

NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Date 11/14/2012

Department of Commerce
National Oceanic and Atmospheric Administration
FOR CERTIFYING OFFICIAL: Simon Szykman
FOR CLEARANCE OFFICER: Diana Hynek

In accordance with the Paperwork Reduction Act, OMB has taken action on your request received 08/24/2012

ACTION REQUESTED: Revision of a currently approved collection
TYPE OF REVIEW REQUESTED: Regular
ICR REFERENCE NUMBER: 201208-0648-004
AGENCY ICR TRACKING NUMBER:
TITLE: Coastal Zone Management Program Administration
LIST OF INFORMATION COLLECTIONS: See next page

OMB ACTION: Approved with change
OMB CONTROL NUMBER: 0648-0119

The agency is required to display the OMB Control Number and inform respondents of its legal significance in accordance with 5 CFR 1320.5(b).

EXPIRATION DATE: 11/30/2015

DISCONTINUE DATE:

| BURDEN: | RESPONSES | HOURS | COSTS |
|--|-----------|--------|-------|
| Previous | 375 | 8,125 | 680 |
| New | 360 | 9,704 | 851 |
| Difference | | | |
| Change due to New Statute | 0 | 0 | 0 |
| Change due to Agency Discretion | -48 | -2,408 | -66 |
| Change due to Agency Adjustment | 33 | 3,987 | 237 |
| Change Due to Potential Violation of the PRA | 0 | 0 | 0 |

TERMS OF CLEARANCE:

OMB Authorizing Official:

Kevin F. Neyland
Deputy Administrator,
Office Of Information And Regulatory Affairs

List of ICs

| IC Title | Form No. | Form Name | CFR Citation |
|--|----------|------------------------|----------------------|
| Coastal Zone Management Act Performance Management System | | | |
| Semiannual performance reports for 306,306a, 309, 310,6217 | | | |
| Section C annual performance report | | | |
| Amendments and Program Changes documentation | | | |
| Section 306A documentation | NA | Section 306A checklist | |
| Section 309 Assessment and Strategy documents | | | 15 CFR 923 Subpart K |
| Nonpoint Pollution Control Program | | | |
| Section 309 Competitive Funding - Section A Semi-Annual Performance Report on Project Implementation | | | |

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.

| | |
|--|---|
| 1. Agency/Subagency originating request | 2. OMB control number b. <input type="checkbox"/> None a. _____ - _____ |
| 3. Type of information collection (<i>check one</i>) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note Item A2 of Supporting Statement instructions | 4. Type of review requested (<i>check one</i>) a. <input type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by _____ / _____ / _____ c. <input type="checkbox"/> Delegated |
| | 5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | 6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: _____ / _____ |
| 7. Title | |
| 8. Agency form number(s) (<i>if applicable</i>) | |
| 9. Keywords | |
| 10. Abstract | |
| 11. Affected public (<i>Mark primary with "P" and all others that apply with "x"</i>) a. ___ Individuals or households d. ___ Farms b. ___ Business or other for-profit e. ___ Federal Government c. ___ Not-for-profit institutions f. ___ State, Local or Tribal Government | 12. Obligation to respond (<i>check one</i>) a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory |
| 13. Annual recordkeeping and reporting burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____ | 14. Annual reporting and recordkeeping cost burden (<i>in thousands of dollars</i>) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____ |
| 15. Purpose of information collection (<i>Mark primary with "P" and all others that apply with "X"</i>) a. ___ Application for benefits e. ___ Program planning or management b. ___ Program evaluation f. ___ Research c. ___ General purpose statistics g. ___ Regulatory or compliance d. ___ Audit | 16. Frequency of recordkeeping or reporting (<i>check all that apply</i>) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____ |
| 17. Statistical methods Does this information collection employ statistical methods <input type="checkbox"/> Yes <input type="checkbox"/> No | 18. Agency Contact (person who can best answer questions regarding the content of this submission) Name: _____ Phone: _____ |

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Agency Certification (signature of Assistant Administrator, Deputy Assistant Administrator, Line Office Chief Information Officer, head of MB staff for L.O.s, or of the Director of a Program or StaffOffice)

Signature

Date

Signature of NOAA Clearance Officer

Signature

Date

SUPPORTING STATEMENT

COASTAL ZONE MANAGEMENT PROGRAM ADMINISTRATIVE GRANTS - PERFORMANCE REPORTS, AMENDMENTS AND ROUTINE PROGRAM CHANGES, SECTION 306A AND SECTION 309 REQUIREMENTS, AND SECTION 6217 COASTAL NONPOINT POLLUTION PROGRAM

OMB CONTROL NO. 0648-0119

A. JUSTIFICATION

This request is for a revision and extension of this collection of information. There is a burden reduction due to: 1) lack of funding for one program and 2) a decrease in reporting frequency for another program. There is a burden increase due to a newly funded program.

1. Explain the circumstances that make the collection of information necessary.

In 1972, in response to intense pressure on United States (U.S) coastal resources, and because of the importance of U.S. coastal areas, the U.S. Congress passed the Coastal Zone Management Act of 1972 (CZMA), 16 U.S.C. 1451 *et. seq.* The CZMA authorized a federal program to encourage coastal states and territories to develop comprehensive coastal management programs. The CZMA has been reauthorized on several occasions, most recently with the enactment of the Coastal Zone Protection Act of 1996. ([CZMA as amended](#)). The program is administered by the Secretary of Commerce, who in turn has delegated this responsibility to the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Services (NOS).

Currently, 34 of the 35 coastal states, including those of the Great Lakes and U.S. territories, have coastal management programs (CMPs) approved by the NOS Assistant Administrator. One state has withdrawn its program and may pursue re-approval.

The CZMA affirms the national interest in the effective protection and careful development of the coastal zone by providing assistance and encouragement to coastal states to voluntarily develop and implement management programs for their coastal areas. To provide coastal states and territories with the means of achieving these objectives, the CZMA authorizes financial assistance grants under Section 305 for program development and under Section 306 for program implementation.

Section 305 of the CZMA authorizes grants to states to develop a coastal management program. After its management program receives federal approval, the state is then eligible for annual grants under Section 306 to implement the program. Section 306A provides that states may use a portion of their Section 306 awards for low cost construction projects. Section 309 establishes a coastal enhancement grant program. Section 310 establishes a technical assistance and

management-oriented research grant program. The Coastal Zone Act Reauthorization Amendments of 1990 (CZARA) [Section 6217](#) established the Coastal Nonpoint Pollution Control Program (for pollution not for a specific location). The specific Sections of the CZMA that authorize grant programs will be discussed in further detail.

A. Performance Reporting Requirements

All thirty-four states and territories who receive funds under Sections 306, 306A, 309, 310 and/or 6217 must complete a cooperative agreement performance report, and submit data for the CZMA Performance Measurement System (CZMAPMS). The performance reports detail how the federal and matching funds are expended and provide other information (see next paragraph for further detail). The CZMAPMS tracks program progress in meeting the goals of the Coastal Zone Management Act. The Office of Ocean and Coastal Resource Management (OCRM) has provided to the states and territories guidance on these reporting requirements: *OCRM 2012 Performance Progress Report Guidelines* (November 2011) and the *Coastal Zone Management Act Performance Measurement System Coastal Management Program Guidance* (April 2011), both included in this submission.

According to the cooperative agreement performance report guidelines, the performance report is broken down into three Sections. Section A describes semi-annually the status of each grant task. A listing of all actions taken during that time to meet national needs must also be provided.

Also semi-annually, Section B describes the status of program implementation activities. Section C is also submitted semi-annually and reports on “success stories” from the state program.

Performance reports for Section 306 contain Sections A, B, and C. The performance reports also include other relevant Sections (306A, 309, 310 and/or 6217).

According to the guidance for the CZMAPMS, coastal states with approved CZM programs must submit data related to program progress in meeting the goals of the Coastal Zone Management Act. Data submission is electronic for 17 annual measures; data on 5 additional measures is submitted every 5 years via the Section 309 Assessment and Strategy, prepared by the states and submitted online. .

Listed below are the specific Sections of the CZMA that authorize grant programs:

1.a. Section 305 of the CZMA authorizes the Secretary of Commerce to make grants to any coastal state desiring to develop a coastal management program. After the management program receives federal approval, the state is eligible for grants under Section 306 to implement the program. No states or territories are currently eligible to receive Section 305 funding.

1.b. Section 306 authorizes the Secretary of Commerce to make grants to coastal states to implement their federally approved coastal zone management programs.

1.c. Section 306A provides state CMPs with federal funds to obtain on-the-ground results from state coastal management processes and enhance the overall effectiveness of state CMPs.

1.d. Section 309 establishes a voluntary Coastal Zone Enhancement Grants Program to develop and implement the state's Assessment and Strategy which encourages coastal states with federally-approved coastal zone management programs to develop and implement program changes in one or more of nine coastal zone enhancement areas. A competitive program awarded additional Section 309 funds to select states.

1.e. Section 310 establishes a program of technical assistance and management-oriented research necessary to support the development and implementation of state coastal management program amendments under Section 309, and appropriate to the furtherance of international cooperative efforts and technical assistance in coastal zone management. There is currently no funding for Section 310.

1.f. Section 6217 of the 1990 Coastal Zone Act Reauthorization Amendments requires coastal states with approved coastal management programs to prepare and submit a nonpoint pollution control program.

Listed below are the requirements for specific documents that apply to most of the state and territorial coastal management programs.

B. Section 305 Coastal Management Program Document

Under Section 305, the Secretary of Commerce will make grants to any coastal state desiring to develop a coastal management program. After the management program receives federal approval, the state is eligible for financial assistance under the CZMA to implement the program. Currently, no state is eligible to receive Section 305 funds to develop a coastal management program.

[15 CFR 923.3](#) sets forth the requirements which must be fulfilled as a condition for state coastal management program approval. States must develop a management program that:

- Identifies and evaluates those coastal resources recognized in the CZMA as requiring management or protection by the state;
- Reexamines existing policies or develops new policies to manage these resources. These policies must be specific, comprehensive, and enforceable;
- Determines specific use and special geographic areas that are subject to the management program, based on the nature of identified coastal concerns;
- Identifies the inland and seaward areas subject to the management program;

- Provides for the consideration of the national interest in the planning for and siting of facilities that meet more than local requirements; and
- Includes sufficient legal authorities and organizational arrangements to implement the program and to ensure conformance to it.

After completion of the management program request, OCRM shall review the document to determine if it adequately meets the approval criteria. Once approved, the applicant is eligible for Section 306/306A, program implementation funds, Section 309, enhancement funds and Section 310, technical assistance funds. Applicants with approved CMPs are also eligible (and required) to develop a coastal nonpoint pollution program under Section 6217 (see A.1.F.).

C. Section 306/306A Guidance Requirements

Under Section 306 OCRM administers the program at the federal level and works with state coastal zone management partners and funds projects to:

1. Preserve, protect, develop, and, where possible, restore and enhance the resources of the nation's coastal zone for this and succeeding generations;
2. Encourage and assist the states to exercise effectively their responsibilities in the coastal zone to achieve wise use of land and water resources, giving full consideration to ecological, cultural, historic, and aesthetic values, as well as the need for compatible economic development;
3. Encourage the preparation of special area management plans to provide increased specificity in protecting significant natural resources, reasonable coastal-dependent economic growth, improved protection of life and property in hazardous areas and improved predictability in governmental decision-making; and
4. Encourage the participation, cooperation, and coordination of the public, federal, state, local, interstate and regional agencies, and governments affecting the coastal zone.

States with federally approved CMPs who are making satisfactory progress in meeting the objectives of the CZMA are eligible to apply for grants under this Section as described in the *Final FY 2012 Funding Guidance and Allocations Coastal Zone Management Act Sections 306/306A and 309* (February 28, 2012). OCRM has determined that based on the current and revised Section 306A requirements, the annual burden hours will not change.

A Section 306A project shall meet one or more of the following objectives:

1. Preservation of restoration of specific areas that (a) are designated under a state's CMP as required by CZMA Section 306(d)(9) because of their conservation, recreational, ecological, or esthetic values, or (b) contain one or more coastal resources of national significance;

Redevelopment of deteriorating and underutilized urban waterfronts and ports that are designated under Section 306(d)(2)(C) in the state's management program as areas of particular concern;

2. Provision of access to public beaches and other coastal areas and to coastal waters in accordance with the planning process; or,
3. The development of a coordinated process among state agencies to regulate and issue permits for aquaculture facilities in the coastal zone.

D. Section 309 Assessment and Strategy Requirements

Under Section 309, the Secretary of Commerce is authorized to make grants to coastal states requesting to develop and submit for Federal approval program changes that support attainment of the goals in one or more the enhancement areas. As described in [15 CFR 923, Subpart K](#), Section 309 requires OCRM to identify, after careful consultation with the state, each state's priority needs for improvement; to evaluate state funding proposals; and to establish specific and detailed criteria that participating states must address in developing and implementing their coastal zone enhancement programs. The annual burden hours are based on the current Section 309 requirements.

The purposes of the Assessment are:

- To determine whether coastal problems exist within each of the nine Section 309 enhancement areas; and where problems exists, to evaluate their nature, the extent to which they are already being addressed, and their relative importance;
- To provide the factual basis for OCRM, in consultation with the states, to determine the priority needs for improvement of state coastal management programs; and
- To provide the public with an opportunity to comment on the state's identification and justification of priority needs, as well as possible means that the state is considering to addressing the identified needs.

The process by which the states and OCRM will identify priority needs with regard to Section 309 enhancement areas includes:

- Revising assessment document (Assessment) which reviews each Section 309 enhancement objective as it applies to the state and identifies the relative importance to each objective; and,
- Developing a multi-year strategy (Strategy) to attain a state's Section 309 enhancement goal(s) in selected priority need areas for a multi-year period.

Section 309 Assessments and Strategies are completed by the states and territories every 5 years. The states and territories will begin working on the assessment and strategy in FY 14/15, with the documents due to OCRM by the end of FY 15.

Recently, Section 309 funds also supported additional financial assistance awards to states to implement and report on the enhancement programs described in their assessment and strategy documents.

E. Section 10 Technical Assistance to States

Section 310 establishes a program of technical assistance and management-oriented research necessary to support the development and implementation of state coastal management program amendments under Section 309, and appropriate to the furtherance of international cooperative efforts and technical assistance in coastal zone management. There is currently no funding for Section 310.

F. Amendment and Routine Program Change

The states and territories request approval of amendments or routine program changes to their approved CMPs. This requirement relates to the program approval process. OCRM provided to states and territories, [Program Change Guidance, July 1996.](#)

G. Coastal Nonpoint Pollution Program

The Coastal Nonpoint Pollution Control Program implements Section 6217 (Protecting Coastal Waters) of the CZARA and is a joint program with the U.S. Environmental Protection Agency (EPA) and NOAA. Section 6217 requires coastal states and territories with federally approved coastal management programs to develop coastal nonpoint source control programs. These coastal nonpoint pollution programs are to be used to control sources of nonpoint pollution which impact coastal water quality. The Guidance Specifying Management Measures for Sources of Nonpoint Pollution in Coastal Waters was prepared by EPA. The [Program Development and Approval Guidance](#) was prepared by the OCRM.

Section 6217 addresses persistent coastal pollution problems by improving coordination of federal and state coastal zone management programs and water quality programs. This Section formalizes coordination of Section 319 of the [Clean Water Act](#) (CWA) and Section 306 of the CZMA by requiring EPA and NOAA to oversee preparation and review of the state coastal nonpoint programs.

The program guidance describes the contents that each coastal state must include in the coastal nonpoint pollution program documentation and the criteria for program approval. The guidance describes the requirements that must be met, including: the geographic scope of the program; the pollutant sources to be addressed; the types of management measures used; the establishment of critical areas; technical assistance, public participation, and administrative coordination; and the

process for program submission and Federal approval. The guidance also contains the criteria by which NOAA and EPA will review the states' submission. Rather than create an independent program, the Section 6217 program guidance encourages states to implement their coastal nonpoint programs through changes to existing Section 319 and Section 306 programs.

The Section 6217 guidance requires each respondent to prepare a one-time document describing their coastal nonpoint pollution program. The respondents must perform the following activities to comply with the guidance.

1. Review the program guidance document describing the contents required for the Coastal Nonpoint Pollution Program.
2. Review the technical guidance document prepared under Section 6217(g) which describes management measures for controlling nonpoint sources of water quality degradation in coastal areas.
3. Plan activities (i.e., delegate collection tasks, plan interagency meetings, establish reviewers, and delegate writing activities).
4. Collect information relevant to the data items listed above, (e.g., lists of impaired coastal waters, management measures to be adopted, legal and geographical jurisdiction of agencies implementing management measures). The states should be able to acquire all of the information from existing sources.
5. Analyze the information and construct the Coastal Nonpoint Pollution Program. Program development includes revising coastal zone boundaries and planning new or modified state and local regulations to implement the Coastal Nonpoint Pollution Program.
6. Write draft Coastal Nonpoint Pollution Program.
7. Write final Coastal Nonpoint Pollution Program.

Once completed, the EPA and NOAA will jointly review the state's coastal nonpoint pollution program. The Federal agencies will use the coastal nonpoint pollution programs to evaluate state efforts to achieve the goals of the CWA and the CZMA.

H. Coastal Zone Management Act Performance Measurement System

The purpose of the CZMAPMS is to track measures of effectiveness of the coastal management programs at the national level. The system consists of a suite of performance measures to assess how well programs are achieving the objectives of the CZMA and contextual indicators to provide information on environmental and socioeconomic factors influencing program actions. Data generated by the CZMAPMS will be used to communicate to stakeholders, including Congress, the importance of the national CZMP. In combination with qualitative reporting of

program successes, quantitative measures provide stakeholders with information about how the CZMP is responding to environmental, economic, and social challenges to balance development with the protection and restoration of coastal resources. The CZMAPMS will provide a mechanism to document trends over time in program activities as well as management priorities.

The CZMAPMS was developed through a series of cooperative processes that resulted in the current list of performance measures. These processes included a contract between the OCRM and the H. John Heinz III Center for Science, Economics and the Environment to develop a system framework. The Heinz Center concluded that six categories captured the major CZMA objectives. Building on this report, OCRM worked with a group of eight Coastal Management Programs to develop a draft list of performance measures that were piloted by seven Coastal Management Programs. The pilot group narrowed the list of performance measures to those implemented by all 34 Coastal Management Programs.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with applicable NOAA Information Quality Guidelines.

