

Partnership for the Delaware Estuary November 2018 Revised CCMP – “Approval” Documentation

The documentation below shows how PDE’s Revised CCMP for the Delaware Estuary has met the required components of the CCMP Checklist for EPA sign-off and acceptance.

Please note that a check \checkmark denotes that the requirement is fully met. A \star signifies that the document is in progress, and will be final and submitted to EPA by TBEP for review within the required 3 years after the final CCMP (per EPA Guidance).

Content Checklist - Essential Components of a Revised CCMP (major changes)

A Revised CCMP should:

1. \checkmark Identify clearly if there are any changes between the existing and draft CCMP so that reviewers and the public can easily determine what has changed and why. These changes include program priorities and goals; any new information that suggests more promising approaches or currently unaddressed issues, etc.

In the introduction, there is a section entitled *A CCMP for the Future–The Process of Revising the CCMP*, that has a general description of overarching ways in which the revised CCMP is different than the original, and includes a link to an *Index of Actions* document that lists all actions from the 1996 CCMP and how they were addressed (revised, incorporated, deleted, retired, etc.) in the revised CCMP document.

2. \checkmark Describe how the NEP has contributed to or supported activities that helped develop new information, if applicable, when highlighting major changes due to new information. Major changes could be informed by Status and Trends or State of the Estuary Reports, Indicator Reports, and associated monitoring programs where adequate monitoring data are available. This is where a discussion of climate change assessments and adaptation strategies should appear.

In the Introduction, there is a section entitled *State of the Estuary* that highlights big accomplishments since the original CCMP, including various State of the Estuary and Technical Report for the Delaware River and Basin reports on status and trends in the Estuary, as well as others like the 2010 Climate Change in the Delaware Estuary report/study and how they shaped priorities and actions over time, including the revised CCMP. Later in the document, there is a section entitled *Navigating the Revised CCMP* with a subsection on climate change that includes a link to the Climate Vulnerability Assessment that was completed as part of CCMP revision process and how it was utilized.

- 3.√ Include a map of the study area. If there are any boundary changes, provide the reasons for those changes. Any NEP study area boundary changes should be based on sound science with the support and approval of the NEP’s Management Conference in a transparent and open process.

A map of the study area is included, along with a description of how the original “study area” (the lower half of the Delaware River Basin) has evolved into a “focus area” with certain activities extending to the larger basin.

- 4.√ Describe the NEP’s Management Conference and membership with any proposed changes and explain how the structure will support the NEP’s ability to oversee and promote CCMP implementation. This would include a discussion about the NEP’s approach to achieving financial sustainability and for involving the public and stakeholders in its programs.

An org chart showing the Delaware Estuary Program structure is included in the Introduction, along with an explanation of how the management conference structure has evolved over time with growth and evolution of the program (*Evolution of Partners* section of the Introduction.)

An explanation of how this structure supports CCMP implementation and provides financial sustainability is provided in the Finance Strategy (with an explanation of how costs were estimated and presented in the Introduction, *Costs of Funding Implementation* section.)

An explanation for how public and stakeholders are engaged in programs is provided in the Strong Communities section. The Introduction also provides some information on the different types of partners and how they are engaged.

- 5.√ Discuss changes to existing CCMP action plans, and new action plans, including their relationship to previously stated goals and priority problems; the probable causes and sources they address; and measurable objectives, where appropriate, to attain the goal. Each CCMP Action must identify the key activities expected to be implemented to address the priority problem. It would be very helpful to include a table comparing the old completed or deemed obsolete actions, and new, revised, or on-going actions in the CCMP. This could appear upfront in the document, or within each chapter.

CCMP Actions encompass environmental goals, metrics, and milestones that the NEP strives to achieve over time as implemented through annual workplans. They need to be clear, understandable, and plainly link to CWA § 320 (See 4th bullet *under Purpose of Conference*). They should:

- a) describe each action and what is proposed;
- b) identify key activities to implement the action, including affected habitat types, or resource(s) if appropriate; some activities may take place system-wide or involve policy changes rather than in-the-ground projects.

- c) identify proposed action plan responsibilities, including likely lead parties if known, along with any implementing partners;
- d) include a timeframe, and where appropriate, key milestones for completion (or indicate on-going);
- e) estimate the range of potential costs of the overall action and identify the possible sources of funding; and
- f) include performance measures (quantitative measures and intended environmental results wherever possible).

Those CCMP Actions eligible for CWA §320 funding (and as stated in your EPA Assistance Agreement) will be spelled out and included in the NEP workplan submitted to EPA. CCMP Actions not funded by Section 320 should be clearly identified along with the other potential funding source.

In the introduction, there is a link to an *Index of Actions* document that lists all actions from the 1996 CCMP and how they were addressed (revised, incorporated, deleted, retired, etc.) in the revised CCMP document.

The CCMP is organized into three “themes”: Clean Waters, Strong Communities and Healthy Habitats. Within each theme there are two to three action plans, each designed to achieve a certain goal. (For example, in Clean Water, “Reduce Nutrient Pollution and It’s Impacts”) For each of these goals, there are several measurable objectives that tie back to indicators being tracked in State of the Estuary reporting or annual implementation tracking.

To meet each goal, there are a series of strategies (these are the “action plans”.) Each strategy includes a description of the action proposed (addressing a above) and the key activities involved (addressing b above; usually in bullets). Each strategy also includes a sidebar identifying the partners leading/implementing the strategy (addressing c above), as well as the timeframe (addressing d above). At the end of each strategy, performance measures and key deliverables are identified (addressing f above; wherever possibly including quantifiable measures) along with costs and funding (addressing e above; including NEP funding and other sources).

In the Monitoring Approach section, there is a description and table demonstration how implementation success will be tracked at the output, outcome, and impact (including environmental results) levels through annual tracking with partners, and State of the Estuary reporting every 5 years.

CCMPs are living documents and as such should be re-examined and revised on a regular basis. EPA recognizes that CCMPs are also critical components of the NEP model of adaptive management as it facilitates a continual process of integrating new data and results. EPA expects that revised CCMPs will discuss the relevance and applicability of the: 1) monitoring, 2) habitat,

3) finance, and 4) outreach component strategies, including any needed substantive changes. If such changes are not discussed in the revised CCMP as language within a chapter or as a separate Action Plan, they should be described in a separate document and completed within 3 years of the final Revised CCMP.

1. ✓ ☆ Include a Monitoring approach to track and detect changes and/or improvements within the study area (so change in environmental indicators can be detected over time), and effectiveness of CCMP Actions. This can be described in a separate, brief, higher level document, or chapter or action in the CCMP. The Monitoring approach should identify: a) objectives, b) data the NEP and partners are collecting for which parameters; c) the party/parties responsible for collecting the data; d) frequency of collecting and reporting the monitoring data; e) how the data are shared, reported, and used; f) data gaps; and g) additional funding needed for monitoring activities and filling data gaps. This section should explain how monitoring has/will change as a result of new/modified actions and priorities, and any new environmental indicators. Monitoring should be tied to the State of the Bay Report which has similar components. Please note: A Quality Management Plan or Quality Assurance Project Plan can supplement the Monitoring Plan, but does not in and of itself meet this requirement.

The Monitoring Approach included in the revised CCMP describes the approach and actions being taken to assess implementation success, including to detect changes in environmental indicators over time. It also describes the process by which many partners are involved in the monitoring and tracking of environmental indicators over time through State of the Estuary reporting, and the objectives of those efforts. A table at the end of the Monitoring Approach shows how State of the Estuary monitoring/indicators relates to goals in the CCMP.

PDE is in the process of compiling a separate document that includes details on the data being collected by partners, its frequency of collecting/reporting, how the data are used, and gaps (both in data and funding.) That monitoring inventory planning process was begun in 2018, including a workshop with experts in October, and the final inventory/plan will be completed in early 2019 and linked to the revised CCMP document.

2. ✓ ____ Include a Finance strategy that will establish long-term financial sustainability to implement the CCMP through diverse resources and partners. The strategy can be a separate document or chapter or action in the CCMP. The strategy should discuss: a) priorities for funding; b) current funding and other support such as staff assignments, or in-kind partnering; c) short- and long-term resource needs; and d) proposed actions or strategies to maintain or garner new resources for CCMP implementation and their timeframe.

A Finance Strategy is included in the revised CCMP that summarizes the multiple streams of revenues currently funding CCMP activities and how PDE and partners intend to maintain and enhance those streams. Items a-d above are addressed there.

3. ✓ _____ Include a Habitat Protection/Restoration strategy. The strategy should clearly tie back to habitat or ecosystem issues addressed in the CCMP, including those habitats and species prioritized for protection and or restoration efforts. Strategies can be addressed in a separate document or as an action in the CCMP and should discuss: a) relevant habitat types and key species in the study area; b) goals and measurable objectives to address them; and c) actions that reflect a climate change vulnerability assessment. The Strategy can make it easier for NEPs to plan and report on their habitat protection results under GPRA.

The Healthy Habitats theme/section of the revised CCMP consists of a series of strategies to protect/enhance priority habitats and ecosystems of the Delaware Estuary. Items a-c above are addressed there.

4. ✓ _____ Include a Communication/Outreach Strategy to ensure community involvement and ownership in CCMP implementation that can be represented as a stand-alone document, chapter, or a series of actions in the CCMP that includes: a) guiding principles, or goals and objectives; b) a target audience(s); c) a narrative description of activities, including any tool used such as branding and messaging, behavior change campaigns, or social media; d) implementers for those activities; e) any key deliverables, and f) a budget and timeframe for implementing the activities.

NOTE: Make sure to include a public review process that extends beyond the Management Conference members. Responses to comments should be summarized and be made publically available.

The Strong Communities theme/section of the revised CCMP includes a series of strategies aimed a engaging target audiences through a variety of outreach tactics including programs, marketing (branding/messaging) behavior change, and a variety of media (social and traditional). Each of these strategies includes a description of activities and tools used, as well a target audiences, implementers, key deliverables and costs and funding.

The Introduction includes a section entitled *A CCMP for the Future–The Process of Revising the CCMP* that includes information on how key stakeholders and the public were involved in the revision process, with links to a Stakeholder Engagement Summary Report and Public Comment Period Summary Report with details. Over 230 expert participants from over 70 organizations, and nearly 300 additional partners and members of the public were engaged in the 3-year CCMP revision process.

Content Checklist - Essential Components of an Updated CCMP (minor changes)

This section is not applicable

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 select Action Plans in the current CCMP. An updated CCMP should:

1. ____ Describe clearly the priorities, goals, measurable objectives (where possible), and Action Plans. Changes made from the previous CCMP 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 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 4th bullet under ***Purpose of Conference***). 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 if known, including likely lead parties if known, 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 Section 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.