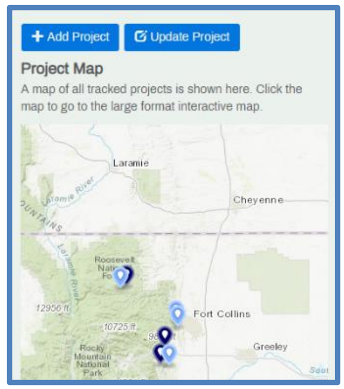
Peaks to People Water Fund

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.*

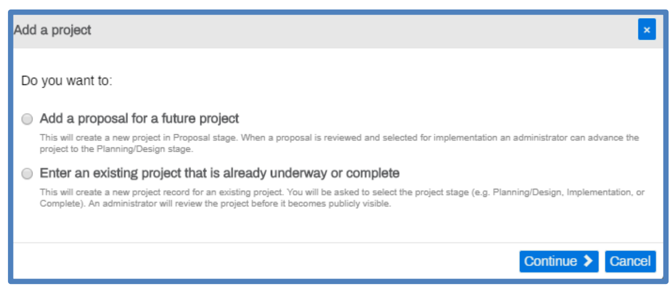
STEP 1a: If you haven't already, you must create an account at: https://keystone.sitkatech.com/Account/Register

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



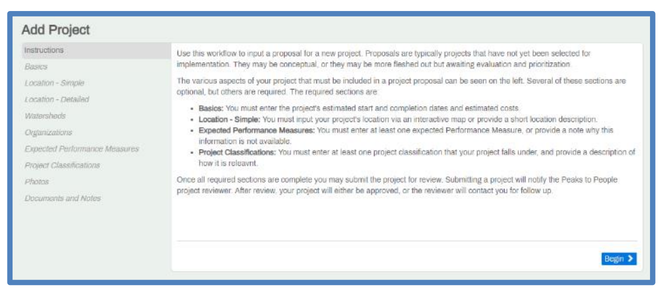
STEP 2: From Home page Select Add Project

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

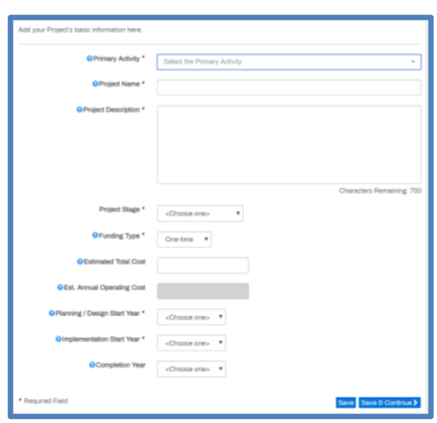


STEP 3: Choose Add a proposal for a future project **OR** Enter an existing project

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

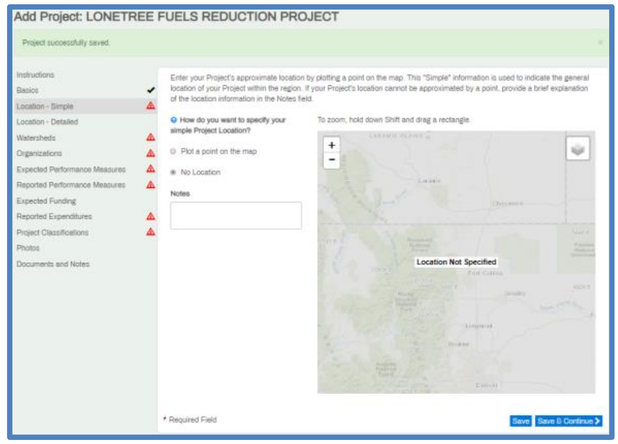


STEP 4: To add project click Begin



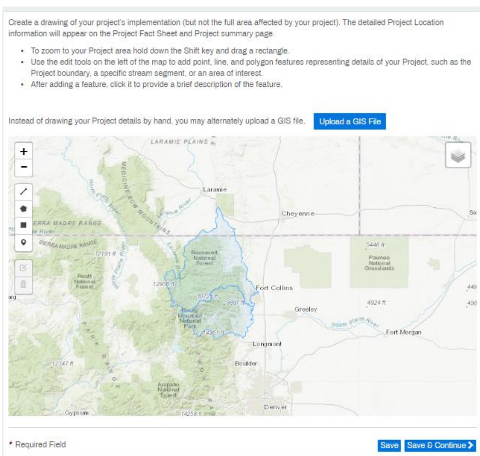
STEP 5: Add Basic Project info and click Save and Continue.

