

Community Assistance Module User Manual

NATIONAL FIRE PLAN OPERATIONS AND REPORTING SYSTEM (NFPORS)



May 29, 2003

TABLE OF CONTENTS

| | |
|--|-----------|
| INTRODUCTION..... | 1 |
| BACKGROUND..... | 1 |
| CONTACTS | 1 |
| LOGIN | 2 |
| CHANGING YOUR PASSWORD..... | 3 |
| EDITING YOUR USER PROFILE | 4 |
| EDITING YOUR PREFERENCES | 4 |
| PORTAL PAGE..... | 5 |
| MORE ABOUT THE PORTAL PAGE – PORTLETS | 6 |
| CUSTOMIZING THE PORTAL PAGE | 8 |
| CUSTOMIZING THE PORTAL PAGE (CONT...)..... | 9 |
| CUSTOMIZING THE PORTAL PAGE (CONT...)..... | 10 |
| CUSTOMIZING THE PORTAL PAGE (CONT...)..... | 11 |
| ADD A NEW PARTNER..... | 12 |
| EDITING EXISTING PARTNERS | 13 |
| DELETING EXISTING PARTNERS | 14 |
| RURAL FIRE ASSISTANCE REQUESTS | 15 |

| | |
|--|-----------|
| ADD A NEW RURAL FIRE ASSISTANCE REQUEST | 15 |
| ADD A NEW RURAL FIRE ASSISTANCE REQUEST | 16 |
| EDITING EXISTING RURAL FIRE ASSISTANCE REQUESTS | 17 |
| COMMUNITY ASSISTANCE ACTIVITY REQUESTS..... | 18 |
| COMMUNITY ASSISTANCE ACTIVITY REQUESTS..... | 18 |
| ADD A NEW COMMUNITY ASSISTANCE ACTIVITY REQUEST..... | 19 |
| ADD A NEW COMMUNITY ASSISTANCE ACTIVITY REQUEST..... | 19 |
| EDITING EXISTING COMMUNITY ASSISTANCE ACTIVITY REQUESTS..... | 20 |
| FIRE EDUCATION & PREVENTION PROGRAM REQUESTS | 21 |
| ADD A NEW FIRE EDUCATION & PREVENTION PROGRAM REQUEST | 21 |
| ADD A NEW FIRE EDUCATION & PREVENTION PROGRAM REQUEST | 22 |
| EDITING EXISTING FIRE EDUCATION AND PREVENTION PROGRAMS REQUESTS..... | 23 |
| IMPACTED COMMUNITIES..... | 24 |
| COMMUNITIES AT RISK | 24 |
| COMMUNITIES OF INTEREST | 27 |
| REMOVING A COMMUNITY FROM THE LIST..... | 28 |
| EDITING FISCAL YEAR PLANS..... | 29 |
| EDITING FISCAL YEAR PLANS | 29 |

INTRODUCTION

This document provides instructions on using the National Fire Plan Reporting and Operations System (NFPORS) Community Assistance module. This module is designed to assist the Department of Interior with managing and reporting on community assistance work done under the auspices of the National Fire Plan. Instructions for using the Forest Service Community Assistance module are provided in a separate user manual.

BACKGROUND

At the onset of the National Fire Plan, the wildland fire agencies identified the need for tools to assist them in capturing and reporting accomplishments. While each Agency had some mechanisms in place to meet the accountability requirements, the Agencies did not have an overarching system capable of providing sufficient analysis and reporting functionality. Instead, each organization relied on a variety of disparate mechanisms for tracking and reporting community assistance accomplishments.

In order to provide a single, unified inter-Agency system, the Department of Interior teamed with the Forest Service to develop NFPORS. The system will collect data in the areas of restoration and rehabilitation, hazardous fuels reduction, and community assistance. The hazardous fuels module will be rolled out first, followed by the restoration and rehabilitation and community assistance modules.

The goal of NFPORS is to provide enhanced intelligence about the inter-Agency effort to carry out the mandates of the National Fire Plan. By providing leadership in both Agencies with improved access to information, it is expected to reduce the burden on the field caused by data calls.

CONTACTS

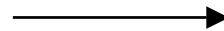
The NFPORS project is being led by Russell Berry (USGS) and Peter Bedker (USFS) with support of contractors Booz Allen Hamilton.

To receive assistance please contact your regional NFPORS point of contact. This list may be obtained by emailing Russell Berry at rberry@usgs.gov.

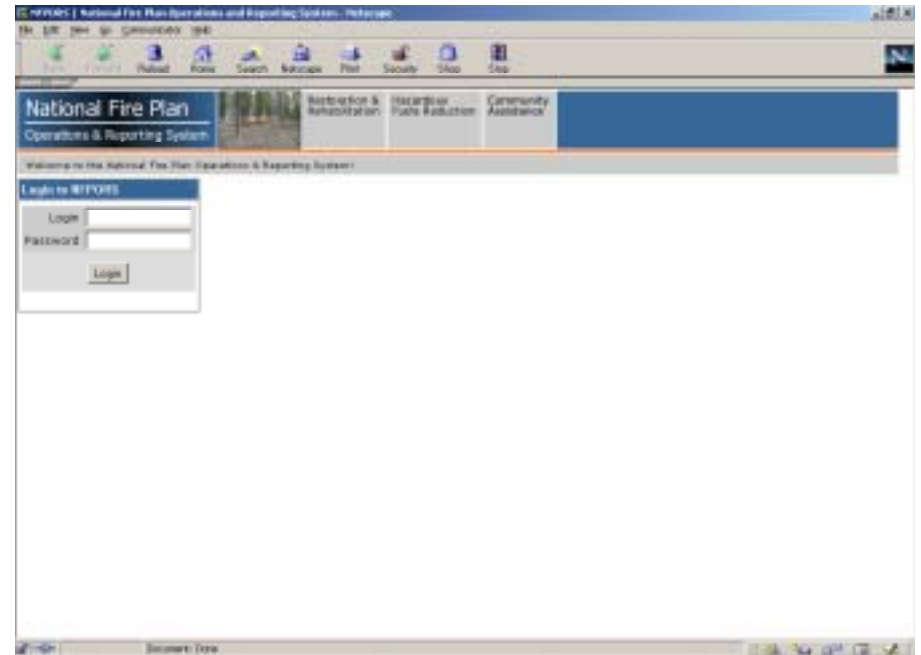
LOGIN

The first step in using NFPORS is logging onto the system.

To login enter your Login Name and Password and click the **Login** button.



After you click login, the system will load the NFPORS Portal Page. To learn more see the **Portal Page** section of this document.

