



**Technical Memorandum 11:**

# Completing the Management Plan

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**To:** Upper Housatonic Valley National Heritage Area Board of Trustees

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**Date:** August 4, 2009

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After earning congressional designation as a National Heritage Area in October, 2006, UHVNHA went on to receive their first appropriation in October 2007. The federal enabling legislation requires UHVNHA to complete the Management Plan within three years of that date: September, 2010. This deadline represents a tall order as shepherding a Management Plan to completion entails three major phases:

- Writing the Plan, with attendant input from stakeholders from within and outside the organization;
- Fulfilling the required public review and comment process, including preparing and publishing the Draft EIS/EA and Summary Document
- Submitting the Plan to the National Park Service Regional Office for review.

When UHVNHA issued its Request for Proposals to prepare the Management Plan, the project timeline anticipated that the second and third phases would, together, require nine months (from September, 2009 through May, 2010) with all but one month devoted to the formal public review and comment process. By scheduling submission of the draft plan to NPS during September, 2009, UHVNHA left about a year's cushion for the approval process, which culminates in attaining the Secretary of the Interior's signature on the plan.

Unfortunately, the Management Plan development process got off to a late start and then experienced the usual sorts of interruptions and delay that, frankly, are par for the course. We have identified a schedule that still leaves us sufficient time to meet the deadline, but it will require a great deal of work by all involved, both separately and together.

Below, the required target dates:

<u>Date</u>	<u>Action</u>
August 6 (Thursday)	Consultants submit TM 8: Draft Thematic Structure Consultants submit TM 9: Management Plan Outline 2.0 Consultants submit TM 10: Draft Mission, Vision and Goals Consultants submit TM 11: Completing the Management Plan Consultants submit TM12: Complying with NEPA
August 20 (Thursday)	Consultants submit TM 13: Audiences and Objectives
September 3 (Thursday)	Comments on TMs 8, 9, 10, 11, 12 and 13 due
September 10 (Thursday)	Regular Board Meeting (10-2 pm): Review TMs 8 thru12 Identify Candidate Alternative Levels of Effort
October 1 (Thursday)	Consultants submit TM 14: Alternatives and Strategies Consultants submit TM 15: Final Outlines for Management Plan and EA Consultants submit TM 16: Management Plan Draft Layout
October 8 (Thursday)	Regular Board meeting (10-2) to discuss Alternatives and Strategies and View Public Meeting Materials
October 8 (Thursday)	Public Meeting (5-7) on Alternatives and Strategies
October 9 (Friday)	Special Board Meeting to Identify Preferred Alternative
October 12 (Monday)	EA Process begins in earnest
November 5, 2009 (Thursday)	Board Receives 75% Draft 1.0 and EA Update
November 12 (Thursday)	Regular Board Meeting to discuss 75% Draft 1.0 and EA Update
November 13 (Friday)	Public Meeting to Discuss Preferred Alternative
December 3, 2009 (Thursday)	Board Receives 95% Draft 2.0 and Draft EA

December 10, 2009 (Thursday)	Regular Board Meeting: Board discusses 95% Draft 2.0 and Draft EA
December 11, 2009 (Friday)	95% Draft 2.0 and Draft EA published at <a href="http://www.housatonicheritage.org">www.housatonicheritage.org</a>
January 13, 2010 (Wednesday)	Public Meeting on 95% Draft 2.0
January 14, 2010 (Thursday)	Regular Board Meeting to discuss and endorse 95% Draft 2.0 in light of public comments
January 15 – February 5, 2010	Staff obtains endorsement letters from various officials
February 8-10, 2010	Document Production
February 11, 2010	Regular Board Meeting to approve Final Draft 3.0 before submission to NPS. Hoopla!
February 12 (Friday)	Submit Final Draft Management Plan to NPS

More interim dates (and work products) will certainly be established as discussions continue among staff, board, consultants and NPS; some TM numbers and/or titles will likely change. However, the schedule above provides a framework that enables us to meet the three year deadline. Are you game?