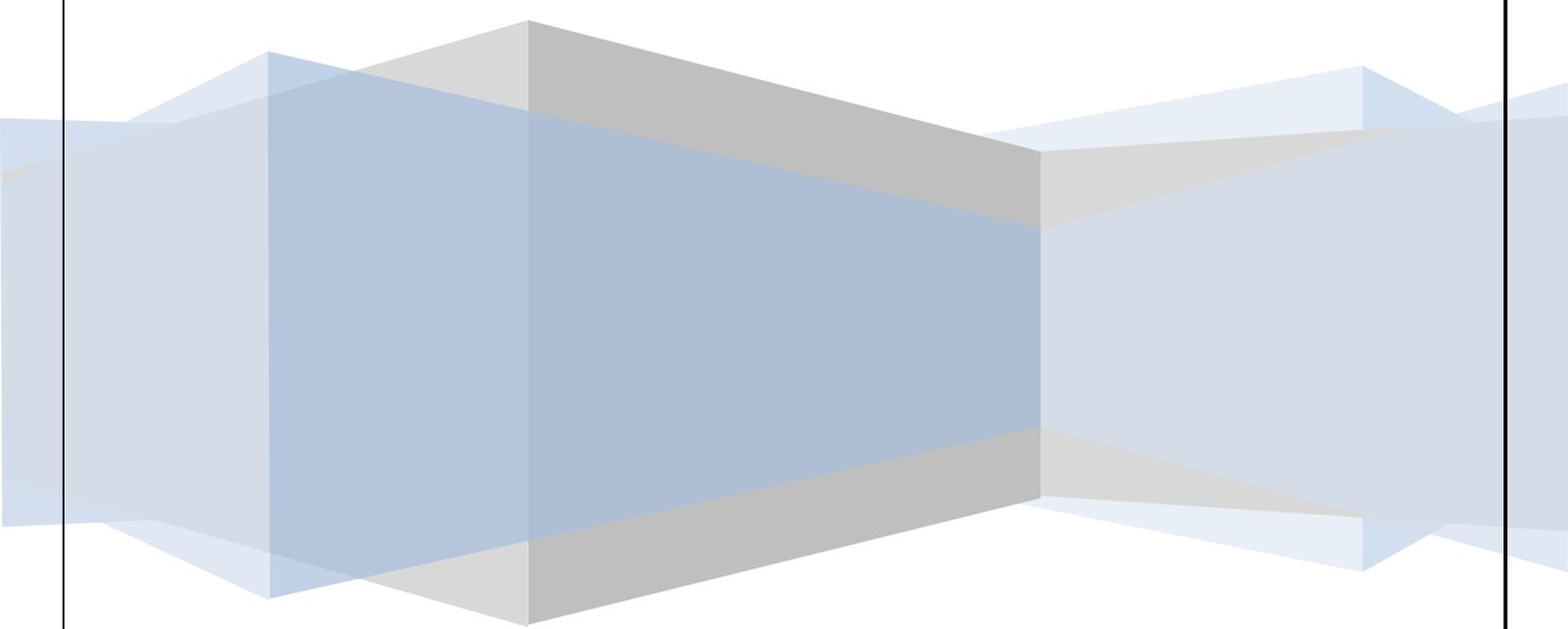


Environmental Finance Center at Boise State University

The Directory of Watershed Resources

General User and Program Manager Tutorial

Texas Directory of Watershed Resources sponsored by the Texas Water Resources Institute, part of Texas AgriLife Research, the Texas AgriLife Extension Service and the College of Agriculture and Life Sciences. Funded by the Texas Commission on Environmental Quality using EPA 319(h) funds



The Directory of Watershed Resources General User and Program Manager Tutorial

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The Directory of Watershed Resources

Statement of Responsibilities

Background:

In 2003, the Environmental Finance Center at Boise State University (EFC) created the Directory of Watershed Resources. The Directory is a searchable database of resources available to assist with a variety of environmental projects. The database includes information on federal, state, private, and other funding sources and assistance. Users can search for resources through a targeted search, keyword search, or by searching an index of federal, state and private sources.

In the fall on 2004, the EFC expanded the Directory of Watershed Resources into a national tool, allowing other Environmental Finance Centers to add their states to provide broader regional funding information in the database. As a result of this expansion, the EFC developed this statement of responsibilities to clarify issues related to updating and maintaining the database for the Centers, individual states, or other organizations that wish to manage the information contained in the Directory in the future.

Program Updates:

Prior to the national expansion of the Directory, the Environmental Finance Center at Boise State University was solely responsible for updating program information and program contacts for all the programs existing in the database. The Environmental Finance Center at University of Southern Maine and the Environmental Finance Center at Wichita State University have since assumed the responsibilities of maintaining the programs in the Directory for the states within their respective USEPA regions.

The EFC imports programs that encompass state, federal, and private foundation sources. In addition, the EFC is responsible for updating the Directory as programs are modified by regional administrator contacts (administrators).

An EFC must contact EFC BSU and request to become the regional administrator for its region to assume this responsibility and have editing privileges to the database. Other EFCs that join the database will be responsible for updating any programs they add into the database including state, private and federal programs. This will be tracked by checking the appropriate "Region" field (representing the EPA Region) for each program contact.

See: <http://www.epa.gov/epahome/wherelive.htm> for more information regarding your region.

New or amended programs submitted online to the database will be the responsibility of the designated, eligible region. For programs with national eligibility, EFC BSU will take responsibility for adding submitted programs.

Maintenance of Server:

The EFC BSU will house the Directory of Watershed Resources on their server and will be responsible for operating and maintaining the server. Costs of maintaining the server will be the responsibility of the EFC; however these may become a shared expense in the future.

Continual Duties:

As a continual service to watershed stakeholders, the EFC bi-annually requests reviews and updates from resource program contacts, provides maintenance to those programs not directly managed by a Regional Administrator, provides re-programming of the Directory with web programming staff and provides general in-house maintenance for the Directory.

Future Enhancements to the Directory Tool:

The EFC will take the lead on implementing and managing any future enhancements. EFC is open to suggestions of enhancements and will receive input on possible enhancements from each of the participating regional EFCs or other organizations who have joined the database. Future costs for enhancements may be the expense of participating organizations or EFCs, or they may be shared between all participants.

How to Effectively Utilize this Manual:

This manual provides readers with both a visual tutorial of the Directory with screenshots associated with primary web pages that users will encounter along with the terms that are associated with the Directory. Readers should be able to comfortably use the Directory to review programs along with those steps it takes to become a manager of a program, a point of contact for a specific program, and an administrator of a program. The EFC at BSU also provides an Administrator Manual that is available by contacting the EFC directly at (208) 426-4293.

User Roles and Responsibilities for the Directory of Watershed Resources

General Users:

General users will use the database to search for different funding and assistance programs. General Users do not need to have an account in order to view the Directory's contents. They can simply visit our website at:

<http://efc.boisestate.edu/efc/watershed/SearchOurDatabase/TargetedSearch/tabid/199/stype/3/Default.aspx> and have instant access to search through the programs in the Directory.

