

# Accountability

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- AARWP – annual admin report and work plan
- Performance Goals (GPRA)
- Peer Review
- Due Dates/Expectations for Phase 1, 2, 3

# Annual Administrative Report and Work Plan for Inventories and Monitoring

- Audience: Superintendents, network staff, regional coords, Servicewide program managers
- Simple format for tracking accomplishments, planned activities, budgets
- Data are consolidated into Report to Congress - accountability
- Summarizes last year's accomplishments and expenditures, and this year's planned activities
- Due by November 8 to allow consolidation into Report to Congress
- <http://www.nrintra.nps.gov/im/monitor> Intranet

# What to Include in AARWP

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- Funding that is transferred (annually or to park base) to a network or prototype from either the I&M Program or the Water Resources Division water quality monitoring program.
- Leveraging/Cost sharing funds from other funding sources (optional, but encouraged)
- Prototypes can submit integrated report with their network (encouraged) or a separate report.

# Schedule

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- Networks and prototypes submit AARWP through their regional coordinator to WASO by November 8. (also need .mdb budget file)
- Nov-Dec: WASO staff prepares Report to Congress for I&M Program and for Natural Resource Challenge.
- January 31: final work plans due to WASO

Intranet: <http://www.nrintra.nps.gov/im/monitor>

*Annual Administrative Report and Work Plan, FY 2003-2004 Guidance – June 11, 2003*

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**ANNUAL ADMINISTRATIVE REPORT AND WORK PLAN  
FOR INVENTORIES AND VITAL SIGNS MONITORING  
Guidance for FY 2003-2004 Reports**

Networks of parks and prototype monitoring programs that receive funding for biological inventories and vital signs monitoring from the Servicewide I&M Program and Water Resources Division are required to submit an annual administrative report and work plan through their regional office that summarizes (1) accomplishments and an accounting of funds spent during the previous year, and (2) scheduled activities and budget allocations for the coming year. The intent of the administrative report and work plan is to provide superintendents, network staff, regional coordinators, and Servicewide program managers with a simple format for tracking accomplishments, planned activities, and budgets for inventory and monitoring efforts by the networks. The report also provides Servicewide program managers with accomplishments and budget information needed for the annual Report to Congress, inquiries from the budget office, and other purposes. Accountability for funds received through the Natural Resource Challenge is an important issue with Congress and the budget office. The format shown below is intended to meet these needs while at the same time keeping the reporting requirements brief and to the point such that they do not become burdensome to the park networks. This format includes the minimum amount of information needed by the Servicewide programs and regional offices; each network and their board of directors may decide to require additional details such as project statements and study plans attached as an appendix.

In order to prepare the annual Report to Congress, each of the Washington Office divisions is required

**Objective 4 – Complete the documentation of 90% of vertebrate and vascular plant species in the parks through targeted field investigations.**

*Task 4.1 – Mammal surveys (new project for FY 2000)*

Parks involved (small mammals): ANTI, CATO, CHOH, GWMP, HAFE, NACE, ROCR, WOTR

Parks involved (medium/large mammals): ANTI, CHOH, GWMP, HAFE, ROCR

- FY 2000 Accomplishments: (1) A cooperative agreement was established with Dr. William McShea of the Smithsonian Institution to conduct a two-year study to determine the presence, relative abundance, and distribution of small, medium, and large mammal species in selected NCN parks. Project will begin in FY 2001. Funding allocation: \$53.5k.

- Scheduled FY 2001 Activities and Products: (1) Dr. McShea and his team will begin visiting parks, determining sampling sites, and obtaining relevant GIS themes in the winter of 2000. (2) Small mammal trapping will occur from April to October of 2001. (3) Infra-red trip cameras will be set up to document medium to large mammals for one week in the winter and summer months.



