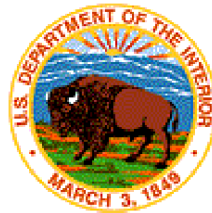


Community Assistance Module User Manual

NATIONAL FIRE PLAN OPERATIONS AND REPORTING SYSTEM (NFPORS)



DEPARTMENT OF INTERIOR

May 4, 2004

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INTRODUCTION

This document provides instructions on using the National Fire Plan Reporting and Operations System (NFPORS) Community Assistance module. This module is designed to assist the Department of Interior with managing and reporting on community assistance work done under the auspices of the National Fire Plan. Instructions for using the Forest Service Community Assistance module are provided in a separate user manual.

BACKGROUND

At the onset of the National Fire Plan, the wildland fire agencies identified the need for tools to assist them in capturing and reporting accomplishments. While each Agency had some mechanisms in place to meet the accountability requirements, the Agencies did not have an overarching system capable of providing sufficient analysis and reporting functionality. Instead, each organization relied on a variety of disparate mechanisms for tracking and reporting community assistance accomplishments.

In order to provide a single, unified inter-Agency system, the Department of Interior teamed with the Forest Service to develop NFPORS. The system collects data in the areas of restoration and rehabilitation, hazardous fuels reduction, and community assistance. The hazardous fuels module was released on August 1, 2002, followed by the restoration and rehabilitation module on January 10, 2003.

The goal of NFPORS is to provide enhanced intelligence about the inter-Agency effort to carry out the mandates of the National Fire Plan. By providing leadership in both Agencies with improved access to information, it is expected to reduce the burden on the field caused by data calls.

CONTACTS

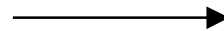
The NFPORS project is being led by Russell Berry (USGS) and Peter Bedker (USFS) with support of contractors Booz Allen Hamilton.

To receive assistance please contact your regional NFPORS point of contact. This list may be obtained by emailing Russell Berry at rberry@usgs.gov.

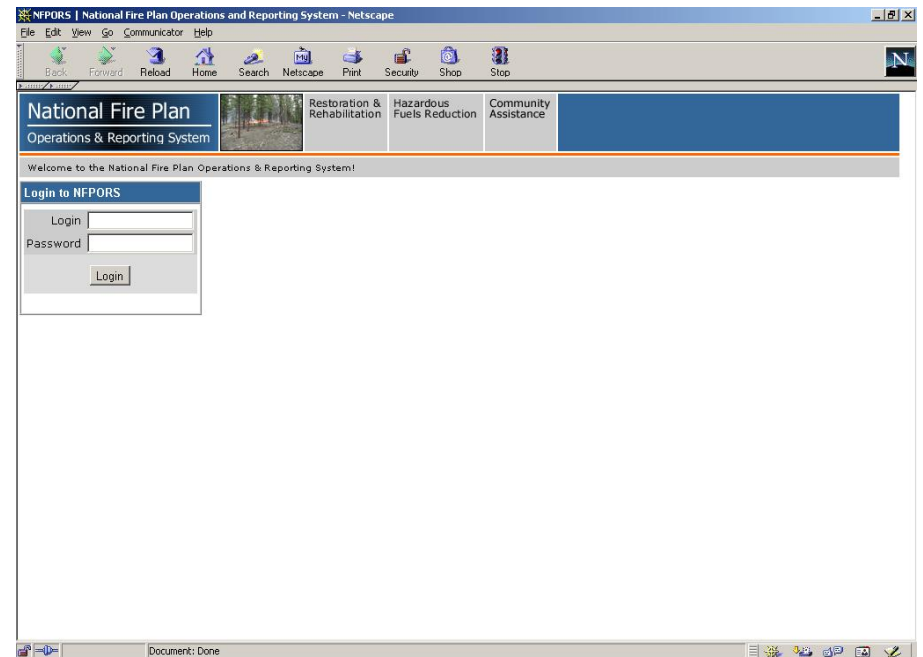
LOGIN

The first step in using NFPORS is logging onto the system.

To login enter your Login Name and Password and click the **Login** button.



After you click login, the system will load the NFPORS Portal Page. To learn more see the **Portal Page** section of this document.

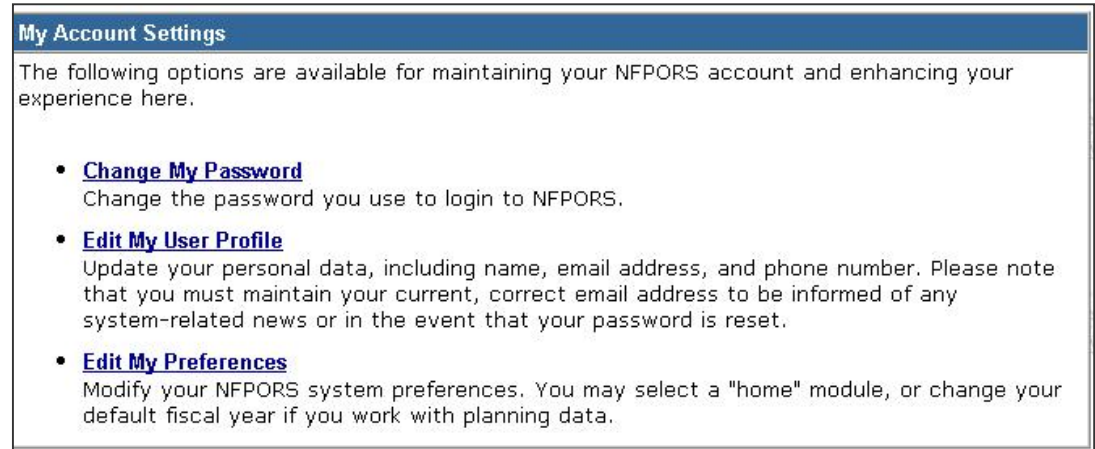


NOTES:

CHANGING YOUR PASSWORD

After logging into NFPORS, you may change your password. To change your password, click on the [Account Mgmt](#) link on the upper right hand side of the NFPORS portal page.

The My Account Settings feature will appear. Click on [Change My Password](#).

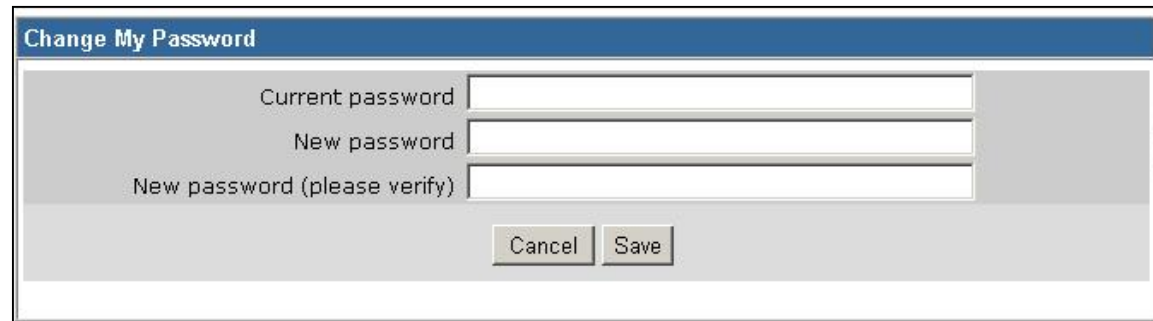


My Account Settings

The following options are available for maintaining your NFPORS account and enhancing your experience here.

- **[Change My Password](#)**
Change the password you use to login to NFPORS.
- **[Edit My User Profile](#)**
Update your personal data, including name, email address, and phone number. Please note that you must maintain your current, correct email address to be informed of any system-related news or in the event that your password is reset.
- **[Edit My Preferences](#)**
Modify your NFPORS system preferences. You may select a "home" module, or change your default fiscal year if you work with planning data.

Enter the requested information and click **Save**. Your password will now be changed.



Change My Password

Current password

New password

New password (please verify)

EDITING YOUR USER PROFILE

Once you have clicked on the [Account Mgmt](#) link, you can modify your profile by clicking on the [Edit My User Profile](#) link.

Edit the information you wish to change and click **Save**.

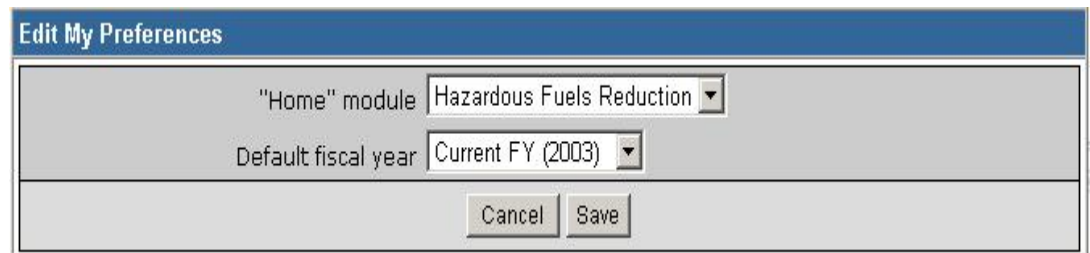


The screenshot shows a web form titled "Edit My User Profile" with a blue header bar. The form contains four input fields: "First name" with the value "Test", "Last name" with the value "User 01", "Email address" with the value "username@address.com", and "Phone number" which is empty. At the bottom right of the form are two buttons: "Cancel" and "Save".

EDITING YOUR PREFERENCES

You can also modify your preferences by clicking on the [Edit My Preferences](#) link, after you have already clicked on the [Account Mgmt](#) link.

Here, you can select your default "Home" module and your default fiscal year. Edit the information you wish to change and click **Save**.



The screenshot shows a web form titled "Edit My Preferences" with a blue header bar. The form contains two dropdown menus: "'Home' module" with the selected value "Hazardous Fuels Reduction" and "Default fiscal year" with the selected value "Current FY (2003)". At the bottom right of the form are two buttons: "Cancel" and "Save".

PORTAL PAGE

The portal page serves as the main gateway for accessing all of NFPORS' functionality.

From the portal page you may click a link to:

- [Create a new partner](#)
- [Enter a new rural fire assistance request](#)
- [Enter a new WUI planning area](#)
- [Enter new risk assessments](#)
- [Enter new fire/mitigation plans](#)
- [Enter new implementation actions](#)
- [Edit fiscal year plans](#)

The navigation bar at the top of the screen provides access to the other NFPORS modules (Restoration & Rehabilitation and Hazardous Fuels Reduction) as well as displays the organizational hierarchy. The portal will display information for your unit only. For example, a BLM user from the Carson City District will only see data pertaining to his or her district. Likewise a BIA user from the Mescalero Agency will only see data for his or her unit.

