by interest type.
- Click the plus sign to add the property to your "basket". Continue adding properties if applicable until they are all in the basket (items listed in the upper right).
- Then click "Add to List".

Report on Objective

Real Property Search:  **Search** 1 item(s) in your basket View basket

1-1 of 1 results for "cranberry" Sort By: Relevance

Interest Type:  Partial Interest(1)

**Cranberry Lake Conservation Land Parcel**  
Deeded Acres: 532.0000  
Partial Interest

Added to basket -

1 10

Didn't find what you are looking for? Click for more options.

**Add To List** Cancel

4. The Real Property Record(s) will display in the "Real Property Acquired" table.
  - a. Optional - Select "Copy Acreage to Activity" to copy the acreage from the Real Property Record(s) to the # Acres in the Report table.
5. Enter "Activity Report Comments" or check the "Not Applicable" box.
6. Then select "Finished with Activity" at the bottom of the page.

**Report on Objective**

Acquire real property interest in 532 acres by 6/30/2020.: Acquire real property interest in acres by 6/30/20

---

**Activity Tag: Land acquisition**

Report on Objective	
Period of Performance	# Acres
Jul 1, 2019 to Jun 30, 2020	<input type="text" value="532.65"/>
Totals to Date*	532.65

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

---

**Real Properties**

[Search for Real Property](#)

[Copy Acreage to Activity](#)

Real Property Acquired					
Property Name	Date Acquired	Interest Type	Deeded Acres	Period of Performance	Actions
Cranberry Lake Moose Conservation Parcel	02/01/2021	Fee Interest (Interest Sub-types: Fee Simple and Fee with Exceptions)	532.65	Jul 1, 2019 to Jun 30, 2020	Remove

---

**Activity Report Comments**

Not Applicable

[Add Activity Report Comments](#)

[View / Attach Files \(optional\)](#)

---

[Finished with Activity](#)
[Cancel](#)

7. Refer to "Lesson 4a Performance Report" for the rest of the performance reporting workflow.

## Lesson 4c: Reporting on Facilities Construction, Renovation or Acquisition

### Objectives

By the end of this lesson, learners will be able to:

1. Demonstrate the steps required to report on facilities construction, renovation or acquisition.

This lesson covers the steps to complete the “activity report” for an objective strategy of “Facilities Construction, Renovation or Acquisition”, which may require a link to a Facility Record that was previously created and approved in the Inventory Module. For more information on how to create and manage facility record(s), refer to “Course 8: Facilities Inventory”.



**Best Practice Tip:** Grants that have the objective “**Facilities Construction, Renovation or Acquisition**” may require a link to Facility Record(s). Grants that provide funding for the operation & maintenance of facilities DO NOT require a link to Facilities Record(s).

**A link to a facility record is only required if it meets the “Capital Improvement” definition, however users may opt to enter a facility that does not meet that requirement.** Capital Improvement means a structure that costs at least \$25,000 to build, acquire, or install; or the alteration or repair of a structure or the replacement of a structural component, if it increases the structure's useful life by at least 10 years or its market value by at least \$25,000.

Users may report on facilities that cost less than \$25,000 but are not required to link to a facility record, with the following exceptions:

**In the case of facility construction, renovation or acquisition grants funded by Boating Infrastructure Grant (BIG), Clean Vessel Act (CVA) Grant or Boating Access (BA) Grant, a link to a facility record is required regardless of cost.**

**Note: Pump out facilities constructed using Sport Fish Restoration (SFR) funds also require a link to facility record(s) regardless of cost.**

1. Navigate to the Activity Report page for the objective strategy of "Facilities Construction, Renovation or Acquisition" (refer to Lesson 4a for the steps to navigate to this page).

a. **For all grant programs (except those funded solely by BIG, CVA or BA grants),** the "Report on Objectives" table will display two columns for the unit of measure with options to enter the "# Facilities under \$25K" and/or "# Facilities \$25K or greater".

Enter the number of facilities under \$25K. The unit of measure for the "\$25K or greater" column is not editable since it is auto populated based on the number of facility records costing \$25K or greater that are linked to the report (go to step 2 for more details).