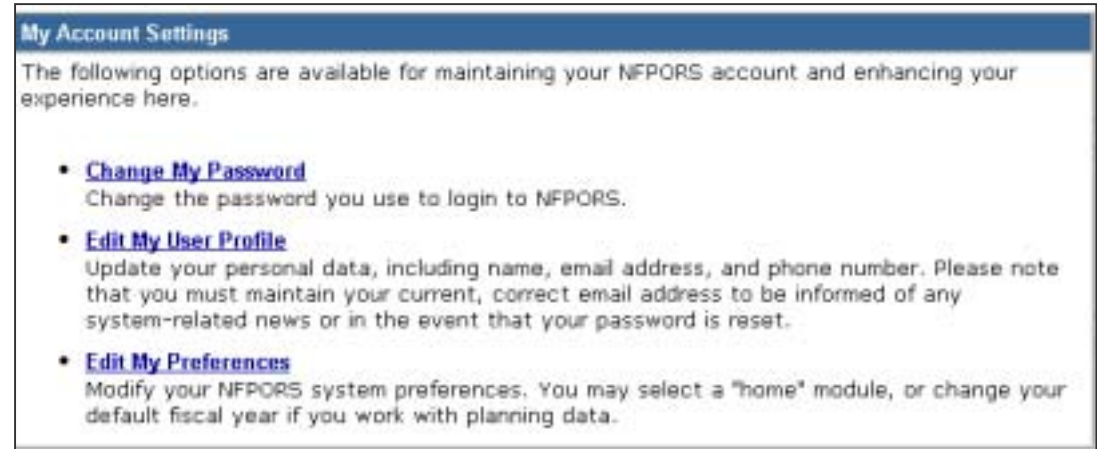


NOTES:

CHANGING YOUR PASSWORD

After logging into NFPORS, you may change your password. To change your password, click on the [Account Mgmt](#) link on the upper right hand side of the NFPORS portal page.

The My Account Settings feature will appear. Click on [Change My Password](#).



Enter the requested information and click **Save**. Your password will now be changed.

EDITING YOUR USER PROFILE

Once you have clicked on the [Account Mgmt](#) link, you can modify your profile by clicking on the [Edit My User Profile](#) link.

Edit the information you wish to change and click **Save**.

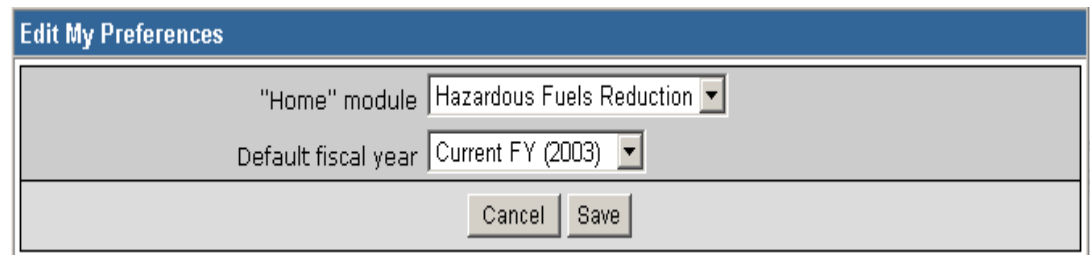


The screenshot shows a web form titled "Edit My User Profile". It contains four text input fields: "First name" with the value "Test", "Last name" with "User 01", "Email address" with "username@address.com", and "Phone number" which is empty. At the bottom right of the form are two buttons: "Cancel" and "Save".

EDITING YOUR PREFERENCES

You can also modify your preferences by clicking on the [Edit My Preferences](#) link, after you have already clicked on the [Account Mgmt](#) link.

Here, you can select your default "Home" module and your default fiscal year. Edit the information you wish to change and click **Save**.



The screenshot shows a web form titled "Edit My Preferences". It contains two dropdown menus: "'Home' module" set to "Hazardous Fuels Reduction" and "Default fiscal year" set to "Current FY (2003)". At the bottom right of the form are two buttons: "Cancel" and "Save".

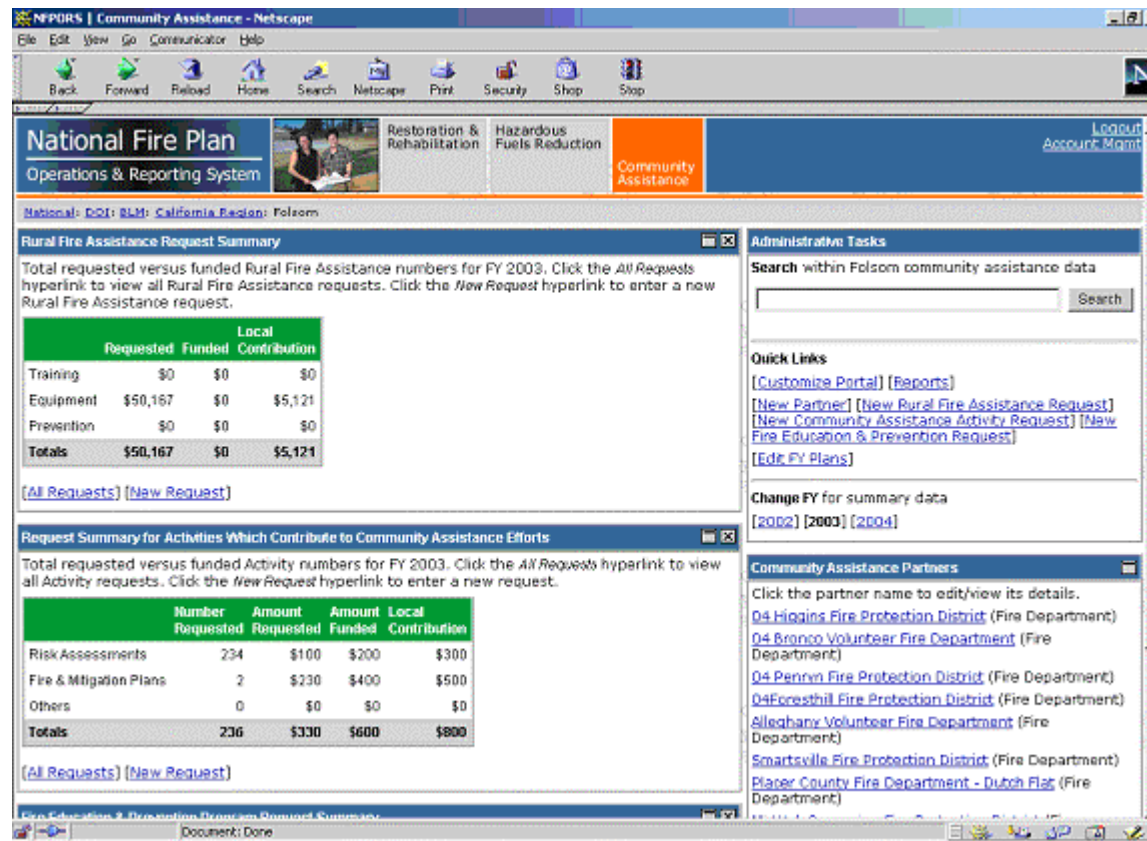
PORTAL PAGE

The portal page serves as the main gateway for accessing all of NFPORS' functionality.

