



Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes

Hood Canal LIO: 2018 Action Agenda Near Term Action Process Guide

The Hood Canal Local Integrating Organization (LIO) will facilitate a development and review process for all “local” Near Term Actions (NTAs) that take place in the Hood Canal LIO Area prior to their submission to the Puget Sound Partnership (the Partnership) for inclusion in the 2018-2022 Puget Sound Action Agenda.

HCCC will also facilitate coordination with NTA owners whose projects take place in more than two LIO Areas that include Hood Canal (so called, “regional NTAs”). HCCC may review and evaluate these regional NTAs using the regional evaluation criteria following the final submission on March 30, 2018.

Who should be an NTA owner?

The Puget Sound Action Agenda seeks to capture all Puget Sound recovery and protection actions as Near Term Actions (NTAs), regardless if pursuing funding. It is intended to be a “marketplace of ideas” for potential funders to use in their funding decision processes and a way to track the work being planning and implemented across the Sound.

EPA utilizes the Action Agenda to select recipients for National Estuary Program funds. If you are interested in pursuing NEP funds, your project must be an active NTA in the current Action Agenda. Other advantages to being an NTA include: showing priority status to other potential funders (other state, federal, and private funding programs may not use the Action Agenda directly to make funding decisions like the NEP, however, they do look to it for guidance and verification of a project's legitimacy or priority), the Partnership also submits the list of NTAs to the state legislature, and uses it to inform a funding recommendation each legislative budget session.

Guidance for prospective NTA owners in Hood Canal:

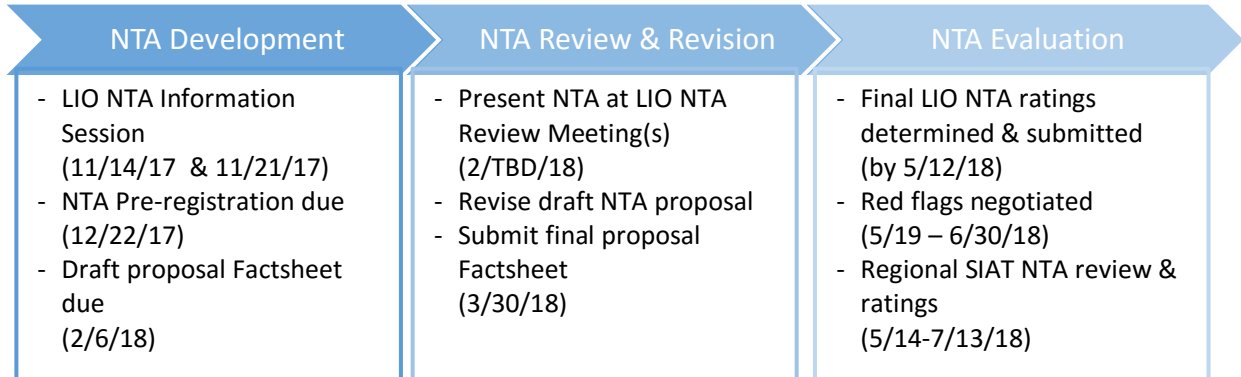
- The Hood Canal LIO’s NTA review process guidance does not replace the Partnership’s NTA process guidance, but adds specificity for NTA’s taking place in the Hood Canal LIO Area. Please see the Partnership’s 2018 NTA solicitation guide for regional process details.
- “Local” NTAs must go through the Hood Canal LIO review process to be submitted for inclusion in the 2018 Puget Sound Action Agenda. This includes projects that take place in the Hood Canal LIO area, or up to one other LIO Area (See [Attachment A](#) for a map of the Hood Canal LIO area).
- Note to salmon project sponsors: LIO areas do not always align with regional recovery organization, or Lead Entity boundaries. It is strongly advised that you consult with the local Lead Entity in the area where your project takes place for any additional guidance regarding

integrating salmon recovery projects and NTAs. Please see guidance below for salmon recovery projects in Hood Canal.

How to submit an NTA in the Hood Canal LIO process:

HCCC recognizes the complexity of this regional process and has sought to create a local process that is helpful and transparent to the NTA owner, to improve the success of potential projects, while balancing the amount of additional work required to submit your project proposal.