Note: Pump out facilities constructed using Sport Fish Restoration (SFR) funds require a link to facility record(s) regardless of cost. If the pump out facilities cost less than \$25K, then enter the number of facilities into that column and attach facility record(s).

Report on Objective

Construct 1 shooting range facility by 06/30/2020.: Construct, renovate or acquire facilities by 6/30/20

---

Activity Tag: Shooting ranges

Activity Tag 2:

- Office building/program support facilities
- Archery ranges
- Pistol ranges
- Parking areas
- Rifle ranges
- Shotgun (trap or skeet) ranges

Enter the number of facilities constructed, renovated, or acquired below the \$25K threshold. Select facilities over the \$25K threshold by searching for a facility record. Note that all facilities constructed, renovated, or acquired with funding from the Boating Infrastructure Grant, Clean Vessel Act, or Boating Access programs should be selected by searching for the facility record.

Report on Objective		
Period of Performance	# Facilities under \$25K	# Facilities \$25K or greater
Jul 1, 2019 to Jun 30, 2020	<input type="text" value="0"/>	1
Totals to Date*	0	1
<b>Totals to Date*</b>		<b>1</b>

\* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

⚠ Output Value is required for the performance report

---

Facilities

If you have already entered sites and facilities in the TRACS Inventory Module, search for them below.

Search for Facility

Facilities					
Site Name	Facility Name	Facility Type	Period of Performance	\$25K or greater	Actions
North Dakota Game and Fish Hunter Education Complex	Cottonwood Shooting Range	Shooting Ranges	Jul 1, 2019 to Jun 30, 2020	Yes	Remove

---

Activity Report Comments

Not Applicable

Add Activity Report Comments

[View / Attach Files \(optional\)](#)

Finished with Activity

Cancel

- b. **If the grant award is funded by the Boating Infrastructure Grant (BIG), Clean Vessel Act (CVA) Grant or Boating Access (BA) Grant**, the "Report on Objectives" table will display one column for the unit of measure (# of facilities) because these programs always require a link to Facility Record(s) regardless of cost. Note that the unit of measure is not editable since it is auto populated based on the number of facility records linked to the report.

## NJ - BIG Tier II Boating Facility Construction

### Report on Objective

**Construct 1 recreational boating facility by 08/31/2020:** Construct, renovate or acquire facilities by 8/31/20

#### Activity Tag: Recreational boating facilities

#### Activity Tag 2s:

- Docks
- Hoist launching systems

🔍 Select Facilities constructed, renovated, or acquired in this period of performance in the section below.

Report on Objective	
<i>Period of Performance</i>	<i># Facilities</i>
Sep 1, 2019 to Sep 30, 2020	0
<b>Totals to Date</b>	0
<b>Objective</b>	<b>1</b>

⚠️ Output Value is required for the performance report

### Facilities

🔍 If you have already entered sites and facilities in the TRACS Inventory Module, search for them below.

Search for Facility

Facilities					
<i>Site Name</i>	<i>Facility Name</i>	<i>Facility Type</i>	<i>Period of Performance</i>	<i>\$25K or greater</i>	<i>Actions</i>

2. If a facility record is required, click on the "Search for Facility" button.

**Report on Objective**

**Construct one (1) facility by June 30, 2025.** : Construct, renovate or acquire facilities by 6/30/25

**Activity Tag: Recreational boating facilities**

**Activity Tag 2: Launch ramps**

Select Facilities constructed, renovated, or acquired in this period of performance in the section below.

**Report on Objective**

Period of Performance	# Facilities
Apr 11, 2019 to Jun 30, 2020	
<b>Totals to Date</b>	0
<b>Objective</b>	1

Output Value is required for the performance report

**Facilities**

If you have already entered sites and facilities in the TRACS Inventory Module, search for them below.

**Search for Facility** ←

**Facilities**

Site Name	Facility Name	Facility Type	Period of Performance	Actions
-----------	---------------	---------------	-----------------------	---------

3. The Facility search window opens in a pop-up window.

- Search for the facility by name. Filters on the side can narrow the search by facility type.
- Click the plus sign to add the facility to your "basket". Continue adding facilities if applicable until they are all in the basket (items listed in the upper right).
- Then click "Add to List".

