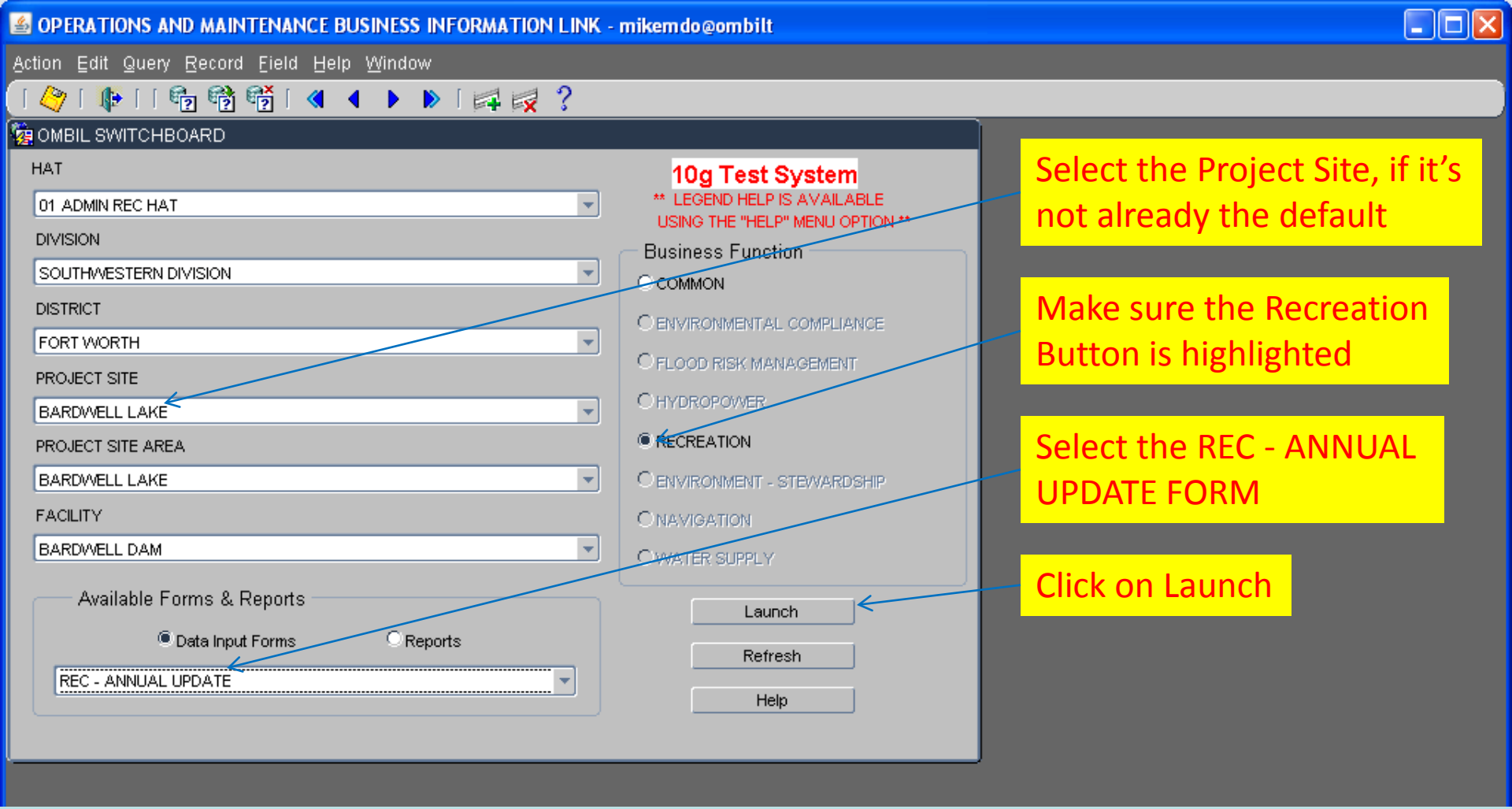
OMBIL Partnership Update

Heather Burke
National Partnership Program Manager

US Army Corps of Engineers
BUILDING STRONG®



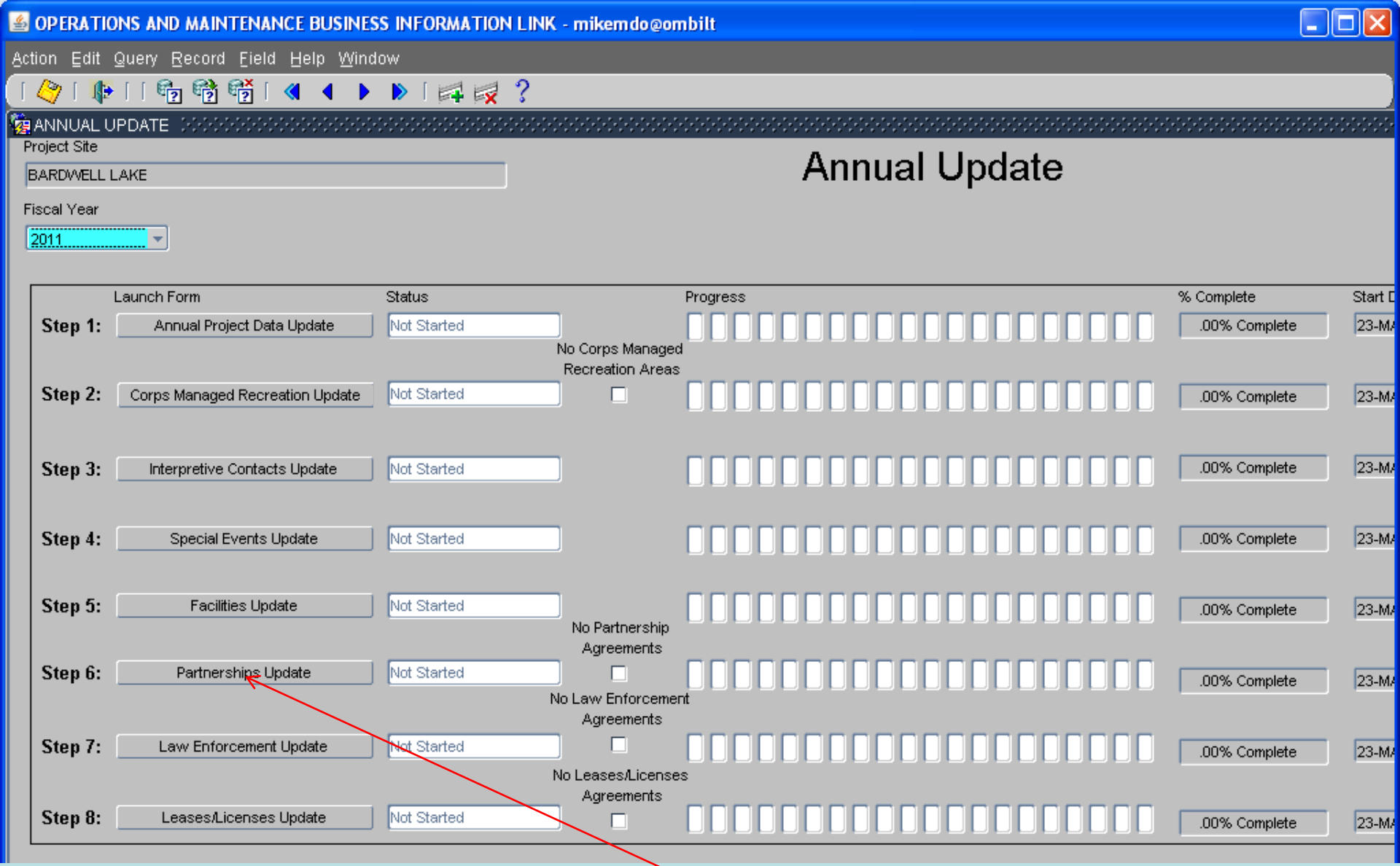
Select the Project Site, if it's not already the default

