

USFWS & NOAA Fisheries D R A F T

Quarterly Reporting with WSDOT

Goals of the Liaison Program

- Provide enhanced protection of threatened and endangered species and their habitat.
- Help the WSDOT and FHWA to meet their responsibilities under the Endangered Species Act.
- Improve the efficiency and timeliness of the permitting and consultation process.

Performance Measurement for the Liaison Program

Every three months, the liaison host agencies will provide WSDOT with a report of their actions during the prior quarter. The agency reports will be combined with comments from the WSDOT liaison manager to create a quarterly Liaison Performance Report. The agency reports will include a tabular section and a narrative section. The tabular section will address measurable quantitative factors, i.e. number of days effort, consultations or permit actions completed, etc. The narrative section will provide information about the effectiveness and quality of the work provided by the liaisons towards meeting the program goals.

Tabular Section – FWS and NOAA Fisheries

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|--|-------|
| # of months of biologist effort provided during the quarter | _____ |
| # of biological assessments received during the period | _____ |
| # of biological assessments responded to within 30days | _____ |
| # of informal consultations completed | _____ |
| # of formal consultations completed | _____ |
| # of project consultations completed using programmatic consultations | _____ |
| # of projects receiving pre-BA consultation | _____ |
| Average completion time for formal consultations (calendar days from date received by Service or date agreement was reached that the consultation package was sufficiently complete for consultation). | _____ |
| Average completion time for informal consultations (calendar days). | _____ |

Narrative Section – FWS and NOAA Fisheries

The Services and WSDOT will prepare narrative paragraphs that will help to assess the performance of the liaisons, the host agency, and the WSDOT, and will present information that is not easily enumerated or tabulated. Emphasis will be on accomplishments that help to achieve the goals mentioned above, as well as illustrations

of issues or problems that have been resolved, addressed or identified. Examples of appropriate narrative subjects are:

- Environmental improvements made or problems avoided by consultation
- Progress in the development of programmatic consultations
- Formal consultations avoided through collaboration and negotiation
- Dispute identification and resolution
- Problems, delays and missed deadlines
- Training conducted or received
- Personnel announcements or workload discussions