



**WEST SOUND**  
WATERSHEDS COUNCIL

## **Lead Entity Manual**

**2017**

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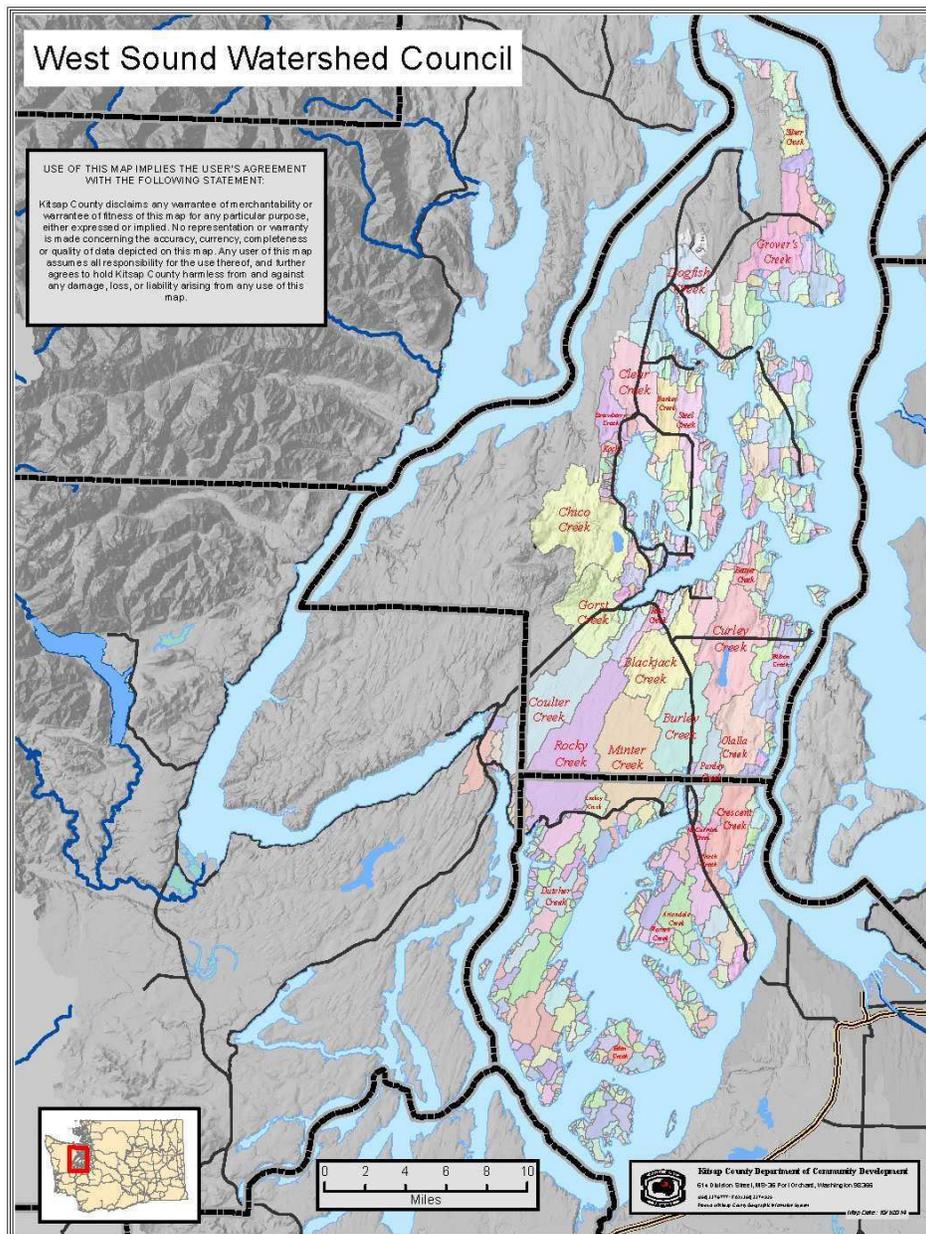
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## Introduction

The West Sound Watersheds (WSWC) Lead Entity is the eastern portion of Water Resources Inventory Area (WRIA) 15, excluding Hood Canal and Vashon-Maury Islands. The WSWC Lead Entity encompasses approximately 250,000 acres and includes the islands of Anderson, Fox, McNeil, Bainbridge, Ketron, Herron, Blake and Raft, the cities of Gig Harbor, Port Orchard, Bremerton, Poulsbo, and Bainbridge Island, and parts of Kitsap, Pierce and Mason Counties (Figure 1).