Make sure the Recreation Button is highlighted

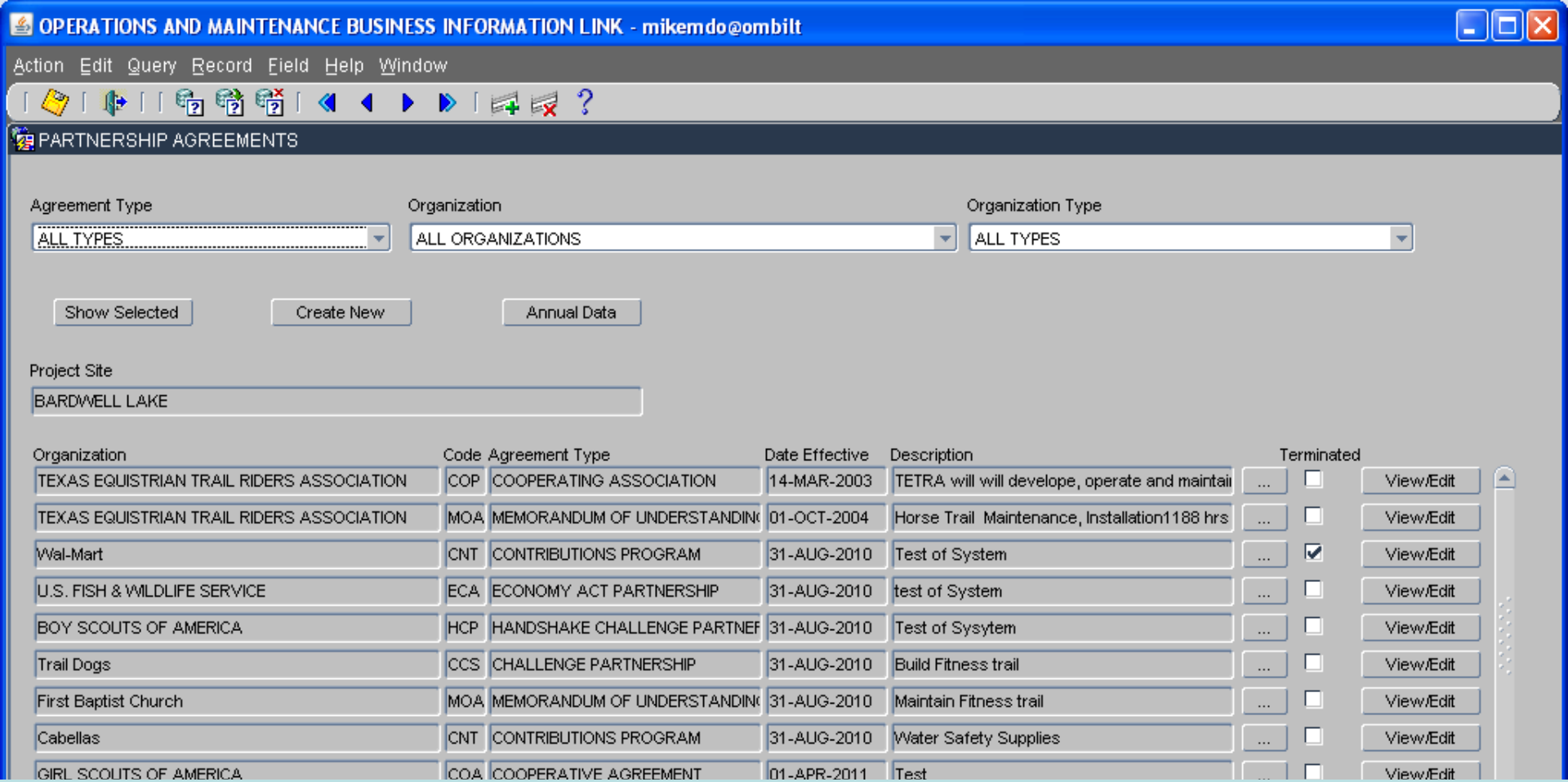
Select the REC - ANNUAL UPDATE FORM

Click on Launch

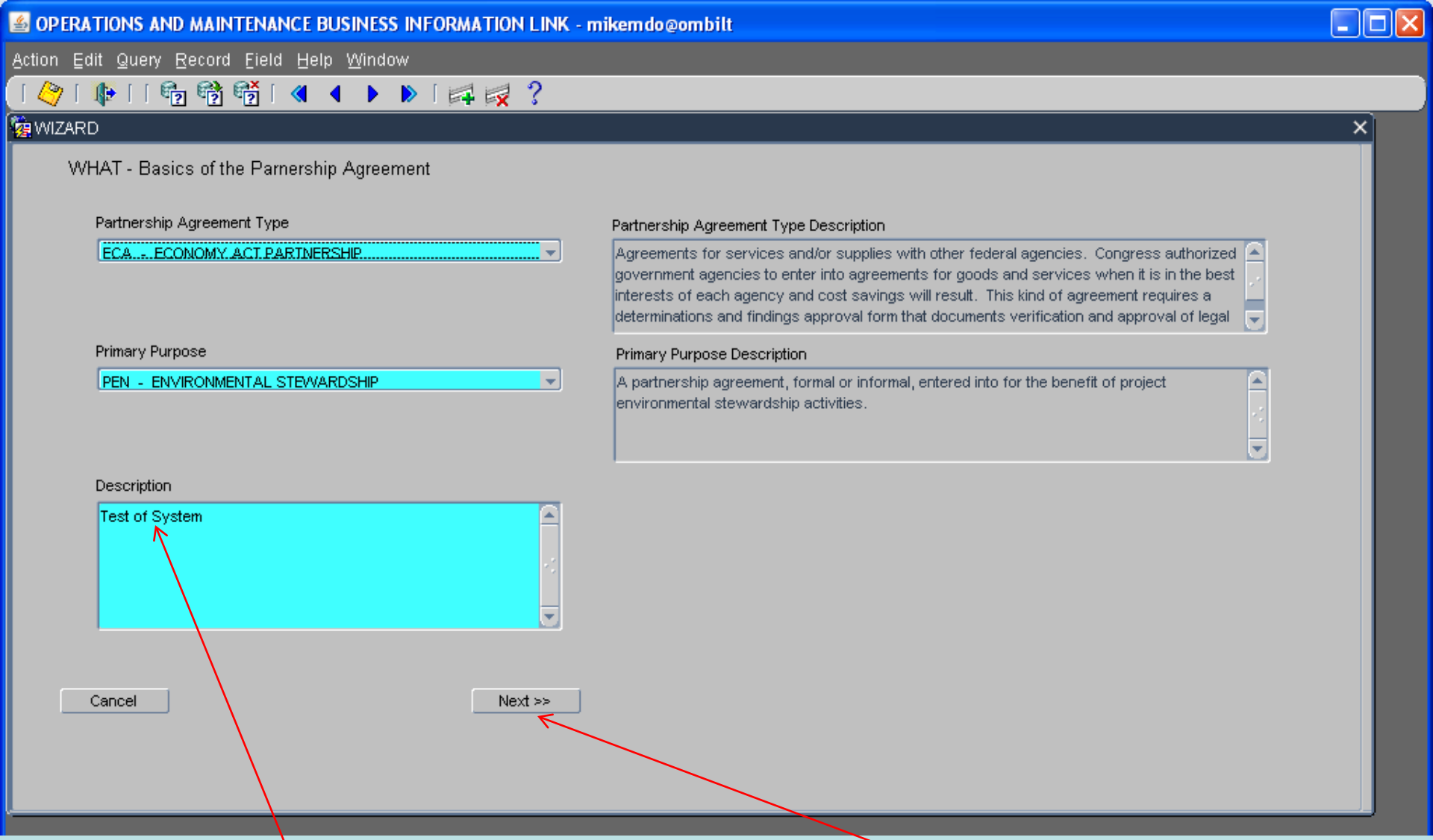
You begin from the Switchboard, where you first select your Project, then check the Recreation button, then select the REC – ANNUAL UPDATE (Wizard) and click the Launch button.



