

# Trust Reporting – Shapefile Guidelines

## Introduction

The Conservation & GROW Trusts require digital spatial files be submitted with final reports. The data is to be used primarily for internal tracking purposes and overall Trust reporting. At no point will the Trusts share information which may be considered private, and should a situation arise where possibly sensitive information could be shared publicly the Trusts ensure proper communication and subsequent datashare agreements will be exercised for all parties (MHHC, the Grantee and Landowners).

## Additional Considerations

Only Trust-funded outputs require reporting through shapefiles. **If an output is a component of the overall Project but is solely match-funded it does not require shapefiles for reporting.** However, these Output should be accounted for within the Project Output Table submitted in the Final Report.

If the Grantee becomes aware of any changes to previously reported on Trust funded Outputs (e.g Trust funded perennial cover is tilled) after a final report has been submitted they have a responsibility to report those changes to the Trusts. The Trust recognizes the situation may arise where previously achieved Outputs may be lost due to a violation of agreed upon terms and conditions of a landowner contract. If such a situation arises, the Trust asks the Grantee to submit a Variance Report. If you have any questions or concerns please contact your lead Trust Associate or the Trust Team at [granting@mhhc.mb.ca](mailto:granting@mhhc.mb.ca).

The information below provides guidance on how to construct shapefiles with the attributes that the Trusts requires.

## What is a shapefile?

A shapefile is a simple format for storing the location and attribution information of geographic features. The geographic features in shapefiles are represented by points, lines and polygons (area) which can be joined to attribute tables containing information about the data.

A complete shapefile consists of the following:

- -.shp – shape format; the feature geometry itself
- -.shx – shape index format; a positional index of the feature geometry to allow seeking forwards and backwards quickly
- .dbf – attribute format; columnar attributes for each shape, in dBase IV format

### Geometry:

The shapefile must be a point, line or polygon feature. Which feature a project output would be best represented by is described below in the “Attribute Table Data Standards” section.

### Coordinate System Required:

NAD 1983 UTM 14N

### Naming Convention of File:

OrganizationName\_ProjectName\_Year

### Attribute Table Data Standards:

1. **Org** – Organization Name
2. **ContractCo**- Contract Code
  - This should be a unique code that is directly associated with a specific landowner contract.
  - This code should be meaningful to the organization. However, should not contain any obvious landowner information, such as First and/or Last Name.
  - This code will potentially be referenced in the future by the Trusts during an Audit and should be able to be quickly utilized by the Grantee to pull any requested associated information, such as copy of the Landowner Agreement.
  - Example Code: 6335-121 where the first 4 digits is a reference code to the specific Trust funded Project and the last 3 digits is a reference code to the specific Landowner agreement.
3. **Action**- Conserved, Enhanced, Restored, or combination thereof such as Enhanced & Conserved, Restored & Conservation
4. **LandType**- (Associated with Section A of the Project Output Table) should be polygon features
  - Deciduous Woodland
  - Grassland
  - Mixed-grass Prairie
  - Mixed-grass Wet Prairie
  - Permanent Wetland
  - Semi-permanent Wetland
  - Seasonal Wetland
  - Temporary Wetland
  - Ephemeral Wetland
  - Riparian
5. **Other Outputs** – (Associated with Section B of the Project Output Table)

- Wetland Retention Structures (Temporary, Extended, Permanent)
    - *suggested as a polygon feature*
    - note, if one basin contains more than one of the options, the polygon should represent this and would be achieved using concentric polygons and the clipping tool in ArcGIS to remove the overlapping area.
  - Nest Structures Installed
    - *suggested as a point feature*
    - could be with associated wetland polygons if the project is claiming wetland enhancement acres
  - Cover Crop (Single species or Multi-species)
    - *suggested as a polygon feature*
    - note, please include species type ie. Winter Wheat in the Notes column
  - Off-site watering system
    - *suggested as a point feature*
    - any associated acres being enhanced by the presence of the watering system should be contained in a polygon feature
  - Cattle Excluded- not a GIS capture
  - Livestock Crossing-
    - *suggested as a point feature*
  - Fencing
    - *suggested as a line feature*
    - any associated acres being enhanced by this presence of the fencing should be contained in a polygon
  - Bufferstrip (Established or Enhanced)
    - *suggested as a polygon feature*
  - Pollinator Habitat (Established or Enhanced)
    - *suggested as a polygon feature*
  - Shelterbelt (Established or Enhanced)
    - *suggested as a polygon or line feature*
6. **Acres** – to be calculated through the use of the GIS tools and not estimations of the Grantee.
  7. **StartDate**- Start Date of landowner contract
  8. **EndDate**- End Date of landowner contract
  9. **Notes**- important information not able to be captured by the provided columns

## General Guidelines

- When creating a new shapefile, remember to use the following field types depending on the data that will be added:
  - Use a *Text* field for Organization name, Action, LandType, Other Outputs and Notes

- Use a *Double* field for Acres
- Use a *Date* field for StartDate and EndDate
- When adding a new Action, LandType or Other Outputs, please maintain a consistent pattern in the names to avoid creating additional categories.
- e.g.: “Area enhanced – fence” is different from “Area Enhanced – Fence”. The only difference between these two is that the word “fence” was capitalized in the second part. However, they belong to the same category.
- **Activity totals provided by GIS shapefiles should rectify with Trust funded activities provided in the Output Table. If the totals do not match a revised final report will be requested.**

e.g. the sum of all the Fencing line lengths in the attribute table should match the kms listed under Fencing Length (km) in the Output Table