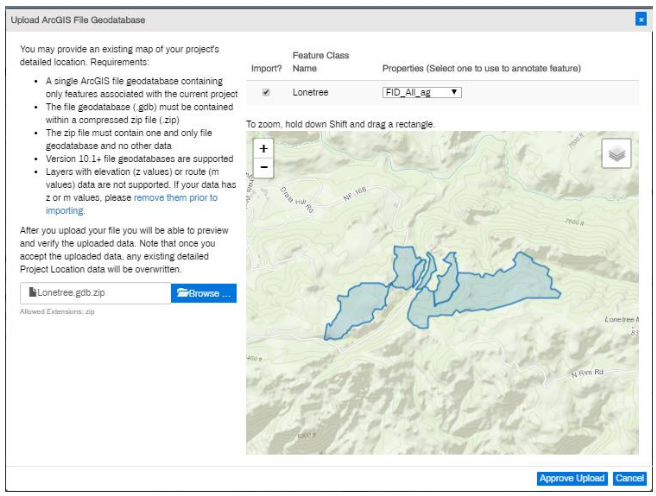
STEP 6: Enter approximate location of project.
Point and Click on map to select, to change location point to a new spot and click.



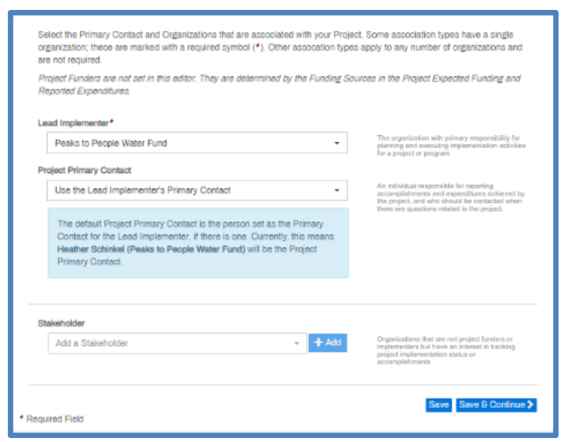
* If no location is specified, select No Location and enter explanation in Notes in order to Save and Continue.

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

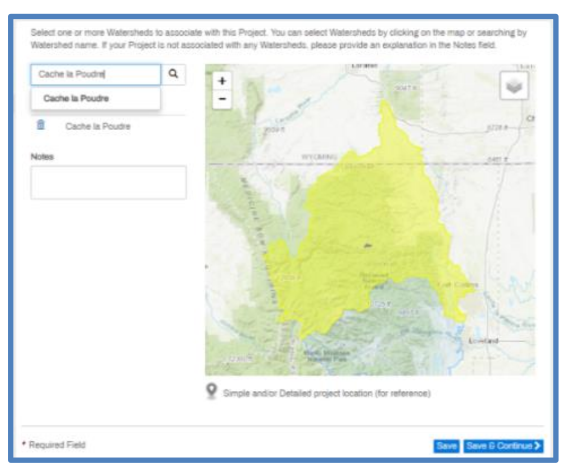




STEP 8: Select Primary Contact and Organizations associated with project . Stakeholders may also be added.