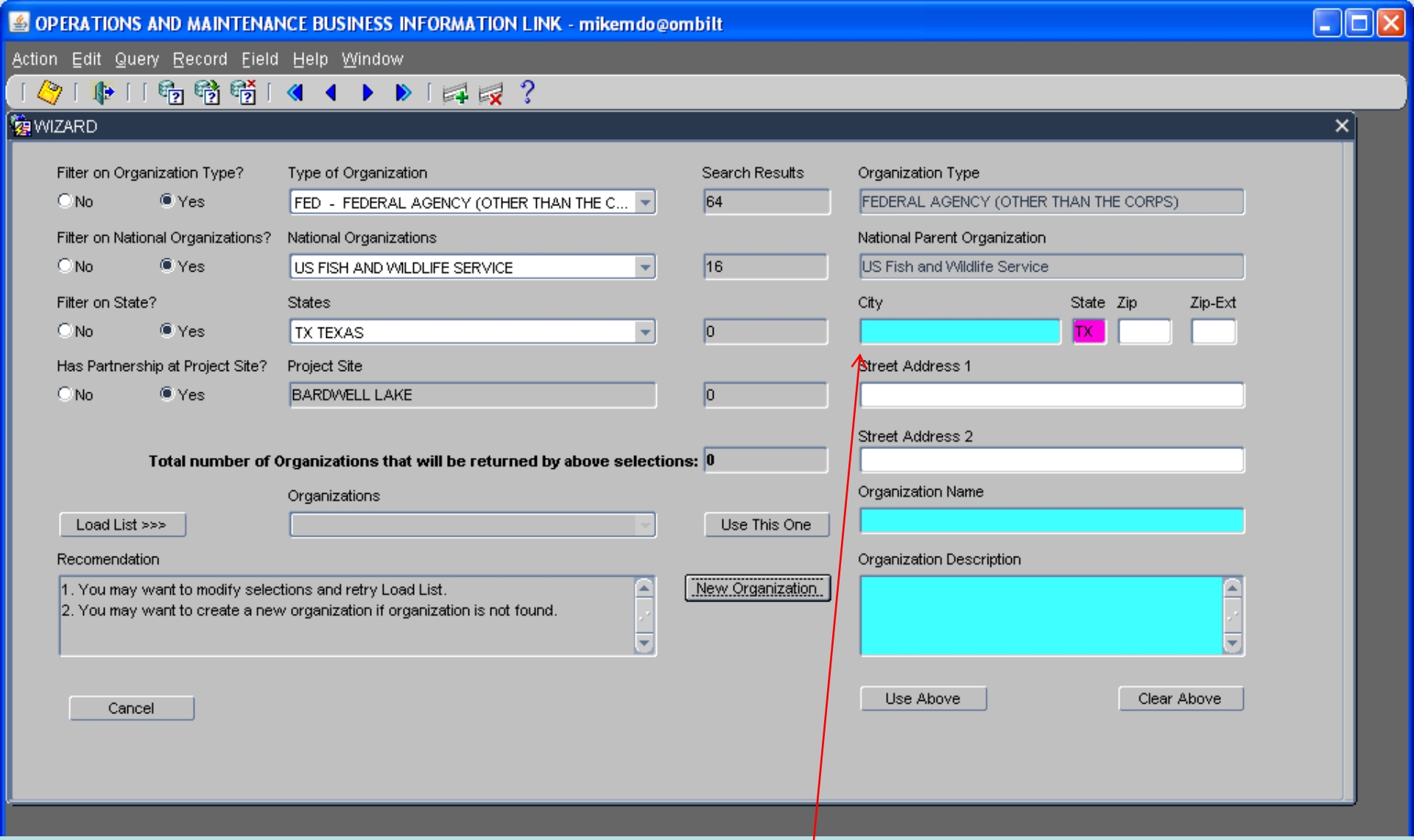
From the Overarching Wizard, click on the Partnerships Update button to begin the update process.



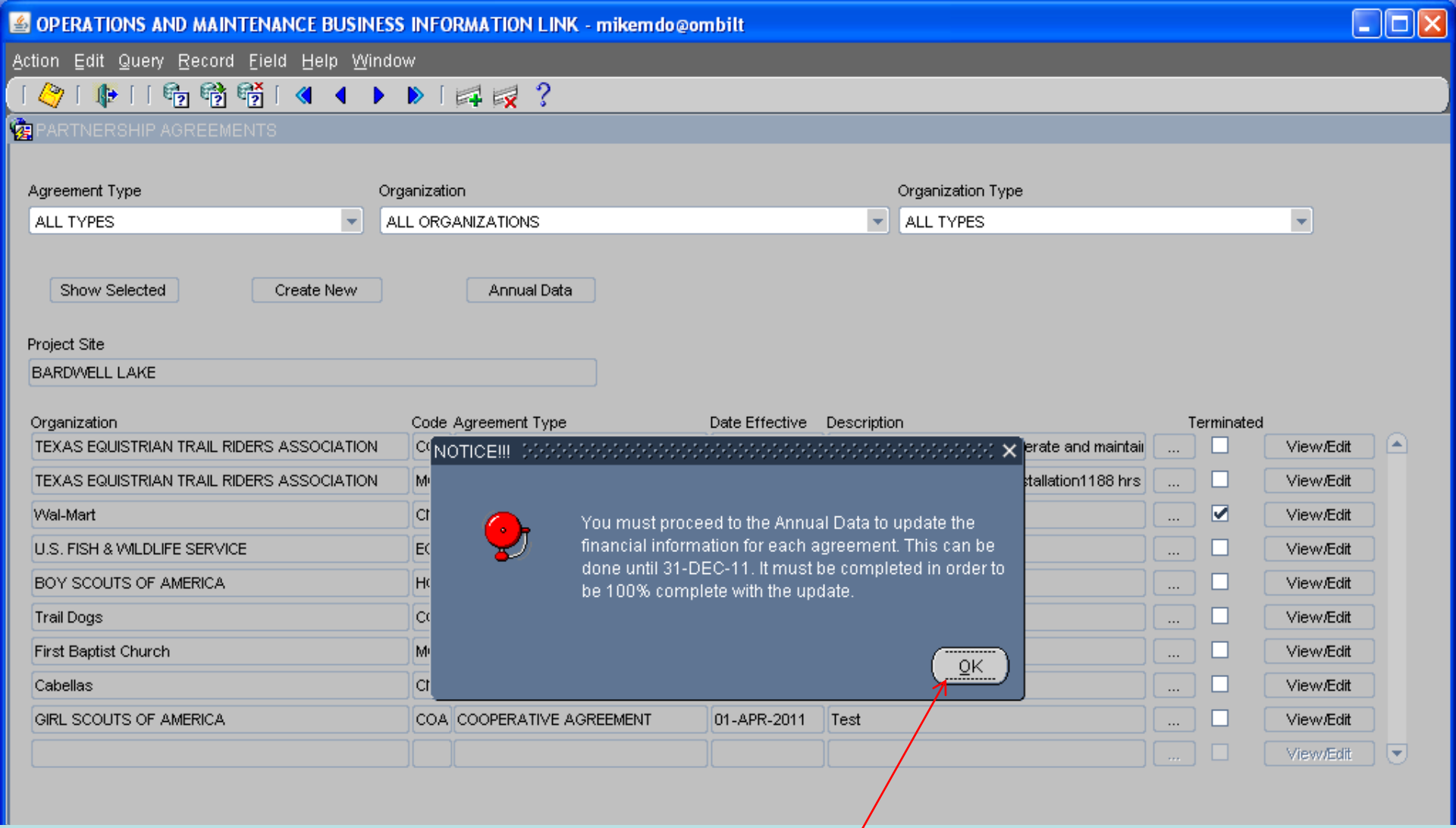
This opening screen displays all agreements listed in OMBIL for the Project Site (PS). The user can filter what is shown on the screen by selecting an Agreement Type, an Organization (Name), or an Organization Type. Once a filter is selected, click on the "Show Selected" button and the screen will refresh 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



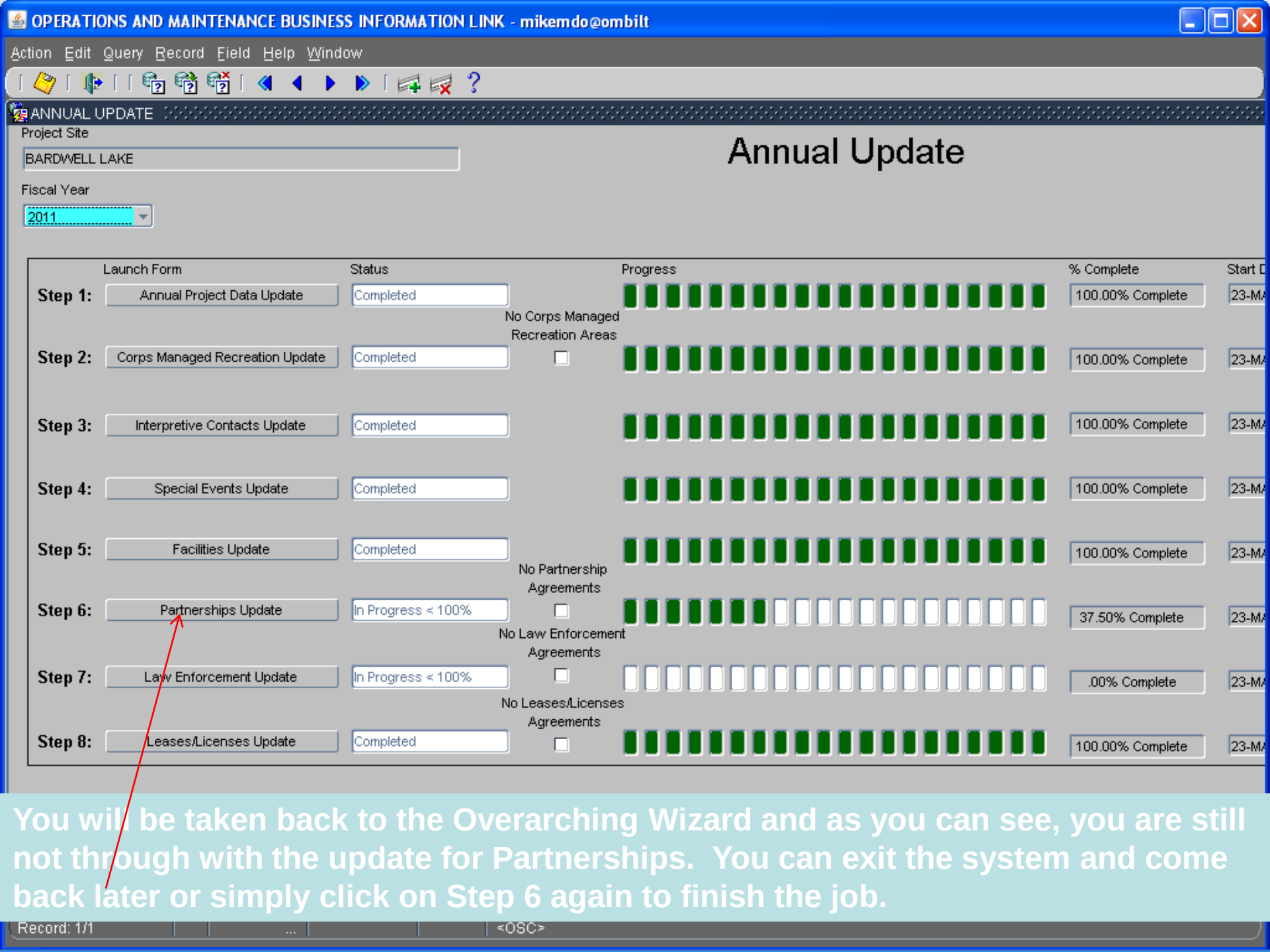
Next is the description box, where the user gives a detailed explanation of the purpose of the agreement. This is limited to 255 characters, so be concise. Click "Next".



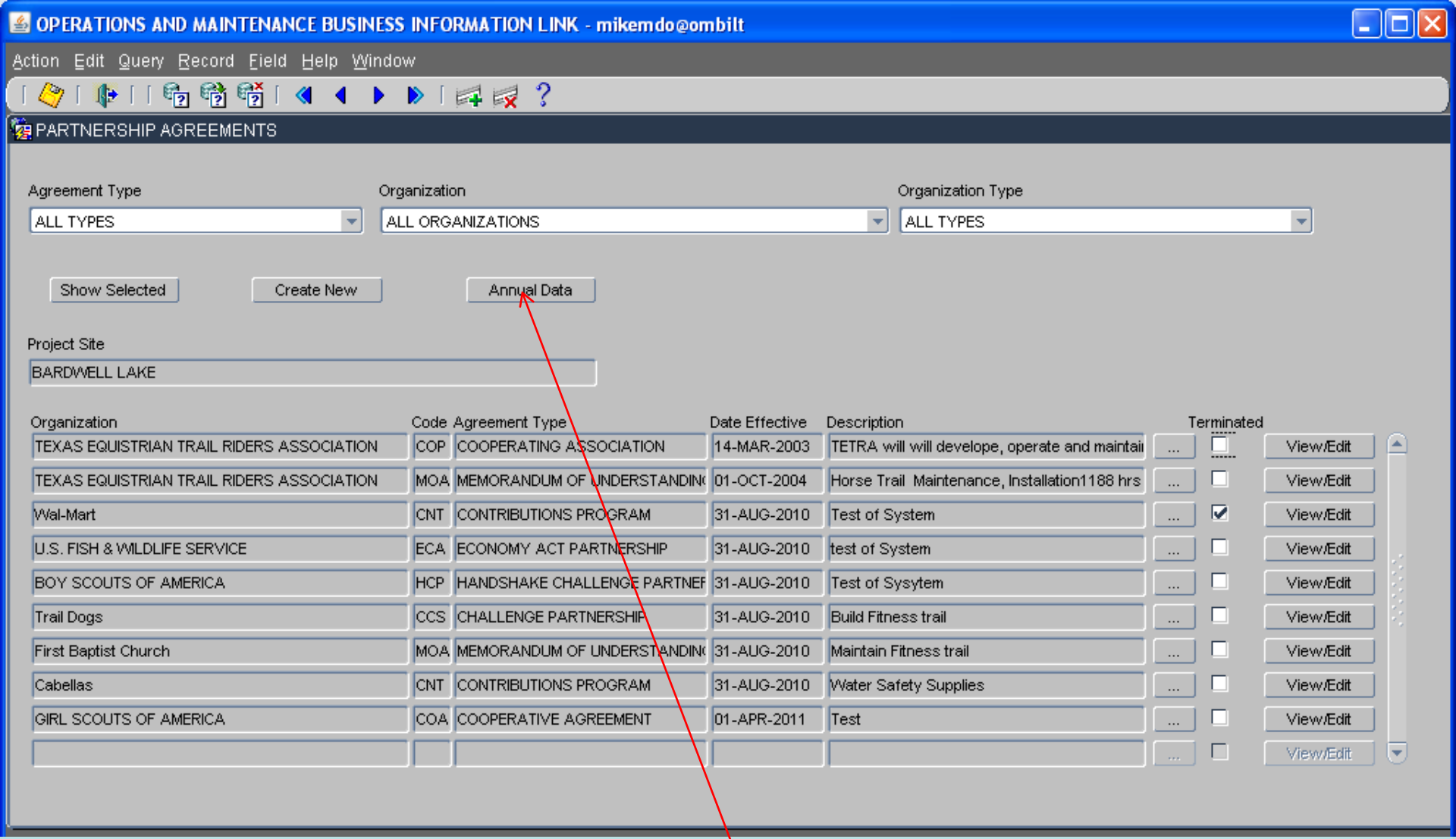
When you click the “New Organization” button, the right hand side of the screen opens up to reveal the datafields necessary to create a new Organization listing.



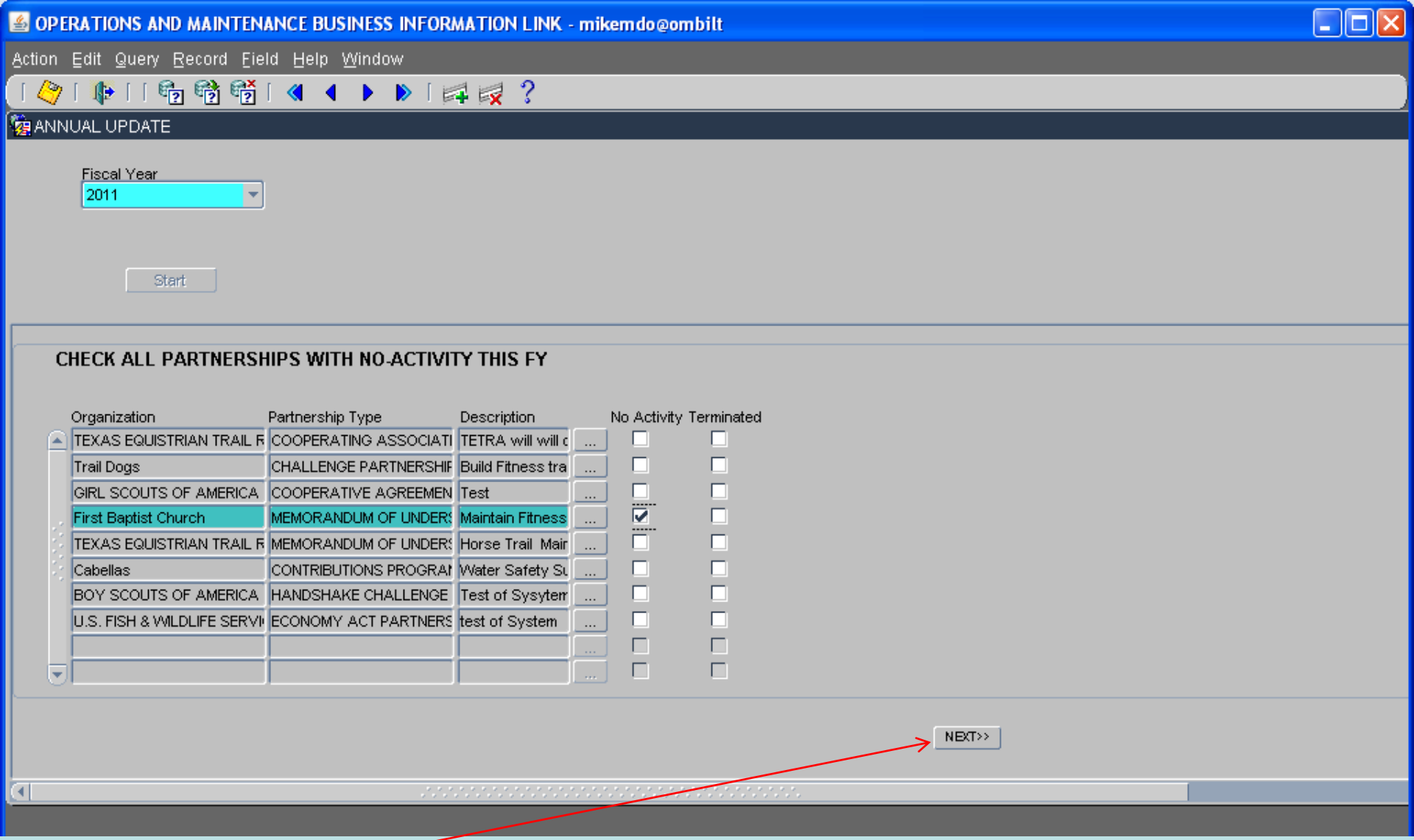
You will receive this message letting you know you still have to go through the "Annual Data" in order to complete the update process, so click on "OK".

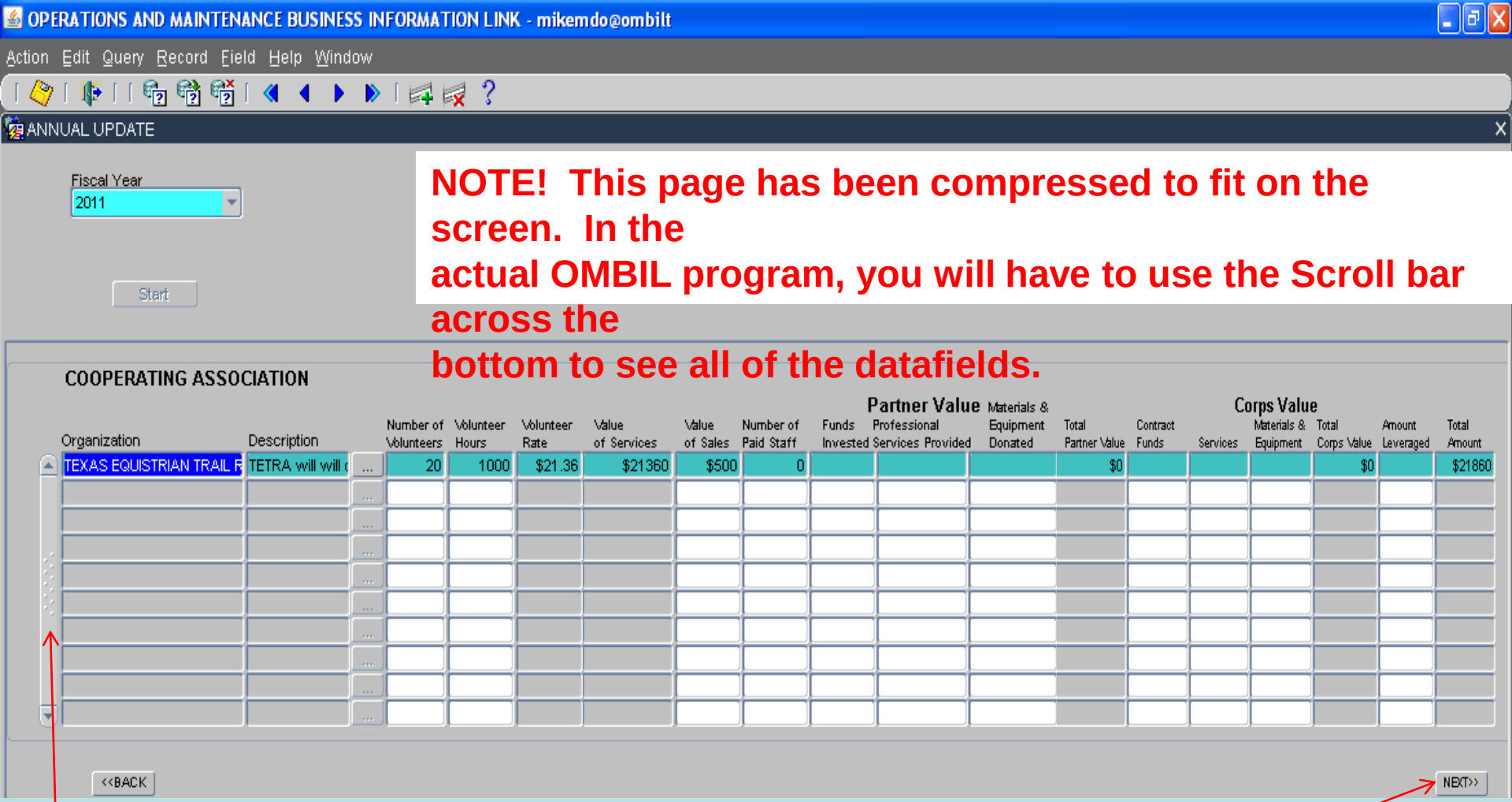


You will be taken back to the Overarching Wizard and as you can see, you are still not through with the update for Partnerships. You can exit the system and come back later or simply click on Step 6 again to finish the job.

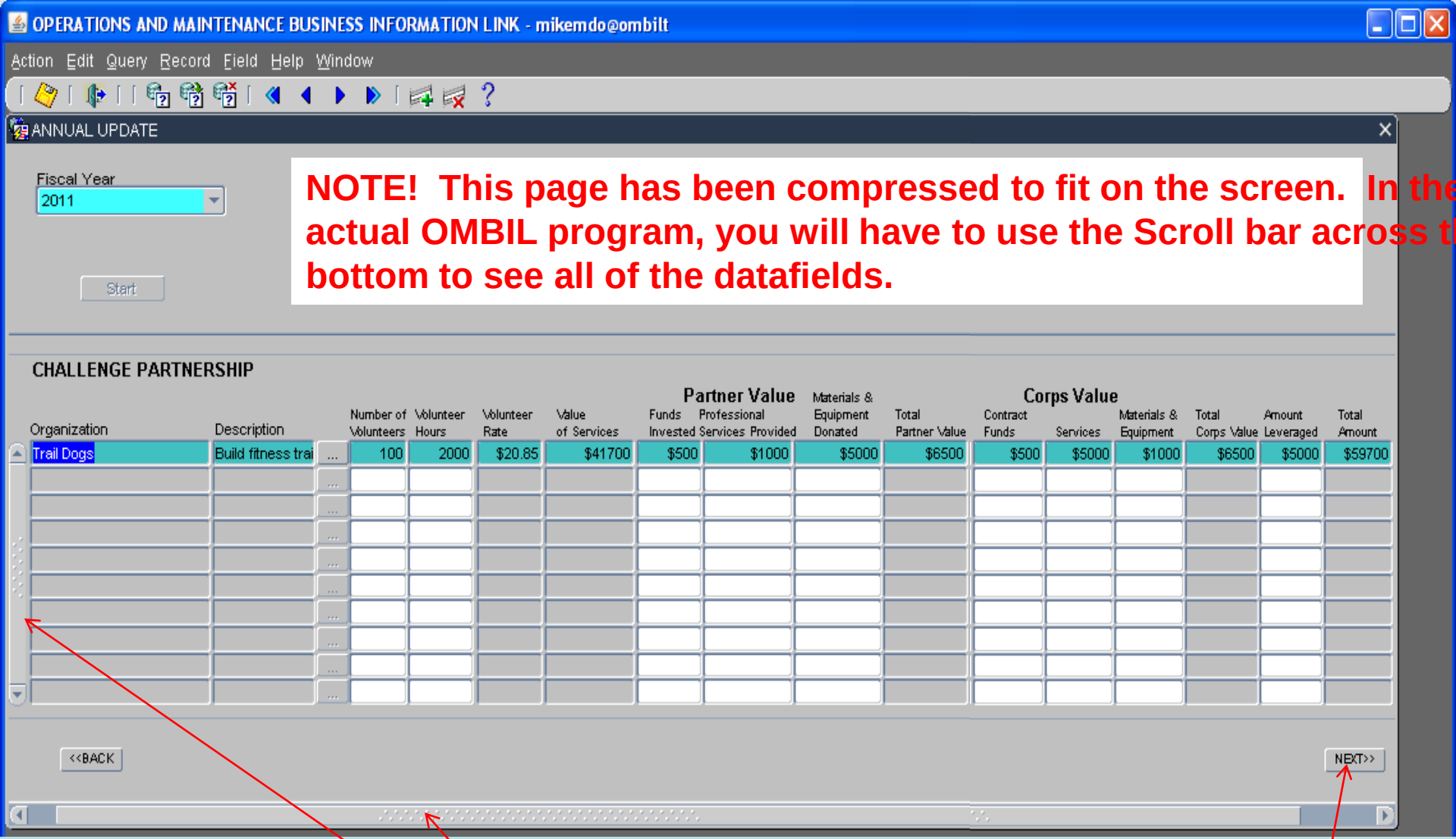


This will take you back into the Partnership wizard and at this point we are ready to begin the update of the Annual Data, so click on the “Annual Data” button.

