

OMBIL Partnership Update

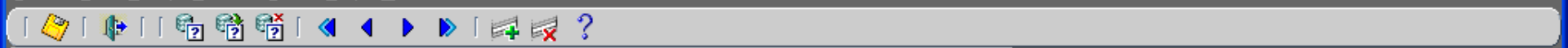
Heather Burke
National Partnership Program Manager



®

US Army Corps of Engineers
BUILDING STRONG®





OMBIL SWITCHBOARD

HAT
01 ADMIN REC HAT

DIVISION
SOUTHWESTERN DIVISION

DISTRICT
FORT WORTH

PROJECT SITE
BARDWELL LAKE

PROJECT SITE AREA
BARDWELL LAKE

FACILITY
BARDWELL DAM

Available Forms & Reports
 Data Input Forms Reports
 REC - ANNUAL UPDATE

10g Test System
 ** LEGEND HELP IS AVAILABLE USING THE "HELP" MENU OPTION **

Business Function
 COMMON
 ENVIRONMENTAL COMPLIANCE
 FLOOD RISK MANAGEMENT
 HYDROPOWER
 RECREATION
 ENVIRONMENT - STEWARDSHIP
 NAVIGATION
 WATER SUPPLY

Launch
Refresh
Help

Select the Project Site, if it's not already the default

Make sure the Recreation Button is highlighted

Select the REC - ANNUAL UPDATE FORM

Click on Launch

You begin from the Switchboard, where you first select your Project, then check the Recreation button, then select the REC – ANNUAL UPDATE (Wizard) and click the Launch button.



ANNUAL UPDATE

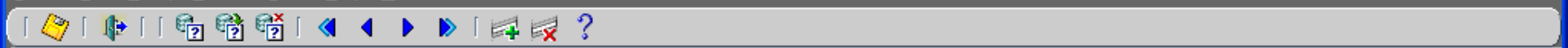
Project Site

Annual Update

Fiscal Year

Step	Launch Form	Status	Progress	% Complete	Start Date
Step 1:	<input type="button" value="Annual Project Data Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/>	<input type="text" value=".00% Complete"/>	23-MA
Step 2:	<input type="button" value="Corps Managed Recreation Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Corps Managed Recreation Areas	<input type="text" value=".00% Complete"/>	23-MA
Step 3:	<input type="button" value="Interpretive Contacts Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/>	<input type="text" value=".00% Complete"/>	23-MA
Step 4:	<input type="button" value="Special Events Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/>	<input type="text" value=".00% Complete"/>	23-MA
Step 5:	<input type="button" value="Facilities Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/>	<input type="text" value=".00% Complete"/>	23-MA
Step 6:	<input type="button" value="Partnerships Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Partnership Agreements	<input type="text" value=".00% Complete"/>	23-MA
Step 7:	<input type="button" value="Law Enforcement Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Law Enforcement Agreements	<input type="text" value=".00% Complete"/>	23-MA
Step 8:	<input type="button" value="Leases/Licenses Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Leases/Licenses Agreements	<input type="text" value=".00% Complete"/>	23-MA

From the Overarching Wizard, click on the Partnerships Update button to begin the update process.



PARTNERSHIP AGREEMENTS

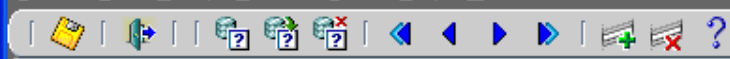
Agreement Type: ALL TYPES
 Organization: ALL ORGANIZATIONS
 Organization Type: ALL TYPES

Show Selected Create New Annual Data

Project Site: BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description	Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develop, operate and maintai	...	<input type="checkbox"/> View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDIN	01-OCT-2004	Horse Trail Maintenance, Installation188 hrs	...	<input type="checkbox"/> View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	<input checked="" type="checkbox"/> View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	<input type="checkbox"/> View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNEF	31-AUG-2010	Test of Sysytem	...	<input type="checkbox"/> View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	<input type="checkbox"/> View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDIN	31-AUG-2010	Maintain Fitness trail	...	<input type="checkbox"/> View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	<input type="checkbox"/> View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	<input type="checkbox"/> View/Edit

