WILDLIFE AT WORK^{SM} CERTIFICATION WORKBOOK 2009

WILDLIFE HABITAT COUNCIL^{SM}

As a fellow conservationist, we encourage you to save paper, ink, copy costs, and postage by submitting an electronic copy of your application via a CD or USB stick. We regret that we cannot accept emailed applications. Thank You!

Welcome! The *Wildlife at Work* certification application is your chance to tell us how your site is contributing to wildlife habitat enhancement. This workbook will guide you through the *Wildlife at Work* certification application process.

Here's what you need to know:

The *Wildlife at Work* Program provides third-party credibility and public recognition for programs that actively manage wildlife habitat. Wildlife Habitat Council (WHC) Certification has maintained credibility since its inception in 1990 due to our adherence to a policy and criteria that only recognizes credible, committed habitat enhancement programs. Recognition offered through certification includes, but is not limited to, press releases issued to national, regional, and local media contacts; inclusion in WHC's International Registry of Certified Corporate Wildlife Habitat Programs; presentation of a certificate at WHC's Annual Symposium held in Baltimore, MD; and the opportunity to lease a sign designating the site as having a certified *Wildlife at Work* program. Certification applicants are also given the chance to win the Rookie of the Year and Corporate Habitat of the Year awards, two prestigious awards that are given to corporate sites with outstanding *Wildlife at Work* programs.

IMPORTANT!
Minimum Requirements for *Wildlife at Work* Certification:

    a. Applicants must participate in a site visit with a WHC Wildlife Biologist. Objectives of the visit include:
        i. Introducing and discussing the Wildlife at Work program with site managers;
        ii. Becoming familiar with the natural habitats found on site;
        iii. Determining potential projects for wildlife on and around site property; and
        iv. Identifying employee, management and overall company interests, concerns, and constraints.

    b. A 'habitat' is defined as the arrangement of food, water, shelter or cover, and space suitable to animals' needs. **Applicants should demonstrate that at least one project that addresses all four components of a habitat has been actively maintained and monitored for a minimum of one year, prior to applying for certification.** This is to ensure that certified programs have active monitoring programs that document habitat enhancement projects and accomplishments over time.

    c. If any projects (such as wetland mitigation) were done to meet the requirements of a regulatory agency, the applicants must provide documentation that the scope of the project exceeds regulatory requirements.

    d. Applicants must be in compliance with all rules, regulations, and permits required by law through sound environmental control measures. If not, please attach an explanation.

WHC wildlife biologists thoroughly evaluate submissions based on the rationale for selecting wildlife projects, documentation of wildlife/ habitat benefits, and demonstrated employee and community participation. If you have any questions regarding these application materials, or program requirements, please contact WHC's Certification Coordinator at 240-247-0925.

…Let's Get Started!

Checklist of Items Required for *Wildlife at Work* Certification

☐ **Application Fee (Applications will not be reviewed/processed until payment is received. Applications will be considered late if payment is not received by July 31, 2009).**

☐ ***Wildlife at Work* Certification Application Form C-1**

☐ **Site Overview Questionnaire (Form SO) and Site Map**

☐ **Updated Species Inventory**
   This list should be current within 2 years.

☐ **Reference Interview Questionnaire**
   The Reference Interview Questionnaire **must be completed by THREE program references not employed by the company.** Examples include state wildlife biologists, college professors, or delegates from conservation organizations. Questionnaires may be submitted with the complete application materials, or be submitted by the reference directly to WHC.

☐ **Digital Photographs**
   Photo documentation of activities should support information provided in project summaries. Photos should depict habitats, species of interest, and/or wildlife team activities. Digital photos are for use at WHC's Annual Symposium, if the program obtains certification. Photos will be kept by WHC for possible use in future publications.

   Important Note*:* Please send photo documentation as digital TIF or JPEG files only. Photos should be included with applications on a CD ROM or USB data stick. **Do Not Embed Photos in PowerPoint or Microsoft Word Documents**. Embedding photos reduces resolution and makes the images difficult to work with.

☐ **Media Information Sheet (Form MIS)**

☐ **Wildlife Management Plan (WMP)**
   A WMP template is located at the end of this document.
   DOWNLOAD AN EXAMPLE WMP at http://www.wildlifehc.org/apply/
   IMPORTANT NOTE*:* An Opportunities Report is <u>NOT</u> a WMP, but can be used as a tool when writing your plan.

