*[Instruction Page – Delete When Complete]*

# Metrics Template 2023: Making a Difference with AIS Prevention Aid

The following **template list of metrics** provides a standardized way for local governments and their partners to voluntarily track their Aquatic Invasive Species (AIS) Prevention Aid accomplishments\*. This tool helps track measurable achievements and success stories to show local residents, stakeholder groups, boards and elected officials the impact of your AIS program in your communities.

*\*Providing information in this template is not required by Statute 477A.19 (AIS Prevention Aid).*

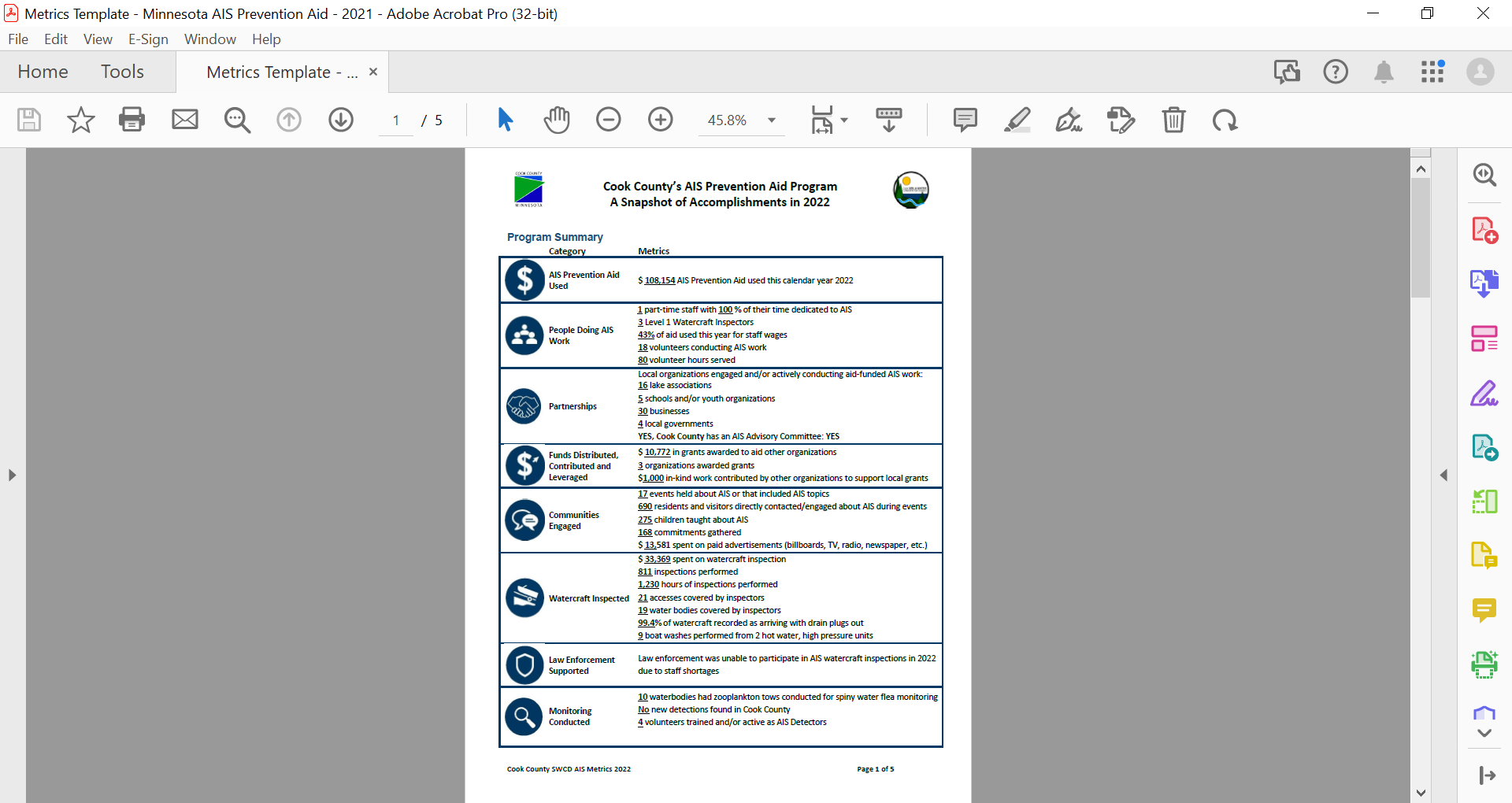
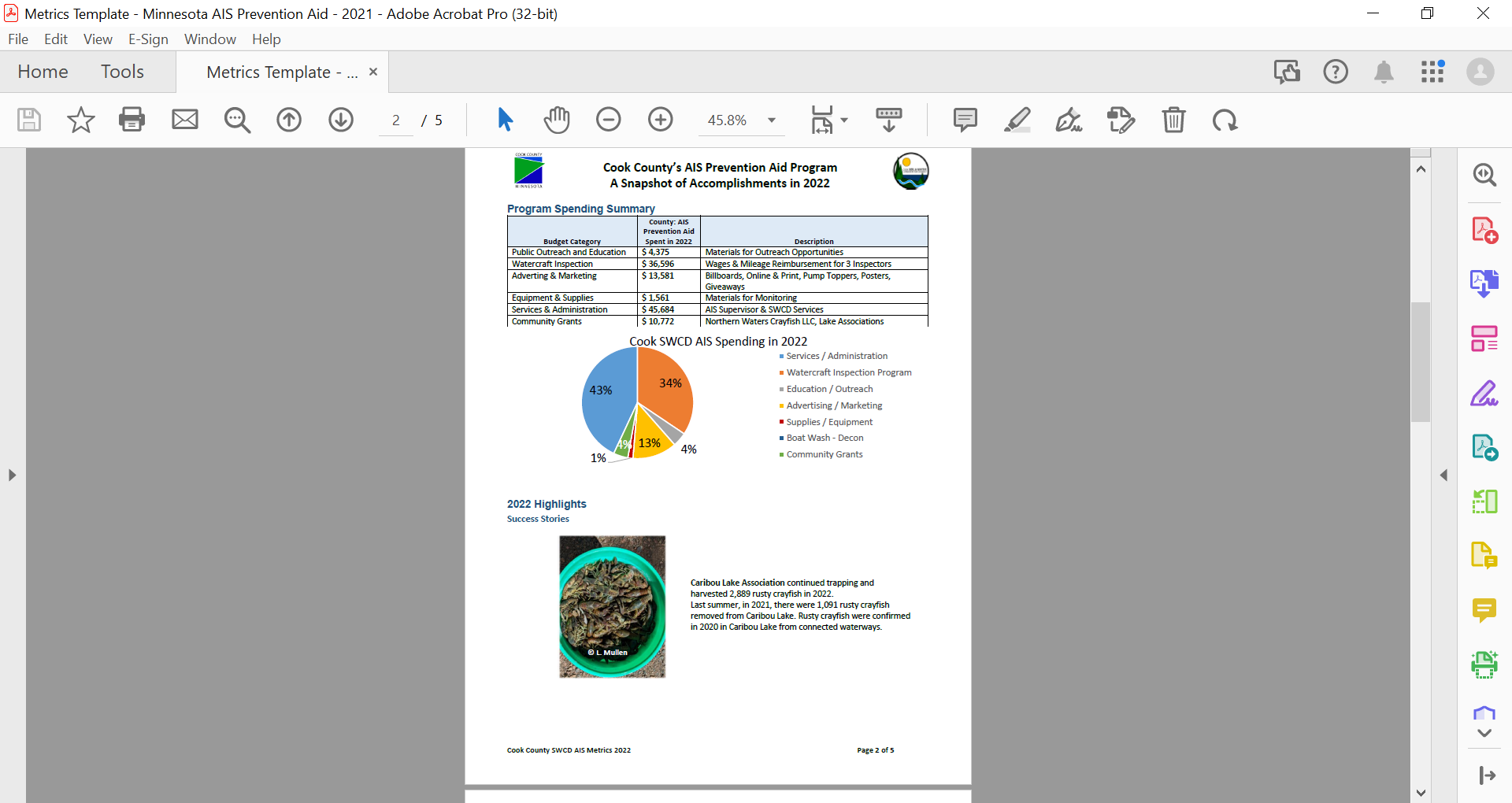
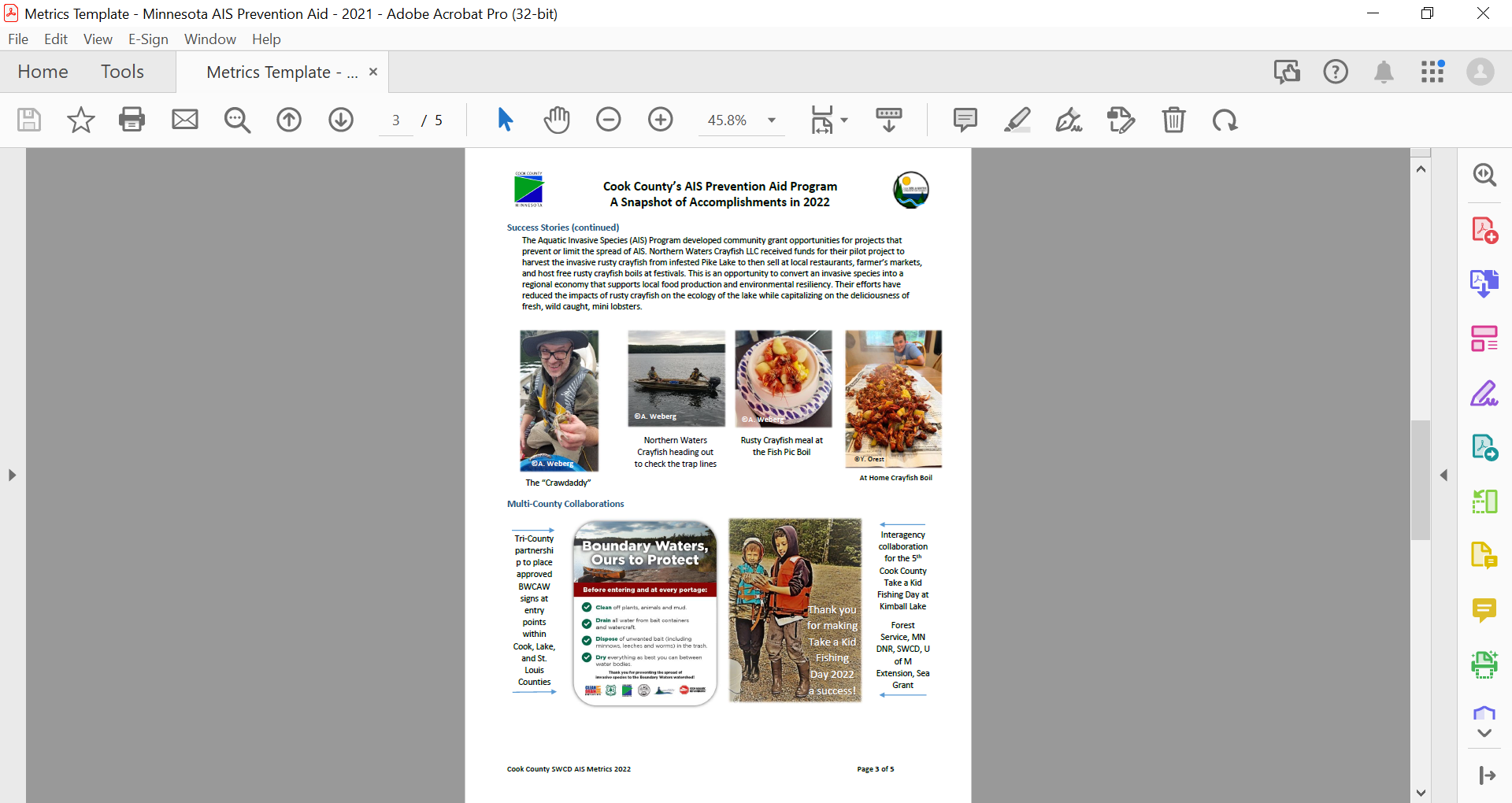
The following categories and metrics highlight common AIS prevention and management activities. Fill in what is applicable to your program this calendar year. This template is not all-inclusive and there are no required fields. Fill in as many metrics as you see fit. You may also include additional metrics that were tracked by your program.

