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July 6, 2017

Dear partners,

With thanks to all the partners who have worked hard to bring you this draft, attached you will find the next solicitation for Near Term Actions (NTAs) for the Puget Sound Action Agenda. Based on feedback about the last Action Agenda, a herculean collaborative effort has gone into defining the priorities (called the Regional Priorities) described in this document. They will be the basis for the prioritization of NTAs for the 2018-2022 Implementation Plan component of the Action Agenda. This draft provides you the opportunity to review and comment upon these proposed Regional Priorities as well as the NTA development and review process.

The Regional Priorities related to the Chinook Salmon Vital Sign were not finalized at the time of this printing, but will be incorporated and announced as soon as they are available.

Another change made based on partner feedback was to significantly simplify the NTA submission and review process. We are adopting a new database system and a much shorter and easier format (referred to as the **NTA Factsheet**). Lastly, we are initiating a brief pre-registration process which will improve coordination and collaboration as well as provide a way to communicate more efficiently with NTA owners during the process.

Unfortunately, some of the NTA process improvements, combined with heavily strained staff and advisory group resources, have resulted in an unintended consequence. Even though it had been our intention to individually review all (300+) 2016 NTAs for alignment with the new 2018 Regional Priorities and automatically "carry forward" aligned NTAs, this has proven to be neither feasible nor sensible given the new circumstances. Therefore, a new NTA Factsheet will need to be submitted for an NTA to be considered for inclusion in the 2018-2022 Implementation Plan.

We are keenly aware of, and sensitive to, our partner's time constraints and are exploring options to reduce the burden of preparing new NTA Factsheets for 2016 NTA owners, including the possibility of pre-populating those forms for you. Details will be released at the earliest possible time.

Thank you for your continued collaboration in our shared efforts to continuously improve how we protect and restore Puget Sound.

We welcome your feedback on this draft Solicitation for NTAs through our online open house.

Best Regards,

Sheida R. Sahandy

Sheida R. Sahandy
Executive Director

DRAFT SOLICITATION FOR NEAR TERM ACTIONS FOR THE 2018-2022 IMPLEMENTATION PLAN

PUGET SOUND PARTNERSHIP | JULY 5, 2017

PUGET SOUND PARTNERSHIP

2018 Action Agenda Update

Solicitation for Near Term Actions for the 2018–2022 Implementation Plan

Puget Sound Partnership

July 6, 2017

Public Review Draft

This project has been funded wholly or in part by the United State Environmental Protection Agency under assistance agreement PC-J90301-3 to the Puget Sound Partnership. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency (EPA), nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.

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INTRODUCTION

The Action Agenda for Puget Sound charts the course for Puget Sound recovery. The plan outlines the regional strategies and specific actions needed to protect and restore Puget Sound. The Action Agenda is a collective effort that is informed by science and guides effective investment in Puget Sound protection and restoration.

The Action Agenda is being updated for adoption in June 2018. The primary goal of this update is to refine and narrow our focus to the priorities and actions that can most advance recovery during the coming 4-years. While much of this recovery work is occurring every day through existing ongoing programs, accelerating recovery will be accomplished through implementation of Near Term Actions (NTAs), which are the new investments needed to achieve the following:

- Make strategic improvements and expansions to effective programs
- Develop new innovations and new insights for recovery
- Support effective programs while they address financial insecurities

What is the purpose of this solicitation?

The purpose of this solicitation is to facilitate the development, submittal, review, and prioritization of NTAs. The NTAs that will successfully advance the priorities identified in this solicitation will be prioritized and adopted into the 2018–2022 Implementation Plan component of the Action Agenda.

This solicitation defines, in a step-by-step format, the requirements for developing, submitting, and reviewing NTAs. Those who wish to propose an NTA should read through all the steps to ensure they first have a complete and accurate understanding of the purpose and requirements of submitting an NTA.

This solicitation pertains only to NTAs, but existing ongoing programs are also very important. That is why we also publish information about them in the Action Agenda. A separate and simple process for cataloging existing ongoing programs is available. If you manage an ongoing program, please access this link to verify your program information or submit it if necessary.
[PLACEHOLDER: A hyperlink to an online form will be inserted here in the final NTA Solicitation]

***Note**: NTA proposals must be developed and submitted according to the requirements in this solicitation. NTA proposals that do not meet these requirements will not be considered for adoption into the Action Agenda.*

What are the priorities for this solicitation?

The process for setting the priorities for the NTAs that will be included in the 2018 Action Agenda began by defining the Area of Focus Vital Signs that proposed NTAs must address (the Area of Focus does not apply to current ongoing programs). The Area of Focus comprises the following 10 Vital Signs.

- Chinook (and other salmon)
- Estuaries (and pocket estuaries)
- Floodplains
- Freshwater Quality
- Land Development and Cover
- Marine Water Quality
- Shellfish Beds
- Shoreline Armoring
- Summer Stream Flows
- Toxics in Fish

"Regional Priorities" is the term used to describe the specific approaches, interim outcomes, and action ideas that are a priority for the recovery of the Area of Focus Vital Signs over the next 4 years. Local Integrating Organizations (LIOs) have added local context to the regional priorities, as appropriate, in order to customize how they will be implemented in each LIO geography. The regional priorities and local context are described in Appendix A. Regional Priorities, and the process used to develop them is described in the Process to Identify Regional Priorities for the 2018-2022 Action Agenda.

