Coastal Resilience Web Explorer User Portal Training

DCR Office of Resilience Planning

DCR
Virginia Department of Conservation & Recreation

Contents

- Background web explorer and user portal
- Getting access to the user portal
- Understanding workflows and submission statuses
- Creating and editing projects, initiatives and funding opportunities

VIRGINIA COASTAL
RESILIENCE
WEB EXPLORER
Ver 1.0

Background

Coastal Resilience Web Explorer

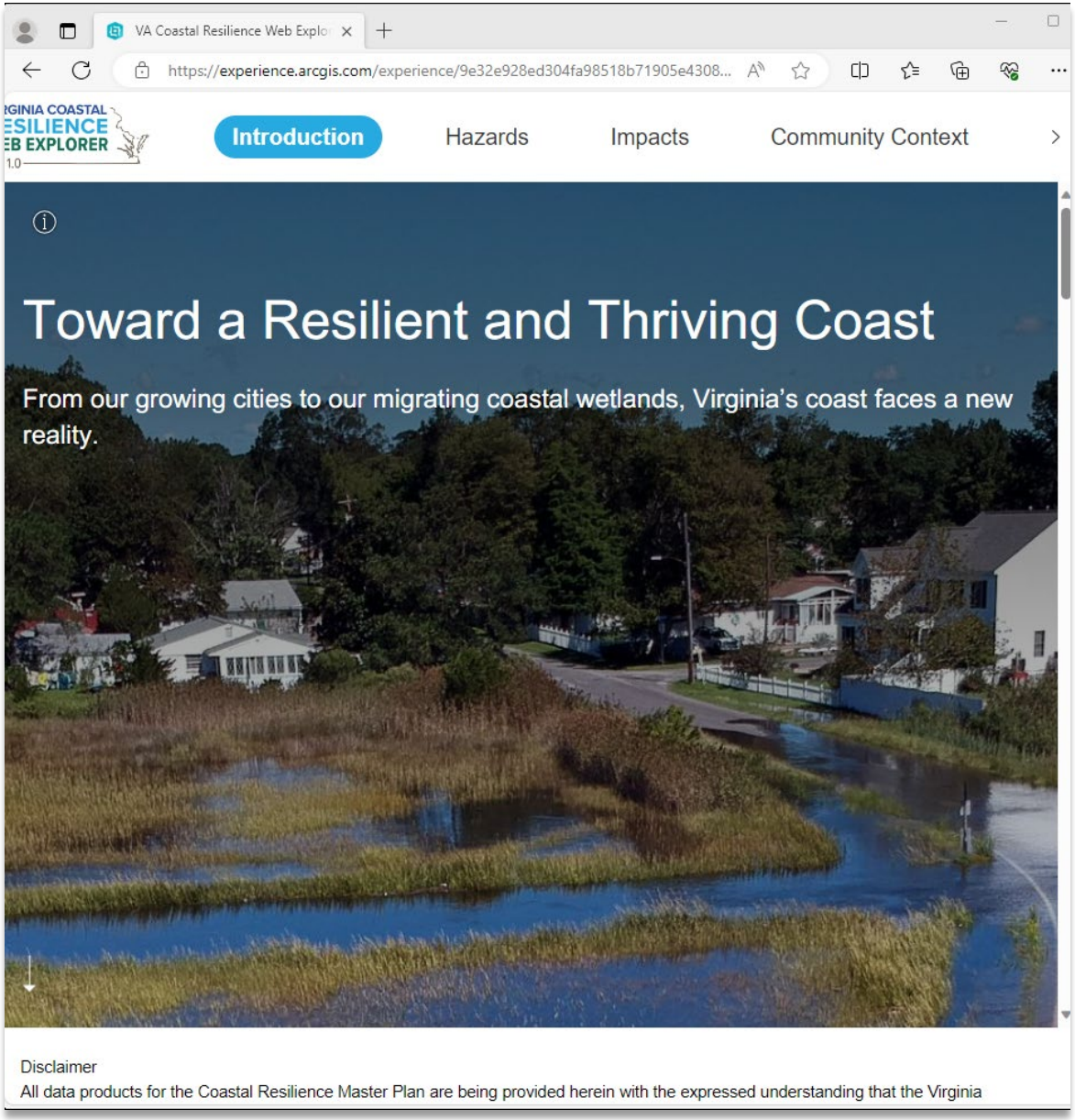
Allows users to interact with products of the Coastal Resilience Master Plan

Includes maps and other visualization tools, data viewers and downloads, and links to external resources

Features:

- Projects and Initiatives
- Funding Opportunities

Visit online: dcr.virginia.gov/crmp/cr-web-explorer



Background

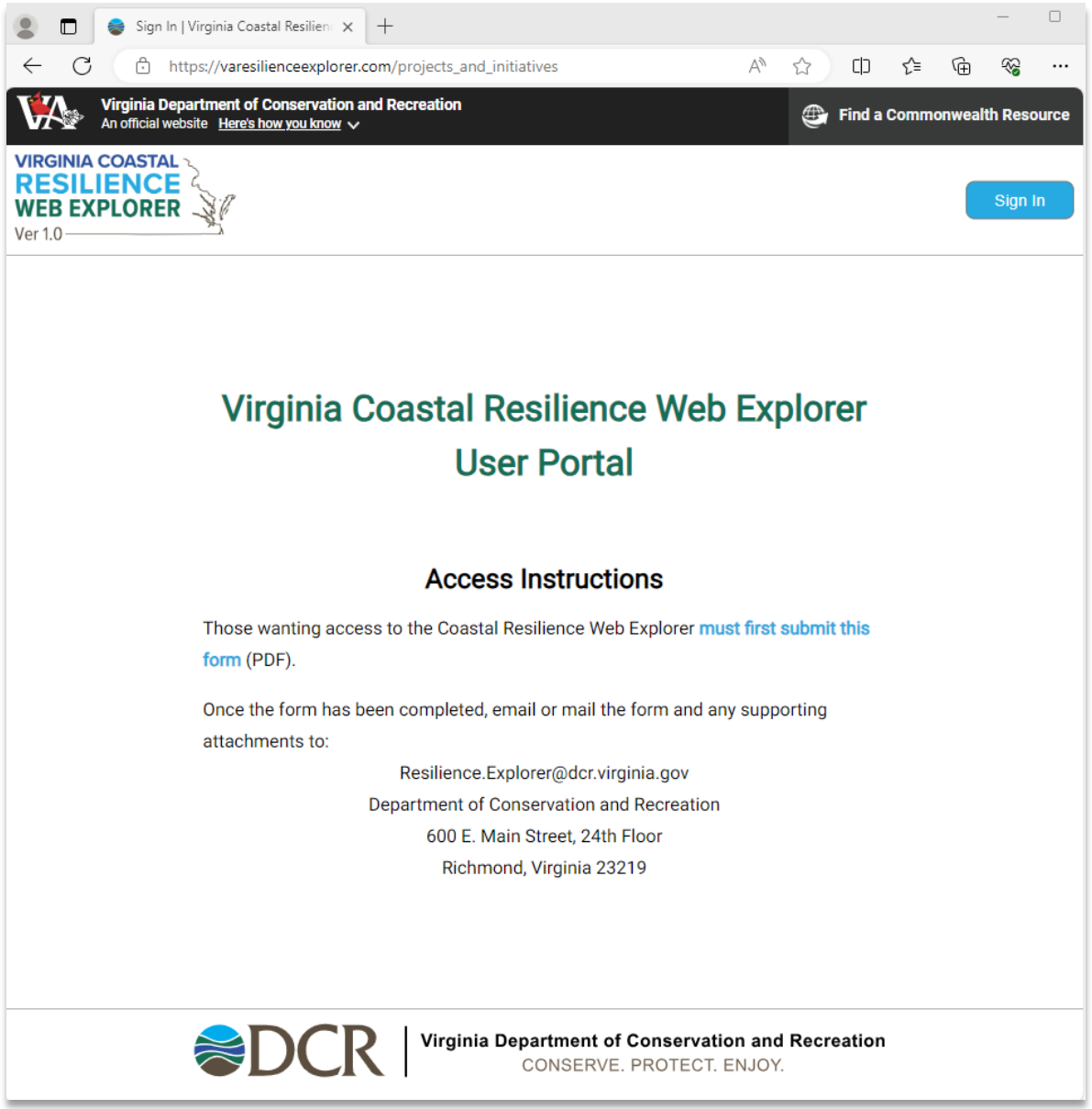
User Portal for the Web Explorer

New online platform connected to the Coastal Resilience Web Explorer.

