

QUICK REFERENCE GUIDE

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

Project Level Tabs

Details Tab:

- Project Name
- Project Number
- Cultural Resource compliance check
- Status: *Planned* if this project needs to be considered for funding
- Description Box: describe the environmental problems to be addressed.
- Primary WRIA
- Location-District Name
- Type: Select one
- 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:

- Select the lat/long for the farm

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
- Farm: farm name, farm address (required for cost share applications only)
- Is the landowner a Supervisor? Associate Supervisor? Employee? Check box

Photos Tab:

- Before Photos

Shellfish Tab:

- Complete all questions in the shellfish Tab (Only 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**)
- 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 been approved for funding and has actually been completed). **No future completion dates**
- Practice Life span
- Time needed to develop and implement practice
- Practice Description

Funding Tab:

- Program
- Funding Source
- Agency (Must select WSCC)
- Proposed Amount

Implementation Tab:

- Habitat Category
- Practice Type
- Implementation Measurement *Planned*