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U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office for Coastal Management
Silver Spring Metro Center, Building 4
1305 East-West Highway
Silver Spring, Maryland 20910

MEMORANDUM FOR: Commonwealth, State, and Territorial Coastal Program Managers

THROUGH: Chris Cartwright 
Chief Financial Officer, National Ocean Service

FROM: Joelle Gore 
Chief, Stewardship Division

SUBJECT: FY 2017 Draft Funding Guidance and Allocations
Coastal Zone Management Act Sections 306/306A and 309

This guidance is based on the funding levels contained in the Fiscal Year 2017 Omnibus Appropriations Act. The Act contained funding allocations for Sections 306/306A and 309 of the Coastal Zone Management Act of 1972, as amended (CZMA). This memorandum provides guidance on the allocation and uses of these funds. If you have any questions about this guidance, please reach me at (240) 533-0813, or via e-mail at joelle.gore@noaa.gov.

2017 CZMA Funding	
Section 306/306A/309	\$69,339,823*
FY16 Carryover	\$202,313

Total:	\$69,542,136

*Figures reflect the appropriation of \$70,000,000 as authorized by the FY2017 Omnibus Appropriations Act, less NOAA-wide rescissions and assessments totaling \$660,177.

Overview

The 2017 allocation reflects the use of updated coastal population numbers taken from the 2010 U.S. Census for "coastal counties" or their equivalent jurisdictions, which was updated and vetted with the state and territorial coastal management programs.

Section 306/306A and Section 309 Allotments

After the adjustments, there is an estimated \$69,542,136 in appropriated and carryover funds available in FY 2017 for Sections 306/306A and 309. The CZMA requires that between ten and twenty percent of the Section 306/309 appropriation be directed toward Section 309, up to a maximum of \$10,000,000. We will direct the statutory maximum of \$10,000,000 of the appropriation toward Section 309, leaving \$ 59,542,136 for Section 306/306A.

In addition, because of the January 2015 finding by NOAA and EPA that Oregon has not submitted an approvable coastal nonpoint program under Section 6217 of the Coastal Zone Management Act Reauthorization Amendments, NOAA redirected a total of \$640,500, or thirty percent, of the State's FY17 Section 306 allocation to the twenty-two states with approved coastal nonpoint pollution control programs, as directed by statute (16 U.S.C. 1455b(c)(3)). The twenty-two state recipients of these funds are encouraged to undertake projects and tasks that support the protection of coastal waters and habitats from nonpoint sources of pollution.

The Section 306/306A funds, including the redirected funds described above, require a 1 to 1 match and are available to states and territories with federally approved coastal management programs. State and territorial allocations are provided in the attached table (Attachment 1).

Those states and territories that have successfully completed Section 309 assessments and strategies are eligible for Section 309 funding. These funds require no match. A total of \$8,500,000 of the Section 309 funds are awarded through the weighted formula. The primary focus of these Section 309 funds will be to implement the second year of the approved 2016-2020 state strategies. In addition, \$1,500,000 of the Section 309 funds are awarded as Projects of Special Merit. These projects have been selected through a competitive process and will be funded through separate awards.

Section 312 Evaluations and Evaluation Metrics

During fiscal year 2011, each coastal management program identified three performance measures associated with five-year targets. That cycle will be ending in 2017 and it is now time to update these measures. During the FY2017 award period, each coastal management program should select three existing coastal zone management performance measures on which they already report in the CZMA Performance Measurement System. A five-year target for the years 2018-2023 should be identified for each of the three measures. Coastal management programs will report on these measures annually through the Performance Measurement System. The Office for Coastal Management will likely ask programs to select at least one of the three measures from the suite identified as national priorities that will be developed as part of the national strategic plan. Note: Official guidance on these measures will be forthcoming in January 2018 from Office for Coastal Management's Policy, Program and Communications division.

Applications should include language in a new or existing task that indicates work towards these new performance measures for 2018-2023. The Office for Coastal Management will collect the performance measure data from the Coastal Zone Management Performance Measure database. Therefore, states and territories will not be reporting on evaluation metrics in their FY2017 award performance reports and do not need to include evaluation metric reporting language within this award.

Finally, programs selected for evaluation in FY2017 should include language in their application in a new or existing task describing its participation in the evaluation.

Support of NOAA Strategic Priorities

These CZMA Section 306 and 309 funds support NOAA's strategic priorities, and will be used in part by coastal management programs to support comprehensive land and water use planning and management activities that:

- Lead to resilient coastal communities and economies that can adapt to the impacts of hazards and environmental change.
- Incorporate a greater understanding of the risks of sea level rise, changes in Great Lakes hydrology and water levels, and other impacts to reduce the vulnerability of coastal communities and ecosystem resources; and assist marine resource managers to prepare for and respond to the impacts of environmental change, ocean acidification, and other impacts.
- Support sound ocean management.
- Maintain and improve coastal water quality.

Multiyear Awards

Three states – Louisiana, Massachusetts, and Ohio – have agreed to work with the Office for Coastal Management in FY2016 and FY2017 to pilot multiyear awards. This two-year pilot is designed to test whether multiyear awards result in increased efficiency and effectiveness in award administration, in comparison to administering multiple single-year awards.

As noted in the FY2016 Funding Guidance, NOAA allowed pilot programs to develop applications with a slight increase in funding during the second year budget to accommodate any budget fluctuations and adjustments between years. The application budgets were estimates; and the actual second year funding for the pilot programs is included in the allocation table enclosed in this Guidance. As expected, the actual FY2017 funding allocations are slightly less than the (estimated) year-two budgets proposed in the multiyear applications. If a pilot program can still complete the proposed scope of work with the funding available, then you should send a letter to Joelle Gore (and cc: your coastal management liaison) indicating your intent to complete the award with the funding available. Pilot programs that cannot complete the proposed scope of work with the funding available should work with your coastal management liaison to develop a revised scope of work.

Revised 306A Guidance and Checklist

NOAA has been working with a team of state coastal program staff to revise the Section 306A guidance and checklist. We anticipate the revised checklist and guidance will be finalized by fall 2017. Until the new checklist is complete and receives Paperwork Reduction Act Clearance, states and territories should continue to use the current 306A checklist for all 306A projects (<https://coast.noaa.gov/czm/media/checklist306a.pdf>). Once the new checklist is finalized, it should be used for all newly proposed projects (e.g. 306A projects proposed through a change of scope to the FY2017 award, or future awards). States should also use the new checklist for any remaining Special Award Condition release requests where the state or territory has not yet submitted the final project materials for NOAA review via the grants online system.

Application Procedures

Please use the Coastal and Marine Management Program (CAMMP) system, which can be accessed at (<https://coast.noaa.gov/cammp/>) to develop your application, the Grants.gov system (www.Grants.gov) to submit your formal application, and use Grants Online system (<https://grantsonline.rdc.noaa.gov/>) for the rest of the processing. Given the timing of appropriations, the attached timeline is included as a guide. Continued communication with your coastal management specialist is encouraged to understand any adaptive changes to the process and timelines.

Notice Information

According to the Coastal Zone Management Act of 1972, as amended (CZMA), the Secretary of Commerce may make grants to eligible coastal states. Coastal states are defined as states that are in, or bordering on, the Atlantic, Pacific, or Arctic Oceans, the Gulf of Mexico, Long Island Sound, or one or more of the Great Lakes. For the purposes of the CZMA, the term also includes Puerto Rico, the U.S. Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and American Samoa. This notice is being distributed to all eligible parties, and substitutes for the Federal Register notice required for Federal grant programs.

cc:

DRivelli, NOAA

JPayne, NOAA

JKing, NOAA

PScholz, NOAA

DPorter, NOAA

ASimpson-Porter, NOAA

KBaffoe-Harding, NOAA

MMunson, CSO

Attachment #1: FY2017 Allocations for CZMA Sections 306/306A and 309

	Section 306	Section 309 WF	Redirected 306 Funds	
Total Funding	59,542,136	\$8,500,000	\$640,200	
Base Funding	\$730,000	\$72,000	\$13,000	
Maximum Funding	\$2,135,000	\$515,000	\$33,000	

