

EMMP 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 to be used to document the Environmental Mitigation and Monitoring Plan for any project/activity for which the Initial Environmental Examination or Environmental Assessment specified development of an EMMP as a requirement of implementation.

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](#) of approved 22 CFR 216 documentation provides examples of approved RCEs and other environmental compliance documents, which may assist with language for similar projects.

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Responsible Office: E3/AA
File Name: Template_EMMP



ENVIRONMENTAL MITIGATION AND MONITORING PLAN (EMMP)

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:	EMMP
Additional Analyses/Reporting Required:	EMMR [Add others as appropriate]

PURPOSE

Environmental Mitigation and Monitoring Plans (EMMPs) are required for USAID-funded projects, as specified in ADS 204, when the 22 CFR 216 documentation governing the project (e.g. the Initial Environmental Examination (IEE)) specifies mitigation measures are needed. EMMPs are an important tool for translating applicable IEE conditions and mitigation measures into specific, implementable, and verifiable actions.

An EMMP is an action plan that clearly defines:

1. **Mitigation measures.** Actions that reduce or eliminate potential negative environmental impacts resulting directly or indirectly from a particular project or activity, including environmental limiting factors that constrain development.

2. **Monitoring indicators.**¹ Criteria that demonstrate whether mitigation measures are suitable and implemented effectively.
3. **Monitoring/reporting frequency.** Timeframes for appropriately monitoring the effectiveness of each specific action.
4. **Responsible parties.** Appropriate, knowledgeable positions assigned to each specific action.
5. **Field Monitoring/Issues.** Field monitoring needs to be adequately addressed i.e. monitoring dates, observations, issues identified and resolution. This field is primarily for documentation during implementation.

Generally, EMMPs are developed by the IP (and updated at least annually) in conjunction with the Annual Work Plan. Some IEEs include a general EMMP, in such instances it is incumbent on the IP to tailor the general EMMP once activities are fully defined. Responsibility for ensuring IPs develop appropriate EMMPs and budget for their implementation rest with USAID CORs/AORs.

An EMMP is a living document. It should be reviewed against the IEE and updated/tailored as needed over the life of implementation, e.g. when new sites are identified or changes in scope are made through award modifications and IEE Amendments.

1.0 PROJECT/ACTIVITY SUMMARY

2.0 SITE SPECIFIC INFORMATION

3.0 ANNUAL REPORTING

Annually, the Implementing Partner will prepare an Environmental Mitigation and Monitoring Report (EMMR) to be submitted to the Activity Manager/AOR/COR and the USAID [Environmental Compliance Database](#). This report will summarize the effectiveness of mitigation measures, issues encountered, resolutions, and lessons learned. As appropriate, attachments such as site photos, verification of local inspections, product warranties, etc should also be included.

¹ Note: Monitoring indicators differ from performance indicators, which are the measures that USAID uses to detect progress towards the results included in a Results Framework.

4.0 EMMP TABLE FOR [PROVIDE NAME OF ACTIVITY]

Project/Activity/Sub-Activity	Identified Environmental Aspects or Impacts	Mitigation Measure(s)	Monitoring Indicator(s)	Monitoring and Reporting Frequency	Responsible Parties	Field Monitoring/Issues/Resolution Field monitoring needs to be adequately addressed i.e. monitoring dates, observations, issues identified and resolution
Activity 1:						
Activity 2:						
Activity 3:						
Activity 4:						
Activity 5:						
Activity 6:						
<i>Add rows as needed</i>						

USAID APPROVAL OF EMMP

Approval: _____ Date _____
[NAME], Activity Manager/A/COR [**required**]

Clearance: _____ Date _____
[NAME], Mission Environmental Officer [**as appropriate**]

Clearance: _____ Date _____
[NAME], Regional Environmental Advisor [**as appropriate**]

Concurrence: _____ Date _____
[NAME], _____ Bureau Environmental Officer [**as appropriate**]

DISTRIBUTION: