

## FY2017 Washington Office QA/QC "Flagged" Error Picklist

Errors in Green are FYI:

GREEN
FYI.Reviewer.Comments
<b>INSUFFICIENT NARRATIVE</b> - The narrative does not provide sufficient information on what was done to benefit the trust species. Species benefitted should also be listed in the narrative (project or accomplishment).

Errors in Yellow should be clarified if necessary:

YELLOW
Must.Review.Reviewer.Comments
<b>ACREAGE DISCREPANCIES</b> - Narrative and acres reported have a major discrepancy in acreage. Please check polygon or edit narrative.
<b>FINANCIAL DISCREPANCIES</b> - Discrepancy in financials in the narrative and amount reported.
<b>MULTI POLYGON ACCOMPLISHMENT</b> - Multiple accomplishments under the same project with the same habitat and treatment types should be one multi polygon accomplishment.

Errors in Red NEED to be addressed and corrected to be included in this year's annual FY17 accomplishment roll up:

RED
Critical.Reviewer.Comments
<b>PII</b> - No mention of Personally Identifiable Information should be included in any part of the mechanism, project, or accomplishment entries including the name or in the narrative.
<b>SERVICE ROLE, SUBSTANTIAL INVOLVEMENT</b> - These are now represented with drop down options. Choose the option(s) that best describe the involvement/role in the accomplishment. <i>***This year the review team will be also looking at the Service Amount and Service Days. If the accomplishment doesn't easily show substantial involvement (even if a drop down is chosen) it will be flagged.***</i>
<b>TECHNICAL ASSISTANCE</b> - The narrative mentions only technical assistance type activities (project review, etc). If service contribution AND service days are low, involvement should be explained in the narrative or reported in the Strategic Planning Activities Module as Technical Assistance.
<b>PUBLIC VS PRIVATE LAND</b> - For PFW projects, the narrative mentions work on Federal or state lands. PFW can only work on private lands, please clarify.
<b>INCORRECT RIPARIAN HABITAT TYPE</b> - Work done on the banks (i.e. on land) reported as "stream channel" or "river." If any restoration is done on the banks of a stream/river is should be reported as "shoreline."