

2006 IMPLEMENTATION MONITORING INSTRUCTIONS

1. The most current version of the qualitative protocol is available at http://ftp.dfg.ca.gov/Public/NAFWB/FRGP/Qualitative_Monitoring_Forms/
2. Collect your data, fill out the required forms (See *Choosing_the_right_checklist.pfd*).
3. Enter your data into the CHRPD.
4. Make a **legible** copy of ONLY your checklists, *Site Summaries* (or summary) and *Annual Implementation Monitoring Summary* to send to Brooke or Don.
5. Then, group all the original forms *by site*, in the following order.
 - a. *Site Access and Location Data Form**
 - b. *Onsite Navigation Form(s)* and/or road log, maps, etc.*
 - c. *Photo Description Form(s)*
 - d. *Site Summary* form(s) (summarizing performance measures, use one of four different forms depending on type of site)
 - e. All checklists from that site, pages numbered: # of total checklist pages for that site, regardless of the types of checklists.
6. Attach all site packets together and place the *Annual Implementation Monitoring Summary* (summarizing the ratings and confirming CHRPD data entry) on top.
7. **Place all your original forms in the contract file.** Photos should be .jpg format and burned to a CD which is also placed in the contract file. Hint: punch holes in a paper CD case to secure it in the file.

Please send copies of your checklists and summaries to:

Region 1

By December 1, 2006 (no later than Dec 31)

CA Dept of Fish and Game

Attn: Brooke Budnick

1455 Sandy Prairie Court, Suite J

Fortuna, CA 95540

Region 3 and 5

By December 1, 2006 (USFWS report due Jan 1, 2007)

Don Baldwin

PO Box 561

Cambria, CA 93428

Brooke and Don will double check your data entry and alert you to any changes that need to be made. Your suggestions on how to improve the protocol are always welcome, please address them to Brooke. Thank you!

*Without accurate descriptions of the location of the features that correspond to the feature numbers on the checklists – the checklist data becomes useless for revisiting the site. Please don't overlook this extraordinarily important part of implementation monitoring. Your data should contain a combination of written and mapped/sketched directions to each feature AND a description of the as-built feature. This may be something you do or something you get from the grantee.