From:	Orton-Palmer, Amelia
To:	FW6 ESA Practitioner
Subject:	Fwd: FW: 059858 - CCAA early enrollment guidance
Date:	Tuesday, March 31, 2015 2:37:06 PM
Attachments:	2015_03_26_Note to Reviewers. re. early enrollment (1).docx 2015_03_24_Guidance on Continuing Enrollment under CCAAs.docx DTS_Control_Slip.pdf

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Here's the DTS for the heads-up document I sent y'all on 3/27. This is the draft guidance on continuing the enrollment process for CCAAs after the covered species is listed. I will need your comments **by COB Apr. 7** to consolidate for Mike's signature by Apr. 10. The due date is a little tighter than I previously indicated, but am hoping that the earlier heads-up and the shortness of the guidance (only 1.5 pages) will give you a chance to express your thoughts.

Thanks,

Amelia

Amelia Orton-Palmer
Conservation Plans & Grants Coordinator
Division of Endangered Species
US Fish & Wildlife Service - Mountain-Prairie Region
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Denver, CO 80225
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---------- Forwarded message ----------
From: **Fahey, Bridget** <bridget_fahey@fws.gov>
Date: Tue, Mar 31, 2015 at 2:06 PM
Subject: Fwd: FW: 059858 - CCAA early enrollment guidance
To: Amelia Orton-Palmer <Amelia_Orton-Palmer@fws.gov>
Cc: Seth Willey <seth_willey@fws.gov>, Angela Burgess <angela_burgess@fws.gov>

Amelia -- can you take the lead on this?

Bridget Fahey
Chief of Endangered Species
Mountain Prairie Region
(303) 236-4258

---------- Forwarded message ----------
From: **Annette Naylon** <annette_naylon@fws.gov>
Date: Tue, Mar 31, 2015 at 1:34 PM
Subject: FW: 059858 - CCAA early enrollment guidance

To: Michael Thabault <michael_thabault@fws.gov>, Nicole Alt <nicole_alt@fws.gov>, Bridget Fahey <bridget_fahey@fws.gov>, Seth Willey <seth_willey@fws.gov>

059858 - CCAA early enrollment guidance

Due 4-10-15

Completing Enrollment under Programmatic or Umbrella Candidate Conservation Agreements with Assurances (CCAAs) After a Species Is Listed

Note to Reviewers

In order to maximum the number of enrolling landowners, the Service will extend the time provided to enroll interested landowners in existing CCAAs for species that are likely to be listed. The attached guidance addresses this issue by allowing the Service or agreement administrator to complete the enrollment process under an approved programmatic or umbrella CCAA after the effective date of listing provided they receive a completed application before the date the final listing rule becomes effective. The guidance provides benefits to the species covered under such an agreement and addresses Service resource issues.

Guidance for Completing the Enrollment Process for Programmatic or Umbrella Candidate Conservation Agreements with Assurances (CCAAs) after a Species is Listed

Introduction

An effective enrollment process that expeditiously enrolls interested landowners in existing Candidate Conservation Agreements with Assurances (CCAAs) increases the number of enrollees which in turn provides more conservation for candidate species. This document provides guidance for completing the landowner enrollment process in a programmatic or umbrella CCAA if the covered species is listed. Our past practice has been to stop issuing permits or approving Certificates of Inclusion (CIs) associated with a signed programmatic or umbrella CCAA before the effective date of listing. Through this guidance the Service or agreement administrator can complete the review and processing of completed applications for landowners and issue the permit or CI after the species is listed as outlined below.

Background

The purpose of CCAAs is to facilitate conservation of candidate, proposed, and other at-risk species that are likely to become candidates, by giving non-Federal property owners incentives to implement conservation measures that benefit the species. Once a programmatic or umbrella agreement (also known as a "template agreement") is approved by the Service, the administrator of the agreement enrolls each individual landowner through a CI under a programmatic agreement or the Service reviews and considers approving applications for permits for individual CCAAs that are under an umbrella agreement. Prior to this guidance, the enrollment of landowners into agreements ended if the species was listed and, in some cases, it ended with the publication of a proposed listing rule. Given workload commitments, it has not been possible to enroll all participants into agreements prior to listing, which has limited conservation opportunities.

