



**HOOD CANAL COORDINATING COUNCIL**

# **ANNUAL LEAD ENTITY PROGRAM GUIDE**

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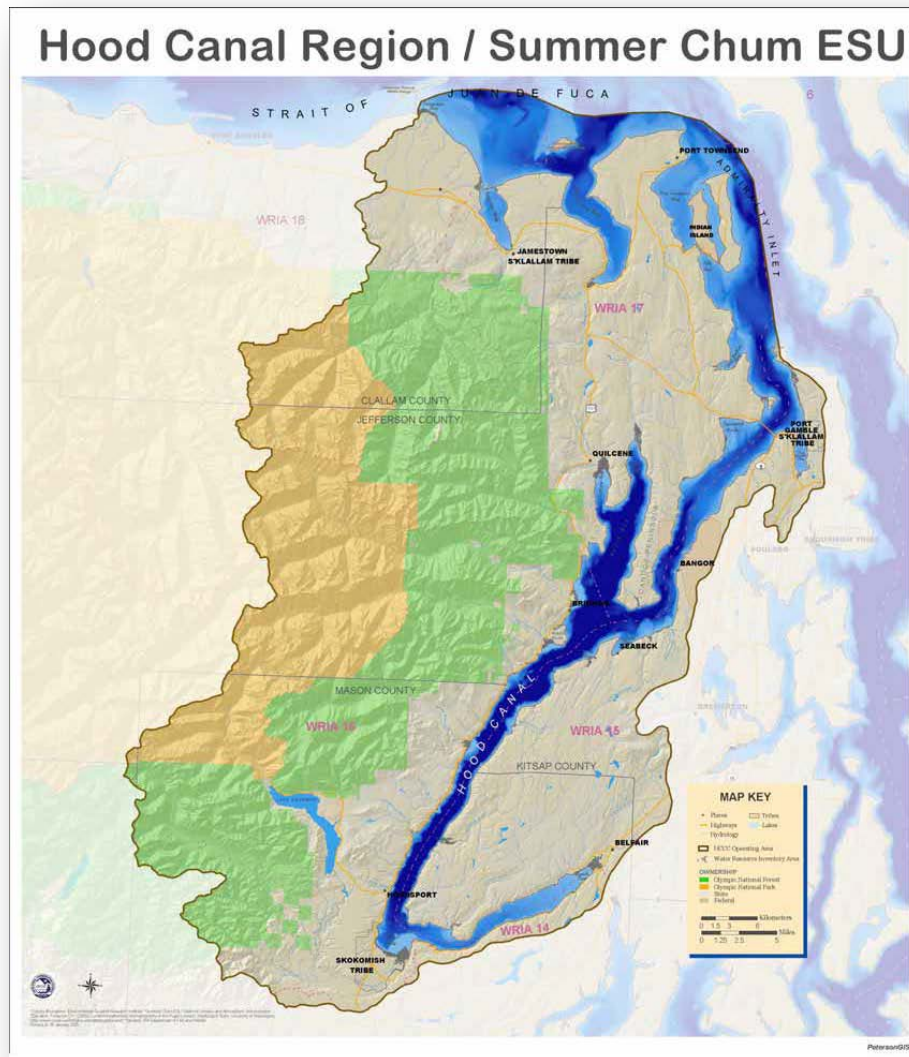
## 2016 HCCC LEAD ENTITY SCHEDULE

<i>DATE</i>	<i>DESCRIPTION</i>	<i>PARTICIPANTS</i>
January 18	Final Work Plan process and Letter of Intent criteria distributed	Sponsors
January 26	Lead entity process meeting (in-person and WebEx)	TAG, CAG
February 8	2016 HCCC Lead Entity Process Guide distributed	Sponsors, TAG, CAG
February 8	<b>Due Date:</b> Letters of Intent for Work Plan	Sponsors
February 23	Work Plan review meeting (in-person only), Kitsap Public Works Annex	TAG (CAG invited)
February 26	Work Plan meeting (in person and WebEx)	CAG
March 1	Presentations (in-person only), Kitsap Public Works Annex	Sponsors, TAG, CAG
March 8	HCCC Board meeting – Lead Entity update	HCCC Board of Directors, CAG Reps
March 25	<b>Due Date:</b> Applications materials due in PRISM (Draft - do not submit to SRFB)	Sponsors
March 29	Applications made available for review	TAG, CAG, SRFB Review Panel
April 19-21	Tentative site visit dates (in-person only)	Sponsors, TAG, CAG, SRFB Review Panel
April 26-28	Tentative site visit dates (in-person only)	Sponsors, TAG, CAG, SRFB Review Panel
May 23	<b>Due Date:</b> Comments on proposals due	TAG, CAG, SRFB Review Panel
June 10	<b>Due Date:</b> Responses to comments due in PRISM	Sponsors
June 14	TAG evaluation and scoring begins	TAG
June 22	Salmon Recovery Funding Board (SRFB) Early Action Funding Decision	SRFB
June 28	TAG evaluation meeting (in-person only), Kitsap Public Works Annex	TAG (CAG invited)
June 29	CAG ranking meeting (in-person only), HCCC Office	CAG
July 12	Citizens Committee meeting (in-person only)	CAG, HCCC Board of Directors
August 10	<b>Due Date:</b> Final application materials submitted in PRISM	Sponsors
August 23	Project updates meeting (in-person and WebEx)	TAG, CAG
August 26	SRFB Review panel post-application review	SRFB Review Panel
September 19-21	SRFB Review Panel meeting	Sponsors (projects rated POC, conditioned, or NMI)
September 27	Lead Entity updates and planning meeting (in-person and WebEx)	TAG, CAG
September 30	Final project comment forms available for sponsors	SRFB Review Panel
October 13	<b>Due Date:</b> Response to project comment forms	Sponsors (projects rated POC or NMI)
October 24-26	Regional area project meetings with SRFB Review Panel	Sponsors (projects rated POC or NMI)
October 25	Lead Entity updates and planning meeting (in-person and WebEx)	TAG, CAG
December 8-9	SRFB Funding Decision	SRFB



## OVERVIEW OF HOOD CANAL SALMON RECOVERY

As the Regional Recovery Organization for ESA-listed summer chum, and the Lead Entity for ESA-listed Puget Sound Chinook in Hood Canal, The Hood Canal Coordinating Council (HCCC) convenes many partners and experts to develop technical guidance, advance actionable science, and prioritize actions to implement species-specific salmon recovery plans. Hood Canal salmon recovery addresses multiple impacts to salmon by prioritizing and addressing the most



crucial impacts to salmon habitat.