- From the portal page you may click a link to:
- Create a new partner
 - Enter a new rural fire assistance request
 - Enter a new community assistance activity request
 - Enter a new fire education and prevention request
 - Edit fiscal year plans

The navigation bar at the top of the screen provides access to the other NFPORS modules (Restoration & Rehabilitation and Hazardous Fuels Reduction) as well as displays the organizational hierarchy. The portal will display information for your unit only. For example, a BLM user from the Carson City District will only see data pertaining to his or her district. Likewise a BIA user from the Red Lake Agency will only see data for his or her unit.

You may return to the Portal at any time by clicking on your unit's name in the organizational hierarchy.



The following section contains detailed information about the contents of the Portal page.

NOTES:

MORE ABOUT THE PORTAL PAGE – PORTLETS

The Portal Page consists of a series of subject-area focused rectangles called **Portlets**. The NFPORS Community Assistance module has five portlets:

1. **Rural Fire Assistance Request Summary**– lists total requested versus funded Rural Fire Assistance requests for a specific fiscal year.

| | Requested | Funded | Local Contribution |
|---------------|-----------------|------------|--------------------|
| Training | \$10 | \$0 | \$10 |
| Equipment | \$74,811 | \$0 | \$0,047 |
| Prevention | \$10 | \$0 | \$10 |
| Totals | \$74,831 | \$0 | \$0,067 |

[All Requests] [New Request]

2. **Administrative Tasks** – provides a search engine and has links to all major areas of NFPORS functionality (i.e. create new project, new education request, etc.). The Administrative Tasks portlet also allows you to change the fiscal year that is being viewed/modified.

Search within Folsom community assistance data

Quick Links
[\[Customize Portal\]](#) [\[Reports\]](#)
[\[New Planets\]](#) [\[New Rural Fire Assistance Request\]](#) [\[New Community Assistance Activity Request\]](#) [\[New Fire Education & Prevention Request\]](#)
[\[Edit FY Plans\]](#)

Change FY for summary data
[\[2002\]](#) [\[2003\]](#) [\[2004\]](#)

3. **Request Summary for Activities Which Contribute to Community Assistance Efforts** – lists the total requested versus funded Community Assistance Activity numbers for a specific fiscal year.

| | Number Requested | Amount Requested | Amount Funded | Local Contribution |
|-------------------------|------------------|------------------|---------------|--------------------|
| Risk Assessments | 10 | \$10 | \$0 | \$10 |
| Fire & Mitigation Plans | 10 | \$10 | \$0 | \$10 |
| Others | 10 | \$10 | \$0 | \$10 |
| Totals | 30 | \$30 | \$0 | \$30 |

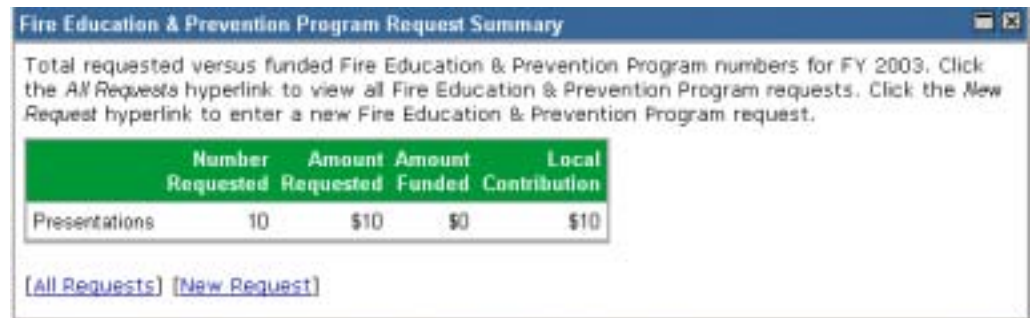
[All Requests] [New Request]

MORE ABOUT THE PORTAL PAGE – PORTLETS (CONT...)

- 4. **Community Assistance Partners** – lists community assistance partners and details related to them.



- 5. **Fire Education & Prevention Program Request Summary** – lists total requested versus funded Fire Education & Prevention Program numbers for a specific fiscal year.



CUSTOMIZING THE PORTAL PAGE

You can customize the NFPORS Portal page to show you only the information you are interested in. This customization can be accomplished in a number of different ways. You may:

1. Minimize portlets

To minimize a portlet you may click on the minimize icon located in the upper right hand corner of the portlet.



2. Delete portlets

To remove a portlet from the portal view, click on the delete icon located in the upper right hand corner of the portlet.



To learn about restoring the original settings of the portal see the **Reset the portal to the standard display** section in the following pages.

NOTES:

CUSTOMIZING THE PORTAL PAGE (CONT...)

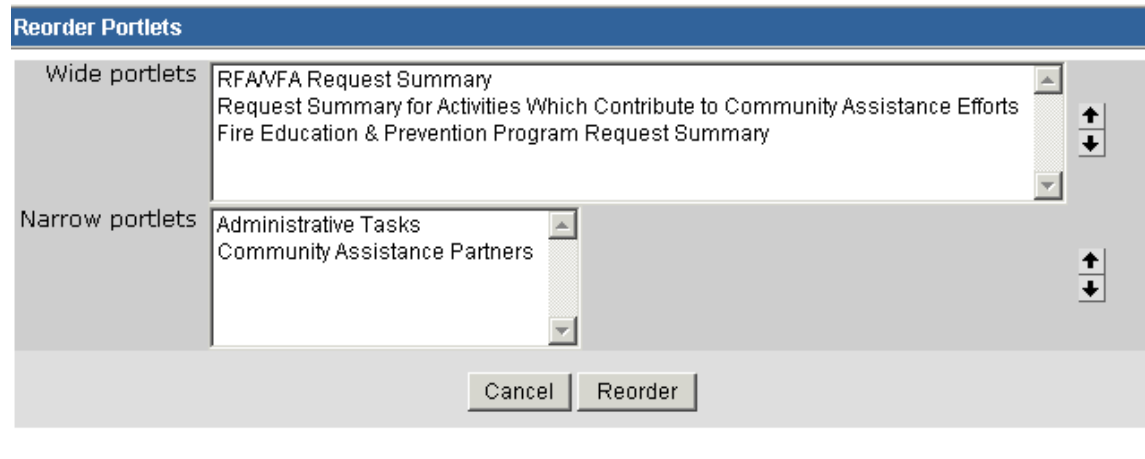
3. Reorder portlets

NFPORS allows you to customize the display order of portlets on the Portal page. For example, you could choose to have your community assistance partners listed at the top of the page. To reorder portlets, click on the [Customize Portal](#) link in the **Administrative Tasks** portlet then:

The Customize Portal screen will be displayed. Next, click on the [Reorder portlets](#) link.