Provides continuous access for coastal resilience practitioners to submit and edit Initiatives, Projects, and Funding Opportunities that appear in the portal.

Once approved by DCR for completeness, submitted entries will appear on the web explorer.

Visit online: varesilienceexplorer.com

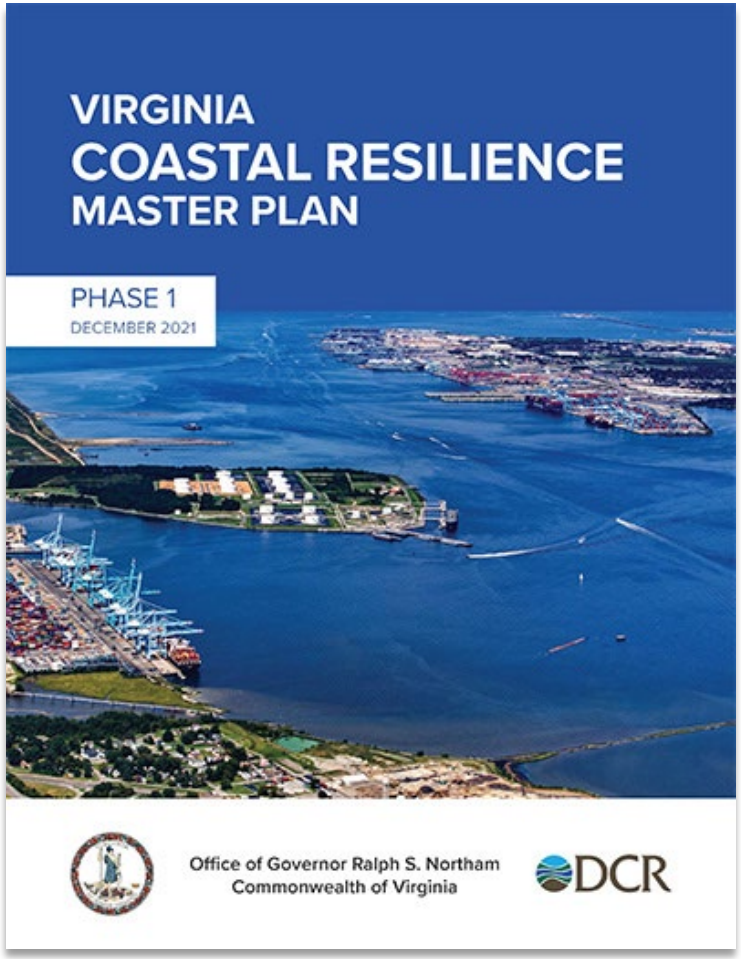


How will DCR use the projects and initiatives submitted?

Coastal Resilience Master Plan, Phase II

Only those projects and initiatives submitted to the User Portal will be considered for inclusion in the Coastal Resilience Master Plan, Phase II.

- The submission deadline for inclusion in the plan has not yet been established.
- We expect the deadline will be in Q2 2024.
- DCR will publish this deadline via its newsletter, website, and emails to PDCs once established.



Other benefits to appearing in the explorer may include…

- **Automatic matching with potential funding** sources for projects and initiatives appearing in the web explorer.
- **Increased visibility for resilience needs** with regional, state, and federal actors.
- **Opportunity to communicate to the public** a complete pipeline of a locality's or PDC's resilience initiatives and projects.
- **Potential to identify complementary projects and initiatives** to multiply outcomes.

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How will the funding opportunities be used?

Detailed information about funding opportunities will be publicly available via the Coastal Resilience Web Explorer.

- The Explorer will **automatically match submitted projects and initiatives with the funding opportunities** to suggest potential funding sources.
- Funding information may assist local governments and other stakeholders to **identify opportunities to gain access to needed financial support**.

Getting Access

Setting up your User Portal account

- New users must submit a completed **User Access Form** (PDF) to DCR.
- Forms can be accessed via DCR's website or the user portal website.
  - dcr.virginia.gov/crmp/cr-web-explorer
  - varesilienceexplorer.com
- Submit completed forms to DCR via email at resilience.explorer@dcr.virginia.gov.
- Accounts are specific to an individual, not to an organization.
- Users can only add and edit projects for which they are the owner, or for which they have written approval from the owner's organization.

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VIRGINIA COASTAL RESILIENCE WEB EXPLORER USER ACCESS FORM

User Information			
Last Name		First Name	
Organization		Title	
Street Address		City, State, Zip	
Email Address		Telephone No.	
Comments			

Account Information			
1. Request Type			
☐ New Account	☐ Modify Account	☐ Disable Account	☐ Re-enable Account
2. Access Level			
☐ Participant	☐ Manager		

List of Resilience Projects and Initiatives for Access (Owner Approval Required)		
☐ All owner entries	☐ New owner entries	☐ Some owner entries*

*List specific project/initiatives names above and/or attach a separate list if space is needed.

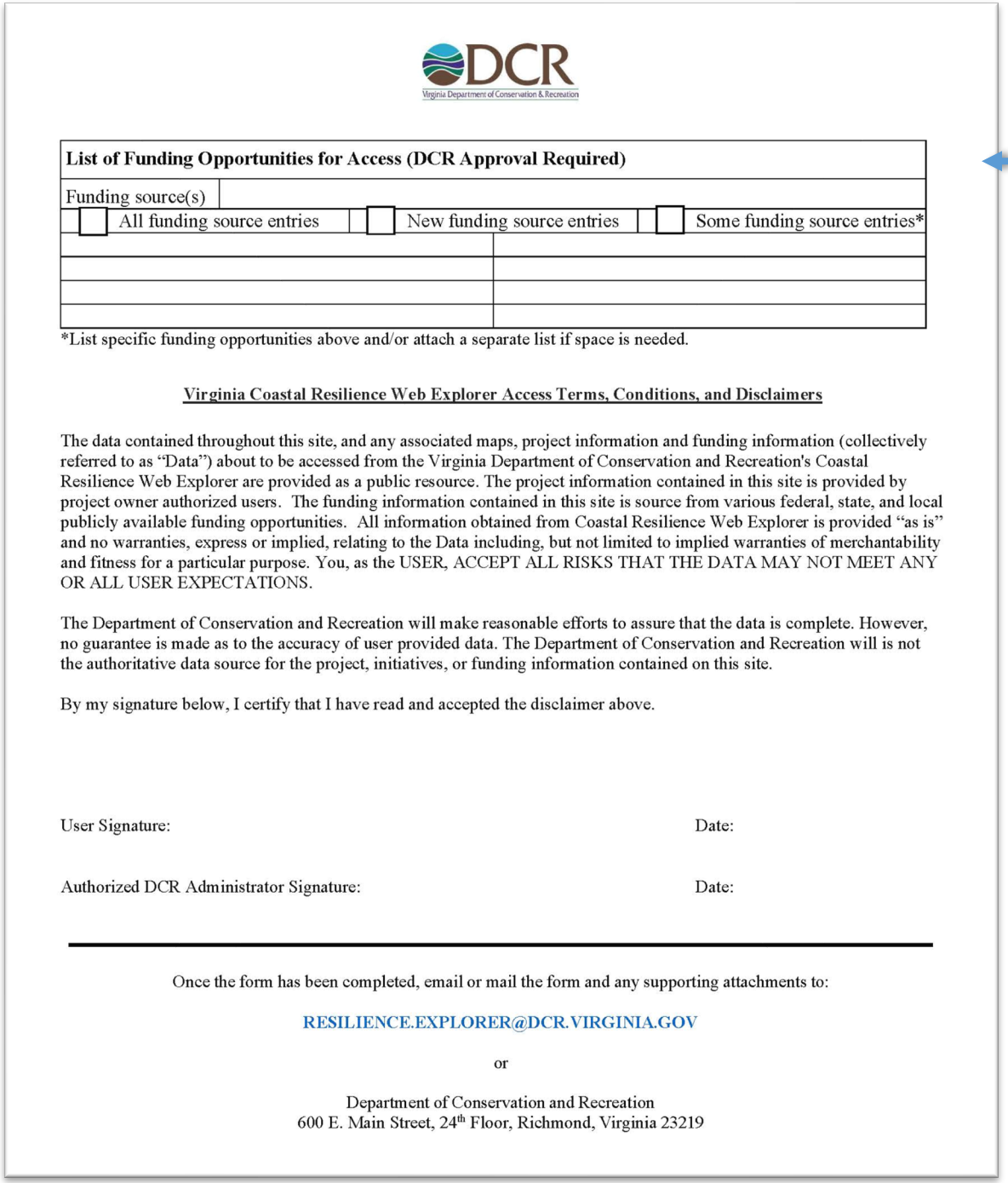
Owner Information and Signature			
Last Name		First Name	
Organization		Title	
Email Address		Telephone No.	
Signature		Date	
Certification	I hereby authorize the user to have access to the above referenced projects and initiatives where my organization is listed as the owner and as such the user has the authority to provide information on behalf of my organization.		

