SD NPS Project Management System

The Tracker Program

SD DENR
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User Guide to the SD NPS Project Management Internet Program (Tracker)

1.0 Introduction

The SD NPS Project Management System was developed to provide consistent 319 project management for South Dakota. Several data entry systems used by project managers and other states were reviewed before developing this system. The criteria selected for the South Dakota program were:

- easy to enter and retrieve useful project information
- ability for coordinators to enter information at their office
- provide a standard tracking system that gives coordinators and project officers understandable project status information
- consistent expense tracking and vouchering to the State

An internet based program was selected for development based on the criteria and other system requirements.

The program requires entry of information from the Project Implementation Plans (PIP) by the Department of Environment and Natural Resources (DENR) project officer. After this is accomplished, the coordinator enters information as the project progresses.

1.1 Understanding the PIP Budget and Milestones

The Tracker project will be set up based upon the budget and milestones from the PIP. Therefor it is important to know where in the PIP's budget the work or expenses are to be applied. The next few figures and tables show examples of a budget and how it translates to Tracker.

Table 1: Example PIP Budget.

Item	Total	319 EPA	EQIP	Consolidated	City of Mudville	Local/InKind
Personnel/Administrative						
Project Coordinator Salary	$96,000.00	$90,000.00			$6,000.00	
Rent	$18,000.00	$0.00			$18,000.00	
Travel	$6,000.00	$6,000.00				
Supplies	$2,550.00	$1,000.00			$1,550.00	
Postage	$500.00				$500.00	
Personnel/Administrative Totals	$123,050.00	$97,000.00			$26,050.00	
Objective 1: BMP implementation						
Task I: Ag Waste Systems	$400,000.00	$90,000.00	$150,000.00	$60,000.00		$100,000.00
Task 2: Riparian Restoration/Protection	$40,000.00	$24,000.00				$16,000.00
Objective 1 Totals	$440,000.00	$114,000.00	$150,000.00	$60,000.00		$116,000.00
Totals	**$563,050.00**	**$211,000.00**	**$150,000.00**	**$60,000.00**	**$26,050.00**	**$116,000.00**
Percent of Grant		51%				49%

As seen in Figure 1, totals from Table 1 match that given for each funding source in the "Total Amount" and "Amount Allocated" columns. Figure 1 is from the Tracker "Project Summary"

Fund Name	Source	Reimbursable	Matching	Total Amount	Amount Allocated	Amount Used
319	Federal	Y	N	$211,000.00	$211,000.00	$21,241.05
City of Mudville	City	N	Y	$26,050.00	$26,050.00	$2,126.00
Consolidated	State	Y	Y	$60,000.00	$60,000.00	$31,099.95
EQIP	Federal	N	N	$150,000.00	$150,000.00	$110,000.00
Local cash	Local	N	Y	$116,000.00	$116,000.00	$53,733.00
Local In-kind	Local	N	Y	$0.00	$0.00	
Total				**$563,050.00**	**$563,050.00**	**$218,200.00**

"Funds Allocated" section.

Figure 1: Example Allocated Funds from Tracker.

Figure 2 shows BMP funding for this project. Again, numbers in the allocated column match that under Objective 1 in Table 1. This is the same for the salary and non-salary sections in Tracker. Every section in Tracker will correlate to the representative section in the PIP budget.

BMP		Allocated	Used	Available
O1-T1 - Ag Waste System	319	$90,000.00	$15,600.05	$74,399.95
	Consolidated	$60,000.00	$31,099.95	$28,900.05
	EQIP	$150,000.00	$110,000.00	$40,000.00
	Local cash	$100,000.00	$52,233.00	$47,767.00
	Local In-kind	$0.00	$0.00	$0.00
O1-T2 - Riparian Restoration/Protection	319	$24,000.00	$4,500.00	$19,500.00
	Local cash	$16,000.00	$1,500.00	$14,500.00
	Local In-kind	$0.00	$0.00	$0.00
Total For All BMP's		**$440,000.00**	**$214,933.00**	**$225,067.00**

Figure 2: Example BMP Funding From Tracker.

The same principles that applied to the budget also apply to the milestones for a project. All the milestones listed in Table 2 for the project show up in the milestones for Tracker in Figure 3. The years milestones are expected to be completed will also be entered in Tracker as seen in Figure 23 and 24.

Table 2: Example PIP Milestones Table.

Goal/Objective/Task	Quantity	Year 1	Year 2	Year 3
Objective 1. BMP Installation				
Task 1: Ag Waste Systems				
Engineering Services	2	1	1	
System Installation	2		1	1
Task 2: Riparian Restoration/Protection				
Riparian Restoration/Protection-ac	50	10	20	20

BMP Milestone Information

BMP	Unit	Total Expected	Total Implemented
Ag Waste System	Engineering -	2	2
Ag Waste System	Waste Management System - 312	2	2
Riparian Restoration/Protection	Riparian Area Management (ac) -	50	17

Figure 3: Example Milestones in Tracker.

If there is a question on where to put an expense, the first thing to look at is the PIP budget and/or the text in the PIP. Sometimes it may be necessary to go into the description of BMPs in section 3.1 of the PIP to find the appropriate task or product. Once it is determined what part of the Budget the expense in question is for, then it may be helpful to pull up the Project Summary page in Tracker for the project. When the sections are matched up, enter the expense so that the funds come out of the correct line item.

2.0 Getting Started

Go to: https://apps.sd.gov/applications/NR88BMPExpenseTracking/secure/Login.aspx. Enter your user name (this is provided by the assigned DENR project officer). The default password for all user names is “Password”. Figure 4 shows the login page. Remember that the Username and Password are case sensitive.

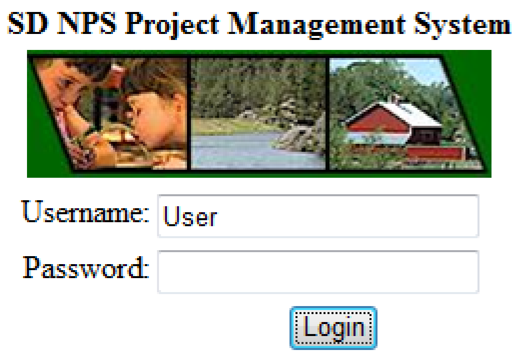


Figure 4: Login Page.

2.1 Main Menu

Once successfully logged in, the main menu (Figure 5) will appear. The main menu allows users to change their password, update their profile, view project data, or exit the program

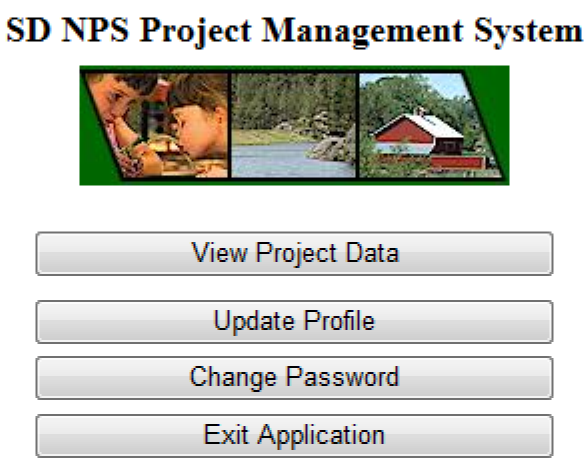


Figure 5: Main Menu.

2.2 Password

To change the password, click Change Password, fill in the Password Selection page (Figure 6), then click the save button. If the password is lost or forgotten, the DENR project officer can reset it to “Password.”

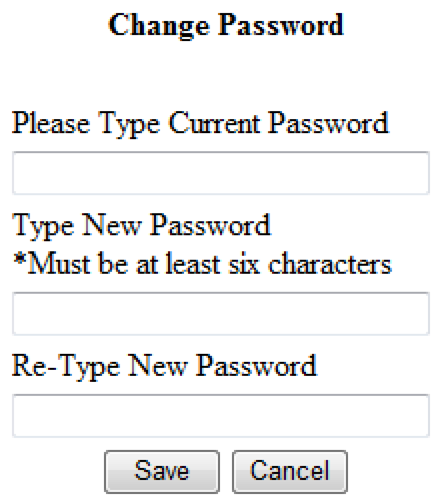


Figure 6: Password Selection Page.

2.3 User Profile

The coordinator profile will be entered by the DENR project officer. If this data needs to be updated, it can be done by clicking the Update Profile in Figure 5. Update the profile when changes to the information shown in Figure 7 occur.

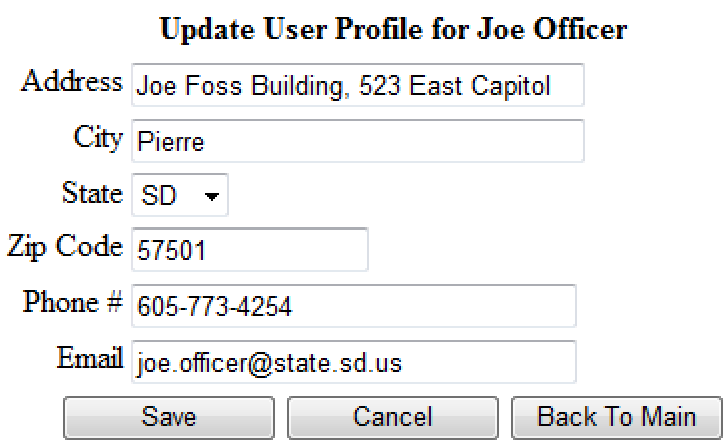


Figure 7: User Profile Page.

3.0 Data Entry

To access project information, select View Project Data on the main menu. If the user has more than one project, a screen similar to the one shown in Figure 8 will be displayed.

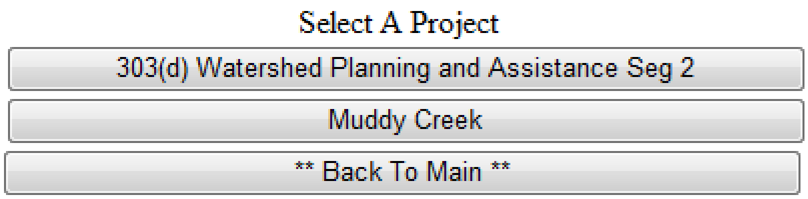


Figure 8: Project Selection Page.

After selecting a project from the project selection screen, or if there is only one project, the project data page (Figure 9) will open. (Only assessment projects, or projects with assessment components, have the “Assessment Goals” folder.)

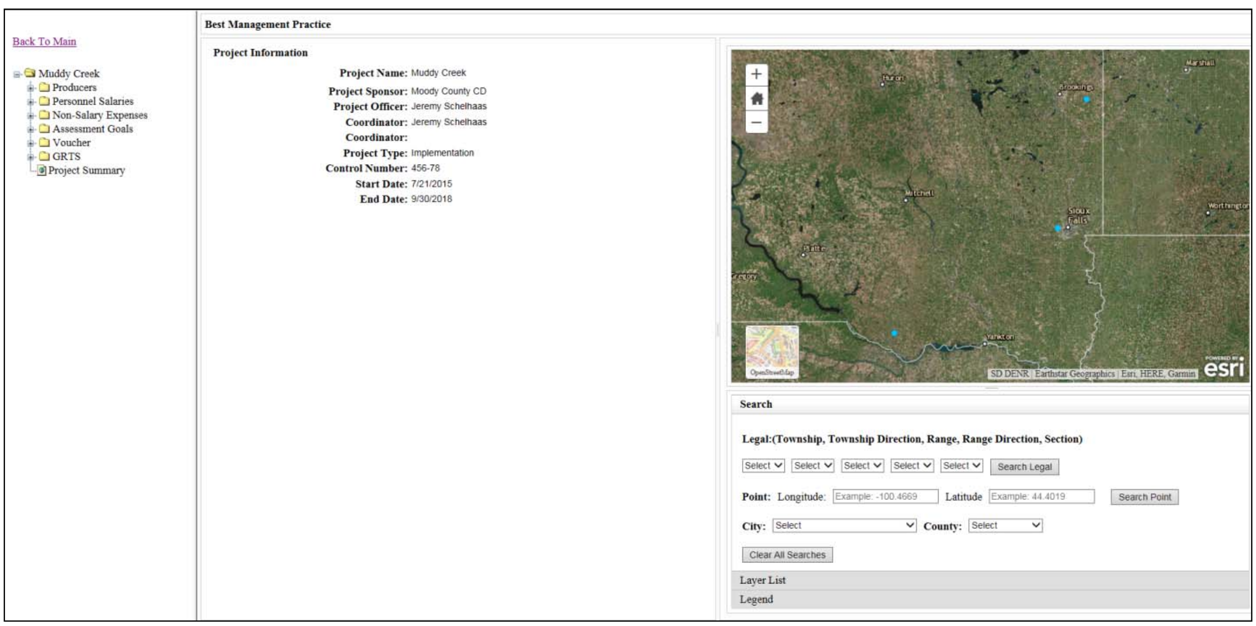


Figure 9: Project Data Page.

The project data screen provides the ability to review general information about a project, view an overall map of the project BMPs, and select the type of information to be entered or viewed. To expand folders, the + **must** be clicked; click the − to minimize the folders.

3.1 Producer Information

To enter a new producer, click on the + in front of the “Producers” file. Then click on “**New Producer**.” To view or change information about a current producer, click on the name of the producer (Figure 10). After the producer information is entered, click the Save button. A map of the producers BMPs will show in the right side of the screen if locations have already been entered, otherwise the map will not have any points.