A. Performance Reports

Pursuant to 15 CFR Part 24.40 (UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS), states must submit performance reports to report progress on projected work schedules and stated objectives for each cooperative agreement. In addition, states submit data for the CZMA Performance Measurement System to report progress toward the goals of the CZMA. The cooperative agreement performance reports are reviewed by agency personnel who determine whether the state is adhering to its approved coastal zone management program and whether it is making continued progress toward coastal management goals. If it is not, future grants could be reduced or a full scale program review could be triggered; the latter could result in a requirement for expenditure of federal funds to correct the program's deficiency; or, in the state losing Federal approval of its program. Regulations require performance reports to be submitted from recipients no less than annually and up to quarterly. OCRM requires cooperative agreement performance reports to be submitted semi-annually. Since each CZM award is a distinct funding instrument authorized by an annual appropriation, and can be extended for up to three years after the start date, states and territories could have up to three concurrent CZM awards, in which case they would submit a maximum of six performance reports (two reports per award) until all tasks and activities are completed on the award. As award tasks are completed, states report only on outstanding tasks, meaning that for any reports for years two and three, the reports are simpler and less time consuming. OCRM also lets the final semi-annual report for an award constitute the final report, rather than requiring a comprehensive final report that the regulations allow. The majority of measures in the CZMA Performance Measurement System are submitted annually; however, some measures are submitted every 5 years.

Section A of cooperative agreement performance reports describes the status of each Section 306, 306A (if applicable), 309, 310 and coastal nonpoint pollution program grant task and relevant special award conditions. The report must be detailed enough to provide OCRM with a clear

understanding of what has been accomplished under each task during the performance period and include the following information:

- Status of each task, organized by task number and title (e.g., meetings held, permits processed, work products completed, contracts completed).
- Status of task benchmarks due during the performance period.
- Status of special award conditions due during the performance period.
- Progress in meeting any “necessary actions” or “program suggestions” identified in the most recent program evaluation and progress in developing and tracking their performance metrics.
- Progress in achieving program changes as identified in the Strategies supporting Section 309 tasks.

Section B of cooperative agreement performance reports describes the information required to assess the states’ coastal program implementation as it relates to: (1) permit administration, monitoring and enforcement, (2) federal consistency, and (3) program changes. Information reported under these topics should include sufficient detail to provide a clear understanding of the major activities, problems, controversies, and accomplishments during the reporting period. In the case of the first two topics, states should submit quantitative information in chart or tabular form, as well as narratives that briefly elaborate on the most significant aspects of the reporting elements. For permits and federal consistency, example charts are provided in the *OCRM 2012 Performance Progress Report Guidelines* (November 2011).

States may use existing state reporting mechanisms to provide the tabular data requested as long as the information that meets the reporting requirements is provided. When a topic in Section B is also a grant task (and therefore reported under Section A), it is not necessary to repeat the same information in Section B, again as long as all the required information is provided.

Section C of the cooperative agreement performance reports requires states to submit two to three examples of projects or instances where the coastal management program has been successful in addressing coastal management issues. The purpose of this Section is to enable OCRM to collect information on innovative management technical and resource protection programs for exchange between coastal programs and to cite specific accomplishments under the federal coastal zone management program. OCRM has used examples of success stories in technical assistance bulletins, Congressional testimony, factsheets, other NOAA documents, and in discussions with other coastal programs. Section C is not necessarily tied to a specific award

period, and is requested semi-annually.

The narrative for each success story should include:

- Identification and description of the coastal resource management issue;
- Description of how the coastal program was involved;
- Summary of improvements in increased resource protection and institutional relations (e.g., a Memorandum of Agreement with another agency to ensure that coastal policies are better addressed);
- Where possible, quantitative information on the degree of improvement (e.g., acres of wetlands protected as a result of increasing the state's monitoring and enforcement efforts); and
- Where possible, state, federal, and local funds expended for the improvement.

Section A, B, and C of cooperative agreement performance reports and data for the CZMA Performance Measurement System also enable NOAA to 1) collect comprehensive information for a national database on coastal management issues; 2) collect information on innovative management techniques for exchange between programs; and 3) cite specific accomplishments under the Federal coastal zone management issues in Section 305, 306, 306A, 309, 310 and 6217. Through the information collected NOAA can: 1) document the success of the CZMA-funded projects at the state level; and 2) assesses the overall success of the national program.

The 34 states and territories with approved CZM Programs submit data for the CZMA Performance Measurement System annually. These thirty-four states and territories can have as many as three concurrent CZM awards. Each award requires a semi-annual performance report; Thus, the states could submit a maximum of six performance reports a year (two reports per award) until all tasks and activities are completed on the award.

B. Section 305 Coastal Management Program Document

Section 305 authorizes states to develop a coastal management program. A state must have received federal approval to be eligible for annual grants under Section 306 to implement the program.

Currently, there are no states receiving Section 305 funds to develop a coastal management program. Congress has not appropriated Section 305 funds for many years.

C. Section 306/306A Requirements

The states and territories completing Section 306A projects must submit all required Section 306A documentation for NOAA approval. The only information required, unless notified by NOAA, is a completed and signed Section 306A *Project Checklist* and title information for each proposed Section 306A project. This process is directly related to the Section 306 cooperative agreement application, in that a state shall submit one application for a combined Section 306/306A award.

D. Section 309 Assessment and Strategy

The 34 coastal states and territories with federally approved coastal zone management programs will complete assessments and strategies again during FY 14/15. Section 309 assessment and strategies are completed every five years.

The Section 309 Assessment and Strategies are used to implement the coastal zone enhancement programs.

E. Amendment and Routine Program Change

The states and territories must request approval of legal amendments or program changes to their approved CZM programs. This process is directly related to the program approval process. States are required to submit program changes on an as needed basis.

F. Coastal Nonpoint Pollution Control Program Document

Section 6217 authorizes states and territories with Federally-approved coastal zone management program to develop and implement coastal nonpoint pollution control programs. Of the thirty-four states and territories with approved coastal management programs, twenty-three (23) states have an approved coastal nonpoint management program and eleven (11) states continue to make progress towards full approval.

NOS will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response to Question 10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to [Section 515 of Public Law 106-554](#).

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The OCRM developed the Internet-based Coastal and Marine Management Program (CAMMP) Information System (<https://cammp.nos.noaa.gov/cammp/>) which is an electronic grant application and reporting and management system. CZM Programs submit data for the CZMAPMS through an on-line reporting site (<https://www8.nos.noaa.gov/PMD>).

Once the application is acceptable/task is agreed to, the application is transferred by the office onto Grants Online. CZM Programs then submit cooperative agreement performance reports and work products in electronic format, through Grants Online (<https://grantsonline.rdc.noaa.gov/>).

4. Describe efforts to identify duplication.

NOAA is the only agency providing funds for these objectives. We have not identified any duplication. For the cooperative agreement performance report and CZMA Performance Measurement System requirements, no similar information is available. If the state determines that similar information is available for the completion of the Assessment and Strategy, the information can be modified to address any of the nine enhancement areas.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

Small businesses and entities are not involved.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

If the information collection was not conducted or conducted less frequently, no determination of financial awards would be possible, and the reviewing agency personnel would have a difficult time documenting whether an awardee is adhering to its approved coastal zone management program, adhering to the terms and conditions of the financial assistance award and whether the state is making continued progress toward coastal management and performance goals. Since future awards are based on performance, this information is necessary.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

NA.

8. Provide information on the PRA Federal Register Notice that solicited public comments

on the information collection prior to the submission. Summarize the public comments received in response to the notice and describe the actions taken by the agency taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

A Federal Register Notice published on May 16, 2012 (77 FR 28854) solicited comments on this renewal request. No comments were received.

Additionally, OCRM regularly solicits comments on its funding and reporting guidance. Each year, the NOAA National Ocean Service Chief Financial Officer sends a draft memorandum (Draft Funding Guidance and Allocations, Coastal Zone Management Act Sections 306/306A and 309) to Commonwealth, State, and Territorial Coastal Program managers outlining anticipated award allocations, application procedures, various grant requirements, and other information. Comments are requested from the managers prior to the funding memorandum being finalized. The FY 2012 draft memorandum is attached, showing solicitation of comments on page 1. No comments were received for the FY 2010, FY 2011, or FY 2012 drafts.

Similarly, OCRM provides annual CZM Performance Report Guidance to state and territorial CZM programs (FY 2012 guidance submitted with the original supporting statement, see page 8). At the end of each guidance document, OCRM includes a statement regarding information collection and solicits comments. No comments have been received on these.

OCRM also regularly engages coastal managers for their input on award issues through the Coastal States Organization (CSO). One example is OCRM's engagement of coastal management staff regarding the CZMA Performance Measurement System. Development and adoption of the system was piloted and phased in to test, evaluate, and improve the system. Most recently, OCRM worked with CSO members in 2010 to review the performance measurement system for quality and communication value. The report, issued in 2011, included a table with recommendations for changes to the measures, reporting frequency, communications purpose, and improvements in data quality for each measure. See "Coastal States Organization and OCRM Performance Measures Communications Workgroup Recommendations Report" (<http://coastalmanagement.noaa.gov/resources/docs/czmgrecom2011.pdf>) and Appendix 4 (this document has the table referenced above): Performance Measures Recommendations in "Appendices for Coastal States Organization and OCRM Performance Measures Communications Workgroup Recommendations Report" (<http://coastalmanagement.noaa.gov/resources/docs/czmgappend2011.pdf>).

9. Explain any decisions to provide payments or gifts to respondents other than remuneration on contractors or grantees.

No payments or gifts to respondents are provided.

10. Describe any assurance or confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

Confidentiality is neither promised nor provided.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private.

No sensitive questions are asked.

12. Provide an estimate in hours of the burden of the collection of information.

All coastal states and territories' Section 306 awards are required to submit data for the CZMA Performance Measurement System and semi-annual cooperative agreement performance reports. Section 306 awards will also include Sections 306A, 309, 310 and 6217. For the CZM awards, the states and territories submit two cooperative agreement performance reports per year that include all the appropriate reporting Sections. States and territories could have three concurrent CZM awards, which would require six performance reports in a year.

| Type | Respondents | Time (hours) | Responses Per Year | Total Responses Per Year | Annual Hours | Change |
|---|-------------|--------------|--------------------|--------------------------|--------------|---------------------------------|
| CZMA Performance Mgmt System - Tracking | 34 | 27 | 1 | 34 | 918 | No change |
| Year 1 - 306/306A/307/309/310/6217 - Section A & B performance reports | 34 | 27 | 2 | 68 | 1,836 | No change |
| Year 2 - 306/306A/309/310/6217 - Section A performance report | 34 | 10 | 2 | 68 | 680 | Correction from last submission |

| Type | Respondents | Time (hours) | Responses Per Year | Total Responses Per Year | Annual Hours | Change |
|---|-------------|--------------|--------------------|--------------------------|--------------|--|
| Year 3 - 306/306A/309/3 10/6217 - Section A performance report | 30 | 5 | 2 | 60 | 300 | No change |
| Section C Annual performance Reports | 34 | 8 | 1 | 34 | 272 | No change |
| Amendments and Program Change Documentation | 18 | 16 | 1 | 18 | 288 | Increase in respondents and increased time due to revised estimate |
| Section 306a Application Checklist and documentation | 30 | 5 | 1 | 30 | 150 | Increased number of respondents |
| Section 309 Strategy & Assessment Document Preparation | 34 | 240 | 0.2 | 7 | 1,680 | Decrease of 17 responses and 2,440 hours – done every 5 years instead of 2 |
| Section 309 Competitive Funding - Section A Semi-Annual Performance Report on Project Implementation | 15 | 2 | 2 | 30 | 60 | New |
| Section 310 Funding - Section A Semi-Annual Performance Reports | 0 | 1 | 2 | 0 | 0 | No funding: decrease of 68 responses and hours |

| Type | Respondents | Time (hours) | Responses Per Year | Total Responses Per Year | Annual Hours | Change |
|--|------------------------------|--------------|--------------------|--------------------------|--------------|---|
| Coastal Non-Point Pollution Control Program Document Preparation | 11 | 320 | 1 | 11 | 3,520 | Increased time due to revised estimate, and decrease in respondents |
| Section 305 Program Development Document | 0 | 800 | 1 | 0 | 0 | No change |
| Section 305 Section A Semi-Annual Performance Report | 0 | 5 | 2 | 0 | 0 | No change |
| TOTAL | 256 (34 unduplicated) | | | 360 | 9,704 | NET INCREASE |

13. Provide an estimate of the total annual cost burden to the respondents or record-keeper resulting from the collection (excluding the value of the burden hours in Question 12 above).

With use of e-mail and the Internet, costs for letters or records sent are minimal. We receive approximately 98 percent of our responses electronically. With 34 states reporting, spending per state averages \$25.00 on mailing, an increase of \$170 to a total of \$850 (rounded up to \$851 in ROCIS).

14. Provide estimates of annualized cost to the Federal government.

The annual Federal cost is estimated at \$264,420.00 This estimated cost represents the personnel time taken to collect, review, process, and analyze the data, using an average hourly rate of \$65.00. See the table below for details.

| Type | Respondents | Time | Times per year | Annualized Federal Cost |
|--|-------------|------|----------------|-------------------------|
| CZMA Performance Mgmt System | 34 | 15 | 1 | \$33,150.00 |
| Year 1 - 306/306A/307/309/310/6217 - Section A & B performance reports | 34 | 10 | 2 | \$44,200.00 |

| Type | Respondents | Time | Times per year | Annualized Federal Cost |
|--|-------------|------|----------------|-------------------------|
| Year 2 - 306/306A/309/310/6217 - Section A performance report | 30 | 6 | 2 | \$23,400.00 |
| Year 3 - 306/306A/309/310/6217 - Section A performance report | 25 | 4 | 2 | \$13,000.00 |
| Section C Annual performance Reports | 34 | 1 | 2 | \$4,420.00 |
| Amendments and Program Change Documentation | 18 | 34 | 1 | \$39,780.00 |
| Section 306a Application Checklist and documentation | 30 | 5 | 4 | \$39,000.00 |
| Section 309 Strategy & Assessment Document Preparation | 34 | 60 | 0.2 | \$26,520.00 |
| Section 309 Competitive Funding - Section A Semi-Annual Performance Report | 10 | 4 | 2 | \$5,200.00 |
| Section 310 Funding - Section A Semi-Annual Performance Reports | 0 | 2 | 2 | \$0.00 |
| Coastal Non-Point Pollution Control Program Document Preparation | 11 | 50 | 1 | \$35,750.00 |
| Section 305 Program Development Document | 0 | 120 | 1 | \$0.00 |
| Section 305 Section A Semi-Annual Performance Report | 0 | 4 | 2 | \$0.00 |
| TOTAL | 256 | | | \$264,420.00 |

15. Explain the reasons for any program changes or adjustments.

The annualized responses decreased from 375 to 360 (a decrease of 15), and burden hours increased from 8,125 to 9,704 (an increase of 1,579) due to:

Program Changes:

The addition of new funds to support a competitive grant program (Section 309) added 30 responses and 60 hours.

Section 309 Strategy & Assessment Document Preparation: A change in the requirement from reporting every two years, to every 5 years, resulted in a decrease of 10 responses and 2,440 hours.

Section 310 Funding - Section A Semi-Annual Performance Reports: No funding resulted in a decrease of 68 responses and 68 hours.

These changes resulted in a net reduction of 48 responses, 2,408 hours and \$66.

Adjustments: Changes in the number of respondents and responses and/or the estimated burden, and one correction from 1 response to 2 responses per year, for the programs indicated in Question 12, resulted in a net increase of 33 responses and 3,987 hours.

Miscellaneous costs increased by \$237, based on the raises in postal rates.

16. For collections whose results will be published, outline the plans for tabulation and publication.

After the coastal state completes a comprehensive coastal management program, Draft and Final Environmental Impact Statement and the Environmental Assessment documents are published according to the National Environmental Policy Act (NEPA). In addition, the results of this collection are compiled and published. However, there are no complex analytical techniques used in these publications.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

NA.

18. Explain each exception to the certification statement.

NA.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

NA.

Section 306A Project Checklist

State Coastal Management Programs (CMPs) shall complete a Section 306A Project Checklist for each Coastal Zone Management Act (CZMA) section 306A project and submit it to the Coastal Programs Division (CPD), Office of Ocean and Coastal Resource Management (OCRM), National Oceanic and Atmospheric Administration (NOAA) for approval. Approval of a 306A project requires a completed checklist, signed by the CMP Program Manager and CPD Chief; title documentation and appraisal (if applicable); and other information that may be required by this checklist. These are the only documents required for CPD approval, unless otherwise notified by CPD. See CPD, *Coastal Zone Management Act Section 306A Guidance* (February 1999) for further information.

1. **Grant Number:** _____ **State:** _____

2. **A. Name of Project:** _____

B. Address or coordinates for project or, if not available, location description:

3. **Project Proponent** (must be a public entity):

4. **Total Cost:** _____ **Federal:** _____ **State/Local Match:** _____

I ATTEST TO THE FOLLOWING: (1) THE STATEMENTS MADE AND OTHER INFORMATION PROVIDED IN THIS CHECKLIST ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE; (2) THE PROJECT DESCRIBED IN THIS CHECKLIST IS CONSISTENT WITH CZMA SECTION 306A AND CPD'S SECTION 306A GUIDANCE; (3) THE STATE HAS ON FILE THE DOCUMENTS IDENTIFIED IN THIS CHECKLIST; AND (4) I UNDERSTAND THE CONSEQUENCES, AS DESCRIBED IN CPD'S SECTION 306A GUIDANCE, IF THE PROJECT DESCRIBED IN THIS CHECKLIST DOES NOT COMPLY WITH CZMA SECTION 306A AND CPD'S SECTION 306A GUIDANCE.

Signature of State Coastal Management Program Manager

Date

Name of Signatory (please print or type): _____

Title: _____

Address:

Phone Number: () -

The signature below by the Chief, Coastal Programs Division, OCRM/NOAA, is NOAA's approval that the applicable special award condition is satisfied and releases the federal CZMA section 306A funds for the project described in this Checklist.

John King
Chief, CPD

Date

5. Project Eligibility:

a. 306A Objectives (Check all that apply):

306A(b)(1)(A) (preservation or restoration of areas designated in the state CMP)
Identify APC or APR: _____

306A(b)(1)(B) (preservation or restoration of coastal resource of national significance or restoring or enhancing shellfish production/clutch)
Identify coastal resource: _____

306A(b)(2) (redevelopment of deteriorating or underused urban waterfronts designated as APCs in the state's CMP)
Identify APC or APR: _____

306A(b)(3) (providing public access to coastal areas)

306A(b)(4) (development of process for aquaculture)

b. 306A Uses (Check all that apply):

306A(c)(2)(A) (fee simple or other interest in land)

306A(c)(2)(B) (low-cost construction projects)

306A(c)(2)(C)(i) (revitalize urban waterfronts-piers)

306A(c)(2)(C)(ii) (revitalize urban waterfronts-shoreline stabilization)

306A(c)(2)(C)(iii) (revitalize urban waterfronts-pilings)

306A(c)(2)(D) (designs and other 306A reports, including aquaculture process)

306A(c)(2)(E) (educational, and other management costs, including aquaculture process)

6. Project Description (briefly describe the project and project location – do not simply reference the task description from the CZM grant application):

7. Public Benefit:

a. The project (or acquisition) will be located on a property that is publicly owned or accessible via a publicly-held easement. Yes No

b. The project will be for public benefit. Yes No

c. The project will not improve private property and/or result in private or commercial gain. Yes No

If the answer to any of the above is No, the project is not eligible for section 306A funding.

d. The state or sub-recipient will need to secure an easement or lease to conduct the project (i.e., because the state or sub-recipient does not own the property). Yes No

If the answer to 7d is Yes, attach a copy of the easement or lease to this checklist; if No, go on to 7e.

