

## 319 Project Management Database Manual

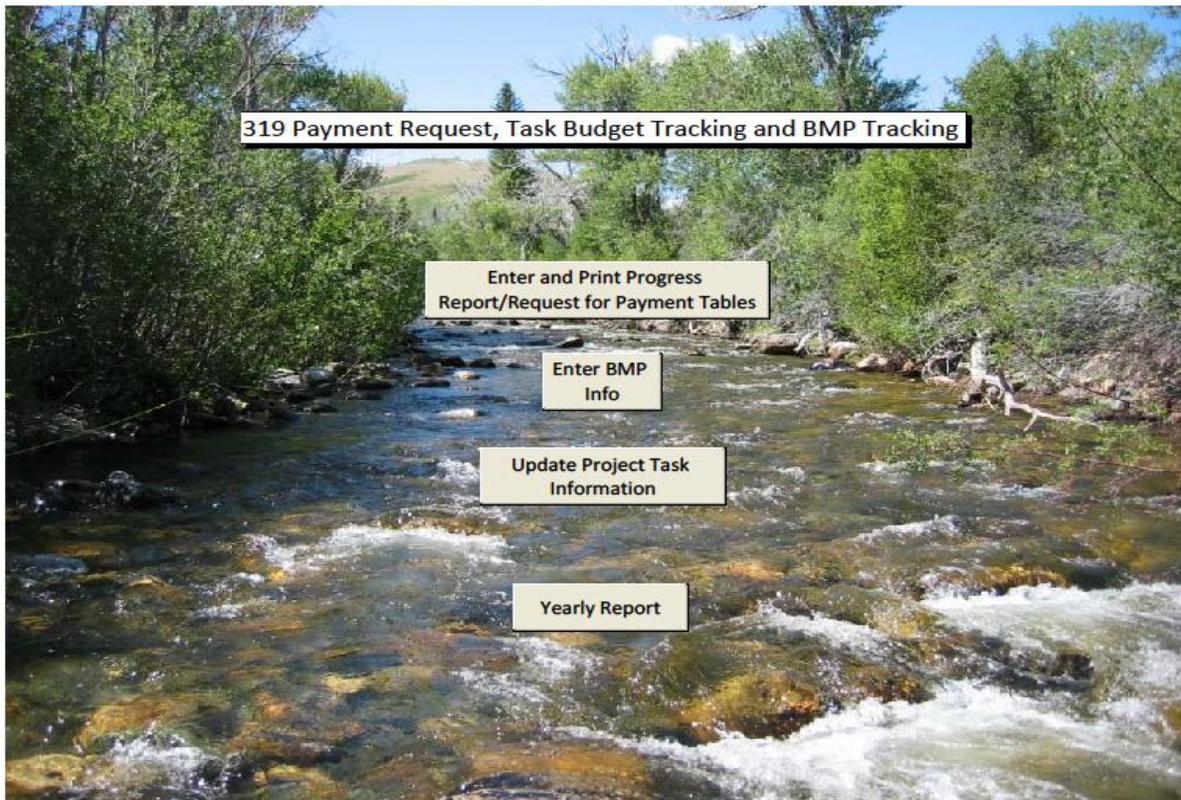
Version 2: February 2014

The 319 Project Management Database is a standalone Access Runtime product which should allow you to create the reports WDEQ needs involving your Section 319 project grant. The program is provided on a CD which may auto-load upon insertion into the disc drive. Follow the directions which appear on the screen for installation. Should auto-load not occur, the following directions should allow the installation to begin.

1. Open "My Computer".
2. Navigate to the Drive where the CD has been loaded ( Usually D: ).
3. Left Click or Double Click the mouse to open the drive.
4. Left Click or Double Click on "setup.exe" and follow directions as they appear.

Once the program is loaded an icon that looks like two books named "319Project" should appear on your desktop which can be used to start the application. The icon can be changed or renamed without any detrimental consequences.

Clicking on the desktop icon should start the program and bring the Start menu onto your screen as shown below.



From this menu, there are four clickable buttons taking you to that area of the program. Each area will be explained in further detail below.

Enter and Print Progress Report/Reimbursement Request Budget Tables

This section provides entry for and then prints all of the information needed for a reimbursement request (payment request) along with updates on progress including all BMPs started or finished within the time period of the request. Clicking on the button in the main start menu brings up a screen similar to the following.

