

CCAA/CCA Tracking Guidance

Compliance Tracking and Reporting

The Compliance Tracking and Effectiveness Monitoring Table summarizes the data expected to be collected by Partners in areas where conservation measures are implemented in order to document contributions to the adopted acres target for the Partner. For tracking, one of several optional methods available to Partners, including but not limited to:

- An individually maintained tracking spreadsheet (in a Microsoft Excel, Google Sheets, or similar format)
- An online geospatial database mapping tool, or
- An online database entry form.

Tracking of conservation measures can occur at one of two levels:

- **Site-specific:** In many cases, conservation measures may be conducted in specific locations. These occurrences may be documented in a tracking log, or via a geospatial record.
- **Systematically:** Tracking does not need to occur at each individual location, or repeatedly for large or expansive areas (such as conservation mowing conducted across several counties). Some measures, such as native seed installation, prescribed fire, or planting areas are likely conducted in specific and well defined locations. For scenarios in which activities are conducted programmatically, the minimum scale at which a conservation measure must be tracked is statewide. For tracking conducted on a statewide, countywide, or regional intrastate scale, Partners may be asked to provide documentation of implementation when, and if, compliance checks are conducted by the Program Administrator and the Service. Documentation may include, but is not limited to, general mapped treatment locations, treatment records, documentation of departmental policies, or other forms deemed appropriate. The process of compliance checking is more manageable when verifying documentation or references to source documents are properly noted, maintained and easily retrievable.

For the purposes of tracking activities, the Agreement envisions the information required would ultimately be recorded in an online geospatial database managed by Program Administrator. Consistency in the data fields required would be maintained across all options considered for tracking purposes. Each Partner will select their preferred tracking method(s) based on their software platforms, operational procedures, and information technology capabilities.

Timing

Implementation tracking will ideally occur at the time that conservation measures are implemented throughout the year. However, some measures (especially systematic ones) may be summarized periodically throughout the year. We encourage Partners to keep implementation tracking updated throughout the year to avoid potential non-compliance.

Data Sources

Tracking of conservation measures can be generated from different sources depending on tools available and the scale of implementation. The table below provides a summary of the different approaches and data sources that can be used for CCAA tracking purposes.

Approach	Description	Example
Field mapping	Individuals conducting conservation measures can map field locations as they are implemented. This can be done via an online geospatial database, or hard copy mapping.	Mapping of individual sites using GPS survey or other mapping methods.
Field inventorying (Typically for smaller sites)	Similar to mapping, individuals conducting conservation measures can record field locations as they are implemented. Unlike mapping, this approach does not include a geospatial component. Field inventorying instead is focused on recording the measure implemented and recording the estimated area over which it was implemented. This may occur using work logs, work planning databases, or other work reporting records	Recording the activity and area conducted in work logs, daily logs, or other work recording methods.
Collate work records (Typically for larger sites)	For systematic reporting, collating existing work reporting may be a simplified and more suitable method for recording conservation measures. Partners will summarize the total acreage contributed by specific conservation measure across a defined area (city, county, or state). Information may be aggregated from work planning, reporting, or auditing conducted.	A Partner collates a conservation measure conducted and reported on in quarterly work planning completed by a contractor. The work reported is summarized in a spreadsheet that is used to total the quantity of conservation measures applied across a defined area and timeframe.
	Partners should summarize what records were used in the collated data summary, along with their source and method of record keeping.	
Inference	Some conservation measures may be inferred through a variety of approaches. In all cases, there will be a clear link between the quantities or assumptions used and the quantity of adopted acres resulting from inference.	A construction project records using 70 lbs. of a native seed mix with a specified seeding rate of 10 lbs. per acre. 70 lbs @ 10 lbs. per acre yields approximately 7 adopted acres where seed was applied.

All of the above-mentioned tracking methods are acceptable for quantifying adopted acres in the required tracking sheet. UIC expects Partners to provide assumptions or calculations used in determining adopted acres. USFWS and/or UIC reserves the right to request additional clarification or information for conservation measures not documented or clearly defined.