Fisheries Restoration Grant Program

Data Entry Guidance for Contract Managers

(5/14/2007)

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Introduction

Contact Information

For problems logging into the database:

Jim Tanner
916-324-2615
jtanner@dfg.ca.gov

For questions about data entry and the forms, or to report problems with the forms:

Robin Carlson
415-242-5784
rcarlson@dfg.ca.gov

For changes to the digitized project site locations:

Laurie Williams
916-324-8298
lwilliams@dfg.ca.gov

New Features in This Version

- All changes made in this document since the last version are highlighted in yellow.
- A new feature has been added: you can now submit updated site information directly to Laurie using the Site Data Submission form, described on the Performance Measures Tab section of this document.
- A new feature has been added: you can now upload documents related to a project (Proposal, Contract, etc.) so that everyone has access to them through the database. This feature is on the new Documents Tab.
- A new feature has been added: you can now open a report showing all of the invoices for a project to print or save.
- Changes have been made to the formatting of the Performance Measures Tab to improve usability.
- The reports on the Performance Measures Tab are working correctly.
- The Field Inspection and Individual Permits reports are working correctly.
- Required fields have been highlighted on the Channel Dewatering Tab.

Features Coming Soon

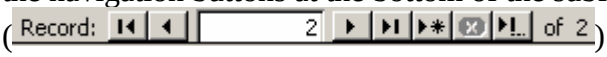
- Changes requested in recent trainings, especially to the Dewatering and Species Relocation forms.
- Project summary sheet to print.
- Link to 1600 Database
- Other reports as requested

Installing the Database on Your Computer

- Once you have installed the database on your computer, when you login, any new versions of the database will automatically be downloaded to your computer. If you have not previously installed the database, contact Jim Tanner for installation instructions.

- The database cannot run unless you have the latest version of Microsoft Data Access Components (MDAC) installed on your computer. If you have not used the database before, your MDAC is probably out of date. The MDAC installation file is posted on the ftp site with the database.
- If you are accessing the database from a location that is not connected to the DFG intranet, you will need to install the DFG VPN Client on your computer. Jim Tanner will send you the software to install and provide you with a password to log in to the client. It is very important that you not have any other VPN Clients installed on the computer, as the two different clients can conflict and cause damage to your system.

Basic Things to Know About Using Access

- **Saving Data:** When you enter data into a field and then move to another field, the data you entered is automatically saved. This means that you do not need to do anything else to save your data. However, if you leave the cursor in the last field in which you entered data when you close the form, sometimes that last data can be lost. To prevent this, always move your cursor out of the last field into which you entered data before moving on.
- **Navigating Tabs:** To move to a new tab, click on its name. The button for the tab you are currently on will be sunken and a paler gray than the other tab buttons.
- **Navigating Subforms:** Subforms are forms that are inserted into the main form and are inside their own boxes. They allow the entry of multiple records all tied to a single project, such as a list of limiting factors that apply to the project. Some subforms show all of their records in a list that you can scroll down and view all at once. Others are in consecutive pages that you must use the navigation buttons at the bottom of the subform (

) to view. Use the forward and back arrows to move between records in the subform. The navigation bar tells you which record of the total number of records in the subform that you are on.
- **Deleting Data in Subforms:** To delete an entire record in a subform, click on the record selector bar () to the far left of the record and then press the Delete key. Be careful – there is no undo function for deleted data. If you start to enter data into a record in a subform and change your mind or receive an error message, press the Esc key to remove the data you started to enter and allow you to leave the subform.
- **Drop-Down Lists:** You can select items from a drop-down list either by clicking on the arrow at the right end of the field and clicking on the desired value, or by beginning to type the value that you would like to enter. For long drop-down lists (such as contact names), it can be much more efficient to start typing the last name that you would like to enter, instead of scrolling through a very long list.
- **Gray fields:** All fields on the forms that are not editable have been given a gray background. All fields that you are responsible for entering or editing data in have white backgrounds.

Definitions of Sites and Features

Location data about a restoration project will include information about the **project** itself, locations of the work **sites** where restoration occurred and finally detailed location information about the individual restoration treatments or **features** within those sites. For more information please see *Best Practices for Reporting Location and Time Related Data*.

PROJECT

For our purposes, a ***project*** is defined as all work taking place under one FRGP contract number or the CHRPD number assigned to a non-FRGP funded project that is carried out under DFG's U.S. Army Corps of Engineers Section 404 Permit RGP-12.

SITE

A project ***site*** is defined as an area, length, or point which spatially describes the area where specific restoration activities take place. Many projects employ multiple treatment types within a given work site. The following are general guidelines on how projects are divided into sites.

POINT SITES are sites that can be spatially described as a point because the treatment occurs at a single location. Examples include

- Fish passage improvement at a stream crossing.
- Removal of a barrier for fish passage improvement.
- A fish ladder.
- A fish screen. Even though associated parts such as a diversion canal and bypass may make it seem like a polygon feature, by convention make the fish screen the center point.

LINE SITES are sites that can be spatially described as a continuous line even though treatments may be intermittent. Examples include

- Instream and streambank stabilization features that are less than 0.5 miles apart should be depicted as one line shaped site. To capture affected areas, begin a short distance below (e.g. three habitat units) of the most downstream feature and extend a short distance (e.g. three habitat units) above the most upstream feature.
- Several barriers in a row should be described as a linear site (as long as they are less than 0.5 miles apart), since they all contribute to opening the same length of stream. Barriers that are more than 0.5 miles apart should be described as separate points.
- For road upgrading and decommissioning projects, each site is defined as a continuous stretch of road, including the stream crossings, which drain into a single fish bearing (Class I) stream. There are often hundreds of specific features (e.g. stream crossings) or treatments (e.g. cross road drains, ditch relief culvert, outsloping, etc.) along a road segment or site. The individual features and treatments along a road are not point sites but are aggregated into these linear road segments, as long as each is less than 0.5 miles from its neighbor. When the road cross into a new watershed (i.e. drains to another Class I stream), or the treatment changes from upgrading to decommissioning (or vice versa), or the road sites are more than 0.5 miles apart, a new site begins.

POLYGON SITES are sites that can be spatially described as an area of any shape. Examples include

- Both riparian and upslope revegetation treatments should always be described as polygons. Even a planting along a bank can be given a length and an average width.
- Upslope stabilization or sediment delivery prevention, such as a major landslide excavation, can be described as a polygon. For such a treatment to be its own site, it should be isolated from other treatments and/or be large enough to warrant being its own site. Until better guidelines are developed, this judgment will be made based on the project description or decided in the field based on profession opinion.

Example of dividing a project into sites

A project that included instream restoration and riparian treatments would require two sites, a line for the instream activities and a polygon area for the riparian plantings, assuming that the work is performed in a contiguous area. The reach of stream may have instream habitat structures, streambank stabilization

structures, and a log jam barrier removal and be considered one line site, provided the distance between any two individual features is less than 0.5 miles apart. Similarly, the area of riparian habitat where Himalayan blackberry was removed and conifer trees were planted would be one polygon site.

For more detailed instructions regarding specific FRGP Project Types and how to categorize their sites, please refer to the Performance Measures Tab section of this document.

FEATURE

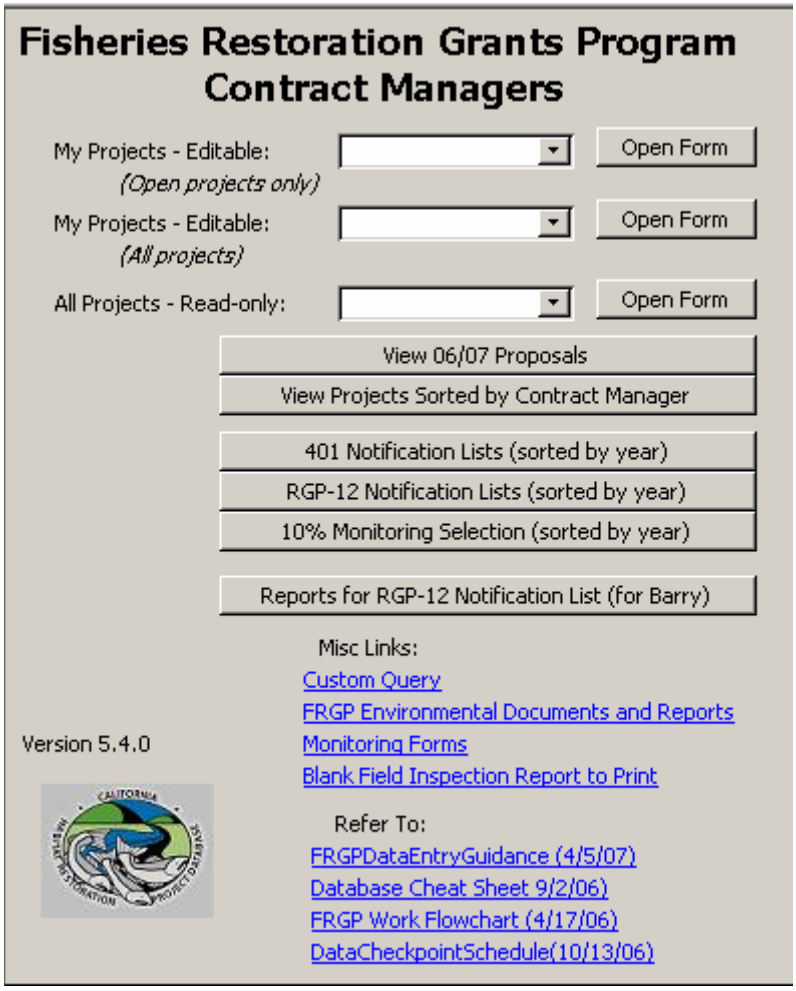
Within one site there can be numerous features. A feature is an individual restoration treatment within a site. For implementation monitoring, features must be divided by treatment type and location. However, functional groups of structures or treatments can be grouped as one feature. For example, a group of tightly spaced willow baffles should be considered one feature. It is impractical to separate each baffle because they interact and work together as a group for the same goal at the same location. A string of closely spaced grade control weirs is another example of this situation. However, willow baffles and rip-rap at the same location would need to be separated into different features because they are different treatment types.

How to document project, site and feature locations

1. The **project** is described as a center point lat/long on the general tab of the database. The project boundaries are further described by the sites.
    a. For a project with a single site or with several sites accessed by a singe set of driving directions, fill out one *Site Access and Location Form* describing how to get to the project.
2. Before conducting a monitoring evaluation, check to see how sites are divided in the CHRPD by examining the sites as displayed in the IMAP viewer under the performance tab. Use the same site name and site ID on your summary data sheets. Contact Laurie Williams (916-324-8298, lwilliams@dfg.ca.gov) if any changes need to me made.
3. During implementation monitoring, **site** boundaries must be field verified.
    a. If the sites are accessed by driving to different locations, use one *Site Access and Location Form* to describe how to get to each site.
    b. Field verify the site location by recording the lat/long information on the site summary sheet with the performance measures.
    c. Latitude/longitude gathered via GPS using NAD-83 datum and reported in decimal degrees (dd.ddddd°) is preferred. Where there is poor GPS coverage, use a map or mapping program to determine lat/long to the best of your ability using distance from a known lat/long and landmarks.
    d. For points, determine lat/long at center of project. For lines, determine lat/long at upstream and downstream ends of the stream reach or the beginning and end of the road segment. For polygons, walk around the site boundary and collect lat/long at various spots, especially at corners and upstream/downstream ends. You may also track around a site and electronically submit the track (more information to come on the subject of tracks).
    e. Because GPS unit can have significant error, confirm that lat/long gathered via GPS is correct on the map (no convention for this yet, use a mapping program to display your points, use your best judgment to correct a lat/long that obviously falls in the wrong location).
4. Documenting the location of **features** is important because they correspond to the data collected on the monitoring forms.

a. Because of GPS coverage and accuracy limitations, feature description cannot rely solely on lat/long.
b. Use a combination of GPS, a map/sketch and the *Onsite Navigation Form* to create on-the-ground directions to each feature.
c. Use the most logical method; think about what you would need to find the features if you had never been there before.
d. Don't forget to include a brief description of the features or other navigation points.