ID	Period	Start Date	End Date	Date Submitted	
16	Fourth Quarter 2011	10/1/2011	12/31/2011	1/5/2012	<input checked="" type="radio"/>
17	First Quarter 2012	1/1/2012	3/31/2012		<input type="radio"/>
18	Second Quarter 2012	4/1/2012	6/30/2012		<input type="radio"/>
19	Third Quarter	6/30/2012	9/30/2012		<input type="radio"/>
(New)					<input type="radio"/>

Initially your Form will be blank with (New) in the ID field. Begin by typing a descriptive title for the time frame of your payment request in the Period box and indicate the start and end dates for the period in their respective boxes. The circular button to the right of the table indicates which one of the possible payment request periods that you will be taken to edit or print when you click on one of the two buttons at the bottom. Click on the circle for the entry you have just created and the solid dot should show up in that circle. Click on the "Edit Payment Request" button to begin entering information about the request. You may edit any period that you have created by clicking on the circle next to it so that the solid dot shows up in the correct spot for that period. The following screen appears after clicking on the "Edit Payment Request" button.

Period: Fourth Quarter 2011  
 StartDate: 10/1/2011 EndDate: 12/31/2011

TaskReportForm

Task 1 Project Administration

	Federal 319 Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Other Federal Funds
Personnel	\$100.00	\$140.00	\$300.00	\$0.00
Supplies/Equipment	\$10.35	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Indirect	\$0.00	\$0.00	\$0.00	\$0.00

Payment Justification and Accomplishments  
 Submitted reimbursement request and completed annual report for GRTS.

Exit Edit

Next Task Previous Task

Record: 1 of 6 No Filter Search

The period, start and end date will appear at the top and may be edited here if desired. You CAN NOT change to a different period from this screen, however. To do that, use the “Exit Edit” button to return to the previous screen.

In the “TaskReportForm” area you will see your Task 1 listed with a table for entry of the funds expended for this period. These will all be \$0.00 initially. Change them as necessary, but **do not leave any of them blank**. In other words, the table should contain either \$0.00 or the amount you spent for the task in each entry area. In the “Payment Justification and Accomplishments” area, you may enter any and all information associated with this task for this period. This will include a description of the activities accomplished, time spent on activities and supplies or equipment purchased with the funds being requested. Carriage Returns are permissible so that you can do some formatting within the area. Any information that you would regularly add to your reports would be entered here. A slider bar will appear on the right of the area if you fill it up so that you can enter as much information as is necessary. Clicking “Next Task” or “Previous Task” will take you to the designated task. If you happen to click the “Previous Task” from Task 1, an error message will pop up which may be cancelled without further harm. Enter in information for all applicable tasks for that pay period. When finished editing, simply click “Exit Edit” to return to the Payment Request page. From this page you may either edit another period or print a payment request.

To print a payment request, click on the “Print Payment Request” button. Three tabs will appear at the top of the window containing the payment reports. Click through all three tabs to see if the information

looks accurate. If it is accurate, use your printer controls to print each report out and send them to WDEQ. If not accurate, click on the X for each tab at the far right on the same line as the tabs and edit the request again. Mail WDEQ the voucher with an original signature, the payment request tables, the BMP table and all supporting documentation such as receipts, invoices, timesheets, etc. (see Project Sponsor Guidance Manual also for more information about submitting reimbursement requests).

Enter BMP Info

The BMP information is really at the heart of what WDEQ needs for reporting to the EPA! Understanding what BMPs are implemented and when they are implemented helps WDEQ document to EPA and Congress on an annual basis the positive environmental impacts our projects are making. Much of the information entered into the database helps WDEQ use predictive models to estimate the pollutant load reductions that are attributable to our projects when actual water quality data are not available. Any and all BMPs funded by the 319 grant, associated non-federal match, or other federal funding associated with the project should be entered on the BMP entry page which is shown below. Please note that latitude/longitude and QQ/S/T/R location information for BMPs is NOT required; however, you can enter this information if you choose to. We are asking, at a minimum, that the HUC12 where the BMP is implemented be provided, as this information will help us evaluate load reductions associated with impaired waterbodies.

**BMP ENTRY**

All of these fields will allow null entries. However, BMP Name, DateStarted, DateFinished and HUC 12 as well as costs should be filled out at minimum. If a field is not applicable, it may be left blank. Please, fill in as much as you can.

BMP Name: Riparian Fencing      Comments: Fenced an average of 20 feet from upper terrace along the creek. Creek bank had some sloughing and hoof shear. Bank averaged about 1.5 feet from water surface to a flat flood plain with about 75% slope and 50% cover.

