CESAW-RG/Tugwell  
January 31, 2020

SUBJECT: Information on RIBITS and Bank Processing for Mitigation Bank Sponsors

From: Wilmington District Mitigation Office

To: Wilmington District Mitigation Bank Sponsors

The U.S. Army Corps of Engineers maintains the Regulatory In-Lieu Fee and Bank Information Tracking System (RIBITS), which is set up to track mitigation bank information, including bank ledgers, for all Corps-approved mitigation banks. In the Wilmington District (District), the RIBITS website is also the repository for all guidance documents related to compensatory mitigation requirements and mitigation banking. We have established the procedures outlined below in an effort to ensure that the RIBITS website is current, and that ledger data is accurate and updated in a timely manner.

Mitigation banks are managed by project managers in the appropriate field office who are responsible for leading the North Carolina Interagency Review Team (IRT) through the review and approval of proposed mitigation banks, and for the review of monitoring reports and credit release decisions for approved banks. Bank managers are also responsible for maintenance of all mitigation bank ledger data in RIBITS, including all credit releases and debits; however, these transactions are also tracked by the District mitigation office in an effort to ensure that RIBITS entries are done consistently and that bank ledgers stay current. If you are unsure which field office or bank manager to contact, a list of all project managers is available on the District website at: www.saw.usace.army.mil/Missions/RegulatoryPermitProgram/Contact/CountyLocator.aspx, or you can contact the District mitigation office (contact info on page 2).

For all submittals of bank materials, be sure to provide electronic copies, preferably in pdf format, along with any paper documents. This greatly reduces the amount of work necessary to upload bank materials to the RIBITS website and makes it easier to distribute documents to IRT members. The documents should be reduced in size as much as possible to avoid problems with email size restrictions and to minimize digital storage requirements.

Compensatory Mitigation Responsibility Transfer Forms (transfer form) – When a permit is issued by the District that includes a condition requiring the permittee to purchase mitigation credits from a bank, the permit will include a transfer form that lists the specific credit
requirements. This form is a condition of the permit, and work authorized by the permit cannot be conducted until the District has received a copy of the form that is signed by the bank sponsor. It is ultimately the responsibility of the permit applicant to provide the bank sponsor with a copy of the transfer form for signature, and to ensure that the signed form is provided back to the District project manager who issued the permit. Project managers will also copy the bank sponsor directly when the permit is issued to help expedite the process.

Once a sponsor has accepted responsibility for the mitigation by signing the transfer form, the sponsor should provide the signed form back to the permittee. The sponsor should also provide a copy of the signed form, along with the updated bank ledger reflecting the sale, to the District project manager who issued the permit and to the District mitigation office. This is necessary to satisfy the Federal Mitigation Rule requirement that the transfer form be placed in the administrative record for both the permit and the bank. The bank manager will update the RIBITS ledgers and ensure that a copy of the Transfer Form is placed in the bank file. The name and address of both the District project manager who issued the permit and the District mitigation office are listed on the transfer form. Email transmittal of executed Transfer Forms is preferred provided that the digital copies contain the sponsor’s signature. See the Mitigation Responsibility Transfer Guidelines, available on RIBITS, for more information regarding this form and process.

Your continued support is greatly appreciated as we try to improve our banking procedures. Please note that this process will be updated as necessary. The most recent District guidance regarding mitigation and banking can be found on the Wilmington District page of the RIBITS website under the Bank & ILF Establishment tab. Any questions related to this memorandum, the Transfer Form, or questions regarding interpretation of Corps mitigation policy or District-specific guidance, should be directed to the District mitigation office at the address below:

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