Flood Response Verification Survey

There are two ways to submit Flood Response Verification data.

1) Survey123 application
   a. It is highly recommended that you use this method to capture and submit the information to DEC.
      i. How to Access Survey123 Flood Response Verification Survey:
         1. Desktop:
            a. You can access the Survey123 Flood Response Verification survey through the [Clean Water Project Verification Group](#) on your desktop. Use the following login information:
               i. Username: DECpartner
               ii. Password: Env1r0nment@vt
         2. On your mobile device (suggested for in field submission):
   a. Navigate to your device app store and download Survey123 application.
            b. Once downloaded, open the Survey123 application and sign in using the following login information. **_Note:_** _The Flood Response Verification Survey has not been made public, if you would like to use your own Survey123 login please contact Rachel Wood at Rachel.wood@vermont.gov to discuss options/next steps. Otherwise, please use the provided credentials._
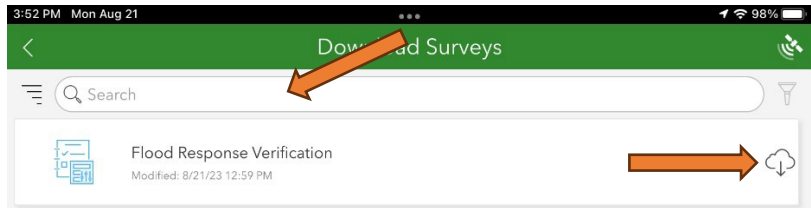   i. Username: DECpartner
               ii. Password: Env1r0nment@vt
            c. Once you have signed in, you will need to download the Survey onto your device. Select top right corner account information and select "Download Surveys".
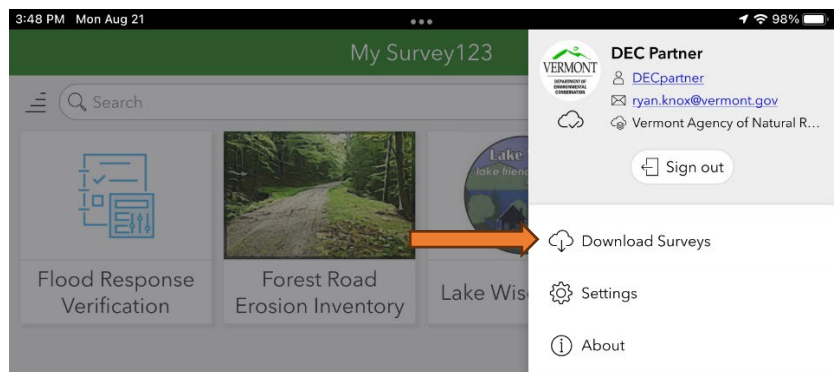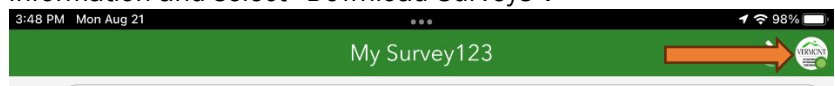
            d. Search the name of the survey "Flood Response Verification" and click the cloud with the download icon.

e. If you need assistance or are having trouble contact Rachel Wood at Rachel.wood@vermont.gov for assistance.

2) If the Survey123 application does not work for you, the alternative method is to collect and submit data using an excel spreadsheet. The spreadsheet is titled Flood Response Verification Submissions and can be found here (https://dec.vermont.gov/water-investment/cwi/grants/resources). Submit completed spreadsheet to Rachel Wood at Rachel.wood@vermont.gov.

Instructions on answering the survey questions:

Question Number	Survey Question	Tips, Tricks, and Considerations when completing the Flood Response Verification Survey
1	Verifying Organization	List the organization that is conducting this verification visit.
2	Name of Verifier	List the name of the main verifier, if multiple people are assisting with verification, please only list a main point of contact in case of follow up questions about the data provided. If you would like the others who were in attendance to be included, please add this note to Question 20.
3	Watershed Projects Database (WPD) ID	If the project was implemented using DEC- Clean Water Fund dollars, the project should have a Watershed Projects Database (WPD) ID. To find the WPD ID number, you can key word search the Watershed Projects Database or use the Clean Water Projects Explorer If you are unable to find your project's WPD-ID please speak with your Watershed Planner.
4	Clean Water Project (BMP) ID	Some projects have multiple/distinct practices, such as a bioretention and subsurface infiltration, that were installed under the same WPD ID. If this is the case, please include the BMP ID in the survey and fill out separate collection forms for each practice. The Clean Water Project (aka Best Management Practice or BMP) ID can be found by searching for the WPD-ID number in the WPD, clicking on "Project Details" and scrolling to the BMP System section.
5	Project Name	Project names can be found in WPD. (This question is not required since this information is available in our database if you opt not to include it. Project name will allow us to cross reference and QA/QC our database to ensure correct project updates based on survey findings.)
6	Watershed Basin ID	To determine which Watershed Basin your project is located in, search here: Find Your Watershed	Department of Environmental Conservation (vermont.gov).
7	Please describe the current status of the	These are some topics we would like you to address in response to this question. Consider exploring these when you reach out to the landowner to obtain permission to access their property to verify the project.

