

March 28, 2011

To: Potential Salmon Recovery Project Sponsors

From: Stillaguamish Lead Entity

Re: Request for Proposals for Stillaguamish Salmon Recovery Funding Board (SRFB) and Puget Sound Acquisition and Restoration (PSAR) Grant Round 12 (2011)

The Stillaguamish Lead Entity organization, co-managed by Snohomish County and the Stillaguamish Tribe, is soliciting salmon recovery project proposals for the Stillaguamish watershed under the Washington State Salmon Recovery Act (RCW Chapter 77.85). The estimated grant funds available from the Washington State Salmon Recovery Funding Board (SRFB) program in 2011 for the Stillaguamish watershed are approximately \$1.5 million. The total available funding will be finalized by the SRFB in May, 2011. This solicitation will allow the Stillaguamish Lead Entity to submit a prioritized project list to the SRFB by July 27, 2011.

Stillaguamish salmon recovery project sponsors are encouraged to propose habitat protection and restoration capital projects or feasibility and design projects that will lead to habitat capital projects in the future. Large, complex capital projects should have at least 30% design complete or be initiated with a feasibility and design proposal in this grant round.

Eligible sponsors include private citizens, non-profit organizations, conservation districts, tribal governments, special districts, state agencies (with a local partner), and regional governments. Previously submitted projects must be resubmitted using SRFB Round 12 policies and forms. SRFB restoration projects must be completed within 3 to 4 years. SRFB assessment and design projects must be completed within 18 months (for design-only/no match projects) to 24 months (for those project providing at least 15% match).

Stillaguamish SRFB Round 12 project sponsors must submit site review pre-applications to the Stillaguamish Lead Entity by **April 29, 2011**. Project site visits will be conducted with project sponsors, local Stillaguamish Project Review Team, and the SRFB Review Panel at the **mid-May (TDB)**. Applications must be finalized by **June 22, 2011**. The Stillaguamish Watershed Council (SWC) will prioritize the proposed projects on **July 27, 2011**. Project sponsors are encouraged to contact Stillaguamish Lead Entity staff for project development and application support.

Stillaguamish Lead Entity Staff:

Ann Bylin
Snohomish County Surface Water Management
425-388-3464 x4659
ann.bylin@snoco.org

Pat Stevenson, Environmental Manager
Stillaguamish Tribe of Indians
(360) 631-0946
pstevenson@stillaguamish.nsn.us

Application and Evaluation Process

The state-wide SRFB application and evaluation process is documented on the Recreation and Conservation Office (RCO) web site at <http://www.rco.wa.gov/grants/salmon.shtml>. The specific requirements of the SRFB application process are detailed in RCO Policy Manual 18 (http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf). SRFB applications must be submitted via PRISM, the Washington State on-line salmon recovery project management information system (http://www.rco.wa.gov/prism/about_prism.shtml). The specific requirements for submitting SRFB applications for projects in the Stillaguamish Watershed are detailed in this RFP, which will be posted on the Stillaguamish Habitat Work Schedule (HWS) main page.

Stillaguamish SRFB Round 12 applications should address the priorities contained in the *Stillaguamish Watershed Chinook Salmon Recovery Plan*, *Stillaguamish Salmon Recovery 3-Year Work Plan*, and/or *2009 Monitoring and Adaptive Management Report*. Please use the most current versions of these documents, which are posted on the Stillaguamish HWS web site. **Project applications must clearly address the Stillaguamish SRFB Round 12 project evaluation criteria in this RFP.**

Site Review Pre - Applications

Site review applications must be entered into PRISM by **April 29, 2011** so Stillaguamish Lead Entity staff can provide adequate information to the Stillaguamish Project Review Team and SRFB reviewers in time for site visits. The Stillaguamish Lead Entity is also contractually obligated to have project sponsors enter information about proposed SRFB projects in HWS. Project sponsors can use HWS to create project location maps, site or parcel maps, and preliminary design plans.

If you do not yet have a Stillaguamish HWS user account and password, please contact Ann Bylin, ann.bylin@snoco.org, or Allison Sanders, allison.sanders@snoco.org. Stillaguamish Lead Entity staff has provided a number of HWS training opportunities for project sponsors. If you require additional HWS training or have questions, please get training from Paladin Data Systems (<http://hws.ekosystem.us/>) and use the toll free Paladin Help Phone at (866) 367-4572 or the Help Desk Email: support@ekosystem.us.