**Facility Search** otter creek **Search** 1 item(s) in your basket   
View basket

1-1 of 1 results for "otter creek"

**Facility Type**

Recreational Boating Facilities(1)

WA Beaver Lake State Park  
Otter Creek Boat Ramp  
Recreational Boating Facilities **Added to basket**  -

1 10

Didn't find what you are looking for? Click for more options.

**Add To List** Cancel

- The Facility Record(s) will display in the "Facilities" table and the report table will automatically be updated.

Manage Attachments

**WA – Otter Creek Boat Ramp Construction at Beaver Lake**

Report on Objective

Construct one (1) facility by June 30, 2025. : Construct, renovate or acquire facilities by 6/30/25

---

Activity Tag: Recreational boating facilities

Activity Tag 2: Launch ramps

Select Facilities constructed, renovated, or acquired in this period of performance in the section below.

Report on Objective

Period of Performance	# Facilities
Apr 11, 2019 to Jun 30, 2020	1
Totals to Date	1
Objective	1

▲ Output Value is required for the performance report

---

Facilities

If you have already entered sites and facilities in the TRACS Inventory Module, search for them below.

Search for Facility

Facilities				
Site Name	Facility Name	Facility Type	Period of Performance	Actions
WA Beaver Lake State Park	Otter Creek Boat Ramp	Recreational Boating Facilities	Apr 11, 2019 to Jun 30, 2020	Remove

---

Activity Report Comments

Not Applicable

Add Activity Report Comments

View / Attach Files (optional)

---

Finished with Activity
Cancel

- Enter "Activity Report Comments" or check the "Not Applicable" box.
- Then select "Finished with Activity" at the bottom of the page.
- Refer to "Lesson 4a Performance Report" for the rest of the performance reporting workflow.

# Lesson 4d: Performance Report Approvals

## Objectives

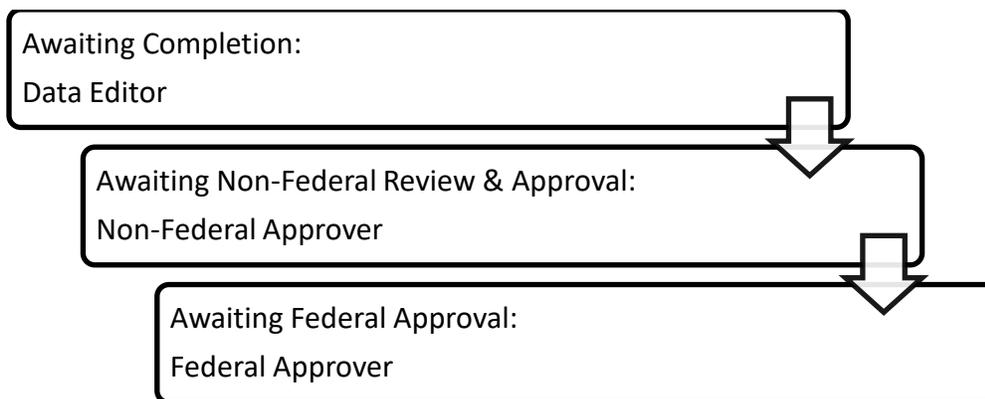
By the end of this lesson, learners will be able to:

1. Identify the user roles responsible for the approval steps.
2. Demonstrate the steps required by various users to approve the grant or return it to the previous step.
3. Describe the approval requirements for interim vs. final reports.

## Performance Report Approval Process by Role

A performance report is required for each period of performance and bundles together the reports for all of the project statements. Each performance report will go through the approval process separately.

