CPDS User's Guide

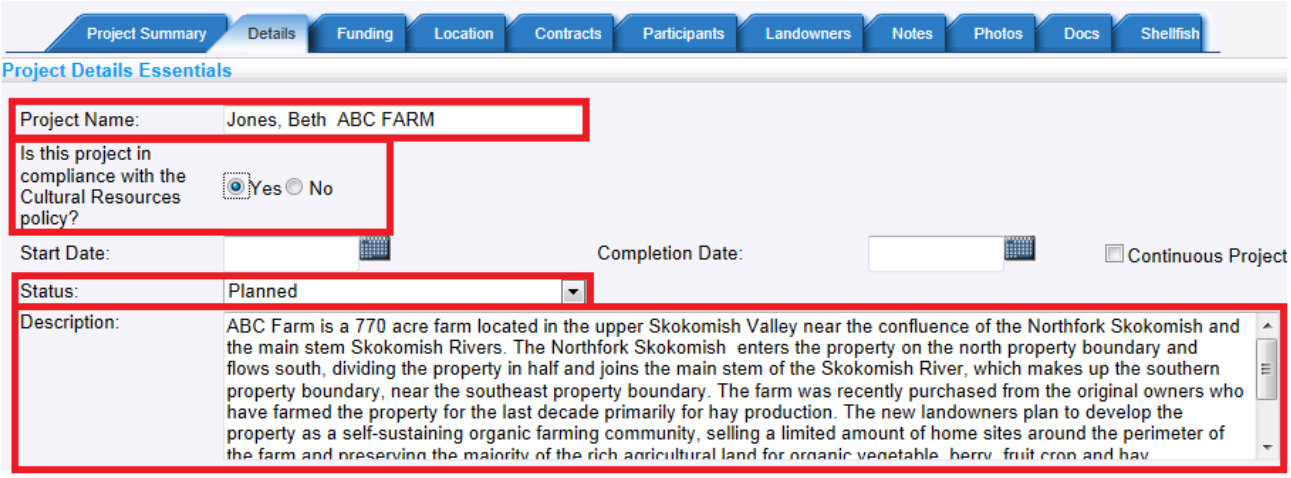
Required data fields for projects that need to be considered for funding

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:

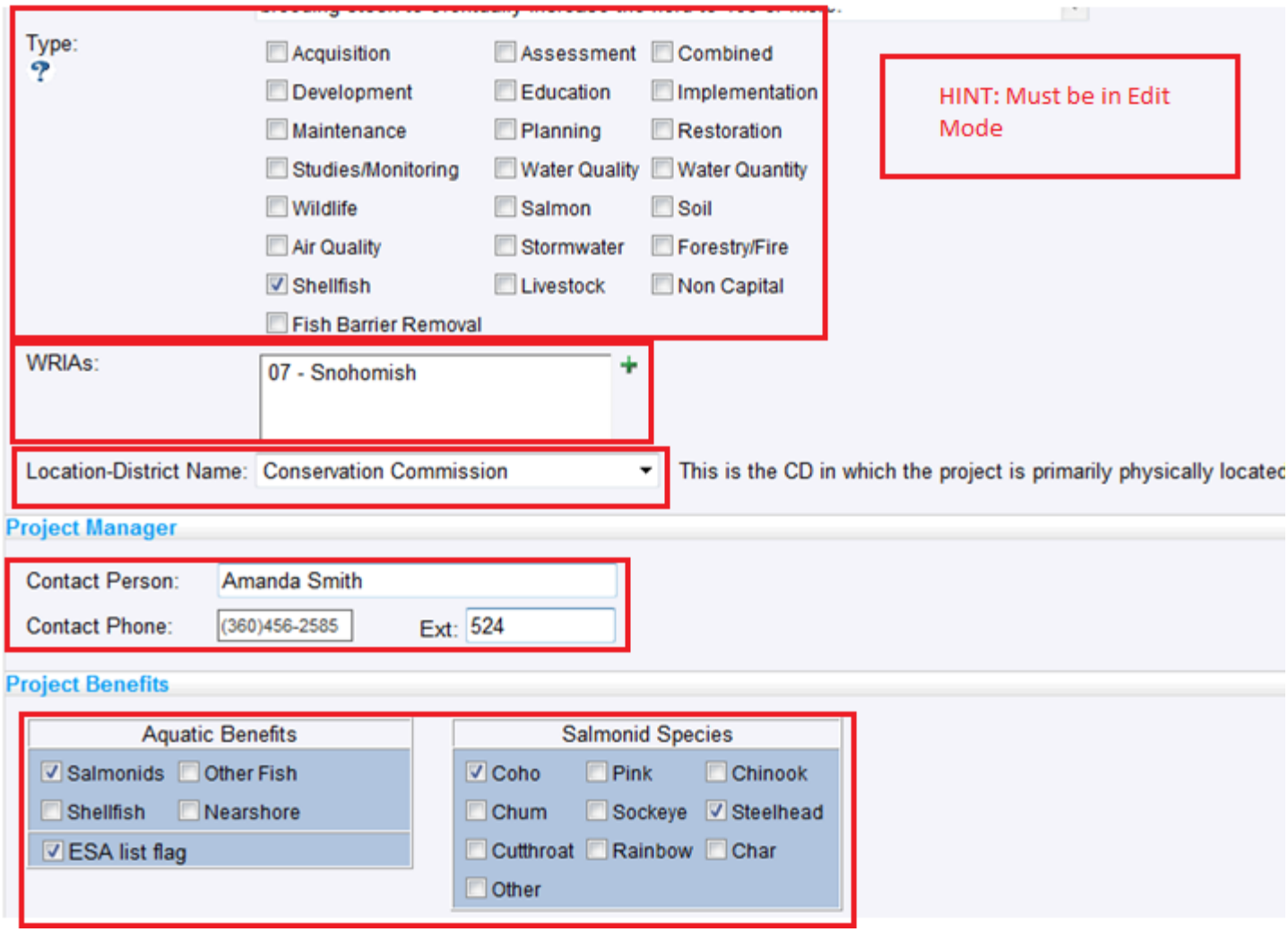
- Project Name- Must be: Landowner last name, first name, Farm name
- Project Number- To be decided by District internal process
- Cultural Resource Check: Check Yes or No if the project is in compliance with the Cultural Resource Policy
- Status: *Planned* if this project needs to be considered for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



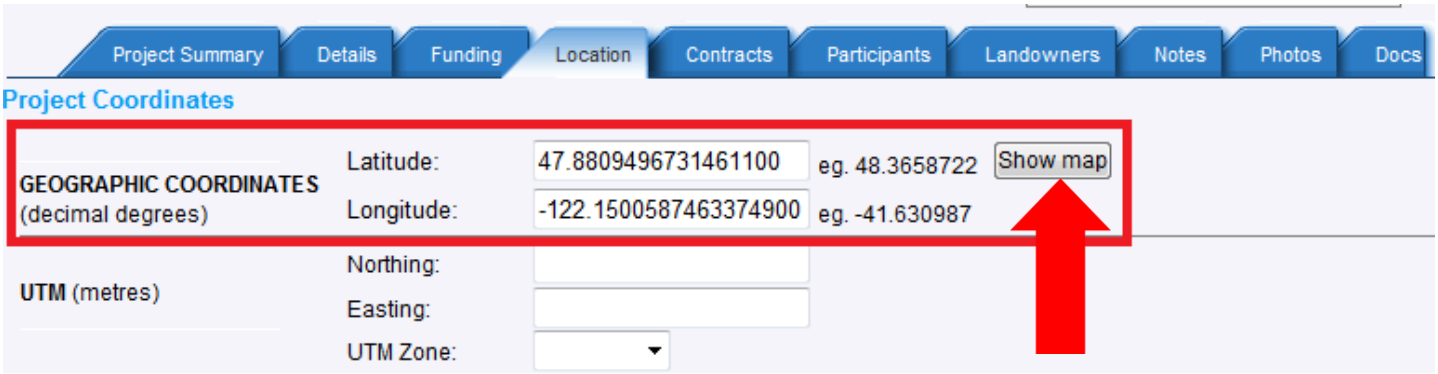
- Primary WRIA
- Location-District Name
- Type: Select one Qualifying Type
  To be considered for funding, at least one of these 10 categories needs to be selected. Ex: For projects seeking Shellfish funding, must check **Shellfish** and for Non Shellfish must select **Water Quality**

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

- 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.



