# EMMR TEMPLATE INSTRUCTIONS

**(These are template instructions; please delete this page as you finalize this document).**

**Background:**

This standardized template is part of a broader initiative to harmonize application of 22 CFR 216 across USAID. It also serves as an important step towards moving to an online Environmental Compliance System (ECS) which will be integrated with the Development Information System (DIS).

**This template is used for:**

1. This template is for the Environmental Mitigation and Monitoring Report, prepared for any project/activity for which the Initial Environmental Examination or Environmental Assessment specified development of an EMMP and subsequently an EMMR. EMMRs are used to report on the status of mitigation and monitoring efforts in accordance with IEE requirements over the preceding project implementation period. The EMMR should be prepared (minimally) annually.

**How to use this template:**

1. The first page is standard metadata utilized in the ECD and planned DIS system, please do not alter the fields. Enter as much of the information as is known at the time of drafting.
2. **On subsequent pages, there are embedded (screen tips) instructions to assist the writer.** To see the instructions, hover over the red underlined text. The embedded instructions are intended to streamline the paper template and to simulate the online system. Please ignore reference to “Control+Click to follow link” within the screen tips.
3. All **headings and existing text** are standard. Please refrain for editing.
4. **Yellow highlighted text** may be updated and/or deleted as appropriate. Please remove all yellow highlighting as you finalize the document.
5. **Be sure no PII information is contained within the document** prior to submitting for BEO approval.
6. **Delete this page as you finalize this document**.

Reminder: Mission Environmental Officers, Regional Environmental Officers, and Bureau Environmental Officers are resources for USAID staff developing projects and compliance documents. Please engage them early and often. Additional guidance and help is also available at <https://www.usaid.gov/environmental-procedures>.

USAID’s [Environmental Compliance Database](http://gemini.info.usaid.gov/egat/envcomp/) of approved 22 CFR 216 documentation provides examples of approved RCEs and other environmental compliance documents, which may assist with language for similar projects.

Revision Date: March 2019

Version: 3.0

Responsible Office: E3/AA

File Name: Template\_EMMR

ENVIRONMENTAL MITIGATION AND MONITORING REPORT (EMMR)

## Project/Activity Data

|  |  |
| --- | --- |
| **Project/Activity Name:** |  |
| **Geographic Location(s)** (Country/Region)**:** |  |
| **Implementation Start/End Dates:** |  |
| **Contract/Award Number:** |  |
| **Implementing Partner(s):** |  |
| **Tracking ID:** |  |
| **Tracking ID/link of Related IEE:** |  |
| **Tracking ID/link of Other, Related Analyses:** |  |

## Organizational/Administrative Data

|  |  |
| --- | --- |
| **Implementing Operating Unit(s):** (e.g. Mission or Bureau or Office) |  |
| **Lead BEO Bureau:** |  |
| **Prepared by:** |  |
| **Date Prepared:** |  |
| **Submitted by:** |  |
| **Date Submitted:** |  |

## Environmental Compliance Review Data

|  |  |
| --- | --- |
| **Analysis Type:** | EMMR |
| **Additional Analyses/Reporting Required:** |  |

# Purpose

Environmental Mitigation and Monitoring Report (EMMRs) are required for USAID-funded projects when the 22CFR216 documentation governing the project impose conditions on at least one project/activity component. EMMRs ensure that the ADS 204 requirements for reporting on environmental compliance are met. EMMRs are used to report on the status of mitigation and monitoring efforts in accordance with IEE requirements over the preceding project implementation period. They are typically provided annually, but the frequency will be stipulated in the IEE or award document.

Generally, EMMRs are developed by the IP (and updated at least annually) in conjunction with the Annual Report. Responsibility for ensuring IPs submit appropriate EMMRs rest with USAID CORs/AORs. These reports are an important tool in adaptive management and are used by Mission, Regional, and Bureau Environmental officers to ensure USAID interventions are implemented in compliance with 22 CFR 216 and mitigation measures are adequate.

