Outline of USFWS-KYTC Monthly Reporting Template

DRAFT

I. Cover Letter
   1) Reference agreement and purpose of reporting.
   2) Identify timeframe covered by attached report.
   3) Track highlights and/or areas to improve on.
   4) Document resolution of issues pertaining to areas covered within the previous monthly report.

II. Monthly Report
   1) Summary of figures within the report
   2) Contents of the report
      a. period of coverage
      b. # of projects received
      c. # of projects processed
      d. average turn around time
      e. # of re-coordinated projects
      f. # of new/first time projects
      g. # of projects responded on or before 30 day period
      h. # of projects responded to after 30 day period
      i. # per district
      j. # of each type of project reviewed (possibly so connection of time frames)
      k. list of projects with unusual circumstances
         (i.e., requests for speedy review, extra involvement by the Service, etc.)
      l. list/description of non-typical projects
         (i.e., Service involvement of identifying mitigation opportunities, etc.)
   3) List of meetings, site-visits, and/or misc. out of office work
   4) Summary of time spent per #2, #3, and misc.

III. Additional Explanation/Suggestions