**When you are done filing out this template, delete the following: this first page, non-applicable metrics and purple instruction text.** Then you will have a clean report ready for sharing!

Ideally, once complete, you can:

* Share with your community to showcase your program’s hard work.
* Share with the Minnesota Department of Natural Resources, so that data from all counties can be compiled and shared annually, to showcase the statewide impact of these local AIS prevention programs.
  + **Each of the 83 counties receiving aid is an important piece to the puzzle – we need all the pieces to get a complete picture.** **Please consider contributing to this statewide effort!** There were 63 counties that submitted in 2022 – let’s keep trending higher!
  + Metrics summaries from past years can be found on the [AIS Prevention Aid webpage](http://www.dnr.state.mn.us/invasives/ais/prevention.html).

A completed template might look something like this:

**[Instructions (delete purple text when complete):**

**These numbers should reflect activities accomplished in calendar year 2023 using AIS Prevention Aid.**

1. Fill in your county name.
2. Provide an overview of your program.
3. Fill in applicable metrics below by double-clicking and entering numbers to replace the grey highlighted areas.
   * Add metrics and categories as desired.
4. Delete the metrics and categories that are not applicable to your program, or write “N/A” or “0.”
   * The “watercraft inspected” category could be replaced or supplemented by including your Watercraft Inspection End of Season Report as an appendix to this document.
5. Provide an overview of your program spending.
6. Describe your plans for next year.
7. Share stories and photos of success, accomplishments, and impacts because those stories can be just as powerful as numbers, if not more so!]

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County’s AIS Prevention Aid Program:

# A Snapshot of Accomplishments in 2023

## Program Summary

[**Instructions (delete when complete):** Provide a short description about your county’s AIS program here, such as program oversight, funds, priorities, goals, strategies, capacity (staff/time dedicated to AIS work), partners, etc.]

