



STATE OF WASHINGTON

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May 30, 2006

**TO:** SRFB Members and Designees

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**SUBJECT:** Homework Assignment to Regional Areas

**Background**

At its April 5-6 meeting in La Conner, the SRFB made some initial decisions on allocating funding on a regional basis. As part of its discussions, the Board asked regional organizations and lead entities to do some "homework" during April and May regarding their proposals for allocation within the region or area. The purpose of this "homework" is to inform SRFB's further decisions on the 2006 grant round.

SRFB staff sent out a draft version of the assignment on April 14, and a final version on April 20. The due date was Wednesday, May 17. Each region was asked to have meetings of the regional organization (if it exists) and area lead entities, and collaborate to provide answers to the assignment. The intent was to have one consolidated response from each of the regional areas.

The general questions for all to answer are organized around three general topics:

1. Internal Funding Allocation Process;
2. Local Technical Review Process; and
3. Project Lists and Partially Funded Projects

In addition, there were several questions for specific regions or lead entities.

**Summary of Results**

1. *Internal Funding Allocations:* Regional areas are using different methods to develop internal allocations. Those with only one LE (Hood Canal, Lower Columbia, Snake) generally focus on methods relating to benefit to fish. Only Hood Canal specifically mentioned a factor relating to trying to select projects from all watersheds, in addition to "benefit to fish". As of the date of this memo, multi-LE regions (Puget Sound, Snake, Upper Columbia) are all still struggling with this question. Upper

Columbia and Yakima/Klickitat have mentioned basing the allocations either partially or wholly on historic funding; Yakima/Klickitat are considering additional criteria as well. Coastal LE's have developed three different options, and are hoping to receive assistance from IAC/GSRO to help land on their preferred option.

A significant question is how to address the Hood Canal as it relates to the summer chum recovery plan prepared by the HCCC. Will the funding decisions on projects identified as primarily benefiting summer chum be made via the Puget Sound Regional Council<sup>1</sup> process, or will there be some split of funding and the HCCC make the decisions on those projects?

2. *Local Technical Review:* In general, local technical review is proposed to be a variant of previous local technical review processes. Several regional organizations will be expanding their local technical committee to include additional interests, e.g. adding liaisons from the NOAA Fisheries' Technical Recovery Teams (TRTs). Puget Sound Regional Council will be using the TRT for Puget Sound. Most regions have affirmed their understanding of the need for independent technical review, and that the focus will be on relationship of the project list to regional plan implementation.

*SRFB RP Involvement:* Six of the seven respondents indicated they would be inviting the SRFB's Review Panel (RP) to participate in their local process by attending early site visits and participating, in some way, in early project review. The Puget Sound Regional Council intends to use the Puget Sound TRT for their local technical process, and only involve the SRFB's RP in identifying Projects-of-Concern (POCs.)

In general, the SRFB Review Panel will be heavily utilized this year for project-specific types of work. Most areas wish early involvement in project review. The RP will still be reviewing fit of list to strategy for those LE's not included in regional recovery plans.

3. *Project Lists:* This is the question of how project lists will be constructed and submitted to the SRFB. It is not an issue for those regional areas with only one lead entity (Snake, Hood Canal, and Lower Columbia). For the remainder, several are still struggling with this part of the process. In general, a collaborative process is envisioned, where representatives from Lead Entities are participants in discussions by a regional organization to prepare its recommendations on the project lists.

For the Board's information, there have been discussions about the statutory language guiding how lists are submitted. The language is:

The lead entity shall submit the habitat project list to the [salmon recovery funding] board in accordance with procedures adopted by the board.<sup>2</sup>

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<sup>1</sup> Formerly referred to as the "Shared Strategy".

<sup>2</sup> RCW 77.85.050 (3)

Staff believes that this language gives some flexibility to the Board with regard to the method of submittal, and allows the Board to incorporate recommendations by regional organizations into its decision-making process.

*Partially Funded Projects:* Most areas envision handling this internally, asking that projects be designed so they can either be developed in phases, delayed if necessary, or other funding be sought to "top off". Only one respondent (Yakima) specifically referenced asking the SRFB to top off projects using its 10% discretionary funding.

4. Questions for specific regions/LEs:

- Puget Sound and Hood Canal were asked how their processes could be integrated, and how they might differ for summer chum. For summer chum, Hood Canal plans to continue to use its local process. For chinook, they intend to work through the Puget Sound Regional Council. Puget Sound Regional Council has suggested a meeting with the leadership of both organizations to further address this question.
- Yakima Basin Fish & Wildlife Recovery Board and Klickitat LE were asked how they might coordinate, and how WRIA 31 (not presently included in a lead entity area) might be addressed. Both entities responded that they have begun conversations, and may be able to do some level of coordination this year. Klickitat mentioned that for WRIA 31, they have made several attempts to receive the necessary tribal concurrence to expand the area of the lead entity and include that WRIA, but have not been successful to date.
- Pend Oreille LE was asked to explore how projects could be generated for the entire northeast recovery region. The LE is still exploring this question, and is meeting with various interests on June 1. The results of these discussions will be presented at the June 8-9 SRFB meeting.
- North Olympic-NOPLE was asked how its project list could be coordinated with the Coast areas, for WRIA 20, and with Puget Sound, for WRIsAs 18 and 19. Discussions on this are ongoing, in connection with the discussion between the coastal LEs. For the 2006 grant round, staff believes projects generated from WRIA 20 (west Clallam) will need to be coordinated through NOBLE and the Coast. The NOBLE coordinator has indicated she would need assistance to manage this dual submittal. SRFB/GSRO staffs have discussed with her the need to work through the Department of Fish and Wildlife (DFW) in its role as manager of the Lead Entity program, to obtain this additional assistance. DFW has met with NOBLE and agreed to help them with this process.
- Coastal LEs were asked to explore how they can better coordinate projects among themselves. Three of the LE's (Chehalis, Quinault, and Pacific) have met and developed some draft proposals. They have also met with staff and with

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representatives from NOPLE and WRIA 20 to discuss how WRIA 20 might participate in coordination with coastal interests. In order for this effort to continue, assistance will be needed from SRFB staff, GSRO, and WDFW.

### **Staff Analysis**

The process this year is a major shift in how funding allocations are made, with a transition toward funding decisions being made by regional organizations (based on implementation of regional recovery plans). Given that fundamental change, good progress has been made in a short period of time. Regional organizations and lead entities are working hard to make this a reality. In April, the Board specifically stated, "lead entities and regions need to be working together, and have a process that is fish centric and does the most good for fish". As the Board also acknowledged, this is a difficult assignment – to provide a fish centric process, while also addressing the need for equity and for maintaining a viable structure of lead entities

As is evident from the responses to the homework assignment, different solutions are being developed in different areas of the state. Staff believes this is reasonable for the 2006 grant round. These differences reflect the different situations, both in terms of fish status and in terms of local priorities.

### **Staff Recommendation**

The Board needs to discuss and provide direction on several remaining issues for the 2006 grant round. Some of these issues are reflected in this memo, and some are remaining from the April Board meeting. Staff will continue to work on these issues, and will come to the June meeting with a presentation that outlines the remaining decisions the Board to make.

A partial listing of these questions follows:

- Is it affirmed that the weighting of factors and regional allocation percentages apply to this round, and will be revisited for future rounds?
- Should staff continue to work with the coastal LEs on their coordination processes?
- How should the issues related to NOPLE and WRIA 20 be resolved? How should a project list from WRIA 20 be addressed for this round?
- If the recommendations from regional organizations for projects that should be funded to implement the regional plan differs from priorities submitted by Lead Entities, how will that be resolved?
- The Board had some discussions about beginning to use the SRFB's Review Panel to perform more of a process audit function. Given the transitional nature

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of this round, should the focus be on Projects of Concern (POC) for this grant round and moving more in the audit direction for next year? Assuming a process review is desirable this round, the Board will need to provide additional direction.

**Attachments:**

A: "Homework" for Regional Organizations and Lead Entities – Final

B: Compiled Responses from Regional Areas

<b>Internal Funding Allocations</b>	
Hood Canal <i>(one LE only)</i>	<p>Summer Chum: Will use same process in the past, using criteria focused on population and habitat priorities, salmon benefits, certainty of success, and cost appropriateness. They have a mechanism to select projects from all WRIAs/watersheds within Hood Canal.</p> <p>Chinook: Will participate with Recovery Council process for allocation, but: "...it makes no sense for HCCC allocation to be rolled into Recovery Council...so that summer chum funding is used for Chinook recovery..." They believe Hood Canal should retain its historic 6% of overall funding.</p> <p>Intend to allocate funds on a "fish benefit" basis, not on an individual sub-basin basis. Basis for evaluating projects will be priorities identified in Habitat Work Schedule. Projects evaluated based on technical soundness and whether they address important reaches and habitat needs identified in Habitat Work Schedule.</p>
Lower Columbia <i>(one LE only)</i>	<p>Basis for allocations will be the three-year workplans being prepared by each watershed area. The Recovery Council is preparing several different options ("investment scenarios") based on "...different funding levels as well as different emphases and trade-offs between the short-term objectives (three-year), technical and policy criteria".</p> <p>Recovery Council will select preferred scenario in July. LE's will prepare project lists based on the selected investment scenario.</p>
Snake <i>(one LE only)</i>	<p>Allocation based on VSP and "intrinsic potential analysis"; scenarios developed identified priority limiting factors and priority areas that Board accepted. Projects will be focused on the most significant limiting factors in the highest priority reach.</p>
Upper Columbia	<p>Propose to use historic project funding as a guide for seventh round. In subsequent years, will refine allocation by using Recovery Plan Implementation Schedule as a guide.</p>
Yakima/Klickitat	<p>Yakima and Klickitat will try and develop joint criteria; likely factors include historic funding, river miles, and ESA species that can benefit from projects. Still in discussion.</p>
Coast	<p>Three options: (1) divide equally among WRIA's; (2) use weighted factors similar to ITF; (3) use historic levels of funding (and a "transitional adjustment"). Have asked for facilitation assistance from IAC to help them make the final decision.</p>
Pend Oreille	<p><i>(will provide homework assignment following June 1 meeting in Spokane)</i></p>

<b>Local Technical Review Process</b>	
Hood Canal	<p><b>Local (regional) review:</b> For summer chum, will expand LE tech advisory group into a regional review panel by adding local TAG members, SRFB RP members, and federal TRT liaisons. Expanded group will be... "developing, vetting, improving, and ranking proposed habitat projects." For chinook, will use a similar process to generate projects, but final technical review will be via the Recovery Council process.</p> <p><b>SRFB Review Panel Involvement:</b> Will be asked to participate in this expanded regional review panel.</p> <p><b>Local (regional) review:</b> 6-year Habitat Work Schedules are being developed to implement the actions identified in the recovery plan. Local Technical Advisory Committee (TAC) will evaluate how well proposed projects address needs and priorities of the Habitat Work Schedule.</p> <p><b>SRFB Review Panel Involvement:</b> SRFB RP will be invited to participate in site visits and project evaluations; will be asked to comment and identify concerns to be addressed prior to SRFB application.</p> <p><b>Local (regional) review:</b> Will use the established TRT for Puget Sound. TRT will review three-year work plans developed by watersheds based on criteria used to develop them. Goal is to provide independent technical review of work plans and their actions to ensure consistency with recovery plan.</p> <p><b>SRFB Review Panel Involvement:</b> SRFB RP will provide specific project review.</p> <p><b>Local (regional) review:</b> Design team reviews project design; "benefit" team (either the TRT or another independent review team) will evaluate projects and assess their benefits with respect to VSP (Viable Salmon Populations). Design and benefit teams provide comment to regional board prior to submitting recommendations to SRFB.</p> <p><b>SRFB Review Panel Involvement:</b> Review panel will be asked to participate as members of the design team.</p> <p><b>Local (regional) review:</b> Will use Upper Columbia Regional Technical Team (UC RTT).</p> <p><b>SRFB Review Panel Involvement:</b> Will be asked to join in project tours in early August and to comment on the proposed projects.</p> <p><b>Local (regional) review:</b> "The YBFWRB will utilize its technical advisory group to evaluate projects on a technical basis and the citizen committee will consider community concerns." Klickitat plans to follow same project development process as last year, using local technical committee to review projects. Citizens committee will prioritize projects after technical review is complete.</p> <p><b>SRFB Review Panel Involvement:</b> Want early SRFB RP review to identify POC's. Also want RP to serve an "auditor" role, providing feedback on selecting projects that will benefit salmon and are identified in their recovery plan</p> <p><b>Local (regional) review:</b> Similar to previous grant cycles, since they are not covered by a regional recovery plan.</p> <p><b>SRFB Review Panel Involvement:</b> As with previous grant cycles, evaluate fit of list to strategy; and evaluate projects for POCs.</p>
Lower Columbia	
Recovery Council	
Snake	
Upper Columbia	
Yakima/Klickitat	
Coast	
Pend Oreille	<i>(will provide homework assignment following June 1 meeting in Spokane)</i>

<b>Submittal of Project Lists; Partially Funded Projects</b>	
Hood Canal	<p><b>Project Lists:</b> Will submit summer chum list directly to SRFB; will submit Chinook project list to Recovery Council.</p> <p><b>Partially Funded Projects:</b> For summer chum, will design projects to meet funding targets – could mean phasing some projects. For Chinook, will be addressed in Recovery Council process.</p>
Lower Columbia	<p><b>Project Lists:</b> Board and LE are integrated; one list will be submitted to SRFB.</p> <p><b>Partially Funded Projects:</b> Will work with sponsors to segment larger projects into stand-alone elements, which could be deferred to subsequent years.</p>
Recovery Council	<p><b>Project Lists:</b> Have not yet addressed issue of how regional recommendations on project lists will be presented to SRFB.</p> <p><b>Partially Funded Projects:</b> Three-year work plans organize projects in segments; project components can be rolled over to subsequent years as needed.</p>
Snake	<p><b>Project Lists:</b> Board and LE are integrated; one list will be submitted to SRFB.</p> <p><b>Partially Funded Projects:</b> If possible, high priority projects that cannot be fully funded should be partially funded in phases, if possible. An alternative is for a region to receive a smaller allocation one year, and a larger allocation the following year, with the difference held in reserve to apply to a project the second year.</p>
Upper Columbia	<p><b>Project Lists:</b> An upper Columbia Citizens Committee will be formed from members of individual LE citizen committees, and an overall ranked UC project list will be adopted.</p> <p><b>Partially Funded Projects:</b> Still under discussion. Being considered is only funding projects if they can be phased; or demonstrating certainty of success in obtaining additional funding or if only partially constructed.</p>
Yakima/Klickitat	<p><b>Project Lists:</b> YBFWRB and Klickitat LE will likely submit separate lists.</p> <p><b>Partially Funded Projects:</b> Klickitat envisions comparing lists with YBFWRB and considering providing unspent funds to them if a better project is on their list and is unfunded. YBFWRB believes SRFB should consider topping off projects with their discretionary funds; if not done, then unspent funds should be added to the discretionary fund.</p>
Coast	<p><b>Project Lists:</b> Each LE will develop its own list of projects, using a target amount of funding per lead entity (one of three options developed by coastal LEs).</p> <p><b>Partially Funded Projects:</b> Will negotiate among themselves.</p>
Pend Oreille	<p><i>(will provide homework assignment following June 1 meeting in Spokane)</i></p>

**Hood Canal Coordinating Council**  
**Response to the SRFB for**  
**Regional Funding of Salmon Recovery Projects**

**Introductory questions:**

**1. How can the SRFB ensure the best investments in salmon recovery are being made?**

The Hood Canal Coordinating Council (HCCC) is the regional recovery organization for Hood Canal Summer Chum Salmon under state statute. {RCW 90.88.030(1)(a)} We are addressing recovery of that species through all the "Hs" and throughout the whole summer chum ESU through our Hood Canal Summer Chum Salmon Recovery Plan (Plan) that has been submitted to NMFS and will be published in the Federal Register in late spring. The HCCC is also the Lead Entity in Hood Canal under RCW 77.85.050(1)(a) & 90.88.030(1)(a).

Our Lead Entity, as a group, has more than six years of experience with successful project development, vetting, and ranking at a multi-watershed scale. This ensures that the projects that are selected have the highest benefit to salmon and have community support. Our Lead Entity criteria have evolved over that six-year period to emphasize population and habitat priorities, salmon benefits, certainty of success, and cost appropriateness. Each criterion has many sub-criteria, mostly adopted from SRFB's technical criteria definitions. These sub-criteria include project scale, addressing key limiting factors, protecting or restoring natural processes, integration with other efforts, duration of benefits, adequacy of design, sequence, time sensitivity, and sponsor's experience and capability.

Our project recommendations have been drawn directly from the many years of work that our Lead Entity project partners have done to identify projects that address the limiting factors for ESA listed salmonidae. Those projects were developed based on numerous assessments that have been completed. Those assessments include work by our two RFEGs, our Tribes & WDFW individually and as Co-Managers, the limiting-factors analyses that we completed in conjunction with the Conservation Commission, several refugia studies done for our three Counties, several watershed analyses done by WA Dept. of Natural Resources, and several watershed assessments done by the US Forest Service, and other assessments completed for our Recovery Plan.

We believe that we are operating with the best information about what will recover the ESA listed salmonidae in Hood Canal, and with the group of professionals and interested citizens best suited to translate that information and knowledge into actions that will recover the listed salmonidae in the Hood Canal region.

**2. How can the SRFB ensure equity in salmon recovery efforts?**

Equity in salmon recovery efforts is achieved because our Lead Entity is the only project development group in Hood Canal that works across the whole Hood Canal region. Our Lead Entity process prioritizes projects and protective actions across all watersheds within the Hood Canal. And, that process involves potential project sponsors and citizen representatives from all watersheds within Hood Canal. It engages those project sponsors and citizens and provides opportunities for tradeoffs among them. We have built consensus and compromise into our process and this has resulted in agreed-to priorities from the group in each SRFB funding cycle.

**3. How can the SRFB assess the performance of regions and lead entities?**

The Hood Canal Coordinating Council is developing an action-tracking database that will hold all of the agreed upon actions within the Hood Canal Summer Chum Salmon Recovery Plan. Those actions include projects and protective actions proposed by our Lead Entity, programmatic actions proposed by the local governments within the summer chum ESU, education and outreach measures being undertaken by the HCCC itself, and various other actions included in the Plan.

Each of these actions will be tracked in our database and reports on progress will be generated for review by the HCCC Board of Directors, our project partners and any other interested parties. These reports can also be provided to the SRFB as a gauge of progress on the implementation of the Plan. They can also be used to gauge the progress of projects individually, as a whole, by geographic area or by time period.

We are planning and working in conjunction with the State's monitoring efforts and will ensure that our database system is compatible with the final monitoring system that is selected by the State. In addition to this action-tracking database, we are in the process of completing our summer chum EDT work and will run all actions listed in the plan through it for an analysis of their impact on the recovery of summer chum salmon.

**4. How can the SRFB assess the inclusion of lead entities in the salmon recovery efforts?**

In the Hood Canal region, the Lead Entity is the habitat project development arm of the Hood Canal Summer Chum Salmon Recovery Plan (Plan) and for the Hood Canal Coordinating Council (the Regional Recovery Organization.) The project recommendations in our Plan were drawn directly from the many years of work that our Lead Entity project partners have done to identify projects that address the limiting factors for ESA listed salmonidae.

## Regions with Regional Organizations

### I. Questions for all regional organizations and lead entities within them:

As an overview of our process for SRFB project submittals, our Lead Entity will continue to generate project proposals for summer chum, chinook and bull trout. The summer chum projects will be submitted directly to the SRFB in a prioritized list. The chinook and bull trout projects will be submitted to Shared Strategy in a prioritized list. Those projects will go through Shared Strategy's process to be prioritized into their submission to the SRFB.

Details of the process described above are addressed in the following answers to the specific questions that were posed by IAC staff. In essence, the generation of a summer chum project list and a chinook/bull trout list will address all listed species in Hood Canal seamlessly, will be easily accomplished through our existing process (with some augmentation) and will result in two lists with no redundancy or overlap.

With regard to percentage allocations among regions, it makes no sense to "reallocate" Hood Canal's percentage of funding to the Shared Strategy for an aggregated funding amount so that summer chum funding is used for chinook recovery. Shared Strategy has had no involvement in the preparation of the Hood Canal Summer Chum Salmon Recovery Plan, has no expertise with regard to chum, and its participants have no interest in addressing summer chum when it does not occur in their geographic/jurisdictional areas. Therefore, we believe that this two-track approach is the most efficient and effective way of meeting the needs of both summer chum, chinook and bull trout in the Hood Canal Region.

#### I. Your internal funding allocations:

##### *a. What process will you use to develop your allocations across watersheds?*

For **summer chum** we will use essentially the same process that we have used in the past through our Lead Entity process. That process has a built in mechanism to select projects from all the WRIAs/watersheds within Hood Canal.

For **chinook**, we will use essentially the same process that we have used in the past through our Lead Entity process. Our Lead Entity will submit a prioritized list of projects to Shared Strategy and they will apply their criteria for cross-watershed allocations.

##### *i. What criteria will you use (e.g., within technical and community issues categories)?*

For **summer chum** we will use the criteria for recovery as stated in the Summer Chum Salmon Recovery Plan §3.3 to 3.5. Those technical criteria will be augmented with the Lead Entity project-specific and community issues criteria from the HCCC Lead Entity 6<sup>th</sup> Round Process Guide, Appendix B, C, and D.

For **chinook** we will continue to use the current Lead Entity multi-species technical criteria (from the HCCC Lead Entity 6<sup>th</sup> Round Process Guide, Appendix B & C) and our community issues criteria (from Appendix D.) These criteria will generate the initial prioritized project list that will then be submitted to Shared Strategy. Shared Strategy will then apply their criteria.

*ii. If you have developed your proposed internal allocations by the due date of May 17, what are they?*

For **summer chum** this is not applicable, our Lead Entity process drives project selection across the whole ESU. We believe that the Hood Canal area should remain at our historical 6% total allocation level, separately from any Shared Strategy allocation.

For **chinook** this will be addressed in the Shared Strategy process.

*b. How will LEs, where present, be involved in these allocation discussions and decisions?*

For **summer chum** our Lead Entity group drives project selection, prioritization and thereby proposed funding allocations for projects. They are the “project implementation” arm of the summer chum salmon recovery effort.

For **chinook** this will be addressed in the Shared Strategy process.

*c. How will the issues of “equitable distribution of funds” as provided in the Salmon Recovery statute (RCW 77.85.130) be addressed?*

For **summer chum** equity will be ensured by the technical criteria in the SRP that require improvement to all targeted summer chum populations in order to achieve recovery and that the conditions in all watersheds must improve. The LE includes representation from all geographic areas of the summer chum ESU and the consensus decision-making process of the LE will ensure that all members are supportive of the final recommendations for funding.

For **chinook** this will be addressed in the Shared Strategy process.

*d. How will the continued viability of Lead Entities, where present, be addressed as a list of projects is being developed for the region?*

For **summer chum** the Lead Entity is an essential, integrated process for determining appropriate project selections. Also addressed in 1.b. above.

For **chinook** this will be addressed in the Shared Strategy process.

*e. How do you recommend partially funded projects be handled?*

For **summer chum** our Lead Entity process participants will work to make sure that projects are designed to meet funding targets. That may mean phasing some projects as they are designed, but that will be addressed by our Lead Entity process participants.

For **chinook** this will be addressed in the Shared Strategy process.

**2. Local technical review process: The SRFB envisions regional technical project review processes that address, at a minimum, the fit of LE project lists to regional recovery plans.**

*a. How will regional technical review envisioned by the SRFB be conducted, and how will it relate to technical review work of lead entities? The issues to address include:*

*i. How will the technical review process for projects be documented and a process for review and comment be provided?*

For **summer chum** we will expand our Lead Entity technical advisory group (TAG) into a Regional Review Panel by including local TAG members, SRFB review panel members, and federal Technical Review Team liaisons. That will create one group and eliminate the need for multiple project or process reviews. That Regional Review Panel would be responsible for developing, vetting, improving, and ranking proposed habitat projects. This augmentation of our Lead Entity process will continue to be documented by the publication of our meeting agendas and minutes on our website. This will allow us to provide a comprehensive assessment of the fit of the project list to the Plan and for an assessment of projects of concern (POC.) It will also support SRFB's independent POC process.

For **chinook** we will use a similar process as for **summer chum** (see above) to generate projects, but the final technical review will be addressed in the Shared Strategy process. Again, all of our meeting agendas and minutes will be posted on our website.

*ii. How will the priorities established by lead entities and the rankings of citizen committees be considered?*

For **summer chum** the priorities of our Lead Entity for projects are used directly (see 1.a.i., above.) That means using both technical and citizen priorities as established in our existing project prioritization process.

For **chinook** this will be addressed in the Shared Strategy process. We will use our Lead Entity process to generate a Chinook/bull trout project list for submission to Shared Strategy.

**iii. *What dispute resolution process will you have in place to resolve disagreements?***

For **summer chum** our Lead Entity process has always achieved consensus on the final prioritization of projects for SRFB submittal. In addition, our LE coordinator will participate in dispute resolution training being offered by WDFW.

For **chinook** this will be addressed in the Shared Strategy process.

**b. *What review team(s) will be used, when, and why?***

For **summer chum** see 2.a.i. above for technical review. For our community/citizen review we plan to expand our Lead Entity citizen advisory group (CAG) to increase the amount and diversity of input from community leaders and salmon recovery stakeholders that are not project sponsors. We are planning to recruit new members and have the HCCC Board appoint them formally.

For **chinook** we will use our Lead Entity process to generate a chinook/bull trout list for submission to Shared Strategy. Additional review will be addressed in the Shared Strategy process.

**c. *What documents will be available from the review process, and when?***

For **summer chum** all meeting agendas, minutes, review forms, and evaluation scores will either be posted on our website or forwarded by email to committee members immediately following meetings. We will also update our Process Guide before we begin our local project development and ranking process.

For **chinook** the same applies for our portion of the project list development. After we have generated our chinook/bull trout list and submitted it to Shared Strategy, what documents are available in their process and when they are available is up to Shared Strategy.

**d. *If any lead entities intend to take advantage of the SRFB Review Panel (e.g., early in the process, throughout, or late) how will this be accomplished?***

For **summer chum** see 2.a.i. above.

For **chinook** that is up to Shared Strategy.

**3. Evaluation process and project lists:**

***a. What will be done to ensure project lists are consistent with the regional recovery plan and with local priorities?***

For **summer chum** our project list will be generated out of the priorities outlined in the Hood Canal Summer Chum Salmon Recovery Plan. Additionally, those project proposals will then be vetted directly with criteria listed in §3.5 in the Plan.

For **chinook** our project list will be generated from the 3 year CIPs that were submitted by the Co-Managers and our Lead Entity to Shared Strategy. Those CIPs were developed directly from the Hood Canal Chapter of the Shared Strategy Puget Sound Chinook Recovery Plan. They will be vetted by our multi-species criteria in the HCCC Lead Entity 6<sup>th</sup> Round Process Guide, Appendix B. They will then be submitted to Shared Strategy to be finally vetted through their process for consistency.

***i. How will projects be evaluated and ranked within and across the watersheds?***

For **summer chum** see 1.a. above.

For **chinook** this will be addressed in the Shared Strategy process.

***ii. What evaluation criteria will be used?***

For **summer chum** see 1.a.i. above.

For **chinook** see 1.a.i. above. After our chinook/bull trout list is submitted to Shared Strategy, that is up to Shared Strategy.

***iii. What are the steps and documentation that will clarify agreement between lead entities and the regional process?***

For **summer chum** our Lead Entity group drives project selection and prioritization for the Hood Canal region. They are the “project implementation” arm of the summer chum salmon recovery effort and are named in the Hood Canal Summer Chum Salmon Recovery Plan as the implementers for habitat projects in the Plan. There is no other project implementation mechanism in Hood Canal for summer chum projects that are submitted to the SRFB.

For **chinook** this will be addressed in the Shared Strategy process.

***iv. How will the priorities established by lead entities and the rankings of citizen committees be considered?***

For **summer chum** the priorities of our Lead Entity for projects are used directly (see 1.a.i., above.) That means both technical and citizen priorities as established in our existing project prioritization process.

For **chinook** we will use our Lead Entity process to generate a chinook/bull trout project list for submission to Shared Strategy. After we submit our list to Shared Strategy, that will be up to Shared Strategy.