What is the term of the easement or lease (provide date of expiration or specify if in perpetuity)? _____

The easement or lease contains a reversionary clause. Yes No

e. The project will be open to the general public. Yes No N/A

If the answer to 7e is No, the project is not eligible for section 306A funding unless access is to be limited for a legitimate reason, such as public safety, resource protection, or scientific research. Attach an explanation for why the project will not be open to the public and describe the public benefits that would be provided by the project in the absence of public access.

f. The public will be charged a user fee to access the project. Yes No N/A

If the answer to 7f is Yes, attach an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.

8. Involvement of Non-profit Organizations:

The state CMP or sub-recipient will contract with a non-profit organization to complete part or all of the project. Yes No If the answer to 8 is Yes, the name of the organization is: _____

9A. Supporting Documentation for Low-Cost Construction Projects (if your project is land acquisition, skip to 9B):

a. A title opinion, title insurance commitment/certificate, or affidavit showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years) is attached. Yes No

b. The state CMP has on file a site plan for the project. Yes No

c. The state CMP has on file a site location map for the project. Yes No

(Go on to 10.)

9B. Supporting Documentation for Land Acquisition Projects:

a. A title opinion or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the future viability of the property in its intended use is attached. Yes No N/A

b. The State or grant sub-recipient has obtained an independent appraisal of the fair market value for the property to be purchased that was developed pursuant to CPD's Section 306A Guidance. ____ Yes ____ No

10. National Historic Preservation Act and State Historic Preservation Office's (SHPO's) Clearance:

- a. The project will affect sites listed or eligible to be listed on the National Register of Historic Places or a similar State registry. ____ Yes ____ No
- b. The state CMP has on file the SHPO's clearance. ____ Yes ____ No

If the answer to 10b is No, the CMP Program Manager certifies that, by signing this checklist, the State will work with NOAA to obtain SHPO/THPO clearance and that work will not begin and/or land will not be purchased until the SHPO clearance is received.

11. Flood Disaster Protection Act, Executive Order 11988 Floodplain Management, and the National Flood Insurance Program:

- A. The project involves construction, improvements, **and/or** land acquisition to support construction or improvements. Yes ____ No ____ (If the answer to 11a is no, go on to 12)
- B. The project will be located in a Special Flood Hazard Area (e.g., Zones A, AE or A1-30, AH, AO, AR, A99, Coastal A, V, VE or V1-30) shown on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map. ____ Yes ____ No If the answer to 11b is Yes, the zone(s) is _____ (If the answer to 11b is No, go on to 12)

Information is generally available from local community planning or building permit departments. Flood Insurance Rate Maps are also available at <https://msc.fema.gov>.

- C. The community in which the project will be located is participating in the NFIP. ____ Yes ____ No If the answer to 11c is No, the project is not eligible for section 306A funding.

A list of participating communities is available at <http://www.fema.gov/fema/csb.shtm>.

Note: A local floodplain permit may be required if the project meets the NFIP's definition of development, which is "any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials."

12. Coastal Barrier Resources Act:

The project is located on a coastal barrier island designated as a unit of the Coastal Barriers Resources System. ____ Yes ____ No If the answer to 12 is Yes, the unit number is _____

If the answer to 12 is Yes and the unit number does not end in a "P" attach to this checklist a brief analysis as to how the proposed project is consistent with the three CBRA purposes: to minimize (1) the loss of human life, (2) wasteful federal expenditures, and (3) damage to fish, wildlife and other natural resources.

Coastal Barrier Resource System Maps are available at <http://www.fws.gov/cbra/Maps/index.html>.

13. Endangered Species Act:

a. There are known listed threatened or endangered plant or animal species or their critical habitat (as defined by the Endangered Species Act) that are under the jurisdiction of the National Marine Fisheries Service (NMFS) or U.S. Fish and Wildlife Service (USFWS) on the proposed project site. ____ Yes ____ No

If the answer to 13a is Yes, attach a list of the species and/or their critical habitats as listed on the Endangered Species

Webpage (<http://www.fws.gov/endangered/>).

b. The proposed project may have adverse effects on species listed or proposed for listing as endangered or threatened or on their designated critical habitats. Yes No

If the answer to 13b. is Yes, attach a description of the species and/or habitats affected, the adverse effects (minor and significant effects), and any coordination that has occurred between the state and the USFWS or NMFS. CPD will not approve a project that USFWS or NMFS has determined will have significant adverse effects on listed species or their critical habitat.

14. National Environmental Policy Act

a. The proposed project may significantly affect the quality of the human environment. Yes No

b. The proposed project involves unresolved conflicts concerning alternative uses of available resources. Yes No

c. This action may have significant adverse effects on public health and safety. Yes No

d. This action may have highly controversial effects to the human environment. Yes No

e. This action may have highly uncertain and potentially significant environmental effects or involve unique or unknown risks. Yes No

f. The project may have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources. Yes No

g. The project's effects may be individually insignificant, but their addition to effects from existing and reasonably foreseeable actions may result in cumulatively significant impacts. Yes No

If the answer to any one subpart of 14 is Yes, then additional NEPA review and documentation may be required. Attach a description of the resource(s) affected, the nature and scope of the effects, and information explaining why the state or sub-recipient believes an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) should not be required. CPD may require additional information in cases where potential impacts are not clearly described or where probable impacts require an EA or EIS.

15. Environmental Justice:

The project will have disproportionately high and adverse human health or environmental effects on minority or low income populations. Yes No

16. Coastal Nonpoint Pollution Control Program:

The project will employ best management practices as appropriate in conformance with the applicable State's Coastal Nonpoint Pollution Control Program. Yes No N/A

17. Americans with Disabilities Act:

The proposed project will be accessible to people with disabilities. Yes No N/A

If the answer to 17 is No, attach an explanation for how the project conforms with ADA requirements as described in CPD's Section 306A Guidance. If the project does not meet the requirements, it will not be approved.

18. State and Local Laws:

The project is consistent with applicable state and local laws. ____ Yes ____ No If the answer is No, the project will not be approved.

19. Tribal Interests:

a. The project is located on or will affect Tribal lands. ____ Yes ____ No (If No, go on to 20)

b. The project is consistent with applicable tribal laws. ____ Yes ____ No If No, the project will not be approved.

20. Required permits:

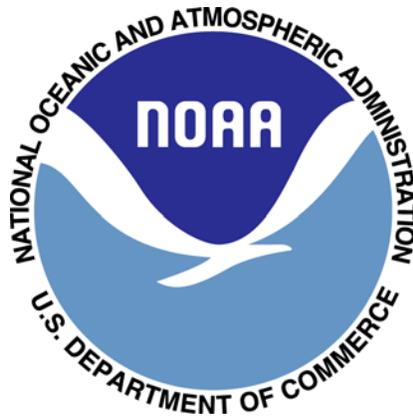
Please list local, state, tribal or federal permits required for this project and the status of the permits. If the permits have not been obtained, then the state CMP Program Manager certifies, by signing this checklist, that the state CMP (or other public entity) is seeking the required local, state and federal permits and that work will not begin or land will not be purchased until the permits have been issued and received by the state CMP.

OMB Control # 0648-0119, expires 08/31/2012. OCRM requires this information in order to adequately assess the eligibility of proposed CZMA section 306A projects. Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to John King, Chief, Coastal Programs Division, OCRM, 1305 East-West Hwy., 11th Floor, Silver Spring, Maryland 20910. This reporting is required under and is authorized under 16 U.S.C. 1455a. Information submitted will be treated as public records. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number.

**Coastal Zone Management Act
Performance Measurement System**

Coastal Management Program Guidance

April 2011



Office of Ocean and Coastal Resource Management
National Oceanic and Atmospheric Administration

**Coastal Zone Management Act Performance Measurement System
Coastal Management Program Performance Measures Guidance
April 20011-2015**

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Coastal Zone Management Act Performance Measurement System

This guidance supersedes previously issued guidance documents. This document provides updated guidance to Coastal Management Programs (CMPs) on requirements and eligible activities for reporting through the Coastal Zone Management Act Performance Measurement System (CZMAPMS). All CMPs are required to successfully complete annual reporting for the CZMAPMS as described by this guidance document. It is anticipated that this guidance will apply to reporting years 2011 through 2015 and will only be updated if necessary.

The CZMAPMS was developed to track measures of effectiveness of the national Coastal Zone Management (CZM) Program. The CZM Program is administered at the federal level by NOAA's Office of Ocean and Coastal Resource Management (OCRM). The OCRM is responsible for providing leadership in advancing national coastal management objectives and maintaining and strengthening state and territorial coastal management capabilities. The CZM Program is implemented on a day-to-day basis at the state level in states and territories with federally approved CMPs. Each CMP has a unique approach to implement the national goals of the CZMA. The CZMAPMS consists of performance measures to track programmatic activities and outcomes and contextual measures to track changes in local capacity and environmental conditions. State and territory Coastal Management Programs contribute to these goals with a variety of approaches, some of which are not readily quantifiable through the use of national performance measures.

The national CZM Program also developed a strategic plan, [CZMP Strategic Plan](#) (FY2007-2012) in cooperation with a volunteer workgroup of CMPs and the Coastal States Organization to guide program activities. The plan developed a vision, mission, outcomes, and strategic goals. It also set performance goals and utilized a subset of CZMAPMS performance measures as the data collection mechanism to demonstrate progress in meeting goals. Data reported from CMPs for these measures will be compiled for a national report. Corresponding strategic goals are included in this guidance to support the connection between the performance measures and programmatic goals.

VISION

The nation's coasts and oceans, including the Great Lakes and island territories, are healthy and thriving for this and future generations

MISSION

To ensure the conservation and responsible use of our nation's coastal and ocean resources

CZMP Outcomes:

Healthy and productive coastal ecosystems

Environmentally, economically, and socially vibrant and resilient coastal communities

GOALS:

1. Protect, restore, and enhance coastal ecosystems.
2. Enable the development of vibrant and resilient coastal communities.

Comprehensive List of Performance Measures

Government Coordination & Decision Making (reported annually)

1. Percent of federal consistency projects reviewed where the project was modified due to consultation with the applicant to meet State CZM policies, by category¹.
2. Number of acres of a) permit-estimated loss and b) required gain or mitigation due to activities subject to CZM regulatory programs, by category².
3. Number of coordination events offered by the CZM Program and number of stakeholder groups participating, by category³.
4. Number of a) education activities related to government coordination offered by the CZM Program and number of participants and b) training events related to government coordination offered by the CZM Program and number of participants.

Public Access (reported annually)

5. Number of public access sites a) created through acquisition or easement and b) enhanced with assistance from CZM funding or staff.
6. Number of public access sites a) created and b) enhanced through CZM regulatory requirements.
7. Number of a) education activities related to public access offered by the CZM Program and number of participants and b) training events related to public access offered by the CZM Program and number of participants.

Coastal Habitat (reported annually)

8. a) Number of acres of coastal habitat protected by acquisition or easement and b) number of acres and/or meters of coastal habitat under restoration with assistance from CZM funding or staff, by category⁴.
9. Number of a) marine debris removal activities completed with assistance from CZM funding or staff and b) pounds of marine debris removed during those activities.
10. Number of a) education activities related to coastal habitat offered by the CZM Program and number of participants and b) training events related to coastal habitat offered by the CZM Program and number of participants.

Coastal Hazards (reported annually)

11. Number of communities in the coastal zone that completed projects to a) reduce future damage from hazards and b) increase public awareness of hazards with assistance from CZM funding or staff.
12. Number of a) education activities related to coastal hazards offered by the CZM Program and number of participants and b) training events related to coastal hazards offered by the CZM Program and number of participants related to coastal hazards.

¹ Federal Agency Activity; Federal License or Permit; Outer Continental Shelf; and Federal Financial Assistance

² Tidal (Great Lake) Wetlands; Beach and Dune; Near-shore Habitat; and Other Habitat Types

³ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; and Coastal Dependent Uses & Community Development.

⁴ Tidal (Great Lake) Wetlands; Beach and Dune; Near-shore Habitat; and Other Habitat Types

Coastal Dependent Uses & Community Development (reported annually)

13. Number of coastal communities that a) developed or updated sustainable development ordinances, policies, and plans; b) completed a project to implement a sustainable development plan; c) developed or updated port or waterfront redevelopment ordinances, policies, and plans; and d) completed a project to implement a port or waterfront redevelopment plan with assistance from CZM funding or staff.
14. Number of coastal communities a) that developed or updated polluted runoff management ordinances, policies, and plans and b) completed projects to implement polluted runoff management plans with assistance from CZM funding or staff.
15. Number of a) education activities related to coastal dependent uses and community development offered by the CZM Program and number of participants and b) training events related to coastal dependent uses and community development offered by the CZM Program and number of participants.

Financial Measures (reported annually)

16. Number of a) CZM federal and matching dollars spent and b) dollars leveraged by CZM funds, by category⁵.
17. Number of CZM federal and matching dollars a) spent on technical assistance and b) provided as financial assistance to local governments.

State-reported Contextual Measures (reported every 5 years)

Public Access

18. Number of acres in the coastal zone that are available for public access.
19. Miles of shoreline available for public access.

Coastal Habitat

20. Number of coastal and Great Lake waterbodies where water quality or habitat was monitored with assistance from CZM funding or staff.

Coastal Hazards

21. Number of communities in the coastal zone that use setbacks, buffers, or land use policies to direct development away from areas vulnerable to coastal hazards.

Coastal Dependent Uses & Community Development

22. Number of marinas in the coastal zone a) pledged to and b) designated by a Clean Marina Program.

⁵ Reporting categories for financial measures: a) Government Coordination; b) Public Access; c) Coastal Habitat; d) Coastal Hazards; and e) Coastal Dependent Uses and Community Development

CZMAPMS Documentation

Coastal Management Programs will annually report measures under the following categories: Government Coordination, Public Access, Coastal Habitat, Coastal Hazards, and Coastal Dependent Uses and Community Development. The CZMAPMS measures are intended to be aggregated and reported at the national level to communicate effectiveness. Documentation of reported data is an essential component of CZMAPMS implementation and communication of the national results. The purpose of documentation data is to establish a record of reported activities. **The documentation data should provide sufficient information to demonstrate that all reported activities were eligible under the CZMAPMS guidance.** A unique identifier is requested for each project or activity reported. This identifier should be developed by the Coastal Management Program and provide sufficient information to allow the CMP to reference more detailed documentation about the reported activity or project. **It is also important that the unique identifier, in combination with the other requested data, provides the assigned OCRM Program Specialist with sufficient information to evaluate eligibility.** Therefore, it is helpful if the identifier references either a CZM task or project title, if applicable. If necessary, additional descriptive information should be provided as comments within the report.

CZMAPMS Timeline

Reporting Timeline for Annual Performance Measures:

| Deadlines for July 1 Awards | Reporting Period | Deadlines for Oct. 1 Awards | Reporting Period | Measures Reported |
|-----------------------------|-------------------------------|-----------------------------|--------------------------------|-------------------|
| September 30, 2011 | July 1, 2010 to June 30, 2011 | October 28, 2011 | Oct. 1, 2010 to Sept. 30, 2011 | Measures #1-17 |
| July 30, 2012 | July 1, 2011 to June 30, 2012 | October 30, 2012 | Oct. 1, 2011 to Sept. 30, 2012 | Measures #1-17 |
| July 30, 2013 | July 1, 2012 to June 30, 2013 | October 30, 2013 | Oct. 1, 2012 to Sept. 30, 2013 | Measures #1-17 |
| July 30, 2014 | July 1, 2013 to June 30, 2014 | October 30, 2014 | Oct. 1, 2013 to Sept. 30, 2014 | Measures #1-17 |
| July 30, 2015 | July 1, 2014 to June 30, 2015 | October 30, 2015 | Oct. 1, 2014 to Sept. 30, 2015 | Measures #1-17 |

Reporting Timeline for State-Collected Contextual Measures:

Reported through the Section 309 Assessment and Strategy (A&S): deadlines for reporting will be established to coincide with the deadline for the draft A&S.

Government Coordination & Decision Making

Goal:

Improve coordination and participation in the implementation of the CZM Program and improve government decision making through technical assistance and consultation on projects affecting the coastal zone.

CZM Role and Actions:

- The CZM Program provides a framework under the CZMA federal consistency provisions to effect change through state policies in support of national priorities, to provide technical assistance and dedicated staff resources in the review of coastal zone projects, and to achieve regulatory efficiencies through a coordinated, predictable project approval process.
- The CZM Program balances the need for economic development with resource protection through implementation of state regulatory programs to avoid, minimize, or if necessary, mitigate the loss of coastal habitats.
- The CZM Program is a federal-state partnership that supports comprehensive planning, coordinated decision-making, and public participation in coastal management.

Capacity Building:

The CZM Program establishes capacity building networks by developing partnerships and supporting their growth and independence. Through capacity building networks, the CZM Program provides critical project management and coordination assistance to build local and state capacity. The following are capacity building activities of the CZM Program that are specific to the Government Coordination and Decision Making category:

- The CZM Program conducts educational activities to improve public understanding of CZM program policies, efforts, and opportunities for stakeholder and public participation.
- The CZM Program conducts training events to provide coastal decision-makers with knowledge and tools to understand and comply with program policies, regulations, and decision-making processes.

Annual Performance Measures:

1. Percent of federal consistency projects reviewed where the project was modified due to consultation with the applicant to meet State CZM policies, by category¹.
2. Number of acres of a) permit-estimated loss and b) required gain or mitigation due to activities subject to CZM regulatory programs, by category².
3. Number of coordination events offered by the CZM Program and number of stakeholder groups participating, by category³.

¹ Federal Agency Activity; Federal License or Permit; Outer Continental Shelf; and Federal Financial Assistance

² Tidal (Great Lake) Wetlands; Beach and Dune; Near-shore Habitat; and Other Habitat Types

³ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; and Coastal Dependent Uses and Community Development

4. Number of a) education activities related to government coordination offered by the CZM Program and number of participants and b) training events related to government coordination offered by the CZM Program and number of participants.

Performance Measures Description:

1. Percent of federal consistency projects reviewed where the project was modified due to consultation with the applicant to meet State CZM policies.

The purpose of this measure is to describe the role of the CZM Program in the coordination and simplification of government decision making through consultation activities during the review of federal consistency projects. This measure only captures federal consistency projects that can be tracked from original proposal or submission to final decision by the Coastal Management Program (CMP) or network partners. It may be difficult to capture all proposed projects. For example, projects that are informally proposed or that are withdrawn or substantially altered following informal consultation are not easily captured. OCRM recognizes that some projects are reviewed prior to formal submission through an early coordination process. Projects that are modified due to consultation during an early coordination or inter-agency review process that can be tracked from initial proposal to final decision should be included in the measure. Each CMP should establish a protocol for when to include projects based on program databases or tracking systems that will ensure that projects are only counted once for this measure. Long term project reviews that span multiple reporting periods should be included in the reporting period when the final consistency decision is issued.