Salmon recovery begins with dedicated partners and community leaders. HCCC integrates local leadership, regional salmon recovery priorities, and watershed partnerships to implement



restoration activities benefitting our shared salmon resources. HCCC facilitates implementation of three salmonid recovery plans: the Hood Canal Summer Chum Salmon Recovery Plan and the Skokomish River and Mid-Hood Canal Chapters of the Puget Sound Chinook Salmon Recovery Plan. The HCCC's Lead Entity Program integrates sound science with community priorities to



implement priority salmon recovery actions within Hood Canal and the eastern Strait of Juan de Fuca.

HCCC convenes and coordinates salmon recovery planning, utilizing the expertise of the HCCC Technical Advisory Group. Voluntary salmon recovery actions and projects are guided by regional prioritization based on the salmonid recovery plans and are scheduled according to the HCCC Salmon Recovery Work Plan.



The Hood Canal Coordinating Council Lead Entity Program utilizes technical expertise from local, state, and federal watershed partners for project and regional evaluations of salmon recovery proposals. To achieve this, the HCCC Board of Directors has established the Technical Advisory Group (TAG) and established the Citizens Advisory Group (CAG) to ensure priority salmon recovery actions align with community priorities.

### SALMON RECOVERY COMMUNICATION

Understanding and communicating progress is critical to achieving salmon recovery. We can better understand our status on the path to salmon recovery and the work left to be done by documenting and assessing the work taking place on the ground. We can summarize and share our achievements, and most importantly identify areas that may require a new approach.

#### HABITAT WORK SCHEDULE (HWS) PROJECT DATABASE

As the Regional Recovery Organization for Hood Canal summer chum and the Lead Entity for Hood Canal, HCCC is responsible for reporting on the status of salmon recovery and communicating progress to our partners, funders, and the Hood Canal community. Habitat Work Schedule (HWS) is a project mapping and tracking database for Washington State's Salmon Recovery Lead Entities and their partners. It enables natural resource professionals, project funders, and the public to follow past, current, and proposed projects from concept through implementation and then, once complete, into the monitoring phases. This leaves a legacy of local and statewide salmon recovery efforts and improves coordination.

#### SALMON RECOVERY DISTRIBUTION LISTS

The Hood Canal Coordinating Council Lead Entity program manages the following distribution lists:

##### **Salmon Recovery Program Forum**

Partners receive announcements on Hood Canal salmon recovery progress and events through the Salmon Recovery Program Forum distribution list. This group is engaged in the program strategies, status of Hood Canal recovery, and HCCC Salmon Program events.

**Salmon Recovery Grant Opportunities** – forum for partners to share funding opportunities.

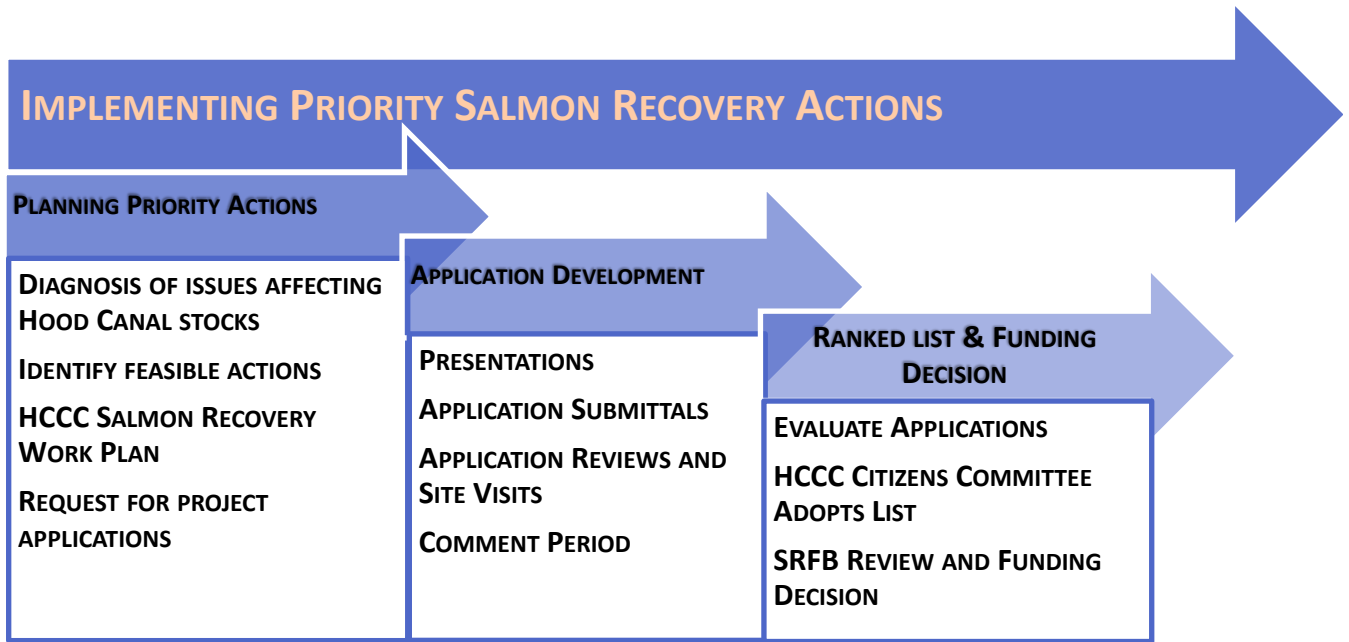
**Lead Entity Notifications** – this distribution list will inform interested members of the public of special meetings, schedule changes, and Lead Entity Process announcements. The Lead Entity meeting schedule is posted on the HCCC website with agendas made available at least 24 hours in advance of each meeting.







## IMPLEMENTING PRIORITY SALMON RECOVERY ACTIONS: THE HCCC LEAD ENTITY PROCESS



### PLANNING PRIORITY ACTIONS

#### DIAGNOSIS OF ISSUES AFFECTING HOOD CANAL STOCKS: PRIORITIZATION

HCCC developed the Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Salmon Recovery Plan in November 2005 in response to the ESA listing of summer chum. A [federal supplement](#) to the plan was issued in 2007. These two documents form the official [recovery plan](#).

As presented in the Summer Chum Salmon Conservation Initiative (SCSCI) The goal of summer chum recovery is “To protect, restore and enhance the productivity, production and diversity of Hood Canal summer chum salmon and their ecosystems to provide surplus production sufficient to allow future directed and incidental harvests of summer chum salmon.” (WDFW and PNPTT 2000)

Implementation of the plan is in progress. Habitat restoration projects are being developed, designed, and implemented as part of the [HCCC Lead Entity program](#).





In 2014 HCCC released for review [Guidance for Updating Recovery Goals for the Hood Canal and Strait of Juan de Fuca Summer Chum Salmon Populations](#). This report reviews the status of the existing recovery goals of the Hood Canal Summer Chum evolutionary significant unit (ESU) and provides new analyses for updating the goals and assessing the gaps between current population performance and those goals.