## Figure 1. West Sound Watersheds Area.

There are 370 miles of saltwater shoreline and more than 120 salmonid-bearing streams in the West Sound Watersheds Council area. Headwaters for all streams are low elevation, ground water sources with associated wetlands; there are no large rivers or snow-fed streams. The shorelines in the West Sound are diverse and plentiful, with many small embayments, estuaries at the mouths of small streams, and larger coastal inlets. Chinook salmon from all over Puget Sound have been documented year-round along west sound shorelines, actively feeding and finding refuge from predators. The Suquamish, Squaxin Island, and Puyallup Tribes have usual and accustomed fishing in the area (Lead Entity Manual 2014).

### Partnerships and Priorities

The Puget Sound Action Agenda lists the actions needed to help restore and protect the health of Puget Sound and lays out a road map with the work needed to achieve an ambitious goal: restoring the health of Puget Sound by 2020. The Puget Sound Partnership (PSP) Action Agenda identifies key ongoing programs, local priorities for different areas of the Sound and specific actions that must be implemented to stay on track toward recovery targets.

The Action Agenda's Implementation Plan focuses implementation into three **Strategic Initiatives**:

1. **Prevent pollution from stormwater runoff** - Polluted runoff from roads, roofs, parking lots, and other paved areas is the biggest threat to Puget Sound's water quality.
2. **Protect and restore habitat.** Restoring damaged shorelines and protecting salmon habitat along the many rivers and streams that flow into Puget Sound is necessary to save salmon and honor tribal treaty rights.
3. **Protect and recover shellfish beds** - Shellfish harvesting is a major Puget Sound industry, and a tribal treaty right. Both are threatened by pollution that has closed more than 7,000 acres of Puget Sound beaches. Shellfish health begins on land, through reduction of pollution from rural and agricultural lands and maintenance and repair of failing septic systems (Puget Sound Partnership Action Agenda Center 2015).

Local communities around the Puget Sound are working to integrate local efforts to advance the Action Agenda. Local governments, tribes, non-profit organizations, watershed, marine resource, salmon recovery groups, interest groups, businesses, educational organizations, and citizens are collaborating to develop and coordinate Local Integrating Organizations (LIOs) that foster implementation of Action Agenda priorities. The PSP has no regulatory authority but is authorized to distribute grant funding.

The Local Integrating Organizations enable communities to guide the implementation of Action Agenda priorities at an ecosystem scale, and to prioritize local actions for investment (Puget Sound Partnership Local Integrating Organizations 2015). The WSWC lies within the following two LIOs:

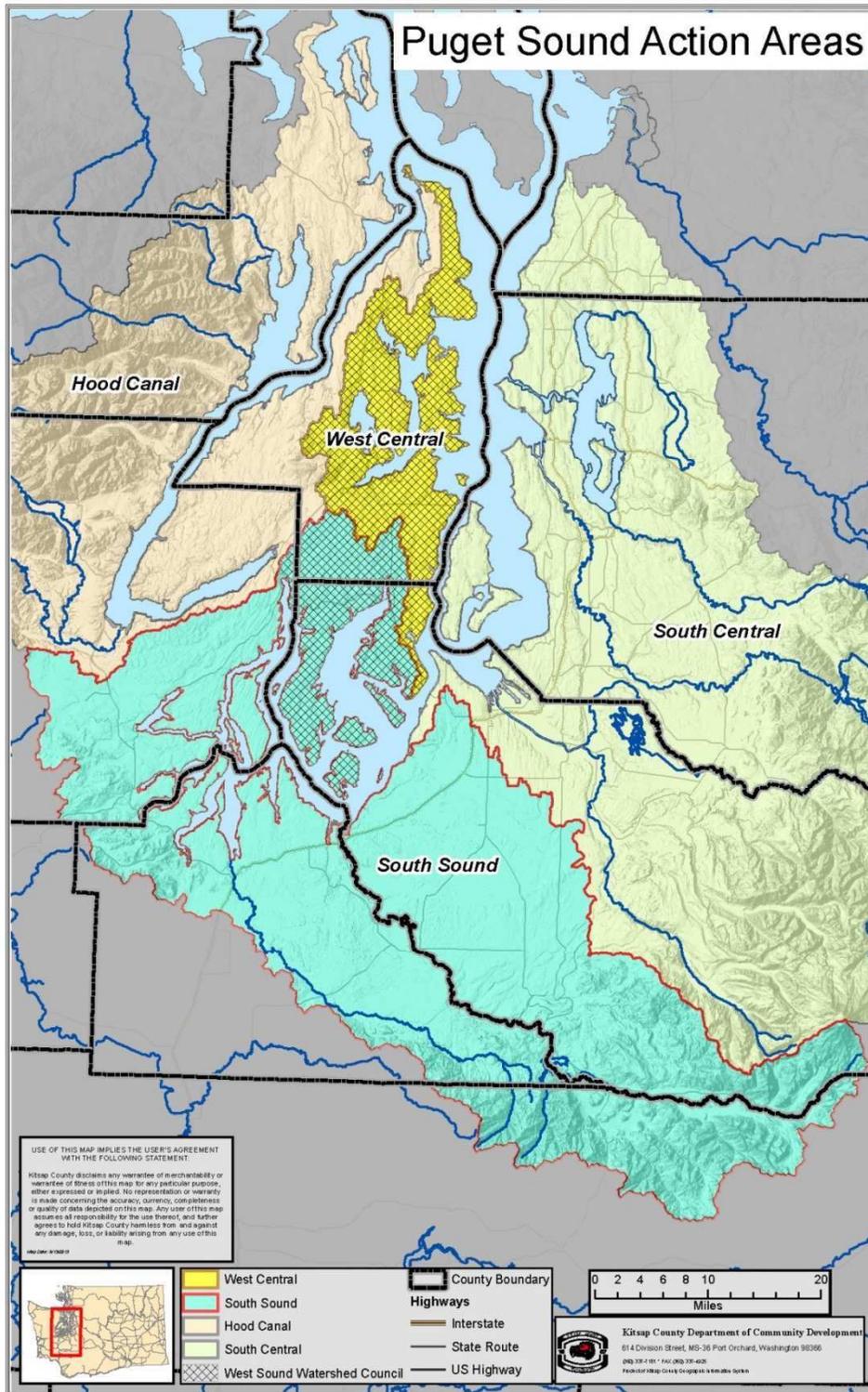
- A. **The West Central Local Integrating Organization** is composed of nine jurisdictions within the LIO boundary – Pierce County, Kitsap County, Suquamish Tribe, Port Gamble