Select the order in which you wish to display the portlets by clicking the up and down arrows. To save your changes, click the **Reorder** button. To cancel your changes, click the **Cancel** button.



CUSTOMIZING THE PORTAL PAGE (CONT...)

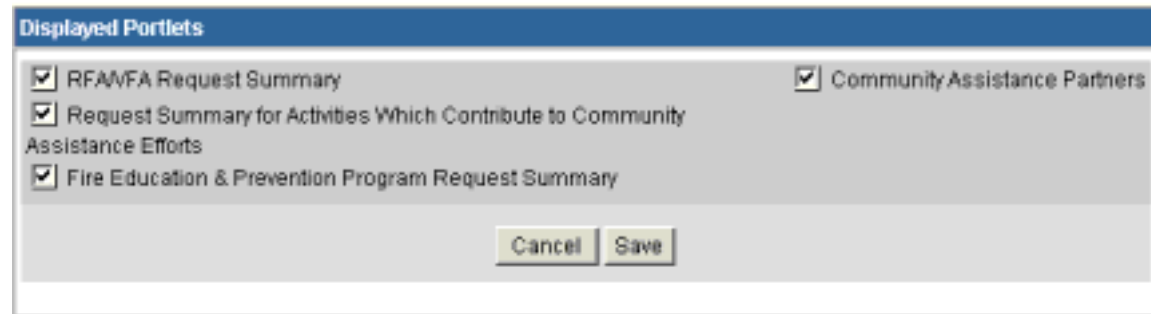
4. Choose which portlets to display

NFPORS allows you to choose which portlets you wish to display on the Portal page. To select which portlets you wish to view, click on the [Customize Portal](#) link in the **Administrative Tasks** portlet then:

The Customize Portal screen will be displayed. Next, click on the [Select displayed portlets](#) link.



The Select Portlets screen will load. Choose which portlets you wish to display by clicking on the check boxes to the left of the portlet name and clicking the **Save** button. Click **Cancel** to cancel your changes.



CUSTOMIZING THE PORTAL PAGE (CONT...)

5. Reset the Portal to the standard display

To reset the Portal page to its original settings, simply click on the [Customize Portal](#) link in the **Administrative Tasks** portlet.

The Customize Portal screen will be displayed. Next, click on the [Reset](#) link.

The system will take you back to the main Portal screen and the original portal settings will be displayed. The Portal is now reset to its original look and feel.



NOTES:

ADD A NEW PARTNER

1. To add a new partner, click on the [New Partner](#) link on the portal page. This link may be found in either the **Administrative Tasks** portlet or the **Community Assistance Partners** portlet.
2. The New Partner screen pictured to the right will be displayed.
3. Enter a name for the partner and indicate the partner type (e.g. state, individual, county).
4. After you have identified the partner name and type, click the **Save** button.

You have now added a new partner in NFPORS!

NOTES:

The screenshot shows the 'New Partner' form. The header includes 'National Fire Plan' and 'Community Assistance'. The form contains two input fields: 'Partner name' and 'Partner type'. Below the fields are 'Cancel' and 'Save' buttons. The right sidebar contains 'Administrative Tasks' with a search box and 'Quick Links' including 'New Partner', 'New Rural Fire Assistance Request', 'New Community Assistance Activity Request', 'New Fire Education & Prevention Request', and 'Edit FY Plans'.

The screenshot shows the 'Update Partner' form. The header includes 'National Fire Plan' and 'Community Assistance'. The form shows the 'Partner name' field filled with 'Fairfax County' and the 'Partner type' dropdown set to 'County'. Below the fields are 'Cancel', 'Delete', and 'Save' buttons. The right sidebar contains 'Administrative Tasks' with a search box and 'Quick Links' including 'New Partner', 'New Rural Fire Assistance Request', 'New Community Assistance Activity Request', 'New Fire Education & Prevention Request', and 'Edit FY Plans'. A 'Partner History' section at the bottom shows 'Record created: 4/24/2003 by Test User 01' and 'Last modified: 4/24/2003 by Test User 01'.

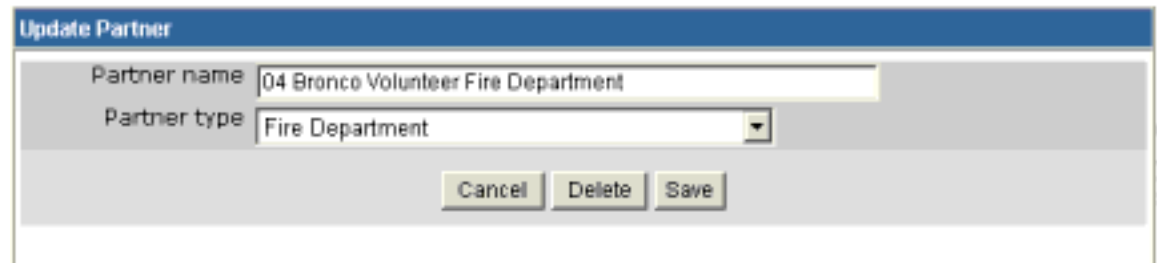
EDITING EXISTING PARTNERS

To update existing partner information in NFPORS, find the partner’s name in the **Community Assistance Partners** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #4.)

Once you have found the desired partner click on the partner name link. If your partner is not listed in the portlet, click the [More...](#) link to view all the partners.



This will bring you to the Update Partner screen. Update the partner information as needed then click the **Save** button. To cancel changes click the **Cancel** button.