It is highly recommended that users of the Directory register on the EFC homepage. The process is simple and quick! When general users become registered users of the site, they have the privilege of receiving the monthly EFC Newsletter that is distributed electronically. The Newsletter provides stakeholder groups with valuable, insightful, and important watershed news and events. Registered users also have the ability to become Program Managers.

Program Managers:

Registered users of the Directory have the ability to add one or more programs into the system by researching the data available, entering data into the required fields of the Add a Program form, and submit programs for approval. Any changes that are necessary to modify content within the form must be submitted to a Directory Administrator for modification. Any requests for deletions of an outdated or suspended program must be submitted to an Administrator. The role of a Directory Program Manager as pertaining to the EFC is invaluable as the individuals who are closest to a project origin can detail the contents of the program and significantly assist other stakeholders in future endeavors of seeking grant and loan funding.

Program Contacts:

Each program or resource listed in the Directory should have a person or an entity within the program (often this is the name of a department) listed as a Program Contact. This is the individual that General Users can contact to request detailed and/or updated information about the program or resource, Program Contacts do not have to be the same person as the Program Manager, but this is usually the case.

Administrators:

Programs listed in the Directory are categorized as national programs or divided up by state or region. The Directory divides the United States, and territories, into ten EPA-established regions. Regional Administrators are responsible for approving and accepting new programs, making program updates, and deleting obsolete programs.

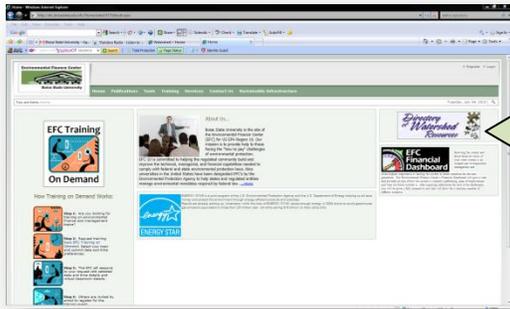
For example, if the contact for a program resides in Texas, then the Directory Regional Administrator for Region 6 would be responsible for keeping the program updated.

Administrators also have the option finding environmental programs in their region and loading them into the database on their own. Please contact the EFC to discuss the option of becoming an Administrator. There is a separate tutorial created for Administrators available from the EFC.

Accessing the Directory of Watershed Resources

EFC Homepage

To begin utilizing the Directory, users must access the EFC's home webpage located at: <http://efc.boisestate.edu/efc/>.

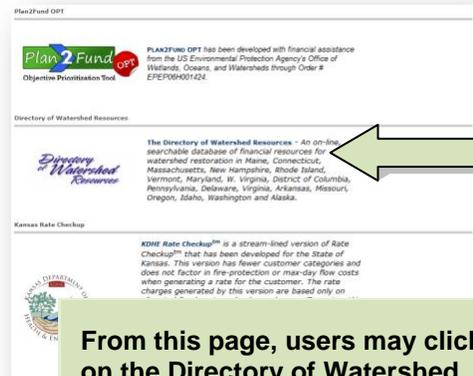
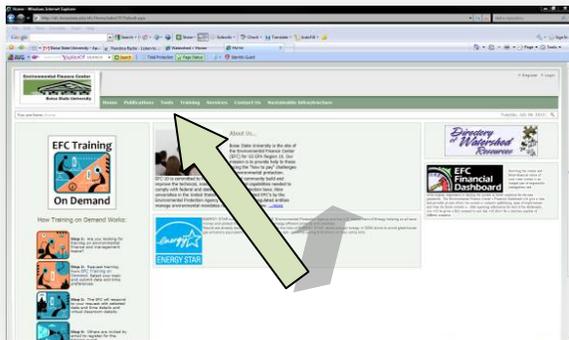


From the homepage, users may click on the Directory of Watershed Resources image located on the right hand side of the page.

This is the first route that users may use when accessing the Directory.

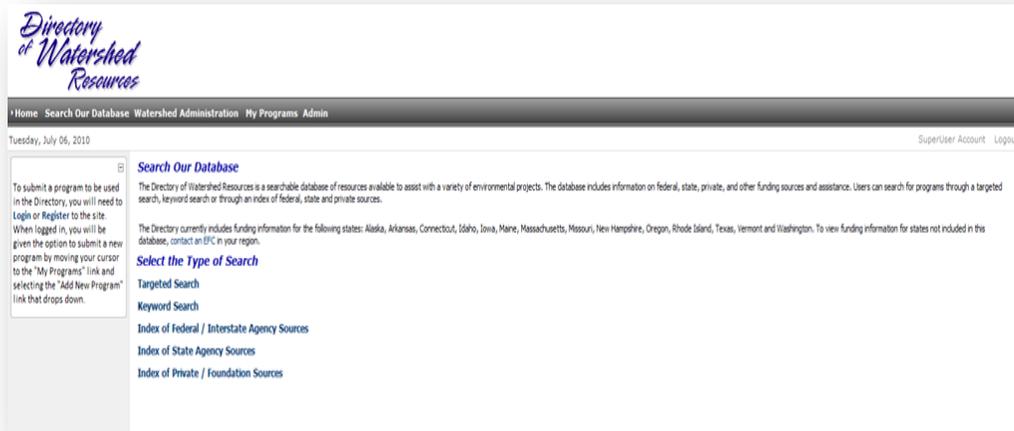
EFC Tools Page

The second route for users to begin viewing the Directory is by selecting the "Tools" tab on the EFC home website page. This page includes a list of the various tools that have been created for watershed stakeholders, and is located at the following address: <http://efc.boisestate.edu/efc/Tools/tabid/58/Default.aspx>.



From this page, users may click on the Directory of Watershed Resources image to gain access.

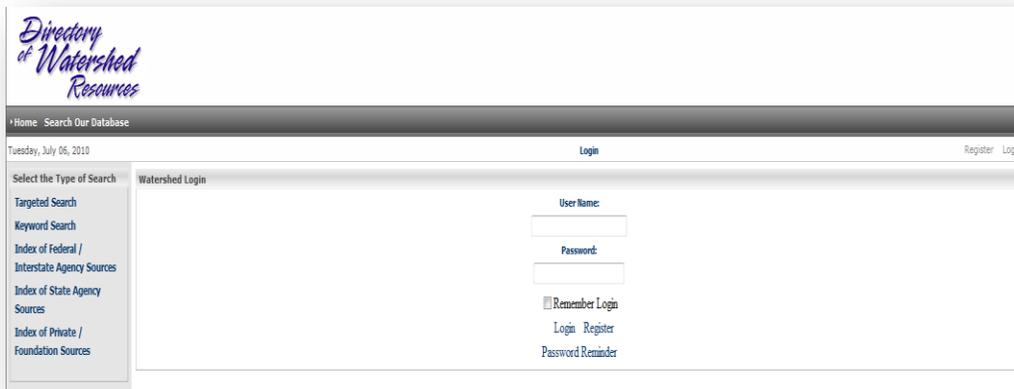
Remember: Either route will lead users to the Directory’s “homepage”.