STATE	Section 306	Section 309 WF	Redirected 306 Funds	Total
Alabama	\$1,410,000	\$87,000	\$0	\$1,497,000
Alaska	\$0	\$0	\$0	\$0
American Samoa	\$852,000	\$75,000	\$17,000	\$944,000
California	\$2,135,000	\$515,000	\$33,000	\$2,683,000
Connecticut	\$1,890,000	\$135,000	\$33,000	\$2,058,000
Delaware	\$1,298,000	\$84,000	\$31,000	\$1,413,000
Florida	\$2,135,000	\$515,000	\$33,000	\$2,683,000
Georgia	\$2,135,000	\$260,000	\$0	\$2,395,000
Guam	\$867,000	\$75,000	\$18,000	\$960,000
Hawaii	\$2,128,136	\$151,000	\$0	\$2,279,136
Illinois	\$2,135,000	\$197,000	\$0	\$2,332,000
Indiana	\$976,000	\$77,000	\$0	\$1,053,000
Louisiana	\$2,135,000	\$515,000	\$0	\$2,650,000
Maine	\$2,135,000	\$387,000	\$33,000	\$2,555,000
Maryland	\$2,135,000	\$451,000	\$33,000	\$2,619,000
Massachusetts	\$2,135,000	\$314,000	\$33,000	\$2,482,000
Michigan	\$2,135,000	\$480,000	\$0	\$2,615,000
Minnesota	\$959,000	\$0	\$21,000	\$980,000
Mississippi	\$1,136,000	\$81,000	\$0	\$1,217,000
New Hampshire	\$955,000	\$77,000	\$21,000	\$1,053,000
New Jersey	\$2,135,000	\$438,000	\$33,000	\$2,606,000
New York	\$2,135,000	\$515,000	\$33,000	\$2,683,000
North Carolina	\$2,135,000	\$376,000	\$33,000	\$2,544,000
Northern Mariana Islands	\$920,000	\$76,000	\$19,000	\$1,015,000
Ohio	\$1,714,000	\$117,000	\$0	\$1,831,000
Oregon	\$2,135,000	\$195,000	-\$640,500	\$1,689,500
Pennsylvania	\$1,654,000	\$110,000	\$33,000	\$1,797,000
Puerto Rico	\$2,135,000	\$153,000	\$33,000	\$2,321,000
Rhode Island	\$1,341,000	\$85,000	\$32,500	\$1,458,500
South Carolina	\$2,135,000	\$333,000	\$33,000	\$2,501,000
Texas	\$2,135,000	\$515,000	\$0	\$2,650,000
U.S. Virgin Islands	\$908,000	\$0	\$19,000	\$927,000
Virginia	\$2,135,000	\$503,000	\$33,000	\$2,671,000
Washington	\$2,135,000	\$458,000	\$0	\$2,593,000
Wisconsin	\$2,104,000	\$150,000	\$33,000	\$2,287,000
TOTALS	\$59,542,136	\$8,500,000	\$0	\$68,042,136

Total Project of Special Merit

\$1,500,000

TOTAL FUNDING

\$69, 542,136

Attachment #2

**2017 Coastal Zone Management Act
Cooperative Agreement Application Schedule**

ACTIVITY	Schedule for States with July 1, 2017 Start dates	Schedule for States with October 1, 2017 Start dates
1. Initial Discussions between State and OCM	January 2017	February - March
2. State submits draft application package (via CAMMP)	February 24, 2017	March 30, 2017
3. OCM provides comments to state on Draft application	March 4, 2017	April 21, 2017
4. State provides Final Application to OCM via Grants.gov/Grants On-Line	April 7, 2017	June 13, 2017
5. Specialists complete review and circulates application package with OCM	April 14, 2017	June 20, 2017
6. OCM submits cooperative agreement application package to NOAA Grants Management Division via GOL	April 28, 2017	June 30, 2017