Main Menu



My Projects – Editable (Open projects only): Select a project from the drop-down list, which shows Contract Numbers and Project Titles. This list will include only the projects that you have been assigned to as a contract manager, and that are still open. Click on the Open Form button to open the data entry form.

My Projects – Editable (All projects): Select a project from the drop-down list, which shows Contract Numbers and Project Titles. This list will include only the projects that you have been assigned to as a contract manager. Click on the Open Form button to open the data entry form.

All Projects (Read-only): Select a project from the drop-down list. This list will include all FRGP projects. Click on the Open Form button to open the project viewing form. The project viewing form is identical to the data entry form, whose fields are defined in this document.

Open Custom Query Form: This button opens a form that allows you to query the database for specific projects based on a variety of criteria.

View 06/07 Proposals: View summary data and scoring information for all 05/06 proposals.

View Projects Sorted by Contract Manager: View a list of all DFG projects sorted by their assigned contract manager.

401 Notification Lists (sorted by year): View a list of all projects on the 401 permit notification lists. Projects that were on lists for more than one year will appear once for each year listed.

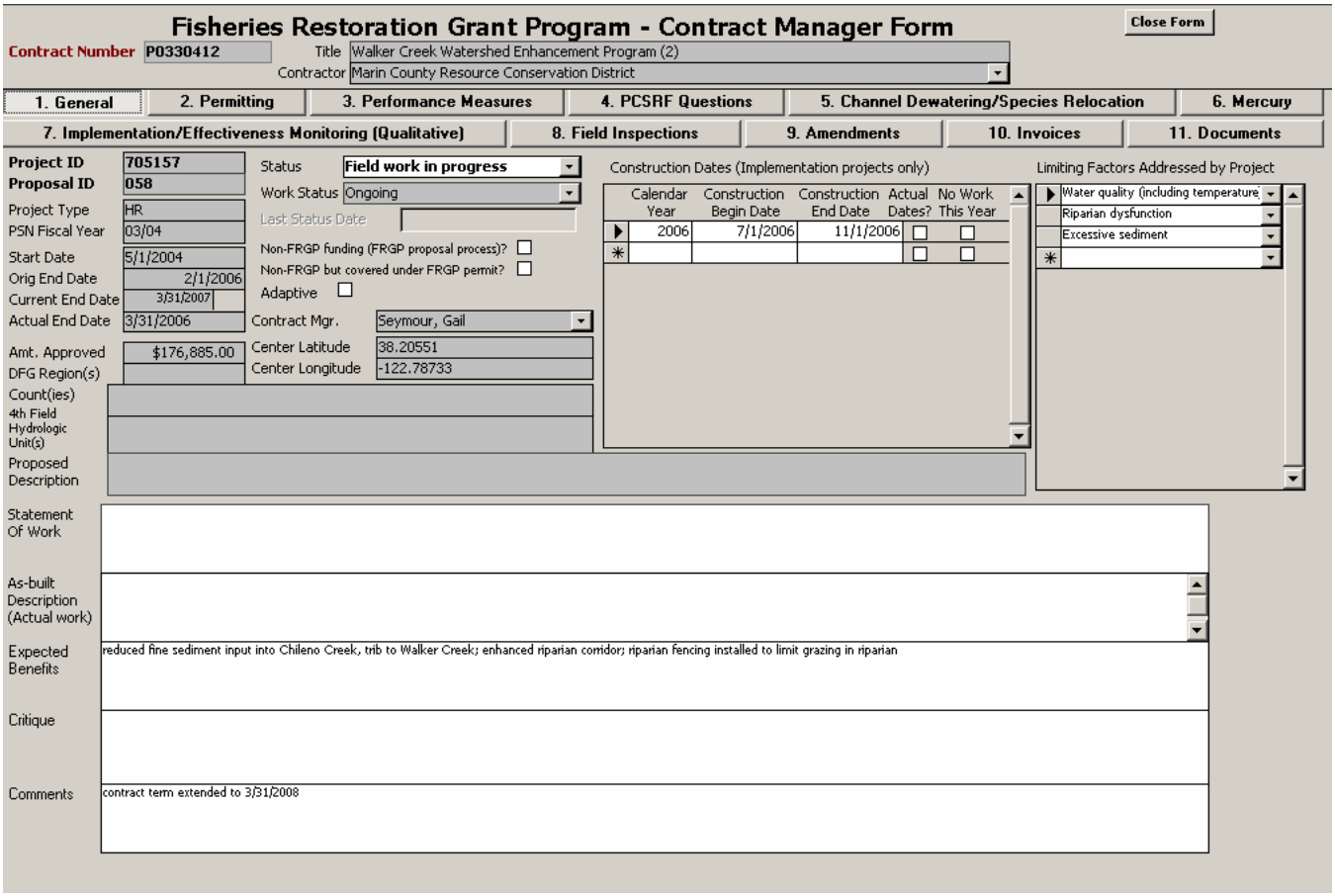
RGP-12 Notification Lists (sorted by year): View a list of all projects on the RGP-12 permit notification lists. Projects that were on lists for more than one year will appear once for each year listed.

10% Monitoring Selection (sorted by year): View a list of all projects selected for monitoring under the RGP-12 permit.

Tables for RGP-12 Report (for Barry): Five tables that are needed to prepare the RGP-12 report for NOAA Fisheries.

Data Entry Form

1. General Tab



Header Fields

Contract Number: The contract number is not editable on this form. To make changes, contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov).

Title: The title is also not editable. To make changes, contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov).

Contractor: The contractor/grant recipient is not editable. To make changes, contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov).

Non-DFG funding (FRGP proposal process)? This box is checked if the project was submitted to the FRGP PSN, but was funded by a partner agency (such as the Coastal Conservancy or Wildlife Conservation Board).

Non-FRGP but covered under FRGP permit? This box is checked if the project was not submitted to the FRGP PSN and was not funded by FRGP, but is included in one of the FRGP programmatic permits.

Adaptive? The box will be checked if the project was funded through the Adaptive Watershed Improvement Program.

Project ID: The project ID is automatically generated by the database. It is shown here for your reference.

Proposal ID: The proposal number is also shown here for your reference. Report errors to your Contract Administrator.

Project Type: Not editable. Report errors to your Contract Administrator.

- AC - AmeriCorps Program only
- CC - California Conservation Corps only
- CF - CA Forest Improvement Program
- ED - Public School Watershed and Fishery Conservation Education Projects
- FL - Fish Ladder
- FP - Fish Passage at Stream Crossings
- HA - Habitat Acquisition and Conservation Easements
- HB - Instream Barrier Modification for Fish Passage
- HI - Instream Habitat Restoration
- HR - Riparian Restoration
- HS - Instream Bank Stabilization
- HU - Watershed Restoration (Upslope)
- MD - Monitoring Projects (Data)
- MO - Project Monitoring Following Project Completion
- OR - Watershed Organization Support and Assistance
- PI - Public Involvement
- PL - Watershed Evaluation, Assessment, and planning
- PM - Project Maintenance
- RE - Cooperative Rearing
- SC - Fish screening of diversions
- TE - Private Sector Technical Training and Education Project Grants
- TW - Tailwater Management
- WC - Water Conservation Measures (Ditch Lining, Piping, Stock Water Systems)
- WD - Water Measuring Devices (Instream and Water Diversion)
- WP - Water Purchase

PSN Fiscal Year: Not editable. Report errors to your Contract Administrator.

Amt. Approved: The original amount approved for the project. Report errors to your Contract Administrator.

Start Date: Entered by the Contract Administrator based on the contract term start date.

Original End Date: Entered by the Contract Administrator based on the contract term end date.

Current End Date: Not editable. This reflects any changes to the end date based on amendments. To see amendment data, go to the Amendments tab.

Actual End Date: Entered by the Contract Administrator based on the actual closing date of the project.

Status: The current status of the project. Contract Managers are able to change the status field to "Ongoing" and to "Work complete but proj. not closed." Contract Administrators will continue to make all other changes.

- Proposed – proposal submitted for funding consideration
- Withdrawn – proposal withdrawn from funding consideration
- Not funded – proposal not selected for funding
- Funded, contract pending – proposal selected for funding, but contract not written yet
- Executed, field work not started – contract written, but on-the-ground work has not started yet
- Field work in progress – from the start of on-the-ground work to the end of work
- Field work completed – from the end of on-the ground work until the contract is closed out
- Terminated/Cancelled – contract was terminated or canceled (please explain in the Comments field)
- Closed – contract has been closed out

Work Status: Not editable. The current status of the project, translated to a shorter list of categories that are used for reporting. This field is automatically updated when you update the Status.

- Proposed = Proposed
- Withdrawn = Withdrawn
- Not funded = Not Funded
- Not started = Funded, contract pending *and* Executed, field work not started
- Ongoing = Field work in progress
- Completed = Field work completed *and* Closed
- Terminated/Cancelled = Terminated/Cancelled

Last Status Date: The last date on which the project Status was updated. Please note that this field was only recently added, so it will be populated only for Statuses updated after it was added.

Contract Manager: Not editable. This field is used for assigning editing permissions to projects, so your name must show in the field in order for you to edit the project record. Report errors to your region's Contract Administrator.

Center Latitude: Not editable. Latitude in decimal degrees of the center point of the project.

Center Longitude: Not editable. Longitude in decimal degrees of the center point of the project.

DFG Region(s): Not editable. This field is a list of the DFG Region(s) the project is in. Refer to the Quantitative Measures Tab for instructions about reporting errors in the project location.

Count(ies): Not editable. This field is created with a GIS query using the digitized location of the project. Refer to the Quantitative Measures Tab for instructions about reporting errors in the project location.

4th Field Hydrologic Unit(s): Not editable. This field is created with a GIS query using the digitized location of the project. Refer to the Quantitative Measures Tab for instructions about reporting errors in the project location.

Proposed Description: Not editable. This field contains the original description of the project as proposed by the grant recipient. This field is limited to 255 characters.

Statement of Work: This should refer to the Statement of Work in the contract. It should not be the entire SOW verbatim, just a summary.

As-built Description (Actual): When the project is completed, this field should be the description of what was actually done, and should be updated by the Contract Manager. This field should not contain project objectives (they should be entered in Expected Benefits). This field is limited to 255 characters.

Expected Benefits: Describe the ecological and biological response expected to result from the project. Be specific. This description should elaborate on the list of project objectives (described below).

Critique: Describe what went right or wrong with the project. What should be done differently next time? What sets a good example for future projects?

Comments: Use this space to enter any notes about the project that do not fit into other fields.

Construction Dates (for implementation projects only)

Calendar Year: Enter a new record for each calendar year that work is done on the project.

Construction Begin Date: For each calendar year, enter the date on which construction began.

Construction End Date: Enter the date on which construction ended for that calendar year.