Select “Participant” access level.

The projects and initiatives in this section correspond to the “Owner Information and Signature” section, below. Include only projects for which you are the owner or will receive approval from the owner to edit.

If you are requesting access to add/edit projects and initiatives for the organization at which you are employed, this information may be the same or similar to the information submitted in the “User Information” section, above.

Forms should be signed by someone at the organization with the authority to provide permissions to publicize project and initiative details.



List of Funding Opportunities for Access (DCR Approval Required)	
Funding source(s)	
☐ All funding source entries	☐ New funding source entries ☐ Some funding source entries*

*List specific funding opportunities above and/or attach a separate list if space is needed.

Virginia Coastal Resilience Web Explorer Access Terms, Conditions, and Disclaimers

The data contained throughout this site, and any associated maps, project information and funding information (collectively referred to as "Data") about to be accessed from the Virginia Department of Conservation and Recreation's Coastal Resilience Web Explorer are provided as a public resource. The project information contained in this site is provided by project owner authorized users. The funding information contained in this site is source from various federal, state, and local publicly available funding opportunities. All information obtained from Coastal Resilience Web Explorer is provided "as is" and no warranties, express or implied, relating to the Data including, but not limited to implied warranties of merchantability and fitness for a particular purpose. You, as the USER, ACCEPT ALL RISKS THAT THE DATA MAY NOT MEET ANY OR ALL USER EXPECTATIONS.

The Department of Conservation and Recreation will make reasonable efforts to assure that the data is complete. However, no guarantee is made as to the accuracy of user provided data. The Department of Conservation and Recreation will is not the authoritative data source for the project, initiatives, or funding information contained on this site.

By my signature below, I certify that I have read and accepted the disclaimer above.

User Signature: Date:

Authorized DCR Administrator Signature: Date:

Once the form has been completed, email or mail the form and any supporting attachments to:

RESILIENCE.EXPLORER@DCR.VIRGINIA.GOV

or

Department of Conservation and Recreation
600 E. Main Street, 24th Floor, Richmond, Virginia 23219

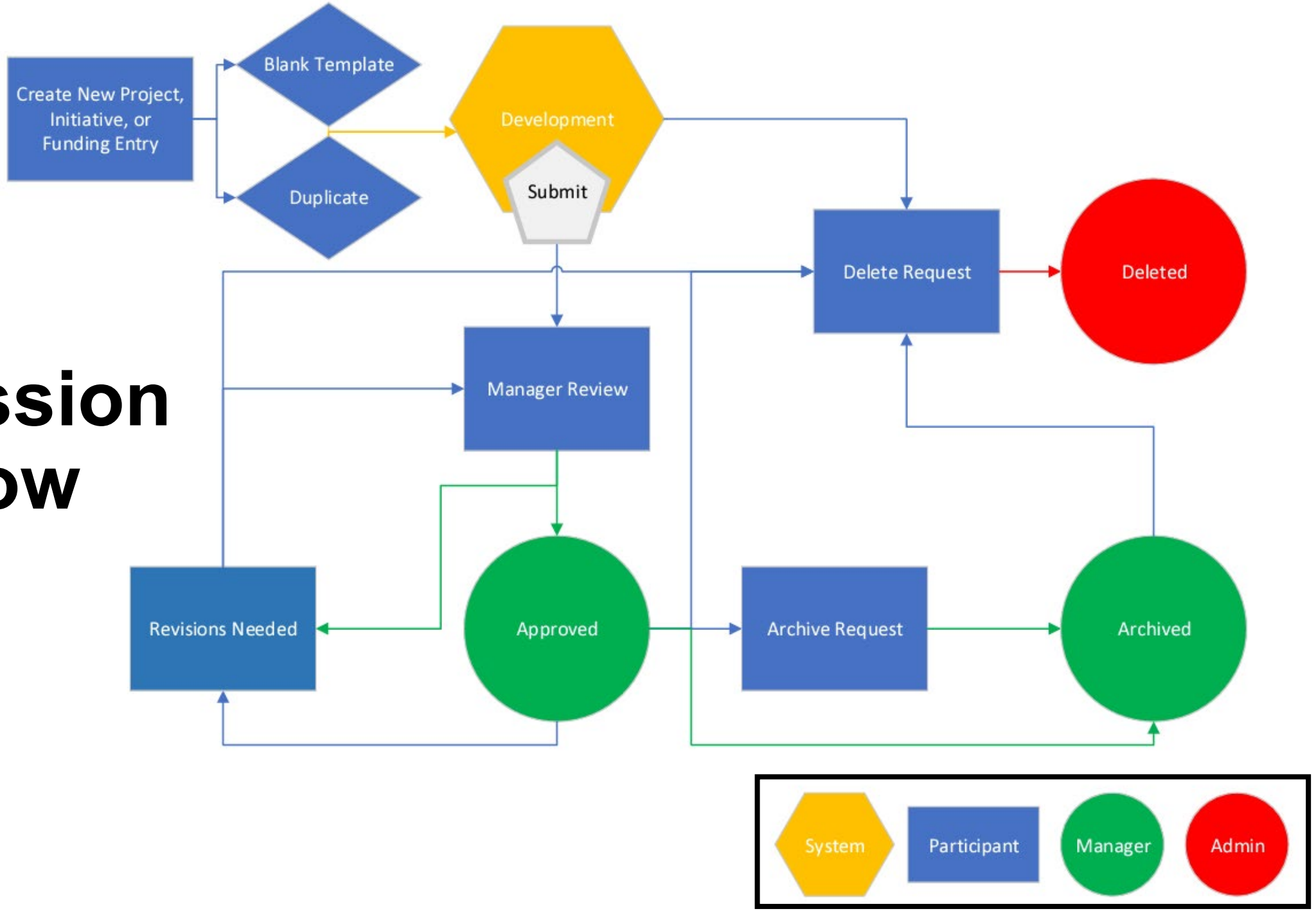
If you would like the ability to add and edit funding opportunities, write in the names of the funding organization(s) for which you would like access. (For example, "NOAA," "FEMA," "USACE".)

You may also indicate "all".

Please be patient with us as we review and approve all users manually. Once approved, you will receive an email confirming your access from DCR. Don't hesitate to follow-up if you do not hear back from us. Contact us with any questions!