This opening screen displays all agreements listed in OMBIL for the Project Site (PS). The user can filter what is shown on the screen by selecting an Agreement Type, an Organization (Name), or an Organization Type. Once a filter is selected, click on the "Show Selected" button and the screen will refresh and only show those agreements the user selected. If there are known agreements that don't show up in this list, the user must click on



WIZARD

WHAT - Basics of the Partnership Agreement

Partnership Agreement Type
 ECA... ECONOMY ACT PARTNERSHIP

Partnership Agreement Type Description
 Agreements for services and/or supplies with other federal agencies. Congress authorized government agencies to enter into agreements for goods and services when it is in the best interests of each agency and cost savings will result. This kind of agreement requires a determinations and findings approval form that documents verification and approval of legal

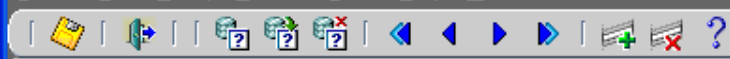
Primary Purpose
 PEN - ENVIRONMENTAL STEWARDSHIP

Primary Purpose Description
 A partnership agreement, formal or informal, entered into for the benefit of project environmental stewardship activities.

Description
 Test of System

Cancel Next >>

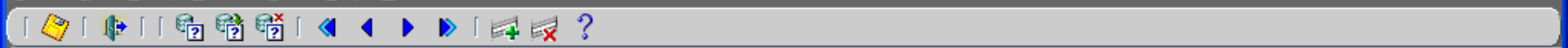
Next is the description box, where the user gives a detailed explanation of the purpose of the agreement. This is limited to 255 characters, so be concise. Click "Next".



WIZARD

Filter on Organization Type? <input type="radio"/> No <input checked="" type="radio"/> Yes	Type of Organization FED - FEDERAL AGENCY (OTHER THAN THE C...	Search Results 64	Organization Type FEDERAL AGENCY (OTHER THAN THE CORPS)
Filter on National Organizations? <input type="radio"/> No <input checked="" type="radio"/> Yes	National Organizations US FISH AND WILDLIFE SERVICE	16	National Parent Organization US Fish and Wildlife Service
Filter on State? <input type="radio"/> No <input checked="" type="radio"/> Yes	States TX TEXAS	0	City [Redacted]
Has Partnership at Project Site? <input type="radio"/> No <input checked="" type="radio"/> Yes	Project Site BARDWELL LAKE	0	State Zip Zip-Ext TX [] []
Total number of Organizations that will be returned by above selections: 0			Street Address 1 [Redacted]
Organizations [Redacted]		Use This One	Street Address 2 [Redacted]
Recommendation 1. You may want to modify selections and retry Load List. 2. You may want to create a new organization if organization is not found.	[Redacted]	Use Above	Organization Name [Redacted]
Cancel	[Redacted]	New Organization...	Organization Description [Redacted]
			Use Above Clear Above

When you click the “New Organization” button, the right hand side of the screen opens up to reveal the datafields necessary to create a new Organization listing.



PARTNERSHIP AGREEMENTS


Agreement Type: ALL TYPES
 Organization: ALL ORGANIZATIONS
 Organization Type: ALL TYPES

Show Selected Create New Annual Data

Project Site
 BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description	Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	CO			enerate and maintai	...	<input type="checkbox"/> View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	M			stallation1188 hrs	...	<input type="checkbox"/> View/Edit
Wal-Mart	CF				...	<input checked="" type="checkbox"/> View/Edit
U.S. FISH & WILDLIFE SERVICE	EC				...	<input type="checkbox"/> View/Edit
BOY SCOUTS OF AMERICA	H				...	<input type="checkbox"/> View/Edit
Trail Dogs	CO				...	<input type="checkbox"/> View/Edit
First Baptist Church	M				...	<input type="checkbox"/> View/Edit
Cabellas	CF				...	<input type="checkbox"/> View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	<input type="checkbox"/> View/Edit
					...	<input type="checkbox"/> View/Edit

NOTICE!!!