HCCC has developed a framework to prioritize salmon recovery actions and strategies and to help guide project development. The prioritization framework guidance, found in the [Guidance for Prioritizing Salmonid Stocks, Issues and Actions for the Hood Canal Coordinating Council](#), determines a prioritized set of recovery/restoration actions for salmonid stocks produced in the geographic area that encompasses the Hood Canal summer chum ESU. This geographic area includes all of the Hood Canal Basin, as well as portions of Admiralty Inlet and the Eastern Strait of Juan de Fuca. As such, the geographic area encompasses all of the spawning areas for the summer chum ESU as well as for the Skokomish and Mid-Hood Canal Chinook populations, which are also listed as threatened under the ESA designation.

Utilizing the [Guidance for Prioritizing Salmonid Stocks, Issues and Actions for the Hood Canal Coordinating Council](#), [Guidance for Updating Recovery Goals for the Hood Canal and Strait of Juan de Fuca Summer Chum Salmon Populations](#), and recovery plans for Hood Canal summer chum, Skokomish River Chinook, and Mid-Hood Canal Chinook, “keystone actions” were identified. Keystone actions are defined as the highest priority actions need for salmon recovery or where we can make significant headway where it needs to be made in the Hood Canal region.

### IDENTIFY FEASIBLE ACTIONS

#### *LETTERS OF INTENT*

Project sponsors, using the [Guidance for Prioritizing Salmonid Stocks, Issues and Actions for the Hood Canal Coordinating Council](#) and the list of keystone actions demonstrate their willingness to undertake a project by submitting a Letter of Intent (LOI) to the HCCC Lead Entity Coordinator. **The LOI is a means for project sponsors to communicate any pertinent information.** 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](#).

Review of the LOIs allows project sponsors 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 SALMON RECOVERY WORK PLAN: SCHEDULE OF ACTIONS

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 work plan for salmon recovery in 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.

#### *REGIONAL PRIORITY ALIGNMENT*

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.
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:
    - o Alignment with keystone actions or other priority actions, addressing priority issues and stocks.
      - If project does not address a keystone action:
        - o 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?
  - 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.

### *SCHEDULE OF ACTIONS*

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.

The HCCC TAG will review proposals submitted to the HCCC Work Plan and conduct a gap assessment of keystone actions not addressed on the 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.

## REQUEST FOR PROJECT APPLICATIONS

A request for applications is determined by the HCCC CAG for project submittal through the HCCC Lead Entity process according to Work Plan schedule of actions, funding availability and criteria, and TAG recommendations for the upcoming grant round.

## APPLICATION DEVELOPMENT

### PRESENTATIONS

To initiate the Lead Entity process, project sponsors are requested to give a presentation to the Technical and Citizens Advisory Groups on the project before developing the application.

### APPLICATION SUBMITTALS TO LEAD ENTITY

The full application is completed by the sponsor on PRISM-Online according to HCCC Lead Entity process and [RCO Manual 18](#) timeline and requirements.

### APPLICATION REVIEWS AND SITE VISITS

CAG and TAG review all final applications to ensure project design is technically sound, meets watershed priorities, and has community support. The applications are made available to the SRFB Review Panel members assigned to Hood Canal and site visits are conducted involving the SRFB Panel, CAG, and TAG. A site visit is required for every proposed project.

### COMMENT PERIOD

Public comment as well as comments from advisory group members and the SRFB Review Panel on proposed projects are submitted to the Lead Entity coordinator and then distributed to the project sponsors and Lead Entity advisory groups. Project sponsors are required to respond to SRFB Review Panel comments within the application as a track-changes document.



## RANKED LIST & FUNDING DECISION

### EVALUATE APPLICATIONS

The CAG with input of TAG ensure the project proposal is ready to move forward for funding decisions. Project status, score, and ranking are determined ensuring the project is technically sound and has local support.

The technical review assesses the project for high regional importance with benefits to priority salmonid species and stocks, high certainty of success, cost effectiveness for project type and location, and cost for the benefit expected. The citizen review ensures the project is a good use of public funds, a priority according to regional guidance, meets funding source requirements, and have adequate support for salmon recovery efforts.

### HCCC CITIZENS COMMITTEE ADOPTS LIST

The initial habitat project list developed by the Citizens Advisory Group is presented to the HCCC Board for discussion and approval by the Hood Canal Lead Entity Citizens Committee, which is composed of the HCCC Board of Directors and the Citizens Advisory Group. The final decision is to be by consensus. If consensus cannot be reached, a vote will be taken of the Citizens Committee. The final habitat project list is then submitted to the Salmon Recovery Funding Board (SRFB).

### SRFB REVIEW AND FUNDING DECISION

The Salmon Recovery Funding Board (SRFB) Review Panel meets to evaluate each project based on SRFB criteria and technical merits. Each submitted project is given a status of; clear, needs more information, or project of concern. Project sponsors must work with the SRFB Review Panel to address projects of concern and projects that need more information in order to achieve clear status. Project lists then go in front the SRFB for the funding decision.



## LEAD ENTITY FUNDING SOURCE REQUIREMENTS

Taken from [RCO Manual 18 – Salmon Recovery Grants \(February 2016\)](#)

### SRFB FUNDING

The SRFB funds a range of projects, but ALL of them must address habitat condition or watershed processes that are important to salmon recovery. The project may provide other benefits, such as flood control or education, but those benefits must be secondary.

- The SRFB funds projects that protect or restore salmon habitat.
- Applicants must request at least \$5,000.
- There is no maximum funding limit for a grant request.
- Applicants must provide money or resources to match 15 percent or more of the grant (85 percent RCO grant + 15 percent sponsor match = funding total). Certain design-only projects may not require match and projects on private forestland may require additional match.
- SRFB grants are a reimbursement-based grant program. Grant recipients must first spend money and then request reimbursements. RCO grant agreements include both the SRFB funding award and the sponsor match. Each reimbursement request must include part of the match, based on the match percentage pledged in the grant application.
- Applicants must demonstrate a commitment to 10 years or more of stewardship for projects.
- Projects must be finished within 2 to 3 years.

### ELIGIBLE PROJECT TYPES

- Acquisition: Acquisition includes the purchase of land, access, or other property rights in fee title or less than fee, such as conservation easements.
- Restoration: Restoration means to bring a site back to its original, historic function as part of a natural ecosystem or improve or enhance the ecological functionality of a site.
- Planning Projects: Assessments, Designs, Inventories, and Studies: Planning projects do not directly result in an on-the-ground restoration project or property acquisition. Such projects may document and evaluate habitat quality and use; identify the extent and nature of problems and habitat deficiencies; identify, prioritize, and design habitat restoration and protection activities to address these issues; or evaluate landowner willingness to participate in restoration and protection activities.
- Monitoring: Grant recipients must monitor project implementation to ensure project completion as planned, and address any post-construction issues in the SRFB project agreement. This is referred to as implementation monitoring. **The SRFB does not fund project-specific, effectiveness monitoring, but conducts a statewide, reach-scale monitoring program to determine which types of projects are most effective.**



- **Regional Monitoring Projects:** A regional salmon recovery organization, at its discretion, may make up to 10 percent of its annual SRFB project allocation available for regional monitoring projects. Regional monitoring projects must address high priority information needs or data gaps identified within a recovery plan; associated regional research, monitoring, and evaluation plan; or lead entity strategy.

### **INELIGIBLE PROJECTS ELEMENTS**

Some projects or elements that do not directly foster the SRFB's mission or do not meet cost or public policy constraints are ineligible as match or for reimbursement. Activities that are **ineligible** for reimbursement or match include the following:

- Property acquisition through eminent domain.
- Property acquired before funding award date without a Waiver of Retroactivity.
- Implementing restoration before the funding award date.
- Purchasing construction materials before the funding award date, unless approved as a pre-agreement cost.
- Leasing of land, except for those projects on state-owned aquatic lands.
- Mitigation projects, activities, or funds.
- Maintenance as stand-alone projects. This does not include riparian stewardship projects.
- Effectiveness monitoring costs associated with a project, including purchase of equipment to monitor a SRFB restoration or acquisition project.
- Construction of buildings or indoor facilities.
- Capital facilities, public works projects, projects with A PRIMARY PURPOSE of flood mitigation works, and infrastructure elements, such as sewer treatment facilities, surface and storm water management systems, flood management structures, and water supply systems are not eligible as stand-alone projects.
- Converting from septic to sewage treatment systems.
- Operation or construction of fish hatcheries.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of hydropower facilities.
- Fish harvest and harvest management activities.
- Fishing license buy-back.
- Lobbying or legislative activities.
- Costs to apply for a SRFB or other grant.
- Projects that do not address an important habitat condition or watershed process, or that focus mainly on supplying a secondary need.
- Planning projects intended only for research purposes or general knowledge and understanding of watershed conditions and functions.
- Environmental cleanup of soils or materials above levels in the Model Toxics Control Act.





**INTENSIVELY MONITORED WATERSHEDS’ RESTORATION TREATMENT PROJECTS (IMW)**

In Hood Canal, IMWs are in Little Anderson Creek, Big Beef Creek, Seabeck Creek, and Stavis Creek (Stavis Creek is a control watershed with no treatment projects implemented).

- There is no match requirement for projects funded with Intensively Monitored Watershed restoration treatment funding.
- Sponsors must submit a certification from the regional organization or lead entity that the restoration project in the Intensively Monitored Watershed contributes to and will not negatively affect ongoing data collection and salmon restoration efforts.

**PSAR EARLY ACTION (UNOBLIGATED 2015-2017 FUNDS)**

If a lead entity has funds remaining from its 2015-17 allocation that it has carried over to the 2016 grant round, it must allocate that funding by the September 15, 2016 SRFB meeting. However, lead entities are **strongly encouraged** to follow the deadlines below to allocate remaining funds at the June 22, 2016 SRFB meeting.

**Important Dates to Obligate 2015-2017 Funds**

	<b>JUN 22, 2016 SRFB MEETING</b>	<b>SEPT 15, 2016 SRFB MEETING</b>
Complete applications due in PRISM	3 weeks before site visits	3 weeks before site visits
Final revised applications due (submitted in PRISM)	May 16, 2016	June 14, 2016
Lead entity submitted ranked list in PRISM	May 18, 2016	August 1, 2016
SRFB Review Panel provides final comment forms	July 20, 2016	July 20, 2016
Applicants of conditioned projects must accept condition terms	July 21, 2016	July 21, 2016
Projects cleared or conditioned are eligible to receive funds	July 22, 2016	Sept 16, 2016

**PSAR 2017-2019**

Puget Sound Acquisition and Restoration projects must meet the same eligibility requirements as SRFB projects. PSAR funding must directly support implementing capital projects.

- For larger restoration projects (where sponsors request \$250,000 or more in funding), applicants are required to submit preliminary designs as part of their final applications. However, due to the advanced nature of the 2017-19 Puget Sound Acquisition and Restoration project request, sponsors may submit designs in progress that do not meet the preliminary design requirements. The SRFB review panel will review whatever designs the sponsor provides in the application and determine whether a project may be cleared for funding, is a project of concern, or will require a condition for design review and approval before proceeding to construction.



### PSAR 2017-2019 LARGE CAPITAL

Large capital project costs should exceed \$1 million or a watershed's entire Puget Sound Acquisition and Restoration allocation based on a \$30 million funding level, whichever is less the lesser amount.

- Large capital projects will be funded down the Puget Sound Salmon Recovery Council ranked 2017-2019 Large Capital Project List in a similar way to a lead entity list. Funding will continue to move down the list for approved projects until all allocated funding is obligated.

Each project must:

- Address a high priority need identified in a watershed recovery plan chapter or a regional recovery plan for Puget Sound Chinook Salmon or Hood Canal Summer Chum Salmon or any other strategy submitted as part of the 4-year workplan update to benefit treaty rights populations or other Endangered Species Act-listed species populations.
- Demonstrate significant benefit to one or more listed salmon populations and/or salmon populations that benefit treaty rights.
- Require only funding for implementation (i.e. no other barriers with respect to authorizing environment, land ownership, or project implementation exist) and be consistent with lead entity priorities and/or the 4-year workplan.
- Begin implementation during the 2017-2019 Biennium. Implementation is defined as beginning work on one of the eligible project types above.
- Be approved through the lead entity SRFB review process in 2016.

Additional prerequisites for specific project types include the following:

- Restoration projects: Conceptual and preliminary design must be complete, final design must be complete or anticipated to be complete within the first 6 months of the award, and permit applications must be started. Project construction must commence within 1 year of contract award or the next available fish window.
- Engineering and design projects: At a minimum, a conceptual design as described in SRFB Manual 18 (Appendix D) must be complete and meet all appropriate requirements as identified in the SRFB process.



### ROLES AND RESPONSIBILITIES

#### TECHNICAL ADVISORY GROUP (TAG)

**Technical Advisory Group (TAG)** is composed of professionals with specific technical expertise related to salmon habitat recovery as well as diverse skill sets which are relevant to habitat project planning and development.

Areas of expertise include but are not limited to planning, project management, geomorphology, hydrology, biology, ecology, and engineering.

Duties of the Technical Advisory Group members are to provide professional knowledge and guidance in regional implementation of salmon recovery priority actions. Salmon recovery proposal evaluation is conducted by the Technical Advisory Group utilizing regional review criteria and priorities as given guidance from the Hood Canal Coordinating Council as the Lead Entity for Salmon Recovery Funding Board process.