You may return to the Portal at any time by clicking on your unit's name in the organizational hierarchy.

The following section contains detailed information about the contents of the Portal page.

NOTES:

National Fire Plan
Operations & Reporting System

Restoration & Rehabilitation | Hazardous Fuels Reduction | **Community Assistance**

National: DOI: BIA: Southwest Regional Office: Mescalero Agency

RFA Request Summary

Total requested versus funded Rural Fire Assistance numbers for FY 2004. Click the *All Requests* hyperlink to view all Rural Fire Assistance requests. Click the *New Request* hyperlink to enter a new Rural Fire Assistance request.

	Requested	Funded	Local Contribution
Training	\$212	\$0	\$51
Equipment	\$7,599,265	\$157,190	\$135,402
Prevention	\$506	\$0	\$0
Totals	\$7,599,983	\$157,190	\$135,453

[All Requests] [New Request]

Risk Assessments

Your 5 most recently requested risk assessments are listed below. Click the risk assessment name to edit/view WUI risk assessment. Click the *New Risk Assessment* hyperlink to create a new risk assessment.

Planning Area	Risk Assessment	Status	Request Date	Requested Number	Requested Amount
Test planning area 1	Test_RA_2	Pending	3/31/2004	1	500
Test1 KP4	Test1_KP4	Completed	3/30/2004	10	10,000,000
Test2 KP4	Test2_KP4	Pending	3/30/2004	10	100,000
Test3 KP4	Test3_kp4	Completed	3/30/2004	12	100,000,000
Test4 KP4	Test4_KP4	Pending	3/20/2004	2,000	100,000,000

[More...] [New Risk Assessment]

Fire/Mitigation Plans

Administrative Tasks

Quick Links

[Customize Portal] [Reports]

Rural Fire Assistance (RFA)

[New Partner] [New Rural Fire Assistance Request]

Wildland Urban Interface (WUI)

[New Partner] [New WUI Planning Area] [New Risk Assessment] [New Fire/Mitigation Plan] [New Implementation Action]

Out-Year Planning

[Edit FY Plans]

Change FY for summary data

[2003] [2004] [2005]

Community Assistance Partners

Click the partner name to edit/view its details.

[Test FD 1](#) (Municipal)

[Test4 KP4](#) (Fire Department)

[Test3 KP4](#) (Fire Department)

[Test2 KP4](#) (Fire Department)

[Test Partner 1](#) (Indian Tribe)

[Test1 KP4](#) (Fire Department)

[Santa Fe VFD](#) (Fire Department)

[Nature Conservancy - New Mexico Field Office](#) (Nonprofit Organization)

[Concerned Citizens of del Norte](#) (Nonprofit Organization)

[New Mexico Department of Forestry](#) (State)

MORE ABOUT THE PORTAL PAGE – PORTLETS

The Portal Page consists of a series of subject-area focused rectangles called **Portlets**. The NFPORS Community Assistance module has seven portlets:

1. **RFA Request Summary**—The purpose of the RFA Request Summary portlet is to provide high-level, aggregated RFA data for the fiscal year selected. Requested, Funded, and Local Contribution amounts are totaled for all requests in the fiscal year, and sorted by assistance type (i.e. Training, Equipment, and Prevention). From this portlet, you can also view all requests by clicking on the [All Requests](#) link or create a new request by clicking on the [New Request](#) link.

RFA Request Summary

Total requested versus funded Rural Fire Assistance numbers for FY 2004. Click the [All Requests](#) hyperlink to view all Rural Fire Assistance requests. Click the [New Request](#) hyperlink to enter a new Rural Fire Assistance request.

	Requested	Funded	Local Contribution
Training	\$212	\$0	\$51
Equipment	\$7,599,265	\$157,190	\$135,402
Prevention	\$506	\$0	\$0
Totals	\$7,599,983	\$157,190	\$135,453

[\[All Requests\]](#) [\[New Request\]](#)

2. **Administrative Tasks** –links to all major areas of functionality in the Community Assistance Module (i.e. create a new partner, new rural fire assistance request, new WUI planning area, new risk assessments, new mitigation plans, and new implementation actions). The Administrative Tasks portlet also allows you to change the fiscal year that is being viewed/modified, edit the fiscal year plans, or conduct out-year planning.

Administrative Tasks

Quick Links

[\[Customize Portal\]](#) [\[Reports\]](#)

Rural Fire Assistance (RFA)

[\[New Partner\]](#) [\[New Rural Fire Assistance Request\]](#)

Wildland Urban Interface (WUI)

[\[New Partner\]](#) [\[New WUI Planning Area\]](#) [\[New Risk Assessment\]](#) [\[New Fire/Mitigation Plan\]](#) [\[New Implementation Action\]](#)

Out-Year Planning

[\[Edit FY Plans\]](#)

Change FY for summary data

[\[2003\]](#) [\[2004\]](#) [\[2005\]](#)

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT...)

3. **Community Assistance Partners** – lists the most recently added Community Assistance Partners by name and type (i.e. Fire Department, State, County, etc.). To see the entire list of Community Assistance Partners, click on More. You can click on the name of the partner to view information on an individual partner. From this portlet, you can also create a new partner by clicking on the New Partner link.



4. **WUI Planning Areas** – lists the WUI Planning Areas and details related to them. A WUI Planning Area is a container for you to group related WUI Activities (Risk Assessments, Fire/Mitigation Plans and Implementation Actions). The WUI Planning Areas portlet displays the names and types (i.e. Local, State, or Multi-State) of the most recently added planning areas. To see the entire list of WUI Planning Areas, click on More. You can click the name of the WUI Planning Area to view information on an individual planning area. From this portlet, you can create a new planning area by clicking on the New Planning Area link.



MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT...)

5. **Risk Assessments**-The Risk Assessments portlet displays selected information (planning area, assessment name, status, request date, number requested, and requested amount) pertinent to the five most recently requested risk assessments. You can click on the Risk Assessment name to view additional information on an individual risk assessment. From this portlet, you can also view all risk assessments by clicking on More or create a new risk assessment by clicking on New Risk Assessments.

6. **Fire/Mitigation Plans** – The Fire/Mitigation Plans portlet displays selected information (planning area, mitigation plan name, status, request date, number requested, and requested amount) pertinent to the five most recently requested mitigation plans. You can click the Mitigation Plan name to view additional information on an individual mitigation plan. From this portlet, you can also view all mitigation plans by clicking on More or create a new mitigation plan by clicking on New Mitigation Plan.

7. **Implementation Actions** – Implementation Actions are those actions necessary to implement the goals and objectives identified in a mitigation plan. The Implementation Actions portlet displays selected information (planning area, implementation action name, status, request date, number requested, and requested amount) pertinent to the five most recently requested implementation actions. You can click the Implementation Action name to view additional information on an individual implementation action. From this portlet, you can also view all implementation actions by clicking on More or create a new implementation action by clicking on New Implementation Action.

Risk Assessments

Your 5 most recently requested risk assessments are listed below. Click the risk assessment name to edit/view WUI risk assessment. Click the New Risk Assessment hyperlink to create a new risk assessment.

Planning Area	Risk Assessment	Status	Request Date	Requested Number	Requested Amount
Test planning area 1	Test RA 2	Pending	3/31/2004	1	500
Test1 KP4	Test1 KP4	Completed	3/30/2004	10	10,000,000
Test2 KP4	Test2 KP4	Pending	3/30/2004	10	100,000
Test3 KP4	Test3 kp4	Completed	3/30/2004	12	100,000,000
Test4 KP4	Test4 KP4	Pending	3/20/2004	2,000	100,000,000

[\[More...\]](#) [\[New Risk Assessment\]](#)

Fire/Mitigation Plans

Your 5 most recently requested mitigation plans are listed below. Click the mitigation plan name to edit/view WUI mitigation plan. Click the New Mitigation Plan hyperlink to create a new mitigation plan.

Planning Area	Mitigation Plan	Status	Request Date	Requested Number	Requested Amount
Test planning area 1	Test MP 2	Awarded	3/31/2004	1	500
Test1 KP4	Test1 KP4	Completed	3/30/2004	10	1,000,000
Test2 KP4	Test2 KP4	Pending	3/30/2004	20	20,000,000
Test3 KP4	Test3 KP4	Completed	3/30/2004	15	10,000,000
Test4 KP4	Test4 KP4	Pending	3/29/2004	10	10,000,000

[\[More...\]](#) [\[New Mitigation Plan\]](#)

Implementation Actions

Your 5 most recently requested implementation actions are listed below. Click the implementation action name to edit/view WUI implementation action. Click the New Implementation Action hyperlink to create a new implementation action.

Planning Area	Implementation Action	Status	Request Date	Requested Number	Requested Amount
Test1 KP4	Test1 KP4	Completed	3/30/2004	20	100,000
Test2 KP4	Test2 KP4	Pending	3/30/2004	15	400
Test3 KP4	Test3 KP4	Pending	3/30/2004	10	100,000
Test4 KP4	Test4 KP4	Pending	3/29/2004	10	100,000,000
Springfield Greater Metropolitan Area	Red Hill Community Assessment	Completed	3/2/2004	5	10,000

[\[More...\]](#) [\[New Implementation Action\]](#)

CUSTOMIZING THE PORTAL PAGE

You can customize the NFPORS Portal page to show you only the information you are interested in. This customization can be accomplished in a number of different ways. You may:

1. Minimize portlets

To minimize a portlet you may click on the minimize icon located in the upper right hand corner of the portlet.



2. Delete portlets

To remove a portlet from the portal view, click on the delete icon located in the upper right hand corner of the portlet.



To learn about restoring the original settings of the portal see the **Reset the portal to the standard display** section in the following pages.

NOTES:

CUSTOMIZING THE PORTAL PAGE (CONT...)

3. Reorder portlets

NFPORS allows you to customize the display order of portlets on the Portal page. For example, you could choose to have your community assistance partners listed at the top of the page. To reorder portlets, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The **Customize Portal** screen will be displayed. Next, click on the Reorder portlets link.