There are three major components to this process:



See [Attachment B](#) for a list of each process step and key dates. A flow chart timeline showing both the Partnership and LIO process steps is provided in [Attachment C](#).

NTA Development

HCCC will host two NTA info sessions to kick off the solicitation period, explain each process step, and answer questions. This will also be an opportunity to share ideas with other potential NTA owners.

Hood Canal LIO NTA Information Sessions:

<p>Nov 14th, 10:00am-12:00pm At HCCC: 17791 Fjord Dr. NE, Suite 124 Poulsbo, WA 98370</p>	<p>Nov 21st, 10:00am-12:00pm At Mason County Public Works: 100 W Public Works Dr. Shelton, WA 98584</p>
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There is an emphasis on collaboration and coordination for Puget Sound recovery, which is reflected in the NTA evaluation criteria. It is encouraged that you start coordinating early to demonstrate these partnerships in your proposal. The LIO Coordinator will be available to assist and support NTA owners as they navigate this process. There are two key dates during this period:

- **Dec 22, 2017:** NTA Pre-registration
- **Feb 6, 2018:** Submit Draft NTA proposal Factsheet

NTA Review & Revision

Prospective Hood Canal NTA owners will present their proposed NTAs in February (dates TBD) to the HCCC Integrated Watershed Plan (IWP) Steering Committee, a sub-committee of the HCCC Board of Directors, for review and feedback. Feedback will be summarized and provided to the NTA owner after the LIO NTA review meetings. Preliminary NTA ratings will be determined, which will be contingent upon the completion of any requested revisions. Finalized NTA proposals must be submitted to the Partnership by **March 30, 2018**.

NTA Evaluation

NTAs will be reviewed by the LIO again after submission to confirm any requested revisions and finalize scores. Any conflicts not addressed during project development will be red-flagged for a conflict resolution process mediated by the Partnership and/or the Action Agenda Strategic Initiative Leads. HCCC will notify NTA owners of their final LIO scores.

LIOs will submit an evaluation of each NTA they review by May 12, 2018, for use by the regional Strategic Initiative Advisory Teams (SIATs) in evaluating NTAs for inclusion in the 2018 Action Agenda Implementation Plan. The LIO score will be weighted 20% of the overall score. The SIAT score will account for 80% of the NTA's overall score. Overall NTA scores will be finalized by **July 15, 2018**.

NTA Evaluation Criteria

NTAs will be evaluated using the regional NTA evaluation criteria ([Attachment D](#)). In addition to the regional criteria, Hood Canal NTAs will be evaluated using the following Hood Canal LIO criteria:

HC 1. LIO Ecosystem Recovery Plan Alignment: NTAs must align with the Hood Canal LIO Ecosystem Recovery Plan, including its strategic prioritization framework ([LIO Ecosystem Recovery Plan](#), pg. 71)

HC 2. Salmon Recovery Projects: Salmon recovery projects must participate in the Hood Canal Lead Entity review process before HCCC will recommend it for inclusion in the Action Agenda **AND** eligible for immediate funding as an NTA. NTA proposals will be reviewed by HCCC Lead Entity staff to identify alignment and/or conflicts with salmon recovery project plans. A decision tree is provided to determine if your salmon recovery project should be submitted as an NTA ([Attachment E](#)).

- a) **Current salmon recovery projects** that have been reviewed and approved on the Lead Entity funding list, will be recommended for immediate funding as an NTA
- b) **Future salmon recovery projects** on the Hood Canal Lead Entity Four-year Workplan may be submitted as an NTA but will not be recommended for funding through the Action Agenda until the project has been reviewed and approved via the Hood Canal Lead Entity grant round. Salmon project sponsors submitting a new salmon project as an NTA should also submit their project in a subsequent Lead Entity grant round review process. Please contact the Hood Canal Lead Entity coordinator if you are submitting a new salmon recovery project as an NTA, for questions regarding the Lead Entity Four-year Workplan and upcoming grant round: Alicia Olivas; aolivas@hccc.wa.gov; 360-271-4722.

Salmon project NTAs must align with the guidance found in the following resources:

- [Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Recovery Plan](#)
 - HCCC’s [Guidance for Updating Recovery goals for the Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Salmon Populations](#)
 - HCCC’s [Guidance for Prioritizing Salmonid Stocks, Issues, and Actions](#)
 - Hood Canal Lead Entity Four-year Workplan: Inclusion/exclusion of a salmon project as an NTA in the Action Agenda does not have any bearing to add/remove that project on the Lead Entity Four-year Workplan
 - Hood Canal Lead Entity Call for Salmon Habitat Projects ([2017 Lead Entity Call for Salmon Habitat Projects linked here](#); 2018 Call for Salmon Habitat Actions is anticipated to be released in early December 2017)
- c) Specific categories of salmon recovery projects on the Hood Canal Lead Entity Four-year Workplan, with significant multi-beneficial ecosystem outcomes, **will be** considered as NTAs recommended for immediate funding without having gone through a full Lead Entity grant round review process, including:
- Monitoring & effectiveness evaluation
 - Ecosystem assessment
 - Riparian restoration programs
 - Outreach & education

NTA Scoring Framework

Ratings for the four NTA evaluation criteria will be averaged for an overall score for each NTA from each evaluator. The median overall score from all evaluators will determine the NTA’s final tier ranking from the LIO. Final tiers will be determined using the following LIO scoring framework:

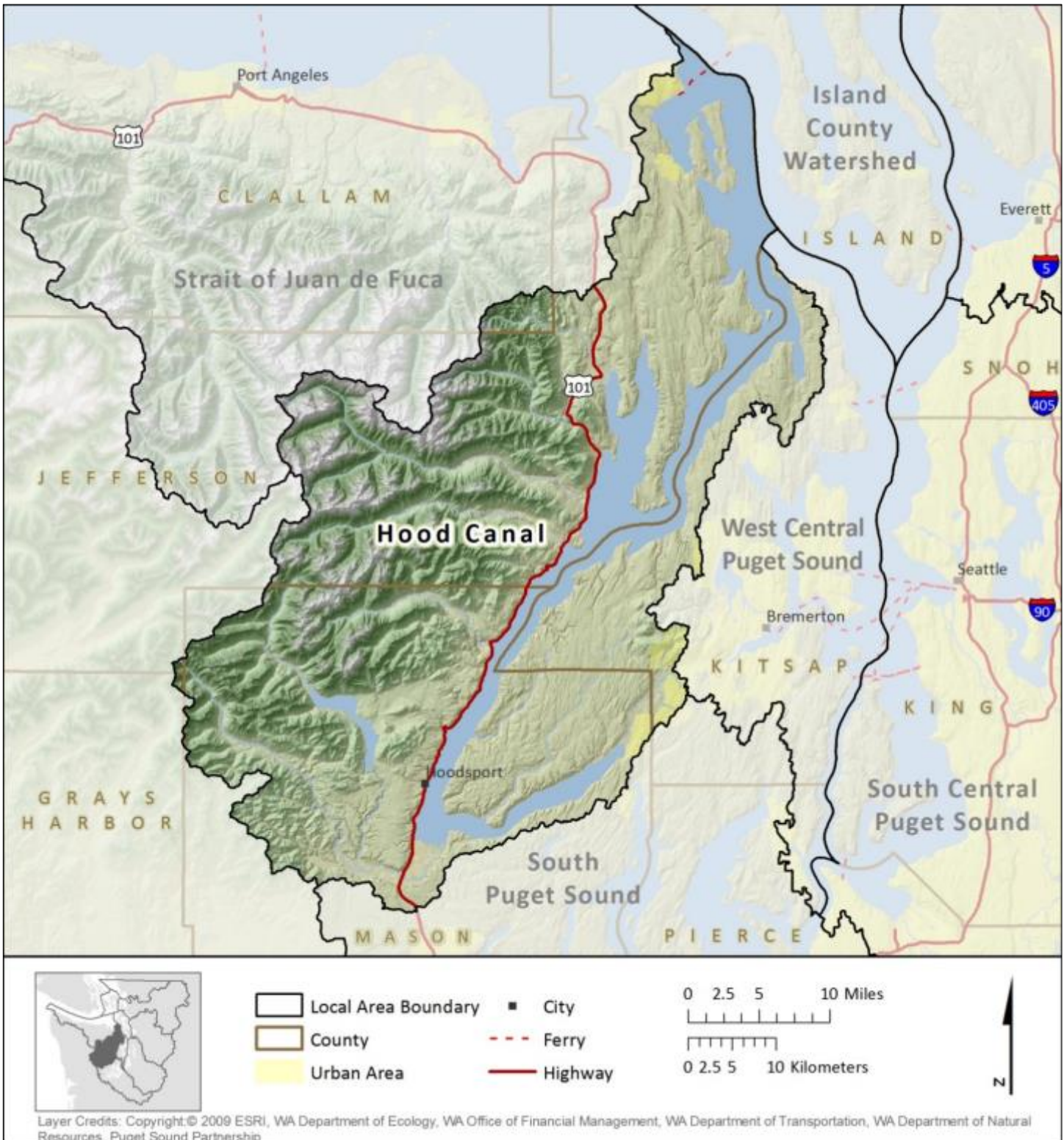
Tier	Median Overall Score	Description
1st	4.0 - 3.25	High priority project, right approach, guaranteed success
2nd	3.0 - 2.75	Good project, acceptable approach, probable success
3rd	2.5 - 2.0	Low priority project, questionable approach, uncertain success
Out	1.75 - 1.0 Or 1+ red	Not recommended to go forward