#### CITIZENS ADVISORY GROUP (CAG)

**Citizens Advisory Group (CAG)** is composed of representative interests from counties, tribes, landowners & citizens, environmental & habitat interest groups, volunteer groups and business interests.

- Counties: Jefferson, Kitsap, and Mason.
- Tribes: Port Gamble S'Klallam and Skokomish.
- Landowners & citizens: Kitsap Peninsula (Kitsap Co), South Hood Canal (Mason Co), West Side Hood Canal (Jefferson Co), Eastern Strait of Juan de Fuca (Jefferson Co or Clallam Co).
- Environmental & habitat interest groups
- Volunteer groups
- Business interests

Duties of the Citizens Advisory Group members are to evaluate proposals for salmon recovery projects utilizing regional review criteria and priorities as given guidance from the Hood Canal Coordinating Council as the Lead Entity for Salmon Recovery Funding Board process.

#### HCCC CITIZENS COMMITTEE

The **HCCC Citizens Committee** is composed of the HCCC Board of Directors and the Citizens Advisory Group. Citizens Committee members often are the best judges of community values including social, cultural, and economic values. The Citizens Committee formally convenes at the regular meetings of the HCCC Board of Directors to finalize the annual salmon recovery projects list for submittal to the Salmon Recovery Funding Board.



# HCCC Technical Scoring Criteria

The technical review assesses the project for high regional importance with benefits to priority salmonid species and stocks, high certainty of success, cost effectiveness for project type and location, and cost for the benefit expected.

<b>2016 TECHNICAL EVALUATION CRITERIA</b>
<b><i>BENEFIT TO SALMON (45%)</i></b>
<ul style="list-style-type: none"> <li>• <b>Priority Stocks (15.25%)</b></li> <li>• <b>Priority Issues (4.75%)</b></li> <li>• <b>Priority Actions (25%) (Keystone Action = Max Score)</b></li> </ul>
<b><i>CERTAINTY OF SUCCESS (50%)</i></b>
<ul style="list-style-type: none"> <li>• <b>Project Scope (25%)</b> <ul style="list-style-type: none"> <li>▪ Does the project design adequately address the targeted issue affecting the stock?</li> <li>▪ Is the project scope and scale appropriate to meet its goals and objectives?</li> <li>▪ Are objectives well defined and can they be achieved?</li> <li>▪ Does the project goal and objectives remain consistent with best available science?</li> <li>▪ Is there adequate longevity of benefit from this project?</li> </ul> </li> <li>• <b>Sequencing and Planning Efforts (15%)</b> <ul style="list-style-type: none"> <li>▪ Is the project a component of a collaborative watershed planning effort, or is it integrated or associated with other salmon recovery projects and assessments in the watershed?</li> <li>▪ Is the project sequenced appropriately for the watershed conditions and independent of other actions being taken first?</li> <li>▪ Are the objectives to be implemented within the project scope in the correct sequence?</li> </ul> </li> <li>• <b>Implementation Readiness and Support (10%)</b> <ul style="list-style-type: none"> <li>▪ Is there an adequate level of project proponent and their partners' experience and capability?</li> <li>▪ Are the actions scheduled, funded, and ready to take place with few or no known constraints to successful implementation?</li> </ul> </li> </ul>
<b><i>COST EFFECTIVENESS (5%)</i></b>
<ul style="list-style-type: none"> <li>• <b>Cost Effectiveness (5%)</b> <ul style="list-style-type: none"> <li>▪ Does the project expense appear consistent with the scope of work with costs and effort sufficiently detailed in the proposal to justify the requested spending level?</li> </ul> </li> <li>• <b>Cost/Benefit (narrative)</b> <ul style="list-style-type: none"> <li>▪ Does the project have a low cost relative to the predicted benefits?</li> </ul> </li> </ul>



# HCCC Lead Entity Advisory Groups Operating Rules

These rules describe the purpose of the process, the manner in which the several interests are structured for effective participation, the decision-making process, the responsibilities of the participants to one another and to the constituents, and the conduct for decision-making. Participating in the lead entity process as a member of the lead entity advisory groups signals an understanding and acceptance of the ground rules.

## I. PURPOSE

The purpose of these Rules is to provide a framework that guides interactions and make explicit the common expectations with which the participants undertake the lead entity salmon recovery funding process and participate on the Hood Canal Coordinating Council (HCCC) Lead Entity groups.

The purpose of the lead entity advisory groups is to collectively assess the portfolio of salmon recovery projects submitted to the Lead Entity, give guidance to technical soundness, salmon recovery priorities, community support, and develop a final ranked project list to be submitted to the Salmon Recovery Funding Board (SRFB) for a funding decision. The final ranked list must be consistent with the current salmon recovery priorities for the Hood Canal & the Eastern Strait of Juan de Fuca region, and the current funding cycle policies developed by the Salmon Recovery Funding Board (SRFB), including any changes or additions made to these documents that are pertinent to this cycle of funding.

## II. DEFINITIONS

### *Conflict of Interest:*

A conflict of interest is a condition where a member of the HCCC Lead Entity Citizens Advisory Group (CAG) or Technical Advisory Group (TAG), directly or indirectly benefits by the forwarding of a project for funding.

### *Consensus:*

Consensus is the explicit concurrence of all caucus members. Consensus is a decision that allows each member to say, “The group I represent can live with the decision and accept it, even if it is not exactly what we want.” While consensus is generally unanimous agreement on a topic, it can also include formal disagreement with the decision for the record, while agreeing to accept the majority decision. To achieve consensus, group members typically try to address concerns and objections, make adjustments and concessions, rather than argue for their point of view. Both the Citizens Advisory Group and Technical Advisory Group operate on the “Silence



Implies Consent” concept. This means unless a member explicitly states they cannot give consensus, their silence will be considered tacit approval.

### *Citizens Committee:*

The HCCC Citizens Committee is composed of the HCCC Board of Directors and the Citizens Advisory Group. Citizens Committee members often are the best judges of community values including social, cultural, and economic values. The Citizens Committee formally convenes at the regular meetings of the HCCC Board of Directors to finalize the annual salmon recovery projects list for submittal to the Salmon Recovery Funding Board.

### *Citizens Advisory Group:*

Citizens Advisory Group (CAG) members are citizens from the surrounding communities of the Hood Canal with an interest in salmon habitat recovery projects. Membership consists of representative interests from: geographic sub-regions of Hood Canal, tribes, environmental groups, habitat interest groups, regional fish enhancement groups, conservation districts, business groups, volunteer groups, landowners, and citizens. The CAG is responsible for the ranking of projects to be presented to the full HCCC Citizens Committee using technical input and rankings from the Technical Advisory Group as their starting point. The CAG consider social and cost factors, to draft a ranked list for the grant round. The CAG joins the HCCC Board of Directors at a regular HCCC Board meeting to convene the HCCC Citizens Committee. The final list, determined by the Citizens Committee, is submitted to the SRFB for funding decisions.

