

RCDB Users Guide

Data Dictionary and Business Rules

[Establishing a Record](#) | [Main Data Tab](#) | [Habitat Tab](#) | [Species Tab](#) | [Other Info Tab](#)
[Contacts Tab](#) | [Funding Tab](#) | [Compliance Tab](#) | [Abstract Tab](#) | [Photo Upload](#)

Important Notes:

* = **Critical Field.** The critical priorities are those fields that are needed for our reporting of the acreage restored for each Fiscal Year. These fields must be populated by the September-ish deadline to be included in the GPRA report. Records do not need to be approved (i.e. put into production) to be counted for the GPRA report, but please do NOT forget to come back and populate the information for these records.

The following identifiers will be used to indicate who has data entry responsibility for critical/required fields. The identifiers can be found at the beginning of the description for each field. For fields without identifiers, Field staff is responsible for update.

(H) indicates HQ staff responsibility

(F) indicates Field Staff responsibility

(H/F) indicates initial responsibility by HQ, with followup by Field staff (field staff should follow-up on all fields).

Guidance on Establishing a Record (HQ Staff)

A. General Guidelines

- **Query Database First** - Database should be queried carefully to make sure a record for the project has not already been established – be sure to consider any possible variations of the project name
- **One Record Per Project** - Each project should have a single record in the database with a few exceptions (see Multiple Project Sites and Project Phasing below)
- **Multiple Funding Mechanisms Allowed** - Projects can be funded by multiple partners (funding mechanisms), as listed in the Funding Table
- **Initial Data Entry by HQ** - HQ must enter data for the following fields to start a new record:

<ul style="list-style-type: none"> ○ Official Project Name ○ Project Nickname ○ State ○ Region ○ Program ○ Project Status ○ Record Status ○ Project Description ○ Latitude and Longitude (if available) 	<ul style="list-style-type: none"> ○ Type of Project ○ Habitat Type (if available) ○ Estimated Acres (if available) ○ Estimated FY Complete (if available) ○ Funding Table Data ○ Funding Table Details Pop-up ○ NEPA Compliance tab - process and status fields ○ Partners ○ Contacts
--	---

- **Specific DARRP guidelines regarding project creation** - All restoration projects that result from a legal settlement in which NOAA was involved will be included in the RCDB. Department of Defense (DOD) cases should also be included in the RCDB. Any other projects should be brought to the regional managers to decide on whether or not to include them in the RCDB.

B. Naming Conventions

1) Official Project Name

- Create a brief project name that includes the location and general activity of the project
- If the location is a common local name around the country (e.g. Russian River), include the state in the title, e.g. Russian River (CA) Riparian Restoration
- The proposal should be filed under this name for reference

Examples:

Eastern Point Salt Marsh Restoration
Batsto River Fish Passage Restoration

2) Project Nickname

This can be a short project file name that includes part of the project title, the partner (or NOAA RC), partner's project number or GMD Award#, and the fiscal year it was funded (as text space allows)

3) DARRP Project Naming

For DARRP projects, the official project name will follow the naming convention of <Official Case Name> - <Project Name>. The Project Nickname will include ARD for those projects that ARD has the primary responsibility for updating in the database.

Examples:

Exxon Bayway Oil Spill - Mariners Marsh Restoration
World Prodigy Grounding - Lobster Restoration

C. Multiple Project Sites

- Proposals with more than one distinct project site (generally >1 acre in size) should have a record for each project location. The Official Project Name should incorporate a general project name (proposal name, regional location, or applicant) as well as the project site location separated by a hyphen. This technique will allow the RCDB project record to be linked back to the funded proposal.

Examples:

Willapa Bay Salmonid Restoration – Honey Creek
South Puget Sound Salmon Enhancement Group - Zarelli Dam
Exxon Bayway Oil Spill - Woodbridge River Wetland Restoration

1. *For proposals with multiple, small project sites (generally <1 acre per site) – create one general record to represent the restoration activities of all sites*

Example:

Marsh Mania 2002

- *Funding table for multiple project sites:*

(1) The funding information (NOAA and non-federal match) should be divided according to project site, if the detail is provided by the recipient.

(2) If there is not sufficient funding detail at the project site level, the funding amount should be divided equally among project sites (provide details of the breakdown in the Funding Comments box).

D. Project Phasing

New RCDB records are sometimes needed to track restoration activities that are associated with previously RC funded restoration projects that are in the database. Creating new RCDB records for phases of projects should be determined on a case-by-case basis that works best for tracking the project in terms of project activity, funding, and performance measures

Cases that may require phased records (new, separate records) include:

- Expanding a previously RC funded and completed project to a greater area adjacent to the previously restored area
- Original project implementation has ended and a new restoration activity will occur on the same site