☐ ***Optional* Project Summaries (Form PSS)**
   A Project Summary Sheet (PSS) template is located at the end of this document. Please fill out one PSS for each habitat enhancement project.
   DOWNLOAD AN EXAMPLE PSS at http://www.wildlifehc.org/apply/

☐ As someone who shares our concerns for the environment, please save paper, ink, copy costs, and postage by submitting your application electronically via a USB stick or CD. Email submissions will not be accepted. If you need to print your application, please do not use plastic sheet protectors and please print on both sides when possible.
   **Please note, CD ROMs and USB data sticks will not be returned to sender.

WILDLIFE AT WORK CERTIFICATION
FORM C-1

Please postmark all required materials by July 31, 2009, including the application fee. Make checks payable to: Wildlife Habitat Council at 8737 Colesville Road, Suite 800, Silver Spring, Maryland 20910. Outstanding applications will be nominated for the "Rookie of the Year" (ROY) award. Applications postmarked by June 30, 2009 will receive an Early Bird $100 discount. **Applications postmarked after July 31, 2009 and before August 31, 2009 will be assessed a $200 late fee and will not be considered for the ROY award. Applications postmarked after August 31, 2009 will not be considered for 2009 certification.**

1. $900 Application Fee (check, money order, or credit card)
Nonmembers - application fee of $1800
Important! On check stub or memo, describe payment as *Wildlife at Work* Certification.
To pay by credit card, complete the attached Certification Credit Card Payment Form.

2. Required Site Information:

Company Name:

Subsidiary Name (**exactly** as it should appear on certificate):

Site Name (**exactly** as it should appear on certificate):

Site's local address, including street name, city, state, and zip code:

Has a WHC Biologist ever visited this site?   YES   NO

Date of last WHC Biologist visit:

Total site acres: Unmanaged available wildlife acres: Actively managed wildlife acres:

Total number of employees: Number involved with programs:

3. Required Certification Contact Information
Certification Contact: Title:
Contact mailing address:
City: State/Province:
Country: Zip Code:
Telephone number: Fax number:
Email address:

4. Required Application Materials – please see checklist on prior page
(Application will not be considered until all required information is submitted. A $200 late fee will be assessed if required information is not postmarked by 7/31/2009)

* I, the undersigned, do hereby release all rights to photographic materials that serve as part of this application for certification. I fully authorize the Wildlife Habitat Council (WHC) to keep and use this material in any manner, including media coverage, slide presentations, and WHC-inclusive documents, with the understanding that due credit will be given to the photographer and company responsible for producing the picture.

Signature: _____   Date: _____

Optional Application Materials: *Apply for additional recognition*
Download the following additional award applications at http://www.wildlifehc.org/apply/
Please check the optional applications that you included with this application.

Wildlife Habitat Council Award

☐ **Community Partner of the Year Award Nomination –** consult online WHC Form "CPY"
The Community Partner of the Year Award (CPY) recognizes the outstanding contribution that community-based organizations and individuals make to WHC's *Wildlife at Work*^{SM} and *Corporate Lands for Learning*^{SM} programs. Nominees will receive a certificate recognizing their contribution to the site and wildlife habitat enhancement. WHC will waive WHC Symposium registration and meal fees for up to three attendees representing the award-winner. The nominating site is responsible for accommodations and travel to and from the Symposium.
**Please include a $100 application fee with your CPY application.

Wildlife Habitat Council Partner Awards
**Please include $100 per award application if submitting without a *Wildlife at Work* or *Corporate Lands for Learning* certification application.

☐ **Wild Turkey Management Award –** consult online WHC Form "WTM'
The Wild Turkey Management Award was developed in cooperation with the National Wild Turkey Federation (NWTF). This award is presented annually at WHC's Symposium to a WHC member company for incorporating outstanding wild turkey management into their on-site habitat program. This is a unique opportunity for companies to be recognized for the work they conduct for wild turkeys at their sites.