# The National Park Service

## Inventory and Monitoring

### Annual Administrative Report and Workplan

Network Budget Summary: 07 National Capital Region

Change Network

Type of Report: FY03 Admin Report

Change Report Type

Add/Edit Budget  
Records

Preview Budget  
Summary Report

Exit Program

View/Edit As  
Spreadsheet

Export Budget to .rtf File

Status of Biological  
Inventories



Report:

Close  
Form

Network:

**Income**

Category	Funding_Source	Description	Amount	Comment
1_Income	Park or Regional \$\$	Park base funds	\$5,000.00	
1_Income	Park or Regional \$\$	Regional funds	\$100,000.00	
1_Income	Veg. Mapping Program	Vegetation mapping	\$64,000.00	
1_Income	I&M - VS Monitoring \$\$	Funding to Region for Regional I&M Coordina	\$85,000.00	

Total Income:

Close  
Form

**Expenses**

Total Expenses:

Category	Funding_Source	Description	Amount	Where\$1
2_Personnel	I&M - Biol. Inventory \$\$	Regional I&M Coordinator	\$69,318.00	NPS
2_Personnel	I&M - VS Monitoring \$\$	Veg mapping data entry biotechnician	\$1,800.00	NPS
2_Personnel	I&M - Biol. Inventory \$\$	Network Inventory Coordinator	\$57,514.00	NPS
2_Personnel	I&M - VS Monitoring \$\$	Network Monitoring Coordinator	\$67,594.00	NPS
2_Personnel	I&M - VS Monitoring \$\$	Network Data Manager	\$76,022.00	NPS
2_Personnel	I&M - VS Monitoring \$\$	Network Biol. Science technician	\$50,649.00	NPS
2_Personnel	WRD - WQ Monitoring	Network Hydrologist	\$49,930.00	NPS
2_Personnel	I&M - VS Monitoring \$\$	Detail - Chris Lea, veg mapping	\$21,090.00	NPS
2_Personnel	I&M - VS Monitoring \$\$	Network Data Mgmt. Biotechnician	\$16,000.00	NPS



## Network: 07 National Capital Region

Name of Inventory:

Taxa Inventoried:  Vasc. Plants  Non-Vasc. Plants  Amphibians  Reptiles  Birds  Mammals  Fish  Non-Verts

Inventory Status:

Report Status:

Product Status:

Comments:   

**Previous  
Inventory**

**Next  
Inventory**

**Close  
Form**

### Parks Inventoried

	ParkCode ▲
	ANTI
	CATO
	CHOH
	GWMP
	HAFE
	MANA
	MONO
	NACE
	PRWI
	ROCR ▼

## Budget Summary

FY03 Admin Report

Network: 07 National Capital Region

### Category: 1\_Income

<i>Description</i>	<i>\$ Amount</i>	<i>\$\$ Source</i>	<i>Where \$ Went</i>	<i>Comments</i>
Vegetation mapping	\$64,000.00	Veg. Mapping Program		
Vital Signs Monitoring	\$597,000.00	I&M - VS Monitoring \$\$		
WRD funds	\$71,000.00	WRD - WQ Monitoring		
Park base funds	\$5,000.00	Park or Regional \$\$		
Regional funds	\$100,000.00	Park or Regional \$\$		
Funding to Region for Regional I&M Coordinator	\$85,000.00	I&M - VS Monitoring \$\$		
Biological inventories	\$163,840.00	I&M - Biol. Inventory \$\$		
<b>Subtotal</b>	<b>\$1,085,840.00</b>			

### Category: 2\_Personnel

<i>Description</i>	<i>\$ Amount</i>	<i>\$\$ Source</i>	<i>Where \$ Went</i>	<i>Comments</i>
Network Hydrologist	\$49,930.00	WRD - WQ Monitoring	NPS	
Network Data Mgmt. Biotechnician	\$16,000.00	I&M - VS Monitoring \$\$	NPS	
Detail - Chris Lea, veg mapping	\$21,090.00	I&M - VS Monitoring \$\$	NPS	
Network Biol. Science technician	\$50,649.00	I&M - VS Monitoring \$\$	NPS	
Network Data Manager	\$76,022.00	I&M - VS Monitoring \$\$	NPS	
Network Monitoring Coordinator	\$67,594.00	I&M - VS Monitoring \$\$	NPS	
Regional I&M Coordinator	\$69,318.00	I&M - Biol. Inventory \$\$	NPS	
Veg mapping data entry biotechnician	\$1,800.00	I&M - VS Monitoring \$\$	NPS	
Network Inventory Coordinator	\$57,514.00	I&M - Biol. Inventory \$\$	NPS	
<b>Subtotal</b>	<b>\$409,917.00</b>			

