



Hawai‘i Invasive Species Council

Reporting Guidelines for FY23 Funded Projects

Introduction

As part of your HISC funding award, you are required to submit spatial data twice annually, a progress report by July 1st of the following year, and a final narrative report 30 days after the completion of your project. More details on each of these requirements are provided below. Funded projects that have received consecutive years of HISC funding for the same project or program should anticipate giving an online presentation on their work as part of the HISC Brown Bag series, and/or a site visit or meeting to discuss progress on deliverables before the project end date. Failure to meet the reporting guidelines in a timely manner can affect future awards.

Spatial Data:

If your project does not manage spatial data your only requirement is the progress report and final narrative report. If you do manage spatial data please use the guidelines below.

For spatial data, all HISC projects and programs will report in the State’s fiscal year. This data is used for the HISC Legislative Reports that are required by HRS 194 and due in early September. Please provide spatial data for the periods below by the deadlines highlighted in red. Please send all spatial data to chelsea.l.arnott@hawaii.gov.

- July 1-December 31, 2022 (**data due to HISC by February 1, 2023**).
- January 1-June 30, 2023 (**data due to HISC by August 1, 2023**) and

Data should be reported for a given period regardless of where you are in your project timeline. For example, if you were to begin expending funds on November 10, you will need to submit your data for November 10-December 31 by February 1st, followed by data for January 1-June 30 by August 1st.

If you manage a project that relies on multiple funding sources, you will report on the **total achievements** of your project across all funding sources rather than prorating your achievements by funding source. This makes the reporting process easier for you as a project manager and allows us to show the leveraged impact of HISC funding.

See Appendix A for required fields and definitions for your spatial data. Please make sure you have updated the legislative districts for your county as of 2021. Send excel files to chelsea.l.arnott@hawaii.gov by the deadlines and use this format for naming files:

YOURORG_DataReport_MO-MOYR (Example: OISC_DataReport_Jan-Jun2023)

Progress Report:

Progress reports are required to ensure that projects and programs are managing their activities based on the deliverables outlined in their Best and Final Offers (BAFOs). If there are barriers or challenges to achieving deliverables in the project period, please explain these in the report.

Progress reports can be maximum of two pages and must include these sections: 1) Project Title, 2) Project Period, 3) Summary of activities to date, 4) list of deliverables outlined in BAFO and update on progress, and 5) any challenges to fulfilling deliverables by the project end date.

For 4) list of deliverables outlined in BAFO and update on progress, please list the deliverables and provide a short update on each. For example:

- 90 (45) mature *Avrainvillea lacerata* and (45) *Avrainvillea erecta* individuals removed, 0.03 acres treated,
- 1 out of 2 of education events: (COVID restrictions reduced opportunities for educational events)
- 4/24/2022 Makai Beach clean-up: 30 individuals snorkeled and removed *A. lacerata* for 1 hr.
- 1 out of 2 of outreach materials produced (COVID restrictions reduced opportunities for training)
- Developed and distributed Fielduse D-PAM quickstart guide

Progress reports are due by July 15th of the following year. For FY23 HISC funds, progress reports are due July 15, 2023 and will include work from your project start date to June 30, 2023. Please send reports in a word doc file to chelsea.l.arnott@hawaii.gov.

Final Report:

Final reports are due 30 days after the project end date. Project end dates for PCSU projects is typically March 30 so final reports would be due June 30th. Final Reports can be a maximum of 5 pages and include the same sections as the progress report: 1) Project Title, 2) Project Period, 3) Summary of activities achieved with HISC funding, 4) list of deliverables outlined in BAFO and update on progress, 5) any challenges to fulfilling deliverables by the project end date. An additional section is required in the final report that explains how your project or program helped to make progress on any of the HISC funding priorities. Please send reports in a word do file to chelsea.l.arnott@hawaii.gov. See priorities below:

- Prevention & Early Detection/Rapid Response for New Terrestrial & Aquatic Invasions
- Management of the Inter/Intra-Island Movement of Invasive Species (*both aquatic & terrestrial*)
- Implementation Large-Scale Control of Widespread, High-Impact Invasive Species (*does not include biocontrol*)
- Increase Pacific Regional Biocontrol Research & Capacity (*classical biocontrol only*)
- Maintain an Engaged & Supportive Community

Additional requirements:

For projects and programs that have received consecutive years of HISC funding, HISC may ask you to share your work as part of the HISC Brown Bag series and/or site visit or meeting with HISC Support Staff sometime during the project period.

If you have any questions or concerns with these reporting Guidelines, please email chelsea.l.arnott@hawaii.gov.

APPENDIX A: SPATIAL DATA REPORTING GUIDELINES

Please send your file to: chelsea.l.arnott@hawaii.gov

District_#	Program	Start_Date	End_Date	Genus_species	Survey_Ac	Treat_Ac	Total_Ind	Imm_Ind	Mat_Ind	Trend	Goal	POC	Restrictions	Comments
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District_# - State of Hawaii legislative district; i.e. House or Senate district # (e.g. House 1, Senate 1, etc.)

Program – Your program or project name (e.g. BIISC)

Start_Date - <short date format>

End_Date - <short date format>

Genus_species – Use the full latin binomial (e.g., *Miconia calvescens*). Do not use shortened field codes (e.g., Miccal)

Survey_Ac - Total acres surveyed for this species in reporting district

Treat_Ac - Total acres treated for this species in reporting district

Total_Ind - total number of individuals treated

Imm_Ind – Number of immature individuals controlled

Mat_Ind – Number of mature individuals controlled

Trend - This is a qualitative assessment based on the expert opinion of the managing organization. Assessment should consider:

- New island records
- Presence absence
- Time needed to eradicate
- Seed-bank longevity
- Completeness of data
- Change in number of mature plants
- Change in number if immature
- Timeframe
- Density/ acre
- Capacity/effort/acres surveyed
- Percent of resurvey complete
- Rate of spread

The following is a list of all acceptable inputs for “Species Trend”

- **Never Detected – Monitoring**
- This species in this area has been surveyed for at some level and the threat is not known and was never known
- **Zero Detection – Monitoring**
- This species in this area was once present and was reduced to undetectable levels
- **Homestretch – maintenance**
- This species in this area is at a level where it is close to being undetectable
- **Infestation – decreasing**
- The footprint and/or density of this species in this area is decreasing
- **Infestation – increasing**
- The footprint and/or density of this species in this area is increasing
- **Containment of Infestation**
- The footprint and/or density of this species in this area staying the same due to our management actions
- **Unknown – Unsurveyed**
- This species in this area has an unknown status and no one has surveyed for it to date

Goal – The species goal is your program's unique goal for the areas in which you perform management. The following is a list of acceptable inputs for “Species Goal”

- **Survey:** The species has never been detected, but efforts to detect any potential populations are to be completed
- **Zero Detection – Monitoring:** This species in this area was once present and was reduced to undetectable levels
- **Containment of Infestation:** The footprint and/or density of this species in this area is staying the same due to management actions.
- **Island-wide Eradication:** Complete removal of all individuals and seed on an island-wide scale.
- **Statewide Eradication:** Complete removal of all individuals on a statewide scale. Species may or may not have occurred on multiple islands.

POC – Point of Contact/Person responsible for data.

Restrictions – Restricted OR Unrestricted. Generally, all data submitted to HISC will be polygon data at the level of political district, and is considered viewable by the public. If you submit data that should not be shared publicly, use the “Restricted” designation and we will contact you before using this data in maps or reports.

Comments – Comments