

-Complete these required data fields in CPDS if you have a project that you would like considered for funding-  
All of these fields need to be completed for the project to be reflected on any priority report

**STEP 1: HOW TO SELECT THE "STATUS" OF YOUR PROJECT**

- Project Level
- Details Tab
- Status (Drop down menu)
  - Select "planned" if needing funding
  - SAVE

**STEP 2: HOW TO SELECT YOUR PROJECT CATEGORY**

- Project level
- Details Tab
- Type
  - Select at least **one** of these qualifying categories for funding (required):

- |                      |                       |
|----------------------|-----------------------|
| <b>WATER QUALITY</b> | <b>WATER QUANTITY</b> |
| <b>WILDLIFE</b>      | <b>SALMON</b>         |
| <b>SOIL</b>          | <b>AIR QUALITY</b>    |
| <b>STORM WATER</b>   | <b>FORESTRY/FIRE</b>  |
| <b>SHELLFISH</b>     | <b>LIVESTOCK</b>      |

For **Shellfish** projects you must select **Shellfish**.  
For **Non Shellfish** projects you must select **Water Quality**.

**STEP 3: HOW TO SELECT YOUR PRIMARY CATEGORY**

- Practice Level
  - Details Tab
  - Land use drop down
- This is where the *Primary Category* for the practice is chosen. For **Shellfish** Projects, must select **Shellfish**. For **Non Shellfish**, select **Water Quality**.

**STEP 4: HOW TO PRIORITIZE YOUR PRACTICES**

- Practice Level
- Details Tab
- Priority Designation
  - Enter in numerical order the priority # starting with a 1.

All practices within the same project should have the same priority number.

**STEP 5: HOW TO SELECT A PRIORITY DESIGNATION DATE**

- Practice Level
- Details Tab
- Priority Designation
  - Date \*\*Select a date on or after October 1, 2014.

**STEP 6: SELECT YOUR AGENCY FUNDING SOURCE**

- Practice Level
- Funding Tab
- Agency
  - Select 'WSCC'

Program	Fund Source	Agency	Grant Number	Proposed Amount	Awarded Amount	Actual Amount	Invoice Date	Voucher Date	Payment Date
Category 3	Stc	WVS		1000.00					
		BLM							
		BOR							
		BPA							
		CD							
		City							
			Total:	\$1,000.00					