☐ **Pollinator Friendly Practices Award –** consult online WHC Form "PFP"
WHC and North American Pollinator Protection Campaign (NAPPC) offer a unique challenge to advance corporate stewardship and the value of WHC certification. In 2002, WHC, in partnership with NAPPC members including the Xerces Society and Coevolution Institute, developed the Pollinator Friendly Practice (PFP) Guidelines. The guidelines augment existing land use incentives and are to be used by organizations such as WHC in promoting pollinator habitat conservation. Applicants who satisfy the requirements and actively manage habitat for the benefit of pollinators will receive a certificate of recognition. The NAPPC/WHC Pollinator Friendly Practices Award is presented at WHC's Annual Symposium to a WHC certified program that implements outstanding land management practices to benefit pollinators according to specific guidelines.

☐ **Wings over Wetlands Award** – consult online WHC Form "WoW"
The Wings over Wetlands Award was developed in cooperation with Ducks Unlimited in 2007. This award is presented annually at WHC's Symposium to a WHC- certified site for incorporating outstanding wetland and waterfowl management into their on-site habitat program. This is a unique opportunity for companies to be recognized for the work they conduct for waterfowl and other wetland species at their sites.

☐ **Prairies for Tomorrow Award–** consult online WHC Form "PfT"
The Prairies for Tomorrow Award was developed in cooperation with Pheasants Forever (PF) in 2008. This award is presented annually at WHC's Symposium to a WHC- certified site for incorporating projects that involve active participation through one of several channels, including volunteers, grass seeding beyond basic ground cover requirements to include native prairie grasses, and/or participation in PF's No Child Left Indoors program.

CERTIFICATION CREDIT CARD PAYMENT FORM

Company Name:_____
Site Name:_____
Fax #:_____
Phone#:_____

1. Cardholder Information

Name:_____

Billing Address:_____

Phone:_____

Email:_____

2. Certification Type (*Check all that apply*)

- ❑ *Wildlife at Work* Certification ($900)
- ❑ Early Bird *Wildlife at Work* Certification (deduct $100) *please check if application is postmarked by June 30, 2009*
- ❑ *Wildlife at Work* Recertification ($450)
- ❑ Early Bird *Wildlife at Work* Recertification (deduct $50) *please check if application is postmarked by June 30, 2009*
- ❑ *Corporate Lands for Learning* Certification ($450)
- ❑ Early Bird *Corporate Lands for Learning* Certification (deduct $50) *please check if application is postmarked by June 30, 2009*
- ❑ *Corporate Lands for Learning* Recertification ($225)
- ❑ Early Bird *Corporate Lands for Learning* Recertification (deduct $30) *please check if application is postmarked by June 30, 2009*
- ❑ Community Partner of the Year Nomination ($100)

- ❑ **Late Fee ($200) *please check if application is postmarked after July 31, 2009***

3. Credit Card Information

Card type: (Please Circle)   Visa   **Mastercard**   **American Express**

Card number:_____

Card expiration date:_____

Total amount to be charged to card:_____

Today's Date:_____

Cardholder's signature:_____
(credit cards will not be processed without cardholder's signature)

Send this completed form with your application or fax to:
Certification Coordinator
Wildlife Habitat Council
8737 Colesville Road, Suite #800
Silver Spring, Maryland 20910
E-mail: certification@wildlifehc.org • Tel: 301-588-8994 • Fax: 301-588-4629

Site Overview Questionnaire
Answer <u>all</u> questions and return with required application materials.

1. When did your company acquire the property?

2. What are the major land uses of the site? (past and present)

3. Describe the area surrounding your property. (i.e. rural, urban, residential etc.)

4. What are the main habitats found on the site? (i.e. grassland, forest, wetland, etc.) Please be descriptive. If possible list common or notable species.

   Is the site's wildlife team actively managing any of these habitat types? If yes, please list below.

	Habitat Type	Acreage actively managed
Example:	*freshwater wetland*	*2 acres of freshwater wetland are actively managed*

5. Are there any bodies of water on-site, or running through the site? If yes, please list and describe them.

   YES   NO

6. Describe all land use practices that may impact water quality.

7. Is the site in compliance with all rules, regulations, and permits required by law? If no, briefly explain how the site is addressing issues of compliance. If it is found that the site is not in compliance, WHC will contact the site for more information.

                                    YES   NO

        If you answered no to the question above, are habitat enhancement projects separate from areas with these regulatory/compliance issues?