This measure focuses on federal consistency projects that require consultation and modifications for the project to meet enforceable policies. **“Modified Due to Consultation with the Applicant”** means that the CMP or networked agencies consulted with the applicant to modify portions of the project that did not meet enforceable policies. The project is then modified and found consistent. Instances where standard conditions are developed for a type of project or applicant and incorporated into consistency decisions without consultation with the applicant cannot be reported for this measure.

Report the following:

- a) Total number of federal consistency projects technically reviewed (determined to be applicable for federal consistency review) during the reporting period.
- b) Number of federal consistency projects reviewed where the project was modified due to consultation with the applicant to meet State CZM policies by category⁴.

Documentation Required:

- Identify the data tracking mechanism (e.g. database name) used to report data.
- For each category, list each federal consistency project reported as modified during the reporting period using a unique identifier. If a large number of projects are modified

⁴ Federal agency activities; federal license or permit activities; Outer Continental Shelf projects; and Federal financial assistance to state agencies or local governments.

within a category, the CMP can group those projects in a way that still allows the individual project records to be referenced, retrieved from a database, or otherwise documented. For example, Docks & Piers Sect. 1123: CD-#001-085.

**Project documentation is only required for projects reported as modified, not for all federal consistency requests reviewed.*

2. Number of acres of a) permit-estimated loss and b) permit-required gain or mitigation due to activities subject to CZM regulatory programs.

The purpose of this measure is to describe the role of the CZM Program in maintaining an appropriate balance between development and habitat protection through CZM regulatory programs. Coastal Management Programs (CMPs) administer regulatory programs to achieve this balance as well as using many other approaches such as comprehensive planning, monitoring, mapping, education, training, and outreach. In addition, the permit review process often involves project modifications to implement best management practices and reduce impacts to habitat. Quantification of the outcomes related to these types of project modifications to protect habitat is very difficult, in part because of the range of regulatory programs and tracking mechanisms used by CMPs. Therefore, this measure focuses on the outcome of permit decisions by measuring the estimated acres of habitat loss contained in the permit and the acres of habitat that the permit applicant is required to mitigate for activities subject to CZM regulatory programs. Both of these numbers can be considered estimates and the actual number of acres lost or mitigated may vary.

CZM Regulatory Programs should be defined by each CMP to include core CZM enforceable policies that prevent the loss of tidal (or Great Lakes) wetlands, beach and dune habitat, and nearshore (intertidal, subtidal, submerged) habitat and programs that require mitigation for unavoidable impacts or losses of coastal habitats.

Permit-Estimate Loss refers to the loss in acres of habitat that an activity subject to core CZM regulations is estimated to result in under an approved permit or other administrative decision. Do not include impacts that are considered temporary or short-lived in nature.

Required Gain or Mitigation refers to the habitat acres to be acquired, restored, or created as compensation for estimated losses due to an activity subject to core CZM regulations. For CMP that allow the purchase of ‘credits’, such as for a mitigation bank, please use an estimate of mitigated acres based on past credits for completed creation, restoration, or acquisition projects.

Report the following:

- a) Number of acres of permit-estimated loss due to activities subject to CZM regulatory programs, by category⁵:
- b) Number of acres of required gain or mitigation due to activities subject to CZM regulatory programs, by category⁶:

⁵ Tidal (or Great Lakes) wetlands; Beach and dune habitat; Nearshore (intertidal, subtidal, submerged) habitat; and Other types of habitat.

Documentation Required:

- Description of the data tracking mechanism (e.g. database name, internal report) used to report this measure.
- For each category, list a unique identifier and the number of the acres of permit-estimated loss and required gain or mitigation. For project types that involved small individual estimated losses, documentation can be combined to report the total estimated loss. For example, all residential dock and pier projects can be combined to estimate a total estimated loss based on average size and impacts. However, the unique identifier for the grouping must still allow the individual permit or project records to be referenced or retrieved from a database.

3. Number of coordination events offered by the CZM Program and number of stakeholder groups (non-CMP organizations, programs, or agencies) participating.

The number of **Coordination Events** is intended to capture CZM events to improve coordination and comprehensive planning. This does **NOT** include all coordination meetings attended by CZM staff and should be limited to events focused on coastal management policy development, significant coordination efforts, streamlining of network programs, or coordination of enforcement actions or programs. Meetings between CZM staff and individual stakeholders for the purpose of presenting program decision or activities should not be reported for this measure. Reported events should also be limited to those events that are led (initiated) or funded by the Coastal Management Program (CMP) for the purpose of comprehensive planning in cooperation with stakeholders or partners. Examples of coordination events include, but are not limited to interagency coordination meetings; issue specific advisory panels, commissions, or task forces; and stakeholder coordination meetings to develop new partnerships.

Coordination events should be categorized based on the dominant topic area addressed. If a coordination event is primarily held to address management needs or coordination on a range of categories, the event may be best categorized under Government Coordination. Only record each event once, even if multiple topics are covered, and do not duplicate the same event under the performance measure for educational activities. Examples of coordination events: “Long Term Management Strategy Environmental Window Workgroup”, “Public Access Programs Coordination MOU Workgroup”, “Interagency Ocean Management Plan Workgroup”, “Post-disaster Redevelopment Plan Focus Group” and “Bay Coastal Hazards Long-term Planning and Emergency Management Interagency Workgroup”.

The number of **Stakeholders Groups** that participated in a coordination event is reported for this measure to capture the number of non-CMP organizations, programs, or agencies (e.g. recreational fishing organization, National Park Service, county planning agency, etc.) that were represented by at least one participant during the event. CMPs should document the number of stakeholder groups for each event reported at the time it is conducted. If a sign-in sheet or

⁶ Tidal (or Great Lakes) wetlands; Beach and dune habitat; Nearshore (intertidal, subtidal, submerged) habitat; and Other types of habitat.

registration is not possible, the program should ensure that the person conducting the event records a count of participants at the time of the event.

Report the following:

- a) Number of coordination events offered by the CZM Program, by category⁷:
- b) Number of stakeholder groups that participated in each reported coordination event, by category⁸:

Documentation Required:

- List each coordination event using a unique identifier, the corresponding number of stakeholder groups that participated, and the associated CZM award number. It is not necessary to list individual stakeholder groups that participated; by submitting this data through the CZMAPMS, the program is certifying its accuracy.

4. Number of a) education activities related to government coordination offered by the CZM Program and number of participants and b) training events related to government coordination offered by the CZM Program and number of participants.

To support public involvement, Coastal Management Programs (CMPs) offer education programs for the general public that use several approaches including printed materials, websites, educational exhibits, workshops, and stewardship opportunities. The purpose of this measure is to describe the role of the CZM Program in providing ‘**hands-on**’ education that supports the goals of the government coordination category. **Educational Activities** captured in this performance measure include presentations; seminars; and other hands-on or interactive activities that provide non-technical information to improve public understanding of CZM Program policies and activities to improve government coordination and efficiency in coastal management as well as opportunities for active stakeholder and public participation.

Educational activities that are conducted by partners and funded by CZM federal or matching funds should be included. The following educational efforts should **not** be included in this measure: publications (i.e. brochures, guides, etc.), Internet materials or web sites, mass media campaigns, interpretive kiosks or signage, or other efforts that provide education through indirect methods. Conference booths or displays are **not** eligible activities for the purposes of this performance measure. However, interactive activities or group presentations given during conferences, fairs, or festivals can be reported if the number of participants in these activities is recorded at the time of the event.

This measure also captures training events offered by the CZM Program. The CZM Program provides scientific and technical information and skill-building opportunities to individuals who are responsible for making decisions that affect coastal resources. Using a range of approaches, CMPs provide coastal decision-makers with the knowledge and tools they need to address

⁷ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; and Coastal Dependent Uses and Community Development.

⁸ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; and Coastal Dependent Uses and Community Development.

critical resource management issues. **Training** includes events for audiences that focus on more technical subject matter than those provided through educational activities. Training can include activities that are tailored to a specific audience, such as wetland regulators or a local agency permitting program and should be limited to training events offered by or funded by the CMP. Training events that are funded by CZM federal or matching funds, but conducted by partners should be included. Training events can be provided through the Internet to provide remote access; however, if there is not a registration or a sign-up process, only report those events for which the number of participants can be documented.

This measure does **not** include CMP staff training, but can include training events for staff of network partners or local coastal programs. Do not include publications (e.g. manuals) or other materials that are distributed without an associated and targeted training program.

Training events related to **Government Coordination** include the following types of events to increase local, state, and federal agency capacity and technical understanding for the following: interagency or intra-agency streamlining, decision-making efficiency, and active stakeholder participation. Events can be related to federal consistency; development or local implementation of new state rules; interagency permit streamlining or coordination; development of special area management plans other area designations; resource management requirements for emerging issues; and comprehensive planning to address management needs.

Participants are the people that participated in the reported educational activity or training event. CMPs should document the number of participants for each event reported **at the time it is conducted**. If a sign-in sheet or registration is not possible, the program should ensure that the person conducting the event records a count of participants at the time of the event.

Report the following:

- a) Number of educational activities related to Government Coordination offered by the Coastal Management Program and the number of participants.
- b) Number of training events related to Government Coordination offered by the Coastal Management Program and the number of participants.

Documentation Required:

- List each educational activity using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.
- List each training event using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.

Public Access

Goal:

Create or enhance public access sites over the next 5-years.

CZM Role: The CZM Program protects, creates, and enhances public access to the coast through regulatory programs, acquiring new public access sites, and enhancing recreational facilities such as boardwalks and piers.

Capacity Building:

- The CZM Program conducts educational activities to improve public understanding of access to the coastal zone and its importance to communities and the economy.
- The CZM Program conducts training events to provide coastal decision-makers with knowledge and tools to comprehensively plan for and manage public access.

Annual Performance Measures:

5. Number of public access sites a) created through acquisition or easement and b) enhanced with assistance from CZM funding or staff.
6. Number of public access sites a) created and b) enhanced through CZM regulatory requirements.
7. Number of a) education activities related to public access offered by the CZM Program and number of participants and b) training events related to public access offered by the CZM Program and number of participants.

Performance Measures Description:

5. Number of public access sites a) created through acquisition or easement and b) enhanced with assistance from CZM funding or staff.

An important goal of the CZMA is to ensure adequate public access to the coastal zone. Coastal Management Programs (CMPs) accomplish this goal using approaches that are most effective for their local coastal zone. These approaches can include conducting public access inventories, developing access guides, ensuring sites are marked as public, identifying new areas for access, and providing technical assistance, education, and outreach. The purpose of this measure is to describe the role of the CZM Program in providing for new and enhanced public access in the coastal zone. However, not all CMPs use CZM funding or staff to create new public access sites or enhance existing recreational facilities. If the CMP, as a matter of policy or custom, does not conduct such activities, report that **“the Coastal Management Program does not use CZM funding or staff to create or enhance public access sites”**.

Examples of **Public Access Sites** are vertical walking paths to the shore; publicly owned property including parks, beaches, piers providing fishing access to coastal waters; boardwalks or trails associated with coastal habitat such as wetlands, forested habitat, marshes; access to

historic areas or structures, such as lighthouses; and boat launches, ramps, docks, and marinas that are publicly owned.

Created Sites are properties acquired for public access through fee simple ownership or through an easement. There may be instances where a property has been in public ownership but not open to the public. In this case, the property can be counted as a new site if it has not been counted previously and it is opened to the public during the reporting period. However, in the case where there is an unimproved site that is open to the public and it is improved for recreation (i.e. facilities are constructed) during the reporting period, the addition of those facilities should be considered an enhancement to an existing public access site. **Enhancements** can include activities eligible under CZMA Section 306A, including educational signage, trail or boardwalk construction or renovation, the addition of fish cleaning stations, parking, or bathroom facilities, and other low-cost construction to improve recreational facilities.

It is acceptable to report sites created or enhanced due to CZM-funded staff that provide critical management, planning, or coordination for a specific project completed during the reporting period. However, **do not** include instances where CZM staff involvement is limited primarily to permit review or consultation. Because CZM funding may have provided only a portion of the funding necessary to create a public access site, OCRM will use text with this measure that indicates that public access sites may have been created in cooperation with CZM program partners.

Report the following:

- a) Number of public access sites created through acquisition or easement with assistance from CZM funding or staff.
- b) Number of existing public access sites enhanced with assistance from CZM funding or staff.

Documentation Required:

- List each public access site reported using a unique identifier, the associated CZM award number, and an indication of the primary CZM role (funding or staff support) for the specific recreational site reported.

6. Number of public access sites a) created and b) enhanced through CZM regulatory requirements.

The purpose of this measure is to describe the role of the CZM Program in addressing public access needs through regulatory and permitting requirements. All CMPs provide protection of public access through a variety of mechanisms. Some examples of legal or regulatory approaches include:

- Identifying historic access points such as traditional right of ways and reclaiming them for public use;
- Ensuring that existing access is not lost when new developments are proposed or if access will be lost, requiring that developers mitigate the loss by providing a new or enhanced opportunity elsewhere; and

- Establishing legal protections from liability for homeowners who provide access over their property to waterfront.

However, this performance measure is intended to provide information about those programs that have regulatory approaches that require the creation or enhancement of public access sites as part of permitting, federal consistency, or other regulatory requirements. If the CMP does not use regulatory mechanisms to create or enhance public access sites report that “**the Coastal Management Program does not include a regulatory component to create or enhance public access sites**”.

A public access site is considered “**Created**” through CZM regulatory requirements when a permit or other administrative action requires the designation of an area as a public access site where one did not exist previously. The created public access site must have previously been privately held or otherwise legally inaccessible to the general public. The State does not have to hold ownership of the new site, but there must be a reasonable assurance that the new site is available to the general public and will be a public site in perpetuity. A public access site is considered “**Enhanced**” through CZM regulatory requirements when a permit or other administrative action requires the improvement of facilities or the site itself for public recreation.

Report the following:

- a) Number of public access sites created through CZM regulatory requirements.
- b) Number of public access sites enhanced through CZM regulatory requirements.

Documentation Required:

- Description of data tracking mechanism (e.g. database name, internal report) used to report data for this measure.
- List each public access site reported using a unique identifier.

7. Number of a) education activities related to public access offered by the CZM Program and number of participants and b) training events related to public access offered by the CZM Program and number of participants.

The purpose of this measure is to describe the role of the CZM Program in providing educational activities to the public to support the goal of the Public Access category. Examples of educational activities related to Public access are: access availability, threats to public access, public trust principles. This measure also captures training events offered by the CZM Program. Training events related to Public Access include the following types of events: public trust and other public access policies or legal precedent; planning practices for minimizing resource impacts due to public access activities; and other public access related management issues.

See the description under Government Coordination measure #4 for a definition of **eligible Educational Activities, Training Events, and Participants**.

Report the following:

- a) Number of educational activities related to Public Access offered by the CZM Program and the number of participants.
- b) Number of training events related to Public Access offered by the CZM Program and the number of participants.

Documentation Required:

- List each educational activity using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.
- List each training event using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.

Coastal Habitat

Goals:

Protect coastal habitat through acquisition or easement; Restore coastal habitat; and Remove marine debris from coastal habitats.

CZM Role:

- The CZM Program uses funding and expertise to protect and restore coastal habitat and develops and coordinates local partnerships to engage citizen stewards.
- CZM works with local communities to reduce marine debris reaching our oceans, Great Lakes, and beaches.

Capacity Building:

- The CZM Program conducts educational activities to improve public understanding of coastal habitats, threats to those habitats, and opportunities to protect and restore habitat.
- The CZM Program conducts training events to provide coastal decision-makers with knowledge and tools to protect and restore coastal habitat.

Annual Performance Measures:

8. a) Number of acres of coastal habitat protected by acquisition or easement and b) number of acres and/or meters of coastal habitat under restoration with assistance from CZM funding or staff, by category⁹.

⁹ Tidal (Great Lake) Wetlands; Beach and Dune; Near-shore Habitat; and Other Habitat Types

9. Number of a) marine debris removal activities completed with assistance from CZM funding or staff and b) pounds of marine debris removed during those activities.
10. Number of a) education activities related to coastal habitat offered by the CZM Program and number of participants and b) training events related to coastal habitat offered by the CZM Program and number of participants.

Coastal Habitat Categories

Tidal (or Great Lakes) Wetlands

Wetlands are "those areas that are inundated or saturated at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions." [33 CFR 328.3(b)]. Note: "under normal circumstances" means that such areas support plant growth unless such growth is removed or prevented from growing by man or infrequent natural events (like mudslides or volcanic eruptions).

Tidal wetlands are wetlands that are inundated by tidal waters. Definitions of wetlands and tidal waters can be found at 33 CFR 328.3(b) and 33 CFR 328.3(f), respectively. Tidal wetlands can include salt and brackish marshes (tidally flooded grasslands), and mangrove swamps (salty shrub thickets and forests). Tidal wetlands in saline and brackish areas, or estuarine wetlands, which are part of the estuary where salt water mixes with fresh water running off the land via rivers, are also included.

Great Lakes coastal wetlands occur along the Great Lakes shoreline proper and portions of tributary rivers and streams that are directly affected by Great Lakes water regimes. These wetlands form a transition between the Great Lakes and adjacent terrestrial uplands, and are influenced by both. Additional guidance for defining Great Lakes Wetlands:

- Great Lakes Coastal Wetlands: Abiotic and Floristic Characterization: A Summary of Reports Prepared for Michigan Natural Features Inventory:
<http://www.epa.gov/glnpo/ecopage/wetlands/glc/index.html#List%20of%20Tables>
- Site Types for Great Lakes Coastal Wetlands:
<http://www.epa.gov/glnpo/ecopage/wetlands/glc/table1.pdf>

Beach and Dune Habitat

Beach is the zone of unconsolidated material between the mean low-water line and the line of permanent vegetation, which is also the effective limit of storm waves; sometimes includes the material moving in offshore, onshore, and longshore transport. Each state Coastal Management Program is required to have a definition of beach (CZMA Sect. 306(d)(G)(2)). **Dune** is a wind formed hill or ridge of sand

Nearshore Habitat

Nearshore (intertidal, subtidal or submerged) habitats should include intertidal rocky areas and pools, mud flats, coral reefs, shellfish beds, submerged aquatic vegetation such as seagrass beds, rocky hard bottom habitat, and other nearshore benthic habitat.

Performance Measures Description:

8. a) Number of acres of coastal habitat protected by acquisition or easement and b) number of acres and/or meters of coastal habitat under restoration with assistance from CZM funding or staff, by category¹⁰.

Coastal Management Programs (CMPs) play an important role in shaping coastal habitat management policies, as well as improving, coordinating, and funding state and local activities. Some programs use CZM funds to acquire property or conservation easements from willing sellers to protect coastal habitat as well as work with partners to restore coastal habitats. Other programs focus on activities that support state and local actions to protect and restore coastal habitat through comprehensive planning, habitat identification, technical assistance, and education and outreach. This measure focuses on those CMPs that use CZM funding or staff to protect habitat by acquisition or easement and to restore habitat. If a CMP, as a matter of policy or custom, does not conduct such activities, enter “**the Coastal Management Program does not use CZM funding or staff to acquire or restore habitat**”.

