NWTF Local Cooperative Grant Status Reports

Status Reports are due November 30th annually.

Reports submitted after the date will have a "Late" status and will be noted on future grant applications.

1) Login to WebGrants at https://funding.mt.gov then click on "My Grants".
2) Click on the name of the grant that you would like to complete a status report.
3) Click on "Status Reports".

Grant Components

Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Opportunity	-
Application	-

4) Click on the status report title in blue in the "ID" column to open the status report's components page. **Note:** **Do not** create a new status report. There will be a status report already created named with the grant number and it will be in "editing" status.

If this is the final status report for the grant, click on the General Information form and change the status from Semi-Annual to Final. If not, the appropriate reporting period should be showing.

Project Activities Report

Instructions

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

Components **Preview | Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	07/11/2016
Project Activities Report		08/29/2016
Weed Control Treatment Report		
Status Report Documents		

5) Click on the Project Activities Report form from the menu.
6) Complete the "Planned Project Activities" section by clicking on each time period (months are in blue font). Click "Save" after each one has a completed description.

   ➔ **IF** the project will be continuing work into the next season, add all planned activities for the next reporting period to the timeline by clicking "Add". Type "To be completed" or a similar statement in the Activities/Events Status box.

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Planned Project Activities Create New Version | Mark as Complete | Go to Status Report Forms | Add

Click "Add" (at right) to build a timeline of activities for your project starting on April 1st. Examples include: setting up photo points, monitoring plots, scheduled aerial treatments, data analysis, survey or field work, distribution of education materials, grant wrap-up, etc. Click "Save" (at top) when done with that activity. Repeat steps to add additional planned project activities. If a change is needed on an activity that has been added, click on the month in the Time Period column to re-open the entry. The Activity Description character maximum is 350.

Time Period	Year	Activity Description	Activities/Events Status
April	2017	Hold participant landowner meeting	completed
May, June, July	2017	Commercial sprayers and private landowners apply chemicals purchased.	Completed
November	2017	Finalize grant documents. Submit claim and status report.	To be completed

7) Click "Edit" at the top of the page to complete the required components.
   - **If this is the final** status report for the grant, select "Final" in the dropdown located in the Reporting Period box.

Trust Fund Reporting Period

Click on "Edit" (at top) then select the appropriate Trust Fund reporting period. You will also need to complete the Planned Education Events and Other Accomplishments sections before the system will allow the form to be saved since they have required information indicated by the red asterisk (*). Click on "Save" when done.

Reporting Period* Final

"Planned Education Events"- give a brief description of each event completed. If you did not have a particular event planned, you can enter "N/A". If you have yet to complete an event, you can enter "To be competed". See the example below:

Planned Education Events

Click "Edit" (at top) to select which events will be a part of your grant project and provide a brief description (250 character maximum). Click "Save" when done with this component of the form. ***The Advisory Council recommends that you contact the Statewide Education Campaign Coordinator at 444-9491 to discuss education components of your project.***

Event Type	Planned?	Describe Event	Activities/Events Status
Landowner meeting(s):	Yes (selected) / No	Private landowners will be contacted and informed of the grant opportunity and instructions using a variety of methods including: public meetings, one on one inspections, email, phone and letters.	Completed- All landowners were contacted before and after the spray season
Weed tours/floats:	Yes / No (selected)	N/A	N/A
Spray days:	Yes (selected) / No	Two spray days are planned for June and September along with FS and BLM employees on public and private ground in project area.	To be completed next season
News articles/Public information:	Yes / No (selected)	N/A	N/A

8) Complete the Accomplishments/Successes sections detailing all project goals and objectives met with success and any challenges faced within the scope of the project.
   Any other files such as pictures, summary reports, ect. can be uploaded and attached under Results.

9) Complete the Monitoring/Mapping sections detailing the methods used for both monitoring the success of the project and mapping weeds within the project area. **Note:** Mapping is a requirement for each project as stated in the grant contract.

10) Click "Save" at the top of the page when complete.

11) If you are finished with the form, click on "Mark as Complete".

