



**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/Chief Administrative Officer, National Ocean Service

THROUGH: Joelle Gore  
Chief, Stewardship Division

FROM: Laura Petes  
Manager, Coastal Communities Program

SUBJECT: FY 2020 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, 2020. 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](mailto:laura.petes@noaa.gov).

<u>FY 2020 CZM Funding *</u>	
Section 306/306A/309*	\$77,000,000
NOAA Assessments	- \$77,000
FY 2019 Carryover Funds	+ \$107,563
Total	\$77,030,563

\* Figures reflect the appropriation of \$77,000,000, as authorized by the Consolidated Appropriations Act, 2020, less a NOAA-wide assessment for the Hollings Scholarship Program totaling \$77,000. Prior year funds in the amount of \$107,563 are the result of a reduction in the FY 2019 NOAA Assessment that arrived too late to obligate last year, so have been received as carryover funds and added to the FY 2020 funding amount.

### Overview

The 2020 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 \$77,030,563 in appropriated funds available in FY 2020 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 \$10,000,000 of the appropriation toward Section 309 in FY 2020, leaving \$67,030,563 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 \$724,500, or thirty percent, of the Oregon FY 2020 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 fifth and final 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 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 begin in July or October 2021 at the start of your FY 2021 award. To prepare for the next cycle, the FY 2019 awards included a task under either Section 306 or 309 to complete the process for developing an Assessment and Strategy. For FY 2020, some states may need to extend development of their Assessment and Strategy for a short period; states that require additional time and resources to complete this effort should coordinate with their OCM coastal management liaison to determine the best approach (e.g. if a new task is required or the work can be accomplished as part of another task). Please consult the updated [Section 309 Assessment and Strategy Guidance](#) for further information about development of assessments and strategies.

#### CZMA Performance Measurement System

Coastal programs are required to report on CZMA performance measures annually, using the current version of the [CZMA Performance Measurement System \(CZMA PMS\) Guidance](#). Reporting should be done through the [CZMA PMS database](#). For questions regarding CZMA Performance Measures, please contact Liz Mountz at [elizabeth.mountz@noaa.gov](mailto:elizabeth.mountz@noaa.gov).

#### Section 312 Evaluation Metrics and 312 Evaluations

Coastal programs should have identified and had three 312 evaluation metrics from the CZMA PMS approved by OCM by December 31, 2018. Reporting on 312 metrics is captured when programs enter their performance measures into the CZMA PMS database (see above). Data

collection for the new 5-year evaluation metrics began either July 1, 2018 or October 1, 2018, consistent with award start dates, and were reported starting either July 1, 2019 or October 1, 2019, respectively.

Coastal programs that will have a Section 312 evaluation in FY 2021 should include language in a new or existing task describing the program's participation in the evaluation.

For questions regarding 312 evaluations and evaluation metrics, please contact Carrie Hall at [carrie.hall@noaa.gov](mailto:carrie.hall@noaa.gov).

### 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

OCM is continuing to pilot the use of multi-year awards to test whether these result in increased efficiency and effectiveness in award administration. Eleven states (Delaware, Hawaii, Louisiana, Maine, Massachusetts, Michigan, New Hampshire, Ohio, Oregon, South Carolina, and Washington) have participated in earlier multi-year award cycles and are approved to develop a two-year multi-year award for the FY 2020 and FY 2021 award cycles. Any additional states interested in developing a multi-year award for the FY 2020 and FY 2021 award cycles should consult with Laura Petes ([laura.petes@noaa.gov](mailto:laura.petes@noaa.gov)) and Liz Mountz ([elizabeth.mountz@noaa.gov](mailto:elizabeth.mountz@noaa.gov)) as soon as possible.

States using multi-year awards should develop applications with two-year budgets, with a 5% increase in the second-year budget to accommodate any budget fluctuations and adjustments between years. This does not mean that the award allocations will increase in FY2021, but will eliminate the need for submitting an award amendment if the budget increases by up to 5%; conversely, minor reductions in the budget do not require an amendment. The FY 2021 Funding Guidance and Allocations will include the final allocations for the second year of the multi-year awards, and OCM will work with pilot states to develop any necessary budget revisions.

### 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. The updated [306A guidance](#) and associated [306A Project](#)

[Questionnaire](#) were finalized in 2019. States and territories should use the project questionnaire for all newly proposed projects, including for 306A projects proposed through a change of scope to the award or a Special Award Condition (Specific Award Conditions) release. Your coastal management liaison and the OCM environmental compliance team can provide advice and guidance regarding information necessary to complete environmental compliance reviews.

#### Application Procedures

All applications should be submitted electronically via the [grants.gov](https://www.grants.gov) website on or before the date listed in Attachment 2 of this memorandum. See additional application instructions in Attachment 3.

States that are applying for one-year funding should use the [Coastal and Marine Management Program \(CAMMP\) system](#) to develop their final application. Draft applications may be prepared in CAMMP or in a word format outside of the CAMMP system and then pasted in.

At the present time, CAMMP cannot calculate multi-year funding, so FY 2020-2021 multi-year award applications should be prepared outside of the CAMMP system. However, you should continue to use the same general format as the CAMMP applications.

#### 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

John King, NOAA

Arlene Simpson-Porter, NOAA

Bradley Watson, CSO

**Attachment 1**

**FY 2020 Allocations for CZMA Sections 306/306A and 309**

<b>State/Territory</b>	<b>306/306A Base</b>	<b>306 OR Redirect</b>	<b>Total 306/306A</b>	<b>309 WF</b>	<b>FY20 Total</b>
Alabama	1,573,000	0	1,573,000	87,000	<b>1,660,000</b>
Alaska	0	0	0	0	<b>0</b>
American Samoa	959,000	21,000	980,000	75,000	<b>1,055,000</b>
California	2,415,000	35,500	2,450,500	515,000	<b>2,965,500</b>
Connecticut	2,103,000	35,500	2,138,500	135,000	<b>2,273,500</b>
Delaware	1,450,000	29,000	1,479,000	84,000	<b>1,563,000</b>
Florida	2,415,000	35,500	2,450,500	515,000	<b>2,965,500</b>
Georgia	2,415,000	35,500	2,450,500	260,000	<b>2,710,500</b>
Guam	976,000	21,000	997,000	75,000	<b>1,072,000</b>
Hawaii	2,365,000	0	2,365,000	151,000	<b>2,516,000</b>
Illinois	2,415,000	0	2,415,000	197,000	<b>2,612,000</b>
Indiana	1,096,000	0	1,096,000	77,000	<b>1,173,000</b>
Louisiana	2,415,000	0	2,415,000	515,000	<b>2,930,000</b>
Maine	2,415,000	35,500	2,450,500	387,000	<b>2,837,500</b>
Maryland	2,415,000	35,500	2,450,500	451,000	<b>2,901,500</b>
Massachusetts	2,415,000	35,500	2,450,500	314,000	<b>2,764,500</b>
Michigan	2,415,000	0	2,415,000	480,000	<b>2,895,000</b>
Minnesota	1,076,000	20,000	1,096,000	0	<b>1,096,000</b>
Mississippi	1,273,000	0	1,273,000	81,000	<b>1,354,000</b>
New Hampshire	1,071,000	24,000	1,095,000	77,000	<b>1,172,000</b>
New Jersey	2,415,000	35,500	2,450,500	438,000	<b>2,888,500</b>
New York	2,415,000	35,500	2,450,500	515,000	<b>2,965,500</b>
North Carolina	2,415,000	35,500	2,450,500	376,000	<b>2,826,500</b>
Northern Mariana Islands	1,034,000	23,000	1,057,000	76,000	<b>1,133,000</b>
Ohio	1,909,000	0	1,909,000	117,000	<b>2,026,000</b>
Oregon	2,415,000	-724,500	1,690,500	195,000	<b>1,885,500</b>
Pennsylvania	1,844,000	35,500	1,879,500	110,000	<b>1,989,500</b>
Puerto Rico	2,384,563	35,500	2,420,063	153,000	<b>2,573,063</b>
Rhode Island	1,499,000	31,000	1,530,000	85,000	<b>1,615,000</b>
South Carolina	2,415,000	35,500	2,450,500	333,000	<b>2,783,500</b>
Texas	2,415,000	0	2,415,000	515,000	<b>2,930,000</b>
U.S. Virgin Islands	1,022,000	23,000	1,045,000	0	<b>1,045,000</b>
Virginia	2,415,000	35,500	2,450,500	503,000	<b>2,953,500</b>
Washington	2,415,000	0	2,415,000	458,000	<b>2,873,000</b>
Wisconsin	2,341,000	35,500	2,376,500	150,000	<b>2,526,500</b>
<b>TOTALS</b>	<b>67,030,563</b>	<b>0</b>	<b>67,030,563</b>	<b>8,500,000</b>	<b>75,530,563</b>

