

## **APPENDIX C**

### **PROCESS GUIDE**

#### **East Kitsap Lead Entity Evaluation and Prioritization of SRFB Project Proposals and Timeline for the 5<sup>th</sup> SRFB Grant Round**

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## APPENDIX C

### PROCESS GUIDE

#### **East Kitsap Lead Entity Evaluation and Prioritization of SRFB Project Proposals and Timeline for the 5th SRFB Grant Round**

**Purpose:** Funding for a project is awarded on a competitive basis by the state Salmon Recovery Funding Board (SRFB). Kitsap County is the Lead Entity (LE) East Kitsap for the portion of Kitsap Peninsula that drains into the Puget Sound, including portions of Kitsap, Pierce and Mason counties and several nearby islands, including Bainbridge Island, Fox Island, and Anderson Island. Project proposals are submitted by applicants to the lead entity, which evaluates the proposals, ranks them according to a local salmon recovery strategy and selects a package of proposals to submit to the SRFB for funding consideration.

At the Lead Entity level, state law requires that the projects be evaluated and ranked by a committee of citizens with the assistance of a technical advisory group (TAG). The TAG evaluates projects based on their technical merits with an emphasis on the project's benefits to salmon and certainty of success. The citizen's committee works with the TAG and determines the final ranking of projects based on their technical merits as well as how well the project fits within the local salmon recovery strategy, public involvement and cost appropriateness. The lead entity then puts the proposals together and submits them as one strategic package accompanied by a lead entity application that describes how the package addresses the local salmon recovery strategy.

To help ensure that every project submitted to the SRFB is technically sound, the local Kitsap TAG and citizen committees, with assistance from the SRFB technical advisors will identify projects they believe have low benefit to salmon, a low likelihood of being successful, and/or have costs that outweigh the anticipated benefits of the projects. The TAG and citizens committee will make every effort to work with project sponsors and give the applicants an early opportunity (pre-applications, presentation feedback and field visits) to improve the proposal before the final application is due for local evaluation. If the TAG and citizens committee determine that the final application is not technically sound, the citizens committee will not move the application forward to the SRFB, but will provide project applicants with recommendations for other funding sources, if appropriate.

#### **Process Steps for 5th SRFB Round (All meetings are open to the public)**

All applicants must submit their applications through the East Kitsap Lead Entity. Starting this year all applicants will submit and modify their grant applications on-line through PRISM (Grant Management Tool). SRFB staff and the local LE

Coordinator will provide guidance for PRISM use. The SRFB will release DRAFT SRFB policy manual & application forms on February 2, 2004 and FINAL SRFB policy manual & application forms on February 27, 2004. Please refer to the following steps for instructions, due dates, workshops and required materials for the East Kitsap Lead Entity local process. The final project list from each lead entity is due to the SRFB by July 16, 2004 and the SRFB will decide on final funding in December 2004.

If you have any questions please contact the local LE Coordinator, Monica Daniels at (360) 337-4679 or [mdaniels@co.kitsap.wa.us](mailto:mdaniels@co.kitsap.wa.us).

Thanks!

### **2004 SRFB 5<sup>th</sup> Round Grant – East Kitsap LE Timeline**

Please refer to the following pages for the description of steps 1-10. I will post the times and locations as soon as they are confirmed.

- |                    |  |
|--------------------|--|
| <b>March 3</b>     | <b>Application Workshop (Step 1)</b> 10am –12pm, Givens Community Center, Kendall Room, Port Orchard |
| <b>March 24</b>    | <b>Pre-application Due to local LE Coordinator (Step 2)</b>  |
| <b>April 1-2</b>   | <b>Presentations (Step 3)</b> Two days if necessary from 10 am – 3 pm                                |
| <b>April 14-15</b> | <b>Field Trips to sites (Step 4)</b> Two days if necessary.  |
| <b>May 5</b>       | <b>Final SRFB Applications due (Step 5)</b>  |
| <b>May 21</b>      | <b>Citizens committee and TAG initial ratings due to LE Coordinator (Step 6)</b>                     |
| <b>May 27</b>      | <b>“Tool for Discussion” Workshop (Step 7)</b>   |
| <b>June 4</b>      | <b>Citizens Committee Final Ranking Due (Step 8, if necessary)</b>                                   |
| <b>June 22</b>     | <b>Adopt Final Prioritized List Meeting (Step 9)</b>   |
| <b>July 9</b>      | <b>LE Application Packet sent to SRFB (Step 10)</b>  |



constructive, verbal and written pre-application evaluations. Examples of feedback could be:

Example 1: Improve educational component by involving nearby school in restoration plantings. (Not: poor educational involvement)

Example 2: Improve Certainty of Success by providing a detailed "user friendly" restoration plan. (Not: Low certainty of success)

**April 1-2, 2004      Presentation Workshop DATES (April 2 will be used only if needed. We will try to have all presentations on April 1 but it depends on how many applications are received.)**

**Step 4 -** Field trips to all proposed application sites. A time limit for each field trip presentation will be announced and will depend on how many applications are submitted to the LE. The citizens committee and TAG members (& possibly SRFB staff, &/or review members) will go to each site together to learn about the projects and greatly improve their ability to evaluate and rate proposed projects. It is also an opportunity for the project applicants to highlight their project and highlight changes they have made in regards to the feedback from the presentation workshop.

**April 14-15, 2004      Field Trips to proposed project restoration sites. (Number of days needed depends on the number of restoration projects)**

**Step 5 -** Final SRFB applications (including the pre-application supplemental questionnaire, attachment 1) due to the Lead Entity Coordinator. LE Coordinator will distribute application copies to citizens committee and TAG members. The project applicant must enter applications into PRISM. We will download the application on May 6, 2004 to distribute to the committees.

**May 5, 2004      FINAL SRFB APPLICATION DUE DATE**

**Step 6 -** Initial citizen committee and TAG member ratings of projects (see attachments 4 & 5). The ratings will be used to educate each other on all merits to better evaluate and rate the projects.

Citizens will rate high, medium or low for the following factors:

- Consistency with the East Kitsap Peninsula Salmon Recovery Strategy
- Education, Outreach and Partnerships

- Cost of Project

TAG will rate high, medium or low for the following factors:

- Benefits to Salmon from Project
- Certainty of Success of Project
- Cost Appropriateness of Project

The outcome of this initial rating will be a "Tool for Discussion" presentation which the LE Coordinator will pull together for the "Tool for Discussion" workshop in Step 7. Each of the six factors will be averaged for each proposed project and put in a graphic to promote discussion.

### **May 21, 2004 Initial ratings due to LE Coordinator**

**Step 7** - " Tool For Discussion" cooperative workshop to gain perspective of proposed project merits. The goal is to educate each other and come to a consensus on the various merits of each project. The outcome will be a full discussion of each project (holistic approach), to point out or differentiate the nuances of projects with similar ratings. For example, if Project 1 and Project 2 both have high ratings for Benefits to Salmon, then the TAG should differentiate the benefits in order to more accurately prioritize and rate the benefits to salmon . Another example would be if several projects have high ratings in Community Outreach, the citizens committee should differentiate the merits at this meeting). For the record, the TAG will recommend a ranked list of projects based on the technical merits of benefits to salmon and certainty of success.

After both the citizens committee and TAG have discussed all the projects, both groups will come together to produce a final ranked list, to be adopted by consensus by the citizen committee, which will then be released to the public for comment. If the citizen committee does not come to consensus on a final list, then the citizens committee will go to Step 8 and individually rank the list using all five ranking factors. The LE Coordinator will summarize the outcome of this workshop and produce a report. **Citizens committee attendance is mandatory for committee members to rank the final list.**

### **May 27, 2004 "TOOL FOR DISCUSSION" Workshop Date.**

**Step 8** - If a final ranked list is not produced from Step 7 then the citizens' committee members will take home the meeting summary and TAG

recommended list and individually rank projects using all five ranking factors: (See Attachment 6)

1. Benefit to Salmon from Project (40%)
2. Certainty of Success of Project (30%)
3. Consistency with the East Kitsap Peninsula Salmon Recovery Strategy (15%)
4. Education, Outreach and Partnership (10%)
5. Cost Appropriateness of Project (5%)

The LE Coordinator will summarize the rankings and develop a DRAFT prioritized project list. The list and summary comments will then be distributed to the citizens committee and TAG members along with the applicants and public for a comment period.