S'Klallam, Cities of Port Orchard, Gig Harbor, Poulsbo, Bainbridge Island, and Bremerton. The LIO boundary, known as the Action Area (Figure 2), was established by the PSP with other Action Areas across the Sound. The LIOs coordinate local activities related to the implementation of the PSP Action Agenda in each Action Area, and prioritize local actions for investment (West Central LIO 2015).

The West Central LIO focuses on projects that align with the PSP region-wide priorities:

- Stormwater
- Shellfish
- Salmon (This priority is covered under WSWC Lead Entity)

**B. The Alliance for a Healthy South Sound (AHSS)** was created by South Puget Sound tribal and county elected officials in 2010. The Alliance was recognized by the PSP as the South Puget Sound organization responsible for Action Agenda implementation. The AHSS is made up of elected officials from Thurston, Mason, and Pierce Counties, as well as tribal representatives from the Nisqually, Squaxin and Puyallup tribes. The mission of the AHSS is to support the coordinated and collaborative decision-making aimed at restoring and protecting the ecological and socio-economic health of South Puget Sound. The AHSS was created for the purpose of focusing on sustainability - including environmental, economic and community health, implementing a South Puget Sound work plan. The South Puget Sound Action Agenda profile produced by the Puget Sound Partnership is one tool that strives towards these objectives and, in addition, other tools may be developed and implemented by the organization (Alliance for Healthy South Sound 2015).



**Figure 2. Puget Sound Action Areas.** The WSWC is in two Action areas (West Central and South Sound). The WSWC is denoted by hash marks.

## Lead Entities Role in Salmon Recovery

In 1998, the Washington State Legislature enacted ESHB 2496, (now RCW 77.85) to empower citizens at the community level to engage in salmon recovery through a locally driven habitat protection and restoration program. The legislation recognized that active local participation is the key to ensuring public participation in, and support for, salmon recovery. Project selection is guided by federally approved salmon recovery plans. Locally based citizen and technical committees strive to identify those projects that are both scientifically sound and in harmony with the needs of the community. In addition, projects must have the support of affected landowners so that implementation is likely to succeed (Washington Department of Fish and Wildlife 2002).

## How Lead Entities are Funded

Lead Entities are funded by the Washington State Legislature and the federal government through the Salmon Recovery Funding Board (SRFB) and the Puget Sound Partnership. Lead Entities involve a wide range of participants as project applicants, committee members, technical experts, and on-the-ground volunteers. They bring together tribes, federal and state agencies, local governments, citizens, non-profits, business, and technical experts to make local decisions. Involving these diverse groups helps Lead Entities better understand the needs of fish and how to best protect and restore habitat (RCO 2016).

Lead Entities are important to salmon recovery by:

- Making smart investments
- Developing strategies that guide where state and federal money will be spent.
- Coordinating projects that spur local and rural economic development by creating and maintaining family-wage jobs.
- Recovering salmon populations necessary for strong recreational and commercial fishing.
- Prioritizing projects to maximize the public's investment. Lead entities use habitat strategies and priorities in their recovery plans to guide project lists. This approach ensures that projects will be done in a sequence that produces habitat capable of sustaining healthy populations of salmon.
- Combining local science and social values to identify salmon recovery projects. The complementary roles of the local technical and citizens committees ensure that science and community priorities intersect and that the highest priorities of the watershed rise to the top (RCO 2015).