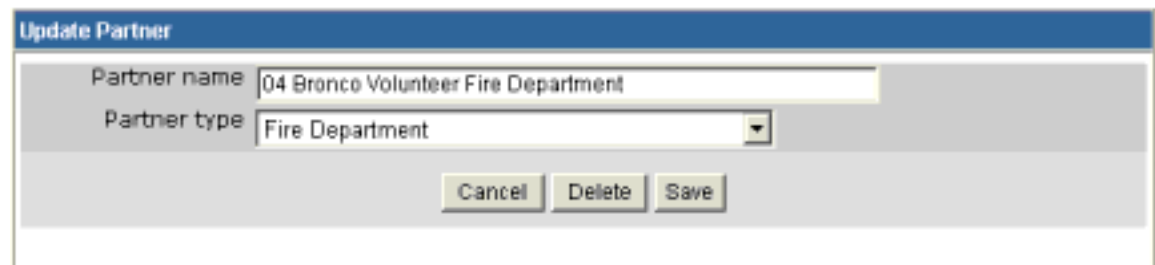
DELETING EXISTING PARTNERS

To delete existing partner in NFPORS, find the partner’s name in the **Community Assistance Partners** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #4.)

Once you have found the desired partner click on the partner name link. If your partner is not listed in the portlet, click the [More...](#) link to view all partners.



This will bring you to the Update Partner screen. Click the **Delete** button. To cancel changes, click the **Cancel** button.



RURAL FIRE ASSISTANCE REQUESTS

NFPORS asks you to identify all rural fire assistance requests that have been made. When you are on the main community assistance page, along the left side of the screen you will see the **Rural Fire Assistance Request Summary** portlet.



Rural Fire Assistance Request Summary

Total requested versus funded Rural Fire Assistance numbers for FY 2003. Click the [All Requests](#) hyperlink to view all Rural Fire Assistance requests. Click the [New Request](#) hyperlink to enter a new Rural Fire Assistance request.

| | Requested | Funded | Local Contribution |
|---------------|-----------------|------------|--------------------|
| Training | \$0 | \$0 | \$0 |
| Equipment | \$50,167 | \$0 | \$5,121 |
| Prevention | \$0 | \$0 | \$0 |
| Totals | \$50,167 | \$0 | \$5,121 |

[\[All Requests\]](#) [\[New Request\]](#)

Request Summary for Activities Which Contribute to Community Assistance Efforts

Total requested versus funded Activity numbers for FY 2003. Click the [All Requests](#) hyperlink to view all Activity requests. Click the [New Request](#) hyperlink to enter a new request.

| | Number Requested | Amount Requested | Amount Funded | Local Contribution |
|-------------------------|------------------|------------------|---------------|--------------------|
| Risk Assessments | 234 | \$100 | \$200 | \$300 |
| Fire & Mitigation Plans | 2 | \$230 | \$400 | \$500 |
| Others | 0 | \$0 | \$0 | \$0 |
| Totals | 236 | \$330 | \$600 | \$800 |

[\[All Requests\]](#) [\[New Request\]](#)

Click the [All Requests](#) link to view all requests that have been submitted for a specific fiscal year. To sort by a particular column, click on the column header. You may also filter the list by fiscal year by clicking on the appropriate fiscal year at the bottom of the page.



Rural Fire Assistance Requests

Click a partner name to view/edit the details of that request.

FY | All 2003 |

| Partner | Target FY | Status | Requested Amount | Funded Amount | Local Contribution | Last Modified |
|--|-----------|---------|------------------|---------------|--------------------|---------------|
| Allegheny Volunteer Fire Department | 2003 | Pending | \$5,048 | \$0 | \$561 | 3/4/2003 |
| BAH Test 1 | 2003 | Pending | \$30 | \$0 | \$30 | 3/26/2003 |
| City of Colfax Volunteer Fire Department | 2003 | Pending | \$9,736 | \$0 | \$974 | 3/4/2003 |
| Forty-Niner Fire Protection District | 2003 | Pending | \$9,017 | \$0 | \$1,002 | 3/4/2003 |
| Georgetown Fire District | 2003 | Pending | \$18,000 | \$0 | \$2,000 | 3/4/2003 |
| McWick Supperine Fire Protection District | 2003 | Pending | \$5,000 | \$0 | \$500 | 3/4/2003 |
| Placer County Fire Department - Dutch Flat | 2003 | Pending | \$10,000 | \$0 | \$1,000 | 3/4/2003 |
| Smartsville Fire Protection District | 2003 | Pending | \$17,500 | \$0 | \$2,000 | 3/4/2003 |

FY | All 2003 |

[\[New Rural Fire Assistance Request\]](#)

ADD A NEW RURAL FIRE ASSISTANCE REQUEST

1. To add a new rural fire assistance request, click on the [New Request](#) link on the portal page. This link may be found in either the **Administrative Tasks** portlet, or the **Rural Fire Assistance Summary** portlet.
2. The Enter Rural Fire Assistance Request screen pictured to the right will be displayed (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.).
3. After you have populated all the applicable fields, click the **Save** button. You have now added a new rural fire assistance request in NFPORS!

NOTES:

The screenshot shows the 'Enter Rural Fire Assistance Request' form in a web browser. The form is titled 'Enter Rural Fire Assistance Request' and is part of the 'National Fire Plan Operations & Reporting System'. It contains several sections: 'Request Information' with fields for Partner, Regional request?, Predominant state, Predominant Congressional district, Request date, Target FY, Status, Award date, and Agreement number; 'Funding' with fields for Number requested, Requested amount (\$), Funded amount (\$), and Local contribution (\$); and 'Equipment' with a field for Number requested. A 'Save' button is located at the bottom right of the form. A red asterisk is visible next to the 'Partner' field, indicating it is a required field. An arrow points from the text in step 2 to the form.

EDITING EXISTING RURAL FIRE ASSISTANCE REQUESTS

To edit existing rural fire assistance request in NFPORS, click on [All Requests](#) link in the **Rural Fire Assistance Request Summary** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #1.)

Once you have found the desired request, click on the request name link.



Rural Fire Assistance Requests

Click a partner name to view/edit the details of that request.

FY | All 2003 |

| Partner | Target FY | Status | Requested Amount | Funded Amount | Local Contribution | Last Modified |
|--|-----------|---------|------------------|---------------|--------------------|---------------|
| Adelphi Volunteer Fire Department | 2003 | Pending | \$5,048 | \$0 | \$561 | 3/4/2003 |
| BAH Test 1 | 2003 | Pending | \$30 | \$0 | \$30 | 3/26/2003 |
| City of Colfax Volunteer Fire Department | 2003 | Pending | \$9,736 | \$0 | \$974 | 3/4/2003 |
| Forty-Niner Fire Protection District | 2003 | Pending | \$9,017 | \$0 | \$1,002 | 3/4/2003 |
| Georgetown Fire District | 2003 | Pending | \$18,000 | \$0 | \$2,000 | 3/4/2003 |
| McWick Sagarine Fire Protection District | 2003 | Pending | \$5,000 | \$0 | \$500 | 3/4/2003 |
| Placer County Fire Department - Dutch Flat | 2003 | Pending | \$10,000 | \$0 | \$1,000 | 3/4/2003 |
| Saratoville Fire Protection District | 2003 | Pending | \$17,500 | \$0 | \$2,000 | 3/4/2003 |

FY | All 2003 |

[\[New Rural Fire Assistance Request\]](#)

This will bring you to the Edit Rural Fire Assistance Request page. Edit the request information as needed then click the **Save** button. To cancel changes, click the **Cancel** button.