### Category: 3\_Coop. Agreements

## Budget Analysis

### Analysis of Expenses by Where \$ Went

<i>Funding Source</i>	<i>Total \$\$</i>	<i>NPS</i>	<i>USGS</i>	<i>Other Federal</i>	<i>Univ.-CESU</i>	<i>Univ_Non-CESU</i>	<i>Other non-Federal</i>
I&M - Biol. Inventory \$\$	\$235,356	\$126,832	\$4,001		\$89,504		\$15,019
I&M - VS Monitoring \$\$	\$610,484	\$239,257		\$5,228	\$150,000		\$215,999
Park or Regional \$\$	\$105,000						\$105,000
Veg. Mapping Program	\$64,000						\$64,000
WRD - WQ Monitoring	\$71,000	\$49,930					\$21,070
<b>Totals</b>	<b>\$1,085,840</b>	<b>\$416,019</b>	<b>\$4,001</b>	<b>\$5,228</b>	<b>\$239,504</b>		<b>\$421,088</b>

### Analysis of Expenses by Category

<i>Funding Source</i>	<i>Total \$\$</i>	<i>Personnel</i>	<i>Coop Agree.</i>	<i>Contracts</i>	<i>Operations/Equip.</i>	<i>Travel</i>	<i>Other</i>
I&M - Biol. Inventory \$\$	\$235,356	\$126,832	\$98,005		\$4,937	\$5,582	
I&M - VS Monitoring \$\$	\$610,484	\$233,155	\$291,100		\$41,333	\$37,896	\$7,000
Park or Regional \$\$	\$105,000		\$105,000				
Veg. Mapping Program	\$64,000		\$64,000				
WRD - WQ Monitoring	\$71,000	\$49,930			\$15,430	\$5,640	
<b>Totals</b>	<b>\$1,085,840</b>	<b>\$409,917</b>	<b>\$558,105</b>		<b>\$61,700</b>	<b>\$49,118</b>	<b>\$7,000</b>

### Expense Totals By Category

<i>Category</i>	<i>SubTotal</i>	<i>Percent</i>
2_Personnel	\$409,917	37.75%
3_Coop. Agreements	\$558,105	51.40%
5_Operations/Equipmen	\$61,700	5.68%
6_Travel	\$49,118	4.52%
7_Other	\$7,000	0.64%

## AARWP Checklist

**[Enter an X or 'Yes' in the first column after you have completed an item]**

	<b><u>Budget program (MS Access, aarwp_budget.mdb)</u></b>
97	Which version of Access did you use? [Enter 97 or XP for Access 97 or Access XP at the beginning of this line.]
	The income amounts entered for Biological Inventories, Vital Signs Monitoring, Prototype \$\$ - Annual Transfer, Water Quality Monitoring and other sources matches the dollar amounts from the memos sent to the regions/networks by WASO (have you used the correct income amounts?).
	In the Add/Edit Budget Records form, the amount shown for Total Expenses matches that for Total Income. (If it doesn't, enter a record under Expenses in the 7_Other category to make it balance; use an entry such as 'Unexpended funds' or 'Overspent Funds' in the Description column to explain the amount.)
	For all Expense records, the Description field includes the name of the university, agency, company, or other vendor to help us document our outsourcing efforts. (If this expense involved a contract, cooperative agreement, interagency agreement, or other partnership, is it clear where the money went?)
	For all Expense records, the correct item from the picklist for 'Where \$\$ Went' has been entered. [Think about who the check was written to; e.g., enter 'Other Non-Federal' for funding that went directly to the private sector, such as for purchases (computers, supplies, etc.), travel (airlines, rental cars, hotels).]
	On the Status of Biological Inventories form, there is one record for each inventory that is described in the text section of the AARWP or the budget program for FY 2000-2003 (data should be included for previous years since this is our first year of building this database). Be sure to list each park that was involved in the particular inventory.
	Each year's budget has been exported as an .rtf file (one for FY 2003 and one for FY 2004), and both files have been inserted into MS Word at the end of the AARWP document.
	The file aarwp_budget.mdb has been renamed to include the 4-character network alpha code and the years, as shown in this example: NCCN_FY0304_aarwp.mdb
	<b><u>Annual Report and Work Plan (MS Word)</u></b>
	I have carefully read the guidance for the AARWP and followed it.
	A header or footer with the date that the aarwp was last revised has been included.
	I gave special attention to the 'Public Interest Highlights' and 'Major Accomplishments' sections of the report. (We need good examples of the successes, applications, and highlights of the program to help us obtain funding for all 32 networks! Your 'Major Accomplishments' section is what we'll use for the I&M Program's annual Report to Congress to justify the

