

## Monarch CCAA Annual Compliance Report Checklist

This checklist provides a list of information required for the annual reports submitted to UIC as the Partner's annual compliance reporting.

Annual reports will include the following information:

- **Partner Information**

- Organization name
- Certificate of Inclusion number
- Primary point of contact name and contact information (as given in application, unless an update is required)
- Enrolled lands acreage, adopted acres target, and adopted acres contributed over past year

- **Summary of Annual Net Conservation Benefit Contribution**

- Tracking data for implemented conservation measures, including a summary of where conservation measures were implemented and any overlap that may have potentially occurred with other CCAA Partners (i.e. compliance tracking spreadsheet or similar).
- Summary of conservation measures implemented and whether these are the same as the initial application or have changed.
- Description of any areas where implementation or benefits deviated from anticipated direction.
- Summary of any unforeseen or changed circumstances that impacted annual contribution.
- Summary of supplemental conservation measures, if applicable. Provide any necessary supporting information/data.

- **Summary of Effectiveness Monitoring Conducted**

- The method used for effectiveness monitoring and, if applicable, notes regarding implementation.
- Description of where monitoring was conducted (including map).
- Summary of results including a short narrative and applicable tables or figures.
- Summary of any supplemental effectiveness monitoring implemented and any lessons learned or results that will inform future implementation.

- **Upcoming Year Annual Forecast**

- Description and map of changes to enrolled lands and adopted acres, if changes are proposed.
- Summary of any updates to Section 7 consultation, if changes are proposed.
- Identify the adaptive management thresholds that were triggered and management adjustments that will be made.

- **Attachments**

- A copy of your implementation compliance tracking sheet.
- A map displaying the locations where monitoring was conducted.
- Supplemental information necessary to support your annual report (e.g., effectiveness monitoring, supplemental measures)

**Annual reports are due by January 31.** Send the completed annual report via email to:

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Energy Resources Center  
The University of Illinois at Chicago  
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