National Fire Plan

Requestant: 303 - San Bernardino County

Partner:

Requestant state:

Requestant Congressional district:

Request date (MM/YY): / /

Status: Pending Awarded Started Defused

Amounts:

Requested amount (\$):

Funded amount (\$):

Local contribution (\$):

Request History: Record created: 3/4/2003 by NFPORS User. Last modified: 3/4/2003 by NFPORS User.

COMMUNITY ASSISTANCE ACTIVITY REQUESTS

NFPORS asks you to identify all community assistance activity requests that have been made. When you are on the main community assistance page, along the left side of the screen you will see the **Request Summary for Activities Which Contribute to Community Assistance Efforts** portlet.



Click the [All Requests](#) link to view all requests that have been submitted for a specific fiscal year.

| Activities Which Contribute to Community Assistance Efforts Requests | | | | | | | |
|--|-----------|---------|------------------|---------------|--------------------|---------------|--|
| Click a partner name to view/edit the details of that request. | | | | | | | |
| FY All 2003 2004 | | | | | | | |
| Partner | Target FY | Status | Requested Amount | Funded Amount | Local Contribution | Last Modified | |
| Georgetown Fire District | 2004 | Awarded | \$50 | \$40 | \$0 | 5/20/2003 | |
| 04 Bronco Volunteer Fire Department | 2003 | Awarded | \$330 | \$600 | \$800 | 5/9/2003 | |

FY | All [2003](#) [2004](#) |

[\[New Activities Which Contribute to Community Assistance Efforts Request\]](#)

ADD A NEW COMMUNITY ASSISTANCE ACTIVITY REQUEST

1. To add a new community assistance activity request, click on the [New Request](#) link on the portal page. This link may be found in either the **Administrative Tasks** portlet or the **Request Summary for Activities Which Contribute to Community Assistance Efforts** portlet.
2. The Enter Activities Which Contribute to Community Assistance Efforts Request screen pictured to the right will be displayed (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.).
3. After you have populated all the applicable fields, click the **Save** button.

You have now added a new community assistance

NOTES:

The screenshot shows a Netscape browser window titled "NFPORS | Community Assistance - Netscape". The address bar shows "National: DOI | BLM | California Region | Folsom". The main content area is titled "Enter Activities Which Contribute to Community Assistance Efforts Request".

Form fields include:

- Partner: dropdown menu
- Regional request?: Yes/No radio buttons
- Predominant state: dropdown menu (California)
- Predominant Congressional district: dropdown menu
- Request date (m/d/yyyy): date input
- Target FY: text input
- Status: Pending (selected), Awarded, Rejected, Unfunded radio buttons
- Award date (m/d/yyyy): date input
- Agreement number: text input

Summary sections:

- Risk Assessments:** Number requested (0), Requested amount (\$), Funded amount (\$), Local contribution (\$)
- Fire & Mitigation Plans:** Number requested (0), Requested amount (\$), Funded amount (\$), Local contribution (\$)
- Others:** Number requested (0), Requested amount (\$), Funded amount (\$), Local contribution (\$)

Buttons: Cancel, Save

Administrative Tasks portlet on the right includes a search box and Quick Links: [Reports], [New Partner], [New Rural Fire Assistance Request], [New Community Assistance Activity Request], [New Fire Education & Prevention Request], [Edit FY Plans].

EDITING EXISTING COMMUNITY ASSISTANCE ACTIVITY REQUESTS

To edit existing community assistance activity request in NFPORS, click on [All Requests](#) link in the **Request Summary for Activities Which Contribute to Community Assistance Efforts** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #3.)

Once you have found the desired request, click on the request name link.

Activities Which Contribute to Community Assistance Efforts Requests

Click a partner name to view/edit the details of that request.

FY [All 2003 2004]

| Partner | Target FY | Status | Requested Amount | Funded Amount | Local Contribution | Last Modified |
|--|-----------|---------|------------------|---------------|--------------------|---------------|
| Georgetown Fire District | 2004 | Awarded | \$50 | \$40 | \$0 | 5/20/2003 |
| 04 Bronx Volunteer Fire Department | 2003 | Awarded | \$330 | \$600 | \$800 | 5/9/2003 |

FY [All 2003 2004]

[\[New Activities Which Contribute to Community Assistance Efforts Request\]](#)

This will bring you to the Edit Activities Which Contribute to Community Assistance Efforts Request page. Edit the request information as needed, then click the **Save** button. To cancel changes, click the **Cancel** button.

The screenshot shows the 'Edit Activities Which Contribute to Community Assistance Efforts Request' page. The form includes the following fields and sections:

- Partner:** Georgetown Fire District
- Regional request:** Yes (selected)
- Predecessor state:** California
- Predecessor Congressional district:** [Dropdown]
- Request date (m/d/yyyy):** 05/21/2003
- Target FY:** 2004
- Status:** Pending (selected)
- Award date (m/d/yyyy):** 05/21/2003
- Agreement number:** 12345

Requested Communities:

| Community | Number requested | Requested amount (\$) | Funded amount (\$) | Local contribution (\$) |
|-------------|------------------|-----------------------|--------------------|-------------------------|
| Community 1 | 1 | 20 | 15 | 0 |
| Community 2 | 1 | 20 | 25 | 0 |
| Community 3 | 0 | 0 | 0 | 0 |

Request History:

Record created: 5/20/2003 by Test User 01
Last modified: 5/20/2003 by Test User 01

Buttons: Cancel, Delete, Save

FIRE EDUCATION & PREVENTION PROGRAM REQUESTS

NFPORS asks you to identify all fire education and prevention program requests that have been made. When you are on the main community assistance page, along the left side of the screen you will see the **Fire Education & Prevention Program Request Summary** portlet.



Click the [All Requests](#) link to view all requests that have been submitted for a specific fiscal year.



ADD A NEW FIRE EDUCATION & PREVENTION PROGRAM REQUEST

- To add a new fire education and prevention request, click on the [New Request](#) link on the portal page. This link may be found in either the **Administrative Tasks** portlet, or the **Fire Education & Prevention Program Request Summary** portlet.
- The Enter Fire Education & Prevention Program Requests screen pictured to the right will be displayed (All required fields are marked with a red asterisk *. It is strongly recommended that you complete all fields.).
- After you have populated all the applicable fields, click the **Save** button.

