

2025 WMAGP Reporting and Mapping Template

Project Information	
Recipient Organization Name:	
Project Title:	
CDFA Grant Number:	
Recipient's Project Contact	
Name:	
Phone:	
Email:	
Project Report Information	
Report Type:	Progress Report
Reporting Period:	Start Date: End Date:

Grant Report Items to Consider (check all that apply)

- ☐ Invoice Prepared and Submitted
- ☐ Evidence of CEQA compliance met (within three months) and sent to CDFA
- ☐ Evidence of work documented sent to CDFA (see details below)
- ☐ Evidence of MOU submitted by month six.

Accomplishments

1. Estimate the total percentage (%) of work completed on this project.....
2. List each Objective in your project. Describe your activities and accomplishments for this reporting period. Add more rows as needed.

#	Objective	Activity and Accomplishment
1		
2		
3		
4		
5		

Challenges and Developments

3. Describe any challenges or delays that occurred during this reporting period and the corrective actions and/or changes to the project as a result. Add more rows as needed.

Challenge	Corrective Action and/or Project Change

4. Describe any positive developments that have occurred outside of the project's original intent that you experienced during this reporting period and any project changes as a result. Add more rows as needed.

Positive Development	Project Change

Work Documented – Weed locations

5. If your WMA is documenting work in Calflora can be sent to CDFA by providing an email showing receipt of data by Calflora to pdas@cdfa.ca.gov. When choosing this option, you must adhere to the mapping guidelines below.
6. Alternatively, you may send your work files/data/shapefiles directly to CDFA by submitting data in accordance with the guidelines listed in the mapping section below. Contact pdas@cdfa.ca.gov if you have questions or need assistance reporting your data.

Payment of invoices is dependent on the submission of mapping data for the time period covered in this report

☐ I Understand the above and will report my mapping uploads using the table below

Date submitted	Uploaded to (Calflora or PDAS)	Date range of uploaded observations

APPLICANT SIGNATURE _____ Date _____

Other Items/Explanations (if needed)

Include any other items here.

Mapping Guidelines

Applicants who are not sending their mapping data directly to PDAS should utilize Calflora per the directions below. If not using Calflora, applicants should still adhere to the data field guidelines when submitting data directly to PDAS.

Calflora

- Calflora is user friendly and free to make an account
- Add photos
- Collect data on a mobile device and edit data at the office
- Field staff make individual observations which can be edited by a group's "data Czar"
- Stacked history for repeat visits to known populations
- Can obscure observations to maintain public confidentiality.
- Batch editing
- Easy to share with CDFA
- CDFA will upload all observations on your behalf, if you don't use Calflora. As such, you will not have direct control over your observations that CDFA uploads.

How to submit your data

If using Calflora:

1. Invite PDAS (PDAS@CDFA.CA.gov) to the group where data is being managed.
2. Email PDAS that your data for the quarter is ready. Include dates from the first observation to the last observation.
3. Send a Calflora link that contains the observations you would like to share with PDAS. Example of 2019 PDAS observations:
<https://www.calflora.org/entry/myobserv.html#srch=t&before=2020&after=2019-01-01&cols=b&mx=1000&inat=f>
4. PDAS will download your records and upload to the CDFA internal database.
5. If space in your group is limited, feel free to remove PDAS from your group after PDAS has confirmed they downloaded your data.

If not using Calflora:

1. Email PDAS (PDAS@CDFA.CA.gov) with whatever format your data was stored in.
2. PDAS will upload your data to the internal CDFA database.
3. PDAS will upload your records to Calflora on your behalf. Sensitive records can be obscured or kept private, depending on the “access” field.

Fields

If not submitting via Calflora, we will provide an excel document with these fields for submission to PDAS.

Field	Definition	Example
ID	The unique number tied to Calflora Observation	io54964
History	This field pertains to records that are linked to each other in a history stack. This will be the record identifier of the oldest record in the stack. Required if using history stacking.	io54964
Access*	<ul style="list-style-type: none"> • Private-Observation will not be public. • Obscured- Public location is moved to the center of the quarter quadrangle. • Published-publicly available. 	Obscured
Taxon*	Scientific name of the weed.	<i>Ailanthus altissima</i>

Common Name*	Common name of the weed.	Tree of Heaven
Date*	Date the weed was observed and treated.	2024/08/23
Observer*	Name of the staff member or agency that observed and treated a weed.	CDFA
Location Description*	Description of the location the weed was observed at.	Heavily infested grassy pasture
Number of Plants*	Number of plants at location	4
Management Status*	<p>The current management status of the weed. Use “reported” if observation is visited for the first time or “managed” for weeds with ongoing management.</p> <ul style="list-style-type: none"> • Reported • Verified • Searched for but not found • Extirpated • Managed 	Reported
Identification*	<p>The method of which a plant was identified.</p> <ul style="list-style-type: none"> • Recognized from prior determination • Compared with herbarium specimens • Keyed in a botanical reference • compared with taxonomic descriptions • Compared with photos • Compared with herbarium specimens • Identification confirmed by an expert • Identification from PlantNet 	Identification confirmed by an expert
Notes	Open Response text for nonrequired information	Population halved from previous year
Latitude*	The center of the patch, expressed in decimal latitude and longitude.	39.73701

Longitude*	The center of the patch, expressed in decimal latitude and longitude.	-121.828
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Fields marked with an asterisk "*" are required fields