Contact Information

If you have further questions about the LIO NTA process or would like to request support in the development of your NTA proposal, please contact the Hood Canal LIO Coordinator:

Haley Harguth, HCCC Watershed Planning & Policy Coordinator
hharguth@hccc.wa.gov | 360.328.4625

Attachment A: Hood Canal LIO Map

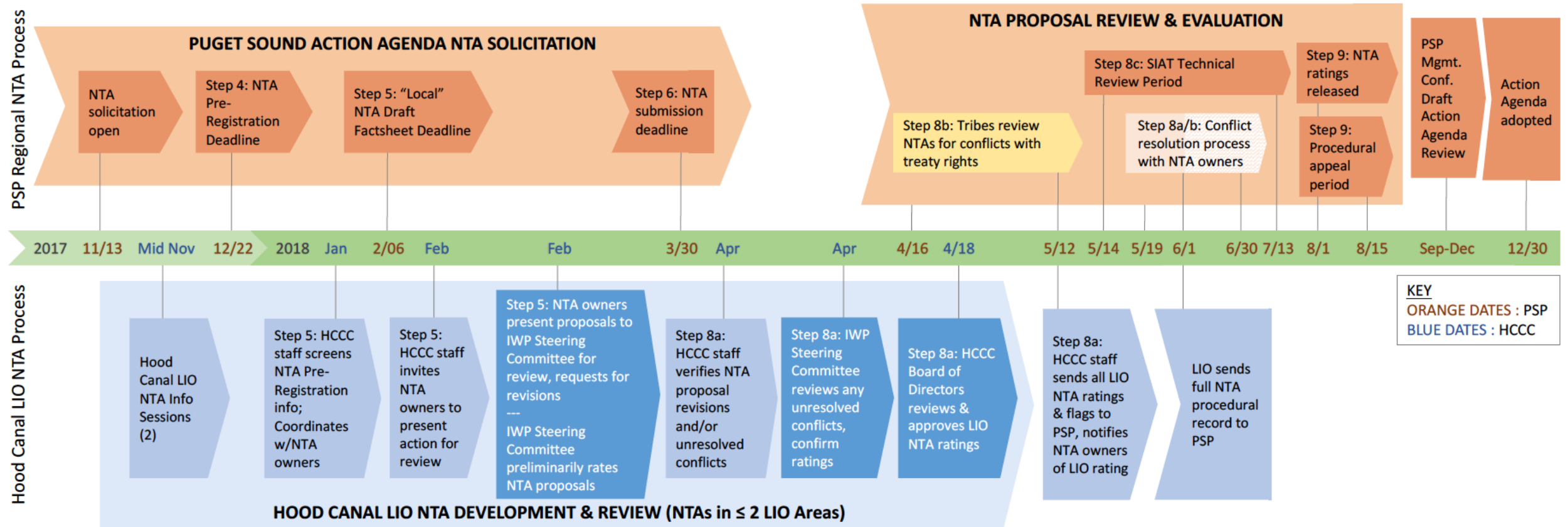


Attachment B: Instructions for prospective 2018 NTA owners in the Hood Canal LIO Area

