



**Annual Mitigation Monitoring Report
Format Requirements
(From Regulatory Guidance Letter No. 08-03, established October 10, 2008)**

Mail report to:

U. S. Army Corps of Engineers, Omaha District, Denver Regulatory Office
9307 S. Wadsworth Blvd, Littleton, CO 80128
Phone: 303-979-4120 / Fax: 303-979-0602
Website: <http://www.nwo.usace.army.mil/html/od-tl/tri-lakes.html>

Annual monitoring reports must follow a **10-page maximum** report format for assessing mitigation sites, as follows:

A. Project Overview (1 page)

- (1) Corps Permit Number.
- (2) Name and contact information of permittee.
- (3) Name of party responsible for conducting the monitoring and the date(s) the inspection was conducted.
- (4) A summary paragraph defining 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.
- (5) Written description of the location and any identifiable landmarks of the compensatory mitigation project including information to locate the site perimeter(s).
- (6) Directions to the mitigation site.
- (7) Dates compensatory mitigation began and/or was completed.
- (8) Short statement on whether the performance standards are being met.
- (9) Dates of any recent corrective or maintenance activities conducted since the previous report submission.
- (10) Specific recommendations for any additional corrective or remedial actions.

B. Requirements (1 page)

List the monitoring requirements and performance standards, as specified in the approved mitigation plan and special conditions of the permit, and evaluate whether the compensatory mitigation project site is successfully achieving the approved performance standards or trending towards success. A table is one option for comparing the performance standards to the conditions and status of the developing mitigation site.

C. Summary Data (maximum of 4 pages)

Summary data must 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 successful for the monitoring period. Submitted photos must fit on a standard 8.5" X 11" piece of paper, dated, and clearly labeled with the direction from which the photo was taken. The photo sites must also be identified on the appropriate maps.

D. Maps (maximum of 3 pages)

Maps must 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 must clearly delineate the mitigation site perimeter(s), which will assist the Corps in locating the mitigation area(s) during subsequent site inspections. Each map or diagram must fit on a standard 8½x11-inch paper and include a legend and the location of any photos submitted for review.

E. Conclusions (1 page)

A general statement must be included describing 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, including a timetable, must be provided. The Corps will ultimately determine if the mitigation site is successful for a given monitoring period.