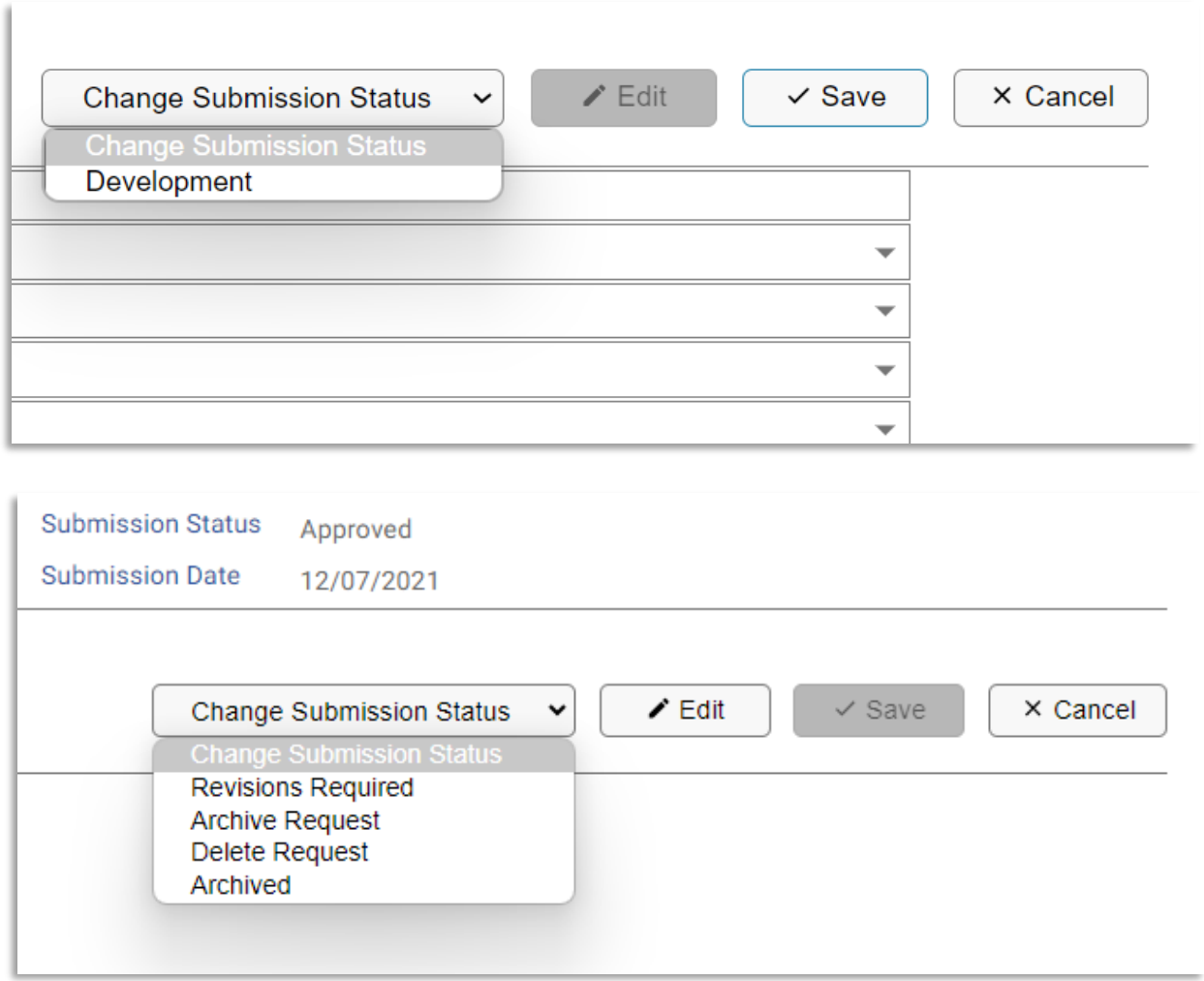
Email: resilience.explorer@dcr.virginia.gov

Submission Workflow



Submission Status

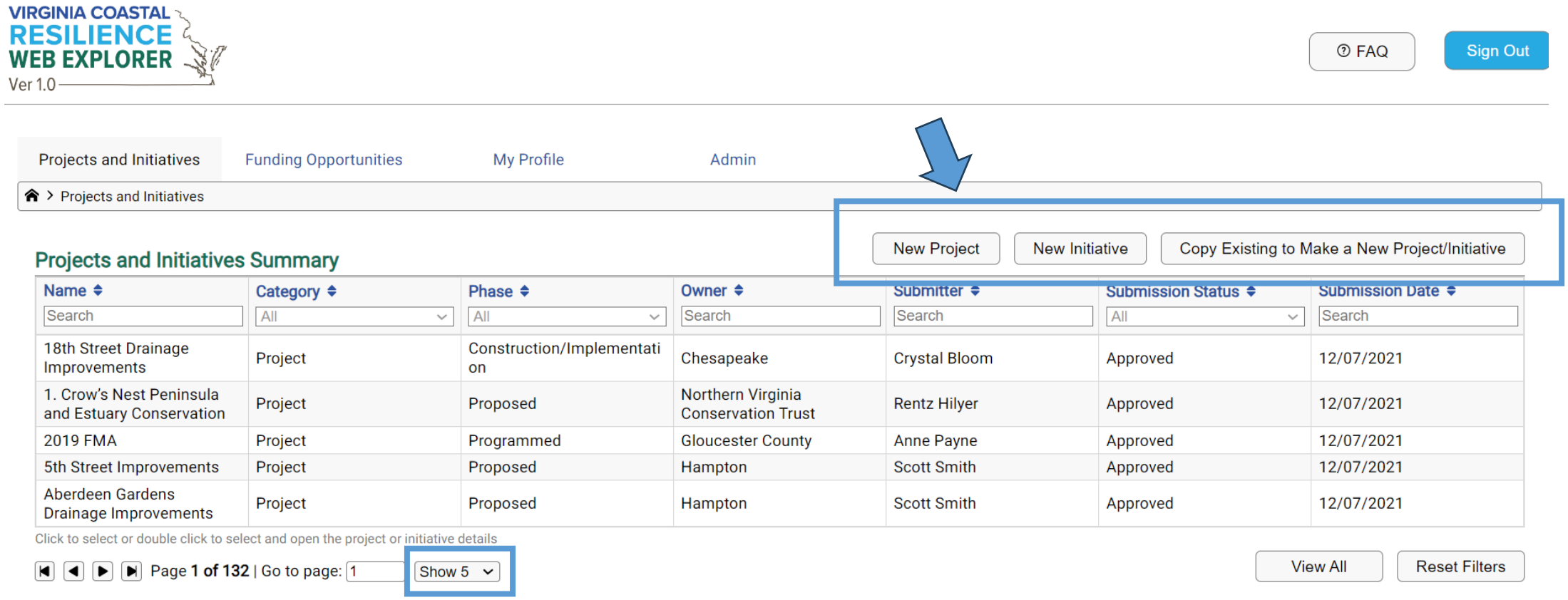
- Within the submission workflow, users must manually change and save updates to a submission status to advance an entry for DCR review and publication.
- Once approved, users will have the option to move an entry back to **development** for edits, **archive** an entry that has concluded, or **delete** an entry that was created in error or is a duplicate.
- Changes in submission status will send an automatic email notification to the entry submitter and owner.