Location Tab: Click "Show Map"- Then drag the pointer to where the project is.



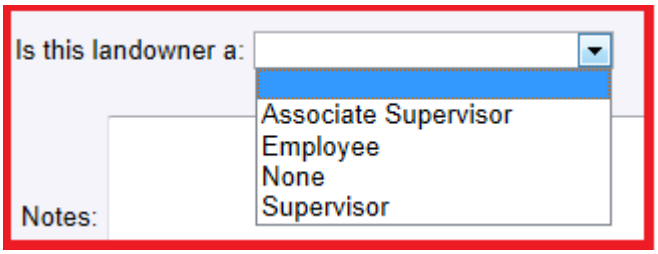
Contracts Tab- Livestock section:

- 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)

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



Photos Tab:

- Before photos are required

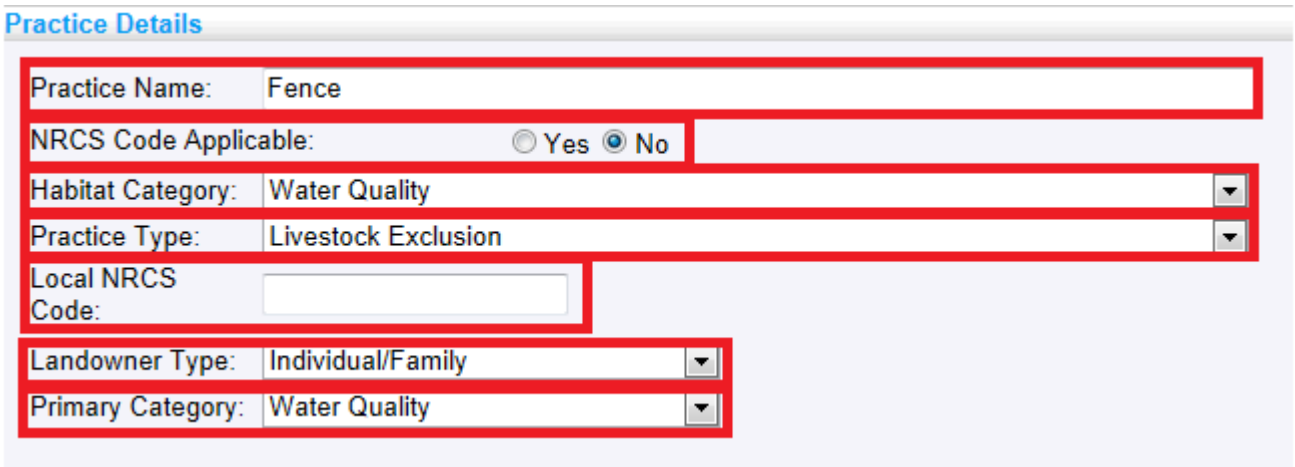
Shellfish Tab:

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

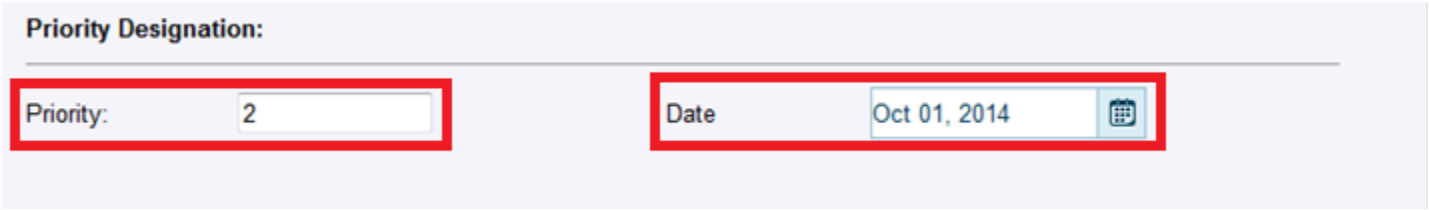
Practice Level Tabs

Details Tab:

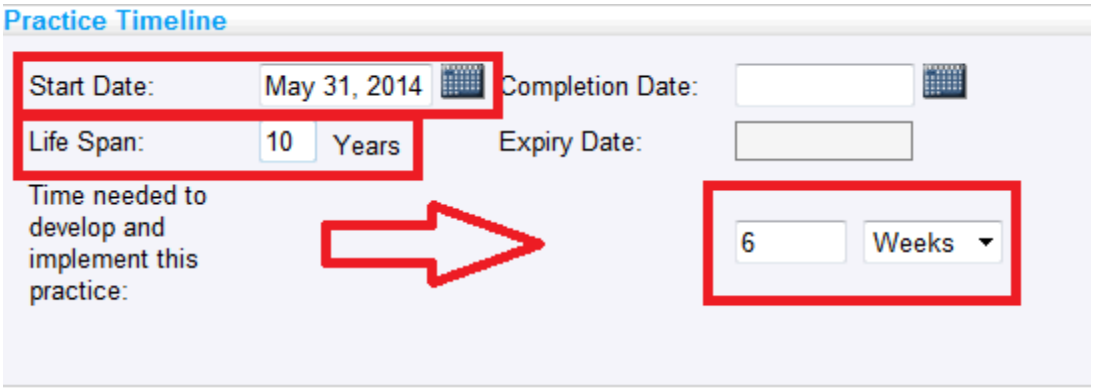
- Practice name
- NRCS code applicable
- NRCS code #
- Practice Type
- Primary Category (If this is a shellfish project, select ***Shellfish***. If a Non Shellfish project, select ***Water Quality***)



- Priority number (No duplicates)
- Priority Designation Date- Must be October 1, 2014 or later to be considered.



- 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



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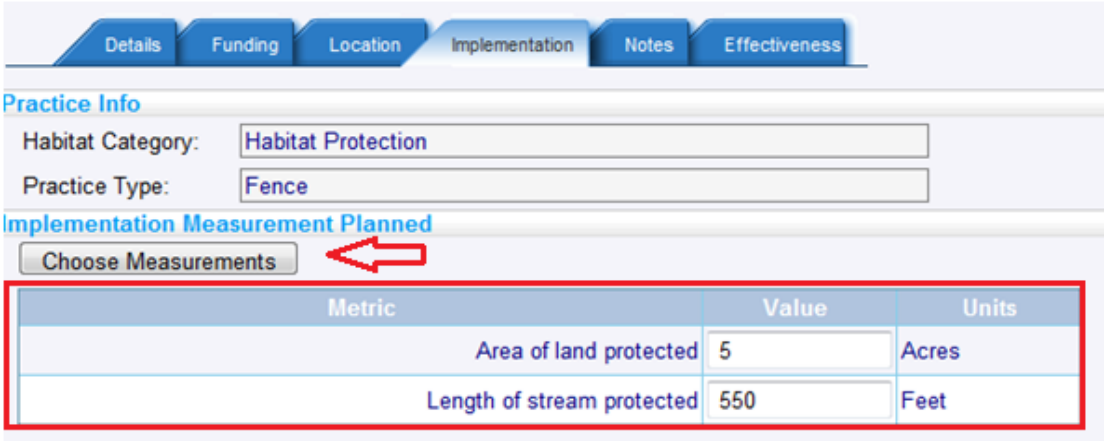
Funding Tab:

- Program – If seeking funding for Shellfish projects, select **SHELLFISH**. If seeking funding for Non Shellfish projects, select **Non Shellfish**.
- Funding Source - State
- Agency- Must select WSCC if requesting WSCC funding
- Proposed Amount- Only input the amount of cost share needed within the $50,000 cap. *(Keep in mind your District's cost share rate).*
- *Do not add line items for Engineering, TA, Cultural Resources, etc.*
    - The Commission will enter the Awarded amount

Implementation Tab:

- Planned measurements



Additional Information/ Examples:

E*xample 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.

