



United States Department of the Interior



FISH AND WILDLIFE SERVICE

MAR 01 2017

In Reply Refer To:
FWS/AES/DCC/064967

REC'D 3/30/17

DW

Lieutenant General Todd T. Semonite
Commanding General and Chief of Engineers
U.S. Army Corps of Engineers
Attn: CECW-IN
441 G Street, N.W.
Washington, D.C. 20314-1000

Subject: Fiscal Year 2016 Endangered Species Expenditures Report to Congress
(Response Due: April 28, 2017)

Dear Gen. Semonite:

The Endangered Species Act requires the U.S. Fish and Wildlife Service (Service) to report annually to Congress "an accounting on a species-by-species basis of all reasonably identifiable Federal expenditures made primarily for the conservation of endangered or threatened species pursuant to the Act..." This provision applies to all Federal agencies, and this letter serves as the request for your agency to provide data for the Fiscal Year (FY) 2016 Federal and State Endangered and Threatened Species Expenditures report.

The Service depends on the cooperation of other agencies to compile expenditures data subject to the Act's reporting requirement. As in the past, we request that your agency enter expenditures data directly into our Web-based system. Agency data are securely protected on our server, and only approved staff from your office and ours have access. We will accept data entered through the Web-based system as the official record of each reporting agency; however, it is your responsibility to officially authorize the entered data. The deadline for data entry is April 28, 2017. Please note that we must rely on the expenditures data submitted to us by each agency "as is." Due to the time needed to compile the Endangered Species Expenditures Report to Congress, we will no longer be able to enter or verify each agency's data.

Enclosed is the Supplemental Guidance for FY16 that explains the scope of activities on which to report. Activities eligible for inclusion in the report should be those carried out primarily to benefit the conservation of federally listed species. Please do not include litigation expenses in your data submission.

The Supplemental Guidance also includes instructions on how to access the bulk data upload feature for the FY16 report. This feature will allow data to be submitted through preparation of a customized spreadsheet, which will be uploaded into our data system, eliminating the need for manual data entry. Use of this feature is completely optional. Manual data entry is still available.

The list of species on which to report this year matches the Federal lists of threatened and endangered species (50 CFR 17.11 and 17.12). Please view the list of species for FY16 at <http://ecos.fws.gov/expenditures>. A password is not required.

Due to the time-sensitive nature of this request, we have sent this letter by e-mail to your agency's point of contact. Generally, this point of contact is the person who entered your agency's data for FY15.

If your contact person has changed, please forward the updated information to jennifer_neely@fws.gov. We fully understand that the contact person must wait for direction from you before beginning the data collection task for this year's report.

We greatly appreciate your assistance. For further clarification or technical assistance, please contact Ms. Jennifer Neely at 703-358-1774 or jennifer_neely@fws.gov.

Sincerely,


ACTING
DIRECTOR

Enclosure

Supplemental Guidance for Reporting Expenditures for the Conservation of Endangered and Threatened Species (FY 2016)

This reporting guidance provides information on how to report expenditures attributable to individual species to the extent this information is reasonably available. The Congress requested information for this report on a species-by-species basis, but to provide the most accurate account of expenditures for the conservation of species listed under the Endangered Species Act, a "multi-species" option was added in FY 2012. This feature will allow the reporting of lump sum costs for multi-species conservation activities **when it is not possible to account accurately for individual species.**

Each agency must enter data directly into our Web-based system and will need to designate a contact person (more than one person is permissible) to enter the data. The contact person(s) will need to obtain a username and password before entering the data. Credentials can be obtained by accessing the Environmental Conservation Online System (ECOS) at <http://ecos.fws.gov> and clicking on "Contact Us" located at the bottom of the ECOS home page. This brings you the Help Desk where you will click on "help desk web form."

The screenshot shows a dark blue search bar with the text "Enter Search Term(s):" on the left, a white input field in the center, and a "Search" button on the right. Below the search bar is a navigation menu with the text "ECOS > Help" in blue.

Getting ECOS and FWS help

For assistance with a U.S. FWS ECOS web application available from the [ECOS home page](#):
Please use our [help desk web form](#) or call us at 970-226-9468, 8am - 4pm Mountain Time, M-F.

[ECOS Home](#) | [About ECOS](#) | [Contact Us](#)
[U.S. Fish and Wildlife Service Home Page](#) | [Department of the Interior](#) | [USA.gov](#) | [About the U.S. Fish and Wildlife Service](#) | [Act](#)

Fill in the requested information along with your affiliated agency and request access to the "Expenditures" application.

ECOS Help Desk

Name: *

Email: *

Phone: *

Issue Title: *

Issue Description: *

Security Phrase: * **call** *Graphip*

Please allow 2 working days for access approval (email confirmation will be sent). Once you receive your log-in credentials and access approval email, log in at <https://ecos.fws.gov> to begin entering expenditures data. Contact the Help Desk (970-226-9468) or open a helpdesk ticket if you experience any problems.

When accessing the Expenditures data entry screen for the first time, review the data entry tutorial video. Under the General Support heading on the left side of the screen, click on the Training Materials link. There are separate tutorials for agencies and U.S. Fish and Wildlife Service (USFWS) Regions.

An optional bulk data upload feature has been developed to make entry of large amounts of data easier for users. To use this feature, you must prepare a data spreadsheet that will correspond with the codes

employed in our official species list. For instructions, please see the self-running instructional video found at the top of this guidance page: [Bulk Upload Functionality Demonstration Video](#)

Please note that use of this bulk data upload feature is totally optional. Manual data entry is still available.

The following information should be used to gather the data.

BACKGROUND

- Section 18 of the Endangered Species Act of 1973 (16 U.S. 1531 *et seq.*) reads, in part, "...the Fish and Wildlife Service, shall submit to the Congress an annual report covering the preceding fiscal year which shall contain--
 - (1) an accounting on a species-by-species basis of all reasonably identifiable Federal expenditures made primarily for the conservation of endangered and threatened species pursuant to this Act; and
 - (2) an accounting on a species-by-species basis for all reasonably identifiable expenditures made primarily for the conservation of endangered and threatened species pursuant to this Act **by States receiving grants under section 6."**

- The conference report for the 1988 amendments to the Act made some of the following points concerning section 18 of the Act:
 - Provision should not become unduly burdensome or result in diversion of funds from the operation of the program.
 - The Secretary of the Interior is to make a good faith effort to develop and obtain data but is not to undertake extensive or extraordinary measures.
 - Generalized dollar estimates will suffice.
 - Amendment does not apply to expenditures for delisted, proposed, and candidate species.
 - Amendment is not to require new species-specific time sheets for the Service or other reporting agency.
 - Listing, consultation, and law enforcement are to be included to the extent they are "reasonably identifiable."
 - Only salary costs that can be reasonably identified as applicable to listed species need be reported.
 - For other Federal and State agencies, a good faith effort to collect information is expected.
 - Submission of data from any agency is not to be a precondition to receiving any contracts or grants or establishing other arrangements with the U.S. Fish and Wildlife Service.
 - Only one data set per agency should be submitted for any given fiscal year.

DATA FORMAT

- Species should be identified by the same scientific name as found in the most current list of endangered and threatened species found in 50 CFR 17.11 and 17.12.
- Amounts should be reported in whole dollars. Amounts above \$2,000 may be rounded to the nearest \$500 or \$1,000; smaller amounts may be rounded to the nearest \$100. **Do not report amounts lower than \$100.**
- Do not include dollar signs or commas in the funding amount.
- Report in actual dollars, not in \$1000s. For example, report \$10,000 as 10000 and not as 10.

If a dollar amount is already entered for a species, it can be changed. Under the grey Action heading, note the radio buttons for “Replace value” and “Add to total.” For multiple offices contributing to a single agency’s total expenditures, each office will use the “Add to total” button. Under the New Entry heading, delete the current dollar amount shown in the box and enter your office’s dollar amount in the box. Then click on the “**Add to total**” button, and then the “Submit” button. The updated funding amount will be displayed under the “Current Entry” heading. **EXPENDITURES TO BE REPORTED**