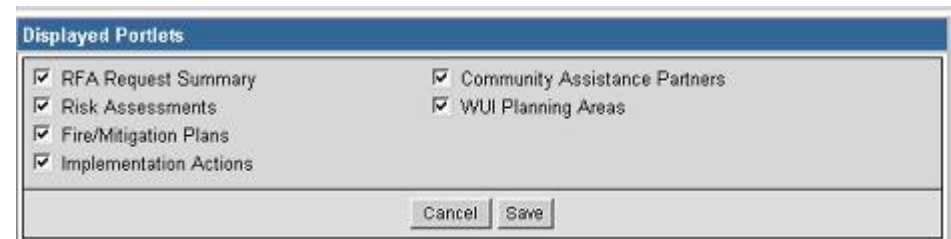
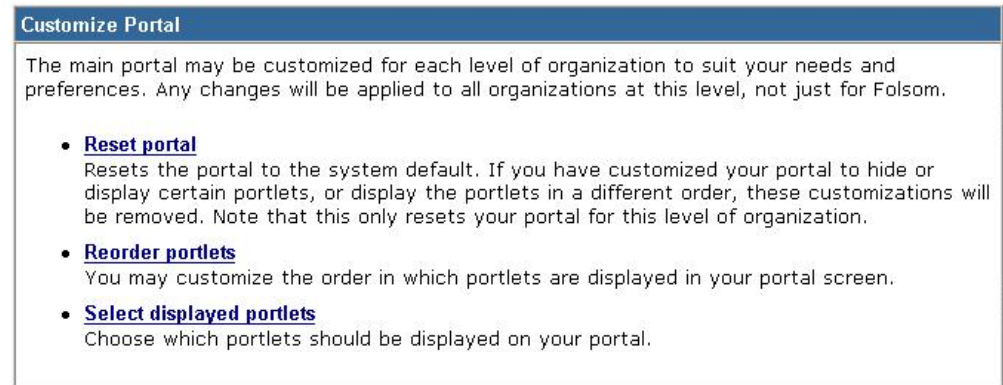
- The **Reorder Portlets** screen will load. Select the order in which you wish to display the portlets by clicking the up and down arrows. To save your changes, click the **Reorder** button. To cancel your changes, click the **Cancel** button.

CUSTOMIZING THE PORTAL PAGE (CONT...)

4. Choose which portlets to display

NFPORS allows you to choose which portlets you wish to display on the Portal page. To select which portlets you wish to view, click on the Customize Portal link in the **Administrative Tasks** portlet then:

- The **Customize Portal** screen will be displayed. Next, click on the Select displayed portlets link.
- The **Displayed Portlets** screen will load. Choose which portlets you wish to display by clicking on the check boxes to the left of the portlet name and clicking the **Save** button. Click **Cancel** to cancel your changes.



CUSTOMIZING THE PORTAL PAGE (CONT...)

5. Reset the Portal to the standard display

To reset the Portal page to its original settings, simply click on the [Customize Portal](#) link in the **Administrative Tasks** portlet.

- The **Customize Portal** screen will be displayed. Next, click on the [Reset portal](#) link.

- The system will take you back to the main Portal screen and the original portal settings will be displayed. The Portal is now reset to its original look and feel.

Customize Portal

The main portal may be customized for each level of organization to suit your needs and preferences. Any changes will be applied to all organizations at this level, not just for Folsom.

- **[Reset portal](#)**
Resets the portal to the system default. If you have customized your portal to hide or display certain portlets, or display the portlets in a different order, these customizations will be removed. Note that this only resets your portal for this level of organization.
- **[Reorder portlets](#)**
You may customize the order in which portlets are displayed in your portal screen.
- **[Select displayed portlets](#)**
Choose which portlets should be displayed on your portal.

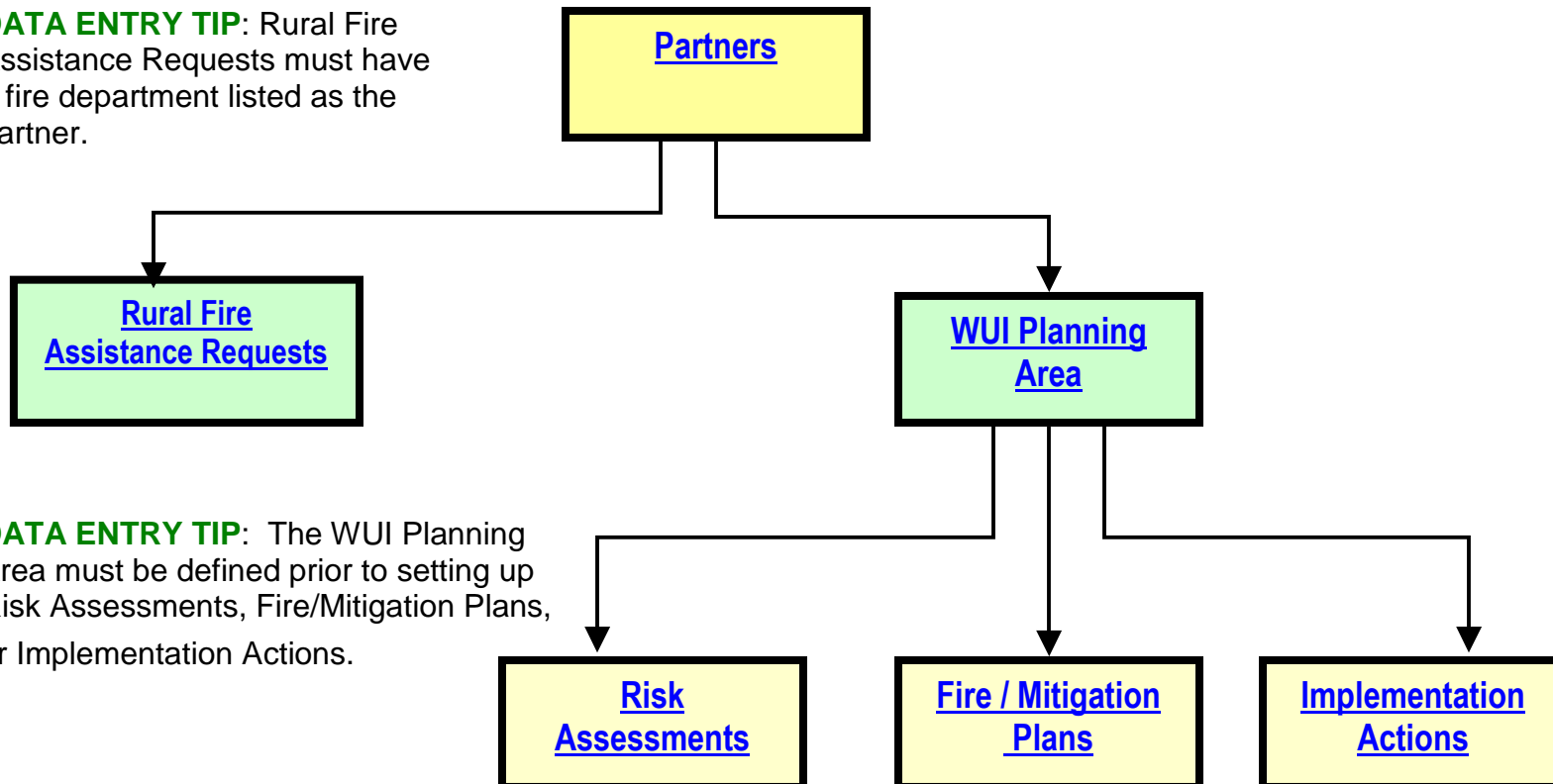
NOTES:

GETTING STARTED

The graphical representation below demonstrates the order of the steps you must take to complete the data entry in the Community Assistance module. Click on the hyperlink in each step to see more information on exactly how to complete each of the individual steps.

DATA ENTRY TIP: Whether you will be entering a Rural Fire Assistance Request or defining a WUI Planning area, the first step is to enter the Partner information.

DATA ENTRY TIP: Rural Fire Assistance Requests must have a fire department listed as the partner.



DATA ENTRY TIP: The WUI Planning Area must be defined prior to setting up Risk Assessments, Fire/Mitigation Plans, or Implementation Actions.

ADDING A NEW PARTNER

1. To add a new partner for either Rural Fire Assistance or Wildland Urban Interface, click on the [New Partner](#) link in the **Administrative Tasks** portlet.
2. The **New Partner** screen will be displayed.
3. Enter a name for the partner and indicate the partner type (e.g. fire department, state, county).
4. After you have identified the partner name and type, choose the Predominant state and Predominant congressional district. Click the **Save** button.

When selecting a Partner for the Rural Fire Assistance Request, the Partner Type must have been entered as a Fire Department.

You have now added a new partner in NFPORS!

NOTES:

The screenshot shows the 'New Partner' form with the following fields:

- Partner name: [Empty text box]
- Partner type: [Empty dropdown menu]
- Predominant state: [New Mexico]
- Predominant congressional district: [Empty dropdown menu]

 At the bottom right, there are 'Cancel' and 'Save' buttons.

The screenshot shows the 'New Partner' form with the following fields:

- Partner name: Bronco VFD
- Partner type: [Open dropdown menu showing options: Fire Department, State, County, Municipal, Township, Interstate, Intermunicipal, Special District, Independent School District, State-Controlled Institution of Higher Learning]
- Predominant state: [Empty dropdown menu]
- Predominant congressional district: [Empty dropdown menu]

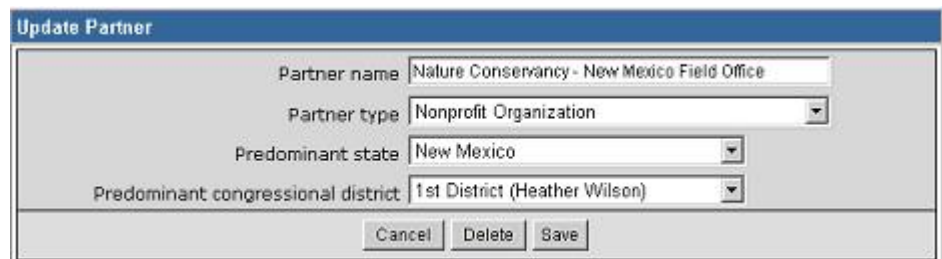
EDITING EXISTING PARTNERS

To update existing partner information in NFPORS, find the partner's name in the **Community Assistance Partners** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page**.)

Once you have found the desired partner click on the partner name link. If your partner is not listed in the portlet, click the More... link to view all the partners.



This will bring you to the **Update Partner** screen. Update the partner information as needed then click the **Save** button. To cancel changes click the **Cancel** button.