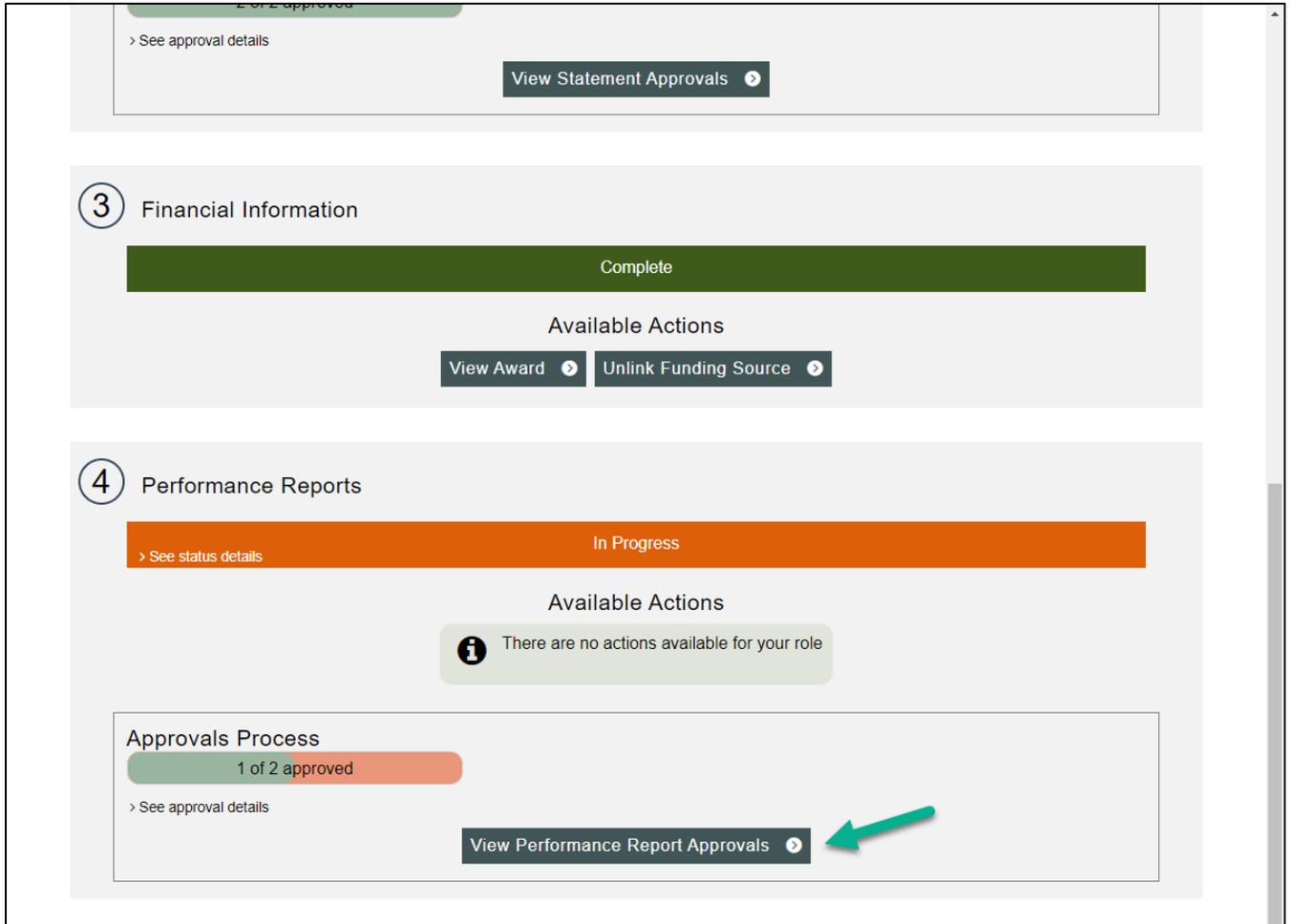
- The **Data Editor** enters the performance report(s) for each period of performance. Once all of the objective reports and performance questionnaires have been completed for each project statement, the performance report for the period of performance is accessible to the non-federal approver for review and approval.
- The **Non-Federal Approver** is responsible for completing the non-federal review and approval.
- The **Federal Approver** is responsible for completing the federal review and approval.



## Steps to View the Performance Report Approvals Page

1. After logging into TRACS, select the Performance Module.
2. From the Dashboard, select the "Grants" icon. Note: The Recent Activities and Reports on the dashboard provide links to recent grants.
3. Search for the grants by keywords in the title (or the SAP/PO FBMS #). Once you find the grant, click "Work on Grant" to open the Grant Workflow page.

- From the Grant Workflow page, scroll to the bottom of the page and click "View Performance Report Approvals".



- The Performance Report Approvals page opens. On this page, you can see the status of all of the performance reports for the grant including the period of performance dates and the number of statements.
  - Performance Reports Awaiting Completion:** If a Performance Report has missing items, it displays in the "Awaiting Completion" section. Users assigned the "Performance Data Editor" role for the group assigned to the grant can edit the report.
  - Awaiting Non-Federal Review and Approval:** Once the performance report is completed (no missing items), the performance report automatically displays in the "Awaiting Non-Federal Review & Approval" section. Users assigned the "Data Editor" role can still edit the report. Users assigned the "Performance Non-Federal Approver" role for the group associated with the grant will have access to "View/Submit for Approval".
  - Awaiting Federal Approval:** Once approved by the non-federal approver, the performance report displays in the "Awaiting Federal Approval" section. Users assigned the "Performance Federal Approver" role for the group assigned to the grant will have access to "View/Submit for Approval". The performance report cannot be edited.
  - Final Approved:** The performance report cannot be edited. Only users with the "Federal Approver" role can select "Return to previous step".

TRACS YC

# Performance

[Home](#) > [Performance Home](#) > [Grant List](#) > [Grant Workflow](#) > Performance Report Approval Overview

## Performance Reports Approvals List

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### MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020

Performance Reports Awaiting Completion ?

Period of Performance	# of Statements Reported On	Validation	Actions available for your role
Oct 1, 2019 to Sep 30, 2020	2	6 Missing Data	

Awaiting Non-federal Review and Approval ?

No matching records

Awaiting Federal Approval ?

No matching records

Final Approved ?

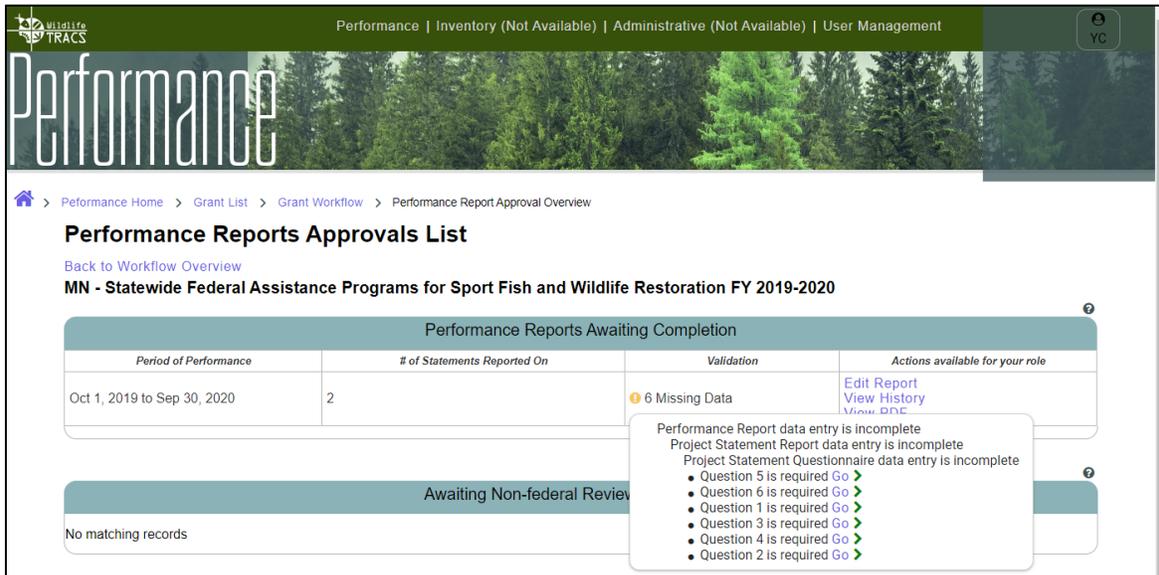
Period of Performance	# of Statements Reported On	Submission Date	Actions available for your role
Oct 1, 2018 to Sep 30, 2019	2	2020-04-20	<a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>

Contacts marked to receive notifications in the grant proposal contacts will be notified of workflow transitions via system-generated email notifications.

All users have access to "View History" and "View PDF" at any stage in the approval process.