The application process starts by initiating a new project in PRISM, including project name, project type, and sponsor contact information. This is done through an application wizard in PRISM. The sponsor will also provide, at a minimum, the following project information in PRISM:

- A project location map/vicinity map (for acquisitions the map should depict lands in the vicinity held by the public or having protection status)
- A more detailed site or parcel map
- Site or aerial photos, if available
- Design plans or sketches that clearly convey the intent of proposed restoration projects. Applicants should provide all available, relevant design information (detailed construction plans, specifications, planting plans, design reports). Sponsors with minimal available information should include example photos, designs, and conceptual sketches to convey their intent

- A detailed project description that clearly describes the full project scope, any past or future phases, preliminary project schedule, and all project deliverables
- Estimated budget that details individual line item costs, where possible (e.g., survey, design, materials, labor, permits)
- Evidence that the project is a high priority in part of the Stillaguamish salmon recovery plan; including a discussion of how this project will meet recovery plan objectives and contribute to recovery goals (such as: smolt production, area of habitat, etc.)
- If any part of this project was previously reviewed and/or funded by the Salmon Recovery Funding Board, provide the project name, PRISM and HWS project numbers (or year of application if a project number is not available). If the project was later withdrawn from funding consideration or was not awarded SRFB funding, describe how the current proposal differs from the original

Please note that the purpose of this early review is to enable project reviewers to provide as much constructive feedback as possible to project sponsors. To maximize the benefits of this early review, it is important for sponsors to clearly illustrate what they intend to do and why. Example sketches, photos, or conceptual designs of the various design elements of the proposed projects would be extremely helpful, in addition to a general site map.

Project sponsors must notify Ann Bylin or Allison Sanders of the PRISM project number and project type as soon as possible. This is necessary so Lead Entity staff can find projects in PRISM and request the SRFB Review Panel to provide relevant expertise for site visits.

Project Site Visits and Reviews

Each project sponsor will be required to participate in a site visit to discuss their proposed project with the Stillaguamish Project Review Team and the SRFB Review Panel. Failure to participate in site visits may disqualify projects from further consideration at the discretion of the Project Review Team. Stillaguamish Lead Entity staff will print and compile hard copies of the complete applications for project reviewers to read prior to site visits and to reference during site visits. After the site visits the project reviewers will meet with Lead Entity staff to discuss the projects and document written comments. Lead Entity staff will provide the reviewer comments to the project sponsors who will then respond in writing to document how they will address the reviewer comments in their final applications. Project sponsors will then edit and finalize their applications to reflect their responses to the reviewer comments.

Final Applications

Final applications will be due in PRISM on **June 22, 2011**. Lead Entity staff will print and compile hard copies of final applications for evaluation by project reviewers as needed. The Project Review Team will evaluate the final applications using the evaluation criteria in this RFP and submit their evaluation scores to Lead Entity staff who will compile the scores. The Project Review Team will then meet to review the compiled project scores and develop a prioritized projects list recommendation for consideration by the SWC. The SWC will adopt a final prioritized projects list on July 27, 2011.

Schedule

Date	Action	Comments
March 23	SWC meeting: approval of RFP (evaluation criteria, schedule and Project Review Team)	
March 28	RFP sent to potential project sponsors	
May TBD	Final decision from SRFB on funding available for 2010 SRFB Grant Round	
April 29	Site review application materials due to Stillaguamish Lead Entity via PRISM	Applications materials must be in PRISM 2 weeks before project site visits.
May 6	LE staff sends site review application materials to Stillaguamish SRFB Project Review Team, SRFB Review Panel, and Snohomish County Agriculture Coordinator for review prior to site visits.	At least 1 week needed for LE staff to review applications
May 16 – May 30 TBD	Project site visits: Project Review Team and SRFB Review Panel representatives make site visits to review potential projects with sponsors.	
~June 1 TBD	Project Review Team meets to discuss site visits and collate feedback for project sponsors	Site visit follow-up discussion held within a few days of site visits
~June 15 TBD	Local and SRFB reviewer comments sent to project sponsors	Need 2 weeks following site visits to submit written comments
June 22	Final applications due to Lead Entity via PRISM by 5:00 p.m.	
June 29	LE staff sends applications to Project Review Team	1 week to review and modify proposals before sending them to Project Review Team
–June 29- July 13	Project Review Team evaluates projects	2 weeks for Project Review Team to review and score in advance of the meeting
~July 13 - 26 TBD	Project Review Team meets to discuss full applications and develop prioritized project list recommendation to SWC	
July 27	SWC meeting: finalize prioritized project list	
August 26	Deadline for submittal of final application materials, including attachments, via PRISM	
August/September TBD	Lead Entity submits prioritized project list and evaluation criteria.	
Sept. TBD	Regional organizations submit their recommendations for funding.	

