

SCC Project Manager Database User Guide

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1. PROJECT DATABASE BASICS

Accessing the Database & Logging In

If the database has been installed on your workstation, just follow the steps below to log in.

Logging in to the project database:

1. Go to **Start>Programs>Coastal Conservancy>Coastal Conservancy Project Manager**.
2. If you get prompted by a User Account Control screen, click **Allow** which then opens the project database.

If the Project Manager isn't listed under Programs, contact the IT Department to install the database on your computer.

You should not have to provide a user login and password to access the database.

Setting Screen Resolution

The database window has been expanded to fit more information on each tab or window. The default resolution size is 1280x1024. If you have your monitor set at a lower resolution than 1280x1024 you might not be able to see the full database window without a lot of scrolling. If this is the case, you can reduce the screen resolution to 1024x768.

To change the screen resolution of the project database:

1. Open the project database.
2. Go to the **Windows menu** within the database and select the screen resolution you want (1024x768 if you want to make it smaller).

If it is still not displaying properly (fields cut off, etc.) then contact the IT Department to optimize your monitor settings.

Opening a Project

The Open Project screen appears when you first access the database. This allows you to select a project if you know its project name or project number. At any point you can return to this screen by going to **File>Open Project** or by clicking **Control+O**.

To open an existing project from the Open Project screen:

1. Select either **Project Name** or **Project Number** by clicking on the appropriate radio button.
2. Click on the **dropdown arrow** and scroll to the right project OR begin typing the project name or the 7 digit project number (with hyphens, e.g. 01-007-01) in the respective field. As you continue to type additional letters or numbers, it will automatically zero in on the right project.
3. You can also filter (shorten) the list displayed in the dropdowns by choosing one of the listed **Project Status** options.
4. Once you have picked the correct project, click **Open Selected Project** or hit **Enter**.
5. To clear your selections, click **Clear Project Selections**.

If you are not sure of the exact project name or number, click on the Search Projects button. See the Searching Projects section of this user guide for directions.

Navigation Tricks

There are two basic ways to navigate to various parts of the database – using the project tabs and using the menus.

- Project Tabs include: General Information, Project Contacts, Strategic Objectives, Funding, Contracts/Invoices, Images, Links, Related Projects, Reports. Users can click on any tab to move to that section of the information. Please note, however, that if you have made changes on the tab you have opened, you will get an error message when you try to move to a new tab without saving those changes.
- Menus include:
 - File: Open Projects, Search Projects, Open Contacts, Recent Projects
 - Edit: Project (Edit General Information or Delete Project), Project Links, Related Projects
 - Contracts
 - Open Existing Contract Details (must enter contract number)
 - Open Invoice Drawdown Sheet (must enter both contract number and funding source)
 - Contract and invoice logs – multiple options

- Agreement Expiration Alert and Modification Forms – this choice can be used to print out the alert forms for all contracts that have a work completion or termination date within a given time period.
- Window – this shows you all of the windows that are currently open and you can navigate among them from this window.

Within a given page, there are a few key navigation tricks that are helpful to know:

- Tabbing – Generally hitting the tab button will take you to the next data field on the page.
- Right click – On some pages, particularly the General Information tab, right-clicking the mouse will give a selection of useful options. When in doubt, try right clicking.
- Double-click line to open – For search results on the project search page and the query tool, double-click on a specific page to open the detailed information for that project or contract. The same is true when looking at the contract and invoices logs.
- Saving – Remember to save your work. If you don't you will encounter problems when you try to move around the database. Also remember to refresh the page if you have changed data in a different window.

Editing Project Information / Refreshing Data Displayed

All staff (project managers, management team, attorneys, contract staff) can make changes to the project information in the database, with the exception of most fields relating to contracts and invoices. These can ONLY be entered and edited by contract staff.

To edit information:

1. Go to the project tab with the information you wish to edit.
2. Click the appropriate button (Edit, Add, Remove, etc.), make the change, and click Save. If the Save button doesn't activate right away, hit the tab button to move to another field. In some places you might need to click the **Refresh** button to see the change.

WARNING: Be very careful about adding or changing CONTACT ORGANIZATIONS, ADDRESSES, and INDIVIDUAL CONTACTS since any changes will affect every project to which they are linked!

See Project Contact tab for more information.

2. ENTERING A NEW PROJECT

Prior to getting your staff recommendation approved, you need to enter the project in the database. It is critical that you complete the following so that your project will come up correctly in reports (see the following sections for how to add this information).

What Projects need to be entered in the Database?

Just about any project or Conservancy undertaking should be entered in the database as a project for tracking purposes, particularly if it involves the reservations of funds. If in doubt consult your Regional Manager.

ALL BOND-FUNDED PROJECTS must be entered in the database. This includes activities that may not be typically thought of as projects, such as producing a publication, funding an educational program, or sponsoring a conference. We need to report on the use of all bond funds and this includes the data that is tracked in the database.

Project Numbers and Project Phases

If you are entering a newly initiated, stand-alone project, you will use the Get New Project Number button to automatically generate the next project number available. It will be in the format: xx-yyy-01, where xx = the last two digits of the current calendar year (e.g., 09) and yyy = the next available number in that year's sequence (e.g., 014, 015, etc.). The last two digits represent the phase of the project with 01 indicating the first phase.

If a project has distinct phases, you will want to enter each as a separate project in the database but tie them together using the project number. While defining phases is a judgment call, they are typically related enough to be thought of as the same overall project but distinct enough that they involve significantly different scopes of work and usually separate board approvals. If in doubt, consult your Regional Manager.

In terms of project numbers and phases, you will automatically generate a project number for the first phase, but for subsequent phases you will create a new project each time but will manually enter the original project number and change just the last two digits to reflect the current phase.

For example, say we intend to acquire and restore a piece of property called Otter Lagoon. In this case, there will be three separate phases to the overall project: acquisition, design & permitting, and construction. The phases would be entered as separate projects in the database in the following way:

<u>Project Name</u>	<u>Project Number</u>	<u>Method for entering Project Number</u>
Otter Lagoon Acquisition	09-122-01	Get New Project Number button
Otter Lagoon Planning	09-122-02	Manually entered
Otter Lagoon Construction	09-122-03	Manually entered

If you are just augmenting a project's budget and making minor scope changes, then you would not create a new phase or project, you would just modify the existing project.

If two projects are in the same area but are completely independent from each other, then you would give each their own unique project number and link them via the **Related Projects** tab instead of considering them as phases of the same project. Again, check with your Regional Manager if you are unsure.

How to handle Block or other Closely-Related Grants

Block Grants

Block grants are grants where the Conservancy grants a chunk of funds to another organization and that organization then provides subgrants to multiple organizations. Often we will want to have both the block grant and the individual subgrants in the project database. In these instances, follow this approach:

1. Get a new project number for the block grant, for example AA-BBB-01. For the subgrants, use the same project number with sequential phase numbers: AA-BBB-02, AA-BBB-03, etc.
2. For the main block grant, you should describe the overarching program, contacts, and strategic goals. This main block grant entry should also include all of the contract and funding information (including authorizations).
3. For the subgrants, enter the specific project description and other information on the General Information tab, specific project contacts, any additional strategic objectives, specific board authorizations other than funding authorizations (for instance if you had to go back to the board to get CEQA approval). You can also enter funding info that is specific to this project, but you must use a dummy funding account so that we do not

double count the spending of funds. The database manager can let you know what dummy funding account to use. Include project specific photos.

Closely-Related Grants, such as grant rounds

Sometimes the Conservancy undertakes grant rounds and will want to track these projects as related in the database. In these cases, all of the projects should use the same base project number: AA-CCC, with different phase numbers for each project. Since each individual project will have its own contract, each project must have complete funding information entered using the actual funding source numbers. Regional managers will enter this information.

How to handle Retainer Contracts

To enter a retainer contract in the database, you must first make a “project” entry for the contract. The project description can describe the purpose of the retainer contract. Specific task orders are not tracked in the database, similar to how specific tasks within a project are not tracked in the database. These need to be tracked separately by the person managing the retainer contract. However, it can be useful if an indication of the Task Order number is included in either the invoice number or the notes about the invoice. This is recommended, but not required.

Minimum Information Required for a New Project:

As part of the staff recommendation approval process, staff must supply a copy of the 1-Pager report as proof that the project was entered into the database. Below is the *minimum* information needed to meet this requirement:

- [General Information](#) – complete all applicable fields including the Lat/Long.
- [Project Contacts](#) – at minimum, add:
 - The grantee organization (and designate Organization Project Role = Grantee)
 - The address for the grantee organization
 - The individual who will be the contact for the project contract (this is needed for the Contract Details page).

Contracts staff needs this information to complete the Contract Details page. If you have not entered it, they will put the contract processing on hold until you do so.

Any other tracking of additional contacts including funding partner organizations is optional but recommended in case someone else is assigned to the project in the future.

- [Strategic Objectives](#) – this is required to track compliance with our Strategic Plan.
- [Funding](#) –enter the authorization information and add any match funding. Your program manager will enter the Reservation information. Do this on the assumption that the project will be approved. If it delayed or not approved, you must go back in and update (or delete) the authorization information. This is very important for many reporting needs!
- [Images](#) – add at least one representative photo to be included in the external one-pager report.

By completing these at the outset, you will save yourself much grief when it comes time for reporting fire drills. The other tabs such as [Related Projects](#) are optional but are useful in transferring knowledge to others, especially if someone else inherits the project after you.

For information on how to complete the entry for the above tabs, please see the associated User Guide section.

3. GENERAL INFORMATION TAB

In general, you should fill out the General Information tab as completely as possible. Depending on the type of project, certain descriptive fields may not apply (APN/Parcel number, Watershed, measurement fields, etc.). Notes are optional.

- **PROJECT NAME** – Should be consistent with how the project is named elsewhere (on the Work Transmittal, entered on bond spreadsheets, etc.). DO NOT start a project name with “The”. Try to keep project name to one line. Do not use all caps.
- **PROJECT NUMBER** – See section on [Project Numbers and Project Phases](#) in the “Entering a New Project” chapter.
- **PROJECT STATUS** - It is the Project Manager’s responsibility to update the *Project Status* (including changing it to Complete or Closed). This is critical because it will affect which reports the project will be listed in.

Project Status Categories

The new database now makes a distinction between Complete and Closed – see below:

ACTIVE – project is underway. A new project automatically defaults to Active once it is entered even if it hasn’t yet gone to the board.

INACTIVE – project is suspended or cancelled prior to completion. Depending on the circumstances, it may not get formally closed out. Discuss with your Regional Manager whether a project should be set as Inactive or Closed, or just deleted. Be sure to add an explanation in the Notes field on the General Information tab. Changing the status to Inactive will flag it to be excluded from certain reports.

COMPLETE – work has been completed on all contracts associated with the project but it is not ready to be closed due to monitoring and/or maintenance requirements that extend beyond the completion date, and at least one contract termination date is still in the future (e.g. 20 year contracts).