You must proceed to the Annual Data to update the financial information for each agreement. This can be done until 31-DEC-11. It must be completed in order to be 100% complete with the update.

OK

You will receive this message letting you know you still have to go through the "Annual Data" in order to complete the update process, so click on "OK".



ANNUAL UPDATE

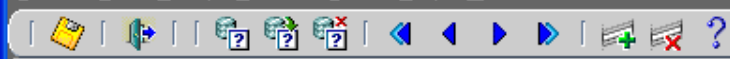
Project Site

Annual Update

Fiscal Year

Step	Launch Form	Status	Progress	% Complete	Start D
Step 1:	<input type="button" value="Annual Project Data Update"/>	<input type="text" value="Completed"/>		<input type="text" value="100.00% Complete"/>	23-MA
Step 2:	<input type="button" value="Corps Managed Recreation Update"/>	<input type="text" value="Completed"/>	<input type="checkbox"/> No Corps Managed Recreation Areas	<input type="text" value="100.00% Complete"/>	23-MA
Step 3:	<input type="button" value="Interpretive Contacts Update"/>	<input type="text" value="Completed"/>		<input type="text" value="100.00% Complete"/>	23-MA
Step 4:	<input type="button" value="Special Events Update"/>	<input type="text" value="Completed"/>		<input type="text" value="100.00% Complete"/>	23-MA
Step 5:	<input type="button" value="Facilities Update"/>	<input type="text" value="Completed"/>		<input type="text" value="100.00% Complete"/>	23-MA
Step 6:	<input type="button" value="Partnerships Update"/>	<input type="text" value="In Progress < 100%"/>	<input type="checkbox"/> No Partnership Agreements	<input type="text" value="37.50% Complete"/>	23-MA
Step 7:	<input type="button" value="Law Enforcement Update"/>	<input type="text" value="In Progress < 100%"/>	<input type="checkbox"/> No Law Enforcement Agreements	<input type="text" value=".00% Complete"/>	23-MA
Step 8:	<input type="button" value="Leases/Licenses Update"/>	<input type="text" value="Completed"/>	<input type="checkbox"/> No Leases/Licenses Agreements	<input type="text" value="100.00% Complete"/>	23-MA

You will be taken back to the Overarching Wizard and as you can see, you are still not through with the update for Partnerships. You can exit the system and come back later or simply click on Step 6 again to finish the job.



PARTNERSHIP AGREEMENTS

Agreement Type: ALL TYPES
 Organization: ALL ORGANIZATIONS
 Organization Type: ALL TYPES

Show Selected Create New Annual Data

Project Site: BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description	Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will developpe, operate and maintai	<input type="checkbox"/>	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDIN	01-OCT-2004	Horse Trail Maintenance, Installation188 hrs	<input type="checkbox"/>	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	<input checked="" type="checkbox"/>	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	<input type="checkbox"/>	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNEF	31-AUG-2010	Test of Sysytem	<input type="checkbox"/>	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	<input type="checkbox"/>	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDIN	31-AUG-2010	Maintain Fitness trail	<input type="checkbox"/>	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	<input type="checkbox"/>	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	<input type="checkbox"/>	View/Edit
					<input type="checkbox"/>	View/Edit

This will take you back into the Partnership wizard and at this point we are ready to begin the update of the Annual Data, so click on the "Annual Data" button.