### *Majority:*

A majority, representing at least 51% of the **each caucus**, will rule voting decisions by the Citizens Committee.

### *Technical Advisory Group:*

Technical Advisory Group (TAG) members are professionals with specific technical expertise related to salmon habitat recovery, with a diverse skill set including, but not limited to: planning, geo-morphology, salmon and habitat biology, ecology, engineering and other scientific concentrations. They evaluate projects on their technical merits, benefits to salmon, cost effectiveness, and the certainty that the benefits will occur. The technical committee submits its evaluations of projects to the Citizens Advisory Group.

### *Voting:*

A voting decision can either be through consensus or through majority vote, though we strive to reach consensus if possible.



### III. ROLES AND RESPONSIBILITIES

#### *ROLES AND RESPONSIBILITIES OF THE LEAD ENTITY ADVISORY GROUPS*

The Technical Advisory Group will establish a draft ranked list of projects, consistent with the HCCC Summer Chum Salmon Recovery Plan, the Chinook Salmon Recovery Plans, and the Draft Bull Trout Recovery Plan, HCCC stock, issue, and action prioritization as well as SRFB policies. Disagreement should be constructive and focused on the issues rather than on perceptions of motives or relationships and personalities. Everyone must have a chance to be heard. Side conversations are discouraged and should be taken out of the room if necessary. Questions are encouraged to solve problems or educate others.

Members should be sensitive of the length of their comments in order to encourage equal participation from the team.

#### *ROLES AND RESPONSIBILITIES OF THE FACILITATOR*

The facilitator is an impartial individual who guides the advisory groups through the meeting objectives.

The responsibility of the facilitator is to keep the group focused on the agreed upon tasks, to suggest alternatives, encourage participation by all team members, insure adherence to operating rules and to capture actions taken by the advisory groups in the notes.

### V. DECISION-MAKING

Project evaluation occurs at Technical Advisory Group meetings, Citizens Advisory Group meetings and Citizens Committee meetings. The final ranking of projects will be at the Citizens Committee ranking meeting. Agreement on the project list is by consensus or voting. A vote may also be requested by any voting member if consensus cannot be reached. Citizens Committee ranking meeting votes will consist of a vote taken of the HCCC Board of Directors and Citizens Advisory Group. In the event of both the HCCC Board of Directors and Citizens Advisory Group pass the motion, the motion is approved by the Citizens Committee. In the event the motion is passed by only one of either the HCCC Board of Directors or the Citizens Advisory Committee, the motion is not passed by the Citizens Committee.

These ground rules are intended to facilitate discussions and salmon recovery efforts under the lead entity organization legislation (RCW 77.85). Should a conflict with that legislation arise from these ground rules, the legislation will prevail.

### VII. OPEN PUBLIC MEETINGS

The Hood Canal Coordinating Council follows Open Public Meeting Act (OPMA) requirements. The Lead Entity meeting schedule is posted on the HCCC website with agendas made available at least 24 hours in advance of each meeting.





## VIII. HCCC ADVISORY GROUPS CONFLICT OF INTEREST POLICY

Addressing conflict of interest is crucial to maintaining organizational integrity and reputation. This is especially true for the State's Lead Entities and Regional Salmon Recovery Organizations that depend on public confidence and support both in implementing salmon restoration and protection projects and in attaining the funding to do so.

### DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

HCCC Lead Entity Citizens Advisory Group and Technical Advisory Group members shall disclose any potential for conflict of interest as defined above; shall strive to avoid conflict of interest or the appearance of conflict of interest in all instances; shall reach determination of conflict of interest for each individual's responsibilities; and implement corrective actions where a conflict of interest is determined.

### DEFINITIONS

#### *Conflict of Interest:*

A conflict of interest is a condition where a member of the HCCC Lead Entity Citizens Advisory Group (CAG) or Technical Advisory Group (TAG), directly or indirectly benefits by the forwarding of a project for funding.

#### *Direct Conflict of Interest:*

A person has a direct conflict of interest if they are an employee or contractor for a current project sponsor in which a direct benefit or advantage can be gained by the forwarding of the proposed project under review. To avoid even the appearance of inappropriate influence on the scoring and ranking processes, each directly conflicted member shall recuse themselves from the scoring and ranking of projects.

#### *Secondary Conflict of Interest:*

A person has a secondary conflict of interest if they are an underlying land owner, employed by the partnering organization to the project sponsor, or employed by a secondary sponsor in which a perception of benefit or advantage can be gained by the forwarding of the proposed project under review. This category extends to include anyone who has financial ties to the applicant (spouse, etc.). Secondary conflicts of interest must be disclosed by members.

Secondary conflicts of interest shall be declared, and the advisory group shall discuss whether the affected individuals should participate fully in evaluations, provide information but not participate in scoring and ranking of proposals they are associated with, or not participate in scoring and ranking of all proposals.

### RECUSAL PROCEDURES

All members of the HCCC Lead Entity Citizens Advisory Group and Technical Advisory Group will complete the *HCCC Potential Conflict of Interest Worksheet* prior to the start of scoring, ranking or funding allocation decisions. The advisory groups will review the disclosed conflicts



of interest and reach consensus or a decision by vote before each ranking meeting on recusal as provided below. Recusal discussions and conflict of interest determinations will be documented in meeting notes and provided as public records upon request.

In the case in which a member is unsure a conflict of interest exists, disclosure of the circumstance on the *HCCC Potential Conflict of Interest Worksheet* is required for recusal determination by the Lead Entity advisory groups. The member must then recuse themselves from scoring and ranking of projects until full clarification by the committees is reached and corrective actions, if any, are determined. Prior knowledge of the proposal or prior contact with the applicant does not constitute a conflict of interest, as long as none of the above criteria apply.

Any advisory group member, or member of the public, may submit a request for member recusal from scoring and ranking of projects due to conflict of interest if a specific reason is presented.

### CORRECTIVE ACTION

If an advisory group member is determined to have a *direct conflict of interest*, the member shall recuse themselves from scoring and ranking. All other members found to have a secondary conflict or could be perceived to be conflicted for any proposed project will be excused from scoring, evaluating, advocating for or voting on the conflicted project during the ranking process.

If the advisory group member is requested to abstain or be recused from the scoring and ranking of projects and refuses to do so, the member shall be directed to cease involvement in the meeting in all forms except as a non-participating observer. Evaluation will not commence until the dispute is resolved.

Please note that this conflict of interest policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest that may be applicable to HCCC or your organization.



## HCCC Keystone Actions

A keystone action is defined as the highest priority actions needed for salmon recovery in the Hood Canal region or where we can make significant headway where it needs to be made.