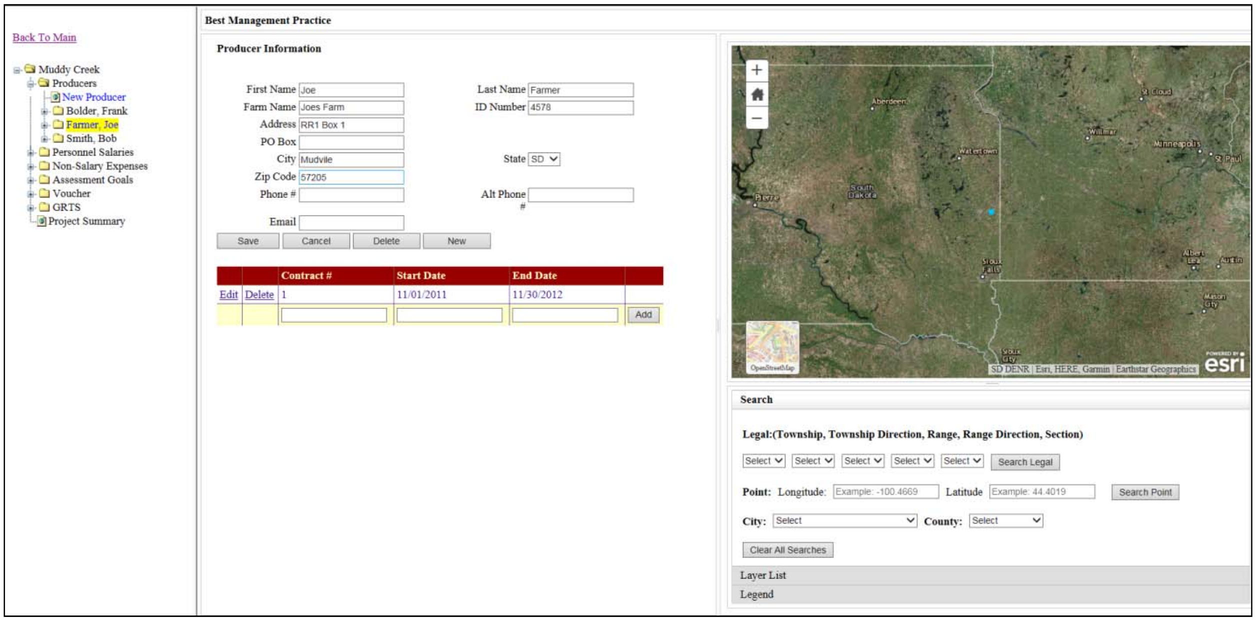


Figure 10: Producer Information Page.

Contracts with the producer can be entered after saving the producer information. The **Contract #** is assigned by the coordinator. The contract number can be any desired combination of numbers and/or letters up to 50 characters. After entering information in all of the blanks, click the Add button to create a new contract folder. The contract number, start date, and end date can be edited if any of the information changes.

3.2 BMP Information

BMP information is located in subfolders under the producer. To add a new BMP, click “**New BMP**”. Then select the contract and type of BMP the producer is implementing from the corresponding dropdowns shown in Figure 11. The BMP dropdown can be any combination of BMPs shown in Table 3 (page 8) that have been put in the Project’s PIP. Multiple BMPs can be implemented by a single producer. GRTS required information and BMP locations are also entered here. If the BMP to be installed has elements related to the four “**GRTS Required**” restoration items shown in Figure 11 & 12, enter the amount installed in the appropriate box(s). To save the information, a contract and a BMP must be selected.

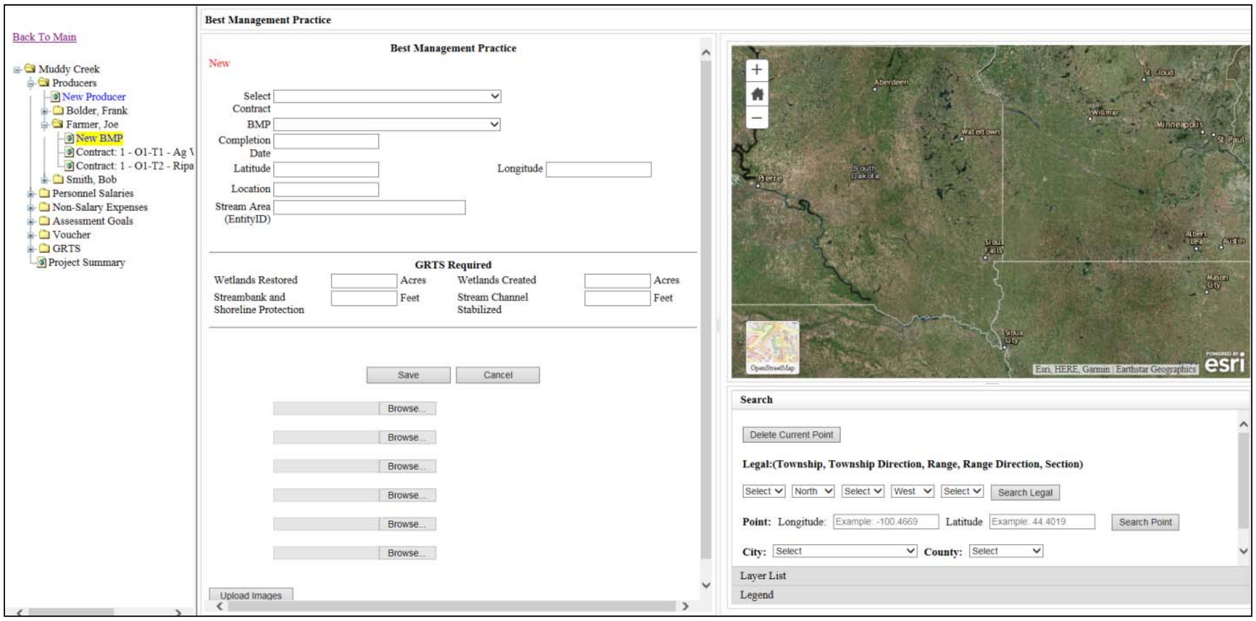


Figure 11: BMP Information Page Before Save.

The Completion Date is not needed at the time the BMP is entered into Tracker, but is to be entered when the BMP is actually completed. This completion date is used on the GRTS report for determining when load reductions and milestones were completed for the Project.

Table 3- South Dakota List of Project BMPs

#	BMP	#	BMP
1	Ag Waste System	15	Nutrient Management
2	Bank Stabilization	16	Parking Lots/Street Sweeping
3	BMP Development	17	Perennial Vegetation
4	Clean Water Diversions	18	Plan Development
5	Conservation Tillage	19	Reporting
6	Critical Area Planting	20	Riparian Area Management (RAM)
7	Grassed Waterways	21	Riparian Restoration/Protection
8	Grazing Management	22	Sediment Traps
9	In-Lake Alum Treatment	23	Septic System
10	In-Lake Bio-manipulation	24	Storm Water Management
11	In-Lake Dredging	25	Tree/Shrub Establishment
12	Information & Education	26	Water Quality Monitoring
13	Irrigation Water Management	27	Wetland Constructed
14	Mapping	28	Wetland Restoration

Tasks that the BMP information page provides the ability to enter are:

- Before and after pictures
- BMP location
- Practice information for the BMP (financial)
- Milestones for tasks completed
- Information about livestock managed by the BMP
- Nonpoint source reductions

The livestock management option only pertains to Ag Waste Systems and Grazing Systems. To select any of these options, click the desired button at the bottom of the BMP information page (Figure 12).

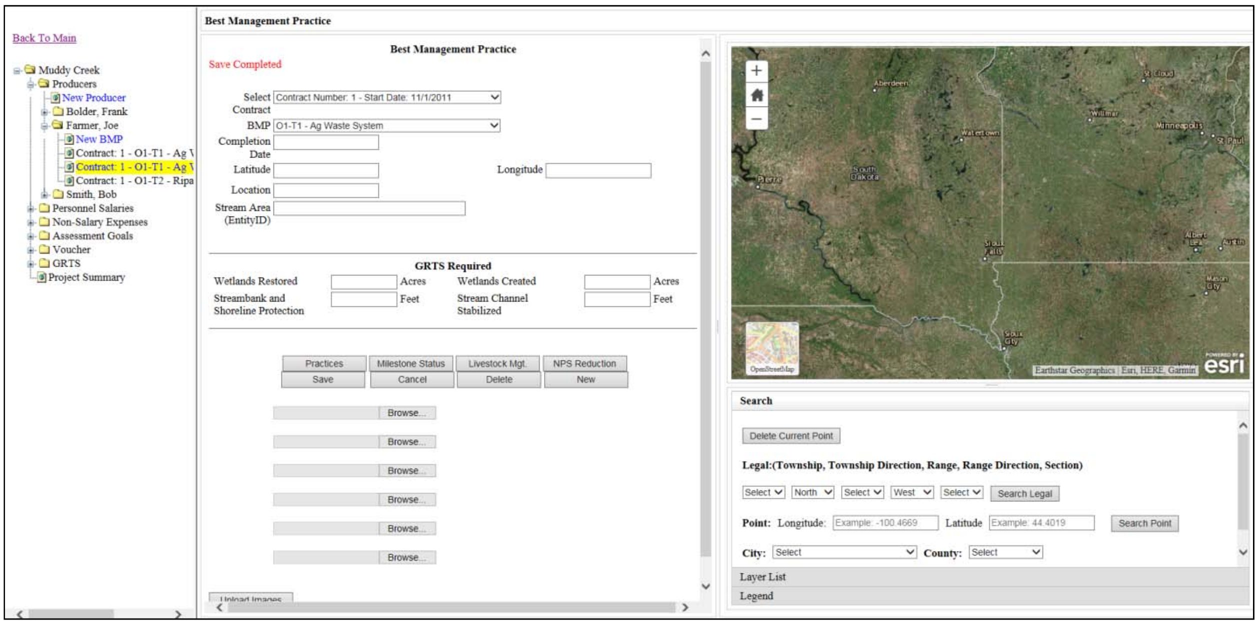


Figure 12: BMP Information Page After Save.

3.3 Picture Upload.

Pictures can be uploaded from the BMP information page (Figure 12) for the producer. A total of six pictures can be uploaded to one contract with the thought of some pictures taken before installation and some after. Up to 6 mb in size can be uploaded at one time, whether it is one picture or six pictures. Click one of the six Browse... or Choose File, depending on browser being used, toward the bottom right corner of the screen to browse your computer for the desired picture(s). Only one picture can be selected at a time.

After clicking on the desired picture in the Figure 13 below, click the "Open" button. Text should now be displayed to the left of the Browse button.

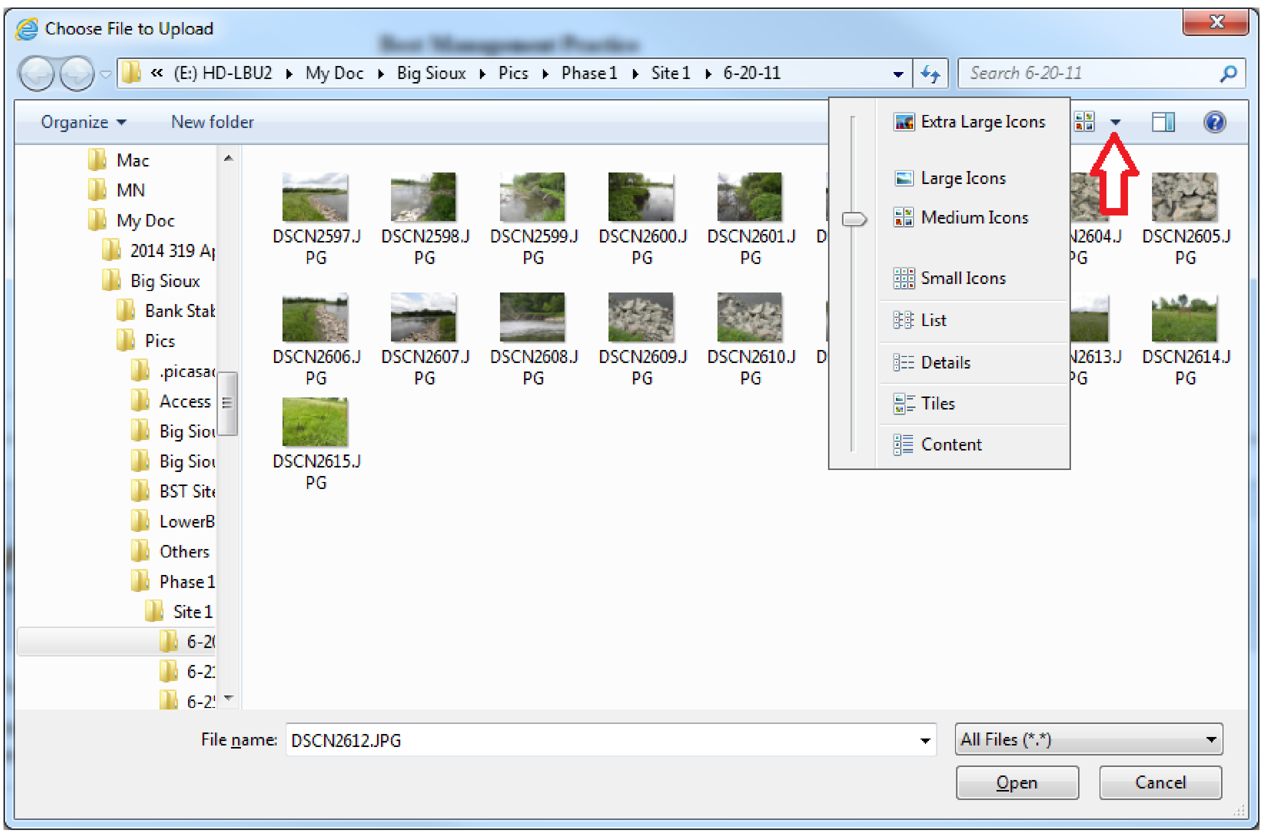
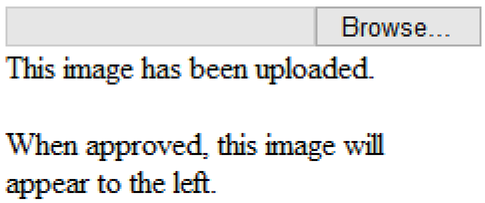


Figure 13: Picture Browser Popup.