**ANNUAL ADMINISTRATIVE REPORT (FY 2003) AND  
WORK PLAN (FY 2004) FOR INVENTORIES AND VITAL SIGNS  
MONITORING**

**FY 2003-FY 2004**

**COASTAL AND BARRIER NETWORK**

Includes: Assateague Island National Seashore, Cape Cod National Seashore, Colonial National Historical Park, Fire Island National Seashore, Gateway National Recreation Area, George Washington's Birthplace National Monument, Sagamore Hill National Historic Site, and Thomas Stone National Historic Site

*Coastal and Barrier Network Approval Signatures*

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Constantine Dillon, Superintendent, Fire Island National Seashore  
Chair, Network Board of Directors

Date

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Elizabeth Johnson, Regional Inventory and Monitoring Coordinator,  
Northeast Region

Date

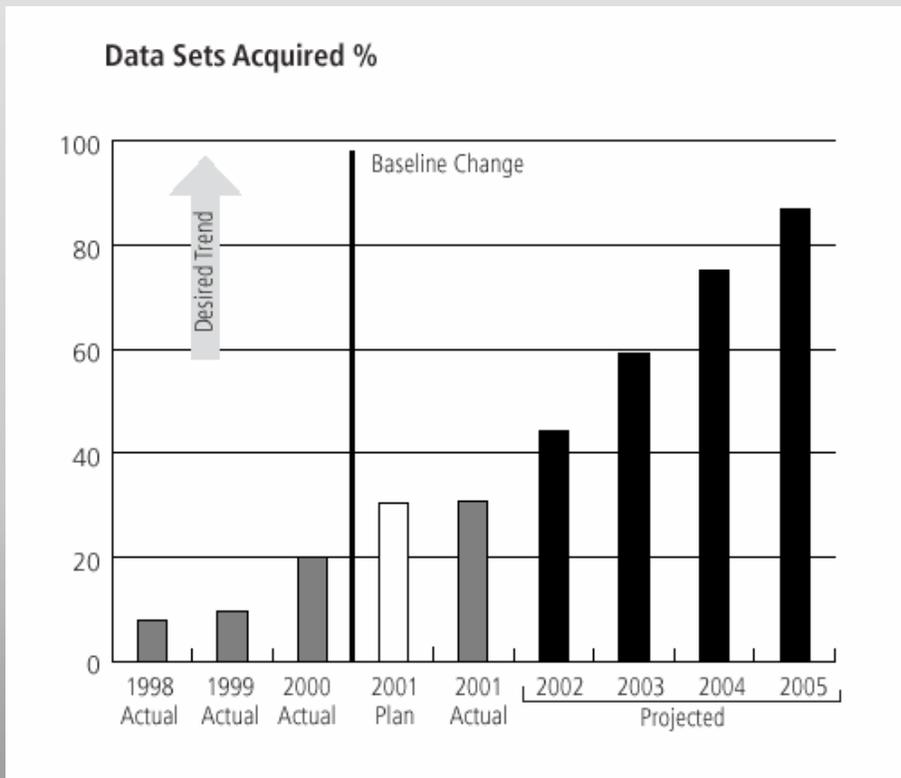
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Mary Foley, Chief Scientist, Boston Support Office  
Northeast Region

Date

# Goal 1b1 – Natural Resource Inventories

**Long-term goal** — By September 30, 2005, acquire or develop 87% (2,203) of the 2,527 outstanding data sets identified in 1999 of basic natural resource inventories for all parks.



