

CPDS User's Guide

Required data fields for projects that need to be considered for funding

The intent of this document is to guide in the data entry of required fields for projects seeking Commission funding

****Project Level Tabs**

Details Tab:

- Project Name- Must be Landowner last name, first name, Farm name
- Project Number- To be decided by District internal process
- Cultural Resource Check: Check Yes or No if the project is in compliance with the Cultural Resource Policy
- Status: *Planned* if this project needs to be considered for funding
- Description Box: Must be a thorough project description *unique to the specific project* (See additional information section for examples of descriptions)

The screenshot shows the 'Details' tab in the CPDS system. The 'Project Name' field is highlighted with a red box and contains the text 'Jones, Beth ABC FARM'. Below it, the 'Cultural Resources' section has a red box around the question 'Is this project in compliance with the Cultural Resources policy?' and the 'Yes' radio button is selected. The 'Status' dropdown menu is highlighted with a red box and shows 'Planned'. The 'Description' text area is also highlighted with a red box and contains a detailed paragraph about a 770-acre farm. Other fields like 'Start Date', 'Completion Date', and 'Continuous Project' are visible but not highlighted.

- Primary WRIA
- Location-District Name
- Type: Select one or more of the Qualifying Types
 - To be considered for funding, at least one of these 10 categories needs to be selected. (At the practice level you will select your primary category)

	SHELLFISH	LIVESTOCK		
WATER QUALITY	WATER QUANTITY	WILDLIFE	SALMON	SOIL
AIR QUALITY	STORMWATER	FORESTRY/FIRE		

(Ex: For projects seeking Shellfish funding, must check **Shellfish**)

- Primary WRIA
- Location-District Name
- Contact Person and phone number
- Project Benefits: Select appropriate boxes and fill in a description box with the environmental quality benefits that are expected.

Type: ?

- Acquisition
- Assessment
- Combined
- Development
- Education
- Implementation
- Maintenance
- Planning
- Restoration
- Studies/Monitoring
- Water Quality
- Water Quantity
- Wildlife
- Salmon
- Soil
- Air Quality
- Stormwater
- Forestry/Fire
- Shellfish
- Livestock
- Non Capital
- Fish Barrier Removal

HINT: Must be in Edit Mode

WRIAs: 07 - Snohomish +

Location-District Name: Conservation Commission

This is the CD in which the project is primarily physically located

Project Manager

Contact Person: Amanda Smith

Contact Phone: (360)456-2585 Ext: 524

Project Benefits

<p>Aquatic Benefits</p> <p><input checked="" type="checkbox"/> Salmonids <input type="checkbox"/> Other Fish</p> <p><input type="checkbox"/> Shellfish <input type="checkbox"/> Nearshore</p> <p><input checked="" type="checkbox"/> ESA list flag</p>	<p>Salmonid Species</p> <p><input checked="" type="checkbox"/> Coho <input type="checkbox"/> Pink <input type="checkbox"/> Chinook</p> <p><input type="checkbox"/> Chum <input type="checkbox"/> Sockeye <input checked="" type="checkbox"/> Steelhead</p> <p><input type="checkbox"/> Cutthroat <input type="checkbox"/> Rainbow <input type="checkbox"/> Char</p> <p><input type="checkbox"/> Other</p>
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Location Tab: Click "Show Map" - Then drag the pointer to where the project is.

Project Summary Details Funding **Location** Contracts Participants Landowners Notes Photos Docs

Project Coordinates

GEOGRAPHIC COORDINATES (decimal degrees)

Latitude: 47.8809496731461100 eg. 48.3658722 **Show map**

Longitude: -122.1500587463374900 eg. -41.630987

UTM (metres)

Northing: []

Easting: []

UTM Zone: []



Contracts Tab- Livestock section:

- Land use
- Animals, if appropriate
- Land: Select type and fill acres for the farm

Landowner Tab:

- Landowner: first name, last name, address, phone number, email
- Farm: farm name, farm address (required for cost share applications only)

Role	Name	Phone	Email	
Landowner	Amanda Jones	3604076200		+ ✎ ✕

- Select from the drop down menu if the landowner is a Supervisor, Associate Supervisor, Employee or None

Is this landowner a:

Notes:

Photos Tab:

- Before photos are required

Shellfish Tab:

- Complete all of the questions I this tab **ONLY** if this is a *Shellfish* project. Must be completed if a Shellfish project.

**Practice Level Tabs

Details Tab

- Practice name
- NRCS code applicable
- NRCS code #
- Practice Type
- Primary Category (If this is a shellfish project, select **Shellfish**. If a Non Shellfish project, select **Water Quality**)

Practice Name: Fence

NRCS Code Applicable: Yes No

Habitat Category: Water Quality

Practice Type: Livestock Exclusion

Local NRCS Code:

Landowner Type: Individual/Family

Primary Category: Water Quality

- Priority number
- Priority Designation Date- Must be October 1, 2014 or later to be considered.