Note: *Vital Signs that were not selected for the Area of Focus for the 2018 Action Agenda update are still important to the long-term recovery of Puget Sound, will remain in the Comprehensive Plan component of the Action Agenda, and could be in the Area of Focus for a future NTA solicitation. In the near term, recovery work relating to the Vital Signs that are not in the current Area of Focus will continue through the following:*

- Existing ongoing programs, which will be listed in the 2018 Action Agenda.

- NTAs that address pressures common to Vital Signs both in and out of the Area of Focus.

What is the relationship between this solicitation and funding for NTAs?

The Action Agenda, and this solicitation, are not grant programs or a funding competition. Rather, this solicitation is a critical step in a process that establishes the following:

- A shared, science-based recovery plan for Puget Sound
- A demonstrated need for near-term funding
- A supported effort across the region to mobilize funding and coordinate investments
- A regionally-recognized catalogue of prioritized recovery actions suitable for other funding competitions and government funding.

The pathway for acquiring the funding for an NTA is a two-step process:

1. NTAs must be submitted, reviewed, prioritized, and adopted into the Action Agenda. Having an NTA adopted into the Action Agenda equates to a region-wide endorsement of an NTA.
2. Using their position in the Action Agenda, NTA owners improve their competitiveness for funding as they seek grants or government funding. Inclusion in the Action Agenda is the only way for an NTA to be eligible for certain sources of funding.

Currently, a limited number of funding sources have aligned their programs with the Action Agenda and NTAs. Examples include the following:

- The U.S. Environmental Protection Agency's (EPA's) Puget Sound Geographic Funds, which are distributed through the three Strategic Initiative Leads. These funds, commonly referred to as National Estuary Program (NEP) funds, are completely dedicated to implementing the Action Agenda. Only NTAs and documented gaps included in the Action Agenda are eligible for NEP funds.
- The National Fish and Wildlife Foundation's Killer Whale Research and Conservation Program. This funding source gives the highest priority within their initiative to improve habitat quality to NTAs in the Action Agenda. More broadly, the program recognizes the Action Agenda as one of several preferred conservation plans and gives preference to actions prioritized in those plans.
- The Floodplains by Design program, administered by the Washington State Department of Ecology. This program requires projects proposed within Puget Sound to be consistent with the Action Agenda.

So, what specifically will the Partnership and the broader Management Conference do to support the implementation of NTAs? Right now, we have capacity to do the following:

- Support and advise the EPA's Puget Sound Geographic Funds program administered through the three Strategic Initiative Leads.
- Provide letters of support that NTA owners can use in grant applications or for government funding requests.
- Publish and promote NTAs through the following:
    - Puget Sound Recovery Atlas;
    - Puget Sound Day on the Hill (our annual trip to Washington, D.C.);
    - Puget Sound Innovation Stories;
- Identify barriers to implementing NTAs by analyzing NTA status reporting information and organizing forums to address barriers.
- Report on NTA implementation to the legislature and the region in the State of the Sound report.

As we shift more capacity across the region from planning to implementation, we are interested in creating an NTA Marketplace that would:

- Support improved alignment of public and private funding programs with the Action Agenda;
- Serve as a pre-proposal clearinghouse for funders interested in Puget Sound recovery;
- Facilitate coordinated investment in NTAs that improve funding partnerships and leverage funding;
- Identify and promote packages of NTAs that solve specific geographic or topical issues;
- Tell compelling stories of success and how others can invest in Puget Sound recovery.

More broadly, the Partnership has deployed the following strategies to maximize resources for the recovery effort:

- **Align more partners around a single recovery system**
    - Work to align federal agencies with the state effort through the establishment of the Puget Sound federal Task Force and the creation of the Federal Puget Sound Action Plan, a plan that aligns federal actions with the Puget Sound Action Agenda;
    - Look to find more funding sources that prioritize Near Term Actions.
- **Get more value out of current expenditures**
    - Start working on an effectiveness program to learn what actions are the most effective and to share this learning with partners.
    - Reduce complexity of state agency grant application and compliance systems.
    - Pursue and advance "coordinated investments"- those that result in increased functionality with the same investment (e.g. habitat and flood control).
- **Get new people involved in the system**
    - We are exploring a strategy to engage the private sector.

For this work to succeed and be maintained over time, the Partnership needs resources to develop a comprehensive funding strategy; one that sets course for generating a durable, reliable, likely multi-sector source of funding.

***Note**: Prioritization of an NTA in the Action Agenda does not guarantee consideration or indicate priority for funding by any particular funding program. When competing for grant funding, NTAs will be subject to all the requirements, priorities, and criteria applicable to each program, which may change from year to year.*

***Note**: The Partnership rates state agency budget requests related to Puget Sound recovery for alignment with the Action Agenda. There ratings are used by the Governor's Office and the Office of Financial Management when preparing the Governor's proposed biennial budget and by the legislature when revising and adopting the state budget. This rating is required by statute regardless of whether the proposal is an NTA. Therefore, state agencies are strongly encouraged, but not required, to submit NTAs for recovery actions that would be proposed as state budget requests.*

How is this NTA solicitation different from the last solicitation in 2016?

