Wetland Restoration – Tracking Sheet and Map

Just after completion of the construction phase of a new wetland restoration project, two items should be completed and submitted (electronically or send paper copy) to DNR central office:
1. Completed tracking sheet
2. A map showing the wetland extent of the project boundaries. If you can send an electronic map (shape file) of the project that would be best, but hard copy will be fine.

If you have any questions about any of the information to be entered on the form that are not answered below, please contact Jason Fleener at Jason.Fleener@Wisconsin.gov.

Instructions for filling in the tracking sheet:

Informal name of project: Try to enter a name that is unique to this site, such as landowner name and/or location. Ex. Zeloski Jefferson Marsh.

DNR Contact: This will usually be the DNR Wildlife Technician or Biologist that is overseeing the project. Write it in the format: Last Name, First Name.

Land Ownership: Check next to either Private or Public depending on who owns the land. If it is on Public land, please skip the questions on Agreement Type, Agreement Length, and Contract Signing Date in the Project Administration section.

Landowner last name, first name, phone, address: This information will be kept confidential and will only be stored in our internal database.   If the landowner's address is different from the site address, list the landowner's. If for some reason the landowner wishes to remain anonymous, simply write Anonymous in the line for Name.

Project completion (month/day/year): Enter the month, day and year that the restoration work is complete.

Project Manager: List the lead manager for the project. This may be the same as the DNR Contact if DNR is the lead agency. This person is responsible for filling out the form, including project administration. Write it in the format: Last Name, First Name.

Person filling out the form, if different than project manager: Write it in the format: Last Name, First Name. This will be used if questions arise about what is written on the form.

DNR project ID#, FWS project name, NRCS project ID#, Other ID# (specify): Enter the appropriate ID numbers (or in the case of FWS, the project name). If there is a form of identification for an organization other than DNR, FWS or NRCS, please enter the ID # and the name of the organization.

Project Location Information

County, Town, Range, Section, Quarter, QuarterQuarter: If the project falls on the boundary of two sections/quarters/quarterquarters…, please fill in the subsequent lines below.

A map is requested in every situation (see instructions for submitting maps on page 3). If it is absolutely impossible to gather a map, then collect X and Y-coordinates and enter them into the bottom portion of the Project Location Information section of the form.

Description of Restoration Efforts and Techniques

1. How much of the project area results in…
It is very important that this part of the form is answered consistently. Therefore we have avoided using terms that will be understood differently by different people, and tried to lay out discrete categories based simply on the wetland status of the land at the start of the project. One project could cover more than one category. Fill out affected acres for each.

A. Alteration of currently existing wetlands? - The project takes place in an existing, probably degraded, wetland. This would include instances where the cover type is changed and/or where there is an improvement of the function of the wetland without changing the cover type. If A is chosen, please fill out the first column for Question 2.

B. New wetlands where former wetlands once existed? – The project takes place on hydric soils in an area that was wetland in the past but was manipulated, usually by drainage, to the point of becoming non-wetland.

C. New wetlands, where wetlands never existed? – These are projects that take place on non-hydric soils, but the project is able to establish wetland conditions.

Total project wetland acres? Add up the acreage from these three categories.

On Associated Uplands…
This information is need for the Joint Venture Accomplishments Report, which includes grassland restoration done in conjunction with wetland restoration. For these questions we are only interested in upland areas that are integrated into the wetland project. We are not looking to keep track of projects that are focused on upland areas only.

D. Establishment of native grassland? – This is for areas where native seed mixes are planted. This would probably be a conversion of land cover from agricultural to grassland.

E. Enhancement of native grassland? – This includes areas where there is prescribed burning or an herbicide treatment for invasive species control on native grassland.

Number of Basins or Sites in the project? This refers to projects that result in many small wetland pockets on a single site. Report the number of small basins on a contiguous area.

2. Wetland Design

Initial cover types and acreage
This section is only to be used if the project area results in an alteration of currently existing wetlands (category A from above). This answers the question, what was the cover type before the alteration? And, how many acres of that cover type were there before the alteration?

Intended cover types and acreage
This section is for A, B and C. Check the box next to the type/s of cover that is expected for the project. Also, enter the acreage for each intended cover type. It is expected that this information will be rough estimates made at the conclusion of construction.

Restoration techniques
Check any restoration techniques that were used in the project. Examples for restoration techniques are given, but please list any others that are not on the list too.

Descriptive comments
If the work done is a repair or replacement of an existing structure, please make note of it here.

Project Administration

Fill in the top box with the information from the lead agency. For any project where there is only one project manager and funding source, fill in the top box only. Next, in no particular order, fill in the other boxes with information from the project partners. If you are reporting for a project that involved multiple partners, then the person listed as "project manager" on the front of this form will fill it out. If there are more than three, please list any additional partners in the comments section along the right side of the page.

Agency/organization: List the name (ex. NRCS, DNR)

Funding Program: List the name of the program that is funding this portion of the project (ex. WRP, NAWCA)

Restoration Costs: For this form, we are only interested in keeping tally of the direct construction and seeding costs. Do not include any acquisition costs, staff time or travel expenses.

Agreement: Check next to the type and enter the length of the agreement. If other, please specify. If this project was done on public land, please skip this question and the question on length of agreement.

Contract Signed Date: Provide date the agreement contract was signed. The information will be used to alert staff when agreements will expire and need to be renewed. If this project was done on public land, please skip this question.

Current Protection Type at time of Project: Write the form of protection by which the land is covered. If it isn't protected, please write none. If this project was done on public land, the protection type should be fee ownership.

Protection Duration: Write the duration of the protection. If this project was done on public land, the duration should be perpetual.

Total Restoration Cost: This should be a sum of the partners' restoration costs from above.

Any additional comments about the project can be written into the blank sections on the right side of each page.

Instructions for submitting a map:
   It is very important that we know the geographical extent of each wetland project. Please make every attempt to submit a map showing the wetland extent. Here are some different ways to submit a map. Please choose whichever method is easiest for you, but the digital data is preferred.
- Make a photocopy of an air photo, FSA wetland map (includes air photo as a base), or 7.5 minute quad and pencil in the wetland and upland boundaries of the project. Label the intended land cover types, if known.
- Go to the DNR Web View mapping application and print a map with an air photo backdrop. http://maps.dnr.state.wi.us. Pencil in the wetland and upland project boundaries, label the intended land cover types and submit to WDNR central office.
- Submit digital geographic data in the form of a shapefile or coverage with attributes describing the cover type. The digital data should be accompanied by a projection file or metadata.

Mail Completed Form and Map to:
Assistant Wetland Specialist WM/6
Wisconsin Dept. of Natural Resources
PO Box 7921
Madison WI 53707-7921