

Habitat Stamp Program
GIS/Database User Guide
October 3, 2008
Revised November 18, 2009
Revised November 2, 2010

Welcome to the New Mexico Game and Fish Department's Habitat Stamp Program GIS/Database. This program is to help Forest Service biologists at the Supervisor Officer and at the Ranger District levels to enter Habitat Stamp Program projects and submit new Program proposals.

Under authority of the Sikes Act the New Mexico Habitat Stamp Program (HSP) was implemented in New Mexico on an experimental basis in 1985. In 1991, following careful review and evaluation, the New Mexico State Game Commission adopted a rule making the program operational statewide. The purpose of the program is to plan, develop, maintain, and coordinate conservation and rehabilitation programs that are designed to have a positive impact on wildlife and fish populations. Methods and procedures shall include all activities associated with scientific resources management. These include, but are not limited to; protection, research, census, law enforcement, habitat management, propagation, live trapping and transplantation, and regulated taking.

For this document's purposes a HSP "project" is defined as an activity funded by the program that constructs or modifies a manmade or natural feature for the benefit of wildlife. A HSP "proposal" is defined as a request for funding for similar activities. These features can be structures, sites, enclosures, vegetative treatments, riparian improvements, fisheries improvements, water developments, road or trail improvements that are being managed for wildlife or recreation benefits. All features that are completed need to be accurately portrayed in its spatial context with other like activities. Features need to be accurately mapped so that they can be readily found for maintenance purposes and for assessing the locations of future projects.

Project status, cost, and accomplishments are reported via annual tracking/completion reports. It is the responsibility of the HSP Manager to issue an annual tracking/completion report the first week of May to agency coordinators for completion. The reports shall be completed and returned by agency coordinators electronically via the following geodatabase by June 1st.

Information from these reports will be compiled by the Manager, published in an annual *Implementation Report*, and distributed to interested stakeholders (Citizen Advisors, Game Commissioners, agency representatives, sportsmen, and the public).

For HSP resources, there may be a combination of national and local databases for storing the tabular data. This geodatabase has fields that will meet Forest Service and BLM agency upward reporting needs and program needs. Consistency in the attribute guidelines is extremely important for generating funding.

In this geodatabase application, legacy and proposed projects are represented as point, line or polygon features:

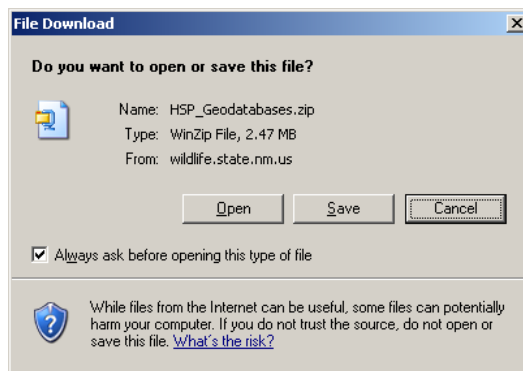
1. Points depict constructed features, proposed activities or resources that are best represented as points (e.g. isolated structure, small earthen tank, enclosure, or small plantings) that cover less than one acre of land. The “one-acre” cutoff is the most practical to estimate using a 1:24000 scale map.
2. Polygons depict completed or proposed manmade structures and vegetative treatments that encompass a two dimensional area larger than one acre in size.
3. Lines depict completed and proposed manmade structures and natural features that are linear in nature such as streams, fish structures, monitoring routes, trails, roads, pipelines, fences, etc.

Installation

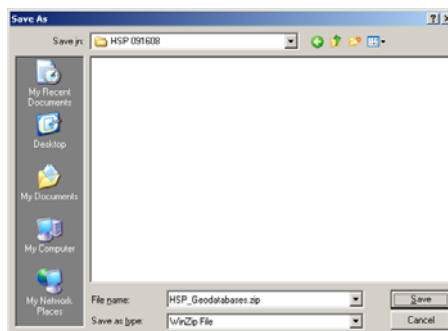
This program is an ArcGIS geodatabase and will run on ArcGIS version 9.X. Before the HSP geodatabase is downloaded to a computer, make a new folder. Name this folder something meaningful, such as, HSP(*the download date*).

