Online Form

General Items and Tips

The OWOW Plan Update 2018 form consists of 6 pages with approximately 30 questions (including some multi-part questions).

The Project form has been tested in Chrome and Firefox so we recommend you use either of these two browsers.

You need to register with the site using a valid email and password to add projects. Once you have registered you can add as many projects as you want as that user.

Navigate between pages by clicking the 'Save/Next >' or '< Back' button at the bottom of each page. Data is saved into the database each time you click the 'Save/Next > button. Do not use the back and forward buttons on your browser tool bar to navigate pages. Clicking the forward button will not save data to the database and the back button may not display the most recent version of information saved into the database.

The program checks that required questions are complete before saving information to the database and moving to the next page. If a required question is not answered (or is otherwise not valid), a pop-up will appear notifying you of the error, and you must complete that question before saving all the information on that page to the database and moving on to the next page.

After completing the first two pages of the form (Organization and General) you can come back and edit your project at any time.

For your project to be included in the OWOW Plan Update 2018 you must complete all pages of the online form and click the 'Submit Project' button on the last page of the form. After you click 'Submit Project' you can still edit your project at any time. If you decide to withdraw your project from the plan you can do so by going to the Start Page, clicking the 'Edit Existing Project' radio button and then clicking the Active link in the grid for the project of interest. Active = True means the project will be considered, and Active=False means the project will not be considered. You can toggle back and forth between the two.

Owing to the length of the form and the detailed nature of the questions, it is recommended you complete your answers in the MS Word Form provided on the help page and then copy and paste your answers into the online form.

There are character count (including spaces) limitations on the questions requiring a text response. Maximum character counts are listed as a prompt or placeholder in the text boxes. You can get a character count in MS Word by highlighting the text and clicking the 'Words' button on the status bar at the bottom of the page. In the online form you can also click the info icon next to the text box to get a character count.

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Help is available on each page of the form by clicking the help button located on the top of each page.

Specific information regarding individual questions is available by clicking the info icon next to the question.

Login Page

Click the 'Register' button if you are a new user and fill out the form with a valid email and a 6-10 character password.   Once you have registered you will be sent a confirmation email containing the email and password you used to register.

Click the 'Login' button on the upper right if you have already registered and you want to add more projects or edit any of your existing projects.

You need to be logged in to add projects, and you can add as many projects as you like using the same email and password.

If you forget your password, click the 'Retrieve Password' link on the form and fill in your user email address in the pop-up box. Your password will be emailed to you.

If you want to change your password, click the 'Change Password' link on the form and fill in your new password in the pop-up box. (Must be logged in)

If you want to change your user email, click the 'Change User Email' link on the form and fill in your new email in the pop-up box. (Must be logged in)

After you have logged in you can either enter a new project or edit an existing project by clicking the appropriate radio button.

Organization Page

This page contains information regarding the Organization or project proponent. All fields except Organization Twitter are required.

Click the 'Save/Next >' button to save information into the database.

General Project Page

This page contains General Project information including Project Name, Project Keywords, Project Abstract, Estimated Project Life and the Project Consideration Type.

Descriptions of the Project Consideration Types are listed below:

OWOW Plan Update 2018 Only:
Projects to be included in the OWOW Plan Update 2018. Only option available

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Prop 1 IRWM Funding - General Implementation (disabled):
No longer accepting project submissions for General Implementation Funding.

Prop 1 IRWM Funding - DAC Implementation (disabled):
No longer accepting project submissions DAC Implementation Funding.

Click the 'Save/Next >' button to save information into the database.

Location Page

This page consists of an interactive map where you specify your project coordinates by clicking the map and providing a description of the project location. Include in your location description if the applicant has legal access rights, easements, or other access capabilities to the property to implement the project.

Click the 'Save/Next >' button to save information into the database.

Project Partners Page

On this page you will insert information about Project Partner Organizations. In addition to organization name, organization type, address and contact information, you will also need to select a partner type for the organization (At least one). Partner types include:

Collaborative Planning - Helps in the planning of project.

Direct Funding - Provides funding for project.

In-Kind Services - Provides labor/services contributions to project.

Co-operator/Co-Manager - Co-manages or is an equal partner in the project

Land Owner – Partner owns land the project uses.

You can insert as many organizations as necessary using the 'Insert Partner' Button.

Click the 'Next >' button to move to the next page when you are done inserting organizations.

OWOW Plan Goals Page

Select the OWOW Plan Update 2018 Goals your project achieves and provide an explanation for how your project achieves them. The goals include:

- Achieve resilient water resources through innovation and optimization
- Ensure high quality water for all people and the environment
- Preserve and enhance recreational areas, open space, habitat, and natural hydrologic function
- Engage with members of disadvantaged communities and associated supporting organizations to diminish environmental injustices and their impacts on the watershed

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- Educate and build trust between people and organizations
- Improve data integration, tracking and reporting to strengthen decision-making

There is a link at the top of the page that opens a pdf document with a description of all the goals and objectives in the plan.

Click the 'Save/Next >' button to save information into the database.

Resource Management Strategies (RMS) Page

Select all the RMS that apply to your project.

Click the 'Save/Next >' button to save information into the database.

Finish Page

This is the final page where you submit your project to flag it as complete. After clicking the 'Submit Project' button you will receive an email notification that your project has been submitted with a link to a pdf report with your project details. You can make changes to the project at any time after submittal, just click the 'Submit Project' button after making the edits to update your project information report with the latest information.

Project Location Map

The Project Location Map can be accessed from the 'Project Location Map' link in the 'Supporting Documents and Maps' section of the Start Page. This map includes all projects submitted for the OWOW 2018 Plan Update and Prop 1 Funding Requests.   Your project will be added to the map after you click the 'Submit Project' button on the final page. You can find your project (or any other submitted) by selecting the agency and project name using the drop downs on the left side of the map, or by zooming into the map directly in the area of your project. If you click your project location on the map, an info window will appear that will allow you to open and save a pdf copy of the report generated when the 'Submit Project' button was clicked.