A screenshot of the "Update Partner" form. The form has a blue header with the title "Update Partner". Below the header are four input fields: "Partner name" with the value "Nature Conservancy - New Mexico Field Office", "Partner type" with a dropdown menu showing "Nonprofit Organization", "Predominant state" with a dropdown menu showing "New Mexico", and "Predominant congressional district" with a dropdown menu showing "1st District (Heather Wilson)". At the bottom of the form are three buttons: "Cancel", "Delete", and "Save".

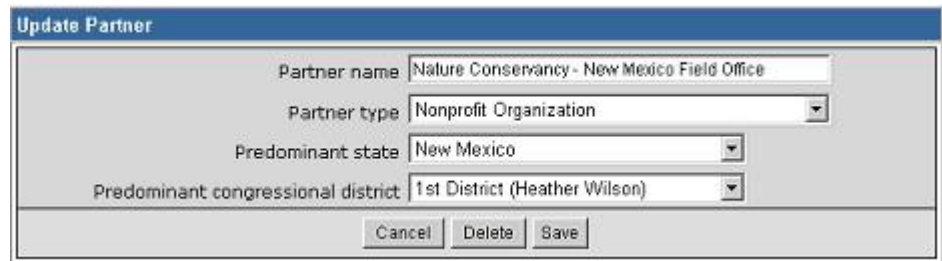
DELETING EXISTING PARTNERS

To delete an existing partner in NFPORS, find the partner's name in the **Community Assistance Partners** portlet on the Portal screen.

Once you have found the desired partner click on the partner name link. If your partner is not listed in the portlet, click the More... link to view all partners.



This will bring you to the Update Partner screen. Click the **Delete** button. To cancel changes, click the **Cancel** button. Note that to delete a Partner, it must not be assigned to any RFA Requests or WUI Planning Areas. If you attempt to delete a Partner that is currently assigned, the system will generate an error message.



RURAL FIRE ASSISTANCE REQUESTS

NFPORS asks you to identify all rural fire assistance requests that have been made. When you are on the main **Community Assistance** page, along the left side of the screen you will see the **RFA Request Summary** portlet.

- Click the [All Requests](#) link to view all requests that have been submitted for a specific fiscal year.



RFA Request Summary

Total requested versus funded Rural Fire Assistance numbers for FY 2004. Click the [All Requests](#) hyperlink to view all Rural Fire Assistance requests. Click the [New Request](#) hyperlink to enter a new Rural Fire Assistance request.

	Requested	Funded	Local Contribution
Training	\$212	\$0	\$51
Equipment	\$8,709,265	\$157,190	\$246,402
Prevention	\$506	\$0	\$0
Totals	\$8,709,983	\$157,190	\$246,453

[\[All Requests\]](#) [\[New Request\]](#)

- The Rural Fire Assistance Requests screen will be displayed. To sort by a particular column, click on the column header. You may also filter the list by fiscal year by clicking on the appropriate fiscal year at the bottom of the page.

Rural Fire Assistance Requests

Click a partner name to view/edit the details of that request.

FY [[All](#) 2004]

Partner	Target EY	Status	Requested Amount	Funded Amount	Local Contribution	Last Modified
Santa Fe VFD	2004	Pending	\$760	-	\$50	4/2/2004
Santa Fe VFD	2004	Pending	\$20	-	\$0	4/2/2004
Santa Fe VFD	2004	Pending	\$2	-	\$0	4/2/2004
Santa Fe VFD	2004	Unfunded	\$2	\$0	\$1	4/2/2004
Santa Fe VFD	2004	Awarded	\$40,000	\$24,000	\$4,000	4/2/2004
Springfield VFD	2004	Pending	\$44,999	-	\$0	4/2/2004
Springfield VFD	2004	Awarded	\$3,200	\$2,690	\$310	4/1/2004
Test1 KP4	2004	Completed	\$5,100,000	\$110,000	\$110,000	4/1/2004
Test1 KP4	2004	Awarded	\$1,000	\$500	\$60	4/1/2004
Test2 KP4	2004	Pending	\$1,200,000	-	\$32	4/2/2004
Test3 KP4	2004	Pending	\$110,000	-	\$1,000	4/2/2004
Test4 KP4	2004	Completed	\$1,100,000	\$20,000	\$20,000	4/2/2004
Test4 KP4	2004	Unfunded	\$10,000	\$0	\$1,000	4/2/2004
Test5 KP4	2004	Pending	\$1,100,000	-	\$110,000	4/2/2004

FY [[All](#) 2004]

[\[New Rural Fire Assistance Request\]](#)

ADD A NEW RURAL FIRE ASSISTANCE REQUEST

- To add a new rural fire assistance request, click on the [New Request](#) link on the portal page. This link may be found in either the **Administrative Tasks** portlet or the **RFA Request Summary** portlet.
- The **Enter Rural Fire Assistance Request** screen pictured to the right will be displayed. When selecting a Partner for the Rural Fire Assistance Request, the Partner Type must have been entered as a Fire Department. All required fields are marked with a red asterisk *. If you have clicked on “No” on the Regional Request question, you will be required to complete the **Predominant State** and **Predominant Congressional District** fields. It is strongly recommended that you complete all fields.
- After you have populated all the applicable fields on the first screen, click **Next>**. Complete the second screen and click the **Submit** button to save.

You have now added a new rural fire assistance request in NFPORS!

See the [Impacted Communities](#) section of this document for information on how input a community at risk or a community of interest for this Rural Fire Assistance Request.

Enter Rural Fire Assistance Request

* Partner: Springfield VFD

* Regional request?: Yes No

Predominant state: New Mexico

Predominant Congressional district: 1st District (Heather Wilson)

* Request date (m/d/yyyy): Mar 30 2004

* Target FY: 2004

* Status: Pending Rejected Unfunded Awarded Completed

Award date (m/d/yyyy):

Complete date (m/d/yyyy):

Agreement number:

Assistance Type:

- Equipment (Apparatus)
- Equipment (Communication)
- Equipment (Safety/PPE)
- Equipment (Tools/Supplies)
- Equipment (Water Handling)
- Prevention
- Training

Buttons: Cancel | Next>

Enter Rural Fire Assistance Request

Partner: Springfield VFD

Regional request?: Yes

Predominant state: New Mexico

Predominant Congressional district: 1st District (Heather Wilson)

Request date (m/d/yyyy): 3/30/2004

Target FY: 2004

Status: Pending

Award date (m/d/yyyy):

Complete date (m/d/yyyy):

Agreement number:

Equipment (Apparatus)

Number requested: 10

Requested amount (\$): 100

Funded amount (\$): -

Local contribution (\$): 1000

Buttons: Cancel | Submit

EDITING OR DELETING EXISTING RURAL FIRE ASSISTANCE REQUESTS

To edit existing rural fire assistance request in NFPORS, click on All Requests link in the **RFA Request Summary** portlet on the Portal screen.

- Once you have found the desired request, click on the **Partner** name link.



Rural Fire Assistance Requests

Click a partner name to view/edit the details of that request.
FY | All 2004 |

Partner	Target FY	Status	Requested Amount	Funded Amount	Local Contribution	Last Modified
Santa Fe VFD	2004	Pending	\$760	-	\$50	4/2/2004
Santa Fe VFD	2004	Pending	\$20	-	\$0	4/2/2004
Santa Fe VFD	2004	Pending	\$2	-	\$0	4/2/2004
Santa Fe VFD	2004	Unfunded	\$2	\$0	\$1	4/2/2004
Santa Fe VFD	2004	Awarded	\$40,000	\$24,000	\$4,000	4/2/2004
Springfield VFD	2004	Pending	\$44,999	-	\$0	4/2/2004
Springfield VFD	2004	Awarded	\$3,200	\$2,680	\$310	4/1/2004
Test1 KP4	2004	Completed	\$5,100,000	\$110,000	\$110,000	4/1/2004
Test1 KP4	2004	Awarded	\$1,000	\$500	\$60	4/1/2004
Test2 KP4	2004	Pending	\$1,200,000	-	\$32	4/2/2004
Test3 KP4	2004	Pending	\$110,000	-	\$1,000	4/2/2004
Test4 KP4	2004	Completed	\$1,100,000	\$20,000	\$20,000	4/2/2004
Test4 KP4	2004	Unfunded	\$10,000	\$0	\$1,000	4/2/2004
Test5 KP4	2004	Pending	\$1,100,000	-	\$110,000	4/2/2004

FY | All 2004 |

[\[New Rural Fire Assistance Request\]](#)

Edit Rural Fire Assistance Request

* Partner:

* Regional request? Yes No

Predominant state:

Predominant Congressional district:

* Request date (m/d/yyyy):

* Target FY:

* Status: Pending Rejected Unfunded

Agreement number:

Administrative Tasks

Quick Links

[\[Contact\]](#)

Rural Fire Assistance (RFA)

[\[New Partner\]](#) [\[New Rural Fire Assistance Request\]](#)

Wildland Urban Interface (WUI)

[\[New Partner\]](#) [\[New WUI Planning Area\]](#) [\[New Risk Assessment\]](#) [\[New Fire Mitigation Plan\]](#) [\[New Implementation Action\]](#)

Out-Year Planning

[\[Edit FY Plans\]](#)

Assistance Types

The following assistance types are associated with this Rural Fire Assistance request. Click the assistance type name to edit/view the assistance type.

Type	Number Requested	Requested Amount	Funded Amount	Local Contribution
Equipment (Tools/Supplies)	100	\$20	-	\$2,000

[\[New Assistance Type\]](#)

Impacted Communities

No communities at risk have been specified for this request. The following communities of interest may be impacted.

- Oak Hill, NM

[\[Select Communities at Risk\]](#)

[\[Select Other Communities of Interest\]](#)

Request History

Record created: 4/4/2004 by Test user 15

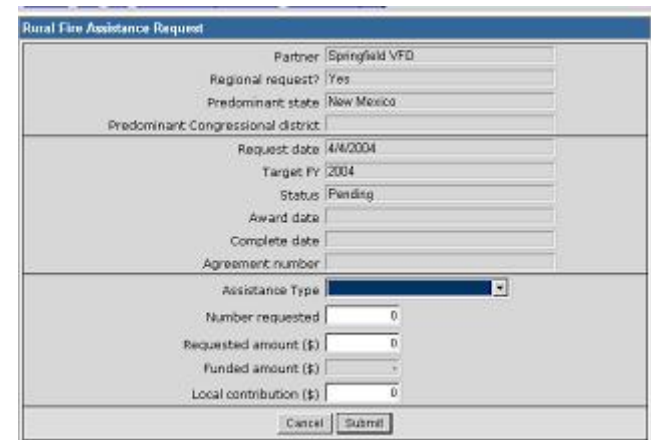
Last modified: 4/4/2004 by Test User 15

- This will bring you to the **Edit Rural Fire Assistance Request** page. Edit the request information as needed then click the **Save** button.
- To cancel changes, click the **Cancel** button.
- If you wish to delete the request, click on the **Delete** button. A warning will come up asking you to confirm the deletion.
- You may also click on the Select Communities at Risk link or Select Other Communities of Interest link to edit or add an Impacted Community.

