

2013 SRFB Project Guide West Sound Watersheds Council

This guide describes the process for proposing and funding a salmon habitat restoration or protection project in the West Sound Watersheds Council (WSWC) Lead Entity. This guide is intended for Salmon Recovery Funding Board (SRFB) projects, including those that could be funded with Puget Sound Acquisition and Restoration funds (PSAR). All potential project sponsors must contact the contact the lead entity coordinator prior to proposing a project.

General SRFB funding process overview:

The SRFB is composed of five citizens appointed by the Governor and five state agency directors, bringing together the experiences and viewpoints of citizens and the major state natural resource agencies. The SRFB allocates state and federal funding to the salmon recovery regions, lead entities, and others to implement federally approved salmon recovery plans.

WSWC is in the Puget Sound Salmon Recovery Region, represented by the Salmon Recovery Council of the Puget Sound Partnership (PSP), along with 14 other Lead Entities. The Salmon Recovery Council determines how to distribute the Region's allocation to the Lead Entities. *The amount of funds for the 2013 grant round will be unknown until the state legislature agrees on a capital budget (late March at the earliest).*

This process guide assumes the PSAR funding of \$80 M (Gov. Gregoire's budget amount), which will result in the funding of two "large capital projects" already vetted by the lead entity and the Puget Sound Partnership as well as ~\$1.4M in a combination of PSAR and SRFB funds. All projects must follow the SRFB funding process.

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

WSWC projects must follow all SRFB eligibility and other policies.

Project in the WSWC Lead Entity area:

Any proposed SRFB project in this geographic area must be submitted by the WSWC Lead Entity to the SRFB. The West Sound Watersheds Lead Entity is the eastern portion of Water Resources Inventory Area (WRIA) 15, excluding Vashon Island. The watersheds include 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.

Components of a successful SRFB project:

- ✓ Project should be included on the 3 Year Work Program submitted to the PSP. This work program is reviewed by federal technical and policy representatives for consistency with the Puget Sound Salmon Recovery Plan. If project was not

included on the 3 Year Work Plan, it will be considered if it is consistent with the priority and sequence of projects and programs on the current list. The lead entity recognizes that opportunities for habitat restoration and protection don't always align with planning for them. The 3 Year Work Plan update for 2013 will be finalized in mid May.

- ✓ Project Sponsor will enter and update project information in the Habitat Work Schedule (HWS) database. The lead entity coordinator will provide user access and coordinate opportunities to learn how to use HWS for entering information. **All proposed SRFB projects must be started in the HWS system. Contact lead entity coordinator for more information.**
- ✓ Project sponsor must have these pre-application materials ready for a project to be considered:
 - Project name, project contact person at sponsoring organization
 - Draft project proposal – see Manual 18 for detail. **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)
 - Map of project location (if applicable)
 - Photos of project (if applicable)
 - 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.
- ✓ Project Sponsor must be ready and able to submit project materials for the application into PRISM, the SRFB's online computer system.
- ✓ It is helpful to have a monitoring plan to document success of the project. 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.

Process for selecting and ranking projects for SRFB list submittal:

1. Project applicant meets with WSWC to discuss proposal. Project sponsors are encouraged to participate in WSWC meetings. (Contact Lead Entity Coordinator to be on WSWC meeting email list). **January-March 2013**
2. A SRFB Application Webinar will be held **March 25**, sponsored by RCO. Reserve your Webinar seat now at:
<https://www4.gotomeeting.com/register/843228191>

3. Project applicant starts or updates the proposed project in the Habitat Work Schedule. Project should meet HWS validation criteria. **January-March 2013**
DEADLINE for new project updates in HWS is April 1, 2013*.
4. Project applicant notifies lead entity coordinator of intent to apply for 2012 SRFB/PSAR grant. This notification can be in the form of an email or a phone call. **February-March 2013**
DEADLINE for notification of intent to apply is April 2, 2013*.
5. Project applicant submits pre-application materials (see above) in PRISM for SRFB Review Panel review. This must be completed by April 25. **March-April**
DEADLINE for pre-application materials in PRISM is April 25, 2013*.
6. SRFB site visits and presentations are **scheduled for April 18 for early action PSAR projects and May 17 for the remaining projects.**
7. Written feedback on pre-applications and site visits provided to project sponsors and WSWC Technical Advisory Group (TAG) approximately 2 weeks after the site visits (**May 3 and May 31**).
8. TAG members individually review and score each project application. **May 21-30**
- Scores and other written comments due to lead entity coordinator **May 31**.
(Large capital projects on PSAR list will not be scored or ranked)
9. WSWC TAG discusses and finalizes ranking of project list. Project sponsors are encouraged to participate at the meeting. **June 4**
10. Projects are forwarded to WSWC for concurrence and approval. **June 12, 2013**
11. Final project applications due in PRISM **August 10, 2013**.**
12. Lead Entity submits ranked list of projects to the SRFB **Aug. 16, 2013.**
13. SRFB Review Panel meets, reviews Regional project lists, and meets with Lead Entities and project sponsors as needed (**October-November**).
14. SRFB makes funding decisions on all projects **December 4-5, 2013***.**

*Some proposed PSAR funded projects will opt for the early funding option and will have slightly earlier due dates for an April 18 site visit.

**Final project applications for early action projects will be due in PRISM in May (date not decided).

***SRFB will approve early action projects via teleconference sometime in June.