## History

The WSWC was originally formed in 1999, under the name the "East Kitsap Salmon Habitat Restoration Committee". The East Kitsap Salmon Habitat Restoration Committee was composed of 15 Kitsap County appointed volunteers who identified and prioritized salmon restoration projects (Central Kitsap Reporter). In 2007, the name was changed to WSWC, and membership was broadened to include local governments, tribes, and other interested parties.

## Purpose

The purpose of the WSWC is to achieve ecosystem recovery through restoration, preservation and conservation including requirements of convening a citizen’s committee pursuant to RCW 77.85; specifically to provide a citizen-based, technically sound evaluation of the proposed projects and to prioritize projects that will restore and protect the ecosystem. The West Sound salmon recovery strategy focuses on the protection and restoration of near-shore health, protection of key freshwater refugia, and correction of fish passage barriers (Lead Entity Manual 2013).

**Table 1. West Sound Watersheds Council Citizen Advisory Group Active Members**

<b>NAME</b>	<b>AFFILIATION</b>
<b>Antonia Jindrich</b>	Mid Sound Fisheries Enhancement Group
<b>Arno Bergstrom</b>	Kitsap County
<b>Barbara Ann Smolko, Vice Chair</b>	Pierce County
<b>Brenda Padgham</b>	Bainbridge Island Land Trust
<b>Cami Apfelbeck</b>	City of Bainbridge Island
<b>Carin Anderson</b>	Kitsap Conservation District
<b>Brittany Gordon, Chair</b>	Washington State Department of Fish and Wildlife
<b>Danielle Devoe</b>	Washington State Department of Ecology
<b>Jamie Glasgow</b>	Wild Fish Conservancy
<b>Jonathan Decker</b>	Great Peninsula Conservancy
<b>Jeff Adams</b>	Washington Sea Grant
<b>Joleen Palmer</b>	Stillwaters Environmental Center
<b>Jeff Langhelm</b>	City of Gig Harbor
<b>Jo Meints</b>	Kitsap County Public Works – Roads Division
<b>Kathleen Peters</b>	Kitsap County
<b>Linda Owens</b>	Senator Rolfes Office
<b>Mary Earl</b>	Clear Creek Task Force
<b>Paul Dorn</b>	Suquamish Tribe
<b>Renee K. Johnson</b>	Washington State University Extension - Kitsap
<b>Renee Scherdnik</b>	Kitsap County
<b>Scott Steltzner</b>	Squaxin Island Tribe
<b>Teresa Sjostrom-Smith</b>	City of Bremerton
<b>Tom Ostrom</b>	Suquamish Tribe

**Table 2. West Sound Watersheds Council Technical Advisory Group Members**

<b>NAME</b>	<b>AFFILIATION</b>
<b>Jeff Adams</b>	Washington Sea Grant
<b>Brenda Padgham</b>	Bainbridge Island Land Trust
<b>Brittany Gordon</b>	Washington Department of Fish and Wildlife
<b>Chance Berthiaume</b>	City of Bremerton
<b>Deborah Rudnick</b>	Bainbridge Island Watershed Council
<b>Jamie Glasgow, Vice Chair</b>	Wild Fish Conservancy
<b>Jonathan Decker</b>	Great Peninsula Conservancy
<b>Kathleen Peters</b>	Kitsap County
<b>Katy Doctor - Shelby</b>	National Oceanic and Atmospheric Administration - NMFS
<b>Marty Ereth</b>	Pierce County
<b>Renee Scherdnik</b>	Kitsap County
<b>Scott Steltzner</b>	Squaxin Island Tribe
<b>Tom Ostrom, Chair</b>	Suquamish Tribe
<b>Antonia Jindrich</b>	Mid Sound Fisheries Enhancement Group
<b>Zack Holt</b>	City of Port Orchard

# Operating Guidelines

## Section 1. Philosophy

The committees will operate with and place emphasis on:

- A. Proactive rather than reactive decision processes
- B. Strategic leadership more than administrative detail
- C. The future rather than the past
- D. Encouragement of diversity in viewpoints
- E. Collective rather than individual decisions

The following options will be available for every member to express their opinion on the recommendation or issue:

1. Endorsement (I like it)
2. Endorsement with minor contention (I basically like it)
3. Agreement with reservations (I can live with it)
4. Stand aside (I don't like it but I will not stop it)
5. Block (I can't live with it)

## Section 2. Citizen Advisory Group role in the Salmon Recovery Process

The CAG will operate as a collective committee of WSWC, governed by generally accepted guidelines and practices. Committee members shall:

- A. Attend meetings to understand local salmon recovery goals and strategies. Members are encouraged to attend project site visits with the Technical Advisory Group and SRFB Technical Reviewers.
- B. Rank projects based on socio/economic issues to ensure projects have community support.
- C. Submit their ranking to the TAG for consideration.
- D. Review, discuss and forward the TAG ranked project list to the Salmon Recovery Funding Board for approval.

### **Scoring:**

Citizen Advisory Group members use the *Citizen Advisory Group Socio/Economic Scoring Sheet* to determine how projects rate for multiple criteria in several categories. Scores are added to determine an overall score for each project. Each representative, organization, or group shall appoint one person to represent that organization and score the projects.

An annual ranked project list will be established by TAG ranking. The list will be created by putting the cumulative project scores in descending order. In the case of a tie, the project that received the higher score from the Citizen's ranking breaks the tie.

### **Scoring Questions:**

### Visibility and Participation

1. Does the project promote public visibility and participation?
  - Does the project include a public education component relative to watershed health and salmon recovery?
  - Does the project increase the amount of preserved open space and habitat?
  - Does the project incorporate volunteers or schools in implementation?
  - Will the project be used as a showcase to educate the community about the need for similar projects?

### Partnerships

2. Does the project encourage cooperative watershed partnerships?
  - Does the project involve partnerships between multiple jurisdictions or agencies?
  - Does the project involve partnerships between public and private entities?
  - Does the project include matching funds from multiple partners?

### Economic and Social Benefits

3. Does the project have other economic and social benefits?
  - Does the project encourage businesses or industries to participate?
  - Does the project support economic development opportunities in the vicinity, downstream areas or region?
  - Does the project have cultural or social value to local Tribes and the community?
  - Does the project promote a sustainable approach to salmon recovery?
  - Does the project have a greater than minimum amount of matching funds?

### Landowner willingness

4. Does the project have landowner willingness?
  - Is there a willing landowner for the proposed project?

## **Section 3. Technical Advisory Group role in the Salmon Recovery Process (THIS IS BEING REDONE)**

The TAG will operate as an independent committee of WSWC, governed by generally accepted guidelines and practices governing the activities of independent science boards. The TAG should, as a whole, have expertise in the following technical fields:

- Salmon life history
- Knowledge of local fish stocks and habitat conditions
- Marine ecology
- Restoration techniques
- Nearshore habitats
- Geology

- Water quality and quantity
- Land acquisition and conservation easements
- Or other areas as determined by the WSWC

The purpose of the TAG is to help ensure that sound science is used in the identification and prioritization of ecosystem protection and restoration projects in the WSWC.

ADD CHANGES HERE ONCE DONE - The TAG will provide recommendations on project prioritization to Project Sponsors, CAG, and the Lead Entity Coordinator. The committee operation process is outlined below.

- A. Projects will be scored utilizing the ranking criteria established by the TAG with consideration on the following items:
  1. Budget appears reasonable relative to what should be achieved
  2. Budget appears reasonable relative to like projects
  3. Project scale is appropriate/sufficient
  4. Project design is adequate and appropriate
  5. Sequence is appropriate for watershed conditions
  6. Project sponsor and partners have adequate experience and capabilities
  7. Project has landowner that is supportive and committed
  8. Project addresses key limiting factors
  9. Project protects or restores natural functions and processes
  10. Project is integrated or associated with other salmon recovery projects and assessments
  11. Project provides future biological benefits
  12. Does the project proposal include a plan for maintenance to ensure project longevity?
  
- B. If a Project Sponsor is a TAG member, that Project Sponsor shall not vote on their own project (s).
  
- C. When voting, only one member from each organization will be allowed to vote. Determination on which member will vote will be determined by the organization and the Lead Entity Coordinator will be informed who will vote on projects.
  
- D. Individual projects shall be discussed by the TAG and then each individual member shall provide a score for each project. Individual scores will be averaged and this will serve as the preliminary project ranking. The TAG and Project Sponsors, if necessary, will meet in person to determine the final project ranking score. In the event of a tie score the TAG will prioritize which project will move ahead of the other in priority.

**Section 4. Facilitator’s role in Salmon Recovery Funding Board process**

The CAG or TAG Facilitator shall be the Chair, Co-Chair or the Lead Entity Coordinator. The Facilitator’s role is to assure the integrity and fulfillment of the WSWC. The Facilitator’s role will be to:

- A. Preside over meetings

- B. Ensure these policies are followed
- C. Represent the WSWC to outside parties (He/she does not have the authority to act on behalf of the WSWC unless such authority is specifically delegated for a specific task)
- D. Introduce members
- E. Identify them as voting members
- F. Facilitate the work of WSWC during meetings
- G. Work with the Lead Entity Coordinator to review agendas and determine meeting topics

**Section 5. Lead Entity Coordinator's role in Salmon Recovery Funding Board process** The Lead Entity Coordinator will serve as the primary point of contact for the SRFB project ranking process in the WSWC. The Lead Entity Coordinator will:

- A. The Lead Entity will maintain an annual grant guidance document that defines the deadlines for project submission.
- B. Manage communication and information exchange among the CAG, TAG, Project Sponsors, and state and federal agencies.
- C. Facilitate the SRFB project evaluation and scoring process.
- D. Represent and serve all Project Sponsors and committee members equally.
- E. Represent the WSWC in the Puget Sound Partnership's Watershed Leads group.
- F. Coordinate public outreach and education activities for WSWC.
- G. Conduct appropriate administrative duties and coordinate with the WSWC, TAG, and committee chairs.
- H. Support Project Sponsors by assisting with project applications through Habitat Work Schedule (HWS), PRISM (grant system at Washington State Recreation and Conservation Office) and the ranking process.
- I. Respond to any requests for information related to projects included in the WSWC four Year Work Plan.
- J. Recruit and assist local Project Sponsors.
- K. Provide meeting materials to CAG and TAG before meetings and take meeting notes.
- L. Report the final ranking process and projects to the WSWC, Recreation and Conservation Office (RCO), and the Puget Sound Partnership.

**Section 6. Project Sponsor's role in Salmon Recovery Funding Board process** Project Sponsors will meet the following requirements:

- A. Submit a Letter of Intent (LOI) for early review and additional assistance with the project applications.
- B. Submit complete and accurate project applications within the prescribed time frame into the HWS and PRISM databases.
- C. Make a brief project presentation to WSWC on their projects for feedback and guidance.
- D. Participate in site visits or WSWC discussions of their projects.
- E. If applicable, Landowner Acknowledgments Forms must be submitted by the deadline date specified by funder or the application will not be accepted.
- F. Finalize project agreement with the RCO and keep Lead Entity Coordinator informed of any changes in the scope of work for the project.
- G. Submit progress reports and bill RCO as required.

## Grant Application Process

### Salmon Recovery Funding Board

The WSWC is in the Puget Sound Salmon Recovery Region, represented by the Salmon Recovery Council of PSP, along with 14 other Lead Entities. The Salmon Recovery Council determines how to distribute the Region's allocation to the Lead Entities. The SRFB allocates state and federal funding to the salmon recovery regions, Lead Entities, and others to implement federally approved salmon recovery plans.

The SRFB is composed of citizens appointed by the Governor and state agency directors, bringing together the experiences and viewpoints of citizens and the major state natural resource agencies. The SRFB updates and publishes a grants manual each year, which clearly outlines the policies and application instructions for their grants. This can be found on their website at [http://www.rco.wa.gov/documents/manuals&forms/Manual\\_18.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf).