Priority Designation:

Priority: Date: 

- Start date-Leave Blank (Complete only after the project has been approved for funding and has actually started)
- Completion date- Leave Blank (Complete only after the project has actually been completed). **No future completion dates**
- Practice Life span
- Time needed to develop and implement practice

Practice Timeline

Start Date:  Completion Date: 

Life Span: Years Expiry Date:

Time needed to develop and implement this practice: 

Funding Tab:

- Funding Source
- Agency- Must select WSCC if requesting WSCC funding
- Proposed Amount- Only input the amount of cost share needed within the \$50,000 cap.
 - The Commission will enter the Awarded amount
- Add an additional line for what you anticipate for cultural resources, which is in addition to the cost share award

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount	Actual Amount	Invoice Date	Voucher Date	Payment Date	
Basic Funding	State	WSCC		\$10,000.00						 
Cultural Resources	State	WSCC		\$2,000.00						 
Total:				\$12,000.00						

Implementation Tab:

- Planned measurements

Details Funding Location **Implementation** Notes Effectiveness

Practice Info

Habitat Category:

Practice Type:

Implementation Measurement Planned



Metric	Value	Units
Area of land protected	<input type="text" value="5"/>	Acres
Length of stream protected	<input type="text" value="550"/>	Feet

Additional Information/ Examples:

Example of funded project description:

ABC Farm is a 770 acre farm located in the upper Skokomish Valley near the confluence of the Northfork Skokomish and the main stem Skokomish Rivers. The Northfork Skokomish enters the property on the north property boundary and flows south, dividing the property in half and joins the main stem of the Skokomish River, which makes up the southern property boundary, near the southeast property boundary. The farm was recently purchased from the original owners who have farmed the property for the last decade primarily for hay production. The new landowners plan to develop the property as a self-sustaining organic farming community, selling a limited amount of home sites around the perimeter of the farm and preserving the majority of the rich agricultural land for organic vegetable, berry, fruit crop and hay production. In addition to these crops, the landowners plan to raise free range chickens and grass fed organic sheep and beef cattle. They have recently purchased a starter herd of 14 beef cattle which they plan to use for breeding stock to eventually increase the herd to 100 or more.

The landowners want to address water quality concerns with the implementation of a more effective manure management program. At the present time, the farm has 22 beef cattle spring and summer grazing on approximately 100 acres of pasture located on the east side of the Northfork. During the late fall, winter and early spring months, the livestock will be fed hay from the barn. As manure accumulates during the rainy months when the manure cannot be spread on the fields, it will have the potential to contaminate surface and groundwater resources. To address the problem, the landowners would like to construct a waste composting facility. Implementation of this practice will improve and protect water quality by providing a means of storing and composting manure which has the potential to contaminate surface and groundwater resources. In addition, it will provide the farming operation with a high value organic soil amendment for use on the crop, pasture and hay fields.

The Skokomish River has a history of having problems with fecal coli form contamination that sometimes results in shellfish closures in the Hood Canal. This project will help reduce the risk of shellfish contamination by eliminating a potentially substantial source of fecal coli form to the system.

Example of not funded project description:

Project will implement practices that will improve water quality in a stream by reducing the amount of chemicals that can enter the stream.

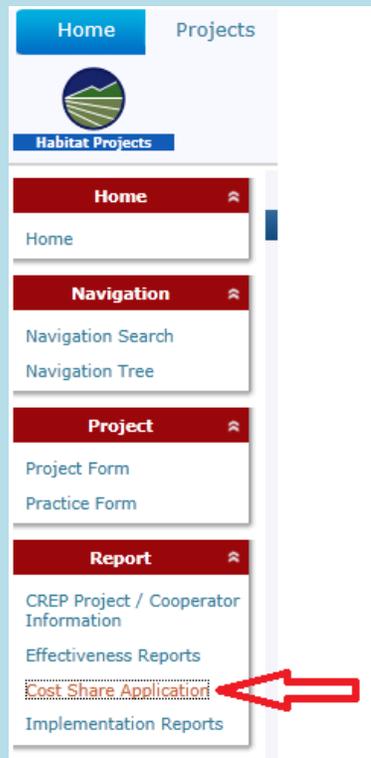
Why do we need to describe the project with so much detail?

Answer: The Commission will need to write a detailed, narrative report for the Legislature and other interested entities on how this funding was spent and what was the benefit to natural resources, nutrient and pathogen pollution and any other resource concern. The Commission will also need to explain how these funded projects measurably improve water quality; natural resource needs overall, and partnerships with other entities to make significant measurable improvements to these resource concerns. How did the funding impact the watershed, or what water bodies were improved? How many new BMPs were installed and what benefit did they bring to the problem of a local county partnership, Ecology's 303(d) listed water bodies or a county or local issue.

If you were to read the examples above, which one would, you be able to "tell the best story with?"

