Annual Performance Plan Workbook

REFUGE _____ DATE _____ _____
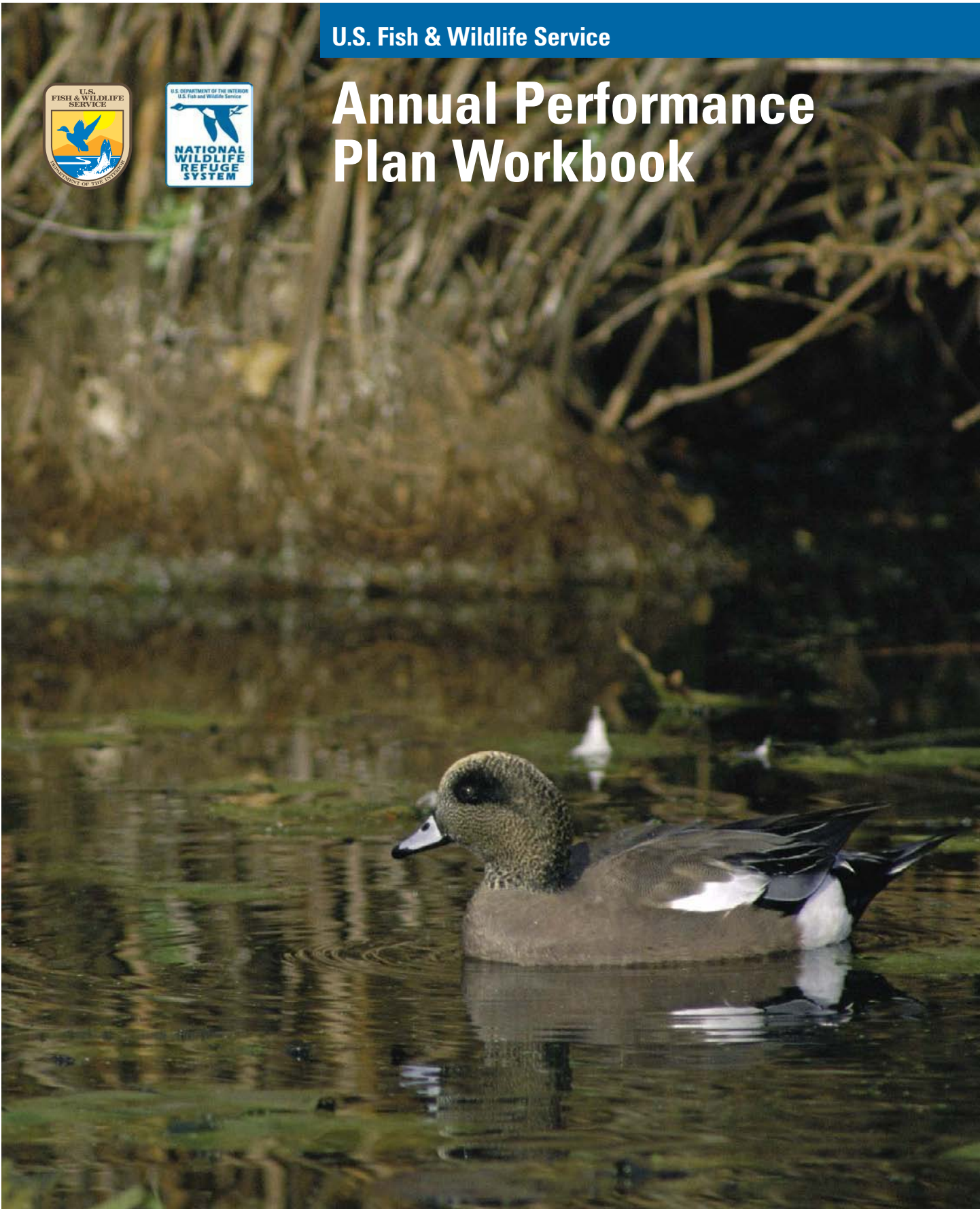
Introduction

The Annual Performance Plan (APP) is a tool for measuring the performance of the Refuge System based on the funding it receives. It is part of a required move towards performance-based budgeting that is happening government-wide. The information collected in the APP will also replace the Refuge Comprehensive Accomplishment Report (RCAR) and the Visitor Use Reports, so refuges no longer have to complete those two reports.

This workbook is designed to help field stations develop their APP inputs before they actually enter them on-line in the Annual Performance Plan System (APPS). When completed, this workbook will also facilitate dialogue between a refuge manager and a refuge supervisor about how work projects should be prioritized in the coming year. In that way, projects listed in this workbook should become part of a refuge's annual workplan.

Background

Federal agencies are required by the Government Performance and Results Act (GPRA) and the Program Assessment and Rating Tool (PART, which is part of the President's Management Agenda) to produce measurable results. These results are then connected to the agency's budget request. The concept underlying this integration of budget and performance is that programs performing well will be rewarded with additional funds, and those performing poorly are more likely to be reduced in funding. The information collected in the APP allows the Refuge System to demonstrate, and to some degree even predict, its performance in connection with its allotted budget. Therefore, your station's APP inputs are very important, not only to your station, but to the future of the Refuge System.

Moving towards performance-based budgeting has required all bureaus and programs to develop strategic plans outlining their performance measures. The Refuge System Strategic Plan serves this purpose for refuges, and it falls into this hierarchy:

Department of Interior Strategic Plan (http://www.doi.gov/ppp/stratplanfy2003_2008)

> **Fish and Wildlife Service Operational Plan**
> (http://sii.fws.gov/r9refuges/oim/pbm/Draft_FWS_OperationalPlan_5_20_05.xls)

>> **National Wildlife Refuge System Strategic Plan**
>> (http://sii.fws.gov/r9refuges/oim/pbm/workingDraftNWRSstrategicPlan_022305.doc)

The questions you will answer here in the APP provide the data which roll-up to answer the performance measures for each of these organizations – NWRS, FWS, and DOI. This requirement dictates some seemingly awkward categories for refuges, such as the habitat categories which form the basis for the habitat condition assessments (APP questions 1.01 – 1.19). These categories of upland, wetland, open water, and riparian are extremely broad. However, most of the Refuge System's performance measures are directly related to Refuge System priorities as identified in Fulfilling the Promise and at the Conservation In Action Summit.

The questions you will answer here were developed by the appropriate Divisions in the Washington Office in coordination with a nationwide APP User Acceptance Team. That team consisted of regional and field station staff from a variety of backgrounds and disciplines. It included refuge managers, refuge supervisors, regional RCAR coordinators, and a variety of others. This team struggled with developing questions that were both responsive to Departmental reporting requirements and, at the same time, meaningful to field stations. The final questions you see here reflect their efforts to achieve this balance.