**June 4, 2004 Citizens' Committee FINAL RANKINGS DUE to LE Coordinator.**

**Step 9 -** At least one week after the draft prioritized list has been distributed to the committees, project sponsors and public there will be a Final Prioritization meeting. There will be a public comment period (3 minutes/person testimony or written comments accepted). After the public comment period is closed, the Citizens committee will further discuss the draft prioritization list. After discussion of the list, the Citizens committee will adopt a "Final Prioritized List" by consensus. (If consensus is not successful, then a majority vote will occur).

**June 22, 2004 Final Prioritization Meeting to adopt a final prioritized list of projects.**

**Step 10** The LE Coordinator will take the final prioritized list of projects and prepare the application packet to forward to the SRFB. The packet will include the East Kitsap Salmon Strategy and summary, the prioritized list of projects and the ranking criteria. LE Coordinator needs to have the packet finished by July 9, 2004.

**July 16, 2004 Lead Entity Packet due to SRFB**

The SRFB will then have a review period, which will include Lead Entity presentations, reports and public comment period. The SRFB will allocate funding at an open public meeting December 2-3, 2004.

## Attachment 1: Pre-application Questionnaire

Projects will be rated based on your SRFB application and to the following pre-application questions that address how your project fits within the East Kitsap Peninsula Salmon Recovery Strategy. Please limit your response to no more than a total of three (3) typed pages, plus any maps, pictures or graphics needed. The Lead Entity will assist you with references and technical assistance as needed.

1. Applicant name, organization and contact information.
2. Summary of funding request. Please include total project cost, sponsor match contribution and grant request.
3. Please provide a short description of your project. Identify the specific problems that will be addressed and why it is important to do this at this time. Describe how and to what extent (e.g. percent change, acres, miles, etc.) the project will protect, restore or address salmon habitat. Describe the general location, geographic scope and targeted species.
4. Does your project address a limiting factor for salmon that has been identified in the Salmonid Habitat Limiting Factors – WRIA 15 East Report the Bainbridge Island Nearshore Assessment, or the Key Peninsula Nearshore Assessment (Contact LE Coordinator for a copy of these reports)? If so, where does it rank in the list of Action Recommendations for your watershed? If your project is not specifically recommended in this report, explain what limiting factor(s) this project addresses and how this project would be likely to rank with other Action Recommendations for your watershed.
5. Is your project in a salmonid refugia identified in the Kitsap Peninsula Salmonid Refugia Study (Contact LE for a copy of the study)? If so, in what type of refugia does it occur, in which category is it and what is the overall refugia score?
6. Geographic locations have been prioritized into tiers within the East Kitsap Peninsula Salmon Recovery Strategy (See Table 1 of the strategy). In which tier does your project occur?
7. Projects that increase education, outreach and improve coordination among the community lead to stronger protection and recovery of salmon. How does your project incorporate education, outreach and improve partnerships? Please be specific (examples can be found in the East Kitsap Peninsula Salmon Recovery Strategy).

## Attachment 2: Explanation of Criteria for evaluation project proposals

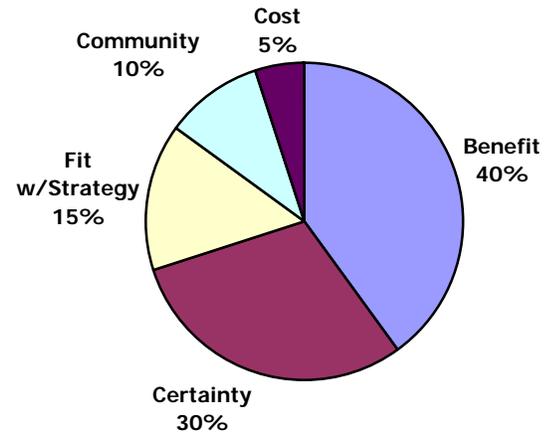
### 1. Benefits to Salmon from Project

**High Benefit:** High benefit would go to projects addressing multiple salmonid species (4 species or greater), large salmon runs, unique populations of salmonids essential to recovery, or stocks listed under the Endangered Species Act (ESA) or non-listed populations primarily supported by natural spawning. The proposed project addresses a critical life history stage or habitat type or addresses multiple life history requirements. Additionally, the project should address a key habitat condition or watershed process that significantly protects or limits the productivity of the salmonid species in the area and has been identified