Main Data Tab

Field Name	Description
*Official Project Name	(H) Project title as named in the project proposal (accessible to HQ staff only). HQ staff must enter the Project Name to initiate a record.
Date Entered	Date that the project is being entered into the database (database enters automatically).
Date Updated	Date of last update to the project entry (database enters automatically).
*Project Nickname	(H) A common nickname for the project, if applicable. (accessible to certain staff only) For CRP, should include the partner and FY funded: e.g. "Red Creek (FAF 02)".
*City	(H/F) City where the project is located.
*County	(H/F) County where the project is located. This field will be filled by using the "Map Your Project" button through the interactive mapping site. Additional counties can be added to the field if necessary; do not key in the word "multiple" if more there is more than one County.
*State	(H/F) State where the project is located.
*Region	(H/F) The NOAA Fisheries region where the project occurs or region of the staff member who is the owner of the record. These are NER, SER, SWR, NWR, AKR, and PIR, where the latter two are Alaska and Pacific Islands regions.
CAF Region	The NOAA Coastal Assessment Framework region where the project is located. This field will be filled by using the "Map Your Project" button through the interactive mapping site.
Zipcode	Zipcode where the project is located.
*Congressional District	(H/F) Congressional district where the project or projects are located. This field will be filled by using the "Map Your Project" button through the interactive mapping site. Additional districts may be added with the following convention: enter as text with a leading zero with no spaces and with commas to delimit multiple entries, e.g. "01" or "01,03,06" if multiple districts. Do not enter the state abbreviation when entering additional districts.
Landmark	Something that would help place the project on the ground such as a road intersection, river, beach, etc.
*Program	(H/F) Choose DARRP, CWPPRA, CRP, Research, Directed Appropriations, NCBO, or other.
Land Ownership	Is the project on public land, private land, or both?

*Longitude	<p>(H/F) Longitudinal coordinate of the project in decimal degrees. This field will be filled by using the "Map Your Project" button through the interactive mapping site. Generally, use the mid-point of the project site.</p> <p>For projects with multiple, small project sites (e.g. Marsh Mania) choose the location for the most significant or representative site. Remember that the selected location will be used for mapping purposes.</p>
*Latitude	<p>(H/F) Latitudinal coordinate of the project in decimal degrees. This field will be filled by using the "Map Your Project" button through the interactive mapping site. Generally, use the mid-point of the project site.</p> <p>For projects with multiple, small project sites (e.g. Marsh Mania) choose the location for the most significant or representative site. Remember that the selected location will be used for mapping purposes.</p>
River Basin	The major river or drainage basin (watershed) that the site lies within that corresponds with the HUC code, e.g. Russian River or Lower Connecticut watershed.
HUC	8 digit USGS code for River Basin. This field will be filled by using the "Map Your Project" button through the interactive mapping site.
USGS Topo Quad	USGS topographic quadrangle that the project lies within at the 1:24,000 scale (7.5 min). This field will be filled by using the "Map Your Project" button through the interactive mapping site.
Geographic Identifier	A geographic area larger than River Basin such as estuary, bay, or sound. If none exists enter River Basin.
*Implementation Start Date	<p>(F) Date the project was implemented. For on-the-ground restoration projects, this is the construction start date. For all others, this can be the project start date.</p> <p>Since we no longer have FY Complete to give an idea what year the project was completed or constructed we need to have the two (start and end) date fields filled in. These are the business rules for this field:</p> <ul style="list-style-type: none"> o Enter the actual date that project construction began o For project types other than Restoration, enter implementation start date of the overall project o Do not forecast the implementation start date
*Implementation End Date	<p>(F) Date the project implementation was completed. This field should only be filled in when the project has been completed. Projects with "Project Status" marked as complete are required to have the end date to save. For on-the-ground restoration projects, this is the construction end date. For all others, this can be the project end date.</p> <p>The Habitat and Acreage tab and Project Status entries should reflect the date in this field – i.e., if there is an entry here, the project status field should read "completed" and there should be data entered for habitat, acreage (or stream miles), species, etc. There is no requirement that the Implementation End Date must match the FY Reported - especially as we move to more detailed verification before reporting acreages. Here are business rules for this field:</p> <ul style="list-style-type: none"> o Enter the actual date that project construction was completed o For project types other than Restoration enter the implementation end date of the overall project o Do not forecast the implementation end date
*Project Status	(H/F) Choose from Planning, Implementation Stage, Implementation Complete, or Project Terminated (no acreage implemented). Completed projects must also have "Implementation End Date" filled in to save the record.

	<p>NOTE -- this entry should correspond correctly with the Implementation End Date field (e.g., if a project has completed construction or the education/research/monitoring/acquisition project is finished, the status should reflect that condition—i.e., “implementation complete” -- and, for restoration projects, there should be habitat and acres --or stream miles-- filled in for it also).</p> <p>For <i>Terminated</i> Projects (from Project Status picklist):</p> <ol style="list-style-type: none"> 1. Use only if a project was terminated before any on-the-ground restoration work was implemented but funds were spent (i.e. there should be NO acreage or stream miles but there should be funds spent; if no funds were spent, the record should just be deleted) 2. Adjust the funding table as necessary 3. Terminated records should NOT be moved into production 4. Contact HQ staff if terminated project record has already been moved into production and production copy needs to be deleted 5. Provide reason for project termination within the project status comment box
*Type of Project	<p>(H/F) Enter the most appropriate type of project (options: Restoration, Educational, Engineering and Design, Planning and Assessment, Public Access, Monitoring, Research, Land Acquisition). If project has multiple components choose Restoration over the other phases.</p> <p>Picklist will default to Restoration, choose other picklist options only if project is primarily educational, monitoring, research, etc.</p>
Project Status Description	<p>(F) Write two to four sentences about the current status of the project. Current status should contain accurate and up-to-date information about proposed implementation or event dates, major accomplishments, partners involvement, numbers of volunteers involved and their activity, acreage or stream miles restored to date, NOAA involvement, etc. Not required to be filled, but strongly encouraged.</p>
*Project Description	<p>(H/F) 2-4 sentences describing the project and its overall objective. Make sure the project description is updated to match the status of the project (i.e. if the project has been completed, make sure the project description reflects that)Project description should give a general idea of what the project involves, such as salt marsh restoration or fish passage.</p> <p><i>Example:</i> "Culvert replacement at Argilla Road will restore 20 acres of salt marsh by increasing tidal flow to previously restricted portions of the marsh."</p>
*Number of Volunteers	<p>(F) Enter the number of volunteers that contributed to this project. Volunteers can include Youth Crew members such as California Conservation Corps or AK Youth Corps, as well as workplace volunteers.</p> <ul style="list-style-type: none"> o Enter the number of volunteers involved in the project o Volunteers can include Youth Crew members such as California Conservation Corps or AK Youth Corps o Other “in-kind” services and volunteer work can also be counted – but should be determined on a project-by-project basis by analyzing the origin and intent of the voluntary participation o The data can be recorded as a “running total” within the record but be sure not to double-count o All data should be verified by the recipient
*Volunteer Hours	<p>(F) Enter the total number of volunteer hours contributed to the project.</p> <ul style="list-style-type: none"> o Enter the volunteer/community participation hours involved in the project o Volunteers can include Youth Crew members such as California Conservation Corps or AK Youth Corps

