**Maine Natural Resource Conservation Program**

**Monitoring Report Form**

Report Date:

Report Number: *(Monitoring Report 1 of 5, for example:*

1. **MNRCP Project Overview** *(Most of this information will be the same for each monitoring report)*

|  |  |
| --- | --- |
| Project Name |  |
| Project Location | *Location of and directions to the restoration/enhancement site. Directions and any identifiable landmarks of the compensatory mitigation project including information to locate the site boundaries.* |
| Project Sponsor | *Name and contact information of project sponsor* |
| Contractor and/or Consultant | *Name(s) of contractor who performed the work and project consultant, if applicable* |
| Start and Completion Dates | *Dates restoration/enhancement work commenced and was completed.* |
| Corps and DEP Permit Numbers (if applicable) |  |

**Project Summary:**A summary paragraph defining the goals of the approved project, nature of the impact being restored/enhanced, restoration/enhancement acreages and types of aquatic resources.

1. **Requirements**

List all restoration/enhancement-related requirements as specified in the approved MNRCP Restoration/Enhancement Work Plan including performance standards, required financial assurances, etc.

1. **Monitoring Information**

Describe the current conditions on the site. Provide data to substantiate the success and/or potential challenges associated with the project. Address all requirements that apply in the bullets below. Photo documentation is required (See Appendix A below for further information).

* + Describe the monitoring inspections that occurred since the last report. Include dates that inspections were conducted and the name of party conducting the monitoring.
  + Report the status of any erosion control measures on the restoration/enhancement site(s). Are they in place and functioning? What is the overall level of stability across the site(s)? If temporary measures are no longer needed, have they been removed? (NOTE: Non-biodegradable erosion control materials MUST be removed prior to the end of the monitoring period.)
  + Address achievement of each goal and performance standard in the restoration/enhancement plan and measures taken to attain the standard. A table is one option for comparing the performance standards to the conditions and status of the developing restoration/enhancement site.
  + Concisely describe actions taken during the monitoring year to meet the performance or success standards – actions such as removing debris, replanting, controlling invasive plant species (with biological, herbicidal, or mechanical methods), regrading the site to achieve desired hydrology, applying additional topsoil or soil amendments, etc. Include dates that any remedial work was done.
  + If applicable, give visual estimates of   
    (1) percent vegetative cover for each restoration/enhancement area.   
    (2) percent cover of any invasive species at each restoration/enhancement area.
  + What fish and wildlife have been observed using the site(s) and what do they use it for (nesting, feeding, shelter, etc.)?
  + If applicable, by species planted, describe the general health and vigor of the surviving plants, the prognosis for their future survival, and a diagnosis of the cause(s) of morbidity or mortality. Outline any plans for replanting if recommended.
  + If applicable, soils data, commensurate with the requirements of the soils portion of the Corps Wetlands Delineation Manual (Technical Report Y-87-1 and approved regional supplements) New England District data form, should be collected after construction and every alternate year throughout the monitoring period.
  + If monitoring wells or gauges were installed as part of the project, submit hydrology monitoring data annually with this monitoring report.

1. **Summary and Conclusions** 
   1. Include a general statement describing the status and conditions on the project site. Has the site progressed as expected? Is the project site is successfully achieving the project goals and approved performance standards or is it trending toward success as of the date of this report?
   2. If performance or success standards are not being met or other issues have been identified, include a brief discussion of the difficulties encountered and probable causes. What are the recommended remediation measures? Specific recommendations for any additional corrective or remedial actions including a timetable, must be provided.
2. **Monitoring Report Appendices**

* **Appendix A – Photographs (required)**Representative photos are required to support the findings and recommendations, for each restoration/enhancement site. Photos should be taken from the same locations for each monitoring event and must be dated and clearly labeled. A map, or maps, showing photo locations must be included and clearly labeled with the direction from which the photo was taken. Photos may be included in this appendix or in the body of the report.
* **Appendix B – Maps (required)**

A map or maps should be attached to each monitoring report showing the boundaries of the restoration/enhancement area(s) relative to other landscape features on the site, habitat types, locations of photographic reference points, transects, sampling data points, and/or other features pertinent to the restoration/enhancement plan and monitoring events. Geographic coordinates are helpful in locating the site(s) for inspection purposes.

* **Appendix C – Plans**

If alterations were made to the approved restoration/enhancement plan due to conditions found in the field, as-built plans showing appropriate topography for type of restoration, structures including any inlet/outlet structures, grading, etc. must be submitted. These need only be submitted once and may be included in future monitoring reports by reference. If plantings were part of the plan, location and extent of the designed plant community types (e.g., shrub swamp) should be included. Within each community type the plan shall show the species planted—but it is not necessary to illustrate the precise location of each individual plant. There should also be a soil profile description and the actual measured organic content of the topsoil. This should be included in the first monitoring report unless there is grading or soil modifications or additional plantings of different species in subsequent years.

* **Appendix D – Plant List**

As applicable, a vegetative species list of volunteers in each plant community type. The volunteer species list should, at a minimum, include those that cover at least 5% of their vegetative layer.