Predicting Performance and Reflecting Proposed Budgets

A primary difference between the APP and former accomplishment reporting is how the APP can reflect Refuge System performance in the future based on different budget proposals. This ability to reflect the "pain or the gain" of proposed budgets is very important to developing national budgets.

In the APP, stations are required to enter projected numbers for the planning year ahead. In this case, those projections are for FY06, thus the column is labeled "FY 06 Planned." Refuge managers should base these numbers on the forecasted budget for the coming year. For example, question 1.25 asks for "Acres of prescribed grazing" in terms of both actual acres grazed in FY 05, and acres planned for grazing in FY 06. The number for FY 05 Actual is a straightforward reporting of what was actually accomplished in FY 05, although it may require some projecting of what will be grazed through September 30, 2005. However, the FY 06 Planned number may vary depending on the station's forecasted budget. If the budget forecast predicts a 2% decline, then less acres may be grazed (i.e. less money to administer the grazing program). Similarly, with a 2% forecasted increase more acreage could be treated depending on refuge priorities. This same ability to reflect forecasted budgets is built into all sections of the APP, although not every question requires a FY 06 Planned answer. In some cases the FY 06 Planned question is simply not appropriate. The budget forecasts stations will use to estimate and refine their planning numbers will be provided separate from this workbook.

The Project Lists, which appear throughout the workbook, are also important to reflecting forecasted budgets, although the Project Lists will not be entered in the online APPS. The Project Lists are arranged to help users tally projects in such a way that they are simultaneously developing their APP inputs. If there are insufficient lines in a Project List, it can be continued on the extra pages at the back of this workbook. When completed, the Project Lists will indicate the important work projects a field station has conducted this year, as well as those which will be continued, added, or dropped for the planning year. Again, the numbers or checks entered in the FY 06 Planned column for these Project Lists should be based on the given budget forecast. The Project Lists should also improve coordination and agreement, primarily between refuge managers and refuge supervisors, on the priority projects a refuge will undertake in the coming year. For that reason, this workbook was created as a fill-able PDF, allowing it to be filled out at a refuge and shared with the Refuge Supervisor to facilitate discussion and agreement on these priority projects.

Entering Data in APPS and How to Use this Workbook

Your ultimate APP inputs must be entered through the online APPS. Instructions on how to actually access the APPS will be provided separate from this workbook. However, the question numbers are identical in both the workbook and the APPS, so once the workbook is completed a person can enter the APPS online and enter their inputs (i.e workbook answers) number for number. Users should understand that the APPS is part of a larger, web-based database operated by FWS that is designed primarily to aggregate numbers. Unfortunately, it has very limited ability to handle text, and that is one reason this workbook allows each station to identify their specific work in the Project Lists. The completed workbook can be shared with the refuge supervisor and others to insure understanding of work priorities in the coming year.

The workbook was also designed, where possible, to give quick guidance sufficient for users to answer questions without having to search for more instructions or definitions. If the guidance present in the workbook is insufficient, often there is reference to Service Manual chapters, websites, or other places where the information can be found. More detailed guidance is also available in the online APPS.

Whenever you see these gray blocks, this information will be either be pre-loaded for you in the APPS, or the question will be answered by regional or Washington staff.

Wilderness		Actual FY 2005	Planned FY 2006
3.04	Number of designated wilderness acres		

Obviously, many of the questions in the APP require a refuge manager to gather information, consult with staff, and make planning decisions. Thus, another function of this workbook is to help with these phases. When possible, managers are encouraged to assign portions of the workbook to pertinent staff specialists. Here is how they might align:

Goal Sections in Workbook	Specialist
1-3	Biological Staff
4-6	Visitor Services Staff
7	Law Enforcement Staff
8-11	N/A (APP inputs not required of field stations)

If a refuge staff fully collaborates in completing the workbook, the projects in the Project Lists should readily form the core part of a refuge's annual workplan. At the same time, the alignment between these projects and national priorities and performance measures, should be apparent and easily reportable.

Final Note

While managers and staffs are encouraged to use the best-available information when completing this workbook, they should realize this is not meant to be an exhaustive exercise. The inputs you enter should be reasonably accurate, nothing more and nothing less. Perhaps more important than precision, is the need to approach the questions from a consistent perspective each year. Thus, it may be worthwhile to keep notes on how you derive this year's inputs.

The table below is provided to help refuges visualize changes in their budgets and consider how that will affect work planned for FY06. Starting in FY06 refuges will operate from a budget structure different from that of the past. This will make comparisons between FY05 and FY06 difficult, but not impossible. In FY06 the former 1261 Refuge Operations allocation will be broken down into 4 new sub-activities, they are: Wildlife and Habitat Management (1261), Visitor Services (1263), Conservation Planning (1264), and Law Enforcement (1265). Maintenance will continue in the 1262 sub-activity, but in FY06 1262 will also include salaries for maintenance staff. Likewise, salaries for other staff will be included in the appropriate sub-activity (e.g. biologist salaries will be in 1261, Outdoor Rec. Planners in 1263, etc.). By comparing the sub-totals in the 6th row of the table, staff should be able to compare overall operations money from FY05 to FY06 and reflect that predicted change in their answers for FY06 throughout this workbook.

Field Station Name _____ Organization Code _____

Point of Contact Name _____ Phone Number _____

BUDGET SOURCE	Actual FY 2005	Planned FY 2006
Wildlife and Habitat Management		
Visitor Services		
Refuge Law Enforcement		
Conservation Planning		
Maintenance	Former 1261 Allocation	
Subtotal		
Fire		
Construction		
Roads		
Land Acquisition		
Other Appropriated Funds		
Total Appropriated Funds		
Total Non-appropriated funds (describe)		

Goal #1

Conserve, Manage, and Where Appropriate, Restore Fish, Wildlife, and Plant Resources and Their Habitats to Fulfill Refuge Purposes, Trust Resource Responsibilities, and Biological Diversity/Integrity

I. Habitat Condition Assessments

One common performance measure running throughout DOI, FWS, and the Refuge System, is the overall condition of habitat acres. The data you enter this year will become a baseline by which performance will be measured in coming years. If the Refuge System hopes to demonstrate effective use of resources (money and staff) there should be a gradual shift of acres from the poor classes (2 and 3) towards the good classes (1A and 1B). While these numbers do not have to be absolutely precise, they should be reasonably accurate, and more importantly, you should track them consistently across years. For example, if you restore or improve acres in the coming year, that should be reflected in the numbers you submit next year, as those acres should move out of classes 2 and 3, into classes 1A and 1B. Likewise, if you have to defer increasingly more acres of restoration and management, that should be reflected as well.

