




U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office for Coastal Management

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

TO: Paul M. Scholz 
 Chief Financial Officer, National Ocean Service

THROUGH: Joelle Gore GORE.JOELLE.YVONN E.1365869282 Digitally signed by GORE.JOELLE.YVONNE.1365869282 Date: 2019.04.04 12:09:34 -04'00'
 Chief, Stewardship Division

FROM: Laura Petes PETES.LAURA.ELIZA Digitally signed by PETES.LAURA.ELIZABETH.138941 BETH.1389412127 2127 Date: 2019.04.04 11:37:10 -04'00'
 Program Manager, Coastal Communities Program

SUBJECT: FY 2019 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 2019 and Conference Report for Sections 306/306A and 309 of the Coastal Zone Management Act of 1972 (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) 533-0779, or by e-mail at laura.petes@noaa.gov.

<u>FY 2019 CZM Funding *</u>	
Section 306/306A/309*	\$75,500,000
NOAA Assessments	\$183,063
Deobligated Funds	<u>\$0</u>
Total	\$75,316,937

* Figures reflect the appropriation of \$75,500,000, as authorized by the 2019 Consolidated Appropriations Act, less NOAA-wide assessments (Hollings Scholarship Program and Working Capital Fund) totaling \$183,063. There are no prior year de-obligations.

Overview

The 2019 allocation reflects the use of coastal population numbers taken from the 2010 U.S. Census for “coastal counties” or their equivalent jurisdictions, which was vetted with the state and territorial coastal management programs.

Section 306/306A and Section 309 Allotments

After the NOAA adjustments, there are \$75,316,937 in appropriated funds available in FY 2019 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. The Office for Coastal Management (OCM) has directed \$9,921,332 of the appropriation toward Section 309, leaving \$65,395,605 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 \$703,500, or thirty percent, of the Oregon FY 2019 Section 306/306A allocation to the twenty-three states with approved coastal nonpoint pollution control programs, as directed by statute (16 U.S.C. 1455b(c)(3)). The recipients of these redirected 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 (WF). The primary focus of these Section 309 funds will be to implement the fourth year of the approved 2016-2020 strategies. In addition, \$1,421,332 of the Section 309 funds will be awarded as Projects of Special Merit (PSMs). These projects are selected through a competitive process and will be funded through separate awards.

Section 309 Assessments and Strategies

The new Section 309 Enhancement Program Assessment and Strategy cycle will be begin in July or October 2021 at the start of your FY 2021 award. To prepare for the next cycle, the FY 2019 awards should include a task under either Section 306 or 309 (if eligible for Section 309 funds in FY 2019) to initiate and complete the process for developing an Assessment and Strategy. Please consult the updated Section 309 Assessment and Strategy Guidance (to be released June 2019) for further information about development of assessments and strategies and coordinate with your liaison on the best approach for your program. Example task description language will be shared separately.

Section 312 Evaluations and Evaluation Metrics

Coastal programs should have identified and had final evaluation metrics approved by OCM by December 31, 2018, pursuant to the *Coastal Programs Guidance for Five-Year Evaluation Metrics 2018 to 2023*. Data collection for the new 5-year evaluation metrics began with the start of FY 2018 awards (July 1, 2018 or October 1, 2018). Evaluation metrics will no longer need to be reported separately in an annual progress report. Instead, OCM will collect the data from the CZMAPMS database.

For coastal programs that will be evaluated in FY 2020, applications should include language in a new or existing task describing the program's participation in the evaluation. Example task description language will be shared separately.

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. NOAA worked with state coastal programs to develop the *National Coastal Zone Management Program Strategic Plan 2018-2023*. Consistent with the 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 and demographic changes 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 by all, including considerations of equity and justice, and facilitate the adoption of nature-based infrastructure solutions
- Strengthen the national coastal management network 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 – 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, compared to administering multiple single-year awards.

As noted in the FY 2018 Funding Guidance, NOAA allowed pilot programs to develop applications with a slight increase in 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 Attachment 1 of this guidance. As expected, the FY 2019 allocations are slightly less than the estimated two-year budgets proposed in the multiyear applications. If a pilot program can still complete the proposed scope of work with the actual FY 2019 funding available, then you should send a letter to me at laura.petes@noaa.gov (and cc: your coastal management liaison) indicating your intent to complete the award with the funding available. Please contact your liaison for additional instructions if you will need to reprogram funds or re-scope tasks for the second year of your award.

Revised 306A Guidance and Checklist

NOAA worked with a team of state coastal program staff to revise the 306A guidance and checklist during 2017-2018. We anticipate the revised checklist (now called the 306A Project Questionnaire) and guidance to be finalized soon, once they receive Paperwork Reduction Act clearance. Until OCM notifies coastal programs that the new guidance is in effect, states and territories should continue to use the current 306A guidance and checklist for all 306A projects. Your liaison and the OCM environmental compliance team can provide advice and guidance regarding information necessary to complete NOAA National Environmental Policy Act (NEPA) and environmental compliance reviews. 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 or SAC release). The current 306A checklist 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.

Applications for single year awards should be submitted electronically via the grants.gov website on or before the date listed in Attachment 2 of this memorandum. Programs participating in the FY 2018-2019 multi-year award pilot should submit required supplemental documents using the same timeline described in the funding guidance, but should coordinate with their NOAA program officer (state liaison) on whether to submit FY 2019 funding documents via grants.gov or by email.

Notice Information

According to the 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.