Projects and Initiatives

Creating a New Project or Initiative

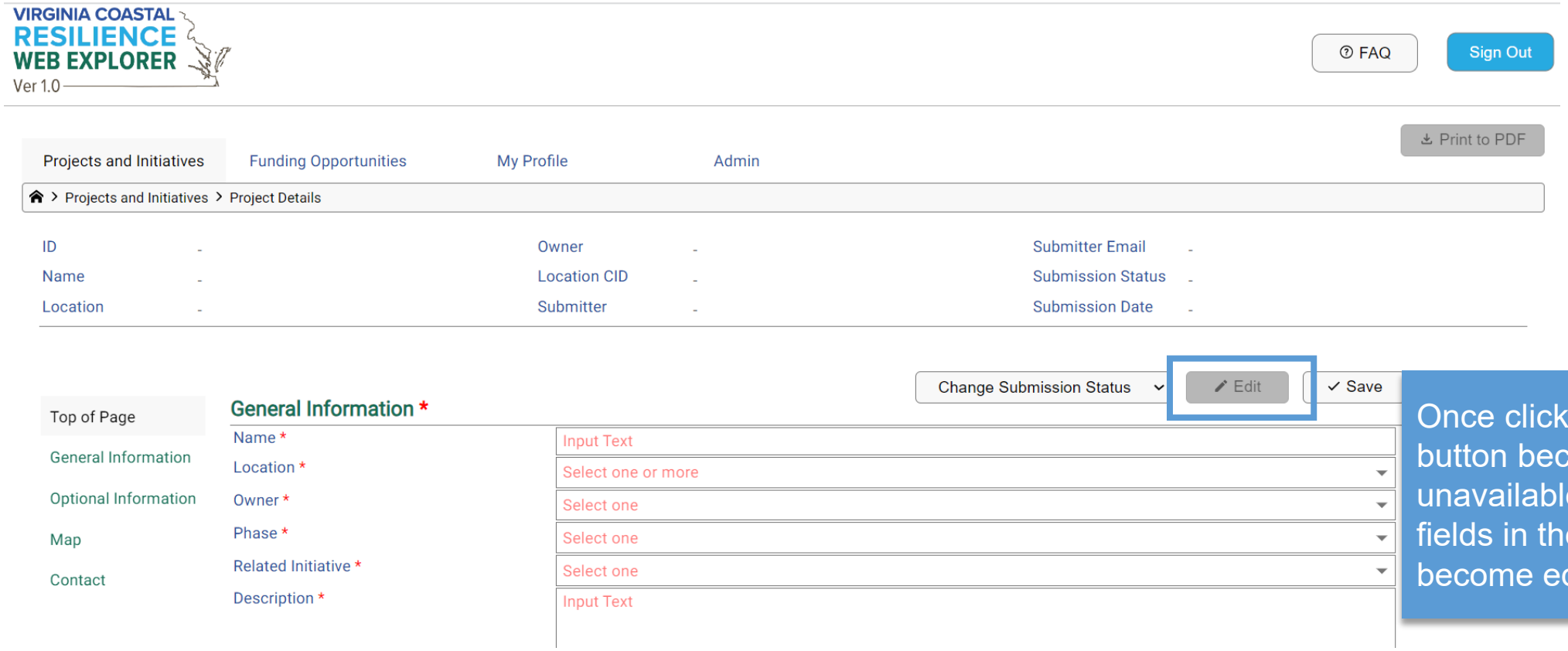
- Users logged into the Portal will automatically see the “Projects and Initiatives” page, with any entries they have access to edit in view (up to the total number of visible entries selected).
- To create a new project, users can click either “New Project” or “New Initiative” for a blank template, or “Copy Existing…” to use an existing project’s details as a starting point.



Projects and Initiatives

Creating a New Project or Initiative

- This will take you to a new page at which you can enter the entry details.
- Click the “Edit” button to get started.
- Submit as much detail as you are able, taking care to complete all required fields indicated with an asterisk.
- If unsure about a required field, you can submit placeholder character text to permit saving the entry as draft.

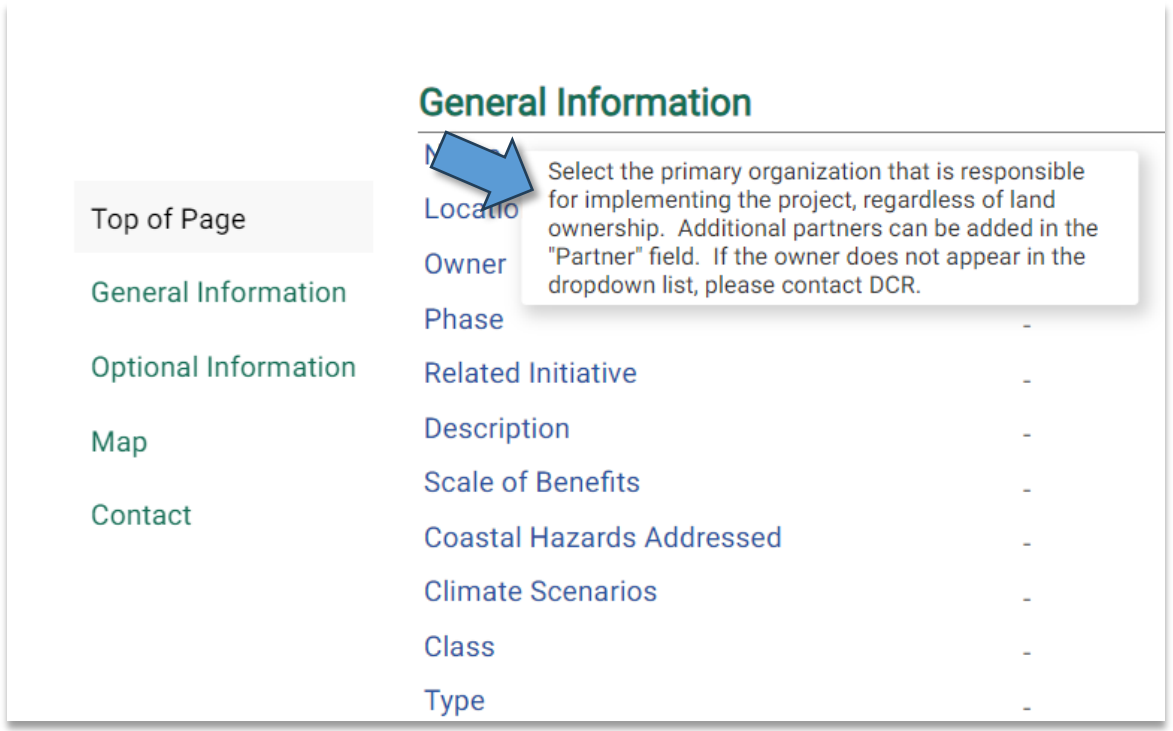


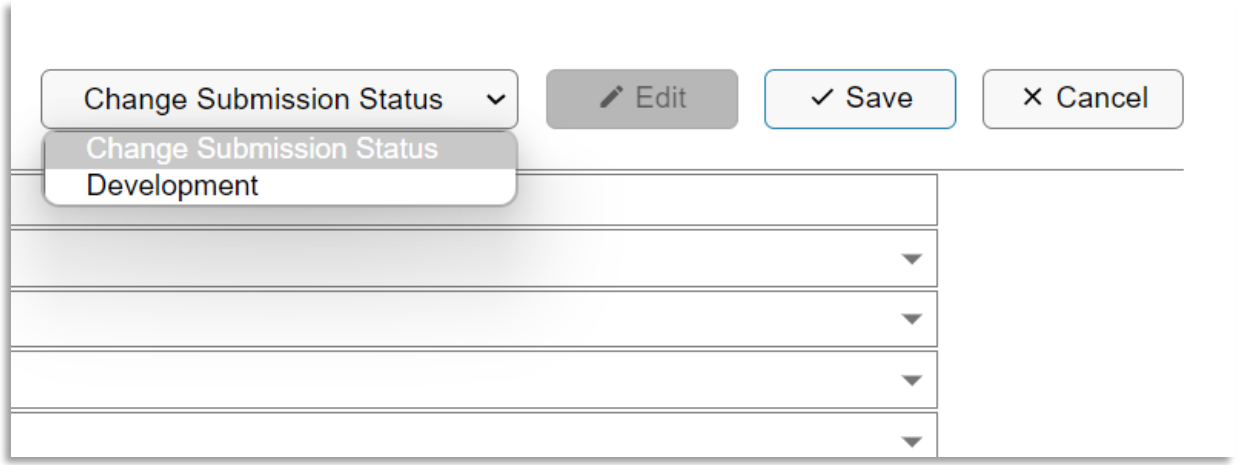
Once clicked, the “Edit” button becomes unavailable and the fields in the form become editable.