EDITING OR DELETING EXISTING RURAL FIRE ASSISTANCE REQUESTS (CONT...)

You may also add additional Assistance Types by clicking on the [New Assistance Type](#) link.

This will bring you to the **Rural Fire Assistance Request** screen. Enter the applicable information and click **Submit**.



The screenshot shows a web form titled "Rural Fire Assistance Request". The form is divided into several sections. The first section contains fields for "Partner" (Springfield VFD), "Regional request?" (Yes), "Predominant state" (New Mexico), and "Predominant Congressional district". The second section contains fields for "Request date" (4/4/2004), "Target FY" (2004), "Status" (Pending), "Award date", "Complete date", and "Agreement number". The third section contains a dropdown menu for "Assistance Type", and four numeric input fields: "Number requested" (0), "Requested amount (\$)" (0), "Funded amount (\$)" (-), and "Local contribution (\$)" (0). At the bottom of the form are "Cancel" and "Submit" buttons.

NOTES:

AWARDING RURAL FIRE ASSISTANCE REQUESTS

To award a Rural Fire Assistance request, click on **Award** on the **Edit Rural Fire Assistance Request** screen.

Edit Rural Fire Assistance Request

* Partner: Springfield VFD
 * Regional request? Yes No
 Predominant state: New Mexico
 Predominant Congressional district: []
 * Request date (m/d/yyyy): Apr 3 2004
 * Target FY: 2004
 * Status: Pending Rejected Unfunded
 Agreement number: []

Buttons: Cancel, Delete, Copy, Award, Save

Administrative Tasks

Quick Links
[\[Support\]](#)
[Rural Fire Assistance \(RFA\)](#)
[\[New Partner\]](#) [\[New Rural Fire Assistance Request\]](#)
[Wildland Urban Interface \(WUI\)](#)
[\[New Partner\]](#) [\[New WUI Planning Area\]](#) [\[New Risk Assessment\]](#) [\[New Fire/Obtigation Plan\]](#) [\[New Implementation Action\]](#)
 Out-Year Planning
[\[Edit FY Plans\]](#)

Impacted Communities
 No communities at risk have been specified for this request. The following communities of interest may be impacted.
 • Oak Hill, NM
[\[Select Communities at Risk\]](#)
[\[Select Other Communities of Interest\]](#)

Request History
 Record created: 4/4/2004 by Test User 15
 Last modified: 4/4/2004 by Test User 15

Assistance Types
 The following assistance types are associated with this Rural Fire Assistance request. Click the assistance type name to edit/view the assistance type.

Type	Number Requested	Funded Amount	Local Contribution
Equipment (Tools/Supplies)	100	\$200	\$2,000

[\[New Assistance Type\]](#)

The **Award Rural Fire Assistance Request** screen will be displayed. Complete applicable fields and click on **Award Request**. Note that for the Rural Fire Assistance Request to be awarded, **the Local Contribution must be at least 10% of the Total Funded Amount**.

Award Rural Fire Assistance Request

Partner: Springfield VFD
 Regional request?: Yes
 Predominant state: New Mexico
 Predominant Congressional district: 1st District (Heather Wilson)
 Request date (m/d/yyyy): 3/30/2004
 Target FY: 2004
 Status: Pending
 Award date (m/d/yyyy): Apr 1 2004
 Agreement number: []

Equipment (Apparatus)

Number requested: 10
 Requested amount (\$): 100
 Funded amount (\$): 0
 Local contribution (\$): 1000

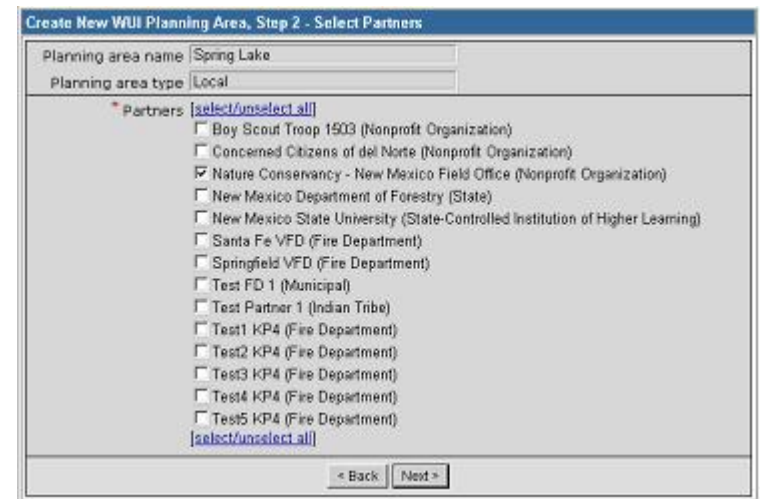
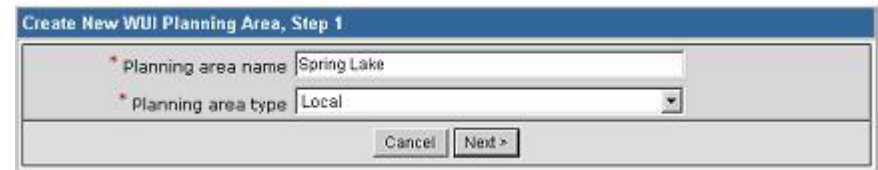
Buttons: Cancel, Award Request

NEW WUI PLANNING AREA

Planning Areas provide a mechanism for grouping related WUI Activities (Risk Assessments, Fire/Mitigation Plans and Implementation Actions). To add a new WUI Planning Area, click on the [New Planning Area](#) link in the **Administrative Tasks** portlet or [New Planning Area](#) link in the **WUI Planning Areas** portlet.



- The **Create New WUI Planning Area, Step 1** screen will be displayed. Complete the Planning Area name and Planning Area type then click on **Next>**. All required fields are marked with a red asterisk *. It is strongly recommended that you complete all applicable fields.
- The **Create New WUI Planning Area, Step 2** screen will be displayed. Choose the Partner(s) then click on **Next>**. If the Planning area type is State or Multi-State, clicking **Next>** will save the New WUI Planning Area information.



NEW WUI PLANNING AREA (CONT...)

- If the Planning area type is Local, you will also need to select an impacted community from the **Create New WUI Planning Area, Step 3**. Click **Next >** to save. See the [impacted communities](#) section of this document for more information on selecting communities at risk or communities of interest.

- After completing the New Planning Area, you will need to identify the [Risk Assessments](#), [Fire/Mitigation Plans](#), and [Implementation Actions](#) associated with this WUI Planning Area.

The screenshot shows a web form titled "Create New WUI Planning Area, Step 3 - Select Communities". It contains the following fields and options:

- Planning area name: Spring Lake
- Planning area type: Local
- Select communities at risk: Use Map >
- or -
- Select a community of interest: Taos, NM
- or -
- Enter a new community of interest: [text input field]
- State: New Mexico
- Navigation buttons: < Back, Next >

The screenshot shows the "Edit WUI Planning Area" page for "Spring Lake". It includes a "Cancel", "Delete", and "Save" button bar. Below are three sections:

- Risk Assessments**: No risk assessments have been entered for this project. To enter a new risk assessment, click the [New Risk Assessment](#) hyperlink below.
- Fire/Mitigation Plans**: No fire/mitigation plans have been entered for this project. To enter a new fire/mitigation plan, click the [New Fire/Mitigation Plan](#) hyperlink below.
- Implementation Actions**: No implementation actions have been entered for this project. To enter a new implementation action, click the [New Implementation Action](#) hyperlink below.

NOTES:

EDITING A WUI PLANNING AREA

To edit an existing WUI Planning Area, click on the planning area name in the WUI Planning Areas portlet on the Portal screen.



If your WUI Planning Area is not listed in the portlet, click the More... link to view all of your WUI Planning Areas.

Edit the Planning area name and click **Save** to save the edits or **Cancel** to cancel the edit.

You may also click on the Select Communities at Risk link or Select Other Communities of Interest link to edit or add an Impacted Community.

Edit WUI Planning Area

* Planning area name: Spring Lake
 Planning area type: Local
 [Cancel] [Save]

Risk Assessments
 The following risk assessments are associated with this planning area. Click the risk assessment name to edit/view the record. Click the [New Risk Assessment](#) hyperlink to create a new record.

Risk Assessment	Status	Target FY	Requested Number	Completed Number
April Snow	Pending	2004	1	0
Spring Lake Assessment	Pending	2004	1	0

[[New Risk Assessment](#)]

Fire/Mitigation Plans
 No fire/mitigation plans have been entered for this project. To enter a new fire/mitigation plan, click the [New Fire/Mitigation Plan](#) hyperlink below.

[[New Fire/Mitigation Plan](#)]

Implementation Actions
 No implementation actions have been entered for this project. To enter a new implementation action, click the [New Implementation Action](#) hyperlink below.

[[New Implementation Action](#)]

Administrative Tasks
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[\[New Partner\]](#) [\[New Rural Fire Assistance Request\]](#)
[Wildland Urban Interface \(WUI\)](#)
[\[New Partner\]](#) [\[New WUI Planning Area\]](#) [\[New Risk Assessment\]](#) [\[New Fire/Mitigation Plan\]](#) [\[New Implementation Action\]](#)
[Out-Year Planning](#)
[\[Edit FY Plans\]](#)

Planning Area Partners
 The following partners are associated with this planning area.

- Nature Conservancy - New Mexico Field Office (Nonprofit Organization)

[[Update Partners](#)]

Impacted Communities
 No communities at risk have been specified for this planning area. The following communities of interest may be impacted.

- Taos, NM

[[Select Communities at Risk](#)]
[\[Select Other Community of Interest\]](#)

EDITING A WUI PLANNING AREA (CONT...)

You may also update WUI Planning Area partners by clicking on the [Update Partners](#) link.