***v. What dispute resolution process will you have in place to resolve disagreements?***

For **summer chum** our Lead Entity process always achieves consensus on the final prioritization of projects for SRFB submittal.

For **chinook** this will be addressed in the Shared Strategy process.

***b. How is the allocation of funds to nonlisted species addressed?***

N/A in Hood Canal. We do not submit projects for non-listed species to the SRFB.

***c. How do you propose that regional recommendations on project lists be presented to the SRFB?***

For **summer chum** we will submit a list of projects directly to the SRFB for funding.

For **chinook** we will submit a list of projects to Shared Strategy to be vetted by their process and included in their submission to the SRFB.

**II. Questions for Specific Regions and Lead Entities within them:**

***1. Puget Sound Shared Strategy and Lead Entities: How will the technical and allocation processes be integrated with the Hood Canal Coordinating Council?***

For **summer chum** this is not applicable, no “integration” is needed. Hood Canal Coordinating Council is the Regional Recovery Organization for summer chum (RCW 90.88.030(1)(a) and fully responsible and capable of implementing the Hood Canal Summer Chum Salmon Recovery Plan.

For **chinook** we will submit a list of projects to Shared Strategy to be vetted by their process and included in their submission to the SRFB.

***2. Hood Canal Coordinating Council: For the above questions, explain how regional and lead entity allocation and technical review processes will be the same or different for summer chum (Hood Canal only) and Chinook (jointly with Puget Sound Shared Strategy). How will the Chinook process be integrated with the Puget Sound Chinook approach in the rest of Puget Sound (which is facilitated by the Puget Sound Watershed Council)?***

See answers listed in section I above.

**Lower Columbia Fish Recovery Board**  
**Response to SRFB Homework Assignment**  
**May 15, 2006**

**A. General Questions**

**1. *How can the SRFB ensure the best investments in salmon recovery are being made?***

The SFRB will be able to assess the value of its investment based on:

- How well the region's project list corresponds to the needs and priorities set forth in the recovery plan and 6-year habitat work schedule; and
- The extent to which a specific project addresses a priority need and the certainty that it will achieve its goals or proposed outcomes.

The NOAA-approved Lower Columbia Salmon Recovery Plan (LCFRB 2004) provides the basic framework guiding salmon recovery efforts and related investments. The Plan is comprehensive addressing the recovery of 5 ESA-listed species: chinook, chum, steelhead, coho, and bulltrout. It establishes recovery goals for each listed population. It integrates the 4 H's: Habitat, Hatcheries, Harvest, and Hydro. It sets forth strategies, measures, actions and priorities to ensure that recovery efforts complement and support each other across the species, the H's, the 17 watersheds in the region and the implementing agencies and organizations.

Pursuant to the recovery plan, federal and state agencies, local governments, tribes, and non-profit organizations are developing detailed 6-year plans and work schedules for implementing the 650+ actions identified in the plan. The Lower Columbia Recovery Plan Implementation Committee will consolidate these organizational-level plans and schedules into a coordinated regional action plan and schedule by early 2007. When completed, the regional implementation plan will become a supplement to the recovery plan. It will also include the interagency monitoring and adaptive management process needed to assess the effectiveness of actions and progress toward recovery goals. Implementation status will be evaluated on 2-year intervals, action effectiveness and threat reduction will be evaluated on 6-year intervals, and fish and habitat status will be reviewed on 12-year intervals. The adaptive management process provides for the revision or modification of the recovery plan and implementation work schedules when necessary based on these evaluations.

With regard to habitat, a 6-year Habitat Work Schedule (LCFRB 2006) has been developed to identify and prioritize restoration and protection needs. It is intended to guide habitat work by all agencies and organizations funding and/or undertaking habitat protection and restoration activities. Habitat protection will be achieved primarily through programmatic activities such as land and resource use regulations (critical area ordinances, forest practice regulations, shoreline regulations, Clean

Water Act controls, etc.) and public land and resource management programs (DNR HCP, National Forest Plans, etc.). Acquisition of lands will be used only when protection or restoration of key habitat cannot be achieved through non-acquisition measures.

The Habitat Work Schedule builds on the recovery plan's sub-basin habitat priorities and additional biological and habitat information available to define reach-level habitat protection and restoration needs and priorities for each of the region's 17 sub-basins. These needs and priorities are based on the populations utilizing a given reach and their recovery classification (Primary, Contributing, Stabilizing), the actual or potential value of the reach to the performance of a given population, key life history stages and associated limiting factors. The Habitat Work Schedule is being used to solicit and evaluate project proposals.

Finally, the evaluation and ranking of a specific habitat project will take into consideration:

- The targeted populations, their importance to achieving ESU recovery, and their current status (extinction risk);
- The priority of the reach and the habitat protection or restoration need being addressed;
- Project goals and objectives and the extent to which the project will address the targeted need;
- Potential fish benefits;
- Site and watershed conditions;
- The technical approach to be used;
- The capability of sponsor;
- Consistency or compatibility with community interests;
- Public support; and
- Cost relative to benefits.

## **2. *How can the SRFB ensure equity in salmon recovery efforts?***

In addition to the SRFB's need to ensure "the equitable distribution" pursuant to RCW 77.85.130, the LCFRB has a similar legislative charge. Specifically, RCW 77.85.200(3)(c) specifies:

"The management board shall prioritize as appropriate and approve projects and programs related to the recovery of lower Columbia river salmon and steelhead runs, including the funding of those projects and programs, and coordinate local government efforts as prescribed in the recovery plan. The management board shall establish criteria for funding projects and programs based upon their likely value in salmon and steelhead recovery. The management board may consider local economic impact among the criteria, but jurisdictional boundaries and factors related to jurisdictional population may not be considered as part of the criteria."

To meet these requirements, the LCFRB proposes that the allocation or distribution of funds be on a "fish benefit" basis. Funds are not allocated on an individual sub-

basin basis, but rather on a project basis. As discussed above, the 6-year Habitat Work Schedule identifies and ranks habitat protection and restoration needs for each of the region's 17 sub-basins. The same evaluation process and ranking criteria are used for each sub-basin to ensure consistency across the region. Projects are solicited based on these ranked needs.

Project proposals from across the region are evaluated using a uniform process and criteria. All project sponsors are provided an equal opportunity to work with the LCFRB in developing a project proposal and to participate in the project evaluation and ranking process.

Using the same process and criteria to identify and rank habitat protection and restoration needs and to evaluate and rank project proposals allows priorities to be set both within and across the region's sub-basins. By allowing all sponsors the same opportunity to participate in the development, evaluation and ranking of project proposals helps to ensure equitable treatment of sponsors.

**3. *How can the SRFB assess the performance of regions and lead entities?***

In the Lower Columbia, the LCFRB serves as both the Lead Entity and Regional Organization. Accordingly, the role and functions of Lead Entity and Regional Organization are fully integrated. In the near-term, the performance of the LCFRB can be assessed by its ability to generate an annual project list that effectively meets the needs and priorities set forth in the 6-year habitat work schedule. In the longer-term, the performance of the LCFRB in coordinating recovery plan implementation and achieving progress toward recovery can be assessed through the recovery plan's monitoring and adaptive management program discussed in Question 1 above.

**4. *How can the SRFB assess the inclusion of lead entities in the salmon recovery efforts?***

As noted above, the LCFRB serves as both the Regional Organization and Lead Entity for the Lower Columbia. These functions are fully integrated and as such there is no need to assess whether the Lead Entity is included in the region's recovery efforts.

**B. Questions for All Regional Organizations and Lead Entities within Them**

**1. *Internal Funding Allocations***

**a. *What process will you use to develop your allocations across watersheds? What criteria will you use? If you have set internal allocations, what are they?***

As discussed above, the LCFRB will allocate funds within and across watersheds based on:

- The targeted populations, their importance to achieving ESU recovery, and their current status (extinction risk);
- The priority of the reach and the habitat protection or restoration need being addressed;
- Project goals and objectives and the extent to which the project will address the targeted need(s);
- Potential fish benefits;
- Site and watershed conditions;
- The technical approach to be used;
- The capability of sponsor;
- Consistency or compatibility with community interests;
- Public support; and
- Cost relative to benefits.

Priority will be given to projects that are technically sound and address important reaches and habitat needs identified in the 6-year Habitat Work Schedule. To help ensure that project proposals target key priorities are addressed in each of the 17 sub-basins, the LCFRB will help to build sponsor capacity in each watershed and will assist sponsors in developing proposals.

***b. How will the Lead Entities, where present, be involved in allocation discussions and decisions?***

As noted above, the LCFRB serves as both the Regional Organization and Lead Entity for the Lower Columbia. These functions are fully integrated and as such both the Lead Entity and Regional Organization are fully involved in the process of allocating funds.

***c. How will the issues of "equitable distribution of funds" as provided in the Salmon Recovery Statute (RCW 77.85.130) be addressed?***

See the response to Question A.2 above.

***d. How will the continued viability of Lead Entities, where present, be addressed as a list of projects is being developed for the region?***

Not applicable. As noted above, the LCFRB serves as both the Regional Organization and Lead Entity for the Lower Columbia.

***e. How do you recommend partially funded projects be handled?***

The LCFRB will seek to avoid partially funded projects by working with sponsors to segment larger projects into distinct stand-alone elements, which could be deferred to subsequent years.

**2. Local Review Process: The SRFB envisions regional technical project review processes that address, at a minimum, the fit of the Lead Entity project lists to the regional recovery plans.**

**a. How will the regional technical review envisioned by the SRFB be conducted, and how will it relate to the technical review of the Lead Entities.**

- i. How will the technical review process for projects be documented and a process for review and comment be provided?**
- ii. How will the priorities established by the Lead Entities and the rankings of citizen committee be considered?**
- iii. What dispute resolution process will you have in place to resolve disagreements?**

The following is a summary of the Lower Columbia project development and review process.

▪ Project Pre-Proposals

Sponsors must submit a pre-proposal application. This application is an abbreviated form of the SRFB application. It is intended to provide key information needed to evaluate how well the project would address the needs and priorities of the 6-year Habitat Work Schedule, the project's potential fish benefits, technical merits, cost, certainty of success and landowner and public support. LCFRB staff will be available to assist sponsors in developing proposals addressing key protection and restoration needs.

The LCFRB Technical Advisory Committee (TAC) will evaluate the pre-proposals. TAC members will conduct site visits where appropriate. Project sponsors will meet with the TAC to discuss their proposal(s). TAC members will then complete a technical evaluation of each proposal focusing on how well a project addresses the needs and priorities of the 6-year Habitat Work Schedule, its benefits to fish and its certainty of success using a standard evaluation criteria. Based on its evaluation the TAC will take one of the following three actions:

- Invite the sponsor to prepare and submit a final SRFB project application with no comments or recommendations.
- Invite the sponsor to prepare and submit a final SRFB project application with comments or recommendations that should be incorporated in the final application.
- Remove the project from further consideration.

All TAC scoring, findings, and decisions will be documented and made available to sponsors. Sponsors may appeal the TAC's decision to the LCFRB. The LCFRB may amend or supercede the TAC's decision or may remand the proposal back to the TAC for further consideration.

The SRFB Review Panel will be invited to participate in the site visits and project evaluations. Review Panel members will also be invited to comments and identify concerns they would like to see addressed in the final SRFB application.

▪ Final Project Applications

The TAC will review final SRFB applications using the same criteria used to evaluate the pre-proposals. The TAC will also consider how well the sponsor addressed any TAC comments or recommendations on the pre-proposal. Based on its evaluation, the TAC will develop a recommended regional project list that will be submitted to the LCFRB for its consideration and action.

Project sponsors may appeal the TAC's recommendation to the LCFRB. The LCFRB may amend or override the TAC's decision or may remand the proposal back to the TAC for further consideration.

The LCFRB will review the TAC's recommended project list. They may remand the list back to the TAC for further work, amend the list, or approve it as submitted. The LCFRB's findings and conclusions will be documented.

***b. What review team(s) will be used, when, and why?***

Both LCFRB and its TAC will be used in evaluating project proposals and ensuring the region's project list corresponds to the needs and priorities identified in the 6-year Habitat Work Schedule.

The TAC's role is primarily technical in nature. It will evaluate project pre-proposals and final SRFB applications. It will also ensure the final regional project list is consistent with the 6-year Habitat Work Schedule. The following table lists the current TAC membership.

<b>NAME</b>	<b>TITLE</b>	<b>AGENCY</b>	<b>DEGREE</b>
Jim Fisher	Environmental Consultant	Citizen	BS, Zoology & Chemistry
Ryan McReynolds	Habitat Biologist	WSDOT	MS, Environmental Sciences BS, Zoology
Diana Perez	Fish Biologist	USFS-GP	MS, Fish Biology
Scott McKinney	Watershed Lead	WADOE	BA, Environmental Studies
Phil Miller	Salmon Recovery Coordinator	GSRO	MA, Environmental Management
Doug Stienbarger	Director	WSU Extension – Clark County	MS, Land Management
Randy Sweet	Environmental Consultant	LCFRB Board Member	MS, Geology & Hydrogeology
Chuck Turley	Program Manager	WADNR	
Ed McMillan	FEG Board Member	LCFEG	BS, Civil Engineering
Scott McEwen	Director of Technical Programs	LCREP	BS, Natural Resource Management
Scott Anderson	Habitat Biologist	NOAA	MS, Environmental Studies
Ron Rhew	Fish Biologist	USFWS	MS, Entomology
Sam Giese	Engineer	SW WA Conservation Districts	BS, Civil Engineering
Craig Burley	Program Manager, Fish Management & Hatchery Operations	WDFW	BS, Biology
Rod Swanson	Environmental Monitoring Manager	Clark County Public Works	MS, Geology

The LCFRB has final review and approval authority for the regional list and the individual projects on the list. The LCFRB is also responsible for the resolution of any dispute arising from the TAC's decisions. The LCFRB may remand issues back to the TAC or amend the list based on policy considerations such as the need to build sponsor capacity or to better address community concerns or interests. The following table lists the current LCFRB membership.

George Trott, Chairman	Wahkiakum County Commissioner
Tom Linde, Vice Chairman	Skamania County Citizen Designee
Randy Sweet	Cowlitz County Citizen Designee & Private Property Representative
Dave Andrew	Hydro-Electric Representative
John Barnett	Cowlitz Indian Tribe
Mark Doumit	WA State Senate
Dennis Hadaller	Lewis County Commissioner
Henry Johnson	Wahkiakum County Citizen Designee
Tim Leavitt	SW WA Cities Representative

Al McKee	Skamania County Commissioner
Betty Sue Morris	Clark County Commissioner
Jeff Rasmussen	Cowlitz County Commissioner
Don Swanson	SW WA Environmental Representative
Charles TenPas	Lewis County Citizen Designee
Open Seat	Clark County Citizen Designee

**c. What documents will be available from the review process and when?**

The findings and recommendations of all TAC evaluations will be documented in writing and forwarded to the LCFRB and project sponsors. The documentation will also be posted on the LCFRB website and will be available to the public. Likewise, the findings, conclusions and decisions of the LCFRB will be forward to the TAC and project sponsors and made available to the public.

**d. If any Lead Entities intend to take advantage of the SRFB Review Panel, how will this be accomplished?**

The LCFRB believes that early participation of the SRFB Review Panel is critical to ensuring that technical issues associated projects be identified and resolved prior to the submission of final SRFB project applications. The SRFB Review Panel has been invited to participate in project site visits and the review of project pre-proposals. The Review Panel is also invited to participate in the review of the final draft SRFB applications although participation at this step is a lower priority.

**3. Evaluation process and project lists:**

**a. What will be done to ensure project lists are consistent with the regional recovery plan and with local priorities?**

**i. How will projects be evaluated and ranked within and across the watersheds?**

Projects will be evaluated and ranked within and across the region's sub-basins based on the following criteria:

- The targeted populations, their importance to achieving ESU recovery, and their current status (extinction risk);
- The priority of the reach and the habitat protection or restoration need being addressed;
- Project goals and objectives and the extent to which the project will address the targeted need(s);
- Potential fish benefits;

- Site and watershed conditions;
- The technical approach to be used;
- The capability of sponsor;
- Consistency or compatibility with community interests;
- Public support; and
- Cost relative to benefits.

See answers to earlier questions for further discussion of the evaluation and ranking process and relationship to the recovery plan.

**ii. *What evaluation criteria will be used?***

See above.

**iii. *What are the steps and documentation that will clarify agreement between Lead Entities and the regional process?***

Not applicable.

**iv. *How will priorities established by Lead Entities and rankings of the citizens committee be considered?***

See the discussion of LCFRB review and evaluation process in response to Question B.2.a above.

**v. *What dispute resolution process will you have in place to resolve disagreements?***

See the discussion of LCFRB review and evaluation process in response to Question B.2.a above.

**b. *How is the allocation of funds to nonlisted species addressed?***

Chinook, coho, chum, steelhead, and bull trout are all listed in the region with the exception of steelhead populations in the Coast Stratum. All populations, including the non-listed steelhead, have been addressed in the recovery plan. Habitat needs for non-listed steelhead are generally covered by the habitat needs of listed populations in the same watersheds.

**c. *How do you propose that the regional recommendations on the project lists be presented to the SRFB?***

The Lead Entity/Regional recommendations are the same and will be submitted to the SRFB as a single package.

**Puget Sound Salmon Recovery Council  
Response to SRFB Homework Assignment  
May 17, 2006**

**Prepared by Jim Kramer, Staff to the Council**

**Overall questions**

1. *How can the SRFB ensure the best investments in salmon recovery are being made?*

In Puget Sound, we are collectively creating structures and processes at the local and regional scales that ensure the best investments can be made in salmon recovery by the SRFB and other funding organizations. Puget Sound salmon recovery efforts are evolving and improving by defining specific outcomes, continuing and expanding involvement of local communities and building accountability for results. The completed recovery plan, created through contributions from people in each of the 14 watershed areas and a nearshore chapter, is the basis for future investments. The newly formed Puget Sound Salmon Recovery Council (Recovery Council) is leading a process that will create strategic investment recommendations for funding from the SRFB and other sources. The Recovery Council has been structured to build regional consensus across watersheds, public and private sectors, tribes, the environmental community and business interests. The Recovery Council's approach will be the first of its kind in the region and is expected to serve as a model for other issues facing the region.

The overall process includes several steps at the local and regional level leading to consensus recommendations on how to best invest multiple sources of funds over the next three years as well as support the development of lead entity project lists for the next SRFB funding round.

*Steps a and b have been completed at this time. The remaining steps are in process. The steps are:*

- a) Develop three-year watershed work plans--at the end of April, each watershed area developed a three-year work plan based on the priorities in the recovery plan, their community interests, consistency with the Technical Recovery Team and regional policy team review comments in May 2005, NOAA's December 2005 Supplement and common criteria developed by the watersheds and the Recovery Council;
- b) Review by the Puget Sound Technical Recovery Team and Recovery Council work group of the three-year work plans based on both scientific and policy criteria;

- c) Create several investment scenarios based on different funding levels as well as different emphases and trade-offs between the short-term objectives (three year), technical and policy criteria (May);
- d) Review the scenarios at the watershed and regional levels to evaluate their respective benefits and trade-offs (May through July);
- e) Recovery Council selects the preferred investment scenario after two months of deliberation and conversation with lead entities and other interested parties (July);
- f) Lead entities develop project lists and other detailed funding requests based on their three-year work plans and the preferred investment scenario agreed upon through consensus by the Recovery Council (this step will occur simultaneously with the other steps).

Key components of the overall process are the completed recovery plan as well as a local and regional process to create investment priorities based on agreed-to technical and policy criteria. These put the Puget Sound region in a position to truly evaluate the overall benefits to salmon at different investment levels in each watershed as well as for the whole region. Once the preferred investment scenario is selected, work will proceed to raise the necessary funds for the three-year period and a detailed monitoring and adaptive management program can be prescribed.

Puget Sound has reached this point of sophistication and strategic decision-making because of the hard work of lead entities, the watershed-based approach to creating the recovery plan, and the technical work at both the local level and by the Puget Sound TRT. With the broad geographic, stakeholder and community sector representation on the Recovery Council, the Puget Sound region can create a unified view and consensus on the best investments the SRFB as well as other funders should make to restore our salmon runs.

2. ***How can the SRFB ensure equity in salmon recovery efforts?*** Equity in Puget Sound will be ensured by the technical criteria that require improvement to all Chinook populations in order to achieve recovery and the Recovery Council's position that the conditions in all watersheds must improve. The Recovery Council includes representation from all geographic areas of Puget Sound and the consensus decision-making process of the Council will ensure that all members are supportive of the final recommendations for funding.
3. ***How can the SRFB assess the performance of regions and lead entities?*** The Shared Strategy participants are developing an adaptive management and monitoring plan. This plan will include a verification system for all the efforts necessary to achieve recovery. The first major milestone in the development of the adaptive management plan will be a two-day workshop in June 2006 where watershed leads/lead entities as well as harvest and hatchery managers will work to review and improve the H-Integration component of the adaptive management plan since it includes the basis of the measures needed in each of the H-sectors for a comprehensive and integrated approach to salmon recovery. Once the adaptive

management plan is developed (by the end of this year), it will include a process for assessing performance and the metrics to measure success. The Recovery Council will be the oversight body and will provide to the SRFB and other appropriate parties regular updates on the status of implementation, and results achieved. They will recommend changes to the appropriate parties if the expected results are not being achieved.

4. ***How can the SRFB assess the inclusion of lead entities in the salmon recovery efforts?*** There are three parts to each lead entity; an administrative agent, a citizen's advisory committee, and a technical advisory group. These three groups of a lead entity are critical to carrying out their role under state law and consistency with the SRFB procedures. The allocation process in Puget Sound relies on the three groups of each lead entity to continue to perform their vital role in developing project lists and supporting project sponsors.

In the past, lead entity strategies have guided the development of lead entity project lists. Most lead entities incorporated their strategies into their chapter of the recovery plan. In future SRFB funding rounds, the recovery plan and the three-year work plans will guide the development of project lists.

In many of the fourteen watersheds, the group that developed the recovery plan and the lead entity are the same. In several watersheds the group that prepared the plan is different from the lead entity. In these few cases, the different groups are in the midst of resolving any confusion in the roles and process for implementing their portion of the recovery plan and developing project lists. There may be a need to provide funds to several of these watersheds to help them sort out their organizational structures and processes. Where there is a difference between the planning group and the lead entity, the Recovery Council is committed to assist the local parties if needed to ensure direct involvement of local interests in the regional processes.

In developing this response to the SRFB homework, lead entities in Puget Sound were asked to indicate their involvement in the process so far and their plans to use the three-year work plans in developing their project lists for funding. The table below summarizes this information from the lead entities.

<b>Salmon Recovery Watershed Planning Area</b>	<b>Lead Entities (LE's) in the Salmon Recovery Planning Area</b>	<b>Were LE's, Technical Advisory Group (TAG) and Citizen Committee's involved in 3-Year Work Plan?</b>	<b>Will the Citizen and TAG use the 3-year work plan in developing their project list?</b>	<b>Concerns or issues that must be addressed.</b>
Nooksack	WRIA 1 Board	LE involved, citizen committee not yet engaged	Yes	
San Juan	San Juan County	Committee informed	Yes	
Skagit	Skagit Watershed Council	Lead Entity developed the Work Plan with assistance from members of the Restoration and Protection Committee and with input from numerous member organizations.	Yes	
Island	Island County	TAG developed the work plan with input from Citizen members.	Yes	
Stillaguamish	Snohomish County and Stillaguamish Tribe	TAG developed, Citizens Committee endorsed.	Yes	
Snohomish	Snohomish County	Policy and TAG developed, Citizen Committee (Forum) endorsed.	Yes	
Lake Washington	Lake Washington Forum	CAC approved overall approach and TAG reviewed the work plan.	Yes	
Green-Duwamish	Green-Duwamish Forum	Citizens Committee approved overall approach.	Yes	
Puyallup-White-Chambers	Pierce County	Chapter Group and others developed work plan. CAC/TAG reviewed.	Yes	CAC is being expanded to include Chapter Group members.
Nisqually	Nisqually River Council	TAG and Citizen Committee were involved in developing and	Yes	

		approving work plan.		
South Sound	Nisqually Tribe (11), Pierce County (10/12), Mason Conservation District (13), Thurston Conservation District(14), Kitsap County(15*)	A subcommittee of the TAG for WRIA 13 and 14 developed the work plan and sent it to others for their review.	Yes	Concerned that regional process could diminish the role of local committees. The organization structure for South Sound is under discussion.
East Kitsap	East Kitsap Peninsula	Work plan developed by the Lead Entity Coordinator. Citizen Committee and TAG were briefed.	Yes	Citizen Committee membership is being expanded.
Hood Canal	Hood Canal Coordinating Council	Co-Managers and HCC staff developed work plan based on LE strategy.	Yes	Coordination between Hood Canal and regional process for Puget Sound.
Straits	North Olympic	CAC and TAG were involved.	Yes	Capacity to participate in regional process, communication between regional group and lead entities, time and capacity to integrate local processes with regional process.

As the process in Puget Sound continues, lead entity involvement will be encouraged through regularly-scheduled monthly meetings with plan implementation leads from all watershed areas, many of whom are also lead entity coordinators. All lead entity coordinators, citizen committees and technical advisory groups in Puget Sound are encouraged to participate in the deliberations to reach regional consensus. In many cases, the lead entity is represented directly on the Recovery Council. Where this is currently not the situation, the Recovery Council representative and their staff will work directly with the lead entity to ensure their involvement in the process. Inclusion of lead entities in the regional recovery process is one of the key objectives of the Recovery Council and they will ensure that any issues raised by lead entities are successfully addressed.

**Questions for all regional organizations and lead entities within them**

1. Internal funding allocations:

- a) ***What process will you use to develop your allocations across watersheds? What criteria will you use? If you have developed your proposed internal allocations by the due date of May 17th, what are they?*** The process in Puget Sound to determine allocations is described above in the first set of questions. Two levels of criteria were developed for the process--the first set was used by the Watershed Groups/Lead Entities in developing their three-year work plans and the second set of criteria will be used by the Recovery Council to set the preferred investment priorities in July.

**Technical Criteria Used to Develop Local Three-year Work Plans:**

- > Address key limiting factors
- > Likely produce early improvements in one or more Viable Salmon Population (VSP)
- > Habitat protection focused on critical near-term actions
- > Sequenced per TRT guidance document
- > Sequenced to re-establish natural production if needed
- > Consistent with May 2005 TRT recommendations and December 2005 NOAA Supplement

**Policy Criteria Used to Develop Local Three-year Work Programs:**

- > Benefit Chinook and other salmon species
- > Part of larger efforts (e.g. comprehensive monitoring)
- > Builds capacity to implement 10-year program
- > Reflects the most efficient and effective option
- > Broadens and deepens community engagement

**Proposed Regional Objectives and Criteria to Determine Investment Priorities**

- > Ensure the highest risk populations do not disappear
- > Ensure more robust populations continue to provide insurance of ESU resilience (e.g. "strongholds")
- > Early VSP improvements for indigenous, natural-origin populations
- > Improve the level and certainty of protection for habitat.
- > Protect the 22 existing Chinook populations by beginning to address the most immediate and potentially greatest threats.
- > Preserve options for increasing ESU diversity.
- > Restore ecosystem processes for Chinook and other species by a) preserving options for habitat restoration, and b) addressing the most immediate and potentially greatest threats in:
  1. Estuaries
  2. Mainstem
  3. Upper watershed
  4. Freshwater tributaries and nearshore
  5. Water quality and quantity
- > Advance the integrated management of harvest, hatchery and habitat.
- > Continue to expand and deepen individual and community support for key priorities.

- > Develop and implement adaptive management and monitoring program.
  - > Build capacity in each watershed to implement the full breadth of prioritized programs and projects needed to get on a recovery trajectory in the first three years.
  - > Support multi-species.
- a. ***How will LE's, where present, be involved in these allocation discussions and decisions?*** Lead entities will be an integral part of the process by participating in the watershed efforts to identify key actions to implement the recovery plan; they are also represented on the Recovery Council through their watershed representative. As indicated in the table above, lead entities will use the three-year work plan to develop their project lists and prioritize the list through their technical advisory group and citizens' advisory committees. Project sponsors will be involved as determined by each local lead entity process.
- b. ***How will the Puget Sound region address issues of "equitable distribution of funds" as provided in the Salmon Recovery statute?*** Please refer to the answer above in the first set of questions.
- c. ***How will the continued viability of lead entities, where present, be addressed as a list of projects is developed for the region?*** The continued viability of lead entities is essential to the success of salmon recovery in Puget Sound. The Recovery Council has affirmed this finding and is committed to support lead entities. One of the key issues for lead entity viability is having clearly defined roles and responsibilities in a regional recovery context and adequate funding to carry out their functions.

Over the last year, the Shared Strategy participants, inclusive of local groups, worked to develop consensus on the role of watershed implementers and lead entities needed to carry out the recovery plan. As part of three-year work plan development, watershed implementers and lead entities were asked to identify their funding needs to ensure they can meet the expectations for their role. A critical component for success of the overall recovery efforts in Puget Sound is adequate funding to lead entities to carry out their expanding responsibilities. Their success at the local level and participation in the regional processes is dependent on funding. The Recovery Council will make recommendations to the State and other funders in support of the needed funding.

- d. ***How do you recommend partially funded projects be handled?*** This issue will be addressed through the annual funding recommendations needed to implement the three-year work plans. Three-year work plans are designed to organize projects in segments and roll over project components to subsequent years as needed.

2. **Local Technical review process: The SRFB envisions regional technical project review processes that address, at a minimum, the fit of LE project lists to regional recovery plans. How will regional technical review envisioned by the SRFB be conducted, and how will it relate to technical review work of lead entities? What review team will be used, when and why? What documents will be available from the review process, and when? If any lead entities intend to take advantage of the SRFB Review Panel how will this be accomplished?**

In Puget Sound we are fortunate to have the TRT which has worked closely with the watersheds over the last four years to help guide the planning process and then evaluate local recovery chapters and regional plan elements.

They will review the three-year work plans in May 2006 based on the same criteria (see above) used to develop them. The TRT role will be to provide an independent technical review of the merits of each watershed area's work plan and its actions to ensure consistency with the recovery plan and specific recommendations identified by their previous review in May 2005. The TRT will not review individual projects for their technical approach and design. This specific project review should be provided by the SRFB process prior to final project funding decisions.

There will be several key documents created in the process between now and the fall of 2006: watershed three-year work plans, TRT and Recovery Council policy staff comments on individual work plans, description and evaluation of investment scenarios, the Recovery Council's preferred priorities and finally lead entity project lists consistent with the evaluation process.

Work plans will be updated on an annual basis. The investment strategy will be refined and revised annually as funding sources and levels clarify.

3. **Evaluation process and project lists.**
- a. **What will be done to ensure project lists are consistent with the regional recovery plan and with local priorities? The issues to address include: How will projects be evaluated and ranked within and across the watersheds? What evaluation criteria will be used? What are the steps and documentation that will clarify agreement between lead entities and the regional process? See answers above in question #1.**
  - b. **How is the allocation of funds to non-listed species addressed?** The Recovery Council supports funding for non-listed species and will develop a detailed approach through the regional investment scenario discussions.
  - c. **How do you propose that regional recommendations on project lists be presented to the SRFB?** This issue has not been addressed yet. It will be important to brief the SRFB throughout the stages of the process in Puget

Sound to ensure they are getting the information they need to understand and support the process.

### **Region Specific Questions**

- 1. *Puget Sound Shared Strategy and Lead Entities: How will the technical and allocation processes be integrated with the Hood Canal Coordinating Council?***

The Recovery Council recommended having a leadership to leadership meeting with the Hood Canal Coordinating Council to address this question. This suggestion has been made to the HCCC.

- 2. *Hood Canal Coordinating Council--for the above questions, explain how regional and lead entity allocation and technical review processes will be the same or different for summer chum (Hood Canal only) and the Chinook (jointly with Puget Sound Shared Strategy). How will the Chinook process be integrated with the Puget Sound approach in the rest of Puget Sound (which is facilitated by the Puget Sound Watershed Council)?*** These questions are being answered by the HCCC.



May 17, 2006

To: Neil Aaland, Assistant Director Interagency Committee for Outdoor Recreation

From: Snake River Salmon Recovery Board / Snake River Lead Entity

Subject: Response to four SRFB questions

The Salmon Recovery Funding Board's initial decision to allocate funding on a regional basis is strongly supported by the Snake River Salmon Recovery Board (Board) / Lead Entity. The region benefits from the organizational structure put in place in 2005 that merged the lead entity with the regional recovery board. This model is effective, efficient and serves the needs of salmon and the communities in a coordinated manner. Following are our responses to the four questions posed by the SRFB at its April meeting in LaConnor.

*1. How can the SRFB ensure the best investments in salmon recovery are being made?*

The best investments in salmon recovery are those that are informed by science and supported by the communities at the geographic scale needed for recovery. The investments must be coordinated at the regional scale (ESU) consistent with the recovery criteria endorsed by NMFS. Monitoring of these investments must occur at the scale needed to affect change to large enough components (MSA, Population, Major Population Grouping) of an ESU. Monitoring both the fish response to recovery investments and the community support for those investments must occur.

*2. How can the SRFB ensure equity in salmon recovery efforts?*

Every watershed within the Snake River Region has priority areas and actions consistent with the regional analysis of VSP. The Board includes representation from all geographic areas of the Snake River Region and the consensus decision making process of the Board will ensure that all members are supportive of the final recommendations

*3. How can the SRFB assess the performance of regions and lead entities?*

Performance is best assessed by establishing clear, quantitative, measurable indicators and then tracking those indicators relative to the goals. The "administrative/political" indicators of success for the Snake River Region Board include commitments from state and local elected official, commitments and support from state, Tribal and federal agencies, regional priorities that span multiple lead entity/watershed areas, and a completed federally adopted draft and ultimately final recovery plan. The biological indicators used to assess performance by a region

include spatial structure, abundance, productivity and diversity of a population (VSP criteria). When the political and biological goals at the scale necessary for recovery are met then the SRFB can be confident that the region is performing well. The performance of the Snake River Lead Entity is best assessed by (1) project sponsor diversity, (2) committee diversity and inclusion, (3) public involvement/applicant solicitation, and (4) delivering to the Board a list of proposed projects consistent with the priorities in the regional recovery plan and supported by local communities.

4. *How can the SRFB assess inclusion of the lead entities in the salmon recovery efforts?*

This assessment is reflected in our response to question number 3. The assessment should include an evaluation of the lead entity delivering project proposals consistent with the priorities established in a regional recovery plan, the diversity of membership on the lead entity committees, public involvement and sponsor outreach, and the diversity of project sponsors. Similarly, the regional board needs to include the lead entity in its decision making process and recommendations. The Lead Entity is critical for effective implementation of the Snake River Salmon Recovery Plan because the Board is not in a position to work with project sponsors and conduct public outreach at the watershed / subbasin level.

The SRFB also had questions for regional organizations and the lead entities within them regarding internal funding allocations:

a. *What process will you use to develop your allocations across watersheds? What criteria will you use? If you have developed your proposed internal allocations by the due date of May 17th, what are they?*

The project funding allocation process is based on VSP criteria and the intrinsic potential analysis. We developed habitat-based objectives that were supported through subbasin planning, watershed planning and recovery planning. Scenario generating exercises resulted in very clear priority limiting factors and very clear areas to focus on addressing. The scenarios were not based on watershed, political or other boundaries but rather on the population boundaries established by NMFS and supported by the Board. Our allocations will be made consistent with those projects that result in actions focused the most significant limiting factor(s) in the highest priority reach. The regional priorities are for early CSP improvements for indigenous, naturally produced populations. We have not developed our internal allocations because we have not had a call for projects and at this time, do not know what projects will be proposed for funding this cycle. Based on our 5-year work program we can generally say that allocations will be made for imminent threats, restoration and protection actions in MSA's and protection actions in mSA's.

b. *How will lead entities, where present be involved in these allocation discussions and decisions.*

Fortunately, the Snake River Salmon Recovery Board and the Snake River Lead Entity are integrated into one organization. While the Lead Entity has a citizen-technical committee and co-leads, the committee and co-leads assisted with development and operate under the priorities established in the regional recovery plan. The Lead Entity committee will evaluate project proposals and recommend to the Board allocations for those projects. The Board will evaluate those recommendations with respect to the priorities established by the Lead Entity committee and Board in the regional recovery plan and make final funding recommendations to the SRFB.

- c. *How will the issues of "equitable distribution of funds" as provided in the Salmon Recovery Statute be addressed?*

We believe this to be a policy decision at the statewide level consistent with the state's strategy to recover salmon. The state's model calls for the development of regional organizations to develop recovery plans. We believe that the SRFB has a requirement under the statute to distribute funds equitably consistent with the state's recovery model; the SRFB and the statute both call for regional priorities to be established. Our interpretation is that so long as the SRFB distributes funds equitably across the state at the regional level that within-region allocations should be based on ESU/Regional priorities based on VSP and/or other biological indicators. In summary, we believe that the draft SRFB regional allocation criteria is equitable at the regional scale and that within region allocation should be heavily influenced by biological need best assessed by the regional boards and lead entities/watershed groups operating within the region.

- d. *How will the continued viability of lead entities, where present, be addressed as a list of projects is developed for the region?*

The only successful way to develop and forward a list of projects to the regional board is for the lead entity to continue to work with sponsors, conduct sponsor outreach and work with community-based efforts for salmon recovery. The Board is not in a position to complete these tasks so the viability of the lead entity is paramount to the success of the Board and regional recovery efforts.

- e. *How do you recommend partially funded projects be handled?*

This is on a case-by-case basis and should be negotiated between lead entities within a region or by a region and the SRFB but in general, high priority projects that can not be fully-funded should be partially funded in phases if possible. An alternative would be for a region to request that their annual allocation be less in one year and that the reduction be applied to the following year to wholly fund a project in year two. This negotiation would need to occur between the lead entity and SRFB in consultation with the regional organization. There are likely other scenarios/recommendations that will surface.

## 2. *Local technical review process*

- a. *How will regional technical review envisioned by the SRFB be conducted, and how will it relate to technical review work of lead entities? The issues to address include: How will the technical review process for projects be documented and a process for review and comment be provided; How will the priorities established by lead entities and the rankings of the citizen committees be considered; What dispute resolution process will you have in place to resolve disagreements?*

The technical review process will occur at two levels (1) design and (2) benefit. The design review will be conducted by state-wide experts in various disciplines to help the project sponsors design their projects and then to help the technical committee evaluate the final design. The benefit review will be conducted either by the TRT and/or another independent technical team envisioned by the SRFB familiar with the priorities and consistency of the proposed project(s) with those priorities. The process for review and comments will be a three-step process (1) TRT

review of priority actions and areas in recovery plan, (2) sponsors meet with design experts for their comments and recommendations prior to submitting their application, (3) design team and independent benefit evaluation team review the recommendations from the lead entity committee and provide comment to regional board prior to Board finalizing its recommendations to the SRFB. The regional technical team will conduct project scoring after all project proposals are submitted based on criteria that reflect the priorities in the regional recovery plan. These criteria will be documented and the recommendations/comments by the design team, the benefit evaluation team and the regional technical team will be summarized in the recommendations developed by the Board for funding consideration by the SRFB.

The rankings of the citizen committee will be consistent with the priorities established by the lead entity because those priorities were established by the regional technical team with consensus by the citizen committee. The collaborative, inclusive development of the lead entity priorities has resulted and will continue to be reflected in the priorities supported by the citizen committee. Operating a joint citizen-technical committee has proven hugely successful at developing mutually supported priorities and will continue to be reflected in the project recommendations from the Board.

Our dispute resolution process has been in place since creation of the lead entity back in 1999. The process is to develop priorities in collaboration between the citizens and technical team and prioritize projects consistent with those priorities.

*b. What review team(s) will be used, when, and why?*

The design team will be used to work with sponsors in developing their projects prior to submittal to the lead entity. The project benefit evaluation team will be used to evaluate the benefit of each project with respect to VSP after the projects are submitted to the lead entity but before the regional technical team scores the projects. The regional technical team will score the projects based on project benefit and design recommendations from the two proceeding teams. The Board will review the comments and scores from the three science teams and rank the projects based on technical benefit/design, community support and consistency with the priorities established by the lead entity and regional recovery plan.

*c. What documents will be available from the review process and when?*

The documents include the scoring criteria used by the regional technical team and project scores developed by the regional technical team, project design comments from the design team and project benefit comments from the project benefit evaluation team. These comments will be presented to the Board for its ranking consideration. These documents will be included in the recommendations that the Board will submit to the SRFB when the application deadline is established by the SRFB.

*d. If any lead entities intend to take advantage of the SRFB Review Panel how will this be accomplished?*

It is our understanding that the Review Panel is synonymous with our titles "project design team" and "project benefit team", except that the project benefit team may include the TRT. As described above the lead entity intends to use the panel/teams for early involvement in project development and as an evaluation of project benefit once the applications are finalized. The

Review Panel (design team) will be invited to the region this summer to work with those sponsors who request assistance. The Review Panel (benefit evaluation team) will be invited to review and comment on the benefit of each project this fall prior to the regional technical team scoring the projects. This will best be accomplished by the Review Panel traveling to the region to meet with sponsors two times (one in the summer during design and once again in the fall to evaluate projects benefits).

3. *Evaluation process and project lists: What will be done to ensure project lists are consistent with the regional recovery plan and with local priorities? Include:*

a. *How will projects be evaluated and ranked within and across the watersheds?*

Evaluation and ranking will be based on VSP criteria independent of watershed boundaries focusing on naturally occurring endemic populations, the number of those populations benefiting from the project(s) and community support.

b. *What evaluation criteria will be used?*

Contributions towards VSP, number of populations benefiting, geographic size of project, and longevity of project, as well as community support

c. *What are the steps and documentation that will clarify agreement between lead entities and the regional processes?*

The lead entity and regional process are integrated in the Snake River Region and the step to document agreement will be a recommended project list supported by the lead entity and regional recovery board.

d. *How will the priorities established by the lead entities and the rankings of the citizen committees be considered?*

The priorities established by the lead entity were developed in collaboration between the regional board, lead entity, and regional technical team and those priorities were agreed to by consensus.

e. *How is the allocation of funds to non-listed species addressed?*

The Lead Entity priorities and the Regional Recovery Plan addressed only listed species and allocation of funds to non-listed species is not considered a priority at this time.

f. *How do you propose that regional recommendations on project lists be presented to the SRFB?*

The Board and Lead Entity are integrated and will present a consensus-based, prioritized project list recommendation to the SRFB. The SRFB will be briefed by the Board and Lead Entity throughout the stages of the process this summer and fall.

**SFRB Homework Assignment  
May 17, 2006**

**Upper Columbia Lead Entities:**

**Chelan County,  
Okanogan County/Colville Tribes,  
Foster Creek (Douglas County)**

- 1. How can the SRFB ensure the best investments in salmon recovery are being made?** As the Upper Columbia Salmon Recovery Board moves forward on implementation of the Upper Columbia Salmon Recovery Plan with NOAA Fisheries, the SRFB can be assured that the most complete recovery strategy available is being implemented in our region. With that strategy, the UCSRP Implementation Schedule will outline the pathway for project focus and development that maximizes the investments by the SRFB. Significant outreach has occurred during the development of the Upper Columbia subbasin and recovery plans. This coordination will ensure that projects are based on best available science and are locally supported.
- 2. How can the SRFB ensure equity in salmon recovery efforts?** With the continued involvement of the Upper Columbia Lead Entities and their citizen committees, equity in recovery efforts will be addressed through public process. The UCSRB recognizes that salmon recovery efforts must be balanced between technical recommendations and local community priorities. Additionally, the Upper Columbia Salmon Recovery Board is comprised of members that represent local constituents who have social, economic, and cultural interests in salmon recovery efforts.
- 3. How can the SRFB assess the performance of regions and lead entities?** By monitoring the success of the UCSRP Implementation Schedule. The projects funded by the SRFB (and facilitated by the LE process) will be monitored toward their contributions to salmon recovery in the Upper Columbia. This will be reflected in yearly progress updates as well as major check-in dates at five year intervals as outlined in the Plan.
- 4. How can the SRFB assess the inclusion of lead entities in the salmon recovery efforts?** Communications between the Upper Columbia Salmon Recovery Board and the SRFB will report on the continued involvement and inclusion of the UC Lead Entities in regional salmon recovery efforts. Priority projects, addressing the Upper Columbia ESU recovery, will be assessed along with other salmon recovery projects (e.g. Bonneville Power Administration, Pacific Coastal Salmon Recovery Funds, small community grants, etc.) The Upper Columbia Salmon Recovery Board will provide yearly reports on the suite of actions, funding, and progress toward salmon recovery in the Upper Columbia ESU.

**1. You internal funding allocations:**

**a. What process will you use to develop your allocations across watersheds?**

**i. What criteria will you use?** For the interim, the Upper Columbia region will use the historic project funding distribution as a guide for the seventh round project allocation. It is planned to refine this allocation process in subsequent years by utilizing the Upper Columbia Salmon Recover Plan (UCSRP) Implementation Schedule (IS) as a guide. Funding (including cost sharing opportunities) will be identified in the IS to ensure that the projects necessary for recovery are being implemented.

**ii. If you have developed your proposed internal allocations by the due date of May 17, what are they?** This will be determined through consensus at an upcoming Upper Columbia Salmon Recovery Board Meeting.

**b. How will LEs, where present, be involved in these allocation discussions and decisions?** The Upper Columbia Lead Entities reached consensus on the above mentioned allocation strategy. All Lead Entities were involved in the creation of the UCSRP and the IS. This ensures involvement by the LEs.

**c. How will the issues of "equitable distribution of funds" as provided in the Salmon Recovery statute be addressed?** With the allocation strategy, both interim and future, all Upper Columbia Lead Entities and their associated citizens committees are involved. This citizen stakeholder involvement will continue to ensure equitable distribution of funds.

**d. How will the continued viability of Lead Entities, where present, be addressed as a list of projects is being developed for the region?** The Upper Columbia Lead Entities have clearly demonstrated their ability to work together in project development, evaluation, and implementation. Additionally, their involvement in the creation of the UCSRP shows their intent to remain viable and adapt to future needs in the region.

**e. How do you recommend partially funded projects be handled?** The Upper Columbia Board is currently discussing the specifics of this issue. At this time, a proposed project would be funded if it is identified on our Implementation Schedule as a multi-phase or multi-year project. Other projects would need to clearly demonstrate either their certainty of success in obtaining additional funding, or effectiveness if only partially completed. Partially funded projects would be clearly highlighted for cost-sharing opportunities to ensure that critical components of the project are funded. By combining multiple funding opportunities, the LEs are confident that the core recovery projects will be implemented.

**2. Local technical review process:** The SRFB envisions regional technical project review processes that address, at a minimum, a fit of LE project lists to regional recovery plans.

**f. How will regional technical review envisioned by the SRFB be conducted, and how will it relate to technical review work of lead entities? The issues to address include:**



- ii. **What evaluation criteria will be used?** Currently, each Lead Entity uses similar evaluation forms for their citizen committees. The UC Lead Entities are currently developing a common evaluation form for use in this round of funding. The criteria on the forms will be consistent with the UCSRP.
- iii. **What are the steps and documentation that will clarify agreement between lead entities and the regional process?** As the UCSRP is implemented and the UC Implementation Task Force is formed for the region, agreements will be negotiated between the Lead Entities to define their roles in the regional process.
- iv. **How will the priorities established by lead entities and the rankings of citizen committees be considered?** See answer to 2(a)(ii) above.
- v. **What dispute resolution process will you have in place to resolve disagreements?** See answer to 2(a)(iii) above.
- k. **How is the allocation of funds to non-listed species addressed?** The UC Lead Entities do not propose to make specific funding allocations for non-listed species. Projects with benefits linked only to non-listed species will be encouraged to seek alternative funding sources.
- l. **How do you propose that regional recommendations on project lists be presented to the SRFB?** The Upper Columbia regional recommendations will be reflected in the project rankings of the Upper Columbia Project List.

To: Neil Aaland

From: David McClure  
Klickitat LE Coordinator

Date: May 18, 2006

RE: Homework for Regional Organizations and Lead Entities

## II. Questions for Specific Regions and Lead Entities within them

WRIA 31 (Rock/Glade) does not have a lead entity. Since 2002, to spite numerous attempts, the Klickitat Lead Entity/Klickitat County has been unsuccessful in obtaining the Tribal concurrence needed to expand the area of the lead entity to include Rock Creek and other areas of WRIA 31. The current working drafts of NMFS's recovery plans for the Cascades Eastern Slope Major Population Group of the Mid-Columbia River steelhead DSP identify Rock Creek as a major spawning area. Klickitat County is the lead agency for watershed planning in WRIA 31; it would be helpful to have SRFB funding available for implementation of habitat projects within Rock Creek basin. The Klickitat LE will continue to seek Tribal concurrence for expanding its program to include Rock Creek and other streams in WRIA 31 that have been designated as critical habitat for Mid-Columbia River steelhead.

## II. Regions without Regional Organizations

NMFS is developing recovery plans for the White Salmon and Klickitat rivers and Rock Creek. While other areas of the state have taken years to develop recovery plans, the plans for these watersheds are being drafted in a matter of a few months. It is our understanding that tribal interests starting submitting materials to NMFS at around the end of March. At considerable expense (final cost unknown), Klickitat County engaged the recovery planning effort in late April. To our knowledge no state agency has provided input to date. There is no forum for stakeholders to set recovery policies. NMFS will attach the components of the recovery plan for the White Salmon River that address the salmon ESUs to the Lower Columbia recovery plan. The steelhead elements of the White Salmon River and the Klickitat River and Rock Creek plans will be rolled up with other plans to comprise a single plan for the Middle-Columbia River steelhead DSP.

The attitude and energy that is being demonstrated by NMFS staff is to be commended. The way in which the Klickitat LE citizens committee wants the lead entity strategy and lead entity process to be considered in the recovery plans has been communicated to NMFS and I am confident that this input will be followed. However, it is unclear at this time what the other aspects of the final recovery plans will contain or if/how Klickitat LE efforts might coordinate with the recovery plans in the future. We are encouraged by NMFS efforts at this early stage of the County's involvement, but have great concern given the schedule for drafting the plans and other factors.

With respect to the Klickitat LE coordinating with the Lower Columbia Region during the current SRFB funding round, we do not anticipate receiving proposals for projects located the area in which there is overlap with the Lower Columbia salmon ESUs. There have been no proposals from this area for the last few years, and the citizens committee has deferred action in the White Salmon River basin until the uncertainties associated with fish passage at Condit Dam are resolved. However, if a potentially viable project is proposed in that area, the Klickitat LE will contact the Lower Columbia Fish Recovery Board to negotiate a mutually agreeable solution.

I met with Yakima Basin Fish & Wildlife Recovery Board (YBFWRB) representatives and had a positive and productive discussion regarding project lists and DSP-scale considerations. The details have not been finalized regarding a proposal for how the Mid Columbia Region's funding allocation will be apportioned within the region. However, the Klickitat LE citizens committee and the YBFWRB will each develop its own project list and submit it to SRFB.

The Klickitat LE intends to follow the same project list development process as last funding round. The Klickitat LE will rely on its strategic plan/adaptive management strategy for purposes of developing its project list, except that the Klickitat LE's citizens committee is interested in considering the merits of projects proposed in the YBFWRB area in order to help determine if there are marginal projects on the Klickitat LE's list that should not be forwarded to SRFB so that funds can be used elsewhere and achieve greater benefit to fish. Preliminary project proposals will be reviewed by the Klickitat Technical Committee and project sponsors at the Committee's July 13<sup>th</sup> meeting and final technical review will occur at the Committee's August 10<sup>th</sup> meeting, which we hope SRFB Review Panel representatives will attend. The citizens committee will prioritize projects at a special meeting on September 14<sup>th</sup>. This schedule anticipates a September 30<sup>th</sup> deadline for submitting project lists to SRFB.

We anticipate that the SRFB Review Panel will evaluate project proposals to identify projects of concern. We also anticipate that the Klickitat LE strategy will be reviewed in accordance with the same or similar criteria as were used last year and that the fit of our project list to the strategy and other criteria may be utilized by SRFB in making funding decisions.

**DATE: March 27, 2006**

**To: The Salmon Recovery Funding Board**

**Thru: Neil Aaland, Assistant Director, IAC**

**From: The Yakima Basin Fish and Wildlife Recovery Board**

**Subject: "Homework" for Regional Organizations and Lead Entities**

The Yakima Basin Fish and Wildlife Recovery Board (YBFWRB) considers this cycle to be a transition period during which we will be transitioning into a more regional process. We do not have the ability to fully answer all of your questions at this time but we expect that SRFB funds will be used wisely to fund projects that are beneficial to both listed and non-listed salmonids within our region. We have met with the Klickitat LE Coordinator and have discussed issues surrounding many of your questions and have answered them based on our interpretation of our meeting discussion. We will continue to discuss these and other issues with the Klickitat LE as we mature as a regional entity. Below please find our answers to questions outlined in Neil Aaland's memo to Regional Organizations and Lead Entities dated April 20, 2006.

**I. Questions for all regional organizations and lead entities within them:**

**1. Your internal funding allocations:**

1a. Fund allocation in the Mid Columbia Region will use a set of criteria that both the YBFWRB and the Klickitat LE agree upon. Criteria that may be used to determine allocation across our watersheds include: historic funding, river miles, and ESA species that can benefit from restoration and protection projects in the region. Specific technical and community issues and criteria, as identified in our Salmon Recovery and Strategic Plans, will not be used to determine allocation between the YFWRB and the Klickitat LE but to develop priority list for each LE area. We have not completed our discussion on allocation between watersheds as of May 17.

1b. The YBFWRB has met with the Klickitat LE to discuss allocation methods and criteria and will continue to meet and discuss allocation for this and future SRFB funding cycles. Initial discussions were positive and we expect allocation percentages for this cycle to be determined soon.

1c. The YBFWRB doesn't have statutory authority to decide what is an "equitable distribution of funds" at the state level as provided in the Salmon Recovery statute (RCW 77.85.130). However, we believe that equitable distribution can be achieved within our region using the above stated criteria and with possible future adjustments to allocation percentages needed to maximizing production potential.

1d. The YFWRB and the Klickitat LE will continue to use their existing project review processes. The YFWRB has discussed and proposed to submit a combined list developed

from the YBFWRB and the Klickitat LE priority lists. This list would utilize the defined allocation for both the region and the watersheds. The regional list would not request funding greater than the regional allocation unless the region desires to request SRFB discretionary funds. However, the Klickitat LE desires to submit separate list to the SRFB at this time. We will continue to discuss this topic.

1e. The SRFB should consider fully funding partially funded projects with their discretionary funds. If they cannot be fully funded with discretionary funds than the project proponent should be asked if partial funding would be acceptable and effective for their project. If not, the funds should be added to the SRFB's discretionary fund.

## **2. Local technical review process:**

2a. Both the YBFWRB and the Klickitat LE will use their review processes as defined in their respective strategic plans (which includes documentation of the review processes). Project scoring and ranking conducted by the YBFWRB and the Klickitat LE committees will determine which projects will be placed on the LEs' list. The strategic plans for both areas have connections to recovery planning efforts. Our strategic plans have been (Yakima) or are being used (Klickitat) for development of recovery planning. The YFWRB strategic plan has been rewritten to include the actions identified in the Salmon Recovery Plan as priority actions. The YBFWRB would welcome members of the state review panel to observe our project review process and provide recommendations for improvement and to ensure that our process will generate a project list that fit our Salmon Recovery Plan for future cycles. The YBFWRB has not developed a dispute resolution process to resolve disagreements yet.

2b. The YBFWRB and the Klickitat LE will use their own review teams as defined in our strategic plans to review and rank projects. These review teams will be used during the project review process between July 1 and September 30 (estimated based on last years funding cycle). The YBFWRB will utilize its technical advisory group to evaluate the projects on a technical basis and the citizen committee will consider community concerns. We hope that the state review panel will provide early review and comment to project proponents as in past cycles. We also believe that the state review panel can play a role as an "auditor" by providing feedback to our region and the SRFB on how effective we are at implementing projects that will benefit listed salmonid and that are identified in the our Salmon Recovery Plan.

2c. The YBFWRB will provide project scores (technical) and ranking (community values) along with committee reviewing, scoring, and ranking notes. These products will be available upon local review process completion.

2d. The YBFWRB welcomes state panel review early in the process to help improve projects and to identify and address potential projects of concern. We hope that the state panel can provide early review as they did last year. The YBFWRB will be happy to

facilitate this early review if it is available. We would also encourage the state panel to collaborate with us to improve and better our process to meet the needs of the SRFB.

### **3. Evaluation Process:**

3a. The YBFWRB will continue to rely on its strategic plan that states that only high priority actions (as identified in the Salmon Recovery Plan & Subbasin Plan) in high priority areas will be funded. Our board believes that this direct tie with the Salmon Recovery Plan will ensure beneficial expenditures for ESA salmon recovery efforts. Our technical review process is also described in our strategic plan, which includes a scoring model that considers environmental, physical, and salmonid life history parameters. A key factor that drives scoring in this model is priority species, which is tied to ESA listings. Parameters or criteria use for our technical review include: priority actions and areas: species and life history benefits and/or protection; and key limiting factors (flow, water quality, in-channel habitat, habitat access, diversion screening, floodplain function, and riparian function). Criteria used for our community values evaluation include: cultural, social, economic benefits; efficient and effective resource use; and community and partnership support. In addition to the scoring model outputs the technical advisory group documents comments, considerations, and issues concerning model and non-model parameters and provides this information to our Citizens Committee, Board, and SRFB staff.

3b. Project evaluations considers species that are both listed and non-listed. Our scoring model places a higher value on listed species. However, projects that benefit non-listed species can and have scored and ranked high enough to be funded.

3c. The YBFWRB would like to submit a combined list from our region that would be based on local project review, ranking, and an agreed upon allocation of funds between the YFWRB and the Klickitat LE. However, the Klickitat LE does not feel comfortable with submitting a combined list at this time so we are planning on submitting separate list. The YFWRB also proposes that presentations to the SRFB concerning our project lists be a joint venture whenever possible.

## **II. B. Questions for the Yakima Basin Fish & Wildlife Recovery Region**

1. WRIA 31 is important for steelhead recovery in our opinion. The YBFWRB believes that the Klickitat LE should work for the inclusion of this area into its geographic area and that projects from this watershed should be evaluated in their review process if all interested parties, including the Yakama Nation and Benton County, agree.
2. A regional recovery plan is being written, without the participation of the Klickitat LE, for the Klickitat lead entity area and planning efforts are utilizing

the Klickitat LE strategic plan to help develop the recovery plan (this is the YBFWRB understanding). During this transitional period, the YBFWRB hopes that the tie between the Klickitat LE's strategic plan and the developing recovery plan will be strong and will guide the Klickitat LE's efforts to develop a project list that benefits recovery efforts using their SRF Board funding allocation. The YBFWRB will continue to rely on its strategic plan that states that only high priority actions (as identified in the Salmon Recovery Plan & Subbasin Plan) in high priority areas will be funded. Our board believes that this direct tie will ensure beneficial expenditures for ESA salmon recovery efforts. Future discussions with the Klickitat LE, NOAA, and the SRFB's State Review Panel along with future actions by our Board will better define the relationship between our project review processes and how it addresses Salmon Recovery Plan needs.

We hope that these answers provide the information that you need to understand where our region is in its development. As stated, we consider this to be a transactional period for the YBFWRB and the region. Therefore, we expect that additional details on how we function as a region will be determined over the next several months. If you have any questions please contact Richard Visser at (509) 457-9308.

**To:** Salmon Recovery Funding Board  
**From:** Lead Entities of Grays Harbor County, Quinault Indian Nation and Pacific Conservation District  
**Date:** 5/19/2006  
**Re:** Coastal Homework Assignment

At the request of the SRFB, the Coastal Lead Entities of Grays Harbor County (Chehalis), Pacific Conservation District (Willapa), and the Quinault Indian Nation(Quinault) submit the following in response to our homework assignment.

**Assumptions and Capacity Needs.**

1. Approximately eight percent of the transitional allocation amount will be reserved as a target funding level for the coast.
2. WRIA 20 cannot become an organization separate from NOPLE.
3. NOPLE will have to negotiate on behalf of WRIA 20, if WRIA 20 is to be considered part of the Coast. Although based on conversations during a May 17<sup>th</sup> meeting, WDFW and/or IAC may provide some relief to help NOPLE with this assumption.
4. In the short-term, the Coast will require assistance, in the form of facilitation from IAC to arrive at an agreed process for allocation of funds at the intra-region level.
5. For both the short and long term, the coastal lead entities need access to the services of the SRFB Technical Review panel for both strategy and project review.

**Discussion.**

The SRFB directed that each region, including the Coast, develop a method to allocate their regional share. It was determined that, in this so-called transition year, the Coast would receive eight percent of the statewide total. That amounts to approximately \$1.152M. One question of the Coastal Lead Entities is how that amount gets further divided intra-regionally.

Below are three basic scenarios. The first scenario describes equal distribution across the five-WRIA region with Chehalis receiving credit for two WRIsAs. The second scenario applies the ITF criteria develop earlier in the year, but not the approach recommended by the ITF in their final decision. The third scenario follows more closely the final recommendation of the ITF by allocating funding based on historical levels with some "transitional adjustment" to reward WRIA 20.

<b>Scenario One- Equally by WRIA</b>				
	<b>Quinault</b>	<b>Chehalis</b>	<b>Willapa</b>	<b>WRIA 20</b>
Five WRIA's	\$230.4K	\$460.8K	\$230.4K	\$230.4K

**Scenario Two- Apply the ITF criteria.** Apply a weighting to the criteria suggested by the ITF earlier this year. The criteria included:

1. Number of WRIAs
2. Salmonid Miles (fish bearing and coastal/estuarine)
3. Number of SaSI stocks with emphasis on depressed stocks
4. Emphasis for Depressed SaSI stocks
5. Historic funding level
6. Number of threatened/endangered stocks

Before we can further assess this scenario, the Coast would need accurate data from either IAC and/or WDFW staff because the ITF data did not pull out WRIA 20 from NOBLE.

<b>Scenario Three- Allocate a target funding level based on historical levels of funding.</b>				
<b>Coastal Lead Entity</b>	<b>Historical Funding Dollars –need to confirm numbers with IAC</b>	<b>Percent of Historical Funding</b>	<b>Based on Historical Funding</b>	<b>Transitional Allocation WRIA based- Historical Funding</b>
<b>WRIA 20</b>	\$1,334,923	8%	\$92,160	\$137,840
<b>Quinault</b>	\$2,643,596	17%	\$195,840	\$180,613.33
<b>Chehalis</b>	\$5,238,488	43%	\$495,360	\$480,133.33
<b>Willapa</b>	\$3,931,778	32%	\$368,640	\$353,413.33
<b>Total</b>	\$13,148,785	100.00%	1,152,000	1,152,000

The above scenarios would mirror the SRFB's past practice in determining a first incremental formula. Each scenario provides the SRFB assurance that funds were equitably distributed throughout the coastal region.

The review Panel will play a two-fold role this year:

1. Technical review of projects, as in previous years for each lead entity if requested. This will insure best investment is made by the SRFB.
2. Review of fit of project lists to strategy in non-recovery regions (i.e., Coast and another located on northeast Washington). This would provide the SRFB assurance of the performance of the lead entities.

At this point, it seems unlikely that three or four different lead entity lists could be measured against each other. It would seem the best approach is for each coastal lead entity to develop their list. This approach would follow similar protocol from past SRFB cycles. The Lead Entities would meet with both the local review team and the SRFB Review Panel to identify projects of concern and arrive at a lead entity ranking. The projects would be rated against the strategy to insure that only the highest priority work is submitted for SRFB consideration.

Using the proposed incremental funding approach, each Lead Entity would submit a list of projects that closing aligns with the target amount of funding per lead entity described in one of the above three scenarios. This approach would force lead entities, including

Chehalis, to be very strategic regarding their request for funding. It would also allow for negotiations between Coastal Lead Entities. For example, if WRIA 21 has \$10K remaining after funding two projects, it would become available for other Coastal Lead Entities on a negotiable basis.

**Recommendation:** The Lead Entity Coordinators of Chehalis, Quinault, and Willapa are comfortable with the above described approach. We believe we can deliver a list of SRFB priorities for the Coast Region.

We do ask the SRFB to consider increased dollars for future administrative grants to reflect the costs of facilitation, additional time commitments for the lead entity coordinators, travel, and advancement and coordination of lead entity strategies.

We believe the above statements answer the SRFB homework assignment by describing a process that ensures:

- the best investment in salmon recovery;
- intra regional equity in salmon recovery efforts;
- assesses the performance of the lead entities and their ability to work without formal regional organization, and
- includes all coastal lead entities in the salmon recovery efforts, despite the obstacle created by a vacancy in the NOPLÉ LE Coordinator's position.

In closing, we look forward to working with IAC, WDFW, and GSRO staff to coordinate efforts related to salmon sustainability along the Coast.



SALMON  
RECOVERY  
FUNDING  
BOARD

# 2006 (7<sup>TH</sup>) ROUND POLICIES AND PROJECT SELECTION GRANTS MANUAL

18

MAY 26 2006 DRAFT

FOR USE IN THE 2006 GRANT CYCLE ONLY

## **Salmon Recovery Funding Board**

*William D. Ruckelshaus, Chair, Seattle*

*Frank "Larry" Cassidy, Jr., Vancouver*

*Joe Ryan, Seattle*

*David Troutt, Dupont*

*Steve Tharinger, Clallam County*

*Mark Clark, Director, Conservation Commission*

*Jay Manning, Director, Dept. of Ecology*  
*Designee: Dick Wallace*

*Jeff Koenings, Director, Dept. of Fish & Wildlife*  
*Designee: Tim Smith*

*Doug Sutherland, Commissioner, Dept. of Natural Resources*  
*Designee: Craig Partridge*

*Doug MacDonald, Secretary, Dept. of Transportation*  
*Designee: Megan White*

## **IAC Director**

*Laura E. Johnson*

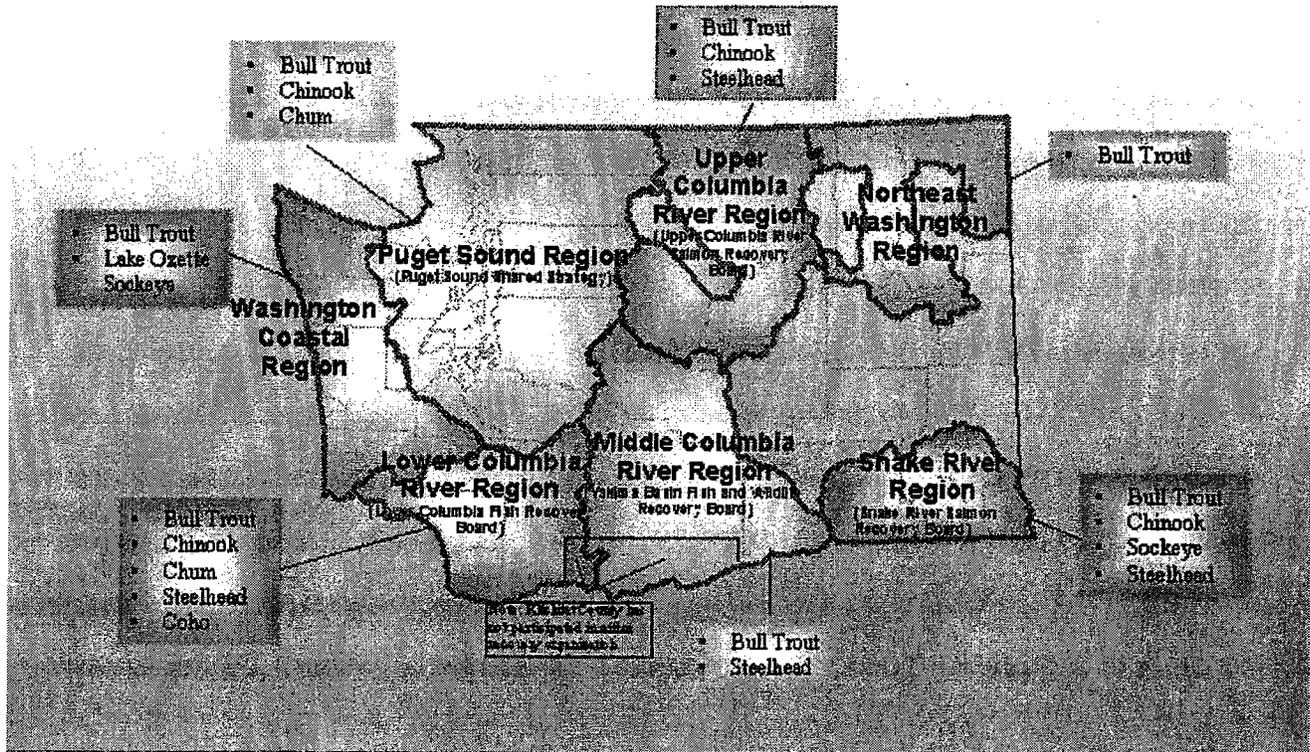
### **Salmon Recovery Funding Board Mission Statement:**

The Board supports salmon recovery by funding habitat protection and restoration projects. It also supports related programs and activities that produce sustainable and measurable benefits for fish and their habitat.

**Salmon Habitat Recovery Grants  
Policies and Project Section Grants Manual  
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# Regions and Regional Organizations



Note: This map will be replaced using the most current version available from the GSRO.

## **REGIONAL ORGANIZATION CONTACTS:**

Upper Columbia River Salmon Recovery Board: ???

Yakima Basin Fish & Wildlife Recovery Board: ???

Lower Columbia Fish Recovery Board: Jeff Breckel

Snake River Salmon Recovery Board: Steve Martin

Puget Sound Shared Strategy: Jim Kramer

Hood Canal Coordinating Council: Jay Watson

## SECTION 1 – INTRODUCTION & GENERAL POLICIES

### INTRODUCTION

The Washington State Legislature established the Salmon Recovery Funding Board (SRFB) in 1999. (See RCW 77.85; originally enacted as HB 2496 (1998) and SB 5595(1999.))

Salmon recovery funds appropriated by legislative and congressional action are administered by the SRFB to provide assistance for a broad range of salmon habitat restoration, protection, and related activities.

The SRFB is composed of five gubernatorial appointees who are voting members, and five non-voting state agency directors. One of the voting members must be a Cabinet-level representative of the Governor. Agency members are the Departments of Ecology, Fish & Wildlife, Natural Resources, Transportation, and the Conservation Commission.

The Office of the Interagency Committee for Outdoor Recreation (IAC) provides administrative support to the SRFB, including grants management activities. The term "IAC" commonly refers to both this Committee and its office and staff, led by a Director. Whenever it is important to distinguish among these parties, this manual uses the words "Board," "SRFB," "staff," "Committee," "Director," or "Office", as appropriate.

This Grants Manual provides information about the SRFB and its salmon grant policies to state and local agencies, the public, tribes, and other interested constituents.

### PROGRAM GOALS

The Mission of the Salmon Recovery Funding Board is:

*The Board supports salmon recovery by funding habitat protection and restoration projects. It also supports related programs and activities that produce sustainable and measurable benefits for fish and their habitat.*

The Board's primary goal, by investing in salmon recovery efforts through its grants, is to aid the recovery of salmonids, that is, salmon, trout, and steelhead. Proposals must be developed using science-based information and local citizen review. Proposals must demonstrate through an evaluation and a monitoring process the capacity to be implemented and sustained effectively for the benefit of fish.

The SRFB is interested in funding riparian, freshwater, estuarine, nearshore, saltwater, and upland projects that protect existing high quality habitats for salmon and restore degraded habitat to increase overall habitat health and biological productivity. The projects may include the actual habitat used by the salmon and also land and water areas that support salmon habitat functions or processes.

The complete text of the SRFB's statement of its mission, scope, and funding strategy is available on the website or by contacting the IAC.

#### **WHAT'S DIFFERENT IN THE 2006 ROUND?**

The SRFB has been undergoing a transition in the process leading to funding decisions. Elements of this transition include:

- Increased reliance on regional salmon recovery plans and lead entity strategies.
- **Region** means one of the eight geographic salmon recovery regions established by the GSRO in consultation with the NOAA Fisheries, USFWS, and WDFW reflecting recovery needs.
- **Regional organization** means one of the six administrative organizations established with NOAA Fisheries, USFWS, and the WDFW reflecting recovery needs and to prepare and implement salmon recovery plans in the Puget Sound, Hood Canal, Upper Columbia, Middle Columbia, Lower Columbia, and Snake regions. However, no decision has been made on making Hood Canal the 8<sup>th</sup> Region.
- Review of individual projects, only to identify projects of concern.

The intent is to:

- Continue to provide flexibility, recognizing different circumstances across the state.
- Improve efficiencies by shortening the grant time schedule and reducing some of the evaluation steps that are no longer needed.
- Streamline the process while transitioning towards more use of regional recovery plans, where such plans are in place or being developed.

The policies applied to the 2006 cycle include the following:

- There will be regional allocations.
- For lead entities not participating in regional salmon recovery

planning, the Review Panel will evaluate the quality of strategies based on the *Guide to Lead Entity Strategy Development*.

- Where lead entity strategies are part of recovery plans submitted to the Governor's Salmon Recovery Office and NOAA Fisheries, quality will not be evaluated by the Review Panel.
- The Review Panel evaluation process will be more collaborative by working with lead entities and project applicants early on to address project design issues and reduce the likelihood that projects submitted will be "projects of concern."
- Because of the increased reliance on local TAG and CAG ratings of projects, only one fix-it loop is scheduled to address specific project issues after the application deadline.
- Lead entities should only submit projects they want the SRFB to consider for funding. However, they may submit longer lists to show the context of their work but only the shorter list should be entered into PRISM and considered for SRFB funding. If a project is not ready for funding or the lead entity is unclear about the project's benefits and certainty, the lead entity should resolve these issues with the applicant before submitting an application to the SRFB.

**STRATEGIES, RECOVERY  
PLANS, AND PROJECT  
LISTS IN THE 2006  
ROUND**

**(TEXT TO BE  
CORRECTED AS NEEDED  
TO REFLECT FINAL  
DECISIONS)**

At its June 8-9 meeting in Walla Walla, the SRFB made final decisions on allocating funding on a regional basis, for this grant round. These decisions are:

- The Board adopted allocation targets as follows:
  - Lower Columbia Region – 15%
  - Puget Sound (including Hood Canal) Region – 45%
  - Mid-Columbia Region – 10%
  - Upper Columbia Region – 11%
  - Snake Region – 9%
  - Northeast Region – 2%
  - Coastal Region – 8%
- The Board sent a strong signal that it intends to allocate at least 90% of the available funding for 2006 on this regional basis, rather than via the first and second increment basis to lead entities as was done in the past two funding cycles. Project funding will continue to go to project sponsors through approved lead entity lists;
- The Board may reserve up to 10% for funding projects at its discretion at the end of the process, and have asked staff to develop some potential criteria;
  - The amount reserved for SRFB discretion is \_\_\_\_\_ (will be decided at the June meeting);
- The Board called for regional organizations and lead entities to do some "homework" during April and May regarding their proposals for allocation within the region or area. The focus is on lead entity – regional organization priorities and relationships, as well as increased clarity about local science and strategic guidance application; and
- The Board intends that the allocation for this grant round is a transitional structure; its success as applied will need to be assessed before the Board will commit to continuation of these amounts or specific processes for subsequent grant rounds.

**CONTINUED -  
STRATEGIES, RECOVERY  
PLANS, AND PROJECT  
LISTS IN THE 2006  
ROUND**

**(TEXT TO BE  
CORRECTED AS NEEDED  
TO REFLECT FINAL  
DECISIONS)**

***Key Policy Principles for 2006 Grant Round***

The SRFB convened an Issues Task Force (ITF) to develop proposed approaches for the 2006 grant round. As part of their process, the ITF prepared a list of key policy principles. These principles are embodied in the direction being taken in the 2006 grant round, and are listed here to provide context for the SRFB's request for information from the regional organizations ("homework assignment"):

1. A regional approach to funding is important.
2. Each of the regions in the state exhibit different complexities, ranging from varying numbers of watersheds to areas with vastly differing sizes of human populations. These complexities require different approaches to salmon recovery.
3. Lead entities will continue to be a crucial part of the recovery effort – there is a "fundamental role and need for the LEs".
4. There is a need to provide some support for areas not included in a regional recovery plan (the coast and northeast), while being mindful of the need to reward areas that went to the effort of preparing a regional plan.
5. We must continue to support a statewide strategic approach.
6. We must use funds efficiently to address both listed and non-listed species.

**TRANSITION FROM  
PRIOR GRANT ROUNDS**

In 2004, the SRFB began transitioning away from reviewing individual projects to reviewing lead entity strategies and project lists. In 2005, that emphasis on strategies was continued. The addition of the regional recovery plans<sup>1</sup> in some parts of the state (due in June of 2005) brought a new factor, with a need to understand how lead entity strategies, project lists, and projects fit in with the regional efforts.

Recovery plans are comprehensive documents that define and integrate the actions necessary to recover one or more listed salmonid populations within a specified area or region. Comprehensive regional recovery plans utilize scientific assessments; address factors for decline; include measurable goals; and contain actions, commitments, and implementation considerations.

A lead entity strategy may be a single, stand-alone document,

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<sup>1</sup> See State of Washington: An Outline for Salmon Recovery Plans, 2003, Washington Department of Fish and Wildlife. [http://wdfw.wa.gov/recovery/salmon\\_recovery\\_plan\\_model\\_dec03.pdf](http://wdfw.wa.gov/recovery/salmon_recovery_plan_model_dec03.pdf)

section(s) in a regional recovery plan, or a bundle of documents that, together, represents the lead entity strategy. A May 2005 update to the *Guide* was available for lead entities to use in making any modifications to their existing strategies.

**INFORMATION SOURCES**      Natural Resources Building                      Voice            (360) 902-2636  
   1111 Washington Street                      FAX              (360) 902-3026  
   P.O. Box 40917                                      TDD              (360) 902-1996  
   Olympia, WA 98504-0917                      E-mail          Salmon@iac.wa.gov  
   Web Page  
   <http://www.iac.wa.gov>

A list of SRFB project managers and lead entity contacts is included in Manual #18b - Application Instructions.

**MANUALS**                                      This manual is identified as #18, and is the overall description and guidance document, reflecting the SRFB's policy and administrative direction as updated for applications in the SRFB's 2006 grant cycle. Components of Manual #18 include the 2006 application forms (Manual #18a), and instructions for specific project types, found in Manuals #18b through #18i.

**RELATED PUBLICATIONS**      IAC's program manuals are relevant guides to grants administration and will be used for the administration of SRFB grants unless clearly inapplicable. Contact the SRFB to obtain copies of these free publications. Materials also are available on the web site at <http://www.iac.wa.gov/srfb/default.asp>. Each can be made available in an alternative format. Pertinent IAC administrative manuals include:

- Guidelines for Land Acquisition..... Manual #3
- Development Projects: Policies..... Manual #4
- Conservation Easements..... Manual #6
- Funded Projects..... Manual #7
- Reimbursements: IAC Grant Programs ..... Manual #8

**MANUAL AUTHORITY,  
ADMINISTRATIVE  
DELEGATION**

Manual #18, and its component parts, is created under the authority granted to the SRFB. It reflects the specific requirements of Chapter 77.85 RCW, RCW 79A.25.240, WAC 420.04 and 420.12, and policies of the Salmon Recovery Funding Board, as well as the general grant administration policies of the IAC, which administers the SRFB grants.

Substantive policies expressed in this manual may be adopted or altered solely by a majority vote of the SRFB in a public meeting. Matters of policy relating to changes of this manual are referred to the Board for its consideration.

The director shall have the authority to exercise administrative responsibility and discretion in regard to SRFB grants administration as is provided through the IAC laws and policy manuals for IAC grants. The director likewise shall refer to the SRFB all matters of policy or fiscal significance in relation to SRFB grants and projects.

**WORKSHOPS**

In collaboration with lead entities and other agencies, the SRFB may conduct application workshops or other informational sessions for this grant program at the request of the regional areas. The intent is to provide the public, potential sponsors, and interested organizations with an opportunity to learn about and discuss the SRFB funding programs. Schedules and locations are posted on the SRFB web site.

Following grant awards, staff may also conduct "Successful Applicant" workshops to review project agreement implementation and sponsor reimbursement procedures. Information concerning the times and locations of workshops can be obtained by contacting the SRFB or by visiting its website.

**PERMITS**

It is the responsibility of the grant sponsor to obtain all local, state, and federal approvals and related permits necessary for the project. All necessary permits and approvals must be obtained before construction or final reimbursement. The SRFB may terminate a grant in the event that permits and land use approvals are not obtained in a timely manner.

Many projects will require, among other permits, a state Hydraulic Project Approval (HPA) and its related design approvals. Information about the Washington Department of Fish and Wildlife's HPA is included as an Appendix to the Manual #18b Application Instructions.

**SRFB NOT A LAND-USE  
OR PERMIT HEARINGS  
BOARD**

SRFB's role is to assist in funding salmon habitat projects. It is not, and is not authorized to be, a hearings panel that resolves land use or permitting issues. SRFB's intent is that maximum benefits are gained from the limited SRFB funds available. SRFB expects all proposals to have resolved land use issues through the applicable permit process. To the extent possible, projects should be ready to implement when funded.

**REIMBURSEMENTS**

The SRFB's grant program is operated on a reimbursement basis. The project sponsor must expend funds and provide documentation for expenditures, before receiving compensation.

The SRFB recognizes that some project sponsors may need cash advances in order to implement the project. Therefore, there is a limited provision for advance payments. For the criteria and process for receiving an advance, please contact the SRFB.

**PRE-GRANT COSTS**

Project costs incurred (including sponsor matching funds) before the start date of the grant's Project Agreement will **not** be reimbursed by SRFB, except in the following instances:

- Engineering and design costs for development projects (i.e. construction-type restoration),
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g. survey, appraisals), or
- Acquisition projects granted a Waiver of Retroactivity (see below).

Pre-grant agreement purchases of land, construction materials, or installation costs are not eligible for reimbursement.

**WAIVER OF  
RETROACTIVITY -**

In most cases, SRFB grant funds are used only to reimburse expenses incurred during the period set out in the Project Agreement. This is known as a "prohibition on retroactivity."

**PRE-GRANT AWARD  
ACQUISITION**

However, based on written justification by an applicant regarding the imminent need to purchase property before the Board approves funding, the director may issue a "Waiver of Retroactivity." Such a waiver allows the acquisition costs incurred by the applicant to remain eligible for reimbursement through the next two consecutive SRFB grant cycles.

A waiver is normally sought when an applicant decides that an imminent condition exists that jeopardizes the acquisition and thus

decides to pursue/complete the acquisition after applying but before funding approval. All such expenditures are made at the applicant's risk. That is, if a grant is not awarded, SRFB will not reimburse expenses. To apply for a Waiver of Retroactivity, an applicant must complete the materials in Manual #3.

## **INSPECTIONS**

SRFB staff may visit each project site one or more times as follows:

- Pre-award Visit. Made during the application phase, normally with the applicant.
- While the project is under way.
- When the project is completed.
- Post Completion Compliance Visit. Performed periodically to ensure the site is as described in the Project Agreement.

## SECTION 2 – ELIGIBLE APPLICANTS AND PROPOSALS

### REGIONAL PROJECT LISTS

The Board will consider projects recommended to regions by lead entities. Project lists, accompanying project applications, and other materials must be postmarked or delivered to the Board's office as stated in the application instructions.

It is desired but not required that regions create one prioritized project list but at least they must provide an explanation for the region's recommendation for funding lead entity lists.

Applications will not be accepted from an area of the state where there is no established lead entity.

### APPLICANTS – APPLY THROUGH LEAD ENTITY

Applicants must submit their project proposals to the local lead entity rather than directly to the SRFB. The lead entity is responsible for assembling a ranked list of projects from its area. The lead entity, working with regional organizations as appropriate, establish its own deadlines for applications to accommodate its review and development of the list for the SRFB. Lead entities within regions are responsible for complying with the region's application submission and review process.

### FORMS

For the applicants, the SRFB has made application forms and its computerized PRISM application system available, so applicants may use SRFB materials even for the initial application through the lead entity. **Final submission of all project materials must be made by the lead entities using PRISM before September 11, 2006.** In addition, SRFB project managers are available to consult with applicants. A list of the SRFB staff by geographic area is included in Manual # 18b - Application Instructions.

### POST-AWARD – GRANT CONTRACTS

When a project is approved for SRFB funding, the successful applicants will contract directly with the SRFB to receive the funding. See Section 6 of this manual.

