

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**