

Minimum Standards for Monitoring Protocol

The Monitoring Protocol must contain all information necessary for the recipient of the Wildlife Conservation Board (WCB)* Grant to monitor and assess compliance with the WCB Grant Agreement, including pre-monitoring preparation, monitoring activities, records and reports. The Monitoring Protocol must contain at least the following specific information:

1. Pre-Monitoring Activities. How frequently will the property be monitored? Under what circumstances will additional monitoring be required? How will the Landowner be contacted in the usual course of business? What information needs to be gathered or prepared in advance of the monitoring visit?
2. Monitors. Identify the required number, qualifications and training of monitors.
3. Purpose of Monitoring. The identified purpose of the monitoring effort must specifically relate to the purpose, terms and conditions of the WCB Grant Agreement and the Baseline Conditions Report.
4. Frequency and Timing. Specify frequency and timing (e.g., months or times of year appropriate to accurately assess the condition or track changes in the Conservation Values) of regular and special monitoring (e.g., in connection with changes of ownership or management of Property; possible violations observed during regular monitoring; enforcement of WCB Grant Agreement and Conservation Easement).
5. Procedures and Methods of Monitoring. Include on-site inspection of entire Property as well as aerial and on-ground photographs, plus other methods as appropriate in light of particular purposes, terms and conditions of the WCB Grant Agreement and Conservation Easement. Encompass selected photo points contained in the Baseline Report with a plan for when and how the selected photo points will be re-shot, plus criteria for additional photo points if appropriate. The photo monitoring points will be used to document significant changes over time and /or changes from the Baseline Report.
6. Monitoring Checklist and Plan. Provide monitoring checklist (with narrative as appropriate) and plan tailored to the purposes, terms and conditions, of the WCB Grant Agreement, Conservation Easement, and the Baseline Conditions Report. Identify items (including issues and observations) to be discussed in a narrative report, if appropriate. If the Property is large, address how regular monitoring visits will cover the large expanse.

* applies to all conservation easements acquired by State **Final 2010 Usual Monitoring Protocol, 1 of 2**

7. Documentation. Discuss how monitoring activities and results will be described and documented. Each Monitoring Report must include at least the following information:
 - a. Date(s) and time(s) of monitoring; conditions (weather, visibility, etc.)
 - b. Identities and number of participants (Grantee staff, consultants or representatives, Landowner, third parties)
 - c. Qualifications and affiliations of monitors
 - d. Purpose of monitoring (e.g., annual monitoring, special inspection due to suspected violation or request for consent to exercise of reserved right, change of ownership, etc.)
 - e. Method(s) of monitoring (e.g., aerial inspection, drive-by, site visit, etc.) including route(s) of travel
 - f. Documentation of monitoring procedures and activities, including any information brought to the monitoring visit (e.g., Baseline Report, previous Monitoring Report(s), management plan, aerial photographs, maps, etc.)
 - g. Description and summary of observations documented with photo monitoring points annotated with date, location, description and orientation as identified in the Baseline Report. Photographs should be cross-referenced to the Baseline Report.
 - h. Description of site conditions relative to the terms, conditions and purposes of the WCB Grant Agreement, and Conservation Easement including any observable changes from the Baseline Conditions Report or the last completed Monitoring Report.
 - i. Any additional comments on observations, including facts relating to any possible violation(s) observed and any follow-up recommendations.
8. Post-Monitoring Activities. Describe plan for how, when and by whom the Monitoring Report will be prepared. How will checklists, notes, photographs and other items be retained, stored and managed? Describe storage, protection, back-up, retention and management of the Monitoring Report.
9. Response to Possible Problems or Violations. What will be the procedures in the event that a potential problem is identified in the field? When and how will notice be given to the Landowner and Grantor?
10. Changes. Describe circumstances in which changes to the Monitoring Protocol may be appropriate. When and how will any proposed changes be presented for consideration of approval by Grantor?