	<ul style="list-style-type: none"> o Other “in-kind” services and volunteer work can also be counted – but should be determined on a project-by-project basis by analyzing the origin and intent of the voluntary participation o The data can be recorded as a “running total” within the record but be sure not to double-count o All data should be verified by the recipient
*Volunteer Description	(F) Describe, in 2-4 sentences, the specific project-related activities conducted by the volunteers.
*Record Status	<p>(H/F) Use this field to track to status of the actual RCDB record. Select from:</p> <ul style="list-style-type: none"> • New project entry by HQ - <i>only information from HQ has been provided for the project.</i> • Data updated from proposal - <i>field or HQ staff has completed available fields in the RCDB record using the project proposal.</i> • Data entry in progress - <i>field staff are in the process of obtaining additional project info from the project proponent.</i> • Project record complete - <i>RCDB record has been completed and verified by field staff.</i>
*Record Status Comments	Use this field to make any specific notes for the project record, e.g. date of record update, fields needing additional verification, or other details needed.

[Return to Top](#)

Habitat Tab

Complete the ESTIMATED and ACTUAL acreage and stream miles opened fields that apply for each habitat type that is applicable to the project. Actual acreages are only reported when habitat improvements have been implemented or land has been acquired or protected. Actual acreages can be reported by fiscal year that significant portions of the project are completed OR in the fiscal year that the project is fully completed. Where possible, the record should be updated to account for accretion of land or reefs. Correction values are only to be used when there is already an acreage or stream mile record for FY Reported from a previous fiscal year for the habitat type. If the expected habitat type restored has changed but no actual acreage or stream miles have been reported, then the habitat type can simply be deleted from the project. Correction values also do not refer to deviations from estimated acreages/stream miles. They are solely to represent changes to what was already reported. In odd cases where an incorrect habitat type was reported in a previous fiscal year, contact the RCDB administrator to fix the record to correct the habitat type without using correction. The reason for the correction should be filled in the ‘Reporting Comments’ field (on the Habitat Tab/Acreage popup screen).

Riparian and in-stream restoration, creation or protection projects must be reported in acreage. Stream miles opened for fish access must be reported in stream miles. Where possible for pond and lake habitats, calculate upstream habitat opened as acreage when biological function has been restored.

The Habitat Comment Box should be filled out to describe how the acreage calculations were derived and any assumptions that were made when generating the numbers.

Important Business Rules:

Estimated Acres

1. Once Estimated Acreage and Estimated FY Complete are entered, do not update the fields, unless the habitat type changes from what was originally proposed.

Actual Acres

- Actual acreage values should only be filled out after the project is completed (or some significant on the ground phase of work has been completed) and the acreage/stream mile data is verified – enter the actual acres restored and the actual stream miles opened for fish passage.
- Do not enter data until the project is fully implemented – for example, if the RC funds the design/engineering plans for a dam removal project, the actual acreage and/or stream mile data should not be reported until the entire project is complete (i.e. the dam has successfully been removed)
- Enter acreage and stream mile data for each habitat type according to the Clean Water Action Plan categories (created, re-established, rehabilitated, enhanced, and protected) - definitions of these categories and examples are provided below

Counting Acres for unique project activities:

1. For open water-type projects (e.g. derelict gear removal, shellfish projects) conservatively record the area of the “footprint” only (if this can be easily quantified as acreage)
2. When an area of restoration cannot easily be reported by habitat type –estimate a ratio of habitat types for the total restoration area and divide the area accordingly to record acreage per habitat type
3. Record acreage for in-stream restoration activity (e.g. LWD placement)
4. Record acreage for fish passage projects that provide access and restores biological function to upstream pond/lake habitat

Habitat Type and ESTIMATED Acres to be Restored

Field Name	Description
*Habitat Type	(H/F) Choose as many as are applicable from the picklist.
*Estimated Acres Created	(H/F) For each habitat type, select the estimated acres of habitat to be created. This field should be updated by HQ staff if information is available at initial project creation. Creation is the manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site, where a wetland did not previously exist. Establishment (creation) results in a gain in wetland acres.
*Estimated Acres Re-established	(H/F) For each habitat type, select the estimated acres of habitat to be re-established. Re-establishment is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural/historic functions to former wetland. Re-establishment results in rebuilding a former wetland and results in a gain in wetland acres.
*Estimated Acres Rehabilitated	(H/F) For each habitat type, select the estimated acres of habitat to be rehabilitated. Rehabilitation is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural/historic functions of degraded wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres.
*Estimated Acres Enhanced	(H/F) For each habitat type, select the estimated acres of habitat to be enhanced. Enhancement is the manipulation of the physical, chemical, or biological characteristics of a wetland (undisturbed or degraded) site to heighten, intensify, or improve specific function(s) or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for a purpose such as water quality improvement, flood water retention or wildlife habitat. Enhancement results in a change in wetland function(s) and can lead to a decline in other wetland functions, but does not result in a gain in wetland acres. This term includes activities commonly associated with the terms enhancement, management, manipulation, directed alteration.