NTA Solicitation Open: NTA solicitation instructions released to the public		Nov 13, 2017
Optional	Attend either of HCCC's Hood Canal LIO NTA Information sessions: <ul style="list-style-type: none"> – Nov 14th, 10:00am-12:00pm, at HCCC: 17791 Fjord Dr. NE, Suite 124, Poulsbo, WA 98370 – Nov 21st, 10:00am-12:00pm, at Mason County Public Works: 100 W Public Works Dr., Shelton, WA 98584 	Nov 14, 2017, 10am-12pm Nov 21, 2017, 10am-12pm
Step 1	Determine if you are eligible to be an NTA owner	Nov 13-Dec 22, 2017
Step 2	Identify the Regional Priority and Approach for your NTA	Nov 13-Dec 22, 2017
Step 3	Determine if your action is eligible to be an NTA	Nov 13-Dec 22, 2017
Step 4	Submit NTA pre-registration to the Partnership via web portal HCCC staff screens NTA information, identifies coordination needs, questions, etc.	By Dec 22, 2017
Step 5	Develop NTA proposal and coordinate with relevant partners <ul style="list-style-type: none"> – Submit draft NTA proposal (Factsheet) to LIO via the Partnership's NTA web portal – HCCC invites NTA owners to present projects to HCCC IWP Steering Committee for review and feedback – Present proposed NTA to HCCC IWP Steering Committee for review and feedback. IWP Steering Committee requests revisions (if necessary). – HCCC staff sends summarized feedback to NTA owners – Revise NTA proposal based on IWP Steering Committee feedback. NTA ratings are contingent upon requested revisions being completed. 	By Feb 6, 2018 Feb 2018 (TBD) Feb 2018 (TBD) Feb-Mar 30, 2018
Step 6	Submit final NTA proposal to the Partnership via web portal	By Mar 30, 2018
Step 7	Administrative review of submitted NTAs	Apr 1-15, 2018
Step 8a	LIO review & evaluation of NTAs <ul style="list-style-type: none"> – HCCC staff verify requested revisions, and IWP Steering Committee confirms final NTA ratings recommended to HCCC Board of Directors – HCCC Board of Directors reviews NTA evaluation results and approves final ratings – HCCC submits NTA ratings and any red flags to the Partnership, notifies NTA owners of final LIO ratings. – Conflict resolution process for flagged NTAs 	Apr 2018 (TBD) Apr 18, 2018 May 12, 2018 May 16-Jun 30, 2018
Step 8b	Tribes review NTAs for treaty rights conflicts Conflict resolution process for flagged NTAs	Apr 16-May 12, 2018 May 19-Jun 30, 2018
Step 8c	SIAT NTA technical review	May 16-Jul 13
Step 9	NTA ratings released Procedural appeal period	Aug 1, 2018 Aug 1-15, 2018

A timeline showing both the Partnership and HCCC NTA process steps is included in [Attachment C](#).

Attachment C: Hood Canal LIO Near Term Action Process for 2018 Puget Sound Action Agenda Implementation Plan



GLOSSARY OF TERMS

Action Agenda Implementation Plan: The Puget Sound Action Agenda is made of two components: A Comprehensive Plan and an Implementation Plan. The Comprehensive plan consists of the foundational recovery goals, targets, and road map for recovery while the Implementation Plan consists of the short term Regional Priorities and Near Term Actions.

Factsheet: NTA proposal form. A template will be provided by the Partnership.

Flag: Mechanism for LIOs and Tribes to identify conflicts that have not been resolved prior to NTA submission. Flags initiate a conflict resolution process with the NTA owner.

IWP Steering Committee: HCCC’s Integrated Watershed Plan (IWP) Steering Committee, a sub-committee of the HCCC Board of Directors.

