

U.S. Army Corps of Engineers (USACE) Fort Worth District



Annual Monitoring Report Form

This form includes the required elements of an annual monitoring report for compensatory mitigation projects, mitigation bank sites, and in-lieu fee project sites in accordance with the final rule on compensatory mitigation published April 10, 2008 (see 33 CFR 332.6) and Regulatory Guidance Letter 08-03 published October 10, 2008. Please consult instructions included at the end prior to completing this form.

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BACKGROUND FOR ANNUAL MONITORING REPORTS

The final rule on compensatory mitigation states the following (see 33 CFR 332.6):

Monitoring the compensatory mitigation project site is necessary to determine if the project is meeting its performance standards, and to determine if measures (i.e., remedial actions) are necessary to ensure that the compensatory mitigation project is accomplishing its objectives. The submission of monitoring reports to assess the development and condition of the compensatory mitigation project is required, but the content and level of detail for those monitoring reports must be commensurate with the scale and scope of the compensatory mitigation project, as well as the compensatory mitigation project type. The mitigation plan must address the monitoring requirements for the compensatory mitigation project, including the parameters to be monitored, the length of the monitoring period, the party responsible for conducting the monitoring, the frequency for submitting monitoring reports to the district engineer, and the party responsible for submitting those monitoring reports to the district engineer.

The district engineer must determine the information to be included in monitoring reports. This information must be sufficient for the district engineer to determine how the compensatory mitigation project is progressing towards meeting its performance standards, and may include plans (such as as-built plans), maps, and photographs to illustrate site conditions. Monitoring reports may also include the results of functional, condition, or other assessments used to provide quantitative or qualitative measures of the functions provided by the compensatory mitigation project site.

The permittee or sponsor is responsible for submitting monitoring reports in accordance with the special conditions of the Department of the Army permit or the terms of the instrument. Failure to submit monitoring reports in a timely manner may result in compliance action by the district engineer.

Monitoring reports must be provided by the district engineer to interested federal, tribal, state, and local resource agencies, and the public, upon request.

Part I: Project Overview

Box 1 Project or Mitigation Bank Name:	USACE Permit Number (if applicable):
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Box 2 Name of Party Responsible for Conducting Monitoring:		
Title:	Company:	
Mailing Address:		
E-mail Address:		
Work Phone with area code	Fax #	Cell Phone #
Date(s) Monitoring was Conducted (mm/dd/yyyy):		

Box 3 Briefly describe the purpose of the approved project:
Is the permittee in compliance with all permit conditions (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Describe the acreage or linear feet and type of aquatic resources impacted by the approved project (if applicable):
Describe the mitigation acreage or linear feet and type of aquatic resources authorized to compensate for aquatic impacts:
Describe any schedule changes for the approved project and/or the compensatory mitigation project (if applicable):

Box 4 Describe the mitigation project location, including any identifiable landmarks on the site and information to locate the site perimeter(s):
Latitude and longitude of the mitigation site (Decimal Degrees):

Box 5 Date(s) the compensatory mitigation project commenced and/or was completed:
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Box 6 Are the performance standards being met: <input type="checkbox"/> Yes <input type="checkbox"/> No

Box 7 Summarize the activities that occurred since the previous report submission, including the progress of authorized work (if applicable), the progress of mitigation activities, and the date(s) of any recent corrective or maintenance activities conducted:

Box 8 Describe any specific recommendations for any additional corrective or remedial actions that the USACE should consider and approve prior to initiation:

Part II: Requirements

Box 9 List the monitoring requirements and performance standards (as specified in the approved mitigation plan, mitigation banking instrument, or special conditions of the Department of the Army permit):

Evaluate whether the compensatory mitigation project site is successfully achieving the approved performance standards or trending toward success:

Has a table been included for comparing the performance standards to the conditions and status of the developing mitigation site? (see instructions)

Yes, Attached No

Part III: Summary Data

Box 10 Summary data should be provided to substantiate the success and/or potential challenges associated with the compensatory mitigation project (see instructions)

Describe the baseline conditions of the mitigation area (initial report only):

Has photo documentation been provided to support the findings and recommendations referenced in the monitoring report and to demonstrate whether the compensatory mitigation project is meeting applicable performance standards?