*Estimated Acres Protected	(H/F) For each habitat type, select the estimated acres of habitat to be protected or maintained. Protection is the removal of a threat to, or preventing decline of, wetland conditions by an action in or near a wetland. Includes purchase of land or easements, repairing water control structures or fences, or structural protection such as repairing a barrier island. This term also includes activities commonly associated with the term preservation. Protection/Maintenance does not result in a gain of wetland acres or function.
*Estimated Stream Miles Opened	(H/F) Selecting habitat type as 'in-stream', enter the number of stream miles upstream opened for fish access and passage.
Tidal Influence	For each habitat type, choose the tidal influence from: <ul style="list-style-type: none"> • Subtidal - <i>Below the level of extreme low tide.</i> • Intertidal - <i>The zone from extreme high water to extreme low water.</i> • Supratidal/spray zone - <i>Above the level of high tide, a terrestrial environment that is influenced by proximity to the sea including by sea spray, sea breezes and aeolian processes, and geological and biological "spillover" such as dune development.</i> • not applicable - <i>Select if habitat type is not influenced by the tide.</i>
*Estimated FY	(H/F) For each habitat type, select the estimated fiscal year in which the project will be completed.
*Habitat Comments	Please explain how the acreage calculations were derived (if necessary) and include any assumptions that were made and supporting scientific data and literature to justify your calculations. <ul style="list-style-type: none"> • Provide a description of how the acreage/stream mile data was obtained, calculated and verified • Include any assumptions that were made to generate the data

ACTUAL Acres Restored (by habitat type)

Field Name	Description
*FY Reported	(F) Fiscal year for which you are reporting acres or stream miles. If you need to modify values for previous FYs, add these as "corrections" in the current FY. NOTES: 1. The current fiscal year will auto-populate when any acreage/stream mile data is entered in the table 2. The acreage data associated with a current fiscal year will be changeable until the close of the fiscal year, at which time the data will be locked (after September 30) and reported for annual performance measures (within first few weeks of October).
Acreage Type	(F) Select the type of acreage that is being reported: <ul style="list-style-type: none"> • Original value - initial acreage value for project obtained from project proponent or site verification. There can be multiple "original values" if the project has phasing; only the FY Reported will differ. • Accretion - additional acreage gained after initial acres have been restored due to growth of the habitat type outside of the original project area that has already been counted in the record as 'original value'.

	<ul style="list-style-type: none"> • Correction - additions or subtractions to 'original value' resulting from inaccuracies in initial acreage/stream miles reported. There must be a record for the habitat type for 'original value' reported in a prior FY for 'correction' to be used. <p>NOTES:</p> <ul style="list-style-type: none"> • Unless directed otherwise, use "original value" from the Acreage Type drop down menu when recording acres (or opened stream miles) that have directly resulted from the project's restoration activities. Always use original value when you are reporting acreage for the first time for a project. <p><i>Example:</i> A project was completed in 2004 but the acreage was not entered into the record before the end of the fiscal year. Enter the acreage of the project as an original value in the current FY Reported year.</p> <ul style="list-style-type: none"> • Use "correction" value when adjusting for acres that were over-reported or under-reported in a previous fiscal year only (these numbers can be negative or positive values). <p><i>Example:</i> Original acreage value of 20 acres was reported for a project in FY2004, evaluation of the project the following year showed that 15 acres were actually restored; therefore, (-5) acres should be entered as a correction value for FY2005</p> <ul style="list-style-type: none"> • Use "accretion" value when adding acres that have physically accreted since original project activities were completed (positive value only) • When reporting actual acres (or stream miles) restored, remember to change the status on the Main tab to Implementation Complete and fill in the Implementation End Date field.
*Acres Created	(F) Acres of habitat that were created. Creation is the manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site, where a wetland did not previously exist. Establishment (creation) results in a gain in wetland acres.
*Acres Re-established	(F) Acres of habitat that were re-established. Re-establishment is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural/historic functions to former wetland. Re-establishment results in rebuilding a former wetland and results in a gain in wetland acres.
*Acres Rehabilitated	(F) Acres of habitat that were rehabilitated. Rehabilitation is the manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural/historic functions of degraded wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres.
*Acres Enhanced	(F) Acres of habitat that were enhanced. Enhancement is the manipulation of the physical, chemical, or biological characteristics of a wetland (undisturbed or degraded) site to heighten, intensify, or improve specific function(s) or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for a purpose such as water quality improvement, flood water retention or wildlife habitat. Enhancement results in a change in wetland function(s) <u>and can lead to a decline in other wetland functions</u> , but does not result in a gain in wetland acres. This term includes activities commonly associated with the terms enhancement, management, manipulation, directed alteration.
*Acres Protected	(F) Acres of habitat that were protected or maintained. Protection is the removal of a threat to, or preventing decline of, wetland conditions by an action in or near a wetland. Includes purchase of land or easements, repairing water control structures or fences, or structural protection such as repairing a barrier island. This term also includes activities commonly

	associated with the term preservation. Protection/Maintenance does not result in a gain of wetland acres or function.
*Stream Miles Opened	<p>(F) The number of stream miles upstream opened for fish access and passage.</p> <ul style="list-style-type: none"> • Stream miles opened should be reported for fish passage projects only (e.g. dam removal or fish ladder installation) • • To count upstream access miles, measure the distance gained from the restoration site (barrier removal) to the next upstream passage barrier or to upper range limit of target species. Include tributary mileage when available. • Be sure to record any in-stream acreage that was directly restored as part of a fish passage project (e.g. stream bank stabilization)
Number of Plants and Animals Added or Protected	The number of plants or animals that were added to the site or were protected based on the restoration activities. (e.g. 50,000 spat, 100 eelgrass shoots, 2 nesting plovers).
*Reporting Comments	Details on acreages reported including explanations and/or justifications or corrected or accreted values. Additionally, this field can be used to indicate completion of project implementation phases. Required when 'correction' is used as acreage type.

[Return to Top](#)

Species Tab

List 5 key plant and 5 key animal species that the project benefits. Do not include invasive species that are targeted for removal.

Field Name	Description
Common Name	<p>(F) Common name for the species. Use the picklist to choose only species benefited by the project, highlighting targeted species and indicator species.</p> <p>If you do not see a species listed send information on species to be added to the picklist to Administrator.</p>
Genus	Genus name of the organism.
Species	Species name of the organism.
Population Name	Population Name. This is used to identify specific Threatened or Endangered populations of species or can refer to populations of salmon runs.
NMFS Status	The status of the species/population as tracked by NOAA Fisheries Office of Protected Resources under the Endangered Species Act as Threatened, Endangered or Unknown.
Species Type	Is the species an animal or plant?

[Return to Top](#)

Other Info Tab

Field Name	Description
*NOAA Involvement	(F) Choose one or more types of NOAA involvement from the pick list (administrative oversight, monitoring, project management, project design, source of funding, and technical assistance/expertise). Use the picklist to describe all aspects of NOAA Involvement in a project
*Project Partners	(H/F) Choose one or more project partners from an over 1800 item picklist. These include funding sources and project sponsors, as well as active participants. Please include the funding partner organizations - e.g. RAE, NFWF, TU, DU- since they are not showing up as Project Partners for certain queries and reports.

	<ol style="list-style-type: none"> 1. Use picklist ("List" button) to list project partners involved in the project, try to be inclusive but list those who actually contributed something to the project 2. Include the project recipient and the Partner through which the project was funded (e.g. RAE, American Rivers) 3. If partner is not contained within the picklist, add the partner to the list using the Add New Partner button 4. Be sure to enter the "Partner Type" and URL link (if available) when adding a new partner to the database 5. When adding partners, enter the full name of the organization – spell out acronyms, determine where chapters are referenced in the organization name, etc. 6. Update a partner's information using the Update Partner button
*Restoration Techniques	(F) Choose from the list of Restoration Techniques used for the project. Examples include: dam removal, placement of dredge material, planting, and invasives removal: vegetation.
*Monitoring Characteristic	Choose from the list of monitoring characteristics that will be assessed. Required for projects with science-based monitoring plans.
*General Comments and Addt Monitoring Information	General project-related comments including additional monitoring information and latitude and longitude of multiple site locations (if applicable). If the project was terminated, include reasons for termination. For projects with science-based monitoring plans, this field must contain the acronym "SBM" so these projects can be identified.

[Return to Top](#)

Contacts Tab

1 NOAA contact, and 1 local contact (if applicable) should be entered for each project. More than two contacts can be added per project. The local contact is not a NOAA staff person. Examples include state or local partner.

Field Name	Description
*Last Name	(H/F) Last name of contact person.
*First Name	First name of contact person.
Title	Person's title.
*Organization	Organization where the contact works.
*Address Line 1	First line of the contact's address.
Address Line 2	Second line of the contact's address.
*City	City of contact.
*State	State of contact.
*Zipcode	Zipcode of contact.
*Phone Number	Phone number of contact.
Fax Number	Fax number of contact.
*Email Address	Email address of contact.
*NOAA or Local	Is this person a NOAA or Local contact?

[Return to Top](#)

Funding Info Tab

The funding information is primarily entered by HQ staff for all programs except DARRP, where it is entered by regional staff. All staff have access to the columns State Contribution and Other Non-Federal Contribution within the Funding Table, as those details are generally revealed through progress reports or discussions with the recipient after funding.

For DARRP projects, this table is only required if NOAA is the Lead Administrative Trustee (LAT).

Funding Mechanism

Field Name	Description
*Funding Mechanism	(H) Community-based: the partnership through which the project is funded. This field must be filled by picking a name from the "list" box and may not be filled in manually. This field is only accessible to HQ CRP staff. CWPPRA: This field must be filled manually; the "list" box is grayed out and is not accessible. DARRP: Use 'DARRP Settlement Funds' and indicate the Responsible Party in funding comments.
*FY Awarded	(H) The fiscal year in which the funds are awarded.
*NOAA Contribution	(H) Community-based: NOAA money (cash) contribution awarded for the project. CWPPRA: N/A. Enter "0". DARRP : There are no NOAA contributions for DARRP projects so enter the Settlement Amount instead.
Partner Contribution	(H) Community-based: Cash the partner organization (e.g., Fish America, National Fish and Wildlife Foundation) contributes to the project. CWPPRA: N/A. Enter "0" or leave blank. DARRP : 1) The amount for which the responsible party is getting credit by implementing the restoration project, or 2) the amount that is being administered by the project trustees.
State Contribution	(H/F) Amount of state funds or in-kind match provided for the project.
Other Non-Federal Contribution	(H/F) Matching funds or in-kind match provided by the project proponent.
Total	Total NOAA, Partner, and State and Other Non-Federal Contribution (automatically sums four previous columns) by fiscal year.
Totals	Field automatically sums the columns over all fiscal years funds were allocated for NOAA, Partner, State, and Other Non-Federal and Total contributions.
Federal Leverage	(H/F) Any other Federal contributions (cash or in-kind) that are being added to the project, <i>but not being officially reported as match.</i>
Non-Federal Leverage	(H/F) Community-based: non-Federal contributions (cash or in-kind) given to the project, <i>but not being officially reported as match.</i> CWPPRA: the total of all cash and in-kind contributions from the State of Louisiana. DARRP : any contributions that non-Federal agencies are adding to the project, not including the responsible party.
Total Project Cost	Total cost of the project. Should be equal to the sum of all other funding fields. This field automatically sums the Total Contribution, Federal Leverage, and Non-Federal Leverage fields when one or more of these fields is filled in.
Funding Comments	(H/F) Any additional comments about funding, e.g., contingencies, caveats, delays, division of funds for multiple project sites, or constraints on funding.

Funding Mechanism Details

Field Name	Description
*Funding Recipient	(H) Organization, agency, or company to whom funds are given to implement the project. This field must be filled using the "list" box feature. If no appropriate choice is available, please contact the RCDB administrator and request that a recipient be added to the list. This field is populated from the Partner picklist and is the recipient of the funds.
*Grant Name and Number	(H) This field is either the NOAA grant number (e.g. CRP direct solicitation grant) or the subaward identifier that may be used by a partner organization (e.g. NFWF or RAE).

*Type of Activity	(H) This field is a picklist of values the same as Type of Project on the Main Data tab and is used if there are various phases of funding for a project that can be divided by funding instance (e.g. engineering vs. restoration vs. monitoring).
Award Closed?	(H) This field is populated by a picklist of yes or no to indicate if the award referenced in the Grant Name or Number field is financially closed out or not.

[Return to Top](#)

Compliance Tab

Field Name	Description
*NEPA Compliance Process	<p>(H/F) National Environmental Protection Act - choose the appropriate level of documentation based on regional staff determination at time of funding decision:</p> <ul style="list-style-type: none"> • Programmatic EA for CRP - National Environmental Impact Statement for Community-based Restoration Program applicable. • Categorical Exclusion (CE) - Project is of a type excluded from NEPA requirements and no EIS or EA is necessary (if CE applies, state reason in comments box). • Individual Project EA - Environmental Assessment specific to project (give web address in comment box, if applicable). • Individual Project EIS - Environmental Impact Statement prepared for specific project (give web address in comment box, if applicable). • Other Programmatic EA - Programmatic Environmental Assessment under which activities of project are covered, if not the CRP PEA (give web address in comment box, if applicable). • Other - If none of the above, select this option and add comments under 'NEPA Comments'. <p>More information may be found at:</p> <p>http://ceq.eh.doe.gov/nepa/regs/nepa/nepaeqia.htm</p>
*NEPA Status	<p>(H/F) HQ will indicate the correct NEPA status at time of record creation, and regional staff will change status when NEPA is complete (i.e. when the recipient has completed all award conditions). Select from:</p> <ul style="list-style-type: none"> • Pending - for projects with NEPA documentation in development or pending approval • Complete - for projects with final documentation on file, including NEPA paragraphs and checklists, and final CE, EA or EIS for individual project (if applicable).
NEPA Comments	Provide any pertinent comments about the NEPA process regarding this project, including web addresses for EIS and EA and reasons for categorical exclusions, any other regulations or coordination issues which apply, etc.
*EFH Compliance Process	<p>Essential Fish Habitat as legislated by the Magnuson-Fisheries Act. EFH definition in the Act: "those waters and substrate necessary for fish spawning, breeding, feeding, or growth to maturity." A project can have EFH without endangered/threatened species present, or can have both species and EFH (more common). EFH includes fresh and saltwater, and only aquatic areas. EFH is always greater than or equal to "critical habitat."</p> <p>Select from:</p> <ul style="list-style-type: none"> • Preceded EFH regulations (1996) - for project activities occurring prior to 1996. • Programmatic EA/Regional EFH consultation - Project is covered by regional EFH consultations located at (1) NWR Region - http://seahorse.nmfs.noaa.gov/pls/pcts-pub/sxn7.pcts_upload.download?p_file=F16708/200201967_restorationcenter_programmatic_07-12-2004.pdf

	<p>(2) All other regions - http://www.nmfs.noaa.gov/habitat/restoration/projects_programs/crp/assessment/ea_toc.html</p> <ul style="list-style-type: none"> • Individual abbreviated consultation - Abbreviated consultation procedures should be used when the adverse effects of an action can be alleviated through minor modifications to the action. • Individual expanded consultation - Expanded consultation procedures must be used for Federal actions that would result in substantial adverse effects to EFH. • Not applicable - no EFH in project area. <p>More information may be found at:</p> <p>http://www.nmfs.noaa.gov/habitat/habitatprotection/efh/index.htm</p>
*EFH Status	<p>Indicate the status of EFH Compliance for the project. Select from:</p> <ul style="list-style-type: none"> • Consultation requested - for projects where an informal or formal EFH consultation has been requested via phone or letter, but no determination if further documentation is necessary has been made. • Conservation recommendations pending - for projects with EFH documentation in development or pending approval. • Complete - for projects with final documentation on file, including updated NEPA paragraphs and checklists identifying EFH consultation needs, and final consultations for the individual project (if applicable).
EFH Comments	<p>Provide any comments pertaining to EFH issues for this project (what type of EFH will be affected or restored by the project, specific project or site conditions that constitute or affect essential fish habitat, etc). State the specific project or site conditions that constitute or affect essential fish habitat. List the type of habitat (breeding, rearing, etc.) and the species that use the habitat, and whether the species is present in the project area. (Examples: breeding habitat for coho, coho not found in this stream).</p>
Required Approvals	<p>Briefly list any other required approvals related to other applicable laws. <i>Other laws include:</i> state environmental protection acts (SEPA), state endangered species regulations, zoning rules (like a county Shoreline Improvement permit), local land use laws (like a state Hydraulic Permit Approval), and any other applicable laws listed below.</p> <p>Select from:</p> <ul style="list-style-type: none"> • Clean Water Act - Army Corps sec. 404 • Clean Water Act- Army Corps sec. 401 • Clean Water Act- Army Corps NWP 27 • Clean Water Act- Army Corps NWP 4 • Clean Water Act- other • Coastal Zone Management Act • Marine Mammal Protection Act • National Marine Sanctuaries Act, Rivers and Harbors Act (section 10) • National Historic Preservation Act, Archaeological and Historic Preservation Act • Other - <i>list specific items in 'Required Approvals - Comments'</i>
Required Approvals - Comments	<p>List any approvals or permits not provided in the list. Also identify the status of each approval and any additional comments.</p>
ESA Critical Habitat or Species Present	<p>Are federally listed species of fish, wildlife or plants present and/or is there a critical habitat designation in effect for any of those species listed by NOAA Fisheries or the U.S. Fish and Wildlife Service?</p>

	<p>Select 'yes' or 'no' where indicated.</p> <p>Critical habitat is defined as "<i>areas occupied by the species plus unoccupied areas essential for the conservation of a species.</i>" Critical habitat includes aquatic and riparian areas, primarily focused in freshwater areas. More information may be found at:</p> <p>http://endangered.fws.gov/wildlife.html http://endangered.fws.gov/wildlife.html#Species http://www.nmfs.noaa.gov/prot_res/</p>
Rationale for No ESA Determination	If no ESA determination, briefly give the reasons/rationale for this finding (i.e. lack of species present, no critical habitat designation or other factors).
NMFS Consultation Process	<p>NMFS ESA consultation process being used to receive concurrence.</p> <p>Pick from the following list:</p> <ul style="list-style-type: none"> • No species present • No effect - The project will have "No effect" on species in the area. Therefore, no consultation is needed. • Informal - The project "may affect", or is "Not Likely to Adversely Affect" managed ESA species in the area and an Informal Consultation is being/has been initiated with the appropriate regional office. • Formal - The project "may affect", or is "Not Likely to Adversely Affect" managed ESA species in the area and a Formal Consultation is being/has been initiated with the appropriate regional office. • Regional Programmatic BiOp - The project "may affect", or is "Not Likely to Adversely Affect" managed ESA species in the area and a programmatic (general for many project types) Biological Opinion relevant to the project exists, and this project fits within its scope OR project given "no effect" determination, "the proposed action will have literally no effect whatsoever on the species and/or critical habitat, not a small effect or an effect that is unlikely to occur." Also, actions that have a beneficial effect do not qualify as a "no effect" determination.
NMFS Status	<p>Select from:</p> <ul style="list-style-type: none"> • Requested - formal or informal consultation has been requested from NFMS for the project • Initiated - a formal or informal consultation is pending • Concluded - consultation has been completed and documentation indicating NMFS consultation process is on file.
NMFS Consultation Comments	<p>Provide any pertinent comments regarding the NMFS concurrence for the project - i.e., rationale or other specifics regarding the finding of <i>Not Likely to Adversely Affect</i> listed species or their habitat (e.g., species not found there, etc.)</p> <p>Other details to include:</p> <ul style="list-style-type: none"> • Tracking number applied by National Marine Fisheries Service to the consultation (the number is currently in the form of NWR 2002/xxxx for 3-letter region designation, year, 5 digits; however, this format changes often.). • Web site or other links, which would enable a person to locate the Biological Opinion or information on the consultation or other supporting documentation. (Consultation Findings - Results of the consultation, key points and determination of level of effect to species, populations or habitat. Also, restrictions or limitations put on the project for construction, such as materials, season, equipment to exclude fish form area during work, etc.).