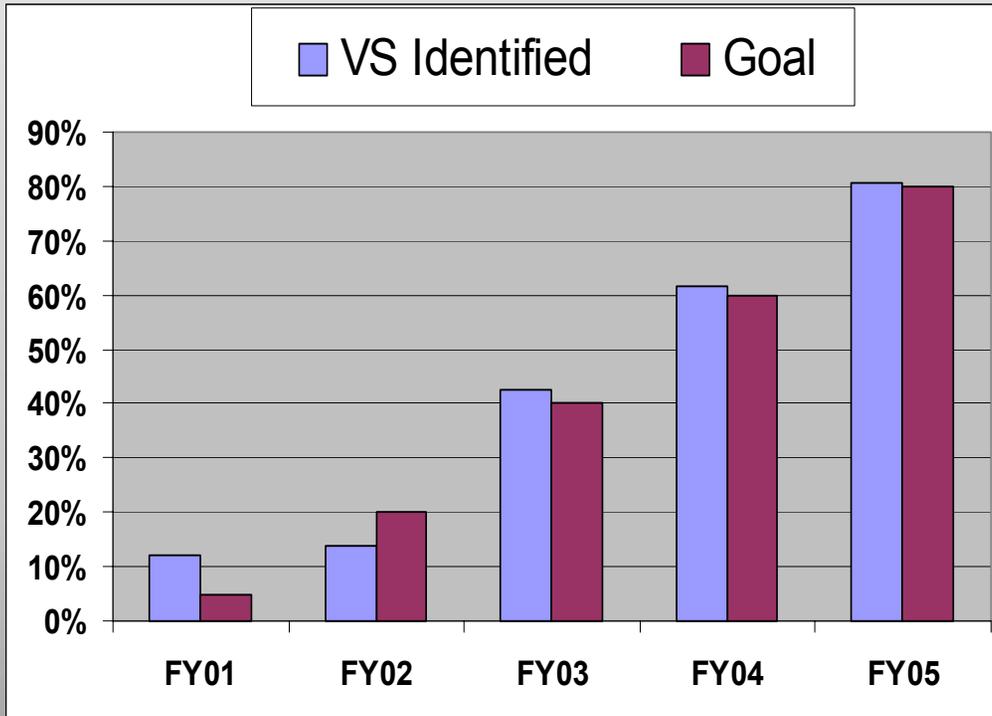
October 2002 Status:

Goal: 1,121 (44%) of 2,527 datasets

Actual: (49%) Goal Exceeded

# Goal 1b3 – Vital Signs

**Long-term goal** — By September 30, 2005, 80% of 270 parks with significant natural resources have identified their vital signs for natural resource monitoring.



## September 2003 Status:

43% of 270 parks have identified vital signs

FY 2003 Goal (40%)  
Will be **Exceeded**

**New 1b3 Goal:** – By September 30, 2008, x% (y of 270) parks with significant natural resources have implemented natural resource monitoring of key vital signs parameters.

**By the end of FY, Number of Parks that have Implemented Vital Signs monitoring:**

<b>Funding Scenario</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>
<b>Based on current FY 2003 funding levels</b>	<b>10 (3.7%)</b>	<b>101 (37%)</b>	<b>153 (56%)</b>	<b>153 (56%)</b>	<b>153 (56%)</b>
<b>+ FY 04 funding for 8 addl. networks</b>	<b>10 (3.7%)</b>	<b>101 (37%)</b>	<b>153 (56%)</b>	<b>215 (80%)</b>	<b>215 (80%)</b>
<b>+ FY 05 funding for 7 addl. networks</b>	<b>10 (3.7%)</b>	<b>101 (37%)</b>	<b>153 (56%)</b>	<b>215 (80%)</b>	<b>270 (100%)</b>

# Peer Review

- Delegated to Regional I&M Coordinators for Phase 1 and 2 reports. Select 3 or more external peer reviewers.
- Draft reports due to Regional Coordinator by October 1<sup>st</sup>; external peer review can start in October. WASO staff will review all 17 reports as one of the external peer reviews.
- WASO responsible for peer review of Phase 3 (full monitoring plan); draft due Dec. 15. Allows 9 months for review, revisions, approval before implementation.

# Timeline for Monitoring Design

(core vital signs and water quality monitoring)

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## First 12 networks:

Phase 1: October 1, 2002

Phase 2: October 1, 2003

Phase 3: December 15, 2004

## Next 5 networks (startup funds in FY 02):

Phase 1: October 1, 2003 (2 years)

Phase 2: October 1, 2004 (3 years)

Phase 3: December 15, 2005 (4+ years)

## Next 8 networks (startup funds in FY 03):

Phase 1: October 1, 2004

Phase 2: October 1, 2005

Phase 3: December 15, 2006