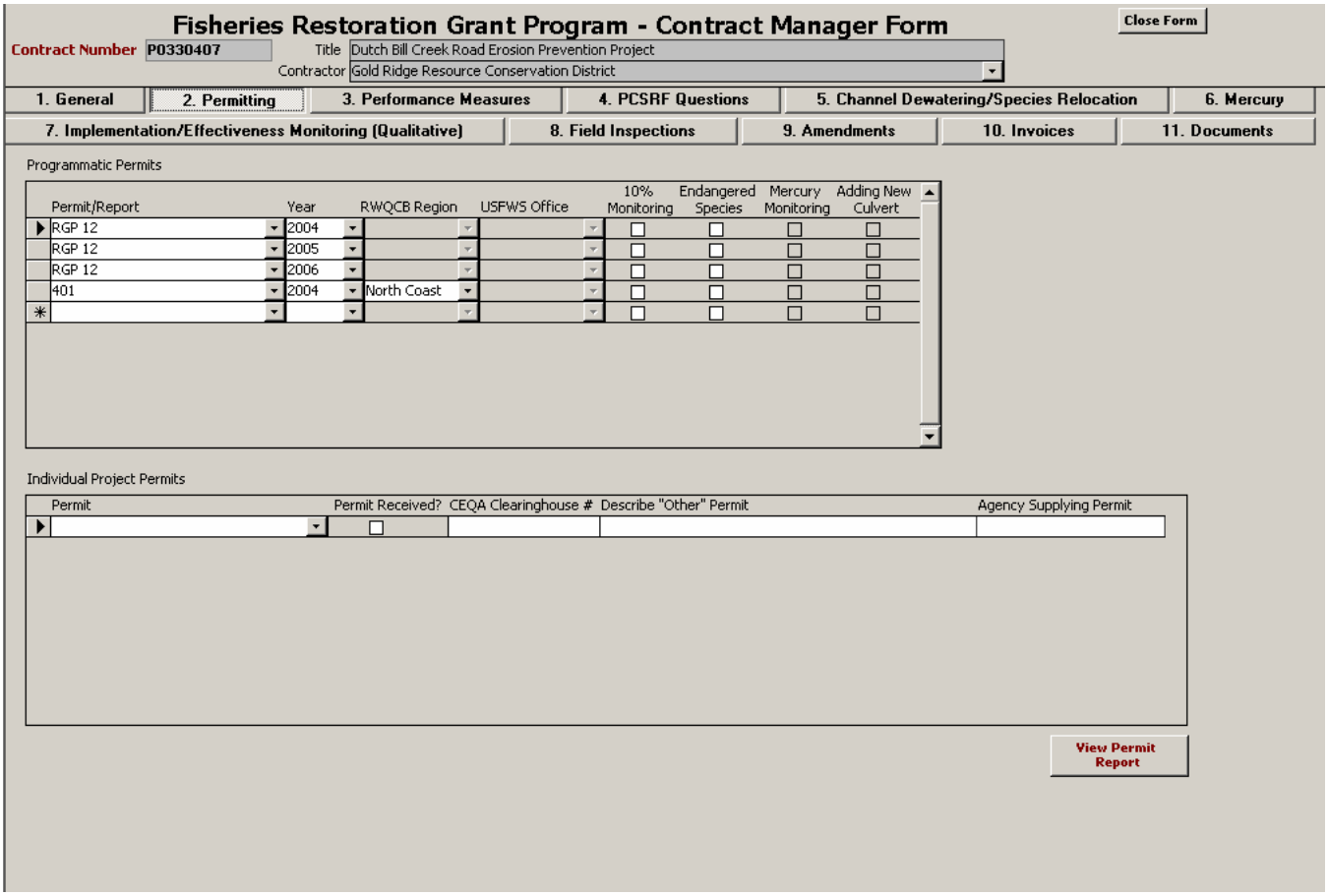
Actual Date? Check the box if the dates are the actual dates for the beginning and ending of construction (not just a projection).

No Work this Year: Check the box if the project will be doing work in the future, but will not be doing any this year.

Project Objectives: Select the objectives that will be addressed by the project from the drop-down list. Enter as many as apply.

- Water quality (including temperature)
- Water quantity
- Riparian dysfunction
- Excessive sediment
- Physical spawning habitat
- Escape cover/shelter
- Estuary/lagoon issues
- Fish passage

2. Permitting Tab



Programmatic Permits

The fields in this section are not editable. Permit information will be entered in Sacramento. The data are included in this form for your reference.

Permit/Report: This field will be one of the following permits:

- 401 – 401 Water Quality Certificate, State Water Resources Control Board
- CEQA: Categorical Exemption
- CEQA: Minor Action
- CEQA: Negative Declaration
- RGP 12 – Regional General Permit No. 12, U.S. Army Corps of Engineers

Year: The year that the project is covered by the permit. If a project falls under the permit for more than one year, a separate record is entered for each year.

RWQCB Region: This field is only entered if the project falls under the 401 permit. Regions are North Coast, San Francisco Bay, Central Coast, Los Angeles, Santa Ana, and San Diego.

USFWS Office: This field is only entered if the project falls under CEQA. Offices are Sacramento, Carlsbad and Ventura.

10% Monitoring: This box is checked if the project will be included in the 10% monitoring list for the year. This is only applicable to projects covered by the RGP 12.

Endangered Species: This box is checked if the project affects endangered species, and is only applicable to RGP 12 projects.

Mercury Monitoring: This box is checked if the project requires mercury monitoring, and is only applicable to 401 projects.

Adding New Culvert: This box is checked if the project involved adding a new stream crossing culvert in a location where there were previously no culverts. This is only applicable to 401 projects.

Individual Project Permits

These fields are editable, and are for your use in tracking the permits needed that are specific to the project. To view and/or print all individual project permits for this project, click on the "View Permit Report" button.

Permit: Name of the permit required for the project.

- 1600
- 401
- 404
- CEQA
- Coastal Development Permit
- Grading Permit (local ordinance)
- Other (describe in text field)
- Other agency's programmatic permit (enter agency)

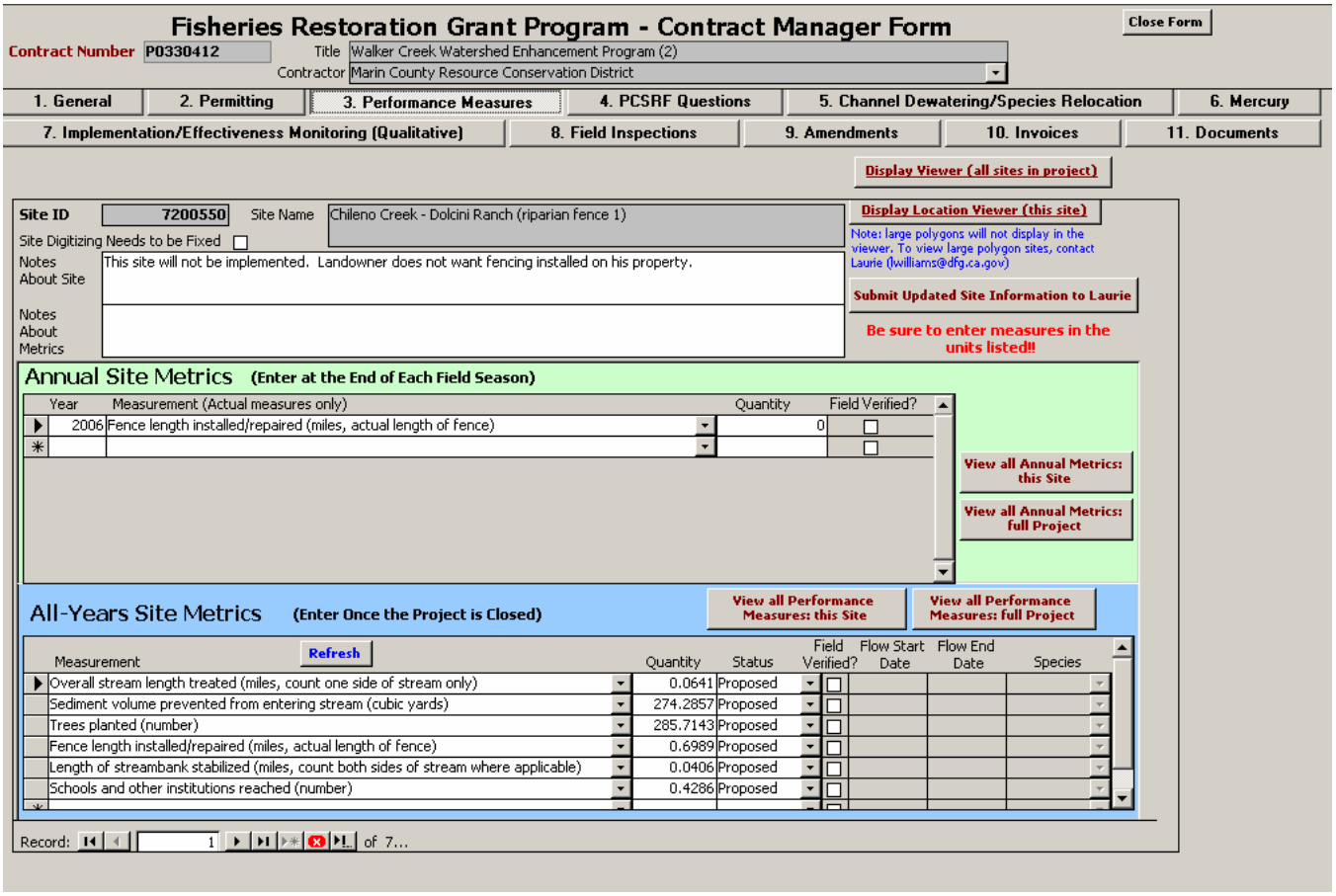
Permit Received? Check this box when the contractor has obtained the permit.

CEQA Clearinghouse #: For CEQA permits, enter the clearinghouse number.

Describe "Other" Permit: If "other" was selected, briefly name and/or describe the permit. If you are entering a type of permit that will be used for more than one project, contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add it to the drop-down list.

Agency Supplying Permit: If another agency's programmatic permit is covering the project, enter the name of the agency.

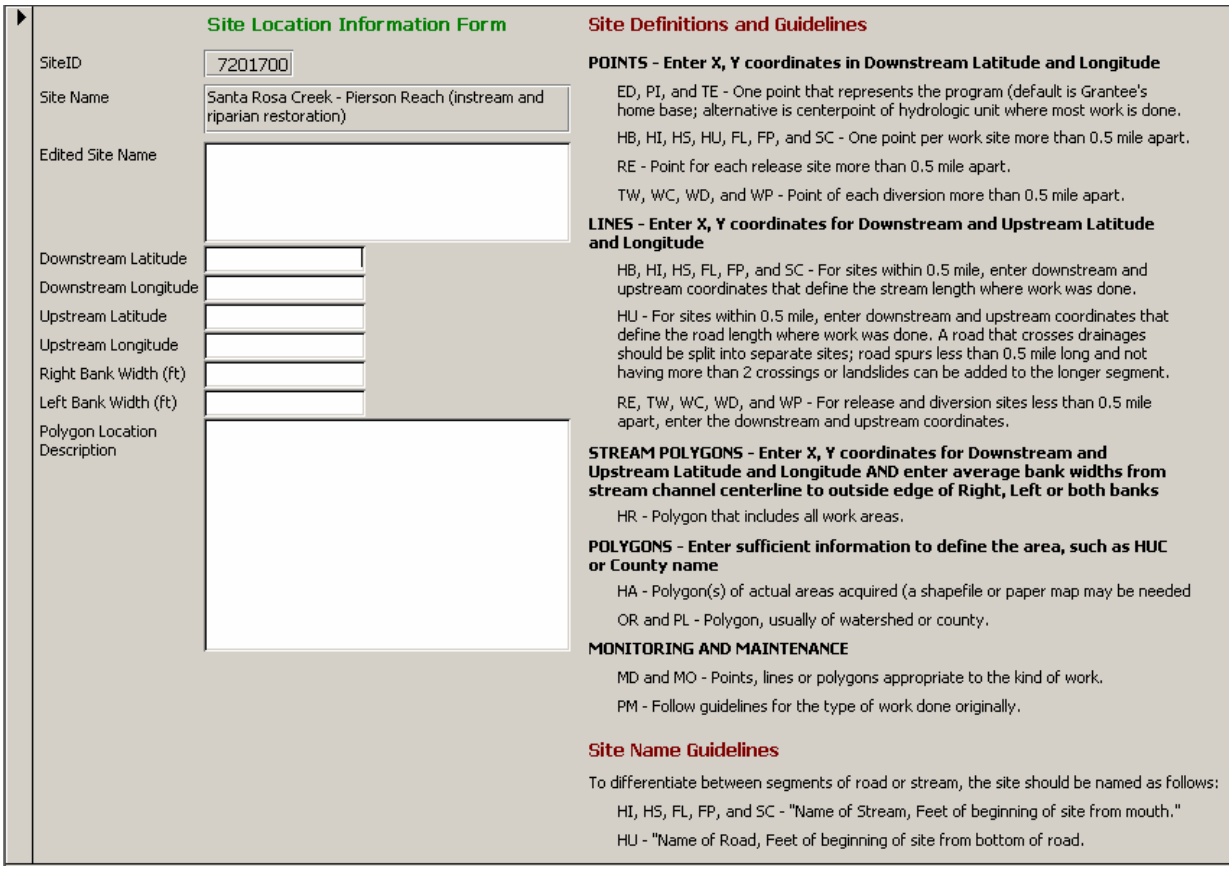
3. Performance Measures Tab



Each project has been digitized and its location is stored in a GIS layer. To view the digitized locations, click on the "Display Viewer" buttons. These will take you to the DFG Map Viewer, which is web-based. The location of the project you are looking at in the database will be highlighted. If you click on "Display Viewer (this site)," you will zoom to only the site you are currently on in the database. If you click on "Display Viewer (all sites in project)," you will zoom to see all sites for the current project.