### ELIGIBILITY REQUIREMENTS – OVERVIEW

Generally, projects are eligible for SRFB funding consideration when:

- The applicant is requesting funds for a project that protects or restores salmon habitat. (The specific types of eligible elements of a project are discussed later in this section.)
- The applicant provides a monetary or in-kind match of 15 percent or more.

- The applicant demonstrates a commitment to long-term (10 years or more) stewardship of the project within the application Evaluation Proposal.
- When the landowner has a legal obligation under local, state, or federal law to perform the project, it must comply with RCW 77.85.130 (8).
- The project will be implemented as soon as feasible, and be completed within five years. SRFB will work with sponsors to establish the most efficient completion schedule reasonable for the project, within two years if possible.
- The amount requested from SRFB is not less than \$5,000.

**ELIGIBLE  
APPLICANTS**

Eligible applicants are:

- Cities
- Native American Tribes
- Nonprofit Organizations
- Special Purpose Districts
- Regional Fisheries Enhancement Groups
- Counties
- Private Landowners
- Conservation Districts
- State Agencies

Private landowners are eligible applicants for restoration projects when the project takes place on their own land. Private individuals may not acquire land.

State agencies must have a local partner that would be independently eligible to be a project sponsor. The local partner must be involved in the planning and implementation of the project, and must provide an in-kind or cash contribution to the project.

Nonprofit organizations must be registered with the Office of the Washington Secretary of State to be eligible. A nonprofit's charter, organizational documents or corporate purposes must include authority for the protection or enhancement of natural resources such as salmon, or salmon habitat or related recovery activities. The charter also must include provisions for identification of an equivalent successor under the SRFB grant agreement, in case the nonprofit disbands for any reason. (Note: dissolution provisions are required of all nonprofit corporations under state law.)

Federal agencies may not be direct applicants, but a project may be located on federal lands. Federal agencies may be a partner with an eligible sponsor. Note that federal restrictions on using federal funds for match will need to be taken into consideration, depending on the federal agency's role with the SRFB grants.

When land acquired with a SRFB grant is transferred to a federal agency the SRFB must be consulted. It may change the terms of the grant and remove binding deed-of-right instruments and enter into a memorandum of understanding stating that the property will retain, to

the extent feasible, adequate habitat protections, pursuant to Ch. 271, Laws of 2005.

A landowner agreement is required for proposals on land not owned or controlled by the project sponsor. The Application Instructions include forms and materials for Landowner Agreement requirements.

## **MATCHING SHARE**

The Board requires grant applicants to provide a portion of the project value, known as "match." SRFB believes that local match serves an important purpose for effective project implementation by demonstrating local commitment to and support of the project.

The minimum matching share of non-SRFB funds is 15 percent for each project. With the minimum matching value added, the minimum size proposal is a project valued at \$5,000 SRFB funds, plus the 15% match value.

At its discretion, each lead entity may establish a higher required match amount for its area, or use a sliding scale rewarding higher match amounts. The SRFB will not use match over 15% as an evaluative criteria even if the lead entity has used a higher amount or a sliding scale in its area.

Matching resources can include cash, bonds, local and other state or federal grants (unless prohibited by funding source), donated labor, equipment, or materials and force account. All matching resources must be an integral and necessary part of the approved project, must be eligible SRFB elements and items for the project, and must be committed to the project. SRFB's policies regarding valuation of donations are in Appendix C of Manual #18b-Application Instructions.

No funds administered by the SRFB may be used as a match for a SRFB grant. This may preclude matches provided through SRFB-funded programs such as the Regional Fisheries Enhancement Groups and several state agency programs.

IAC-funded grants are administered separately and may be used as match with SRFB funds. Eligible IAC grant matches may include the Washington Wildlife and Recreation Program (WWRP), Land and Water Conservation Fund (LWCF), Aquatic Lands Enhancement Account (ALEA) and some elements of other grant programs.

Organizations are encouraged to coordinate salmon recovery efforts with other programs, projects, and fund sources. Mitigation activities, although not eligible for funding (or as match), are also encouraged to be coordinated with salmon recovery projects. SRFB will allow use of mitigation cash payments, such as money from a fund established as a mitigation requirement, as all or part of a required matching share if the money has been passed from the mitigating entity to an otherwise eligible applicant and SRFB grant money does not replace

mitigation money or repay the mitigation fund. For example, mitigation requiring purchase of off-site habitat should be coordinated with an adjacent habitat acquisition or restoration project. Coordinating efforts and leveraging other sources of funding will help increase benefits to salmon and their habitat as well as making the state's dollars go further.

**PHASED PROJECTS**

There is no upper dollar limit for a grant request, however, applicants should consider the potential complexity that large-scale or multi-million dollar projects may create, and for this reason should discuss phasing/staging with SRFB staff. Phased projects are subject to the following:

- Approval of any single stage is limited to that stage; no endorsement or approval is given or implied toward future stages.
- Each stage must stand on its own merits as a viable project.
- Each stage must be submitted as a separate application.
- Progress on earlier stages may be considered by SRFB when making decisions on current proposals by the applicant.

**PROJECT'S  
GEOGRAPHIC  
SCOPE**

Projects should be proposed for specific sites, adjacent worksites, or identified parcels of land. However, applicants may identify a stream reach or estuary or nearshore area for a proposed project site if applicants can demonstrate that siting the project anywhere within the reach, estuary or nearshore area will be effective in achieving the objectives of the project and in addressing the problems identified in the assessments justifying the project.

For acquisition projects, applicants should identify all of the possible parcels that will provide similar benefits and certainty. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable in the evaluation process. The project proponent should provide a clear description of how parcels will be prioritized and how priority parcels will be pursued for acquisition.

**ELIGIBLE  
PROJECTS**

The Board uses the following definitions to establish eligible project types. Additional detail about eligible project elements for each project type is included in Manual #18b – Project Application Instructions.

The eligible project types are:

**ACQUISITION  
PROJECTS**

**ACQUISITION Projects**

Includes the purchase of land, access, or other property rights in fee

title or less than fee, for example conservation easements. Rights or claims may be acquired, provided the value can be established or appraised. All acquisitions are from willing sellers and all less than fee acquisitions are perpetual.

Applicants should note that priorities for intact habitat and identifying the portion of the site contributing to habitat features or watershed processes are included in the Board's recommended criteria for assessing "Benefit" and "Certainty", see Appendix A.

## RESTORATION PROJECTS

### **RESTORATION Projects**

**In-Stream Passage** – includes those items that affect or provide fish migration up and downstream to include road crossings (bridges and culverts), barriers (dams, log jams), fishways (ladders, chutes, pools), and log and rock weirs.

**In-Stream Diversion** – includes those items that affect or provide for the withdrawal and return of surface water to include the screening of fish from the actual water diversion (dam, headgate), the water conveyance system (both gravity and pressurized pump), and the bypass of fish back to the stream.

**In-Stream Habitat** - includes those freshwater items that affect or enhance fish habitat below the ordinary high water mark of the water body. Items include work conducted on or next to the channel, bed, bank, and floodplain by adding or removing rocks, gravel, or woody debris. Other items necessary to complete the project may include livestock fencing, water conveyance, or plant removal and control.

**Riparian Habitat** – includes those freshwater, marine near-shore, and estuarine items that affect or will improve the riparian habitat outside of the ordinary high water mark or in wetlands. Items may include plant establishment, removal, management; livestock fencing; stream crossing; and water supply.

**Upland Habitat** – includes those items or land use activities that affect water quality and quantity important to fish but occur above the riparian or estuarine area. Items include the timing and delivery of water to the stream; sediment and water temperature control; plant removal, control, and management; and livestock fencing and water supply.

**Estuarine/Marine Nearshore** - includes those items that affect or enhance fish habitat within the shoreline riparian zone or below the mean high water mark of the water body. Items include work conducted in or adjacent to the intertidal area and in subtidal areas. Items may include beach restoration; bulkhead removal; dike breaching; plant establishment, removal, management; and tide

channel reconstruction.

## **NON-CAPITAL PROJECTS**

### **NON-CAPITAL PROJECTS: Assessments And Studies**

The results of proposed assessments must **directly and clearly** lead to:

- Design, siting, or a minimum of a 30 percent design of habitat protection or restoration projects, or
- Filling a data gap that is identified as a high or urgent priority in a lead entity strategy and the data gap clearly limits subsequent project identification or development. The results must be designed to clearly determine criteria and options for subsequent project identification or development, and the time frame for implementing such projects if funded.

All elements of assessment projects proposed for SRFB funding must be directly applicable to defined project objectives and the scale of data gap or assessment. Assessments intended primarily for research purposes, stand-alone monitoring, or general knowledge and understanding of watershed conditions and function, although important, are **not** eligible for SRFB funding.

Projects could include assessments in freshwater, estuarine, and nearshore environments. Assessment examples could include project feasibility and design studies, channel migration studies, reach-level assessments, and inventories such as barriers or unscreened water diversions. A feasibility study could include assessing the willingness of landowners to allow access to their land for a habitat restoration project or to consider selling a property interest. A reach-level assessment could include physical and biological elements to identify and prioritize restoration and protection projects.

Assessments must be closely coordinated with other assessments and data collection efforts in the watershed and with the appropriate federal, tribal, state, regional, and local organizations and landowners to prevent duplication and ensure the use of appropriate methods and protocols. To improve coordination, lead entities and applicants are encouraged to partner with each other. Assessments and studies must be completed within two years unless additional time is necessary and can be justified by the project sponsor.

To the extent feasible, the concepts and approaches outlined in *Guidance for Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, 2001) should be used to identify and support the need for the assessment and provide guidance for the design and implementation of the assessment. Applicants must describe how their proposed assessment addresses the stages and elements in the guidance document. It can be found at:

<http://www.governor.wa.gov/gsro/publications.htm>.

Marine nearshore assessments should be consistent with the *Guidance for Evaluating SRFB Nearshore Assessments* (PSNERP Screening Committee, 2002). Additionally, nearshore projects in Puget Sound should be consistent with the estuary/nearshore chapter in the Puget Sound Regional Salmon Recovery Plan.

## **COMBINATION PROJECTS**

### **COMBINATION Projects**

Combination projects are projects that include both acquisition and restoration elements OR acquisition and assessments and studies.

## **INELIGIBLE PROJECTS AND ELEMENTS**

Some specific projects or elements are ineligible for SRFB funding. In general, these ineligible projects or elements do not directly foster the Board's mission, or do not meet specific cost or public policy constraints at this time.

1. Property acquisition through eminent domain.
2. Purchase of buildings or land not essential to the functions or operation and maintenance of the assisted site.
3. Leasing of land.
4. Mitigation project, activities, or funds.
5. Monitoring, maintenance and stewardship as stand-alone projects.
6. Construction of buildings or indoor facilities not essential to the operation and maintenance of the assisted site.
7. Capital facilities and public works projects, such as sewer treatment facilities, surface and stormwater management systems, and water supply systems.
8. Converting from septic to sewage treatment systems.
9. Operation or construction of fish hatcheries.
10. Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
11. Operation of hydropower facilities.
12. Fish harvest and harvest management activities.
13. Fishing license buy-back.
14. Forest practices (RMAP related) covered by the Forest Practices Act or the Forest and Fish Agreement, except such practices occurring on forested lands owned by small private landowners\*.
15. Purchase of equipment necessary to implement or monitor a SRFB development or acquisition project.

16. Lobbying or legislative activities.
17. Indirect organizational costs.
18. Costs incurred in developing the SRFB grant project application.
19. Monitoring costs associated with a project.

\* A small forest landowner is one who at the time of applying for a SRFB grant, has harvested an average of two million board feet per year or less during the three years prior to submitting a SRFB grant application, and expects to harvest an average volume of two million board feet per year or less during the ten years following the application. In other words, a landowner cannot have harvested more than six million board feet over the previous three years or expect to harvest more than twenty million board feet over the next ten years.

## SECTION 3 – PROJECT APPLICATIONS

### APPLICATION FORMAT – INDIVIDUAL APPLICANTS

Each individual proposal must be submitted through a lead entity who will coordinate with the appropriate regional organization. If directed by the lead entity, the applicant may initially use a non-SRFB application format. However, each project that the lead entity wants considered by the regional area and SRFB must have a completed SRFB application in the PRISM on-line computer system by September 11, 2006.

SRFB forms are available in paper format, at the SRFB web site, and by direct access through the PRISM COMPUTER system. See SRFB Manual #18b, Appendix L.

Applications are *required* to be entered into PRISM by lead entities or applicants this cycle for the formal submittal due by **September 11, 2006**. Lead entities and/or their individual applicants are encouraged to use the PRISM system before the deadline as a tool for preparing their final applications.

The completed application for each individual project on a lead entity list to SRFB consists of a multi-page project proposal and a series of cost estimates, contact addresses, location descriptions and other informational items. See Manuals #18b-18i for individual application forms and instructions.

### EVALUATION BY RECOVERY REGIONS AND LEAD ENTITIES

The region/lead entity will evaluate and rank project proposals from its area. It may use locally-developed information and criteria to prioritize its projects, including criteria that address social, economic, and cultural values.

Lead entities are encouraged but not required to use the SRFB's definitions of "Benefit" and "Certainty" (divided into high, medium and low ratings.) See Appendix A.

### COST- EFFECTIVENESS

The SRFB recognizes the difficulty in determining the cost-effectiveness of habitat projects. However:

- Projects should have a reasonable cost relative to the anticipated benefits. There may be more cost-effective ways of addressing the same limiting factor through alternate project sites, types and designs.
- Projects should be designed to address the project objectives in the most cost-effective manner. This could include design features, materials, and use of donated materials and labor.

## **SECTION 4 – LEAD ENTITY LISTS AND MATERIALS - INSTRUCTIONS**

### **LEAD ENTITIES – OVERVIEW**

Lead entities were authorized by the Legislature in 1998 in HB2496 (see RCW 77.85.050 - .070). Lead entities are created by the voluntary mutual agreement of cities, counties, and tribes within a geographic area comprised of one or more watersheds (WRIAs). Nonprofit organizations, tribal governments, and local governments are eligible to provide the administrative duties of a lead entity. Administrative functions include establishing and supporting a citizen-based committee, developing strategies, and garnering community support for salmon recovery. Together, the administrative body, citizen-based committee, and technical advisory group form a lead entity. In cooperation with the SRFB, the Washington Department of Fish and Wildlife provides administrative support to lead entities.

The lead entity uses limiting factors analysis and other watershed assessments, analyses, inventories, and studies to develop a habitat restoration and protection strategy. The strategy includes identification of priority species, habitat factors, and watershed processes. Using the principles of "critical pathways methodology" these priorities are used to identify a sequence of habitat restoration and protection actions, in turn leading to a ranked list of restoration and protection projects. Technical advisory groups ("TAG") typically perform the role of screening and reviewing applications for scientific merit. Citizen committees, composed of diverse community interests, are responsible for adopting ranked habitat project lists using information from the technical advisory groups. The resulting project lists are submitted to the SRFB for consideration of funding.

In addition to scientific criteria, the lead entity citizen committee may use other criteria to prioritize projects, including social, economic, and cultural values. An example is identifying or prioritizing a project that, in addition to providing habitat benefits, will help enlist future community support for salmon recovery. Lead entities should weigh the importance of scientifically supportable direct benefits to salmon versus social or economic benefits that may indirectly help the salmon but are more difficult to assess.

A list of lead entity contacts is in Manual #18b, Appendix I.

**APPLICATION  
DEADLINE**

For funding consideration, lead entities must submit their ranked lists of projects, strategy (as appropriate), project list summary, and other supporting application materials to the SRFB by **September 11 , 2006**.

**APPLICATION  
MATERIALS**

The lead entity must submit the following information to the SRFB on or before September 11, 2006:

- Lead Entity List Memorandum (see Appendix ? )
- Lead entity strategy and Project Evaluation Criteria and CAG and TAG Ratings for each project, including explanations for differences between CAG and TAG ratings. (Acronyms to be defined.)
- An explanation by the region regarding the strategic fit of the project list and documentation that explains the process used to ascertain the fit.
- A statement from each lead entity that explains how it concurs or disagrees with the region's statement, above.
- Strategy & Project List Summary (see template on page ?)
- Project Application Materials (one set of application materials for each project to be considered by the SRFB). Since the proposal is being submitted on-line, a paper copy does not need to be provided; however, the following material needs to be submitted via the "attachment" process in PRISM or as hard copy.
  - Authorization Memorandum
  - Maps (general vicinity and work site)
  - Project photo(s)
  - Project Partnership Contribution form (required for state agencies)
  - Barrier Evaluation Form (fish passage projects)
  - Expanded Barrier Evaluation form (fish passage projects)
  - Other materials (optional)
  - Evaluation proposal
  - Landowner Willingness form

The application packets should be unfolded and mailed to:

Salmon Recovery Funding Board  
PO Box 40917  
Olympia, WA 98504-0917

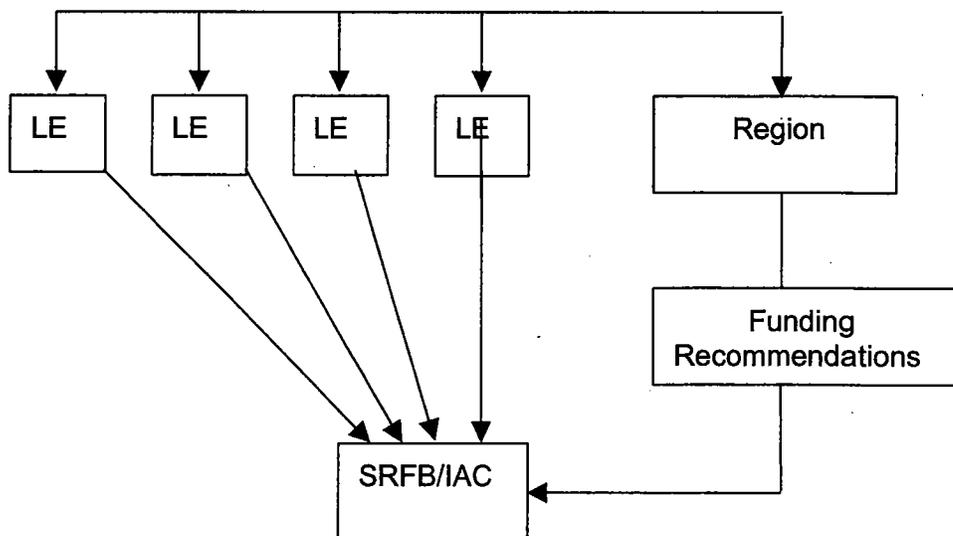
Regions and lead entities should retain one copy of all materials for their records. **The regional information and project application materials must be postmarked on or before September, 11 2006.** Submissions that are illegible, incomplete, or postmarked after the due date will be returned unprocessed. Faxed applications will not be accepted.

**PROJECT LIST**

See Appendix B, for a copy of the "List Memorandum" form for submission to SRFB.

The SRFB is committed to provide the best possible investment in habitat protection and restoration projects. To achieve this goal, the Board supports projects that have been identified and prioritized by lead entity citizen committees, aided by local technical experts, based on a good understanding of the watershed conditions and stock status, and coordinated with other habitat protection and restoration activities in the watersheds at the regional scale. The Board believes project lists developed in this manner will provide the greatest benefits to salmon based on the existing knowledge and support available at this stage of recovery.

Lists of projects submitted must have been prioritized by the lead entities technical and citizen committees. Regions in coordination with the lead entities will provide responses to the questions in Appendix B explaining recommended pre-allocated amounts to each lead entity.



In December 2006, the Board will make its funding decisions based on Board policies and an assessment of the project lists in terms of pre-established regional allocations.

The lead entity must ensure each application has a valid match, is free of mathematical errors, meets eligibility criteria, and is technically complete and sound. When the application is submitted to the SRFB it should contain all required attachments.

Lead entities should only submit projects they want the SRFB to consider for funding. However, they may submit longer lists to show the context of their work but only the shorter list should be entered into PRISM and considered for SRFB funding. If a project is not ready for funding or the lead entity is unclear about the project's benefits and certainty, the lead entity should resolve these issues with the applicant before submitting an application to the SRFB.

There is no restriction on the number of projects or total dollar amount a lead entity can request. However, lead entities and project applicants are encouraged to remember that funding is limited.

#### **LEAD ENTITY STRATEGY**

A lead entity that is not submitting its project list that was coordinated through a regional organization, must submit the documents which compose its strategy, together with the local criteria used to rank the projects. Lead entities not participating in the development of a regional salmon recovery plan must use the *Guide to Lead Entity Strategy Development*, which was adopted by the SRFB on October 30, 2003 and revised in May 2005. This guide is posted on the SRFB website, (<http://www.iac.wa.gov>), or obtained by calling the SRFB offices.



such sites would adversely affect ongoing data collection in control or treated portions of the IMWs.

### **Post Conflict Veterans**

The 2005 Legislature passed a bill that provides veterans suffering from post traumatic stress disorder and related conditions with the opportunity to be involved in restoring Washington's rivers, streams, lakes, marine waters, and open lands. The Department of Veteran Affairs has created the Veterans Conservation Corps and maintains a list of qualified veterans having an interest in working on these restoration projects. The SRFB will give consideration to salmon restoration projects that involve willing members of the Veterans Conservation Corps. Lead entities also should give consideration to such projects.

## **SECTION 5 – SRFB REVIEW OF PROPOSALS, AND CONSIDERATION FOR FUNDING**

### **OVERVIEW OF THE APPROACH TO 2006 ROUND FUNDING**

As the SRFB moves into its seventh year of providing grants for salmon habitat protection and restoration projects using public funds, it continues to be committed to expedite the grant-making process while increasing the accountability, efficiency, and effectiveness of its funding. Such gains can be made by taking full advantage of the maturation of lead entities and their local committees and the recent progress being made by regional salmon recovery organizations.

### **REVIEW PANEL COMPOSITION**

The SRFB's Review Panel will be composed of approximately seven technical and non-technical members plus a non-voting team leader. The technical members will be experts in salmon recovery with a broad range of knowledge in salmon habitat restoration and protection approaches, an understanding of watershed processes and an ecosystem approach to habitat restoration and protection, and an understanding of strategic planning.

Non-technical members will have an understanding of strategic planning, natural resource issues (including salmon recovery and watershed planning), and will have experience in bridging the gap between science and policy and inclusion of the community and stakeholder interests in policy development and decision-making. They will contribute to the Review Panel an understanding of how a project list, and the ranking of projects on the list, respond to biological priorities and community interests and help build community support for salmon recovery efforts.

The panel is independent in the sense that team members do not represent an agency or constituency and should not currently be involved professionally or as a volunteer in any lead entity process or a project on a lead entity list. Panel members' discussion and decisions should be based on sound scientific information and principles and their best professional judgment.

The panel also will have expertise in a number of different project types (passage, nearshore, assessments, acquisition, in-stream, etc.) to undertake the technical review of proposed projects and provide technical assistance to ensure that they are scientifically sound.

## **EARLY MEETINGS**

## **PROJECTS**

Lead entities and regional organizations may choose to meet informally with the Review Panel to discuss proposed projects. The purpose of these meetings would be to identify preliminary issues of concern regarding the technical soundness of proposed projects early in the evaluation process. This will give project applicants the opportunity to address these concerns before the lead entity rates and ranks its projects and before the panel's final evaluation in the fall.

The panel will form teams with expertise based on the project types being visited. The team will provide the lead entity with written comments after the visit. The project applicants or lead entity must have entered project information in PRISM or provided a draft Evaluation Proposal for the project ~~two weeks~~ before the visit to give the Panel written information about projects they will be reviewing.

## **OVERSIGHT**

Additionally, the Panel will be available, upon request, to participate in both regional and lead entity meetings where the issues and questions found in Appendices D and E are discussed). The Panel will document their findings in writing as part of the Panel's draft report to the SRFB.

## **LEAD ENTITY SUBMISSION OF PROJECT LIST AND APPLICATION MATERIALS**

As noted in Section 4, above, lead entities must submit their lists of projects, strategy (as appropriate)...including project evaluation criteria, strategy summary, "fit to strategy" information, and supporting application materials to the SRFB by ~~September 11,~~ 2006.

## **REVIEW OF PROJECTS**

It is understood and expected that the lead entities perform the primary technical review of individual projects, having the most detailed knowledge of local conditions, design, and construction approaches. However, to provide for statewide consistency and to help ensure that every project considered for funding by the SRFB is technically sound, the Review Panel will conduct a final technical review of all projects.

The panel will note for the SRFB any projects they believe have low benefit to salmon, a low likelihood of being successful, or have costs that outweigh the anticipated benefits of the project. The

Panel will not otherwise rate, score, or rank projects. See Appendix C.

The Review Panel will take into account that at the time of application to the SRFB, some restoration projects may not be completely designed and some acquisition projects might not have specific parcels identified. It is expected that projects will follow Best Management Practices, when available, and will meet any state and federal permitting requirements. Criteria for the panel's review of individual projects is based on the SRFB's definitions of "low certainty" and "low benefit." These criteria can be found in Appendix C.

Any project of concern noted by the Review Panel will remain on the project lists and continue to be forwarded to the SRFB unless the lead entity decides to withdraw the project. Only the SRFB has the authority to remove a project from consideration for funding.

#### **WDFW REVIEW OF PASSAGE PROJECTS**

As part of the SRFB Review Panel process, instream passage and diversion projects, and barrier inventories will be submitted to WDFW for technical review. The WDFW technical review results will be available to the Review Panel and SRFB for consideration in final evaluation and funding decisions.

#### **PUGET SOUND MARINE NEARSHORE PROJECTS**

The marine nearshore plays an important role in the life history of salmon. In Puget Sound and several other parts of the state, the marine nearshore in a lead entity area is part of a highly interconnected ecosystem that may span multiple lead entity areas.

- The SRFB encourages all parties with interests in the marine nearshore be participants in the lead entity process.
- The SRFB urges that all lead entities, nearshore project applicants, and the panel use the technical resources identified by the Puget Sound Restoration Project (PSRP) Science Team: *Guidance for Evaluating SRFB Nearshore Assessments* (Screening Committee, 2002) and *Guidance for Protection and Restoration of the Nearshore Ecosystems of the Puget Sound* (Nearshore Science Team, 2003).
- The Review Panel will include at least one member with expertise in marine nearshore ecosystems and familiarity with the technical products developed by the PSRP – Nearshore Science Team.
- Although the SRFB will only need a determination that a nearshore project is technically sound, the Panel will forward nearshore restoration and protection project evaluations to

PSRP managers to rate them for their fit to the PSRP guidance report listed above for possible future Army Corps of Engineers funding. Projects that are not funded as part of a lead entity list could be considered for funding through this program. This approach should not require any additional work by lead entities or project applicants and could be useful in providing additional funding for marine nearshore projects.

**REVIEW OF ASSESSMENT PROJECTS**

As part of the SRFB Review Panel process, all assessment or non-capital projects will be submitted to the SRFB offices for a technical review performed by a panel having expertise in developing and implementing assessments. The SRFB's technical review results will be made available to the Review Panel and SRFB for consideration in final evaluation and funding decisions.

**REVIEW PANEL EVALUATION OF LEAD ENTITY LISTS**

In the fall of 2006, after the project review by the SRFB's Review Panel, the Panel will meet with each region and their respective lead entities to evaluate the region's project list. The regions will present their project lists to the Panel, relate how the project list addresses priorities in the regional recovery plan and lead entity strategy, and explain how consideration of social, economic and cultural values by their citizens committee may have changed their technical committees' ranking. The meetings most likely will be scheduled in Olympia at the Natural Resources Building.

After the region's presentations, the Panel will comment in writing on the relationship of each region's list of projects with regards to priorities identified in the region's recovery plan and lead entity's strategy as appropriate.

For lead entities participating in regional recovery planning, the Panel will make its evaluations and ratings using the template found in Appendix D.

For lead entities not participating in regional recovery planning, the Panel will make its evaluations and ratings using the template found in Appendix E.

Lead Entities Participating in Regional Recovery Planning		Lead Entities Not Participating in Regional Recovery Planning
Listed Species	Unlisted Species	See Appendix ?
See Appendix ?	See Appendix ?	

**REVIEW PANEL RECOMMENDATIONS**

The recommendations of the Panel to the SRFB will consist of:

- The Panel will identify specific projects of concern.
- The Panel's narrative regarding the relationship between the

project list and the regional salmon recovery plan (only for lead entities in a region undertaking regional recovery planning).