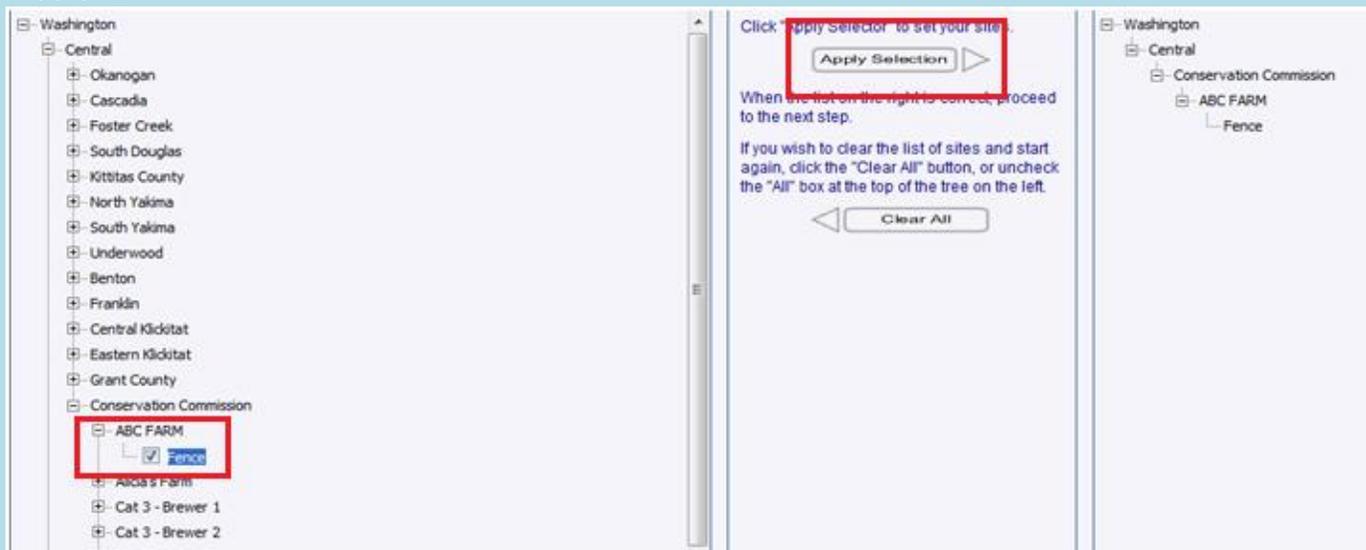
Generating a Cost Share Contract

- Locate the Report section on your Home Page
- From there, select **Cost Share Application**



- From here, select the + sign next to your Conservation District
- Select the + sign next to the project you would like to generate a cost share contract for
- Select the practice/practices in which funding is needed

• “Apply Selection”



- From here, select next: Configure Report (Top right hand corner)

Next: Configure Report 

- Select the cooperators contribution if applicable

A: COOPERATOR'S CONTRIBUTION

Fence

Program Name	Funding Source	Agency	Grant Number	Proposed Amount	Actual Amount	Invoice Date
<input type="checkbox"/> Basic Funding	State	WSCC		10000.00	0.00	
<input type="checkbox"/> Cultural Resources	State	WSCC		2000.00	0.00	
<input type="checkbox"/> Basic Funding	Fed	Not Applicable		0.00	0.00	

Scroll down..

- Select the cost sharing from other sources if applicable

B: COST-SHARING FROM OTHER SOURCES

Fence

Program Name	Funding Source	Agency	Grant Number	Proposed Amount	Actual Amount	Invoice Date
<input type="checkbox"/> Basic Funding	State	WSCC		10000.00	0.00	
<input type="checkbox"/> Cultural Resources	State	WSCC		2000.00	0.00	
<input type="checkbox"/> Basic Funding	Fed	Not Applicable		0.00	0.00	

Scroll down..

- Select the Eligible WSCC Cost share (Only what is for cost share- do not choose cultural resources or TA here as those are added on separately when funds are awarded.

C: ELIGIBLE WSCC COST-SHARE

Fence

Program Name	Funding Source	Agency	Grant Number	Proposed Amount	Actual Amount	Invoice Date
<input checked="" type="checkbox"/> Basic Funding	State	WSCC		10000.00	0.00	
<input type="checkbox"/> Cultural Resources	State	WSCC		2000.00	0.00	
<input type="checkbox"/> Basic Funding	Fed	Not Applicable		0.00	0.00	

- Select **Run** at the top of the page to generate cost share contract.

Project Close Out

These required fields must be completed when seeking final reimbursement for a project.

*Project Level

Details Tab

- Change the Status drop down menu to **Complete**

Project Details Essentials

Project Name:

Start Date: Completion Date: Continuous Project (no end date)

Status: ▼

Photos Tab

- There must be After photos added to capture the work that took place.

*Practice Level

Details Tab

- There must be a start date and completion date

Practice Timeline

Start Date: Completion Date:

Life Span: Years Expiry Date:

Time needed to develop and implement this practice: ▼

Implementation Tab

- The Implementation Measurements Actual need to be completed before payment will be made.

Implementation Measurements Actual

Metric	Value	Units
Area of land protected	5	Acres
Length of stream protected	525	Feet