                                    YES   NO

8. Were any of the habitat projects done in relation to a mitigation project or similar project required by a regulatory agency?

                                    YES   NO

        If you answered yes to the question above, list which projects and describe how the scope of the projects exceed the regulatory requirements.

9. Please list FEDERALLY protected/listed species or STATE protected/listed species observed on your site:

10. Please list any other certifications or awards that apply to the site, including dates received:

11. Please list any community partners/partnering organizations that have provided assistance with habitat management projects. Please specify future, present, and past partners:

12. Please list ANY green initiatives that are employed at the facility (e.g. recycling programs, water management, energy efficient lighting, etc.)

WILDLIFE HABITAT COUNCIL℠

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Reference Interview Sheet to be completed by Wildlife at Work References

The following **questionnaire is to be completed by 3 references, not employed by your company, which shall be identified by the site, and returned to the site to be included with other required application materials.** If desired, references may send this form directly to the Wildlife Habitat Council at 8737 Colesville Road, Suite 800, Silver Spring, Maryland, 20910; fax to 301-588-4629; email to certification@wildlifehc.org

REFERENCES, PLEASE COMPLETE THE FOLLOWING:

Your name: _____

Your professional affiliation and/or title:_____

Your address: _____

Your phone number: _____ Your email: _____

Name of the corporate wildlife site you are affiliated with (company and site name):

_____

Your contact at that site: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS. YOU CAN USE ADDITIONAL SPACE IF NECESSARY. BE SURE TO TYPE OR PRINT CLEARLY.

Question 1)   How exactly are you involved with the site's *Wildlife at Work* program?

Question 2)   Is the program benefiting local wildlife? If so, how and which species? If not, why?

Question 3)   Is the program benefiting the local community? If so, how? If not, why?

Question 4)   Please list and describe at least two recommendations for improving the program.

Question 5)   Is there anything else you would like to share with WHC about the program?

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REFERENCE

| **MEDIA INFORMATION SHEET** **(FORM MIS)** | |

Company Name: _____

Site Name: _____

WHC is very pleased to work with you and your media this year.
Please check <u>one</u> of the following:

❑ No, I will review the content regarding my *Wildlife at Work* program but I will handle the press myself. I filled out all information for *one company press contact* below as accurately as possible.

❑ Yes, I would like WHC to handle the external press content regarding my *Wildlife at Work* program. I filled out all information for *one company press contact and three (3) external media contacts* below as accurately as possible.

Please completely fill out the following information for EACH contact.

Internal Company Press Contact- REQUIRED, regardless of which box you checked
This person will be the sole contact on the release as well as responsible for reviewing all content and acquiring approval from your internal contacts. We ask that only this person be the contact for working with WHC's Communications Department. It is important that the company's press contact approve the release for all content including the site's Wildlife at Work program information for inclusion in the online Registry of Certified Programs.

Name: _____

Title: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

MIS Page 2: **REQUIRED if you checked the second box**

If you checked the second box and would like WHC to handle your external press, please provide the following information. **<u>An e-mail for each external media contact is required for our service</u>**. If there is a specific editor, city or metro desk or bureau office, please specify with the appropriate e-mail.

External Media Contact #1

Name: _____

Title: _____

Media Group: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

External Media Contact #2

Name: _____

Title: _____

Media Group: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

External Media Contact #3

Name: _____

Title: _____

Media Group: _____

Street address: _____

City _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

WHC WILDLIFE MANAGEMENT PLAN (WMP) TEMPLATE

(DOWNLOAD AN EXAMPLE WMP at http://www.wildlifehc.org/apply)

Please contact WHC's certification coordinator (certification@wildlifehc.org) or your Regional Biologist with questions.

Insert Company Logo

COMPANY NAME

Site Name

WILDLIFE MANAGEMENT PLAN

YEAR

Prepared by:

PERSON OR GROUP THAT PREPARED THE WMP

What is a Wildlife Management Plan (WMP)?

A Wildlife Management Plan (WMP) is a comprehensive strategy which outlines goals of the wildlife habitat program, describes projects to achieve these goals, makes provisions for monitoring projects, and presents implementation and evaluation schedules.