CLOSED – all contract termination dates have passed or the project has been closed out for other reasons.

Because a project may have more than one contract, Project Status is not always the same as Contract Status. See [Contract Details](#) for more information on Contract Status.

To change a project's status:

1. Click the **Edit General Information** button on the General Information tab or right-click and select "Edit General Information".
 2. Select the appropriate *Project Status* option and click **Save**.
- **PROJECT MANAGER(S)** – This field allows us to track all project managers who have worked on the project over its lifespan, whether or not they are the primary manager. This provides a management history in case one project manager leaves the agency.



*Unlike the other lists, you must hold down the **Control key** to select additional project managers.*



***WARNING:** If you **don't** hold down the Control key, selecting a new project manager will deselect all previous ones, thus losing that institutional history. If one of the previous managers no longer works at the Conservancy, their name will permanently disappear from the list once you've saved your change. If this happens inadvertently, you should just add their name to the Notes section as a previous manager.*

- **PRIMARY PROJECT MANAGER** – The Primary Project Manager is the current project manager who has primary responsibility for the project. It defaults to the first name chosen in the Project Manager field and appears in **bold** on the General Information tab.



The dropdown will only display those names that have been selected in the Project Manager field, so if you need to select someone who does not appear on the list, first add them to the Project Manager field (don't forget to hold down the Control key when you do so!) and then select the correct Primary Project Manager.

- **ATTORNEY** – In most cases there will just be one attorney assigned to a project but you can multiple select if there is more than one.

- **SUMMARY** – Write a one-sentence description of the project using the following formula (or some variation of it): The grantee will do something in some place in order to accomplish something.

Examples:

The Alameda County Flood Control District will compile existing genetic and population data on rainbow and steelhead trout in Alameda Creek Watershed to sample rainbow trout and have tissue analyzed, and prepare a supplementation plan.

The East Bay Regional Park District will acquire the final 320 acre phase of the 1,120 acre Bosley/Weaver Ranch near Brushy Peak, expanding the wildlife corridor, providing public access, and protecting rolling grassland hills and seasonal wetlands.

- **DESCRIPTION** – Provide additional information and context for the project. Use complete sentences. Once you have saved a photo to the project, it is a good idea to preview the External 1-Page Report (see the [Image tab](#) and [Reports tab](#) sections) to see how the description and photo work in the report. Provide enough of a description to adequately fill the page up to the image on the External 1-Page Report.



To start a new paragraph, hit **Control** and **Enter** together.

- **PROGRAM TYPE** – These refer to the programs identified in the Conservancy’s enabling legislation and should match what was described in the staff recommendation.
- **PROJECT TYPE** – These describe the type of project. Select as many as reasonably apply.
- **COUNTY** – Identifies the county within which the project takes place. If the project spans counties, then select all that apply. You also have the option of selecting “Statewide” and “Baywide”.
- **CITY** – If the project is in an incorporated city, select the appropriate one. If it is outside of a city, select “(unincorporated)”. If the project occurs in several cities, select all that apply or leave blank.
- **LATITUDE/LONGITUDE** – The lat/long coordinates are important for both reporting and mapping needs so be sure to enter them. If the project does not have a physical location,

then enter the lat/long for the Conservancy office (Latitude = 37.8039997, Longitude = -122.2713067).



<http://itouchmap.com/latlong.html> is a useful website for locating the coordinates.

- COORDINATES REPRESENT - Certain reports need to identify what the lat/long coordinates represent. Select a lat/long location point that best represents your project (for example, culvert site, approximate center of project, park entrance, generic point for countywide project, etc.) and enter 1-5 descriptive words in this field to describe the lat/long point you chose.
- WATERSHED – These are major basin designations. If your project is a watershed project, select the one (or more) that best applies, otherwise leave blank. They are grouped according to Conservancy region.
- APN/PARCEL NUMBER(S) – required to include if the project is an acquisition. Optional for other projects.
- REGION – Select the region the project is in. You also can select multiple regions or “Statewide” as needed.
- ASSEMBLY/SENATE/CONGRESSIONAL DISTRICT NUMBERS –These are very important for reporting purposes. You can select multiple districts if a project crosses districts. Use the following websites to identify your project’s districts:

Assembly: <http://www.assembly.ca.gov/committee/c7/asmfinal/newtextdocument.html>

Senate: <http://www.sen.ca.gov/ftp/SEN/senplan/senate.htm>

Congressional: <http://www.sen.ca.gov/ftp/SEN/cngplan/NEWTEXTDOCUMENT.htm>

Enter information in the following fields if they apply to your project. Entering information in one field of the pair will automatically convert it to the other so you don’t need to enter both.

- ACREAGE/SQUARE MILES
- STREAM MILES/LINEAR FEET
- CALIFORNIA COASTAL TRAIL MILES/LINEAR FEET
- OTHER TRAIL MILES/LINEAR FEET

- NOTES – Optional but useful for internal communication on any aspect of the project. They may be included in reports so enter comments accordingly.

4. PROJECT CONTACTS TAB

The Project Contacts tab serves as a Rolodex for all organizations and individuals associated with a project. Maintaining key contact information within the database not only helps you as the project manager, but is essential if someone needs to step in while you are on vacation or if the project is transferred to a new manager.

Within the Project Contacts Tab the primary link is to an *organization* rather to an *individual*. You can track individual contact information but you must link their organization to the project, and then link them to the project through their organization. Organization Project Roles allow you to assign a category to the organization, such as grantee, funding partner, or property owner. These fields are important for reporting purposes.

Key concepts for working with Project Contacts:

- Organizations are the primary link to the project, everything else - individual contacts, addresses, roles - links to the selected organization.
- If more than one organization is associated with a project, you need to click on a particular organization to see its linked information.
- Linking and unlinking organizations, addresses, and contacts to a project does not affect other projects.
- Editing an organization, address or contact DOES AFFECT OTHER PROJECTS that are linked to the same organization, address, or contact, so be very careful about making changes!
- At minimum, you must include the grantee organization, address and the contact who will receive the project contract - otherwise it will hold up processing of the contract. It is important to include other major project players as project contacts in case someone else takes over the project.
- Double-check the master organization list before adding a new organization. Be sure to check alternate name possibilities. Duplicate organizations will cause reporting errors.

Viewing organization and contact information for a project:

There are four main sections to the Project Contacts tab:

- Organization
- Organization Project Role
- Contacts
- Organization Address.

The latter three are all linked to the organization.

In order to see associated project role, contact, and address information when there are several organizations linked to a project, you must first select a specific organization by clicking on its name in the Organization section. This will then display the rest of the linked contact information for that organization. Alternatively, you can click the **Show All Contacts** button which will list all contacts that have been linked to the project without having to select the organization and address first.

As you make changes to the tab, it will default to the first organization listed so you may need to re-select the organization you are interested in if you don't see the correct information listed. You may also need to click the **Refresh** button to see changes.

The Master Organization List

The Master Organization List contains all of the organizations that have been entered into the database and are available to be linked to projects. While you may still need to add a new organization periodically, over time most organizations we deal with will be found in this list. It is important that you check the list first before adding a new organization so that we don't end up with duplicates. Duplicates will cause difficulty when running reports and searches.

You can access the Master Organization List by clicking either the **Link Organization to Project** or **Link Org Address to Project** buttons.

The first few entries on the list are generic legacy entries and should not be used in most cases. Below these, every organization is listed alphabetically. If an organization's name starts with "The" it will be listed under the Ts.

Clicking on an organization displays associated address information to the right.

Naming Conventions for Organizations

To help with locating organizations in the master list and to reduce duplicates, please follow the naming conventions below. In general, branch offices or departments should be listed as separate *organization addresses* associated with a main organization rather than entering each as a new organization. Exceptions to this are departments of the State of California or the U.S. government. If you are unsure how to enter a new organization, check with your database administrator.

- **DO NOT use acronyms.** All organizations should be spelled out using their formal, legal names. The one exception is you should use “U.S.” for United States.
- **City and county governments** should be listed as “City of _____” or “County of _____”. Do not enter a county as *San Mateo County*, for example; instead it should be *County of San Mateo*.
- **City and county departments** should be listed under the city or county organization as separate organization addresses. For instance, the *Santa Cruz County Department of Public Works* would be listed as a specific department or office in an organization address under *County of Santa Cruz*.
- **University of California organizations** are listed under “University of California, [campus name]” or “Regents of the University of California, [campus name]”
- **State of California departments** should be listed as separate *organizations* using the format: “California Department of _____”. Along with Federal departments, this is an exception to the rule for listing departments as organization addresses. Water Boards are listed under “Regional Water Quality Control Board, [region]”.
- **Federal departments** are listed as separate organizations using the format: “U.S. [department name]”.

Linking organization and contact information to a project:



WARNING: *When creating a new project, you must at minimum enter the grantee organization and address information, as well as the individual contact who will receive the contract for the project. Contract Staff need this information in order to send out the contract. **If it is not entered by the time the contract is being processed, the contract will be put on hold until this has been done by the project manager.***

The instructions below walk you through how to link organization and contact information to a project. In general, it is easiest to link information in the following order:

1. ORGANIZATION
2. PROJECT ROLE
3. ADDRESS
4. CONTACTS

Linking an existing Organization to a Project:

1. Click the **Link Organization to Project** button.
2. Scroll through the Master Organization List to find the organization and click on it to highlight it.
If it is not listed, see the Adding a New Organization section below.
3. Review the addresses listed for the organization and select the correct one(s) by clicking on the gray box to the left of the row. This should highlight the whole row.
If you don't see the correct address(es), refer to Linking an Organization Address below.
4. To link just the organization, click the **Link Organization to Project** button. To link both the organization and the address, click the **Link Org Address to Project**. Note you cannot link multiple organizations or organization addresses to the project at one time. You have to repeat these steps for each.
5. At the prompt, select all Organization Project Roles that apply and click **OK**.

Assuming that the organization address existed and were selected, this takes care of adding the organization, project role and address(es). Your next step is to add individual contacts – see below.



If you have specified a Matching Fund Source under the Funding tab, that organization will automatically be added to the Project Contacts tab with a Project Role of “Funder”. Note, however, that you will need to add address and contact information manually.

Adding a New Organization:

These steps will add a new organization to the master list. If you only want to add a different address to an existing organization, please follow the directions for *Adding an Organization Address* instead.

1. Click the **Link Organization to Project** button.
2. Confirm that the organization does not already exist in the master organization list. Be sure to check alternative names and/or spellings.
3. If you can't find the organization in the list, click the **Add New Organization** button. A prompt will pop up to ask if you've checked to see if the organization already exists. If you have, click **Yes**. If you skipped this step, click **No** and review the master list before continuing.



WARNING: *It is very important that you check the master list before entering a new organization; otherwise we will have duplicates which will make reporting and searches difficult.*

4. Complete the requested information for the new organization. *Organization Name* and *Organization Type* are required. Be sure to review the Naming Conventions when assigning an organization name. You can enter the organization address at this step also. Click **Save** when finished.
5. You will be prompted to assign a project role. While an organization may have differing roles on different projects, this applies only to the project you are linking the organization to. Select all roles that apply and click **OK**.