Download Data to your PC

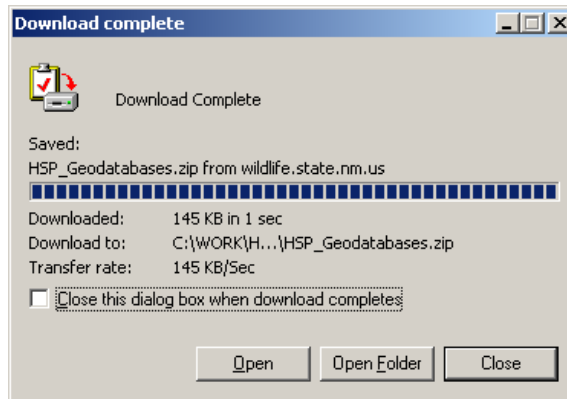
1. Before you download the files create a new folder in which to save them.
2. Go to the “Habitat Stamp Program” website.
(http://wildlife.state.nm.us/conservation/habitat_stamp_program/index.htm)
3. Click on HSP_Projects (ZIP). The “File Download” window opens.



4. Click **Save**; navigate to the folder in which you want to save the zip file.



5. Click **Save** and the zip file will be downloaded. When the download is completed, click **Close**.



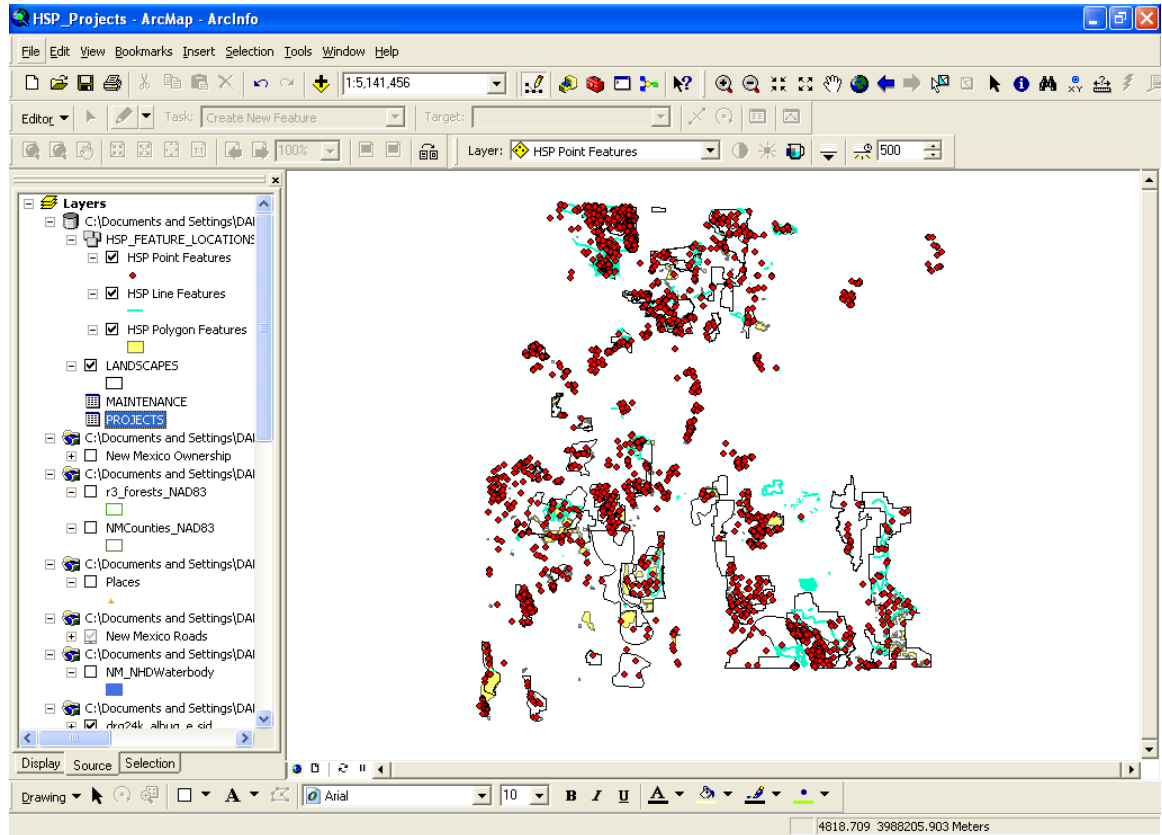
6. Unzip the HSP_Projects.zip
7. A copy HSP_Projects_20101028.mdb (a Personal Geodatabase schema and data of all legacy/existing HSP projects) is now on your computer.

