

Appendix H. Annual Reporting Requirements

Annual reporting requirements discussed herein are applicable to Permittees³²¹ under this Multi-Bat Species General Conservation Plan (GCP) for Routine Development Projects in New York (NY), Pennsylvania (PA), and West Virginia (WV). The Permittee will prepare and submit an annual report to the U.S. Fish and Wildlife Service (Service) local field office³²² for the duration of the Permit term³²³, detailing, among other things, compliance, effects, conservation measures (CMs), mitigation measures, and monitoring results. The reports must be sent to the local field office via email. The annual report(s) will summarize the previous calendar year's implementation activities and be provided to the Service by the date assigned in ePermits.³²⁴ The due date will allow time for the data from the previous calendar year to be assembled, analyzed, and presented in a clear and concise format.

The annual report will include the following:

- the permit number;
- a description of the project implemented during the reporting period, as well as the cumulative total (i.e., from the start of the Permit term) of acres of forest impacted and the time of the year trees were cut;
- a brief status update on the project. Provide information on whether the project was completed and when. If the activity was not completed, describe what activities still need to occur and include the anticipated timeframe for completion;
- a map showing final tree removal locations, limits of disturbance boundaries, and location (State, County, Township) (if different from the map initially provided within the individual project plan³²⁵ [IPP] checklist), or provide this information via a shapefile;
- the amount of permitted take (as previously identified in your IPP, in acres of suitable habitat or number of trees) that has occurred since the issuance of the Permit and the amount of permitted take that still remains, if applicable.
- confirmation that the CMs from the IPP have been implemented (e.g., FALL/SPRING CM 2, SUMMER CM 13 and 14) and identify those that remain to be implemented;
- the type of mitigation (Permittee-responsible, in lieu fee, or purchase of conservation bank credits) required based on impacts and amount (in acres if applicable);
- the date of mitigation fulfillment (credit purchase or approval of conservation easement or fee title acquisition);
- any additional monitoring results (e.g., compliance and effects, and effectiveness monitoring, see GCP section 4.7.1.1) and bat survey results (if applicable);

³²¹ Per the GCP, a person(s) as defined in ESA Section 3(13) that holds an active Permit. An Applicant becomes a Permittee upon issuance of a Permit.

³²² Contact information for the Service's local field offices can be found in GCP appendix A.

³²³ The GCP is available for adoption and use by eligible Applicants for a period of 10 years, unless amended or renewed. Individual permits issued through the streamlined GCP process may be authorized for a term of up to 5 years. Therefore, Permittees will have up to 5 years to complete their projects, even if the Permit is issued in the final year (i.e., year 10) of the GCP. Permittees that require additional time to complete their projects may seek renewal of their Permits in accordance with GCP section 6.4 and applicable regulations.

³²⁴ https://fwsepermits.servicenowservices.com/nav_to.do?uri=%2Fhome_splash.do%3Fsysparm_direct%3Dtrue.

³²⁵ Information on IPPs can be found in GCP appendix C.

- a description of circumstances that made adaptive management necessary and how it was implemented (if applicable);
- a description of any changed or unforeseen circumstances that occurred and how they were dealt with (if applicable);
- funding expenditures, balance, and accrual; and
- a proposal for any administrative changes and/or amendments.

Once the Permittee completes activities covered by a Permit, the Applicant will notify the local field office that they have completed all Covered Activities and mitigation measures identified in the IPP. The Permittee will provide a final report to the local field office once all mitigation and monitoring requirements are met.

Permittees are *not required to submit an annual report if no impacts to the Covered Species or their habitat occur during a given year* of the Permit's duration. Permittees may send an email to the local field office stating that no impacts occurred during that calendar year. Include the following in the email subject line for each annual report: **“Annual Report – Project title, Permit Number, State [NY, PA, or WV] – No Impacts.”**