



TRACS Quick Reference Guide

Course 4: Performance Reporting

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

Step	Action
	<p>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”.</p> <p>Best Practice Tip:</p> <p>Grants that have the objective “Facilities Construction, Renovation or Acquisition” <u>may</u> 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).</p> <p>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.</p> <p>Users may report on facilities that cost less than \$25,000 but are not required to link to a facility record, <u>with the following exceptions:</u></p> <p>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.</p> <p>Note: Pump out facilities constructed using Sport Fish Restoration (SFR) funds also require a link to facility record(s) regardless of cost.</p>
1	<p>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).</p> <p>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”.</p> <p>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).</p> <p>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).</p> <p>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.</p>



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2	If a facility record is required, click on the "Search for Facility" button.
3	The Facility search window opens in a pop-up window. <ol style="list-style-type: none">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".
4	The Facility Record(s) will display in the "Facilities" table and the report table will automatically update the # of facilities.
5	Enter "Activity Report Comments" or check the "Not Applicable" box.
6	Then select "Finished with Activity" at the bottom of the page.
7	Refer to "Lesson 4a Performance Report" for the rest of the performance reporting workflow.