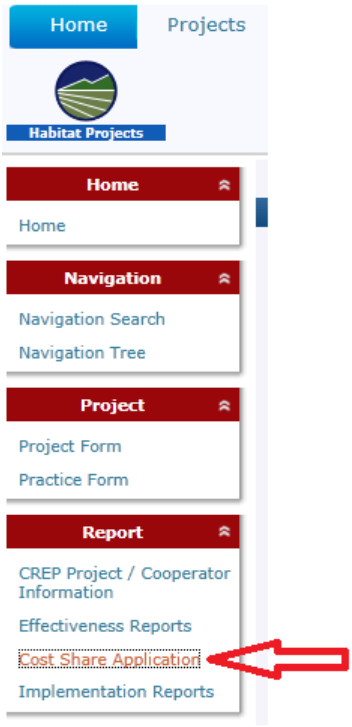
Why do we need to describe the project with so much detail?

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?"

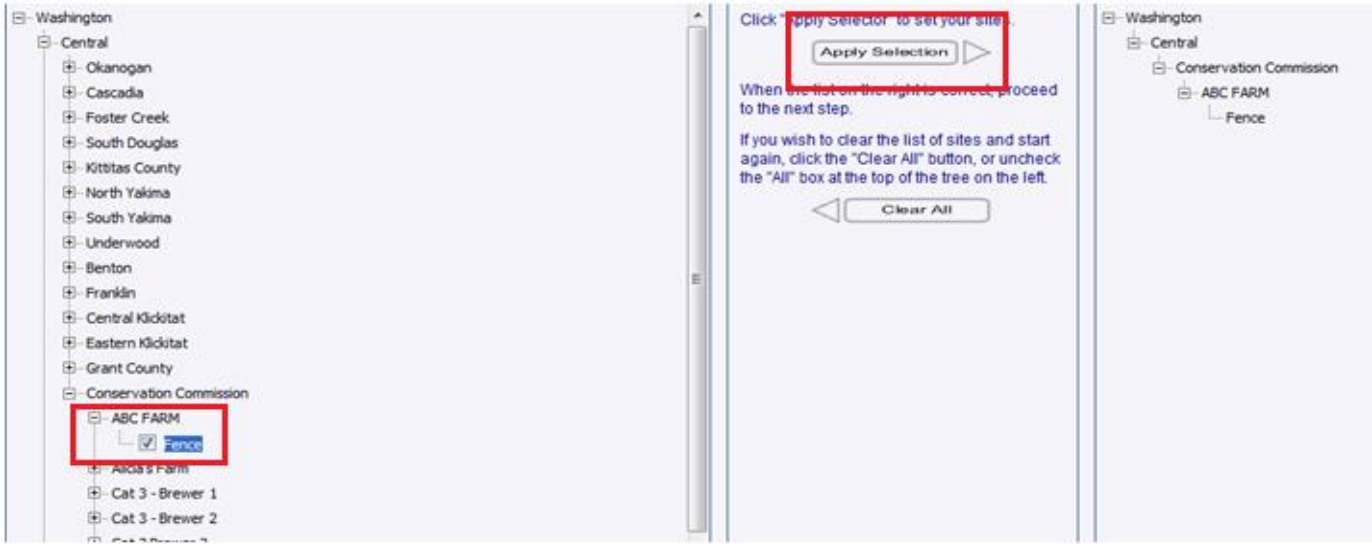
Generating a Cost Share Contract

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



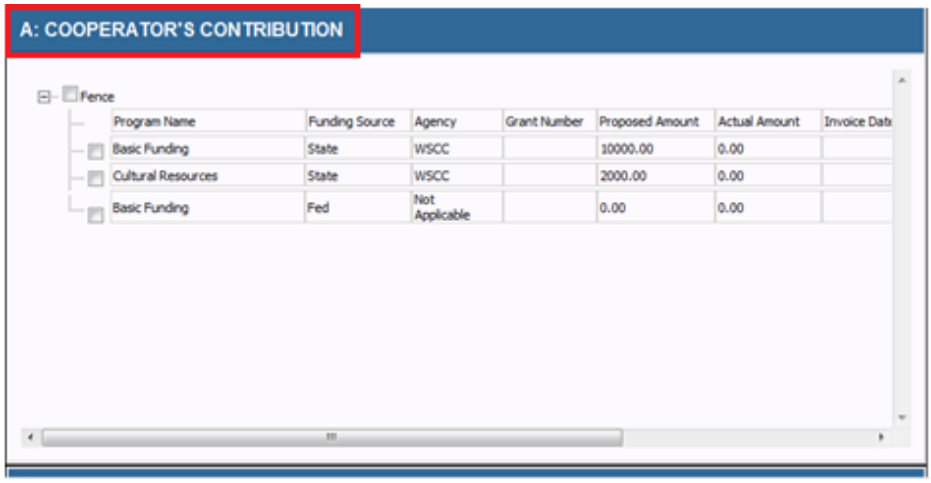
- From here, select the + sign next to your Conservation District
