

Information Request for National Estuarine Research Reserves

Evaluation Period: **Month/Year – Month/Year**

Administration, Operations, Management, and Facilities

1. Provide an organizational chart for
 - a) the reserve's lead agency, and
 - b) the reserve.
2. Provide a staffing list for the reserve, including:
 - a) name and title of each staff member,
 - b) full or part-time status of each staff member,
 - c) source of position funding for each staff member,
 - d) subject/topic area(s) of work and responsibility(ies) of each staff member,
 - e) loss or gain of positions during the evaluation period, and
 - f) number of vacant positions with length of each vacancy at the time of the response to this request.
3. Identify any non-Coastal Zone Management Act (CZMA) federal or state match program funding (i.e., other federal, state, and private funding) in the amount of \$100,000.00 or more for each year of the evaluation period by source, amount, and how those funds were used. *Please note: This does not include CZMA cooperative agreement funds and associated match.*
4. Identify the composition of advisory committee(s) or board(s), frequency of meetings, and the committee's or board's role.
5. If the reserve management plan is not up-to-date, please describe a plan and timeline for how this is being or will be addressed.
6. In one page or less, summarize how the reserve funds and maintains facilities and note any major changes to reserve facilities and infrastructure.
7. In one page or less, summarize the results and impacts of any geographic information system (GIS) products developed by the reserve and used by partners and reserve staff.
8. In one page or less, summarize how the reserve's research and monitoring, education, coastal training, and stewardship programs and activities are integrated with one another.
9. The evaluator will contact stakeholders and partners for input into the Section 312 evaluation. Provide the category, name, organization, position, and email address, for 20-30 stakeholders and partners with whom the reserve coordinated or collaborated on projects and activities. **Include at least one contact from each of the following categories**, if applicable:
 - other parts of the reserve's lead state agency or organization,
 - other state agencies,
 - federal agencies,
 - gubernatorial offices and staff,
 - state legislative representatives and staff,
 - local government elected officials and staff,

- regional planning organizations,
- nongovernmental organizations (e.g., chambers of commerce, trade associations),
- nonprofit organizations (e.g., environmental groups),
- land management partners,
- local businesses and industry, and
- academia.

The stakeholders and partners should also include, if applicable:

- Coastal Training Program participants,
- Coastal Training Program partner providers,
- educators and/or school district staff whose students have participated in reserve education events,
- stewardship partners, and
- researchers who have conducted research projects at the reserve.

Category	First Name	Last Name	Organization	Position	E-mail Address

[Add more rows as needed or create separate spreadsheet]

In a total of two pages or less:

10. Summarize any major changes to program administration, structure, operation, or management and any associated impacts or accomplishments.
11. Summarize any issues or challenges the reserve faced with regard to program administration, operation, or management, including grants management. Include influences and factors that have hindered program administration, operation, or management.

In a total of two pages or less:

12. Summarize the reserve’s partnership or activities with the state coastal management program, including any major initiatives or projects and their impacts.
13. Summarize the nature of major local, regional, statewide, and/or national partnerships and projects and the role that the reserve has played or is playing in them to achieve and/or complement reserve goals and to ensure protection of reserve resources.

Public Access

In a total of four pages or less:

14. Summarize existing public access and public use, and any changes of uses at the reserve.
15. Summarize the results of any studies related to public access at the reserve and any activities undertaken as a result of the studies.
16. Summarize major public access projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.

17. Summarize the challenges the reserve faced in achieving its public access goals and objectives.

Acquisition

In a total of four pages or less:

18. Summarize the values of any land acquisition projects completed or in process.
19. Summarize major acquisition projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
20. Summarize the challenges the reserve faced in achieving its acquisition goals and objectives.

Research and Monitoring

In a total of one page or less:

21. Summarize any efforts to fill data gaps identified in the site profile.
22. Summarize how the reserve and others (if known) use the site profile.

In one page or less:

23. Summarize how Margaret A. Davidson Fellows were integrated into reserve activities and discuss how their research addressed coastal management issues, as well as the value of their work on a local, regional, and/or national scale, as appropriate.