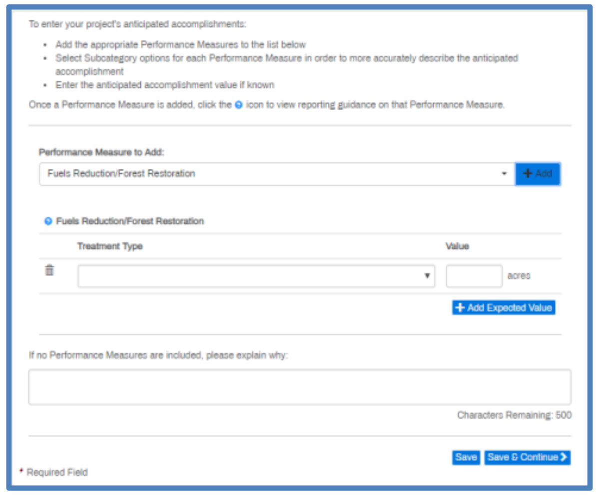


STEP 9: Select Watershed- Cache la Poudre or Big Thompson



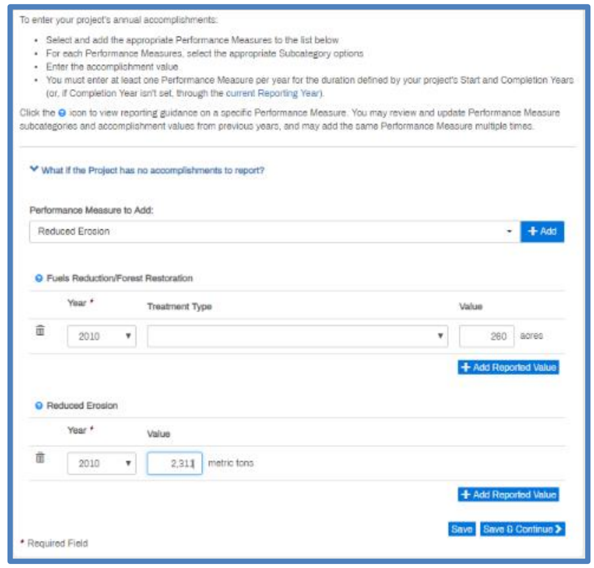
STEP 10: Enter Expected Performance Measures provided by Peaks to People.

- 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

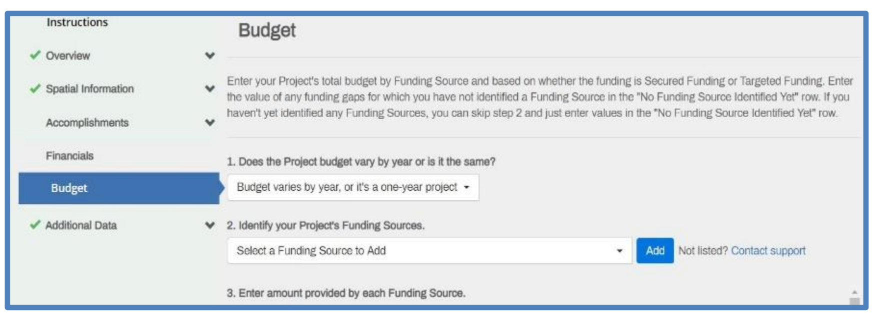


STEP 11: Enter Reported Performance Measures, provided by Peaks to People, for completed projects.

- 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.

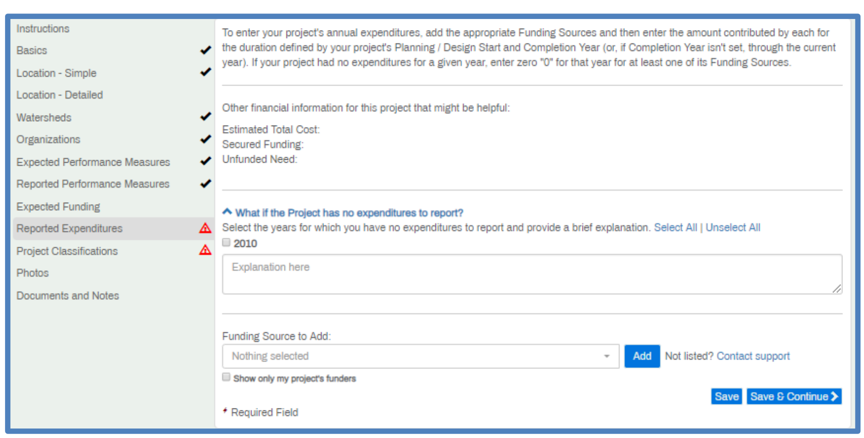


STEP 12: Enter Budget Information. Including budget duration, funding sources and secured and unsecured funds. Note: All fields must have a value. Enter zero in blank fields.