- Select the + sign next to the project you would like to generate a cost share contract for
- Select the practice/practices in which funding is needed

- "Apply Selection"



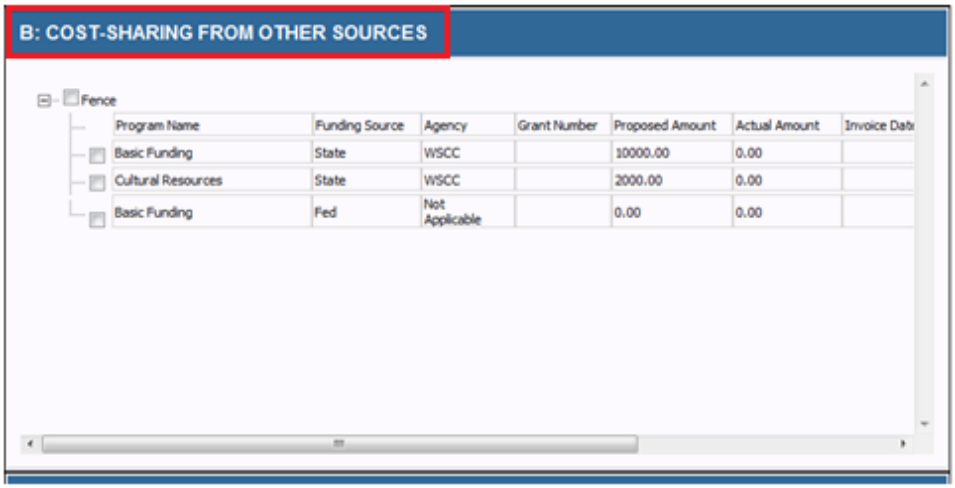
- From here, select next: Configure Report (Top right hand corner)

- Select the cooperators contribution if applicable



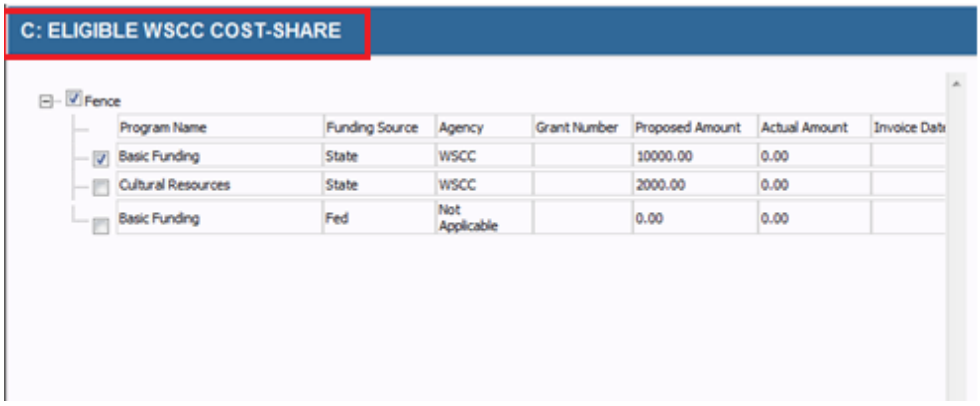
Scroll down..