A WMP serves as a tool for you to use at the site. It provides direction and detailed information to guide you through the development of your program and each component is important in its own way. For example, knowledge of the background of the site, such as historical use and ecological description, aids in knowing which native plants are best to select for plantings. This way the Wildlife Team can chose restoration efforts that will most likely provide benefits to wildlife.

Keep in mind that a WMP should be a working document; it is intended to be modified as goals change due to site conditions and in response to the implementation of your projects. The WMP should be written so that if a new member joins the Wildlife Team, they would be able to quickly understand the program.

(DOWNLOAD AN EXAMPLE WMP at http://www.wildlifehc.org/apply)

WMP Glossary

Four essential habitat components – Food, water, **cover** and **space** are four elements essential to all wildlife. Every **project** must address how these components are being met for the target wildlife.

Cover - Cover is any place an animal can use for living space, including vegetation and other natural or replicated features such as brush piles, fallen logs, snags, and/or tree cavities.

Space – Space is the area required for animals to carry out their biological functions, such as reproduction, rearing young, obtaining food/water and resting.

Program – The *Wildlife at Work* program, encompassing all **projects**.

Mission – The mission is the overarching aim of a *Wildlife at Work* **Program**.

Project – A project is a discrete wildlife enhancement venture, meeting the four essential habitat components for target wildlife and having one or more **objectives.**

Objective – An objective is a broad action that must be achieved to accomplish a **project**. Usually an objective will have multiple **prescriptions**.

Prescription – Prescriptions are the specific management activities that must be completed to accomplish an objective. They are narrower than **objectives** and should be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.

TABLE OF CONTENTS

(DOWNLOAD AN EXAMPLE WMP at http://www.wildlifehc.org/apply)

SUMMARY

Begin with an overview of the site's entire program. Briefly describe the location, historical, and current use of the site. Summarize the overall mission of the program and highlight important achievements, events, and projects.

1.   Background

Company Name has been a member of the Wildlife Habitat Council (WHC) since xxxx, a standing that exemplifies its commitment to improving wildlife habitat through the enrichment of pre-existing habitat and the establishment of new habitat on the company's landholdings. Induction into the *Wildlife at Work* program will enable the Site Name to get assistance from the Wildlife Habitat Council in its efforts to improve the site's wildlife habitat. Furthermore, partnership with WHC provides Company name with an opportunity to demonstrate responsible corporate environmental stewardship by formulating and implementing a balanced and operative wildlife management program

1.1.   Corporate Environmental Stewardship

Describe your company's initiatives to achieving environmental stewardship. This includes environmental safety practices and green initiatives. If applicable, describe the company's environmental mission.

1.2.   Site Description

Identify your geographic location and proximity to nearby cities, and then provide details on the site. Establish the percentage of the site devoted to habitat, proximity of operations to the areas, and acreage. Include acreage, number of employees, operations, etc. In addition, list buildings, parking areas, landscaped areas, all natural and man-made features, and any other noteworthy areas. Specifically, describe areas that will be a focus of the projects, and include common species names, and types of habitat. Include a map or aerial photograph of your property if available.

1.2.1. Wildlife Team

Describe employee/company interests. The structure of the team should be a group with one team leader and several subcommittees for specific projects. Subcommittees should be created based on the individual interests of Wildlife Team members. A team structure in which subcommittee leaders communicate with the team leader will facilitate information transfer between team members, team leaders, and site management. List names of employee members as well.

(DOWNLOAD AN EXAMPLE WMP at http://www.wildlifehc.org/apply)

1.2.2. Ecological Background

This section is designed to provide an understanding of the larger context that your habitat enhancement goals will fit into. The goals and projects must be compatible with the environment and landscape (ecoregion) in which they are proposed. When completing the "Reasoning Behind Project" section later in the WMP, this information will be the backbone of the reasoning. Understanding the larger environmental characteristics of the region is vital to having a strong *Wildlife at Work* program with successful projects. The information listed in the section should include descriptions of the regional and local climate, terrain, species and other unique environmental characteristics. The ecoregion information can be found in the Opportunities Report provided to your site by WHC or the ecoregion information can be found at http://www.fs.fed.us/land/ecosysmgmt/index.html. Once the ecoregion classification is identified, summarize the characteristics below. An example can be viewed in the sample management plan which can be downloaded at http://www.wildlifehc.org/apply.