	landowner relationship:	• Has the landowner or organization staff changed since the project was implemented? • Is the current landowner aware of the project and existing O&M responsibilities? • Is the current landowner willing to uphold the O&M agreement terms? • Does the O&M plan need to be updated? (See Decision Table for more information/suggested next steps.).
8	Will the landowner allow access to verify the project?	If the landowner does not allow access to the property, select no for question #8, record any notes from your conversation with the landowner in Question #7, complete the rest of the questions as best you can, and submit the survey. Even though you couldn't verify the projects' function post flooding event, the information on access to property is helpful to collect. See Decision Table for more information/suggested next steps.
9	Project Location	When using the Survey123 application, your phone's GPS will provide a latitude/longitude for where you are. Complete this step while in the field at the project location. This helps to verify location data and update project locations in our database if needed. If you are completing the survey for a previously visited project, you can navigate to the project for location information or input already established location information available on the Operation & Maintenance Plan.
10	Date of Site Visit	The date you visited the project will allow us to know how long after the flooding/high rainfall event this flood response verification visit took place.
11	**Does the Project Exist**	If the project exists, that means that you can find some trace of the project even if very minimal project components remain after the flooding. If you cannot find any trace of the project, select "No", take photos of where you think the project might have once been, complete the rest of the survey as best you can, then submit. If unable to determine if the project exists, whether due to lack of landowner permission, physically unable to access site safely, or unable to find based on location description, select "Unable to determine". See Decision Table for more information/suggested next steps.
PHOTOS	Photo 1 -4	It is recommended that you take at least four photos of the project. More are welcome! **Using Survey123 to Capture Photos:** In the Survey123 application, you can either take a photo while in the application (select camera icon) or take photos on your device and upload to the survey form (folder icon). Note: image quality may be better if take photo on your device and upload to survey.

		Submitting Additional Photos in Survey123: This survey is set up to allow multiple photo submissions. Once you add a photo, you can select the camera plus icon to continue to capture and include multiple photos under that same submission.
		Some Recommended Photos by Project Type:
		For structural stormwater projects it is recommended that you take a photo of the whole project, a photo at the project inlet, photo within the project, and photo at the project outlet to get a good sense of the project's condition.
		For buffer plantings, try to get images of any bank erosion along the stream/river, evidence of sediment deposition, tree damage/loss, and erosion caused by flooding.
		For road projects include images of any culverts associated with the project, road erosion, and sediment deposition.
		How to submit photos if using the excel version: The following photo submission process and file naming procedure should be used if you are completing the survey through the excel version: please name the photo file name as WPDID_Photo# and include a description of the photo content and send to Rachel Wood at Rachel.wood@vermont.gov.
12	Please indicate which factors might be affecting the projects' function, select all that apply:	The list of factors in question 12 is not all-inclusive and you may come across unique situations that require more description to accurately describe the factors affecting the projects' function. In which case, please select "Other" and include additional context in the notes section of question 13.
13	Please elaborate on your above answer:	Space to include additional notes to describe what factors you are seeing affecting the projects' function.
14	Considering the potential causes for project impact, what is your recommended action to return project to full functionality?	Select the descriptions that best applies to the project's current situation. Intent behind and definition of question options: • No action – We want to know which projects were affected and not affected. It's okay to go out to a project and find it hasn't been impacted by the flooding/high rainfall event. Complete the survey as best you can and include notes on the condition of the project, if the project doesn't appear functional, noting this can flag the project for a follow up Verification Visit. • Standard Maintenance – Actions as outlined in Operation & Maintenance plan are adequate to return project to full functionality.

		• Repair – Actions above and beyond what is outlined in the Operation & Maintenance plan are needed to return the project to full functionality. Flagging projects needing repair will allow DEC to determine total need for project repair and support budget setting of one-time funds to meet this need. • Relocate – Does the location of this project no longer make sense given the changing landscape (e.g., river flooding altered floodplain). • Unable to determine - selecting this option will flag to DEC for follow up. Take as many photos as you can of the project to help depict the condition of the project and include a description in question 15 of what you are seeing and what questions you have that are making it difficult to determine. • Other – have a different suggestion for the project? For example, perhaps you think the project should be decommissioned? Or the landowner isn't currently allowing access and you have suggestions for landowner relations next steps? Please include additional information in the notes section question 15. See Decision Table for more information/suggested next steps.
15	Please elaborate on your above answer:	Based on answer to question 14, include additional context and notes on what you suggest needs to be done for this project specifically. Some examples of what we are looking for here are "maintenance required – some shovels and wheelbarrows needed to remove excess sediment" or "unable to determine extent of damage due to large debris blocking view of majority of the project".
16	Are repairs and/or maintenance:	Important to flag if maintenance/repairs are already planned, underway, or completed to determine prioritization of future verification visits.
17	If repairs/maintenance are planned, underway, or completed please list who is doing the work and how the project is being repaired	Please include: • Who is doing the maintenance/repair work • Description of repair/maintenance activities • If possible – the total projected/actual cost of this work • Projected or actual date of repair/maintenance
18	Do you see potential for new projects (including reinstall or relocation of existing projects) at this site?	While you are in the field, we recognize that you may see potential areas for future clean water projects. Or you may see a preferred new location for a current project. Please use this question to record high level information on this potential project identification and see Flood Response Decision tree for more information/next steps.

19	What makes this new project a potential priority for this basin?	Please indicate your reasoning for why this project might be a priority for this location/basin? We will share this information with Watershed Planners.
20	Additional space to provide notes from the field:	Additional space to provide any field notes or comments that you feel aren't reflected by answers to previous questions.

My Survey123

Search

Flood Response Verification

Forest Road Erosion Inventory

Lake Wise Award

Private Road Inventory