

**Environmental Compliance Best Practice Standard\***

<b>A) Environmental documents are in place, including:</b>	
1) Environmental Compliance Mission Order	
2) MEO Appointment Memo	
3) Up-to-date ETOA or FAA 118/119 analysis, prepared with MEO involvement or review	
4) Reg 216 documentation at sector portfolio (AO) level, updated as necessary	
5) Reg 216 documentation at activity level, updated as necessary (if not included in sector-level IEE)	
<b>B) Staff and implementing partners have capacity to ensure environmental compliance:</b>	
1) Staff and implementing partners (IPs) have been trained in environmental compliance	
2) MEO has knowledge of host county environmental regulations/policies & issues	
3) MEO has skills and expertise to identify potential environmental concerns in Mission sector programs (AOs) and activities;	
4) A “Deputy” or “Alternate” MEO has been appointed to assist when the MEO is unavailable	
5) Opportunities for ongoing training in environmental compliance are provided to staff and implementing partners	
<b>C) Processes are in place to ensure environmental compliance:</b>	
1) MEO reports directly to Mission Director or senior management on matters pertaining to compliance with USAID Environmental Procedures	
2) MEO has up-to-date mission-wide environmental compliance tracking tool, which is readily available to all mission staff.	
3) MEO and CORs/AORs/Activity Managers have process for collaborating on activities with potential environmental impacts (from design to closure)	
4) Process exists to identify activities that need amended Reg. 216 documentation	
5) Process exists for ensuring IEE/EA conditions are incorporated into Request for Proposals/Request for Applications (RFP/RFA), or process exists for ensuring activity-level IEE will be undertaken by the contractor (and included as a task in the RFA/RFP)	
6) Process exists for incorporating IEE/EA conditions into contracts; and including mitigation and monitoring costs into project budgets	
7) Process exists for ensuring mission or implementing partner develops and implements an Environmental Management Plan/Environmental Mitigation and Monitoring Plan (EMP/EMMP)	
8) Process exists for IP reporting to USAID on implementation of mitigation measures and continued assessment of potential environmental impacts (in project semi-annual or quarterly reports);	
9) Financial resources available to support mission environmental compliance processes, including training, analytical support, MEO travel to assist CORs/AORs with field monitoring, etc. When the MEO reports to a sector team (Economic Growth, etc.), these resources would ideally be provided by the Program Office, since the MEO duties support the mission as a whole.	
10) Environmental compliance is integrated into project performance monitoring and evaluation (M&E) by the AOR/COR and M&E specialists.	
<b>D) The following mission contracting, project, and review/status documents include environmental compliance language:</b>	
1) Strategic Objective Agreement (SOAg) approvals	3) Project Authorization Documents
2) Activity Approval Documents (AADs)	4) RFPs/RFAs
5) Contracts and cooperative agreements with budgets that reflect environmental mitigation and monitoring costs;	
6) Quarterly or semi-annual reports, submitted by IPs to CORs/AORs	
7) Most recent Annual Report submitted by Mission to USAID/W	
8) Portfolio reviews, conducted semi-annually	
9) Closure report, where lessons learned regarding ESDM and environmental compliance should be documented; and	
10) Federal Management Financial Information Act (FMFIA) review, wherein, on an annual basis, every mission conducts a review of all their systems (financial and otherwise, including ADS 204)	

*(\*developed by Africa Bureau, but generally applicable.)*