Directory Home Page

First Option: Log In

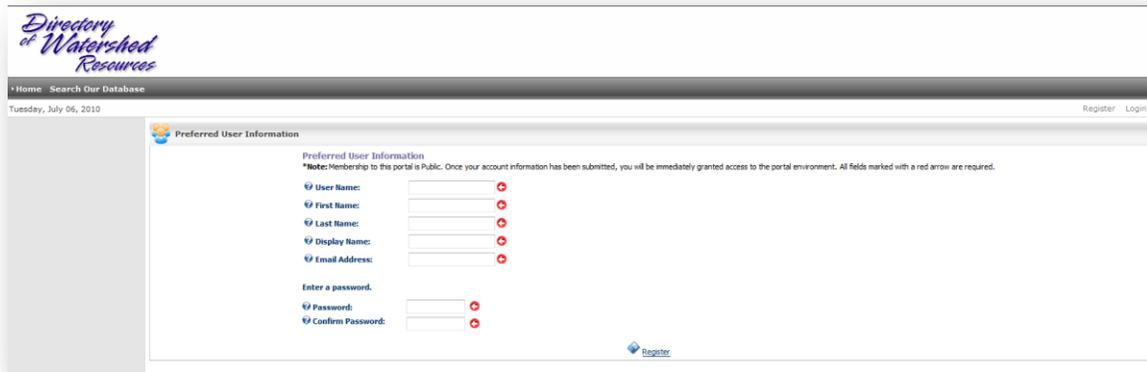
A user may log onto the Directory here. Clicking on the “Login” icon will lead the user to the login page. Remember, logging in secures your information for a variety of our web-based planning and financial analysis tools. No other user may have access to your password, which secures your information.



The user will be asked to enter the User Name and Password, as shown above. Very often, a “user” is more than one individual (a watershed group, for instance). Therefore, a user name and password can be one that a group agrees upon.

Registration

If the user is not registered, the user may enter in the necessary information. Users may place the name of an individual (first/last name) OR may place the name of the group.



The screenshot shows the registration page for the Directory of Watershed Resources. The page title is "Preferred User Information". Below the title, there is a note: "Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required." The form contains the following fields: "User Name", "First Name", "Last Name", "Display Name", "Email Address", "Password", and "Confirm Password". Each field has a red arrow icon to its right, indicating it is required. There is a "Register" button at the bottom right of the form.

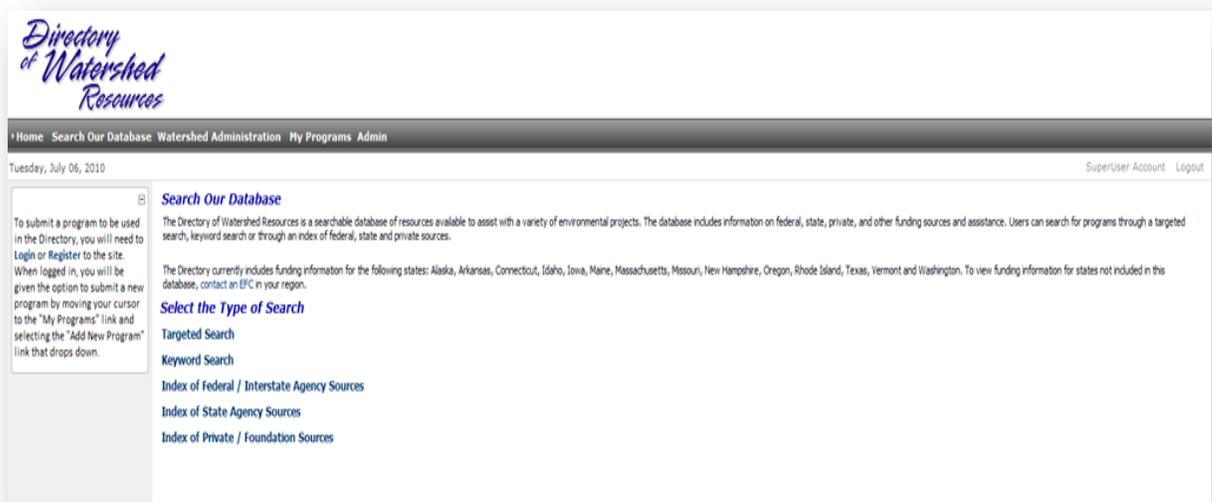
The user may also request a username and password by contacting the Environmental Finance Center (EFC) at Boise State University at (208) 426-4293 or email the EFC at efc@boisestate.edu. Your password will allow you to view or add information for a grant or loan program.

Directory Home Page

Second Option: Search Program

All users can access the Directory by choosing from the five search engine options:

- Targeted Search
- Keyword Search
- Index of Federal/Interstate Agency Sources
- Index of State Agency Sources
- Index of Private/Foundation Sources



The screenshot shows the search page for the Directory of Watershed Resources. The page title is "Search Our Database". Below the title, there is a description: "The Directory of Watershed Resources is a searchable database of resources available to assist with a variety of environmental projects. The database includes information on federal, state, private, and other funding sources and assistance. Users can search for programs through a targeted search, keyword search or through an index of federal, state and private sources." Below the description, there is a section titled "Select the Type of Search" with the following options: "Targeted Search", "Keyword Search", "Index of Federal / Interstate Agency Sources", "Index of State Agency Sources", and "Index of Private / Foundation Sources". There is also a "SuperUser Account Logout" link in the top right corner.

Example: Targeted Search

As a demonstration of how to search for funding programs, this tutorial will focus on the targeted search and keyword search functions as examples. Remember, there are a total of five available search functions within the model.

To begin searching for funding programs utilizing the “Targeted Search” function, the user will choose the phrase from the list on the left hand side of the screen.

The screenshot shows the 'Directory of Watershed Resources' website. The top navigation bar includes 'Home', 'Search Our Database', 'Watershed Administration', 'My Programs', and 'Admin'. The date 'Saturday, July 17, 2010' is displayed. The main heading is 'Targeted Search'. On the left, a sidebar titled 'Select the Type of Search' lists options: 'Targeted Search' (highlighted with a blue arrow), 'Keyword Search', 'Index of Federal / Interstate Agency Sources', 'Index of State Agency Sources', and 'Index of Private / Foundation Sources'. The main content area is titled 'Search Our Database' and 'Targeted Search'. It contains four sections with dropdown menus: 'Sponsor:' (options: No Preference, Federal, State, Local), 'Match Required?:' (options: No Preference, Yes, No), 'Type of Assistance:' (options: No Preference, Economic Stimulus, Equipment/Products, Grants, Incentives, Information, Loans/Credit Enhancements, Other, Technical Assistance), and 'Eligible Applicant:' (options: No Preference, Educational Institution, Federal Government, Individuals, Intergovernmental Group, Local Government, Non-Profit, Other, Partnership, Private Corporation, Private Landowner, Public Landowner, Special Districts, State Government, Tribal).

The user will then highlight first, what type of sponsorship the project is seeking, second, whether there is a match requirement, third, what type of assistance the project is needing, and fourth, the type of organization that the user represents.

The user may choose multiple criteria, if the project and/or the organization that is seeking the funding, may qualify. This can be accomplished by pressing and holding the “Ctrl” key on a pc keyboard or by pressing and holding the “Command” button on a Mac.

Continue to scroll down the page for more search criteria.

Example: Targeted Search (continued)

As the user continues to scroll down on the Search Criteria page, there are a series of check boxes for the user to consider. The user may easily select “all” or “none” in each category to capture multiple criteria or manually check each topic area **for that particular section** that applies to the project.

First, “Communities” are those topics dealing with community development, planning, and tribal issues.

Second, “Water Quality and Pollution Control” are areas of projects dealing with challenges to environmental issues such as solid waste, air quality issues, water and wastewater facilities, and nonpoint source control.

Third, “Natural Resources and Management” topics are those related to the holistic approaches taken to watershed issues.

Finally, fourth, “Other Activities” is a broad category of areas that approach watershed issues from collaborative levels of education, science, and compliance.

Topic Areas	Communities (all none)	Natural Resources and Management (all none)
1	<input type="checkbox"/> Capital Projects	<input type="checkbox"/> Agricultural Lands
	<input type="checkbox"/> Community Development	<input type="checkbox"/> Coastal Waters
	<input type="checkbox"/> Environmental Advocacy	<input type="checkbox"/> Energy
	<input type="checkbox"/> Planning & Growth Management	<input type="checkbox"/> Fisheries
	<input type="checkbox"/> Recreation & Public Access	<input type="checkbox"/> Floodplains
	<input type="checkbox"/> Remediation	<input type="checkbox"/> Forests & Forestry
	<input type="checkbox"/> Roads, Transportation & Infrastructure	<input type="checkbox"/> Groundwater
	<input type="checkbox"/> Security & Disaster Relief	<input type="checkbox"/> Habitat Restoration
	<input type="checkbox"/> Tribal	<input type="checkbox"/> Lakes
		<input type="checkbox"/> Rivers
		<input type="checkbox"/> Watershed Management
		<input type="checkbox"/> Wetlands

Water Quality and Pollution Control (all none)	Other Activities (all none)
<input type="checkbox"/> Air Quality & Climate Change	<input type="checkbox"/> Capacity Building
<input type="checkbox"/> Erosion Control	<input type="checkbox"/> Collaborative Processes
<input type="checkbox"/> Invasive Species	<input type="checkbox"/> Compliance & Enforcement
<input type="checkbox"/> Nonpoint Source Control	<input type="checkbox"/> Conservation
<input type="checkbox"/> Point Source Control & Wastewater Utilities	<input type="checkbox"/> Data Collection & Analysis
<input type="checkbox"/> Solid & Hazardous Waste	<input type="checkbox"/> Education & Outreach
<input type="checkbox"/> Source Water Protection	<input type="checkbox"/> Land Acquisition & Easements
<input type="checkbox"/> Stormwater Management	<input type="checkbox"/> Mapping & GIS
<input type="checkbox"/> Water Conservation	<input type="checkbox"/> Science & Research
<input type="checkbox"/> Water Quality	

	3
2	4

Example: Targeted Search (continued)

The user may seek funding sources that are available on a location basis. There is variance in how funds are distributed. Some programs are available on a nationwide scale. Other programs are funded regionally. Additional programs may be funded at the state level. The location of the project can determine eligibility of a funding source. The user seeking funding sources can select the location feature in the form to either perform a general or a specific location search.

Again, just as in the previous section, the user may select “all”, “none”, or select specific states/territories in their query.

The screenshot shows a form titled "Location" with the following options:

- Nationwide
- Region 1** (all | none)
 - Connecticut
 - Maine
 - Massachusetts
 - New Hampshire
 - Rhode Island
 - Vermont
- Region 2** (all | none)
 - New Jersey
 - New York
 - Puerto Rico
 - Virgin Islands
- Region 3** (all | none)
 - Delaware
 - District of Columbia
 - Maryland
 - Pennsylvania
 - Virginia
 - West Virginia
- Region 4** (all | none)
 - Alabama
 - Florida
 - Georgia
 - Kentucky
 - Mississippi
 - North Carolina
 - South Carolina
 - Tennessee
- Region 5** (all | none)
 - Illinois
 - Indiana
 - Michigan
 - Minnesota
 - Ohio
 - Wisconsin
- Region 6** (all | none)
 - Arkansas
 - Louisiana
 - New Mexico
 - Oklahoma
 - Texas
- Region 7** (all | none)
 - Iowa
 - Kansas
 - Missouri
 - Nebraska
- Region 8** (all | none)
 - Colorado
 - Montana
 - North Dakota
 - South Dakota
 - Utah
 - Wyoming
- Region 9** (all | none)
 - American Samoa
 - Arizona
 - California
 - Guam
 - Hawaii
 - Nevada
 - North Mariana Islands
 - Trust Territories
- Region 10** (all | none)
 - Alaska
 - Idaho
 - Oregon
 - Washington

At the bottom of the form is a button labeled "Get Results in List Format". A blue arrow points from the "Reminder:" text below to this button.

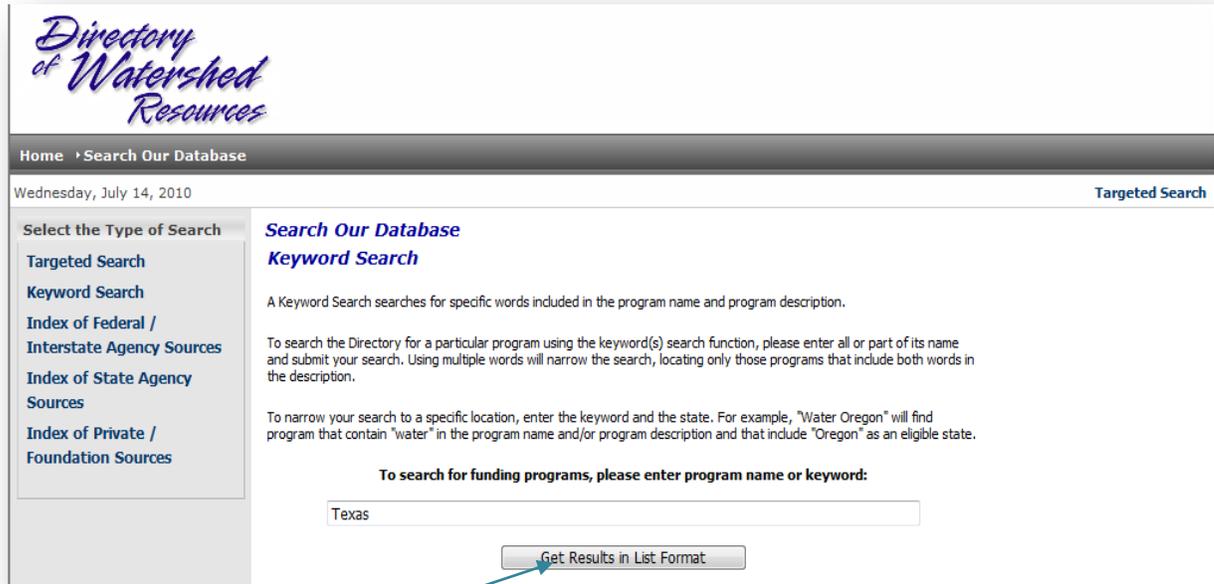
Reminder:

The user **must then select “Get Results in List Format”**. Unfortunately, the search can’t be performed by simply pressing the “Enter” key.