“Local” NTA: An NTA in one or two LIO Areas

NTA: Near Term Action (NTA), a short-term project in the Action Agenda Implementation Plan, with up to a four-year timeframe.

NTA Pre-registration: General project information must be submitted to the Partnership’s online NTA web portal early in the solicitation process, indicating the NTA owner’s intent to submit an NTA.

PSP: Puget Sound Partnership, a WA state agency that coordinates Puget Sound recovery.

PSP Management Conference: The Partnership’s policy boards, including the Ecosystem Coordination Board, Salmon Recovery Council, Science Panel, and Leadership Council.

SIAT: The Action Agenda’s Strategic Initiative Advisory Teams (SIATs), a technical advisory group for each Strategic initiative (Habitat, Stormwater, Shellfish), facilitated by the Strategic Initiative Leads (Habitat: WA Depts. of Fish and Wildlife, and Natural Resources; Stormwater: WA Dept. of Ecology, WSU Stormwater Center; Shellfish: WA Depts. of Health, and Commerce), who set the Regional Priorities and evaluate all NTA proposals submitted for the Action Agenda.

Attachment D: Hood Canal LIO NTA Evaluation Rubric

Criteria	Tiers				Guidance
	Best (4)	(3)	(2)	Lowest (1)	
<p>Alignment</p> <ul style="list-style-type: none"> -Has the owner demonstrated that the NTA will contribute to achieving the desired outcome? -Has the NTA owner addressed the relevant proposal guidance? -If applicable, has the NTA owner demonstrated alignment with the local context? <p>HC 1 & 2: Alignment with Hood Canal local context, IWP/LIO Plan, Hood Canal salmon recovery plans and Lead Entity prioritized strategies</p>	<p>Outstanding (perfectly aligned)</p> <p><i>(See Puget Sound Partnership NTA Solicitation pg. 20, Table 3: Regional NTA evaluation criteria for details)</i></p>	<p>Acceptable (aligns in all but one way)</p>	<p>Acceptable w/Revisions (adjustments needed)</p>	<p>Poor (poorly aligned)</p>	Justification required if result is Category 2 or 1
<p>Likelihood of Success: Human</p> <ul style="list-style-type: none"> -Have the NTA owner and partners provided justification that they have the right expertise to complete the NTA? -Are all the necessary partners engaged for successful implementation? -If applicable, did the NTA owner coordinate with relevant LIOs? 	<p>Highly Likely (right expertise, right partners)</p>	<p>Likely (ambitious, stretch of expertise/partners, but probable success)</p>	<p>Difficulties Expected (wrong expertise or wrong partners)</p>	<p>Unlikely to succeed (wrong expertise/wrong partners)</p>	Justification required if result is Category 2 or 1
<p>Likelihood of Success: Technical</p> <ul style="list-style-type: none"> -Are the activity outputs appropriate to achieve the desired outcomes? -Is the timeframe reasonable for the proposed actions and outputs? -Is the proposed cost justified by the scale of work? 	<p>Highly Likely (achievable goals per timeframe, right capacity, right resources)</p>	<p>Likely (ambitious, but possible)</p>	<p>Difficulties Expected (likely lack of time, resources, or capacity)</p>	<p>Unlikely to succeed (stated goals are unlikely to be achieved in timeline with available resources and capacity)</p>	Justification required if result is Category 2 or 1
<p>Contribution to Recovery</p> <ul style="list-style-type: none"> -Has the owner demonstrated ecological, economic, and social project benefits in relation to the desired outcome or outcomes? -Is this in a key geography for the Vital Sign target? -Will the NTA make an impact on the Vital Sign target? 	<p>Outstanding (key geography, large potential future lift towards recovery targets if implemented successfully)</p>	<p>Strong (immediate restoration or loss prevention in key geography OR large potential future ecological uplift towards recovery targets)</p>	<p>Intermediate (immediate gains in less-critical geography OR moderate potential future gains towards recovery targets)</p>	<p>Minor (small, limited, or diminishing present potential future gains, e.g. geographically inappropriate, OR gains likely to be lost within 20 years)</p>	Justification required if result is Category 2 or 1

Attachment E: Hood Canal LIO/Lead Entity: Salmon Recovery Project-Near Term Action Integration Decision Tree

