

How to Add a Project to the Watershed Health Outcomes Tracker

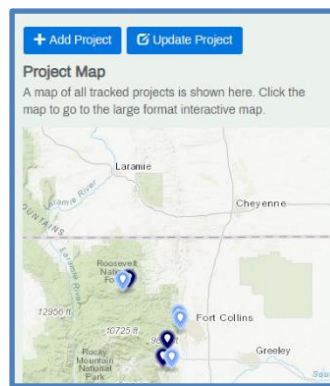
Note: Before you enter a project to be considered for funding by Peak to People, please send a polygon of the treatment units so that Peaks to People can provide initial feedback on whether it lines up with our priorities.

STEP 1a: If you haven't already, you must create an account at: <https://keystone.sitkatech.com/Account/Register>

STEP 1b: Log in at: <https://keystone.sitkatech.com/Account/LogOn>

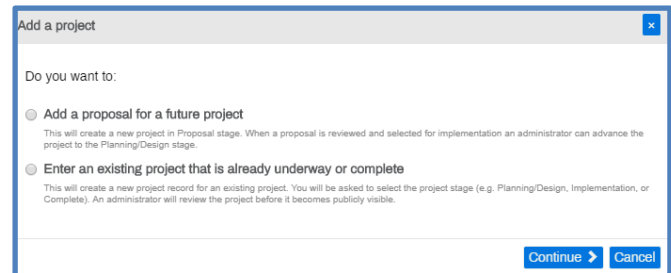
STEP 2: From Home page Select Add Project

(Located to the Right of **WELCOME**, above Project Map

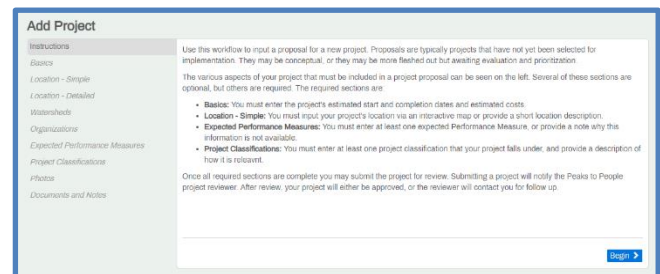


STEP 3: Choose Add a proposal for a future project **OR**
Enter an existing project

Note: Proposals are intended to represent future projects that are candidates for funding/implementation.



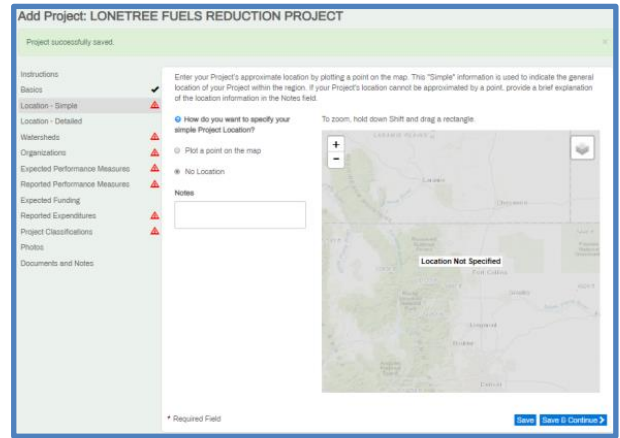
STEP 4: To add project click Begin



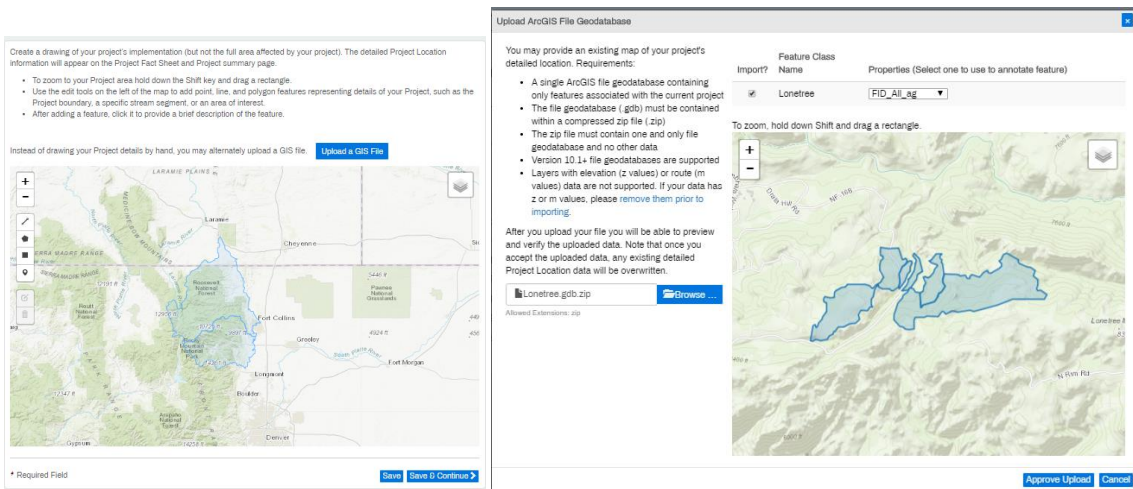
STEP 5: Add Basic Project info and click Save and Continue.

