

HCCC Salmon Recovery Work Plan Development Process January 18, 2016



The Hood Canal Coordinating Council (HCCC) as the Lead Entity for salmon recovery in the Hood Canal region and as the Regional Recovery Organization for Hood Canal summer chum manages the salmon recovery work plan for the region. The purpose of the HCCC Salmon Recovery Work Plan (HCCC Work Plan) is to schedule, coordinate, and implement salmon recovery projects based on priority actions in conjunction with funding opportunities. The HCCC Work Plan is based on the [Guidance for Prioritizing Salmonid Stocks, Issues and Actions for the Hood Canal Coordinating Council](#). Projects in the HCCC Work Plan will be considered for application submittal for the HCCC Lead Entity Grant Round Process as scheduled. Projects may be listed in the HCCC Work Plan which do not intend to apply for funding through the Lead Entity Process but are determined important to salmon recovery in the watershed or region.

To have a project listed in the HCCC Salmon Recover Work Plan, a Letter of Intent (LOI) must be submitted to the HCCC Lead Entity coordinator and be approved through the HCCC Technical Advisory Group. Work Plan proposals should consider multi-year planning up to five years as appropriate. The scheduled projects for the first four years (two biennia) will be submitted to the Puget Sound Partnership for the planning of funding requests through the Washington State Legislature. Planning beyond the two biennia is demonstrative of sequencing and collaboration efforts by project stakeholders. Sequencing and collaboration of planning efforts is very informative to reviewers and stakeholders as well as funders.

Projects are approved for inclusion on the **HCCC Salmon Recovery Work Plan** according to the following steps:

1. Project sponsors submit HCCC Work Plan Letters of Intent utilizing the proposal template to the HCCC Lead Entity Coordinator.

Letters of Intent are **due on February 8, 2016** for consideration for the 2016 Puget Sound Partnership's (PSP) 4 Year Work Plan (used by PSP to request funding of salmon recovery work across Puget Sound) and 2016 Lead Entity Grant Round.

Letters of Intent submitted after the deadline will not be considered for the 2016 Lead Entity Grant Round or included in the 2016 Puget Sound Partnership's 4 Year Work Plan but will be considered for the HCCC Salmon Recovery Work Plan for consideration in future grant rounds.. Sponsors are encouraged to submit a letter of intent for inclusion in the HCCC Work Plan for all identified or anticipated projects for the next 5 years(2016-2020) as soon as project development commences, regardless of the deadline. This will allow the project sponsor to receive technical feedback on watershed priorities and project objectives as they develop details of the project. HCCC Advisory Groups, both technical and citizen, can be utilized through the HCCC Lead Entity Coordinator as a salmon recovery resource to assist project sponsors with feedback and constraints as needed.

HCCC Work Plan Proposal Forms are templates to summarize and inform the reviewers of the project objectives and funding needs for eventual approval and scheduling in the HCCC Salmon Recovery Work Plan.



Cost estimates for future projects not included in the current grant round may be rough-order-of-magnitude understood to be based on project development stages between 1% to 15% unless otherwise indicated in the proposal. Cost estimates for projects submitted for the current grant round are understood to be based on project development of 10% to 40%.¹

The Letter of Intent (LOI) is a means for project sponsors to communicate any pertinent information .

The Letter of Intent is not a grant application and should be no longer than two pages in addition to the Work Plan Proposal Template, although projects vary greatly in scale and a length limit will not be enforced if a sponsor feels more information should be conveyed. Keep in mind, the information provided on the LOI should be concise to provide any information a reviewer will need to address the criteria used for priority level alignment and implementation readiness reviews. The criteria are listed in paragraph 3 below. Missing information will delay the approval of a project to the HCCC Work Plan and may prevent the project from being eligible for the current or later grant rounds. LOIs should be addressed to the HCCC Citizens Advisory Group.

2. The HCCC Lead Entity Coordinator will conduct a staff review and compile watershed spreadsheets according to prioritization guidance for the HCCC Technical Advisory Group (TAG) review.

3. The HCCC TAG will assess the alignment of the priority level of the project and conduct project implementation readiness review.

a) Priority level alignment: The TAG will determine acceptance of project onto the HCCC Work Plan based on the following criteria:

- Alignment with keystone actions or other priority actions, addressing priority issues and stocks.
 - If project does not address a keystone action:
 - Minimum prioritization score threshold for SRFB and PSAR funding: Score of three and higher on issues and actions addressing high priority stocks. Lower scores will require justification for the work including how the work will allow future work to address higher priority issues and actions.
 - Projects seeking other funding sources may be considered with justification of the importance of implementing the action identifying the intended funding sources.
 - Appropriateness of prioritization score for the proposed project. The prioritization score may need modification if the project does not appropriately align to the issue and action it is scored against.
 - No components of the project detract from addressing the primary issue affecting the stock.
 - Is there a separate funding source identified for any project components that do not address the primary issue affecting the stock?

¹ Cost Estimate Classification System – As Applied in Engineering, Procurement, and Construction for the Process Industries. AACE Recommended Practice No. 18R-97.
http://www.eeul.com/wiki/Cost_estimate_classification_system



- Appropriateness of project objectives for consideration of keystone action scoring.
 - Feasibility of project to address the priority issue.
 - Adequate and logical objectives contributing to the priority action.
 - Key components needed to be addressed by the project seemingly will be addressed.
 - Incorporate TAG feedback on needed revisions in order to strengthen project merits.
- b) **Implementation readiness:** TAG will develop recommendations for the CAG on project implementation readiness utilizing the following criteria:
- Reasonable planning and sequencing of project with other actions in the watershed.
 - Feasibility to address issues and constraints according to the proposed funding schedule.
 - Constraints should be clearly communicated to the reviewers. Reviewers may offer feedback in addressing the constraints.
 - Reasonable phasing of project.
 - Planning, permitting needs.
 - Community outreach, partnerships, planning efforts.
 - Funding needs, timing, and gaps.
 - Organizational and execution capacity of project sponsor.

4. HCCC Citizens Advisory Group (CAG) will determine and maintain the grant round schedule with support from the TAG and HCCC Staff.

The HCCC Salmon Recovery Work Plan will consist of scheduling of projects for application in Lead Entity Grant Rounds. This will inform project partners of timing of actions being addressed as other projects are developed and coordinated within the watershed. The HCCC Work Plan will also inform funders of the current and future funding needs. Project sponsors can use the HCCC Work Plan to plan for capacity needs and to communicate with stakeholders.

5. The HCCC TAG will conduct a gap assessment of keystone actions not addressed on the HCCC Work Plan.

A placeholder added by the HCCC Lead Entity Coordinator will represent keystone actions not addressed on the HCCC Work Plan. The HCCC staff will evaluate the gaps and work with the HCCC Citizens Advisory Group to address how to implement the needed action as appropriate.