Process

- The Service or agreement administrator must receive a completed application for a CCAA under an approved umbrella agreement, or a CI under an approved programmatic agreement, before the date the final listing rule becomes effective. Applications will not be accepted after this date.
- In all cases, the involved Service office should clarify for potential participants the enrollment timeframes and requirements associated with each programmatic or umbrella CCAA. These timeframes and requirements should be written into the programmatic or umbrella CCAA.
- The Service will remind the landowner that they will not receive the CCAA assurances or take coverage until the CI (for a programmatic agreement) or individual permit and CCAA (for an umbrella agreement) is approved and issued.
- The programmatic or umbrella agreement administrator may need to prioritize the enrollment of landowners if a large number of applications are submitted. The prioritization process used must be objective and transparent and could be based on the priority of conservation areas for the species, or the order in which applications are received, i.e., first in – first out.
- This guidance should be followed for all programmatic or umbrella CCAA agreements.

Benefits

Allowing landowners to complete the enrollment process in a programmatic or umbrella CCAA after a species is listed provides the following benefits:

- Increases ability to project work load for processing enrollments prior to and just following a final listing.
- Provides conservation for the species that may not otherwise occur if landowners are unable to enroll and there is a delay while landowners develop other kinds of conservation agreements with the Service, other Federal agencies, or States.
- Provides efficiencies and predictability for landowners and FWS staff by eliminating need for a new agreement after the species is listed, such as Safe Harbor Agreement (SHA) or Habitat Conservation Plan (HCP).

FISH AND WILDLIFE SERVICE
DOCUMENT TRACKING CONTROL SLIP

FWS Form 3-2180
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Date: 03/31/2015

DCN: 059858	**ES No:**

Orig Office: AES-DRR	**Input Date:** 03/27/2015	**Addressee:** D, DIRECTOR - U.S. FISH AND WILDLIFE SERVICE
Due Date: 04/15/2015	**Signature Level:** D	

Subject:
CCAA early enrollment guidance

Comments:

Task Codes:

0 - Prepare Draft Reply
1 - Prepare Reply
2 - Appropriate Action
3 - Surname
4 - Signature
5 - Review/Comment
6 - Revise
7 - Obtain Additional Comments
8 - Other - See Comments
9 - Mail/Distribute
10 - Finalize
11 - Simultaneous Surnames
12 - Email Draft Reply
13 - Advance Read
14 - File
15 - For Your Information
16 - Surname through DTS
17 - Required ES Review

Routing:

Assigned To	Task	Assigned Date	Due Date	Completed Date
AES-DRR	2 - Appropriate Action	03/27/2015		03/27/2015
R1	8 - See Comments	03/27/2015		03/30/2015
R1-AES	2 - Appropriate Action	03/30/2015		
R2	8 - See Comments	03/27/2015		03/31/2015
R2-ES-ARD	2 - Appropriate Action	03/31/2015		
R3	8 - See Comments	03/27/2015		03/27/2015
R3-ARD-ES	2 - Appropriate Action	03/27/2015		
R4-ARD-ES	2 - Appropriate Action	03/30/2015		
R4	8 - See Comments	03/27/2015		03/30/2015
R5	8 - See Comments	03/27/2015		03/30/2015
R5-ES	2 - Appropriate Action	03/27/2015	04/13/2015	03/31/2015
R6	8 - See Comments	03/27/2015		
R6-ARD-ES	2 - Appropriate Action	03/30/2015	04/10/2015	
R7	8 - See Comments	03/27/2015		
R8	2 - Appropriate Action	03/27/2015		03/27/2015
R8-AES	2 - Appropriate Action	03/27/2015		

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04/15/2015	D	

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Routing:

Assigned To	Task	Assigned Date	Due Date	Completed Date
AES-DRR-BCCC	2 - Appropriate Action	03/27/2015		03/27/2015