Yes, Attached No

Have the results of functional, condition, or other assessments (e.g., tree/shrub planting survival, herbaceous ground cover) used to provide quantitative or qualitative measures of the functions provided by the compensatory mitigation project site been included?

Yes, Attached No

Part IV: Maps and Plans

Box 11 Indicate if maps have been provided to show the location of the compensatory mitigation site in relation to the following (see instructions):

	<u>Included in Attachment D</u>
Landscape Features	<input type="checkbox"/>
Habitat Types	<input type="checkbox"/>
Photograph Reference Points	<input type="checkbox"/>
Transects/Sampling Data Points	<input type="checkbox"/>
Other Features	<input type="checkbox"/>

Have as-built plans been included in Attachment D? Yes No

Part V: Conclusions

Box 12 Summarize the conditions of the compensatory mitigation project:

If performance standards are not being met, provide a brief explanation of the difficulties and potential remedial actions proposed:

Provide a timetable/schedule for the proposed remedial actions:

Provide any additional information or comments for the USACE to consider:

Part VI: Mitigation Bank Items (for mitigation banks only)

Box 13 Provide a summary of the credit transactions for the previous year, including the beginning and ending balance of available credits:

Has an annual ledger report been included (see instructions)? Yes No

For financial assurances and long-term management funding, provide an accounting of the beginning and ending balances for the previous year including any deposits and withdrawals:

Provide information on the amount of required financial assurances, including an assessment of the adequacy of this amount and any proposed adjustments or releases:

Provide information on the status of the financial assurances, including their potential expiration:

Provide any additional monitoring information required by the Mitigation Banking Instrument:

Part VII: Attachments

- | | Included |
|---|--------------------------|
| A. Table Comparing Performance Standards to Conditions of Mitigation Site | <input type="checkbox"/> |
| B. Color Photographs | <input type="checkbox"/> |
| C. Assessment Results | <input type="checkbox"/> |
| D. Maps and Plans | <input type="checkbox"/> |
| E. Annual Mitigation Bank Ledger Report | <input type="checkbox"/> |
| F. Other: | <input type="checkbox"/> |

End of Form

Instructions: [please do not include these pages when submitting form]

- 1) The content and schedule for monitoring reports should follow the specifications in the Department of the Army permit, mitigation banking instrument, or approved mitigation plan. Monitoring reports should be concise and effectively provide the information necessary to assess the status of the compensatory mitigation project. Reports should provide information necessary to describe the site conditions and whether the compensatory mitigation project is meeting its performance standards. This includes an overview of site conditions and functions as well as appropriate supporting data.
- 2) **Box 9:** A table is the recommended option for comparing the performance standards to the conditions and status of the developing mitigation site. For example, a table could have columns for "performance standards", "mitigation site conditions", and "success" with a row such as "herbaceous ground cover of 80 percent or above three years after planting" in the first column, "herbaceous ground cover equals 85 percent" in the second column, and "yes" in the third column. The table should list the performance standards specified in the approved mitigation plan, mitigation banking instrument, or special conditions of the Department of the Army permit. The table should compare the performance standards to the conditions and status of the mitigation site based on data collected during monitoring.
- 3) **Box 10:** Submitted photos should be formatted to print on a standard 8.5-inch by 11-inch piece of paper, dated, and clearly labeled with the direction from which the photo was taken. The photo location points should also be identified on the appropriate maps.
- 4) **Box 11:** Maps and plans should clearly delineate the mitigation site perimeter(s). Each map or diagram should be formatted to print on a standard 8.5-inch by 11-inch piece of paper and include a legend and the location of any photos submitted for review.
- 5) **Box 13:** The annual ledger account for mitigation bank credits should show the beginning and ending balance of available credits and permitted impacts for each resource type, all additions and subtractions of credits, any other changes in credit availability (e.g., additional credits released, credit sales suspended), and any other information required by the mitigation banking instrument.
- 6) **Attachments:** Check the box in Part VII for those attachments that are included, and place a cover sheet or tab with each attachment behind the last page of the form. If Attachment F is needed for other information, include an appropriate title in the form and on the cover sheet or tab.