You have now added a new fire education and prevention program request in NFPORS!

NOTES:

The screenshot shows a Netscape browser window displaying the NFPORS Community Assistance portal. The main content area is titled "Enter Fire Education & Prevention Programs Request". The form includes the following fields and options:

- Partner:** A dropdown menu.
- Regional request?:** Radio buttons for "Yes" and "No".
- Predominant state:** A dropdown menu with "California" selected.
- Predominant Congressional district:** A dropdown menu.
- Request date (m/d/yyyy):** Two input fields for month, day, and year.
- Target FY:** An input field.
- Status:** Radio buttons for "Pending", "Awarded", "Rejected", and "Unfunded".
- Award date (m/d/yyyy):** Two input fields for month, day, and year.
- Agreement number:** An input field.

Below the main form is a "Presentations" table:

| Presentations | |
|-------------------------|---|
| Number requested | 0 |
| Requested amount (\$) | 0 |
| Funded amount (\$) | 0 |
| Local contribution (\$) | 0 |

At the bottom of the form are "Cancel" and "Save" buttons. On the right side of the page, there is an "Administrative Tasks" portlet with a search box and a "Quick Links" section containing several links.

EDITING EXISTING FIRE EDUCATION AND PREVENTION PROGRAMS REQUESTS

To edit existing fire education and prevention program request in NFPORS, click on [All Requests](#) link in the **Fire Education & Prevention Program Request Summary** portlet on the Portal screen. (To learn more about this portlet see the **More About the Portal Page** section item #5.)

Once you have found the desired request, click on the request name link.

| Partner | Target FY | Status | Requested Amount | Funded Amount | Local Contribution | Last Modified |
|---|-----------|---------|------------------|---------------|--------------------|---------------|
| 04 Bronco Volunteer Fire Department | 2003 | Pending | \$883 | \$0 | \$897 | 5/7/2003 |
| Georgetown Fire District | 2003 | Awarded | \$25 | \$20 | \$0 | 5/20/2003 |

This will bring you to the Edit Fire Education & Prevention Programs Request page. Edit the request information as needed then click the **Save** button. To cancel changes, click the **Cancel** button.

Edit Fire Education & Prevention Programs Request

Partner:

Regional request? Yes No

Predominant state:

Predominant Congressional district:

Request date (m/d/yyyy):

Target FY:

Status: Pending Awarded Rejected Unfunded

Award date (m/d/yyyy):

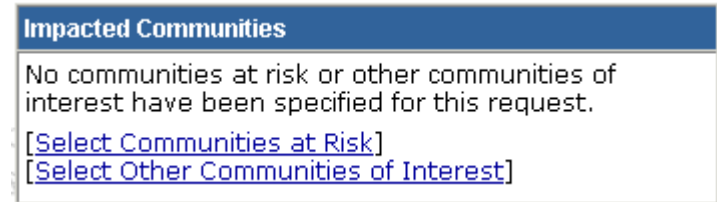
Agreement number:

| Presentations | |
|-------------------------|---------------------------------|
| Number requested | <input type="text" value="1"/> |
| Requested amount (\$) | <input type="text" value="25"/> |
| Funded amount (\$) | <input type="text" value="20"/> |
| Local contribution (\$) | <input type="text" value="0"/> |

IMPACTED COMMUNITIES

NFPORS allows users to identify communities at risk and communities of interest that may be impacted by a community assistance effort.

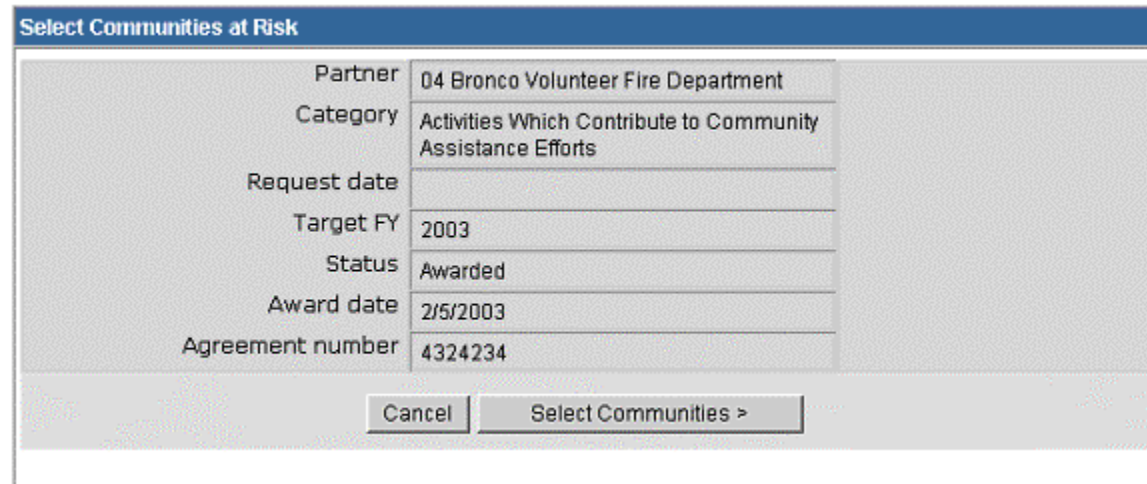
After establishing administrative/planning tasks or treatments go to the **Impacted Communities** portlet to select an impacted community. Click on the [Select Community at Risk](#) link to add a community at risk, or click on the [Select Other Community of Interest](#) to add a community of interest.



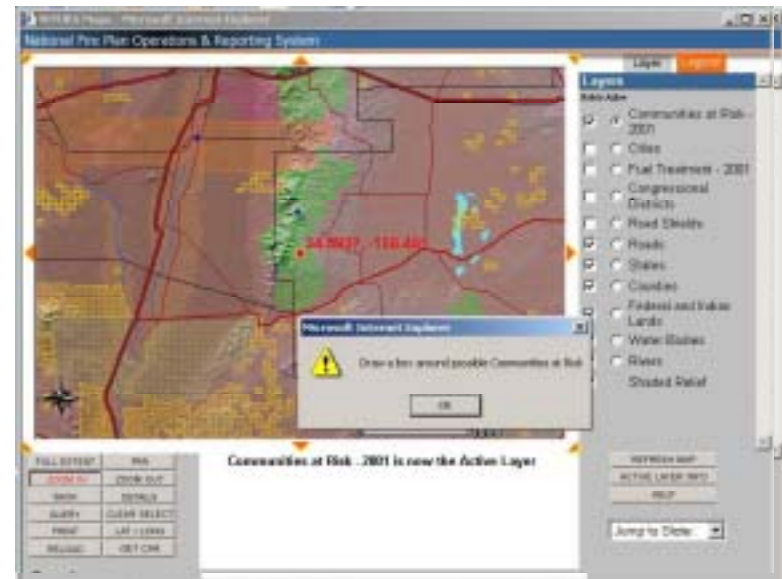
COMMUNITIES AT RISK

NFPORS leverages GeoMAC for identifying communities at risk (CAR). Using GeoMAC, you will draw a rectangle around the project or treatment area. GeoMAC will then identify any communities at risk that fall within this area. Finally, you will pick from this list the at risk community or communities that you wish to identify. The selected communities will then be transferred back to the NFPORS system.