## Data Editor Steps

1. If any items are missing, the performance report(s) will display in the "Performance Reports Awaiting Completion" section. The validation column will display the number of missing items. Click on it to see a pop-up box with the missing item(s) details. The "Go" link(s) will open the corresponding page (note: only users with the "performance data editor" role for the group associated with the project statement will have access to edit the report).



The screenshot shows the "Performance Reports Approvals List" page. The main heading is "Performance Reports Approvals List" with a sub-heading "MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020". Below this, there are two sections: "Performance Reports Awaiting Completion" and "Awaiting Non-Federal Review". The "Performance Reports Awaiting Completion" section contains a table with one row for the period "Oct 1, 2019 to Sep 30, 2020", showing 2 statements reported on and 6 missing data items. A pop-up box is visible over the table, listing the missing data items: "Question 5 is required", "Question 6 is required", "Question 1 is required", "Question 3 is required", "Question 4 is required", and "Question 2 is required". Each item has a "Go" link next to it. The "Awaiting Non-Federal Review" section shows "No matching records".

Period of Performance	# of Statements Reported On	Validation	Actions available for your role
Oct 1, 2019 to Sep 30, 2020	2	6 Missing Data	<a href="#">Edit Report</a> <a href="#">View History</a> <a href="#">View PDF</a>

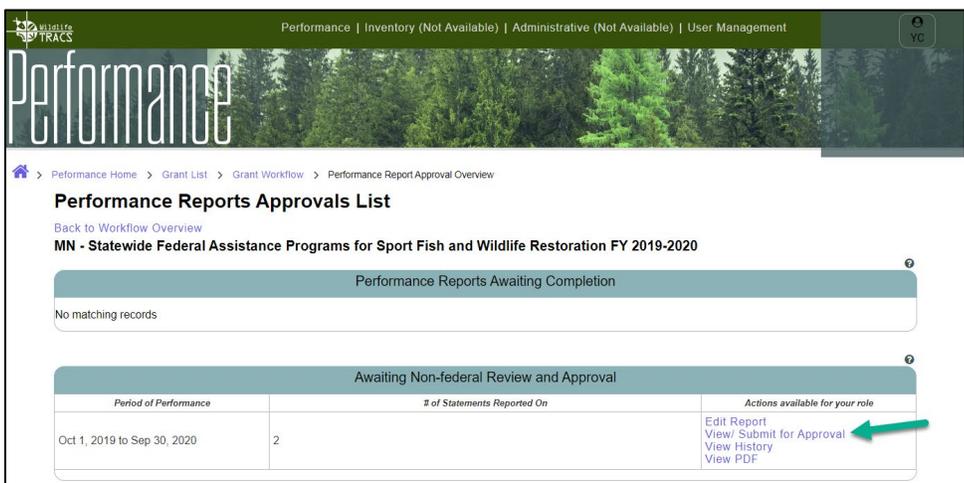
Performance Report data entry is incomplete  
Project Statement Report data entry is incomplete  
Project Statement Questionnaire data entry is incomplete

- Question 5 is required [Go](#)
- Question 6 is required [Go](#)
- Question 1 is required [Go](#)
- Question 3 is required [Go](#)
- Question 4 is required [Go](#)
- Question 2 is required [Go](#)

2. Once all of the required fields have been entered, the performance report will automatically display in the "Awaiting Non-Federal Review and Submission" section (and if notifications are enabled, a system-generated email will notify contacts of the workflow transition).

## Non-Federal Approver Steps

1. On the Performance Report Approvals page, performance reports that display in the "Awaiting Non-Federal Review and Approval" are pending non-federal approval.
2. Click "View/Submit for Approval".



The screenshot shows the "Performance Reports Approvals List" page. The main heading is "Performance Reports Approvals List" with a sub-heading "MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020". Below this, there are two sections: "Performance Reports Awaiting Completion" and "Awaiting Non-Federal Review and Approval". The "Performance Reports Awaiting Completion" section shows "No matching records". The "Awaiting Non-Federal Review and Approval" section contains a table with one row for the period "Oct 1, 2019 to Sep 30, 2020", showing 2 statements reported on. The "Actions available for your role" column includes links for "Edit Report", "View/Submit for Approval", "View History", and "View PDF". A green arrow points to the "View/Submit for Approval" link.