Example: Keyword Search

To begin searching for funding programs utilizing the “Keyword Search” function, the user may place a keyword in the form then manually press the “Search” function. This type of search is broad in nature as well as simple to perform.

This example shows the keyword “Texas” as entered into the search field.



The screenshot displays the 'Directory of Watershed Resources' website interface. At the top left is the site's logo. Below it, a navigation bar includes 'Home' and 'Search Our Database'. The date 'Wednesday, July 14, 2010' is shown on the left, and 'Targeted Search' is on the right. A sidebar on the left lists search options: 'Targeted Search', 'Keyword Search', 'Index of Federal / Interstate Agency Sources', 'Index of State Agency Sources', and 'Index of Private / Foundation Sources'. The main content area is titled 'Search Our Database' and 'Keyword Search'. It explains that a keyword search finds specific words in program names and descriptions. Instructions state to enter all or part of a program name and submit the search. An example shows that 'Water Oregon' finds programs with 'water' in the name and 'Oregon' in the state. A search prompt asks for a program name or keyword, with a text input field containing 'Texas'. Below the field is a button labeled 'Get Results in List Format'.

Reminder:

The user must then select “Get Results in List Format”. Unfortunately, the keyword search can’t be performed by pressing the “enter” key.

Available Program Query List

The screenshot shows the 'Directory of Watershed Resources' website. The header includes the site logo and navigation links for 'Home' and 'Search Our Database'. The date 'Wednesday, July 14, 2010' is displayed on the left, and 'Targeted Search' is on the right. A sidebar on the left lists search options: 'Targeted Search', 'Keyword Search', 'Index of Federal / Interstate Agency Sources', 'Index of State Agency Sources', and 'Index of Private / Foundation Sources'. The main content area is titled 'Search Our Database' and shows a search result for 'Texas'. It includes a 'Back' button, a search bar, and pagination information: 'Page 1 of 2' and 'First Previous [1] 2 Next Last'. A list of 85 programs is shown, including the Abell-Hanger Foundation, Agricultural Water Conservation Loan Program, Agricultural Water Enhancement Program (AWEP), Agriculture Water Conservation Grants Program, Amon G. Carter Foundation, Beach Maintenance Reimbursement Fund Program, Border Environment Infrastructure Fund (BEIF), Clean Water State Revolving Fund (CWSRF), Coastal Bend Bays and Estuary Program, Coastal Erosion Planning and Response Act (CEPRA) Program, Coastal Grant Program, U.S. Fish & Wildlife Service, Co-Bank Agricultural Credit Associations, Colonia Self-Help Program, and Community Based Restoration Program (CRP).

This search query has resulted in a general list that encompasses all programs that have the term “Texas” within a program’s details. As such, the list provided is the most general in nature. The list encompasses local, state, federal and private foundation grants and/or loan programs that are available to those projects with the term “Texas” in the programs’ language.

The user should then scroll through the list generated and choose one program at a time to view the details.

The next page explains the information available regarding program details for the funding source that has been selected by the user.

Program Overview

The example shown below is a program called the Texas State Soil and Water Conservation Board (TSSWCB) Nonpoint Source Management Program. The pertinent details are shown in each individual section. The display is an overview of the entire information set available on the program's individual website. The concise and brief detailed overview saves you time and effort in attempting to find the program that satisfies your needs.

Search Our Database

Program Name Texas State Soil and Water Conservation Board (TSSWCB) Nonpoint Source Management Program

Program Information

Sponsor(s) (Fed, state, etc.): Texas State Soil and Water Conservation Board (TSSWCB)

Program Description / Purpose: The Texas NPS Program utilizes baseline water quality management programs and regulatory, voluntary, financial, and technical assistance approaches to achieve a balanced program. NPS pollution is managed through assessment, planning, implementation, and education. The TCEQ and TSSWCB have established goals and objectives for guiding and tracking the progress of NPS management in Texas. Success in achieving the goals and objectives are reported annually in the NPS Annual Report, which is submitted to EPA in accordance with the CWA.

Legislative Authority: §319(h) of the CWA in 1987

Program Active: Yes

Program Website: <http://www.tsswcb.state.tx.us/managementprogram#nfp>

Other Information: The TSSWCB and TCEQ apply the Watershed Approach to managing NPS pollution by supporting the development and implementation of watershed protection plans (WPPs). WPPs are locally-driven projects that serve as mechanisms for voluntarily addressing complex water quality problems that cross multiple jurisdictions. WPPs are coordinated frameworks for implementing prioritized and integrated water quality protection and restoration strategies driven by environmental objectives. Through the WPP process, TSSWCB encourages stakeholders to holistically address all of the sources and causes of impairments and threats to both surface and ground water resources within a watershed.

Eligibility Information

Eligible State(s): Texas

Geographic Scope: State of Texas

Award Information

Assistance Type: Grants

Resources Available: Consult Program Coordinator for Resource Availability

Match Required: Yes

Fund Match Percentage: 25

Application Information

Application Deadline: Consult with program contact for deadlines

Application Available Online? No

Contact Information

Primary Contact: TJ Helton
Statewide NPS Program Coordinator
Texas State Soil and Water Conservation Board
4311 South 31st Street, Suite 125
Temple, TX 76702
Phone: 254-773-2250 ext. 234
Fax:
Email: thelton@tsswcb.state.tx.us

Sample of Funded Projects

The project consists of the Kaufmann-Van Zandt Soil and Water Conservation District (SWCD), Texas State Soil and Water Conservation Board (TSSWCB), United States Department of Agriculture Natural Resources Conservation Service (USDA-NRCS), Texas AgriLife Research and Extension Urban Solutions Center at Dallas, Texas AgriLife Extension Service, Texas Water Resource Institute (TWRI), and Tarrant Regional Water District (TRWD) working together to implement agricultural Best Management Practices (BMPs) and education programs in the Kaufmann-Van Zandt SWCD as recommended by the Cedar Creek Reservoir Watershed Protection Plan. The effectiveness of these programs is being monitored by Texas AgriLife Research and Extension Urban Solutions Center at Dallas.

