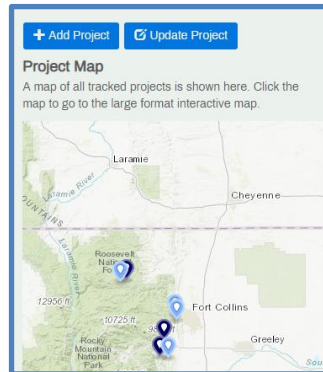


How to Add a Project to the Peaks to People Watershed Health Outcomes Tracker

Note: before you enter a project to be considered for funding by Peak to People, please send a polygon of the treatment units so that Peaks to People can provide initial feedback on whether it lines up with our priorities.

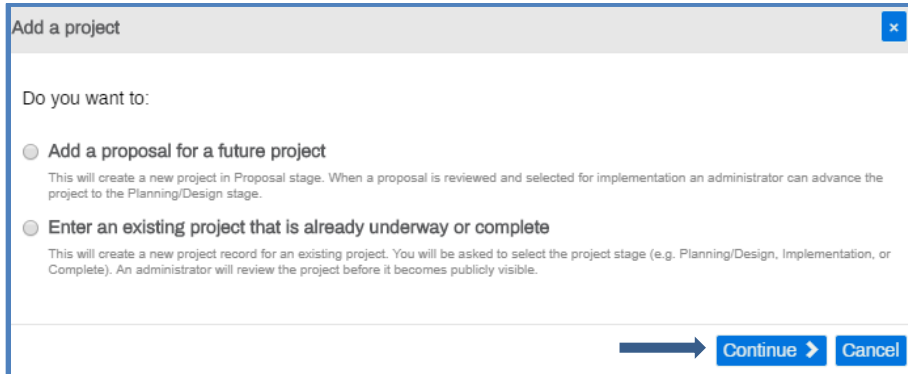
STEP 1: LOG IN

STEP 2: From Home page Select Add Project

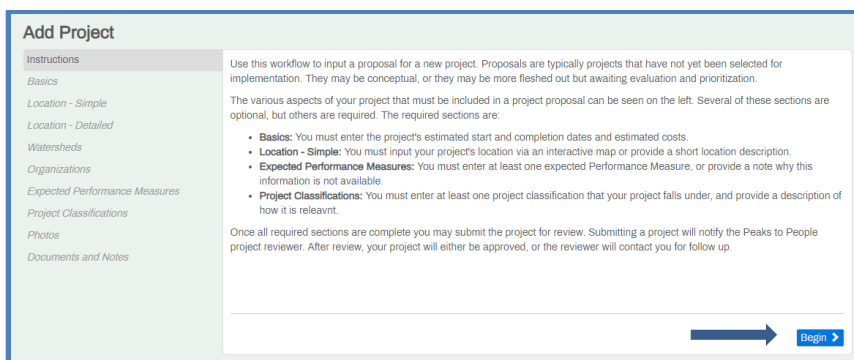


STEP 3: Choose Add a proposal for a future project OR Enter an existing project

Note: Proposals are intended to represent future projects that are candidates for funding/implementation. A proposal may stay as a proposal for an extended period of time before it is selected for funding, or ultimately rejected. A Pending Project is an actual funded project for which data entry is not yet complete. It's a way to start data entry but not make the record available to the public until the data is finalized and reviewed/approved.

A screenshot of a dialog box titled 'Add a project'. It contains two radio button options. The first option is 'Add a proposal for a future project' with a sub-description: 'This will create a new project in Proposal stage. When a proposal is reviewed and selected for implementation an administrator can advance the project to the Planning/Design stage.' The second option is 'Enter an existing project that is already underway or complete' with a sub-description: 'This will create a new project record for an existing project. You will be asked to select the project stage (e.g. Planning/Design, Implementation, or Complete). An administrator will review the project before it becomes publicly visible.' At the bottom right, there are 'Continue' and 'Cancel' buttons.

