



North Olympic Peninsula Lead Entity For Salmon
Clallam County Courthouse
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HOW TO SUBMIT A PROJECT TO BE CONSIDERED FOR OUR 2016 WORK PLAN

OUR MISSION & WHO WE ARE:

The mission of the North Olympic Peninsula Lead Entity for Salmon is to work towards a future on the North Olympic Peninsula which includes a healthy Puget Sound ecosystem with thriving salmon populations that support ceremonial, subsistence, recreational and commercial fisheries.

1. **Our Goals Are:** To achieve fish stocks that are robust to changing conditions, self-sustaining over the long term, and capable of supporting harvests (ceremonial, subsistence, recreational, and commercial)
2. To implement the salmon recovery plans to protect and restore fish habitat on the North Olympic Peninsula.
3. Restore and maintain ecosystem function on the North Olympic Peninsula.
4. Instill ecosystem awareness.
5. Integrate efforts towards these goals with larger visions for overall salmon recovery and restoration of the Puget Sound ecosystem.

We work with our partners to advance restoration and to gain funding for needed salmon habitat and ecosystem restoration and protection projects and non-capital projects and programs which foster salmon recovery on the North Olympic Peninsula. Our geography region spans the Strait of Juan de Fuca from Sequim Bay on Clallam County's eastern boundary west to Cape Flattery. It includes Water Resource Inventory Areas (WRIA) 17 west, 18 and 19.

Clallam County is the fiscal agent that carries the operating grant for the lead entity which is a local, collaborative effort which brings together citizens, scientists, restoration practitioners, non-profit organizations and local city, county and tribal governments to work together to recover salmon.

Our work is guided by our strategy as well as local and regional salmon recovery plans. **At the Nov.2013 Retreat and subsequent Jan. 10, 2014 LEG meeting, there was some editing of both capital and non-capital scoring criteria definitions of existing criteria. The overall criteria remain primarily as before, with more refined descriptions.** The watershed priorities remain unchanged. Salmon recovery involves a complex set of actions and interactions that are directed by recovery plans and by practical realities within each watershed.

We also work closely with our two salmon regional recovery organizations, the Hood Canal Coordinating Council and the Puget Sound Partnership, which oversee implementation of the Hood Canal Summer Chum Recovery Plan and the Puget Sound Chinook Recovery Plan, respectively. Efforts will be underway later this year to finalize the draft salmon recovery plan for WRIA 19 (from the Elwha River west to Cape Flattery) and to prepare a steelhead recovery framework and future plan.

Our work is scientifically vetted at local, state and federal levels. The proposed actions should be targeted, strategic, and prioritized, **so the highest priority projects are tackled in a sequential approach.** For example, when proposing projects, consider how the conditions both above and below the reach in which restoration work is proposed will impact the project and its chance of success.

Our organization, our regional recovery organizations and major project funders, such as Washington's Salmon Recovery Funding Board, Puget Sound Acquisition and Restoration Funds, and Floodplains by Design, generally require that projects be part of existing three-year work plans in order to be considered for funding. However, inclusion on this list **does not** insure eligibility for funding.

Generally, additional grant applications and review processes are required to be considered for funding. **Not all proposed projects and programs on the work plan will be priorities for current funding.**

The work plan is an important, evolving, strategic tool that guides planning, project prioritization, funding, and adaptively-managed salmon recovery implementation. The work plan includes both capital and non-capital programmatic actions that reflect the most important watershed priorities to start or continue a recovery trajectory and meet implementation goals outlined in salmon recovery plans. The work plan generally contains restoration projects, protection projects and efforts, and ecosystem capital projects, as well as combination projects.

CURRENT CALL TO ADD, UPDATE OR WITHDRAW PROJECT NARRATIVES FOR OUR 2016 WORKPLAN

Deadline: Friday, Nov. 13, 2015- This is our annual call to propose new projects to be considered for our 2016 Three-Year Work Plan. The Plan will include capital projects and non-capital programs that could, with funding, be reasonably started within 2017 through 2019.

Please note, the one thing that will be different this year is that if you wish to gain 2017 PSAR funds or potentially 2017 SRFB funds, those projects will need to be on our 2016 workplan and will need to be vetted during our 2016 round. If you are not sure when you will be applying or need funds in the next two years, it makes sense to submit your project for possible inclusion into our workplan NOW!