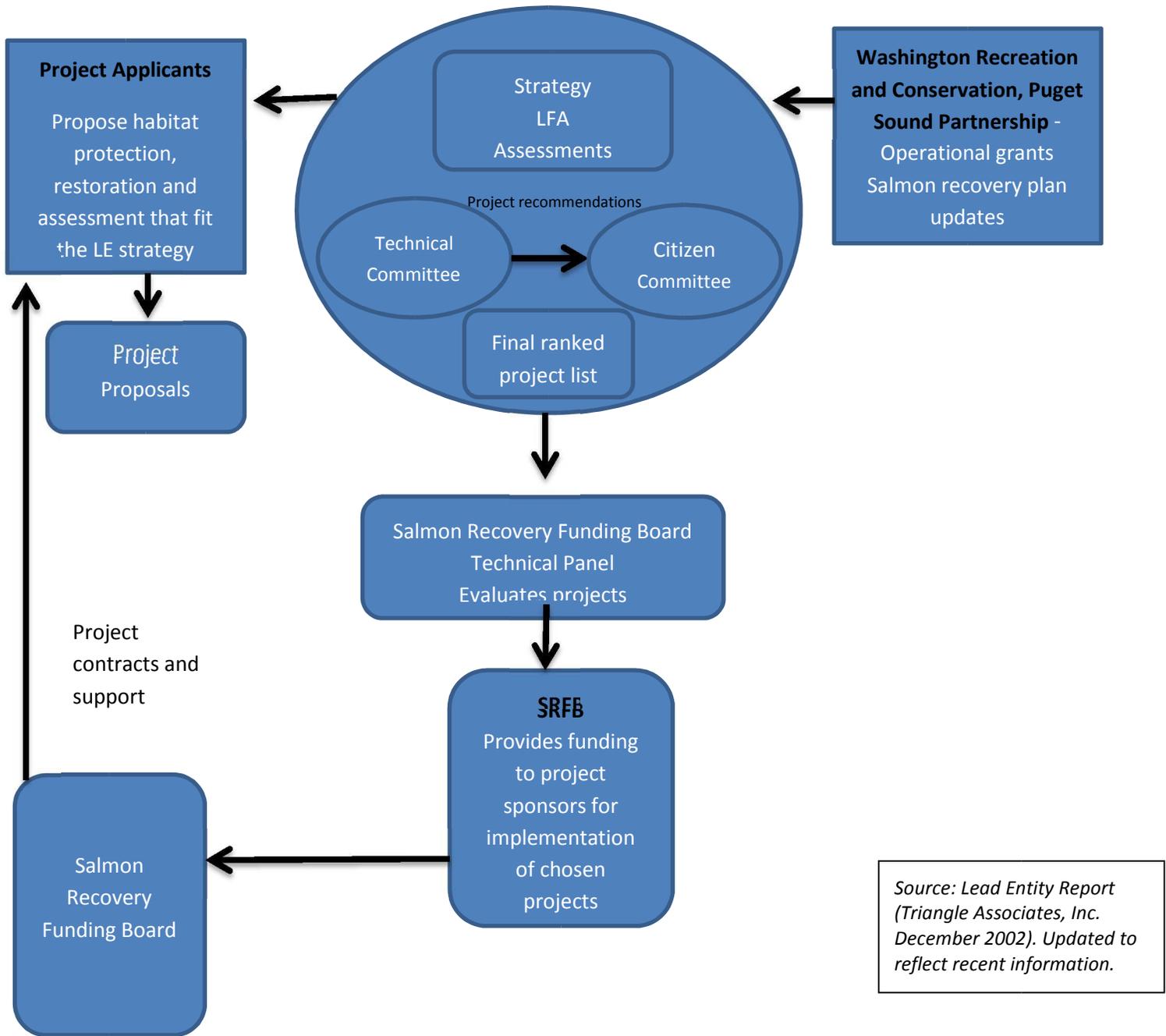
### Process for grant application

This section describes the process for applying for a salmon habitat restoration or acquisition project in the WSWC Lead Entity. This guide is intended for SRFB projects, including those that could be funded with Puget Sound Acquisition and Restoration funds (PSAR).

### Letter of Intent

All potential Applicants (Project Sponsors) must contact the Lead Entity Coordinator prior to proposing a project and submit a Letter of Intent. Project Sponsors can go to the WSWC website - [www.westsoundwatersheds.org](http://www.westsoundwatersheds.org) to download and fill out a Letter of Intent to begin an early review process of their project. The early review will help provide input earlier into the process and give a chance for CAG and TAG members to assist the Sponsor with information to help improve their project and chance of success for obtaining grant funding.

## Lead Entity Process



Source: Lead Entity Report (Triangle Associates, Inc. December 2002). Updated to reflect recent information.

**Four Year Work Plan**

Projects should be consistent with local plans and recovery strategies. The proposed project should be included on the Four Year Work Plan submitted to the PSP. If project is not listed in the Four Year Work Plan, it will be considered if it is consistent with the priority and sequence of projects.

**Habitat Work Schedule**

The Lead Entity Coordinator will coordinate opportunities to learn how to use HWS for entering information. All proposed SRFB projects must be started in the Habitat Work Schedule (HWS)

to obtain a project number to link into RCO's PRISM computer system for project and funding tracking. Contact Lead Entity Coordinator for more information.

Project Sponsors must follow all SRFB eligibility and other policies. Project Sponsors must be ready and able to submit project materials for the application into PRISM. Project Sponsors must have pre-application information ready for a project to be considered and the project application should have the following components to maximize its success at getting funded:

- Project name, project contact person at sponsoring organization
- Draft project proposal – see Manual 18 for details. The project proposal will detail project overview, salmon recovery context, project design & development, tasks & schedule, and constraints and uncertainty.
- Cost estimate, summary of funding request and match (15% minimum in cash or in kind for most projects)
- Map of project location
- Photos of project
- Design plans or sketches (if applicable)
- Landowner acknowledgement form (if applicable)
- Project must be ready to go. Design only and phasing of projects are both options if project is not ready at present time.
- It is helpful to have a monitoring plan to document the project's success. This does not necessarily need to be a part of the project, but it is helpful to have an idea of what components of project monitoring should be included if project is selected.

### **Project Presentation Reviews**

- A. **Project Site Visits:** are required. Project site visits will occur annually, the sponsor or designee shall be required to be present at the time of the project site visit.
- B. **Project Introduction:** Coordinator/Facilitator will introduce the project and Project Sponsor. **Project Overview:** Project Sponsor must provide an overview of their project, including location and key objectives, elements, and benefits (approximately 10 minutes) to the TAG and CAG.
- C. The projects will be scored and ranked as described in Section 3.

### **Procedures Salmon Recovery Funding Board approved projects with amendments**

Any requested project cost increase for SRFB funded projects within the local Lead Entity shall come present to the TAG for approval. Project Sponsors needing a time extension, shall contact the Lead Entity Coordinator and RCO to inform the reason (s) for the request and potential new dates for project completion.

