

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 One state has withdrawn its program and may pursue re-approval.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/czmwgrecom2011.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/czmwgapend2011.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.