USFWS Consultation Process	<p>USFWS ESA consultation process being used to receive concurrence. Pick from the following list:</p> <ul style="list-style-type: none"> • No species present. • No effect - The project will have "No effect" on species in the area. Therefore, no consultation is needed. • Informal - The project "may affect", or is "Not Likely to Adversely Affect" managed ESA species in the area and an Informal Consultation is being/has been initiated with the appropriate regional office. • Formal - The project "may affect", or is "Not Likely to Adversely Affect" managed ESA species in the area and a Formal Consultation is being/has been initiated with the appropriate regional office. • Regional Programmatic BiOp - The project "may affect", or is "Not Likely to Adversely Affect" managed ESA species in the area and a programmatic (general for many project types) Biological Opinion relevant to the project exists, and this project fits within its scope OR project given "no effect" determination, "the proposed action will have literally no effect whatsoever on the species and/or critical habitat, not a small effect or an effect that is unlikely to occur." Also, actions that have a beneficial effect do not qualify as a "no effect" determination.
USFWS Status	<p>Select from:</p> <ul style="list-style-type: none"> • Requested - formal or informal consultation has been requested from NFMS for the project, • Initiated - a formal or informal consultation is pending, OR • Concluded - consultation has been completed and documentation indicating NMFS consultation process is on file.
USFWS Consultation Comments	<p>Provide any pertinent comments regarding the USFWS concurrence for the project - i.e., rationale or other specifics regarding the finding of <i>Not Likely to Adversely Affect</i> listed species or their habitat (e.g., species not found there, etc.).</p> <p>Other details to include:</p> <ul style="list-style-type: none"> • Tracking number applied by USFWS to the consultation (if available). • Web site or other links, which would enable a person to locate the Biological Opinion or information on the consultation or other supporting documentation. (Consultation Findings - Results of the consultation, key points and determination of level of effect to species, populations or habitat. Also, restrictions or limitations put on the project for construction, such as materials, season, equipment to exclude fish form area during work, etc.).
ESA Species	<p>Species present that are listed by NOAA Fisheries or USFWS as threatened, endangered or candidate species under the Endangered Species Act. Select the proper species from the pick list provided (other fields will automatically be filled).</p>

[Return to Top](#)

Abstract Tab

*Project Abstract	<p>(F) Provide a project abstract using the guidelines below. Be sure abstracts are suitable for the dynamic webpage. Abstracts should be current and reflect the status of the project</p> <p>CONTENT: Abstracts are limited to 4,000 characters and should contain the following elements:</p> <ol style="list-style-type: none"> 1) Background about the site where the project will be located (include if it is part of an on-going or larger effort). 2) Problem encountered.
-------------------	--

- 3) Objective(s) of restoration project.
- 4) Funding source: For example: "NOAA Community-Based Restoration Program and FAF (funding partner) have joined together with Save the Bay (Recipient) to fund."
- 5) Brief project description (and phases if applicable).
- 6) Additional information.
 - a) Where applicable, mention volunteer groups involved and the project work components they are performing.
 - b) Where applicable (i.e., Community-based Restoration Projects), mention the major partners (ones conducting the effort) in the text.
 - c) Estimate acreage or stream miles to be restored (if information is applicable or available).
 - d) Restoration technique used.
 - e) Timing of project.
 - f) Monitoring to be conducted.

STYLE: The exact wording and sequence of components in abstracts are left to the individual authors to increase diversity of expression within a standard format. Try to write the abstracts in present tense so they make sense whether the project has yet to occur, or has been completed.

Example: The project restores 5 acres of salt marsh habitat through removal of invasives and planting of native vegetation.

LENGTH: The abstract should be about 600-700 words (1 page) in 2-3 paragraphs. The first paragraph should include the background and "problem" statement.

HINT: In Word you can use the File/Properties/Statistics tab to get a quick inventory of the number of characters, words, lines etc. in a document -- or use Tools/Word Count to count the words in a selected, highlighted portion of a document.

[Return to Top](#)

Photo Upload

Protocols for Taking and Sending Photos via the RC Photo Upload Page:

Please follow these protocols for taking your images in the field and uploading them for public viewing:

1. What to send

- Your best images, in focus, good composition, and images that tell a story.
- Select only the best 5-7 images that you have for uploading.
- Eliminate duplicate images.

2. Criteria for taking images

Please follow the guidelines established below to take your images.

Resolution

Digital Images

Take jpg landscape images with your digital cameras and save at highest resolution your camera will allow. Using Adobe Photo Shop or Paint Shop Pro, or similar software, resize the image and save it with a different name. Resize at a width of 200 - 225 pixels. Try to retain the highest resolution possible.

Note: retain the original high resolution image for future use in the RC Photo Repository.

When you have accumulated a number of good images, you should send them to RC/OHC Outreach staff at Headquarters.

Subject Matter

For each case and project you should take images that

- Document an overview of before, during and after restoration
- Document the setting, reason for restoration, resource being restored, restoration technique, and people involved in the restoration -- in other words the who, why, what, where, and when.

Quality

Make sure your subject is in focus.

Create a good composition. This means center your subject so that the image makes sense. Check to see where shadows, faces and heads are, check where the work is located within the frame. Take a few minutes to compose the photograph and you will have better results. Most instruction books accompanying cameras contain basic information about lighting and composition.

Set resolution at high.

Be selective about what you send.

Go through your images and select the best and most representative images.

Number of photos

Our goal is to have a maximum of 5-7 good images per project. If you wish to update the list of images and already have 7 photos uploaded, remove some and replace them with others so you do not exceed the maximum of 7.

Field Name	Description
Picture Name	(F) Name of photo uploaded to the RCDB. In order for images to render in dynamic web pages, photo names cannot have spaces or special characters in the title (e.g. @\$%^&). Underscores _ are fine. NOTE: The picture name may not exceed 12 characters and must all be one word. Choose up to 5-7 photos to upload (to reduce server space) and then choose the best three by assigning Photo Order (1-3) to appear on the dynamic web page.
Caption	Description of photo which indicates the timing (before, during, after), location, habitat type, and activities occurring in the photo.
Date of Photo	Date photo was taken.
Credit	Source of photo (e.g. NOAA Restoration Center, Tampa BayWatch).
Photo Order	The order on the dynamic project pages from left to right (currently only available for CRP projects) that the photos will appear, as 1, 2, and 3. NOTE: if you do not include the number, the image will NOT appear on the dynamic pages.

[Return to Top](#)

[Users Guide](#) | [Database Home Page](#)