

## **Guidance for the FINAL 2018-2021 Sea Grant State Program Strategic Plans**

### ***Introduction:***

This guidance sets out the criteria for the submission of the final State Program Strategic Plans, the targets for the national performance measures, and the process for review and approval of the State Program Strategic Plans for 2018-2021. The guidance is an addendum to the Guidance issued on 31 August 2016 and is intended to address remaining questions.

### ***Status of the 2018-2021 Sea Grant Planning Process:***

Initial drafts of the state plans were submitted and reviewed by the program officers. Each program officer provided their comments to the state program directors, in preparation for the final submission of their plans. The final drafts of the state plans are due on **Wednesday, 8 February 2017** to your program officer.

The near final draft of the National Sea Grant College Program Strategic Plan was distributed on distributed on 23 December 2016. The program directors have provided their final comments to the national office as of yesterday. All comments and recommendations will be compiled and reviewed by the Planning Steering Committee. A final version of the 2018-2021 National Sea Grant College Program Strategic Plan is expected by the end of the month.

### ***Final State Sea Grant Program Plans:***

The final 2018-2021 State Program Strategic Plans are to be submitted to your program officer no later than **Wednesday, 8 February 2017**. It is not necessary for the final submission to be fully formatted prior to review and approval. The final state plans can be submitted in Word format. The 2018-2021 summary (four year) targets for the national performance measures and metrics are expected to be submitted along with the final state plan.

The final state plans are expected to include the following:

- Outline of the Program's planning process
- Program's Vision
- Program's Mission
- Core Values
- Cross cutting principles – *Partnerships & Diversity & Inclusion*
- National Focus Areas (*Healthy Coastal Ecosystems, Sustainable Fisheries and Aquaculture, Resilient Communities and Economies, Environmental Literacy and Workforce Development*) that the program intends to support
- Goals for each of the National Focus Areas
- Desired Outcomes
- Performance measures and metrics. (State programs are expected to submit their performance measure and metric targets in the attached excel template.)

***Alignment with the National Strategic Plan:***

The final National Plan includes the four national focus areas, goals, desired outcomes, performance measures and metrics that each state program is expected to align with their respective state plans to the greatest degree possible. In the event a program determines that there is no state need to align to a particular national outcome and/or performance measure, the program is expected to provide a brief justification in the excel template. At their own discretion the State Directors may include goals, desired outcomes and performance measures that are outside the scope of the National Plan.

***Summary of the 2018-2021 national performance measures and metrics:***

The attached summary of performance measures and metrics for the 2018-2021 National Sea Grant College Program Strategic Plan are similar to the 2014-2017 National Strategic Plan. The attached summary was revised for purposes of clarity and consistency and has not changed substantively. The revisions include:

- titles and text that are streamlined and harmonized with National Sea Grant Program reporting documents; and,
- concise definitions and justifications for each performance measure and metric.

Each State Program has the flexibility to include performance measures unique to their program and situation. State Programs may include any state performance measures within their strategic plan at their discretion. Planning, Implementation, and Evaluation Resources (PIER) will continue to provide a platform to track those performance measures.

***Final Approval of State Sea Grant Program Plans:***

The final state program plans will be reviewed by your program officer. Each State Program Strategic Plan will be reviewed to ensure the plan:

- Aligns clearly with the national strategic plan where appropriate.
- Is forward looking in comparison with the 2014 -2017 state program plans.
- Builds off of the current state strategic plan.
- Supports the national performance measures.

The State Program plans are living documents; programs may make changes to their plans to address significant emerging or unexpected issues (e.g., Hurricane Sandy, Deepwater Horizon, Fukushima debris field, etc.). The program officer must be notified of and approve any plan changes.

Program officers will submit their recommendation to the National Sea Grant Program Director regarding approval of the state program strategic plan.

If you have any questions about the 2018-2021 strategic planning process, please contact your program officer and/or Peg Brady ([peg.brady@noaa.gov](mailto:peg.brady@noaa.gov)).