The table to the right is provided to help you do the assessment, and make sure all your numbers add up correctly. The numbers in the top-left corner of each box are the question numbers in the APPS that box corresponds to. You must classify all land owned or managed by the Service into 2 ways — first by habitat type, then by habitat condition. The habitat types are:

Wetland – Includes all freshwater, estuarine and saltwater wetlands, but not large (i.e. greater than 100 acres) bodies of open water. If you use the National Wetland Inventory classifications, include all classes except open water, marine and reef.

Open Water – Includes all freshwater, estuarine, and salt water bodies, such as ponds, lakes, rivers, estuaries, oceans, bays, and inlets. Include the National Wetland Inventory classes for open water, marine and reef.

Upland – All land not counted as wetland or open water may be counted as uplands. Built-up areas, including parking lots, facilities, and roads may be counted within upland habitat if there is significant acreage and to reach a total that roughly equates to the total refuge acres as reported by Realty.

The condition categories are:

Class 1A – **No Management Needed** – Acres of pristine/undisturbed habitat, or simply acres that don't need active management. Examples include wilderness areas and much of the land in Alaska.

Class 1B – **Receiving Needed Management** - Acres which receive needed level of active management. Examples include acres farmed, grazed, burned, thinned, flooded, etc., sufficient to maintain intended habitat function.

Class 2 – **Management Needed, But Deferred** – Acres which need active management, but are not receiving it due of lack of funds. Examples include moist soil impoundments not receiving needed disking, grasslands not receiving prescribed grazing, forested areas not receiving needed thinning, etc.

Class 3 – **Restoration Needed, But Deferred** – Acres which need restoration, but are not receiving it due to lack of funds. Compared to Class 2 acres, these acres need more drastic work such as restoring contour, restoring hydrology, re-planting vegetation, or wholesale removal of invasive species.

Riparian Assessment (optional) – DOI requires a separate measure for riparian habitat condition, which is measured in miles. Therefore, if your station works with riparian habitat on a regular basis you should enter figures for this assessment. Riparian is usually considered as vegetation adjacent to, or contiguous with perennially flowing rivers and streams. Please note, these riparian miles are not related to the habitat acre figures, so the acres of habitat in your riparian areas should also be included in the acreage assessment.

The number in the top-left corner of each box, corresponds to questions in APPS.

Habitat Condition Class by Habitat Type

Habitat Type	Class 1A Acres	Class 1B Acres	Class 2 Acres	Class 3 Acres	Total Acres by Habitat Type
Upland	1.01	1.04	1.07	1.10	
Wetland	1.02	1.05	1.08	1.11	
Open Water	1.03	1.06	1.09	1.12	

Total Refuge Acres [ ]

Riparian Condition Class (optional)

Habitat Type	Class 1A Miles	Class 1B Miles	Class 2 Miles	Class 3 Miles	Total Miles of Riparian Habitat
Riparian	1.13	1.14	1.15	1.16	

II. Habitat Management

		Actual FY 2005
1.17	If the station has an approved Habitat Management Plan, give year approved	
1.18	If not, give targeted year to complete	

1. Habitat Management Actions

List habitat management actions accomplished this year and planned for subsequent years.

1	Habitat Management Actions	Actual FY 2005	Planned FY 2006
Example: Crop 20 acres corn; 20 acres hay		*1*	*1*

GUIDANCE

? Number of acres of prescribed burns should come directly from your Fire Management Information System reports!

Habitat Acres Enhanced by Specific Management Prescriptions other than invasive species control		Actual FY 2005	Planned FY 2006
1.19	Acres of prescribed burns		
1.20	Acres of forest stand harvest		
1.21	Forest or shrubland improvement		
1.22	Acres of prescribed grazing		
1.23	Acres of cropland management		
1.24	Acres of hayed/mowed grassland		
1.25	Acres of water level manipulation		
1.26	Acres of moist soil managed		
1.27	Acres managed by other techniques		

Acres/Miles Restored		Actual FY 2005	Planned FY 2006
1.28	Upland Acres Restored		
1.29	Wetland Acres Restored		
1.30	Open Water Acres Restored		
1.31	Riparian Miles Restored		

GUIDANCE

? Infested acres are measured by drawing a line around the perimeter of the plant infestation and measuring the area within. However, areas containing only occasional plants cannot be defined as infested.

Exotic Invasive Plants Infestation, Treatment, and Control		Actual FY 2005	Planned FY 2006
1.32	Total acres known to be infested by exotic invasives		
1.33	Total acres treated for exotic invasives		

GUIDANCE

? Controlled means a maintenance level has been achieved where treatment will have to be conducted less frequently than annually.

Exotic Invasive Plants Infestation, Treatment, and Control		Actual FY 2005	Planned FY 2006
1.34	Total acres controlled		

? A population is defined as a discrete group of individuals not interacting with other groups of the same species. For example, a land unit could report separately on two populations of rainbow trout located in two disconnected waters.

Exotic Invasive Animal Infestation and Control		Actual FY 2005	Planned FY 2006
1.35	Number of exotic invasive animal populations		
1.36	Number exotic invasive animal populations controlled		

Identify up to five invasive species of concern (plants, animals or pathogens)

Exotic Invasive Species of Concern		Actual FY 2005
1.37	Species #1	
1.38	Species #2	
1.39	Species #3	
1.40	Species #4	
1.41	Species #5	

III. Wildlife Populations, Inventory, and Monitoring

		Actual FY 2005
1.42	If the station has an approved Inventory and Monitoring Plan, give year approved	
1.43	If not, give targeted year to complete	

?

Approach this as a question of how many "surveys" are conducted at your refuge. The purpose of a survey can be for inventorying or monitoring (see definitions below), but surveys should not be confused with research studies, which are covered by questions 1.60 and 1.61 below.

A. Inventory. Accepted biological methods to determine the presence, relative abundance, and/or distribution of species.

B. Monitoring. Accepted biological methods to determine the status and/or demographics of species over time.

And be sure you are counting surveys and not replications. Here are examples:
• Report a Christmas Bird Count covering two refuges as one survey for each refuge.
• Report a goose count done the same way every week all year as one survey.
• Report development of a bird list as one survey.
• Exclude contaminant studies and baseline monitoring of water and air quality.

If you want further guidance see policy chapter 701 FW 2.1.

2. Wildlife Inventory and Monitoring Surveys (SP) List inventory and monitoring surveys of plants and animals accomplished this year and planned for subsequent years.

2	Wildlife Inventory and Monitoring Surveys	Actual FY 2005	Planned FY 2006
Example: Breeding bird survey		1	1
Total Wildlife Inventory and Monitoring Surveys			

		Actual FY 2005	Planned FY 2006
1.44	Number of I&M Surveys accomplished or planned		

Place totals here.