This will bring you to the **Update Partners for WUI Planning Area** screen. Select the partners that you wish to add or remove. Click **Update** to save.

The screenshot shows a web application window titled "Update Partners for WUI Planning Area". At the top, there are two input fields: "Planning area name" with the value "Spring Lake" and "Planning area type" with the value "Local". Below these is a section labeled "Partners" with a link "[\[select/unselect all\]](#)". A list of partner organizations follows, each with a checkbox: "Boy Scout Troop 1503 (Nonprofit Organization)", "Concerned Citizens of del Norte (Nonprofit Organization)", "Nature Conservancy - New Mexico Field Office (Nonprofit Organization)" (checked), "New Mexico Department of Forestry (State)", "New Mexico State University (State-Controlled Institution of Higher Learning)", "Santa Fe VFD (Fire Department)", "Springfield VFD (Fire Department)", "Test FD 1 (Municipal)", "Test Partner 1 (Indian Tribe)", "Test1 KP4 (Fire Department)", "Test2 KP4 (Fire Department)", "Test3 KP4 (Fire Department)", "Test4 KP4 (Fire Department)", "Test5 KP4 (Fire Department)", and "Test6 KP4 (Fire Department)". At the bottom of the list is another link "[\[select/unselect all\]](#)". At the very bottom of the window are two buttons: "Cancel" and "Update".

NOTES:

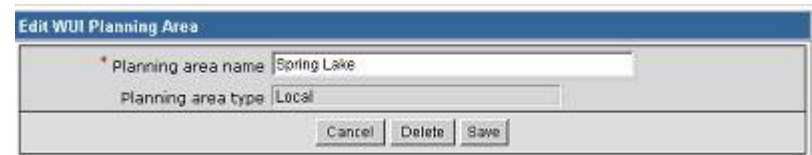
DELETING A WUI PLANNING AREA

Only WUI Planning Areas that are not associated with a Risk Assessment, Fire/Mitigation Plan, or Implementation Action can be deleted. To delete an existing WUI Planning Area, click on the planning area name in the **WUI Planning Areas** portlet on the Portal screen.



If your WUI Planning Area is not listed in the portlet, click the More... link to view all of your WUI Planning Areas.

If you wish to delete the Planning Area, click on the **Delete** button. A warning will come asking you to confirm the deletion.



NEW RISK ASSESSMENTS

1. From either the **Administrative Tasks** portlet, the **Risk Assessments** portlet or the **Edit WUI Planning Area** screen, click on the New Risk Assessment link.
2. The **Create Risk Assessment, Step 1** screen will appear. All required fields are marked with a red asterisk *. It is strongly recommended that you complete all applicable fields. After you have populated all the applicable fields on the first screen, click **Next>**.
3. The **Create Risk Assessment, Step 2-Select Partners** screen will appear. Choose the Partner(s) associated with this Risk Assessment and click **Next>**. Note that only Partners that are associated with the Planning Area are available for selection.
4. The **Create Risk Assessment, Step 3-Select Communities** screen will appear. Choose the Communities at Risk or Communities of Interest associated with this Risk Assessment and click **Save**. Note that only Communities associated with the Planning Area are available for selection.

EDITING OR DELETING RISK ASSESSMENTS

To edit an existing Risk Assessment, click on the **Risk Assessment** name in the **Risk Assessments** portlet on the Portal screen.

Risk Assessments

Your 5 most recently requested risk assessments are listed below. Click the risk assessment name to edit/view WUI risk assessment. Click the [New Risk Assessment](#) hyperlink to create a new risk assessment.

Planning Area	Risk Assessment	Status	Request Date	Requested Number	Requested Amount
Spring Lake	April Snow	Pending	4/4/2004	1	250
Spring Lake	Spring Lake Assessment	Pending	4/4/2004	1	2,500
Sherwood Forest	Sherwood Forest Risk Assessment	Pending	4/1/2004	1	1,000
Test planning area 1	Test RA 2	Pending	3/31/2004	1	500
Test1 KP4	Test1 KP4	Completed	3/30/2004	10	10,000,000

[[More...](#)] [[New Risk Assessment](#)]

If your Risk Assessment is not listed in the portlet, click the [More...](#) link to view all of your Risk Assessments.

The **Edit Risk Assessments** screen will be displayed. Make the desired edits, and then click the **Save** button.

To cancel changes, click the **Cancel** button.

If you wish to delete the risk assessment, click on the **Delete** button. A warning will come up asking you to confirm the deletion.

You may also click on the Update Communities link in the Impacted Communities portlet to edit or add an Impacted Community.

Edit Risk Assessment

* Risk assessment name:
 Local identifier:
 Planning area name:
 Planning area type:
 * Predominant state:
 * Predominant Congressional district:
 * Status: Pending Rejected Unfunded Awarded Completed

* Target FY:
 * Funding source:
 * Request date (m/d/yyyy):
 * Requested number:
 * Requested amount (\$):

Award date (m/d/yyyy):
 Awarded number:
 Awarded amount (\$):
 Contracted amount (\$):
 Local contribution (\$):
 Agreement number:
 Local contractor used?: Yes No Unknown

Completion date (m/d/yyyy):
 Completed number:

Administrative Tasks

Quick Links

[\[Reports\]](#)
[Rural Fire Assistance \(RFA\)](#)
[\[New Partner\]](#) [\[New Rural Fire Assistance Request\]](#)
[Wildland Urban Interface \(WUI\)](#)
[\[New Partner\]](#) [\[New WUI Planning Area\]](#) [\[New Risk Assessment\]](#) [\[New Fire/Mitigation Plan\]](#) [\[New Implementation Action\]](#)
 Out-Year Planning
[\[Edit FY Plans\]](#)

Risk Assessment Partners

The following partners are associated with this risk assessment.

- Nature Conservancy - New Mexico Field Office (Nonprofit Organization)

[\[Update Partners\]](#)

Impacted Communities

No communities at risk have been specified for this risk assessment. The following communities of interest may be impacted.

- Taos, NM

[\[Update Communities\]](#)

EDITING OR DELETING RISK ASSESSMENTS (CONT...)

You may also update Risk Assessment partners by clicking on the [Update Partners](#) link.

This will bring you to the **Update Risk Assessment Partners** screen. Select the partners that you wish to add or remove. Click **Save** to save.

The screenshot shows a web form titled "Update Risk Assessment Partners". It contains the following fields and options:

- Risk assessment name:** April Snow
- Planning area:** Spring Lake
- * Partners:**
 - [select/unselect all]
 - Nature Conservancy - New Mexico Field Office (Nonprofit Organization)
 - New Mexico Department of Forestry (State)
 - [select/unselect all]

At the bottom right of the form are two buttons: "Cancel" and "Save".

NOTES:

NEW FIRE/MITIGATION PLANS

1. From either the **Administrative Tasks** portlet, the **Fire/Mitigation** portlet or the **Edit WUI Planning Area** screen, click on the **New Mitigation Plan** link.
2. The **Create Mitigation Plan, Step 1** screen will appear. All required fields are marked with a red asterisk *. It is strongly recommended that you complete all applicable fields. After you have populated all the applicable fields on the first screen, click **Next>**.
3. The **Create Mitigation Plan, Step 2-Select Partners** screen will appear. Choose the Partner(s) associated with this Mitigation Plan and click **Next>**. Note that only Partners that are associated with the Planning Area are available for selection.
4. The **Create Mitigation Plan, Step 3-Select Communities** screen will appear. Choose the Communities at Risk or Communities of Interest associated with this Mitigation Plan and click **Save**. Note that only Communities that are associated with the Planning Area are available for selection.

EDITING OR DELETING FIRE/MITIGATION PLANS

To edit an existing Fire/Mitigation Plan, click on the **Mitigation Plan** name in the **Fire/Mitigation Plan** portlet on the Portal screen.

If your Mitigation Plan is not listed in the portlet, click the More... link to view all of your Mitigation Plans.

The **Edit Mitigation Plans** screen will be displayed. Make the desired edits, and then click the **Save** button.

To cancel changes, click the **Cancel** button.

If you wish to delete the mitigation plan, click on the **Delete** button. A warning will come up asking you to confirm the deletion.

You may also click on the Update Communities link in the Impacted Communities portlet to edit or add an Impacted Community.

Fire/Mitigation Plans

Your 4 most recently requested mitigation plans are listed below. Click the mitigation plan name to edit/view WUI mitigation plan. Click the [New Mitigation Plan](#) hyperlink to create a new mitigation plan.

Planning Area	Mitigation Plan	Status	Request Date	Requested Number	Requested Amount
Spring Lake	Spring Lake Mitigation Plan	Pending	4/4/2004	1	250
Dave's Test Planning Area	Dave's FMP	Pending	4/1/2004	1	100,000
wsc	wsc mp	Pending	3/25/2004	1	666
Test1 KP4	Test1 KP4	Pending	3/20/2004	10	1,000,000

[[Move...](#)] [[New Mitigation Plan](#)]

National: DOJ | BIA: Southwest Regional Office: Mescalero Agency

Edit Mitigation Plan

Mitigation plan name:

Local identifier:

Planning area name:

Planning area type:

Associated risk assessment:

Predominant state:

Predominant Congressional district:

Status: Pending Rejected Unfunded Awarded Completed

Target FY:

Funding source:

Request date (m/d/yyyy):

Requested number:

Requested amount (\$):

Award date (m/d/yyyy):

Awarded number:

Awarded amount (\$):

Contracted amount (\$):

Local contribution (\$):

Agreement number:

Local contractor used? Yes No Unknown

Completion date (m/d/yyyy):

Completed number:

Administrative Tasks

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[Rural Fire Assistance \(RFA\)](#)

[\[New Partner\]](#) [\[New Rural Fire Assistance Request\]](#)

[Wildland Urban Interface \(WUI\)](#)

[\[New Partner\]](#) [\[New WUI Planning Area\]](#) [\[New Risk Assessment\]](#) [\[New Fire/Mitigation Plan\]](#) [\[New Implementation Action\]](#)

[Out-Year Planning](#)

[\[Edit FY Plans\]](#)

Mitigation Plan Partners

The following partners are associated with this mitigation plan.

- Nature Conservancy-New Mexico Field Office (Nonprofit Organization)

[\[Update Partners\]](#)

Impacted Communities

No communities at risk have been specified for this mitigation plan. The following communities of interest may be impacted.