Fiscal Year
2011

Start

CHECK ALL PARTNERSHIPS WITH NO-ACTIVITY THIS FY

Organization	Partnership Type	Description	No Activity	Terminated
TEXAS EQUINE TRAIL R	COOPERATING ASSOCIATI	TETRA will will c ...	<input type="checkbox"/>	<input type="checkbox"/>
Trail Dogs	CHALLENGE PARTNERSHIP	Build Fitness tra ...	<input type="checkbox"/>	<input type="checkbox"/>
GIRL SCOUTS OF AMERICA	COOPERATIVE AGREEMEN	Test	<input type="checkbox"/>	<input type="checkbox"/>
First Baptist Church	MEMORANDUM OF UNDERST	Maintain Fitness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEXAS EQUINE TRAIL R	MEMORANDUM OF UNDERST	Horse Trail Mair ...	<input type="checkbox"/>	<input type="checkbox"/>
Cabellas	CONTRIBUTIONS PROGRAM	Water Safety St ...	<input type="checkbox"/>	<input type="checkbox"/>
BOY SCOUTS OF AMERICA	HANDSHAKE CHALLENGE	Test of Sysyterr ...	<input type="checkbox"/>	<input type="checkbox"/>
U.S. FISH & WILDLIFE SERV	ECONOMY ACT PARTNERS	test of System	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

NEXT>>

In this example, we marked one of the agreements as having no activity during this report FY. Click "Next".

Fiscal Year

Start

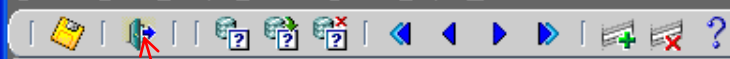
ECONOMY ACT

Organization	Description	...	Partner Value			Total Partner Value	Corps Value			Total Corps Value	Amount Leveraged	Total Amount
			Funds Invested	Professional Services Provided	Materials & Equipment Donated		Contract Funds	Services	Materials & Equipment			
US Fish and Wildlife Service	Test of System	...	\$100	\$100	\$100	\$300	\$100	\$100	\$100	\$300	\$100	\$700
		...										
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<<BACK

NEXT>>

All of the Economy Act Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement. The "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left. Click "Next".



ANNUAL UPDATE

Project Site

Annual Update

Fiscal Year

Launch Form	Status	Progress	% Complete	Start D
Step 1: <input type="button" value="Annual Project Data Update"/>	<input type="text" value="Not Started"/>		<input type="text" value=".00% Complete"/>	23-MA
Step 2: <input type="button" value="Use Fee Area Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Corps Managed Recreation Areas	<input type="text" value=".00% Complete"/>	23-MA
Step 3: <input type="button" value="Interpretive Contacts Update"/>	<input type="text" value="Not Started"/>		<input type="text" value=".00% Complete"/>	23-MA
Step 4: <input type="button" value="Special Events Update"/>	<input type="text" value="Not Started"/>		<input type="text" value=".00% Complete"/>	23-MA
Step 5: <input type="button" value="Facilities Update"/>	<input type="text" value="Not Started"/>		<input type="text" value=".00% Complete"/>	23-MA
Step 6: <input type="button" value="Partnerships Update"/>	<input type="text" value="Completed"/>	<input type="checkbox"/> No Partnership Agreements	<input type="text" value="100.00% Complete"/>	01-OC
Step 7: <input type="button" value="Law Enforcement Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Law Enforcement Agreements	<input type="text" value=".00% Complete"/>	23-MA
Step 8: <input type="button" value="Leases/Licenses Update"/>	<input type="text" value="Not Started"/>	<input type="checkbox"/> No Leases/Licenses Agreements	<input type="text" value=".00% Complete"/>	23-MA

The system brings you back to the Overarching wizard and updates the status to show that you are at 100% Complete for the Partnership Update. If you were anything less than 100%, you would be able to go back into the Partnership wizard and complete the update. Once you have finished, simply Exit this screen or proceed to another of the update wizards (any of the steps above).