3. Population Goals. Below, identify populations of animals and plants for which your refuge has a targeted goal defined in an approved plan.

3	Populations with Targeted Goals	Actual FY 2005	Planned FY 2006
Example: Piping Plover breeding pairs		*75*	*100*
Total Populations with Targeted Goals			

		Actual FY 2005	Planned FY 2006
1.45	Number of populations with target goals defined?		

Place totals here.

		Actual FY 2005
1.46	Number of target populations increasing?	
1.47	Number of target populations decreasing?	
1.48	Number of target populations stable?	

? Population management actions have a more direct effect on fish and wildlife populations in contrast to the habitat-based actions you will list in section 1.03. Here you should list actions like those described below, but not if they are part of an approved recovery plan for a Threatened or Endangered species. T&E actions will be listed in section 1.01. Here are examples of population management actions: projects to control native predators, projects to erect wildlife structures (nest boxes, etc.), projects to reintroduce native species, projects to mark or band wildlife, projects to monitor or control disease outbreaks, projects to stock fish, projects to control insects for public health reasons, etc.

4. Population Management Actions (SP). List population management actions accomplished this year and planned for subsequent years. Include actions for animal control, reintroductions, and marking. See HelpWildlifeManagementActions.htm in APPS for additional guidance.

4	Wildlife Population Management Actions	Actual FY 2005	Planned FY 2006
Example: Fox trapping and removal – 5 per season		*1*	*1*
Total Wildlife Population Management Actions			

		Actual FY 2005	Planned FY 2006
1.49	Number of Population Management Actions		

Place totals here.

GUIDANCE

? Include wildlife or habitat research studies, but do not include any projects listed under Inventory and Monitoring (question 1.52 and 1.53 above). Do not include water quality or contaminant investigations.

Types of studies may include:
• Estimating species population, abundance, or distribution that address productivity, survival or mortality
• Studies that address foraging ecology, foraging selection or food habits
• Studies that address habitat use or habitat selection
• Studies that address behavior
• Projects that assess fire ecology (e.g., re-vegetation; potential change in small mammal density; water quality, etc.)
• Projects with primary objective of addressing global climate change:

Use these guidelines when counting studies:
• Report a study design that includes several species as one study.
• Report long-term studies once each year in which the study is done.
• Report a study conducted all year long as one study.
• Report a single study covering multiple refuges as one study by each refuge included.

5. Research Studies. List Habitat and/or Wildlife Management Studies accomplished this year and planned for subsequent years.

5	Habitat or Wildlife Management Studies	Actual FY 2005	Planned FY 2006
Example: Fox predation on Piping Plovers			*1*
Total Habitat or Wildlife Management Studies			

		Actual FY 2005	Planned FY 2006
1.50	Number of Research Studies		

Place totals here.

6. Federally listed T&E Species Actions (SP). List actions prescribed in approved recovery plans for Federally listed T&E species accomplished this year and planned for subsequent years. Field Stations should coordinate with the lead FWS office for the recovery plan to make sure each recovery action assigned to the Service is accurately reported. See HelpRecoveryActions.htm in APPS for more guidance.

6	Federally Listed T&E Species Actions	Actual FY 2005	Planned FY 2006
Example: Erect Predator Fence Around Piping Plover Nest Sites		1	1
Total Federally Listed T&E Species Actions			

		Actual FY 2005	Planned FY 2006
1.51	Number of T&E Actions		

Place totals here.

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7. Publications and Public Communication of Conservation Decisions. List Publications (including scientific and peer review publications) and Public Communication actions accomplished this year and planned for subsequent years. See guidance in HelpResMgtCommunication.htm in APPS.

7	Publications and Public Communication Actions	Actual FY 2005	Planned FY 2006
Example: Notification of fox trapping		*1*	*1*
Total Publications and Public Communication Actions			

		Actual FY 2005	Planned FY 2006
1.52	Number of written public communications		

Place totals here.

Goal #2

Provide Quality Environments with Adequate Water

Air Quality		Actual FY 2005	Planned FY 2006
2.01	If the refuge has a Class 1 Wilderness Unit, does it meet or is expected to meet national ambient air quality standards?	Pre-loaded by APPS	Pre-loaded by APPS
2.02	If the refuge has a Class 1 Wilderness Unit, does it meet or is expected to meet air quality visibility objectives?	Pre-loaded by APPS	Pre-loaded by APPS

GUIDANCE

?

The question below about whether a State, 303d-listed water is on or adjacent to your refuge/WMD refers to EPA standards described in Section 303d of the Clean Water Act. If unsure whether a listed water is nearby, you can contact one of the regional coordinators below or surf the EPA web site http://cfpub.epa.gov/surf/locate/index.cfm.

Regional Environmental Quality/Contaminants Coordinators:

R1 . . . . Don Steffeck
CNO. . . . . Jim Haas
R2 . . . . Steve Robertson
R3 . . . . Stan Smith & Frank Horvath
R4 . . . . Bill Starkel & Diane Beeman
R5 . . . . Tim Fannin
R6 . . . . .Larry Gamble
R7 . . . . Philip (Phil) Johnson

Water Quality		Actual FY 2005
2.03	Is there a State, 303d-listed water on or adjacent to the refuge/WMD?	
2.04	Other than 303d-listed waters, does the refuge/WMD have documented water quality problems with significant negative impacts to natural resources?	

8. List Water quality management actions accomplished this year and planned for subsequent years.

8	**Water Quality Management Actions**	**Actual FY 2005**	**Planned FY 2006**
Example: Monitor DO and other parameters in Turkey Creek			*1*

Water Quantity		Actual FY 2005	Planned FY 2006
2.05	Has the refuge/WMD conducted a baseline assessment of the water resources necessary to support habitat and other management goals?		
2.06	Of those water resources identified as necessary to support habitat and other management goals, does the refuge have sufficient legal protection to maintain use?		

9. List water quantity management actions accomplished this year and planned for subsequent years.

9	Water Quantity Management Actions	Actual FY 2005	Planned FY 2006
Example: Measure inflow/outflow of Big Pond Unit with USGS		*1*	*1*

GUIDANCE

? When you come to this question in the APPS you will be able to look at two lists of sites, those in Hazmat and those in Refuge Cleanup Funds. If your station has additional contaminated sites which are not on either of these lists then enter the number of additional sites here. Otherwise, leave this blank.

10. Below, identify contaminated sites not in Hazmat or Refuge Cleanup Funds.

10	Contaminated Sites Not in Hazmat or Refuge Cleanup Funds	Actual FY 2005	Planned FY 2006
Example: Drum Point Trash Pit		1	1
Total Contaminated Sites Not in Hazmat or Refuge Cleanup Funds			

Contaminated Sites		Actual FY 2005	Actual FY 2005
2.07	Number of contaminated sites not identified in Hazmat and Refuge Cleanup Funds		

Place totals here.

