



## Appendix L: Template Implementation Project Monitoring Plan



This document provides guidance for developing a monitoring plan for **implementation projects** funded through the Private Forest Accord Grant Program. A monitoring plan is crucial to ensure funded projects achieve their intended ecological benefits and contribute to the program's overall conservation goals and benefit the covered species in the Oregon Private Forest Accord Aquatic Habitat Conservation Plan (HCP).

### **Purpose of an Implementation Project Monitoring Plan:**

- Track project implementation progress.
- Evaluate project effectiveness in achieving stated objectives.
- Identify any unforeseen challenges or need for adjustments.
- Document successes and lessons learned for future PFA projects.

### **Benefits of a Strong Monitoring Plan:**

- Increased project effectiveness and accountability.
- Enhanced ability to demonstrate project success and secure future funding.
- Capture and communication of valuable data to inform future PFA program priorities and strategies.

### **Additional Considerations:**

- Clear objectives and goals:
  - Define what you want to achieve with your project.
  - Set specific, measurable, achievable, relevant, and time-bound (SMART) objectives that align with your broader goals
  - Align with PFA Grant Program Goals
  - Focus on outcomes of the expected implementation, not just the activities.
- Indicators and measures:
  - Select indicators that represent progress towards your objectives and can be reliably measured.
  - Choose quantitative and qualitative measures that provide clear evidence of effectiveness.
- Data collection methods:
  - Determine how you will collect data for your indicators, considering practicality, validity, and reliability.
  - Outline data collection tools, sampling methods, and frequency of data collection.
  - Use professionally accepted monitoring and analysis protocols, including quality assurance/quality control procedures.
    - Review the Oregon Watershed Enhancement Board's [\*Monitoring Restoration Initiatives\*](#) when developing your methods.
- Analysis and reporting:
  - Establish a plan for analyzing and interpreting your data to identify trends, successes, and challenges.
  - Define reporting schedule and formats for communicating results to stakeholders.
  - Provide the process by which data and results will be stored, reported, and made publicly available
- **HCP Species Benefit**
  - Describe how the project has benefited each proposed HCP covered species discussed in your original project application, and how this proposed monitoring plan, and its objectives, will support stated benefits to the HCP covered species.
- Evaluation and adaptation:
  - Plans to regularly monitor plan's implementation and make adjustments as needed.

- Use monitoring data to inform program improvements and adapt strategies for greater impact.

## Template TABLE OF CONTENTS

---

The following items must be included in your monitoring plan, at a minimum, to quantitatively justify the benefits of your project for the targeted HCP covered species. Your monitoring plan should demonstrate professionally accepted monitoring and analysis protocols, including quality assurance and quality control procedures to be utilized.

1. Project Information
2. Monitoring Objectives
  - a. Primary Objectives (e.g. tracks project progress, ensures compliance, measures impact and benefits to covered species, and identifies challenges.)
  - b. Secondary Objectives (e.g. ensuring accountability, fostering continuous improvement, evaluating efficiency, informing future decisions, effective reporting and knowledge base building.)
3. Monitoring Activities
  - a. What will be monitored?
    - i. Inputs (e.g. activities implemented)
    - ii. Processes (e.g. activities conducted)
    - iii. Outputs (e.g. acres restored, flow restored)
  - b. How will it be monitored?
    - i. Data Sources (e.g. reports, site visits, surveys, sampling)
    - ii. Data Collection Methods
    - iii. Data Collection Tools & Templates
  - c. When will monitoring occur?
    - i. Monitoring Schedule & Frequency
  - d. Who will conduct the monitoring?
    - i. Roles & Responsibilities
  - e. Monitoring Procedures & Methodology
    - i. Baseline Data
    - ii. Photo Points
      1. Reference the [Oregon Watershed Enhancement Board Photo Point Monitoring Guidance](#) document when establish photo point monitoring.
    - iii. Project Maps with the following minimum core standard elements such as:
      1. Legend and Symbology
      2. Scale and North Arrow
      3. Base map showing geographic features such as landforms, water bodies, roads, etc.
      4. Project Boundaries
      5. Project Site and Locations
      6. Infrastructure & Facilities
      7. Relevant environmental features
      8. Monitoring and Observation Points

- iv. Collection protocols (long-term and/or short-term)
      - f. Data Management (e.g. Storage, Quality Assurance/Control, etc.)
- 4. Use of Monitoring Data
  - a. Analysis and Reporting Plan
    - i. Define and report monitoring results to document benefit to each HCP Covered species identified in your project.**
  - b. How findings will be used (e.g. course corrections, future funding decisions)
  - c. Sharing & Disseminating Information
- 5. Resources & Capacity for Monitoring
  - a. Staffing plan, expertise, and experience
  - b. Contractor plan, expertise, and experience
  - c. Training needs – *as applicable*
  - d. Budget & funding sources
- 6. Appendices – *as applicable*
  - a. Detailed Monitoring Schedule – *as applicable*
  - b. Other Supporting Documents – *as applicable*