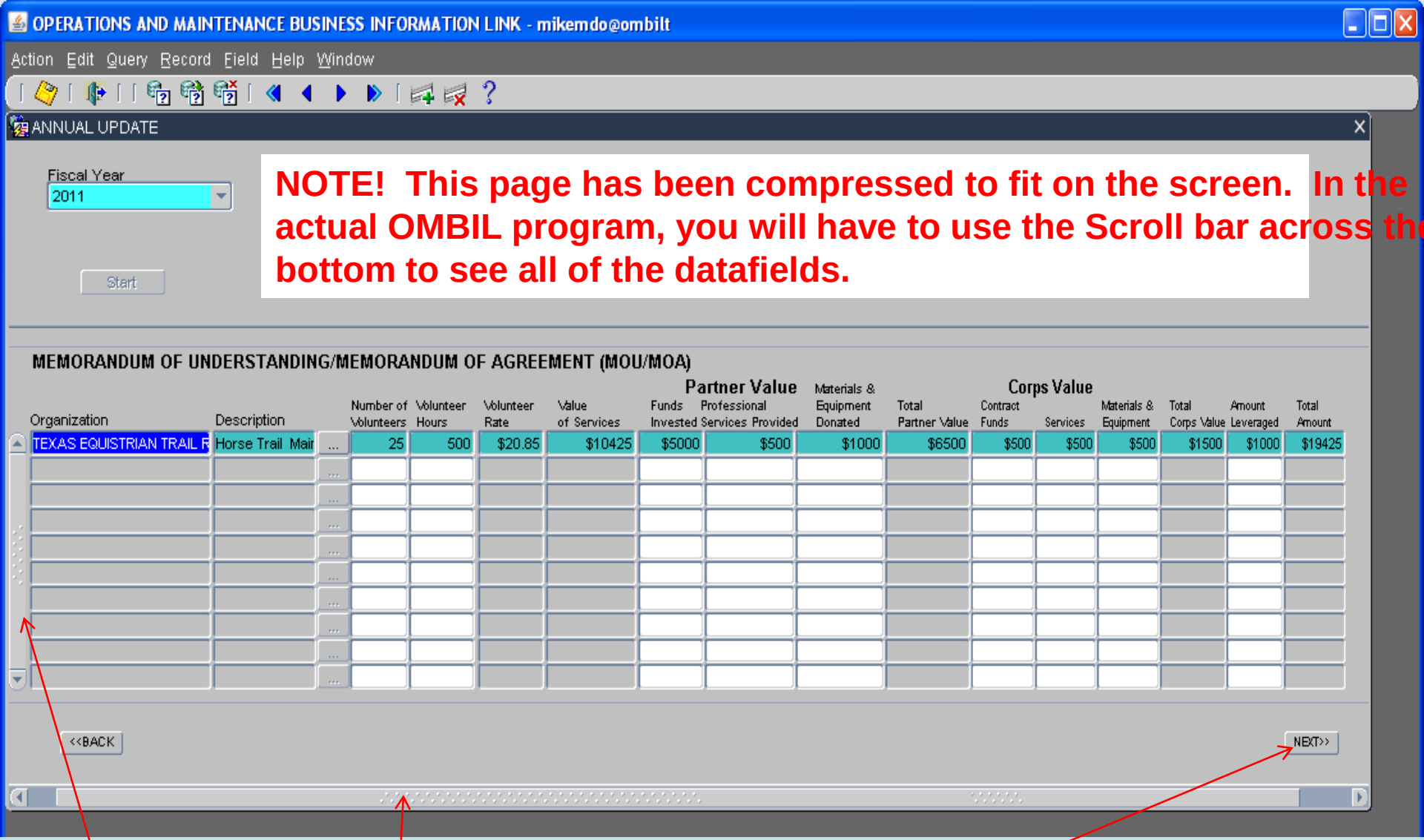

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt
Action Edit Query Record Field Help Window
ANNUAL UPDATE
Fiscal Year
2011
Start
CHECK ALL PARTNERSHIPS WITH NO-ACTIVITY THIS FY
Organization
Partnership Type
Description
No Activity
Terminated
TEXAS EQUISTRIAN TRAIL R
COOPERATING ASSOCIATI
TETRA will will c
Trail Dogs
CHALLENGE PARTNERSHIF
Build Fitness tra
GIRL SCOUTS OF AMERICA
COOPERATIVE AGREEMEN
Test
First Baptist Church
MEMORANDUM OF UNDERS
Maintain Fitness
TEXAS EQUISTRIAN TRAIL R
MEMORANDUM OF UNDERS
Horse Trail Mair
Cabellas
CONTRIBUTIONS PROGRAI
Water Safety Su
BOY SCOUTS OF AMERICA
HANDSHAKE CHALLENGE
Test of Sysytem
U.S. FISH & WILDLIFE SERVI
ECONOMY ACT PARTNERS
test of System
NEXT>>
In this example, we marked one of the agreements as having no activity during this report FY. Click “Next”.
Check the box beside each agreement that had no activity during this fiscal year.
Record: 4/8
<OSC>



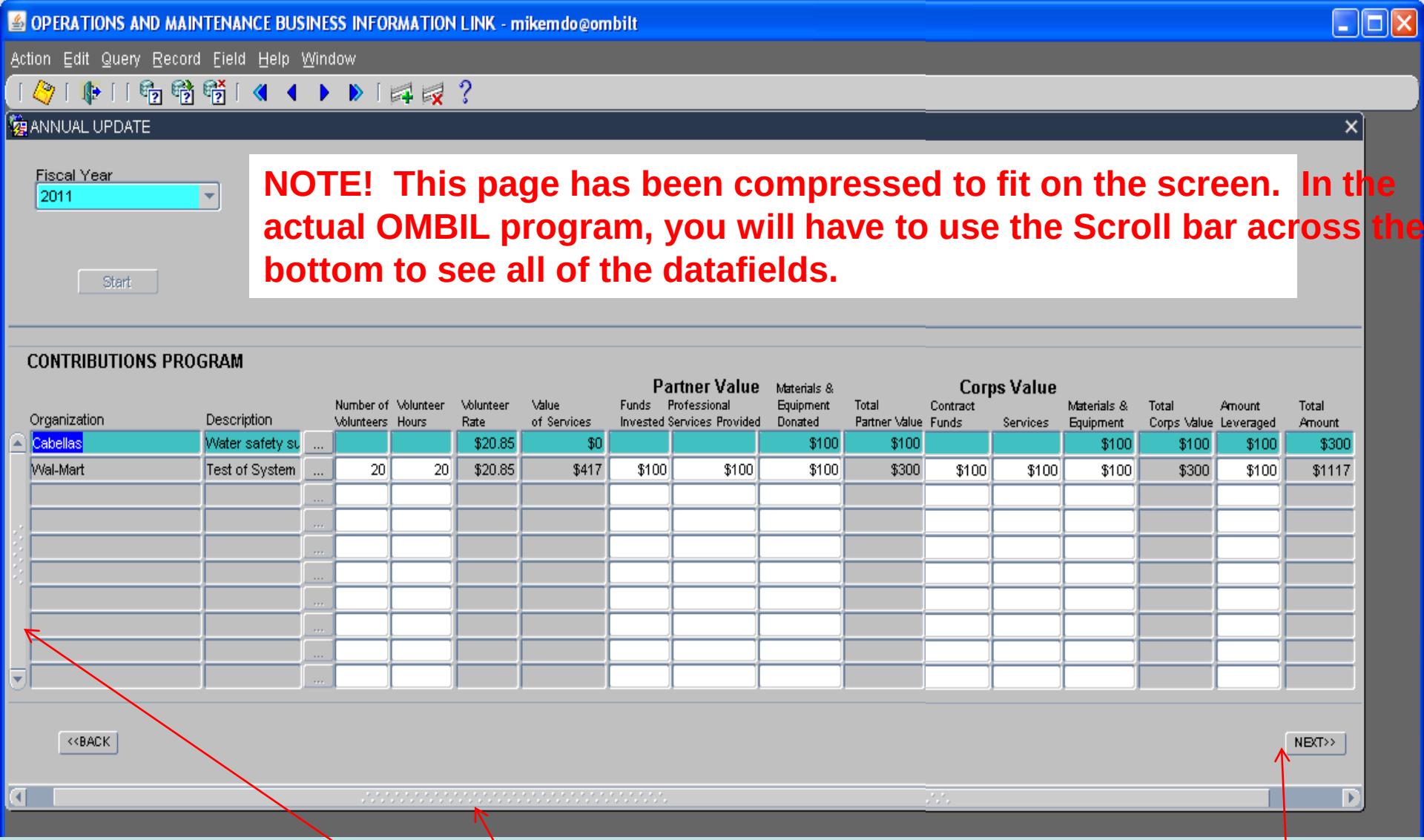
Each type of agreement will be displayed on a separate screen and the process starts with
Cooperating Association. All of the Cooperating Association Agreements that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and both the "Value of Services" and "Total Amount" are calculated by the system and cannot be changed by the user. Note the scroll bar to the left. If you have more