Projects and Initiatives

Creating a New Project or Initiative

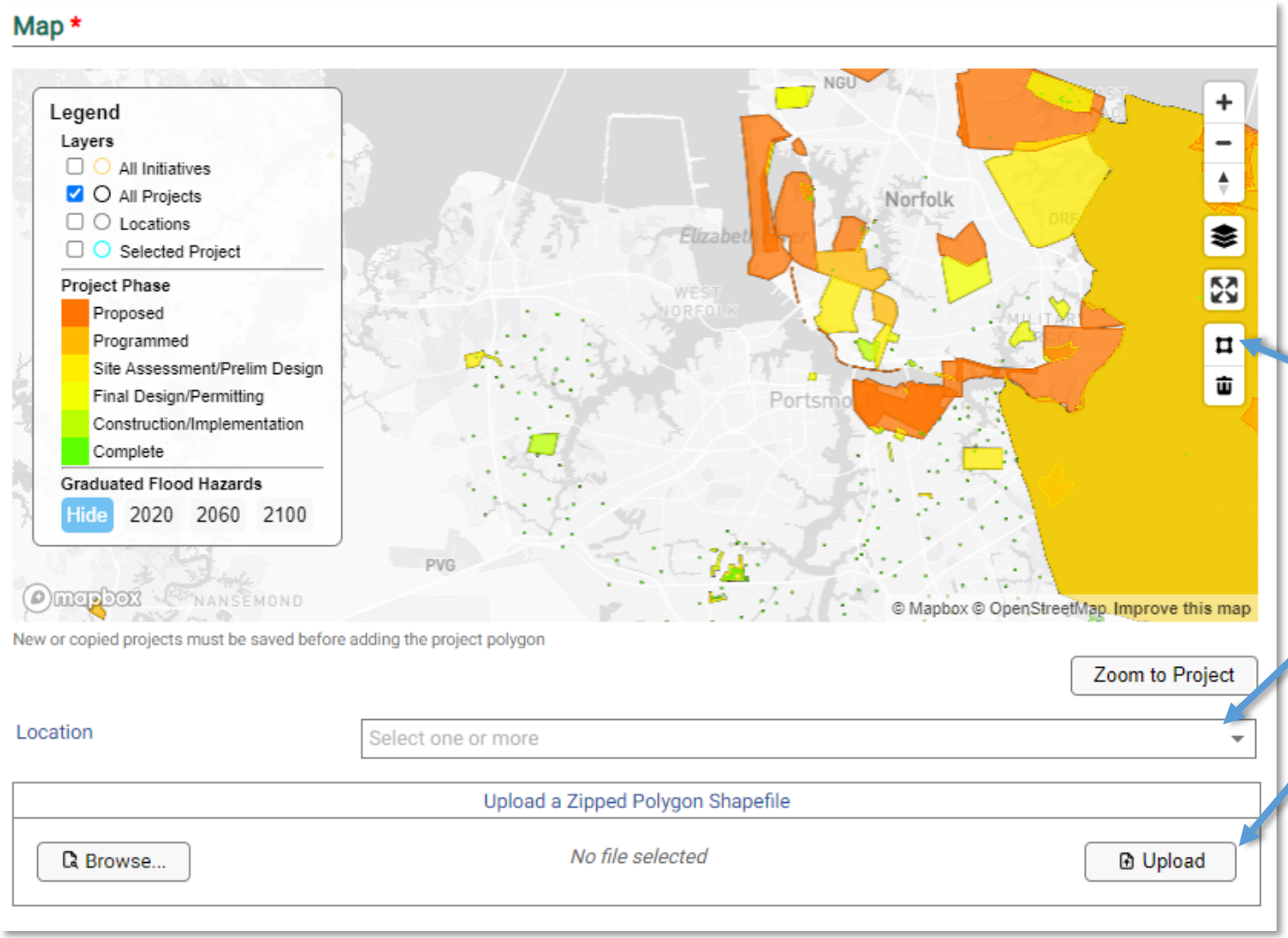
- Hovering over the name of a field will provide ToolTip instructions for what information to include.
- Once the fields are complete, you can click “Save” to submit the project for DCR’s review.
- To save your entry as draft, click the “Change Submission Status” button and select “Development” before clicking the “Save” button.





Projects and Initiatives

Creating a New Project or Initiative



You will be asked to provide the geographic location of the entry to be mapped.

You will not be able to complete this section until you first “Save” the entry. This will enable the mapping feature.

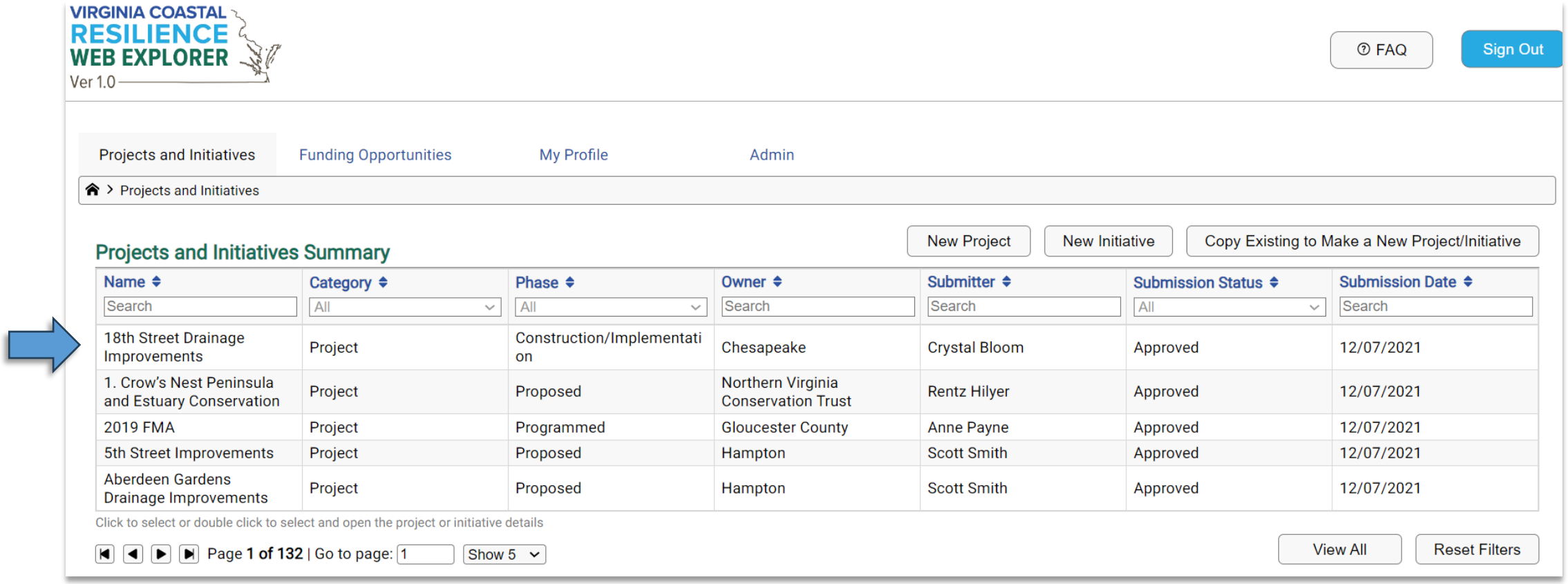
There are three mapping options:

1. draw/edit on the map
2. select a predefined location
3. upload a zipped polygon shapefile.