STEP 4: To add project click Begin

A screenshot of the 'Add Project' form. On the left is a sidebar with a table of contents: 'Instructions', 'Basics', 'Location - Simple', 'Location - Detailed', 'Watersheds', 'Organizations', 'Expected Performance Measures', 'Project Classifications', 'Photos', and 'Documents and Notes'. The main content area contains instructions: 'Use this workflow to input a proposal for a new project. Proposals are typically projects that have not yet been selected for implementation. They may be conceptual, or they may be more fleshed out but awaiting evaluation and prioritization.' It lists required sections: 'Basics', 'Location - Simple', 'Expected Performance Measures', and 'Project Classifications'. At the bottom right, there is a 'Begin' button.

STEP 5: Add Basic Project info and click Save and Continue.

Note: Required Fields

Add your Project's basic information here

Primary Activity * Select the Primary Activity

Project Name *

Project Description *

Project Stage * - Choose one -

Funding Type * One time

Estimated Total Cost

Annual Operating Cost

Planning / Design Start Year * - Choose one -

Implementation Start Year * - Choose one -

Completion Year * - Choose one -

* Required Field

Save & Continue

STEP 6: Enter approximate location of project.

Point and Click on map to select, to change location point to a new spot and click.

* If no location is specified, select No Location and enter explanation in Notes in order to Save and Continue.

Add Project: LONETREE FUELS REDUCTION PROJECT

Project successfully saved.

Basics Enter your Project's approximate location by plotting a point on the map. This "Simple" information is used to indicate the general location of your Project within the region. If your Project's location cannot be approximated by a point, provide a brief explanation of the location information in the Notes field.

Location - Simple How do you want to specify your whole Project Location?

Location - Detailed Did a point on the map

No Location No Location

Notes

Notes

* Required Field

Save & Continue

STEP 7: Enter detailed location of project.

Upload a compressed GIS File and Click Approve Upload

Create a drawing of your project's implementation (but not the full area affected by your project). The detailed Project Location information will appear on the Project Fact Sheet and Project summary page.

- To zoom to your Project area hold down the Shift key and drag a rectangle.
- Use the edit tools on the left of the map to add point, line, and polygon features representing details of your Project, such as the Project boundary, a specific stream segment, or an area of interest.
- After adding a feature, click it to provide a brief description of the feature.

Instead of drawing your Project details by hand, you may alternately upload a GIS file. [Upload a GIS File](#)

* Required Field

Save Save & Continue

Upload AroGIS File Geodatabase

You may provide an existing map of your project's detailed location. Requirements:

- A single AroGIS file geodatabase containing only features associated with the current project
- The file geodatabase (.gdb) must be contained within a compressed zip file (.zip)
- The zip file must contain one and only file geodatabase and no other data
- Version 10.1+ file geodatabases are supported
- Layers with elevation (z values) or route (m values) data are not supported. If your data has z or m values, please remove them prior to importing.

After you upload your file you will be able to preview and verify the uploaded data. Note that once you accept the uploaded data, any existing detailed Project Location data will be overwritten.

Lonetree.gdb.zip [Browse](#)

Allowed Extension: zip

Feature Class

Import?	Name	Properties (Select one to use to annotate feature)
<input checked="" type="checkbox"/>	Lonetree	FID_Ali_ag

To zoom, hold down Shift and drag a rectangle.

Approve Upload Cancel

STEP 8: Select Watershed



STEP 9: Select Primary Contact and Organizations associated with project. Stakeholders may also be added.

STEP 10: Enter Expected Performance Measures

- Select Performance measure and click add to enter details.
- If no Expected Performance measure are available, enter notes to explain Why before clicking Save & Continue

STEP 11: Enter Reported Performance Measures

- Select Performance measure and click Add to enter details.
- New entries will appear at the bottom of the list.
- Scroll to down to enter each new measure.

STEP 12: Enter Expected Funding if applicable.

Instructions

Basics Enter the expected funding for your project. You may enter multiple funding sources. For each funding source, provide the amount of funding that has been secured, and the amount that is targeted but not yet secured. If the amount of secured or unsecured funding is unknown, you can leave the amounts blank.

Location - Simple

Location - Detailed The Unfunded Need is the difference between the project's Estimated Total Cost (as entered on the Basics page) and the Secured Funding.

Watersheds

Organizations

Expected Performance Measures

Reported Performance Measures

Expected Funding

Reported Expenditures

Project Classifications

Photos

Documents and Notes

Funding Source to Add:

Funding Source not listed? Contact support

Summary of Total Project Costs and Funding:

<input checked="" type="radio"/> Estimated Total Cost:	90
<input checked="" type="radio"/> Secured Funding:	90
<input checked="" type="radio"/> Unfunded Need:	90

* Required Field

STEP 13: Enter Reported Expenditures.

If the project has No Expenditures to report Click “What if the Project has no expenditures to report?”, select year and enter explanation.

Instructions

Basics To enter your project's annual expenditures, add the appropriate Funding Sources and then enter the amount contributed by each for the duration defined by your project's Planning / Design Start and Completion Year (or, if Completion Year isn't set, through the current year). If your project had no expenditures for a given year, enter zero "0" for that year for at least one of its Funding Sources.

Location - Simple

Location - Detailed

Watersheds

Organizations

Expected Performance Measures

Reported Performance Measures

Expected Funding

Reported Expenditures

Project Classifications

Photos

Documents and Notes

Other financial information for this project that might be helpful:
 Estimated Total Cost:
 Secured Funding:
 Unfunded Need:

What if the Project has no expenditures to report?
 Select the years for which you have no expenditures to report and provide a brief explanation. Select All | Unselect All
 2010

Funding Source to Add:
 Not listed? Contact support
 show only my projects funders

* Required Field

STEP 14: Select one or more Project themes and describe how it applies to project

Instructions

Basics Click the checkboxes below to associate this Project with one or more Classifications

Location - Simple

Location - Detailed

Watersheds

Organizations

Expected Performance Measures

Reported Performance Measures

Expected Funding

Reported Expenditures

Project Classifications

Photos

Documents and Notes

Project Themes

Community Protection and Fire Response
 Promote fire adapted communities and provide local opportunities for safe and effective fire response within the wildland urban interface

Forest Health and Resilience
 Diagnose and maintain forest conditions that are resilient to insect and disease outbreaks, as well as climate change impacts

Recreation
 Maintain forest conditions that provide opportunities for a wide variety of recreational activities such as hiking, mountain biking, rafting, camping, and horseback riding.

Water Resources and Infrastructure
 Protect rivers, streams, reservoirs, and infrastructure (e.g., bridges) from adverse impacts associated with post-fire soil erosion and sedimentation.

Wildfire
 Create and maintain forest structural conditions that reduce the potential for active crown fire and high-intensity fire effects over forest scales

Wildlife
 Enhance wildlife habitat elements at necessary scales to benefit multiple species and guilds, such as ungulates, bobcats, raptorial, mammal's survey, and dairy nesting bird

Checklist Remaining: 0/0

* Required Field

STEP 15: Upload any 'before' photos of the project if available.



STEP 16: Add any documents and notes useful for project approval.

Note: When approved, documents and notes will be publicly visible.

STEP 17: Review and confirm Proposal Details and **SUBMIT**.

NOTE- All required forms and fields must be completed and saved to proposal before a project may be submitted for review. Check marks must appear next to the following fields: Basics, Location- Simple, Watersheds, Organizations, Expected Performance Measures, Reported Performance measures, Reported Expenditures and Project Classifications. Should any warning icons appear select parameter and enter required data.



Successfully Submitted Proposal Page View

Project successfully submitted for review.

[Back to all Pending Projects](#)

This Project is pending. Any edits to this project must be made using the Add New Project workflow.

Proposal **Planning/Design** **Implementation** **Post-Implementation** **Completed**

Contents

- Project Overview
- Performance Measures
- Funding
- Project Themes
- Project Details
- Photos
- Administrative

Basics

Project Category	Forest Management
Activity	
Project Name	LONETREE FUELS REDUCTION PROJECT
Project Stage	Completed
Project Description	Fuels Reduction Project In Lone Tree
Estimated Total Cost	
Secured Funding	
Unfunded Need	
Funding Type	One-time
Planning / Design Start Year	2010
Implementation Start Year	2010
Completion Year	2010

Location

To zoom, hold down Ctrl and drag a rectangle.

Location Notes

Approximate location required

Watershed Information

- Cache la Poudre