STEP 6: Enter approximate location of project.
Point and Click on map to select, to change location point to a new spot and click.

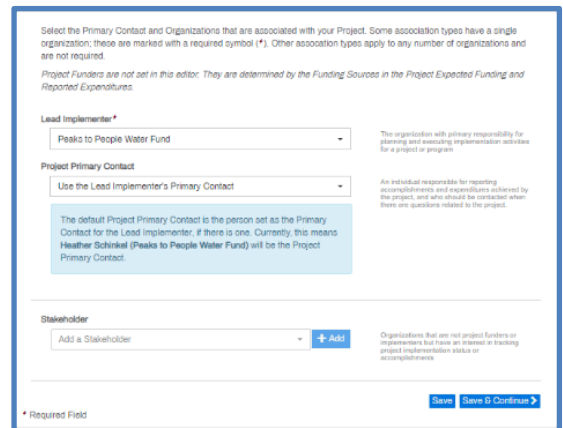
* If no location is specified, select No Location and enter explanation in Notes in order to Save and Continue.



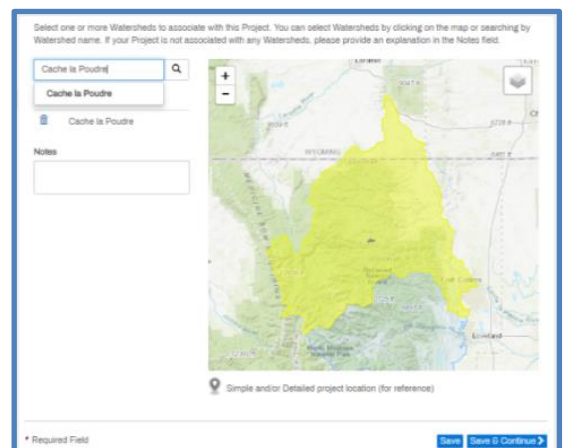
STEP 7: Enter detailed location of project.
Upload a compressed GIS File provided by Peaks to People and Click Approve Upload



STEP 8: Select Primary Contact and Organizations associated with project. Stakeholders may also be added.



STEP 9: Select Watershed- Cache la Poudre or Big Thompson



STEP 10: Enter Expected Performance Measures provided by Peaks to People.

- 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

To enter your project's anticipated accomplishments:

- Add the appropriate Performance Measures to the list below
- Select Subcategory options for each Performance Measure in order to more accurately describe the anticipated accomplishment
- Enter the anticipated accomplishment value if known

Once a Performance Measure is added, click the ⓘ icon to view reporting guidance on that Performance Measure.

Performance Measure to Add:
 + Add

Fuels Reduction/Forest Restoration

Treatment Type	Value
<input type="text"/>	<input type="text"/> acres

+ Add Expected Value

If no Performance Measures are included, please explain why:

Characters Remaining: 500

Save Save & Continue

* Required Field

STEP 11: Enter Reported Performance Measures, provided by Peaks to People, for completed projects.

- 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.

To enter your project's annual accomplishments:

- Select and add the appropriate Performance Measures to the list below
- For each Performance Measure, select the appropriate Subcategory options
- Enter the accomplishment value.
- You must enter at least one Performance Measure per year for the duration defined by your project's Start and Completion Year (or, if Completion Year isn't set, through the current Reporting Year).

Click the ⓘ icon to view reporting guidance on a specific Performance Measure. You may review and update Performance Measure subcategories and accomplishment values from previous years, and may add the same Performance Measure multiple times.

What if the Project has no accomplishments to report?

Performance Measure to Add:
 + Add

Fuels Reduction/Forest Restoration

Year *	Treatment Type	Value
2010	<input type="text"/>	280 acres

+ Add Reported Value

Reduced Erosion

Year *	Value
2010	2,311 metric tons

+ Add Reported Value

Save Save & Continue

* Required Field

STEP 12: Enter Budget Information.

Including budget duration, funding sources and secured and unsecured funds. Note: All fields must have a value. Enter zero in blank fields.

Instructions

- Overview
- Spatial Information
- Accomplishments
- Financials
- Budget**
- Additional Data

Budget

Enter your Project's total budget by Funding Source and based on whether the funding is Secured Funding or Targeted Funding. Enter the value of any funding gaps for which you have not identified a Funding Source in the "No Funding Source Identified Yet" row. If you haven't yet identified any Funding Sources, you can skip step 2 and just enter values in the "No Funding Source Identified Yet" row.

- Does the Project budget vary by year or is it the same?
- Identify your Project's Funding Sources.
 Add Not listed? Contact support
- Enter amount provided by each Funding Source.

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
- Location - Simple
- Location - Detailed
- Watersheds
- Organizations
- Expected Performance Measures
- Reported Performance Measures
- Expected Funding
- Reported Expenditures**
- Project Classifications
- Photos
- Documents and Notes

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.

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

Explanation here

Funding Source to Add:
 Add Not listed? Contact support

Show only my project's funders

Save Save & Continue

* Required Field

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

STEP 15: Upload any 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

**** NOTE:** Once reviewed by our staff you will receive an email titled “Your Project "X" was approved!”. This means we approved the project to be published in the system, but does not necessarily mean any requests for funding from Peaks to People have been approved. We will contact you in a separate communication to provide funding information. Thank you!