|  | **Category** | **Metrics** |
| --- | --- | --- |
| dollar sign icon | **AIS Prevention Aid Used** | **$ \_\_\_\_** AIS Prevention Aid used this calendar year  **$ \_\_\_\_** saved in a contingency fund |
| three people icon | **People Dedicated to AIS Work** | **\_\_\_\_\_** full-time staff with **\_\_\_\_** % of their time dedicated to AIS work  *(Staff that work 40 hours a week; provide average % if more than 1 staff person or list out separately.)*  **\_\_\_\_\_** part-time and seasonal staff with **\_\_\_\_** % of their time dedicated to AIS work *(Staff* ***other than inspectors*** *that work less than 40 hours a week or seasonally; provide average % if more than 1 staff person or list out separately.)*  **\_\_\_\_\_** total watercraft inspectors, including:  **\_\_\_\_** trained as **Level 1** and **\_\_\_\_** trained as **Level 2**  **$\_\_\_\_** spent on staff wages, including:  **$\_\_\_\_** inAIS Prevention Aid  **$\_\_\_\_** in other funds leveraged from **\_\_** [*list organizations if applicable]* **\_\_**  **\_\_\_\_\_** volunteers conducted AIS work  **\_\_\_\_\_** volunteer hours served *(If applicable, add “@* ***$\_\_****/hr they contributed* ***$\_\_”****)* |
| handshake icon | **Partnerships Created and Maintained** | Local organizations engaged and/or actively conducting aid-funded AIS work:  **\_\_\_\_\_** lake associations  **\_\_\_\_\_** conservation nonprofits and/or outdoor groups (e.g., angling, hunting, paddling, sailing, etc.)  **\_\_\_\_\_** schools and/or youth organizations  **\_\_\_\_\_** businesses  **\_\_\_\_\_** local governments  **\_\_\_\_\_** tribal governments  **\_\_\_\_\_** other groups such as **\_\_** *(list organizations if applicable)* **\_\_**  Our county has an AIS Task Force or Committee: *(****Select: Yes or No)*** |
| dollar sign with arrow icon | **Funds Distributed, Contributed and Leveraged** | **$\_\_\_\_** of AIS Prevention Aid awarded as grants to other organizations  **\_\_\_\_\_** organizations awarded grants  **$\_\_\_\_** in funds contributed by other organizations that directly support aid-funded work *(e.g., matching for: grants, watercraft inspections, invasive aquatic plant management, education, etc.)*  **\_\_\_\_\_** organizations contributing additional funds  **$\_\_\_\_** in other funds leveraged from **\_\_** *(list organizations if applicable)* **\_\_** |
| word bubble icon | **Communities Engaged** | **\_\_\_\_\_** events held about AIS or that included AIS topics  **\_\_\_\_\_** residents and visitors directly contacted/engaged about AIS during events  **\_\_\_\_\_** children and **\_\_\_\_\_** teachers taught about AIS  **\_\_\_\_\_** commitments gathered  **$\_\_\_\_** of aid spent on advertisements (billboards, TV, radio, newspaper, social media, etc.)  Describe social media and/or advertising reach **\_\_** *(e.g., number of ads, posts, followers, shares, impressions, etc.)* **\_\_** |
| boat launch icon | **Watercraft Inspected** | **$\_\_\_\_** spent on watercraft inspection *(If applicable, add “decontamination”)* including:  **$\_\_\_\_** inAIS Prevention Aid  **$\_\_\_\_** in other funds leveraged from **\_\_** *(list organizations if applicable)* **\_\_**  **\_\_\_\_\_** inspections performed  **\_\_\_\_\_** hours of inspections performed  **\_\_\_\_\_** accesses covered by inspectors  **\_\_\_\_\_** water bodies covered by inspectors  **\_\_\_\_%** of watercraft recorded as arriving with drain plugs out  **\_\_\_\_%** of watercraft recorded as arriving free of aquatic plants  **\_\_\_\_\_** decontamination units (hot water, high pressure) operated by Level 2 inspectors  **\_\_\_\_\_** decontaminations performed  **\_\_\_\_\_** boaters engaged by AIS Volunteers/Ambassadors at water accesses  **\_\_\_\_\_** water bodies withcleaning tool stations maintained at **\_\_\_\_\_** water accesses *(If applicable:* ***\_\_\_\_*** *total tool uses)*  *This category can be replaced or supplemented by your Watercraft Inspection End of Season Report.* |
| shield icon | **Law Enforcement Supported** | **$\_\_\_\_** in aid provided to local law enforcement officers to enforce AIS laws  **\_\_\_\_\_** local law enforcement officers trained this year on AIS laws  **\_\_\_\_\_** local law enforcement officers conducted AIS work  **\_\_\_\_\_** boaters contacted by local law enforcement |
| magnifying glass icon | **Monitoring Conducted** | **\_\_\_\_\_** total lakes and rivers surveyed for AIS. Surveys included:  **\_\_\_\_\_** early detection searches on **\_\_\_\_\_** water bodies  **\_\_\_\_\_** zebra mussel settling plates deployed on **\_\_\_\_\_** water bodies  **\_\_\_\_\_** veliger tows taken on **\_\_\_\_\_** water bodies  **\_\_\_\_\_** aquatic plant surveys conducted on **\_\_\_\_\_** water bodies  **\_\_\_\_\_** invasive common carp surveys conducted on **\_\_\_\_\_** water bodies  **\_\_\_\_\_** new detections in the county *(new AIS discovered in a water body)*  **\_\_\_\_\_** volunteers trained and/or active as AIS Detectors  **\_\_\_\_\_** people participated in the University of Minnesota Extension and Minnesota AIS Research Center’s “Starry Trek” event  List of species targeted for monitoring or surveys: **\_\_** *(list species if applicable)* **\_\_** |
| emergency light icon | **New Infestation Response Planned** | **\_\_\_\_\_** coordinated response(s) to a new AIS population(s) *(Response can be control, inspection, education, monitoring, etc.)*  Our county: *(Select all that apply):* (1) Does not have a response plan, (2) Follows the state plan, and/or (3) Has a response plan developed in **\_\_** (year) **\_\_**  **\_\_\_\_\_** sites controlled/managed |
| aquatic plant icon | **AIS Controlled** | **$\_\_\_\_** spent on in-lake/river control of AIS, including:  **$\_\_\_\_** in AIS Prevention Aid  **$\_\_\_\_** in other funds leveraged from **\_\_\_\_\_** organizations  **\_\_\_\_\_** groups involved or conducting aid-funded control activities  **\_\_\_\_\_** totalwater bodies / sites with aid-funded control activities, including:  **\_\_\_\_\_** water bodies with invasive aquatic plant management  **\_\_\_\_\_** water bodies with invasive common carp management *(If applicable, include number/pounds of carp removed)*  **\_\_\_\_\_** sites with purple loosestrife management where **\_\_\_\_\_** biocontrol beetles were released  **\_\_\_\_\_** sites withnon-native Phragmites management covered **\_\_\_\_\_** acres  **\_\_\_\_\_** water bodies / sites with **\_\_** *(list additional species if applicable)* **\_\_** management  List of species controlled: **\_\_** *(list species if applicable)* **\_\_** |

## Program Spending Summary

**[Instructions (delete when complete):** In the table below, list the estimated dollar amount of AIS Prevention Aid funds going to specific activity categories this year, or delete this section. Provide a description for each category. Include any staff wages as part of each applicable budget category or create a new category if staff time is not tracked by category. If your county had a local grant program, separate aid funds spent by the county in the second column and aid funds awarded/spent by other local organizations in the third column. In most cases, the sum of columns two and three should equal the total amount of aid funds spent this year.]

| **Budget Category** | **AIS Prevention Aid Spent by the County in 2023** | *(if applicable)*  **AIS Prevention Spent by Local Grantees in 2023** | *(if applicable)*  **In-Kind Funds Contributed in 2023** | **Description** |
| --- | --- | --- | --- | --- |
| Public Outreach and Education | $ | $ | $ |  |
| Watercraft Inspection | $ | $ | $ |  |
| Enforcement | $ | $ | $ |  |
| Monitoring | $ | $ | $ |  |
| New Infestation Response | $ | $ | $ |  |
| AIS Control | $ | $ | $ |  |
| *(insert additional categories as needed)* | $ | $ | $ |  |
| Totals | $ | $ | $ |  |

## Plans for 2024

[**Instructions (delete when complete)**: Briefly describe how your program may change and what will remain the same for next year (2024). Are there metrics, performance measures, or goals you wish to maintain or improve upon? Are there new AIS pathways (e.g., live bait, water garden and aquarium pets or plants, biological supply, seafood, docks/lifts, etc.) or audiences you plan to reach?]

## 2023 Highlights

**[Instructions (delete when complete):** Programs are more than just numbers. The following sections provide a space for you to highlight and celebrate initiatives your program and your partners have accomplished through the aid in more detail. Fill in, add or delete sections as you see fit.]

### Success Stories

* [**Instructions**: Insert a story or two of success here. Example: a watercraft inspector prevented a boat covered in zebra mussels from launching into an uninfested lake; a stakeholder was trained to identify AIS and then detected a new infestation. Consider reporting efforts that reflect greatest accomplishments or impacts.]

### Engaging Diverse Audiences

* [Instructions: Diversity, equity, accessibility, and inclusion are core values of the state of Minnesota. How does your AIS programming consider aspects including race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, mental or physical ability, life experience, ideas, knowledge, learning styles, etc.? Provide examples of what has been done or ideas you may pursue.]

### Multi-County Collaborations

* [**Instructions**:Highlight any initiatives that involve multiple counties and list those counties involved. Again, consider reporting efforts that reflect greatest accomplishments or impacts.]

### Reports and Products

* [**Instructions**: Insert a list of reports (rapid response, lake assessments, research, surveys, etc.) and/or products (brochures, fliers, giveaways, etc.) created using AIS Prevention Aid. Consider reporting about a particular product or effort that would serve as models elsewhere. Beyond the mentioned reports and products, the DNR and researchers are especially interested in the following:
  + List of inspection hours by access and water body (name and DOW number). Reminder: Include this in your Watercraft Inspection End of Season Report too.
  + List of water bodies monitored for AIS, the survey method(s) used, an estimate of total survey effort (e.g. number of settling plates, tows, rake tosses, water samples, hours spent, distance/areas searched, etc.) and species searched for.
  + List of water bodies where monitoring/early detection activities were funded.
  + List of water bodies where invasive aquatic plant management activities were funded.
  + List of water bodies where invasive carp control was implemented and the control method(s) used.]

### Photo(s) of AIS Activities

* [**Instructions**:Insert photo(s) and caption(s) of AIS activities here. Photo tips, be sure to always: Obtain permission from people before taking their photograph; Obtain permission from the photographer before using their photo anywhere; Provide photographer credit for every photo used.]