Protected refers to properties acquired for their habitat values through fee simple ownership or through a conservation easement. **Restoration** refers to the rehabilitation of degraded or altered habitat and often involves reestablishing native vegetation and natural hydrology. It is acceptable to report acres protected or restored due to CZM funded staff that provide critical management, planning, or coordination for a specific project completed during the reporting period. However, **do not** include instances where CZM staff involvement is limited primarily to permit review or consultation. Habitat acres protected or restored through a mitigation program should be reported only under measure #2. CMPs may also wish to add habitat categories to report other coastal habitat types. An “other” category is included to facilitate individualized reporting.

Habitat protected or under restoration should be reported for the period in which the protection or planned restoration activities were completed. Although reported restoration activities must be completed within the reporting period, it is recognized that this does not mean that overall restoration has been completed for a property in all cases. Because restoration is a long-term effort, there may be a series of planned activities required to achieve restoration goals for a site. Additionally, CZM funding may have only provided a portion of the funding necessary to protect or restore an area; therefore, OCRM will use text with this measure that indicates that habitat may have been protected or restored in cooperation with CZM partners.

Report the following:

- a) Number of acres protected by acquisition or easement with assistance from CZM funding or staff, by category¹¹
- b) Number of acres and/or meters under restoration with assistance from CZM funding or staff, by category¹²

¹⁰ Tidal (Great Lake) Wetlands; Beach and Dune habitat; Near-shore Habitat; and Other Habitat Types

¹¹ Tidal (or Great Lakes) wetlands; Beach and dune habitat; Nearshore habitat; and Other types of habitat.

¹² Tidal (or Great Lakes) wetlands; Beach and dune habitat; Nearshore habitat; and Other types of habitat.

Documentation Required:

- For each category, provide a list of each project using a unique identifier, the number of acres or number of square meters, reported for each project, the associated CZM award number, and indicate the primary CZM role (funding or staff support).

9. Number of a) marine debris removal activities completed with assistance from CZM funding or staff and b) pounds of marine debris removed during those activities.

Marine debris is a persistent and often overlooked coastal management issue with wide-ranging impacts. NOAA defines marine debris as any persistent solid material that is manufactured or processed and directly or indirectly, intentionally or unintentionally, disposed of or abandoned into the marine environment or the Great Lakes. The types of activities to address marine debris vary among Coastal Management Programs (CMPs) to address different types of marine debris and different environments where marine debris is a problem. Some examples of marine debris programs developed in the states include: Coastal and coral reef clean-ups; Adopt-A-Beach programs; Establishing disposal and recycling containers in recreation areas; Derelict fishing gear and vessel removal; Education, outreach, public awareness initiatives/campaigns; and Regional coordination and management efforts.

This measure focuses on marine debris removal activities that can be linked to a quantifiable reduction of marine debris. CMP should not report activities that cannot be directly connected to estimates of the number of pounds removed. **Marine Debris Removal Activities** include activities (either volunteer or non-volunteer) to remove marine debris from coastal systems. For beach clean-up or similar events, report the total number of sites or areas that participated rather than reporting the clean-up as one activity. The **Estimated Pounds of Debris** can be based on reports from volunteer groups, non-volunteer removal programs, or the average weight of commonly removed objects by the estimated number removed (e.g. average crab trap weighs 5 pounds and 25 were removed).

Report the following:

- a) Number of marine debris removal activities completed with assistance from CZM funding or staff and for which a corresponding number of pounds of debris removed can be estimated.
- b) Estimated number of pounds of debris removed by the above reported marine debris removal activities.

Documentation Required:

- List marine debris removal activities including a unique identifier, the estimated number of pounds removed during the activity, and the associated CZM award number.

10. Number of a) education activities related to coastal habitat offered by the CZM Program and number of participants and b) training events related to coastal habitat offered by the CZM Program and number of participants.

The purpose of this measure is to describe the role of the CZM Program in providing ‘hands-on’ education to the public to support the Coastal Habitat goals. Educational activities related to **Coastal Habitat** include activities to improve public understanding of the following: CZM Program policies and activities to improve government coordination and efficiency in coastal management as well as opportunities for active stakeholder and public participation.

This measure also captures training events offered by the CZM Program. Training events related to **Coastal Habitat** include the following types of events to increase local, state, and federal agency capacity and technical understanding for the following: habitat diversity and functions; status and trends; mapping and monitoring; threat assessment; restoration; regulatory programs; and other habitat management issues.

See the description under Government Coordination measure #4 for a definition of eligible **Educational Activities, Training Events, and Participants.**

Report the following:

- a) Number of educational activities related to Coastal Habitat offered by the Coastal Management Program and the number of participants.
- b) Number of training events related to Coastal Habitat offered by the Coastal Management Program and the number of participants.

Documentation Required:

- List each educational activity using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.
- List each training event using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.

Coastal Hazards

Goal:

Increase the percentage of coastal communities implementing management practices to improve resilience and increase public awareness of hazards.

CZM Role: Through its partnerships, the CZM Program engages states and communities to become more resilient by comprehensive planning, managing development to minimize damage to communities and coastal habitats, increasing preparedness, and responding to coastal hazards.

Capacity Building:

- The CZM Program conducts educational activities to improve public understanding of coastal hazards including types of hazards, vulnerability, and opportunities to reduce their risk.
- The CZM Program conducts training events to provide coastal decision-makers with knowledge and tools to improve state and local management of coastal hazards and comprehensive planning to improve resiliency.

Annual Performance Measures:

11. Number of communities in the coastal zone that completed projects to a) reduce future damage from hazards and b) increase public awareness of hazards with assistance from CZM funding or staff.
12. Number of a) education activities related to coastal hazards offered by the CZM Program and number of participants and b) training events related to coastal hazards offered by the CZM Program and number of participants related to coastal hazards.

Performance Measures Description:

11. Number of communities in the coastal zone that completed projects to a) reduce future damage from hazards and b) increase public awareness of hazards with assistance from CZM funding or staff.

An important goal of the CZMA is to minimize the loss of life and property caused by improper development in areas likely to be affected by or vulnerable to coastal hazards, and by the destruction of natural protective features such as beaches, dunes, wetlands, and barrier islands. Coastal Management Programs (CMP) provide technical assistance and funding to support many projects that address coastal hazard concerns at the state and local level. The purpose of this measure is to describe the role of the CZM Program in supporting coastal communities to reduce loss of life and property from coastal hazards, enhance the ability of state and local governments and communities to respond to hazard events, and raise public awareness of coastal hazards.

A **Coastal Community** is a unit of local government or a special unit of government, such as a planning district. In coastal zones without local governments (e.g. U.S. territories), a coastal

community may be an administrative body or organization that formally represents a local geographic area. The list of coastal communities within each CMP's coastal zone should be developed to consistently apply to measures #11, 13, and 14 and should remain consistent for reporting over time.

Completed projects can include the development or update of local coastal hazard plans, local coastal hazard mitigation policies, ordinances or codes, technical assistance, education and outreach, and on-the-ground projects to reduce future damage from hazards. Projects completed by a non-governmental organization for a coastal community can be reported. CMPs should not report all communities affected by state-wide policies or plans or permitting programs. It also should not include general administrative funding of local coastal programs or local government agencies. Communities reported must have completed a discrete and specific project to reduce future damage from hazards or raise public awareness of coastal hazards. However, do not include instances where CZM staff involvement is limited primarily to permit review of the completed project.

Public awareness campaigns can include hands-on educational events, educational signage or kiosks, and informational materials such as brochures and websites. They may be on-going efforts, but the community must have completed an activity or component of the campaign during the reporting period. Websites should only be included in the reporting period in which they are first made available through the Internet, unless substantial updates are made during a subsequent reporting period. This measure differs from performance measure #12 in that it is focused on the number of communities implementing public awareness campaigns. In addition, public awareness campaigns can be reported for a broader range of activities not eligible under measure #12, such as publications, mass media, web sites, signage, etc.

Report the following:

- a) Number of communities that completed a project to reduce future damage from hazards with assistance from CZM funding or staff.
- b) Number of communities that completed a project to increase public awareness of hazards with assistance from CZM funding or staff.

Documentation Required:

- List each community reported, its county, a unique identifier, the primary role of the CZM program (funding or staff), and the associated CZM award number. If the state or territory does not use counties, please indicate the closest equivalent.

12. Number of a) education activities related to coastal hazards offered by the CZM Program and number of participants and b) training events related to coastal hazards offered by the CZM Program and number of participants related to coastal hazards.

The purpose of this measure is to describe the role of the CZM Program in providing 'hands-on' education to the public to support the Coastal Hazards goals. Educational activities related to **Coastal Hazards** include improving public understanding about types of hazards, resiliency, vulnerability, evacuation, and other coastal hazard issues.

This measure also captures training events offered by the CZM Program to support the Coastal Hazards goals. Training events related to **Coastal Hazards** include the following types of events to increase local, state, and federal agency capacity and technical understanding for the following: regulatory programs; vulnerability mapping; evacuation planning; and other coastal hazard management issues.

See the description under Government Coordination measure #4 for a definition of eligible **Educational Activities, Training Events, and Participants**.

Report the following:

- a) Number of educational activities related to Coastal Hazards offered by the Coastal Management Program and the number of participants.
- b) Number of training events related to Coastal Hazards offered by the Coastal Management Program and the number of participants.

Documentation Required:

- List each educational activity using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.
- List each training event using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.

Coastal Dependent Uses and Community Development

Goal:

Increase the percentage of communities in the coastal zone implementing sustainable coastal management practices and revitalizing port and waterfront areas.

CZM Role: The CZM Program gives funding and expertise to help coastal communities sustain their economies, human health, environment, and coastal character.

Capacity Building:

- The CZM Program conducts educational activities to improve public understanding of coastal dependent uses, sustainable development, and water quality.
- The CZM Program conducts training events to provide coastal decision-makers with knowledge and tools to comprehensively manage for sustainable and coastal dependent uses and improve water quality.

Annual Performance Measures:

13. Number of coastal communities that a) developed or updated sustainable development ordinances, policies, and plans; b) completed a project to implement a sustainable development plan; c) developed or updated port or waterfront redevelopment ordinances, policies, and plans; and d) completed a project to implement a port or waterfront redevelopment plan with assistance from CZM funding or staff.
14. Number of coastal communities a) that developed or updated polluted runoff management ordinances, policies, and plans and b) completed projects to implement polluted runoff management plans with assistance from CZM funding or staff.
15. Number of a) education activities related to coastal dependent uses and community development offered by the CZM Program and number of participants and b) training events related to coastal dependent uses and community development offered by the CZM Program and number of participants.

Performance Measures Description:

- 13. Number of coastal communities that a) developed or updated sustainable development ordinances, policies, and plans; b) completed a project to implement a sustainable development plan; c) developed or updated port or waterfront redevelopment ordinances, policies, and plans; and d) completed a project to implement a port or waterfront redevelopment plan with assistance from CZM funding or staff.**

The CZM Program has a critical role in the development and implementation of state and local approaches to growth and redevelopment in the coastal zone. Coastal Management Programs (CMPs) work with communities to ensure coastal development is designed, sited and constructed in ways that preserve and protect critical coastal resources and balance coastal land uses. The purpose of this measure is to describe the role of the CZM Program in working with coastal communities to develop and implement local policies and plans to manage growth and development and in redeveloping underutilized and deteriorating urban waterfront areas and ports. This measure focuses on efforts to enhance local management, planning, and the implementation of plans for sustainable development and port or waterfront redevelopment.

A **Coastal Community** is a unit of local government or a special unit of government, such as a planning district. In coastal zones without local governments (e.g. U.S. territories), a coastal community may be an administrative body or organization that formally represents a local geographic area. The list of coastal communities within each CMP's coastal zone should be developed to consistently apply to measures #11, 13, and 14 and should remain consistent for reporting over time.

Plans should be developed or adopted by a local unit of government and can include State mandated plans with assistance from CZM funding or staff. Plans developed by a non-governmental organization in cooperation with a governmental entity can be included. Plans or ordinances do not need to be formally adopted by the local unit of government to be reported for this measure. However, plans or ordinances developed at the state level without direct involvement by the community reported are not eligible for this measure.

Completed Projects should implement actions, with assistance from CZM funding or staff, that are called for in a sustainable development or port or waterfront redevelopment plan. That plan may or may not have been developed using CZM funding or staff. However, do not include instances where CZM staff involvement is limited primarily to permit review.

Some examples of principles for **Sustainable Development** include mixed land uses, compact building design, preservation of open space, directing development towards existing communities, and involvement of the community and stakeholders. More information on sustainable development principles can be found at: http://www.epa.gov/livability/about_sg.htm.

Port or Waterfront Redevelopment can include economic development; land acquisition or protection through easement; rehabilitation or acquisition of piers for public use; rehabilitation of bulkheads for improved public safety or access, removal or replacement of pilings to provide increased recreational use; zoning or other development ordinances to support redevelopment; and visioning and other public involvement processes. The development of public access facilities should be reported under the Public Access performance measures. Port or waterfront redevelopment support activities can include planning, technical assistance, and on-the-ground projects eligible under CZMA Section 306A.

Report the following:

- a) Number of coastal communities that developed or updated sustainable development ordinances, policies, and plans with assistance from CZM funding or staff;
- b) Number of coastal communities that completed a project to implement a sustainable development plan with assistance from CZM funding or staff;
- c) Number of coastal communities that developed or updated port or waterfront redevelopment ordinances, policies, and plans with assistance from CZM funding or staff; and
- d) Number of coastal communities that completed a project to implement a redevelopment plan with assistance from CZM funding or staff.

Documentation Required:

- List each community reported, its county, a unique identifier, indicate the primary CZM role (funding or staff support), and the associated CZM award number. If the state or territory does not use counties, please indicate the closest equivalent that will allow the community to be located.

14. Number of coastal communities that a) developed or updated polluted runoff management ordinances, policies, and plans and b) completed projects to implement polluted runoff management plans with assistance from CZM funding or staff.

The Coastal Nonpoint Pollution Control Program, which falls under Section 6217 of the Coastal Zone Act Reauthorization Amendments (CZARA), is jointly administered by NOAA and the Environmental Protection Agency. The program encourages pollution prevention efforts at a local level, particularly improvements to land use planning and zoning practices to protect

coastal water quality. The purpose of this measure is to describe the role of the CZM Program in supporting communities in the development and implementation of local ordinances, policies, and plans to control or prevent polluted runoff.

A **Coastal Community** is a unit of local government or a special unit of government, such as a planning district. In coastal zones without local governments (e.g. U.S. territories), a coastal community may be an administrative body or organization that formally represents a local geographic area. The list of coastal communities within each CMP's coastal zone should be developed to consistently apply to measures #11, 13, and 14 and should remain consistent for reporting over time.

Plans should be developed or adopted by a local unit of government and can include State mandated plans with assistance from CZM funding or staff. Plans developed by a non-governmental organization in cooperation with a governmental entity can be included. Plans or ordinances do not need to be formally adopted by the local unit of government to be reported for this measure. However, plans or ordinances developed at the state level without direct involvement by the community reported are not eligible for this measure.

Completed Projects should implement actions, with assistance from CZM funding or staff, that are called for in a polluted runoff management plan. That plan may or may not have been developed using CZM funding or staff. However, do not include instances where CZM staff involvement is limited primarily to permit review.

Report the following:

- a) Number of coastal communities that developed or updated polluted runoff management ordinances, policies, and plans with assistance from CZM funding or staff.
- b) Number of coastal communities that completed projects to implement polluted runoff management plans with assistance from CZM funding or staff.

Documentation Required:

- List each community, its county, and project reported using a unique identifier, the associated CZM award number, an indication of the primary CZM role (funding or staff support). If the state or territory does not use counties, please indicate the closest equivalent.

15. Number of a) education activities related to coastal dependent uses and community development offered by the CZM Program and number of participants and b) training events related to coastal dependent uses and community development offered by the CZM Program and number of participants.

The purpose of this measure is to describe the role of the CZM Program in providing 'hands-on' educational activities to support the goals for Coastal Dependent Uses and Community Development. Educational activities related to Coastal Dependent Uses and Community Development include: types of coastal dependent uses, status and trends of coastal dependent uses, importance, potential threats, and other issues related to coastal dependent uses; activities

to improve public understanding of community development topics such as status and trends of land uses, sustainability, and water quality.

This measure also captures training events offered by the CZM Program to support the goals for Coastal Dependent Uses and Community Development. Training events related to Coastal Dependent Uses and Community Development include the following types of events to increase local, state, and federal agency capacity and technical understanding for the following: regulatory programs and policies; assessment of competing uses; and other management issues; status and trends of land uses; land use policies and programs; best management practices for sustainability; and water quality.

See the description under Government Coordination measure #4 for a definition of eligible **Educational Activities, Training Events, and Participants.**

Report the following:

- a) Number of educational activities related to Coastal Dependent Uses and Community Development offered by the Coastal Management Program and the number of participants.
- b) Number of training events related to Coastal Dependent Uses and Community Development offered by the Coastal Management Program and the number of participants.

Documentation Required:

- List each educational activity using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.
- List each training event using a unique identifier, the corresponding number of participants, and associated CZM award number. It is not necessary to list individual participants; by submitting this data through the CZMAPMS, the program is certifying its accuracy. Indicate if the educational activity was conducted jointly with a National Estuarine Research Reserve.

Financial Measures

16. Number of a) CZM federal and matching dollars spent and b) dollars leveraged by CZM funds, by category.

The purpose of this measure is to quantify the financial contribution of the CZM Program to the five goal areas and the additional or leveraged dollars that CZM activities generate in accomplishing the goals of the CZMA. CZM federal and matching dollars spent should reflect as much as possible the total amount spent from all open CZM awards during the reporting period and the most appropriate category for the purpose of those funds.

Activities of Coastal Management Programs (CMPs) lead to extensive leveraging of resources in the coastal zone. However, this measure limits reporting on dollars leveraged to those projects directly tied to a CZM funded project or activity. This measure includes activities eligible under CZMA Section 306, 306A, 310, or 309. **CZM Dollars** are federal CZM funds and the required matching funds identified by the CMP in annual cooperative agreement (i.e. NOAA grant). Matching dollars reported should be limited to the amount identified in the cooperative agreement award.

Dollars Leveraged are funds in addition to CZM federal and matching funds that are spent on a CZM funded project. For example, a CMP may partner with several entities to acquire property; funds in addition to CZM federal or matching dollars spent to acquire the property would be considered leveraged. Another example is a project where CZM staff partner with a city's planning department to develop a greenway plan for a coastal community. The city planning department provides the required federal match. During the project, the city's recreation department contributes staff time to conduct visioning and public outreach for the greenway project. The cost to the recreation department to conduct the visioning and outreach activities can be considered as dollars leveraged by CZM funds.

