

[Project Tracker](#) (PT) is a data entry tool used by many organizations across California to display project information on [EcoAtlas](#). This checklist highlights the key items to include when adding or updating projects in the SF Bay region. By entering your project into PT and keeping it up to date, you are contributing to conservation and resilience goals across multiple programs. Here are more [detailed instructions](#) on adding information into Project Tracker, and if you need any help, please join [a virtual office hour](#) from 9:30 AM-10:30 AM the 1st and 3rd Tuesday every month.

Remember to save after each edit! There is no auto-save feature.

NOTE: Please check [EcoAtlas](#) before entering a new project to make sure it hasn't already been added.

Project Information Page


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Admin Region: Select the Admin Region that relates to the program requesting project updates (e.g. SFBJV)

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Funding Need: Estimated project funding need for next 3-5 years. You can indicate funding secured for activities below.

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Project Type: All non-mitigation habitat restoration/enhancement/or protection projects should be labeled "Non-mitigation"

Add a New Site to Project


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Site Details: Site name can be specific to the geographic area of or within the project area it covers and/or the phase it refers to (ex: North Reach – Phase 1"). Break phases up into multiple sites. Update site status as activities are completed.

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Site Status: The site status should generally correspond with the activity status. If the site has multiple activities, the site status should match the activity with the least progress.

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Phase: Select which phase your activity is in (i.e. Acquisition, Final Design, Monitoring & Evaluation, etc...)

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Activities/Sub-Activities: Make new activities and sub-activities under each site (e.g. Grey Infrastructure; Enhancement; Restoration (unspecified)←use this if unsure of restoration type).

- Add any further or helpful details in the comment box.

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Habitats/Sub-Habitats: Only add one habitat type per activity. Please add a new activity to add multiple habitat types. Select habitats, sub-habitats under each site (if you are unsure, please use the highest classification level).

- For "Grey Infrastructure" Activities with no habitat, you should select Habitat Type as "None".

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Funding: Add detailed funding secured information for each activity. If funds correspond to multiple activities, list them under one activity and make note of which activities they apply to in the "Funding Comments."

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Site Events: Phase start/end or Groundwork start/end.

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Map: Uploading a shapefile is preferable. Alternatively, "Draw a site polygon" or "Draw a Circle" feature to add them to the map.

Contacts Tab i	
<input type="checkbox"/>	At least two active contacts (e.g. people who are knowledgeable about the project and can update information)
Project Events Tab i	
<input type="checkbox"/>	Project Start Date and Project End Date (projected is fine).
Groups Tab i	
<input type="checkbox"/>	Add your project to one or more Groups. If your project includes multi-benefit shoreline flood reduction, please also select " <i>San Francisco Bay Adaptation</i> " group in addition to any other groups you may belong to.
Climate Adaptation Tab i	
<input type="checkbox"/>	Include project design year, sea level rise and Storm event design condition, and adaptation project type, if applicable. If project includes multiple design conditions, please choose the lowest value.
Project Benefits Tab i	
<input type="checkbox"/>	Add all project benefits that apply, and for each benefit category, indicate who is expected to benefit (You can select multiple options).
Files & Links Tab i	
<input type="checkbox"/>	Project Webpage, Feasibility Study Report, Staff Recommendation for Project Funding, Annual Monitoring Reports.

NOTE: There are more fields for data entry in Project Tracker. We encourage you to review all sections and add information wherever is relevant and useful for your project.



SAN FRANCISCO BAY
RESTORATION AUTHORITY



METROPOLITAN
TRANSPORTATION
COMMISSION



SACRAMENTO-SAN JOAQUIN
DELTA CONSERVANCY