**Attachment 2**

**2020 Coastal Zone Management Act  
Cooperative Agreement Application Schedule**

	<b>Drafts Due to OCM</b>	<b>OCM Comments back to State</b>	<b>Grants.gov submission deadline</b>
CZM July 1 Starts	February 28, 2020	March 13, 2020	April 3, 2020
CZM Oct 1 Starts	April 9, 2020	May 1, 2020	May 22, 2020

## 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 [cammphelp@noaa.gov](mailto:cammphelp@noaa.gov) if you run into any problems with 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](http://www.grants.gov);
- (2) Under the APPLICANTS tab at the top of the page, select "How to Apply for Grants;"
- (3) Select "Search for Opportunity Package" on bottom right of page.
- (4) Enter the Funding Opportunity Number. Federal Funding Opportunity Numbers will be provided for July 1 and October 1 start dates in an upcoming email.

Ensure that your state or territory is registered in [www.grants.gov](http://www.grants.gov). To get general instructions and links for registering, go to the APPLICANTS tab, then select "Applicant Resources" and "Organization Registration." The page leads you to the following information.

To enable the use of a universal identifier and to enhance the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act, 31 U.S.C. 6101, to the extent applicable, any proposal awarded in response to this announcement will be required to use the System for Award Management (SAM), which may be accessed online at [www.sam.gov/SAM/](http://www.sam.gov/SAM/).

Applicants are also required to use the Dun and Bradstreet Universal Numbering System ([www.dnb.com](http://www.dnb.com)) as identified in OMB guidance published at 2 CFR 25, found at <http://go.usa.gov/xZZn4>. A recipient's DUNS number must correspond with the recipient's information in SAM.Gov.

Applicants should allow a minimum of thirty days to receive a DUNS number and to be registered in SAM.Gov, or to assure that required annual updates are complete. Applicants are strongly encouraged not to wait until the application deadline date to begin the application process through [www.grants.gov](http://www.grants.gov).

Each applicant, unless excepted under 2 C.F.R. 25.110, is required to be registered in SAM before submitting its application, provide a valid unique entity identifier in its application, and continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or application under consideration by a Federal agency. A Federal agency may not make an award to an applicant until the applicant has complied with all

applicable unique entity identifier and SAM requirements, and if the applicant has not fully complied by the time the agency is ready to make an award, the agency may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making an award to another applicant.

#### 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.

#### 306A Construction Projects

For those undertaking Section 306A construction projects, all new construction and alteration projects must comply with the 2010 Americans with Disabilities Act standards (see <https://www.access-board.gov/guidelines-and-standards>). Also see Department of Justice information and technical assistance at [https://www.ada.gov/2010ADASTandards\\_index.htm](https://www.ada.gov/2010ADASTandards_index.htm).

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. See [Coastal Zone Management Act Section 306A Guidance](#) on page 28.

#### 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.fsr.gov](http://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 [www.fsrs.gov](http://www.fsrs.gov).