To promote the implementation of BMPs, technical assistance is provided by the Kaufmann-Van Zandt SWCD and the TSSWCB Mount Pleasant Regional Office to landowners within the Cedar Creek Reservoir Watershed drainage area to develop and implement Water Quality Management Plans (WQMPs) within the watershed. The Texas AgriLife Extension Service Education Program provides landowners with accurate, technically sound information on how to better manage their property and in doing so reduce the potential for nonpoint source pollution caused by current land management practices.

Program Areas

Program Quality: Wildlife & Natural Communities

Program Focus: Nonpoint Source Control

Program Management: Water Conservation

Last Updated: 1/5/2010

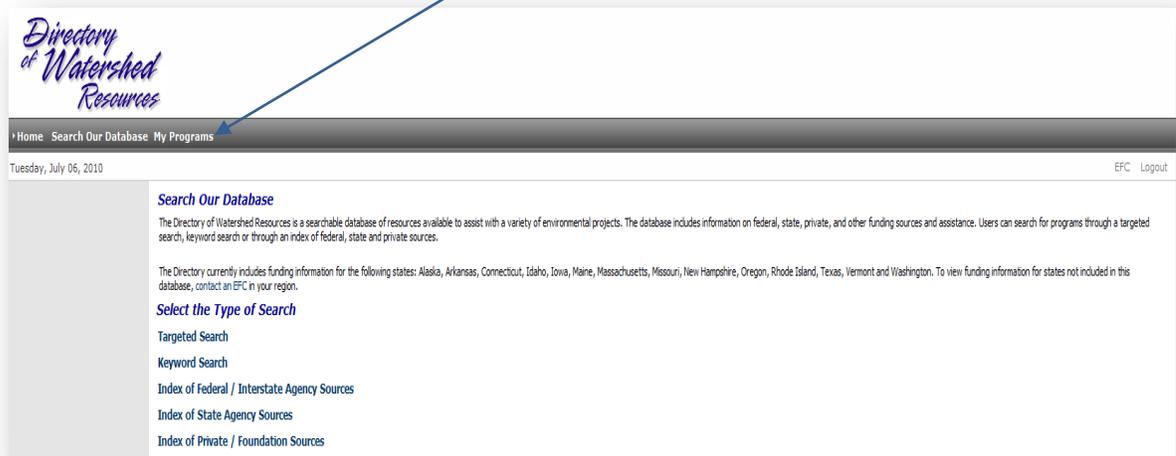
Press "Return to Search" to return back to the program list to view additional programs or to conduct additional searches utilizing another search methodology.

It is extremely important to view the program website for modifications of requirements, changes to due dates, and other vital information!

Users may either print this information or copy/paste into a separate Word/Excel document for future review. To return to the program list, users may press the "Return to search" button at the bottom of the page.

Getting Started-Add a Program

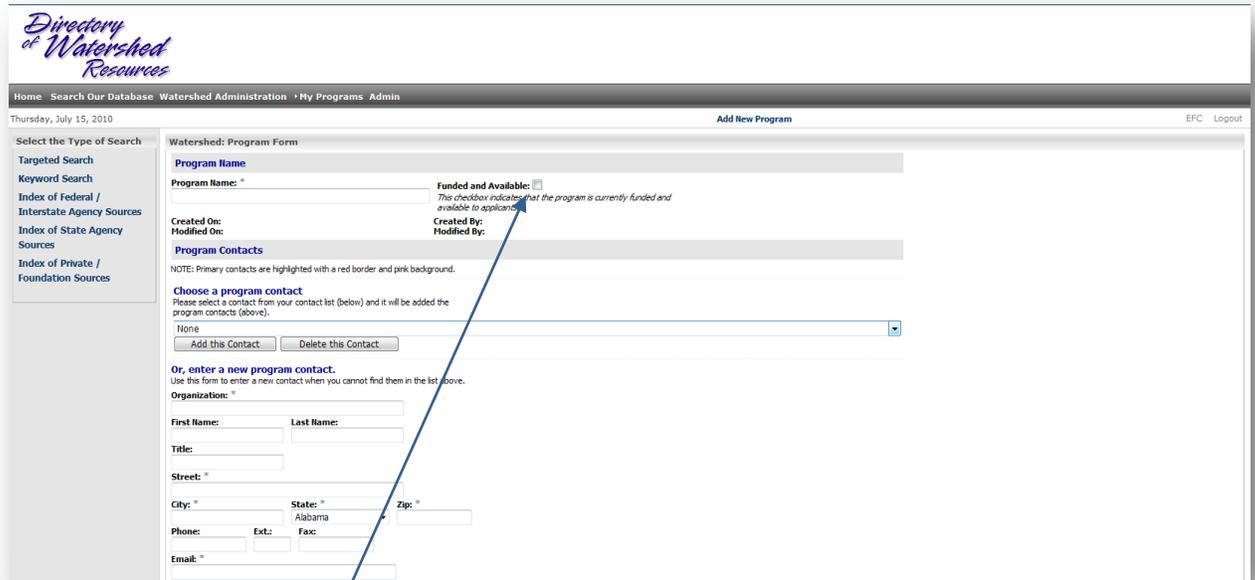
In order to add grant and/or loan programs into the Directory database, the user must login to the Directory's website. Once logged in, to add a new program, select "Add a Program" in the drop down menu under "My Programs" on the main Directory page



The Watershed Program Form will then be displayed for the Program Manager to enter information into the data fields shown on the following pages.

Add a Program- Program Name

The program name should encompass the full name and, if needed, the acronym that is supplied on the website. It is important to check for accuracy when entering in the programs' name. The list that is generated will be alphabetized based on the first letter of the first word in the program name. Remember, if the first word is "The" the letter "t" will be read by the database as the first word to be alphabetized.



The screenshot shows the 'Add New Program' form on the 'Directory of Watershed Resources' website. The form is titled 'Watershed: Program Form' and includes several sections: 'Program Name', 'Program Contacts', and 'Or, enter a new program contact'. The 'Program Name' section has a text input field, a 'Funded and Available' checkbox, and a note: 'This checkbox indicates that the program is currently funded and available to applicants'. The 'Program Contacts' section includes a dropdown menu for selecting a contact and buttons for 'Add this Contact' and 'Delete this Contact'. The 'Or, enter a new program contact' section has fields for 'Organization', 'First Name', 'Last Name', 'Title', 'Street', 'City', 'State', 'Zip', 'Phone', 'Ext.', 'Fax', and 'Email'. A blue arrow points from the 'Funded and Available' checkbox to the text below.

Funded and Available

It is extremely important that Program Managers check the "Funded and Available" checkbox in order for the program to be included in the Directory. This box, when checked, ensures that the program is current and accessible for the user.

Add a Program – Contact Information

Please note that you will first need to add the contact via the Contact Information page. Choose the contact from the drop down menu by scrolling through the “select primary contact” field, or by typing the first letter(s) of the name in the **last name field** in the “filter contacts” box. Select filter then scroll through the filtered primary contacts to quickly select the contact associated with the program. You must press the “add this contact” in order for the database to upload the contact information to the program.

If the contact is not within the system database, you must enter the information into the data fields. Please be advised, that it is important for Managers to be as thorough and accurate as possible when entering information into the fields.

