# Spirit Lake/Toutle-Cowlitz River Collaborative

**Project Information Submittal Form (CONTENT DRAFT)**

**Description:** This form is for use in adding a project to the Collaborative’s [online information system](https://cwcog.monday.com/boards/2955791018). Once added, the Project’s Contact[[1]](#footnote-1) or Administrative Coordination Entity can modify the project’s information on the system without an additional form being filled out. Please return this form, via email, to one of the designated contacts of the Administrative Coordination Entity.

**Notes:** 1) Except for the project contact’s email address, information on this system is public facing. All information added to the system should be deemed appropriate for public release. 2) This form is intended for single-project use. Please use multiple forms if requesting to add multiple projects. 3) Please save this form with reference to the project’s name.

## Required Information:

1. Project Name:
2. Project Objective (*What is the aim or purpose of the project? Please limit to one or two sentences.*):
3. Project Contact’s Name:
4. Project Contact’s Email Address:
5. Should this Project Contact be Added to the Online Platform (*This will allow them to directly edit this project’s information in the system*)?
	* Yes
	* No
6. Entities Working on This Project (Ex. *USACE, Washington State Dept. of Ecology, City of Castle Rock, etc.*):
7. Project Phase (*Out of the following, which is closest to where this project is in terms of its development?*):
	* Strictly a Research-Based Project
	* A Project Under Consideration
	* Study/Design Phase
	* Planning/Permitting Phase
	* Construction/Implementation Phase
	* Completed (*This project has been completed and is being added to the system for reference*)
	* Other (*Please describe*):

## Optional Information:

1. Location (*Please note coordinates and coordinate system, if known*):
2. Project Background (*Example prompts:* *From what need was this project formed? Why is this project being worked on now? Are there a few key dates for major work done in this project’s history?*):
3. Public Process (*Please describe the public process that this project will go through. Example prompts: Will this project have one or multiple public-comment periods? Will the process be advertised on a specific website or take place in a particular location?*):
4. Funding Mechanism (*Is this project being funded out of a general operating budget, or under a specific grant? (For example, a competitive grant.)*)
5. Timeline (*From what DD/MM/YYYY to what DD/MM/YYYY is this project expected to be in this phase? (Estimated)*):
6. Is Progress on This Project Dependent on Another Project Noted on the System?
* Yes
	+ *Which Project(s)?*
* No
1. URL for Project Website:
2. Are There Project Needs the Collaborative Can Assist With (*For example, a Letter of Support*)?
3. Other/Additional Information:
1. A project contact can modify a project’s information once they are added to the platform by the Administrative Coordination Entity. The project contact will need to create a login for the site associated with their email address. There is no cost for creating a login for this purpose. [↑](#footnote-ref-1)