



Monitoring Procedure for SWCD

The following procedures apply to SWCDs that are responsible for CREP easement monitoring. If you are unsure of your monitoring responsibilities, please reference your current SWCD CREP contract or contact DNR.CREP@illinois.gov. On-site monitoring visits are required on all CREP easements every 3 years or within 1 year of an easement's change in ownership. SWCDs that have multiple CREP easements may benefit from a monitoring schedule that distributes the monitoring workload over each 3-year period (e.g. monitoring one-third of the total easements each year). Underlined documents listed below can be found on the CREP Administration webpage <https://dnr.illinois.gov/conservation/crep/8675309swcddocs.html>.

Please note: If monitoring is past due, the SWCD will be required to monitor at least one-third of all easements each year until all monitoring is up to date.

1. Each January, IDNR will provide a Monitoring Tracking Spreadsheet that lists all easements the SWCD is responsible to monitor. Please review this information, compare it with your data, and verify that the information is correct.
2. Prior to monitoring, SWCD staff should review the Google Earth Help document and the Survey123 Monitoring Help document. These files provide guidance on how to install software, configure settings and utilize the software.
3. Perform pre-monitoring site visit actions such as:
 - a. review all easement documents, management plans and previous monitoring reports.
 - b. create or update the photo point map of the easement using Google Earth.
 - c. update all easement information and upload the photo point map in the Survey123 mobile app. (**If you plan to access data in the field, enter data into the Survey 123 mobile app and save as a draft on the mobile device. Data entered in the desktop Survey 123 software cannot be saved as a draft and will not be accessible via the mobile app. The desktop software can be used to enter field notes taken on the CREP Monitoring worksheet*)
 - d. print a paper map for notes and reference in the field
 - e. print a CREP Monitoring Worksheet for notes and reference in the field (if needed)
4. Contact the landowner to schedule the monitoring visit (landowner contact is mandatory prior to the site visit).
5. Conduct the monitoring site visit
 - a. Walk as much of the easement as possible, noting any changes to the easement since the last visit
 - i. If any portion of the easement is inaccessible, please describe the area of the easement and the reason it was not reviewed in the "Additional Observation" section in Survey123.
 - ii. If unsatisfactory conditions or alterations to the easement are observed, please take clear, distinguishable pictures and include descriptive notes in the "Easement Alterations" section of Survey123.
 - b. Enter data directly into Survey123 in the field or utilize the CREP Monitoring Worksheet for data collection to be transcribed into Survey 123 at a later time.

- c. When taking pictures at the photo points, the SWCD does not need to take photos in all cardinal directions. The SWCD is asked to take meaningful pictures at each photo point and describe the cardinal direction of the picture in Survey123.
 - d. Whenever possible, it is recommended to meet with the landowner during the visit. If the landowner attends the monitoring visit, signatures may be obtained during the visit by utilizing the digital signing fields within the Survey123 app. If unsatisfactory conditions are discovered or the landowner would like to review the final report before signing, signatures may be collected at a later date.
6. Post-monitoring site visit actions should include the following:
 - a. If Survey123 was utilized for data collection in the field, review/edit the Survey123 data, make necessary edits to the photo point map, and submit the Survey123 report. **Please ensure all data is entered into Survey123 correctly, reports cannot be edited once submitted.** If errors are found after the report is submitted, please contact DNR.CREP@illinois.gov.
 - b. If a CREP Easement Monitoring Worksheet was utilized for data collection during the site visit, transcribe monitoring data into Survey123, make necessary edits to the photo point map, and submit the Survey123 report. **Please ensure all data is entered into Survey123 correctly, reports cannot be edited once submitted.** If errors are found after the report is submitted, please contact DNR.CREP@illinois.gov.
7. A PDF report will be generated by Survey123 and automatically emailed to the user. The email will be sent to the address provided in the "Preparer Email Address" field in Survey123. If an email is not received within 48 hours, contact DNR.CREP@illinois.gov.
8. If the landowner did not digitally sign the Survey123 report during the monitoring visit, provide a monitoring report to the landowner for signatures. *If you are unable to obtain the landowner's signature after three attempts, please submit the report to IDNR and note you were unable to obtain a landowner signature.
 - a. If email is utilized, the signed copy will serve as the official copy of the report for the landowner.
 - b. If hand-delivering to the landowner, print two copies of the report and have the landowner sign both copies. Leave one signed copy with the landowner.
 - c. If the report must be mailed, send two copies of the report to the landowner, and ask the landowner to return one copy (it is recommended to provide a pre-addressed return envelope).
9. If the digital signing feature in Survey123 was used, provide a copy of the signed report to the landowner (see Steps 8. a. – c.).
10. Once the landowner has signed the monitoring report, email the signed report to DNR.CREP@illinois.gov.
11. After all reports for the year have been submitted, the SWCD may submit an SWCD Invoice Voucher by December 31 for the prior calendar year.
 - a. Update all cells in the Monitoring Tracking Spreadsheet for the easements monitored and submit the spreadsheet with the invoice as backup documentation.