Using your Geodatabase

1. Open ArcMap.
2. Click on the “add data” icon, , located on the tool bar.



3. Navigate to find the “HSP_Projects_20101028.mdb” and select the file “Add” or double click.
4. Now, select **PROJECTS** table and **HSP_FEATURES_LOCATION** files. To select all the files, hold down the CTRL-key and click on click each file.
5. Click “Add.” Now you should have displayed all existing HSP points, polygons, and lines.



Now, ArcMap’s Table of Contents (left panel) and Display (right panel) will look something like above.

Add Base Layers to ArcMap

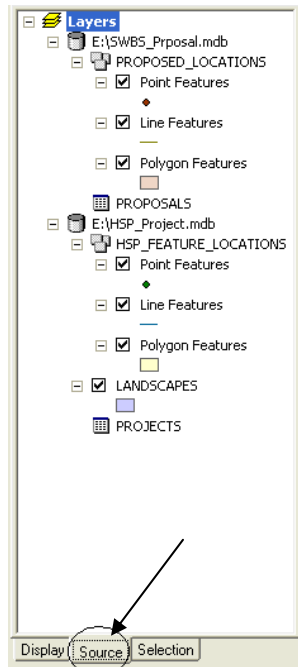
Add base “layers” that will help you to locate existing projects for editing purposes or proposed site(s) for funding consideration. Some useful layers are:

- Land Status (will show public vs. private land)
- Forest Recreation layer
- State Highways
- Watersheds
- Cities or Towns
- USGS 7.5 Minute Quadrangles
- Fire perimeters
- Vegetative types
- Various layers from existing spatially drawn treatments identified in planning documents

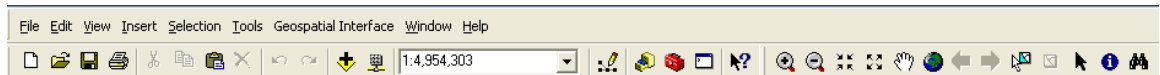
Click the “Add Data” icon then navigate to find appropriate layers to add to ArcMap for planning purposes. *You may need to consult with your GIS Specialist to identify the layers that may be helpful and where they are located.*

Start Editing and Add Your Proposal's Information to the Proposals Table

1. Click the “Source” tab at the bottom of the ArcMap “Table of Contents” to activate it.



2. Click “Editor” on the Editor toolbar and select “Start Editing.” **If you can not find the Edit toolbar** and are new to ArcMap, your menu and toolbars look like this. **There is no Edit toolbar.**



Here is how to add the Edit tool bar if not already present.

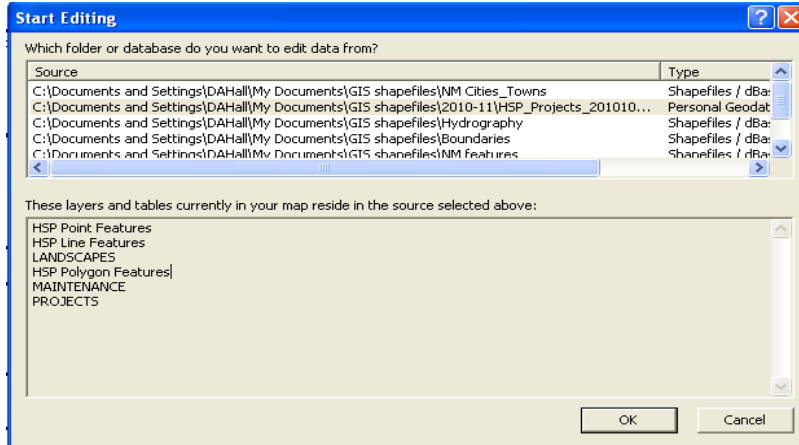
- a. Click the “View” menu item.
- b. On the dropdown list select “Toolbars.”
- c. A new list appears of all of the toolbars available. The toolbars that you may have will have check mark to their left. Click to the left of “Edit.” The Edit toolbar will add to you ArcMap window.