DateStarted: 10/1/2011      DateFinished: 12/1/2011

HUC 12: 107012312245      Drainage: Large Creek

Latitude and Longitude in Decimal Degrees  
 Latitude: 41.1112      Longitude: -106.65345

Township: 42N      Range: 76W      Section: 13      QuarterQuarter: NWNW

Affected Area: 2000      Units: Feet

Number of Animals Affected: 200      TypeOfAnimals: Cattle

Feet of Streambank Restored: 1220      Acres Wetland Created: 3

DistanceFromStream: 50      Units: Feet

MatchCost: \$5,000.00      319 Fed Cost: \$5,000.00      Other Fed Fund Cost: \$1,000.00

Pollutants - Always enter the targeted pollutant's name(s) and enter estimates for load reduction only if available.

BMP #	TargetedPollutant	EstimatedLoadReduction	LoadUnits	Model
5	Nitrogen	3000000	Pounds/yr	STEPL
5	Sediment	110	Tons/year	BANCS
5	Phosphorus	1.233	lbs/year	STEPL
5	E. coli	1.11111111111111E+40	MPN/yr	Exp. Measurement
*	5			

Record: 1 of 4      No Filter      Search

Next BMP      Previous BMP      NEW BMP      Exit

Not all of the fields shown need to be populated. Some may not even pertain to your project. At a minimum, please fill out the "BMP Name" as any descriptive name for the BMP; "DateStarted" as the

day the project was started; "DateFinished" only after the project is finished as the day it was finished; HUC12 where the project is located; "MatchCost" as the amount spent on the project used as match for the grant; "319 Fed Cost" as the amount of 319 monies spent on the project; and "Other Fed Fund Cost" as the amount of any other federal funds used for the project if there were any. (WDEQ will provide a map showing HUC12's in the area so that the HUC12 number for the project can be located). The Pollutants subform will not actually appear until information has been entered into the "BMP Name" field. It would be extremely helpful to enter the "TargetedPollutant"(s) in that subform. As many pollutants as the BMP is meant to address may be entered here.

This form will always open on a blank BMP page so that you may enter a new one. To access other BMPs that were already entered, the "Previous BMP" button may be used while "Next BMP" will go forward in the BMP entries. If the end of the BMP list is reached in either direction, a small error window will pop up which may be closed without problems. To enter a second or third new BMP after entering the first one, simply click on the "New BMP" button.

Here are some additional tips for entering BMP information:

- "Latitude" and "Longitude" for the project may be entered but **are not required**. If entered, please use decimal degrees.
- The "Township", "Range", "Section" and "Quarter/Quarter" fields may be filled out but **are not required**.
- The "Affected Area" along with "Units" is extremely helpful information. This could include the miles of fence put up, the acres of a feedlot moved off of a stream, the acres that a filter strip provides protection for, etc.
- The "Number of Animals Affected" is important for corral relocations, offsite watering sources, fencing or any other project where animals have been excluded from the water ( i.e. 2 horses or 100 cows)
- The type of animal, i.e. horses or cows, would be entered in "TypeofAnimals". Only one type of animal can be entered per BMP so enter the one most affected by the BMP.
- "Feet of Streambank Restored" is a direct EPA database input and would be used any time streambanks are being restored, protected, planted or modified in any way to help maintain streambank stability.
- "Acres Wetland Created" is again an EPA database input and should be entered if any net increase in wetlands occurs due to the project.
- "DistanceFromStream" is useful in septic tank replacements, corral movements, irrigation improvements or any project which is not right on the streambanks themselves.
- The "EstimatedLoadReduction" and "LoadUnits" may be entered anytime you have reasonable calculations resulting in a value or direct measurements based on a before and after, above and below sampling program for the BMP.
- "Comments" are for your use and can contain anything you feel is of value. A slider will appear if you fill up the area provided and the space should be large enough for as much information as you would like to enter.

**It is important to keep the BMP information current, especially the dates started and finished as these dates are used to report BMPs for both Payment Requests and Yearly Reports.**

When finished entering BMPs, click "Exit" to return to the main menu.

Below is a table providing some examples of what type of information might be entered for some typical BMPs.