- The Panel's evaluation of each strategy's specificity, focus, and quality (only for lead entities not participating in regional salmon recovery planning).
- The Panel's overall evaluation of how each lead entity's project list fits the strategy
- The Panel will document the reasons for its recommendations as part of its written report to the SRFB.

Panel members will not reorder lead entity project lists or remove projects from the lists.

SRFB staff will facilitate Panel discussions but will not be part of the decision-making process the Panel uses to develop its recommendations to the SRFB.

#### **PANEL AND STAFF REPORT**

The Panel will prepare a draft report of conclusions and recommendations resulting from its reviews and evaluations and provide the draft to lead entity and regional representatives. The lead entity representatives and regions may provide comments for consideration by the Panel, if desired, before the Panel finalizes report.

The Review Panel will use the written information submitted by project applicants, lead entities and regions, results of meetings with the lead entity and regional representatives, responses to follow-up questions, and comments in response to the draft report to develop final conclusions and recommendations to the SRFB. Staff will assist the Panel in developing the final report

In conjunction with the Panel, a staff report will be prepared with recommendations for funding and identifying policy issues important for consideration by the SRFB. The draft staff report will be distributed and placed on the SRFB web page for public comment.

#### **BOARD FUNDING DECISIONS**

The SRFB will make its funding decisions based on SRFB funding policies and other information. The SRFB will review the project lists, lead entity strategy summaries, regional input, reports from the Review Panel, staff reports, and public comments (including public testimony at the funding meeting).

All SRFB funding decisions will be made in an open public meeting. Notice of meeting dates will be provided on the Board's website and through regular communication between SRFB's offices, lead entity contacts, and other constituents. All reports,

recommendations, and related materials will be posted on the website with adequate time for public review and comment. At the December 5-6, 2006 funding meeting, the SRFB will offer each lead entity and region the opportunity to give testimony or commentary on project lists and on the overall process.

**SUCCESSFUL  
APPLICANTS  
WORKSHOPS**

Following grant awards, staff will conduct "Successful Applicant Workshops" to review project agreement implementation and sponsor reimbursement procedures. Information concerning the times and locations of workshops can be obtained by contacting the SRFB or by visiting its website.

## **SECTION 6 – SRFB APPROVAL, POST-AWARD ISSUES**

**BOARD APPROVAL  
– PROVISIONAL**

After approving a funding allocation based on the lead entity lists, the Board authorizes the IAC office, through its director, to enter into a project agreement with the applicant. SRFB approval of individual grants is provisional until execution of a formal project agreement.

**AVAILABILITY OF  
MATCHING SHARE**

Applicants must provide proof of availability of matching funds prior to finalization of a grant agreement.

**PROJECT  
AGREEMENT  
ISSUES**

After approval of funding by the SRFB, and before issuing a project agreement, the director may request updated or clarifying information from the applicant or lead entity. Upon receipt of the information, SRFB/IAC staff prepares the project agreement and sends it to the applicant, who becomes the project sponsor upon signature of the project agreement. Each project agreement is verified periodically by SRFB/IAC staff for contractual compliance. (See also, Manual #7, Procedures for Funded Projects.)

Applicants have no more than 90 days after the SRFB approves a project to provide the required materials for staff to develop agreement materials, or the project may be terminated. The applicant then has no more than 90 days to sign the tendered agreement, or the project may be terminated.

The agreement usually consists of:

- Application materials
- Project start and end dates, key milestones
- Contractual issues – default, responsibilities, liability, etc.
- Special conditions, if applicable.

Copies of the agreement text, sample landowner agreements, and other forms are available through the IAC office.

### **COST INCREASES**

The SRFB may provide project cost increases if grant funds are available. Project sponsors should use all other funding sources before requesting a cost increase. The IAC director is authorized to approve cost increases up to 20 percent of the total project cost. The SRFB Administrative Sub-Committee can recommend to the full SRFB cost increases over 20 percent of the total project costs. The SRFB can approve these cost increases at a regular meeting.

### **CONTROL AND TENURE**

The Board intends that projects funded with SRFB grants maintain their habitat value, integrity, and functionality over time. To help ensure this, the SRFB requires the project's sponsor have sufficient control and tenure of the land it intends to perform the project on, at the time of agreement. Sufficient control and tenure can be documented by one of the following methods:

**Ownership.** A project sponsor can demonstrate control and tenure through ownership of the property it intends to place the project on. Property must be free of restrictions, encumbrances, and/or conveyances that could impede project implementation or performance.

**Easement.** A project sponsor can demonstrate control and tenure through possession of a conservation easement or other similar property interest that allows project implementation and performance.

**Lease.** A project sponsor can demonstrate control and tenure through possession of a lease that demonstrates property control in a manner that permits project implementation and performance. A lease must be in effect for the duration of the landowner agreement.

**Landowner Agreement.** A Land Owner Agreement (LOA) can be executed for a project that occurs on land not owned, or otherwise controlled, by the project sponsor. In the absence of a property lease, easement, or sponsor ownership, a LOA is required. A LOA is a document between a project sponsor and the landowner where the project is situated. At a minimum, a LOA allows access by a project sponsor to the site for project implementation, inspection, maintenance, and monitoring. A Land Owner Agreement must be in effect for at least 10 years. Project Sponsors may use the SRFB's "Land Owner Agreement" or other approved agreement formats. A SRFB project manager can provide details.

## **CONVERSIONS**

Natural resources and facilities purchased or assisted with SRFB funds shall not be converted to uses other than those for which the funds were originally approved. Chapter WAC 420-12.

Restoration projects shall be subject to conversion approval requirements for 10 years, or for the duration of the Landowner Agreement. Land acquisitions shall be subject to conversion approval requirements in perpetuity.

SRFB may only approve a conversion when it is assured of the substitution or replacement with natural resources or facilities of at least equal fair market value at the time of conversion. The replacement natural resources and facilities must be of as nearly equivalent or greater usefulness and location, if physically and/or biologically feasible. Where the basis for conversion is an act of nature, and where likely effects of further acts of nature render both the original proposal and a reasonable substitute impossible to reasonably repair or replace, the Board may determine the obligation to continue the project can be terminated.

A conversion also may be declared in instances where a project, due to a management activity, no longer meets or conforms to the intent of the SRFB grant. Examples include:

- Property that, due to a management activity, no longer supports or contains the species for which it was acquired. Replacement would be new property to meet the original intent.
- Development of project areas beyond the minimal levels required to preserve, enhance, or interpret projects of this type. Replacement would be the same as noted above.

## APPENDIX A: EVALUATING BENEFITS & CERTAINTY

<b>Identified &amp; Prioritized in the Strategy</b>	<b>High Benefit Project</b>
Watershed Processes & Habitat Features	Addresses high priority habitat features and/or watershed process that significantly protects or limits the salmonid productivity in the area. <b>Acquisition:</b> More than 60 percent of the total project area is intact habitat, or if less than 60 percent project must be a combination that includes restoration. <b>Assessment:</b> Crucial to understanding watershed processes, is directly relevant to project development or sequencing, and will clearly lead to new projects in high priority areas.
Areas & Actions	Is a high priority action located in a high priority geographic area. <b>Assessment:</b> Fills an important data gap in a high priority area.
Scientific	Is identified through a documented habitat assessment.
Species	Addresses multiple species or unique populations of salmonids essential for recovery or ESA-listed fish species or non-listed populations primarily supported by natural spawning. Fish use has been documented.
Life History	Addresses an important life history stage or habitat type that limits the productivity of the salmonid species in the area and/or project addresses multiple life history requirements.
Costs	Has a low cost relative to the predicted benefits for the project type in that location.

<b>Identified &amp; Prioritized in the Strategy</b>	<b>Medium Benefit Project</b>
Watershed Processes & Habitat Features	May not address the most important limiting factor but will improve habitat conditions. <b>Acquisition:</b> 40-60 percent of the total project area is intact habitat, or if less than 40-60 percent project must be a combination that includes restoration. <b>Assessments:</b> Will lead to new projects in moderate priority areas and is independent of other key conditions being addressed first.

*Continues next page*

Areas & Actions	May be an important action but in a moderate priority geographic area. <b>Assessment:</b> Fills an important data gap, but is in a moderate priority area.
Scientific	Is identified through a documented habitat assessment or scientific opinion.
Species	Addresses a moderate number of species or unique populations of salmonids essential for recovery or ESA-listed fish species or non-listed populations primarily supported by natural spawning. Fish use has been documented.
Life History	Addresses fewer life history stages or habitat types that limit the productivity of the salmonid species in the area or partially addresses fewer life history requirements.
Costs	Has a reasonable cost relative to the predicted benefits for the project type in that location.

<b>Identified &amp; Prioritized in the Strategy</b>	<b>Low Benefit Project</b>
Watershed Processes & Habitat Features	Has not been proven to address an important habitat condition in the area.
Areas & Actions	Addresses a lower priority action or geographic area.
Scientific	Is unclear or lacks scientific information about the problem being addressed.
Species	Addresses a single species of a low priority. Fish use may not have been documented.
Life History	Is unclear about the salmonid life history being addressed.
Costs	Has a high cost relative to the predicted benefits for that particular project type in that location.

Continues, next page

<b>Identified &amp; Prioritized in the Strategy</b>	<b>High CERTAINTY Project</b>
Appropriate	Scope is appropriate to meet its goals and objectives.
Approach	Is consistent with proven scientific methods. <b>Assessment:</b> Methodology will effectively address an information/data gap or lead to effective implementation of prioritized projects within one-to-two years of completion.
Sequence	Is in the correct sequence and is independent of other actions being taken first.
Threat	Addresses a high potential threat to salmonid habitat.
Stewardship	Clearly describes and funds stewardship of the area or facility for more than 10 years.
Landowner	Landowners are willing to have work done.
Implementation	Actions are scheduled, funded, and ready to take place and have few or no known constraints to successful implementation as well as other projects that may result from this project.

<b>Identified &amp; Prioritized in the Strategy</b>	<b>Medium CERTAINTY Project</b>
Appropriate	Is moderately appropriate to meet its goals and objectives.
Approach	Uses scientific methods that may have been tested but the results are incomplete. <b>Assessment:</b> Methods will effectively address a data gap or lead to effective implementation of prioritized projects within three to five years of completion.
Sequence	Is dependent on other actions being taken first that are outside the scope of this project.
Threat	Addresses a moderate potential threat to salmonid habitat.
Stewardship	Clearly describes but does not fund stewardship of the area or facility for more than 10 years.
Landowner	Landowners may have been contacted and are likely to allow work to be done.
Implementation	Have few or no known constraints to successful implementation as well as other projects that may result from this project.

<b>Identified &amp; Prioritized in the Strategy</b>	<b>Low Certainty Project</b>
<b>Appropriate</b>	The methodology does not appear to meet the goals and objectives of the project.
<b>Approach</b>	Uses methods that have not been tested or proven to be effective in the past.
<b>Sequence</b>	May be in the wrong sequence with other protection and restoration actions.
<b>Threat</b>	Addresses a low potential threat to salmonid habitat.
<b>Stewardship</b>	Does not describe or fund stewardship of the area or facility.
<b>Landowner</b>	Landowner willingness is unknown.
<b>Implementation</b>	Actions are unscheduled, unfunded, and not ready to take place and has several constraints to successful implementation.

## APPENDIX B - LEAD ENTITY LIST MEMORANDUM

**Each lead entity submitting a Project List must complete this form.**

**TO:** Salmon Recovery Funding Board (SRFB)  
P.O. Box 40917  
Olympia, Washington 98504-0917

**FROM:** \_\_\_\_\_  
*(Lead Entity Name)*

SRFB is hereby requested to consider the Project List and application for financial assistance for the Salmon Recovery project(s) described below and to grant funding from such State and Federal sources as may be available. Applications are prepared with knowledge of, and in compliance with, SRFB's policies and procedures.

RANK (starting with the highest priority)	PROJECT NAME	PROSPECTIVE SPONSOR	SRFB REQUEST \$\$\$	SPONSOR MATCH \$\$\$	INDIVIDUAL PROJECT SCORE (if scoring was used)

As a lead entity, we certify that to the best of our knowledge, the data in this application is true and correct and are the result of a citizen committee prioritization process.

**Authorized Lead Entity Representative:**

\_\_\_\_\_  
*(signature)* *(date)*

Print Name and Title: \_\_\_\_\_

## **APPENDIX C - TECHNICAL REVIEW AND EVALUATION OF PROJECTS**

To help ensure that every project funded by the Salmon Recovery Funding Board is technically sound the Review Panel will note for the SRFB any projects it believes have low benefit to salmon, a low likelihood of being successful, and/or have costs that outweigh the anticipated benefits of the project<sup>2</sup>. The Review Panel will not otherwise rate, score, or rank projects. The Panel will take into account that at the time of application to the SRFB, some restoration projects will not have been completely designed and some acquisition projects may not have specific parcels identified. It is expected that projects will follow BMPs, when available, and will meet any state and federal permitting requirements.

### **Criteria**

For restoration and protection projects, the Review Panel will determine that a project is not technically sound and cannot be significantly improved if:

1. It is unclear there is a problem to salmonids the project is addressing.
2. Information provided, or current understanding of the system, is not sufficient to determine the need for, or the benefit of, the project.
3. The project is dependent on other key conditions or processes being addressed first.
4. The project has a high cost relative to the anticipated benefits and the project sponsor and lead entity have failed to justify the costs.
5. The project does not account for the conditions or processes in the watershed.
6. The project may be in the wrong sequence with other habitat protection, assessments, or restoration actions in the watershed.
7. The project uses a technique that has not been considered successful in the past.
8. It is unclear how the project will achieve its stated objectives.
9. It is unlikely that the project will achieve its stated objective.
10. There is low potential for threat to habitat conditions if the protection project is not completed.
11. The project design is not adequate or the project is improperly sited.
12. The stewardship description is insufficient or there is inadequate commitment to stewardship and maintenance of the project and this would likely jeopardize the project's success.
13. In addition to applying the above criteria, the Review Panel will identify projects that have not been shown to address an important habitat condition or watershed process in the area or if the project's main focus is to support other needs such as general

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<sup>2</sup> These projects will remain on the project lists evaluated by the Review Panel and forwards to the SRFB unless the lead entity decides to withdraw them. Only the SRFB has the authority to remove a project from the lead entity list.

education, property protection or water supply.

For assessment projects, the project will be deemed a project of concern if:

14. It is not clear there is a problem to salmonids the project is addressing.
15. The project does not address an information need important to understanding the watershed, is not directly relevant to project development or sequencing, and will not clearly lead to beneficial projects.
16. The methodology does not appear to be appropriate to meet the goals and objectives of the project.
17. The project has a high cost relative to the anticipated benefits.
18. The assessment does not account for the conditions or processes in the watershed, or may be in the wrong sequence with other habitat assessment or restoration activities.
19. The assessment uses a technique that has not been proven successful in past applications.
20. There are significant constraints to the implementation of high priority project(s) following completion of the assessment.
21. It is unclear how the assessment will achieve its stated objectives.
22. It is unlikely that the assessment will achieve its stated objective.
23. In addition to applying the above criteria, the Review Panel will identify projects that minimally address a limiting life history stage or habitat type that limits salmon productivity or its main focus is to support other needs such as general education, property protection, or water supply.



## Individual SRFB Project Review Panel 2006 Round Project Comments Form

Lead Entity:  
Project Sponsor:  
Project Name:  
Project Number:  
Project Location:  
Project Type:

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Please refer to Manual #18, Appendix C, for the criteria for projects that are not considered technically sound. In the "why" box explain your reason for selecting this as a project of concern.

Please check the appropriate box.

1. Is this a "project of concern" according to the SRFB's criteria?      Y     N   
Why?

2. If YES, what would make this a technically sound project according to the SRFB's criteria?

3. If NO, are there ways in which this project could be further improved?

4. Other comments.

## APPENDIX D - SRFB 7<sup>TH</sup>

This template will be used by the Review Panel for lead entities covered by regional salmon recovery plans.

### REGIONS WITH REGIONAL ORGANIZATIONS

//////////////////// to be completed later////////////////////

## APPENDIX E - SRFB 7<sup>TH</sup>

### REGIONS WITHOUT REGIONAL ORGANIZATIONS

//////////////////// to be completed later////////////////////

This template will be used by the Review Panel for lead entities **not covered by regional salmon recovery plans**. The Review Panel will evaluate the specificity and focus of lead entity strategies in five categories: species, watershed and marine ecological processes, habitat conditions, actions and geographic areas, and community issues. The panel will also rate the quality of the strategy. Criteria to accomplish this will be worked out with the affected lead entities and be available at a later date. In addition, The panel will evaluate the fit of lead entity project lists to strategies using two categories: priority actions and geographic areas, and project ranking. For each of these seven categories, the Review Panel will provide a rating of *excellent*, *good*, *fair*, or *poor* according to definitions of "excellent" shown in the template.

Lead Entity: \_\_\_\_\_

<i>Specificity, Focus, and Certainty of Strategy</i> <sup>3</sup>				
<b>1. Species and stocks</b>				
The Review Panel will consider:				
<ul style="list-style-type: none"> <li>• Does the strategy clearly identify all of the stocks in the WRIA(s) comprising the lead entity area?</li> <li>• Is the status of each stock presented?</li> <li>• Are one or more stocks prioritized for habitat restoration and/or protection actions?</li> <li>• Is there a clear and supportable rationale for these priorities?</li> <li>• Do the project ranking criteria reflect the priorities?</li> </ul>				
<b>Rating:</b>	Excellent <sup>4</sup>	Good	Fair	Poor
<b>Narrative (rationale for rating):</b>				

<sup>3</sup> See *A Guide to Lead Entity Strategy Development*, June 2005 update, for details.

<sup>4</sup> The strategy clearly identifies all salmonid species stocks in the lead entity area, and the status of each stock; one or more stocks are prioritized; there is a clear and supportable rationale presented to justify the priorities; and the project ranking criteria reflect these priorities.

## 2. Watershed and marine ecological processes

The Review Panel will consider:

- Does the strategy clearly identify the watershed and marine ecological processes (i.e., habitat forming processes) that are limiting factors for prioritized stocks?
- Does the strategy prioritize limiting watershed and marine ecological processes?
- Is there a clear and supportable rationale for these priorities?
- Do the project ranking criteria reflect the above priorities?

**Rating:**            Excellent<sup>5</sup>            Good            Fair            Poor

**Narrative (rationale for rating):**

## 3. Habitat features

The Review Panel will consider:

- Does the strategy clearly identify habitat features (i.e., habitat conditions) that are limiting factors for prioritized stocks?
- Does the strategy prioritize limiting habitat features?
- Is there a clear and supportable rationale for these priorities?
- Do the project ranking criteria reflect the above priorities?

**Rating:**            Excellent<sup>6</sup>            Good            Fair            Poor

**Narrative (rationale for rating):**

## 4. Actions and geographic areas

The Review Panel will consider:

- Does the strategy clearly identify specific actions for restoration and/or protection of targeted habitat features and watershed and marine ecological processes?
- Does the strategy prioritize actions for restoration and/or protection of targeted habitat features and watershed and marine ecological processes?
- Does the strategy identify specific geographic areas associated with prioritized actions?
- Is there a clear and supportable rationale for establishing these priorities?
- Do the project ranking criteria reflect these priorities?

**Rating:**            Excellent<sup>7</sup>            Good            Fair            Poor

<sup>5</sup> The strategy clearly identifies limiting watershed processes and prioritizes these watershed processes for the benefit of priority species and stocks; there is a clear and supportable rationale for these priorities; and the lead entity's ranking criteria reflect these priorities.

<sup>6</sup> In an excellent strategy: The strategy clearly identifies limiting habitat features and prioritizes these habitat features for the benefit of priority species and stocks; there is a clear and supportable rationale for these priorities; and the lead entity's ranking criteria reflect these priorities.

<sup>7</sup> In an excellent strategy: The strategy clearly identifies and prioritizes specific actions and geographic areas for the benefit of priority species and stocks; there is a clear and supportable rationale for these priorities; and the project ranking criteria reflect these priorities.

**Narrative (rationale for rating):**

**5. Community issues**

The Review Panel will consider:

- Does the strategy clearly identify community issues and concerns regarding salmon habitat protection and restoration?
- Does the strategy propose specific actions for building or maintaining community support for salmon protection and restoration efforts? For the highest biological priority actions and areas?
- Does the strategy propose specific actions for building or maintaining community support for the highest biological priority salmon protection and restoration efforts?
- Is there a clear and supportable rationale for establishing these priorities?
- Does the strategy identify what types of biological based high priority projects, areas, and actions do not currently enjoy community support necessary for successful implementation, and why?
- Does the strategy articulate what community values will be taken into consideration in evaluating and ranking projects?
- Are project ranking criteria identified that reflect the priorities?
- Does the strategy identify an effective process for evaluating and weighing community values and taking these values into consideration when developing and prioritizing project lists?

**Rating:**            Excellent<sup>8</sup>            Good            Fair            Poor

**Narrative (rationale for rating):**

**5. Certainty**

The Review Panel will consider:

- How well supported are hypotheses/assumptions for (1) attributes (e.g., abundance, productivity distribution, diversity), and (2) watershed processes and habitat conditions, that are most limiting fish response? What is the nature of the data to support these hypotheses? [Watershed Data Quality]
- How well have the habitat actions been shown to work? [Empirical Support]

**Rating:**            Excellent<sup>9</sup>            Good            Fair            Poor

<sup>8</sup> In an excellent strategy: The strategy provides for an effective process for evaluating and weighing community values and taking these values into consideration when developing and prioritizing project lists; proposes specific actions for building or maintaining community support for highest biological priority actions and areas; lists community values that will be taken into consideration in project evaluation and ranking; and the project evaluation criteria reflect these priorities and values.

<sup>9</sup> In an excellent strategy rating: The strategy addresses with empirical data all key assumptions related to factors most limiting watershed processes and habitat conditions affecting fish response, and clearly demonstrates that actions identified in the strategy will achieve the stated goals and objectives for the prioritized species/stock(s).

<b>Narrative (rationale for rating):</b>
<b>Fit of the Project List to the Strategy or Recovery Plan</b>
<b>7. Actions and geographic areas</b> The Review Panel will consider: <ul style="list-style-type: none"> <li>• Based on scientific information and assessment of community interests, does the project list address the highest priority action and areas?</li> <li>• Does the project list benefit the highest priority stocks, limiting watershed and marine ecological processes, and limiting habitat features?</li> </ul>
<b>Rating:</b> <u>          </u> Excellent <sup>10</sup> <u>          </u> Good <u>          </u> Fair <u>          </u> Poor
<b>Narrative (rationale for rating):</b>
<b>8. Fit of project ranking</b> The Review Panel will consider: <p>Does the rank order of the project list address the highest priorities identified in the strategy for:</p> <ul style="list-style-type: none"> <li>• Stocks?</li> <li>• Limiting watershed and marine ecological processes?</li> <li>• Limiting habitat features?</li> <li>• Actions?</li> <li>• Geographic areas?</li> <li>• Community interests?</li> </ul>
<b>Rating:</b> <u>          </u> Excellent <sup>11</sup> <u>          </u> Good <u>          </u> Fair <u>          </u> Poor
<b>Narrative (rationale for rating):</b>

<sup>10</sup> To achieve an excellent rating: The entire project list addresses the highest priority actions and areas, benefiting the highest priority stocks and the highest priority habitat features and watershed processes.

<sup>11</sup> To achieve an excellent rating: The rank order of the entire list of projects fits the priorities (stocks, habitat features, watershed processes, actions, geographic areas, community issues) presented in the strategy or recovery plan. That is, the highest ranked projects fit the highest priorities identified in the strategy or plan and, if there are projects that address lower priorities in the strategy or plan, they are lower in the list.



SALMON  
RECOVERY  
FUNDING  
BOARD

**2006 (7<sup>TH</sup> ROUND)**  
**SALMON**  
**APPLICATION**  
**INSTRUCTIONS**

**18b**

**MAY 26 2006 DRAFT**

**FOR USE IN THE 2006 GRANT CYCLE ONLY**

## **Salmon Recovery Funding**

Board Members *William Ruckelshaus (Chair), Seattle*  
*Frank "Larry" Cassidy, Jr., Vancouver*

*Joe Ryan, Seattle*

*Steve Tharinger, Clallam County*

*David Troutt, Dupont*

*Mark Clark, Executive Director, Conservation Commission*

*Jay Manning, Director, Dept. of Ecology*  
*Designee: Dick Wallace*

*Jeff Koenings, Director, Dept. of Fish & Wildlife*  
*Designee: Tim Smith*

*Doug Sutherland, Commissioner, Dept. of Natural Resources*  
*Designee: Craig Partridge*

*Doug MacDonald, Secretary, Dept. of Transportation*  
*Designee: Megan White*

## **IAC Director**

*Laura E. Johnson*

### ***Salmon Recovery Funding Board Mission Statement:***

The Board will support salmon recovery by funding habitat protection and restoration projects, and related programs and activities that produce sustainable and measurable benefits for the fish and their habitat.

# **Salmon Habitat Recovery Grants 2006 Application Instructions**

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# 2006 Salmon Habitat Recovery Grants

## Introduction

The Salmon Recovery Funding Board (SRFB) is seeking grant applications for its 2006 Application Cycle. Applications are made through the regional recovery organizations and the local lead entity using these forms. This booklet contains the instructions needed to complete a grant application. Applications **must** be submitted to the SRFB through lead entities and received electronically through the computer system, PProject Information System (PRISM). This automated tool provides the ability, through the Internet, to submit all of your application materials. See Appendix M for more details.

## Contacting SRFB

Natural Resources Building	Voice	(360)	902-2636
1111 Washington Street	FAX	(360)	902-3026
P.O. Box 40917	TDD	(360)	902-1996
Olympia, WA 98504-0917	E-mail	Salmon@iac.wa.gov	
Web Page	<a href="http://www.iac.wa.gov/srfb/default.asp">http://www.iac.wa.gov/srfb/default.asp</a>		

The SRFB staff available to assist you with application questions are:

Rollie Geppert	RollieG@iac.wa.gov	(360)	902-2587
Brian Abbott	BrianA@iac.wa.gov	(360)	902-2638
Marc Duboiski	MarcD@iac.wa.gov	(360)	902-3137
Tara Galuska	TaraG@iac.wa.gov	(360)	902-2953
Jason Lundgren	JasonL@iac.wa.gov	(360)	902-0210
Barb McIntosh	BarbaraM@iac.wa.gov	(360)	902-3001
Mike Ramsey	MichaelR@iac.wa.gov	(360)	902-2969
Leslie Ryan-Connelly	LeslieR@iac.wa.gov	(360)	902-3080

## Contacting Lead Entity

Refer to Appendix J to identify your lead entity and the SRFB Grant Manager assigned to your area. All applications must be submitted through your lead entity in order to be considered by the SRFB.

You need to contact your lead entity to obtain timelines and other additional requirements.

## SRFB Policy Manual #18

Lead entities and applicants should refer to SRFB Policy Manual #18 for overall policies governing this program. This policy manual, #18a, covers the type of projects that are eligible and ineligible, phased projects, and other information needed for applying in the 2006 grant cycle.

**Eligible Applicants**

Eligible applicants, through a lead entity, are city/towns, counties, state agencies<sup>1</sup>, private landowners, conservation districts, Native American tribes, Regional Fisheries Enhancement Group (RFEG) and other non-profit organizations, and special purpose districts.

Private landowners are eligible for restoration projects only if the project occurs on their land and appropriate assurances are provided to protect the state's investments for the long term.

**Eligible Project Types**

Eligible project types include:

- ACQUISITION (purchase of land or rights)
- RESTORATION (on-the-ground work habitat restoration)
- NON-CAPITAL (assessments and studies)
- COMBINATION (acquisition and restoration)
- PLANNING/ACQUISITION (assessments and acquisition)

**Project Elements**

The SRFB funds a variety of restoration salmon recovery project elements (see Appendix A for definitions). To help applicants complete their application on-line, paper applications have been developed. These forms try as much as possible to mirror the input screens. The following application forms have been developed:

- 18c - Acquisition
- 18d - In-stream Diversion, In-stream Passage, and Barrier Inventory or Design for Fish Passage or Screening
- 18e - In-stream Habitat
- 18f - Riparian Habitat
- 18g - Upland Habitat
- 18h - Estuarine/Nearshore Marine
- 18i - Non-capital (planning and assessments)

If your application includes multiple elements, use the application for the primary activity. If your project is a combination (acquisition and restoration) project, select the appropriate restoration form. Be sure and use the appropriate application forms for your project.

