

## Content Checklist - Essential Components of an Updated CCMP

(minor changes)

Once a CCMP has been Revised, EPA recommends that NEPs review their CCMPs and associated documents every three to five years thereafter to determine if they need to be updated. An Updated CCMP can take the form of: 1) an Addendum to the Current CCMP; 2) a Strategic Plan or updated Implementation Plan that serves as a companion piece to the CCMP; or 3) changes to Action Plans in the current CCMP.

CCMP-associated documents can be stand-alone reports or a chapter in the Updated CCMP. NEPs should examine the CCMP-associated documents (monitoring plan, finance strategy, habitat strategy, communication strategy) and determine in what ways they may need to be revised as a result of the CCMP update. If new important information has come to light or actions have been significantly revised, it may be necessary to modify the entire CCMP-associated document or CCMP chapter. An updated CCMP should:

1. \_\_\_\_\_ Describe clearly the priorities, goals, measurable objectives (where possible), and Action Plans. Changes made from the previous CCMP, and if appropriate NEP study area boundary changes should be described in the document. This could include a summary table listing the prior CCMP's actions as either: completed, revised, new, ongoing, or those deemed obsolete.
2. \_\_\_\_\_ Clarify whether Action Plans are new, replacements for or enhancements of former/previous Action Plans. Clearly articulate how CCMP and Actions relate to the previous CCMP (this enables the reader to understand what changed and why, which actions are new, what was completed, and why actions were not implemented, etc.). The discussion of changes may be contained in the Introduction or an Appendix that might include a comparative table of original and revised actions.
3. \_\_\_\_\_ Be clear, understandable, and consistent with and linked to CWA §320 (See 4<sup>th</sup> bullet under *Purpose of Conference in CWA Section 320*). Action plans should:
  - a) describe the activity/what is proposed;
  - b) articulate where the action will take place or location and/or resource (s) it will affect;
  - c) identify the entities responsible for implementing the action, including likely lead parties, along with any implementing partners;
  - d) include a timeframe, and where appropriate, key milestones for completion;
  - e) provide the potential cost of the action (can be a range) and potential sources of funding; and
  - f) address performance measures (quantitative/environmental results measures where possible).

Those CCMP Actions eligible for CWA §320 funding (and as stated in your EPA Assistance Agreement) should be fleshed out and contained in the NEP Workplan submitted to EPA. CCMP Actions not funded by §320 should be clearly identified along

with the potential funding source.

4. \_\_\_\_\_ Describe any other changes to your existing CCMP and identify those changes. This may be done in an Appendix.
5. \_\_\_\_\_ Depending on the extent and magnitude of the changes, stakeholder involvement could simply involve an internal Management Conference member discussion. If the NEP decides to send the Updated CCMP out more broadly for public comment, response to comments should be summarized and be made available.

## **Process for CCMP Revisions and Updates**

Regional and Headquarters Coordinators will collaboratively review Updated and Revised CCMPs and CCMP-associated documents so that EPA can respond with one voice to the proposed changes. NEPs are required to include EPA Regional offices in draft development of CCMP Updates and Revisions and CCMP-associated documents as partners in restoration of the estuaries. EPA Regional Coordinators will then engage with HQ for comment and review.

- A key element of this cooperation is early communication between Coordinators as the process unfolds. The Regional Coordinator will take the lead in identifying potential issues in a timely manner and securing the endorsement of Regional management in providing the final CCMP or CCMP-associated document which has been reviewed and approved by the Management Conference for Headquarters review. The checklist is a means to ensure common review and comment criteria. Note that delivery and review will be through email or other digital means.
- Regional Coordinator shares early draft versions of the Revised or Updated CCMP, and/or the CCMP-associated documents with the HQ Coordinator. Coordinators confer and discuss initial feedback on documents. Regional Coordinator shares feedback with NEP Director and may invite the Headquarters Coordinator to participate in discussions.
- Regional Coordinator sends final draft of the Revised or Updated CCMP and/or CCMP-associated documents to HQ Coordinator for comment. Region works with HQ to develop and provide integrated EPA comments to the NEP Director.
- The NEP addresses EPA comments. If any issues remain, the Regional Coordinator will work with the NEP Director, Management Conference, and Regional Managers to resolve as necessary. The Regional Coordinator may invite the HQ Coordinator in these discussions, as necessary.
- Upon review and approved by the Management Conference, the Regional Coordinator shares the revised final draft CCMP and/or CCMP-associated documents with the HQ Coordinator to ensure that the documents reflect and address: 1) elements identified in the NEP Funding Guidance; 2) CCMP Checklist components; and 3) HQ comments, upon which review, the HQ and Regional Coordinators jointly agree that the draft CCMP is ready for submission as final.
- HQ Coordinator confirms with the appropriate HQ Manager\* that the document addresses all comments and requirements and will be submitted as final by the Regional Manager.

- The Regional Coordinator formally requests the Regional Manager to send a concurrence email to the appropriate HQ Manager\* certifying that the final CCMP and/or CCMP-associated document submission meets the CCMP Guidelines with a copy to the HQ and Regional Coordinators.
- The appropriate HQ Manager\* acknowledges the Regional Manager's certification that the CCMP and/or CCMP-associated document meets the Guidelines. The CCMP, any associated documents, and the HQ email acknowledgement (with copy to the HQ and Regional Coordinators), serves as the final and official record of the CCMP Revision or Update.
- The Regions communicate the concurrence to the NEP. Each Region has the flexibility on how and when that will be done.

\*Division Director for CCMP Revisions and Branch Chief for CCMP Updates