Sept. TBD	Regional organizations present all projects on the lists to SRFB Review Panel	
October TBD	SRFB Review Panel draft project comments available to lead entities and project sponsors for all applications	
October TBD	Response to comments from projects sponsors due to SRFB Review Panel	
October TBD	Review Panel finalizes comment forms	
November TBD	Final 2010 SRFB grant report made available for public review	
Dec. -TBD	SRFB meets to finalize grant awards. Public comment period available.	

Project Evaluation Criteria

Stillaguamish project proposals for the SRFB Round 12 grant cycle will be evaluated according to the following criteria: Benefit to Salmon - 65%, Certainty of Success - 20%, and Socioeconomic Benefit - 15%. These criteria are broken into sub-criteria with maximum points for each sub-criterion. These criteria and sub-criteria are defined and weighted to encourage proposals that address priorities defined in the Stillaguamish Watershed Chinook Salmon Recovery Plan, Stillaguamish Salmon Recovery 3-Year Work Plan, and Stillaguamish Salmon Recovery 2009 Monitoring and Adaptive Management Report.

Projects will be evaluated for Benefit to Salmon and Certainty of Success by technical reviewers selected by Stillaguamish Lead Entity staff and the Co-Chairs of the Stillaguamish Watershed Council (SWC). Projects will be evaluated for Socioeconomic Benefit by community stakeholders selected by Lead Entity staff and the SWC Co-Chairs. Staff and the Co-Chairs may also select reviewers from the broader community.

Project sponsors are expected to be clear and succinct when filling out the SRFB applications and document assertions effectively. Project reviewers will not give the benefit of the doubt to incomplete or vague applications. **Project reviewers will score project proposals using whole numbers for Benefit to Salmon, Certainty of Success, and Socioeconomic Benefit.** Sub-criteria scores will be given as follows: 5 (excellent), 4 (good), 3 (fair), 2 (acceptable), 1 (poor), 0 (unacceptable). Total project scores are calculated by adding the sub-criteria scores and multiplying the total score for each of the criteria by its weight and adding the three weighted scores. For example, total scores of 40 for Benefit to Salmon, 35 for Certainty of Success, and 25 for Socioeconomic Benefit would produce a final score as follows: $40(0.65) + 35(0.20) + 25(0.15) = 36.75$.

Salmon recovery success depends on building community support by communicating with the community in which projects are developed, funded, and implemented. As such the Socioeconomic Benefit criteria shall be applied to all projects.

The evaluation criteria are presented in the following tables. Reviewers will be provided with scoring worksheets. Individual reviewer scores will be compiled by staff to create a composite score for each project to reflect the collective judgment of the reviewers. Results of this review and a recommended prioritized projects list will be presented for final SWC approval.

Table 1: Benefit to Salmon (65%)

Max Points	Sub-criteria
5 (x3)	Improves the abundance, diversity, and distribution of ESA-listed Stillaguamish salmonid populations.
5 (x2)	Implements high priority actions consistent with the Stillaguamish Watershed Chinook Salmon Recovery Plan, Stillaguamish 3-Year Work Plan, and/or 2008 Monitoring and Adaptive Management Report.
5	Protects and/or restores natural ecosystem processes.
5	Solves the cause of a problem, not the symptom.
5	Completes a phased project and/or protects/connects existing high quality habitats.
5	Addresses documented research and data gaps for ESA-listed Stillaguamish salmonid populations or contributes substantively to our knowledge of effective habitat protection and/or restoration project design and implementation.
5	Clearly leads to future projects of high benefit.

Max points = 50

Table 2: Certainty of Success (20%)

Max Points	Sub-criteria
5 (x3)	Self-sustaining, works with natural ecosystem processes, and maintenance requirements are limited.
5 (x2)	Designed for implementation with methods and materials appropriate to efficiently achieve desired outcomes.
5 (x2)	Can be completed within 1-3 years or within a scientifically defensible period.
5	Provides clear hypotheses about how the project will achieve its goals and objectives over time.
5	Post-project monitoring is consistent with the Monitoring and Adaptive Management Strategy presented in the Stillaguamish Watershed Chinook Salmon Recovery Plan.
5	Project team has demonstrated skills and capacity to complete the full project scope.

Max points = 50

Table 3: Socioeconomic Benefits (15%)

Max Points	Sub-criteria
5 (x2)	Builds local community support for salmon recovery by creating voluntary partnerships and/or addressing the community issues and concerns listed in the “Salmon Recovery Plan Overview” section of this RFP. Contributes to implementation of the Stewardship Education and Outreach Strategy presented in the Stillaguamish Watershed Chinook Salmon Recovery Plan.
5 (x2)	Effectively leverages matching funds and resources. Implements low cost alternatives that still achieve desired outcomes.
5 (x2)	Produces secondary community benefits such as, but not limited to, job creation, increased public safety, decreased risk of property damage, physical infrastructure improvements, and improved public access.

Max points = 30