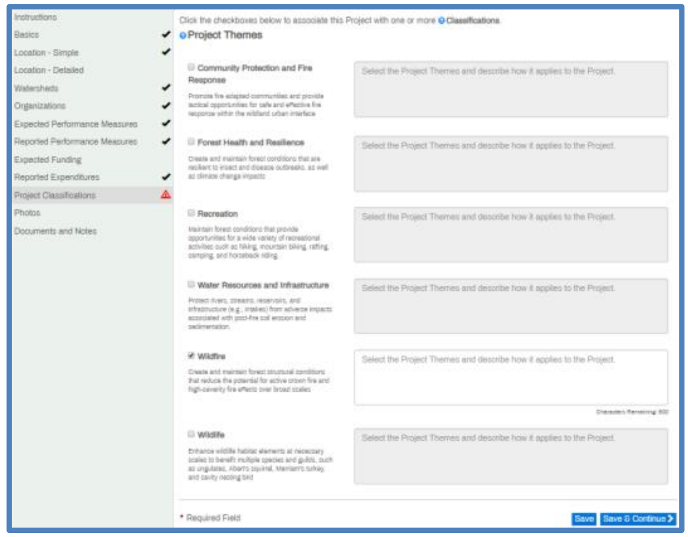


STEP 13: Enter Reported Expenditures.

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



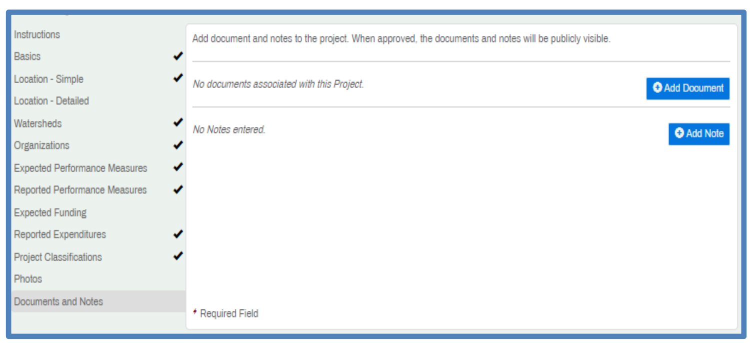
STEP 14: Select one or more Project Classifications and describe how it applies to project



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

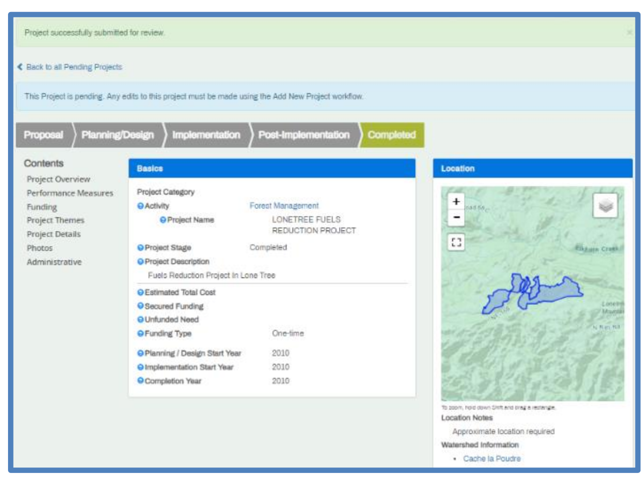
STEP 16: Add any documents and notes useful for project approval.
Note: When approved, documents and notes will be publicly visible.

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!