**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)*

|  |  |
| --- | --- |
| MNRCP Project Name |  |
| MNRCP ID |  |
| 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 performance standards from the approved MNRCP Restoration/Enhancement Work Plan. In addition, list any other restoration/enhancement-related requirements as specified in the plan.

1. **Monitoring 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. Photo documentation is required (See Appendix A below for further information).

Describe the current conditions on the site, specifically with respect to each performance standard. Provide data to substantiate the success and/or potential challenges associated with each standard. Concisely describe actions taken during the monitoring year to meet the performance standard – actions such as removing debris, replanting, controlling invasive plant species (with biological, herbicidal, or mechanical methods), re-grading the site to achieve desired hydrology, applying additional topsoil or soil amendments, etc. Include dates that any remedial work was done. Address all requirements that apply from section 2 above.

A table is one option for comparing the performance standards to the conditions and status of the developing restoration/enhancement site. A table can also be helpful to compare the status of performance standards over multiple monitoring years. See attached “Table 4” for a sample table for comparing performance standards over time.

Additional Monitoring Considerations: If the questions below have not been addressed as part of the assessment of performance standards, please provide brief answers.

* + - What fish and wildlife have been observed using the site(s) and what do they use it for (nesting, feeding, shelter, etc.)?
		- 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.)
		- Has there been any unauthorized ATV or off-road vehicle use on the site? If so, describe any damage to the site and any actions being taken to prevent future damage (installing signs or boulders, outreach to local landowners or ATV clubs, etc.).
		- Describe any other issues of concern for the site (e.g., beaver influence, vandalism, trash dumping, surrounding land use changes, etc.).
1. **Summary and Conclusions**
	1. Include a general statement describing the status and conditions on the project site. If multiple years of monitoring have been performed, describe how the site has progressed over time. Has the site progressed as expected?
	2. Summarize the overall status of the site relative to the performance standards. Is the site meeting the performance standards? If performance standards are not being met or other issues have been identified, include a brief discussion of the difficulties encountered, probable causes, and potential remedial actions. Specific recommendations for any additional corrective or remedial actions, including a timetable, must be provided.
2. **Monitoring Report Appendices**
* **Appendix A – 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 B – 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 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**

If applicable, a plant species list for each plant community type/wetland type. The plant species list need not be exhaustive, e.g., it could exclude species not exceeding 5% cover in their plant community/wetland type.

1. **Final Assessment Plan (Year 5 Only)**

Note that in Year 5, additional evaluation is required – refer to the approved Restoration Work Plan for details.