You have now added a new organization to both the master list and to your project. If you added address information in Step 4, that will also be linked to your project; if not, you can add it later as described in *Linking an Organization Address*.

Assigning or changing an Organization Project Role:

If you have linked organizations to your project since the Phase 3 upgrade, you were already prompted to assign the project role. However, for some legacy contact information, the organization has not been assigned a project role. You can also follow these steps to add an additional role or make changes.

1. Select the Organization name.
2. Select or deselect the project role checkboxes as desired. Click **Save**.

Remember that these role selections only apply to *this project*. The same organization may have different roles on other projects. Changing it here does not affect other projects.

Linking an Organization Address:

1. Select the organization you want to link an address to by clicking on it. Confirm that the address is not already listed in the Organization Address section.
 2. Click the **Link Org Address to Project** button. This will bring up the master organization list with the selected organization highlighted. All existing addresses associated with this organization will be displayed below. If the address you need is not on the list, then you need to add a new organizational address.
 3. Select one or more addresses by clicking on the gray area to the left of the row (hold down the **Control** key to select multiple rows).
 4. Click the **Link Org Address to Project** button.
-

Adding an Organization Address:

Follow steps 1 and 2 of Linking an Organization Address to your project. If the address you need to link is not displayed, click the **Add New Org Address** button, complete the address information and **Save**.

Linking a Contact/Staff Person:

By linking individual contacts, you will be able to quickly look up their phone and address information.

1. Click on the organization the contact is associated with. If the person's organization is not listed, see the *Linking an existing Organization* section above. See below if the contact is not associated with an organization.
2. Click the **Link Contact to Project** button to see a list of all contacts currently associated with that organization. Select the contact you wish to link to your project and click **Link to Project**. If the contact is not listed, proceed to Step 3.



Once you are returned to the Project Contact tab, it will default back to the first organization listed. To verify that your contact was added, make sure you re-select the correct organization.

3. If the contact is not listed, click the **Create New Contact** button. Enter the person's information and verify that the correct organization is listed, and select the correct department address. Click **Save**.
4. If the contact's address is not listed as a choice, then you must first add a new organization address and Link it to your project. See instructions above for Linking an Organization Address and Adding a New Organization Address

Linking a contact who is not associated with an organization:

If the contact does not represent an organization, such as an individual property owner, you still need to create an organization for them. Follow the instructions for adding a new organization and enter the person's name as the organization name. Depending on what information you want to track, you can link address and contact information just as you would for an organization.

Editing Organizations, Contacts or Organization Addresses:



WARNING: Be EXTREMELY careful about making any edits to any of the above because it will change it for every other project with similar links!

Only make changes if you are sure the previous information is no longer valid. For example, if a consultant has moved offices and is no longer working from the old address, then you should update everybody's projects by editing the organization address. However, if you are unsure

whether the old address is still in use it is safer to just add a new address by following the instructions for *Linking an Organization Address*.

Another example is if you are working with a consultant who is associated with an organization but is currently working from home. You do NOT want to edit the organization's address to be the home address since this will change it on all other projects associated with this organization. Instead you would add a new address for that organization listing the consultant's home address.

1. Select the desired organization, contact, or address and click the appropriate **Edit** button.
2. Make changes and click **Save**.

Unlinking Organizations, Contacts or Organization Addresses:

If any of these is no longer applicable to the project or added in error, it is simple to remove them from the project.



This only removes the link to the project – it does not affect the master list or any other projects that have the same contact information.

1. Select the desired organization, contact, or address and click the appropriate **Unlink** button.
2. Click **Yes** to confirm.

5. STRATEGIC OBJECTIVES TAB

Managers are required to enter the Strategic Objectives the project will accomplish. This is done by clicking the Add button, selecting the appropriate objective, entering the correct number of units, and clicking Save. This should be repeated if there are additional objectives.

Edits can be made directly to the row and clicking Save.

Selecting a row and clicking the Delete button will remove an objective.

6. FUNDING TAB

The project Funding tab captures information related to authorizations, fund reservations, repayments/reimbursements, and matching funds. It is critical that the fields on this tab are completed accurately and kept up-to-date since the data gets pulled into the General Information tab, the Contract Details page, and is needed for many reports.

The following summarizes the steps needed to correctly enter funding information:

1. Authorization: Project manager completes the authorization information when preparing a work transmittal.
2. Reservations: Program manager enters the correct fund source and reservation amount and any details on funds that will be repaid or reimbursed.
3. Matching Funds: Project manager enters the organization(s) providing matching funds and the amounts.

NOTE: Encumbered Fund information is entered by Contracts staff via the Contract Module.

Adding a Funding Authorization:

All funds that will be encumbered by a grant agreement or contract must be authorized by either the Conservancy Board (Board) or the Executive Officer. Depending on the complexity of the project, there may be one or more authorizations over time.

To add an authorization:

1. Click the **Add** button in the Authorizations section of the Funding tab.
2. Select the correct entry from the *Authorized By* dropdown.
3. Adjust the *Date Authorized* to be the correct date (it defaults to today's date). If it will be authorized by the Board, it should be the date of the board meeting.
4. Enter the amount authorized.
5. In the *Notes* field, enter a few words to explain the authorization (e.g., original authorization, 15% augmentation, approval of add'l funds, etc.)
6. Click **Save** (*if the Save button doesn't activate, click to another field first*).

You can edit an authorization by selecting the correct authorization row, making the change and clicking **Save**.

You can delete an authorization by selecting the authorization and clicking **Delete**. This will also delete any associated reservations.

Adding a Funding Reservation:

After you have added an authorization, the Program Manager needs to enter the fund reservation information:

1. Select the correct authorization by clicking on the gray square to the left of the *Authorized By* field. The selected row will have a black triangle in it and the row will be highlighted in blue.
2. Click the **Reserve Funds** button in the Reservation of Funds section.
3. Select the correct *Fund Item* by clicking in the field and scrolling down until you find the one you need.



The list is grouped first by *Fiscal Year (FY)* and then by *Funding Item* so make sure you first go to the right *Fiscal Year* grouping BEFORE selecting the *Funding Item* or you might select the wrong one. Carefully review your selection by comparing it to the funding item information on the Work Transmittal form to make sure it is correct.

4. The *Reserve Date* defaults to today's date – modify it if necessary.
5. Enter the *Reserved Amount*. Typically this is the same as the amount authorized but not always. The system will not allow you to reserve more funds than have been specified for that authorization.
6. If there is not a repayment or reimbursement feature associated with the reservation, skip the remaining fields and click **Save** (*if the Save button doesn't activate, click to another field first*). If there is a repayment or reimbursement feature, see below.

You can edit a reservation by making the change and clicking **Save**. The system will check to make sure this does not affect funds encumbered for the project. If it does, you will need to work with Contracts staff to alter the Contract Details page before changing the reservation.

You can delete a reservation by selecting the row and clicking **Delete**. The system will check to make sure this does not affect funds encumbered for the project. If it does, you will need to work with Contracts staff to alter the Contract Details page before deleting the reservation.

Entering Reimbursement or Repayment Funds:

For some projects, a federal, state, or non-governmental organization may reimburse the Conservancy for some of the authorized funds; occasionally, the Conservancy will require that a grant will be all or partially repaid by the grantee. Since these funds reduce the amount the Conservancy ultimately contributes, they are considered matching funds even if the Conservancy reserves the full amount up front. The database has been designed to handle these situations and calculate both the matching funds and ultimate net Conservancy contribution (after repayment or reimbursement) appropriately.

If your project involves a repayment or reimbursement, do the additional following steps when making a reservation:

1. After completing the reservation fields described above, click in the *Reimb/Repayment* field and select how the funds will be recouped (Federal grant/funds, State grant/funds, NGO grant/funds, Repayable grant/"Loan", or Other).
2. A Reimbursement/Repayment Information dialog box will appear. Select the organization that will be repaying or reimbursing the funds from the dropdown. If the organization does not appear in the master list (be sure to check alternate spellings!), click **Add New Organization** and enter the requested information.
3. The *Total Amount to be Reimb/Repaid* will default to the amount reserved. If this is incorrect, adjust it as necessary. Click **OK**.
4. Click **Save** to save the reservation.

These steps will automatically enter the organization and reimbursement/repayment amount in the Matching Fund section and calculate the Conservancy's net contribution correctly.

Viewing All Reservations for a Project

IMPORTANT: The Reservation of Funds grid only displays those reservations associated with the selected authorization. If there are multiple authorizations, you need to select the appropriate one to view the reservations linked to it.

To get a complete picture of ALL reservations for a project, click the **Show All Reservations** button. This lists all reservations regardless of authorization.

Entering Matching Funds

If matching funds are being contributed to the project by other organizations, they need to be added via the Matching Funds section (note that if repayment or reimbursement of Conservancy funds is involved this should be done through the fund reservation process above).

To add matching funds, click the **Add** button, select the organization from the Matching Fund Source list, enter the amount, and click **Save**.

If the organization does not appear in the list (first check alternate spellings), click the **Add New Organization** button. Enter the required information and click **Save** to close the dialog box. Enter the amount and click **Save**.

You can edit matching fund information in the white fields by making the change and clicking **Save**.

You can delete a matching fund row by selecting it and clicking **Delete**.



When you add a Matching Fund organization via the Funding tab, the organization is automatically added to the Project Contacts tab with *Organization Project Role* = "Funding Partner". However there are two things to keep in mind:

1. It will not add address or individual contact information – you will need to go to the Project Contacts tab and enter this via the **Add** buttons.
2. If you add a matching fund organization via the Funding tab but it already is listed on the Project Contacts tab, the system will not set the *Organization Project Role* to "Funding Partner". You will need to do this manually.

Explanation of the Projected Project Totals on the Funding & General Information tabs



WARNING: The project funding summary totals are what is projected at the time of making the fund reservations. You should check current balances via the **Contract/Invoices tab** and the **Contract Module**.

The following fields are displayed in the Projected Project Totals in the Funding tab:

PROJECT STATUS – this is pulled from the General Information tab – see the section on *Project Status*.

TOTAL AMOUNT AUTHORIZED – total of all authorizations.

TOTAL AMOUNT RESERVED – total of all reservations for all authorizations.

TOTAL AMOUNT ENCUMBERED – total amount of reserved funds that are under contract.

TOTAL AMOUNT TO BE REIMB/REPAID – total of all amounts to be reimbursed/repaid for all reservations.

NET CONSERVANCY CONTRIBUTION – total amount reserved minus total amount to be reimb/repaid. This is the amount Conservancy will have contributed after being reimbursed or repaid (if applicable).

TOTAL MATCH INCLUDING REIMB/REPAYMENTS – total matching funds including the total amount to be reimbursed/repaid.

TOTAL PROJECT COST – net Conservancy contribution plus total match including reimbursements/repayments.

