
CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 003.02

EFFECTIVE DATE: October 28, 2003

CATEGORY: General

SUBJECT: Development, Approval and Revision of CERP Guidance Memoranda

DESCRIPTION:

This memorandum provides guidance to both Jacksonville District, U.S. Army Corps of Engineers (USACE) and South Florida Water Management District (SFWMD) staff on the development, review, approval and revision of CERP Guidance Memoranda (CGMs).

Initial program guidance was published in August 2000 in the Master Program Management Plan (MPMP). The MPMP is regarded as the baseline program guidance document for the implementation of the CERP program. Since the initial MPMP, the USACE and SFWMD Program Managers have made decisions on a wide array of issues that directly affect their staff's execution of the program. The Program Managers translated their decisions into guidance to staff and project teams but lacked a format to publish them in a timely manner. The CERP Guidance Memorandum format has been established to officially capture and publish Program Manager guidance to staff and project teams.

GUIDANCE:

CGM Development, Review and Approval

The CERP Guidance Memoranda development, review, and approval process is provided below. All future guidance from the USACE and SFWMD Program Managers will be developed, approved, published and distributed using this process.

Since CGMs require review by the DCT prior to approval by the Program Managers, it is necessary to set forth well-structured development, review and approval process. The USACE and SFWMD staff will work closely to ensure that the most consistent and efficient approach is used for developing, reviewing and ultimately approving CGMs. The CERP Guidance Memoranda development, review and approval process is codified in the following paragraphs and process control diagram (Figure 1 – CERP Guidance Memoranda Development, Review and Approval Process

This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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1. The USACE and/or SFWMD CGM proponent notifies the CGM Coordinator that a CGM is needed to officially capture and publish guidance. The CGM Coordinator will officially log in the proponents request to develop and approve the CGM.
2. The CGM proponent will develop a brief CGM Proposal with justification supporting the need to officially capture and publish current program guidance.
3. The CGM Coordinator will forward the CGM Proposal to the CERP Program Managers for their concurrence on CGM development. In the event the proposal is approved, the CGM Coordinator will assign the Proposal a CGM number and provide the Authors with the standard format for CGM development. In the event the CGM Proposal is not approved, the CGM Coordinator will notate the reason for dismissal and will formally log the CGM request out of the development and approval process.
4. Once the CGM Proposal is approved by the CERP Program Managers, the Authors of the CGM from each agency will work jointly with appropriate staff to create a Preliminary Draft CGM. The Authors will utilize the standard format for CGMs, with major headings limited to:
 - a. Subject
 - b. Description
 - c. Guidance
 - d. Application
 - e. Approval

It is the Authors responsibility to ensure that the standard format is utilized in CGM drafting. Examples of previously approved CGM's are available for review on the web at <http://www.evergladesplan.org/pm/cerp-guidance-memo.cfm>.

In the event there are issues that arise between the Authors while developing the Preliminary Draft CGM, the Authors will develop an Issue Paper that accompanies the CGM Proposal for the Program Managers' consideration, direction and decision.

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5. After the Authors have completed the Preliminary Draft CGM, they will electronically deliver the document to the CGM Coordinator. The CGM Coordinator will review the Preliminary Draft CGM to verify standard format and consistency with other approved CGMs. Once verified for consistency and format, the CGM Coordinator will distribute the Preliminary Draft CGM to SFWMD and USACE Program Managers, Project Managers, and any other affected staff elements to solicit comments, as well as the USACE Chief, Restoration Program Management Branch.

In the event there are issues that arise as a result of the review process that cannot be resolved by the Authors, the Authors will develop an Issue Paper that accompanies the Preliminary Draft CGM for the Program Managers' consideration, direction and decision.

If an issue arises that cannot be resolved by the Program Managers, the Program Managers will elevate the Preliminary Draft CGM and Issue Paper to the appropriate higher authorities within each agency. The USACE and SFWMD Managers will deliver the comments (either hard copy or electronic format) from the higher authorities of each agency to the CGM Coordinator, who will then deliver the comments to the Authors of the CGM. After the Authors have incorporated the comments, the CGM Coordinator will re-introduce the CGM into the development and approval process outlined in #6 of this CGM.

6. All review comments will be sent to the CGM Coordinator for consolidation and tracking purposes. Once consolidated and assembled, the CGM Coordinator will forward SFWMD and USACE comments to the CGM Authors for editing.
 - a. It is the Authors' responsibility to incorporate comments and ensure no change is made to the original intent of the CGM.
 - b. The Authors will incorporate comments using the MS Word "Track Changes" feature so that edits can be easily viewed and tracked for documentation purposes.
7. Once all comments have been incorporated by the Authors, the Authors will electronically transmit the Final Draft CGM to the CGM Coordinator. The

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- CGM Coordinator will provide electronic copies of the Final Draft CGM via email to the following people:
- a. USACE Chief, Restoration Program Management Branch;
 - b. SFWMD Director, Program Support Division;
8. The USACE Restoration Program Management Branch will route the Final Draft CGM to the USACE and SFWMD Program DCT members as read-ahead material for the upcoming Program DCT meeting and propose the CGM for placement on the upcoming Program DCT meeting agenda for approval. The USACE Restoration Program Management Branch must receive the Final Draft CGM two (2) weeks prior to the actual Program DCT Meeting date in order to be presented for approval. Ultimate placement of the CGM on the agenda is at the discretion of the USACE and SFWMD Program Managers.
9. The Authors will present their Final Draft CGM for approval at the DCT Meeting.
- a) If the Program DCT Members approve the Final Draft CGM at the scheduled DCT meeting, immediately proceed to Paragraph 11 below and continue.
 - b) If Program DCT Members provide comments and expect revisions to the Final Draft CGM, the Authors, with support from the CGM Coordinator as appropriate, will note comment originators and consolidate all Program DCT Member comments. The Authors will edit the document and incorporate comments received from the Program DCT Members using the MS Word “Track Changes” feature so that edits can be easily viewed and tracked for documentation purposes. Once all comments from Program DCT Members have been incorporated by the Authors, the Authors will electronically transmit the Final Draft CGM (Version 2) to the CGM Coordinator, who will re-introduce the Final Draft CGM (Version 2) into the development and approval process in Paragraph 8 above.

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- c) In the event there are issues that arise as a result of the Program DCT Meeting that cannot be resolved by the Authors, the Authors will develop an Issue Paper that accompanies the Final Draft CGM for the Program Managers' consideration, direction and decision.
 - d) If an issue arises that cannot be resolved by the Program Managers, the Program Managers will elevate the Final Draft CGM and Issue Paper to the appropriate higher authorities within each agency. The USACE Managers will deliver the comments (either hard copy or electronic format) from the higher authorities of each agency through the CGM Coordinator to the Authors of the CGM. After the Authors have incorporated the comments, the CGM Coordinator will re-introduce the CGM into the development and approval process in Paragraph 6 above.
10. Upon DCT review, the CGM will be signed and executed by the CERP Program Managers and transmitted to the CGM Coordinator. The CGM Coordinator will log the CGM with reference number as complete and electronically transmit copies of the approved CGM to USACE and SFWMD Program and Project Managers, and the USACE Restoration Program Management Branch for posting on the CERP website at: <http://www.evergladesplan.org/pm/cerp-guidance-memo.cfm> no later than five (5) working days following CGM approval. The CGM Coordinator will also provide an announcement via email to Program DCT Members and relevant technical staff (names to be supplied by the authors of the CGM), acknowledging CGM approval.

CGM Revision

Revision of existing CERP Guidance Memoranda will follow the same general process as CGM Development. This includes gaining Program Manager approval for initiation of the process, collaborative review and editing, and documentation of DCT decisions. However, it is anticipated that this process is likely to be shorter than during the initial development of the CGM since most revisions will be made to refine the CGM based on experience gained during its application. Figure 2 (CERP Guidance Memorandum Revision) shows the revision process.

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APPLICATION:

Effective immediately, this CERP Guidance Memorandum will be used to develop and revise guidance memoranda from the USACE and SFWMD Program Managers for use by staff of both agencies. The process depicted in Figure 1 (page 7) and described in the section CGM Development, Review and Approval (pages 1-5) will be used for the development and approval of new CGMs. The revision of CGMs will follow the similar process depicted in Figure 1, page 8.

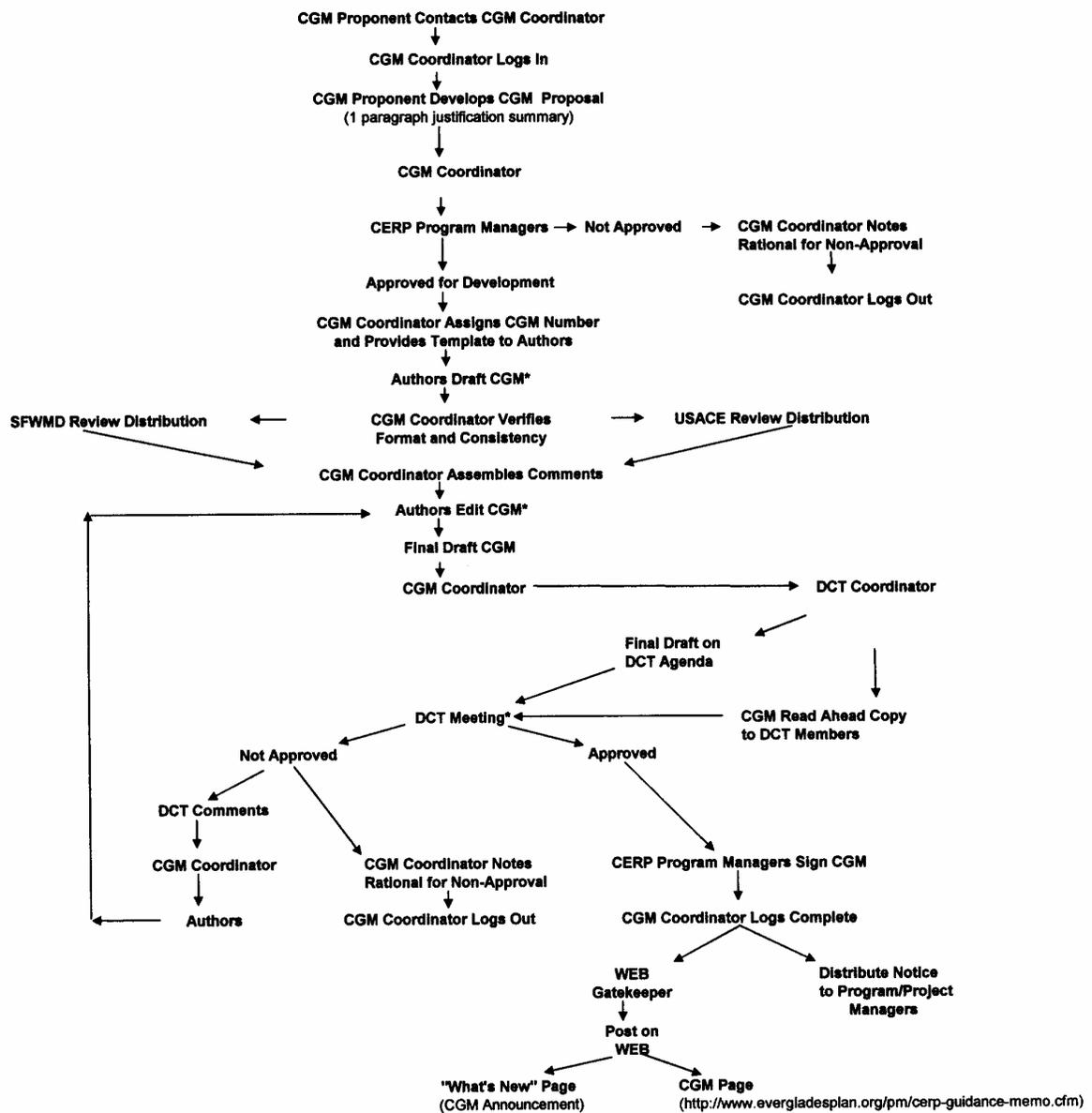
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Figure 1
CERP Guidance Memoranda Development, Review and Approval Process



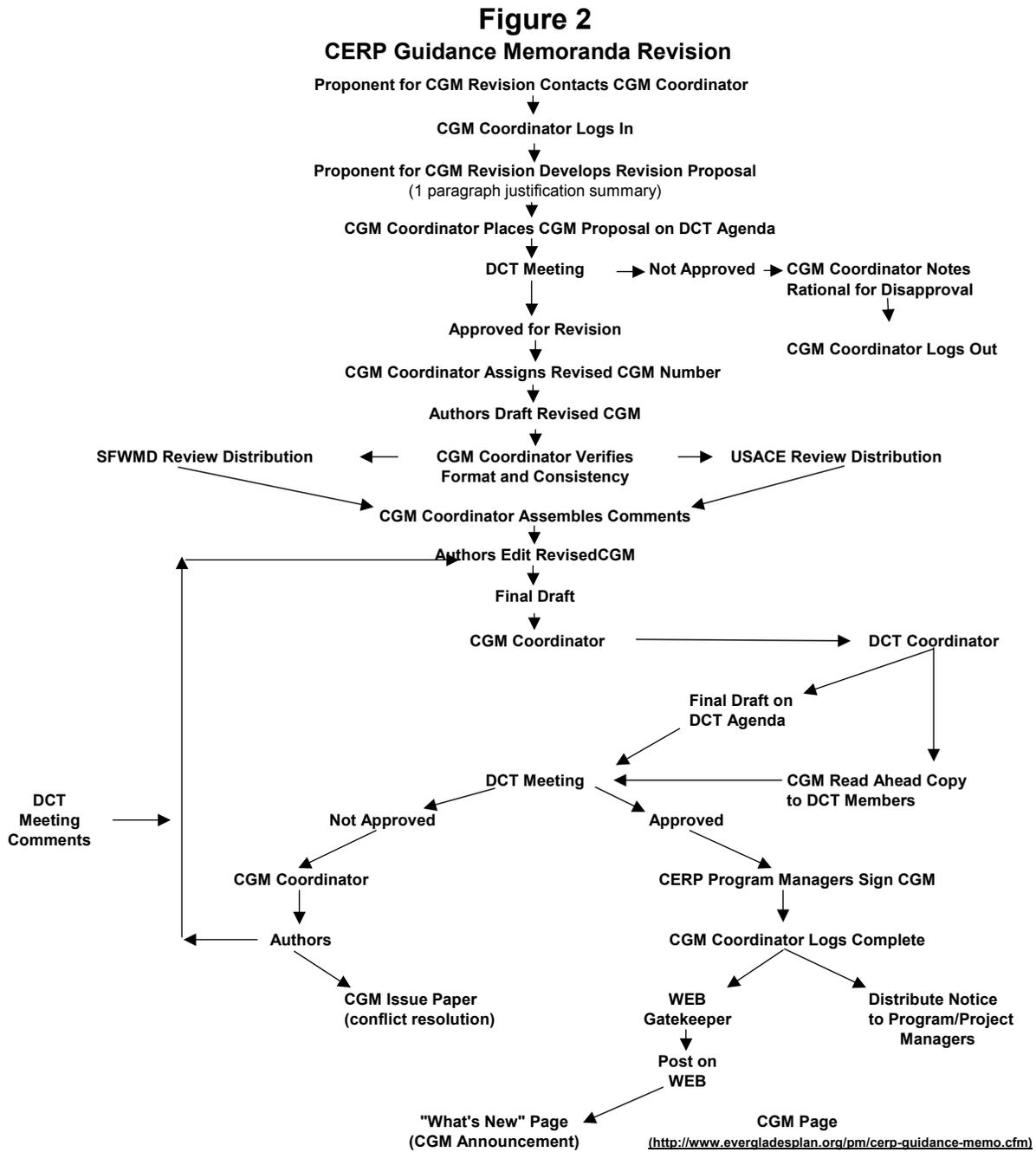
* Potential CGM Issue Paper Development - Authors develop Issue Paper for Program Managers' consideration, direction and decision

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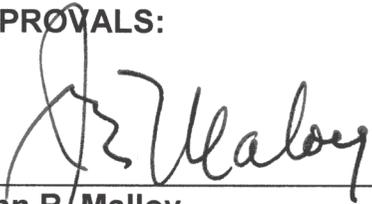
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APPROVALS:



John R. Malloy
Chief Executive Consultant, Water Resources,
South Florida Water Management District

DATE: 10/28/03



Dennis R. Duke
CERP Program Manager,
U.S. Army Corps of Engineers

DATE: 10/28/03

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