- Taos, NM

[\[Update Communities\]](#)

Mitigation Plan History

Record created: 4/5/2004 by Test User 15

Last modified: 4/5/2004 by Test User 15

EDITING OR DELETING FIRE/MITIGATION PLANS (CONT...)

You may also update Mitigation Plan partners by clicking on the [Update Partners](#) link.

This will bring you to the **Update Mitigation Plan Partners** screen. Select the partners that you wish to add or remove. Click **Save** to save.



The screenshot shows a web form titled "Update Mitigation Plan Partners". It contains the following fields and controls:

- Mitigation plan name:
- Planning area:
- Partners: [\[select/unselect all\]](#)
 - Nature Conservancy-New Mexico Field Office (Nonprofit Organization)
 - [\[select/unselect all\]](#)
- Buttons:

NOTES:

NEW IMPLEMENTATION ACTIONS

1. Implementation Actions are actions necessary to implement the goals and objectives identified in the Mitigation Plan. Examples of implementation actions include, but are not limited to, community outreach events, home evaluations, and training. From either the **Administrative Tasks** portlet, the **Implementation Actions** portlet or the **Edit WUI Planning Area** screen, click on the New Implementation Action link.
2. The **Create Implementation, Step 1** screen will appear. All required fields are marked with a red asterisk *. It is strongly recommended that you complete all appropriate fields. After you have populated all the applicable fields on the first screen, click **Next>**.
3. The **Create Implementation Action, Step 2-Select Partners** screen will appear. Choose the Partner(s) associated with Implementation Action and click **Next>**. Note that only Partners that are associated with the Planning Area are available for selection.
4. The **Create Implementation Action, Step 3-Select Communities** screen will appear. Choose the Communities at Risk Communities of Interest associated with this Implementation Action and click **Save**. Note that only Communities associated with the Planning Area are available for selection.

Create Implementation Action, Step 1

* Implementation action name: Spring Lake Implementation Action
 Local identifier: SL1234

* Implementation action type: Monitoring

Planning area name: Spring Lake
 Planning area type: Local

* Predominant state: New Mexico

* Predominant Congressional district: 1st District (Heather Wilson)

* Status: Pending Rejected Unfunded Awarded Completed

* Target FY: 2004

* Funding source: Hazardous Fuels - WUI

* Request date (m/d/yyyy): Apr 4 2004

* Requested number: 1

* Requested amount (\$): 1000

Award date (m/d/yyyy):
 Awarded number:
 Awarded amount (\$):
 Contracted amount (\$):
 Local contribution (\$):
 Agreement number:
 Local contractor used? Yes No Unknown

Completion date (m/d/yyyy):
 Completed number:

Cancel Next>

Create Implementation Action, Step 2 - Select Partners

Implementation action name: Spring Lake Implementation Action
 Planning area: Spring Lake

* Partners: [\[select/unselect all\]](#)
 Nature Conservancy-New Mexico Field Office (Nonprofit Organization)
[\[select/unselect all\]](#)

< Back Next >

Create Implementation Action, Step 3 - Select Communities

Implementation action name: Spring Lake Implementation Action
 Planning area: Spring Lake

Communities of interest: [\[select/unselect all\]](#)
 Sherwood Forest, NM
 Taos, NM
[\[select/unselect all\]](#)

< Back Save

EDITING OR DELETING IMPLEMENTATION ACTIONS

To edit an existing Implementation Action, click on the **Implementation Action** name in the **Implementation Actions** portlet on the Portal screen.

If your Implementation Action is not listed in the portlet, click the More... link to view all of your Implementation Actions.

The **Edit Implementation Actions** screen will be displayed. Make the desired edits, and then click the **Save** button.

To cancel changes, click the **Cancel** button.

If you wish to delete the implementation action, click on the **Delete** button. A warning will come up asking you to confirm the deletion.

You may also click on the Update Communities link in the Impacted Communities portlet to edit or add an Impacted Community.

The screenshot shows a window titled 'Implementation Actions'. It contains a table with the following data:

Planning Area	Implementation Action	Status	Request Date	Requested Number	Requested Amount
Spring Lake	Spring Lake Implementation Action	Pending	4/4/2004	1	1,000
wsc	wsc Ja	Pending	3/25/2004	1	666
Test1 KP4	Test1 KP4	Pending	3/10/2004	10	10,000,000

Below the table are links: [More...] [New Implementation Action]

The screenshot shows the 'Edit Implementation Action' screen. The main form includes the following fields:

- Implementation action name: Spring Lake Implementation Action
- Local identifier: SL1234
- Implementation action type: Monitoring
- Planning area name: Spring Lake
- Planning area type: Local
- Associated risk assessment: [Dropdown]
- Associated mitigation plan: [Dropdown]
- Predominant state: New Mexico
- Predominant Congressional district: 1st District (Heather Wilson)
- Status: Pending Rejected Unfunded Awarded Completed
- Target FY: 2004
- Funding source: Hazardous Fuels - WUI
- Request date (m/d/yyyy): Apr 4 2004
- Requested number: 1
- Requested amount (\$): 1000
- Award date (m/d/yyyy): [Dropdown]
- Awarded number: [Input]
- Awarded amount (\$): [Input]
- Contracted amount (\$): [Input]
- Local contribution (\$): [Input]
- Agreement number: [Input]
- Local contractor used?: Yes No Unknown
- Completion date (m/d/yyyy): [Dropdown]
- Completed number: [Input]

The right sidebar contains:

- Administrative Tasks**
 - Quick Links**
 - [Reports](#)
 - [Rural Fire Assistance \(RFA\)](#)
 - [New Partner](#) [New Rural Fire Assistance Request](#)
 - [Wildland Urban Interface \(WUI\)](#)
 - [New Partner](#) [New WUI Planning Area](#) [New Risk Assessment](#) [New Fire/Mitigation Plan](#) [New Implementation Action](#)
 - [Out-Year Planning](#)
 - [Edit FY Plans](#)
 - Implementation Action Partners**
 - The following partners are associated with this implementation action.
 - Nature Conservancy-New Mexico Field Office (Nonprofit Organization)
 - [Update Partners](#)
 - Impacted Communities**
 - No communities at risk have been specified for this implementation action. The following communities of interest may be impacted.
 - Taos, NM
 - [Update Communities](#)
 - Implementation Action History**
 - Record created: 4/5/2004 by Test User 15
 - Last modified: 4/5/2004 by Test User 15

EDITING OR DELETING IMPLEMENTATION ACTIONS (CONT...)

You may also update Implementation Action partners by clicking on the [Update Partners](#) link.

This will bring you to the **Update Implementation Action Partners** screen. Select the partners that you wish to add or remove. Click **Save** to save.



The screenshot shows a web form titled "Update Implementation Action Partners". It contains the following fields and controls:

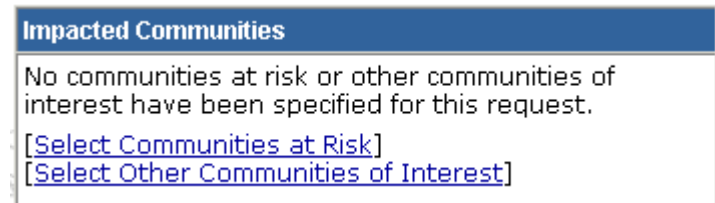
- "Implementation action name" field with the value "Spring Lake Implementation Action".
- "Planning area" field with the value "Spring Lake".
- A section labeled "* Partners" containing a list of partners. The first partner is "Nature Conservancy-New Mexico Field Office (Nonprofit Organization)", which is selected with a checked checkbox. There are "[select/unselect all]" links for both the partners list and the individual partner.
- "Cancel" and "Save" buttons at the bottom right.

NOTES:

IMPACTED COMMUNITIES

NFPORS allows users to identify communities at risk and communities of interest that are impacted by a community assistance effort.

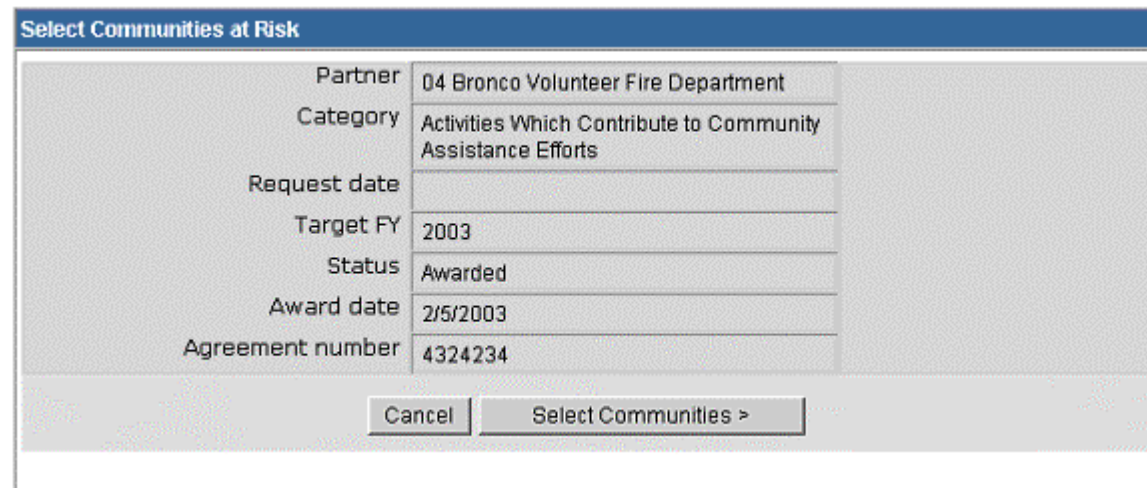
After establishing Rural Fire Assistance Requests or WUI Planning Areas go to the **Impacted Communities** portlet to select an impacted community. Click on the [Select Community at Risk](#) link to add a community at risk, or click on the [Select Other Community of Interest](#) to add a community of interest.



