**Monarch CCAA Implementation Plan**

*For the Nationwide Monarch Butterfly Candidate Conservation Agreement for Energy and Transportation Lands*

# Roles and Responsibilities

*Summarize the important contacts within your organization. This may include representatives from multiple departments or programs. Adapt the list below to best fit your organization.*

List primary individuals responsible for implementing the CCAA in your organization:

**Partner Organization Name:**  Energy Company or Transportation Agency

|  |  |
| --- | --- |
| **CCAA Implementation Coordinator:**  Address:  Phone Number:  E-mail: |  |
| **Vegetation Management Contact:**  Address:  Phone Number:  E-mail: |  |
| **Environmental Department Contact:**  Address:  Phone Number:  E-mail: |  |
| **Construction Management Contact:**  Address:  Phone Number:  E-mail: |  |
| **Communications Contact:**  Address:  Phone Number:  E-mail: |  |

# Implementation Details

## Summary of Important Dates:

*Compile a quick reference table of the important dates necessary for your organization to make compliance with the CCAA as easy as possible.*

The following dates are described as key dates within this implementation plan:

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Annual Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Conservation Measures Timing and Prescriptions:

*Summarize the planned conservation measures and the implementation details relative to the CCAA, including:*

1. *How your team will use the* [*Monarch CCAA Toolkit*](http://rightofway.erc.uic.edu/working-group-access/MonarchCCAAToolkit) *as a reference for implementation.*
2. *Specific considerations for the implementation of conservation measures, including:*

*What: Describe conservation measure to be implemented and specifics of where/what will be applied.*

*Who: Describe who is involved in carrying out the conservation measure and tracking its contribution to adopted acres.*

*When: Summarize when the activity is expected to occur, including any special timing considerations or application references needing to be considered.*

*How: Summarize important considerations for the conservation measure and it’s tracking contribution to adopted acres.*

## Monitoring Procedures:

*Describe procedures necessary for your organization to complete CCAA monitoring consistent with the protocol described in Section 14.2 of the CCAA. This should include:*

* *Training expectations*
* *Field monitoring (number of plots, timing, coordination)*
* *Acceptable approach(es) for desktop and in-field random plot selection*

*Depending on your organization size, completion of an accompanying CCAA Monitoring Plan may be helpful to describe and share monitoring details with other personnel. A standalone CCAA Monitoring Plan is considered optional, and thus not a compliance requirement of the CCAA.*

## Tracking and Reporting:

*Summarize important considerations for your organizations tracking and reporting, including the accounting of potential overlap with other CCAA partners.*

**Tracking**

*Describe the what, who, when, and how of how tracking is expected to occur across personnel or teams within the CCAA. This may include a summary of different tracking or estimate sources.*

**Overlap Accounting**

*Describe the what, who, when, and how of how tracking will account for overlapping adopted acres from other CCAA partners outside of your organization. Like tracking, this may include a summary of different acceptable tracking or estimate sources.*

**Reporting**

*Describe the what, who, when, and how of how annual reporting will be compiled, reviewed across personnel or teams within the CCAA, and submitted to UIC.*

## Adopted Acres Target Ramp Up Period (only if applicable):

*If your organization defined a “ramp up” period in your Certificate of Inclusion application, describe the ramp up period here, including intermediate targets required to eventually achieve the full adoption target.*

*If your organization did not define a “ramp up” period, you may omit this section from your implementation plan.*

## Funding:

*Describe the planned sources of existing or planned funds that will support your organization’s CCAA implementation. In most cases, many aspects of the CCAA will be incorporated into existing programs or staff time. In other cases, specific requests or budget items may be required. Documenting these needs and assumptions are important to convey intent for future CCAA coordination or personnel transitions.*

# Quality Control Details

## Applicable Quality Control Procedures:

*Describe and include references to any applicable quality control procedures that may govern how personnel implement aspects of the CCAA. This can serve as a reference for your internal teams, as well as aid UIC in understanding your organization’s policies or procedures that influence CCAA implementation.*

## Revisions to this Implementation Plan:

*Summarize a track log of updates and changes made to the implementation plan as you create and amend it for your own organization’s use. Documenting revisions aids in version control, and identifies areas updated for future reference.*