

**Auditing Framework  
for  
Tracking, Verifying, and Reporting Implementation  
of Conowingo WIP and Two-year Milestones**

**Prepared by**

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Approvals Signature:

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Project Manager/Officer

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QA Manager/Representative

The project team intends to implement the following auditing protocol for practices that are reported through the Conowingo Watershed Implementation Plan (CWIP):

When a practitioner implements a project that will be tracked towards CWIP progress, they will be required to report the project through Chesapeake Commons' FieldDoc platform. This web-based tracking platform allows a user to track implementation of practices, as well as additional metrics required for reporting towards a variety of agencies. FieldDoc will include functionality enabling a project's best management practices to be related to multiple programs, which provides flexibility in reporting towards both funding and reporting agencies such as PADEP's Phase 3 WIP or the CWIP. By establishing a clear user pattern allowing practitioners to add their practices to a given program, a check will be included so that a project will not be tracked to CWIP Program and a jurisdictional WIP program simultaneously.

When a practitioner is done editing the project details and metrics, there will be a submission allowing them to report their practice to all attached programs. This process will lock their editing capacity until the project has been reviewed by the program's administrator. The data will be ported to a reporting module within FieldDoc. Should any issues arise or if edits need to be made, the practitioner can be given back editing privileges, but all programs will be alerted that a change has been made for that practice via email.

For a practice to be considered complete for CWIP reporting, there will be required metrics the user must input. These metrics will include the information needed for a practice to be reported to the National Environmental Information Exchange Network (NEIEN), as well as a spatial footprint of the practice and a photograph of the project. These practices will undergo an initial automated check that will ensure that, (1) the geolocation of the photograph falls within the practice area, and (2) the timestamp of the photograph is after the date of implementation as recorded in FieldDoc. Specific to the NEIEN framework, FieldDoc will automatically add the timestamp photograph link, and inspection date to the relevant monitoring fields within the NEIEN templates used for reporting. It's important to note that due to the technical constraints of NEIEN, state reporting workflows vary. This protocol and field mapping will be iterative and evolve as the project team works to identify the respective processes and templates for packaging data for reporting Bay restoration progress.

Practices that do not pass this initial check will be sent to the project team for manual review. The team will contact the practitioner to determine if it was a data entry error, and may coordinate with local agencies to perform field visits to verify these practices. Practices that do pass the initial check will be subject to a later accuracy assessment. The Conservancy will work with CBP and the CWIP Steering Committee to create training materials for photographic verification of practices. These materials will be used by the project team to verify practices through an accuracy assessment, during which 10% of the data will be manually checked against the training material. The project team will work to determine if we can utilize innovative checks, such as the orientation of the photo, to assist with this review. The team may partners with local agencies for physical verification processes.

For practices that are not physically implemented (i.e. farm management plans), the spatial footprint and photograph submissions will be substituted for a coordinate value and an upload of a third-party letter of verification. The project team will work with the CWIP Steering Committee and CBP staff to generate a format for these letters that meet CBP requirements and help determine that the project is unique and verified complete. These practices will undergo manual review to ensure the documentation includes a reliable third-party organization; and a small sample may undergo a phone confirmation with the third-party.

Practices that are complete and pass verification will be included in an annual report through jurisdictional NEIEN nodes for final submission and accreditation through CBP for the CWIP progress.

### DRAFT - CWIP BMP Auditing Process

Chesapeake Conservancy | January 2020

