



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

APR 10 2018

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

THROUGH: Paul M. Scholz *Paul M. Scholz*
Acting Chief Financial Officer, National Ocean Service

FROM: *for* Joelle Gore *Keelis S. Key*
Chief, Stewardship Division

SUBJECT: FY 2018 Funding Guidance and Allocations
Coastal Zone Management Act Sections 306/306A and 309

This guidance is based on the funding levels contained in the Consolidated Appropriations Act, 2018. 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.

2018 CZMA Funding *	
Section 306/306A/309*	\$74,753,651
FY 2017 Carryover Funds	\$0
Total	\$74,753,651

* Figures reflect the appropriation of \$75,000,000, as authorized by the Consolidated Appropriations Act, 2018, less NOAA-wide assessments totaling \$246,349.

Overview

The 2018 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 NOAA adjustments, there are \$74,753,651 in appropriated funds available in FY 2018 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 \$64,753,651 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 Act Reauthorization Amendments, NOAA redirected a total of \$696,900, or thirty percent, of the Oregon FY 2018 Section 306/306A 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, but not required, 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 third year of the approved 2016-2020 strategies. In addition, \$1,500,000 of the Section 309 funds will be awarded as Projects of Special Merit (PSMs). These projects are being selected through a competitive process and will be awarded through separate awards.

Section 312 Evaluations and Evaluation Metrics

Coastal programs should identify draft evaluation metrics for the 2018-2023 evaluation cycle by the end of year one of their federal FY 2017 award and have final evaluation metrics approved by OCM by December 31, 2018 pursuant to the *Coastal Programs Guidance for Five-Year Evaluation Metrics 2018 to 2023* (to be posted soon). Data collection on the new 5-year evaluation metrics will begin with the start of their FY 2018 awards (July 1, 2018 or October 1, 2018). As the 312 evaluation metrics will be identified from the existing CZMA performance measures, reporting on the evaluation metrics will occur as part of the FY 2018 Coastal Zone Management Act performance measurement data collection (July 30, 2019 or October 30, 2019).

For coastal programs that will be evaluated in FY 2019, applications should include language in a new or existing task describing the program's participation in the evaluation. Example language that can be used is:

Task Description

"[X] Coastal Management Program will prepare for, and participate in, a Section 312 program evaluation. Associated tasks include the submission of the standard information request to the Office for Coastal Management; participating in meetings with the evaluation team to plan, and prepare for, the evaluation; planning for, and participating in, meetings with stakeholders; planning for, and participating in, a meeting for the general public; and reviewing and commenting on draft evaluation findings."

Task deliverable:

By December 14, 2018 submit to the Office for Coastal Management the standard 312 information request

Task Outcome:

Through engagement with the Office for Coastal Management and internal and external partners, the [X] Coastal Management Program's preparation and participation provides for a meaningful evaluation that will inform and improve program effectiveness.

Support of Strategic Priorities

CZMA Section 306 and 309 funds should support NOAA's strategic priorities and be consistent with the priorities of the CZMA. Moreover, NOAA has been working with state coastal programs to develop the National Coastal Zone Management Program Strategic Plan 2018-2013, which will be finalized soon. Consistent with final draft strategic plan, coastal management programs are encouraged to use their Section 306 funds in part to support the following:

- Effectively plan and prepare for change, including environmental change and emerging uses of coastal and ocean resources to strengthen coastal economies and minimize risks from coastal hazards.
- Protect, preserve and restore coastal and ocean ecosystems for use and enjoyment, including improving public access to enhance recreation, and facilitating the adoption of nature-based infrastructure solutions.
- Strengthen networks and grow partnerships to enhance capacity for, and visibility of, coastal management.

Multi-year Awards

Eleven states – Delaware, Hawaii, Louisiana, Maine, Massachusetts, Michigan, New Hampshire, Ohio, Oregon, South Carolina, and Washington – have agreed to work with OCM in FY 2018 and FY 2019 in the second round of piloting multi-year awards. This pilot is designed to test whether multi-year awards result in increased efficiency and effectiveness in award administration, in comparison to administering multiple single-year awards.