The following fields displayed on the General Information tab are pulled in from the Funding tab:

CONSERVANCY CONTRIBUTION – this displays the net amount that the Conservancy will expend from its own fund sources excluding any amount that will be repaid or reimbursed from other sources (so this may differ from the amount authorized).

MATCHING FUNDS – the total of all matching funds including those that a grantee will repay or will be reimbursed by another organization (all non-Conservancy funds).

TOTAL PROJECT COSTS – The sum of the Conservancy Contribution and Matching Funds.

7. CONTRACT / INVOICES TAB

This tab gives a summary view of the project's contract(s) and related information. Below is a brief discussion of what data is displayed. To more fully understand this tab, first read the Contracts Module overview section.

Each contract associated with the project is displayed as a separate row. The row gives a synopsis of important contract information that a project manager needs most frequently. To see the Contract Details for a contract, double-click on the row or select a row and click View Contract Details.

CONTRACT NUMBER - the Contracts department assigns contracts a number. This is different from the project number.

GRANTEE/CONTRACTOR – Lists the grantee or contractor who the contract is with.

CONTRACT STATUS - Contract Staff assigns the contract a status and only contract staff can change the status. The Contract Status categories are assigned as follows:

- **DRAFT** – a contract is in the process of approval but has not yet been assigned a Date of Execution indicating formal acceptance. You can view where in the approval process the draft is by going to the New Contracts & Amendments log and locating your contract.
- **ACTIVE** – a Date of Execution has been assigned but the Completion Date is still in the future. These are tracked via the Active Contracts log.
- **COMPLETE (20 yrs)** – The Completion Date has passed and all work is completed, but the Termination Date is still in the future. Despite the name, this includes any contract that is not yet closed, regardless of whether it is a 20 year contract or not (e.g., could stay open for a 3 year monitoring period, etc.). These are tracked via the Complete (20 yr) Contracts log.
- **CLOSED** – The contract has been closed. When a contract's termination date is passed, the contract is not automatically "closed." Closing it requires the following process. A completion audit is prepared, closing remarks entered into the Contract Details page, and a Basement Box is assigned. These are tracked via the Closed Contracts log.

Because a project may have multiple contracts, Project Status and Contract Status may not always be the same.

CONTRACT TOTAL - the total funds encumbered for the contract from all associated fund sources.

BALANCE – the total remaining balance in the contract from all associated fund sources. This is linked directly to the Invoice drawdown sheet. To view the status and details of invoices, follow the instructions in the Invoice Details section below.

CONTRACT CONDITIONS MET? – If you have all the documentation that the contract conditions have been met, you can check this box to alert Contract Staff. They will need to verify that all documents are in the contract file before approving the first payment.

DATE OF EXECUTION, COMPLETION & TERMINATION DATES –references to key contract dates.

CONTRACT EXPIRATION ALERT – If the Completion or Termination Date is set to expire within 3 months or has expired, an alert will be displayed in this field. An automatic email will be sent to the Project/Contract Managers and contract staff when the expiration date is 3 months and 1 month out. The email will ask you to print out a Contract Expiration Alert and Modification Form and make any necessary changes.

LIQUIDATION ALERT – An alert is displayed if the fund source Liquidation Date is within 3 months of expiring and there are still funds remaining in the contract. An automatic email will also be sent to the Regional, Contract, Accounting, and Project Managers to alert them that funds may need to be switched to a different fund source.

REPAYMENT ALERT – If the contract involves scheduled repayments, then the View Repayment Details button is activated and if a scheduled repayment amount is due within 1 month, an alert will be displayed. The Accounting, Contract, and Project Managers will also receive an automatic email that can be forwarded to the grantee reminding them of the upcoming payment. If the payment is not made by the scheduled date, an email alert will be generated each subsequent month until the matter is addressed.

MONITORING REQUIRED – If checked, it indicates that the contract has a monitoring requirement. Click View Monitoring Details to view or complete the Monitoring Plan, schedule monitoring events, and document monitoring events (see section on Monitoring Log and Details).

MONITORING ALERT – This notifies the Project Manager that there is an upcoming scheduled monitoring event within 3 months, 1 month, or Overdue. The Project Manager will receive an automatic email 1 month in advance and every month after the scheduled date until the monitoring documentation for that event has been entered.

LAST MONITORING OUTCOME – Displays the result of the last monitoring event: Satisfactory, Follow-up Required, or Critical Issue Noted.

CONTRACT TYPE – Lists the contract type: Grant, Repayable Grant, Retainer Contract, Direct Contract, Interagency Agreement, Other, MOU, MOA.

8. IMAGES TAB

Due to space constraints on the server, only two photos may be saved via the Images tab. Only one will appear in the external one-page report. If you want to include additional images, you can link to either individual images or a folder of images via the Links tab. These will not be available for the external one-page report.

Images with a landscape orientation will look best in the external one-page report, and are therefore recommended. At least one of the photos should be an attractive photo from the site.

Each image needs to be less than 400kb. An automatic image compressor has been built into the database so the user just needs to click the Add button, browse to where the image has been saved, add a caption or photo credit if desired, and click Save. Note however that very large files (over 1-2 MB) may lose substantial image quality when compressed so it is best to start out with smaller images.

Use the Edit and Delete buttons to edit the captions and credits and to remove an image from the project.

9. LINKS TAB

The Links tab allows you to link to files, folders, and websites related to the project. At a minimum, every project should be linked to the staff recommendations for that project, and the project folder in Share\Conservancy Projects

Add a new link

To add a link to the project, follow these steps:

Add a link to a website

1. To link to a website, click on the Add Link button.
2. Enter the web address in the box Enter Web Link box.
3. Enter a description of the website.
4. Click Save Link.

Add a link to a file

1. Click on the Add Link button.
2. Click on the Browse button and navigate to the file that you want to link to. Please note that you should only link to files in the Share folder of the Conservancy's network. If you link to files in your network folder or your hard drive, no one else will be able to access them.
3. Enter a description of the file.
4. Click Save Link.

Add a link to a folder

1. Click on the Add Folder Link button.
2. Click on the Browse button and navigate to the folder that you want to link to. *All projects should be linked to their project folder on Share/Conservancy Project. All project files should be kept in the Conservancy Projects folder.*

Important Note: If your computer has a shortcut set up to the Share folder and lists the Share folder as a drive (e.g., s:\Share), you cannot use this shortcut to link in the database. You must navigate to the file without shortcuts. For the Conservancy Projects folder, this means you need to click the following:

Network → Coast1 → Share → Conservancy Projects → *Your project folder*

3. Enter a description of the folder.

4. Click Save Link.
-

Editing a link description

You can edit the description of an existing link by selecting the row and clicking Edit Link Description. In the dialog box, you can edit the description.

Deleting a link

You can remove a link by selecting the row and clicking Delete Link.

10. RELATED PROJECTS TAB

The Related Projects tab allows you to link projects that share a relationship in some way. For instance, they may be different phases of a larger effort, located in close proximity to each other, or fall under a similar program.

Navigating between related projects

To open a related project, simply select the row from the list on the Related Projects tab and click Open Related Project. You can also double click anywhere on the row to open the related project.

Linking a related project

To add a new related project, follow these steps:

1. On the **Related Projects tab**, click the **Link Related Projects** button.
2. Select the related project from either the **Project Name** or **Project Number** list (you can start typing the name or number to go to that part of the list or use the scroll bar). You can constrain the list displayed by selecting a particular Project Status. Only those projects with that status will show up in the list.
3. Choose the appropriate **Relationship Type**:
 - SAME PROJECT/DIFFERENT PHASE
 - SIMILAR PROJECT/SAME LOCATION
 - SIMILAR PROJECT/DIFFERENT LOCATION
 - DIFFERENT PROJECT/SAME LOCATION
 - PROGRAMMATICALLY RELATED
 - HISTORICALLY RELATED
 - OTHER
4. Add a note if desired.
5. Click **Select Project** to add the project to the *Related Projects tab*.

NOTE: Once you add Project B to Project A as a related project, Project A will automatically be added to Project B with the same relationship type.

Editing a related project

If a related project has already been linked, you can edit the link type and notes by selecting the row and clicking Edit Related Project. From the dialog box, you can change the relationship type, edit the notes, or even switch projects by selecting a different project name or number.

Unlinking a related project

You can unlink a project by selecting the row and clicking Unlink Related Project. This does not delete the project from the database.

11. REPORTS TAB

The database can automatically generate two types of reports. The “External 1-Page Report” is used to provide project information to the public, elected officials, and others. The external report has a limited set of information. The internal project summary report provides a more complete summary of project information on multiple pages. As suggested by its name, this report is primarily for internal purposes.

Creating an External 1-Page Report

Creating an External 1-page report is a multi- step process.

Selecting what to include in report

When you click the button to generate the report, the One Page Report dialogue box will open up with choices of what to include in the report. The goal is to provide as much information as possible without having the information be cut off in the middle. It’s generally easiest to click the “Check All” button and deselect those things not to include. A few tips to keep in mind include:

- Do not include lines that are blank or zero
- High priorities for inclusion are funding information and our partners.
- If space is limited
 - Select only one of City, County or Region; whichever seems most applicable for the project.
 - Select Programs or Project Types but not both. You might not include either if space is really limited
- Select a picture with landscape orientation. This will look better on the page.
- If the project description is short and leaves a big gap to the picture, you should revise the project description to be longer.

Previewing the Report

Once you have selected the information you want to include, click the preview button. Make sure that the information in the left hand column is not cut off. If it is, you need to include less information. Close the preview screen and return to the One Page Report dialogue box.


Printing or Saving the Report

If you want to print or save a copy of the report you should close the preview screen and select the Print button in the upper left of the One Page Report dialogue box. From the print dialogue box, select a color printer or select Adobe PDF to create a pdf of the one page report.

Important Note: If you try to print from the preview screen, you will not get the print options dialogue box. This means you won’t be able to select which printer to use or select PDF as an

option. Instead, the program will automatically print to your default printer which is probably not a color printer.

Creating an Internal Project Summary Report

To create the Internal Project Summary Report, simply click the button. The report is automatically generated and there are no additional steps that the user must take. The report can be saved in Excel or pdf format by clicking the Save icon  at the top of the page. The report can also be printed.

12. MONITORING PROJECTS & THE PROJECT DATABASE

Overview

The project database is a useful tool to ensure monitoring is completed for those projects that require it, plus it makes it very easy to access all the forms and information you need to conduct monitoring. Each year you will get email alerts when it is time to monitor the project (*and you will keep getting alerts until the monitoring event has been completed!*).

Steps needed to set up a monitoring program for a project:

1. If you have not already, create a project folder in the [Share/Conservancy Projects folder](#). Refer to the “Conservancy Projects folder ReadMe” file for more information on what should go in this folder. Link the folder to the project in the database:
 - a. Open the project in the database and click on the **Links** tab.
 - b. Select **Add Folder Link**. Browse to the project folder and label the link “Project Folder”. This will allow you quick access to all documents and folders within the project folder.
2. Create a monitoring folder within the project folder and link it to the project in the database (follow the same procedure as above and label the link “Monitoring Reports”).
3. Copy the *Post Construction Monitoring Form* template from the [Share/Project Monitoring folder](#) into the project’s monitoring folder.
4. Fill out the top part of the form (through “Schedule for Monitoring”) and save it. You now have a project-specific template to use for annual monitoring.
5. Go to the database and set up a **Monitoring Details** page for your project (*see below*).