Project sponsors who have projects on our existing three-year work plan that they previously submitted, may make significant changes or significant updates to those existing project write-ups. Project sponsors need to address all criteria upon which their project proposals will be scored. See more information on this below. Project sponsors should review how their project previously fared in workplan technical review by the TRG and consider comments reviewers made about the project concept in order to best improve their project narrative. For example, if scorers last year noted that the work plan description did not provide enough detail for scorers to make an informed decision about the project's merits, that project could be rewritten to include more specific project details.

All new projects and significant changes or updates to existing projects contained within our

work plan must be submitted no later than Friday, Nov. 13, 2015 via e-mail to the lead entity coordinator, cbaumann@co.clallam.wa.us. Submittals must arrive no later than 11:59 p.m. on Fri. Nov. 13th

THIS IS A FIRM AND FINAL DEADLINE AND NO NEW PROJECTS OR CHANGES TO EXISTING PROJECT NARRATIVES WILL BE ACCEPTED AFTER THE ABOVE DEADLINE, SO PLEASE PLAN ACCORDINGLY.

If a capital project or non-capital programmatic action that is listed on the current work plan is no longer needed or appropriate or does not contain enough of the requested inform, this is also the time period in which the project sponsor should e-mail the lead entity coordinator and request that it be removed. Or, if it is not a project which will advance for the next three years (by 2019) but you expect it to in the future, please request that it be placed in an appendix at the bottom of the workplan. Those projects will not be scored until they are proposed to be added back into the main, active project portion of the workplan.

There is not expected to be another open call for consideration to add new projects to the work plan for at least a year, and maybe longer.

When proposing projects, chose ones that target goals and objectives, in our strategy as well in local recovery and watershed plans and, especially, in regional and ESA and other salmon recovery plans. Consider the watershed priorities. Make sure to show how these projects restore natural processes and further large-scale recovery and how they benefit salmon. Also, consider integration of management actions across habitat, hatchery, harvest and hydropower management to the best extent possible, as well as logical and defensible sequencing of actions (e.g., downstream culvert removal before upstream restoration).

Capital Project Categories Include:

Habitat: including Restoration, Acquisition for Restoration & Acquisition for Protection

Also:

Hatchery:

Harvest

Hydropower

& Other

Non-Capital Program Categories Include:

Harvest Management Support

Project Monitoring

Stock Monitoring Support

Habitat Protection

Plan Implementation & Coordination

Flow Protection

Habitat Project Development

Outreach & Education

Research & Other

IN ORDER FOR BOTH CAPITAL AND NON-CAPITAL PROJECTS TO BE CONSIDERED FOR INCLUSION IN THE WORK PLAN, THE FOLLOWING IS REQUIRED:

Any project updates or new project descriptions must be submitted electronically on the attached spreadsheet template, as well as including the required project narrative and required two j-peg photos with another project graphic if you so choose. The template must be completed in its entirety, along with the written project narrative. The information must be submitted electronically via the Internet to: cbaumann@co.clallam.wa.us

IMPORTANT: When submitting, please e-mail the separate components individually- one email with project proposals, then another e-mail with the project narratives and a third e-mail with the j-peg photos or project graphics attached. In this way it is easiest for our staff to manage the submittals and forward them where needed. **DO NOT SEND ALL THE ATTACHMENTS TOGETHER AS PART OF ONE E-MAIL !!!**

Early submittal is welcomed!

The spreadsheet template needs to be completed in full as is. This means the spreadsheet template can **NOT** be rearranged, resized, no columns deleted, or font size changed, etc.

ALSO REQUIRED is a written project narrative in Word format, no smaller than size 11 font and no more than 2 pages. **The narrative must explicitly address the following:**

1. **Project Title and Description**
2. **Why the Project is Needed (limiting factors to be addressed)**
3. **Benefit to Salmon (how does it address stock status & trends and lead to progress towards harvestable fish stocks) Also, Which ESA-listed stock and/or non-listed stock does this project address?**
4. **Which Salmon Recovery Plan Objectives does this Project Meet & How Does it Advance Recovery Plan Implementation?**
5. **Explain How the Project advances Salmon Habitat Restoration or Protection and recovery of Ecosystem Functions? (Does it protect and/or restore fish habitat? Does it support restoration and maintenance of ecosystem functions and advance ecosystem awareness?)**
6. **Address the project's spatial-temporal scale of influence**
7. **Timing Needs & Sequencing Requirements (project readiness)**
8. **Range of Estimated Cost & Reasonableness of Cost & Budget**
9. **Watershed priority & watershed area or which WRIA Nearshore project is located in**
10. **Other Key Information, especially any relationship to previous or current projects.**
11. **Please also address the relevant capital or non-capital scoring criteria not listed above which will be used to score the project proposal.**

This **maximum 2 page narrative proposal** will be used by the North Olympic Technical Review Group members who will score only new or significantly updated project proposals. The narrative is the one opportunity to really educate and convince reviewers why this project is integral to achieving salmon recovery on the North Olympic Peninsula. The level of detail in the proposal may also indicate to a reviewer the prospective project's sponsor's potential ability to successfully complete such a project.