Undertaking habitat enhancement projects on a corporate site adds ecological and functional value to both the immediate area and the entire ecosystem. Furthermore, connective efforts have shown greater results than isolated actions. It is important to understand the site's ecologic location and its relation to native flora and fauna. The following section provides information necessary to understand the ecological background of the land surrounding the Site Name.

The U.S. Department of Agriculture (USDA) Forest Service (USFS) uses a land classification system of terrestrial ecoregions as described by Robert G. Bailey.[1] This classification of terrestrial ecoregions is hierarchical, and is based on elements of climate, geology, topography, and vegetation. This widely recognized system separates the United States into large domains, followed by divisions in which provinces are described. Ecoregions are a geographically based system for organizing our knowledge about ecosystems and ecosystem responses to our management. They provide a framework for prioritizing land conservation, preservation and restoration projects. The USFS National Hierarchy is a classification system that includes eight levels of nested map units of which 4 are commonly used in site habitat projects: domain, division, province, and section.

Add site ecoregion information here. Describe climate, historical habitat, plant communities, soil types, typical wildlife. When writing this section keep in mind that this information provides the backdrop for all

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[1] Bailey, R.G. 1995. Description of the ecoregions of the United States. 2nd edition. USDA Forest Service Miscellaneous Publication 1391. U.S. Department of Agriculture Forest Service, Washington, District of Columbia.

2. Development

2.1. Site Inventory

Conducting a thorough inventory of the plants and animals present at the site is a priority of the Wildlife Team, as an inventory helps the Site Name Wildlife Team members to become familiar with the plants, animals, and habitats found at the site. The wildlife inventory is an ongoing process that provides useful information to the Site Name Wildlife at Work program and any future outreach and education projects. The goal is understand the site habitats by compiling a relatively comprehensive list of resident and transitory (including migratory) species, using seasonal inventories conducted in the spring (April), summer (July), and fall (September).

For many Wildlife Team members, the process of compiling a site inventory is a learning opportunity. The more information provided, the better, but a species list consisting of common names is satisfactory for an inventory. Scientific names can be found from common names using the website www.itis.gov. The "date observed" and "area observed" columns are also optional, but collecting this data can provide additional info that may be helpful in managing your wildlife habitat.

For example

TABLE 1: FLORA AND FAUNA IDENTIFIED ONSITE

TYPE	COMMON NAME	SCIENTIFIC NAME	DATE OBSERVED	AREA OBSERVED
Plants				
Birds				
Mammals				
Invertebrates				
Reptiles				
Amphibians				
Fish				

2.2. Timeline of Completed Activities and Future Goals

Include a timeline here that provides information for all projects -- present, future and past -- in your *Wildlife at Work* program. Please include all project-related activities, including monitoring.

Documentation should be included in Section 5 of this template for any project-related activity, including monitoring, listed in your timeline. Include any documentation that you feel is pertinent to your program (i.e. monitoring sheets, seed mixes, receipts, Wildlife Team meeting minutes, the Wildlife Team's Project journal, Wildlife Team emails, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc.)

3. Implementation

List your mission, projects, objectives and prescriptions. Throughout this part of the Wildlife Management Plan be sure the following questions for each project are answered: WHY, WHAT, and HOW.

3.1. Mission of SITE NAME's Wildlife at Work program

Overarching mission or vision for the program (which encompasses all projects). In striving to reach this mission, the following Projects have been recognized. Please list and describe all projects using the following template.

> **Project #.** Title of a wildlife habitat enhancement project.
> **Reasoning Behind Project**: WHY is this project important? How does it help fulfill the overarching mission for the entire wildlife program on the site?
> **Project's Background Information:** Briefly describe this habitat project, where it is located, the size of the operation, etc.
>
> - **Objective #.** Define WHAT must be accomplished to make this project a success.
>   - o **Prescriptions**: HOW will the objective be fulfilled? Describe the management methods to be implemented. These should be listed step-by-step.
>   - o **Essential habitat Components**: if it is not clearly evident from the prescriptions listed above, please describe here HOW the **four essential habitat components (food, cover, water, space)** are addressed for this project.
>   - o **Monitoring:** Describe monitoring plans for this project in the short and long-term. How often will the project be monitored? What tools will be used to monitor the project?

4. Evaluation and Project Status

Include a brief summary of the overall benefits to the site's habitat since *Wildlife at Work* program inception.