When you receive a monitoring alert each year, complete the monitoring event:

1. Go to the monitoring folder and (if needed) print out the monitoring form template you created for the project.
2. Conduct the monitoring and complete the form, including photos.
3. Save the completed form, clearly labeled with the monitoring date, to the monitoring folder. Additional photos may be saved here as well, as well as any correspondence with the grantee.
4. Go to the **Monitoring Details** page for the project in the database and enter the details for that year’s scheduled monitoring event in order to close the event (and stop the email alerts!) – see *Completing a Monitoring Event* below.
5. **Print out a copy of the completed monitoring report and [file it in the contract file](#).**

The Monitoring Details Page: Establishing a Monitoring Program for your Project

Creating a monitoring program for a project consists of scheduling when monitoring reports are due and describing what is contractually required, who is responsible for monitoring, what needs to be done and/or submitted, and how to gauge whether a project is performing as planned and if not, what to do. It is important to document what the monitoring program entails since over the course of a typical 20-year monitoring project there will inevitably be new staff assigned to the project.

Creating a Monitoring Details page for your project

In order to set up a monitoring program linked to your project in the database, you need to create a **Monitoring Details** page:

1. Go to the **Contracts/Invoices** tab within the project.
2. Select the correct contract row by clicking the gray box to the left of the row.
3. Click on the *Monitoring Required?* checkbox. When you hit **Save**, this creates a **Monitoring Details** page.
4. To view the **Monitoring Details** page, make sure you still have the correct contract row selected and then click the **View Monitoring Details** button.

You can also create a **Monitoring Details** page from the **Contract Details** page. Simply check the *Monitoring Required?* checkbox and click on the **Go to Monitoring Details** button.

Review the information in the top part of the **Monitoring Details** page to make sure it is correct. If not, work with Contracts staff to correct any errors.

Most project will be monitored every five years. Refer to the Project Monitoring folder: [..\..\Project Monitoring](#) for more information.

Filling Out the Monitoring Details Page

A. Scheduling Monitoring Events

It is important that you schedule dates for when monitoring needs to occur. The database will send you email reminders 30 days ahead of time and then once a month until the monitoring is complete (*FYI – your Regional Manager will be able to view the monitoring log for overdue monitoring events so don't ignore the alerts!*)

To schedule a monitoring event:

1. Click the **Add** button to add an event row.
2. Enter a date in the *Schedule Date* field, either by entering it manually or by using the date picker.
3. Click **Save**.



*Because many Conservancy projects require 20 years of monitoring, you can click the **Add Multiple Dates** button to add the events for you. Specify how many annual events to add (i.e. "20" for 20 years) and enter the date of the first event and click OK. Note that this adds events in annual intervals. If you need some other interval, you will need to manually add them as described above.*

If you need to delete a scheduled event, simply select the row by clicking on the gray box to the left of the row and click **Delete**.

B. Notes

The Notes box is an all-purpose field for capturing any notes related to monitoring through the life of the contract.

It's good practice to include your name and date when you add a new note.

C. Monitoring Requirements

Describe the monitoring requirements as identified in the staff recommendation, contract, 31116(c) agreement or other pertinent documents. This should include the duration of the monitoring program, frequency of monitoring, who is responsible, etc. For example, many restoration projects will require the grantee to submit an annual project monitoring report for the first five years after construction. Additional monitoring may require Conservancy staff to complete the project monitoring form. For easement acquisition projects, grantees will generally be responsible for submitting annual easement monitoring reports. Fee acquisition may not require follow up monitoring by the grantee, so Conservancy staff would need to do the monitoring and complete the project monitoring form.



This same information can be copied to or from the "Monitoring Program" section on the monitoring form template.

D. Monitoring Procedure/Protocol

Describe what needs to be done to accomplish the monitoring. For instance, are reports required in addition to the monitoring form? Does photo documentation need to be provided (and from what vantage points)? Be as descriptive as possible.

E. Gauging Success

Describes what constitutes a satisfactory monitoring outcome. Since it is very likely that Conservancy staff will change over the 20 year lifespan of the monitoring program, future staff need to know whether the project is meeting its goals. You should also include what to do and who to contact if the monitoring is not satisfactory.

F. Monitoring Documentation

Describe what monitoring documentation is required (e.g., the monitoring report form, additional reports, photos, etc.) and who is responsible for it. Specify that the report template and completed reports and photos can be accessed via the **Links** tab.

Monitoring Alerts

As described above, email alerts will be sent out 30 days prior to when a monitoring event is scheduled to occur. The alert will go to the Project Manager and to the Project Contract Manager if there is a separate staff person assigned to manage the contract for that project. *Note that monitoring programs are established per contract, not per project, so it is possible that a complex project may have multiple monitoring programs if there are multiple contracts with different monitoring requirements. In general, there will only be one per project.*

In addition to the email alert, the *Monitoring Alert* field located on the **Contracts/Invoices** tab, the **Monitoring Details** page, and the **Monitoring Log**, will display “Due < 30 days”. If the scheduled date passes and the event hasn’t been completed, then “Overdue!” is displayed. Project Managers will continue to receive email alerts once a month until the event is completed.

Completing a Monitoring Event

As far as the database goes, completing a monitoring event is very simple. After completing the monitoring report form as described in the box above:

1. Open the **Monitoring Details** page.
2. Enter the *Date Monitored* and *Verified By* (you).
3. Choose one of the *Outcome* selections from the dropdown. The “Follow-Up Required” and “Critical Issue Noted” are to help you remember that something needs to be addressed. It is displayed under *Last Monitoring Outcome* on the **Contracts/Invoices** tab and the **Monitoring Log**.
4. Check the *Monitoring Doc Linked?* checkbox if you have placed a report in the monitoring folder. This will alert others where to go to find information.
5. Enter a brief note in the *Remarks* field if applicable. Longer messages can be added to the *Notes* field (don’t forget to add your name and date).

That's it! Unless there are issues to follow up on, you won't be bothered until next year. Don't forget to put a copy of the monitoring report in the contract file!

Monitoring Oversight – For Regional Managers

The Monitoring Log

Project Managers are now required to submit copies of their monitoring reports as part of the annual IDP process, but Regional Manager can check the status of monitoring at any time by going to the **Contracts** menu and selecting **Monitoring Log**. You can sort the log by clicking on the heading for *Region*, *County*, or *Project Manager* to see if there are any overdue monitoring events or issues that need to be addressed in your jurisdiction.

Reassigning Staff to Monitor Projects

As staff turnover or workload changes occur, Regional Managers are responsible for reassigning Project Managers to monitor projects. This can be done quickly via the **Monitoring Log**. If a staff person leaves or a project needs to be reassigned, you can sort on the *Project Manager* field and select another Project Manager. The new Project Manager will automatically start receiving the email alerts in the future.

13. SEARCHING THE DATABASE

There are multiple ways to search for information in the database. This chapter describes the search projects and query tool functions. For searching contract information, see also the chapter on [Contract Logs](#).

Search Projects

The search projects screen can be reached by clicking the “Search Projects” button on the home page of the database application or by selecting from the menu File→Search Projects.

In the project search criteria window, enter the field that you want to search and then the criteria that you want to search for. For instance, in the three boxes if you enter

Left box: “Project Name”
Middle box: “Contains”
Right box: “Elkhorn Slough”

Then the search would return every project that has Elkhorn Slough in the project name.

The Search Projects function allows you to search by up to 4 criteria. For each criteria you add after the first one, you have to specify either “AND” or “OR” before the new criteria. For instance assume the first criteria is to search for Project Names that contain Elkhorn Slough and the second criteria is to search for Fund Number is equal to 6029 (Prop 40). If you specify “AND” between the two criteria, then the results will be any project with Elkhorn Slough in the name and uses Prop 40 funding. If however, you specify “OR” between the two criteria, the result will show every project with Elkhorn Slough in the name and every project that uses Prop 40 funding.

The Search Projects function will always return a list of projects showing Project Name, Project Number, and the Project Summary. To open a project shown in the search results you can either:

- Double click on the gray box to the left of the project name
- Highlight the line with the specific project and click the “Open” button



Warning!! If you click the open button without highlighting a specific project line, every project on the search result list will open up. This can be time-consuming and annoying depending on the length of the search results.

Please note that with the Search Projects function, there is no way to print or export the results. In addition, you cannot search for contract information. If you need to do any of these things, you should use the Query Tool.

Search Database with the Query Tool

The query tool is a very useful and flexible tool for searching the database. It is also somewhat quirky and non-intuitive. The instructions below should help you have success with the tool.

View Names

The first thing you must do is pick a “View”. The view sets the list of fields that can be shown in your search results and what information will be grouped together in the results. The three most commonly used views are:

1. Projects All – This view will return results where each project is shown on one line. For fields where there may be more than one per project, for instance Project Type, then all of the answers for that field will be grouped in one cell and separated by commas. For instance, the information returned in the Project Type column might be: Acquisition, Agriculture, Fish Passage. **Please note that there is another view called “Project All**



(non concatenated)” -- **Do not use this view** as it will likely crash the database.

2. Contract Totals – This view will return results where each contract is shown on one line. Fields where there may be more than one per contract, like funding source, will be grouped into one cell and separated by commas.
3. Contract Funds – This view will return results where each funding source for each contract is shown on one line.

The only other view that you might want to use is Project Contacts to print out a contact sheet for a given project.

It is unlikely that you will need any of the other views. Despite the useful sounding names, these views don’t work the way their names imply they should and it is recommended that you not use them: Completion-Termination Dates, Upcoming Completion Dates, Upcoming

Termination Dates, Upcoming Liquidation Alert, Project Funding, Project Legislative Districts, and Project Strategic Objectives.

There are two views specifically for looking at attorney assignments: Attorney Assignment by Project, Attorney Assignment by Attorney. A sample of how to use these queries is provided at the end of this section.

Select the Fields To Display in the Results

Each view can return a fairly large number of fields. Most of the time you will only want to see a subset of those fields. The default is for the results to return every possible field in the view. To select the specific fields that you want to see, first uncheck the **Display All** checkbox. Then check the box in the **Display** column for each field that you want included. Limiting the results to only those fields you want will make it easier to work with the results.

Set the Search Criteria

There are two ways to set search criteria with the Query Tool: Project Criteria and Operator/Criteria fields. Each is discussed below.