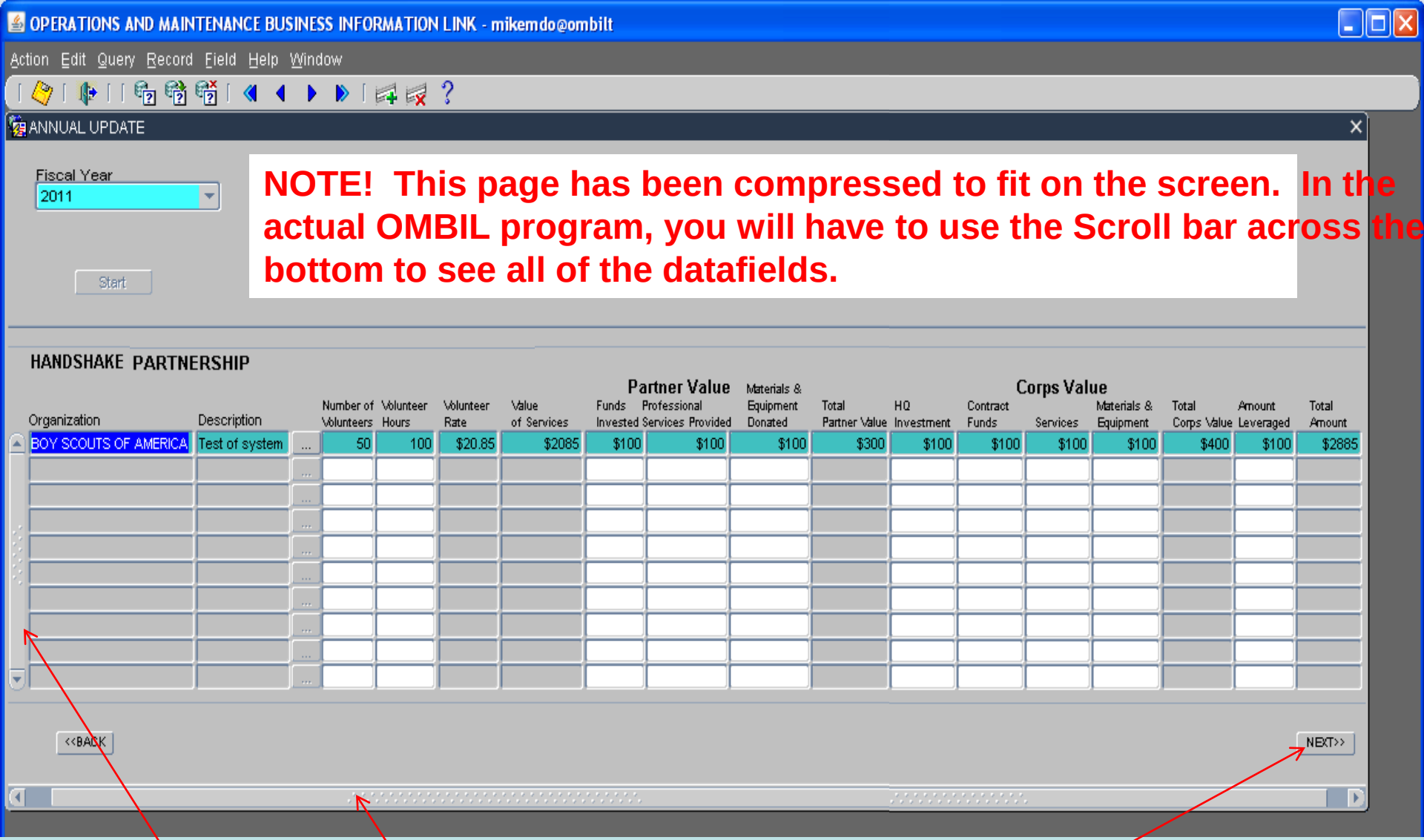
All of the Challenge Partnership Agreements that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement and then Click "Next". The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next"



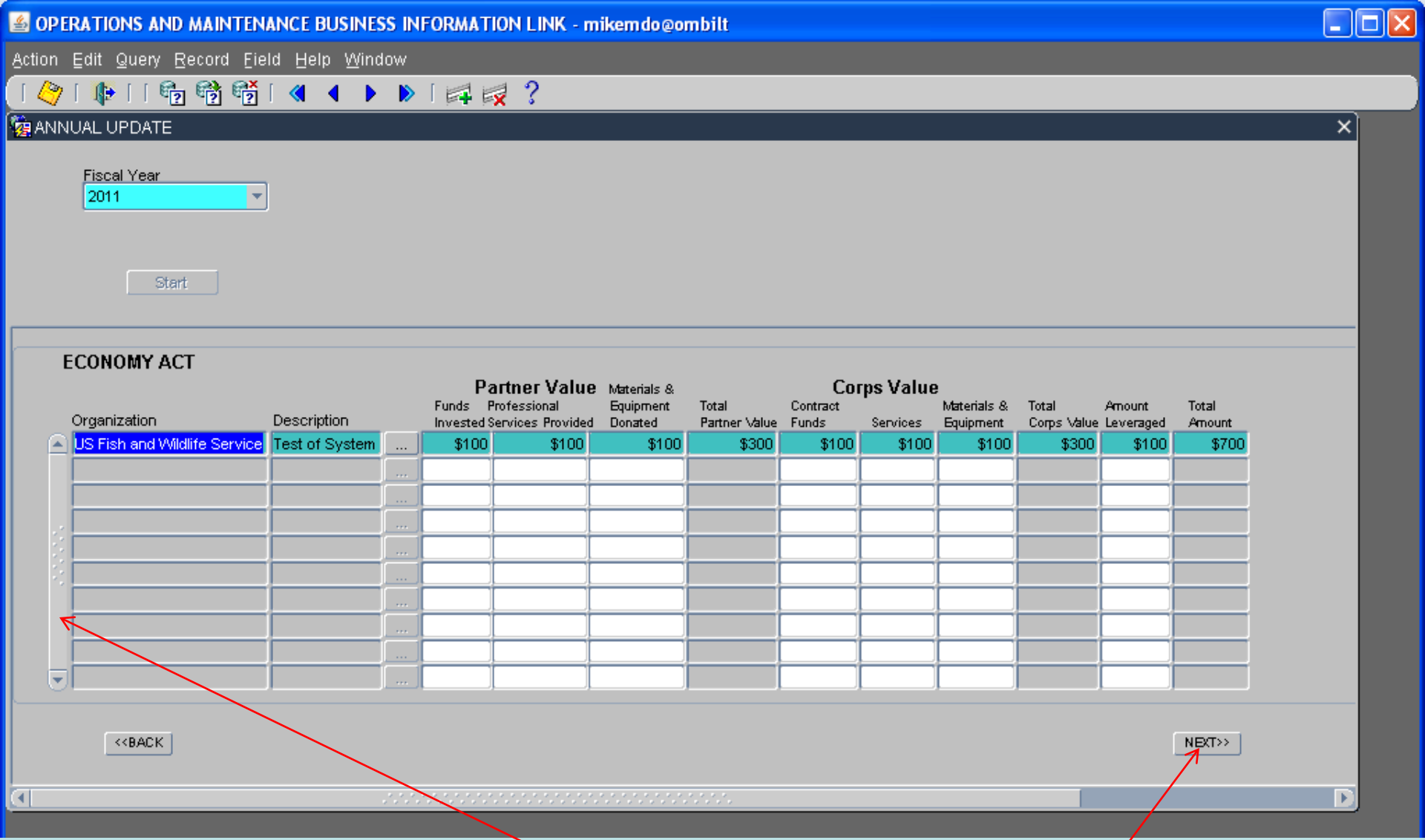
All of the MOUs and MOAs that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the