Pilot programs should develop two-year budgets based on the FY 2018 allocations. This allows pilot programs to develop initial application budgets with up to a 5% increase in Section 306 funds during the second year in order to accommodate possible between-year budget fluctuations and adjustments. The FY 2019 Final Funding Guidance and Allocations will include the final allocations for the second year of the multi-year award and OCM will work with pilot states to develop any necessary budget revisions, based on FY 2019 appropriations..

Revised 306A Guidance and Checklist

NOAA has been working with a team of state coastal program staff to revise the 306A guidance and checklist. We anticipate the revised checklist (now called the 306A Project Questionnaire) and guidance to be finalized by August 2018. Until the new questionnaire is finalized and receives Paperwork Reduction Act Clearance, states and territories should continue to use the current 306A guidance and checklist for all 306A projects. Once the new guidance is finalized, states and territories should use the project questionnaire for all newly proposed projects (e.g., 306A projects proposed through a change of scope to the award). States should also use the new guidance and questionnaire for any remaining SAC release requests where the state or territory has not yet submitted the final project materials for NOAA review via the Grants Online system. The current guidance can be found here:

<https://coast.noaa.gov/czm/media/checklist306a.pdf>

Application Procedures

States that are applying for one-year funding should use the Coastal and Marine Management Program (CAMMP) system which can be accessed at <https://coast.noaa.gov/cammp/> to develop their application. States applying for multi-year funding should provide their applications directly to their coastal management liaison using the CAMMP template. All programs should use the grants.gov system (www.grants.gov) to submit their formal application, and use the Grants Online system (<https://grantsonline.rdc.noaa.gov/>) for the rest of the processing. Given the late date of the FY 2018 appropriations, the attached timeline is included as a guide. We encourage coastal programs to keep open communications with their liaisons to stay abreast of any potential changes to the funding amounts, process, and timelines, or issues at the state level in getting application materials approved.

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. .

cc:

Jeff Payne, NOAA

Keelin Kuipers, NOAA

John King, NOAA

Steve Musser, NOAA

James Lewis Free, NOAA

Lori Cary-Kothera NOAA

Arlene Simpson-Porter, NOAA

Kadija Baffoe-Harding, NOAA

Bradley Watson, CSO

Attachment #1: FY2018 Allocations for CZMA Sections 306/306A and 309

	Section 306/306A	Section 309 WF	Redirected 306 Funds	Total
<i>Total Funding</i>	\$64,753,651	\$8,500,000	\$696,9000	\$74,753,651
<i>Base Funding</i>	\$795,000	\$72,000	\$18,000	
<i>Maximum Funding</i>	\$2,323,000	\$515,000	\$35,000	

STATE/TERRITORY	Section 306/306A	Section 309 WF	Redirected 306 Funds	Total
<i>Alabama</i>	\$1,531,000	\$87,000	\$0	\$1,618,000
<i>Alaska</i>	\$0	\$0	\$0	0
<i>American Samoa</i>	\$928,000	\$75,000	\$21,000	\$1,024,000
<i>California</i>	\$2,323,000	\$515,000	\$35,000	\$2,873,000
<i>Connecticut</i>	\$2,051,000	\$135,000	\$35,000	\$2,221,000
<i>Delaware</i>	\$1,410,000	\$84,000	\$34,900	\$1,528,900
<i>Florida</i>	\$2,323,000	\$515,000	\$35,000	\$2,873,000
<i>Georgia</i>	\$2,323,000	\$260,000	\$0	\$2,583,000
<i>Guam</i>	\$944,000	\$75,000	\$22,000	\$1,041,000
<i>Hawaii</i>	\$2,308,651	\$151,000	\$0	\$2,459,651
<i>Illinois</i>	\$2,323,000	\$197,000	\$0	\$2,520,000
<i>Indiana</i>	\$1,061,000	\$77,000	\$0	\$1,138,000
<i>Louisiana</i>	\$2,323,000	\$515,000	\$0	\$2,838,000
<i>Maine</i>	\$2,323,000	\$387,000	\$35,000	\$2,745,000
<i>Maryland</i>	\$2,323,000	\$451,000	\$35,000	\$2,809,000
<i>Massachusetts</i>	\$2,323,000	\$314,000	\$35,000	\$2,672,000
<i>Michigan</i>	\$2,323,000	\$480,000	\$0	\$2,803,000
<i>Minnesota</i>	\$1,043,000	\$0	\$24,000	\$1,067,000
<i>Mississippi</i>	\$1,236,000	\$81,000	\$0	\$1,317,000
<i>New Hampshire</i>	\$1,038,000	\$77,000	\$24,000	\$1,139,000
<i>New Jersey</i>	\$2,323,000	\$438,000	\$35,000	\$2,796,000
<i>New York</i>	\$2,323,000	\$515,000	\$35,000	\$2,873,000
<i>North Carolina</i>	\$2,323,000	\$376,000	\$35,000	\$2,734,000
<i>Northern Mariana Islands</i>	\$1,001,000	\$76,000	\$23,000	\$1,100,000
<i>Ohio</i>	\$1,860,000	\$117,000	\$0	\$1,977,000
<i>Oregon</i>	\$2,323,000	\$195,000	-\$696,900	\$1,821,100
<i>Pennsylvania</i>	\$1,797,000	\$110,000	\$35,000	\$1,942,000
<i>Puerto Rico</i>	\$2,323,000	\$153,000	\$35,000	\$2,511,000
<i>Rhode Island</i>	\$1,458,000	\$85,000	\$35,000	\$1,578,000
<i>South Carolina</i>	\$2,323,000	\$333,000	\$35,000	\$2,691,000
<i>Texas</i>	\$2,323,000	\$515,000	\$0	\$2,838,000
<i>U.S. Virgin Islands</i>	\$989,000	\$0	\$23,000	\$1,012,000
<i>Virginia</i>	\$2,323,000	\$503,000	\$35,000	\$2,861,000
<i>Washington</i>	\$2,323,000	\$458,000	\$0	\$2,781,000
<i>Wisconsin</i>	\$2,284,000	\$150,000	\$35,000	\$2,469,000
TOTALS	\$64,753,651	\$8,500,000	\$0	\$73,253,651

Total Sec. 309 PSM Funds

\$1,500,000

Total Sec. 306/309 Appropriation after NOAA Assessments

\$74,753,651

Attachment #2

**2018 Coastal Zone Management Act
Cooperative Agreement Application Schedule**

ACTIVITY	Schedule for States with July 1, 2018 Start dates	Schedule for States with October 1, 2018 Start dates
State submits draft application package	March 9, 2018	April 13, 2018
OCM provides comments to state on Draft application	March 23, 2018	May 4, 2018
State provides Final Application to OCM via Grants.gov/Grants OnLine	April 16, 2018	May 25, 2018
Specialists complete review and circulates application package with OCM	April 23, 2018	June 8, 2018
OCM submits cooperative agreement application package to NOAA Grants Management Division via GOL	April 30, 2018	June 15, 2018

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

CAMMP has been updated for the the FY 2018 award season. Please contact your liaison or cammphelp@noaa.gov if you do run into any problems with CAMMP. The link for CAMMP is <https://coast.noaa.gov/cammp/>

To find the CZMA Federal Funding Opportunity (FFO) announcement on grants.gov and obtain the application materials, you need to do the following:

- (1) Go to www.grants.gov;
- (2) Under the FOR APPLICANTS tab on upper 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-2018-2005553 for July 1 start dates or NOAA-NOS-OCM-2018-2005556 for October 1 start dates.

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 CZM 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 liaison and NOAA's Grants Management Division to determine how best to account for award administrative time within each open award.

Budget Narrative Guidance

NOAA's Grants Management Division has developed a detailed Budget Narrative Guidance that provides additional details regarding the information that Grants Officers are looking for when reviewing applications. This Guidance can be found at http://www.ago.noaa.gov/grants/docs/gmd_budget_narrative_guidance_-_05-24-2017_final.pdf.

Signage at 306A Construction Projects

Recipients are reminded that 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 to identify the project and indicate that the project is being funded under the Coastal Zone Management Act, by NOAA's Office for Coastal Management, in conjunction with the state coastal management program.

These signs need to feature the name and/or logo of NOAA as well as the name of the National Coastal Zone Management Program, and acknowledgement of the state/territorial CZM 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 15, 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). In past years these new standards were only recommended; now they 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 Subaward Reporting System (FSRS) available at www.fsr.gov on all subawards 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.

"Subawards" 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 "subaward" 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 online demonstration please see the FSRS website <https://www.fsr.gov>.