The keystone actions were identified with the intent of adaptively managing actions by a workgroup with review by the Advisory Groups. The keystone actions workgroup consists of a volunteer subgroup of the Hood Canal Coordinating Council (HCCC) Technical Advisory Group (TAG) and Citizens Advisory Group (CAG) as well as HCCC staff representation.

This list of keystone actions does not represent all the needed actions in region.

### ABUNDANCE KEYSTONE ACTIONS

#### SKOKOMISH RIVER

- Convene forum to discuss sequencing and prioritization of actions in the Skokomish River.

<b>Skokomish River Fall Chinook</b>	<b>FW-29<sup>1</sup></b>	<b>Watershed Analysis</b>	<b>3</b>
<b>Skokomish River Spring Chinook</b>	<b>FW-29</b>	<b>Watershed Analysis</b>	<b>3</b>

#### UPPER SOUTH FORK SKOKOMISH RIVER

- LWD in the Upper South Fork Skokomish – Stabilization of the terraces along the river and slowing of sediment movement to the lower river.

<b>Skokomish River Spring Chinook</b>	<b>FW-12</b>	<b>Large wood</b>	<b>4</b>
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#### LOWER FLOODPLAIN SKOKOMISH RIVER

- In Vance Creek: LWD, armored banks, riparian, remove impediments to meander, avulsion, & channel connectivity, restore channel complexity and sediment processes.
  - Possible action: Reach assessment beyond LWD (previous assessment by Bureau of Reclamation & Mason Conservation District focused on LWD design).

<b>Skokomish River Fall Chinook</b>	<b>FW-4</b>	<b>Channel Pattern</b>	<b>4</b>
<b>Skokomish River Fall Chinook</b>	<b>FW-12</b>	<b>Large wood</b>	<b>4</b>
<b>Skokomish River Fall Chinook</b>	<b>FW-21</b>	<b>Restore Floodplains</b>	<b>4</b>
<b>Skokomish River Fall</b>	<b>FW-22</b>	<b>Restore Riparian</b>	<b>4</b>

<sup>1</sup> [Guidance for Prioritizing Salmonid Stocks, Issues, and Actions for the Hood Canal Coordinating Council](#)



<b>Chinook</b>			
<b>Skokomish River Fall Chinook</b>	<b>FW-26</b>	<b>Sediment Deposits</b>	<b>3</b>

- Dips – Skokomish Valley road relocation.

<b>Skokomish River Fall Chinook</b>	<b>FW-5</b>	<b>Channel Migration Zone</b>	<b>4</b>
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- General Investigation Project Support.

<b>Skokomish River Fall Chinook</b>	<b>FW-4</b>	<b>Channel Pattern</b>	<b>4</b>
<b>Skokomish River Fall Chinook</b>	<b>FW-12</b>	<b>Large wood</b>	<b>4</b>
<b>Skokomish River Fall Chinook</b>	<b>FW-21</b>	<b>Restore Floodplains</b>	<b>4</b>
<b>Skokomish River Fall Chinook</b>	<b>FW-26</b>	<b>Sediment Deposits</b>	<b>3</b>

*SKOKOMISH RIVER ESTUARY*

- Assess from upstream of the 101 bridge to estuary with regard to channel capacity and sediment movement into and through the estuary. Level 3 flushing flows are needed according to the Skokomish River Chinook Recovery Plan and it was not addressed by the Skokomish General Investigation.
  - How can we resolve the issue of determining when to implement level 3 flow releases and the sequencing of needed actions.

<b>Skokomish River Fall Chinook</b>	<b>FW-29</b>	<b>Watershed Analysis</b>	<b>3</b>
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*DOSEWALLIPS AND DUCKABUSH RIVERS*

- Restoring channel and estuary function to the Duckabush River below the powerlines through the following:
  - Improve floodplain connectivity,
  - Address shoreline armoring,
  - Restore the riparian corridor,
  - Address the 101 causeway infrastructure at the Duckabush River.

<b>Duckabush R summer chum</b>	<b>FW-1</b>	<b>Bank Protection</b>	<b>3</b>
<b>Duckabush R summer chum</b>	<b>FW-21</b>	<b>Restore Floodplains</b>	<b>3</b>
<b>Duckabush R summer chum</b>	<b>FW-22</b>	<b>Restore Riparian</b>	<b>3</b>
<b>Duckabush R summer chum</b>	<b>NE-1</b>	<b>Armor Removal</b>	<b>2</b>
<b>Duckabush R summer chum</b>	<b>NE-12</b>	<b>Transportation</b>	<b>4</b>



		<b>infrastructure</b>	
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**BIG QUILCENE RIVER**

- Address CMZ and channel pattern actions on the Lower Big Quilcene River.

<b>Big Quilcene R Summer Chum</b>	<b>FW-4</b>	<b>Channel Pattern</b>	<b>4</b>
<b>Big Quilcene R Summer Chum</b>	<b>FW-5</b>	<b>Channel Migration Zone</b>	<b>4</b>
<b>Big Quilcene R Summer Chum</b>	<b>FW-21</b>	<b>Restore Floodplains</b>	<b>4</b>

**SNOW CREEK**

- Restore channel function by addressing riparian, LWD, channel complexity, and sediment in Snow Creek watershed.

<b>Snow Creek Summer Chum</b>	<b>FW-4</b>	<b>Channel Pattern</b>	<b>4</b>
<b>Snow Creek Summer Chum</b>	<b>FW-12</b>	<b>Large wood</b>	<b>4</b>
<b>Snow Creek Summer Chum</b>	<b>FW-22</b>	<b>Restore Riparian</b>	<b>4</b>
<b>Snow Creek Summer Chum</b>	<b>FW-26</b>	<b>Sediment Deposits</b>	<b>4</b>

**DIVERSITY KEYSTONE ACTIONS**

We need to improve and secure diversity (eg. genetic, spatial structure life history) including reintroduced species and consider any other opportunities for new reintroductions.

- Convene a white paper forum to discuss recommendations brought forth in Guidance for Updating Recovery Goals for the Hood Canal and Strait of Juan de Fuca Summer Chum Salmon Populations.
  - Understand how the analysis is being done for run reconstruction.
  - Prioritization in light of diversity.
  - Consider summer chum reintroduction to Dewatto River.
    - Harvest management implications need to be addressed by the co-managers.
    - Lilliwaup stock reintroduction in Dewatto R would be considered a range extension.
  - Chimacum is the only reintroduced stock in the Strait pop. Should it receive special attention under the consideration of diversity?

<b>Chimicum, Big Beef, Tahuya, Dewatto Summer Chum</b>	<b>A-II</b>	<b>Reintroduction Criteria</b>	<b>4</b>
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- EDT modeling on extinct stocks Chemicum Creek, Big Beef Creek, Tahuya River, and Dewatto River stocks.

<b>Chemicum, Big Beef, Tahuya Summer Chum</b>	<b>A-8</b>	<b>Summer Chum Diagnosis</b>	<b>4</b>
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- Assessment on summer chum habitat in the Tahuya River. Include the historical record and then development influences. TFW (housed in SHIAPP) 93-94 can serve as a baseline.

<b>Tahuya River Summer Chum</b>	<b>FW-29</b>	<b>Watershed Analysis</b>	<b>4</b>
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NEARSHORE KEYSTONE ACTIONS

- Nearshore synthesis: Prepare a synthesis of past (including recent) assessments on how juvenile salmonids use the estuarine and nearshore areas of Hood Canal and the eastern SJDF (including Admiralty Inlet), producing a current, up-to-date understanding of how estuarine, nearshore, and pelagic waters within the geographic area of interest are likely being used by the different salmon species, both at the habitat-type scale and the broader scale.

<b>All stocks</b>	<b>A-6</b>	<b>Nearshore Synthesis</b>	<b>4</b>
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- Nearshore Habitat Prioritization: Utilizing the nearshore synthesis of nearshore priority species and nearshore habitat areas of Hood Canal and the eastern SJDF (including Admiralty Inlet), prioritize areas for restoration and protection of salmonid nearshore habitats.

<b>All stocks</b>	<b>A-6</b>	<b>Nearshore Synthesis</b>	<b>4</b>
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HOOD CANAL BRIDGE KEYSTONE ACTIONS

- **Assess how the bridge is negatively impacting ESA-listed juvenile steelhead and salmon survival and the overall health of the Hood Canal ecosystem.**
  - How is the Bridge acting as a functional barrier to juvenile steelhead and salmon migration and leading to increased mortality?
  - **How does the Bridge impact the entire Hood Canal ecosystem?**

<b>All Hood Canal Stocks</b>	<b>A-3</b>	<b>Hood Canal Bridge</b>	<b>4</b>
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### DEFINITIONS

#### HCCC SALMON RECOVERY WORK PLAN

The HCCC Salmon Recovery Work Plan (HCCC Work Plan) schedules, coordinates, and implements salmon recovery projects based on priority actions in conjunction with funding opportunities. The HCCC Work Plan is based on the HCCC's *Guidance for Prioritizing Salmonid Stocks, Issues and Actions*. Projects in the HCCC Work Plan will be considered for the HCCC Lead Entity Grant Round Process as scheduled.

#### SALMON RECOVERY PRIORITIZATION GUIDANCE

HCCC has developed a framework to prioritize salmon recovery actions and strategies and to help guide project development. The prioritization framework guidance, found in the [Guidance for Prioritizing Salmonid Stocks, Issues and Actions for the Hood Canal Coordinating Council](#), determines a prioritized set of recovery/restoration actions for salmonid stocks produced in the geographic area that encompasses the Hood Canal summer chum ESU. This geographic area includes all of the Hood Canal Basin, as well as portions of Admiralty Inlet and the Eastern Strait of Juan de Fuca. As such, the geographic area encompasses all of the spawning areas for the summer chum ESU as well as for the Skokomish and Mid-Hood Canal Chinook populations, which are also listed as threatened under the ESA designation.

#### LETTER OF INTENT

Project sponsors, using the *Guidance for Prioritizing Salmonid Stocks, Issues and Actions for the Hood Canal Coordinating Council* and the list of keystone actions demonstrate their willingness to undertake a project by submitting a Letter of Intent (LOI) to the HCCC Lead Entity Coordinator. The LOI is a means for project sponsors to communicate any pertinent information. 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.

#### OPEN PUBLIC MEETINGS ACT

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#### GUIDANCE FOR UPDATING RECOVERY GOALS (WHITE PAPER)

This 2014 report reviews the status of the existing recovery goals of the summer chum evolutionary significant unit (ESU) and provides new analyses for updating the goals and assessing the gaps between current population performance and those goals.

#### TECHNICAL ADVISORY GROUP (TAG)

Technical Advisory Group (TAG) members are professionals with specific technical expertise related to salmon habitat recovery, with a diverse skill set including, but not limited to: planning, geo-morphology, salmon and habitat biology, ecology, engineering and other scientific concentrations. They evaluate projects on their technical merits, benefits to salmon, cost





effectiveness, and the certainty that the benefits will occur. The technical committee submits its evaluations of projects to the Citizens Advisory Group.

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### HABITAT WORK SCHEDULE (HWS) PROJECT DATABASE

HWS is a project mapping and tracking database for Washington State's Salmon Recovery Lead Entities and their partners. It enables natural resource professionals, project funders, and the public to follow past, current, and proposed projects from concept through implementation and then, once complete, into the monitoring phases. This leaves a legacy of local and statewide salmon recovery efforts and improves coordination.

### LEAD ENTITIES

[Lead entities](#) are watershed-based organizations authorized by the Legislature in 1998 ([RCW 77.85.050 - 77.85.070](#)) to develop habitat restoration and protection strategies, and look for projects to meet those strategies.

### PROJECT SPONSORS

Project sponsors are salmon recovery action implementers and grant applicants who develop habitat restoration and protection projects based on regional recovery plans and Lead Entity strategies. Grants awarded by the Salmon Recovery Funding Board help pay for these projects to protect or restore salmon habitat.



### SALMON RECOVERY FUNDING BOARD

Members of the Salmon Recovery Funding Board (SRFB) are appointed by the Governor to administer federal and state funding for salmon recovery. The board's evaluation occurs in two phases, review of projects for eligibility and technical review panel evaluation of each project for; technical merits, certainty of success, and ensuring there are benefits to salmon.

### KEYSTONE ACTIONS

Keystone actions are specific actions needed for salmon recovery and determined to be highest priority for the Hood Canal region. The premise is a project adequately addressing a keystone action, with a technically sound and community supported plan, would be of highest priority to fund through SRFB or PSAR allocation.

### CONFLICT OF INTEREST

A conflict of interest is a condition where a member of the HCCC Lead Entity Citizens Advisory Group (CAG) or Technical Advisory Group (TAG), directly or indirectly benefits by the forwarding of a project for funding.

### CONSENSUS

Consensus is the explicit concurrence of all caucus members. Consensus is a decision that allows each member to say, "The group I represent can live with the decision and accept it, even if it is not exactly what we want." While consensus is generally unanimous agreement on a topic, it can also include formal disagreement with the decision for the record, while agreeing to accept the majority decision. To achieve consensus, group members typically try to address concerns and objections, make adjustments and concessions, rather than argue for their point of view. Both the Citizens Advisory Group and Technical Advisory Group operate on the "Silence Implies Consent" concept. This means unless a member explicitly states they cannot give consensus, their silence will be considered tacit approval.

### MAJORITY

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