**SRFB Application Due Date**

Lead entities must submit through PRISM all application materials on or before 5 p.m. September 11, 2006. Project lists or application materials that are submitted after the due date will be rejected.

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<sup>1</sup> For a state agency project to be eligible in the 2006 grant cycle:

- The agency must have a local partner that would be eligible on its own to receive a SRFB grant, and
- The local partner must be involved in the planning and implementation of the project; and
- The local partner must provide either in-kind or cash contributions to the project.
- The local partner must provide a letter outlining its role in the project.
- The project must go through the lead entity process and be evaluated the same way as any other locally-sponsored project.

<b>Lead Entity Project Timeline</b>	<p>All applicants must submit their applications through their lead entity. <u>Applicants should contact their lead entity for lead entity application due dates, schedules, and required materials.</u> <b>2006 key dates</b> are as follows:</p> <ul style="list-style-type: none"> <li>— <b>June 12. SRFB Policy Manual &amp; Application Forms Available.</b> SRFB application materials, requirements, and time schedule become available.</li> <li>— <b>June 15-30. Application Workshops.</b> Staff will hold application workshops around the state coordinated with regional organizations and lead entities and assist potential applicants with completing the forms.</li> <li>— <b>Late June - September. Review Panel Project Review.</b> The SRFB's Review Panel is available, <u>upon request</u>, to meet with regional organizations and lead entities and project applicants, make project site visits, prepare draft written comments of all projects and note preliminary projects of concern.</li> <li>— <b>Late June - August. Review Panel Oversight.</b> The Review Panel participates in regional activities, both for the regional organizations and other region-based efforts lead by lead entities, to observe the processes used to develop project lists.</li> <li>— <b>September 11. Regional and Lead Entity Project Lists &amp; Applications Due.</b> Each of the eight salmon recovery regional organizations and/or lead entity (as appropriate) forwards to the SRFB prioritized project lists, the associated ranking criteria, and the individual lead entity project lists. All materials to be considered for SRFB funding <u>must</u> be submitted in PRISM by this date.</li> <li>— <b>September 12 - 29. SRFB Staff Reviews Applications.</b> SRFB staff reviews applications for completeness and eligibility. SRFB Grant Managers may contact regional organizations, lead entities and applicants as they review project application information. Fish passage and nearshore technical review teams will review passage and nearshore projects.</li> <li>— <b>October 2 - 13. Review Panel Project Review.</b> The Review Panel prepares draft written evaluations of all projects to identify projects of concern and routes to regional organizations and Lead Entities.</li> <li>— <b>October 16 – 20. Regional Presentations.</b> The eight regional organization and lead entities provide a formal presentation to the Review Panel on project lists for their recovery regions, and responses to "homework" assignment questions. The presenters are encouraged to use this time to address the fit of the project lists to their strategy (where appropriate) or regional recovery plan. Potential project of concern evaluations may also be addressed.</li> <li>— <b>October 24 - 31. Review Panel &amp; SRFB Staff Draft Report.</b> Review Panel and SRFB staff draft preliminary conclusions and recommendations and send the draft report to the regional organizations and lead entities for review. The draft report will include the preliminary projects of concern.</li> <li>— <b>November 1 - 10. Regional Organizations and Lead Entities Review Draft Report.</b> Regional organizations and Lead entities review and provide comments to the Review Panel and SRFB Staff on the draft report.</li> <li>— <b>November 13 –17. Review Panel and SRFB Staff Finalize Report.</b> Review Panel and SRFB Staff finalize their report of conclusions and recommendations and projects of concern.</li> <li>— <b>November 20 - 30. Public Comment Period.</b> Final Review Panel and SRFB Staff conclusions and recommendations are available for public review.</li> <li>— <b>December 5 – 6. SRFB Allocates Funding.</b> SRFB adopts project lists and allocates funding in an open public meeting.</li> </ul>
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**The following application materials must be submitted in order for a project to be considered for funding by the SRFB:**

- ☑ ***Application Authorization Form.*** Applicants must complete an application authorization form for all the projects submitted. This form requires a sponsor signature and may be printed from PRISM. Once printed it can be mailed in or scanned and attached in PRISM.
- ☑ ***Application Forms.*** Complete the required information in PRISM. To obtain access to PRISM, contact SRFB staff, complete Appendix M or access our web page (<http://www.iac.wa.gov/oia/prism.htm>). All materials may be attached in PRISM and submitted on-line; however, certain materials such as the authorization form, maps, and evaluation question responses may be submitted on paper.

We ask for your patience and cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also respect the public's need to know "where the money goes."

- ☑ ***Evaluation Proposal Response.*** Attach as a document in PRISM or submit written responses to the SRFB evaluation proposal instrument found in the application forms manual. The maximum response length is eight pages.
- ☑ ***Maps.*** SRFB requires project location maps for its Geographic Information System and for evaluation by its technical advisors, site visits, and reporting purposes. It is important the maps be clear, easy to read, and identify the exact project location or area.
  - ☑ ***General vicinity map.*** Submit a map showing the general location of the project. The map should display sufficient detail for easy identification of nearby cities, state highways, major roads, major features such as national forests or parks, and water features such as large rivers, lakes and marine waters.
  - ☑ ***Work site map.*** Submit a map(s) showing the project work site location(s). A work site is defined as the specific geographic location where you will be doing work (e.g., study area, land acquisition, restoration, barrier removal, etc). A project may have one or more work sites. Work sites are independent of each other if they are greater than 100 feet apart. The work site map(s) should show more detail at a closer scale than the vicinity map. The work site map(s) should depict each work site in relation to rivers, streams, lakes, marine waters, highways, local roads/streets, and other local landmarks. Please ensure that the map is labeled with the names of these features and the boundaries of the work site(s).

Note: Use 1:24,000 scales, 7.5 minute series USGS quadrangle maps when possible and indicate the map name.

- Project Photos** – Submit up to two pages of photos.
  - **Digital format (preferred method):** Attach photos in PRISM or submit a disk using the file format \*jpeg, resolution min. 500 X 800, max. 800 x 1200. Photo quality should be good enough to make a 4x6 inch print that equals or exceeds conventional photography quality in sharpness and color balance. If submitting photos on disk, the file name must contain the SRFB project name and number used on the application. The project name and number should appear in the lower right hand corner when projected.
  - **Print format:** Conventional color or black and white print(s) not to exceed 8 x 10 inches. Place the SRFB project name and number in the lower right hand corner of the print.
- Project Partnership Contribution Form.** Applicants that are partnering with another organization on this project to provide part of the sponsor match (e.g., cash, grants, donations) must submit one letter for each partner containing the information found in Appendix F.
- Landowner Willingness Form.** If the applicant is not the landowner where the project is occurring, the Landowner Willingness Form in Appendix G must be completed. If this project has multiple sites and this is not feasible, contact your grant manager for assistance.
- Other Materials (optional).** Applicants may attach in PRISM or submit up to two (2) additional documents (prefer digital format) depicting important project information. These materials may include photos; site plans; long-term stewardship plan; sketches; parcel maps; design drawings; renderings; other maps, charts and graphs; or other graphics. *All materials must be 8-1/2" x 11" and reproducible via a black and white photocopy.*

**Applicability**

Each application manual contains a list of the relevant application materials for that project type. Not all forms and check boxes in the application forms are applicable to every grant proposal. Complete only those forms and sections required for your project. It is possible that you will have only one or two items on any particular form.

**Submittal Information**

Applicants must submit all application materials to the lead entity in the format required by the lead entity. The lead entity will forward to the SRFB a prioritized project list and any application materials not attached in PRISM for each project to be considered for funding.

**Matching and Donated Resources**

Project sponsors must match at least 15% of the total project cost (calculate 15% of the total amount needed for the project). Lead entities may establish higher requirements in their area. Matching resources can include cash, bonds, local and other state grants (including IAC grants) or federal grants (unless prohibited by funding source), donated labor, equipment, or materials and force account. All matching resources must be an integral and necessary part of the approved project, must be eligible SRFB elements and items for the project, and committed to the project. Applicants may not use other SRFB program dollars as match for the proposed project. SRFB's policies regarding valuation of donations are in Appendix C.

Organizations are encouraged to coordinate salmon recovery efforts with other programs, projects, and fund sources. Mitigation activities, although not eligible for funding (or part of the sponsor's match), are also encouraged to be coordinated with salmon recovery projects. For example, mitigation requiring purchase of off-site habitat should be coordinated with an adjacent habitat acquisition or restoration project. Coordinating efforts and leveraging other sources of funding will help increase benefits to salmon and their habitat as well as making the state's dollar go further.

**Post Application Materials**

After SRFB's approval of funding, applicants may be required to submit additional materials, which may include, but are not limited to, preliminary title report for properties in acquisition projects, landowner agreement for restoration projects (see Appendix H - Landowner Agreement requirements), and proof of the match.

**Reimbursements**

The SRFB grant program is operated on a reimbursement basis. The sponsor must expend funds and provide documentation for expenditures prior to receiving compensation. See Manual #8: *Reimbursement Manual* for details on the reimbursement process and eligible costs.

The SRFB recognizes that some project sponsors may need cash advances in order to implement the project. Therefore, there is a provision for advance payments in limited cases. Contact your SRFB grant manager for additional information.

**Monitoring**

Submission of a monitoring plan is not required. The SRFB is no longer funding effectiveness monitoring as part of project costs. Implementation monitoring costs (ensuring the project was implemented correctly) should be included in the applicants A&E costs. Effectiveness monitoring is defined as determining if the project was successful or not.

The SRFB selects certain projects for effectiveness monitoring and has

an independent party apply specific monitoring protocols. You will be contacted by your SRFB Grant Manager and the party performing the actual monitoring if your project is chosen for SRFB effectiveness monitoring.

**Conservation  
Commission  
Assistance**

The Conservation Commission is available to assist with Limiting Factors Analysis Information (See Appendix B for Habitat Factors Definitions). Information about the Conservation Commission can be found on their Web page at: <http://www.scc.wa.gov/>.

**WDFW  
Assistance**

WDFW has created a Watershed Stewardship Team (WST) to help lead entities use available science and efficiently utilize the resources and expertise within WDFW. WST members are to provide leadership, coordination, and technical assistance to facilitate the development, effectiveness, and success of local community salmon recovery efforts (see Appendix K for contact information).

In the WDFW Habitat Program, staff has developed manuals and forms to assist lead entities and applicants in preparing applications and developing successful fish passage, screening, and inventory projects (see Appendix D for additional information). This information will also assist applicants in preparing the necessary information required to obtain a Hydraulic Project Approval (HPA) permit.

In 2002, WDFW released a document titled, *Integrated Streambank Protection Guidelines*. These guidelines were developed by a consortium of public agencies to assist property owners, planners, designers and regulators protect and restore marine, freshwater and riparian fish and wildlife habitats. The document provides "how-to" guidance that, while scientific in approach, can be understood and used by a wide range of people involved in salmon recovery. Technical assistance materials produced under the Aquatic Habitat Guidelines (AHG) program include documents in printed, compact disc and web-page formats, as well as training and outreach workshops. You can obtain additional copies of this and other guidance materials, downloadable versions of white papers, drafts of guidelines in development and other information about the AHG on-line by visiting <http://www.wdfw.wa.gov/hab/ahg/>, or by filling out and mailing or faxing the registration form in Appendix A of the Integrated Streambank Protection Guidelines.

**DOE Assistance**

To meet the legislature's 1998 Watershed Planning Act, the Department of Ecology provided funding to support the creation of local Watershed Planning Units. These units were created to develop local watershed plans for managing water resources for in-stream and out of stream use. Individuals who have the greatest knowledge of the resources and the aspirations of those who live and work in the watershed and who have the greatest stake in the proper, long-term management develop the plans locally. Contacts and telephone numbers of Ecology's Watershed

Leads that work with these planning units are listed in Appendix L.

The Department of Ecology has a Permit Assistance Center (1-800-917-0043 or the Web page at: <http://www.ecy.wa.gov/permit/html>).

**CTED  
Assistance**

In November 2003 the WA Department of Community, Trade and Economic Development (CTED) released a document titled, *Critical Areas Assistance Handbook: Protecting Critical Areas Within the Framework of the Washington Growth Management Act*. The purpose of this guidebook is to help Washington communities design locally appropriate programs for designating and protecting 'critical areas' which include: wetlands, areas with a critical recharging effect on aquifers used for potable water, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. Additional information can be obtained from CTED's Growth Management Services web site: [www.cted.wa.gov/growth](http://www.cted.wa.gov/growth).

**Assessment  
Guidelines**

Assessment projects are required to describe how the assessment addresses the stages and elements in *Guidance for Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, May, 2001). See Appendix E for more information on this document.

## Appendix A: Project Element Definitions

**ACQUISITION** includes the purchase of land, access, or other property rights in fee title or less than fee, for example conservation easements. Rights or claims may be acquired, provided the value can be established or appraised. All acquisitions are from willing sellers and all less than fee acquisitions are perpetual.

**IN-STREAM DIVERSIONS** includes those items that affect or provide for the withdrawal and return of surface water to include the screening of fish from the actual water diversion (dam, headgate), the water conveyance system (both gravity and pressurized pump), and the by-pass of fish back to the stream.

**Diversion dam** - A human-made structure or installation to divert water from a stream, river or other surface water body for a specific purpose such as municipal, industrial, agricultural, hydroelectric generation, etc. A diversion dam project may include replacement or modification of a diversion dam to improve fish passage.

**Fish by-pass** - Gravity fish screens (see definition below) that are installed downstream of the diversion headgate usually require a "fish by-pass system" to collect fish from in front of the screen and safely transport them back to the stream. The fish by-pass consists of an entrance/flow control section and a fish conveyance channel or pipeline. A portion of the diverted flow used to transport fish from in front of the fish screen back to the stream through the fish by-pass system. Fish by-pass flow requires positive hydraulic head differential between the water surface at the screen and the water surface at the by-pass outfall to the stream.

**Fish screen (gravity) and fish screen (pump)** - A fish protection device installed at or near a surface water diversion headgate to prevent entrainment, injury or death of targeted aquatic species. Fish screens physically preclude fish from entering the diversion and do not rely on avoidance behavior like electrical or sonic fish barrier technology. Fish screens are categorized by: 1) diversion type (gravity vs. pump), and 2) debris cleaning function ("active" or automatic vs. "passive" or manual cleaning).

**Headgate** - A structure that uses gates to control the flow of water from a surface water source (such as a stream or lake) into a water conveyance facility (such as a canal, ditch or pipeline) that uses gravity to move water through for irrigation or other purposes.

**Log control (weir)** - A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Permits** - Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

**Pipes & ditches** - Metal pipes and man-made ditches constructed for the purpose of conveying water to or from a stream or well.

**Rock control (weir)** - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Signage** – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

**Site maintenance** – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

**Work site restoration** – Work related to returning a work site to its original state after project construction work is completed. May include contouring the landscape to a proper angle of repose, re-connecting utilities, revegetation, fencing, etc.

**IN-STREAM PASSAGE** includes those items that affect or provide fish migration up and downstream to include road crossings (bridges and culverts), barriers (dams, log jams), fishways (ladders, chutes, pools), and log and rock weirs.

**Bridge** – A water-crossing (over-water structure) that retains or restores natural channel conditions; maintains ecological connectivity; avoids geologically unstable areas; considers cumulative culvert impact for direct loss of habitat; and minimizes streambank vegetation disturbance.

**Carcass placement** – In-stream placement of fish carcasses to enhance nutrient levels (such as nitrogen) in the stream ecosystem, including the water column, sediments, vegetation, and biota.

**Culvert improvements** – The removal and/or installation of either a new or replacement of a stream conduit structure to enable fish passage and stream function (e.g.: water flow) under a stream crossing such as a road or a bridge.

**Dam removal** – Work to remove any human-made structure that results in an abrupt change in surface water elevation (e.g.: a concrete water diversion structure, or a failed log control system along a stream). Dams are removed because they may impede fish and sediment passage.

**Debris removal** – Work to remove any non-living unwanted material at a restoration or acquisition site (e.g.: human-made materials such as derelict vehicles and garbage, or natural materials such as landslide materials including soil and gravel).

**Diversion dam** - A human-made structure or installation to divert water from a stream, river or other surface water body for a specific purpose such as municipal, industrial, agricultural, hydroelectric generation, etc. A diversion dam project may include replacement or modification of a diversion dam to improve fish passage.

**Fishway** – A structure or system that is designed to facilitate fish passage. Components of a fishway may include: fish attraction features, a barrier dam, entrances, auxiliary water systems, collection and transportation channels, a fish ladder, an exit, and operating and maintenance standards. Fishways can be formal concrete structures, pools blasted in the rock of a waterfall, or log controls in the bed of a channel. Fishways can be divided into six

classifications based on their hydraulic design and function: pool and weir; vertical slot; roughened channels; hybrid fishways; mechanical fishways; and culverts.

**Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Mobilization** – Getting necessary equipment or supplies (earth-moving equipment, for example) moved to the project work site in order to begin construction/restoration work. Does not include procurement of supplies or equipment to be used during construction/restoration.

**Permits** – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

**Rock control (weir)** - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Roughened channel** – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures in order to reduce water velocity and facilitate fish passage.

**Signage** – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

**Site maintenance** – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

**Traffic control** – Any work related to managing vehicular travel in and around the work site during or after the project construction period (includes traffic signals). For example, traffic may need to be temporarily re-routed to avoid a construction area, or permanently re-routed.

**Utility crossing** - Connecting, reconnecting, or moving electrical, phone, cable, natural gas, water or sewer lines.

**Water management** – Example is routing water around a project while under construction or off-site watering.

**Work site restoration** – Work related to returning a work site to its original state after project construction work is completed. May include contouring the landscape to a proper angle of repose, re-connecting utilities, revegetation, fencing, etc.

**IN-STREAM HABITAT** includes those freshwater items that affect or enhance fish habitat below the ordinary high water mark of the water body. Items include work conducted on or next to the channel, bed, bank, and floodplain by adding or removing rocks, gravel, or woody debris. Other items necessary to complete the project may include livestock fencing, water conveyance, and plant removal and control.

**Bank stabilization** – Work related to stabilize a streambank through planting vegetation (bioengineering), soil reinforcement, and/or minimal artificial streambank protection (such as a toe rock at the base of a slope) in order to minimize erosion and sedimentation. Bank

stabilization projects should most closely mimic naturally stabilized banks within the vicinity of the project location.

**Carcass placement** – In-stream placement of fish carcasses to enhance nutrient levels (such as nitrogen) in the stream ecosystem, including the water column, sediments, vegetation, and biota.

**Channel connectivity** – Any work that results in connecting a new or reconnecting an existing stream channel to a larger stream system to improve fish habitat (i.e.: improves fish passage, improves water flows, provides additional spawning or rearing habitat, etc.).

**Channel reconfiguration** – Any work to either create a new stream channel or redesign an existing stream channel to improve fish habitat (i.e.: results in improved stream function, stream sinuosity, modified stream flows, etc.)

**Complex log jams** (also known as Engineered Log Jams, or ELJ's) – Permanent in-stream flow control structures based on the architecture of naturally occurring stable log jams in large river systems, designed to mimic natural log jams and remain fixed in the channel. They contain key pieces of wood large enough to alter the course of the river channel and capture additional wood, may provide bank protection, and provide fisheries habitat value by enhancing habitat complexity.

**Deflectors/barbs/vanes** – An in-stream structure used to influence or redirect the flow, pattern, or hydraulics of a stream in order to reduce or increase the erosive forces acting on a stream bank or streambed. Generally involves placing material (such as boulders, rocks, gabions, logs, etc.) in a stream channel at specific locations to gain a specific effect.

**Dike removal/setback** – Work related to removing or moving away from the stream or marine shoreline a water-retaining structure that was originally built to control/divert stream flows and protect farmland or other property from flooding. Removal or setback is intended to promote natural stream or estuary flow (e.g.: tidal action) and restore natural ecological functions.

**Livestock fencing/crossing** – Work related to installing fencing material upland to control livestock access to a surface water supply, stream bank, or the waterbody itself. Also called "exclusion fencing."

**Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Off-channel habitat** – Any work related to designing, building, and installing fish habitat separate from, but connected to, the main stream channel for the purposes of improving or creating new habitat for fish to rear and spawn (including resting, feeding, etc.).

**Permits** – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

**Plant removal/control** – Work related to removing or controlling through manual, mechanical, or chemical means any unnecessary, non-native, and/or invasive vegetation on the site for the purposes of restoring the site for beneficial fish and wildlife habitat.

**Riparian plant installation** – Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

**Riparian plant materials** – The procurement of native vegetation used during Reveg-plant installation.

**Rock control (weir)** - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Roughened channel** – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures in order to reduce water velocity and facilitate fish passage.

**Signage** – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

**Site maintenance** – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

**Spawning gravel placement** – Any work related to introducing properly-sized fish spawning substrate (i.e.: gravel) to the channel. Includes streambed control structures to keep the gravel in place.

**Wetland restoration** – Work related to enhancing or restoring an existing marine or freshwater wetland feature in order to improve fish use.

**Woody debris placement** – Any work related to design or engineering, procurement, and/or installation of wood structures in a stream channel or riparian area for the purposes of providing improved fish habitat and stream channel complexity.

**RIPARIAN HABITAT** includes those freshwater, marine near-shore, and estuarine items that affect or will improve the riparian habitat outside of the ordinary high water mark or in wetlands. Items may include plant establishment/removal/management, livestock fencing, stream crossing, and water supply.

**Livestock fencing** – Work related to installing fencing material upland to prevent livestock from having access to a surface water buffer, surface water bank, or the waterbody itself. Also called "exclusion fencing."

**Livestock stream crossing** – Work related to building and installing a "fish friendly" (non-barrier) stream crossing structure (such as a bridge) for livestock to use that is intended to eliminate livestock access to and resulting damage of a stream. The crossing should be designed so that it does not hinder fish passage in the stream.

**Livestock water supply** – Work related to building and installing an upland watering area for livestock to use to direct them away from using streams for their water supply.

**Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Permits** – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

**Plant removal/control** – Work related to removing or controlling through manual, mechanical, or chemical means any unnecessary, non-native, and/or invasive vegetation on the site for the purposes of restoring the site for beneficial fish and wildlife habitat.

**Riparian plant installation** - Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

**Riparian plant materials** – The procurement of native vegetation used during Reveg-plant installation.

**Rock control (weir)** - A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

**Signage** – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

**Site maintenance** – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

**Wetland restoration** – Work related to enhancing or restoring an existing marine or freshwater wetland feature in order to improve fish use.

**Woody debris placement** – Any work related to design or engineering, procurement, and/or installation of wood structures in a stream channel or riparian area for the purposes of providing improved fish habitat and stream channel complexity.

**UPLAND HABITAT** includes those items or land use activities that affect water quality and quantity important to fish, but occur above the riparian or estuarine area. Items include the timing and delivery of water to the stream; sediment and water temperature control; plant removal, control, and management; and livestock fencing and water supply.

**Alternate water source** – Providing an upland water source for irrigation or livestock in order to prevent livestock from entering rivers and streams to drink water.

**Erosion control (road)** – Work related to minimizing or eliminating erosion impacts to a waterbody caused by upland roads. May include road removal or road resurfacing (e.g.: from pavement to gravel). Also see Road abandonment/decommissioning below.

**Erosion control (slope)** – Work related to minimizing or eliminating erosion impacts to a waterbody caused by upland slope failure (e.g.: landslides).

**Impervious surface removal** – Work related to removing any human-made structure from the ground that inhibits or prevents water from being absorbed into the soil (e.g.: asphalt parking lot, old building foundation, or road).

**Livestock fencing** – Work related to installing fencing material upland to prevent livestock from having access to a surface water buffer, surface water bank, or the waterbody itself. Also called "exclusion fencing."

**Low/no till** – An agricultural cultivation technique in which the soil is minimally disturbed (not tilled). Farmers instead apply detritus from previous crops on seedbeds to protect the seeds. The primary benefit of this practice is decreased soil erosion into streams.

**Permits** – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

**Pipes & ditches** – metal pipes and man-made ditches constructed for the purpose of conveying water to or from a stream or well.

**Plant removal/control** – Work related to removing or controlling through manual, mechanical, or chemical means any unnecessary, non-native, and/or invasive vegetation on the site for the purposes of restoring the site for beneficial fish and wildlife habitat.

**Riparian plant installation** - Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.

**Riparian plant materials** – The procurement of native vegetation used during Reveg-plant installation.

**Road abandonment/decommissioning** – Any work related to taking a road out of service to minimize or eliminate erosion impacts to a waterbody. Includes removing road signs, road pavement or surface, and/or replacing impervious surfaces with vegetation or gravel to prevent further erosion.

**Sediment collection ponds** – Man-made structures or excavations in or near waterways for the purpose of collecting sediment eroded from uplands or stream channels.

**Signage** – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).

**Site maintenance** – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

**ESTUARINE/MARINE NEARSHORE** includes those items that affect or enhance fish habitat within the shoreline riparian zone or below the mean high water mark of the water body. Items include work conducted in or adjacent to the intertidal area and in subtidal areas. Items may include beach restoration, bulkhead removal, dike breaching, plant establishment/removal/management, and tide channel reconstruction.

**Beach nourishment** – The placement of appropriately sized, quantity, and composition of material for the restoration of naturally occurring nearshore/marine processes.

**Bulkhead removal/reconstruction** – Work related to removing human-made structures from the marine shoreline that were originally placed to prevent shoreline erosion and solidify and strengthen the shoreline profile. These structures, also known as bulkheads, can be made of wood, metal, rock, concrete, plastic, or other materials.

**Clear and grub** – The complete removal of living or dead standing or down vegetation through the use of mechanical means, fire and/or herbicides.

**De-water/diversion dam**– The use of structural or mechanical methods to remove, reduce, or redirect the flow of water in a stream as a means to facilitate the construction of a tide gate, culvert, bridge, or fish passage facility.

- Derelict gear removal** – The removal from the water of any unused or unclaimed man-made device used to net or trap fish.
- Dike breaching/removal** – The process of removing or breaking through all or part of a man-made dike to restore natural tidal exchange in an historical estuarine environment such as a river delta.
- Erosion control** – The use of structural methods to control the processes or group of processes whereby surface soil and rock is loosened, dissolved or worn away and moved from one place to another by natural processes.
- Excavation** – The physical or mechanical removal of soil, rock, wood, or debris from a specific site.
- Flushing/partial passage** – The removal of full or partial blockages to marine tidal water flushing.
- Landfill/debris removal** – The removal of upland refuse (garbage and other disposed materials) contained in a municipal landfill that is posing a threat to marine nearshore habitats and ecological processes.
- Mobilization/demobilization** – The process of creating a staging area and moving heavy equipment and mobile facilities to and from the project site before and after project implementation.
- Permits** – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).
- Plant removal/control** – The removal/control of non-native plant species within the nearshore/marine environment.
- Riparian plant installation** - Work related to planting native vegetation along a waterbody or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions to the waterbody, fish, and wildlife such as shading, organic matter, filtration, etc.
- Riparian plant materials** – The procurement of native vegetation used during Reveg-plant installation.
- Road repair/asphalt**– Any roadwork specifically related to repairing or maintaining water control or road safety and visibility on an existing road.
- Shoreline restoration** – Work related to improving the fish habitat of a marine beach area by encouraging natural, self-sustaining ecological processes. Work may include: removing contamination, removing structures, removing invasive or non-native vegetation, removing debris, enhancing beach substrate by adding natural materials (gravels, sand, etc), planting native vegetation, beach nourishment, re-grading beach profile, etc.
- Signage** – Work related to designing, building, and installing signs at a restoration or acquisition site to identify the site to the public (specifying site purpose, owner, and/or contact information); to provide information about the site to visitors (e.g.: interpretive signs describing wildlife, ecology, history, etc.); to provide parking information and directions to visitors (e.g.: parking lot signs); or to provide safety information to visitors (e.g.: hazard information).
- Site maintenance** – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

**Tidal channel reconstruction** – The reconstruction/restoration of tidal channels historically removed from the confluence of a riverine delta and estuarine system.

**Tide gate removal/improvements** – The removal of tidegate(s) and the restoration of natural tidal flushing within the estuarine environment.