How to Enter Volunteer Data in OMBIL

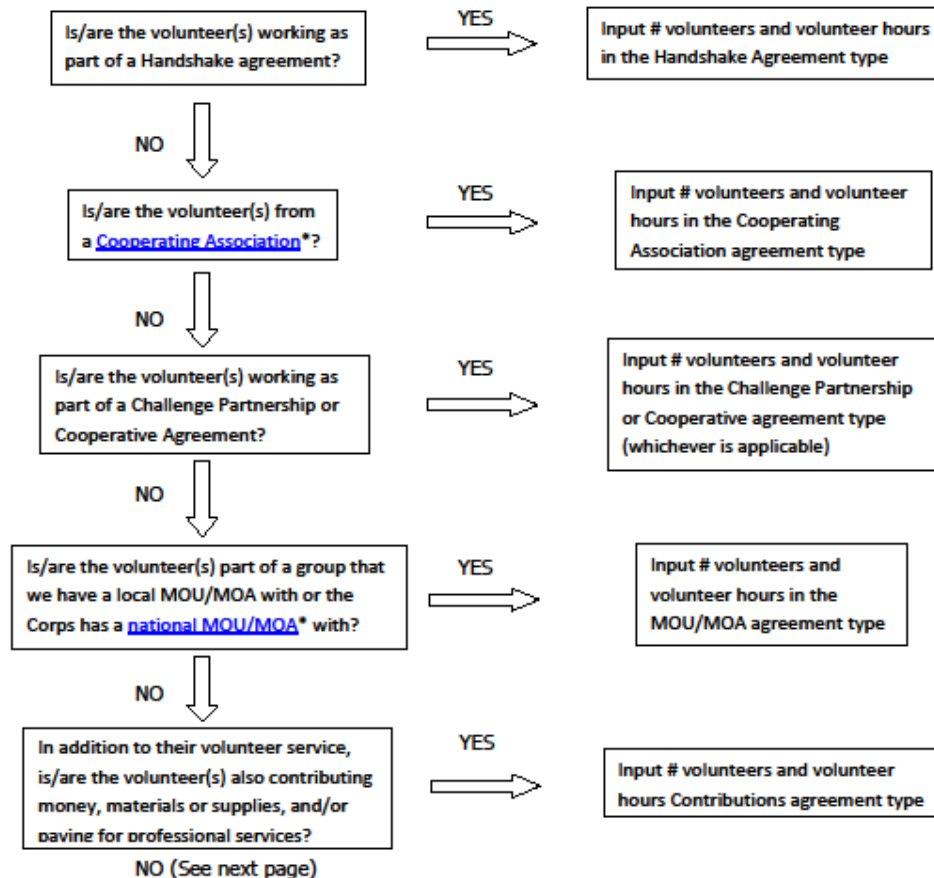
Step 1. Recreation Annual Update- Annual Project Data Update

Enter ALL volunteer hours in this section of OMBIL. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to all volunteers for the FY.

Step 2. Recreation Annual Update- Partnership Update

In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals that volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a group which falls under a partnership agreement, should also have their hours counted in the Partnership Update.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Update section of OMBIL.



If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Annual Project Data Update section of OMBIL. If you answer Yes to any of the questions above, input the data into the first category with a Yes answer starting from the top down. Some volunteers may fit into multiple categories, but you should input the data in the first applicable category encountered in the flow chart.

Example 1: A volunteer group from IMBA (International Mountain Biking Association) may provide service to the Corps as part of a Challenge Partnerships Agreement, but they are also part of a national MOU. Because the Challenge Partnership agreement is an agreement for a limited, specific period of time and project, the volunteer hours for the particular project in the agreement should be input in the Challenge Partnership category instead of the MOU. If IMBA also volunteers hours not related to the Challenge Partnership Agreement, those additional hours would be input separately in the MOU category.

Example 2: Volunteers from a Cooperating Association, such as the Friends of Raystown Lake provide services for a project that is part of a Handshake Agreement. These hours should be input in the Handshake category instead of the Cooperating Association category, because the Handshake agreement is for a specific project. Additional hours volunteered by Association members such as working in a bookstore, creating interpretive materials, or managing a campground should be captured in the Cooperating Association category if they are not specifically associated with the Handshake project.

Note: Although all Cooperating Associations set up their relationship with the Corps through a Cooperative Agreement, for the purposes of OMBIL, hours donated by members of a Cooperating Association should be input in the Cooperating Association category (or Handshake/Challenge Partnership if applicable to a specific project), not in the Cooperative Agreement category.

*See [NRM Gateway MOU/MOU page](#) for list of national organizations with MOU/MOA and [NRM Gateway Cooperating Association page](#) for list of associations in OMBIL. There is a pick-list of cooperating associations already in OMBIL. If you have a new cooperating association that is not on the list, please contact Heather Burke the get it added to the system.