<b>BMPs</b>	<b>Affected Area</b>	<b>Number and Type of Animals</b>	<b>Feet of Stream bank Restored</b>	<b>Acres of Wetland Created</b>	<b>Distance from Stream</b>	<b>Comments</b>
<b><u>Hydromodification</u></b>						
Rip rap, Revegetation, Armoring of any kind on stream bank			Linear feet along the bank affected, count both banks			Indicate previous condition of stream bank
Grade Control or Drop Structures						Number of structures and vertical drop
Impoundments	Area drained to the impoundment			Size of wetland formed around		Could indicate on or off channel
<b><u>Urban</u></b>						
Detention Ponds, Wetlands	Area drained to the impoundment			Size of any wetland formed		
Infiltration, Filtration areas	Area drained to feature					
Erosion Control	Area controlled					
<b><u>Grazing</u></b>						
Alternate Water Source, Shading	Area of affected pasture	Number and type of animals in pasture			Distance from edge of pasture to stream	
Prescribed Grazing	Area of managed grazing	Number and type of animals in area			Distance from edge of area to stream	
Stream Crossing	Area of pasture near crossing	Number and type of animals in pasture				

<b>BMPS</b>	<b>Affected Area</b>	<b>Number and Type of Animals</b>	<b>Feet of Stream bank Restored</b>	<b>Acres of Wetland Created</b>	<b>Distance from Stream</b>	<b>Comments</b>
Manure Management	Area manure has been removed from	Number and type of animals creating manure			Distance from edge of area where manure is removed to stream	
Fencing	Length of fence	Number and type of animals fenced out	Possibly length of stream bank benefiting from fence		Distance fence is from stream (on average)	Possibly give condition of stream bank
Riparian Buffers	Area buffered					
<b>Cropland</b> most BMPs such as Contour, Strip, Swales, etc.	Area affected by BMP				Distance from edge of field to stream	

#### Update Project Task Information

This button is only needed if there is a change in the name of your project or task monies are shifted. This would only occur if there is a budget and/or scope of work amendment to your cooperative agreement. If a new task is added through an amendment, please inform Jennifer Zygmunt (307-777-6080) as a modification to your program will be necessary.

Important dates and the name of your project officer are included on this form.

You are welcome to enter the form and can certainly add any comments you would like in the fields provided there. Please try not to change any of the other fields unless necessary!

#### Yearly Report

Each year your project is in effect, a yearly report must be submitted which WDEQ enters into an EPA database. This report should be sent to WDEQ by December 15<sup>th</sup> so that it can be entered by the end of the year. Clicking the “Yearly Report” button takes you to a screen where you may enter the year that the report covers and the preparer of the report (you probably). Then click on the “Yearly Report Entry” button.

YearForReport: 2011

Preparer: Jeff Clark

Overall Accomplished: We accomplished everything we wanted to.  
 4 AFOs moved off stream.  
 2 miles of fencing along riparian areas.  
 2 water crossings created.  
 4 offstream watering areas created.

Yearly Task Accomplishments :

TaskNumber: 1  
 TaskTitle: Project Administration

Accomplishments:  
 Prepared and submitted all required reports to WDEQ.  
 Filed all important information.  
 Learned use of the 319 Project Management Database.

Record: 1 of 6 No Filter Search

Conclusions: This is a good project which does a lot for stream health.

Print Yearly Report      Return

The “Overall Accomplished” box is for listing the main accomplishments for the year and will provide enough space for anything you wish to write. The “Yearly Task Accomplishments” is entered by task and is for detailing all of the accomplishments for the year for each task. The “Next Task” and “Previous Task” buttons allow you to navigate back and forth between tasks. Finally, “Conclusions” provides a space for you to enter any difficulties with or praises for the program and your grant. Anything you felt was a problem or thought worked well during the year might be entered so that the program can continue to try to improve.

Once you have entered everything you want for the yearly report (and you’ve made sure your BMP information is current), click on the “Print Yearly Report” button. This will bring up two report tabs called “YearlyBMPReport” and “YearlyReport”. Look at both tabs to see if everything is there that you would like to say. If you want to change something, close the tabs with either the “Close Print Preview” button in the Menu bar or by using the small “x” to the far right on the same line as the tab headers. Once everything is how you want it, if there is an “Acrobat” tab at the very top left of the window; click on that tab. Then click on the “Create PDF” in the menu area for both the “YearlyBMPReport” and the “YearlyReport”. This should create two .pdf files which you can email to WDEQ by **December 15th** of each year. If you are unable to create the pdf files in this manner, you may need to print the reports and send them to WDEQ or preferably create an electronic copy to email.

That concludes the tour of the 319 Project/BMP Tracking Program. If you have any questions about data entry or would like to suggest changes to the program, you may contact Jennifer Zygmunt at (307) 777-6080 or by email at [jennifer.zygmunt@wyo.gov](mailto:jennifer.zygmunt@wyo.gov).