Goal #3

Ensure that Unique Values of Wilderness, other Special Designation Areas, and Cultural Resources are Protected

Wilderness		Actual FY 2005	Planned FY 2006
3.01	Does the refuges/WMD include designated wilderness (for reference only: APPS will answer this question for you.)	Pre-loaded by APPS	Pre-loaded by APPS

Wilderness		Actual FY 2005
3.02	If the station has an approved Wilderness Management Plan (6 RM 8.10), give year approved	
3.03	If not, give targeted year to complete	

Wilderness		Actual FY 2005	Planned FY 2006
3.04	Number of designated wilderness acres	Pre-loaded by APPS	Pre-loaded by APPS
3.05	Number of acres of designated wilderness that are currently achieving and expected to achieve wilderness character objectives		

11. List wilderness management actions accomplished this year and planned for subsequent years.

11	Wilderness Management Actions	Actual FY 2005	Planned FY 2006
	Example: Coordinate with FAA and Army on overflights		*1*

Wild & Scenic Rivers		Actual FY 2005	Planned FY 2006
3.06	If the refuge/WMD includes federally designated Wild and Scenic River miles, enter the total number of these river miles on the refuge/WMD		
3.07	Enter the number of river miles that are currently achieving or expected to achieve unique values in the Wild and Scenic Rivers Act?		

12. List wild and scenic river management actions accomplished this year and planned for subsequent years.

12	Wild and Scenic River Management Actions	Actual FY 2005	Planned FY 2006
Example: Remove old pumphouse (eyesore) on Clark's River		*1*	

Marine Protected Areas		Actual FY 2005	Planned FY 2006
3.08	Is the refuge a Marine Protected Area?	Pre-loaded by APPS	Pre-loaded by APPS
3.09	Do Marine Protected Area acres on the refuge achieve unique values in Executive Order 13089?		

13. List Marine Protected Area management actions accomplished this year and planned for subsequent years.

13	Marine Protected Area Management Actions	Actual FY 2005	Planned FY 2006
Example: Set 'no-motorboat' zone in manatee nursing area		1	

Protection of cultural resources, paleontological sites, and museum collections (to be answered at RO)		Actual FY 2005	Planned FY 2006
3.10	Has the station conducted a Cultural Resources Overview?	Filled out by RO/WO	Filled out by RO/WO
3.11	If no, give targeted year to complete	Filled out by RO/WO	Filled out by RO/WO
3.12	Number of historic structures in SAMMS/RPI (i.e. valued greater than $5000)	Filled out by RO/WO	Filled out by RO/WO
3.13	Number of historic structures in SAMMS/RPI (i.e. valued greater than $5000) that are in Good condition	Filled out by RO/WO	Filled out by RO/WO
3.14	Number of cultural resources not in SAMMS/RPI (i.e. archaeological sites)	Filled out by RO/WO	Filled out by RO/WO
3.15	Number of cultural resources not in SAMMS/RPI (i.e. archaeological sites) that are in Good condition	Filled out by RO/WO	Filled out by RO/WO
3.16	Total number of museum property collections	Filled out by RO/WO	Filled out by RO/WO
3.17	Total number of museum property collections in Good condition	Filled out by RO/WO	Filled out by RO/WO
3.18	Total Number of known Paleontological Sites	Filled out by RO/WO	Filled out by RO/WO
3.19	Total Number of known Paleontological Sites in Good condition	Filled out by RO/WO	Filled out by RO/WO

14. List Cultural Resources management actions accomplished this year and planned for subsequent years.

14	Cultural Resource Management Actions	Actual FY 2005	Planned FY 2006
Example: Construct fence around historic Henderson House		1	

Goal #4

Welcome and Orient Visitors

Signs and Orientation		Actual FY 2005	Planned FY 2006
4.01	Are there adequate directional signs in place to help visitors <u>find</u> the refuge/WMD?		
4.02	Are there adequate directional and safety signs in place <u>on</u> the refuge/WMD to help orient visitors?		
4.03	What percent of the existing directional or safety signs on the refuge/WMD adequately orient visitors and are in good condition?		

GUIDANCE

? Refer to Directors Order 120 Service Facility and Refuge Entrance Signs (www.fws.gov/policy/do120.html) to determine if you have the standard entrance sign. It should look like the one below.

Mississippi Sandhill Crane

NATIONAL WILDLIFE REFUGE

U.S. Fish and Wildlife Service
Department of the Interior

Signs and Orientation		Actual FY 2005	Planned FY 2006
4.04	Is the standard or approved entrance sign in place?		
4.05	Are adequate orientation points (kiosks, wayside information points, contact stations, associated parking) in place to welcome and orient visitors?		

15. List Sign Management actions accomplished this year and planned for subsequent years.

15	Sign Management Actions	Actual FY 2005	Planned FY 2006
	Example: Replace directional signs on wildlife drive		1

GUIDANCE

? Boundary posting standards can be found in the U.S. Fish and Wildlife Service Sign Manual, pages 5-11 thru 5-13. The Manual can be accessed online at http://sii.fws.gov/r9refuges/VS/index.html.

Adequacy of Boundary Posting		Actual FY 2005	Actual FY 2005
4.06	What percent of your boundary is posted consistently with FWS Sign Manual standards?		

Adequacy of Brochures, Publications, and Web Site		Actual FY 2005	Planned FY 2006
4.07	Does your refuge have an adequate supply of up-to-date general brochures that meet FWS publication standards?		
4.08	Does your refuge/WMD have publications other than the general brochure that meet FWS publication standards?		
4.09	Is a web site maintained for the refuge/WMD that follows prescribed standards and is kept current (this refers to a web site for the individual station, not the web profiles on the national web site)?		

16. List Management Actions to Orient Visitors accomplished this year and planned for subsequent years.

16	Orienting Visitors Management Actions	Actual FY 2005	Planned FY 2006
	Example: Update Events section of website monthly	*1*	*1*

Goal #5	**Provide Quality Wildlife-Dependent Recreation and Education Opportunities**

I. General Visitation

Public Access		Actual FY 2005	Actual FY 2005
5.01	Is all or part of the refuge open to public entry?		

GUIDANCE

? A Visitor Services Plan (VSP) is a management plan containing specific strategies for meeting a refuge's visitor services goals and objectives, which are typically stepped-down from a refuge's CCP. However, by definition, if a refuge has any of the step-down visitor plans, such as hunting plans, fishing plans, interpretation plans, etc., they qualify as VSP's. More information and an outline for a VSP can be found in Service Manual sections 605 FW 1.5 and 1.13D.