In a total of two pages or less:

24. Summarize the reserve's ongoing efforts to develop and maintain the System-Wide Monitoring Program (SWMP) and to implement any new SWMP protocols (e.g., vegetation monitoring, sentinel sites).
25. Summarize any additional non-SWMP monitoring activities the reserve conducted or in which it participated or collaborated.
26. Summarize how SWMP and other reserve monitoring data is shared with and used by other researchers, partners, and stakeholders.

In a total of two pages or less:

27. Summarize the process for identifying, prioritizing, and monitoring the reserve's research and monitoring needs to address coastal management issues and how, and the extent to which, collaborations occurred between research scientists at the reserve and coastal managers and coastal planners.
28. Summarize activities the research and monitoring programs undertook to promote the reserve as a research platform and the value and impact of reserve research and monitoring to external partners and reserve staff.

In a total of four pages or less:

29. Summarize major research and monitoring projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative

responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.

30. Summarize the challenges the reserve faced in achieving its research and monitoring goals and objectives.

Education

In a total of three pages or less:

31. Summarize the process for identifying, prioritizing, and monitoring and evaluating participants, learning, and educational activities. For example, describe how defined evaluation strategies are coordinated with evaluation data collected at the local level and shared nationally to measure effectiveness of the program.
32. Describe how KEEP (K-12 Estuarine Education Program) is integrated or incorporated into the initiatives and activities of the reserve, including 1) completion of reserve-level market analysis and needs assessment detailing strategic needs of the reserve community over the last five years, and 2) if your reserve participates in the Teachers on the Estuary (TOTE) program, describe how the program integrates reserve research and monitoring into the classroom and any stewardship projects/outcomes resulting from educator participation in the program.
33. Describe how the reserve's KEEP products that are available nationally correlate to national standards and how KEEP programs and products available at reserves are aligned with state standards and local priorities. If not aligned, please summarize why and any plans the reserve may have to do so.
34. Excluding TOTE, summarize any professional development opportunities for teachers provided by the reserve alone or in collaboration or coordination with reserve partners.

In a total of four pages or less:

35. Summarize the reserve's progress in implementing sector-specific strategic plans, major education projects or initiatives (e.g., TOTE, environmental actions) developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
36. Summarize the challenges the reserve faced in achieving its education goals and objectives.

Coastal Training Program (CTP)

In a total of one page or less:

37. Summarize any collaboration efforts the reserve's CTP organized or in which it participated at the local, regional, and/or watershed scale.
38. Summarize how CTP projects and training have integrated NOAA's and other external partners' research and stewardship information or programs.

In a total of four pages or less:

39. Summarize the reserve's progress in implementing the CTP strategy, including major CTP projects or initiatives developed or implemented and their results or

accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.

40. Summarize the challenges the reserve faced in achieving its CTP goals and objectives.

Stewardship/Resource Protection, Manipulation, Restoration

In a total of five pages or less:

41. Summarize the process for identifying, prioritizing, and monitoring/evaluating stewardship or resource management activities at the reserve.
42. Summarize existing capacities and abilities, as well as changes, regarding the reserve's land management and/or enforcement responsibilities.
43. Summarize major stewardship/resource protection, manipulation, and restoration projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
44. Summarize the challenges the reserve faced in achieving its stewardship/resource protection, manipulation, and restoration goals and objectives.

Overarching

45. In one page or less, identify any efforts in racial equity and engagement with underserved communities that have not been captured in responses above. Include any accomplishments or outcomes.
46. In two pages or less, and from the reserve manager's perspective, identify the two to four most significant impacts or accomplishments and the two to four most significant challenges (*excluding* program administration, operations, or management challenges discussed in item 11) the reserve had or faced during this evaluation period. If any of these are *not* already discussed in items 16, 17, 19, 20, 29, 30, 35, 36, 39, 40, 43, or 44, please summarize them. Include influences and factors that have advanced or hindered the achievement of any reserve goals, objectives, or outcomes.

OMB Control Number 0648-0661. Expires: **MM/DD/YYYY**. Public reporting burden for this collection of information is estimated to average 72 hours. Send comments regarding this burden estimate, including any suggestions for reducing this burden, to Michael Migliori, NOAA NOS/OCM/PPC, 1305 East-West Hwy., N/OCM1, Silver Spring, Maryland 20910. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid Office of Management and Budget (OMB) control number.