

CDFW Restoration Grants - EcoAtlas Project Tracker Instructions

Summary

Background

Project Tracker tracks wetland and riparian restoration, mitigation, and habitat conservation projects throughout California, and is used by many government granting and regulatory agencies, Joint Ventures, non-profits and other project proponents. Once projects are approved for public display, they can be viewed and downloaded along with other projects and data layers on EcoAtlas. Improved tracking and mapping of project activities will allow for more accurate analysis of changes in habitat extent, landscape-scale conservation planning, evaluation of progress towards meeting conservation objectives, and leveraging of restoration resources. New fields and reporting functionality are added regularly.

Project information must be entered in EcoAtlas Project Tracker for Implementation, Planning, and Acquisition projects; it is not required for Scientific Studies. EcoAtlas is focused primarily on wetland and riparian habitat projects, and projects with linkages to these habitats; upland projects may also be entered. Large scale / watershed scale planning projects do not need to be entered until specific sites have been identified.

CDFW Watershed Grants requirements

- **Grantee enters project data:** Grantees are responsible for entering project data. Although not required, Grantees are encouraged to continue to update project data after their grant is closed, including adding new activities and funding, uploading project resources for the benefit of project stakeholders and the public, and uploading CRAM monitoring data to the CRAM website <https://www.cramwetlands.org/dataentry>.
- **Approving and making information public:** When the Grantee determines Project Tracker data are complete and ready to be viewed by the public, the Grantee should contact the CDFW Grant Manager and Hildie Spautz, the CDFW Grants Administrative Regional Manager for Project Tracker. Hildie will conduct a preliminary review and make the project visible to the public. It should then be reviewed by the Grant Manager for accuracy and completeness. Project data will be visible to the public immediately; the project boundary map will be visible within several days, after review by SFEI. Project Tracker's overall administrator.
- **Important links and contact info:**
 - ❖ **EcoAtlas Project Tracker** – to create an account; and enter and edit data: <https://ptrack.ecoatlas.org>
 - ❖ **EcoAtlas Project Tracker Help Desk:** ptrackadmin@sfei.org
 - ❖ **CDFW Project Tracker Administrative Regional Manager for assistance and project approval:** Hildegarde.Spautz@wildlife.ca.gov
 - ❖ **Public viewer:** <https://ecoatlas.org/regions/ecoregion/statewide>. To add Project Tracker layer, click on Layers > Project Information – Habitat Projects

Quick Tips for Data entry

- **Enter required information:**
 - ❖ **Administrative Region:** Select "California Department of Fish and Wildlife". In the SF Bay area, select SF Bay Joint Venture. For Delta projects, select Sacramento San Joaquin Delta Conservancy.
 - ❖ **Public Status:** Select "Public". Project will not be visible to the public until it is approved the Administrative Regional Manager (see contact info above).
 - ❖ **Enter all fields required by Project Tracker.**

- ❖ **Include contact information for the Grantee and Project Proponent.**
- **Additional fields required by CDFW** that are not otherwise required by the Project Tracker database:
 - ❖ **Project Description** and/or **Project Abstract**.
 - ❖ **Project Information Source.** The name and organization of the person filling out the form.
 - ❖ **Key Words.** Add subject area key words.
 - ❖ **Alternative Project ID:** Add CDFW grant agreement number; in the Permit or ID Type field: select “CDFW Prop 1 Grant ID” or, for non Prop 1 grants, “CDFW - Grant ID”
 - ❖ **Groups:** Add “CDFW Prop 1” and/or other relevant grant program.
 - ❖ **Project Sites:**
 - Projects must have at least one project site. See tab at the bottom of the Project Tracker data entry menu. Enter separate sites for non-contiguous areas; or when portions of the project have different activities or are proceeding at different rates.
 - Activities: Enter the activities associated with CDFW grant funding.
 - Funding: Enter CDFW project funding. If there are multiple sites, enter total grant on one project site, or distribute among sites. Funding Secured-to-Date and Total Estimated Cost are calculated from this Funding information.
 - Map: Upload GIS shapefile (preferred) or create a hand-drawn project boundary.
- For detailed instructions and a table of field names and definitions see the Project Tracker website and the detailed instructions created for CDFW grantees.