

Compensatory Mitigation Monitoring Reports

Monitoring reports will include a Monitoring Report Narrative that provides an overview of site conditions and functions. This Monitoring Report Narrative should be concise and generally less than 10 pages. The U.S. Army Corps of Engineers' (Corps) permit number must be prominently displayed on the cover and/or first page of the report. Oregon Department of State Lands Mitigation Monitoring Report Cover Sheet may be used as the cover page, provided the Corps permit number is prominently displayed.

Monitoring reports will also include appropriate supporting data to assist the Corps and other reviewers in determining how the compensatory mitigation project is progressing towards meeting its performance standards. Such supporting data may include plans (such as as-built plans), maps, and photographs to illustrate site conditions, as well as 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.

Monitoring Report Narrative

I. Project Overview (1 page)

- (1) Corps Permit Number or Name of the Mitigation Bank or In-Lieu Fee Project.
- (2) Name of party responsible for conducting the monitoring and the date(s) the inspection was conducted.
- (3) A brief paragraph describing the purpose of the approved project, acreage and type of aquatic resources impacted, and mitigation acreage and type of aquatic resources authorized to compensate for the aquatic impacts.
- (4) Written description of the location, any identifiable landmarks of the compensatory mitigation project including information to locate the site perimeter(s), and coordinates of the mitigation site (expressed as latitude, longitudes, UTM's, state plane coordinate system, etc.).
- (5) Date(s) the compensatory mitigation project commenced and/or was completed.
- (6) The monitoring year (e.g., year 3 report).
- (7) Short statement on whether the performance standards are being met.
- (8) Dates of any recent corrective or maintenance activities conducted since the previous report submission.
- (9) Specific recommendations for any additional corrective or remedial actions.

II. Requirements (1 page)

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, and evaluate whether the compensatory mitigation project site is successfully achieving the approved performance standards or trending towards success.

A table is a recommended option for comparing the performance standards to the conditions and status of the developing mitigation site.

III. Summary Data (maximum of 4 pages)

Summary data should be provided to substantiate the success and/or potential challenges associated with the compensatory mitigation project. Photo documentation may be provided to support the findings and recommendations referenced in the monitoring report and to assist the Corps in assessing whether the compensatory mitigation project is meeting applicable performance standards for that monitoring period. Submitted photos should be formatted to print on a standard 8 ½" x 11" 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.

IV. Maps and Plans (maximum of 3 pages)

Maps should be provided to show the location of the compensatory mitigation site relative to other landscape features, habitat types, locations of photographic reference points, transects, sampling data points, and/or other features pertinent to the mitigation plan. In addition, the submitted maps and plans should clearly delineate the mitigation site perimeters(s), which will assist the Corps in locating the mitigation area(s) during subsequent site inspections. Each map or diagram should be formatted to print on a standard 8 ½" x 11" piece of paper and include a legend and the location of any photos submitted for review. As-built plans may be included.

V. Conclusions (1 page)

A general statement should be included that describes the conditions of the compensatory mitigation project. If performance standards are not being met, a brief explanation of the difficulties and potential remedial actions proposed by the permittee or sponsor, including a timetable should be provided. The Corps will ultimately determine if the mitigation site is successful for a given period.

Completion of Compensatory Mitigation Requirements - For permittee-responsible mitigation projects, compensatory mitigation requirements will not be considered fulfilled until the permittee has received written concurrence from the Corps that the compensatory mitigation project has met its objectives and no additional monitoring reports are required. The Corps will review the final monitoring report(s) to make this determination. A final field visit will most likely be conducted to verify that on-site conditions are consistent with information documented in the monitoring reports.