User Guide for Clean Water Project Forms in VT ANR Online

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Introduction

The purpose of this user guide is to provide guidance and information needed to use the Clean Water Project forms available through [ANR/NRB Online Services Portal](). ANR Online is web-based portal the Agency of Natural Resources uses for applications, registrations, invoicing, reporting, and other information collection.

Clean Water Project forms can be used to enter newly identified clean water projects into VT DEC's Watershed Projects Database (WPD), update information for clean water projects already recorded in WPD, and closeout clean water projects after completion.

Clean Water Project forms have been established in part to facilitate compliance with 10 V.S.A. § 924 (b), which requires that all projects selected by a Clean Water Service Provider to receive funding shall be entered into the Watershed Projects Database (WPD).

If you are using ANR Online for the first time, please see the "Creating a User Account…" section of the home page for instructions on how to register.

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New Project Form

The Clean Water Project – New Project Form is an online data entry form within VT ANR Online that is designed to allow clean water project funders and implementers to submit new clean water projects to be added to the State's Watershed Projects Database.

When to use the Clean Water Project – New Project Form

New clean water projects should be added to VT DEC's Watershed Projects Database (WPD) via the New Project Form as soon as practicable following project identification. Often project identification is a result of an assessment or plan that examines and prioritizes a range of potential clean water projects in an area. For assessment or planning phase projects that will result in identification of design and/or implementation phase clean water projects, entering newly identified clean water projects via the New Project Form should be a deliverable of the assessment or planning phase project, to be submitted and approved prior to project completion.

Projects that are identified outside of an assessment or planning project can be entered into WPD via the New Project Form at any point. Projects need to be recorded in WPD prior to being eligible to receive funding.

Required information

To enter any project that has not already been approved for funding by the Clean Water Initiative Program, a user must complete a series of screening questions. If unsure whether a project qualifies as a clean water project or if the answer to one or more of the screening questions is "no", please contact the Watershed Planner for the region of interest to discuss the details of the project prior to submitting the form. Visit the following link for information on the Watershed Planning Program: https://dec.vermont.gov/water-investment/watershed-planning/tactical-basin-planning/findyourwatershed

To enter a new project in WPD using the New Project Form, *at least* the following information is required:

- Project name
- Project description
- Project type
- Project location

The form requests additional project information if available. Information submitted via the New Project Form should be representative of the project based on currently available information but can be updated as the project progresses, and new information becomes available.

Use the information icon to at the top right corner of each field of the form view a definition and specific details of the information required for that field.

Entering a project or group of projects

To begin a new project submission, click "Begin Form Entry". After beginning a new entry, the submission name can be updated to reflect the contents of the submission by navigating to the gear icon at the top of the page. Click on the icon and select "Rename Submission" to enter a new name for the submission. It is recommended that submissions be renamed with a distinctive and representative name. Submissions can only be renamed prior to being approved by the reviewer.

Projects can be entered one by one or in a group. If entering multiple projects identified through a single study, assessment, or plan, enter the projects as a group to ensure so that all individual projects are grouped into a single submission for review and approval.

To enter a group of projects, enter the details for the first individual project on the first page of the form and scroll to the bottom of the page. Select either "Duplicate …" or "Add New …".

Selecting "Duplicate …" will copy the information entered on the first page of the form to a second entry which the user can then edit to change any fields that have differing information from the first project entered. This feature is best used if individual projects in a group all have a large amount of matching information. For example, all projects identified in an assessment are the same project type, within the same town, connected to the same block grant, and have the same parent project. When using the duplicate function, the project name and project description must be updated for each unique project.

If a group of projects have substantially different individual project information, selecting the "Add New …" will start a second blank entry to be filled. The user must then enter required information for each field of the form to reflect the individual project details.

Once all the information for a group of projects is entered using the "Duplicate …" or "Add New …" feature, continue to the "Review" page to confirm all information entered into the form for all projects is correct, and then proceed to "Certify & Submit" to send a single submission with all projects to be reviewed by a Watershed Planner.

If entering a standalone project, a single form entry can be submitted and routed for review to the appropriate Watershed Planner. After completing the fields on the first page of the form, proceed to the "Review" page to confirm the information entered into the form is correct, then select "Certify & Submit" to send the form submission for review.

Form submission, review, (revision), approval

After clicking "Certify & Submit" the email address associated with the account used to submit the form will receive an email confirmation of the submittal which will include the submission ID.

Once a New Project Form is submitted, the submission will be routed to the appropriate Watershed Planner based on the project location. Watershed planners will review the submission for accuracy and completeness. Watershed Planners will complete review of a submission within 10 business days of submission. Form submission review and approval is for quality control and assurance purposes and basic water quality benefit, and is not meant to be a substantive review of project merit.

Form submission review criteria:

- Project name(s) are concise and representative
- Project description(s) provide enough context to understand the purpose and intended outcome of the project
- Project type selection(s) are representative of the project goal and phase
- Project location selection(s) are reasonable and representative
- Parent projects (if applicable) are appropriate and accurate
- SGA reach (if applicable) is valid.

If the Watershed Planner has questions or concerns related to the submission, they will contact you to complete revisions. *Please allow 10 business days for review of submissions. Once approved by the Watershed Planner the project(s) included in the submission will be flow directly into WPD. Upon approval by the Watershed Planner, the email address used to login to prepare and submit the form will receive a confirmation email that the submission has been approved. *Please allow a few minutes of processing time for approved submissions to be populated in WPD.

New projects added to WPD are assigned a unique WPD ID number. The WPD ID associated with each new project added to WPD can be found by using the [Watershed Projects Database Search](#) and entering the name of the project as entered in the form submission into the search function. The WPD ID is a required component of project tracking, and it is recommended that all funding proposals and applications include WPD ID(s).

ANR Online submissions page

At any time, a user may navigate to the "My Submissions" page in ANR Online to view form submissions. The "My Submissions" page includes draft forms that have not yet been submitted as well as submitted forms. The status field in the "My Submissions" page indicates whether the submission is in draft form (not yet submitted for review and approval), submitted (and pending review/approval), or deemed complete (approved). Form entries with draft status may be re-opened and edited. Forms entries that have been submitted or deemed complete may be viewed and downloaded but can no longer be edited.

Project Update Form

(coming soon)

Project Closeout Form

(coming soon)