Project Criteria: This is the better of the two search functions and should be your first choice. But Project Criteria only allows you to search on a limited number of fields. If the field you want to search on is not included, you will need to use the other method. To set search parameters under the Project Criteria box, do the following:

1. Click the field you want to search from the drop down list
2. A new box will open with the items you can search for. Click on the item you want to search for. Use ctrl-click to select more than one item. For instance, if you select the field "Counties" a box opens that lists all of the counties contained in the database. Click on the county or ctrl-click on multiple counties to search for results in that county. If you are in the view Projects All, your results will be projects in that county. If your view is Contract Totals, the results will be contracts for projects in that county.
3. Click Okay.
4. To run the search, click the "Run" button. Please note that if your search is going to return a lot of records it will take the database awhile to complete it. Be patient.

You can select multiple criteria to search for using the Project Criteria feature. For instance you can search for agriculture projects in the central coast region by first setting the criteria Region = Central Coast, and then setting the criteria Project Type = agriculture.

You can search for projects in certain date ranges using the Authorization Date criteria.

Operator/Criteria Fields: The second way that you can limit search for particular data is using the Operator/Criteria fields shown for each field included in the view (in the table with “Column Name”) in the upper left. To use these fields, first pick an Operator such as Equal, Contains, etc. Then enter the data to be searched for. For example, to search for a specific project, do the following:

1. Select “Equal” in the Operator box for the line Project_Number.
2. Enter the project number you want to search for in the adjacent Criteria box.
3. To run the search, click the “Run” button.

A few things to note about how the fields don’t work so well:

- You can’t search a date field (like completion date) for a given range of dates – for instance every completion date that is within 3 months from now. The search will treat all of this like alphanumeric information and the results will not be what you were trying for.
- If you search for Project Type – Equal -- Access. This will not return all of the access projects. Instead it will return all of the projects where Access is the only project type. To search for all Access Projects, you have to search for Project Type – Contains – Access. This pattern is true for any field which may have more than one answer for the given view.
- You can’t search by calculations on amount – for instance projects that cost more than \$1 million. The tool treat numbers as alphanumeric information, rather than as numbers.

Grouping Results

The query tool can group the results of any query by one column or more columns. For instance if you search for all acquisition projects, you could then group them by region and then by project manager. To do this, run the search. When the results appear, grab the column name of the first field you want to group by and drag it to the box at the top that says “Drag a column header here to group by that column”. You can add a second level by dragging a second column header into that same space.

Export Results

The results from any query tool search can be exported to excel. Simply click the export button, give the file a name, and select the location to save the file.

Instructions for Sample Queries with the Query Tool

Search for the Active Projects of a Specific Attorney

1. Open database
2. Under the **Query** menu, select **Query Tool**
3. Under **View Name**, select **Attorney Assignment by Project**
4. Limit the search to a specific attorney
 - a. On the "Attorney_Names" row, in **Operator** box select **Contains**; in **Criteria** box enter the attorney's name
5. Limit the search to active projects
 - a. On the "Project Status" row, in **Operator** box select **Equals**; in **Criteria** box enter **"Active"**
6. Optional step: Select the fields that will be displayed in the output (default is to show all of the fields, but this can be overwhelming)
 - a. Uncheck the "Display All Columns" box
 - b. Check those fields that you want to show up
7. Run the query
 - a. Hit the run button
8. Print or save the query
 - a. Hit the export button. File will be exported to excel.
 - b. Give file a name and decide where you want to save it
 - c. To print, open excel file, adjust as you want, and print

14. CONTRACT LOGS

Overview of Contract Logs

The database provides multiple logs of agency contracts and invoices to allow a user to look at a large set of data at one time. The information can be sorted and filtered to allow contract staff, project managers, and program managers to look at the information in the way that is best suited for them. All of the logs function in the same way, as described in Navigating Contract Logs below.

For the most part, the logs are a way to display data, but are not intended for data entry. However, a few of the fields can be directly edited from the log screen. These fields are shown in white rather than beige. In some cases, only contracts staff can edit the fields.

Navigating Contract Logs

To open any contract log, go to the Contracts Menu, and select the specific log from the drop down list. Please note that some of the logs can take several moments to open. Once the log is open, you can sort, filter, reorganize, and export the information as described below.

1. **Sorting the Data:** You can sort the data by any field by clicking on the column heading for that field. For instance, you can sort by contract number, project manager, termination date, etc.
2. **Filtering the Data:** To see only a subset of the data, click the filter button. In the dialog box that opens, select the field that you want to filter by, then select the filter criteria from the items to the right. Click Apply to set that filter and then set a second one. Click Okay to apply the filter and close the dialog box. As an example, you can filter the data to show only one specific contract, or contracts for a specific grantee, or contracts managed by a specific staff person. The appropriate filter will depend on what you are doing. To remove the filter(s), click on the See All Records Button.
3. **Rearranging Columns:** You can move any of the columns by clicking and holding on the column heading and then dragging the column to the new location.
4. **Opening a Specific Record:** On each log, you can open the detailed page related to that log (e.g., Contract Details or Invoice Drawdown Sheet) for any listed item by double-clicking anywhere in the row.

5. Export to Excel: At any time, you can export the log to excel. Simply click on the Export button and indicate where the file should be saved.
-

Types of Contract Logs

New Contracts and Amendments Log

Project staff can track the status of the contract or amendment (whether it has been processed, mailed, or executed) in this log.

Active Contracts Log

All contracts where Contract Status = Active (i.e., have been executed and have Completion Dates in the future) will be listed in the Active Contracts Log. This log has three alert columns to aide in quick identification of contracts that need attention:

- Expiration Alert: An alert will show in this field if either the work completion date or termination date of the contract is within 3 months. The alerts are broken down as >3 months and >1 month, or past the date.
- Liquidation Alert: An alert will show in this field if one of the funding sources for the project that has more than a \$0 balance (including withholding) is set to liquidate in less than six months.
- Repayment Alert: An alert will show in this field if a payment is due on the contract within 6 months.

NOTE: Only Contract staff are able to make changes to this log.

Repayment Log and Details

All contracts that have a repayment requirement will be listed in this log. If a contract involves the repayment of funds to the Conservancy (see Funding Tab section), Contract Staff will check the "Repayment Required" box on the Contract Details page and complete the Repayment Details.

Monitoring Log and Details

The Monitoring Log shows each contract that has the "Monitoring Required" box checked on the Contract Details page. For each, it shows the next uncompleted monitoring date. This will either be an upcoming monitoring or an overdue incomplete monitoring. It is the responsibility of the Project Manager to enter monitoring requirements into the Monitoring Log and to schedule and complete the monitoring events. Because the monitoring requirement can

potentially last up to 20 years and project staff can change over that time, it is important that a clear monitoring plan is documented.

Viewing Monitoring Status and Details

Project Staff can view monitoring status or details for a particular contract in one of the following ways:

- Open the project, go to the Contract/Invoices tab, select the contract row and click the Go to Monitoring Details button.
- Open the Contract Details page and click the Go to Monitoring Details button.
- Go to the Contracts Menu, open the Monitoring Log, select the contract and double-click the row or click the Go to Monitoring Details button.

Regional managers can periodically review the Monitoring log to see whether project monitoring is kept up-to-date and to reassign staff to do the monitoring if the assigned project manager is no longer working on the project. The log will update with the outcome of the last monitoring and reflect the next monitoring due date until the required monitoring period has concluded and all monitoring has been completed.

To access the Monitoring Log, Go to the Contracts Menu and open the Monitoring log.

Monitoring Alerts

An automatic monitoring email alert will be sent to the Project Contract Manager and carbon copied to the Project Manager (if different than the Project Contract Manager) when a monitoring date is within 1 month of today's date and once a month after the due date has passed until a date monitored and outcome have been entered for that event. The email will specify the project name and number, contract number, and monitoring date.

Alert flags also appear in the Monitoring and Complete (20yr) logs for each contract if the scheduled monitoring event is within 3 months and 1 month of today's date and if the monitoring event is overdue. These alert flags can also be viewed from the Contract/Invoices tab within the project record.

Complete (20yr) log

Shows all contracts where status = Complete (20 yr).

Closed log

Shows all contracts where status = Complete (20 yr).

Invoices Log

This log shows all of the invoices that have been entered in the database. In most cases, a user will want to filter by a specific contract. Currently the log does not include a field for funding source, but this will be corrected in a future version.

Active Contracts by Fund Source log

This lists all of the active contracts by each funding source. A contract with more than one funding source will be listed more than once in this log. This log is most helpful for seeing which contracts have funding that will be liquidating in the coming year.

15. NEW CONTRACTS

Adding a New Contract

1. Go to the **Contracts Menu** and select **Add New Contract**.
2. Enter or choose the **Project Number** from the dropdown menu and click **Okay**.
 - a. Make sure to pick the correct project phase (*the last two digits of the three-part Project Number*). This will create a new **Contract Details page** linked to the correct project record (*verify this by reviewing the **Project Number field***)



You can click on the gray area of the **Project Number** and it will bring up the project record.

General Contract Information

The General Contract Information is located at the top of the **Contract Details page**. Many of these fields should be automatically populated if the project manager has correctly entered contact information for the grantee or contractor as well as Conservancy staff information on the **General Information tab** of the project record.

The following describes how to complete or verify the General Contract Information fields:

- The **Status field** will default to Draft until it is manually changed or the Date Executed field is filled in (which automatically changes the Status to Active).
- The **Contract Type, Project Contract Manager, Regional Manager, and Project Attorney** should all be filled in automatically from information entered by the project manager. The **Project Contract Manager** defaults to the primary project manager but sometimes another staff person will be managing the contract. Review these fields and make any changes necessary. If there are questions, contact the project manager.
- Enter the assigned **Contract Number** from the New Agreement Number Log spreadsheet.
- Select the **Grantee/Contractor** from the dropdown list. This should automatically populate the Address information if it was entered in the project record. If either the

Grantee/Contractor or address information is not there or incorrect, contact the project manager to enter it into the project record.

- For the **Tax ID Number**, **SBE & DVBE** checkboxes and **Certification Number**, refer to the contract and work transmittal. If there are any questions, contact the project manager.
- If the contract has been signed, **enter the Date Executed**, otherwise it can be entered when the signed contract is returned. **Enter the Completion and Termination Dates** as specified in the contract.
- If the contract requires repayment of funds, **check the Repayment Required** box. See [Chapter 10 on Repayment Contracts](#) for more information about how to fill in the Repayments Details page.
- The project manager is responsible for checking the **Monitoring Required** box and filling out the Monitoring Details page if it is appropriate to the contract.
- Fill in the **Purpose of the Contract** field by cutting and pasting the description from the contract.

Contract Funds Section

It is very important to correctly set up the **Contract Funds** section since this information drives all of the financial information used throughout the **Contract Details page** and the **Invoice Drawdown sheets**.

The fund sources in the dropdown list in each row (and the default reserved fund amounts that automatically appear when a fund source is selected) are dependent on the project manager entering this information into the **Funding tab** of the project record. If the information is not there or is incorrect, contact the project manager to make corrections.