**Traffic control** – Any work related to managing vehicular travel in and around the work site during or after the project construction period (includes traffic signals). For example, traffic may need to be temporarily re-routed to avoid a construction area, or permanently re-routed.

**ASSESSMENTS AND STUDIES** - Assessment proposals are eligible, but must clearly meet the SRFB's criteria for funding. The results of proposed assessments must **DIRECTLY AND CLEARLY** lead to:

The results of proposed assessments must **directly and clearly** lead to:

- Design, siting, or a minimum of a 30 percent design of habitat protection or restoration projects, or
- Filling a data gap that is identified as a high or urgent priority in a lead entity strategy and the data gap clearly limits subsequent project identification or development. The results must be designed to clearly determine criteria and options for subsequent project identification or development, and the time frame for implementing such projects if funded.

All elements of assessment projects proposed for SRFB funding must be directly applicable to defined project objectives and the scale of data gap or assessment. Assessments intended primarily for research purposes, stand-alone monitoring, or general knowledge and understanding of watershed conditions and function, although important, are **not** eligible for SRFB funding.

Projects could include assessments in freshwater, estuarine, and nearshore environments. Assessment examples could include project feasibility and design studies; channel migration studies; reach-level assessments; and inventories such as barriers or unscreened water diversions. A feasibility study could include assessing the willingness of landowners to allow access to their land for a habitat restoration project or to consider selling a property interest. A reach-level assessment could include physical and biological elements to identify and prioritize restoration and protection projects.

Assessments must be closely coordinated with other assessments and data collection efforts in the watershed and with the appropriate federal, tribal, state, regional, and local organizations and landowners to prevent duplication and ensure the use of appropriate methods and protocols. To improve coordination, lead entities and applicants are encouraged to partner with each other. Assessments and studies must be completed within two years unless additional time is necessary and can be justified by the project sponsor. Project sponsors are encouraged to select assessments that can provide usable results within a two-year period.

To the extent feasible, the concepts and approaches outlined in *Guidance for Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, 2001) should be used to identify and support the need for the assessment and provide guidance for the design and

implementation of the assessment. Applicants must describe how their proposed assessment addresses the stages and elements in the Guidance document.

**COMBINATION** projects are projects that include both "Acquisition **and** Restoration" or "Acquisition **and** Non-Capital" (assessments and studies). All Restoration and Non-Capital application forms have a cost estimate sheet for listing any Acquisition items. This project category type allows for some creative, complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration in order to make the habitat suitable and productive to fish. Likewise, some potential acquisitions may need an initial assessment of the landowners' willingness to sell in order to identify and locate the most beneficial tracts of habitat.

## Appendix B: Habitat Factors Definition

- 1. Biological Processes.** This category addresses impacts to fish brought about by the introduction of exotic plants and animals and also from the loss of ocean-derived nutrients caused by a reduction in the amount of available salmon carcasses.
- 2. Channel Conditions.** This category addresses in-stream habitat characteristics that are not adequately captured by another category, such as bank stability, pools, and large woody debris. Changes in these characteristics are often symptoms of impacts elsewhere in the watershed, which should also be identified in the appropriate category (sediment, riparian, etc.).
- 3. Estuarine and Near-shore Habitat.** This category addresses habitat impacts that are unique to estuarine and near-shore environments. Estuarine habitat includes areas in and around the mouths of streams extending throughout the area of tidal influence on fresh water. These areas provide especially important rearing habitat and an opportunity for transition between fresh and salt water. Impacts include loss of habitat complexity due to filling, dikes, and channelization; and loss of tidal connectivity caused by tidegates. Near-shore habitat includes intertidal and shallow subtidal salt water areas adjacent to land that provide transportation and rearing habitat for adult and juvenile fish. Important features of these areas include eel grass, kelp beds, cover, large woody debris, and the availability of prey species. Impacts include bulkheads, overwater structures, filling, dredging, contaminated sediments, and alteration of longshore sediment processes.
- 4. Floodplain Conditions.** Floodplains are relatively flat areas adjacent to larger streams and rivers that are periodically inundated during high flows. In a natural state, they allow for the lateral movement of the main channel and provide storage for flood waters, sediment, and large woody debris. Floodplains generally contain numerous sloughs, side channels, and other features that provide important spawning habitat, rearing habitat, and refugia during high flows. This category includes direct loss of aquatic habitat from human activities in floodplains (such as filling) and disconnection of main channels from floodplains with dikes, levees, and revetments. Disconnection can also result from channel incision caused by changes in hydrology or sediment inputs.
- 5. Lake Habitat.** Lakes can provide important spawning and rearing for salmonids. This category includes impacts that are unique to lake environments, such as the construction of docks and piers, increases in aquatic vegetation, and the application of herbicides to control plant growth.
- 6. Loss of Access to Spawning and Rearing Habitat.** This category includes culverts, tide gates, levees, dams, diversions, screens and other artificial structures that restrict access to spawning habitat for adult salmonids or rearing habitat for juveniles, or redirects adults or juveniles to unsafe downstream migration paths or other ill-suited habitat (irrigation canals, water delivery ditches, etc.). Additional factors considered are low stream flow or high temperature conditions that function as barriers during certain times of the year.
- 7. Riparian Conditions.** Riparian areas include the land adjacent to streams, rivers, and near-shore environments that interacts with the aquatic environment. This category addresses factors that limit the ability of native riparian vegetation to provide shade, nutrients, bank stability, and a source for large woody debris. Riparian impacts include timber harvest, clearing for agriculture or restoration, construction of roads, dikes, or other structures, and direct access of livestock to stream channels.

### **Habitat Factors Definition continued**

**8. Streambed Sediment Conditions.** Changes in the inputs of fine and coarse sediment to stream channels can have a broad range of effects on salmonid habitat. Increases in coarse sediment can create channel instability and reduce the frequency and volume of pools, while decreases can limit the availability of spawning gravel. Increases in fine sediment can fill in pools, decrease the survival rate of eggs deposited in the gravel, and lower the production of benthic invertebrates. This category addresses these and other sediment-related habitat impacts caused by human activities throughout a watershed. This includes increases in sediment input from landslides, roads, agricultural practices, construction activities, and bank erosion; decreases in gravel availability caused by dams and floodplain constrictions; and changes in sediment transport brought about by altered hydrology and reduction of large woody debris.

**9. Water Quality.** Water quality factors addressed by this category include stream temperature, dissolved oxygen, and toxics that directly affect salmonid production. Turbidity is also included, although the sources of sediment problems are addressed in the streambed sediment category. In some cases, fecal coliform problems are identified because they may serve as indicators of other impacts in a watershed, such as direct animal access to streams.

**10. Water Quantity.** Changes in flow conditions can have a variety of effects on salmonid habitat. Decreased low flows can reduce the availability of summer rearing habitat and contribute to temperature and access problems, while increased peak flows can scour or fill spawning nests. Other alterations to seasonal hydrology can strand fish or limit the availability of habitat at various life stages. All types of hydrologic changes can alter channel and floodplain complexity. This category addresses changes in flow conditions brought about by water withdrawals, the presence of roads and impervious surfaces, the operation of dams and diversions, alteration of floodplains and wetlands, and a variety of land use practices.

## Appendix C: Valuing Donations, Corrections Labor

### Introduction

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- All donations must be an integral and necessary part of an approved project.
- The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- All donations must be documented for reimbursement purposes.
- Portions of a donation **not** used as a match may **not** be carried over to another project.
- Except for cash, all donations must be in one of the following categories.

### Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
  - a. Through publications that provide the national or regional average rates for construction equipment, or
  - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information to support the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate—hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a "per mile" cost not to exceed the federal rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.

### Donated Labor

1. Definitions:
  - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
  - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.

2. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. The maximum unskilled labor can be valued at is the lower of the statewide mean wage for Landscaping and Grounds-Keeping Workers" as determined by the Employment Security Department (ESD) or the IAC \$12.00 per hour rate for 2006.
4. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting [http://www.iac.wa.gov/Documents/Manuals&Forms/Manual\\_8\\_Prof\\_Skilled\\_Labor\\_Rates.xls](http://www.iac.wa.gov/Documents/Manuals&Forms/Manual_8_Prof_Skilled_Labor_Rates.xls).
5. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information to support the recommended wage.
6. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site.
7. A volunteer's travel time is not considered a donation if they are reimbursed for their mileage/transportation costs.
8. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

**Donated Real Property**

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements) that would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donation terms.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, restoration, or planning costs to be met by IAC.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust organization and/or party for match in another project.

**Donated Materials**

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

**Corrections Labor**

1. Definition—Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.
2. Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

*Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.*

## Appendix D: WDFW Fish Passage, Screening, & Inventory Information

WDFW, Habitat Program, Environmental Restoration Division staff are available to provide technical assistance to applicants for the design and development of barrier correction and screening projects. The Habitat Program provides design standards and performs technical review of fish passage and other habitat restoration and development projects. This technical review is required for approval through the Hydraulic Project Approval (HPA) process and is especially critical for fish passage and screening projects. Additional information is available on the WDFW Web page at:  
<http://www.wdfw.wa.gov/hab/engineer/habeng.htm#upstrm>

Project Applicants are encouraged to utilize the WDFW Priority Index (PI) system. It provides a standardized methodology for the assessment and prioritization of fish passage barriers and water diversion screens. To assist applicants in developing the PI, WDFW has developed the *Fish Passage Barrier and Screening Assessment and Prioritization Manual*. Additional information is available on the WDFW Web page at: <http://www.wdfw.wa.gov/hab/engineer/fishbarr.htm>. The staff contact is Mike Barber at (360) 902-2556 (e-mail [barbemrb@dfw.wa.gov](mailto:barbemrb@dfw.wa.gov)).

Fish Passage Projects: All fish passage projects must meet state fish passage criteria. The WDFW has developed *Fish Passage Design at Road Culverts Manual* to guide in the implementation of fish passage projects. WDFW has also developed a Fish Passage Data Design Form that is included in the application materials and is available electronically on the IAC/SRFB web site at <http://www.iac.wa.gov/srfb/docs.htm>. The WDFW staff contact is Michelle Cramer at (360) 902-2610 (email [cramemlc@dfw.wa.gov](mailto:cramemlc@dfw.wa.gov)).

Screening Projects: All screening projects must meet state fish screening criteria. The WDFW has developed the draft guidelines for fish screens. This is available at:  
<http://www.wdfw.wa.gov/hab/engineer/fishscrn.htm>  
The WDFW staff contact is Eric Egbers at (509) 575-2734 (e-mail [egberebe@dfw.wa.gov](mailto:egberebe@dfw.wa.gov)).

Inventory Projects: WDFW has an established protocol for fish passage barrier and screening inventories, which should be followed. The protocol can be found in the *Fish Passage Barrier and Screening Assessment and Prioritization Manual* available on the WDFW Web page at:  
<http://www.wdfw.wa.gov/hab/engineer/fishbarr.htm>. This manual also contains the data requirements for the statewide fish passage and screening database housed at WDFW. WDFW can also provide training and technical assistance to inventory groups. The WDFW staff contact is Mike Barber at (360) 902-2556 (e-mail [barbemrb@dfw.wa.gov](mailto:barbemrb@dfw.wa.gov)).

## Appendix E: Assessment Guidelines

Much watershed assessment work has already been done around the state, including Limiting Factors Analysis, watershed analysis under the Watershed Planning Act, sub-basin analysis, barrier inventories, and the like. However, the amount of information resulting from these assessments varies considerably from watershed to watershed, and often the assessments are not coordinated and are focused on identifying symptoms (degraded habitat conditions) rather than diagnosing the causes of those conditions (impacts on habitat forming processes). The *Guidance on Watershed Assessment for Salmon* provides a framework that brings together different assessment work, aligns the information available with different types of projects, and guides future assessment work. A consistent approach should help ensure a greater likelihood that salmon habitat recovery projects will have the highest potential for long-term success.

The *Guidance* was developed by an interdisciplinary technical workgroup under the direction of the Governor's Salmon Recovery Office (GSRO), with participation from the National Marine Fisheries Service, U.S. Fish and Wildlife Service, a tribal representative, and others. The agencies of the Joint Natural Resources Cabinet have endorsed the *Guidance* for use by the state. The National Marine Fisheries Service and U.S. Fish and Wildlife Service strongly support the *Guidance* to help ensure funding decisions carry the highest potential for long-term success.

The *Guidance* is intended to help project implementers, watershed groups, lead entities, agencies, and others understand what kinds of information are needed to support decisions identifying, prioritizing, siting, and sequencing habitat protection and restoration projects. It is also intended to assist in determining the adequacy of current assessment information, identifying areas that need additional data, and guiding the scope of those assessments. The guidance also assists in determining assessment information that is needed to support development of watershed, sub-basin, and regional salmon recovery plans. Finally, it identifies considerations that will increase benefits to salmon for each project category.

The *Guidance* is not:

- a manual explaining how to do assessments
- regulatory – however, its developers recommend that funding organizations and state agencies adopt the *Guidance* as part of their programs and processes;
- "final" –the *Guidance* can be revisited to see what might need to be changed based on the actual experience of users.

The *Guidance* organizes assessments in "stages" around three key questions:

1. What habitat conditions are limiting salmon production?
2. What processes or land uses are causing the habitat conditions?
3. What linkages exist between salmon and habitat conditions?

Answering these questions requires progressively more data and a higher level of analysis but results in greater certainty that habitat protection and restoration actions will produce the greatest benefits to salmon habitat and will have the highest probability of being successful.

The SRFB endorses use of this *Guidance* by sponsors of assessment projects and by lead entities developing strategies and establishing project priorities. Assessment project applicants in the Seventh Round Grant Cycle will be asked to describe how the proposed assessment addresses the stages and elements in the *Guidance*.

The full document can be located on the Governor's Salmon Recovery Office web page:  
<http://www.governor.wa.gov/gсро/default.htm>

## Appendix F: Project Partner Contribution Form

### Project Partner:

Partner Address:

### Contact Person

Mr.       Ms.      Title

First Name:

Last Name:

Contact Mailing Address:

Contact E-Mail Address:

### Description of contribution to project:

Estimated value to be contributed: \$ \_\_\_\_\_

\_\_\_\_\_  
Partner's signature

\_\_\_\_\_  
Date

## Appendix G: Landowner Willingness Form

### Landowner Information:

**Name of Landowner:**

**Landowner Contact Information:**

Mr.       Ms.      Title

First Name:

Last Name:

Contact Mailing Address:

Contact E-Mail Address:

**Property Address or Location:**

I certify that \_\_\_\_\_ is the legal owner of property described in this grant  
(landowner or organization)  
application to the Salmon Recovery Funding Board (SRFB). I am aware the project is being proposed on  
said property. My signature authorizes the applicant listed below to seek funding for project  
implementation, however, does not represent authorization of project implementation.

\_\_\_\_\_  
**Landowner Signature**

\_\_\_\_\_  
**Date**

### Project Applicant Information

**Project Name:**

**Project Applicant Contact Information:**

Mr.       Ms.      Title

First Name:

Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Lead Entity Organization:

## **Appendix H: Landowner Agreement**

**A sponsor must obtain a landowner agreement when a project is occurring on land not owned, or otherwise controlled, by the sponsor for salmon recovery projects. A landowner agreement will be required should the project receive SRFB funding and must be completed prior to receiving a grant contract or first reimbursement depending upon the project circumstances.**

**The SRFB has developed a landowner owner agreement or a sponsor may use their own landowner agreement, however it must contain the following elements:**

- Start and end date. The agreement must be in effect for ten (10) years from the start of the project
- Landowner name and address
- Grantee name and address
- Purpose of the landowner agreement
- Grantee Responsibilities
- Landowner responsibilities
- Change in ownership notification
- Signatures of landowner and grantee

Provide a copy of the landowner agreement to the SRFB.

**A copy of the SRFB landowner agreement is located on the agency web page at:  
<http://www.iac.wa.gov/srfb/docs.htm>**

## **Appendix I: Stewardship Plan Outline**

**A sponsor must provide a Stewardship Plan at the close of any acquisition or restoration project. A plan is necessary to ensure the landowner will maintain the project area at least ten years post completion. The following components may be included in the plan:**

**Project Title**

**SRFB Project Number**

1. Introduction
  - a. Background
  - b. Land Use History
2. Purpose – Landowners Goals
3. Relationship to other actions or plans
4. Current conditions (i.e. post project completion)
  - a. Fish use and habitat
  - b. Riparian
  - c. Hydrologic
  - d. Soils and soil stability
  - e. Upland
  - f. Public use
  - g. Cultural and Historic resources
5. Desired conditions
  - a. Fish use and habitat
  - b. Riparian
  - c. Hydrologic
  - d. Soils and soil stability
  - e. Upland
  - f. Public use
  - g. Cultural and Historic resources
6. Maintenance/Monitoring schedule
  - a. Planned activities (by season and year)
  - b. Effectiveness review
7. Adaptive management plan
8. Roles, Responsibilities, and Funding
9. Constraints and uncertainties
10. Attachments:
  - a. Vicinity map
  - b. Site plan
  - c. Photos
  - d. Permit requirements
  - e. Monitoring protocols

## Appendix J: Lead Entity List/SRFB Staff Assignments

Lead Entity Name	WRIAs Covered	Lead Entity Contact	Lead Entity Phone #	SRFB Staff Name
Chelan County	40*, 45, 46, 47	Alan Schmidt	509 667-6567	Barb McIntosh
Colville Tribe	49	Bill Towey	509 327-3710	Barb McIntosh
Foster Creek Conservation District	44, 50	Britt Dudek	509 745-8362 x109	Barb McIntosh
Grays Harbor County	22, 23	Lee Napier	360 249-4222	Brian Abbott
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Richard Brocksmith	360 779-9475	Mike Ramsey
Island County	6	Kim Bredensteiner	360 240-5543	Tara Galuska
King County	8	Mary Jorgenson	206 296-8067	Mike Ramsey
King County	9	Linda Hanson	206 296-8383	Mike Ramsey
Kitsap County	15*	Kathleen Peters	360 337-4679	Tara Galuska
Klickitat County	29*, 30	Dave McClure	509 773-2481	Barb McIntosh
Lower Columbia Fish Recovery Board	25, 26, 27, 28, 29*	Jeff Breckel	360 425-1553	Barb McIntosh
Lummi Indian Business Council (WRIA 1 Nooksack River)	1	Alan Chapman	360 384-2202	Jason Lundgren
Mason Conservation District	14*	Amy Hatch-Winecka	360 427-9436	Brian Abbott
Nisqually River Salmon Recovery	11	Dave Troutt	360 438-8687	Brian Abbott
North Olympic Peninsula	17*, 18, 19, 20	Cheryl Baumann	360 417-2326	Tara Galuska
Okanogan County	48	Nick Christoph	509 422-7370	Barb McIntosh
Pacific County	24	Michael Johnson	360 875-9424	Brian Abbott
Pend Oreille Conservation District	62	Bret Nine	509 477-4217	Mike Ramsey
Pierce County	10, 12	Lorin Reinelt	253 798-3096	Leslie Ryan-Connelly
Quinault Nation	21	John Sims	360 288-2435	Brian Abbott
San Juan County	2	Barb Rosenkotter	360 378-4303	Mike Ramsey
Skagit Watershed Council	3, 4	Shirley Solomon	360 419-9326	Jason Lundgren
Snake River Salmon Recovery Board	32, 33*, 35	Steve Martin	509 382-4115	Mike Ramsey
Snohomish County	7	Tim Walls	425 388-3781	Tara Galuska
Stillaguamish	5	Sean Edwards Pat Stevenson	425 388-3464 x4669 425 435-2755 x27	Tara Galuska
Thurston Conservation District	13	Amy Hatch-Winecka	360 754-3588 x103	Brian Abbott
Yakima River Basin Salmon Recovery Board	37, 38*, 39	Frank Sweet	509 698-7333	Marc Duboiski

\* Indicates a partial WRIA

For questions regarding the lead entity designations  
contact Lauri Vigue at 360 902-2549 (e-mail [viguelav@dfw.wa.gov](mailto:viguelav@dfw.wa.gov)).

## Appendix K: WDFW Watershed Stewardship Team

<b>LE Coverage</b>	<b>Stewardship Contact</b>	<b>Stewardship phone</b>
Chelan County	Mark Cookson	509 826-0079
Colville Tribe	Mark Cookson	509 826-0079
Foster Creek Conservation District	Mark Cookson	509 826-0079
Grays Harbor County (WRIA 22 & 23 – Chehalis Basin)	Chad Stussy	360 902-8304
Hood Canal Coordinating Council	Doris Small	360 895-4756
Island County	Steve Seymour	360 676-2003
King County 8 (WRIA 8 – Cedar/Sammamish)	Kirk Lakey	425 649-7088
King County 9 (WRIA 9 – Green/Duwamish)	Kirk Lakey	425 649-7088
Kitsap County	Doris Small	360 895-4756
Klickitat County	Richard Visser	509 457-9308
Lower Columbia Fish Recovery Board	Donna Hale	360 906-6738
Mason Conservation District	Chad Stussy	360 902-8304
Nisqually River Salmon Recovery	Bob Burkle	360 249-1217
North Olympic Peninsula LE (East - WRIA 18. and 17)	Randy Johnson	360 417-3301
North Olympic Peninsula LE (West - WRIA 19, and 20)	Anne Shaffer	360 457-2634
Nooksack River - WRIA 1	Steve Seymour	360 676-2003
Okanogan County	Mark Cookson	509 826-0079
Pacific County	Chad Stussy	360 902-8304
Pend Oreille Conservation District	Sandy Dotts	509 684-2031
Pierce County LE	Bob Burkle	360 249-1217
Quinalt Nation	Anne Shaffer	360 457-2634
San Juan County	Steve Seymour	360 676-2003
Skagit Watershed Council	Bob Warinner	360 466-4345 x252
Snake River Salmon Recovery Board	Dave Karl	509 527-4138
Snohomish County	Doug Hennick	425 379-2303
Stillaguamish	Doug Hennick	425 379-2303
Thurston Conservation District	Chad Stussy	360 902-8304
Yakima River Basin Salmon Recovery Board	Richard Visser	509 457-9308

For questions regarding the Watershed Stewardship Team  
contact Lauri Vigue 360 902-2549 (e-mail [viguelav@dfw.wa.gov](mailto:viguelav@dfw.wa.gov)).

## Appendix L: DOE 2514 Planning Staff

<i>WRIA Name &amp; Planning Scope</i>	<i>Grant recipient / Lead Agency</i>	<i>WRIA</i>	<i>Watershed Lead</i>	<i>Phone Number</i>
Nooksack	Whatcom County	1	Jim Bucknell	(360) 738-6244
San Juan	San Juan County	2	Rod Sakrison	(425) 649-4447
Lower/Upper Skagit -Samish	Skagit Council of Govts	3/4	Rod Sakrison	(425) 649-4447
Island	Island County	6	Geoff Tallent	(425) 649-4318
Snohomish	City of Everett/Tulalip Tribe	7	Geoff Tallent	(425) 649-4318
Puyallup/White	Call Bob Duffy	10	Bob Duffy	(360) 407-0239
Nisqually	Nisqually Indian Tribe	11	Steve Craig	(360) 407-6784
Chambers-Clover	Tacoma-Pierce County Health	12	Bob Duffy	(360) 407-0239
Deschutes	Thurston County	13	Steve Craig	(360) 407-6784
Kennedy-Goldsborough	Mason County	14	Phil Wiatrak	(360) 407-6652
Kitsap	Kitsap County	15	Geoff Tallent	(425) 649-4318
Skokomish-Dosewallips	Mason County	16	Phil Wiatrak	(360) 407-6652
Quilcene-Snow	Jefferson County	17	Phil Wiatrak	(360) 407-6652
Elwha-Dungeness	Clallam County	18	Cynthia Nelson	(360) 407-0276
Lyre-Hoko	Clallam County	19	Bob Duffy	(360) 407-0239
Soleduck-Hoh	Clallam County	20	Bob Duffy	(360) 407-0239
Lower/Upper Chehalis	Grays Harbor County	22/23	Steve Craig	(360) 407-6784
Grays-Elokoman/Cowlitz	Lower Columbia Fish Recovery Board	25/26	Scott McKinney Laura Sauermilch	(360) 407-6389 (360) 690-7120
Lewis/Salmon-Washougal	Lower Columbia Fish Recovery Board	27/28	Scott McKinney Laura Sauermilch	(360) 407-6389 (360) 690-7120
Wind-White-Salmon	Skamania County	29	Scott McKinney Laura Sauermilch	(360) 407-6389 (360) 690-7120
Klickitat	Klickitat County	30	Greg Schuler	(509) 454-3619
Rock Glade	Klickitat County	31	Greg Schuler	(509) 454-3619
Walla Walla	Walla Walla County	32	Victoria Leuba	(509) 329-3578
Palouse	Palouse CD	34	Doug Allen	(509) 329-3600
Middle Snake	Asotin County PUD	35	Victoria Leuba	(509) 329-3578
Lower Yakima/Naches/Upper Yakima	Tri-County Water Resource Council	37/38/39	Greg Schuler	(509) 454-3619
Upper Crab-Wilson	Lincoln County	43	Doug Allen	(509) 329-3600
Moses Coulee/Foster Creek	Foster Creek CD	44/50	John Stormon	(509) 997-1363
Wenatchee	Chelan County	45	John Monahan	(509) 457-7112
Entiat	Chelan County CD	46	John Monahan	(509) 457-7112
Methow	Okanogan County	48	John Stormon	(509) 997-1363
Little/Middle Spokane	Spokane County	55/57	Doug Allen	(509) 329-3600
Hangman	Spokane County CD	56	Doug Allen	(509) 329-3600
Colville	Stevens County CD	59	Mimi Wainwright	(509) 329-3419
Kettle	Ferry County	60	Mimi Wainwright	(509) 329-3419
Pend Oreille	Pend Oreille CD	62	Mimi Wainwright	(509) 329-3419

## **Appendix M: PRISM Information**

### ***What is Project Information System (PRISM)?***

PRISM is a comprehensive, automated Grant Management System, designed and developed for the Interagency Committee for Outdoor Recreation (IAC), to be used by applicants and sponsors. All facets of the grant process have been automated. The automation begins with on-line grant applications, assists grant evaluations, produces contract documents, management reports, compliance inspections, billing and concludes with the grant closeout phase.

### ***How Does PRISM Help Our Applicants/Sponsors?***

- Submit and modify grant application on-line
- View status of application, contract and billings
- Print reports (such as the Project Summary, Evaluation Results)
- View other applicant projects for cost estimates and local/state coordination
- Access evaluation results, committee action and meeting schedules
- Download reports to Word and Excel to meet your organization's reporting needs
- Review data with grant managers from remote sites
- Calculates costs accurately

### ***What Do You Need To Be Up and Running on PRISM?***

#### **Minimum Hardware Requirements:**

- 486/66 CPU
- 16 meg Ram
- 30 meg Hard Drive Space
- Mouse
- Standard VGA Monitor

#### **Minimum Software Requirements:**

- Windows 95, 98, NT 4.0 workstation/server, or 2000 professional/server
- Connection to an Internet Service Provider (ISP)
- PRISM software

### ***How Can I Obtain Information on PRISM?***

- Access Agency Web page at: <http://www.iac.wa.gov/oiac/prism.htm>
- Download PRISM software to your computer, per instructions
- Request a Logon and Password via E-mail
- Access PRISM from your computer
- Use on-line help for navigating in PRISM

Contact Karen McDonald at (360) 902-3018 or [KarenM@iac.wa.gov](mailto:KarenM@iac.wa.gov) if you have any questions with PRISM.

## PRISM Access Request Form

### PRISM USER INFORMATION

Title:  Mr.  Ms.  Dr.

First Name:

Last Name:

Street Address:

City:

State / Zip Code:

Day Phone Number:

Fax Number:

E-Mail Address:

Job Title:

### ACCESS TYPE FOR THIS PRISM USER

Applying for Grants  Other (specify):

### ORGANIZATION INFORMATION

Organization User is Representing:

Organization Type:

Organization Street Address:

Organization City:

Organization State / Zip:

Organization Phone Number:

### VERIFICATION INFORMATION

Supervisor's Name

Supervisor's Phone #

Supervisor's E-mail

### IAC STAFF USE ONLY

Assigned ID:

Effective Date:

Assigned Password:

User Security Group:

IAC Staff Initials:

Send completed form to: Karen McDonald, IT Manager  
PO Box 40917  
Olympia, Washington 98504-0917