

Tracking/Completion Report Instructions

Habitat Stamp Program

June 1, 2011


Installation

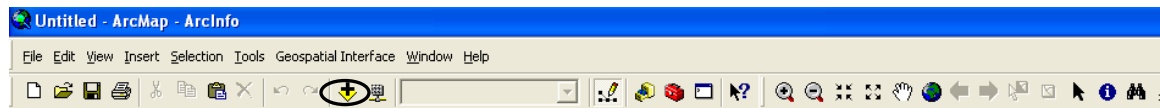
This program is an ArcGIS geodatabase and will run on ArcGIS version 9+. Before the *HSP Tracking/Completion Report* is downloaded to a computer, make a new folder. Name this folder something meaningful, such as, “HSP tied to *the download date*” (e.g. *HSP_Tracking_20010601*).

Download a copy of the geodatabase (HSP_Projects_20110523) from the Department of Game and Fish website:

http://www.wildlife.state.nm.us/conservation/habitat_stamp_program/index.htm

Using your Geodatabase

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



4. Navigate to find the new personal geodatabase you just created above and select the file “Add” or double click.
5. Now, select **PROJECTS** table and **HSP_FEATURES_LOCATION** files. To select the files, hold down the CTRL-key and click on click each file.
6. Click “Add.” Now you should have a blank geodatabase with the “Projects” table preloaded with the projects that we are tracking this year.

Add Base Layers to ArcMap

Although not necessary, you may want to add base “layers” that will help you to insert features into the database that we are tracking. Some useful layers are:

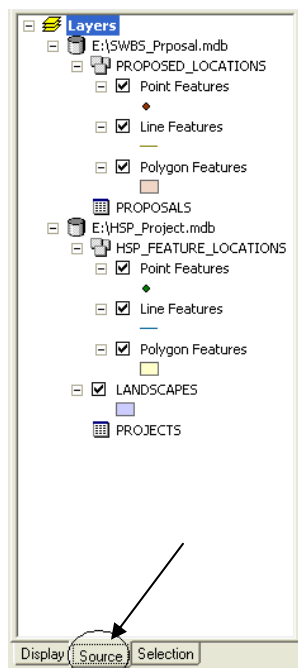
- Land Status (will show public vs. private land)
- Forest Recreation layer
- State Highways
- Watersheds

- Cities or Towns
- USGS 7.5 Minute Quadrangles
- 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.

Start Editing and Add/Update Your Proposal/Project’s Information to the Projects 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.”



The “Edit” bar.

3. Highlight the Projects 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, add the actual accomplishment information in each field.

6. **Select all those projects/proposals (Projects Table) that are not your responsibility and delete them. (Do the same for and points, lines, and polygons.)** Unless already completed, you may also delete the 2011, 2012, and 2013 projects/proposals as we will finalize them in future years.

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.

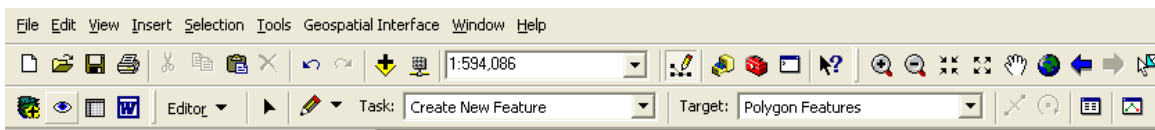
Field definitions and format:

- ObjectID.....leave blank
- HSP Project Codepre-loaded
- HSP Project Namepre-loaded
- Project Statusupdate status with drop down menu, **all ongoing projects should be reported as completed or deleted as the money runs out June 1.** Unless completed or deleted already, 2011 ongoing projects will be finalized next year.
- 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 *generally* **what** did with the money
- Proposed Start Date.....type date you started the work (use MM/DD/YYYY format)
- Proposed Cost to HSP.....preloaded is 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.....add the calendar year completed
- HSP Cost.....pre-loaded that I have been billed to date
- Agency Cost.....add the match be the agency in planning, NEPA, on-ground activities, and cash
- Other Cost.....add matching funds by any other organization (volunteer time is worth \$28/hour)
- Total Cost.....add three previous rows
- Save Edits
 - It's a good idea to save your edits after entering your project information. Select "Editor" and select "Save Edits".
 - Minimize Projects table.

Modify/Add a Feature, Point, Line or Polygon, to your Proposal/Project

Often a “proposed feature” location is not actually installed at or treated at that spot. Make corrections to proposed locals to the actual. 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. Make sure you are still in “Edit” mode. If you are the Task: and Target: boxes will be filled in. If you are not in “Edit” mode, click Edit on the edit toolbar and click “Start Edit” and highlight Project.mdb folder and click “OK.”
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.

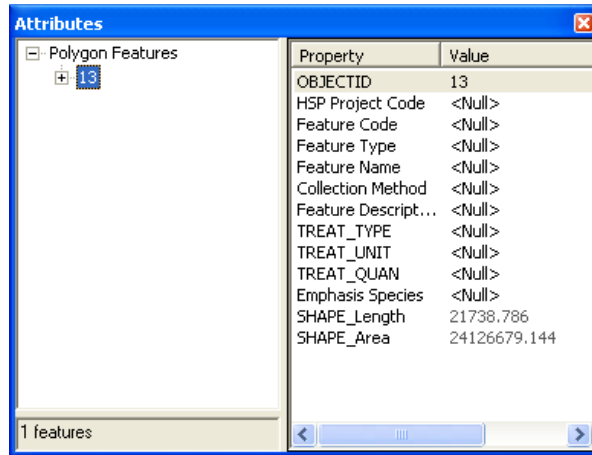


3. Make the appropriate layer, Point, Line or Polygon features under PROJECT LOCATIONS active.
4. Add a feature to the tracking geodatabase by copying and pasting in a shapefile of the point(s), line(s), and/or polygon(s) you GPSed or retrieved from the project leader. Repeat as needed.
5. Save edits

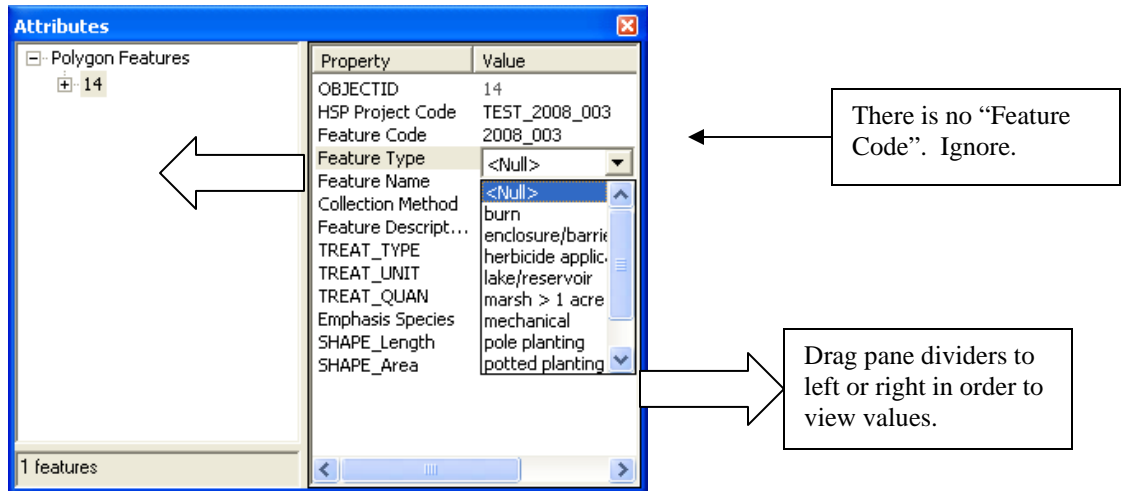
Add Attributes to the feature(s) you drew:

1. Open (or maximize) the PROJECTS table and write down the HSP Project Code (i.e. HSP Number) exactly as seen.

2. With the “edit tool”, , place this tool (pointer) on the point, line or polygon you just drew, right click and select “Attributes” to open the table. Type in the HSP Project Code exactly as seen in the Projects Table, this links the feature(s) you created to the record in the Projects.



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.



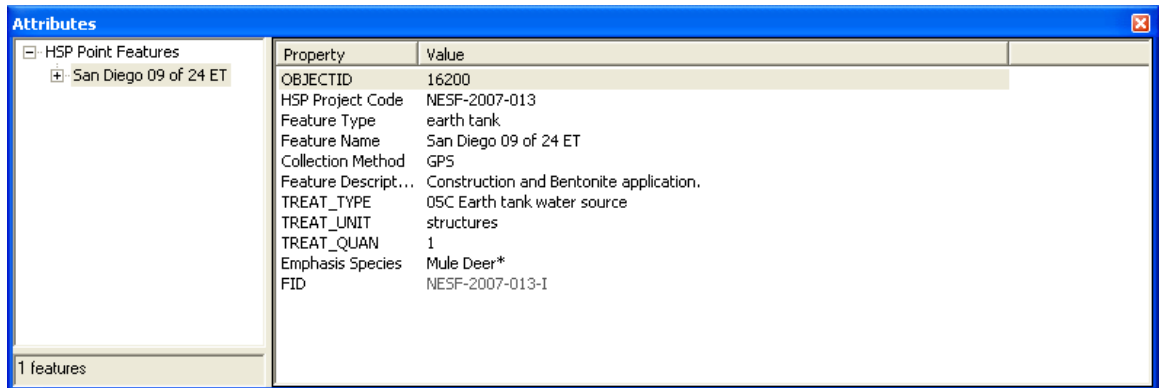
3. Click back up to the feature number and begin entering data:
 - HSP Project Codemake sure the HSP number is filled in from the step above (type in the HSP number exactly so it will link)
 - Feature Typeuse drop down menu to select the type of feature being proposed.
 - Feature Nametype in the short name of your point, line, or polygon (e.g. “Gordon TT” or “McKnight #3 Burn”). Abbreviations here are welcomed.
 - Collection Methodpoint data should be GPSed
 - Feature Description.....describe SPECIFICALLY WHAT you did at this feature (e.g. Installed 3,500 gallon galvanized storage tank with 18 foot umbrella, piped to ground level drinker/float box, and enclosed with 2.5 acre wildlife-friendly fence.)

- TREAT_TYPE.....use drop down menu to identify best fit type/subtype of your feature
 - TREAT_UNIT.....use drop down menu to select measure used
 - TREAT_QUANtype in the number of structures, miles fences, acres of area you propose to treat, etc.
 - Emphasis Species.....use drop down menu to select the species that this feature will most benefit
4. Save Edits
 5. Repeat for other features tied to this Proposal/Project number

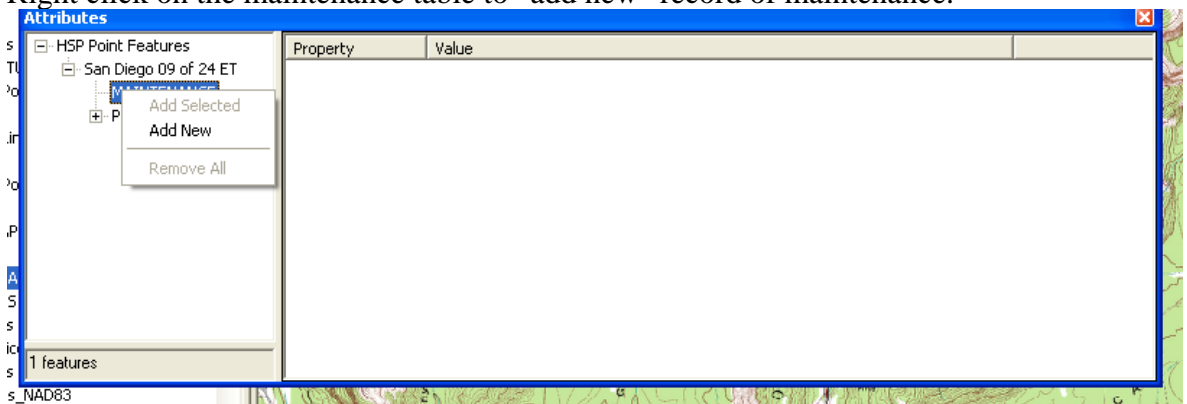
Logging Maintenance Activities

Log all new maintenance activities in the geodatabase as follows. (As an alternate, you may continue to send all new maintenance activities with an Excel spreadsheet.)

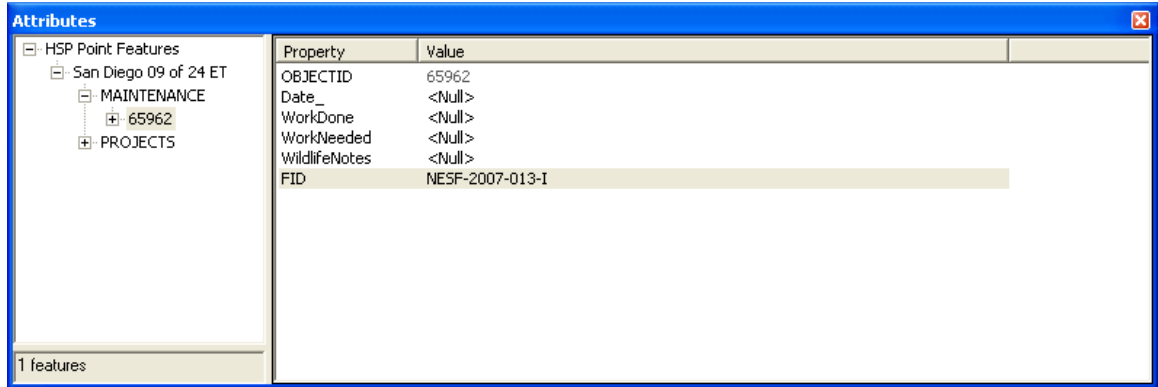
1. Using the pointer tool, right-click on any existing feature (point, line, or polygon) that you have recently maintained. In this case we opened San Diego 09 of 24 Earthen Tank.



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 Tracking Report Electronically to HSP Manager (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. SWFG_2010_Tracking.mdb")
- Right click on the name of the geodatabase then select "Export" as a ".XML workspace document"
- Save it by naming it according to your HSP agency identifier, year and "Tracking" (e.g. NESF_2010_Tracking).
- Copy and add the certification/signature statement below to your email.

"I, TYPE YOUR NAME HERE , certify that the above claim for reimbursement is true and correct to the best of my knowledge. I acknowledge that payment shall be made in reliance upon the correctness of the above certification.

/s/ YOUR NAME
YOUR POSITION

Agency Authorized Signature.....Date ENTER DATE"

- Email the .xml document to dale.hall@state.nm.us by July 1, 2011.