In-kind funds and services that qualify under Office of Management and Budget Circular A110, <http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>, (see sect. 23 "Cost sharing or matching") can be included as leveraged dollars. Sources of leveraged dollars can be federal, state, or local government agencies or other organizations such as non-profits or foundations. If the CMP does not incorporate activities that result in leveraged dollars report "**the Coastal Management Program does not incorporate activities that result in leveraged dollars**".

Report the following:

- a) Number of CZM federal and matching dollars spent, by category¹³:
- b) Number of dollars leveraged by CZM funds by category¹⁴:

Documentation Required:

- For each of the six categories, list CZM programs, projects, or grant tasks using a unique identifier, the associated CZM award number, the amount of CZM federal funds spent, and the amount of CZM matching funds spent.
- For each of the six categories, list each leveraged project reported, including a unique identifier and the number of dollars reported as leveraged.

¹³ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; Coastal Dependent Uses and Community Development

¹⁴ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; Coastal Dependent Uses and Community Development

17. Number of CZM federal and matching dollars a) spent on technical assistance and b) provided as financial assistance to local governments.

The purpose of this measure is to describe the role of the CZM Program in supporting local governments in balancing coastal uses and improving local decision-making. For Coastal Management Programs (CMPs) without formal local governments, this measure can include assistance to unincorporated or local groups that represent local interests. Dollars reported should reflect the amount spent during the reporting period from all open CZM awards or grants that were directed at providing either technical or financial assistance to local governments. This measure is a further categorization of the dollars reported as spent under performance measure #16. For example, you may report under performance measure #14 that \$80,000 was spent on coastal hazards and under performance measure #15 that \$60,000 of those funds were sub-awarded as financial assistance to local government.

Technical Assistance includes staff consultation, review, training, and other types of support to local coastal programs or government agencies on planning, managing local resources, meeting state requirements, using technical tools, and other activities to increase local management capacity. Technical assistance does not have to be conducted directly by coastal program staff. CZM funded or managed projects to provide technical assistance to local governments that are conducted by non-CZM staff can be included.

Financial Assistance is the provision of sub-awards or other contractual arrangements to provide CZM federal or matching funds to local government agencies. Financial assistance can include funds to conduct specific local projects, administer local coastal programs, and locally enforce CZM policies. Dollars reported should include only the amount provided to the local government.

Report the following:

- a) Number of CZM federal and matching dollars spent on technical assistance by category¹⁵:
- b) Number of CZM federal and matching dollars spent as financial assistance by category¹⁶:

Documentation Required:

- For both technical and financial assistance, categorize the funding by performance measure category, list CZM programs, projects, or grant tasks using a unique identifier, the associated CZM award number, the amount of CZM federal funds spent, and the amount of CZM matching funds spent.

¹⁵ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; Coastal Dependent Uses and Community Development

¹⁶ Government Coordination; Public Access; Coastal Habitat; Coastal Hazards; Coastal Dependent Uses and Community Development

State-reported Contextual Measures

These measures will be reported every 5 years through the CZMA Sect. 309 Assessment

18. Number of acres in the coastal zone that are available for public access.

The purpose of this measure is to describe the number of acres available for public recreational use within a state's coastal zone. All properties, including offshore islands that provide recreational access to the general public in the coastal zone can be reported, including land owned by local, state, and federal agencies and not-for-profit organizations. **Available for Public Access** means that the property is publicly owned, there is a public access easement, or the property is otherwise designated for recreational access for the general public.

Each program should establish the total number of acres in the coastal zone (both public and privately held) as a number that will remain constant unless the program coastal zone boundary is altered in the future. Areas available for public access should include publicly owned properties such as parks, but can also include properties owned by not-for-profit organizations such as land trusts or foundations that have designated the property as open to the general public. It is acceptable to have a small fee charged to the public for using these properties; however, the fee should be minimal. Properties such as privately owned campgrounds (e.g. KOA) and properties restricted to members only (e.g. yacht clubs) should not be included in this measure.

Report the following:

- a) Number of acres in the coastal zone. Describe the scale or resolution for the data source and the method of measurement (i.e. satellite images, aerial photography, topographic maps, etc.)
- b) Number of acres of public lands that are available for public access. Describe the source of data used and its resolution or scale.

19. Miles of shoreline available for public access.

The purpose of this measure is to describe the amount of the shoreline available for public access within the coastal zone. **Shoreline** includes the strip of land bordering coastal waters (oceans, bays, estuaries, and similar systems in the Great Lakes). Total shoreline miles can also include offshore island shorelines. Programs should establish a protocol for the measurement of shoreline miles to be consistent over time. **Available for Public Access** means that the property is publicly owned, there is a public access easement, or the property is otherwise designated for recreational access for the general public.

Report the following:

- a) Number of miles of shoreline.
- b) Number of miles of shoreline that are available for public use.
- c) Describe the scale or resolution of the data source.
- d) Describe the source of data and method of measurement (i.e. satellite images, aerial photography, topographic map, etc.)

20. Number of coastal (Great Lake) waterbodies where water quality was monitored with the assistance from CZM funding or staff.

The purpose of this measure is to describe the role of the CZM program in increasing state and local capacity to protect and restore coastal water quality through monitoring activities. This measure can include water quality monitoring and assessment activities conducted by the Coastal Management Program, public, universities, and other non-governmental agencies. Aquatic habitat monitoring, e.g. biological indicators such as seagrass abundance, that is part of an overall water quality assessment effort can be reported. Monitoring activities that are conducted by partners and funded by CZM federal or matching funds should be included. Activities conducted using CZM funds or CZM funded support such as staff coordination, training of volunteers, equipment, or supplies are also eligible. The measure does not include monitoring conducted by State or local agencies to meet federal Clean Water Act requirements or monitoring conducted as part of permit review or enforcement activities.

The number of waterbodies reported should not simply be the number of sampling locations, but should reflect the waterbody of interest or if that is a large area such as a bay or near-shore coastal water, the sub-waterbody or region of interest. It is recommended that programs use existing state delineation of waterbodies, such as the National Water Quality Inventory (Section 305(b) report) or other programs, to consistently define coastal waterbodies for the purposes of this measure.

Report the following:

- a) Number of coastal (Great Lake) waterbodies where water quality was monitored with assistance from CZM funding or staff

Documentation Required:

- List each waterbody monitored using a unique identifier, the associated CZM award number, and indicate the primary CZM role (funding or staff support).

21. Number of communities in the coastal zone that use setbacks, buffers, or land use policies to direct development away from areas vulnerable to coastal hazards.

The purpose of this measure is to describe the role of the CZM Program in increasing local capacity to protect coastal areas that are vulnerable to hazards through the use of location requirements or land acquisition. There are many approaches that Coastal Management Programs use to accomplish this goal. These approaches can be grouped as either relying on numerically based setbacks or buffers or setting descriptive standards that must be addressed during either project review or in local comprehensive management plans and ordinances. Therefore this measure has two reporting options. The first option applies to Coastal Management Programs that use numerically based setbacks or buffers to direct development from hazardous areas. The second reporting option is for Coastal Management Programs that do not use this approach. Each program should select the reporting option that best fits their approach.

A **Community** for the purposes of this measure is the unit of local government with the authority to enact or enforce the setbacks, buffers, or other policies to direct development away from hazardous areas. At a minimum, setback or buffer requirements should include development restrictions that prevent new construction of commercial or residential buildings in inappropriate, hazardous coastal areas through geographic designation, zoning, or regulatory jurisdictional lines. Land use policies are policies other than setbacks or buffers that are used by communities to direct development away from hazardous areas.

Report for one of the following categories:

1. For Coastal Management Programs that use numerically based setback or buffers to direct development away from hazardous areas report the following:
 - a) Number of communities and their respective county (or its equivalent) in the coastal zone where state law or policy requires setbacks or buffers to direct development away from hazardous areas.
 - b) Number of communities and their respective county (or its equivalent) in the coastal zone that have setbacks or buffers to direct development away from hazardous areas that are more stringent than state mandated standards or where no state requirements exist.
2. For Coastal Management Programs that do not use state-established numerical setbacks or buffers to direct development away from hazardous areas, report the following:
 - a) Number of communities and their respective county (or its equivalent) in the coastal zone that are required to develop and implement land use policies to direct development away from hazardous areas that are approved by the state through local comprehensive management plans.
 - b) Number of communities and their respective county (or its equivalent) that have approved state comprehensive management plans that contain land use policies to direct development away from hazardous areas.

22. Number of marinas in the coastal zone a) pledged to and b) designated by a Clean Marina Program.

The Clean Marina initiative is a voluntary, incentive-based program promoted by NOAA and others that encourages marina operators and recreational boaters to protect coastal water quality by engaging in environmentally sound operating and maintenance procedures. While Clean Marina Programs vary from state to state, they all offer information, guidance, and technical assistance on best management practices that can be used to prevent or reduce pollution. Marinas that are designated by a Clean Marina Program are recognized for their environmental stewardship. Marinas can also participate by pledging to develop the programs and actions necessary to meet criteria to be designated as a Clean Marina.

This measure applies to those states and territories that have a Clean Marina Program and describes the role of the CZM Program in promoting participation. For this measure, a Clean Marina Program should include standards or criteria for designation that recognizes marinas that have pledged to implement best management practices or action plans to reduce and prevent pollution. Coastal Management Programs should report for this measure if there is a Clean

Marina program in the coastal zone, regardless of whether CZM funds are provided to support the designation program itself. If the state or territory does not have a Clean Marina designation program you do not need to submit data or documentation for this measure. You can report that **“the State (or Territory) does not have a Clean Marina designation program.”**

A **Marina** should be defined using the definition developed by the state Clean Marina Program or the definition established by the CZMA Section 6217, Coastal Nonpoint Pollution Program. This measure focuses on the number of marinas that are pledged to meet designation standards and those that are designated as clean marinas through a state program. If a marina pledges and is designated within the same reporting period, only report the marina as designated.

Report the following:

- a) Number of marinas in the coastal zone.
- b) Number of marinas in the coastal zone that have newly pledged during the reporting period to the state Clean Marina Program.
- c) Total number of marinas in the coastal zone that have been designated to date by the state Clean Marina Program.

Documentation Required:

- Description of data source, including date last updated, for the number of marinas in the coastal zone, the number of marinas that newly pledged, and the total number of marinas designated by the state program.

Office of Ocean and Coastal Resource Management FY2012 Performance Progress Report Guidelines

Introduction

This document provides Office of Ocean and Coastal Resource Management (OCRM) guidance for the submission of performance progress reports for financial assistance awards under Sections 306, 306A, 309, and 310 of the Coastal Zone Management Act of 1972, as amended (CZMA). OCRM needs the information contained in performance progress reports to determine adherence by State, Commonwealth, and Territory coastal management programs (Coastal Programs) to the terms of financial assistance awards; compliance with grant tasks; adherence to the approved management program and plan; progress on meeting Section 312 evaluation necessary actions or program suggestions; and the extent to which the coastal program is addressing management needs identified in Section 303(2)(A) through (K) of the CZMA.

Under the Federal Chief Financial Officers Act of 1990 (CFOA), the files of all federal agencies, including those of NOAA, have become subject to annual CFOA audit. These audits include a determination as to whether Federal grant files contain up-to-date financial reports and performance progress reports from recipients. If grant recipients have not submitted timely performance progress and/or financial reports as required by the Terms and Conditions of the award:

- NOAA cannot issue new grant awards,
- NOAA cannot approve post-award actions, and
- NOAA must deny access to funds under all financial assistance awards to that recipient.

The goal of OCRM's Coastal Programs Division (CPD) and NOAA's Grants Management Division (GMD) is to reduce the amount of paperwork required and staff time necessary to prepare and process performance progress reports while still providing necessary information.

General Reporting Requirements

Reporting frequency: Performance progress reports are divided into three sections: Section A (status of award tasks), Section B (status of program implementation activities), and Section C (success stories). For each open financial assistance award, Coastal Programs are required to submit performance progress reports on a semi-annual basis beginning from the start date of the award. Coastal Programs must include Section A in every performance progress report and describe work performed under that award. Sections B and C should only be reported in the performance progress report for the most recent award and cover work performed under all open awards. Coastal Programs should not submit quarterly performance progress reports. Although some Coastal Programs require quarterly performance reports from their sub-awardees and CPD leaves this decision to the coastal program, please do not send these quarterly reports under separate cover to CPD. Instead, summarize sub-awardees' quarterly reports in the semiannual performance progress report.

Reporting Deadline: Performance progress reports must be submitted no later than 30 days after the end of the performance period in order to ensure compliance with NOAA Standard Terms and Conditions, and to ensure compliance with the CFOA.

Electronic Reporting: All NOAA award recipients are deployed onto NOAA's online grants management system known as NOAA Grants Online. Therefore, all Coastal Programs MUST use Grants Online to submit their performance progress reports and, to the extent possible, associated work products. As there is only one module in Grants Online for each report, all sections of the performance progress report and work products must be submitted together. Also, in Grants Online, performance progress reports are submitted so that they are affiliated with a specific award. Thus, consolidated reports for all open awards are no longer feasible and Coastal Programs must submit a separate performance progress report for each open award.

In the Grants Online Performance Progress Report module, Coastal Programs can either choose to copy and paste short reports into the text box provided or attach a Word or PDF file of the performance progress report. Since the text box provided is small relative to the typical Coastal Zone Management (CZM) performance progress report, it is most likely easier to submit the performance progress report as an attached file. Individual task reports and report sections should be compiled into one comprehensive file. All work products available in electronic format should also be submitted as attached files with the performance progress report. Work products should be submitted as individual files rather than embedded in the performance progress report and the file name should clearly indicate the task with which they are affiliated. Performance progress reports and work products can be submitted in a variety of electronic formats, however, Adobe PDF or Microsoft Word are the most commonly used.

CPD recognizes that it may not be possible to submit all work products electronically (e.g., videos, education posters). In these cases, work products can still be submitted in hard copy directly to the state's CPD program specialist. Please ensure the product is identified by the cooperative agreement, task number, and performance period so the report they are associated with is clear. Only ONE copy is needed. A step-by-step guide to submitting performance progress reports in Grants Online is in [Attachment D](#).

Last Performance Report: For CZM awards, a comprehensive "final" report, covering all tasks over the life of the award, is not required. Instead, CPD requires that the last report only cover open tasks and activities, clearly indicating when they are completed (after which it is no longer necessary to report on them). GMD has concurred with this decision (ref. Memorandum between Uravitch and Litton, "Final Performance Report Waiver," dated 12/28/98). The last performance progress report is due 30 days after the close of the final performance period and should be labeled as the last report for that award.

Coastal Zone Management Act Performance Measurement System: Congress directed NOAA to design and implement a performance measurement system to demonstrate national effectiveness in meeting the goals of the Coastal Zone Management Act (CZMA). The CZMA Performance Measurement System was developed in cooperation with Coastal Programs to

report performance measures at the national level. Guidance for the CZMA Performance Measurement System is issued separately and Coastal Programs are required to submit performance measure data annually according to that guidance. State-reported contextual measures should be regularly tracked. Programs are required to report on the contextual measures every five years when developing their Section 309 Assessment and Strategy. CZMA Performance Measurement System data will be used in combination with examples of program successes reported in Section C to communicate to stakeholders, including Congress, the importance of the National CZM Program.

OCRM will continue to work with Coastal Programs to improve and streamline the CZMA Performance Measurement System. To support such improvements, Coastal Programs are encouraged to include a task or sub-task in their awards related to implementation of the CZMA Performance Measurement System. Progress and implementation issues can then be reported for that task or sub-task in Section A of the performance progress reports.

Performance Progress Report Title: Please include the following information in a title or on a cover page of the report:

Performance Progress Report for State Cooperative Agreement No.: NA12NOS419XXXX
for the Period from _____ to _____

Performance Progress Report Sections: This guidance document provides descriptions, examples, and a suggested format for the information that should be submitted in performance progress reports. Specific inconsistencies between OCRM reporting requirements and state reporting systems should be resolved by the state program managers and the appropriate CPD program specialist. Coastal Programs are encouraged to make these reports as concise as possible. Narrative discussions can be particularly brief in cases where attachments (contracts, work products, meeting minutes, publications, public notices, etc.) provide a clear indication of progress. Attachments may be reports prepared for internal office purposes, reports prepared by the coastal program agency, or other statewide reports. Refer to Attachment A for examples.

Section A: Progress and Status of Award Tasks

Section A is reported semi-annually for each open award. Section A describes the status of each Section 306, 306A (if applicable), 309, and 310 cooperative agreement task and relevant special award conditions. The report must be detailed enough to provide OCRM with a clear understanding of what has been accomplished under each task during the performance period. It must also be informative enough to provide OCRM with preliminary notice that revisions to a task or the award may be necessary due to problems encountered during the performance period. However, describing potential changes to the cooperative agreement in the performance progress report does not replace the need to formally request such changes.

Section A should be organized in the following format for each task:

1. Task number and title, as written in the award application.
2. Status of associated special award conditions.
3. Description of progress towards deliverables and outcome(s) (e.g., activities, key meetings held, permits processed, contracts or work products completed, and summaries of findings for studies).
 - a. For each 309 task, describe progress towards achieving program changes as identified in the coastal program's approved Section 309 Assessment and Strategy.
4. Status and description of progress towards deliverables and outcomes. If no required deliverables are due for a task during the reporting period, the narrative should describe progress towards achieving the deliverable.
5. Status of task as either "not started", "in-progress", "not on schedule" or "completed" (including date of completion). If status is either "not started" or "not on schedule", please include an explanation and a plan for completing task outcomes.

Note: For 306 Tasks that include tracking and reporting 312 Evaluation Metrics, please see instructions on how to report progress made on the 312 Evaluation Metrics in Section B1.b below. You do not need to report progress on the 312 Evaluation Metrics under Section A. Under the appropriate 306 Task, simply refer the reader to Section B.1b of the performance progress report for information on work completed related to the 312 Evaluation Metrics.

Section B: Status of Section 312 Evaluation Progress, State Permits, Federal Consistency, and Program Changes

Section B is reported semi-annually and should only be submitted with the performance progress report for the most recent award. Section B describes the work performed under all open awards directly related to coastal program implementation regarding: (1) Section 312 Evaluation Findings; (2) Permit administration, monitoring, and enforcement, (3) Federal consistency, and (4) Program changes. Information reported under these topics should include sufficient detail to provide a clear understanding of the major activities, problems, controversies, and accomplishments during the performance period.

In the case of topics 2 and 3, states should submit quantitative information in chart or tabular form, as well as narratives that briefly describe the most significant aspects of the reporting elements; example charts are provided in Attachment B. Coastal Programs may use existing state reporting mechanisms to provide the tabular data requested as long as the information that meets the reporting requirements is provided. When a topic area in Section B is also a grant task (and therefore reported under Section A), it is not necessary to repeat the same information in Section

B, as long as all the required information is provided. The following provides a more detailed description of information to be reported under each topic of Section B.

