# Third Party Compensatory Mitigation Bank/Site

# Monitoring Report / Credit Release Checklist

##### The [2023 Monitoring Report template](https://www.deq.virginia.gov/our-programs/water/wetlands-streams/compensatory-mitigation) (MR Template) was finalized by the [United States Army Corps of Engineers (USACE)-Norfolk District](https://ribits.ops.usace.army.mil/ords/f?p=107:2::::::) and DEQ for use on all third-party compensatory mitigation sites in Virginia. Sponsors and their agents should refer to the MR Template (or the most recent version thereof) for further explanation of all checklist items. DEQ works to provide review, recommendations, and approvals for monitoring reports, credit release requests, reductions or releases of financial assurances, and proposed corrective actions, through a [Memorandum of Agreement and Standard Operating Procedures](https://www.deq.virginia.gov/home/showpublisheddocument/17819/638164635980130000) regarding Implementation of the Third-Party Compensatory Mitigation Program between DEQ and USACE-Norfolk District.

**Disclaimer: Checklists are provided as a tool to use when submitting a report. Checklists are meant to include requirements from all Mitigation Bank Instruments (MBI) and Site Development Plans (SDP), including pre-2010 MBIs, and the 2010 and 2018 MBI/SDP templates, and any revisions to those templates. Sponsors should refer to the performance standards, monitoring and reporting requirements, and financial assurance and reporting requirements in their approved, site-specific MBI or SDP, and any approved modification thereof. Nothing in this checklist adds, removes, or changes the requirements set forth in the sponsor’s MBI, SDP, or modifications.**

For questions about this checklist, please contact DEQ’s Mitigation Specialists:

Sarah Woodford at [sarah.woodford@deq.virginia.gov](mailto:sarah.woodford@deq.virginia.gov) or 804-659-2672.

Sydney Von Wilson at [sydney.vonwilson@deq.virginia.gov](mailto:sydney.vonwilson@deq.virginia.gov) or 804-316-2587.

Site specific report review status may be viewed on DEQ’s Permit Enhancement and Evaluation Platform ([PEEP](https://portal.deq.virginia.gov/peep-search)).