# Scope

The following EMMR documents the status of each required mitigation measure as stipulated in the associated EMMP. It provides a succinct update on progress regarding the implementation and monitoring of mitigation measures implemented as detailed in the EMMP. It summarizes field monitoring, issues encountered, actions taken to resolve identified issues, outstanding issues, and lessons learned.

This EMMR includes the following:

1. A succinct narrative description of the EMMP implementation and monitoring system, any updates to the system, any staff or beneficiary trainings conducted on environmental compliance, lessons learned, and other environmental compliance reporting details.
2. EMMR table summarizing the status of mitigation measures, any outstanding issues relating to required conditions, and general remarks.
3. Attachments such as photos of mitigation measures and activities, waste disposal logs, water quality data, etc.

# [USAID REVIEW OF EMMR](#_USAID_REVIEW_OF" \o " Include signature blocks in accordance with Bureau and/or Mission policy. At a minimum include the noted required signatures. Add other signatures as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval:** |  |  |  |
|  | [NAME], Activity Manager/A/COR [required] |  | Date |
|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Mission Environmental Officer [as appropriate] |  | Date |
|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Regional Environmental Advisor [as appropriate] |  | Date |
|  |  |  |  |
| **Concurrence:** |  |  |  |
|  | [NAME], \_\_\_\_\_\_\_\_ Bureau Environmental Officer [as required] |  | Date |

# [DISTRIBUTION:](#_DISTRIBUTION:)

# [Project/Activity Summary](#_1.0_Project/Activity_Summary" \o "This should be a concise summary of information in the IEE, modified to site-specific circumstances, with regard to mitigation and monitoring activities.)

# [2.0 ENVIRONMENTAL COMPLIANCE MONITORING AND REPORTING](#_2.0_ENVIRONMENTAL_COMPLIANCE" \o "Provide a succinct description of the EMMP implementation and monitoring system, any updates to the system, any staff or beneficiary trainings conducted, or other notable actions.)

# [Lessons Learned](#_3.0_Lessons_Learned" \o "Provide a description of lessons learned, innovative approaches, and/or tools used for monitoring compliance.)

# [4.0 EMMR TABLE](#_4.0_EMMR_TABLE" \o "Carry forward column 1 and 2 from the EMMP. This table should report the status of mitigation measures and relevant conditions as specified in the EMMP and summarize field monitoring, issues, and resolutions. ) FOR [PROVIDE NAME OF ACTIVITY]

[*Period Covered*]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project/Activity/Sub-Activity** | **Mitigation Measure(s)** | **Summary Field Monitoring/Issues/Resolution**  (i.e. monitoring dates, observations, issues identified and resolved) | **Outstanding Issues, proposed resolutions** |
| Activity 1: | | | |
|  |  |  |  |
|  |  |  |  |
| Activity 2: | | | |
|  |  |  |  |
|  |  |  |  |
| Activity 3: | | | |
|  |  |  |  |
|  |  |  |  |
| Activity 4: | | | |
|  |  |  |  |
|  |  |  |  |
| Activity 5: | | | |
|  |  |  |  |
|  |  |  |  |
| Activity 6: | | | |
|  |  |  |  |
|  |  |  |  |
| *Add rows as needed* |  |  |  |

## Additional Comments

|  |
| --- |
| Add comments as needed |

# [5.0 ATTACHMENTS](#_6.0_ATTACHMENTS" \o " Include photos of mitigation measures and activities, waste disposal logs, water quality data, etc., as appropriate.)

# [USAID REVIEW OF EMMR](#_USAID_REVIEW_OF)

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval:** |  |  |  |
|  | [NAME], Activity Manager/A/COR [***required***] |  | Date |
|  |  |  |  |
|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Mission Environmental Officer [***as appropriate***] |  | Date |
|  |  |  |  |
|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Regional Environmental Advisor [***as appropriate***] |  | Date |
|  |  |  |  |
|  |  |  |  |
| **Concurrence:** |  |  |  |
|  | [NAME], \_\_\_\_\_\_\_\_ Bureau Environmental Officer [***as appropriate***] |  | Date |

# [DISTRIBUTION:](#_DISTRIBUTION:)