Projects and Initiatives

Editing an Existing Project or Initiative

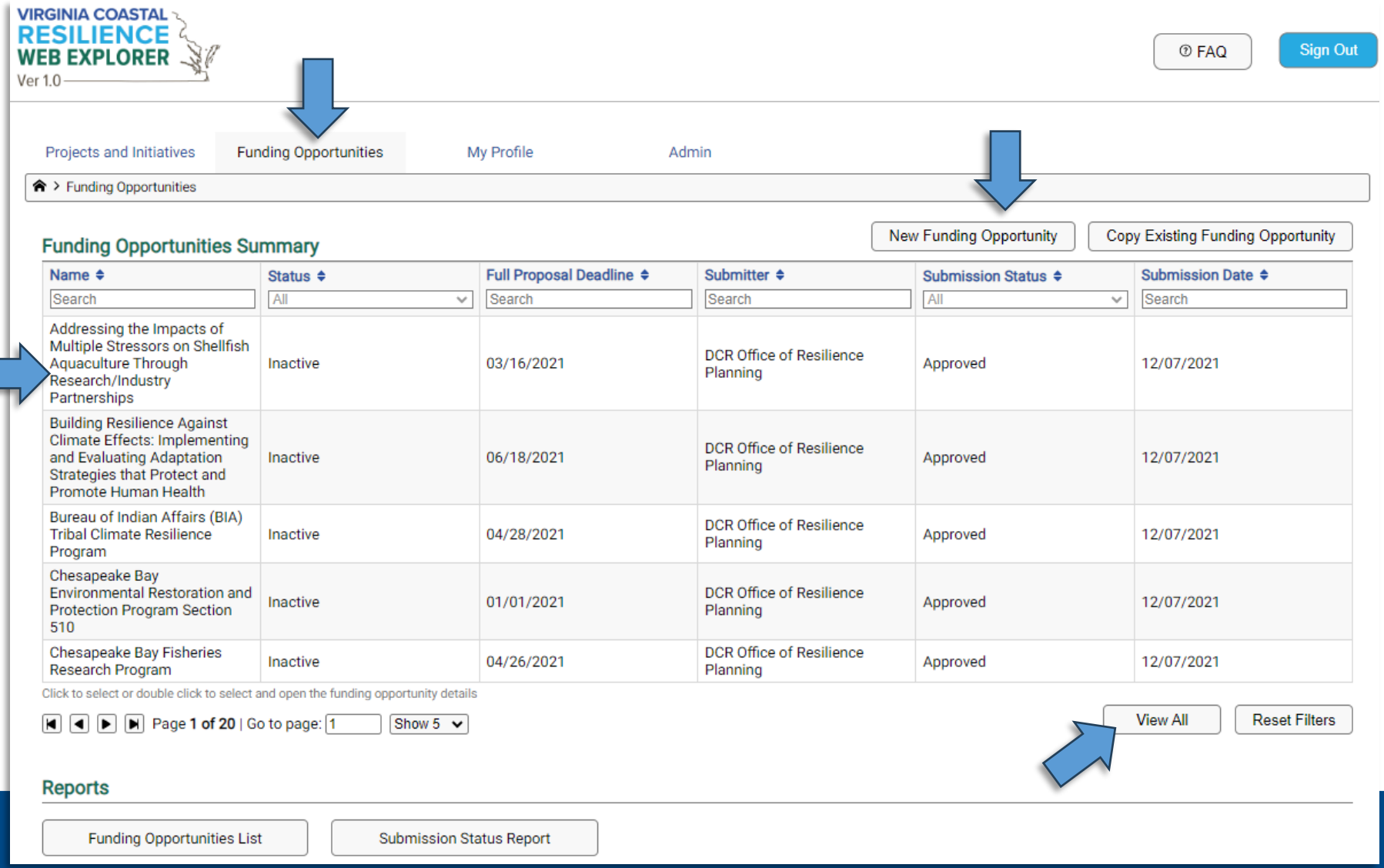
- From the User Portal Landing page, users can edit existing projects and initiatives to which they have access by double clicking on any row in the Projects and Initiatives Summary list.
- From there, you will be able to make any needed edits to the fields and “Save” to resubmit for DCR approval.



Funding Opportunities

Creating or Editing

- Click the “Funding Opportunities” tab at the top of the page to access.
- Your automatic view will be any opportunities which you have submitted.
- Click “View All” to see additional opportunities which you have access to edit.
- Functionality is basically the same as Projects and Initiatives to create a new opportunity or edit an existing opportunity.

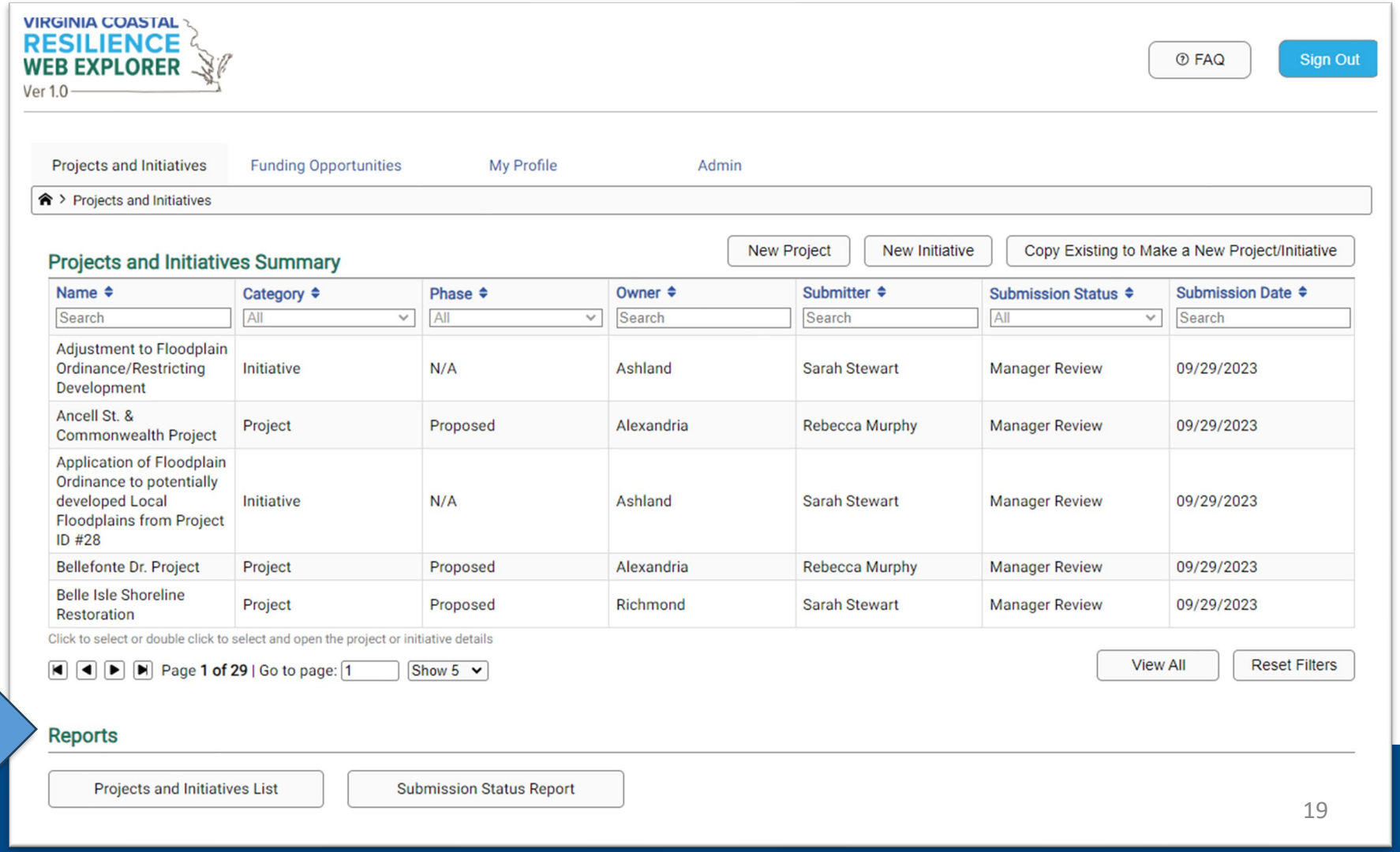


Projects and Initiatives

Downloading Reports

- From the User Portal Landing page, users can download projects and initiatives reports.