Click the **Select Communities >** button to go to GeoMAC to pick the CAR. If you wish to cancel, click the **Cancel** button.



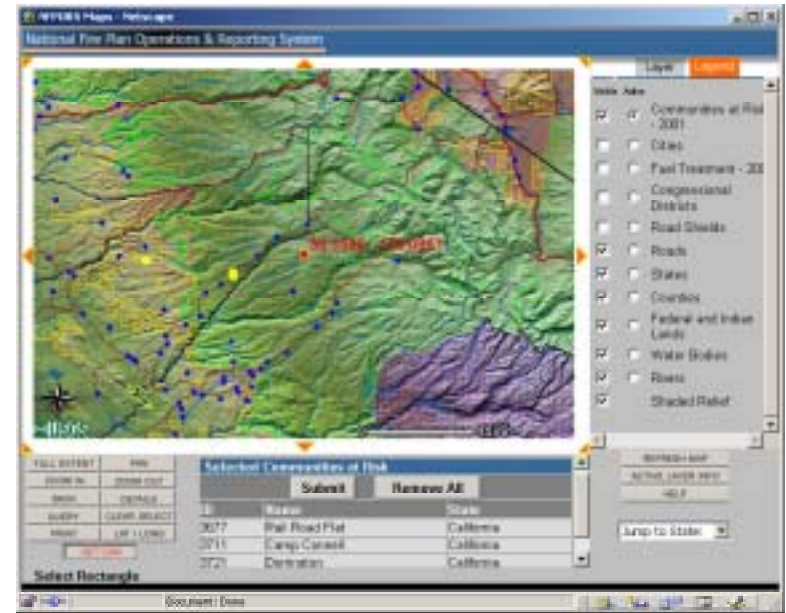
Once GeoMAC has loaded click on the **Get CAR** button in the bottom left hand corner of the screen, click the **OK** button to continue.



Next, using the mouse, draw a rectangle around the point identified on the map. After you have finished drawing the rectangle with the mouse, GeoMAC will identify communities at risk that fall within the area of the rectangle. Follow the instructions on the pop-up screen to choose communities at risk.



Once you have added the communities at risk to your CAR list, click the **Submit** button. This will transfer the communities back to NFPORS. If you wish to remove the communities from your CAR list and select new ones, click the **Remove All** button.



The community or communities selected in GeoMAC will then be listed in the **Impacted Communities** portlet.



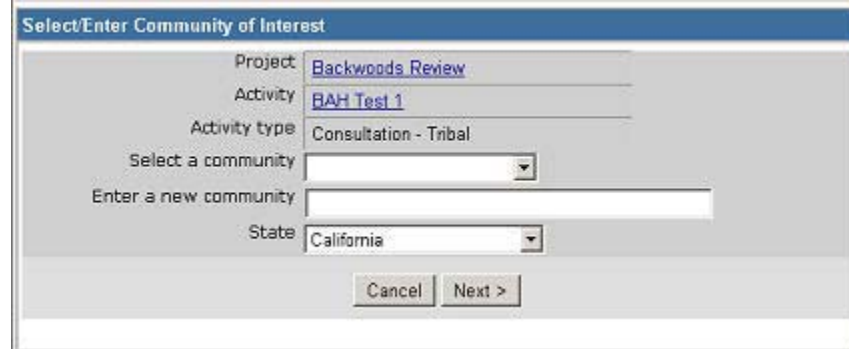
COMMUNITIES OF INTEREST

Click on the [Select Other Communities of Interest](#) link so that you may enter in a community of interest in two ways.

If the community has been previously entered, you may select it from the drop down menu.

If you don't see the desired community of interest in the drop down menu, you will need to input the community's name and select the State where the community is located.

Once you have entered the community of interest click **Next>** button. To cancel your entry, click the **Cancel** button.



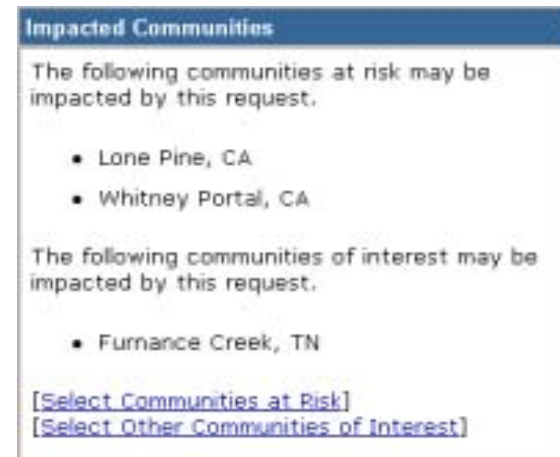
The screenshot shows a dialog box titled "Select/Enter Community of Interest". It contains the following fields and controls:

- Project: Backwoods Review
- Activity: BAH Test 1
- Activity type: Consultation - Tribal
- Select a community: A dropdown menu.
- Enter a new community: A text input field.
- State: California (dropdown menu)
- Buttons: Cancel and Next >

REMOVING A COMMUNITY FROM THE LIST

If there is a community on the either the Communities at Risk or Communities of Interest list that no longer needs to be there, you can remove it from the **Impacted Communities** portlet.

- x Click on either the [Select Communities at Risk](#) link, or the [Select Other Communities of Interest](#) link that corresponds with the list the community you wish to remove is shown on.



- x Click the box next to the community that you wish to remove from the list. Then click on **Delete Selected Communities**.



EDITING FISCAL YEAR PLANS

NFPORS allows you to enter summary planning numbers for each fiscal year. To enter or modify planning numbers for your unit, click on the [Edit FY Plans](#) link in the **Administrative Tasks** portlet. This will bring you to the **Update FY Plans** screen.

The fiscal year being planned is identified in the blue title bar of the main portlet. To change the fiscal year, click on the appropriate fiscal year under the Administrative Tasks portlet.

Enter the planning numbers for your unit next to the appropriate description. The unit of measure is identified in *italics* in the item description.

When you have completed entering your information for the fiscal year, click the **Save** button. To cancel your changes, click the **Cancel** button.