When setting up a new contract, complete the **Contract Funds** section per the following:

1. **Click Add** to add a new row.
2. **Select the appropriate fund source** from the dropdown list. Verify that it is the correct fiscal year and subsection. If no fund sources are listed, contact the project manager to enter this information in the project record.
3. **Verify** the amount of **contracted funds** using this fund source. It will default to the amount reserved on the project record funding tab. You cannot enter a greater amount without first increasing the amount reserved on the project funding tab (contact the

project manager to correct this if necessary); however, you can enter a smaller amount if that is appropriate.

4. **Click Save.**
 5. If the contract is using more than one fund source, click Add to add another row and repeat the steps above.
 6. **Review the Liquidation Dates** to make sure they extend past the Completion Date. Also review the fund summary fields in the upper right corner of the Contracts Details page to make sure the totals are correct.
-

Invoice Drawdown Sheets

After each fund source row is saved, an **invoice drawdown sheet** is automatically created for that fund source.

1. **Select a fund source** row by clicking on the arrow to the left of the row and then **click** on the **Go to Invoice Drawdown Sheet** button and review that all of the pre-filled information is correct.
 2. Repeat for any other fund sources entered.
-

Amendment Number 0 – Original Contract

When the **Contract Details page** has been saved, a row is automatically added in the Amendments section where the Amendment Number = “0” and the Reason for Amendment says “original contract”.

1. **Enter the original contracted amount** total in **Amendment Amount**. As augmentations are added in future amendments, this will provide a quick snapshot of how the funds have been increased.
2. **Click Save**. A message will pop up to adjust the amount in the Contract Funds section. This is not required for the original contract so just click Okay and don't do anything else.

16. Agreement Modification Form

Agreement Expiration Alert & Modification Form

The **Agreement Expiration Alert & Modification Form** is what is used when Completion and/or Termination Dates need to be extended or other changes need to be made to a contract. The Project Manager uses the form to describe the specific changes needed to the contract and then routes the form for signature approval from the appropriate Program Manager and the Executive Officer before going to Contracts staff to prepare the contract amendment. The form also tracks who has word processed, provided legal review and proofread the amendment.

In the past, Contracts staff would manually prepare the forms for any contract nearing a Completion Date in order to alert the Project Manager. Now the form has been built into the database. This allows the form to be printed out pre-filled with the contract identification information, the Project Manager, and the current Completion and Termination Dates. See the end of this chapter for an example of the form and what information is automatically generated by the database.

How to Access the Modification Form:

1. Open the Contract Details page for the contract (see Ch.1 Contracts Module Overview).
 2. Click the Agreement Expiration Alert & Modification Form – This Contract button in the lower right corner. Note that there may be a slight delay as the form is generated.
 3. To print the form: click the printer icon at the top of the form.
 4. To export & save the form: click the save icon and select either the Excel or PDF format. Follow the prompts to name the file and save it to the desired location.
-

How to Generate Forms Expiring Within a Specific Date Range:

The database allows you to generate all the forms that have Completion or Termination Dates within a specific date range. This is useful if you need to print out pre-filled expiration alerts for Project Managers.

1. Go to **Contracts Menu > Agreement Expiration Alert & Modification Forms**.
2. Enter beginning and ending dates for either the **Completion Date** or the **Termination Date** and click **Okay**.
3. Forms for all of the contracts meeting the specified date criteria will be generated and pre-filled with the contract and date information. Click the **Back** and **Forward Arrows** at the top of the form to view each form.

4. You can also **print** or **export & save** the forms as described above.
-

Automatic Expiration Alerts

In theory, the database is designed to send out automatic expiration alert emails to the appropriate staff as the **Completion** and **Termination Dates** approach. As of March 2014, this functionality is not working correctly. It is being worked on.

When working, the alerts will be sent out to the Project Contract Manager with copies sent to the Project Manager and Contracts@scc.ca.gov. Alerts are sent out when either the contract's **Completion** or **Termination Date** is within three months and again within when the date is one month away. If the dates have not been extended on the Contracts Details page through the amendment process (see [New Amendments & Augmentations](#)), alerts will continue to be sent out every month past the expired date until it is extended.

When a Project Manager receives an alert, it will be their responsibility to print out the modification form, specify the changes needed, and route the form for approval to process the contract amendment.

17. AMENDMENTS & AUGMENTATIONS

The Amendment Section provides a snapshot of all augmentations and changes to the original contract, including the **Amendment Number**, **Reason for the Amendment**, **Augmentation Amount** if applicable, and the **Date Executed**.

A row is automatically entered when the contract is first created. It is listed as “Amendment 0” and the reason is “original contract”. See [Chapter 14 – New Contracts](#) for more information. The following describes the process for adding subsequent amendments.

Adding a New Amendment / Augmenting a Contract

1. **Open** the appropriate **Contract Details** page (see Chapter 1 – Contract Module Overview).
2. In the Amendments section, click **Add**.
3. **Enter** the **amendment number** and a brief reason for the amendment.
 - If the amendment relates to extending the Completion and/or Termination Dates, the new dates should be entered in the top part of the Contracts Details page after the amendment has been executed.
 - If the amendment includes an augmentation of funds, enter the augmentation amount.
4. **Enter** the **Date Executed** if the amendment has already been signed. If it hasn't, the date can be added later.
5. **Click Save** within the Amendments section (forgetting to do this may mean the amendment gets deleted!). If an augmentation amount has been entered, a message will pop up to adjust the Contract Funds section. This is VERY IMPORTANT!
 - If the augmentation is using one of the existing fund sources, then increase the Contracted Amount by the amount of the augmentation and click Save. You will only be able to enter an amount up to the amount reserved on the project funding tab. If you get an error message that you are trying to enter an amount greater than has been reserved, contact the project manager to correct the funding tab.

- If the augmentation is using a new funding source, then select the funding source from the dropdown as described in Chapter 2 – New Contracts. If the funding source is not listed, contact the project manager to correct it on the project funding tab.
6. The **invoice drawdown sheet** needs to be updated with the augmentation (this is also **VERY IMPORTANT!**).
- In the Contract Funds section, select the fund source that has been augmented by clicking on the arrow to the right of the funds source and then click the Go to the Invoice Drawdown Sheet button.
 - Click Add to add a new invoice row.
 - Enter the date the amendment was executed in the Date Received field.
 - Enter “0” in the Gross Amount Approved field.
 - Enter the augmentation amount in the Disencumber/Augment field (as a positive number).
 - Enter the amendment number in the Notes field and click Save.
 - Verify that the Current Fund Source Total and Balance amounts are correct.
7. Return to the **Contract Details page** and click **Refresh**. Review the totals in the **Contract Funds** section and the **fund summary fields** in the top right corner of the Contract Details page to ensure the totals and balances are correct.



The balances will not be updated until the augmentation amount has been entered on the invoice drawdown sheet.

18. SUBSTITUTING FUND SOURCES

Substituting funds on a contract can only be done by contracts staff. No other staff have the permission to do this. If a project manager submits a work transmittal to substitute funds, follow these steps to complete the change in the database:

1. Go to the contract details of the contract that will have a substitution of funds
2. In the contract funds section, click on the Substitute button
3. In the Substitute Funds box, do the following
 - a. In the contract funds table, find the funding source to be decreased or removed from the list on the left. **8/22/14 -- Please note, currently the fiscal year does not show up in the funding source box. This problem is being fixed, but for now it can create confusion. If you are unsure which line to pick, get help from Trish.**
 - b. On the line of the selected funding source, enter the amount to be disencumbered in the column labeled "Amount Substituted"
 - c. From the right hand column labeled "New Funding Source", pick the new funding source that is being substituted in from the drop down list
4. In the authorization section, do the following
 - a. If there is more than one authorization, then you must use the work transmittal to determine which authorization line to pick. The easiest way to do this is to match the amount authorized with the total amount of the original work transmittal. If you need help figuring out the appropriate authorization, the project manager should be able to help you.
 - b. Once you have picked the appropriate authorization line, fill in the "Amount Substituted" column. This should total to the same as the entries for the "Amount Substituted" column in the Contract Funds box above.
5. Hit save.
6. If you get an error message, read it carefully. It will should help you figure out what step is missing.

19. INVOICE PROCESSING

Invoices and the Database

Invoices are entered into the database in order to track receipt, routing, dispute and payment information and to reflect accurate contract remaining balances. This allows Project Managers and others to quickly verify the current status of an invoice and helps Contract staff manage invoice processing.

Invoices are entered into an **Invoice Drawdown Sheet** that is specific to each funding source assigned to the contract under the **Contract Funds section** of the **Contract Details page**. The withhold amount, net payment, accumulated withholding and the remaining balances are automatically calculated.

Once the invoice has been entered into the database and the hard copy invoice and routing sheet are delivered to the Project Manager for the necessary signature approvals, invoice status and data entry can be managed via either the **Invoice Drawdown Sheet** or the **Invoice Log**.

The **Invoice Drawdown Sheet** also tracks whether an invoice is the final one, whether the accumulated withholding has been released, and allows remaining funds to be augmented or disencumbered to accurately update the remaining balance.

Accessing the Invoice Drawdown Sheet:

There are several ways to access the **Invoice Drawdown Sheet**:

- From the **Contracts Menu > Open Contract Invoice Drawdown Sheet**. You will need to provide the Contract Number and the Funding Source.
 - From the **Contract Details** page. Select the correct Funding Source from the Contract Funds section and click Go to Invoice Drawdown Sheet for this Funding Source.
 - From the **Contracts Menu > Invoices Log**. Select an invoice for that contract and click Open Invoice Drawdown Sheet.
 - From the **Contracts/Invoice tab** within the project record. Select the contract and click View Invoice Details. You will need to provide the Funding Source.
-

Entering a New Invoice:

1. To enter a new invoice, go to the appropriate invoice drawdown sheet for that contract:
 - From the **Contracts Menu>Open Existing Contract**, enter the **contract number** and click **Okay**. On the **Contract Details page**, select the correct fund source in the **Contract Funds section** and click **Go to invoice drawdown sheet**.

OR

- From the **Contracts Menu>Invoices Log**, enter the **contract number** and click **Add New Invoice**. Select the correct fund source and click **Okay**.
2. On the **Invoice Drawdown Sheet**, click **Add** to add a new invoice row and do the following:
 - a. Verify that the **Gross Invoice Amount** is less than or equal to the remaining **Balance** (if it isn't, dispute the invoice...see below).
 - b. Enter the **Date Received**, **Invoice Number**, **Invoice Date**, **Billing Period**, and **Gross Invoice Amount**.



*If an invoice is to be split across funding sources, enter a new row on the **Invoice Drawdown Sheet** for each funding source with the respective split amounts and put a **"*SP"** in the Notes field to indicate that it has been split.*

- c. Notes can be added in either the **Notes field** on the invoice row or in the large **Notes box** below. It's helpful to include the date and your initials, especially when using the large **Notes box**. Click **Save**. All Conservancy staff can write in the Notes box to facilitate communication between Contract staff and Project Managers.
2. Verify the **Withholding Amount**. This defaults to 10% but can be changed manually.
 3. Verify the **Accumulated Withholding** and **Balance** amounts.
 4. Click **Save**. Once saved, the invoice will appear in the **Invoices Log**. Data entry can be done directly from the log, especially for entering claim schedule information and routing and dispute information. However, it is best to open the drawdown sheet to enter or correct the **Gross Amount Approved** so that balances and withholding amounts can be verified.

Disputing an Invoice:

If an invoice entered on the **Invoice Drawdown Sheet** is disputed, check ***Is Disputed?*** Checkbox. Then change the ***Gross Amount Approved*** to \$0.00. Verify that the ***Withholding Amount*** is also \$0.00.

Final Invoices & Releasing Withholding:

The final invoice typically consists of the last regular invoice and then a separate request for release of the accumulated withholding. The last regular invoice should be entered in the same way described above. A separate entry should be made for the release of the withholding:

1. On the **Invoice Drawdown Sheet**, click **Add** to add a new row.
2. For the required fields, enter today's date in ***Date Received*** and "0" in ***Gross Invoice Amount***.
3. To release the accumulated withholding, enter "FINAL" in the ***Invoice Number*** field, check the ***Final Invoice*** box, and enter the amount displayed in the ***Accumulated Withholding*** field into the ***Withholding Amount*** field as a negative number (e.g. -25,000.00). Add any ***Notes*** and click **Save**.
4. Verify that the ***Accumulated Withholding*** amount is now "0". The ***Balance*** amount should remain unchanged.
5. If the contract is ready to be closed, follow the steps to close the contract and disencumber the remaining funds – see **Chapter 9 – Closing Contracts & Disencumbering Funds**.



*Sometimes the accumulated withholding will be released at intervals prior to the contract being closed. In these cases, follow the steps above but do not put "FINAL" in the ***Invoice Number*** field or check the ***Final Invoice*** box. Include a **Note** that the withholding was released.*

20. CLOSING A CONTRACT & DISENCUMBERING FUNDS

Closing a Contract

Closing a contract is typically done at the same time that the final invoice is processed (see [Chapter 8 – Invoice Processing](#)). The following fields should be changed on the **Contract Details page** and any remaining funds disencumbered:

1. **Status** – if it is a twenty-year project, change it to “Complete (20yrs)”, otherwise change it to “Closed”. This will automatically list the contract on the **Complete (20yrs) Contract log** or the **Closed Contract log**, respectively.
2. **Closing Remarks** – enter any closing comments included on the pink sheet.

Disencumbering Funds

It is a two-step process to disencumber funds from a contract in order to correctly update the contract summary totals. First the amount to be disencumbered must be removed from the **Invoice Drawdown Sheet**, then the same amount needs to be subtracted from the appropriate fund source in the **Contract Funds section** on the **Contract Details page**:

Step 1 - Disencumbering on the Invoice Drawdown Sheet:

1. Click Add to add a new row.
2. For the required fields, enter today's date in the **Date Received** field and “0” for **Gross Amount**.
Enter “Disencumbered” in the **Invoice Number** field.
3. Enter the amount to be disencumbered as a negative number (e.g. -5000.00) in the **Disencumber/Augment** field.
4. Click **Save**. You will get a prompt to change the Contract Funds section. Click **Okay** and proceed to Step 2.

Step 2 - Disencumbering on the Contract Details page:

1. Select the correct fund source row in the **Contract Funds section**.
2. In the **Contracted Amount** field, subtract the amount to be disencumbered and click **Save** in the **Contract Funds section**.

3. Click **Save** in the bottom left corner of the **Contract Details page** to update the summary totals in the top right corner of the page.

21. SPECIAL CONTRACTS

Retainer Contracts

The Conservancy will sometimes retain a contractor to provide certain services on an as-needed basis. While the scope of the type of services is specified at the outset and a total contract amount identified, the specific tasks or projects the contractor will work on are determined when the need arises. The Project Manager overseeing the retainer contract will authorize a new task for the contractor and a work program for that task will be prepared. Tasks continue to be authorized and funds from the retainer contract allocated until the total contract amount has been reached.

In terms of the database, retainer contracts are set up the same as any other contract. Ideally, there would be a separate **Invoice Drawdown Sheet** for each task, however this functionality is not currently available in the database. For now, this is better tracked in the hard copy contract file. As a partial workaround, the following procedures should be followed:

1. Keep a running list of tasks (or “authorizations”) in the **Notes** field of the **Contract Details page** as they are approved by the Project Manager (it might make sense for the Project Manager to do this).
2. As invoices are submitted for the various tasks in a particular retainer contract, the task or authorization number should be entered in the **Invoice Number** or **Notes** fields on **the Invoice Drawdown Sheet**. If possible, use the Notes field on either the Invoice Drawdown Sheet or the Contract Details page to track the remaining balance available for each task.

Reimbursable/Pass-Through Contracts

In terms of the database, grants that the Conservancy has received either to use directly on projects or to serve as a pass-through to grantees are handled by Contract staff the same as any other contract.

The only place where these contracts are treated differently is on the **Project Funding tab** in the **Reservations section** but in most cases it is the Project Manager’s responsibility to enter this. When the Project Manager is entering the reservation, the **Reimb/Repayment field** should specify whether the grant to the Conservancy is using Federal, State or NGO funds as well as the amount to be reimbursed or passed through to a grantee. This is important to track since it will cause the **Net Conservancy Contribution** field to be correctly calculated.

Repayment Contracts

If a contract involves the repayment of funds to the Conservancy, Contract staff will set up a Repayment Plan, including scheduled payments, on the **Repayment Details page**. Upcoming payments will then automatically appear on the **Repayments log** and automatic email alerts will be sent to the Project Manager and Contracts staff when they are within one month of their due date.

Setting up a Repayment Plan

1. On the **Contract Details page**, check the **Repayment Required** box. A dialog box will appear and ask if you want to enter repayment details now. Click **Yes** to go to the **Repayment Details page**.



If you want to enter the repayments details later, click **No**. When you are ready, return to the **Contract Details page** and click the **Go to Repayment Details** button.

2. On the **Repayment Details page**, verify that the pre-filled information is correct.
3. Enter the terms of the repayment (from the contract) in the **Terms** box.
4. Schedule a repayment plan:
 - a. Enter the **Schedule Date** for when the first payment should be made and the **Scheduled Payment Amount**. Include any **Remarks** if necessary. Click **Save**.
 - b. To schedule additional payments, click the **Add** button to add a new row(s) and enter the information above.

The **Notes** field can be used by both Contracts staff and the Project Manager to document important information regarding repayment.

Viewing Repayment Status and Details

The **Repayment Log** is an easy way to see a summary of repayment information and the next scheduled repayment. To open it, go to **Contracts menu>Repayment Log**.

Each scheduled repayment event includes the **Contract Number**, **Grantee**, **Project Name**, **Payment Due Date**, **Total Amount to be Repaid**, **Amount Repaid To-Date**, and the **Remaining Balance**. A **Repayment Alert** will be displayed if the due date is within one month of today's date or past due.

Clicking the column headings will sort the log by the selected column (default is **Payment Due Date**), so you can sort by Project Manager, Region, etc. This only affects your view. Next time you open the log, it will go back to the default sort order.

You can view a **Repayment Details page** for a particular contract in one of the following ways:

- From the **Repayment Log**, select the contract and double-click the row or click the **Go to Repayment Details** button.
- From the Contract Details page and click the Go to Repayment Details button.
- From the **project record**, go to the **Contract/Invoices tab**, select the contract row and click the **Go to Repayment Details** button.

Repayment Alerts

An automatic repayment email alert will be sent to the **Project Contract Manager** and copied to the **Project Manager** (if different than the Project Contract Manager), the **Accounting Manager**, and the **Contracts Manager** when a repayment date is within 1 month of today's date and once a month after the due date until payment has been received or resolved.

The email will specify the **Project Name, Grantee, Contract Number, Due Date** and where the payment should be sent. This makes it easy for the Project Manager to forward the email directly to the grantee as a reminder.

Tracking Repayments

Once a repayment has been sent to the Conservancy, the Contracts staff will enter the date and amount received and any remarks into the **Repayment Details page**. The **Repayment log** will be updated with the new balance and reflect the next repayment due date until all payments have been received or other arrangements made.

Project Managers can also add notes to the **Repayment Details page** to document any issues or information other Conservancy staff should know about.

22. DATABASE FAQs – FREQUENTLY ASKED QUESTIONS

1. **I can't save my changes.** Read the error message that is shown when you try to save your changes and try to address the problem. If you are still confused, contact the database committee person in your work group.
2. **Will my changes have ripple effects?** Changes to Project Contacts will have ripple effects. It is very important that you are careful when making changes to project contacts. Please remember that if you want to enter a new person, address, or organization, you have to start from a blank form. If you start by overwriting an existing person, address, or organization, you will not be able to save those changes as an addition; instead you will permanently replace the old information with the new in every project that references that info in the database.
3. **How do I maintain the history of who's worked on a project?** You can click as many project managers as are relevant for a project.
4. **How do I only open certain projects returned in a search query without opening them all?** To open only item in a list of search results, highlight that row first and then either select the "open" button or double-click on the line. If you double-click on the line before highlighting it, you will inadvertently open the details for all of the results in your search.
5. **How can I see invoices submitted prior to the new contracts module?** Go to the hard copy of the contract file.
6. **How do make changes to the General Information page?** Right click and select the edit button.
7. **How do find the lat/long for my project? What if my project doesn't have a physical location?** To find the lat/longs for your project, Open Google Maps and navigate to your project site. At your project site, right click and select "What's Here." A box will open on the left that will provide the lat/long for the project site. If your project doesn't have a physical location, use the Conservancy's office as the lat/longs.
8. **How do I find the legislative district numbers for my project?** Refer to the legislative district maps in the Legislation folder of the share drive.
9. **For Project Status, what is the difference between Completed and Closed? What is Inactive?** Completed projects are ones where the work is complete but the grant

agreement is still open. Most acquisition and restoration project grants remain open for 20 years after the work is complete. A closed project is one where all of the associated contracts are complete. An inactive project is one that the Conservancy worked on for a period but that is no longer moving forward for one reason or another.

10. **Why can't I change the contract information?** Only contracts staff can change most of the information on the contract page.
11. **How do I add organizations, addresses and contacts to the Project Contact tab?** See the Project Contacts section of the User Guide.
12. **What contact info do I need to add to my project?** See the Project Contacts section of the User Guide.
13. **How do I link documents and photos to my project?** See the Images and Links sections of the User Guide.
14. **How do I add related projects to my project?** See the Related Projects section of the user guide.
15. **What is the naming convention for adding new organizations and match funders?**
Organizations should be entered with the full name. The only abbreviation that should be used for organization names is "U.S." for United States in the naming of federal agencies.
16. **What does the "Conservancy Contribution" represent on the Gen Info and Funding tabs?**
Conservancy contribution is the "net" contribution. Therefore, it does not include funding from grants that we received from other agencies or funding that will be repaid by the grantee.