Section B.1: Section 312 Evaluation Progress

Section B.1a describes status and progress in meeting any ‘necessary actions’ or ‘program suggestions’ identified in the most recent Section 312 Evaluation Findings. This section must be detailed enough to provide OCRM with a clear understanding of what has been accomplished to meet each necessary action or program suggestion during the performance period. This section should also provide OCRM with preliminary notice if the coastal program is not on schedule to meet requirements of the Section 312 evaluation findings. OCRM recognizes that not every necessary action or program suggestion will have activities to report during every performance period. If no activity occurred, simply indicate status in the narrative. Section B.1a should be organized in the following format for each necessary action and program suggestion:

1. Title or summary, including identification as a necessary action or program suggestion
2. Description of progress in meeting requirements of the necessary action or program suggestion
3. Deadline(s), if established in Section 312 Evaluation Findings
4. Status of completion as either “not started”, “in-progress” “not on schedule” or “completed” (including date of completion). If status is either “not started” or “not on schedule”, please include an explanation and plans to address requirements.

Section B.1b describes status and progress towards meeting the Section 312 Evaluation Metrics identified by the coastal program. This section should contain numeric data for each of the agreed upon three Evaluation Metrics established for the current five year measurement period (FY2012-FY2017). Coastal Programs are required to report on Section 312 Metrics in the program’s second semi-annual progress report (e.g., July 1 states would include Section B.1b reporting in the performance report due July 2013 and October 1 programs would include Section B.1b reporting in the performance report due October 2013). Section B.1b should be organized in the following format for each of the three Evaluation Metrics:

1. Title (or number of) Section 312 Evaluation Metric
2. Coastal Management Program Goal
3. Coastal Management Program Objective
4. Strategy
5. Performance Measure
6. Target

7. Annual Data for Section 312 Performance Measure.
8. Cumulative Data Total for the Section 312 Performance Measure between 2012-2017.
Note: this cumulative total will start with the FY12 cooperative agreement start, so FY12 annual data will equal cumulative data for the first reporting period.
9. Documentation of the data used to demonstrate progress towards meeting the Section 312 Performance Measure Target.
10. Brief Narrative of state's progress in meeting the Section 312 Performance Measure Target. Narrative should include a description of any significant accomplishments related to the Evaluation Metric and an explanation of any major obstacles encountered during the reporting period.

Note:

Section B.2: Permit Administration, Monitoring, and Enforcement

Section B.2 includes quantitative summary data on the total number and type of coastal program-mandated permit applications received, issued, or denied for core programs. This section also includes a brief description of any major on-going issues; controversial development projects or permit applications; significant violations detected and their resolution; and other enforcement actions. You may append news clippings, memos, etc., to support abbreviated summaries for highly controversial projects. If an item had been discussed in previous reports, please update this information as necessary.

In addition, describe the lead state coastal management program agency's efforts to monitor activities of other state or local agencies (networked or otherwise); identify accomplishments or problems related to ensuring agency compliance with the federally approved coastal management program; and where necessary, discuss actions to bring these agencies into compliance. If a coastal program is unable to provide information for one or more of these categories, please discuss this with your coastal program specialist.

Section B.3: Federal Consistency

Section B.3 includes both charts and narrative information that describe federal consistency reviews and activities during the performance period. The narrative report should briefly describe, in case study format, significant consistency reviews; specific examples of controversial projects; the type of project modifications required to meet consistency provisions; and important consistency negotiations during the reporting period.

The narrative should also report on efforts to improve the consistency review or coordination process (i.e., to develop regulations, guidelines, or other advisory materials). Internal reports, etc. that address these issues may be attached in lieu of additional narrative in the performance progress report.

Section B.4: Program Changes

Section B.4 briefly summarizes significant or developing changes to a program's authorities or organizational structure that may affect the federally-approved coastal management program in order to provide preliminary notice to CPD of program change activities. Example activities include changes in CZM or other core program statutes; changes in organization or coordination agreements; amended regulations; approval of local Coastal Programs; and designation of special management areas. Development of any potential new authorities, programs, agreements, etc. for which the coastal program may seek incorporation should also be discussed and note any plans to submit a draft or formal program change. If no program change activities have occurred during the reporting period, please include a statement to that effect. This report is not a substitute for a draft or formal submission to OCRM of such program changes pursuant to 15 CFR 923.80-84.

Section C: Success Stories

Section C is reported semi-annually for accomplishments under any open award and should only be submitted with the performance progress report for the most recent award. Section C should include success stories from work performed under any open award or accomplishments of the coastal program during the performance period. The purpose of Section C is to collect information on innovative management, technical, and resource protection programs to share among Coastal Programs and to cite specific accomplishments under the National CZM program. OCRM has used examples of success stories in technical assistance bulletins, Congressional testimony, factsheets, other NOAA documents, and in discussions with other Coastal Programs. Section C success stories may also be highlighted in the National CZM Program's quarterly newsletter. Examples provided in Section C are extremely beneficial to the National CZM Program to help demonstrate and communicate effectiveness.

For Section C, Coastal Programs will submit at least one or more examples of a project or instance where the coastal program has been successful in addressing coastal management issues. Coastal Programs have considerable flexibility in choosing Section C examples and are encouraged to use the five focus areas from the CZMA Performance Measurement System: government coordination, public access, coastal habitat, coastal hazards, and coastal community development and coastal dependent uses. Other suggested areas of focus are the coastal program's role or state accomplishments in areas such as: federal consistency, legislative or regulatory improvements, state or regional coordination, and conflict resolution.

The narrative for each success story should include:

- Identification and description of the coastal resource management issue;
- If applicable, a geographic location of the project should be identified including community name, Congressional district, and other location information;
- Description of how the coastal program was involved;

- Summary of the accomplishment and outcomes such as improvements in increased resource protection and institutional relations (e.g., a Memorandum of Agreement with another agency to ensure that coastal policies are better addressed);
- Quantitative information on the degree of improvement (e.g., acres of wetlands protected as a result of increasing the state's monitoring and enforcement efforts, economic benefit of the achievement); and
- CZM federal and matching funds expended and associated state, federal, and local funds leveraged for the improvement.

It is recommended that each Section C success story be approximately one half to one single-spaced page in length. The description should include enough information that OCRM can use the report without requesting additional information. Coastal Programs can attach any digital photos, reports, press releases, or other work products associated with the success story if a copy is not already provided through Sections A or B of the performance progress report. Examples of Section C success stories are provided in Attachment C. Articles about state successes in previous CZM newsletters are also good examples and can be found at <http://coastalmanagement.noaa.gov/news/czmnewsletter.html>.

OMB Control #0648-0119 Expires 8/31/2012. OCRM requires this information to report progress in relation to projected work schedules and stated objectives. The data will be used to assure compliance. Public reporting burden for this collection of information is estimated to average 27 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Joelle Gore, Acting Chief, Coastal Programs Division, OCRM, 1305 East-West Hwy., 11th Floor, Silver Spring, Maryland 20910. This report is required under and is authorized under 15 CFR 24.40. Information submitted will be treated as public records. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with collection information subject to the requirements of the Paperwork Reduction Act, unless that collection displays a currently valid OMB Control Number.

Attachment A

Section A: Section 306, 306A, 309, and 310 Tasks Status

'STATE' COASTAL MANAGEMENT PROGRAM FY2011 AWARD NA12NOS419xxxx

July 1, 2011 - December 31, 2011 (1st Semi-Annual Report Period)

Task 306-1—Program Administration: No special award conditions.

The two staff funded under this task continued to oversee and implement a number of the major implementation activities as outlined in our grant. In the fall, contracts were executed for the local pass-through projects once we received notification via Grants Online that the award had been approved. The Program also hosted a workshop for potential grant applicants in the upcoming year in advance of the RFP due date of December 1. Staff reviewed the proposals and made preliminary selections of eligible projects. These will be forwarded to NOAA in the draft application due in March. Staff monitored the activities of the state legislature with respect to bills being considered that could impact the coastal program. Technical reviews were conducted for two pieces of proposed legislation (described further in our Section B report). The updated MOA between the Coastal Resources and the Water Quality Divisions was finalized and signed in December; a copy is included in Attachment 306-1. Staff continued to participate in the state dredging management workgroup and attended three meetings during the reporting period. Copies of the month-by-month program reports prepared for our Department head are also included in Attachment 306-1 to provide additional detail regarding staff and program activities.

Task Milestones or Outcomes Completed:

- Local FY2011 Grant Workshop held August 15, 2011
- FY2011 sub-award contracts completed September 1, 2011
- MOA between Coastal Resources and Water Quality Division finalized on December 3, 2011

Task Status: In progress; on track to be completed by June 30, 2012

Task 306-2—Permit Administration and Federal Consistency: No special award conditions.

Staff working under this task is responsible for administering the CZM Program's three major permitting programs. During this reporting period staff reviewed 84 development projects. Of these, 12 were major, 11 were local, and 19 were federal actions. A complete summary of permit and consistency activities can be found in the tables in Section B. Seven sites were visited to assess potential impacts to wetlands. Staff also conducted six meetings with applicants to explain the consistency review process. Included in Attachment 306-2 are copies of significant consistency determinations and water quality certifications, as examples of on-going project review activities. One appeal was filed during this reporting period; a hearing has

yet to be scheduled. Copies of two final decisions for appeals that were issued in this period are also included in the Attachment.

Task Milestones or Outcomes Completed:

- Task outcomes are ongoing

Status: In progress; on track to be completed by June 30, 2012

Task 306-3—Wetland Mitigation Study: No special award conditions.

The final version of the wetland mitigation study entitled “Saltwater Marsh Mitigation in Silver Bay,” was completed in November and the CZM Program is preparing to release the results during the next reporting period. The next task progress report will include a summary of major findings from this study. To summarize, the study evaluated the relative success of 15 compensatory wetland mitigation projects performed from 2005-2007 around Silver Bay and recommended changes to the program’s mitigation criteria and standards and tracking database. Although the study began late due to heavy rains in the spring, the study team was able to meet the planned target date for completion of the report. The Program will begin to evaluate the steps necessary to implement the proposed changes in the next reporting period. A copy of the study is included as Attachment 3.

Task Milestones or Outcomes Completed:

- Saltwater Marsh Mitigation in Silver Bay report published and distributed in November 2011

Status: In progress; on track to be completed by June 30, 2012

Task 306-4—Technical Assistance to Local Governments for Inspection Staff: No special award conditions.

Contracts were executed for three of the cities identified in our application and they have begun work. The fourth, Washington, had to be cancelled owing to an inability to come up with the required match. A request to NOAA to reprogram the approximately \$25,000 in federal funds to a different locality or another task, will be submitted during the next reporting period.

Task Milestones or Outcomes Completed:

- Finalized contracts for 3 of 4 cities targeted by this task

Status: Not on track; Sub-award to one community was not completed and will be reprogrammed to a different locality to accomplish task outcomes

Task 306A-1—Acorn Park Fishing Pier: Special award condition met: Title Opinion and Checklist submitted October 10, 2011.

This task has fallen 3 months behind schedule as the recipient was restricted from starting work on the project because they had not submitted a title opinion and project checklist. These documents were received in October and forwarded to OCRM immediately. The signed checklist was received from OCRM in November. The recipient anticipates being able compress the construction schedule so as to still complete the project within the original 18-month award period.

Task Milestones or Outcomes Completed:

- Finalized contract with city

Status: Not on schedule; contract with sub-awardees has been finalized with a compressed construction schedule for completion by June 30, 2012

Task 309-1—Development of New Setback Regulations: No special award conditions.

Work is progressing on schedule for this task, which relates to the Sect. 309 Hazards strategy to establish new setback regulations for development in beach and dune habitat. The interagency workgroup met twice during the reporting period; the second time to finally come to agreement on the new proposed setback distance. Consensus was reached in part based on the Division's completion of the new erosion rate calculations and shoreline change maps. Once a decision was made, staff were able to finalize the proposed rule language. The language will be presented to the Commission for consideration at their next quarterly meeting in March. Barring any complications, the rules should be adopted by Fall 2011, as planned. Subsequent to that, the rules will be submitted to NOAA as a routine program change. A copy of the draft rules highlighting the revisions is included as Attachment 4.

Task Milestones or Outcomes Completed:

- Held 2 interagency workgroup meetings
- Issued new erosion rate and shoreline change maps
- Completed draft rules for interagency comments

Status: In progress; on schedule for completion by June 30, 2012

Attachment B

Section B: Status of Section 312 Evaluation Progress, State Permits, Federal Consistency, and Program Changes

Section B: FY2012 AWARD NA12NOS419xxxx January 1, 2013 - June 30, 2013

B.1a: Status of Section 312 Evaluation Progress

***Necessary Action:** Routine Program Changes: Program must submit all outstanding program changes within six months of receipt of final evaluation findings issued on October 15, 2008. Following submission of all outstanding program changes, program must work with their CPD program specialist to develop a schedule for submitting future program changes on a regular basis. Program will provide semi-annual updates to OCRM describing progress in addressing this Necessary Action”.*

Program has established a workgroup to hold regular meetings to review RPC needs and develop regular requests. Staff will use the RPC reporting section provided within Section B reports to submit a semi-annual RPC approval request. Beginning with the next Section B report, all RPCs for the performance period will be formally submitted to OCRM. On Dec. 11, 2012, staff submitted to OCRM a draft RPC document for comment and review to ensure that the product meets expectations.

Deadline: June 11, 2013

Status: In progress; on schedule to meet deadline

B.1b Section 312 Evaluation Metrics (Section only needs to be included in the second Section B progress report for the grant)

Evaluation Metric #1 - Coastal Habitat Protection and Restoration

Goal: Healthy habitats that sustain resilient and thriving coastal resources

Objective: By 2017, six local governments will have developed and/or adopted new local wetlands or other coastal habitat protection ordinances as a result of some technical or financial assistance from the coastal management program

Strategy: The approach for meeting this goal and target is in our 2011-2016 309 Strategy Protecting Wetlands.

Performance Measure: The number of local wetlands or other coastal habitat protection ordinances developed and/or adopted as a result of some documented coastal management program assistance

Target: 6 local government wetlands or other coastal habitat protection ordinances developed and/or adopted by 2017.

Annual Data for 312 Evaluation Performance Measure: 1 local government adopted a new local wetlands protection ordinance.

Cumulative Data Total for the 312 Evaluation Performance Measure: 1 local government adopted a new local wetlands protection ordinance.

Documentation:

| Town/City | Ordinance # | Ordinance Title | Date Adopted |
|----------------------|--------------------|--------------------------|---------------------|
| Town of Silver River | Ordinance XX.XX | Prohibiting Wetland Fill | March 19, 2013 |

Narrative: CZM staff funded provided technical assistance to planning staff in the Town of Silver River to develop an ordinance prohibiting development or fill within wetlands within the town's designated high priority habitat zone. The Silver River Town Council adopted the ordinance on March 19, 2013, and the new ordinance is available online at www.----.gov. The CZM program had also provided an earlier grant to the town (NA10NOS..., Task 306-12, subtask 1) through the Coastal Community grant program that supported the town's work to map the designated high priority habitat zone.

Section B.2: Permit Administration, Monitoring, and Enforcement

Permit Administration: The coastal program did not receive any unusual or controversial permit applications during the performance period. A summary of the total permits filed, issued, and denied are categorized by core coastal program and attached in Chart #1.

Monitoring State Consistency: The mitigation workgroup for state and local agencies held its annual mitigation review meeting on September 15, 2012. During the meeting, agencies reviewed state and local tidal wetland and beach/dune permits issued with mitigation requirements for adherence with coastal program policies. The workgroup found that all mitigation requirements adhered to coastal program policies. However, the workgroup agreed to update technical guidance related to "in-kind" mitigation.

Enforcement: The program obtained a favorable ruling regarding its authority to order the removal of houses on the public beach under the State Open Beaches Act (OBA), NAT. RES. CODE §§ 61.001-.026, and state law authorizing removal orders for unauthorized structures on state-owned submerged land, NAT. RES. CODE §§ 11.012(c), 11.041, 11.077, 51.302.

Severance v. State Commissioner, Cause No. 4:06-CV-2467, U.S. District Court, Southern District of State. Person x, a California resident, purchased three houses in ‘city’ that were on the public beach. Through the Pacific Legal Foundation, a property rights activist group, person x filed a federal lawsuit against the state commissioner in his official capacity, claiming that the possibility of enforcement of the Open Beaches Act through litigation for removal violated their constitutional rights. Person x argued that the imposition of the “rolling beach easement” which put the house on the beach is a governmental taking of property for public use without just compensation. In May 2012, United States District Judge granted the state’s motion to dismiss Severance’s claims on a number of grounds. Severance appealed the district court’s dismissal to the U.S. Court of Appeals. Briefing is complete. Oral argument has not yet been scheduled.

Section B.3: Federal Consistency

The coastal program reviewed 108 federal permit and license applications, of which nine were above the Program’s established thresholds. The average time taken to review federal permit and license applications was twelve days. A summary of federal consistency reviews is given in Chart III, “Federal Licenses and Permits.”

The U.S. Fish and Wildlife Service contacted the coastal program to enter into early coordination discussions regarding the issuance of new maps for the Coastal Barriers Resources System in the state’s coastal zone. Regular meetings have been scheduled for the next 6 months to coordinate this initiative.

In respect to permit streamlining, the program was informed at a meeting in July that the state has agreed to assume permit evaluation of the USACE pier General Permit. (A transfer timeline had not been identified as of this writing.) Additionally, the program was informed that the USACE plans to monitor usage of the boat ramp GP for specific bay systems before determining whether to offer permit evaluation responsibilities to a state agency. The program is also being kept informed regarding possible development of additional GP.

Section B.4: Program Changes

The interagency coastal council met on September 15, 2012, and reviewed proposed changes to state policies that are part of the coastal program network. Networked state agencies agreed to develop a summary of all proposed rule changes that will affect the coastal program by March 2013. An analysis of these summaries will be provided in the next performance progress report.

Examples of Permit Administration Status Charts for B.2

These charts are meant as guides. States may submit this data in another format if one is used by the applicable agency as long as the same information is included, or else manipulate the data to fit charts of this type.

Chart #1—Summary of Permits

(for Coastal Programs with direct permitting authority or if not, the networked permit and enforcement agencies, as well as local governments if the program has approved local components - indicate as appropriate)

| State/Local Permitting Agency (Coastal Management Agency or Network Agency) | Core Program or Type of Permit Activity (where applicable, indicate major or minor) | Total Applications Filed | Total Permits Issued | Total Permits Denied |
|---|---|--------------------------|----------------------|----------------------|
| <i>Department of Environmental Quality</i> | <i>Tidal wetlands fill</i> | <i>10</i> | <i>7</i> | <i>3</i> |
| <i>Department of Marine Resources</i> | <i>Submerged Lands</i> | | | |
| <i>Local government (if appropriate)</i> | <i>Stormwater management permit</i> | | | |
| | | | | |
| Total Activity | | | | |

Examples of Federal Consistency Status Charts for Section B.3

Chart #2—Direct Federal Agency Activities (Section 307(c)(1) and (2))

- Each individual project acted on during the past six months should be listed.

| Federal Agency | Activity or Project | Concurrence | Non-concurrence | | Time of Review |
|-----------------------|---|--------------------|---------------------------------|---|-----------------------|
| | | | Insufficient information | Inconsistent with state policies | |
| <i>DOD/ACOE</i> | <i>Dredge Material Disposal - Port Bienville Harbor</i> | | | <i>x</i> | <i>45 days</i> |
| | | | | | |
| | | | | | |

Chart #3—Federal Licenses and Permits (Section 307 (c)(3)(A))

- Group projects by federal agency and type of license or permit

| Federal Licensing or Permit Agency | Type of Permit | Number of Permits | Number of Concurrences | Number of Non-concurrences | | Time of Review |
|---|-----------------------|--------------------------|-------------------------------|-----------------------------------|---|-----------------------|
| | | | | Insufficient information | Inconsistent with state policies | |
| <i>DOD/ACOE</i> | <i>Section 10</i> | <i>6</i> | <i>3</i> | <i>1</i> | <i>2</i> | <i>60 days</i> |
| | | | | | | |
| | | | | | | |

Chart #4—Federal Licenses and Permit Activities Described in Detail in OCS Plans (Section 307(c)(3)(B))

- List each individual project

| Federal Agency | Project Name and Plan of Exploration or Development | Concurrence | Non-concurrence | | Time of Review |
|-----------------------|--|--------------------|---------------------------------|---|-----------------------|
| | | | Insufficient information | Inconsistent with state policies | |
| <i>DOI/MMS</i> | <i>Santa Lucia Unit - P0007 (POE)</i> | | | <i>x</i> | <i>6 days</i> |
| | | | | | |
| | | | | | |

Chart #5—Federal Assistance to State and Local Governments (Section 307(d))

| Agency | Type of Assistance | Total | Concurrence | Non-concurrence | | Time of Review |
|---------------|---------------------------|--------------|--------------------|---------------------------------|---|-----------------------|
| | | | | Insufficient information | Inconsistent with state policies | |
| <i>HUD</i> | | <i>3</i> | <i>3</i> | | | |
| | | | | | | |
| | | | | | | |

Attachment C

Examples of Section C Success Stories

Virginia CZM Efforts Result in Dune, Beach Protection: Virginia Governor Timothy Kaine signed legislation expanding the reach of the Virginia Coastal Primary Sand Dunes and Beaches Act to the entire coastal zone (roughly the area east of Interstate 95) on February 22nd. Passage of the legislation is the culmination of years of coordination and research by the Virginia Coastal Zone Management (CZM) Program. At the time of the original dune act legislation in 1980, it was known that coastal primary sand dunes existed in nine localities, but there was no comprehensive inventory of dune or beach resources.

A series of studies funded by the Virginia CZM Program and conducted by the Virginia Institute of Marine Science showed that extensive dune and beach resources were unprotected, especially from the effects of shoreline hardening structures designed to control shoreline erosion. Based on this new information the Virginia CZM Program's Coastal Policy Team, consisting of representatives from the program's network of coastal agencies and localities, supported the idea of expanding the act, and Virginia State Delegate Harvey Morgan sponsored the bill. As a result of the expanded legislation, more localities have the ability to manage these critical resources by adopting ordinances that would be administered by local wetlands boards. If a coastal locality chooses not to adopt the ordinance, then the Virginia Marine Resources Commission will regulate development affecting dunes and beaches in that locality.

Rhode Island Promotes Urban Waterfront Revitalization through its Metro Bay SAMP:

The Metro Bay area, comprised of the cities of Cranston, East Providence, Providence and Pawtucket at the northern end of Narragansett Bay, is a former industrial hub for the region. However, over the years, the waterfront area along this region has become outdated and underutilized. With the help of the Rhode Island Coastal Resources Management Council (CRMC), the cities are now acting to make the region a more appealing place to live and work by improving the economic, social, and environmental resources of the working waterfront; attracting major developers with more predictable and efficient permitting; and providing recreation and access to the water.

To achieve these goals, the CRMC is coordinating with the cities, government agencies and community organizations to prepare a special area management plan (SAMP) for the Metro Bay area. The Metro Bay SAMP will provide a functional framework for future environmentally and economically sensitive redevelopment within the SAMP boundary, encompassing most of the waterfront in the four cities. One key effort of the Metro Bay SAMP has included establishing an Urban Coastal Greenway (UCG) policy, a new regulatory approach for coastal vegetative buffers in the urbanized environment of northern Narragansett Bay. The UCG provides a mechanism to redevelop the urban waterfront of the Metro Bay region in a way that integrates economic development with expanded public access along and to the shoreline, as well as the management, protection and restoration of valuable coastal habitats.

For example, the policy establishes buffer width, vegetation, and public access standards, and requires low impact development techniques to manage stormwater. However, the UCG also

provides for increased flexibility compared to Rhode Island's standard buffer regulations. It established four different urban greenway zones (residential zone, area of particular concern zone, inner harbor and river zone, and development zone). Each zone has its own buffer standards. In addition, the UCG allows development to reduce the greenway width in return for site or coastal resource enhancements such as improved public access or habitat conservation.

The Urban Coastal Greenway policy is a vital part of the ongoing update of the Metro Bay SAMP, and will serve as the impetus for billions of dollars of redevelopment in the four cities. The policy will allow for a more predictable, flexible process for developers wanting to redevelop these former industrial areas while enhancing public access and protecting coastal resources. For additional information on the Metro Bay SAMP and the Urban Coastal Greenway policy visit www.crmc.state.ri.us/samp/metrobay.html

Indiana CZM Dunes Creek Project Received National Award: The Indiana Department of Natural Resources (DNR) was presented with the Award of Excellence by the National Association of Conservation Engineers (ACE) for the Dunes Creek daylighting project it completed in February 2006. "Daylighting" is an industry term for taking a stream that has been routed through a culvert and restoring it to an open channel, thereby exposing it to natural light. This was done to restore the stream's natural character and reduce storm-water runoff. The restored section is located within the Indiana Dunes State Park. In the 1930s, the Civilian Conservation Corps (CCC) directed the creek underground and into approximately 1,300 feet of concrete pipe beneath a parking lot. Approximately 500 feet of that stream section was daylighted and restored through this project. While one of the project goals was to restore Dunes Creek to a more natural look, the main driving force was to take advantage of the resulting water quality benefits. The stream empties into Lake Michigan, adjacent to the Indiana Dunes State Park bathing beach. High fecal coliform levels were occurring throughout the summer, forcing the beach to close periodically. Multiple state and federal agencies studied the issue for years, and concluded that the source of the coliform bacteria was not man made, but the result of runoff washing material from the adjacent woods into the creek during heavy rainfall. In addition to the beach problems, this created recurring erosion and flooding issues for the park. Restoration of the creek offered an opportunity to rectify these problems and improve both water quality and habitat.

This project is showing early signs of success. The newly planted vegetation has begun to grow and stabilize the bank. In addition, preliminary testing already has shown some reduction in coliform bacteria levels, even though experts predicted that it would take at least a year for the biological systems to begin to function as engineered. Ultimately this restoration project should lead to lower bacteria levels at the Indiana Dunes state park beach, and thus fewer days of beach closures.

**Attachment D:
How to Submit a Performance Progress Report in NOAA Grants Online**

1. Click the "Award" tab, located across the upper portion of your Grants Online page.
2. Click the "Search Report" link located on the left hand side of the page.
3. The "Search Financial and Performance Progress Reports" page is displayed. On this page, click the "Search" button to retrieve all reports available to you. In order to limit your selection to specific reports, populate the search criteria and click on the "Search."
4. In the search results, locate and click on the "Progress Report" you wish to complete. The "Performance Progress Report" detail page is displayed.
5. On this page, in the blue text box above the "Spell Check" button, include a comment that your performance report and any relevant items are attached to this report. Then, upload the report itself with any additional files under the "Attachments" section. Please note that large attachments may not upload; limit the size of your attachments to less than 10 megabytes.
6. To upload attachments:
 - a. Scroll to the bottom of the page and click the "Attachment" link.
 - b. Click the "[+]" link
 - Another section will display allowing you to search your computer for the file.
 - Click the "Browse" and follow the prompts.
 - You must fill in the "Description" field with a short description of the attachment. If you do not enter a description, the attachments will NOT save.
 - Click the "Save Attachment" button and the attachment is uploaded to Grants Online.
 - Repeat until all needed attachments are included. Unfortunately it is not possible to upload more than one file at a time.
7. To start workflow, click the "Save and Return to Main" button. A message will appear confirming that you want to start workflow; click the "Yes" button.
8. This action generates a review task, which is sent to your "Task Inbox" for this request. The report has not been submitted until you review this task and select "Forward to Agency". To forward the report to NOAA for review, it may take two cycles of "review" on your end. This is a functionality build into Grants Online to allow for hierarchical review and is not always relevant to Coastal Management awards; however, you must follow this process to ensure your report is sent to NOAA.
9. To submit the report, click the "Inbox" tab and then click on the "Tasks" link. You should see a task for the performance report; click the "View" link next to the task. The Launch page is displayed for the task. Select the action you wish to perform from the action dropdown menu, which initially should be "Forward Report to Recipient Authorized Representative." If you wish, you can add a comment in the box for your Authorized Representative (Note: you have to hit the "Save" button for the comment to be recorded). Click the "Submit" button. The review task will then be forwarded to the Recipient Authorized Representative(s) in your organization.
10. The Authorized Representative will need to follow the same steps as in #9, only their action will be "Forward Report to Agency." Note that if the person who initially created the report also has the role of "Recipient Authorized Representative," that person will have to process two tasks to submit the request to NOAA. Once "Forward Report to Agency" has been selected and "Submit" has been clicked, the report should have been finally submitted.

Form Number: None.

Type of Review: Regular submission (extension of a currently approved information collection).

Affected Public: Individuals or households, State, local or tribal government, Federal government.

Estimated Number of Respondents: 8,500.

Estimated Time per Response: Varied, dependent upon the data collection method used. The possible response time to complete a questionnaire may be 15 minutes or 2 hours to participate in an empirical study.

Estimated Total Annual Burden Hours: 5,000.

Estimated Total Annual Cost to Public: \$0.

IV. Request for Comments

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: May 11, 2012.

Gwellnar Banks,

Management Analyst, Office of the Chief Information Officer.

[FR Doc. 2012-11844 Filed 5-15-12; 8:45 am]

BILLING CODE 3510-13-P

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

Proposed Information Collection; Comment Request; Coastal Zone Management Program Administration

AGENCY: National Oceanic and Atmospheric Administration (NOAA).

ACTION: Notice.

SUMMARY: The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general

public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995.

DATES: Written comments must be submitted on or before July 16, 2012.

ADDRESSES: Direct all written comments to Jennifer Jessup, Departmental Paperwork Clearance Officer, Department of Commerce, Room 6616, 14th and Constitution Avenue NW., Washington, DC 20230 (or via the Internet at Jjessup@doc.gov).

FOR FURTHER INFORMATION CONTACT: Requests for additional information should be directed to Patmarie Nedelka, (301) 713-3155 ext. 127 or Patmarie.Nedelka@noaa.gov.

SUPPLEMENTARY INFORMATION:

I. Abstract

This request is for revision and extension of a currently approved information collection.

In 1972, in response to intense pressure on United States (U.S) coastal resources, and because of the importance of U.S. coastal areas, the U.S. Congress passed the Coastal Zone Management Act of 1972 (CZMA), 16 U.S.C. 1451 et seq. The CZMA authorized a federal program to encourage coastal states and territories to develop comprehensive coastal management programs. The CZMA has been reauthorized on several occasions, most recently with the enactment of the Coastal Zone Protection Act of 1996. (CZMA as amended). The program is administered by the Secretary of Commerce, who in turn has delegated this responsibility to the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Services (NOS).

The coastal zone management grants provide funds to states and territories to implement federally approved coastal management programs; complete information for the Coastal Zone Management Program (CZMP) Performance Management System; revise assessment document and multi-year strategy; submit documentation as described in the CZMA Section 306a on the approved coastal zone management programs; submit request to approve amendments or program changes; and report on the states' coastal nonpoint source pollution programs (CNPSP).

Revision: There is new competitive grant funding under CZMA Section 309a, so that funding stream and required documentation will now be part of this information collection.

II. Method of Collection

Respondents have a choice of electronic or paper formats for submitting program plans, assessment and strategy documents, project applications, performance reports and other required materials. Project applications may be submitted electronically via Grants.gov or by mail in paper form. Methods of submittal for plans, performance reports or other required materials include electronic submittal via email or NOAA Grants Online, mail and facsimile transmission of paper forms, or submittal of electronic files on compact disc.

III. Data

OMB Control Number: 0648-0119.

Form Number: None.

Type of Review: Regular submission (revision and extension of a current information collection).

Affected Public: State, Local and Tribal Governments.

Estimated Number of Respondents: 34.

Estimated Time per Response: Performance reports, 27 hours; assessment and strategy documents, 240 hours; Section 306a documentation, 5 hours; amendments and routine program changes, 16 hours; CNPSP documentation, 320 hours; CZMA Performance Management System, 27 hours.

Estimated Total Annual Burden Hours: 12,104.

Estimated Total Annual Cost to Public: \$680 in recordkeeping/reporting costs.

IV. Request for Comments

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: May 10, 2012.

Gwellnar Banks,

Management Analyst, Office of the Chief Information Officer.

[FR Doc. 2012-11777 Filed 5-15-12; 8:45 am]

BILLING CODE 3510-08-P

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

RIN 0648-XC008

Endangered and Threatened Species; Recovery Plans

AGENCY: National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Commerce.

ACTION: Notice of Availability; request for comments.

SUMMARY: We, NMFS, announce that the *Proposed Endangered Species Act (ESA) Recovery Plan for Lower Columbia River Chinook Salmon, Lower Columbia River Coho Salmon, Columbia River Chum Salmon, and Lower Columbia River Steelhead* (Proposed Plan) is available for public review and comment. The Proposed Plan addresses the Lower Columbia River Chinook salmon (*Oncorhynchus tshawytscha*), Lower Columbia coho salmon (*O. kisutch*), and Columbia River chum salmon (*O. keta*) evolutionarily significant units (ESUs) and the Lower Columbia River steelhead (*O. mykiss*) distinct population segment (DPS), all of which are listed as threatened under the ESA. The geographic area covered by the Proposed Plan is the Lower Columbia River mainstem and tributaries downstream of (and including) the White Salmon River in Washington and the Hood River in Oregon. As required by the ESA, the Proposed Plan contains objective, measurable delisting criteria, site-specific management actions necessary to achieve the Proposed Plan's goals, and estimates of the time and costs required to implement recovery actions. We are soliciting review and comment from the public and all interested parties on the Proposed Plan.

DATES: We will consider and address, as appropriate, all substantive comments received during the comment period. Comments must be received no later than 5 p.m. Pacific daylight time on July 16, 2012.

ADDRESSES: Please send written comments and materials to Patty Dornbusch, National Marine Fisheries Service, 1201 NE. Lloyd Boulevard, Suite 1100, Portland, OR 97232.

Comments may also be submitted by email to:

nmfs.nwr.lowercolumbiaplan@noaa.gov. Please include "Comments on Lower Columbia Recovery Plan" in the subject line of the email. Comments may be submitted via facsimile (fax) to (503) 230-5441. Electronic copies of the Proposed Plan are available on the NMFS Web site at <http://www.nwr.noaa.gov/Salmon-Recovery-Planning/Recovery-Domains/Willamette-Lower-Columbia/LC/Plan.cfm>. Persons wishing to obtain an electronic copy on CD ROM of the Proposed Plan may do so by calling Kelly Gallivan at (503) 736-4721 or by emailing a request to kelly.gallivan@noaa.gov with the subject line "CD ROM Request for Lower Columbia Recovery Plan."

FOR FURTHER INFORMATION CONTACT: Patty Dornbusch, NMFS Lower Columbia Recovery Coordinator, at (503) 230-5430, or patty.dornbusch@noaa.gov.

SUPPLEMENTARY INFORMATION:

Background

We are responsible for developing and implementing recovery plans for Pacific salmon and steelhead listed under the ESA of 1973, as amended (16 U.S.C. 1531 *et seq.*). Recovery means that the listed species and their ecosystems are sufficiently restored, and their future secured, to a point that the protections of the ESA are no longer necessary. Section 4(f)(1) of the ESA requires that recovery plans include, to the extent practicable: (1) Objective, measurable criteria which, when met, would result in a determination that the species is no longer threatened or endangered; (2) site-specific management actions necessary to achieve the plan's goals; and (3) estimates of the time required and costs to implement recovery actions.

We believe it is essential to have local support of recovery plans by those whose activities directly affect the listed species and whose continued commitment and leadership will be needed to implement the necessary recovery actions. We therefore support and participate in locally led, collaborative efforts to develop salmon and steelhead recovery plans that involve state, tribal, and Federal entities, local communities, and other stakeholders. We review locally developed recovery plans to ensure that they satisfy the ESA requirements. We make the recovery plans, along with any additional plan elements needed to satisfy the ESA requirements, available for public review and comment before

finalizing and formally adopting them as ESA recovery plans.

In the Lower Columbia River, four salmon and steelhead species are listed as threatened: Lower Columbia River Chinook salmon, Lower Columbia River coho salmon, Columbia River chum salmon, and Lower Columbia River steelhead.

Three geographically based, locally developed plans each address a different portion of these species' range. NMFS' science center and regional office staff were closely involved in the development of these local plans. We have reviewed the final versions of these local plans and have developed an ESU/DPS-level plan that synthesizes the local plans, incorporates them as appendices, and provides all additional material needed to meet the ESA requirements. We have determined that this *Proposed ESA Recovery Plan for Lower Columbia River Chinook Salmon, Lower Columbia River Coho Salmon, Columbia River Chum Salmon, and Lower Columbia River Steelhead* meets the statutory requirements for a recovery plan and are proposing to adopt it as the ESA recovery plan for these four threatened species. Section 4(f) of the ESA, as amended in 1988, requires that public notice and an opportunity for public review and comment be provided prior to final approval of a recovery plan. This notice solicits comments on this Proposed Plan.

Development of the Proposed Plan

The initial technical foundation for this Proposed Plan was developed by the Willamette-Lower Columbia Technical Recovery Team. NMFS appointed Technical Recovery Teams to provide a solid scientific foundation for recovery plans. Scientists on these teams were nominated because of their geographic and species expertise. The Willamette-Lower Columbia Technical Recovery Team included biologists from NMFS, other federal agencies, states, tribes, academic institutions, and the private sector.

A primary task for all the Technical Recovery Teams was to recommend criteria for determining when each component population with an ESU or DPS should be considered viable (*i.e.*, when they have a low risk of extinction over a 100-year period) and when ESUs and DPSs have a risk of extinction consistent with no longer needing the protections of the ESA. All Technical Recovery Teams used the same biological principles for developing these recommendations; these principles are described in the NOAA technical memorandum *Viable Salmonid Populations and the Recovery*