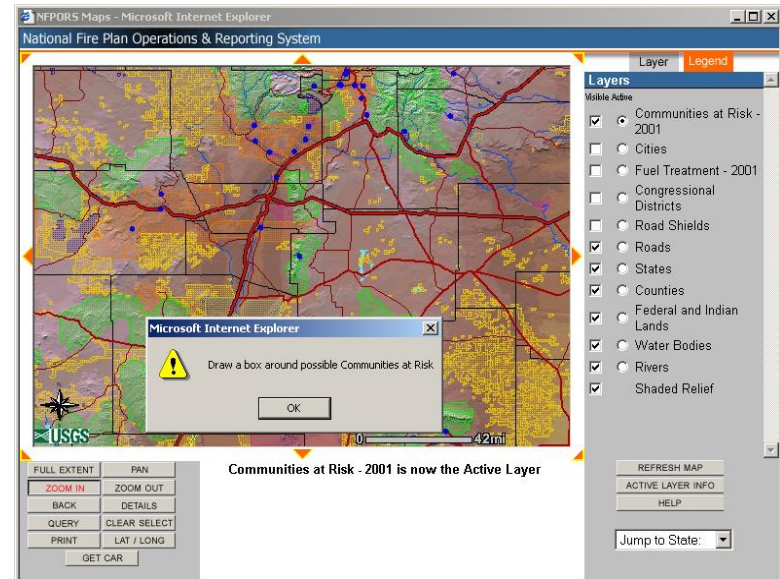
COMMUNITIES AT RISK

NFPORS leverages GeoMAC for identifying communities at risk (CAR). Using GeoMAC, you will draw a rectangle around the project or treatment area. GeoMAC will then identify any communities at risk that fall within this area. Finally, you will pick from this list the at-risk community or communities that you wish to identify. The selected communities will then be transferred back to the NFPORS system.

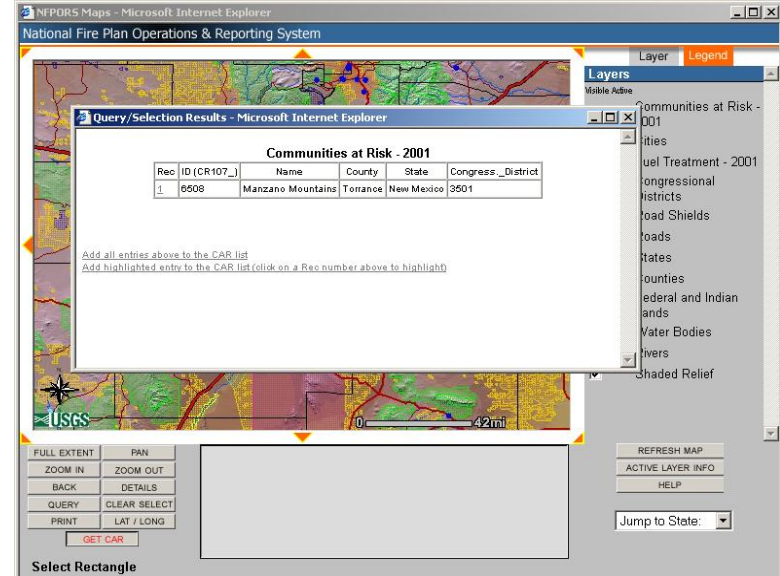
- Click the **Select Communities >** button to go to GeoMAC to pick the CAR. If you wish to cancel, click the **Cancel** button.



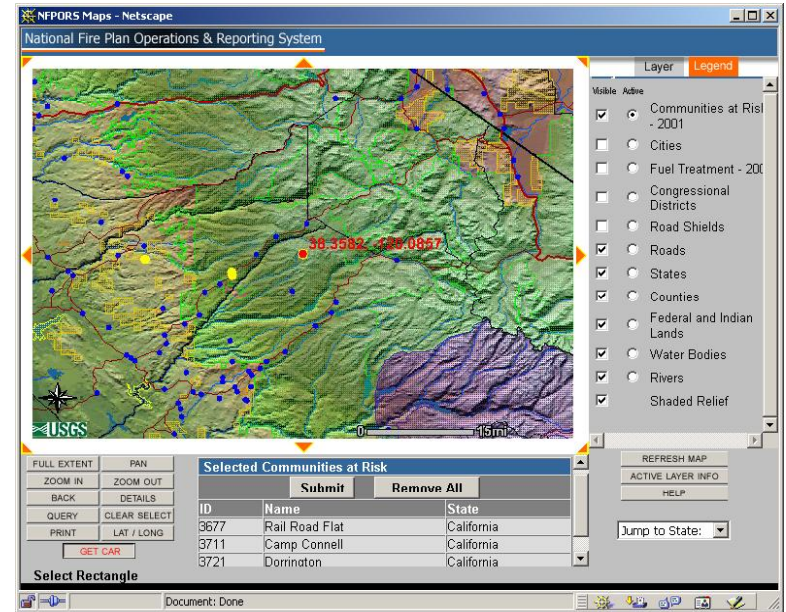
- Once GeoMAC has loaded click on the **Get CAR** button in the bottom left hand corner of the screen, click the **OK** button to continue.



- Next, using the mouse, draw a rectangle around the point identified on the map. After you have finished drawing the rectangle with the mouse, GeoMAC will identify communities at risk that fall within the area of the rectangle. Follow the instructions on the pop-up screen to choose communities at risk.



- Once you have added the communities at risk to your CAR list, click the **Submit** button. This will transfer the communities back to NFPORS. If you wish to remove the communities from your CAR list and select new ones, click the **Remove All** button.



- The community or communities selected in GeoMAC will then be listed in the **Impacted Communities** portlet.

Impacted Communities

The following communities at risk may be impacted by this request.

- Camp Connell, CA
- Dorrington, CA
- Rail Road Flat, CA

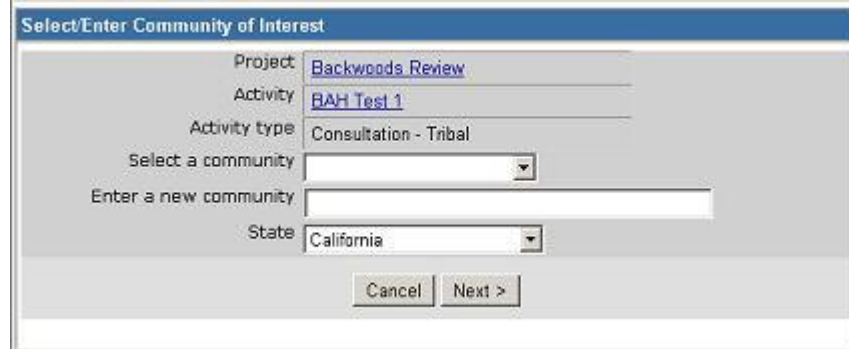
No other communities of interest have been specified.

[\[Select Communities at Risk\]](#)
[\[Select Other Communities of Interest\]](#)

COMMUNITIES OF INTEREST

Click on the [Select Other Communities of Interest](#) link so that you may enter in a community of interest in two ways.

- If the community has been previously entered, you may select it from the drop down menu.
- If you don't see the desired community of interest in the drop down menu, you will need to input the community's name and select the State where the community is located.
- Once you have entered the community of interest click **Next>** button. To cancel your entry, click the **Cancel** button.



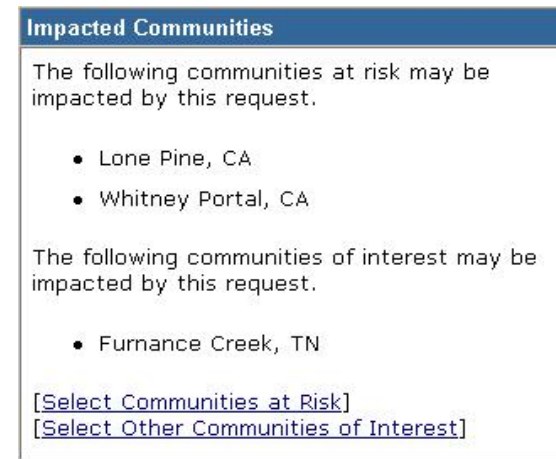
The screenshot shows a dialog box titled "Select/Enter Community of Interest". It contains the following fields and controls:

- Project: Backwoods Review
- Activity: BAH Test 1
- Activity type: Consultation - Tribal
- Select a community: A dropdown menu.
- Enter a new community: A text input field.
- State: A dropdown menu showing "California".
- Buttons: "Cancel" and "Next >".

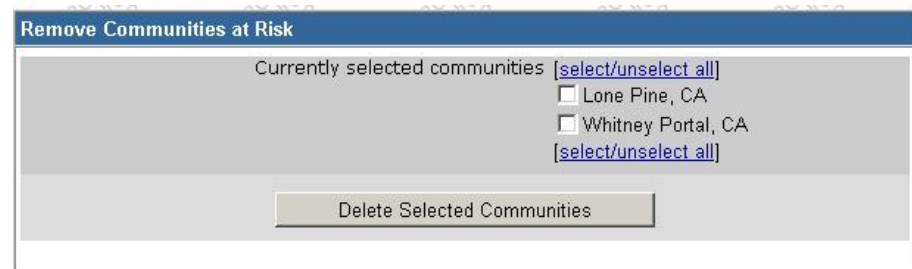
REMOVING A COMMUNITY FROM THE LIST

If there is a community on the either the Communities at Risk or Communities of Interest list that is no longer impacted, you can remove it from the **Impacted Communities** portlet.

- Click on either the [Select Communities at Risk](#) link, or the [Select Other Communities of Interest](#) link that corresponds with the list the community you wish to remove is shown on.



- Click the box next to the community that you wish to remove from the list. Then click on **Delete Selected Communities**.



EDIT FISCAL YEAR PLANS

NFPORS allows you to enter summary planning numbers for each fiscal year. To enter or modify planning numbers for your unit, click on the [Edit FY Plans](#) link in the **Administrative Tasks** portlet. This will bring you to the **Update FY Plans** screen.

- The fiscal year being planned is identified in the blue title bar of the main portlet. To change the fiscal year, click on the appropriate fiscal year under the **Administrative Tasks** portlet.
- Enter the planning numbers for your unit next to the appropriate description. The unit of measure is identified in *italics* in the item description.
- When you have completed entering your information for the fiscal year, click the **Save** button. To cancel your changes, click the **Cancel** button.

Update FY 2004 Plans	
Rural Fire Assistance	
Planned <i>number</i> of grants/agreements	<input type="text" value="10"/>
Planned cost (in \$) of grants/agreements	<input type="text" value="10"/>
Wildland Urban Interface	
Planned <i>number</i> of risk assessments	<input type="text" value="15"/>
Planned cost (in \$) of risk assessments	<input type="text" value="10"/>
Planned <i>number</i> of fire & mitigation plans	<input type="text" value="20"/>
Planned cost (in \$) of fire & mitigation plans	<input type="text" value="30"/>
Planned <i>number</i> of implementation actions	<input type="text" value="40"/>
Planned cost (in \$) of implementation actions	<input type="text" value="50"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	