Attachments

cc:

Keelin Kuipers, NOAA

Laura Petes, NOAA

John King, NOAA

Arlene Simpson-Porter, NOAA

Bradley Watson, CSO

Attachment 1

FY 2019 Allocations for CZMA Sections 306/306A and 309

	306/306A Base	Redirected OR 306 Funds	Total 306/306A	309 Weighted Formula	Total FY 19 306/306A/309
Total Funding	65,395,605	703,500	65,395,605	8,500,000	75,316,937
Minimum Funding	804,000	17,000		72,000	
Maximum Funding	2,345,000	34,000		515,000	

STATE/TERRITORY	306/306A Base	Redirected 306 Funds	Total 306/306A	309 WF	Total FY 19 306/306A/309
<i>Alabama</i>	1,548,000	0	1,548,000	87,000	1,635,000
<i>Alaska</i>	0	0	0	0	0
<i>American Samoa</i>	938,000	20,000	958,000	75,000	1,033,000
<i>California</i>	2,345,000	34,000	2,379,000	515,000	2,894,000
<i>Connecticut</i>	2,073,000	34,000	2,107,000	135,000	2,242,000
<i>Delaware</i>	1,425,000	31,000	1,456,000	84,000	1,540,000
<i>Florida</i>	2,345,000	34,000	2,379,000	515,000	2,894,000
<i>Georgia</i>	2,345,000	34,000	2,379,000	260,000	2,639,000
<i>Guam</i>	954,000	21,000	975,000	75,000	1,050,000
<i>Hawaii</i>	2,329,605	0	2,329,605	151,000	2,480,605
<i>Illinois</i>	2,345,000	0	2,345,000	197,000	2,542,000
<i>Indiana</i>	1,074,000	0	1,074,000	77,000	1,151,000
<i>Louisiana</i>	2,345,000	0	2,345,000	515,000	2,860,000
<i>Maine</i>	2,345,000	34,000	2,379,000	387,000	2,766,000
<i>Maryland</i>	2,345,000	34,000	2,379,000	451,000	2,830,000
<i>Massachusetts</i>	2,345,000	34,000	2,379,000	314,000	2,693,000
<i>Michigan</i>	2,345,000	0	2,345,000	480,000	2,825,000
<i>Minnesota</i>	1,055,000	23,000	1,078,000	0	1,078,000
<i>Mississippi</i>	1,248,000	0	1,248,000	81,000	1,329,000
<i>New Hampshire</i>	1,050,000	23,000	1,073,000	77,000	1,150,000
<i>New Jersey</i>	2,345,000	34,000	2,379,000	438,000	2,817,000
<i>New York</i>	2,345,000	34,000	2,379,000	515,000	2,894,000
<i>North Carolina</i>	2,345,000	34,000	2,379,000	376,000	2,755,000
<i>No. Mariana Islands</i>	1,013,000	22,000	1,035,000	76,000	1,111,000
<i>Ohio</i>	1,880,000	0	1,880,000	117,000	1,997,000
<i>Oregon</i>	2,345,000	-703,500	1,641,500	195,000	1,836,500
<i>Pennsylvania</i>	1,817,000	34,000	1,851,000	110,000	1,961,000
<i>Puerto Rico</i>	2,345,000	34,000	2,379,000	153,000	2,532,000
<i>Rhode Island</i>	1,474,000	31,500	1,505,500	85,000	1,590,500
<i>South Carolina</i>	2,345,000	34,000	2,379,000	333,000	2,712,000
<i>Texas</i>	2,345,000	0	2,345,000	515,000	2,860,000
<i>U.S. Virgin Islands</i>	1,000,000	22,000	1,022,000	0	1,022,000
<i>Virginia</i>	2,345,000	34,000	2,379,000	503,000	2,882,000
<i>Washington</i>	2,345,000	0	2,345,000	458,000	2,803,000
<i>Wisconsin</i>	2,307,000	34,000	2,341,000	150,000	2,491,000
TOTALS	65,395,605	0	65,395,605	8,500,000	73,895,605
Sec. 309 Projects of Special Merit Funding					1,421,332
Total CZM Funding					75,316,937

Attachment #2

**2019 Coastal Zone Management Act
Cooperative Agreement Application Schedule**

ACTIVITY	Schedule for States with July 1, 2019 Start dates	Schedule for States with October 1, 2019 Start dates
State submits draft cooperative agreement application package	March 8, 2019	April 19, 2019
OCM provides comments to state on draft application	March 27, 2019	May 3, 2019
State provides final application documents to OCM via Grants.gov/Grants OnLine (or by email for multi-year pilots)	April 19, 2019	May 24, 2019
OCM submits application package to NOAA Grants Management Division	TBD/May, 2019	June 14, 2019

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.

Application Submission

Applications for 1-year awards should be developed in the Coastal and Marine Management Program (CAMMP) system. CAMMP has been updated to include all for the FY 2019 award season. Please contact your liaison or cammp@noaa.gov if you 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-2019-2005961 for July 1 start dates or NOAA-NOS-OCM-2019-2005966 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, 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 (GMD) to determine how best to account for award administrative time within each open award.

Budget Narrative Guidance

NOAA's GMD 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:

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> on page 16.

Americans with Disabilities Act Requirements

For those undertaking Section 306A construction projects, as of March 15, 2012, all new construction and alteration projects must comply with the 2010 Americans with Disabilities Act standards (see www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards). In past years, these standards were only recommended; they are now 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) at www.fsrs.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 www.fsrs.gov.