This solicitation has elements in common with the 2016 Action Agenda process. It also incorporates many process improvements based on the results of the 2016 Action Agenda Survey (survey highlights). Key differences between the process described in this solicitation and the 2016 process include the following:

- More time is now provided for each major element of the process.
- The NTA submittal form (now called the NTA Factsheet) has been significantly streamlined.
- Regional priorities are now framed by the Area of Focus Vital Signs and completely derived from the following:
    - Implementation Strategies and LIO 5-year Ecosystem Recovery plans
    - Science Work Plan process (now also on a 4-year timeframe)
- NTA evaluation and prioritization has been significantly streamlined.
- NTAs are now solicited for a 4-year Implementation Plan, instead of a 2-year plan.
- A single integrated regional/local solicitation will be published in 2018, rather than one regional solicitation and nine local solicitations.
- Opportunities for collaboration have been increased.
- Coordination between LIOs and NTAs has been increased.
- All types of salmon recovery projects are now eligible.
- Individuals are no longer eligible to be NTA owners.

What if I am the owner of a 2016 NTA?

Due to significant changes in the Regional Priorities and the new NTA submission database, owners of 2016 NTAs will be asked to make a new submission (now called a Factsheet) for projects they wish to have included in the 2018-2022 Action Agenda. The Partnership is exploring ways to minimize and support the workload associated with these submissions, including the possibility of finding ways to have the forms pre-populated. Additional details will be made available as they are developed.

NTA Development and Submittal Process

This section describes the five steps for developing and submitting Near Term Actions (NTAs). The description of each step includes the requirements that must be met before moving on to the next step.

Step 1. Determine if your organization is eligible to submit an NTA

Who is eligible to own and submit NTAs?

The following types of organizations are eligible to own and submit NTAs:

- Government organizations (including tribal, federal, state, county, city, port, and special purpose districts)
- Academic institutions
- Non-profit organizations
- Businesses

What is an NTA owner and what are their responsibilities?

An "NTA owner" is the organization with the lead responsibility for the NTA. There can only be one owner per NTA; however, there may be other partners involved with implementing the NTA. One organization may own and submit multiple NTAs. NTA owners are responsible for the following:

- Developing and submitting the NTA according to the requirements in this solicitation.
- Generally overseeing, or at least tracking, the implementation of the NTA. The NTA owner would typically be the fiscal agent for current or future funding; however, any partner may perform this role.
- Collaborating with partners to actively pursue funding to implement the NTA.
- Collaborating with the Partnership, the Partnership's Boards, LIOs, and other partners on applicable funding strategies for and/or barriers to implementing the NTA.
- Submitting online reports every 6 months to the Partnership regarding funding, barriers affecting implementation, and progress toward performance measures.
- Updating performance measures in the event that the scope of the NTA changes.
- Providing updated contact information to the Partnership in the event of staff changes.
- Closing the NTA when it is completed or no longer valid/feasible.

***Note**: Reporting to the Partnership every 6 months is required, regardless of funding status, until the project is closed—this helps the Partnership track implementation of the Action Agenda and identify barriers to implementation that the Partnership, the Partnership's Boards, LIOs, and other partners could help to address. Potential funders may have additional reporting requirements.*

***Need help?** If you have questions regarding these eligibility requirements or the responsibilities of an NTA owner, please consult with the Partnership staff listed in the* *Resources* *section of this document.*

Step 2. Determine if your action is eligible to be an NTA

What is an NTA?

NTAs are discrete, measurable activities that contribute to achieving specific near-term recovery priorities. NTAs comprise the incremental "change agenda" in the Action Agenda and are key to accelerating Puget Sound recovery. In contrast, existing ongoing programs are the foundation of the Puget Sound recovery effort and are listed in the Action Agenda.

What types of actions can be submitted as NTAs?

Many types of discrete, measurable actions can be submitted as NTAs. The term "action" is broadly defined—it can be a project (capital or non-capital), initiative, or program. NTAs can also be large or small in scale and can be a portion (or phase) of a larger, longer-term effort.

The following three categories of actions **are eligible** to be submitted as NTAs:

- New actions that achieve new recovery outcomes. These are discrete, short-term actions (such as pilots, studies/investigations, initial investments, and one-time investments) that could lead to long-term, ongoing implementation through a new ongoing program.
- Expand or enhance existing actions to achieve greater recovery outcomes. These are discrete, short-term actions (such as pilots, studies/investigations, initial investments, and one-time investments) that could lead to long-term ongoing implementation through existing ongoing programs. Examples include the following:
    - Expand the geographic scope of an existing action (purchase additional equipment to expand the use of existing best management practices to additional watershed basins, for example).
    - Expand the level of effort or capacity of an existing action (acquire additional classroom space to double the number of trainings per year, for example).
    - Enhance the effectiveness of procedures, equipment, or personnel (evaluate and improve the effectiveness of an existing regulatory/enforcement program, for example).
- Continuation of an existing ongoing action that currently lacks secure ongoing funding (operating on year-to-year grant funding, for example) and needs replacement funding to continue achieving existing recovery outcomes.