Visitor Services Plan		Actual FY 2005
5.02	If the station has an approved Visitor Services Plan (per 605 FW 1, in draft) give year approved	
5.03	If not, give targeted year to complete	

GUIDANCE

? A visit is not the same as a visitor. One visitor could be responsible for several visits on a station. For example, if a family of 4 went fishing in the morning, hiked a short nature trail in the afternoon, and later participated in an environmental education program, that family of 4 would have contributed 12 activity visits to the refuge, yet they are only 4 visitors. Visits do not include use by staff, volunteers, researchers, meeting participants, contractors, or special use permit holders. For example, you should count visitors arriving by tour bus but not the bus driver. Visits do not include individuals who do not stop on the station or whose purpose for being on the station is to get to some other non-refuge location (e.g., access to in-holdings).

Overall Visitation		Actual FY 2005	Planned FY 2006
5.04	Total number of visitors this year and planned for in future years		
5.05	Number of special events hosted on site		
5.06	Participants at special events hosted on site		

GUIDANCE

? A visitor center, by definition, must be over 5,000 square feet in size and have a minimum of 51% of its square footage devoted to direct service to visitors (i.e. does not include offices). Smaller buildings or those buildings with less than 51% of their square footage devoted to visitor services are categorized as visitor contact stations. Kiosks and information panels are not visitor contact stations.

Overall Visitation		Actual FY 2005	Planned FY 2006
5.07	Number of visitors to Visitor Center or Visitor Contact Station		

II. Priority Public Uses

GUIDANCE

? In this section you will be asked to rate the quality of each of the 6 priority recreational uses as good, fair, or poor at your refuge. There are 11 official criteria for judging the quality of these recreational uses, and you determine the rating by applying the 11 criteria to each use. These criteria and their background are found in Service Manual Chapter 605 FW1.6. Use the table provided for determining the rating for each use. Put a check in the box if the use (across the top) meets the individual criteria (down left side). In the bottom row, tally your checks to see how the use rates. Your program is considered "good" if you meet 8-11 of the criteria; "fair" if you meet 5-7; and "poor" if you meet 0-4.

Quality of Recreation Use Table		Hunting	Fishing	Wildlife Observation	Wildlife Photography	Environmental Education	Interpretation
1	Promotes safety of participants, other visitors, and facilities.						
2	Promotes compliance with applicable laws and regulations and responsible behavior.						
3	Minimizes or eliminates conflict with fish and wildlife population or habitat goals or objectives in an approved plan.						
4	Minimizes or eliminates conflicts with other compatible wildlife-dependent recreation.						
5	Minimizes conflicts with neighboring landowners.						
6	Promotes accessibility and availability to a broad spectrum of the American people.						
7	Promotes resource stewardship and conservation.						
8	Promotes public understanding and increases public appreciation of America's natural resources and our role in managing and protecting these resources.						
9	Provides reliable/reasonable opportunities to experience wildlife.						
10	Uses facilities that are accessible and blend into the natural setting.						
11	Uses visitor satisfaction to help define and evaluate programs.						
	Final Rating (Good, Fair or Poor)						

Hunting		Actual FY 2005	Planned FY 2006
5.08	Is Hunting offered at the refuge/WMD or planned to be offered?		
5.09	If hunting is offered, indicate quality of the hunt program (good, fair, or poor from table on page 29).		
5.10	Total hunting visits actual and planned		

GUIDANCE

? The categories of hunt visits below align with the categories of hunting used for publishing Federal Register notices.

Hunting		Actual FY 2005
5.11	Waterfowl hunt visits	
5.12	Other migratory bird hunt visits	
5.13	Upland game hunt visits	
5.14	Big game hunt visits	

17. List Hunting management actions accomplished this year and planned for subsequent years.

17	Hunting Management Actions	Actual FY 2005	Planned FY 2006
Example: Plant tules around blinds 15 and 20			*1*

Fishing		Actual FY 2005	Planned FY 2006
5.15	Is fishing offered at your refuge/WMD?		
5.16	If fishing is offered, indicate quality of the fishing program (good, fair, or poor from table on page 29).		
5.17	Total fishing visits actual and planned		

Fishing		Actual FY 2005
5.18	Freshwater fishing visits	
5.19	Saltwater fishing visits	
5.20	Estuarine fishing visits	

18. List Fishing management actions accomplished this year and planned for subsequent years.

18	Fishing Management Actions	Actual FY 2005	Planned FY 2006
Example: Resurface Boat Ramp at Martin's Lake		*1*	

Wildlife Observation		Actual FY 2005	Planned FY 2006
5.21	Is Wildlife Observation offered at the refuge/WMD or planned to be offered?		
5.22	If wildlife observation is offered, indicate quality of the wildlife observation program (good, fair, or poor from table on page 29).		
5.23	Total wildlife observation visits actual and planned		

Wildlife Observation		Actual FY 2005
5.24	Foot trail visits	
5.25	Auto Tour Visits	
5.26	Boat Trail/Launch Visits	

19. List Wildlife Observation management actions accomplished this year and planned for subsequent years.

19	Wildlife Observation Management Actions	Actual FY 2005	Planned FY 2006
Example: Install Seacoast binocular on viewing platform			*1*

Wildlife Photography		Actual FY 2005	Planned FY 2006
5.27	Is Wildlife Photography offered at the refuge/WMD or planned to be offered?		
5.28	If wildlife photography is offered, indicate quality of the wildlife photography program (good, fair, or poor from table on page 29).		
5.29	Total wildlife photography participants actual and planned		

Wildlife Photography		Actual FY 2005
5.30	Photo Blind Visits	
5.31	Other Photography location visits	

20. List Wildlife Photography management actions accomplished this year and planned for subsequent years.

20	Photography Management Actions	Actual FY 2005	Planned FY 2006
Example: Rebuild ramp into photography blind			*1*

Environmental Education		Actual FY 2005	Planned FY 2006
5.32	Is Environmental Education offered at the refuge/WMD or planned to be offered?		
5.33	If the refuge/WMD offers environmental education, indicate quality of the environmental education program (good, fair, or poor from table on page 29).		

GUIDANCE

Environmental education participants includes those in both formal and in-formal courses of study. Formal courses typically relate to students in K-12 and college courses. Informal can include merit badge requirements, summer camp themes, elder hostel seminar themes, etc.