Next, evaluate *each project* using the following template:
- **Project #**: Project Title
  - o **Date (month/year) the project was started:**

- o **Number of employees and volunteers involved in this project (include the names of organizations, agencies, or community groups involved in this project):**
- o **Explain whether native plantings are being used:**
- o **Explain whether invasive species are being controlled:**

- In narrative form, describe the progress made towards implementing the prescriptions of *project #*. Include dates.
- Discuss monitoring activities and tangible results of project #, such as species planted, plant growth and survival, and nest box use (including species, number of eggs observed, and number fledged from nest).
- Evaluate the success of project #. If any aspect of project # was unsuccessful, identify the reason and if possible propose a remedy.
- Describe any future objectives that will be added to project #.
- **Most Importantly:** Documentation for Project # (i.e. monitoring sheets, seed mixes, receipts, lists of species planted and dates planted, Wildlife Team meeting minutes, the Wildlife Team's project journal, Wildlife Team emails, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc.) **must** be included in section 5.0 Documentation and clearly ascribed to project #. *The Wildlife Habitat Council cannot evaluate a project if its documentation is absent or unclear.*

4.1. New Projects

List any new projects that are planned. If a project was unsuccessful, consider adding a new project to further the program's mission. Remember to consider feasibility regarding man-power and monetary needs.

5. Documentation

Include any additional documentation that you feel is pertinent to your program, taking care to indicate to which project the documentation applies. Include project monitoring sheets, seed mixes, receipts, Wildlife Team meeting minutes, Wildlife Team emails, the Wildlife Team's project journal, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc. Include all figures and tables. Download an example monitoring log at http://www.wildlifehc.org/apply.

    To include your monitoring logs in worldwide studies, visit websites such as http://ebird.org/content/ebird/ or http://www.birds.cornell.edu/.

**Download an example WMP at http://www.wildlifehc.org/apply
**Download an example monitoring log at http://www.wildlifehc.org/apply

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WILDLIFE AT WORK
CERTIFICATION
(FORM PSS)

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![Wildlife Habitat Council logo]
WILDLIFE HABITAT COUNCIL℠
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Optional Project Summary Sheet

Please complete one Project Summary Sheet for each of your team's Projects. Please include documentation with each Project Summary Sheet. DOWNLOAD AN EXAMPLE PSS at http://www.wildlifehc.org/apply

1. **Name and Location of Project:**

2. **Briefly describe the scope of the Project and the reasoning behind the Project. (What are you doing and why are you doing it? How does it fit in with related Projects?)**

3. **Please describe this Project's associated objectives and the prescriptions used to achieve the objectives. (Be sure to list and describe all the objectives) You may use additional space/pages.**

4. **In order for wildlife species to thrive, the essential habitat components of food, water, cover, and space must be readily available. To be considered for certification, at least one Project or several Projects linked together must address all habitat components. Please indicate how the habitat enhancement Project addresses each of the listed habitat requirements.**

   - Food:

   - Water:

   - Cover:

   - Space:

5. **Indicate the date (month/year) the Project was started. In addition, provide a brief list of completed activities as well as the current status of the Project. Attach all documentation at the end of the PSS.**

6. **Please describe the Wildlife Team's future plans for the Project.**

7. **Please indicate the number of employees and volunteers involved in the Project.**

8. **Please list the organizations, agencies, or community groups involved in the Project and describe their involvement.**

9. **Are native plantings being used in this Project? Please provide a list of species planted.**

10. **Are invasive species being controlled in this Project? Please provide a list of species controlled and the control method that is utilized.**

11. **Provide monitoring and maintenance documentation and descriptions.**

Habitat Projects must provide benefits to wildlife and be monitored and maintained for at least one year prior to certification. Please provide a timeline, with dates and findings, demonstrating the results of ongoing activities. One timeline can include all the projects in the program. Describe where, when, and how monitoring activities are conducted. Include any documentation that you feel is pertinent to your program (i.e. monitoring sheets, seed mixes, receipts, Wildlife Team meeting minutes, the Wildlife Team's Project journal, Wildlife Team emails, program flyers, pamphlets or checklists for visitors, event information, photo documentation, etc.)

Download an example monitoring log at http://www.wildlifehc.org/apply