If applicable, NTAs that are intended to be continued on an ongoing, long-term basis should include a strategy for securing ongoing funding. In future updates of the Action Agenda, these would be listed as ongoing programs.

The following two categories of actions are **not eligible** to be submitted as NTAs:

- The simple continuation (without expansion or enhancement) of an existing ongoing program that already has secure ongoing funding. Actions in this category should instead be listed as ongoing programs in the Action Agenda.
    - NTAs that fall in this category should not be submitted as a new Factsheet. Instead, a separate and simple and online process is available for cataloging existing ongoing programs and encourage program managers to verify or submit their program information. [PLACEHOLDER: A hyperlink to an online form will be inserted here in the final NTA Solicitation]

- Actions in the Skagit/Samish LIO Area (see Map of LIO Areas) are not eligible because there is no LIO for the Skagit/Samish area to develop a local Ecosystem Recovery Plan to inform local strategic priorities or verify that NTAs are consistent with local priorities.
    - **Exception**: NTAs in the Skagit/Samish LIO Area that are owned by a regional organization (Northwest Indian Fisheries Commission, state or federal agency, or region-wide non-governmental organizations) are eligible. These regional organizations may sponsor an NTA that would be implemented by a local organization. NTAs in this category are encouraged to coordinate, as applicable, with local tribes, Marine Resource Committees, Lead Entities, and others to avoid conflicts with local plans.

What are the basic requirements for an NTA?

An NTA must meet the following basic requirements to be eligible for inclusion in the Action Agenda:

- NTAs must occur within (or directly apply to) the Puget Sound basin.
- NTAs must clearly contribute to achieving the outcome of at least one regional priority published in this solicitation. (See Appendix A. Regional Priorities).
- NTAs must be discrete actions. An NTA cannot consist of bundled or a package of multiple actions.[1]
- NTA owners and their partners must be capable of starting work on the NTA within the 4-year period of the Action Agenda Implementation Plan (2018–2022), provided adequate funding is secured.
- NTAs must be designed so that they can be completed in no longer than a 4-year timeframe. NTAs expected to take longer than a 4-year timeframe should be divided and submitted as phases.
- NTAs should not conflict with the 5-year ecosystem recovery plans for the LIOs where the NTA will be implemented.
- NTAs cannot conflict with tribal treaty rights.
- NTAs must include performance measures (outcomes and outputs) with at least one significant output every 2 years.
- All required sections of the NTA Factsheet must be submitted. Incomplete submittals may not be considered or included in the Action Agenda.

Note*: Because we want many different types of funders to consider NTAs in their funding processes, we have tried to provide significant flexibility in our eligibility requirements. Be aware that potential funders may have other eligibility requirements and may request NTA owners to provide more information than is included in the NTA Factsheet*

Need help? *If you are unsure whether your proposed action is consistent with the Action Agenda NTA eligibility requirements, please consult with the Partnership staff listed in the Resources section of this solicitation.*

[1] For example, a pollution identification and correction (PIC) program includes several elements (such as monitoring, enforcement, etc.) that are essential to making a tightly integrated NTA to achieve coinciding geographic, ecological, and human wellbeing outcomes and therefore should be included in one NTA. A package of restoration projects focused on different habitat types, across different geographical areas, and intended to benefit different species is an example of an ineligible NTA.

Step 3. Pre-registration

What is pre-registration?

Pre-registration is a quick online process meant to capture basic preliminary information early in the NTA development process that improves administration, coordination, and collaboration during the NTA development process (Step 4). Once an NTA owner has identified one or more regional priorities that best fit their NTA idea, completing the pre-registration form should take no more than 5-10 minutes.

Pre-registration is required for each NTA. Completing the pre-registration process will:

- Assign the NTA a unique identification number (such as 2018-0210).
- Provide the NTA owner with login information to access the rest of the online NTA Factsheet form that will be completed as part of Step 4.
- Notify applicable LIO staff of the pre-registration for coordination.
- Inform other NTA owners and interested parties of proposed NTA ideas, which may lead to other collaborations.

The following is some additional information about pre-registration:

- NTA owners can update the information provided during pre-registration and change the status of their NTA (such as active, withdrawn, etc.) at any time prior to the final NTA submittal deadline (Step 5).
- Pre-registering does not commit an NTA owner to submit an NTA.
- Information submitted as part of pre-registration will be publicly available and will improve collaboration and NTA development. For example:
    - NTA owners can identify potential collaborators at the same geographic scale or across geographic scales.
    - Local Integrating Organizations, Strategic Initiative Leads, and others can recruit NTA owners and encourage development of NTAs where there appear to be gaps in NTA coverage of the Regional Priorities.

How do I pre-register?

Click on the button below or go to www.psp.wa.gov to pre-register NTA ideas online. Each NTA idea should be pre-registered separately.