Environmental Education		Actual FY 2005	Planned FY 2006
5.34	Total environmental education participants actual and planned		

Environmental Education		Actual FY 2005
5.35	Number of teachers participating in on-site programs	
5.36	Number of teachers participating in off-site programs	
5.37	Number of students participating in on-site programs	
5.38	Number of students participating in off-site programs	

21. List Environmental Education management actions accomplished this year and planned for subsequent years.

21	**Environmental Education Management Actions**	**Actual FY 2005**	**Planned FY 2006**
Example: Conduct weekly programs with Taylor Elementary		*1*	*1*

Interpretation Program		Actual FY 2005	Planned FY 2006
5.39	Is interpretation offered at the refuge/WMD or planned to be offered?		
5.40	If interpretation is offered, indicate quality of the interpretation program (good, fair, or poor from table on page 29).		
5.41	Total interpretation participants actual and planned		

Interpretation Program		Actual FY 2005
5.42	Number of participants in on-site talks/ programs led by NWRS staff or volunteers	
5.43	Number of participants in off-site talks/ programs led by NWRS staff or volunteers	

22. List Interpretation management actions accomplished this year and planned for subsequent years.

22	**Interpretation Management Actions**	**Actual FY 2005**	**Planned FY 2006**
	Example: Staff booth at Wildlife Expo	*1*	*1*

Other on-site recreational uses offered		Actual FY 2005	Planned FY 2006
5.44	Have other types of recreational activities been determined to be appropriate and compatible at your refuge/WMD?		
5.45	Total visits actual and planned		

Other on-site recreational uses offered		Actual FY 2005
5.46	Trapping visits	
5.47	Bicycling visits	
5.48	Camping visits	
5.49	Swimming visits	
5.50	Motorized travel by boat (non-wildlife dependent) visits	
5.51	Non-motorized travel by boat (non-wildlife dependent) visits	
5.52	Other recreational visits	

Goal #6

**Volunteers, Friends, and Conservation Partners
Actively Contribute to NWRS Mission**

I. Volunteers, Friends Organizations, and Community Support Groups Actively Contributing to the NWRS Mission.

Volunteer Program		Actual FY 2005	Planned FY 2006
6.01	Does the refuge/WMD have or plan to have an active volunteer program?		
6.02	How many volunteers provided or are anticipated to provide assistance?		
6.03	Total volunteer hours actual and planned		

GUIDANCE

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Highlights of your station's volunteer activities are very important to regional and national offices for demonstrating the value of the Refuge System's volunteer program. Narrative descriptions of the good work our volunteers do are used in all sorts of communications such as congressional reports, congressional briefings, and public outreach opportunities. Highlights of volunteer activity used to be collected in RCAR, but must now be collected in the Service's Accomplishment Reporting System (ARS). When completing this section of the APP, please take a few minutes to also enter a report of your volunteer highlights in ARS at https://ars.fws.gov.

Volunteer Program		Actual FY 2005
6.04	Volunteer hours for wildlife and habitat	
6.05	Volunteer hours for refuge maintenance	
6.06	Volunteer hours for wildlife-dependent recreation (excluding environmental education)	
6.07	Volunteer hours for environmental education	
6.08	Volunteer hours for cultural resources	
6.09	Volunteer hours for other activities	
6.10	Costs (including staff hours, materials and supplies) of managing the volunteer program this year	

GUIDANCE

? Remember Friends organizations are specifically focused on aiding one or more refuges (e.g. Friends of Ding Darling Refuge), while community support groups can have a broader mission than just refuges (e.g. South Florida Natural History Association). However, community support groups typically have a formal agreement with the refuge(s) to facilitate cooperative work.

Friends Organizations and Community Support Groups		Actual FY 2005	Planned FY 2006
6.11	Is there a Friends organization working with the refuge?		
6.12	Are there one or more community support groups working with the refuge?		

II. Conservation partnership projects

GUIDANCE

? Partnership projects include those done through Cooperating Conservation Initiatives (CCI), Challenge Cost Share (CCS), and other partnerships such as those with non-profits, state agencies, local schools, etc. Monetary contributions are where funds have been transferred directly to the refuge or some type of account jointly managed by the refuge and partners. Cash value of in-kind contributions includes the value of things like materials and labor from the refuge or partners are applied to a project.

Conservation Partnership Projects		Actual FY 2005	Planned FY 2006
6.13	Enter the total number of partnership projects accomplished or planned		
6.14	Enter the total monetary contribution from partners actual and planned		
6.15	Enter the total cash value of in-kind contribution from partners actual and planned		
6.16	Enter the total monetary contribution from NWRS actual and planned		
6.17	Enter the total cash value of in-kind contribution from NWRS actual and planned		
6.18	Enter the total number of on-refuge acres improved in all projects accomplished and planned		
6.19	Enter the total number of off-refuge acres improved in all projects accomplished and planned		

Goal #7

Protect Resources and Visitors through Law Enforcement

Law Enforcement		Actual FY 2005	Planned FY 2006
7.06	How many actual LE field hours (exclude training, administrative activities, physical fitness hours) are planned for the FY?		
7.07	Number of Violation Notices issued		
7.08	Number of criminal law enforcement incidents documented		
7.09	Number of other law enforcement incidents documented		

Law Enforcement		Actual FY 2005
7.10	Has the refuge/WMD developed a community policing program?	

Easements (Only for those refuges/WMDs with easements)		Actual FY 2005	Planned FY 2006
7.11	Total number of easements and total planned		
7.12	Number of easements inspected this FY and planned for future FY's		
7.13	Number of easements inspected and found in compliance		
7.14	Number of easement violations detected and anticipated		
7.15	Number of easement violations brought into compliance through FWS administrative action		
7.16	Number of easement violations brought into compliance through legal action		

Goal #8

Provide Infrastructure and Equipment Adequate to Support Mission and Maintained in Good Condition

Field stations have no reporting requirements for this portion of the APP. All data to support this goal will be housed in the Service Asset and Maintenance Management System (SAMMS) database beginning in FY 2006. During the summer of 2005 we are transitioning from the Maintenance Management System database to SAMMS. Using best available information from either the MMS or SAMMS database, the field station manager and the Regional Supervisor should discuss priorities for the following categories of assets:

a) New facilities included in the Construction 5 year plan

b) Deferred maintenance projects included in the Deferred Maintenance 5 year plan

c) Visitor Facility Enhancement projects identified for funding from designated funds

d) Roads projects identified for funding from Transportation Department funds

e) Vehicle and mobile equipment replacements

In assessing priorities, the following types of factors should be considered: overall condition of facilities or equipment, contribution of facilities and equipment to mission of the station, recent storm damage or other unusual events that may influence needs, are the most vitally needed projects prioritized the highest, are there facilities or equipment that should be disposed of, are overall records in the database kept current and accurate, etc. Based upon these considerations, changes to project priorities should be identified and follow-up actions identified including making adjustments to database records, working with the regional maintenance coordinator or regional roads coordinator to adjust projects, etc.