through a documented habitat assessment. For acquisitions a high benefit would include projects with a majority of the habitat is intact (greater than 60%), or if less, is a combination restoration/acquisition project. The project is located in a high priority geographic area (Tier 1 or Tier 2). Nearshore projects are a Tier 1 in East Kitsap and support multiple species and life histories for salmon throughout Puget Sound (Appendix C further prioritizes nearshore actions). For proposed assessments, a high benefit rating can be received if the assessment addresses an information need that is crucial to understanding the watershed structure and dynamics, is directly relevant to project development or sequencing, and will clearly lead to projects of high benefit.

**Medium Benefit:** Medium benefit would go to projects addressing a moderate number of species (2 to 3 salmonid species) or unique populations of salmonids essential for recovery, medium size runs or ESA or non-listed species populations primarily supported by natural spawning. The project may not address the most important limiting factor or access to habitat is restricted but will improve habitat conditions. The project is located in a high priority geographic area (Tier 3 or Tier 4). For acquisitions a medium benefit would include projects where 40-60% of the total project area is intact habitat, or if less the project must be a combination that includes restoration.

**Low Benefit:** Low benefit would go to projects that address a single species and/or fish use may not have been documented. In addition, the proposal has



not been proven to address an important habitat condition in the area, addresses a lower priority geographic area (Tier 5 streams) and has not been documented in a habitat assessment. If the acquisition project area is less than 40% intact the project is a low beneficial project.

## **2. Certainty of Success of Project: The level of certainty that the project would produce its intended benefits for fish**

**High Certainty:** High certainty would go to a project that has an approach that is appropriate to meet the project objectives; uses well-tested techniques; a completed comprehensive assessment; and the project is consistent with a scientifically based habitat protection and restoration strategy. The project will be viewed as having high certainty if it has a solid understanding of conditions and watershed processes that cause or contribute to the problem being addressed versus just replace a missing structural element and is in the correct sequence. Projects that compliment other protection/restoration actions can receive high scores of certainty. Landowners are willing to have the work done.

A high certainty of success should be considered for projects that have the potential for the project sponsor to complete the project (this includes having a design or scope of work completed, whether necessary partnerships/property access are established and the sponsor has experience to design, plan, implement and monitor a project or have indicated how they would acquire needed experience).

**Medium Certainty:** A Medium certainty project is moderately appropriate to meet the project objectives; uses scientific methods that may have been tested but the results are incomplete; is dependent on other actions being taken first that are outside the scope of this project. The landowners have been contacted and are likely to allow work to be done but have not conclusively agreed at the time of the application. The project has few or no known constraints to successful implementation.

**Low Certainty:** A Low certainty project is unclear on how the goals and objectives will be met; uses methods that have not been tested or proven to be effective in past uses; may be in the wrong sequence with other protection and restoration actions; addresses a low potential threat to salmonid habitat. A low certainty score will go to projects where the landowner willingness is unknown or the landowner is currently unwilling. Low certainty will go to actions that are unscheduled, matching funds are not secured and has several constraints to successful implementation.

## **3. Consistency with the East Kitsap Peninsula Salmon Recovery Strategy**

The following factors will be considered to determine how consistent a project is with the regional goals and priorities set out within the East Kitsap Peninsula Salmon Recovery Strategy. The site-specific merits of a project are considered in the other four evaluation criteria.

- ✓ **Benefit to Salmon** – See number 1 above.
- ✓ **Geographic Location** - Projects that are located in a high priority area based on the East Kitsap Peninsula Salmon Recovery Strategy will receive the highest priority for this factor (See Geographic locations in Appendix B).
- ✓ **Education, Outreach and Partnerships**
- ✓ **Project Type Priorities** - Since restoring degraded habitat is a relatively long and expensive process, projects that make preservation of existing high quality habitat and restoring access to blocked high quality habitat are a high priority. However, when prioritizing projects, the relative impact of the project on salmon will be foremost in consideration.
- ✓ **Priorities within Watersheds** - Projects should address the most important limiting factors that have been prioritized in the report, Salmonid Habitat Limiting Factors in WRIA 15 (Haring 2000).
- ✓ **Monitoring** - Monitoring plan is included and fully described in the project proposal.

#### **4. Education, Outreach and Partnership**

Projects that encourage building community support and partnerships will be of the highest benefit to salmon. Projects that are designed and implemented in a manner that include the following outreach components (not inclusive) will receive a higher rating. Proposals must include a detailed description of community support and participation of the public or partnerships. If the project is located in an area that is inaccessible to the public the proposal should include how they intend to get the public involved whether it be the use of volunteers, news media, strong partnerships, etc.

- High level of community support
- Educational component
- Contribution of volunteers
- Public access
- Involvement of established citizen group stewards
- Cultural significance by Native American Tribes
- Encourages different partnerships

#### **5. Cost Appropriateness of Project**

The highest benefit will be projects that are cost-effective, well designed and demonstrate the project cost is appropriate for the benefits gained. The project

must be appropriate for SRFB funding according to their policies. A higher ranking could include a project that brings in a larger match from other sources or makes more funds available for salmon recovery.

A medium score for cost appropriateness of the project would be for a project that has a reasonable cost relative to the predicted benefits for the project type in that location.

A low score for cost appropriateness of the project would be for a project that has a high cost relative to the predicted benefits for that particular project type in that location.

### **Attachment 3: Pre-Application Project Presentation Workshop Feedback Form**

Citizens committee and TAG members will provide feedback to the applicants on their pre-applications and presentations. The constructive comments and pre-application evaluations will include preliminary high, medium or low scores. This will not be the final evaluation and applicants will have the opportunity to incorporate recommendations provided at this workshop into their final application. The LE Coordinator will summarize the comments with the citizens and TAG committees and forward them to the applicants as soon as possible.

Project Name and Applicant: \_\_\_\_\_

1. Benefits to Salmon from Project (High, Med, Low)
  
2. Certainty of Success of Project (High, Med, Low)
  
3. Consistency with East Kitsap Peninsula Salmon Recovery Strategy (High, Med, Low)
  
4. Education, Outreach & Partnerships component (High, Med, Low)

Any additional comments: (costs, general, informational need):

#### **Attachment 4: Initial Citizen ratings of final applications**

Results of the following initial ratings will be used to develop a "Tool for Discussion" to be used at the workshop on May 27, 2004. Please provide a rating of high, medium, low for the following factors and provide comments.

Evaluators Name: \_\_\_\_\_

Project Name and applicant: \_\_\_\_\_

Rate the following high, medium or low and **provide comments** for the following factors:

1. Consistency with East Kitsap Peninsula Salmon Recovery Strategy (High, Medium, Low):

2. Education, Outreach, Partnerships (High, Medium, Low):

3. Cost Appropriateness of Project (High, Medium, Low):



## Attachment 6: Final Project Evaluation Form

Results will be summarized and a DRAFT prioritized list will be distributed for public review and comment. The citizens' committee will meet on June 22, 2004 to hear public comments, review and discuss the list and come to consensus on adopting a "Final Prioritized List".

Evaluator Name: \_\_\_\_\_

Project Name and Applicant Name: \_\_\_\_\_

Using the results from the "Tool for Discussion" Workshop and the final applications rate the following factors.

1. Benefit to Salmon from Project (0-40 points): \_\_\_\_\_  
Comments:
  
2. Certainty of Success of Project (0-30 points): \_\_\_\_\_  
Comments:
  
3. Consistency with the East Kitsap Peninsula Salmon Recovery Strategy (0-15 points): \_\_\_\_\_  
Comments:
  
4. Education, Outreach and Partnerships (0-10 points): \_\_\_\_\_  
Comments:
  
5. Cost Appropriateness of Project (0-5 points): \_\_\_\_\_  
Comments: