



Technical Memorandum 8:

Management Plan Outline Version 2.0

To: Upper Housatonic Valley National Heritage Area Board of Trustees

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Date: August 6, 2009

Technical Memo 7 included a draft outline of the Management Action Plan that some of you had trouble opening or printing. Since then we've refined the outline, which is attached herewith for your review and comment. You'll see that we've organized the document into two separate volumes: I) the Management Action Plan; II) Appendices.

Chapter/ pages	Sub-Sections	Existing Material	Proposed Supplementary/New Material	Notes and Comments
1 pp	Transmittal Letter Signed by Trustees			One for NPS Reviewers One for Secretary of the Interior

Volume I: UHVNHA Management Action Plan

12 pp	Cover	Photo Library ?		
	Stand-Alone Map (?)			May be cost-prohibitive
	Inside Cover			
	Endorsement Letters	What's the protocol?		8: 2 Governors, 4 Senators and 2 Representatives
	Table of Contents			
Prologue: Introducing the Upper Housatonic Valley National Heritage Area 12 pp	What is an NHA?	Source materials include Feasibility Study, enabling legislation, partner profiles, UHVNHA newsletters and other program documentation, etc.		
	Affirmation of National Significance			
	Overview of Historic Themes, Major Supporting Resources and Partnerships		New Map	
	Accomplishments to Date	Are there any boundary matters to be addressed?	4 Trail Maps on 1 page	
	Organizational Structure, Boundaries and Map		New Map	
	Purpose of the Management Action Plan	Source materials include NPS handbook	Adapted to reflect UHVNHA priorities	
Brief: Executive Summary 8pp				Should work as a standalone piece.

Chapter/ pages	Sub-Sections	Existing Material	Proposed Supplementary/New Material	Notes and Comments
Raw Materials: Appreciating the UHVNHA's Bounty 16 pp	Natural, Recreation and Scenic Character and Resources	Source materials include Feasibility Study, enabling legislation, partner profiles, UHVNHA newsletters and other program documentation, etc.	Research and analysis completed as part of the Management Action Plan development process Maps	
	Historic and Cultural Character and Resources			
	Economic and Social Character and Resources			
	Stewardship Organizations and Resources			
Forge: Putting It All Together 12 pp	UHVNHA <ul style="list-style-type: none"> • Mission • Goals and Objectives • Vision • Interpretive Themes/Intent • Audiences 	TMs 9 and 10	Need to explicitly identify audiences based on discussions to date (tentatively slated for TM 13)	
Nuts and Bolts 24 pp	Implementation Approach <ul style="list-style-type: none"> • Strategies and Time Line • Staffing and Finances • Program Policies • Partnership Guidelines 			<ul style="list-style-type: none"> • Strategies organized by goals/objectives • Includes additional materials, e.g., decision-making criteria, staff position descriptions, etc.

Chapter/ pages	Sub-Sections	Existing Material	Proposed Supplementary/New Material	Notes and Comments
References 2 pp	Publications, on-line resources , etc.			Is this necessary given that the EA will include a bibliography?
Acknowledgements 2 pp	UHVNHA Board of Trustees UHVNHA Honorary Trustees UHVNHA Staff NPS Contacts Supporting Organizations Grant Acknowledgement Special Recognition Consultants Image credits	Lists from the web site		Special Recognition category includes in-kind sponsors who played a key role in the MAP process, e.g., Interlaken Resort, The Berkshire-Taconic Community Foundation, The Red Lion Inn, etc.
4 pp	Notes Inside Back Cover (advertisement?) Back Cover			
8 pp	To be allocated as needed.			

Chapter/ pages	Sub-Sections	Existing Material	Proposed Supplementary/New Material	Notes and Comments
VOLUME II: Appendices				
4 pp	Volume II Covers (front and back, plus inside front and back)			
4 pp	Appendix 1: Enabling Legislation			
40 pp	Appendix 2: Letters of Support and Other Local Endorsements			Need to build a list and assign tasks
4 pp	Appendix 3: Planning Process/Discussion of Alternative Approaches			
8 pp	Appendix 4: List of Natural and Historic Resources			
96 pp	Appendix 5: Feasibility Assessment			
60 pp	Appendix 6: Environmental Assessment			
2 pp	Appendix 7: Acronyms and Definitions			Is this the proper location?

Estimated Length:

Transmittal Letter	1	page
Volume I: Management Action Plan	100	pages
Volume II: Appendices	+ 218	pages
Total	319	pages