

# Glenn County RCD's HSP Block Grant Pilot Program – Geo-Tagged Photo Instructions



In order to verify the practices that you are claiming reimbursement for, **geo-tagged photos are required. The specific photos needed for each practice are listed in your RePlan file.**

**Step 1:** Download the **GPS MAP CAMERA** app from your device's app store (available for both Android and iOS). Open the app after installation.



**Step 2:** Ensure that location services (GPS) are enabled on your device. The app may prompt you to allow access to your location; select "Allow" to enable geo-tagging.

**Step 3:** Take your photo(s), ensuring the GPS icon (usually visible on the screen) shows that your location is being tracked.

**Step 4:** After taking a photo, the app will display the image with the geo-tagging information (latitude, longitude, address, etc).

**Step 5:** Upload your photos (maximum of 10 per reporting/invoicing submission) into the Healthy Soils grant portal. Once you are logged in, the photos can be uploaded directly from your smart phone. Provide a description with each photo that will allow the review team to clearly identify the photo contents. *If you have more than 10 photos to submit, please email the additional photos to [hsp-sweep@glenncountyrcd.org](mailto:hsp-sweep@glenncountyrcd.org) – be sure to reference the agreement # and reporting period in your email.*

***Based on the complexity of your project and the quality of your photos, GCRCDD may determine that an on-site inspection is necessary as part of your invoice verification process.***

## **FREE TECHNICAL ASSISTANCE**

Does this sound too complicated or overwhelming? Don't worry – we can help! **FREE** technical assistance is available to aid in taking your photos, completing your invoicing template, navigating the HSP online portal, uploading the documents, and anything else that you might need over the life of your project.

Kellie Wilson-Burt  
Program Specialist  
Glenn County RCD  
Cell: 530-701-6209  
Office: 530-934-4601 x3176  
Email: [kellie@glenncountyrcd.org](mailto:kellie@glenncountyrcd.org)

Lizzeth Mendoza  
Community Education Specialist  
UCANR / UCCE-Glenn County  
Cell: 530-517-8187  
Office: 530-865-1105  
Email: [lthmendoza@ucanr.edu](mailto:lthmendoza@ucanr.edu)