Pre-Register Now

[PLACEHOLDER: In the final solicitation, the box above will hyperlink to an online pre-registration form.]

What is the deadline for pre-registration?

All pre-registrations must be completed by **11:59pm on Wednesday, November 1, 2017**. Pre-registrations will not be accepted after this deadline.

What information is required for pre-registration?

The online NTA pre-registration form will ask for the following information.

Description	Required	Est. Length	Change from 2016
NTA ID (assigned)	Auto	1 line	None
Prior NTA ID, if revising a previous NTA		1 line	**New**
Other Database IDs (PRISM, HWS, EAGLE, etc.)		1+ lines	**New**
NTA Title	✓	1 line	None
Short NTA Description	✓	4-5 lines	None
Collaboration Interests	✓	4-5 lines	**New**
LIO Coordination Information	✓	4-5 lines	**New**
Geographic Scope (Local Integrating Organizations, Lead Entities, Legislative Districts)	✓	Check boxes	None
NTA Owner Organization and Point of Contact Information	✓	5-8 lines	None
Regional Priority Approaches	✓	1+ lines	**Revised**
Submittal Category	✓	1 line	**New**

What if I am the owner of a 2016 NTA?

Please see "What if I am the owner of a 2016 NTA" on page 4, about the Partnership's current efforts to develop a process for 2016 NTA owners. [As soon as that process is developed, we will communicate the full scope, including the pre-registration].

Need help? *If you have questions about pre-registration please consult with the Partnership staff listed in the Resources section of this solicitation. If you do not have online access and need an alternative method for pre-registration, please notify Partnership staff at least one week before any applicable deadline.*

Step 4. NTA Development and Coordination with LIOs

Once pre-registration is completed, NTA owners will be able to fill in their full NTA Factsheet online.

Which NTAs will go through an LIO process?

NTAs owners with NTAs that will be implemented within only **one or two LIO geographies** will need to follow the process described in Appendix B for those LIOs, including any deadlines for submitting draft NTA Factsheets. This LIO review is to ensure that proposed NTAs are not inconsistent with the applicable local context portion of the Regional Priority. The LIOs will be asked to recommend NTAs being proposed in their geographies for inclusion in the Action Agenda. Those recommendations, or any strong concerns, will be considered in the Action Agenda adoption process.

How will other NTAs Coordinate with LIOs?

Proposed NTAs that would be implemented within **more than two LIO geographies** will be identified as such in the pre-registration process. LIOs will have access to review such NTAs and the opportunity to identify areas for collaboration or improvement and flag areas of concern to the applicable NTA owners. NTA owners are strongly encouraged to work with the LIOs to collaboratively resolve concerns. The Partnership will support the LIOs and NTA partners in facilitating these communications. Any strong collaborations - or remaining concerns - will be considered in the Action Agenda adoption process.

How do I complete my NTA Factsheet?

NTA Factsheets will be completed online. Only NTA owners, and their invited collaborators, will have permissions to edit an NTA Factsheet online.

[PLACEHOLDER: The Partnership is considering providing an NTA Factsheet template in Microsoft Word format that NTA owners could use to draft NTA content and collaborate with colleagues. If such a template is provided, the NTA owner will still be responsible for completing the NTA Factsheet online by any applicable deadline and ensuring their content fits the space limits in the online form.]

NTA content (except pre-registration information) will remain private until LIO review in this Step, if applicable, or final NTA Factsheet submittal in Step 5.

What information is required to complete the NTA Factsheet?

In addition to the information NTA owners provided during pre-registration, the online NTA Factsheet form will ask for the following information. When exported or printed, the NTA Factsheet will be approximately 4 pages long, including the cover sheet (not including attachments).

Description	Required	Est. Length	Change from 2016
Description	✓	1 page	**Simplified**
Describe how the NTA aligns with the selected Regional Priority Approaches	✓	½ page	**Revised**
Performance Measures	✓	Table	**Simplified**
Partners, Roles, & Experience	✓	Table	**Simplified**
Ongoing Program Name, if applicable		1 line	None
Phase, if applicable		1 line	None
Budget	✓	Table	None
GIS Coordinates	✓	1-2 lines	**New**
Attachment: Maps	✓	1-2 pages	**New**
Attachment: Photos		n/a	**New**
Attachment: NTA owner commitment form	✓	1 page	**New**
Attachment: Partner commitment form	✓	1 page	**New**
Attachment: Letters of support		n/a	**New**

What if I am the owner of a 2016 NTA?

Please see "What if I am the owner of a 2016 NTA" on page 4, about the Partnership's current efforts to develop a process for 2016 NTA owners. [As soon as that process is developed, we will communicate the full scope, including the Fact Sheet].

Need help? *If you have questions about NTA development, please consult with the following staff, as applicable, listed in the Resources section of this solicitation.*

- General process – contact Partnership staff
- How to use the online NTA Factsheet – contact Partnership staff
- Regional priorities – contact the applicable Strategic Initiative Lead staff
- The local context portion of regional priorities – contact the applicable LIO staff
- LIO process – contact the applicable LIO staff

Step 5. Submit final NTA Factsheets for review

Once you have completed Steps 1 through 4, you can submit your final NTA Factsheet for review.