- Projects and Initiatives List: Report will include all "Approved" projects and initiatives and all projects and initiatives to which they have access.
  - * A zipped polygon shapefile download of all "Approved" projects and initiatives is pending.
- Submission Status Report: Report will include the submission status for all projects and initiatives to which they have access



Downloading Reports

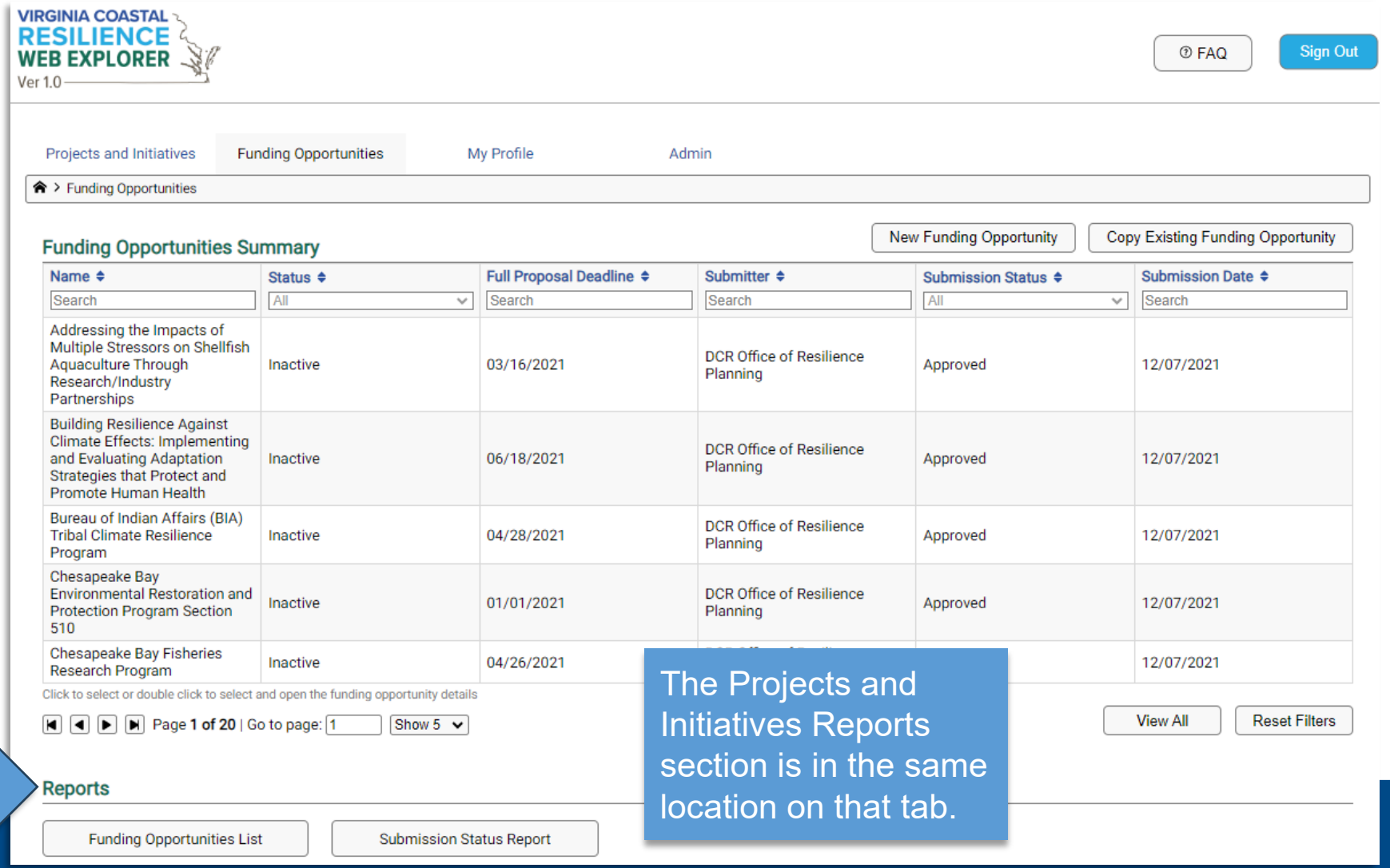
Projects and Initiatives & Funding Opportunities

Two types of reports:
1. “List”
2. “Submission Status Report”

Both download to your desktop as an *.xlsx* file.

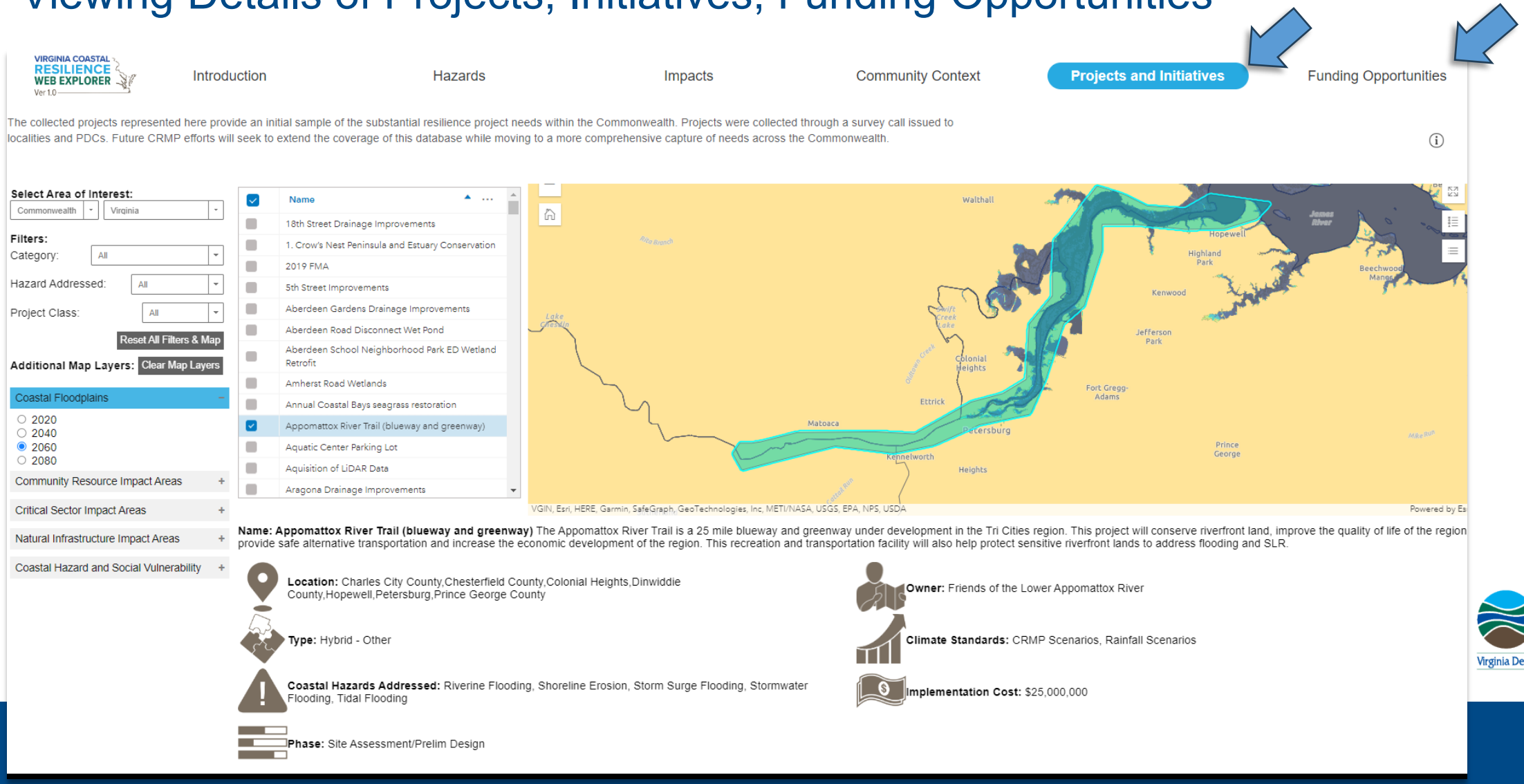
List includes approved entries submitted by any user, as well as all entries to which you have edit access.

Submission Status Report provides the current status for each entry to which you have edit access.



Coastal Resilience Web Explorer

Viewing Details of Projects, Initiatives, Funding Opportunities



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Please Contact Us with Questions!

DCR Office of Resilience Planning
resilience.explorer@dcr.virginia.gov

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