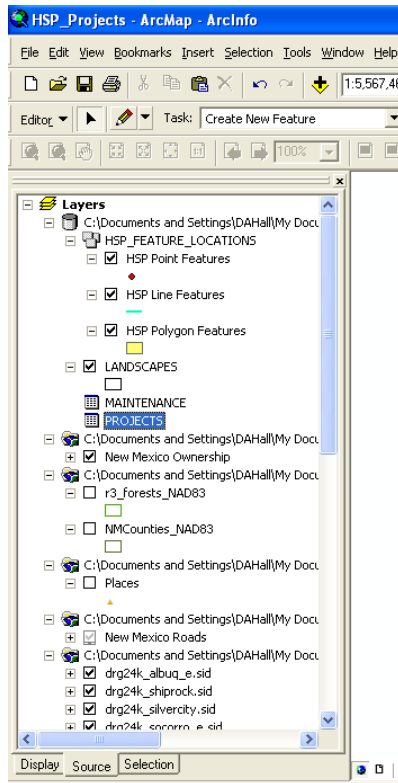
The “Edit” bar.

Now you can click “Editor” on the Editor toolbar and select “Start Editing.”

3. Highlight the Geodatabase as the one you want to edit and click “OK”.



4. Right click the “PROJECTS” icon in the Table of Contents and select “Open”



5. Once the table is opened, update existing proposals or add proposal information in each field:

OBJECTID *	HSP Project Code *	HSP Project Name	Project Status	Project Leader	District or Office	Project Description
3264	TEST_3	Sand Raft	Proposed	Hank	Coyote RD; Santa Fe NF	pdppdpdpdpdpdpdpdpdpdp
3265	TEST_34	hghghghgh	Proposed	ghghg	Cuba RD; Santa Fe NF	<Null>
3266	TEST_101	Oh boy	Proposed	Frank Dunh	Espanola RD; Santa Fe NF	lsdkfjlsklkjfksdkfksdkfksjdfslkjdf
3267	TEST_2008_001	Ricket's Blunder	Proposed	Mickey Mouse	Canjilon RD; Carson NF	Burn

Click on an empty field to select it, type in the information according to the formats described below. Click on the next field. Some of the fields have dropdown menus to select standard inputs.

OBJECTID *	HSP Project Code *	HSP Project Name	Project Status	Project Leader	District or Office	Project Description
3264	TEST_3	Sand Raft	Proposed	Hank	Coyote RD; Santa Fe NF	pdppdpdpdpdpdpdpdpdpdp
3265	TEST_34	hghghghgh	Proposed	ghghg	Cuba RD; Santa Fe NF	<Null>
3266	TEST_101	Oh boy	Proposed	Frank Dunh	Espanola RD; Santa Fe NF	lsdkfjlsklkjfksdkfksdkfksjdfslkjdf
3267	TEST_2008_001	Ricket's Blunder	Proposed	Mickey Mouse	Canjilon RD; Carson NF	Burn
3268	TEST_2008_002		<Null>	<Null>	<Null>	<Null>

Field definitions and format:

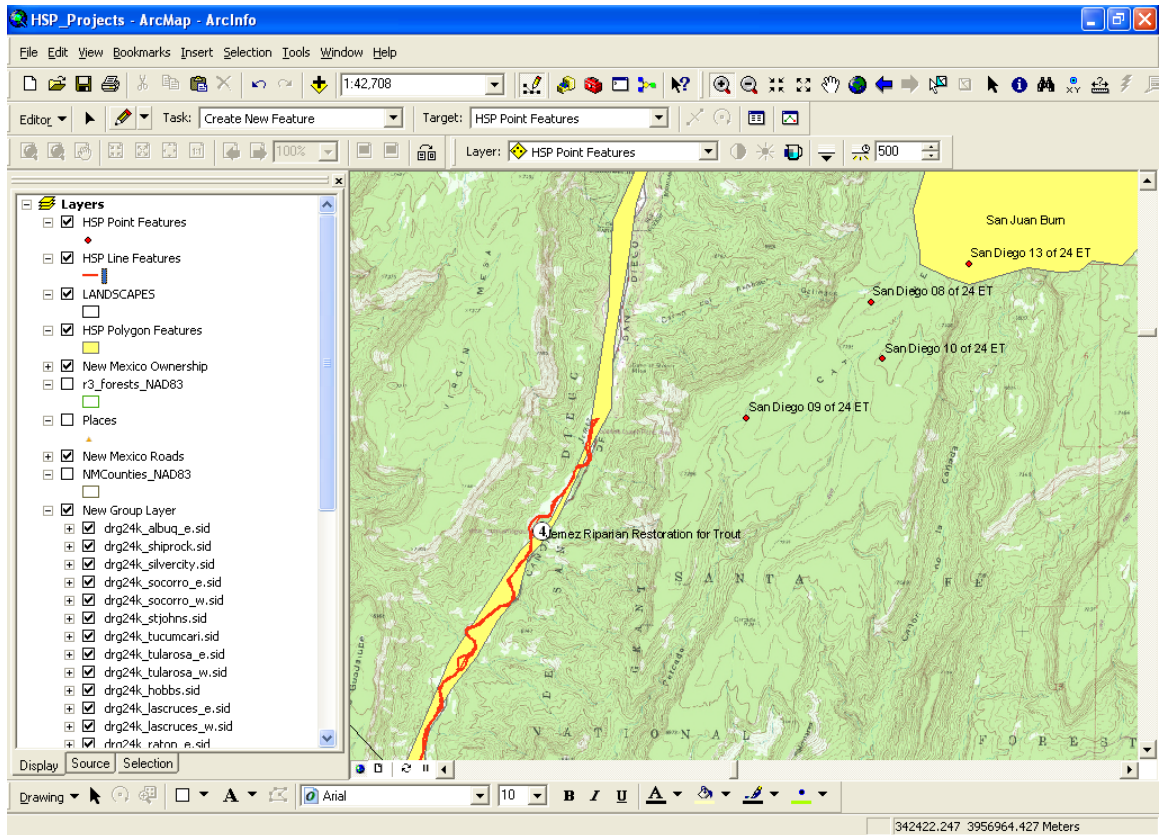
- ObjectID.....leave blank
- HSP Project Codetype HSP number (use the format of your organizational unit abbreviation, then a hyphen, then project year in four digits, another hyphen, and a three digit unique number—ex. SWFG-2010-213) (forests may want to use hundreds digit as their District identifier and ten and one digits for project numbers, so in our example “2” is from district 2 and it is the 13th proposal from that district that year)
- HSP Project Namename your project (generally nearest local’s name; followed by type of project; followed by species to benefit most)
- Project Statusset drop down to “Proposed” for a proposal
- Project Leadertype in the project leader name in format of last name, comma, then first name
- Agency District or Office.....use drop down menu to find your office or district
- Project Description.....describe in general terms **what** you want to do with the money requested
- Proposed Start Date.....type date you will actually start the work if funded (use MM/DD/YYYY format)
- Proposed Cost to HSP.....type the amount requested from HSP
- Proposed Cost to Agency.....type the amount to be matched by agency
- Proposed Cost to Othertype the amount to be matched by others
- Proposed Total Cost.....add up and type total cost of the project
- Completion Year.....this is not needed until the final tracking report

- Cost fieldsthese are not needed until the final tracking report to report actual costs
 - Land_PlanDescribe the landscape planning effort that you have completed to date of submission. List partners and their funds in terms of actual or potential commitments.
- Save Edits
 - It's a good idea to save your edits after entering your project information. Select "Editor" and select "Save Edits".
 - Minimize Proposals table.

Add a Feature, Point, Line or Polygon, to your Proposal

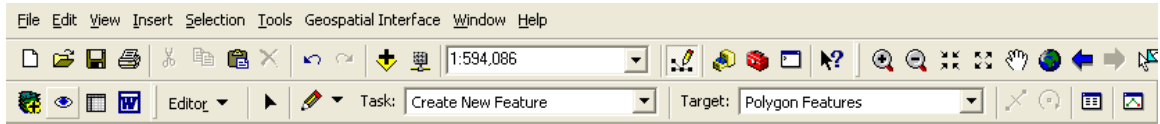
Points represent a feature like a water tank, trick tank, gate, etc., and that can be designated by a set of coordinates. Lines are linear features like fences, road closures, etc. Polygons can be a burn, a timber treatment, enclosure, etc., anything that can be depicted as an area.