How do I submit my NTA Factsheet?

Each NTA must be submitted in the online NTA Factsheet form completed in Step 4. All required sections of the form must be completed by the deadline.

At the time of submittal, each NTA owner must certify the following statements:

- The information being submitted is complete and true.
- The organization entered as the NTA owner will oversee (or at least track) implementation of this NTA and complete the required periodic reporting to the Partnership until the action is closed, regardless of funding status.
- I am authorized to submit this NTA Factsheet on behalf of the NTA owner.

What is the submittal deadline?

The deadline for submitting final NTA Factsheets is **11:59 p.m. on Wednesday, January 10, 2018**.

Need help? *If you have questions about the submittal process, please consult with the Partnership staff listed in the Resources section of this solicitation. If you do not have online access and need an alternative method for submittal, please notify Partnership staff at least one week before any applicable deadline.*

NTA Review Process

This section describes the steps that will be used for reviewing final NTA Factsheets to evaluate and prioritize NTAs for adoption into the Action Agenda.

Step 6. Administrative review

Partnership staff will conduct an administrative review of all submitted NTA Factsheets to make sure each NTA Factsheet is complete and ready for review in Steps 7a through 7c. If an NTA Factsheet is found to be incomplete, the NTA owner will be notified and will have five working days to correct and resubmit the NTA Factsheet.

NTA Factsheets that remain incomplete will not be further reviewed or considered for adoption into the Action Agenda. All complete NTA Factsheets will be made publicly available online at www.psp.wa.gov by Monday, January 22, 2018.

Step 7a. Technical review

The technical review period will begin on Monday, January 22, 2018 and close on Friday, February 16, 2018. Review will be conducted through an online form provided by the Partnership.

Who will do the technical review?

Technical review of NTA Factsheets will be conducted by the three Strategic Initiative Advisory Teams (stormwater, habitat, and shellfish). These teams are interdisciplinary and are composed of technical and policy experts. The teams are diverse and include members with experience from most, if not all, of the following sectors: tribal, federal, state, and local government; academic institutions; private business; and non-profit organizations. As needed, additional qualified reviewers may be recruited to participate in the technical review depending on the number of NTAs submitted.

How will NTAs be evaluated and prioritized?

NTAs will be prioritized into four (4) tiers. The purpose of this prioritization is to bin the NTAs relative to how much they will advance recovery over the next 4 years for each of the Regional Priority Approaches in Appendix A. Regional Priorities. NTAs that make it into the three highest tiers will be recommended for adoption into the Action Agenda. NTAs in the bottom tier will not be recommended for adoption.

NTA evaluation and prioritization will be based on the criteria listed below. Each NTA will be evaluated and prioritized against each of the Regional Priority Approaches selected by the NTA owner and not against all NTAs. The results of the evaluations will be published.

Criteria	Considerations for NTA Owners
Alignment with Regional Priority Approach	This criteria will be used to evaluate how well the scope of the NTA aligns with the scope of the Regional Priority Approach (including local context for applicable LIOs). NTAs will be evaluated against the full row of content for the Regional Priority Approach, which increases in detail as you read from left to right. NTA owners should only select and align their NTA to those Regional Priority Approaches that best fit the NTA. Selecting Regional Priority Approaches that poorly align with the NTA could negatively affect the prioritization of the NTA.
Contribution to Outcomes	This criteria will be used to evaluate how much the NTA will contribute to the outcomes specified for the Regional Priority Approach. NTA factsheets should clearly articulate how the NTA will contribute to the desired outcomes specified for each Regional Priority Approach selected.
Likelihood of Success	This criteria will be used to evaluate uncertainties associated with implementing the NTA and achieving the outcomes specified for the Regional Priority Approach. NTA owners should consider the following when preparing their NTA Factsheet: • Have you demonstrated the expertise and experience to implement the NTA at the scale and complexity proposed? • Have you engaged critical partners? Did you coordinate with the LIOs where your NTA will be implemented? Are there potential conflicts with LIO 5-year Ecosystem Recovery Plans? Are there potential conflicts with tribal treaty rights? • Does your NTA depend on other key actions or processes being addressed first? If so, have you demonstrated how those key actions or processes will be completed before implementing the NTA? • Are you using a proven and effective approach? If an alternative approach is being used, have you addressed uncertainties?

Step 7b. LIO review

LIOs will have the option to review NTAs applicable to their LIO Area and identify those they believe may be either strongly aligned or inconsistent in particular ways with their 5-year Ecosystem Recovery Plans. The LIO review period will begin simultaneously with Step 7a on Monday, January 22, 2018 and close on Friday, February 16, 2018. Review will be conducted through an online form provided by the Partnership.

If an NTA is identified as inconsistent by an LIO, the NTA owner will be notified by Tuesday, February 20, 2018. The NTA owner should make a good faith effort to clarify and attempt to resolve any issues of concern by Tuesday, March 6, 2018.

The LIO's feedback will be considered by the Strategic Initiative Advisory Teams in their final evaluation and prioritization of the NTA.

Need Help? *If you have questions about this LIO review process, please consult with the Partnership staff listed in the* *Resources* *section of this document.*

Step 7c. Tribal review

All Puget Sound treaty tribes will have the option to review NTAs and identify those that might conflict with treaty rights. The tribal review period will begin simultaneously with Step 7a on Monday, January 22, 2018 and close on Friday, February 16, 2018. Review will be conducted through an online form provided by the Partnership.

If an NTA is identified by a tribe, the NTA owner will be notified by Tuesday, February 20, 2018. The NTA owner should make a good faith effort to clarify and attempt to resolve any issues of concern with the applicable tribe(s) by Tuesday, March 6, 2018.

If the tribe feels treaty based concerns have not been resolved, the Partnership's senior management will work with will work with the tribe(s), the NTA owner, applicable Strategic Initiative Lead(s), and other partners and make best efforts to reach an acceptable resolution.

Note*: This step does not preclude tribes from exercising any of their rights, including direct engagement with the Partnership or government-to-government consultation with the EPA.*

Need help? *If you have questions about this tribal review process, please consult with the Partnership staff listed in the* *Resources* *section of this solicitation. If you do not have online access and need an alternative method for review, please notify Partnership staff at least one week before the beginning of the review period.*

Step 8. Procedural record and appeals

When will the procedural record be available?

By Friday, January 19, 2018, LIOs will need to provide the Puget Sound Partnership with a summary of how they implemented the NTA development and review process, describe any deviations from the procedures and criteria stated in this solicitation, and provide any documentation regarding the evaluation of NTAs not already in the Partnership's NTA database. Strategic Initiative Leads will need to do the same by Friday, March 2, 2018. The Partnership will provide a standardized template. These materials will become part of the procedural record.

By Thursday, March 15, 2018, the Puget Sound Partnership will publish the procedural record, including a list of all NTAs submitted, NTA Factsheets, and documentation regarding their evaluation[2].

[2] Reviewer ratings and comments will be published anonymously.

How can an NTA owner appeal the evaluation of their NTA?

Any NTA owner who feels their NTA was not fairly and consistently reviewed in accordance with the procedures stated in this solicitation may submit a petition to the Partnership staff listed in the *Resources* section of this solicitation. The Partnership will provide a standardized petition form.

The period for submitting a petition will begin on Thursday, March 15, 2018 and close on Wednesday, March 28, 2018.

Petitions will be reviewed by a committee of the chairs and vice-chairs of the Partnership's boards on [PLACEHOLDER: Date to be determined] based the NTA owner's petition, a brief staff report, and optional oral testimony. The committee will make its decision using a due process standard only and will not re-evaluate the merits of the NTA.

Resources

Need help? Who to contact

To provide consistent and efficient service to those needing assistance related to this NTA solicitation, the people listed below are the primary contacts for questions. If they cannot immediately answer your questions, they will reply promptly or refer you to the most appropriate person who can assist you.

Primary Contact	For questions related to…
Jen Pouliotte Puget Sound Partnership (360) 522-0545 jennifer.pouliotte@psp.wa.gov	• Action Agenda • Pre-registration • Online NTA form • NTA submittal process • NTA review process
Derek Day Washington Department of Ecology (360) 407-7612 derek.day@ecy.wa.gov	• Regional priorities related to the Stormwater Strategic Initiative
Julie Watson Washington Department of Fish and Wildlife julie.watson@dfw.wa.gov (360) 902-2580 **Kirsten Feifel** Washington Department of Natural Resources kirsten.feifel@dnr.wa.gov (360) 902-1055	• Regional priorities related to the Habitat Strategic Initiative
Emily Sanford Washington Department of Health (360) 236-3319 emily.sanford@doh.wa.gov	• Regional priorities related to the Shellfish Strategic Initiative

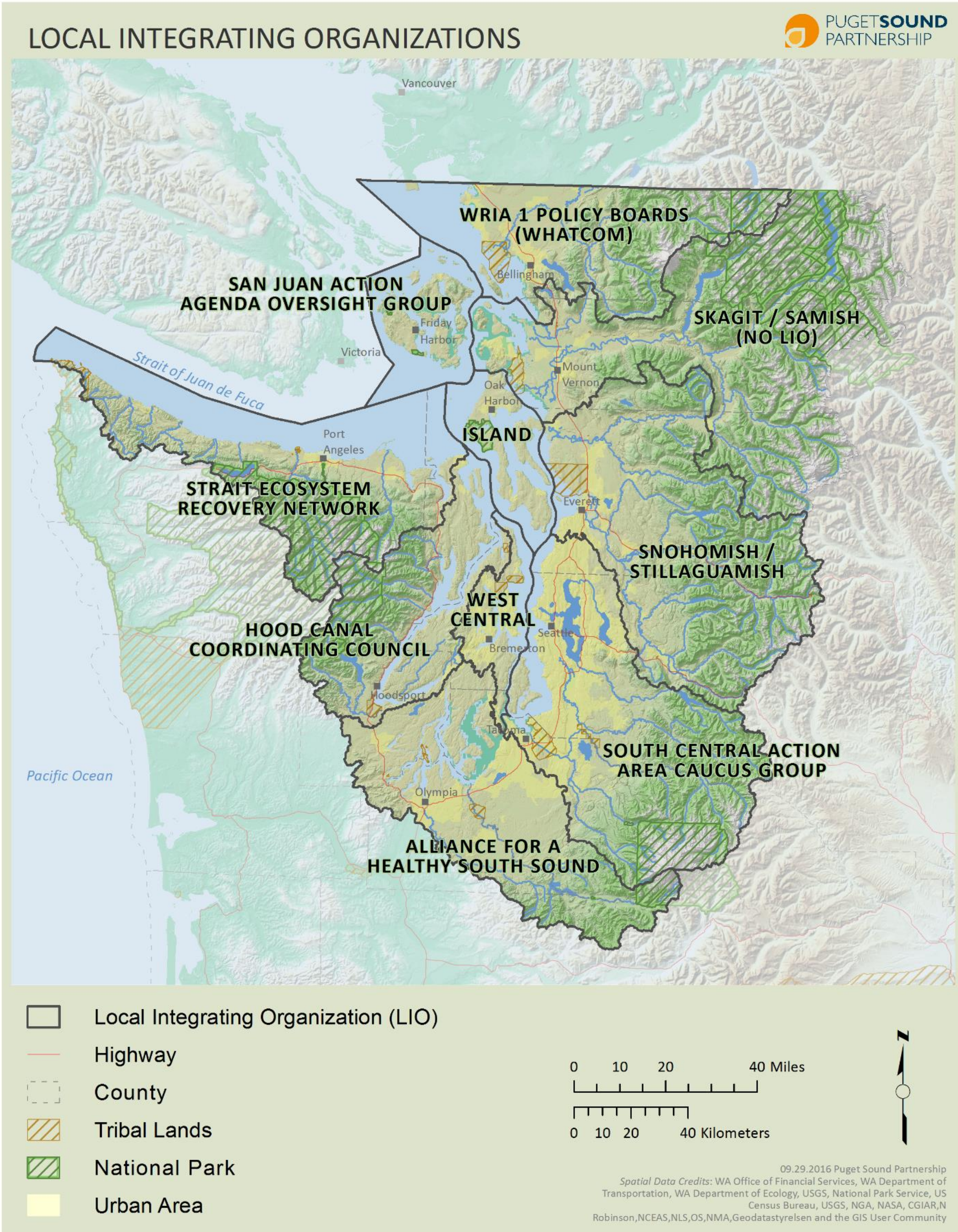
For questions related to an LIO process, please use the contacts provided below.

LIO	LIO Primary Contact	Puget Sound Partnership Liaison
Whatcom LIO	**Becky Peterson** genevaconsulting@comcast.net (360) 392-1301	**Leah Kintner** leah.kintner@psp.wa.gov (360)480.2880
San Juan LIO	**Marta Green** martag@sanjuanco.com (360) 370-7587	**Suzanna Stoike** suzanna.stoike@psp.wa.gov (360) 701-4604
Island LIO	**Lori Clark** l.clark@co.island.wa.us (360) 679-7352	**Suzanna Stoike** suzanna.stoike@psp.wa.gov (360) 701-4604
Strait Ecosystem Recovery Network	**John Cambalik** coordinator@straiternlio.org (360) 797-3161	**Erin Ryan-Peñuela** erin.ryan-penuela@psp.wa.gov (360) 522-0546
Snohomish/ Stillaguamish LIO	**Jessica Hamill** Jessica.hamill@co.snohomish.wa.us (425) 388-6476	**Dan Calvert** dan.calvert@psp.wa.gov (360) 789-3165
Hood Canal Coordinating Council	**Haley Harguth** hharguth@hccc.wa.gov (360) 328-4625	**Erin Ryan-Peñuela** erin.ryan-penuela@psp.wa.gov (360) 522-0546
West Central LIO	**Kathy Peters** KPeters@co.kitsap.wa.us (360) 337-4679	**Amber Moore** amber.moore@psp.wa.gov (360) 727-7434
South Central Action Area Caucus Group	**Gretchen Muller** gretchen@cascadiaconsulting.com (206) 449-1115	**Stacy Vynne McKinstry** stacy.vynne@psp.wa.gov (360) 489-2112 **Alexandra Doty** alexandra.doty@psp.wa.gov (360) 280-6664
Alliance for a Healthy South Sound	**Elizabeth McManus** emcmanus@rossstrategic.com (360) 570-0899	**Stephanie Suter** stephanie.suter@psp.wa.gov (360)791-3154

For questions about the Skagit/Samish watershed, contact:

Puget Sound Partnership Liaison
Leah Kintner (360)480.2880
leah.kintner@psp.wa.gov

Map of LIO Areas



APPENDIX A. REGIONAL PRIORITIES

For the convenience of review, Appendix A has been published as a separate downloadable file.

Appendix B. Local NTA Development and Review Process by LIO

[PLACEHOLDER: The procedures for the development and review of NTAs being implemented in 1-2 LIO geographies will be published here in the final NTA Solicitation.]