To assist in finding pictures, the dropdown with the red arrow pointing to it in the figure above can be used to change the view of the browser. This may help in selecting the desired picture since the view can be changed from details (where it is possible to find the size of the picture) to different sized icons (where the actual photo is displayed).

After browsing and selecting the desired picture(s) to upload, click Upload Images at the bottom middle of the screen (may need to scroll down to the bottom of the screen). It will take time to upload the picture(s) depending on their combined size. The screen may look like nothing is happening, but it is working in the background. After the upload is complete, the message below will be displayed under each "Browse" that had a picture location (Figure 14). The pictures will not appear until they have been approved.



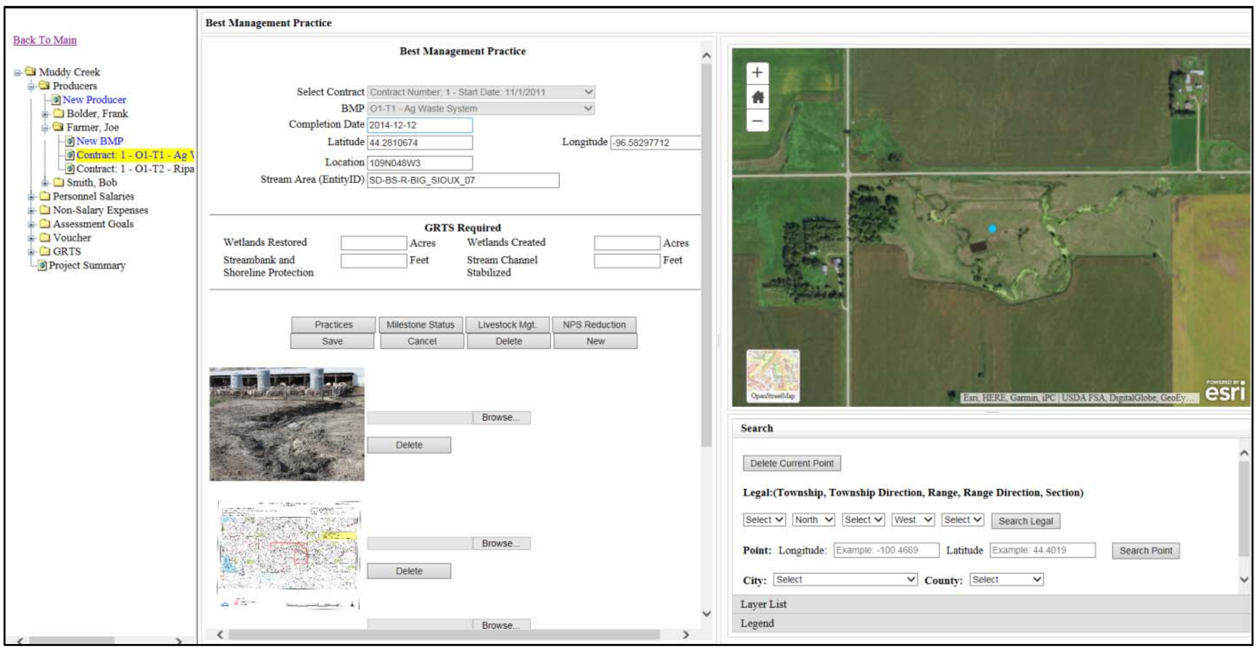
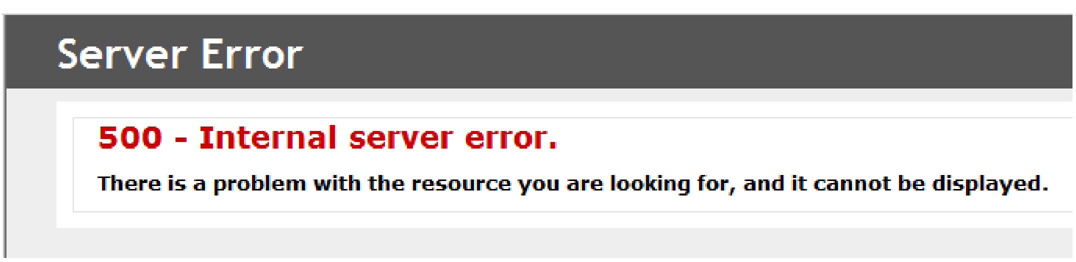


Figure14: BMP Information Page after Picture Upload and Approval.

If the total size of the picture(s) is over 6 mb, an error similar to the one below will appear. If this happens, selecting less pictures or reducing the size of the picture(s) may help.



3.4 Mapping

Locating the installed BMPs is important to determine impacted lakes and streams. This includes reporting to EPA through GRTS and other required reports. Locating the points also makes it easier for creating maps for Projects, and other custom reports the Project may desire.

Select a contract or create a new contract under a producer to enter a new location or modify a point that has already been entered. A few different methods can be used to help locate a BMP. The search options are to enter a legal land description, latitude & longitude, City, or County. If using the search options at the bottom right of the screen an orange dot will appear on the map as in Figure 15. The orange dot on the map is only a general location and still requires the user to select the desired location. There is also the ability to zoom in on the map through double clicking or using the scroll wheel on the mouse.

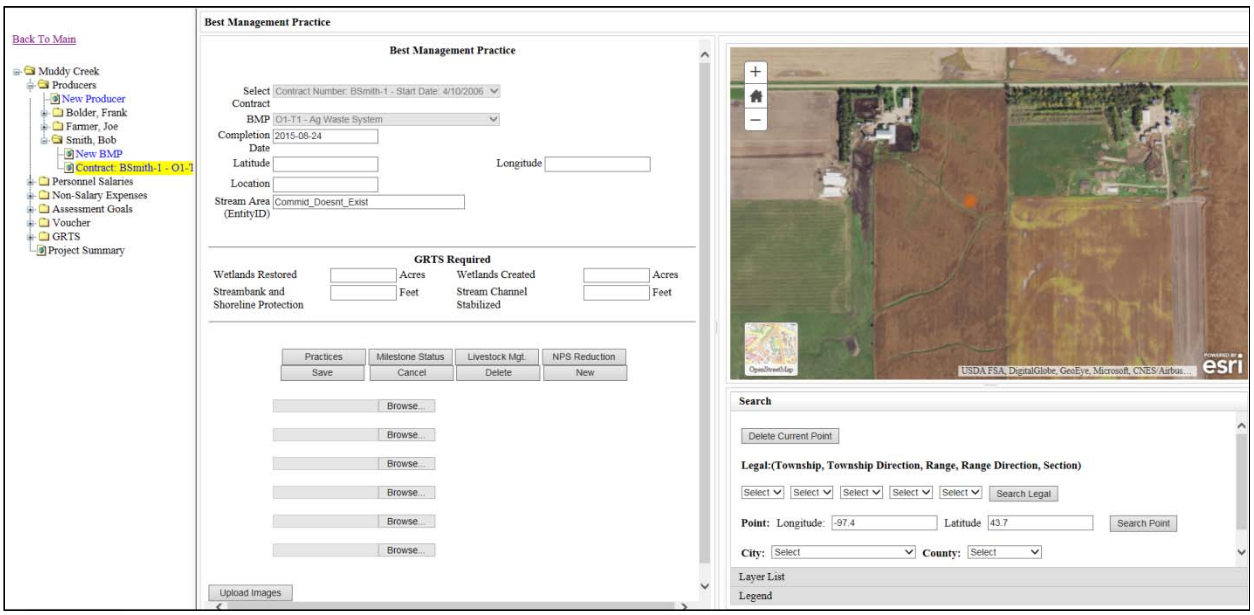


Figure15: Placing a BMP.

Single click the desired location after it is found. This will fill the Latitude, Longitude, Location and Stream Area textboxes in the middle part of the screen. The location can be move by single clicking in another area of the map. Click the “Save” button in the middle part of the screen if satisfied with the location. The location can be deleted by clicking the “Delete Current Point” on the right side of the screen, then clicking “Save” in the middle part of the screen.

3.5 Practice Information

Practices are subcomponents used to complete a BMP. To enter practice information, click the Practices button seen in Figure 12. For each practice, select the status and enter all the information shown in Figure 16. A “Operation & Maintenance Duration” will automatically be entered after selecting most practices. Other information about the practice(s) can be entered in the Comments Section. When the practice is completed, change the status to complete and enter the actual completion date. When finished entering data click Save.

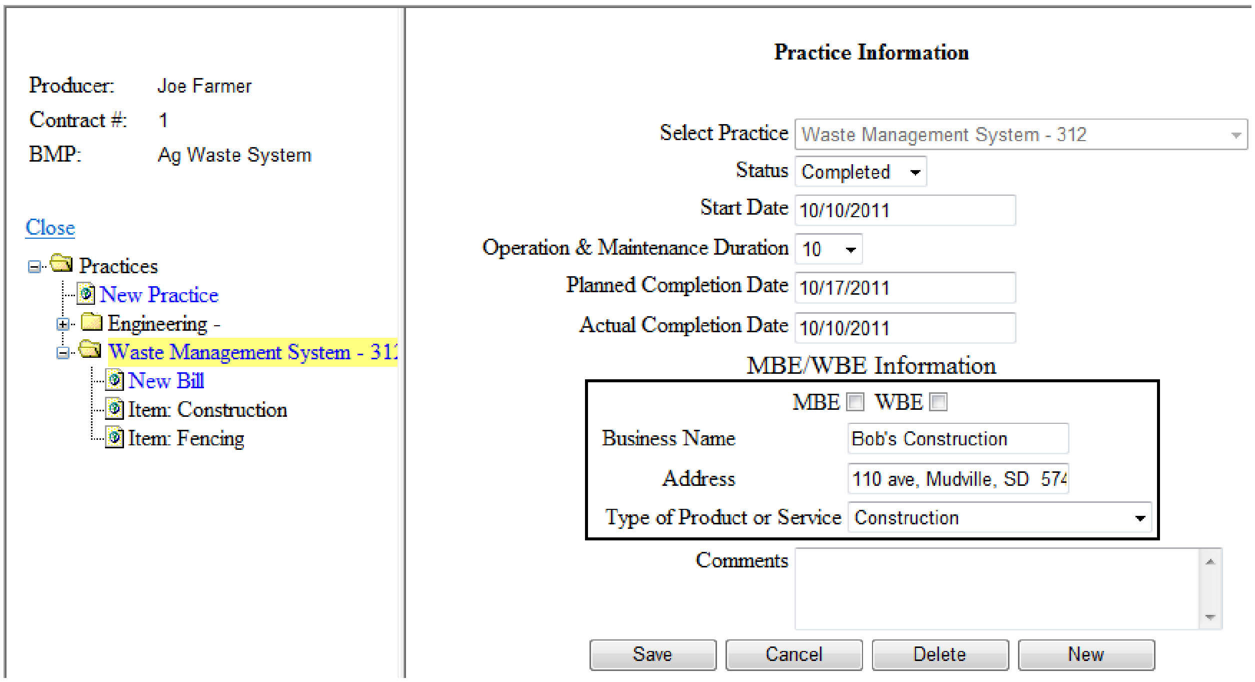


Figure 16: Practice Information Page.

3.6 Practice Bill

Several items can be entered under individual practices. Items are subcomponents that are used to complete a practice. As shown in Figure 17, items listed under Waste Management System (WMS) are components of building a WMS. The items can be labeled as determined locally. For example, an item could be labeled as hardware store, lumbar yard, or what was purchased, as shown in Figure 17 “Construction” and “Fencing”. The “Payment Number” is the check number that was used to pay for the item, or an invoice number for a bill. This screen also contains a notes section to describe what was purchased or completed.

The "Service Begin Date" and "Service End Date" is to represent the time period that an item being billed for took place. If an item was completed in one day, the two dates should be the same. If the bill is for a practice that took more than one day, the first day the practice was started is the "Service Begin Date", and the day it was completed is the "Service End Date". If the practice is not completed and the bill needs to be paid, the time period the bill was incurred must be represented by these dates. Having these dates is very important for DENR when applying match to a grant and to know what fiscal year the expenses must be allocated to.

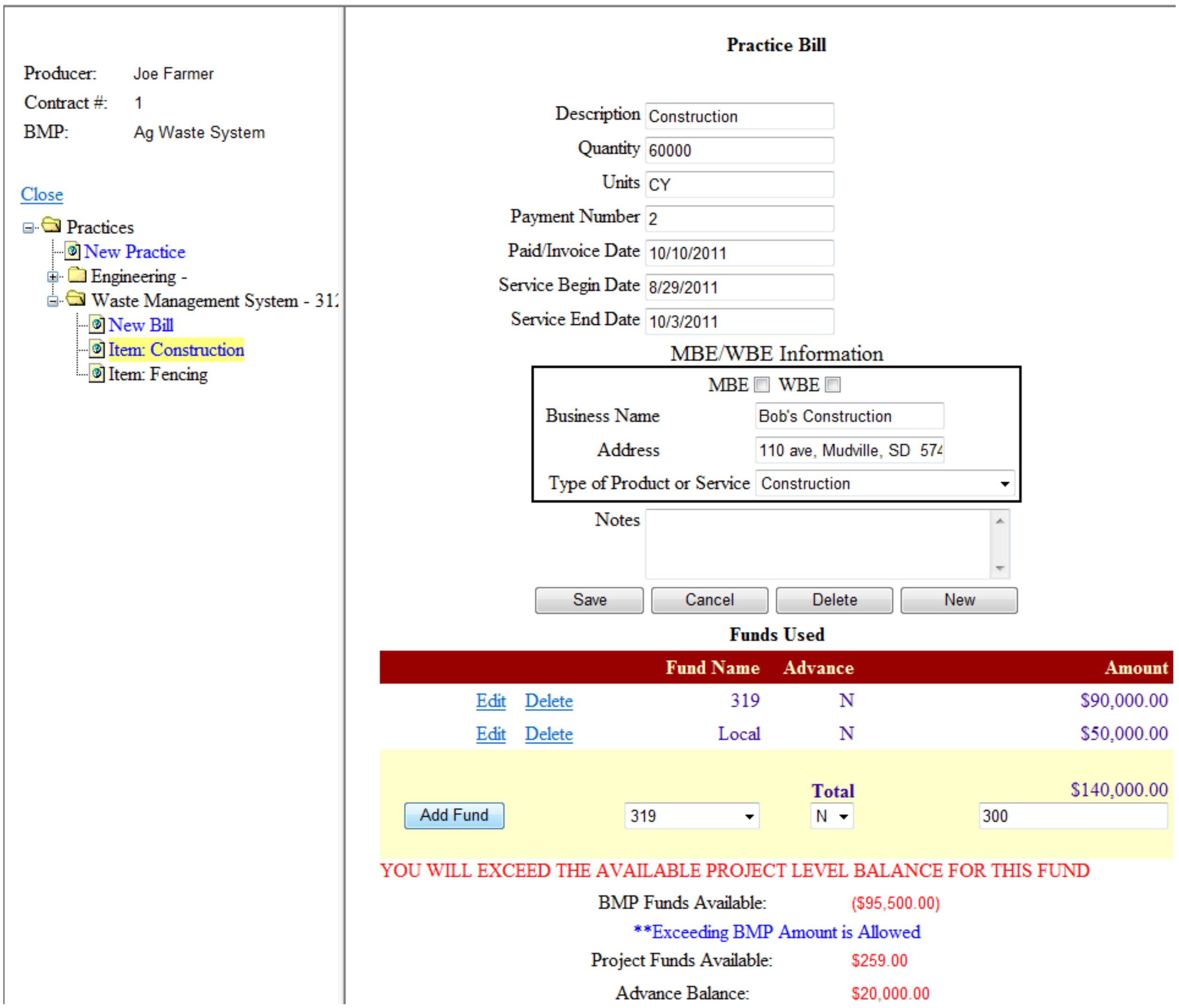


Figure 17: Practice Bill Page.

After saving the Practice Bill, the fund and amount used to pay for the bill can be entered. A list of funds available for the items are located in the fund name dropdown box shown under the practice bill. Lists of available funds for individual items were entered by DENR at the beginning of the project, and can be changed at any time if needed. Multiple funds can be used for each item if necessary. Select the fund used to pay for part/all of the cost for the item.

"**BMP Funds Available**" is amount of the selected fund that is available for practices under the individual BMP. "**Project Funds Available**" is the amount of the selected fund that is available to the project. "**Advance Balance**" is the amount of the advance for the fund selected that has not been claimed (used for 319 only). These amounts are shown in red on the lower right side of the Item Screen after a fund is selected (as in Figure 17).

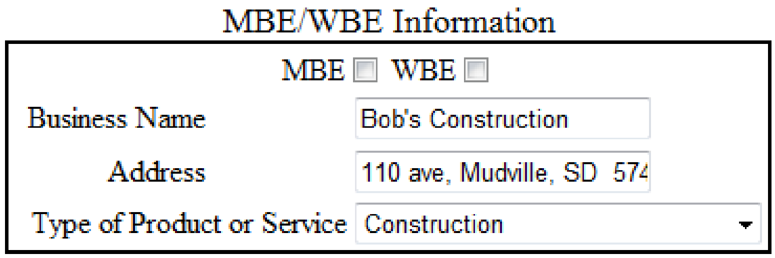
If the item was paid for using a fund that is not listed in the dropdown, or if there is an incorrect amount of money available from a fund, the assigned DENR project officer must be contacted to make any changes. The project officer will make that fund available for the item or correct the amount available.

Certain funds are capped based on contracts or other agreements. Other funds are not capped because the maximum amount is not limited. The message in blue stating that "****Exceeding This Amount is Allowed**," means that exceeding the "**BMP Fund Available**" or the "**Project Funds Available**", depending on which available amount the statement is underneath, is allowed. The DENR officer must be contacted if the available amount will be exceeded by a large amount as the project budget in the PIP still limits the amount available.

The "Advance" Dropdown option on this screen (Figure 17) is to claim 319 advanced funds on an item. If "Y" is selected, the money used for the item will be put toward depleting the advance, and will not be added to the 319 reimbursable amount on the voucher. This way a project that has received an advance at the start of the project can pay smaller bills as they go, and eventually claim the entire amount. This option does not apply to any other fund than 319, even though it is seen with all funds.

If funds available for an item are capped by contract, the warning shown in Figure 17 "YOU WILL EXCEED THE AVAILABLE PROJECT LEVEL BALANCE FOR THIS FUND" will appear when attempting to enter more funds than available. If this message appears, either money from a different fund must be used, or a budget amendment must be requested from the project officer.

3.7 MBE/WEB



The MBE/WBE Information section shown to the right here is to capture information for the MBE/WBE spreadsheet shown in Figure 18. **This information is required if a Minority Business Entity (MBE) or Woman Business Entity (WBE) is used, or if the total amount of a contract is over $10,000. This includes funds from other sources than 319.** This information can either be entered on the Practice Information page (Figure 16), or in the Practice Bill page (Figure 17). If this information is entered in the Practice Information page, it is assumed that all bills under that Practice will be applied to that entity. Whereas if this information is entered under the Practice Bill page, it is assumed only that bill will be applied to that entity.

	A	B	C	D	E	F	G	H
1	MBE/WBE PROCUREMENTS MADE DURING FFY 2012 (10/1/11 to 9/30/12)							
2								
3	PART II.							
5	Procurement Made By		Business Enterprise		$ Value of Procurement	Date of Award (MM/DD/YY)	Type of Product or Service[1] (Enter Code)	Name & Address of Contractor or Vendor
6	Recipient	Other	Minority	Women				
7	Bob's Construction		$0.00 0%	$0.00 0%	$140,000.00	11/03/08	N/A	110 ave, Mudville SD 57407
8								
9								
10								
11								
12								
13								
14								
15								
16								
17	[1] Type of product or service codes:							
18								
19	1= Agriculture			5 = Transportation			9 = Services	10 = Other
20	2 = Mining			6 = Wholesale Trade			a = Business Services	
21	3 = Construction			7 = Retail Trade			b = Professional Services	
22	4 = Manufacturing			8 = Finance, Insurance, Real Estate			c = Repair Services	
23							d = Personal Services	

Figure 18: MBE/WBE Spreadsheet.

3.8 Milestone Information

After installation of the practices and the BMP is complete, milestones must be entered. To access the milestone page, click Milestone Status from Figure 12. The milestone summary page can be seen in Figure 19.

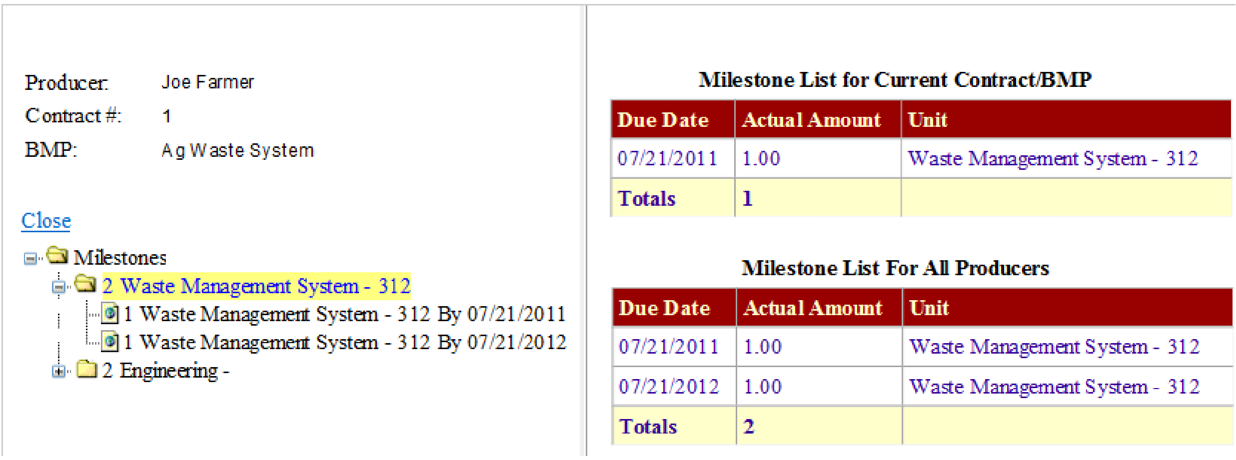


Figure 19: Milestone Summary Page.

To enter completed BMPs, the milestone completed must be selected (Figure 20). Choose the milestone with the earliest date which has not yet expired. Milestones must be added together for that producer up till the milestone end date if multiple BMPs are being entered for the same milestone. Having more or less than the quantity stated for the milestone goal is allowed.

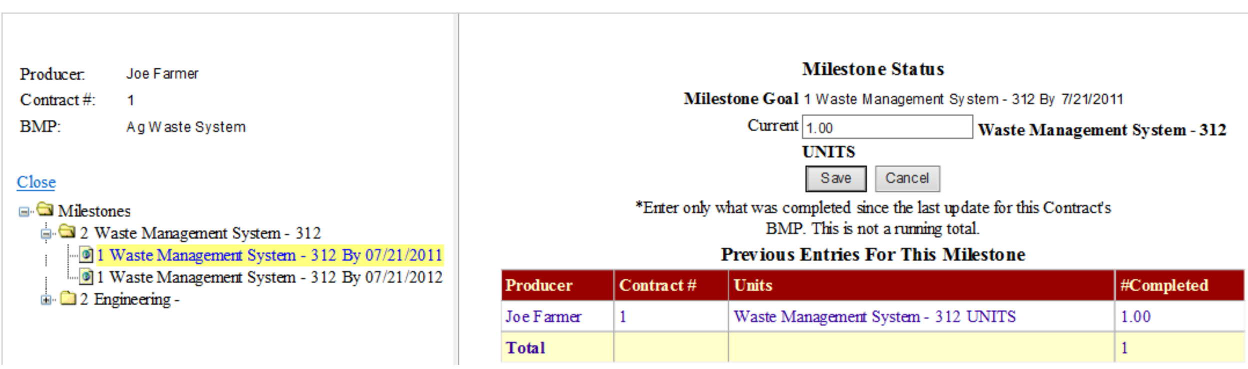


Figure 20: Milestone Completion Page.

The "Previous Entries For This Milestone" table under "Milestone Status" contains:

- a list of producers that have completed the same BMP, including the current producer
- the contract under which the BMPs were completed
- the number of BMPs completed

3.9 Livestock Information

If the BMP is an Ag Waste System, Grazing Management System, or has a Nutrient Management Plan, livestock information must be entered in the "Livestock Management" page (Figure 21). This page is available by clicking on the Livestock Mgt. button (see Figure 12). Enter the number of animals or number of acres in the Quantity text box. Then select the units from the dropdown box. A description of the quantity and units can also be entered. The totals entered for all producers in the project will be shown in the table seen at the bottom of the Livestock Management page.

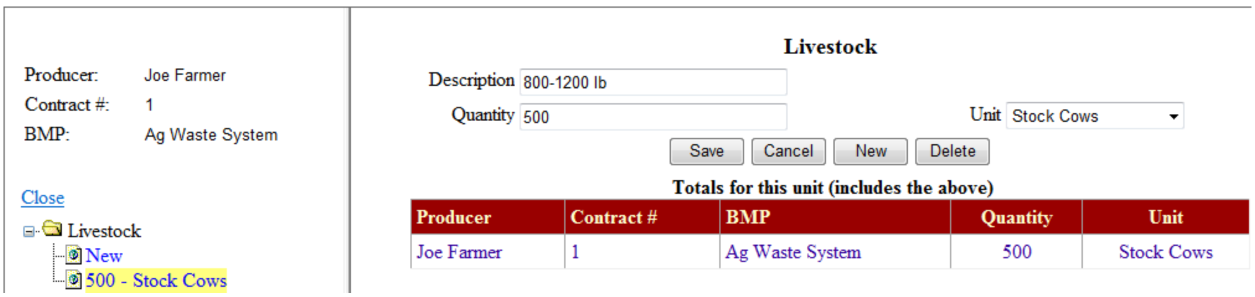


Figure 21: Livestock Management Page.

3.10 Pollution Information

When pollution reductions for BMPs must be entered on the NPS Reduction page (Figure 22). To get to this page, click on the NPS Reduction button (see Figure 12). A dropdown box list of pollutants and locations available for the project will be displayed. If a pollutant or location is missing from the list contact the project officer.

The Cell Quantity is the number that can be derived from STEPL or RUSLE2 as an on-site reduction. The Watershed Quantity is the number that can be derived from the AnnAGNPS model run as a delivered reduction for the watershed.

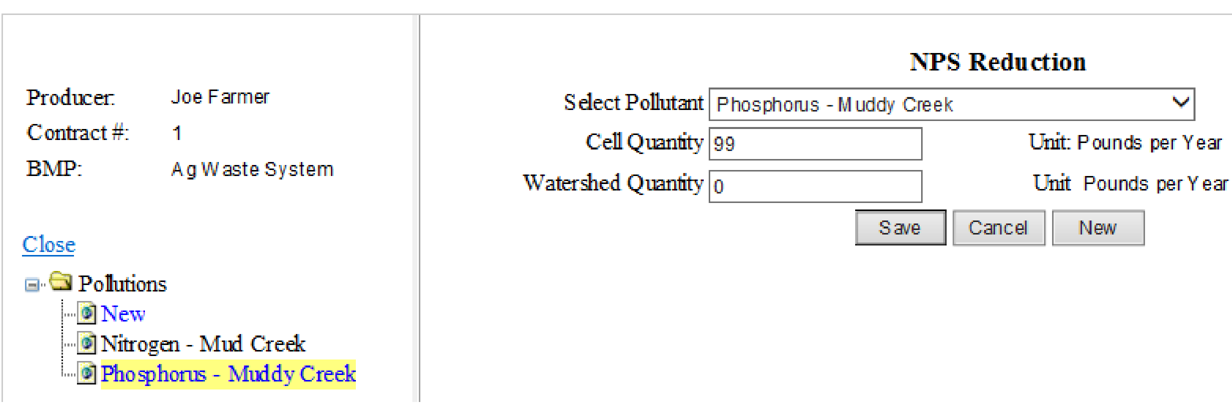


Figure 22: NPS Reduction Page.

4.0 Personnel Salaries

The Personnel Salaries section allows project staff salary expenses to be entered.

4.1 Salaries

When setting up the personnel salaries folder, select the salary category from the dropdown list. The categories reflect those listed in the PIP for personnel salaries. Figure 23 shows the fields to enter for each salary recipient. In the **Salary Name** box, enter the name of the person being paid and the calendar year in which they are being paid. Listing the salary name and year will make it easier to keep track of payments as the project progresses. A new personnel salary file for all salaried personnel must be setup each year.

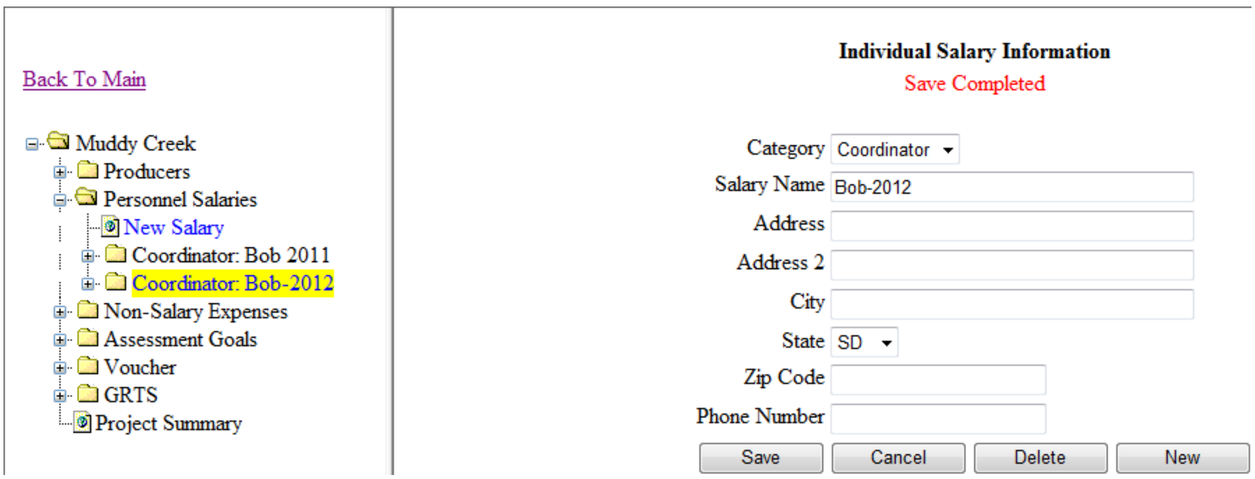


Figure 23: Personnel Salaries Page.

4.2 Salary Paycheck

Payments for salaries can be tracked by date, month, or months. Enter information for all text boxes shown in Figure 24. Most hours worked will be logged under non-administrative (non-admin). The non-admin category includes hours spent working: with producers (including entering producer information into the Tracker system), education & training actives, technical assistance, and demonstrations. Items that fall under Admin are: completing reports (mid-year and annual), financial management (including time spent working on financial information in the Tracker system), and audits.

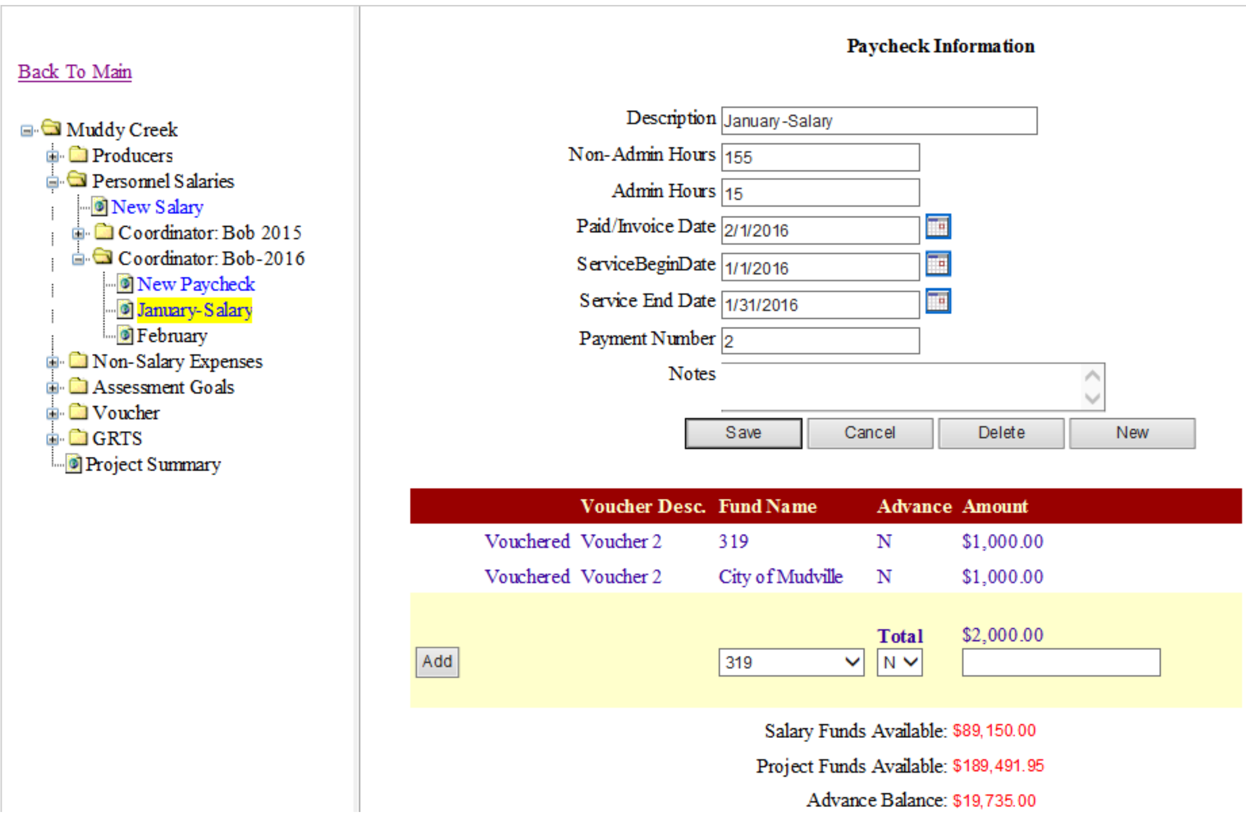


Figure 24: Paycheck Page.

The funds used to pay for the salary are located under the paycheck information after the clicking the Save button. Funds available for the salary are located in the "Fund Name" dropdown box. The amount available from that fund is displayed in red near the bottom of the page. After the fund is selected and the amount spent is entered, click the Add button to add the payment.

5.0 Non-Salary Expenses

Expenses for supplies, travel, office space, and other administrative expenses can be entered in the Non-Salary Expenses section.

5.1 Non-Salary Group

There are different ways to set up folders in the Non-Salary section (Figure 25):

- group expenses by the month and year the expenses were incurred or a date range
- label the groups as the type of expenses that will be entered in it

No matter the way these folders are setup, the order in which they were created will determine their order under the Non-Salary Expense folder. The newest group created will always be displayed at the bottom of the list.

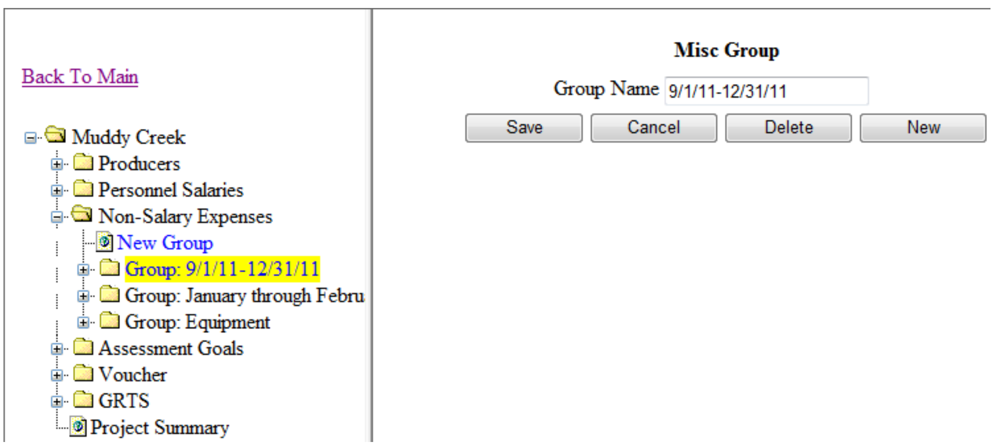


Figure 25: Non-Salary Group Example.

5.2 Non-Salary Group Bill

After the group is set up, the bill (Figure 26) can be completed. The category dropdown box contains the list of non-salary expenses as described in the PIP. All textboxes, except for the notes section, on this page must be filled before it will allow the information to be saved.

The “Service Begin Date” and “Service End Date” is to represent the time period that the item being billed for took place. If an item was completed in one day the two dates should be the same. If the bill is for an item that took more than one day, the first day the item was started is the “Service Begin Date”, and the day the item was completed is the “Service End Date”. If the item is not completed and the bill needs to be paid, the time period the bill was incurred must be represented by these dates. Having these dates is very important when applying match to a grant and to know what fiscal year the expenses must be allocated to. Similar to the Non-Salary Expense Groups, the bills will be ordered under the group as to when they were entered. The latest bill will always display at the bottom of the bill list.

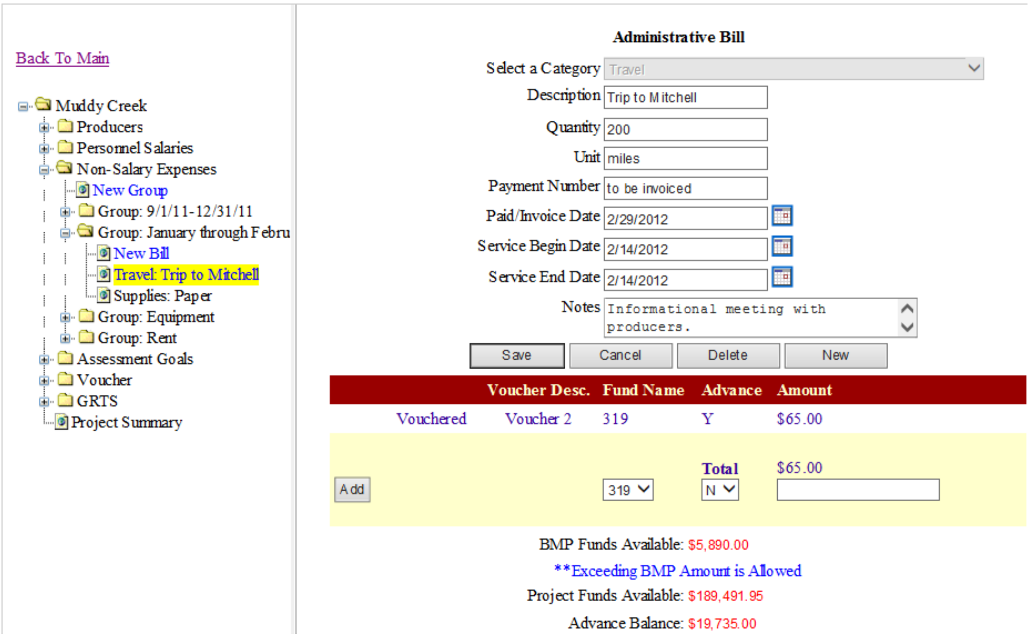


Figure 26: Non-salary Group Bill.

Funds allowed to pay for non-salary expense are located under the bill information after clicking the Save button. Funds available for the non-salary expense are located in the "Fund Name" dropdown box. The amount available from that fund is displayed in red near the bottom of the page. After the fund is selected, and amount spent entered, click the Add button to add the payment.

6.0 Assessment Goals

If the project is an assessment, or has an assessment component, information may be required that must be entered in the Assessment Goals folder (Figure 27). Objectives are those from the PIP. Dates samples were collected must be entered along with the number of samples taken and comments for all sites on that date. The project sample sites are entered by the DENR project officer.

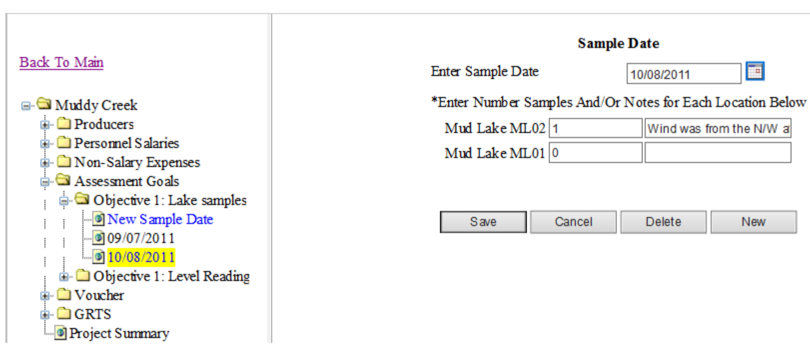


Figure 27: Assessment Goals.

7.0 Voucher

To prepare a voucher for a reimbursement request, open the voucher folder and click on the blue "**New Voucher**" button. The screen shown in Figure 31 will appear. A voucher description using a number or date, and the date to be vouchered can be entered. Funds to be vouchered must also be selected using this screen. Select funds to be vouchered or "all" if the specific fund(s) are unknown. Funds can be added later, if needed, by clicking the

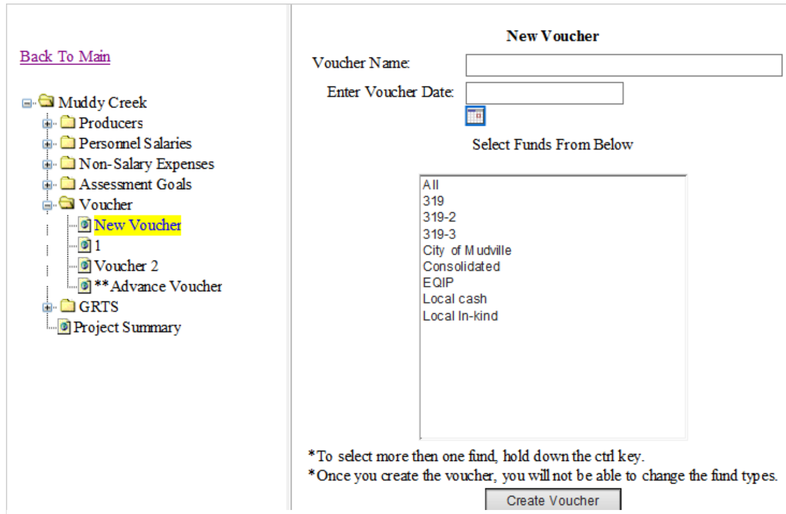


Figure 28: New Voucher.

button on Figure 34.

Access to add or remove funds from the voucher is gained through the voucher page (Figure 29). To add items to the voucher, click on any buttons under the "**Add New Expenses**" heading. To remove items from the voucher, click on any buttons under the "**View Existing Vouchered Expenses**" heading. Clicking any of these buttons will bring up a page similar to that shown in Figure 30.

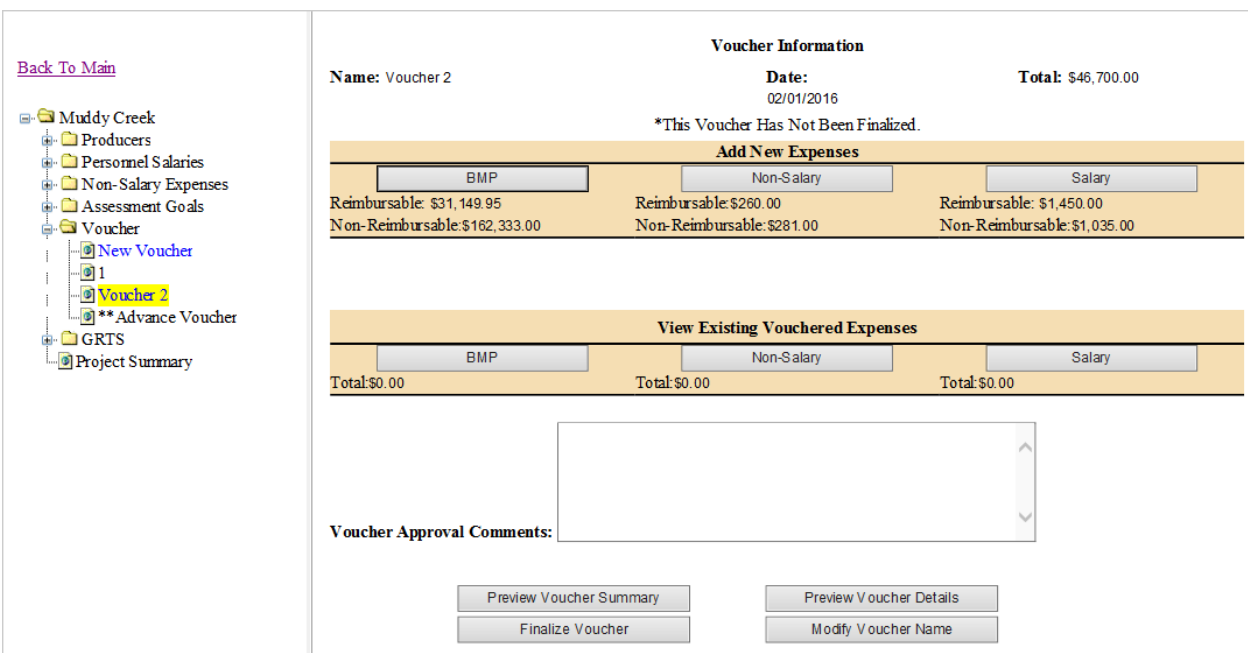
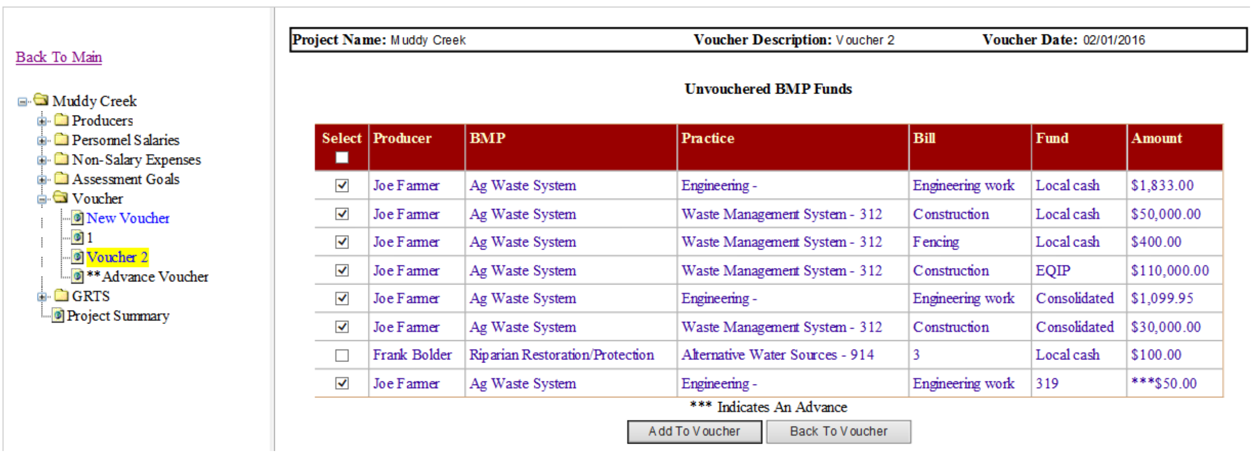


Figure 29: Unfinalized Voucher Page.

7.1 Selecting Bills for Voucher

From the pick list (Figure 30), select items to be included in the voucher. Leave items unmarked that will not be vouchered at this time. When selection is completed click [Add To Voucher], this will bring the page in Figure 29 up again with new amounts in the "Add New Expenses" and "View Existing Vouchered Expenses". The voucher can be edited using these pages until the [Finalized Voucher] button is pressed (seen in Figure 29).



Select	Producer	BMP	Practice	Bill	Fund	Amount
☑	Joe Farmer	Ag Waste System	Engineering -	Engineering work	Local cash	$1,833.00
☑	Joe Farmer	Ag Waste System	Waste Management System - 312	Construction	Local cash	$50,000.00
☑	Joe Farmer	Ag Waste System	Waste Management System - 312	Fencing	Local cash	$400.00
☑	Joe Farmer	Ag Waste System	Waste Management System - 312	Construction	EQIP	$110,000.00
☑	Joe Farmer	Ag Waste System	Engineering -	Engineering work	Consolidated	$1,099.95
☑	Joe Farmer	Ag Waste System	Waste Management System - 312	Construction	Consolidated	$30,000.00
☐	Frank Bolder	Riparian Restoration/Protection	Alternative Water Sources - 914	3	Local cash	$100.00
☑	Joe Farmer	Ag Waste System	Engineering -	Engineering work	319	***$50.00

Figure 30: Voucher Pick List.

7.2 Voucher Summary

A print-out of a voucher is shown in Figure 31. If the sponsor's letter head was sent to DENR, it will display in the space at the top of the page. The four sections in the vouchers are: Contract Amount, Reimbursable, Advance Repayment, and Match.

The "**Contract Amount**" contains funds available for reimbursement through contracts with the DENR. The amount available to the project is listed under **Obligated**. If there have been any advances from the fund, it will be displayed under **Advance Amount**. The **Advance Remaining** shows the amount of advance that is yet to be claimed.

Funds listed in the "**Contract Amount**" section are also displayed in the "**Reimbursable**" section under **Funds To Be Reimbursed**. The amount being claimed is shown under **Current Voucher**. If there have been any previous payments, the total will be shown under **Previous Payments**. The **Total** column adds **Current Voucher** and **Previous Payments** to show the total expended after the voucher is processed. The **Admin/BMP** section of the "Reimbursable" functions in the same manner as the **Funds To Be Reimbursed** section. **Admin/BMP** contains the categories for which 319 reimbursable items have been claimed in the Pick lists (Figure 35).

The "Advance Repayment" section will only be displayed on vouchers that are claiming advance funds. This section functions similar to the "Reimbursable" section for **Admin/BMP**.

To: SD DENR - Jeremy Schelhaas, 4305 S. Louise Ave, Suite 205, Sioux Falls SD, 57106 ☐ Receipts ☐ Attached ☐ File

Project Name:	Muddy Creek		
Voucher Name:	Voucher 2	**Control Number:**	123-45
Project Sponsor:	Moody County CD	**Voucher Date:**	02/29/2012
Grant Years:	2003		

CONTRACT AMOUNT

Fund Name	Obligated	Advance Amount	Advance Remaining
319	$100,000.00	$20,000.00	$19,935.00
Consolidated	$45,000.00	$0.00	$0.00
Total	**$145,000.00**	**$20,000.00**	**$19,935.00**

REIMBURSABLE

Funds To Be Reimbursed	Current Voucher	Previous Payments	Total
319	$17,050.05	$5,800.00	$22,850.05
Consolidated	$31,099.95	$0.00	$31,099.95

REIMBURSABLE

Admin/BMP	Current Voucher	Previous Payments	Total
Salaries	$1,450.00	$1,300.00	$2,750.00
Supplies	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00
Rent	$0.00	$0.00	$0.00
Postage	$0.00	$0.00	$0.00
Ag Waste System	$46,700.00	$0.00	$46,700.00
Riparian Restoration/Protection	$0.00	$4,500.00	$4,500.00
Total Costs	**$48,150.00**	**$5,800.00**	**$53,950.00**

ADVANCE REPAYMENT

Admin/BMP	Current Voucher	Previous Payments	Total
Salaries	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00
Travel	$65.00	$0.00	$65.00
Rent	$0.00	$0.00	$0.00
Postage	$0.00	$0.00	$0.00
Ag Waste System	$0.00	$0.00	$0.00
Riparian Restoration/Protection	$0.00	$0.00	$0.00
Total Costs	**$65.00**	**$0.00**	**$65.00**

MATCH

Fund Name	Current Voucher	Previous Payments	Total
Local			
Local	$0.00	$0.00	$0.00
City of Mudvile	$1,181.00	$0.00	$1,181.00
Local cash	$52,233.00	$1,500.00	$53,733.00
State			
Consolidated	$31,099.95	$0.00	$31,099.95
Total Costs	**$84,513.95**	**$1,500.00**	**$86,013.95**

Total Reimbursed: $48,150.00 **Current Percent Match:** 83.16% **Overall 319 Project Percent Match:** 78.96%

Authorized Representative_______________________________ Date_______________

Figure 31: Voucher Print-out.

Match is claimed in the "**Match**" section. The display is in the same format as the "**Reimbursable**" section. The match fund categories are listed under **<u>Fund Name</u>**. The match is displayed by type of match under the **<u>Fund Name</u>**. As shown in Figure 31, there are two types of match: **<u>Local</u>** and **<u>State</u>**. Under the types of match are the fund names. The funds and amounts under the "Match" section are 319 match items that have been claimed from the Pick lists (Figure 30). Any items that are not match or reimbursable <u>will not</u> show up on this page exe. EQIP, Other Federal… Some Items like Consolidated, as in Figure 31, will show up both in the "**Reimbursable**" section and the "**Match**" section.

If no changes are needed to the voucher, print the voucher summary, and send a signed copy to DENR for processing. The voucher should be sent to the address displayed next to the "To:" at the top of the voucher form.

7.3 Finalizing Voucher

After the 

button is clicked, a page similar to Figure 32 will pop-up stating that if the voucher is finalized, changes will not be allowed, and if it should proceed. Pressing OK to the pop-up changes the Voucher Information to look like Figure 33.

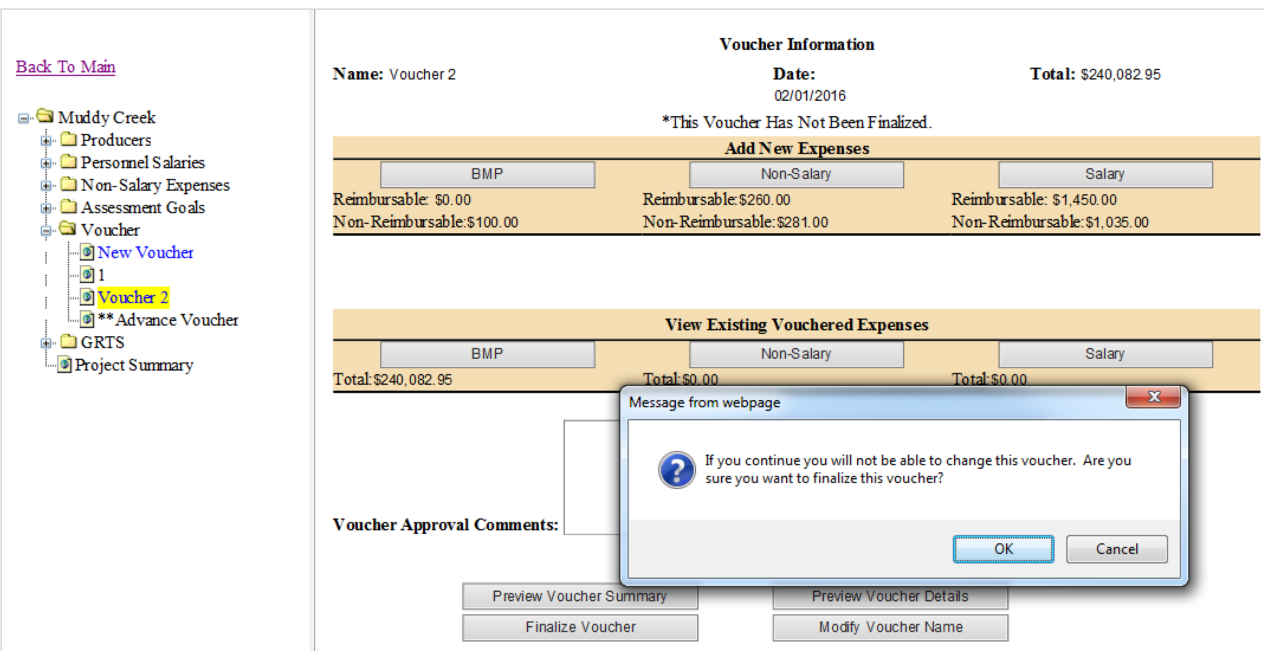


Figure 32: Finalizing Voucher Pop-up.

At this point the voucher cannot be changed by the project coordinator. The Project officer will be notified by email that a voucher has been completed. If the voucher needs to be changed after it has been finalized, the project officer must be contacted to unfinalize the voucher.

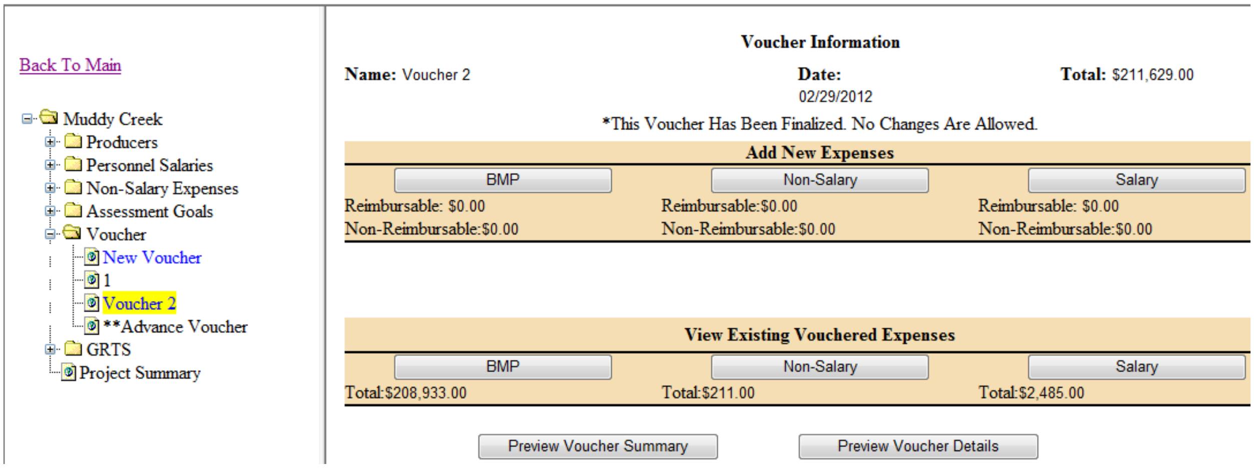


Figure 33: Finalized Voucher Page.

7.4 Voucher Details

The Voucher Details display additional information about expenses selected on the voucher. An example Voucher Detail Page is shown in Figure 34. This page is broke into three groups: Non-Salary Details, Salary Details, and BMP Details. The Total Cost column does not include other federal funds like EQIP. EQIP and other non-matching funds are recommended to be claimed through vouchers even though they don't show up on the summaries.

Voucher Name: Voucher 2
Voucher Date: 2/1/2016

Non-Salary Details

Category	Bill Group	Bill Description	Paid Date	Service Begin Date	Service End Date	319	Consolidated	Local Match	Total Cost
Postage	9/1/11-12/31/11	News letters	09/27/2011	09/27/2011	09/27/2011	$0.00	$0.00	$186.00	$186.00
Rent	Rent	May	02/02/2015	02/01/2015	02/28/2015	$0.00	$0.00	$45.00	$45.00
Supplies	9/1/11-12/31/11	555	08/08/2015	08/08/2015	08/08/2015	$150.00	$0.00	$0.00	$150.00
	January through February	Paper	01/05/2012	01/05/2012	01/05/2012	$0.00	$0.00	$50.00	$50.00
Travel	January through February	Trip to Mitchell	02/29/2012	02/14/2012	02/14/2012	$65.00	$0.00	$0.00	$65.00
	Rent	4	02/02/2015	02/03/2015	02/18/2015	$45.00	$0.00	$0.00	$45.00
Total						**$260.00**	**$0.00**	**$281.00**	**$541.00**

Salary Details

Salary Type	Salary Name	Salary Group	Paid Date	Service Begin Date	Service End Date	319	Consolidated	Local Match	Total Cost
Coordinator	Bob-2016	February	07/01/2003	03/26/2012	04/02/2012	$450.00	$0.00	$35.00	$485.00
		January-Salary	02/01/2016	01/01/2016	01/31/2016	$1,000.00	$0.00	$1,000.00	$2,000.00
Total						**$1,450.00**	**$0.00**	**$1,035.00**	**$2,485.00**

BMP Details

Producer	Practice	Bill	Paid Date	Service Begin Date	Service End Date	319	Consolidated	Local Match	Total Cost
Joe Farmer									
Ag Waste System	Engineering -	Engineering work	10/10/2011	09/26/2011	10/07/2011	$50.00	$1,099.95	$1,833.00	$2,982.95
	Waste Management System - 312	Construction	10/10/2011	08/29/2011	10/03/2011	$0.00	$30,000.00	$50,000.00	$80,000.00
	Waste Management System - 312	Fencing	10/06/2011	09/26/2011	10/03/2011	$0.00	$0.00	$400.00	$400.00
Total						**$50.00**	**$31,099.95**	**$52,233.00**	**$83,382.95**
Total						**$1,760.00**	**$31,099.95**	**$53,549.00**	**$86,408.95**

Figure 34: Voucher Details.

8.0 GRTS

Every 319 Project is required to submit GRTS reports annually, and if a project falls behind schedule, they will be required to submit a mid-year GRTS report also. To start a GRTS report Open the GRTS folder and click New GRTS Report. Some of the information will automatically be filled in the textboxes as in Figure 35.

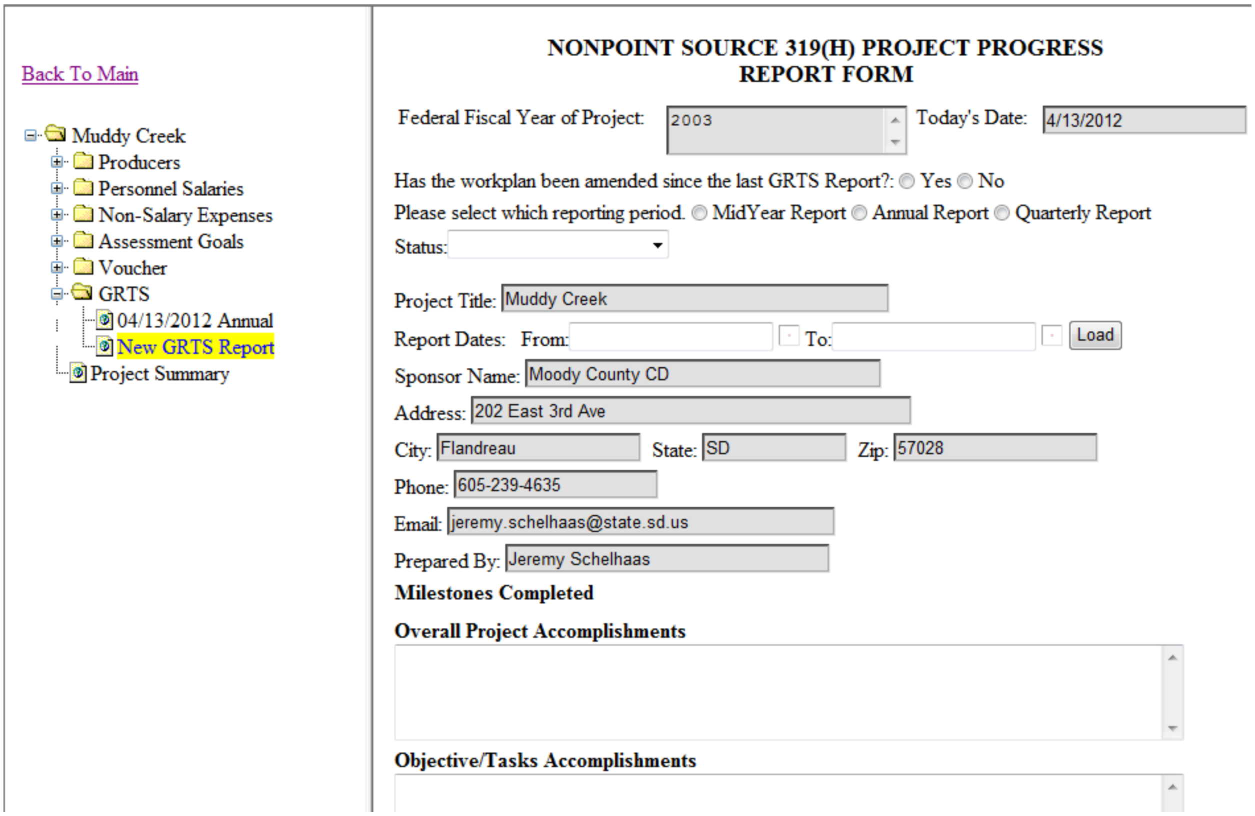


Figure 35: GRTS Page.

Once the report dates are entered, usually beginning of October through end of September for the desired GRTS reporting period, click Load. This will load information into Milestones Completed, Objective/Tasks Accomplishments, load reductions, and GRTS required information. The Overall Project Accomplishments, Objective/Task Accomplishments, and Conclusions text boxes all will need to be manually entered as desired. Even though some information has been pre-loaded into the Objective/Tasks Accomplishments, more information on the BMPs and tasks are needed.

Also make sure to:

- Select a status description from the Status dropdown.
- Check Yes or No if the project has had an amendment since the last GRTS report.

After information has been entered, click Save near the bottom of the page as seen in Figure 36. This will make it so that the report can be brought up again and modified. When done modifying the report, and it is ready to be turned into DENR, click Finalize.

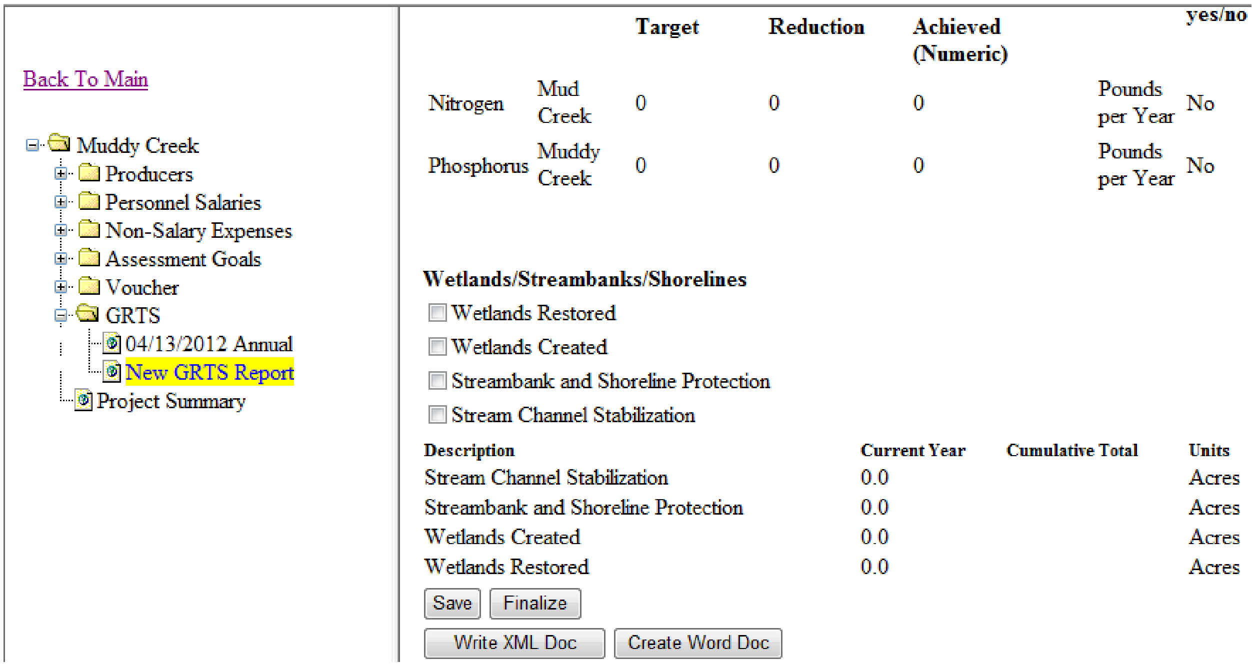


Figure 36: Saving a GRTS Report.

It may also be desired to save this document in a word style version to finish the report and/or to add pictures. To do this click Create Word Doc. This will open a window similar to Figure 37. Here select to save or open the document. If open is selected, it can be modified and saved later. A document similar to the next two page example here will open for further modification.

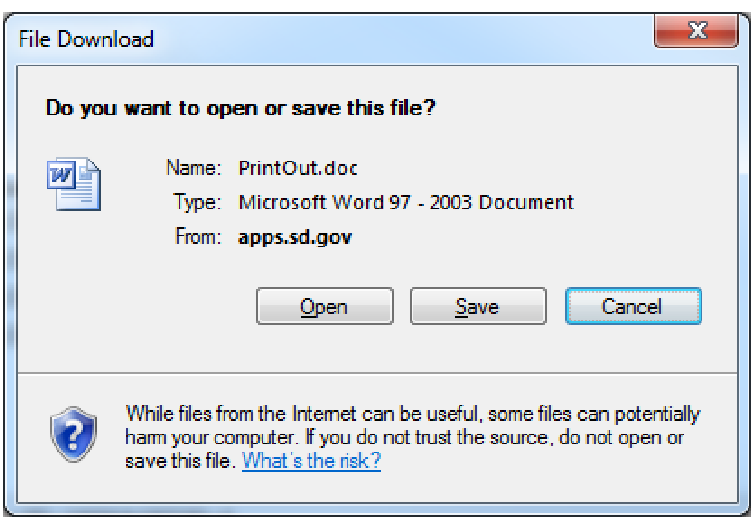


Figure 37. Create GRTS Word Doc.

NONPOINT SOURCE 319(H) PROJECT PROGRESS REPORT FORM

Federal Fiscal Year of Project: 2011 Today's Date: 10/15/2015

Has the workplan been amended since the last GRTS Report?: ☐ Yes ☒ No

Please select which reporting period. ☐ MidYear Report ☒ Annual Report ☐ Quarterly Report

Status: ON SCHEDULE

Project Title: Muddy Creek
Report Dates: From: 10/01/2014 To: 09/30/2015
Sponsor Name: Moody County CD
Address: 202 East 3rd Ave
City: Flandreau State: SD Zip: 57028
Phone: 605-239-4635
Email: JoeUser@mail.com
Prepared By: Joe User

Milestones Completed

		Amount Achieved		Amount Expected	
		Since Last Period	Total	To Date	Total
Ag Waste System					
	Waste Management System - 312	2	3	2	2
Riparian Restoration/Protection					
	Riparian Area Management (ac) -	0	17	20	50

Overall Project Accomplishments

There has been a lot of progress in the AG waste Management systems This year. Two systems have been completed, and other producers have shown interest.

Objective/Tasks Accomplishments

Objective 1 Task 1 Ag Waste System. This Task is on Schedule. Two Systems directly along Muddy Creek have been installed. The two Producers are very happy with how they have turned out and are functioning as expected Objective 1 Task 2 Riparian Restoration/Protection. This Task is on schedule. Not much progress has been made this year on this BMP. High water in Muddy Creek has made more of a need for protection of the stream bank, and some people are showing more interest. All systems that have been installed previously are functioning as expected without any issues.

Conclusions

This project is moving forward, and is expected to exceed the expectations set for it. There will be more attention spent on informing the public on what options they have.

Pollutants	Location	Pollutant	Current	Cumulative	Unit	TMDL

		Reduction Target	Year Pollutant Reduction	Pollutant Reduction Achieved (Numeric)		yes/no
Nitrogen	Mud Creek	60	433	150	Pounds per Year	No
Phosphorus	Muddy Creek	150	0	99	Pounds per Year	No

Wetlands/Streambanks/Shorelines

☐ Wetlands Restored

☐ Wetlands Created

☐ Streambank and Shoreline Protection

☐ Stream Channel Stabilization

Description	Current Year	Cumulative Total	Units
Stream Channel Stabilization	0.0	0.0	Acres
Streambank and Shoreline Protection	0.0	0.0	Acres
Wetlands Created	0.0	0.0	Acres
Wetlands Restored	0.0	0.0	Acres

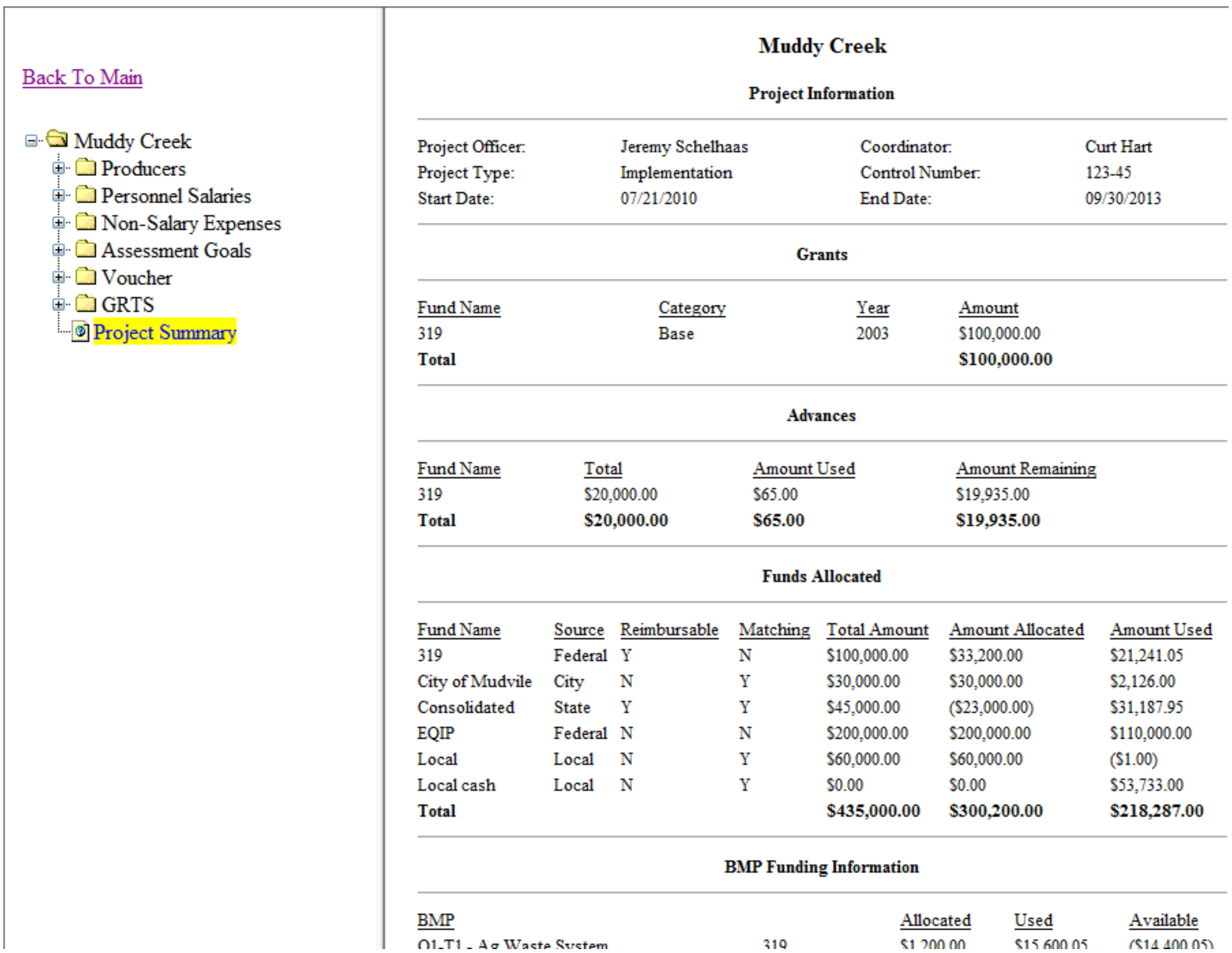
One downfall of the “Export To Word” is that all paragraph returns in the textboxes are lost. This is why the report may not look the same as it did online. This may be another reason why some may want to create and save the report in Tracker then export the document to word to finish it.

9.0 Project Summary

When "Project Summary" is selected, a page similar to Figure 38 will appear. The right side of the page displays the project summary report. This report provides a quick overview of project activities. Use the scroll bar to view the information available using this report.

The items displayed include:

- Project Information, Grants Funds Allocated (including advances)
- BMP Funding Information
- BMP Milestone Information
- Non-Salary Information
- Salary Information
- Assessment Information



Back To Main

- Muddy Creek
  - Producers
  - Personnel Salaries
  - Non-Salary Expenses
  - Assessment Goals
  - Voucher
  - GRTS
  - Project Summary

Muddy Creek

Project Information

Project Officer:	Jeremy Schelhaas	Coordinator:	Curt Hart
Project Type:	Implementation	Control Number:	123-45
Start Date:	07/21/2010	End Date:	09/30/2013

Grants

Fund Name	Category	Year	Amount
319	Base	2003	$100,000.00
Total			**$100,000.00**

Advances

Fund Name	Total	Amount Used	Amount Remaining
319	$20,000.00	$65.00	$19,935.00
Total	**$20,000.00**	**$65.00**	**$19,935.00**

Funds Allocated

Fund Name	Source	Reimbursable	Matching	Total Amount	Amount Allocated	Amount Used
319	Federal	Y	N	$100,000.00	$33,200.00	$21,241.05
City of Mudvile	City	N	Y	$30,000.00	$30,000.00	$2,126.00
Consolidated	State	Y	Y	$45,000.00	($23,000.00)	$31,187.95
EQIP	Federal	N	N	$200,000.00	$200,000.00	$110,000.00
Local	Local	N	Y	$60,000.00	$60,000.00	($1.00)
Local cash	Local	N	Y	$0.00	$0.00	$53,733.00
Total				**$435,000.00**	**$300,200.00**	**$218,287.00**

BMP Funding Information

BMP		Allocated	Used	Available
01-T1 - Ag Waste System	319	$1,200.00	$15,600.05	($14,400.05)

Figure 38: Project Summary Report.

10.0 Trouble Shooting

Problem: Unable to log into Tracker.

Solution: User names and passwords are case sensitive, and most usernames start with a capital letter, and the initial password for a new user is “Password”. If this doesn’t work, the password can be reset to “Password” by DENR.

Problem: Cannot find expenses entered into Tracker when putting together a voucher.

Solution: Most of the time this is due to not selecting a fund type when setting up the voucher. Click on the Modify Voucher Name button to select the missing fund.

Problem: Cannot find items selected for a voucher on the voucher summary or detailed page.

Solution: This occurs for funds that are considered “other federal” or funds that are not reimbursable by DENR and don’t count as match. These items have been claimed on the voucher, and are used in other reports. If printout is desired, contact DENR.

Problem: Milestones and reductions entered into Tracker are not showing up on the GRTS report.

Solution: The most common reason for this occurring is that a Completion Date has not been entered for the BMP. This date can be seen in Figure 12 on page 9 of the manual.

Problem: Not sure what completion date to use.

Solution: In most cases the date that the BMP is completed, or is put in place, is the day to use. This date should not be filled until that day has been reached. In the case of BMPs like easements and RAM, it is the date when the contract starts.

Problem: How to determine funds remaining.

Solution: This can be done by using the Project Summary page. To determine the amount of 319 a project has, look at the Total Amount and Amount Used under the Funds Allocated. Subtract the Amount Used from the Total Amount of 319. This amount includes any funds that have been entered into Tracker, even if they have not been vouchered, and any advances. This would apply to all the other funds allocated to the Project.