To report corrections to the project location, contact Laurie Williams (916-324-8298, lwilliams@dfg.ca.gov). Please note: large polygon project locations will not display in the viewer. To view these sites, contact Laurie.

To send Laurie updated information describing the project site, click on the "Submit Updated Site Information to Laurie" button. Follow the instructions on the form shown here:



Many projects occur at more than one site. The quantitative performance measures must be reported at each site. To view and/or print a report listing all the annual metrics for the site, click on the "View all Annual Metrics: this Site" button. To view and/pr print a report listing all the annual metrics for the entire project, click on the "View all Annual Metrics: Full Project" button.

To view all performance measures (for the entire completed project) for the site, click on the "View all Performance Measures for this Site" button. To view and/or print a report listing all the performance measures for the entire project, click on the "View all Performance Measures for entire Project" button.

Site ID: Not editable. This is an identification number for each site that is automatically assigned by the database.

Site Name: Not editable. This name has been assigned to help distinguish between multiple sites within a project.

Site Digitizing Needs to be Fixed: Check this box if you have looked at the site in the Location Viewer and it is incorrect. If you have checked this box, be sure to send Laurie information to correct the digitized site, as described above.

Notes About Site: [This was formerly labeled Comments.] Enter any notes about the site or performance measures that do not fit into other fields. Please note that if you enter corrections to the digitized location here, they will probably not be found and acted upon. All corrections need to be reported directly to Laurie Williams (916-324-8298, lwilliams@dfg.ca.gov).

Notes About Metrics: Enter any notes about the performance measures, such as reasons that a smaller amount of work was done than planned.

Annual Site Metrics (Enter at the End of Each Field Season)

Each year that work is performed, performance measures should be entered. These measures are mandatory, as they are used in annual reports for some of the programmatic permits.

Year: The calendar year in which the work measured was done.

Measurement: Only the implementation measurements show in the list for Annual Metrics. See the list below (Whole-Project Metrics) for definitions.

Quantity: Quantity of the selected measurement. You may only enter quantities in the units listed in parenthesis with the measurement.

[The Status field has been removed. Please report the Actual metrics completed.]

Field Verified? Check this box if you have visited the project site and confirmed that the Actual Annual Metrics were completed.

All-Years Site Metrics (Enter Once the Project is Closed)

Enter performance measures for ALL projects, not just implementation projects. These measures are used in annual reports to NOAA Fisheries to justify further funding of this program.

Performance measures should be entered in Whole-Project Metrics at two stages in the project: 1) when the contract is written, 2) when the final report is filed and the contract manager has verified the actual quantity of work completed for the project. Subsets of the performance measures should only be entered in the Annual Metrics.

Measurement: This field contains a drop-down list of quantitative performance measure categories. Definitions are as follows (based on the PCSRF Data Definitions). The list is sorted by project type, but some projects may have appropriate quantitative measures in other categories. For example, many classroom education projects have fish rearing components and should enter both ED and RE measures.

- **ALL:** Stream length treated (miles, count one side of stream only) - The length of the stream section treated by the project (including meander), counting one side of the stream only. This should be entered for all implementations project types. For HU projects, enter a 0, and for HB or FP projects, enter the stream miles made accessible. For all others, enter the stream length treated.
- **ALL:** Length of aquatic habitat disturbed (feet) - The length of aquatic habitat disturbed by the project. This is the sum of actual lengths of the implementations within the site, e.g. 3 structures measuring 10, 15, 5 feet in stream length would give 30 feet of aquatic habitat disturbed. If, for example, a pool was excavated in conjunction with building an instream structure, that would be incorporated.

- **ALL**: Area (footprint) of instream features installed within bankfull channel (square feet) - Enter an estimate of the area covered by the instream features installed. This number is used for permitting reports.
- **ED:** Students educated (number) – Number of students reached through the project.
- **ED:** Schools and other institutions reached (number) - Number of schools and other institutions reached through the project.
- **ED, TE:** Outreach/education documents completed and distributed (number) – Number of documents produced by the project.
- **HA:** Area protected with acquisition, easement or lease (acres) - The acreage reported should be the total land area protected, regardless of whether all habitats in that area meet the desired goals for acquisition.
- **HA:** Length of streambank protected by acquisition, easement or lease (miles, count both sides of bank if applicable) – Meander miles of stream bank protected by acquisition, easement or lease. Count miles on both sides of stream if both sides are acquired. Count on one side if only one side is acquired.
- **HB:** Stream length opened for fish passage - barriers other than culverts (miles) - The miles of stream opened to improved salmon production by removing barriers other than culverts.
- **HB:** Stream crossings treated to improve fish passage (number) – Number of stream crossings (culverts, bridges, etc.) improved by the project in order to allow increased fish passage upstream.
- **HB, FL:** Barriers other than culverts removed/modified (number) - Number of blockages that were removed or improved as part of the project.
- **HB:** Stream length opened for fish passage by removing culverts (miles) - The miles of stream made accessible to passage of salmonids by upgrading or removing culverts.
- **HI:** Instream features installed/modified (number) – Number of instream structures created or improved by the project.
- **HI:** Gravel volume added to stream (cubic yards) – Volume of gravel added to the stream to improve spawning habitat. (Conversion: 1 ton = 0.75 cubic yards; this is specific to river gravel used for spawning gravel restoration, usually 2-4" rock.)
- **HI:** Length of instream habitat treated - except for bank stabilization (miles) – Meander miles of instream habitat treatments, except for bank stabilization treatments. Count actual stream length treated.
- **HI:** Amount of wetland area treated (acres) - Acres of wetland treated. Include acres of invasive species treated.
- **HI:** Amount of artificial wetland area created (acres) - Acres of artificial wetland created from an area not formerly a wetland.
- **HI:** Amount of wetland area treated for invasive species (acres) - Acres of invasive species treated in the wetland project. The proposed project area may only be a portion of an existing wetland, such as removing an area of purple loosestrife.
- **HI:** Amount of estuarine area treated (acres) - Acres of estuary treated. Include acres of invasive species treated.
- **HI:** Amount of estuarine area created (acres) - Acres of artificial estuary created from an area not formerly saline.
- **HI:** Amount of estuarine area treated for invasive species (acres) - Acres of invasive species treated in an estuary. A treatment may only be for a portion of an estuary, such as removal of Spartina.
- **HR:** Trees planted (number) – Number of trees planted in the project area.

- **HR:** Fence length installed/repaired (miles, actual length of fence) – Miles of fence installed or repaired by the project.
- **HR:** Length of riparian stream bank treated (miles, count both sides of stream if applicable) – Meander miles of stream bank treated. Report the actual length of the treatment, adding lengths of treatment on both sides if treatment was on both sides.
- **HR:** Amount of riparian area treated (acres, including fencing, excluding invasive species treatments) - Total riparian acres treated. Examples of treatment include riparian plantings or protection of the riparian zone with a fence. Report invasive species treatments separately.
- **HR:** Amount of riparian area treated for invasive species (acres) - Acres of invasive plant species treated.
- **HS:** Length of streambank stabilized (miles, count both sides of stream if applicable) - Number of miles of streambank stabilization treatment. Add length treated on both sides when both sides are stabilized. Add one side when one side is treated.
- **HU:** Road length treated (miles) – Miles of road treated in the project, including decommissioning and upgrading.
- **HU:** Sediment volume prevented from entering stream (cubic yards) – Volume of sediment prevented from entering the stream by the project.
- **HU:** Drainage culverts treated (number) – Number of road drainage culverts treated.
- **MD, MO**: Stream sites monitored (number) – Number of stream sites monitored by the project.
- **PI:** Public meetings held (number) – Number of public meetings held during the course of the project.
- **PI:** Public meeting attendees (number) – Number of people attending the public meetings.
- **PL:** Stream length assessed (miles) - Stream length assessed/monitored for habitat condition, water quality, salmonid abundance and productivity in accordance with watershed monitoring strategy.
- **PL:** Road length assessed (miles) – Miles of road assessed by the project.
- **PL:** Stream crossings assessed (number) – Number of stream crossings assessed by the project.
- **PL:** Area assessed (acres) – Acres assessed by the project.
- **PL:** Reports prepared on key management or restoration data (number) – Number of reports prepared by the project on key management or restoration data, information, and needs. These reports could be progress reports, monitoring reports, or final reports associated with research.
- **PL:** Research findings incorporated into abundance-based management regimes (number) - Number of research findings related to Pacific Salmon Treaty incorporated into abundance-based management regimes.
- **PL:** Research findings used in adaptive changes to salmon & watershed programs & policies (number) - Describe the Research, Monitoring and Evaluation findings utilized in adaptive changes to salmon and watershed programs and policies.
- **PL:** Stream length assessed that contains anadromous Pacific salmon (miles) - The number of stream miles surveyed for this plan/assessment that contain anadromous Pacific Salmon.
- **PL:** Stream length assessed that has riparian disturbance (miles) - The number of stream miles surveyed for this plan/assessment that have riparian disturbance, for example landslide, road, parking lot, or vegetation clearing.
- **PL:** Barriers assessed – Number of barriers other than stream crossings assessed by the project.
- **RE:** Hatchery fry/smolt released for the purpose of natural spawning (number fish/year) - Number of hatchery fry/smolt released for the purpose of natural spawning.
- **SC:** Fish screens installed (number) - Number of screens installed.
- **SC:** Fish screens replaced/maintained (number) - Number of screens replaced or maintained.

- **SC:** Quantity of water protected by screens as stated in the water right (acre-feet/year) - Amount of water protected, as stated in the water right in terms of acre-feet per year.
- **SC:** Flow rate at screened diversion from the water right (cfs) - The flow rate at the screened diversion from the water right.
- **SC, WD:** Water flow gauges installed (number) - Number of gauges installed as a part of the project. Water withdrawal projects require a gauge to measure water use.
- **TE:** Workshop/training events (number) - Number of completed workshops/training events within the project.
- **TE:** Participants in workshop/training events (number) - Number of participants in completed workshops/training events within the project.
- **WC, WP:** Amount of water returned to the stream (cfs, not including water maintained in stream) - Flow of water returned to the stream (not including water that is maintained in the stream).
- **WP:** Volume of water leased or purchased (acre-feet/year) - Water volume leased or purchased, in acre-feet.

Quantity: Quantity of the selected measurement. You may only enter quantities in the units listed in parenthesis with the measurement.

Status: Select the status of the measurement from the following list. Enter a new record for each status (rather than changing the Reported record to Actual, there should be two records, one for the Reported value and one for the Actual value).

- Contract – The quantity listed in the Statement of Work.
- Actual – The quantity verified by the contract manager to have been completed by the grantee. Ideally this means seeing it with the contract manager's own eyes, but can mean photo documentation in cases of hard to reach sites. This should be the ENTIRE quantity of work known to have been completed, even if only some of it has been seen by the contract manager in person. Enter ALL of the work that was done or none.

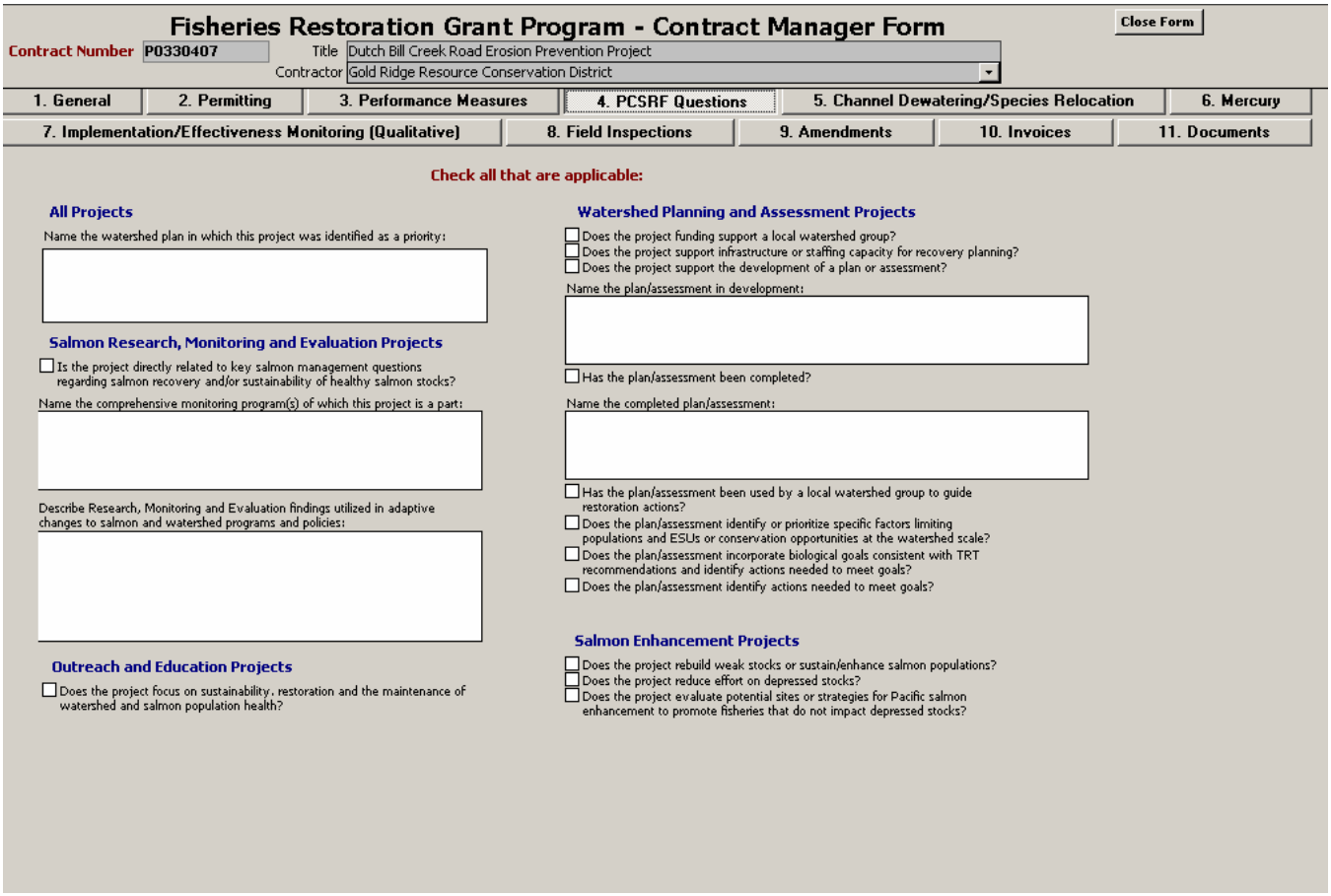
Field Verified? Check this box if you have visited the project site and confirmed that the Actual Performance Measures were completed.

Flow Start Date: This field is only editable when flow measurement categories are chosen. Enter the start date of the reported flow.

Flow End Date: This field is only editable when flow measurement categories are chosen. Enter the end date of the reported flow.

Species: This field is only editable when the rearing measurement is chosen. Enter the species that was release. Enter a new record for each different species reared.

4. PCSRF Questions Tab



Note: PCSRF is the Pacific Coastal Salmonid Recovery Fund, the federal funding source for the FRGP.

Contract Managers should enter all information that applies to their project. In addition, the Outreach and Education Projects question will be evaluated by the Education Coordinator for the state. Likewise, the Research, Monitoring and Assessment questions will be evaluated by the Monitoring Coordinator for the state.

All Projects

Name the watershed plan in which the project was identified as a priority: All projects should be a result of assessing the watershed for limiting factors. The written document/s used as a reference for justifying the work should be cited.

Salmon Research, Monitoring and Evaluation

Is the project directly related to key salmon management questions regarding salmon recovery and/or sustainability of healthy salmon stocks? (yes/no)

Name the comprehensive monitoring program(s) of which this project is a part: Provide the citation for the comprehensive monitoring strategy/program the project is a part of.

Describe Research, Monitoring and Evaluation findings utilized in adaptive changes to salmon and watershed programs and policies: Explain how the project findings have been implemented.

Outreach and Education Projects

Does the project focus on sustainability. restoration and the maintenance of watershed and salmon population health? (yes/no)

Watershed Planning and Assessment Projects

Does the project funding support a local watershed group? (yes/no)

Does the project support infrastructure or staffing capacity for recovery planning? (yes/no)

Does the project support development of a plan or assessment? (yes/no)

Name the plan/assessment in development: Provide a citation for the plan or assessment that is supported by the project.

Has the plan/assessment been completed? (yes/no)

Name the completed plan/assessment: Provide a citation for any completed plans or assessments supported by the project.

Has the plan/assessment been used by a local watershed group to guide restoration actions? (yes/no)

Does the plan/assessment identify or prioritize specific factors limiting populations and ESUs or conservation opportunities at the watershed scale? (yes/no)

Does the plan/assessment incorporate biological goals consistent with Technical Recovery Team recommendations and identify actions needed to meet goals? (yes/no)

Does the plan/assessment identify actions needed to meet goals? (yes/no)

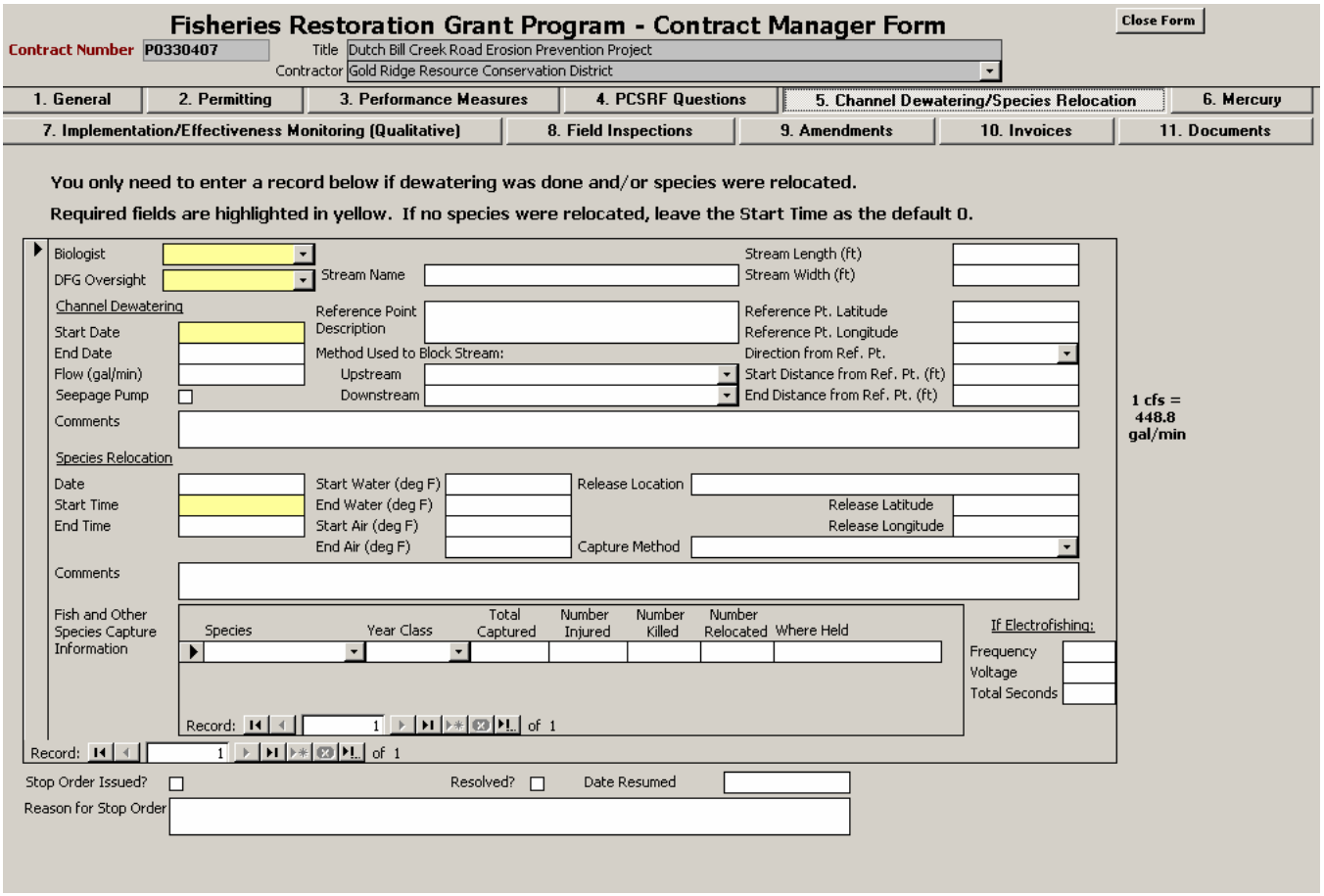
Salmon Enhancement Projects

Does the project rebuild weak stocks or sustain/enhance salmon populations? (yes/no)

Does the project reduce effort on depressed stocks? (yes/no)

Does the project evaluate potential sites or strategies for Pacific salmon enhancement to promote fisheries that do not impact depressed stocks? (yes/no)

5. Channel Dewatering/Species Relocation Tab



Enter a new record for each dewatering and/or species relocation event, such as if dewatering is done in consecutive years. You can enter more than one record for the same date, if more than one channel activity was performed on the same day. For this to work, you must enter a different start time for each event. If no dewatering or species relocation was done, you do not need to enter anything on this tab.

Required fields are highlighted in yellow. The Start Time has a default value of zero. If no species were relocated, leave the Start Time as zero.

Biologist: Select the name of the biologist responsible for the channel dewatering/species relocation activity from the drop-down list. This person does not necessarily work for DFG. To find a person, start typing their last name, and then view the drop-down list to find the correct record. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new name to the list.

DFG Oversight: Select the name of the DFG staff person who is responsible for overseeing the channel dewatering/species relocation activity. To find a person, start typing their last name, and then view the drop-down list to find the correct record. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new name to the list.

Stream Name: Name of the stream that is being dewatered and/or from which fish are being relocated.

Stream Length (ft): Length of the section of the stream that was dewatered and/or from which fish were taken.

Stream Width (ft): Average width of the section of the stream that was dewatered and/or from which fish were taken.

Channel Dewatering

Start Date: The date on which the dewatering activity was begun.

End Date: That date that water was returned to the stream channel.

Flow (gal/min): Average stream flow at area of dewatering.

Seepage Pump: Check the box if a seepage pump was employed.

Reference Point Description: Describe the point of reference selected for the dewatered area.

Method Used to Block Stream: Select the method used to block the stream.

Upstream:

- Block net
- Coffer dam
- Dry channel
- Hardware cloth

Downstream:

- Block net
- Coffer dam
- Dry channel
- Hardware cloth
- Silt fence

Reference Pt. Latitude: Latitude of the reference point in decimal degrees.

Reference Pt. Longitude: Longitude of the reference point in decimal degrees.

Direction from Ref. Pt: Direction (Upstream or downstream) from the reference point where the event took place.

Start Distance from Ref. Pt. (ft): Distance from reference point to the start (upstream end) of the dewatered area.

End Distance from Ref. Pt. (ft): Distance from the reference point to the end (downstream end) of the dewatered area.

Comments: Enter any further information about the dewatering event.

Species Relocation

Date: The date of the relocation activity.

Start Time: The time that the relocation activity started, using 24 hour standard notation (without colon).

End Time: The time that the relocation activity ended (when the fish or other species were released), using 24 hour standard notation (without colon).

Start Water (deg F): The temperature of the water where the fish or other species were captured, in degrees Fahrenheit.

End Water (deg F): The temperature of the water where the fish or other species were released, in degrees Fahrenheit.

Start Air (deg F): The temperature of the air where the fish or other species were captured, in degrees Fahrenheit.

End Air (deg F): The temperature of the air where the fish or other species were released, in degrees Fahrenheit.

Release Location: Describe the location where the fish or other species were released.

Release Latitude: Latitude in decimal degrees of the location where the fish or other species were released.

Release Longitude: Longitude in decimal degrees of the location where the fish or other species were released.

Capture Method: Select the method used to capture the fish or other species.

- Electrofishing
- Seine netting

Comments: Enter any additional information about the species relocation event.

Fish and Other Species Capture Information

Species: Select the species captured from the drop-down list. Enter a new record for every species captured. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new species to the list. If more than one year class of a species is captured, enter multiple records for that species, each with a different year class assigned.

Year Class: The year class of the fish captured.

Total Captured: Total number of fish or other species captured.

Number Injured: Number of captured fish or other species that were injured.

Number Killed: Number of captured fish or other species that were killed.

Number Relocation: Number of captured fish or other species that were relocated.

Where Held: Where fish or other species were held before being released.

If Electrofishing

Frequency: Frequency used for electrofishing. Enter 0 if using DC.

Voltage: Voltage used for electrofishing (average voltage if it changes during charge).

Total Seconds: Total seconds of charge.

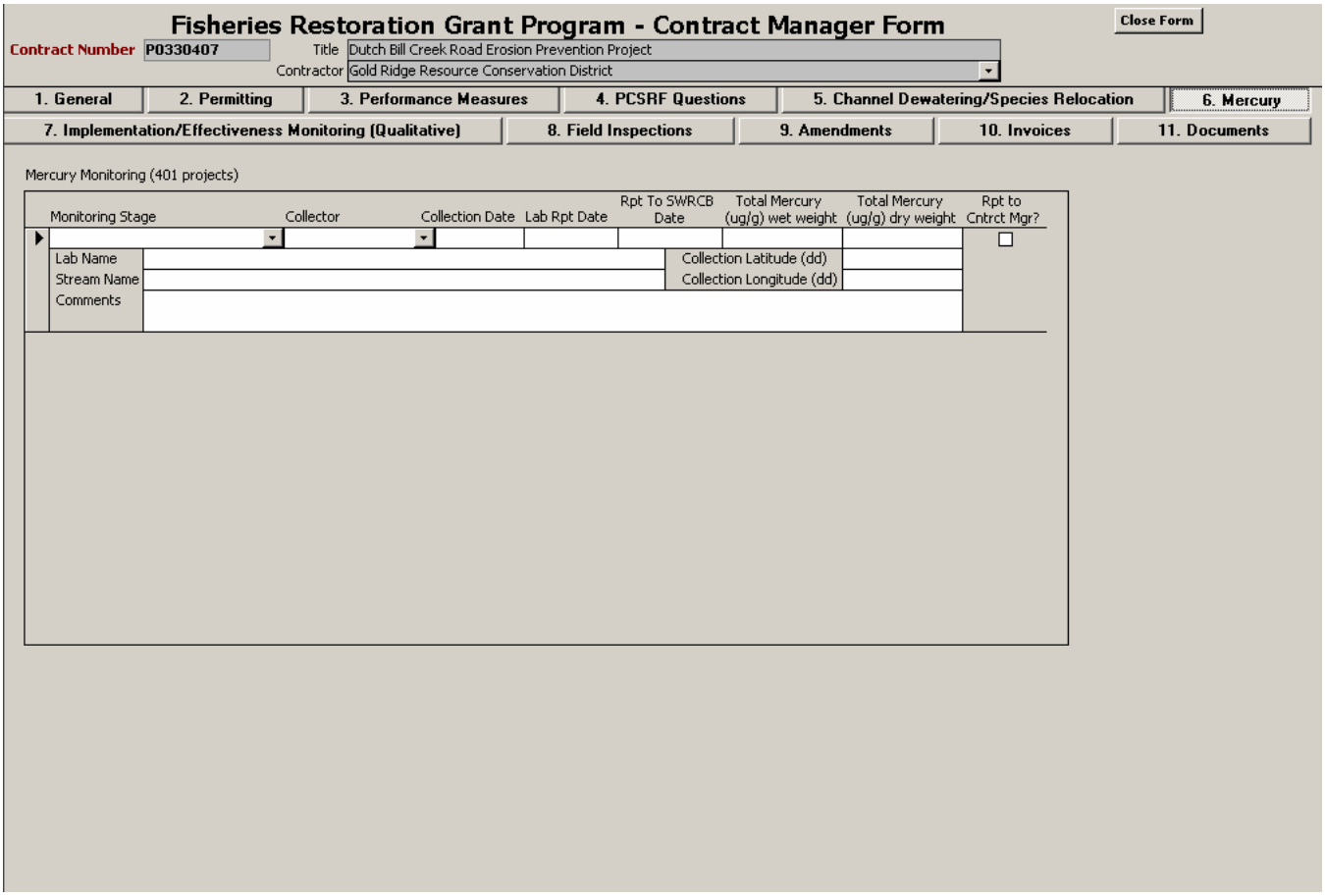
Stop Order Issued? Check the box if a stop order was issued for this project.

Resolved? Check the box if the problem (reason for the stop order) was resolved.

Date Resumed: Enter the date that work resumed on the project once the stop order was resolved.

Reason for Stop Order: Briefly describe the reason the stop order was issued.

6. Mercury Tab



Mercury monitoring data are required for some projects under the 401 permit.

Monitoring Stage: Select from the following list:

- Pre-project – Mercury level in the water before the project starts.
- Post-project (immediate) – Mercury level in the water immediately after the project ends.
- Post-project (1 year) – Mercury level in the water one year after the project ends.

Collector: Select the name of the person who collected the sample. To find a person, start typing their last name, and then view the drop-down list to find the correct record. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new name to the list.

Collection Date: Date the sample was collected.

Lab Rpt. Date: Date on the lab report.

Rpt. To SWRCB Date: Date the report was submitted to SWRCB.

Total Mercury (µg/g) wet weight: Total mercury (wet weight), reported in micrograms per gram.

Total Mercury (µg/g) dry weight: Total mercury (dry weight), reported in micrograms per gram.

Lab Name: Name of the laboratory that analyzed the sample.

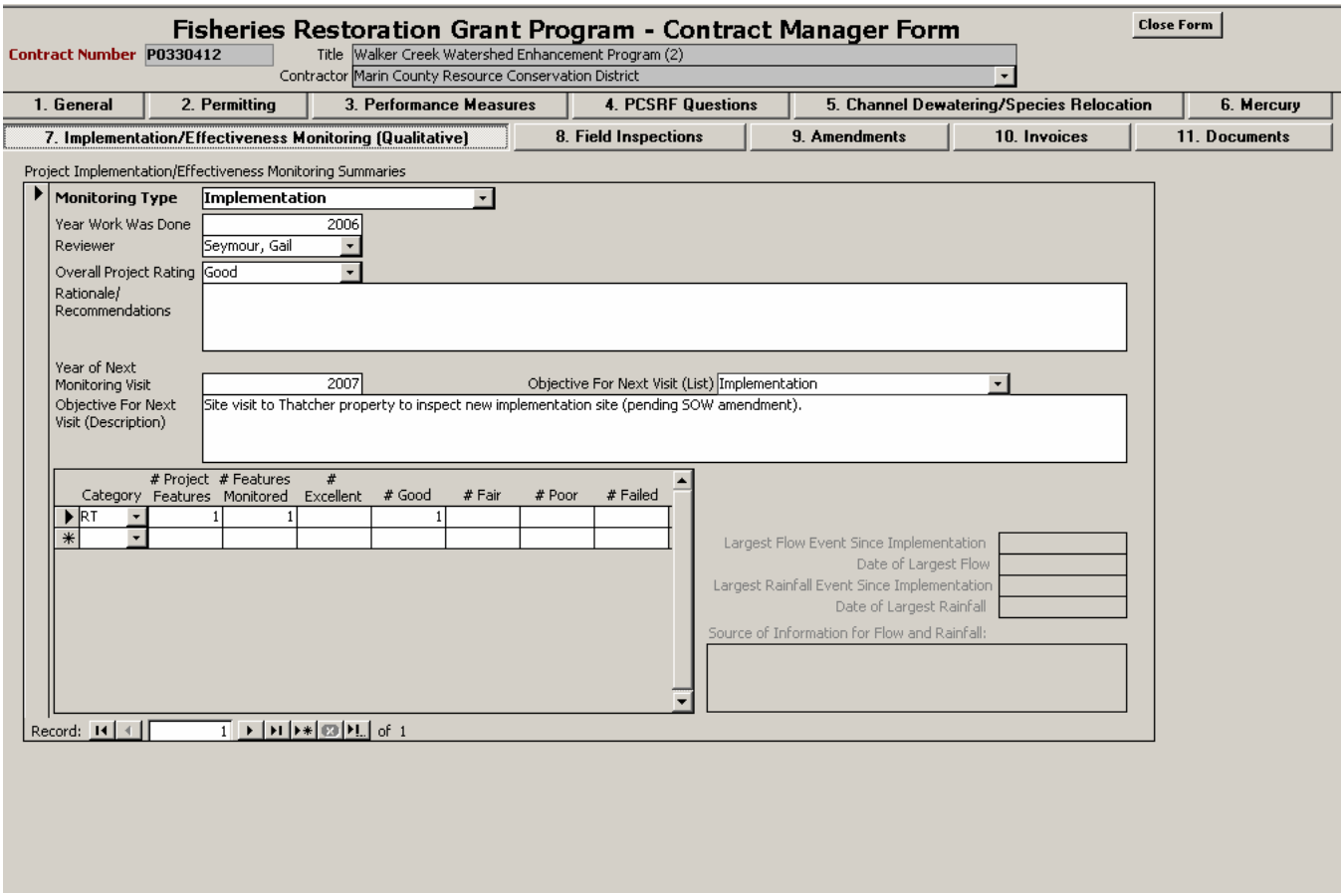
Stream Name: Name of the stream from which the sample was collected.

Collection Latitude (dd): Latitude in decimal degrees of the site where the sample was collected.

Collection Longitude (dd): Longitude in decimal degrees of the site where the sample was collected.

Comments: Enter any additional information about the sample.

7. Implementation/Effectiveness Monitoring (Qualitative) Tab



This tab is used to enter summary data for both implementation and effectiveness monitoring.

Monitoring Type: Select whether the monitoring information in the record is for:

- Pre-treatment Effectiveness
- Implementation
- Post-treatment Effectiveness

Year Work Was Done: Enter the year in which the monitoring review was performed. Multiple records for the same Monitoring Type can be entered, as long as they are in different years.

Reviewer: Select the name of the person conducting the monitoring review. To find a person, start typing their last name, and then view the drop-down list to find the correct record. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new name to the list.

Overall Project Rating: Select from the following ratings. The overall rating should be derived from the individual ratings by category described below.

- Excellent
- Good
- Fair
- Poor

- Failed

Rationale/Recommendations: Explain the rationale behind the overall project rating. Make recommendations for improvements to the project features if the rating is less than Excellent.

Year of Next Monitoring Visit: Year that the project site(s) will be visited next.

Objective for Next Visit (List): Select the objective of the next monitoring visit to the site.
- Implementation
- Short-term Effectiveness
- Long-term Effectiveness

Objective for Next Visit (Description): Explain the objectives for the next visit.

Ratings By Category

Category: Rate the project features for each different category of work in the project. Select from the following list:
- CD – Stream Crossing Decommission
- CU – Stream Crossing Upgrade
- EC – Erosion Control/Slope Stabilization
- FP – Fish Passage Improvement
- FS - Fish Screening of Diversions
- IN – Instream Treatments
- LU – Land Use Control/Easements
- RD – Road Segment Decommission
- RT – Revegetation Treatments
- RU - Road Segment Upgrade
- SF – Streamflow Treatments
- ST – Streambank Stabilization Treatments
- VC – Vegetation Control

 # Project Features: Total number of features in the above category for the project.

 # Features Monitored: Number of features reviewed during this site visit.

 # Excellent: Number of features receiving an Excellent rating (see definition above).

 # Good: Number of features receiving a Good rating (see definition above).

 # Fair: Number of features receiving a Fair rating (see definition above).

 # Poor: Number of features receiving a Poor rating (see definition above).

 # Failed: Number of features receiving a Failed rating (see definition above).

Largest Flow Event Since Implementation: This field is only editable when the Effectiveness monitoring type is selected. Enter the size (in cfs) of the largest flow event encountered at the site since the project was implemented.

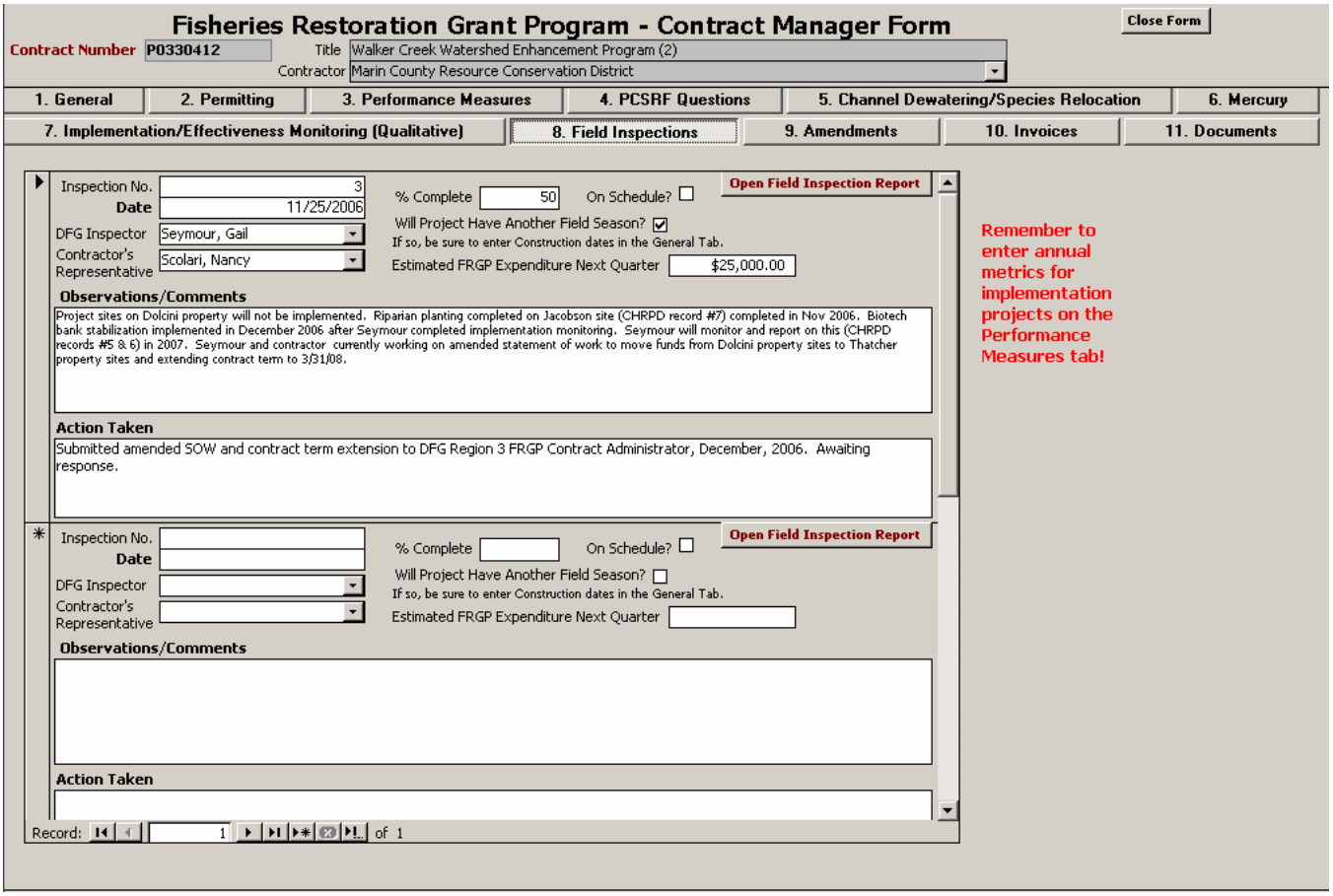
Date of Largest Flow: This field is only editable when the Effectiveness monitoring type is selected. Enter the date on which the largest flow event occurred.

Largest Rainfall Event Since Implementation: This field is only editable when the Effectiveness monitoring type is selected. Enter the quantity (in inches) of the largest rainfall event to occur at the site since project implementation.

Date of Largest Rainfall: This field is only editable when the Effectiveness monitoring type is selected. Enter the date on which the largest rainfall event took place.

Source of Information for Flow and Rainfall: This field is only editable when the Effectiveness monitoring type is selected. Describe the source of the above flow and rainfall data.

8. Field Inspections Tab



A Field Inspection record should be entered any time information about the project is updated. This may include, for example, updates to the performance measures, project status or monitoring. It is also appropriate to enter monitoring visits here, and to continue to enter project update information after the project is closed.

Inspection No: Inspection number for this project.

Date: The date on which the project site(s) were visited.

DFG Inspector: Select the name of the DFG manager who conducted the site visit. To find a person, start typing their last name, and then view the drop-down list to find the correct record. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new name to the list.

Contractor's Representative: Select the name of the contractor's representative who was present at the time of the site visit. To find a person, start typing their last name, and then view the drop-down list to find the correct record. Contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add a new name to the list.

% Complete: Enter the percentage of the project tasks that had been completed at the time of the site visit.

On Schedule? Check the box if the project is progressing on schedule.

Will Project Have Another Field Season? Check this box if the project will continue into the next year. If the box is checked, be sure to enter Work Window dates in the General Tab.

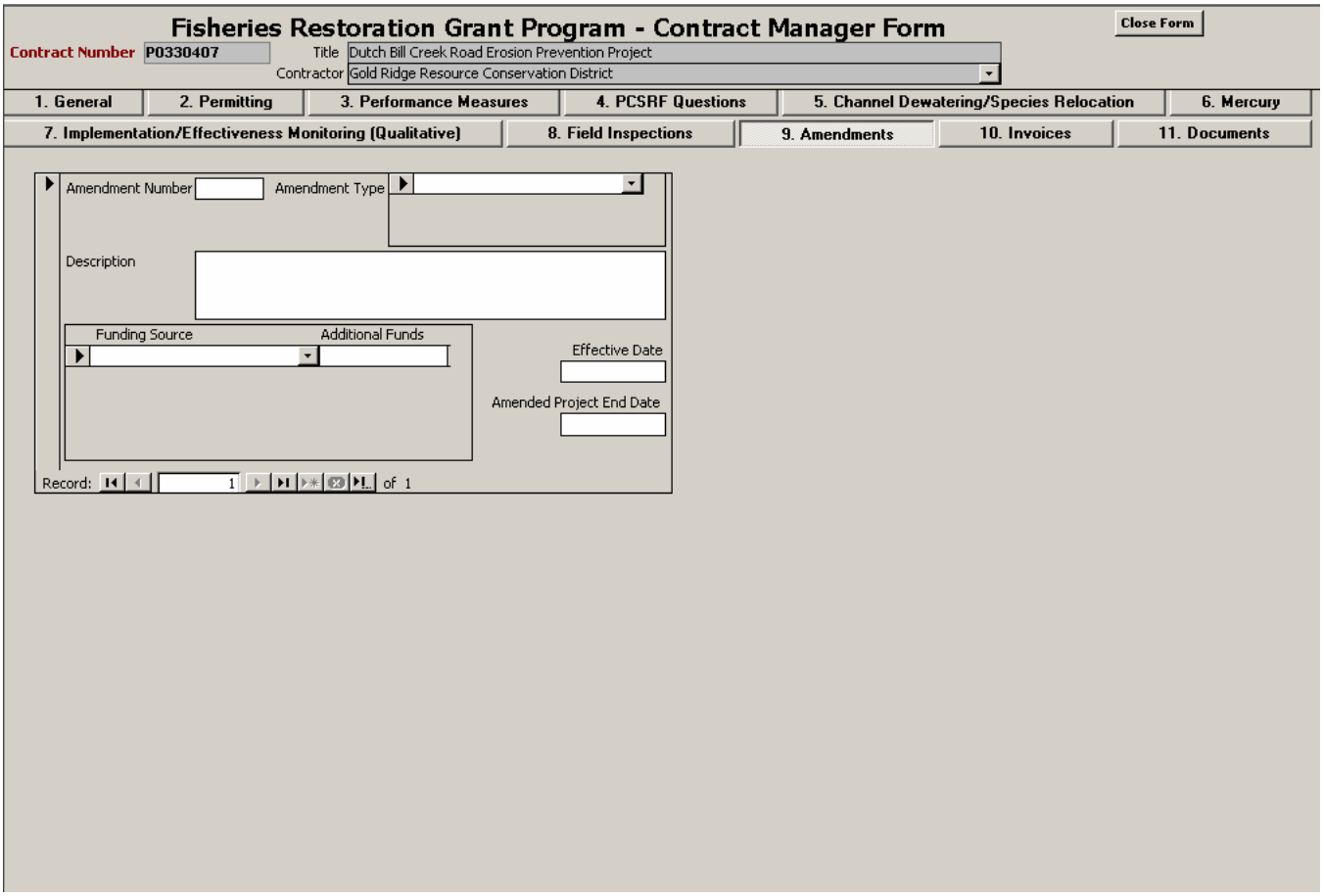
Estimated FRGP Expenditures Next Quarter: Estimated amount that the project will be invoicing in the next quarter. This information is used for quarterly audits for state funding sources.

Observations/Comments: Describe the status and quality of the project at the time of the site visit. If the project is behind schedule, explain why.

Action Taken: Describe any actions taken as a result of information gained from site visit or other project inspection.

Open Field Inspection Report: Click on this button to open a printable version of the field inspection data.

9. Amendments Tab



The fields on this tab are not editable. Amendment information will be entered by Contract Administrators. The data are included in this form for your reference.

Please note:
When a contract is amended to add the scope, funds and time of a new proposal that went through the entire proposal review process, the amendment is entered as a new record in the database, and assigned a contract number indicating that it is an amendment (for example P0000000-1). Nothing is entered on the amendments tab.

When a project is amended for extensions of time, funds or scope of work, but not based on a new proposal, the amendment is entered on the Amendments tab in the database and no new record is created.

Amendment Number: Number of the amendment.

Amendment Type: Select from the following options. Enter as many as apply.

- Change in scope
- Change in time
- Change in budget

Description: Describe the changes to the contract made by the amendment, and why they were made. If the amendment changes the project scope, be sure to also update the Actual Description field on the General Tab.

Effective Date: Date on which the amendment goes into effect (the date on the amendment).

Amended Project End Date: If the amendment extended the closing date of the contract, enter the new end date.