## 2017 Draft Grant Schedule from RCO

Date	Action	Description
February 10	DUE DATE: Requests for review panel site visits	Lead entities submit their requests for site visits to RCO staff by this date.
February-June 9	Project draft application materials due at least three weeks before site visit <b>(required)</b>	<b>At least three weeks before the site visit</b> , applicants enter application materials through PRISM Online (See <a href="#">Draft Application Checklist</a> ). The lead entity will provide applicants with a project number from the Habitat Work Schedule <b>before</b> work can begin in PRISM Online.
February-June 30	Pre-application review and site visits <b>(required)</b>	RCO grants managers and review panel members review draft application materials, go on lead entity-organized site visits, and provide technical feedback based on materials and visits. Complete site visits before <b>June 30, 2017</b> .
February-May	Application workshops <b>(on request)</b>	RCO staff holds an online application workshop. RCO can provide additional in-person trainings lead entities upon request.
February-July 15	SRFB review panel completes initial project comment forms	About two weeks after the site visits, RCO grants managers provide review panel comment forms to lead entities and applicants. Applicants must address review panel comments through revisions to their Appendix C project proposals (using Microsoft Word track changes).
August 10	<b>Due Date:</b> Applications due	Applicants submit final application materials, including attachments, via PRISM Online. See <a href="#">Final Application checklist</a> .
August 14	<b>Due Date:</b> Lead entity submittals due	Lead entities submit draft ranked lists via PRISM Online.
August 14-25	RCO grants manager review	RCO screens all applications for completeness and eligibility.
August 25	Review panel post-application review	RCO grants managers forward project application materials to review panel members for evaluation.
September 6	<b>Due Date:</b> Regional submittal	Regional organizations submit their recommendations for funding, including alternate projects (only those they want the SRFB to consider funding), and their Regional Area Summary and Project Matrix.
September 18-20	SRFB Review Panel meeting	The review panel meets to discuss projects, prepare comment forms, and determine the status of each project.
September 29	Project comment forms available for sponsors	RCO grants managers provide the review panel comment forms to lead entities and applicants. Projects will be identified with a status of "Clear," "Conditioned," "Need More Information" (NMI), or "Project of Concern" (POC).

Date	Action	Description
October 12	<b>Due Date:</b> Response to project comment forms	Applicants with projects labeled Conditioned, NMI, or POC provide responses to review panel comments through revisions to the project proposal attached in PRISM. If the applicant does not respond to comments by this date, RCO will assume the project was withdrawn from funding consideration.
October 18	Review panel list of projects for regional area meeting	The review panel reviews the responses to comments and identifies which projects to clear. They recommend a list of POCs to present at the regional area project meeting.
October 23-25	Regional area project meetings	Regional organizations, lead entities, and applicants present regional updates and discuss POCs with the review panel.
November 1	Review panel finalizes project comment forms	The review panel finalizes comment forms by considering application materials, site visits, applicants' responses to comments, and presentations during the regional area project meeting.
November 7	<b>Due Date:</b> Lead entity submits final ranked list	Lead entities submit ranked project lists in PRISM. RCO will not accept changes to the lists after this date. Updates submitted after this date will not appear in the grant funding report.
November 16	Final 2017 grant report available for public review	The final funding recommendation report is available online for SRFB and public review.
December 6-7	Board funding meeting	Board awards grants. Public comment period available.

## 2017 WSWC Grant Schedule

Date	Task	Responsible Party
January 31, 2017	Letter of Intent due to Lead Entity	Project Sponsors
Feb. 15	Joint Technical Advisory Group (TAG) and Citizen Advisory Group (CAG) Meeting to see presentations from Project Sponsors	TAG, CAG and Project Sponsors
March 8	Sponsors attend on online RCO application workshop. Check with Lead Entity Coordinator for dates.	Project Sponsors
By March 20	Project sponsor submits pre-application materials in PRISM for SRFB Review Panel review – at least three weeks before site visits	Project Sponsors
April 12 and 13	TAG members attend site visits. CAG members may attend site visits.	Project Sponsors, TAG, CAG (optional)

Late April to early May	Project proposals are reviewed by Review Panel. Written feedback will be provided to Sponsors approximately two to three weeks after site visits.	Salmon Recovery Board Technical Review Panel and RCO Grant Manager
Late May to early June	TAG ranks projects on-line before meeting.	Technical Advisory Group
June 13	The TAG review ranking and CAG consideration of projects. The CAG is encouraged to attend.	Technical and Citizen Advisory Groups
July 19	List forwarded to Citizen Advisory Group for approval.	Citizen Advisory Group
August 1	Final application materials are due into PRISM for Lead Entity Coordinator to review submittals.	Project Sponsors and Lead Entity Coordinator
August 10	Final project application materials are due into PRISM.	Project Sponsors

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