Goal #9

Quality and Useful Comprehensive Conservation Plans are Completed on Schedule and with Full Engagement of Partners

Field stations have no reporting requirements for this portion of the APP. All data to support this goal will be obtained from regional office staff and existing CCP databases. However, stations involved in various stages of CCP development should consider that effort in planning their annual work priorities. Performance measures related to CCP's are centered on:

• CCP's on time

• Insuring participation of state fish and wildlife agencies on the CCP planning team

• Insuring effective collaboration with stakeholders

These measures should also be considered when the field station manager and the Regional Supervisor should discuss work priorities for the coming year.

Goal #10

Strategically Grow the System

Field stations have no reporting requirements for this portion of the APP. All data to support this goal will be obtained from regional office staff and existing Realty databases. The performance measures related to Strategic Growth focus on:

• Insuring that new proposals for new refuges and refuge expansions fall within geographic focus areas

• Insuring that landscape-level conservation planning is done in collaboration with other federal agencies, state fish and wildlife agencies and other partners so that it is focused on highest priority needs

These measures are best addressed at the regional office level.

Goal #11

Reduce Wildfire Risks and Improve Habitats

Field stations have no reporting requirements for this portion of the APP. All data to support this goal will come from the National Fire Plan Operations and Reporting System (NFPORS) and the Fire Management Information System (FMIS). However, refuge managers and refuge supervisors should bear in mind that the performance measures related to fire management focus on:

• Treating acres identified as high priority through collaboration consistent with the 10-Year Implementation Plan

• Moving acres in fire regimes 1, 2, or 3 to better condition classes

• Improving control of unwanted wildland fires through initial attack

These measures should be considered when the field station manager and the refuge supervisor discuss work priorities for the coming year. The station's fire management staff can access these two databases for pertinent project listings:

NFPORS — All hazardous fuel reduction and wildfire restoration and rehabilitation projects must be proposed and reported in NFPORS (www.nfpors.gov). This data is used to report Service and Departmental targets and as a basis for determining future funding allocations between bureaus.

FMIS — All wildfires, prescribed fires, and other hazardous fuel reduction projects must be reported in FMIS (fmis.sds.fws.net/FMIShome.cfm). This data is used to calculate 9131, 9263, and 9264 staffing and funding allocations for the Service.

Additional Room for Project Lists

1. Habitat Management Actions

List habitat management actions accomplished this year and planned for subsequent years.

1	Habitat Management Actions	Actual FY 2005	Planned FY 2006

2. Wildlife Inventory and Monitoring Surveys (SP) List inventory and monitoring surveys of plants and animals accomplished this year and planned for subsequent years.

2	Wildlife Inventory and Monitoring Surveys	Actual FY 2005	Planned FY 2006
Total Wildlife Inventory and Monitoring Surveys			

3. Population Goals. Below, identify populations of animals and plants for which your refuge has a targeted goal defined in an approved plan.

3	Populations with Targeted Goals	Actual FY 2005	Planned FY 2006
Total Populations with Targeted Goals			

4. Population Management Actions (SP). List population actions accomplished this year and planned for subsequent years. Include actions for animal control, reintroductions, and marking.
See HelpWildlifeManagementActions.htm in APPS for additional guidance.

4	Wildlife Population Management Actions	Actual FY 2005	Planned FY 2006
Total Wildlife Population Management Actions			

5. Research Studies. List Habitat and/or Wildlife Management Studies accomplished this year and planned for subsequent years.

5	Habitat or Wildlife Management Studies	Actual FY 2005	Planned FY 2006
Total Habitat or Wildlife Management Studies		

6. Federally listed T&E Species Actions (SP). List actions prescribed in approved recovery plans for Federally listed T&E species accomplished this year and planned for subsequent years. Field Stations should coordinate with the lead FWS office for the recovery plan to make sure each recovery action assigned to the Service is accurately reported. See HelpRecoveryActions.htm in APPS for more guidance.

6	Federally Listed T&E Species Actions	Actual FY 2005	Planned FY 2006
Total Federally Listed T&E Species Actions		

7. Publications and Public Communication of Conservation Decisions. List Publications (including scientific and peer review publications) and Public Communication actions accomplished this year and planned for subsequent years. See guidance in HelpResMgtCommunication.htm in APPS.

7	Publications and Public Communication Actions	Actual FY 2005	Planned FY 2006
Total Publications and Public Communication Actions			

8. List Water quality management actions accomplished this year and planned for subsequent years.

8	Water Quality Management Actions	Actual FY 2005	Planned FY 2006

9. List water quantity management actions accomplished this year and planned for subsequent years.

9	Water Quantity Management Actions	Actual FY 2005	Planned FY 2006

10. Below, identify contaminated sites not in Hazmat or Refuge Cleanup Funds.

10	Contaminated Sites Not in Hazmat or Refuge Cleanup Funds	Actual FY 2005	Planned FY 2006
Total Contaminated Sites Not in Hazmat or Refuge Cleanup Funds			

11. List wilderness management actions accomplished this year and planned for subsequent years.

11	Wilderness Management Actions	Actual FY 2005	Planned FY 2006

12. List wild and scenic river management actions accomplished this year and planned for subsequent years.

12	Wild and Scenic River Management Actions	Actual FY 2005	Planned FY 2006

13. List Marine Protected Area management actions accomplished this year and planned for subsequent years.

13	Marine Protected Area Management Actions	Actual FY 2005	Planned FY 2006

14. List Cultural Resources management actions accomplished this year and planned for subsequent years.

14	Cultural Resource Management Actions	Actual FY 2005	Planned FY 2006

15. List Sign Management actions accomplished this year and planned for subsequent years.

15	Sign Management Actions	Actual FY 2005	Planned FY 2006

16. List Management Actions to Orient Visitors accomplished this year and planned for subsequent years.

16	Orienting Visitors Management Actions	Actual FY 2005	Planned FY 2006

17. List Hunting management actions accomplished this year and planned for subsequent years.

17	Hunting Management Actions	Actual FY 2005	Planned FY 2006

18. List Fishing management actions accomplished this year and planned for subsequent years.

18	Fishing Management Actions	Actual FY 2005	Planned FY 2006

19. List Wildlife Observation management actions accomplished this year and planned for subsequent years.

19	Wildlife Observation Management Actions	Actual FY 2005	Planned FY 2006

20. List Wildlife Photography management actions accomplished this year and planned for subsequent years.

20	Photography Management Actions	Actual FY 2005	Planned FY 2006

21. List Environmental Education management actions accomplished this year and planned for subsequent years.

21	Environmental Education Management Actions	Actual FY 2005	Planned FY 2006

22. List Interpretation management actions accomplished this year and planned for subsequent years.

22	Interpretation Management Actions	Actual FY 2005	Planned FY 2006