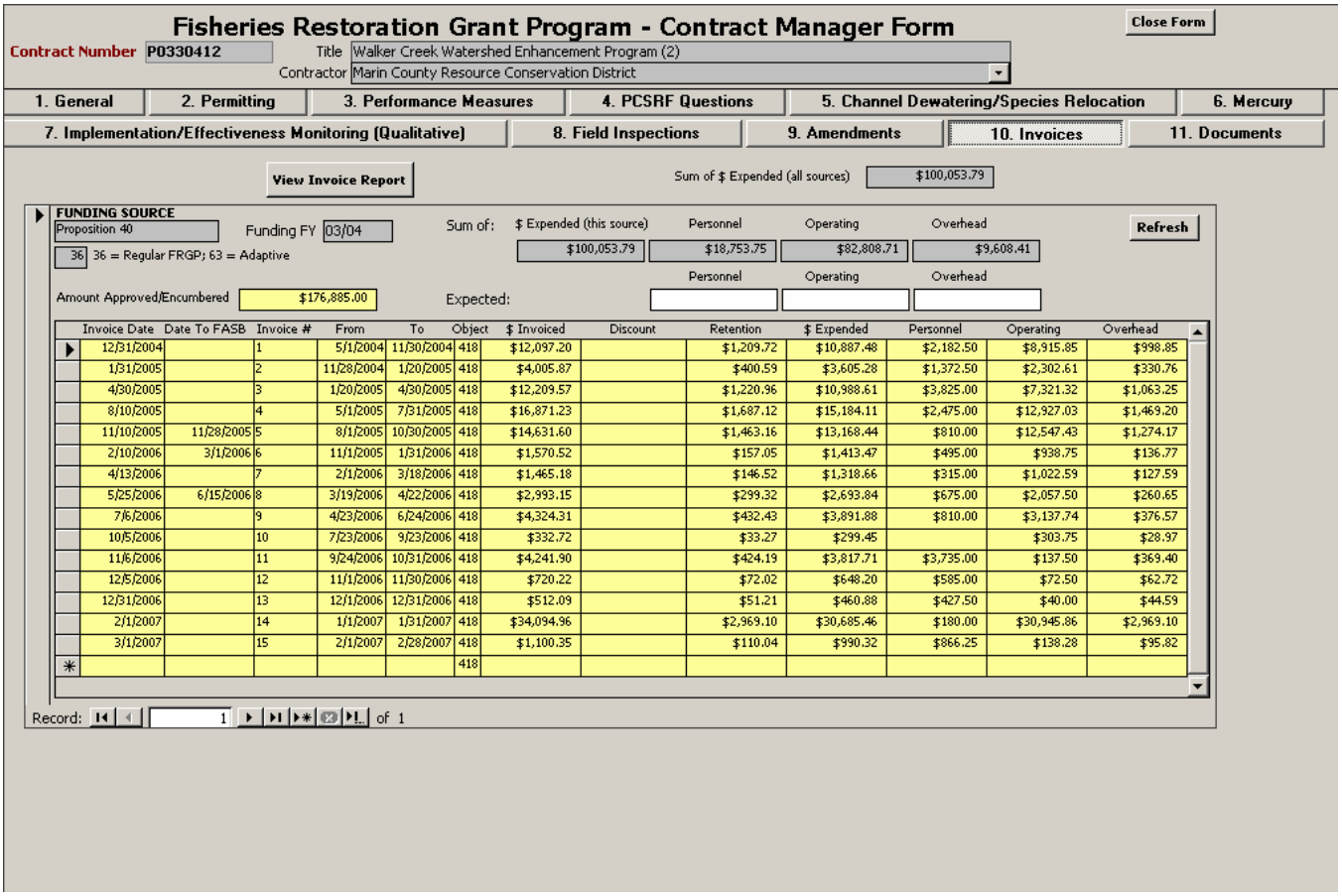
Funding Information (if amendment encumbers new funds)

Funding Source: Select the source of additional funds from the drop-down list.

- CCSRP (federal funding)
- General Fund
- Proposition 13
- Proposition 40
- Salmon Stamp (S/S)
- SB 271
- Steelhead Report Card
- WCB

Additional Funds: Enter the amount of the additional funds added to the contract.

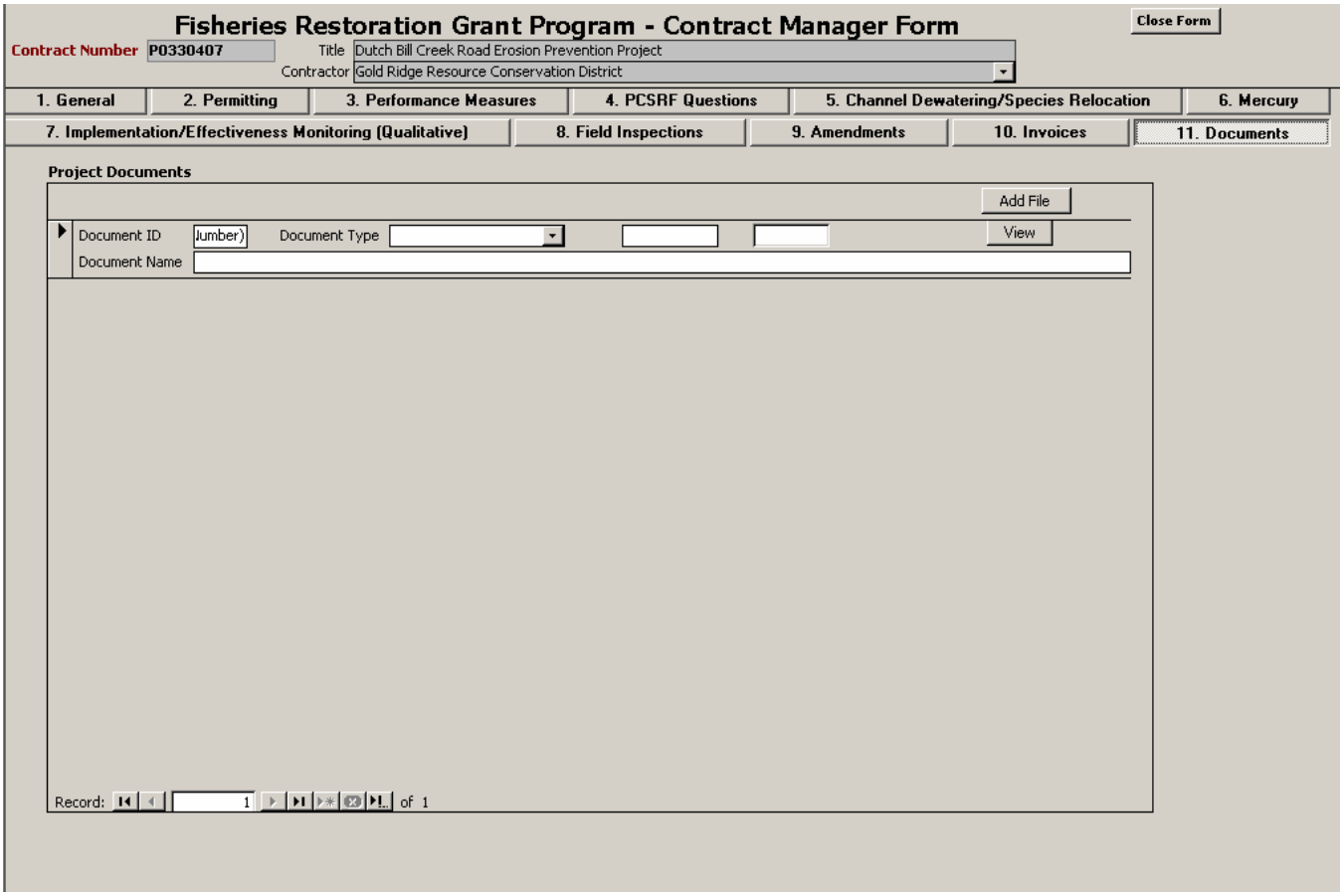
10. Invoices Tab



The fields on this tab are not editable. Invoice information will be entered by Contract Administrators. The data are included in this form for your reference.

To view, save or print a complete list of invoices for the project, click on the "View Invoice Report" button.

11. Documents Tab



This tab allows you to upload documents related to the project so that everyone can access them through the database. It is preferred that documents be uploaded in PDF format.

Click on the "Add File" button to upload a document, and select the document you would like to upload once the explorer window opens.

Click on the "View" button to open a document that is listed for the project.

Document ID: This number is automatically assigned by the database and is unique to a document.

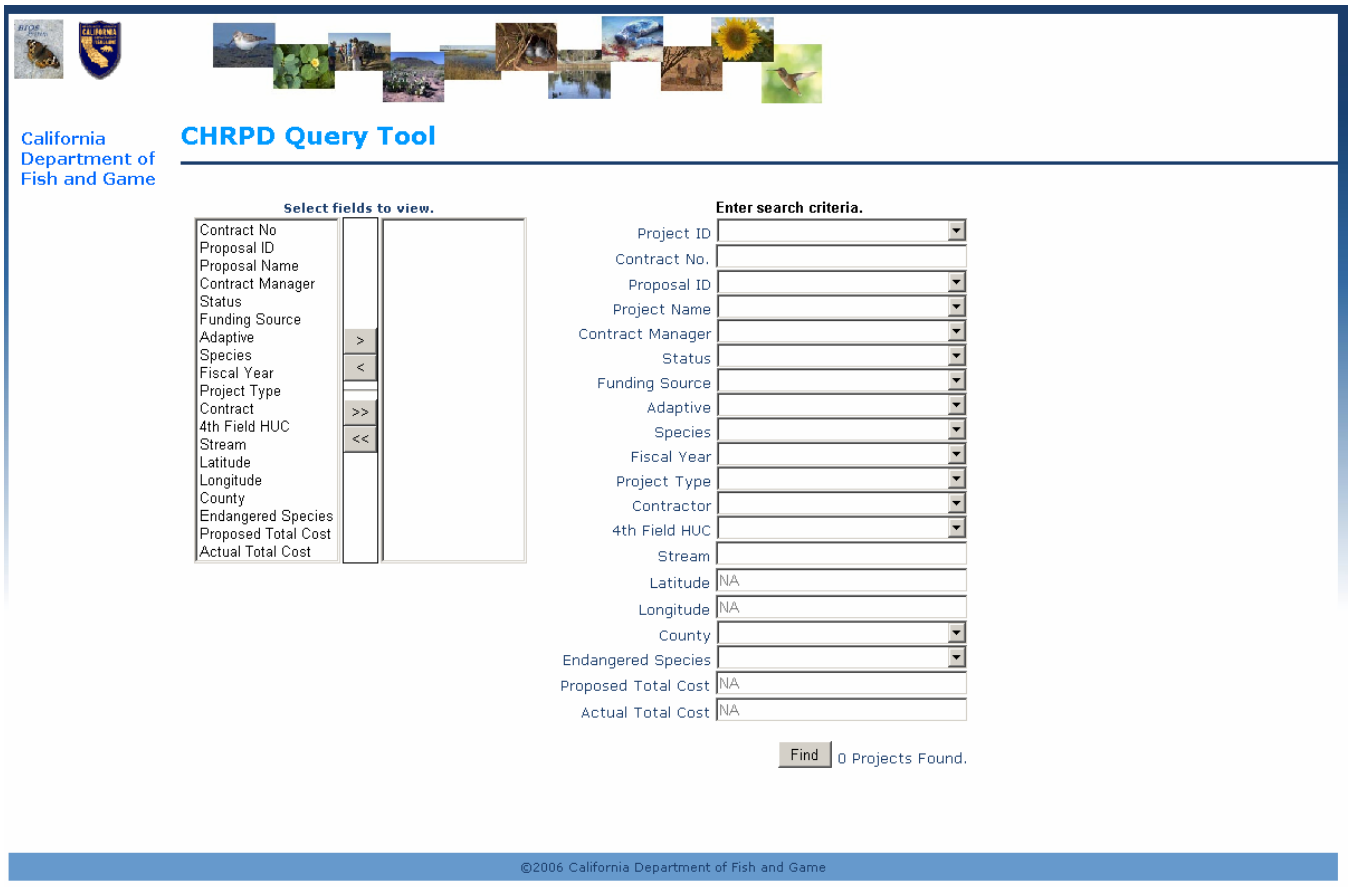
Document Type: Select from the following list. Please contact Robin Carlson (415-242-5784, rcarlson@dfg.ca.gov) to add an item to the list.

- Amendment
- Closeout Sheet
- Contract
- Deliverable
- Field Inspection Form
- Final Report
- Implementation Monitoring Checklist
- Implementation Monitoring Summary

- Map
- Photo
- Post-treatment Effectiveness Monitoring Checklist
- Post-treatment Effectiveness Monitoring Summary
- Pre-treatment Effectiveness Monitoring Checklist
- Pre-treatment Effectiveness Monitoring Summary
- Progress Report
- Proposal

Document Name: Enter the name of the document.

Custom Query Form



This form allows you to search the database using one or multiple parameters. You can also specify which fields you would like to show in the output table. Once you've run a query, you can export the data to other formats for analysis or formatting.

To use the query:

- Enter as many search criteria as you would like in the fields on the right side of the page.
- Using the box on the left side of the page, transfer the fields you would like to see in the query output.
- Click the Find button. The results will show in the bottom window. The text to the right of the Find button will tell you how many records were found.
- Click the Export Data button to export your data to another format. A dialog box will open that will allow you to choose the new format, name the file, and specify where it is saved.