1. Zoom into the area you want to add a feature.




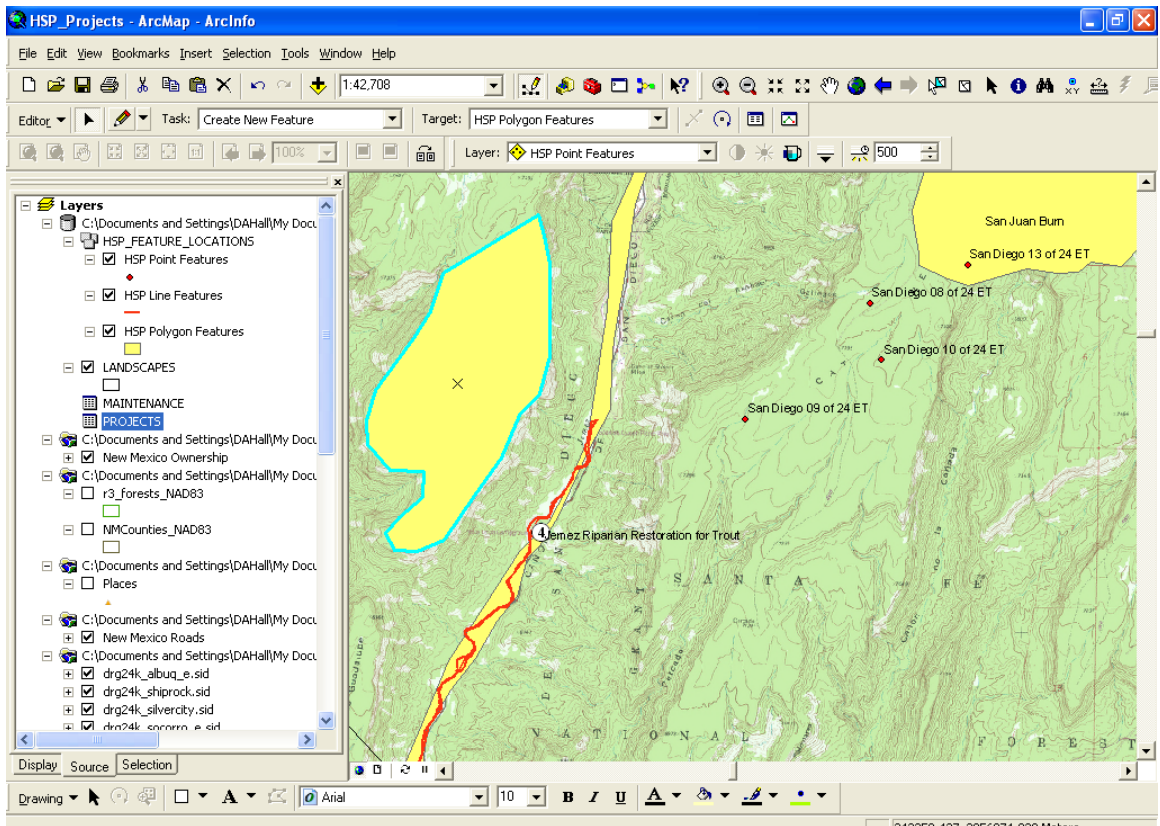
We zoomed into the Southwest Jemez Landscape with topoquads as the backdrop layer.

2. On the Editor toolbar set “Task:” to “Create New Feature” and set “Target:” to the type of feature (point, line, or polygon) you want to add.



In this example, we will be creating a new feature with polygons as the target.

3. Create a new feature by selecting the “Sketch Tool,” , from the editor toolbar and add the point(s), line(s), and/or polygon(s). To add a polygon:
 - a. Click where you want the vertices to be for the shape of the proposed project. Double click at the last vertices and the shape will close forming a polygon (blue highlighted in screen shot below).




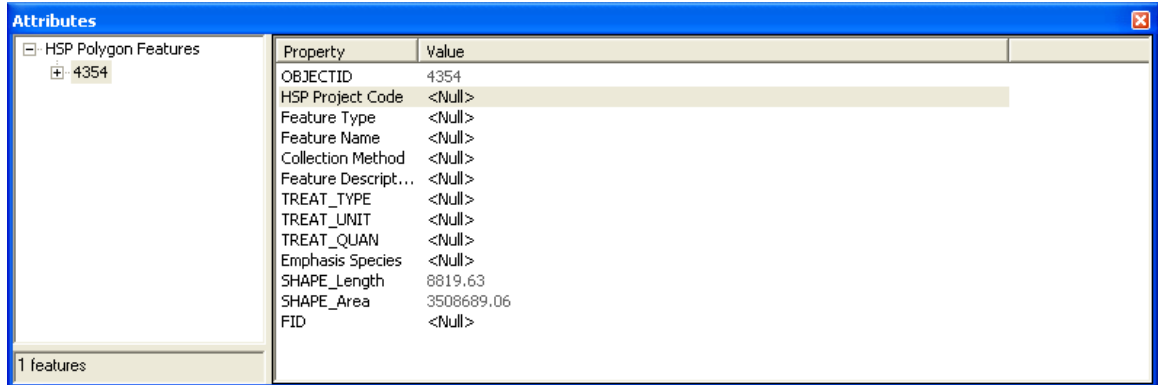
- b. Repeat as needed to add more features.