It is important to enter the USEPA Region where the contact is located into the Program Contact area. The first contact must also be designated as the “Primary”.

Program Contacts

NOTE: Primary contacts are highlighted with a red border and pink background.

TJ Helton PRIMARY
Statewide NPS Program Coordinator
Texas State Soil and Water Conservation Board
4311 South 31st Street, Suite 125
Temple, 76502
Phone: 254-773-2250 ext. 234
Fax:
Email: thelton@tsswcb.state.tx.us
Region: 6
[Edit] [Remove]

Choose a program contact
Please select a contact from your contact list (below) and it will be added the program contacts (above).
None
[Add this Contact] [Delete this Contact]

Or, enter a new program contact.
Use this form to enter a new contact when you cannot find them in the list above.

Organization: *

First Name: [] Last Name: []
Title: []
Street: * []
City: * [] State: * [Alabama] Zip: * []
Phone: [] Ext.: [] Fax: []
Email: * []

(Administrators Only)
Region: [-Select Region-] Contact Type: Primary Secondary
[Add New Contact] [Cancel]

Primary and Secondary Contacts

Each contact should be designated as a Primary or Secondary Contact. A Primary Contact will be contacted when a **program update email request** is sent by an Administrator. If a Primary Contact is not assigned to a program, a request will not be sent for updated information for that program. Both Primary and Secondary Contacts will be shown in the program information in the Directory.

Email

Make sure that there is an email address for each Primary Contact. The update request process sends an email to each Primary Contact and allows them to easily update their program information. Having a Primary Contact with an email address will reduce the amount of effort it takes to update the data in the future.

Last Name

If there is no name provided for a contact, enter the program name in the “Last Name” field, so you will be able to locate the contact information in the future. The contact information page is sorted alphabetically by the “Last Name” field. When finished entering the contact information, select “Add” to add the contact to the contact list and return to the main contact information page. To cancel the entry, click on “Cancel” and you will be returned to the main contact information page.

Add a Program - Program Information

Fill out the **Program Information** section. Begin by stating the overall purpose of the program. This is the mission statement for the implementation of the program and what the program seeks as a result for the resources that will be distributed to watershed coordinators. Second, enter information in the **Program Overview** field. The overview is the history that encompasses the existence of the program. This is where the sponsor tells its story to the stakeholder -- to see if the vision of the sponsor and the vision of the recipient are a good match. Third, information can be entered relative to any **Restrictions or Requirements** of the sponsor. Often times, there are none, but this is becoming less the case. Funders want to be able to meld the vision of those entities that have money and those that do not have funding but do have vision, heart, and a comprehensive plan to implement a project to completion.

The fourth field is the **Selection Priorities Criteria**. Often times a sponsor may have restrictions for what type of entity may receive their resources. Fifth is any **Other Information** that a watershed group should be aware of. The sixth field is important if the program was birthed out of a **Legislative act**, either by a state legislative initiative or by an act of Congress. Seventh, and most important, is the **Program Website** field. This is important because important information can change unexpectedly.

The screenshot shows a 'Program Information' form with the following fields and callouts:

- 1**: Program Description / Purpose: The Texas NPS Program utilizes baseline water quality management programs, regulatory, voluntary, financial, and technical approaches to achieve a balanced program. Implementation is managed through assessment, planning, implementation, and education.
- 2**: Program Overview: Protecting the State's rivers, streams, lakes, bays, and aquifers from the impacts of nonpoint source pollution is a complex process. Texas uses a Watershed Approach to focus efforts on the highest priority water quality issues of both surface and ground water. The Watershed Approach is...
- 3**: Program Requirements / Restrictions: (Empty field)
- 4**: Selection Priorities Criteria: (Empty field)
- 5**: Other Information: The TSSWCB and TSSWCB support the Watershed Approach to managing NPS pollution by supporting the development and implementation of watershed protection plans (WPPs). WPPs are locally-driven projects that serve as mechanisms for voluntarily addressing...
- 6**: Legislative Authority: §319(h) of the CWA in...
- 7**: Program Website: http://www.tsswcb.state.tx.us/program#rfp

However, keep in mind, when filling out the program website, certain websites are not maintained or kept active for extended periods of time. In an effort to ensure the information is accurate in the future, use a website that is affiliated with the sponsor information. For example, if the program was found on www.grants.gov enter the program's website found on the sponsor's web page instead of the www.grants.gov program website.

Add a Program - Sponsor Information

Choose An Existing Sponsor

Select from the preexisting sponsors by identifying whether the sponsor is state, private/foundation/corporation, local, or federal. Click on the appropriate sponsor category and select the first letter of the name of the sponsor on your keyboard to filter the sponsors or scroll through the entire list. If the sponsor is not listed you will need to create a new sponsor.

Sponsor Information

Choose a sponsor.
Please select a sponsor from the sponsor list (below).

Sponsor:
Texas State Soil and Water Conservation Board (TSSWCB) (State)

Or, enter a new sponsor.
Use this form to enter a new sponsor when you cannot find them in the list above.

Sponsor type:
- Select New Sponsor Type -

Sponsor name:

Add New Sponsor

Eligibility Information

Other Eligibility Requirements:

Eligible Geographic Scope:
State of Texas

Eligible Applicants:
Press and hold the "Ctrl" key to select multiple items. For Mac press and hold the "Command" key.

Federal Government
State Government
Local Government
Non-Profit
Educational Institution
Tribal
Private Corporation
Private Landowner
Individuals
Partnership

Eligible States:
Press and hold the "Ctrl" key to select multiple items. For Mac press and hold the "Command" key.

Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia

Remember, when entering this information, if more than one field applies, press and hold the "Ctrl" key on a pc or press and hold the "Command" key on a Mac.

Adding a New Sponsor

You will click on the drop down icon where you will "Select New Sponsor Type" and identify the correct sponsor category (federal, state, local, or private/foundation/corporation). Enter the sponsor name and select "Add." The page will then automatically "refresh" incorporating the new information. Then, select the newly added sponsor by following the steps indicated in the above instructions on selecting a sponsor.

Add a Program-Eligibility Information

- The Eligible Geographic Scope can give users vital information for a program's service area of interest. Some sponsors limit the scope of their resources to a particular town, city, district and/or region of a state. So, be aware of this information when entering this information and/or for searching for a particular program.
- Eligible Applicants are those entities that can utilize the funding that the program offers. The list includes government entities to private entities. Choose all that apply.
- When selecting an eligible state, select nationwide **or** individual states. If the applicants have eligibility in all or some of the individual states listed, as well as nationwide, select both nationwide and those particular states.

Add a Program – Award Information

Programs offer a variety of award types. In this field, highlight the type(s) of assistance available. If the program has multiple areas of assistance, the Program Manager would need to press and hold the “ctrl” key for pc users or press and hold the “command” key for Mac to import all fields. For example if a program offers the following: grant monies, technical assistance, volunteers, Program Managers would need to highlight and hold the proper key in order for all fields to be included.