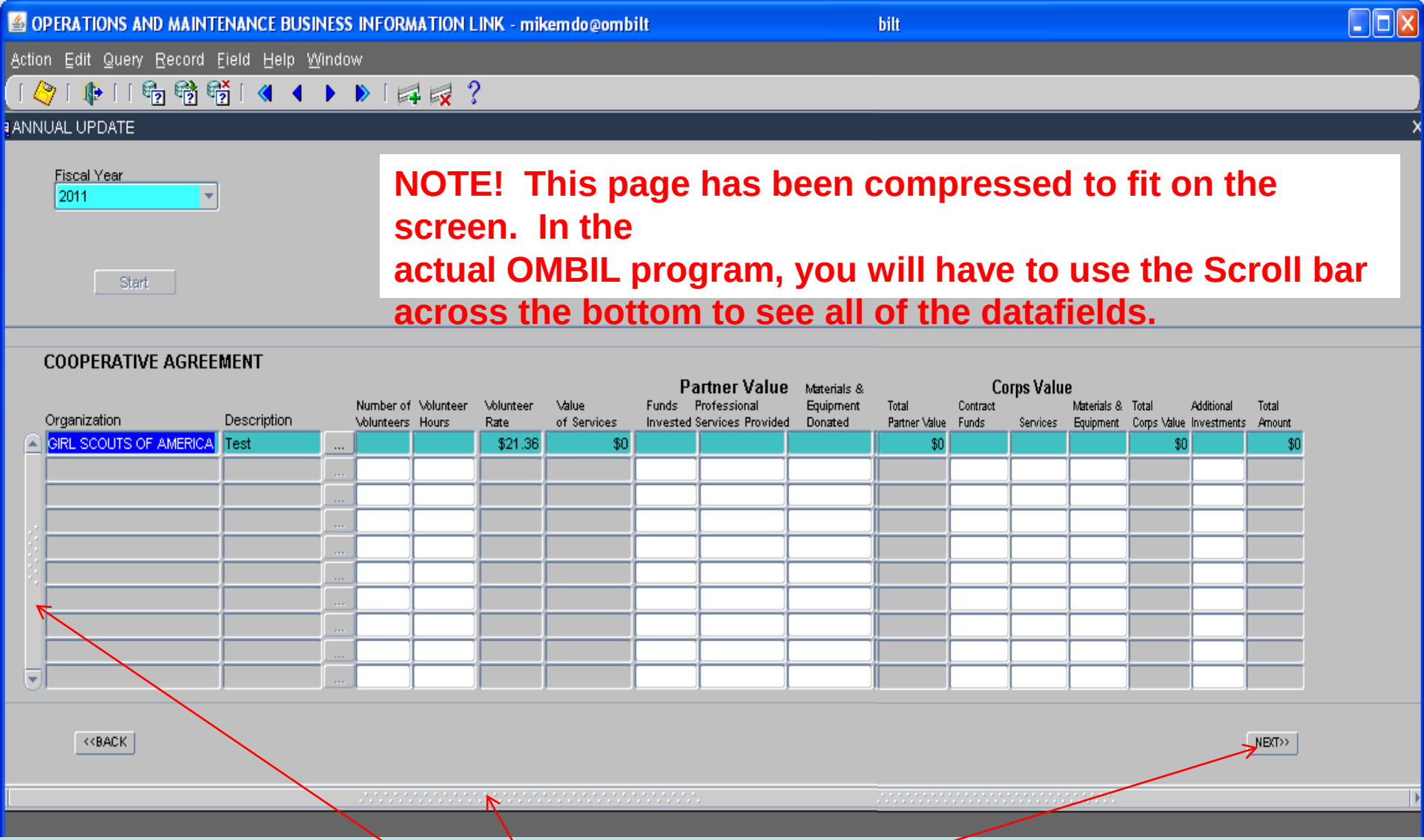
All of the Contributions Program Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement and then Click "Next". The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the



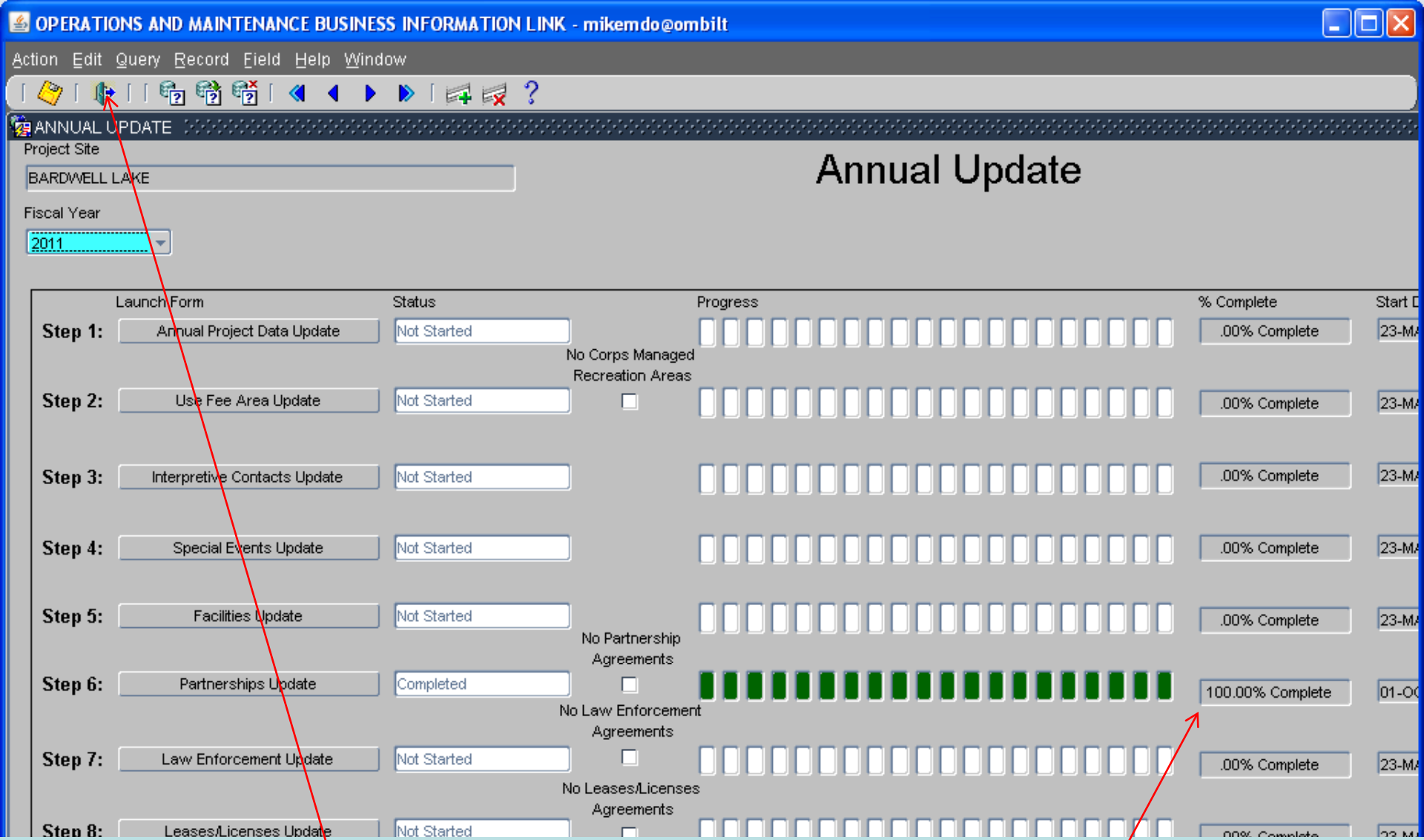
All of the Handshake Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left



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".



All of the Cooperative Agreement 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 and across the bottom. Click “Next”.



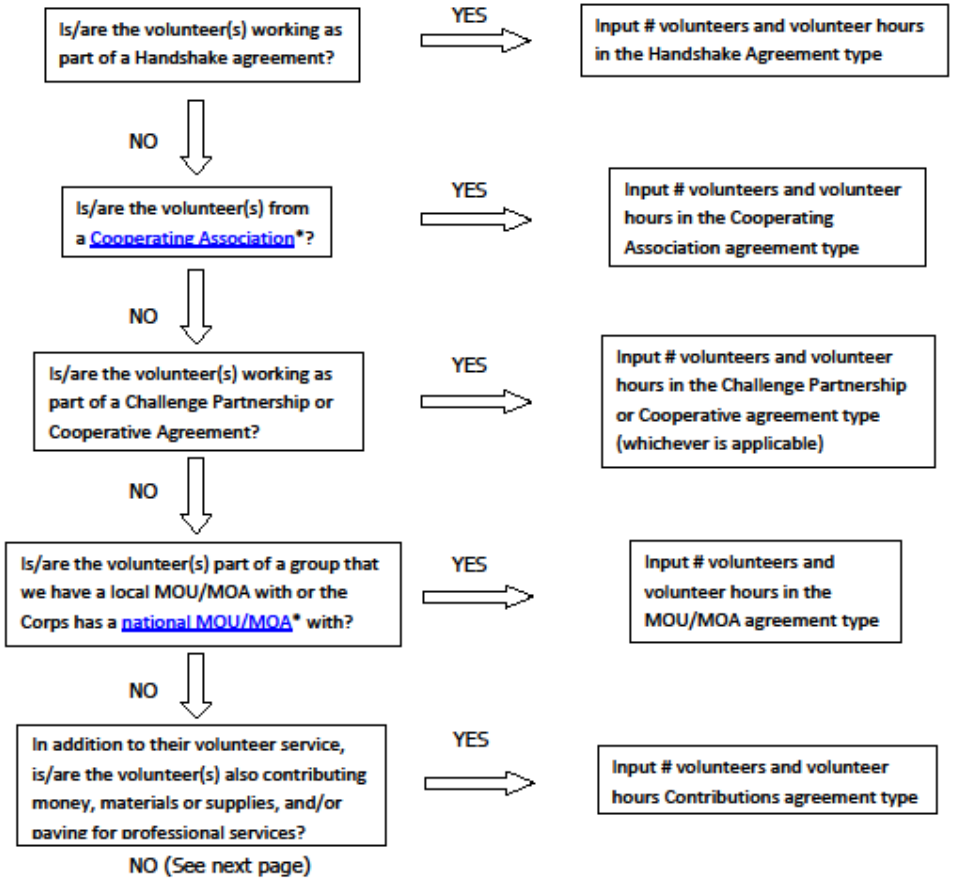
The system brings you back to the Overarching wizard and updates the status to show that you are at 100% Complete for the Partnership Update. If you were anything less than 100%, you would be able to go back into the Partnership wizard and complete the update. Once you have finished, simply Exit this 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.