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Weed Control Treatment Report Instructions

1) Click on “Weed Control Treatment Report” form in the status report components page.

Instructions

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click “Save” and then click “Return to Components” to access the rest of the status report form(s) to be completed.

Components — Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	07/11/2016
Project Activities Report		08/29/2016
Weed Control Treatment Report		
Status Report Documents		

The first four sections are for the current reporting period **only**.
If this is a final report, or you have received cooperative forestry funds, complete the current reporting sections as well as the “CFA and Final Project Information” section.

2) For each section below, click “Add” to complete required information. Click “Save” when done with each herbicide.

“Single Herbicide Used” – this section is for reporting the single herbicides used by landowners and/or commercial applicators. Select the herbicide used, enter the rate used in OUNCES, the number of acres treated and the type of application.

Single Herbicide Used — Mark as Complete | Go to Status Report Forms | Add

Click on "Add" (at right) to enter a herbicide used in the cost share part of the grant. Remember only those herbicides and rates approved on the herbicide form can qualify for grant reimbursement. Click on "Save" when done with the form. The herbicide entries can be updated or deleted by clicking on the herbicide name in the "Herbicide" column.

Herbicide	Rate Used in Ounces	Acres Treated	Application Type
Aminopyralid (Milestone)	7.0	120.0	Ground
Picloram (Tordon)	32.0	500.0	Aerial
		620.00	

“Tank Mix Herbicides Used” – this section is for reporting the tank mixed herbicides used by landowners or commercial applicators. Select the tank mix, enter the rates used in OUNCES, the number of acres treated and the type of application.

Tank Mix Herbicides Used — Add

Click on "Add" (at right) to enter a tank mix used in the cost share part of the grant. Remember only those herbicides and rates approved on the herbicide form can qualify for grant reimbursement. Click on "Save" when done with the form. The herbicides entered can be updated or deleted by clicking on the tank mix name in the "Herbicide Tank Mix" column.

Herbicide Tank Mix	Acres Treated	Application Type
Tordon / Telar / 2,4-D Amine - 32oz / 1oz / 32oz	250.0	Ground
	250.00	

“Acres Treated per Weed Species” – Report the acres from the above two sections by noxious weeds or county listed weeds controlled. Weeds treated with each herbicide can be found on daily application records. See example below:

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Acres Treated per Weed Species Add

Click on "Add" (at right) to enter a noxious weed and the number of acres of this weed that was treated in the above herbicide sections. If there were multiple noxious weeds treated, estimate the acres of each weed that were treated with herbicide. Click on "Save" and then repeat the steps to add another weed or to go to the next report section. REMEMBER: do not duplicate acres, the total of this section should match the Total Acres Treated by Herbicide in the below section.

Noxious Weed Treated	Acres Treated
Spotted Knapweed	342.0
Canada Thistle	41.0
Leafy Spurge	400.0
Orange Hawkweed	5.0
Ox-Eye Daisy	20.0
Dalmatian Toadflax	62.0
	870.00

Total Acres Treated

NOTE: Both totals should equal the same number of acres

Total Acres Treated	870 By Herbicide	870 By Species

"Total Acres Treated" section auto calculates totals from the information provided in the above sections. The acres treated by weed species should be the **same** as the acres of noxious weeds controlled.

If this is a final report, or you have received cooperative forestry funds, complete the "CFA and Final Project Information" section. This section's totals should reflect weed control activities completed since the start of the grant contract. All fields must be completed before approval; including before and after pictures. Skip this section if you are submitting a semi-annual report.

Click "Edit" at the top of the page to enter required information.
Final Project Summary: Please give a brief summary of the project and any future needs or plans for the area.
When all information is completed, click on "Mark as Complete".

Click on the Status Report Documents form. Other attachments such as letters, pdf's, records, etc. can be uploaded. Once complete, or if no documents are necessary, click "Mark as Complete".

Click "Submit" when all forms have a check mark. If changes are needed, you will receive a notice in your email from the WebGrants server.

If you have any questions, contact Greta Dige at 444-7882 or Jasmine Reimer at 444-3140.