Award Information

Type of Assistance:
Press and hold the "Ctrl" key to select multiple items. For Mac press and hold the "Command" key.

Economic Stimulus
Equipment/Products
Grants
Incentives
Information
Loans/Credit Enhancements
Other
Technical Assistance
Volunteers

Resources Available:
Consult Program Coordinator for Resource Availability

Expected Average Award Amount:
If available, enter the amount that an applicant might be expected to receive.

Program Funding Level:

When Available:

Match Required:
Yes

Required Match Percentage:
25

Loan Interest Rate:

Loan Repay Amount:

Add a Program – Resources

Program Managers should attempt to place information in each field, if known award variables are stated on the program website. Many programs are moving away from stating budget and award figures on their websites because of the fluctuation of funding that is available from agencies and/or private foundation programs, the volatile nature of interest rates, and the cautious behavior of lending institutions.

Many programs have a match requirement. If the program that you are entering information on behalf of states that there is a match required, select “Yes” from the drop-down menu. Then, place the amount required (in percentage format) into the next field.

If this information is unknown, then type into the fields the following: “consult program coordinator for resource availability”.

Add a Program – Application Information

It is vital that application deadlines, online availability of an application and whether there is a separate website for the programs application be placed into the fields of this section of the Add a Program in order for users to access this information.

Remember, if there is an available online application, Program Managers must check the box “Application Online?” then place the “url” address in the next field to ensure that the data is accurately stored in the database.

Application Information

Application Deadline: Consult with program contact for deadlines	Application Review Time Length:
Application Online?: <input type="checkbox"/>	Application Website:

Add a Program – Funded Project Example

Often times, a watershed organization will have a project that may meet all of the requirements of a program. But they don't completely know if their project is a good fit for the funder's resources. This section allows Program Managers to place narrative information related to a previously funded project. This information allows users to view whether their current project can meet (or possibly exceed) another projects' objectives. The example narrative may stimulate watershed organizations to offer ideas of how to tailor their project goals and objectives to meet the requirements of a program. This information can also assist watershed groups in grant writing by comparing and/or contrasting their project to a previously funded project.

Funded Project Example

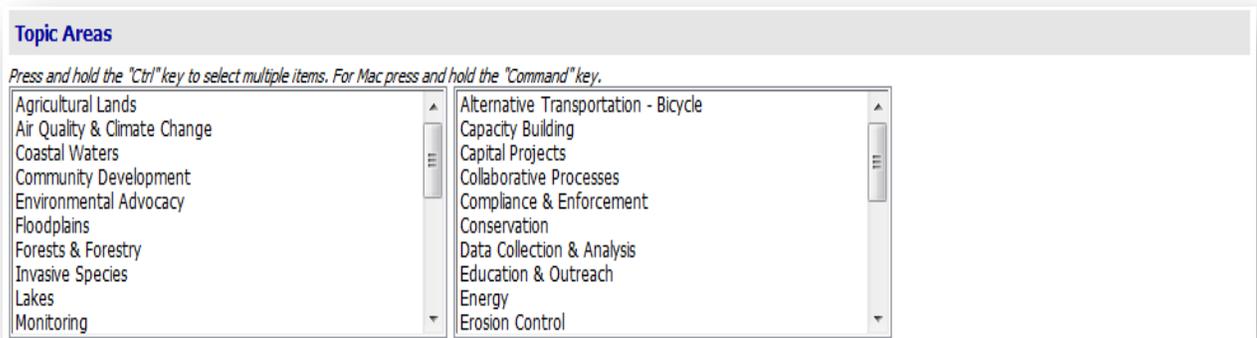
This project consists of the Kaufmann-Van Zandt Soil and Water Conservation District (SWCD), Texas State Soil and Water Conservation Board (TSSWCB), United States Department of Agriculture Natural Resources Conservation Service (USDA-NRCS), Texas AgriLife Research and Extension Urban Solutions Center at Dallas, Texas AgriLife Extension Service, Texas Water Resource Institute (TWRI), and Tarrant Regional Water District (TRWD) working together to implement agricultural Best Management Practices (BMPs) and education programs in the Kaufmann-Van Zandt SWCD as recommended by the

Add a program – Topic Area Information

As Program Managers enter information into the form, it is important to capture as many key words and phrases as possible that distinguish a particular program. The topic areas should be relevant to the program. To enter information, simply scroll through the lists and highlight those areas of relevance.

Topic areas are those key words that are highlighted within a program. The Directory utilizes the information entered in this section when a user conducts a “Targeted Search” query or when a user conducts a “Keyword Search”.

For example, if a program’s topic area is designated as “Capacity Building” a targeted search query for capacity building will display all programs that are designated as “Capacity Building” in the topic area. Multiple topic areas can be selected by remembering to press and hold the “Ctrl” key on pc’s or the “Command” key on Macs.



Add a Program – Program Approval

After adding the pertinent program information, scroll to the bottom of the “Add Program” page and select “New” to submit the program to the Administrator. Please contact EFC BSU in order to have the program reviewed and approved. If the program is not approved by the Administrator, the program will not become part of the Directory database.

Tips When Entering Programs:

- Keep in mind that the Keyword Search in the Directory of Watershed Resources searches for the keyword(s) located in the program name, program description, eligible location, and topic area fields. If you would like to ensure the program shows up as a result of a particular search, make sure the search term is present in one of the fields. For example, if you would like the Idaho Nonpoint Source Program to show as a result of a search for “319”, enter 319 in the program name or description (i.e. Idaho Nonpoint Source 319 Grant).
- Pay careful attention to the “Funded and Available” check box, next to the Program name. If the box is not selected, the program will not be recognized as active and will not display in the search results.
- Only the data fields that contain information will appear in the program page in the Directory of Watershed Resources. For example, if there is no information in the Program Restrictions data field, the program restrictions category will not appear on the program page in the Directory of Watershed Resources. So, if you do not want to fill in all the data fields, the program will not appear “empty” when viewers view the program.
- Be as detailed and careful as you can when entering information into the form.
- The program overview data appears when search results are viewed in a table format. If there is not data entered in the overview field, data will be taken from the program description field.
- Keep in mind that you are responsible for updating the data. Try to keep the information as general as possible, so the information does not become outdated as quickly. For example, the data will not become quickly obsolete if you enter the application deadline as “fall” “annually”, rather than October 15, 2005.
- As a security precaution, Program Managers will automatically be logged out of the Directory after one hour when adding program information. Adding program information needs to be completed within one hour or you will lose any unsaved information.

User Resources and Support

As with many software tools, the more you work with the **Directory of Watershed Resources**, the more useful it will be. The Directory, when used with **Plan2Fund** and **Plan2Fund OPT** (Objective Prioritization Tool), is designed to save you time and effort in implementing your pollution reduction plans and programs.

The Environmental Finance Center at Boise State University is your resource for assistance in using the Directory and our other computer-based tools. Please contact us at (208) 426-4293 or by email at efc@boisestate.edu if you have any questions or need training and technical assistance.