**For a Complete Monitoring Report, provide at minimum:**

*Items identified as “Optional” will assist DEQ in expediting your request.*

| **Information Required** | **Included(Y, N, or N/A)** | **Page Number(s) or Location(s)** |
| --- | --- | --- |
| 1. A completed monitoring report title page clearly marked with the Compensatory Mitigation Site (Site) Name, Resource Type, Phase, Monitoring Year, Sponsor contact information, Agent contact information, and filled out with compliance, release requests, and corrective actions (in PDF format) |  |  |
| 2. Signed and dated Certification Statement (in PDF format) |  |  |
| 3. Executive Summary (in PDF format) |  |  |
| 3.1. Site Compliance |  |  |
| 3.2. Credit Release Request |  |  |
| 3.3. Financial Assurances Release Request |  |  |
| 3.4. Site Visit Request |  |  |
| 3.5. Summary of Results and Conclusions |  |  |
| 3.6. Credit Release Request Explanation |  |  |
| 3.7. Corrective Action Measures |  |  |
| 4. Supporting Tables (in PDF or Excel format) |  |  |
| 4.1. Site Information |  |  |
| 4.2. Summary of Compensation & Maintenance Activities to Date |  |  |
| 4.3. Site Compliance Summary |  |  |
| 4.4. Financial Reporting Summary |  |  |
| 4.5. Buffer Performance Standard Summary |  |  |
| 4.6. Stream Performance Standard Summary |  |  |
| 4.7. Non-Tidal Wetland Performance Standard Summary |  |  |
| 4.8. Tidal Wetland Performance Standard Summary |  |  |
| 5. 2023 Monitoring Report Credit Tracking template - Updated with a credit release request associated with monitoring (in Excel format) (as applicable) |  |  |
| 6. Appendices |  |  |
| 1. Vicinity Map, Location Map, and Mitigation Work Plan Map (Site) |  |  |
| 1. Monitoring Map (for phases in report) |  |  |
| 1. Invasive Species Inventory |  |  |
| 1. Performance Standards & Monitoring Requirements |  |  |
| 1. Riparian or Upland Buffer Vegetation Data (as applicable) |  |  |
| E.1. Buffer Woody Stem Vegetation Summary |  |  |
| E.2. Buffer Herbaceous Vegetation Summary |  |  |
| 1. Wetland Data (as applicable) |  |  |
| F.1. Monitoring Well Hydrology Summary |  |  |
| F.2. Hydric Soil Profile Summary |  |  |
| F.3. Wetland Woody Vegetation Summary |  |  |
| F.4. Wetland Herbaceous Vegetation Summary |  |  |
| F.5. Hydrographs – Reference and Design |  |  |
| F.6. Precipitation Data |  |  |
| F.7. Raw data for soil profiles |  |  |
| F.8. Other information (as applicable) |  |  |
| 1. Stream Data (as applicable) |  |  |
| G.1. Bankfull Storm Event Graphs |  |  |
| G.2. Cross Sections |  |  |
| G.3. Longitudinal Profiles |  |  |
| G.4. Bank Height Ratio Summary |  |  |
| G.5. Entrenchment Ratio Summary |  |  |
| G.6. BEHI Summary |  |  |
| G.7. Width Depth Ratio Summary |  |  |
| G.8. Cross Section Area Summary |  |  |
| G.9. Meander Width Ratio Summary |  |  |
| G.10. Sinuosity Summary |  |  |
| G.11. Radius of Curvature Ratio Summary |  |  |
| G.12. Livestakes Summary |  |  |
| G.13.Herbaceous Cover Vegetation & Bare Ground Summary |  |  |
| G.14. Pool-to-pool Spacing Summary |  |  |
| G.15. Max Pool Depth Ratio Summary |  |  |
| G.16. Average Riffle Slope Summary |  |  |
| G.17. Average Bankfull Slope Summary |  |  |
| G.18. Pebble Count Summary |  |  |
| G.19. Structure Stability Summary |  |  |
| G.20. Aquatic Habitat Summary |  |  |
| G.21. Stream Gage Data Tables |  |  |
| G.22. Precipitation Data |  |  |
| G.23. BEHI Data Sheets |  |  |
| G.24. Aquatic Habitat Field Sheets |  |  |
| G.25. Other Information (as applicable) |  |  |
| 1. Photologs |  |  |
| 7. Financial reporting for all financial assurance mechanisms required by the sponsor’s MBI, SDP, or modifications, including (as applicable): |  |  |
| 1. Initial Credit Release financial assurance (Performance Bond, Letter of Credit) - Submit statements, letters, renewals, extensions, or other proof that the mechanism remains effective, and the amount. |  |  |
| 1. Accelerated Credit Release financial assurance (Performance Bond, Letter of Credit) - Submit statements, letters, renewals, extensions, or other proof that the mechanism remains effective, and the amount. |  |  |
| 1. Maintenance & Monitoring Fund or Bank Operations Fund (Escrow Account), submit: |  |  |
| C.1. A completed 2023 Monitoring Report Financial Ledger template (in Excel format) |  |  |
| C.2. Financial institution statements, letters, or other proof of current balance for the account |  |  |
| 1. Maintenance & Monitoring Fund or Bank Operations Fund (Performance Bond, Letter of Credit, or Insurance), - Submit statements, letters, renewals, extensions, or other proof that the mechanism remains effective, and the amount. |  |  |
| 1. Long-Term Management Fund (Escrow Account), submit: |  |  |
| E.1. A completed 2023 Monitoring Report Financial Ledger template (in Excel format) |  |  |
| E.2. Financial institution statements, letters, or other proof of current balance for the account |  |  |
| 1. Long-Term Management Fund (Endowment) - Submit financial institution statements, letters, or other proof of current balance for the account |  |  |
| 1. Catastrophic Event Fund (Escrow Account), submit: |  |  |
| G.1. A completed 2023 Monitoring Report Financial Ledger template (in Excel format) |  |  |
| G.2. Financial institution statements, letters, or other proof of current balance for the account |  |  |
| 1. Agency approvals or other documentation for any previous releases or reductions of financial assurances |  |  |

How to Submit:

##### All components of the report should be uploaded to the Regulatory In-Lieu Fee and Bank Information Tracking System (RIBITS), in the Bank/Site specific folder.

* Reports and Credit Release Requests should be loaded into RIBITS in the Monitoring Reports folder and the folder for the monitoring year.
* Financial Assurance and Long-Term Management Fund Report information should be loaded into the Financial Reports folder in RIBITS.

*"I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."*

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*Applicant Printed Name*

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*Applicant Signature*  *Date*