Both a completed, electronic spreadsheet template AND a completed project narrative proposal and two photos in j-peg format are **REQUIRED BY Friday, Nov. 13th, 2015. NO project submittals which come in after the project deadline will be accepted. No incomplete project submittals will be included, nor will any placeholders. No extensions will be granted.** Note: if there are incomplete project proposals that remain on the workplan but lack the requested level of detail, those projects may be moved by the LEG to the inactive portion of the work plan.

You are also requested to provide two photos in j-peg format showing the project site. You can also include a project graphic if you so chose. These photos, graphic and your written project narrative will be used in the public, online Habitat Work Schedule data base should the project be added to our three-year work plan. Please e-mail these to the LE Coordinator as independent attachments (**do not** send in pdf format.)

New Project Applicants are HIGHLY encouraged to review our 2011 LE Strategy, our 2015 Work Plans to see project priorities, and existing project narratives. Please look at the descriptions of high ranking projects. The score sheets and comments by scorers on all projects are also included in the work plan and provide insight into how projects are scored. Most of these documents can be found at: hws.ekosystem.us, then click on N.Olympic Peninsula area on the map, then click on North Olympic Peninsula Lead Entity for Salmon Information, then click on Files & Links and you will see the documents there. Please call or e-mail the Lead Entity Coordinator if you do not have access to these documents(360-417-2326 and cbaumann@co.clallam.wa.us)

A review of local & regional, ESA-Recovery strategies is also critical. Those can be found at on the Puget Sound Partnership's website which is:<http://www.psp.wa.gov/> then click on Salmon Recovery on the left hand index. Also relevant are comments from the Regional Implementation Technical Team's review of

previous workplans which can also be found either on the PSP site or on our HWS site.

ALL SUBMITTALS (Project Narrative, Project Template & two j-peg photo and another project graphic if you wish) ARE DUE BY THE REQUIRED DEADLINES which is Friday, Nov. 13, 2015 for new projects, as well as changes to current work plan projects proposals. NO late submittals will be accepted.

HOW PROPOSALS WILL BE SCORED:

The main knowledge from which the scorer's make decisions is your narrative project proposal, so it is important to make that as compelling and comprehensive as possible.

When scoring narrative project proposals, reviewers use a multi-criteria, decision-making process which is included in the 2015 Workplan notebook. There are separate sets of criteria for capital projects and non-capital programs. Both sets were reviewed and updated at the Fall 2014 Retreat. Reviewers screen capital project proposals using the following Workplan Documents: Table 1 (Screens for Habitat Capital Projects) and then score them using criteria in Table 2 (Criteria and Weights for Habitat Capital Projects) and the values in Table 3(Normalized Weighted Scores for Each Watershed).

Scoring Non-Capital Activities follows the same process but uses the criteria and weights in Table 4 (Criteria and Weights for Non-Capital Activities, Programs & Projects).

Non-capital criteria will be used to score feasibility studies and other assessments or projects that lead to multiple non-capital project or programmatic actions. Capital Criteria will be used to score the design phase(s) including engineering-only phase for capital projects.

If you have questions about this overall process,project sequencing or strategy in terms of what projects to submit, feel free to call Lead Entity Coordinator Cheryl Baumann at 360/417-2326 or email her at: cbaumann@co.clallam.wa.us.

If you have questions about completing the template, assistance with maps or your draft project narrative, please contact Restoration Planner Eric Carlsen at 360/417-2324 or e-mail him at: ecarlsen@co.clallam.wa.us Remember, we have other work commitments and may have time off during this time,and Eric works part-time, so please call and schedule assistance as soon as possible and DO NOT wait until the last possible moment to request such help. If you do, we may be unable to assist you.

The North Olympic Peninsula Lead Entity for Salmon reserves the right to amend and recirculate this document if needed. We also reserve the right to edit or add to project submittals, if necessary; as time and staffing allow in an attempt to provide reviewers with needed project information and as much consistency as possible between proposals.