4. Save edits

Add Attributes to the feature(s) you drew:

1. Open (or maximize) the PROJECTS table and select (or highlight) the record that has general info about your new proposed project. Write down (or copy) the HSP number you assigned to it exactly.

2. With the “edit tool”, , place this tool (pointer) on the proposed project, point, line or polygon you just drew, right click and select “Attributes”.



Data is entered by clicking on a <Null>. An entry box will appear allowing the entry to be typed in. Some entry boxes will have dropdown menus to select standard inputs, just click on the entry you want.

3. Click back up to the feature number and begin entering data:
 - o HSP Project Codepaste the HSP number from the step above (if not, type in the HSP number exactly)
 - o Feature Typeuse drop down menu to select the type of feature being proposed.
 - o Feature Nametype in the short name of your point, line, or polygon (e.g. “Gordon Trick Tank” or “McKnight #3 Burn”)
 - o Collection Method
 - o Feature Description.....describe SPECIFICALLY WHAT you are going to do at this feature if funded (e.g. Install 3,500 gallon galvanized storage tank with 18 foot umbrella piped to ground level drinker box and enclosed with 2.5 acre fence.)
 - o TREAT_TYPE.....use drop down menu to identify best fit type/subtype of your feature
 - o TREAT_UNIT.....use drop down menu to select measure used
 - o TREAT_QUANtype in the number of structures, miles fences, acres of area you propose to treat, etc.
 - o Emphasis Species.....use drop down menu to select the species that this feature will most benefit

- FIDthis is a new number for tracking maintenance events. Type in the HSP number. If you have multiple features tied to one HSP number, we will add to the suffix, an “-A”, “-B”, etc. to make each feature unique.
4. Save Edits
 5. Repeat for other features tied to this proposal number

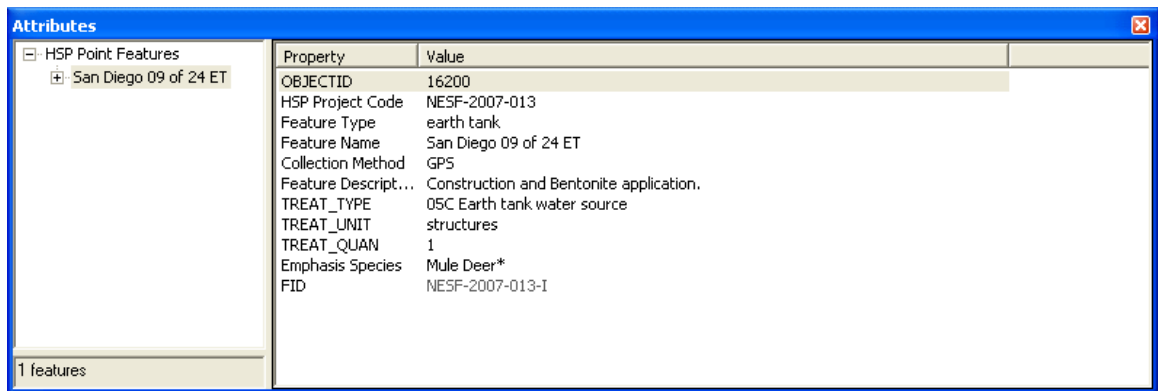
Guidance on multiple burn proposals

- In proposal table select entire forest or field office in the “District Office” attribute and generally WHAT you’re going to do in “Project Description” attribute.
- Draw with polygons the various burns you have on books ready to go if burn window opens.
- Link each polygon to your burn proposal in the Proposal Table.
- Right click on each polygon you drew to open their attribute table.
- In the “Property” table, fill out all value attributes (name, acres, type, etc.).
- In “Feature Description” attribute, describe the burn in terms of WHAT you want to do to the habitat. Use terms of hot, moderate, or cool fire. State about HOW MUCH it will cost to HSP and agency. Identify any partners. Identify the primary reason WHY as forage quantity/quality, fuel reduction, or forest structural diversity.