Period of Performance	# of Statements Reported On	Actions available for your role
Oct 1, 2019 to Sep 30, 2020	2	<a href="#">Edit Report</a> <a href="#">View/Submit for Approval</a> <a href="#">View History</a> <a href="#">View PDF</a>

- Review the PDF. To approve the report, click on "Approved, submit for Federal review". Enter a comment (optional). Click "Save & Exit".

Note: If the performance report is not ready, select "Cancel" at the bottom of the window instead. The report will remain in the "Awaiting Non-federal Review and Approval" section, where the data editor can edit the report as needed.

Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report Transition

**MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020**

Oct 1, 2019 to Sep 30, 2020

**Transition Performance Report**

[View PDF](#)

Report Information	
Grant name	KY - Sport Fish Stocking and Fish Hatchery Operations/Maintenance
Grant Start Date	Jul 01, 2020
Grant End Date	Jun 30, 2021
State and Agency	Kentucky

**Action**

Approved, submit for Federal review

Comments [?](#)

count/max: 0/1000

[Save & Exit](#) [Cancel](#)

- Once approved by the non-federal approver, the report will display in the "Awaiting Federal Approval" section.

Awaiting Federal Approval <a href="#">?</a>			
Period of Performance	# of Statements Reported On	Submission Date	Actions available for your role
Oct 1, 2019 to Sep 30, 2020	2	2020-04-20	<a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>

- If changes need to be made to the performance report, the non-federal approver will have options to "Return to Previous Step", which returns the report back to the "Awaiting Non-Federal Review and Approval" section, allowing the data editor to edit the report as needed.

## Federal Approver Steps

- On the Performance Report Approvals page, reports that display in the "Awaiting Federal Approval" are pending federal approval.
- Click "View/Submit for Approval".

Performance | Inventory (Not Available) | Administrative (Not Available) | User Management

Performance

Performance Home > Grant List > Grant Workflow > Performance Report Approval Overview

### Performance Reports Approvals List

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MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020

Performance Reports Awaiting Completion

No matching records

Awaiting Non-federal Review and Approval

No matching records

Awaiting Federal Approval

Period of Performance	# of Statements Reported On	Submission Date	Actions available for your role
Oct 1, 2019 to Sep 30, 2020	2	2020-04-20	<a href="#">View/ Submit for Approval</a> <a href="#">View History</a> <a href="#">View PDF</a>

- Review the PDF.
  - To approve the performance report, select "Approved, with no changes requested". Enter a comment (optional). Click "Save & Exit".
  - If the report is not approved, select "Not Approved, other action required". Enter a comment (optional but recommended). Click "Save & Exit". The performance report will return to the "Awaiting Non-federal Review and Approval" section, allowing the data editor to edit the report as needed.

Performance Home > Grant List > Grant Workflow > Performance Report Summary > Performance Report Transition

MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020

Oct 1, 2019 to Sep 30, 2020

Transition Performance Report

[View PDF](#)

Performance Report

Report Information

Grant Name: 87 - Sport Fish Stocking and Fish Hatchery Operations/Maintenance  
 Grant Start Date: July 31, 2019  
 Grant End Date: Jun 30, 2021  
 State and Agency: Minnesota

Action

Approve with no changes requested

Not approved, other action required

- Once approved, the Project Statement will display in the "Final Approved" section. Note: If any changes need to be made, the federal approver will have the option to select a report and click "Return to Previous Step" to rescind approval.

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### Performance Reports Approvals List

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**MN - Statewide Federal Assistance Programs for Sport Fish and Wildlife Restoration FY 2019-2020**

Performance Reports Awaiting Completion

No matching records

Awaiting Non-federal Review and Approval

No matching records

Awaiting Federal Approval

No matching records

Final Approved

Period of Performance	# of Statements Reported On	Submission Date	Actions available for your role
Oct 1, 2018 to Sep 30, 2019	2	2020-04-20	<a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>
Oct 1, 2019 to Sep 30, 2020	2	2020-04-20	<a href="#">Return To Previous Step</a> <a href="#">View History</a> <a href="#">View PDF</a>

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- Repeat the approval process for each periods of performance as it is due.