BUREAU OF ENVIRONMENTAL & COASTAL QUALITY

DIVISION OF COASTAL RESOURCES MANAGEMENT

*This document is likely to change as things progress

CNMI Multi-Agency Inspection Team

| TASK NO. | TASK OUTCOME | JANUARY | FEBRUARY | MARCH | APRIL | ΜΑΥ | JUNE | JULY | AUGUST | SEPT. | OCTOBER | NOVEMBER | DECEMBER | TIME FRAME |
|-------------|---|---|--|---|--|--|--|--|--|---|--|--|--|-------------------------------|
| 1 | PRE-LIMINARY PLANNING | | | | | | | | | | | Finalize plan | Development & Finalize timeline | Oct2018 thru Dec2019 |
| 2 | NTER-AGENCY COORDINATION & MOU - DEVELOPMENT PHASE ONLY | | | | | | | | | | | | | |
| | | Develop list of potential agencies with POC contact information | Develop specific duties for each potential participating agencies | Identify key personnel as POC; draft letters to agency heads to support cohort *(3/7/2022) | Progress Report | Develop guidelines and workflow | Develop MOA | Meeting with legal counsel & DCRM Director | | | | | | 01/01/2020 thru 09/30/2020 |
| | | followup communication with potential participating agencies | Update meeting with Chief | Unofficial meeting with DEQ & DPW. | Progress Report | Review list of potential participating agencies | | Send follow up emails to Participating agencies' POC | | Revise list and materials and guidelines/workflow | Progress Report | | | 10/01/2020 thru 09/30/2021 |
| | | Finalize & send letters to department heads | Prepare list of Agencies' Lead Inspectors/Contact and schedule initial meeting - Develop meeting agenda/powerpoint | Finalize & sign MOU with Department heads | Progress Report | | | | | | | Finalize letters to department heads | | 10/1/2021 thru 03/30/2022 |
| | | | | | 1st meeting with POC: Review Inspection Materials | Review inspectoin tracking schedule of permitting projects, schedule 1st site inspection with CMAIT, contact Permittee for Inspection | Collect Reports and Enter Inspection data on Enforcement APP | | | Group photo and post on DCRM's website/facebook | | | | 4/1/2022 thru 9/30/2022 |
| | | | | | | | | | | | 3rd Meeting with POC: Finalize Materials, Guidelines. Publish guideline on CRM websites | Collect Reports and Enter Inspection data on Enforcement APP | | 10/01/2022 thru 09/30/2023 |
| 3 | DEVELOP INS | PECTION MATERIA | LS | | | | | | | | | | | |
| | | | Develop site inspection checklist for each agency | Verify checklist with participating agencies | Progress Report/Update Progress with Chief | Prepare Permit Index for Site Inspections | | Finalize list of Permitted Projects for Inspection | Work with Tehani on list of permitted Maor siting projects | | Research type of information required for inspection for each agency | | Identify type of information necessary for inspection | 10/1/2020-9/30/2021 |
| | | Schedule monthly meetings w/participating agencies. Collect materials needed for site inspections | Finalize materials for site inspections. Review guidelines per agency. | finalize materials, project sites, schedules, & Guidelines to launch new CMAIT | | Complete Inspection Tracking Schedule for data collection | | | | | Progress Report | Work with Tehani and GIS regarding map of permitted projects | Send formal letters to department headds to appoint representative for the CMAIT | 10/1/2021-9/30/2022 |
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| 4 | DEVELOP INSPECTION GUIDELINES | | | | | | | | | | | | | |
| | | Draft guidelines for TEAM to follow | | Review draft of guidelines | Progress Report | Meet with Director to discuss project development | | | | Review guideline to incorporate other agencies policies for site inspection | Research in developing guidelines for site inspection | Review Agency Regualations and Program Requirements | | 10/01/2020 thru 09/30/2021 |
| | | Meet with Chief to discuss layout of Guidelines/If necessary, meet with legal counsel to review Workflow | Resume drafting of guidelines | Finalize guidelines. Work with Lead Inspectors to finalize guidelines | | | | | Meeting Department heads to approve Guidelines | Publish CMAIT Guidelines on all participating agencies' websites | Progress Report | | | 10/01/2021 thru 09/30/2022 |
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| 5 | CMAIT IN ACTI | ION | T | - | | | | 1 | - | 1 | - | | | |
| | | Review of Guidelines and materials for modification, if necessary. | Draft Agenda and schedule 1st action meeting | | 1st Meeting - Review permitted projects for 1st Inspection | | | 3rd Meeting - Review Findings of Violations and Evidences | 4th Meeting - Followup on Corrective Actions | | Provide Team with Orientation Training on Inspection & Reporting Standards | Provide Team with Training on CNMI Regulations & Administrative Procedures (AGOs) | | 10/01/2023 thru 03/30/2024 |
| | | | 5th Meeting - Review projects under non-compliance. Recommendation for full enforcement actions with fines. | | | | | | 6th Meeting - Team meets wit enforcement | | | | | 04/01/2024 thru 09/30/2024 |
| | | Review Projects under Enforcement Hearing (If any) | Waiting Period for Pending Enforcement Hearing Settlements | | Legal Counsels Review Projects for Court Hearing (if any). | | Pending Court or Out-of-Court Settlements | | | | | | | |
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