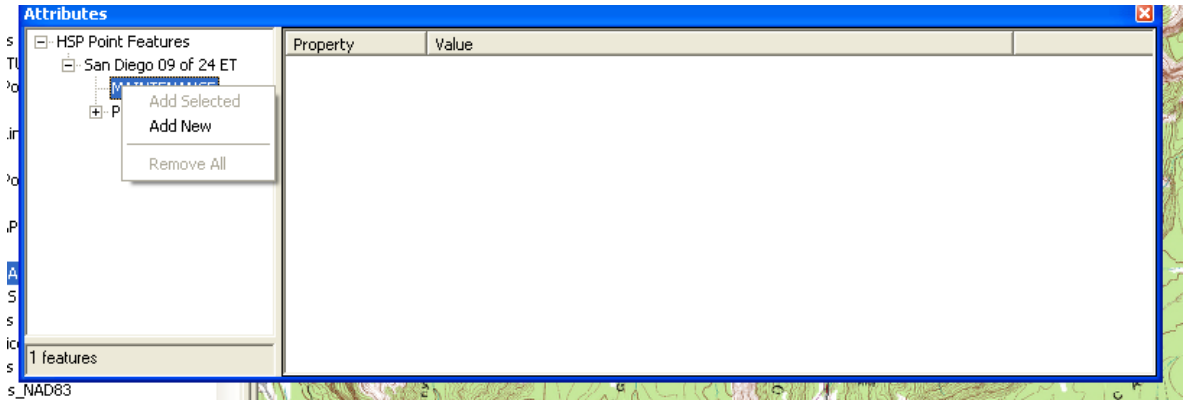
Add other proposals and features as needed by repeating the steps listed above.

NEW! Logging Maintenance Activities

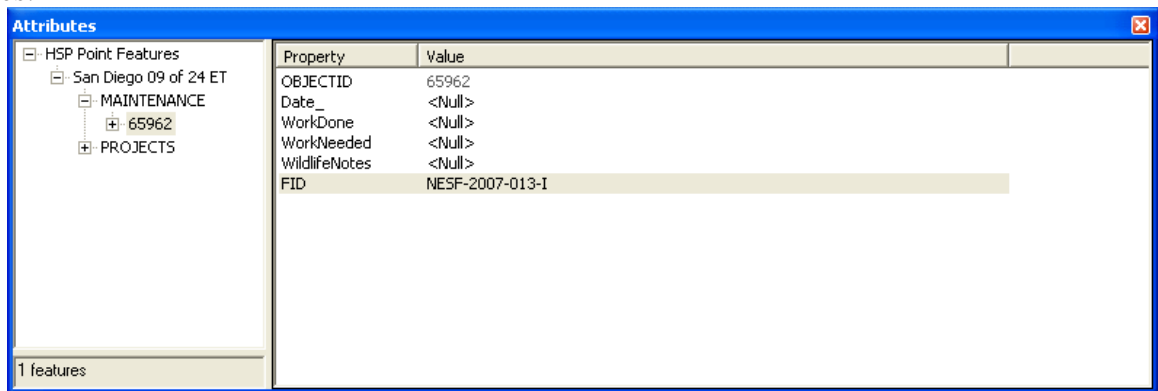
1. Using the pointer tool, right-click on any existing feature (point, line, or polygon) that you have recently maintained. In this case we opened San Diego 09 of 24 Earthen Tank.



2. Now select the + box next to the feature name to see the maintenance table.
3. Right click on the maintenance table to “add new” record of maintenance.



What appears is the feature's unique FID number and fields to record maintenance activities.



- Now add approximate date maintenance work was completed and WHAT occurred. You have available a couple optional fields that you could note future work needed or any wildlife-use or other comments.

When you have completed entering all of projects, stop editing and save.

Submit Proposal Electronically to Game and Fish (Note your agency HSP Coordinator may want you to skip this step and email the personal geodatabase directly to them.)

- Open ArcCatalog
- Find your personal geodatabase that you have been working on (e.g. HSP_Proposal.mdb")
- Right click on the name of the geodatabase then on "Export" as a ".XML workspace document"
- Save it by naming it according to your HSP agency identifier, year and "proposals" (e.g. SWFG-2013_proposals).
- Email the .xml document to dale.hall@state.nm.us .