- Select the cost sharing from other sources if applicable



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.



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

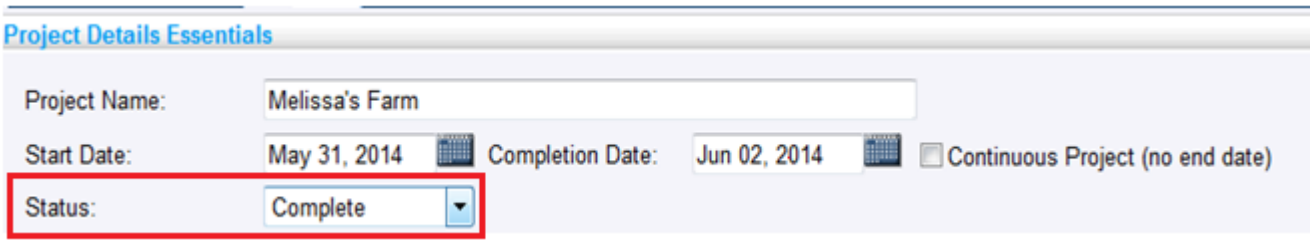
Project Close Out

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*** (If there are still practices that need to be completed within the project, do not mark the project as Complete).



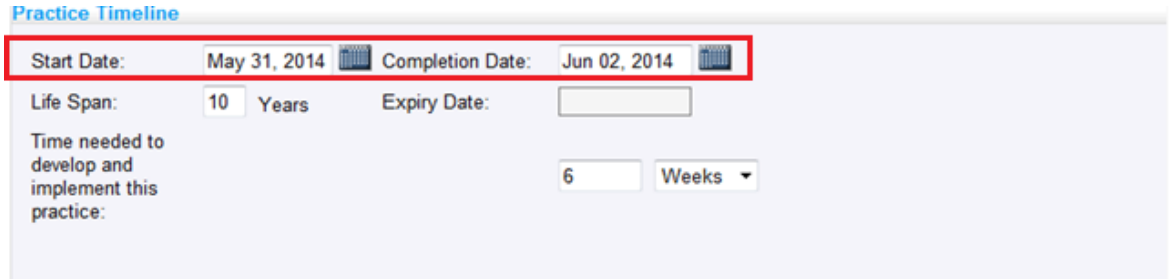
Photos Tab

- There must be After photos added to capture the work that took place. These photos should be from the same view the Before photos were taken.

*Practice Level

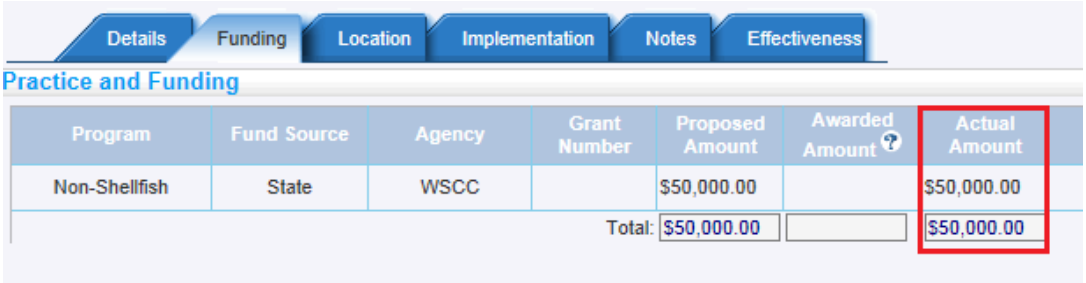
Details Tab

- There must be a start date and completion date



Funding Tab

- Enter in the Actual amount received from the Commission.



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