- Only species on the Federal list of Endangered and Threatened Wildlife and Plants (50 CFR Part 17) during the fiscal year (October 1, 2015 to September 30, 2016) are to be reported. Expenditures made prior to the actual listing date of a species, but still within the same year, may be reported (e.g., costs of public meetings, notices, surveys, initial recovery efforts). Funds expended for unlisted, separate populations of listed vertebrates cannot be included in the report (e.g., Atlantic coast least terns, Alaska gray wolves). Expenditures for State-listed species are not reportable unless they are also federally listed. Amounts for foreign species on the list (e.g., grants or contracts carried out in another country) are reportable in the same manner as domestic species, but again, to the extent they are reasonably identifiable.
- Only reasonably identifiable expenditures for listed species will be compiled for this report. Extraordinary accounting to track funds expended on listed species is not expected. **Funds reported should be those actually expended, not obligated.**
- Examples of reportable expenditures include status surveys, habitat management, habitat acquisition, research, propagation (including surrogate species), recovery plan development or implementation, and mitigation. **Projects must primarily benefit listed species** and not other conservation goals, although if a readily identifiable portion of the expenditure is for the benefit of listed species (either individually or collectively), that portion of the expenditure may be reported.
- All habitat (land or water) acquisition costs are to be reported separately from all other identifiable expenditures. Such acquisitions must be primarily for the purpose of conserving federally listed species. As with other projects, those portions of habitat acquisition costs that are specifically for a listed species may be prorated out of the total acquisition costs when the other habitat is being acquired for other purposes (e.g., 25 acres of a 250-acre purchase will be set aside).
- Expenditures in a single project devoted to a number of listed species should be prorated by species, if possible. **When it is not possible to determine individual listed species costs in a multi-species project by prorating, those costs should be entered, in total, in the multi-species category option. The comment box, which is a required part of this feature, should be used to include information about the project.**

- General surveys or projects that cover a large number of species, some of which may not be listed, are reportable only to extent that the agency can reasonably identify the portion of costs that benefit listed species.
- Expenditures associated with consultations pursuant to section 7 of the Act should be reported as for the benefit of a specific species to the extent they are readily identifiable to that particular species. Thus, a formal consultation dealing with a single species, or up to several species where the relative costs are easily divisible, should be reported under that or those species.
Consultation costs not readily attributable to individual species can be reported in the multi-species category.
- Monitoring and survey costs should be reported when: (1) the cost of the monitoring or survey was incurred during the period the species was under a proposed listing and the species was actually listed in the same fiscal year that the monitoring and surveys were conducted; (2) the monitoring or survey covered both candidates and listed species, and the costs can be prorated to include only the listed species; or (3) the cost was readily identifiable to individual species.
Costs meeting the criteria in (1) and (2), but not readily identifiable to individual species can be reported in the multi-species category.
- Salary and benefits of an employee working full-time on a single species or whose time is devoted to particular species that can be readily identified should be reported for those species. Travel costs should be treated similarly. **Staff costs for work on multi-species activities that cannot be identified to particular species can be reported in the multi-species category.**
- Any State or Federal project that incurs increased costs related directly to mitigation or other conservation efforts on behalf of federally listed species should report that added cost, by species, if readily identifiable, or **may report such costs in the multi-species category.**
- All State agencies (e.g., fish and wildlife, parks, heritage programs, forests, highways. Exclude state highways funding received from the Department of Transportation's Federal Highway Administration. The Federal Highways Administration will report this funding, (and State-funded universities ?)) should report their expenditures, but only a single, collective report from each State should be submitted. **Expenditures should include conservation costs for fish, wildlife, and plants.** For ESA section 6 grants or other Federal grants, States should report **only the State cost-share portion** of each grant. States should not include other sources of non-Federal cost share, e.g., third-party contributions, unless those contributions are donated to the State as a general donation.
- For reimbursable funds, the paying or disbursing agency should report the expenditure.
- **Litigation costs should not be reported.**

AFTER YOUR AGENCY'S DATA ENTRY IS COMPLETE

Please proofread your agency's expenditures data and make certain that it has been approved by the head of your agency. Note that we must rely on the expenditures data submitted to us by each agency "as is." Due to the time needed to compile the ESA Expenditures Report to Congress, we will no longer be able to verify each agency's data or enter their data into ECOS.

After the head of your agency approves your data, go back into in the ECOS Expenditures module your agency's data entry welcome page in the ECOS Expenditures module.

- First, click on the "**Close Data Entry for 2016**" link at the bottom left corner of your agency's data entry welcome page. Then you will see a report of your agency's expenditures data.
- Next, click on the "**Lock Data Entry**" button to send your data to the U.S. Fish and Wildlife Service. **This will constitute the official submission of your agency's expenditures data to USFWS.** There is no need to send the USFWS a separate email or letter confirming that your agency's data entry is complete.
- If your agency's data has been successfully uploaded into ECOS, then you will see a message "The data input for FY2016 has been successfully completed."
- If there are data entry errors, the errors will be identified so that you can correct them. The most common data entry errors are putting a dollar sign in front of the funding amount, and entering in funding amounts less than 100 dollars.

Thank you for submitting your expenditures data for inclusion in the ESA Expenditures Report to Congress!