Attachment #3 Additional Guidance and Reminders

To improve management of the cooperative agreements and be consistent with Federal and NOAA-specific financial requirements, we would like to provide the following reminders and guidance on:

Application Submission

Please contact your specialist or cammphelp@noaa.gov if you do run into any problems with CAMMP. The new link for CAMMP is <https://coast.noaa.gov/cammp/>

On Grants.gov, please find the CZMA Federal Funding Opportunity (FFO) announcement and obtain the application materials, by the following:

- (1) Go to www.grants.gov;
- (2) Under FOR APPLICANTS tab on Left select "Apply for grants;"
- (3) Select "Download a Grant Application package" next to STEP 1 button;
- (4) Enter Funding Opportunity Number: NOAA-NOS-OCM-2017-2005220 for July 1 start dates and NOAA-NOS-OCM-2017-2005222 for October start dates.

In addition, you will need to make sure that your Central Contractor Registration (CCR) is up-to date. All recipients needed to renew their registration after August 9, 2011. If you need to update your CCR, go to www.grants.gov and click on "Get Registered" on the left hand side bar, then click on "Organization Registration," and then click on "Step 2 Register with CCR" and follow the directions.

Award Administration

Programs with multiple awards open simultaneously must allocate and account for staff and fringe time for each open award. Specifically, each open award must have actual or an estimate of staff time allocated to the award for project work performed and, at minimum, proportional staff time allocated in order to account for award management and other administrative activities. We encourage you to work with your coastal management specialist and NOAA's Grants Management Division to determine how best to account for award administrative time within each open award.

Signage at 306A Construction Projects

For any CZMA Section 306A construction or acquisition project, NOAA Special Award Conditions require that temporary (during construction) and permanent signage be placed at the site that identifies the project and indicates that the project is funded under the Coastal Zone Management Act, by NOAA's Office for Coastal Management, in conjunction with the state coastal management program.

Signs need to feature the name and/or logo of NOAA, as the National Coastal Zone Management Program; and acknowledge the state/territorial coastal management program as appropriate given the sign's overall design. See Coastal Zone Management Act Section 306A Guidance <https://coast.noaa.gov/czm/media/guide306a.pdf> at page 16.

Americans with Disabilities Act Requirements

For those undertaking Section 306A construction projects, as of March 15th 2014, all new construction and alteration projects must comply with the 2010 Americans with Disabilities Act standards (see http://www.ada.gov/2010ADASTandards_index.htm). These standards are required.

Federal Funding Accountability and Transparency Act (FFATA) of 2006 Requirements

Since 2011, the Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires “Prime Grant Recipients” of Federal awards, including CZMA recipients that provide sub-awards greater than or equal to \$25,000, to adhere to FFATA sub-award reporting requirements as outlined in the OMB guidance issued August 27, 2010. The prime awardee (i.e., the CZMA program) is required to file a FFATA sub-award report, through the FFATA Sub-award Reporting System (FSRS), “by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000.” All awardees of applicable grants and cooperative agreements are required to report to the Federal Sub-award Reporting System (FSRS) available at www.FSRS.gov on all sub-awards over \$25,000.

The sub-awardee is not required to report information to FSRS. Reporting of information regarding executive compensation data for sub-awardees, or any other information associated with sub-awards is the responsibility of the prime recipient. The sub-awardee, however, does have an obligation to provide to the prime grant awardee all information required for such reporting.

“Sub-awards” are defined as either subcontracts, or grants-specific sub-awards. A “subcontract,” means, “a subcontract awarded directly by a contractor to furnish supplies or services (including construction) for performance of a prime contract, but excludes supplier agreements with vendors, such as long-term arrangements for materials or supplies that would normally be applied to a contractor’s general and administrative expenses or indirect cost.” For grants, a “sub-award” means “a legal instrument to provide support for the performance of any portion of the substantive project or program for which the recipient received the award.”

For more information such as user guides, FAQs, and an on-line demonstration please see the FSRS website <https://www.fsr.gov>.