



State of Washington  
**DEPARTMENT OF FISH AND WILDLIFE**

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April 23, 2007

To: Salmon Recovery Funding Board (SRFB) Members and Designees  
From: Lauri Vigue, WDFW Lead Entity and Watershed Steward Coordinator  
SUBJECT: Lead Entity Operational & Administrative Support 2007-2009

**Background**

Since 1999 the Washington State Legislature has supported the funding of the lead entity administrative program managed by the Washington Department of Fish and Wildlife (WDFW) with grants provided through the Interagency Committee for Outdoor Recreation (IAC). This memo presented to the SRFB details the budget for the upcoming biennium (FY 2007-2009) and includes a request for an additional \$84,000.

The Lead Entity Program, initially funded by IAC in the amount of \$3,347,000 for FY 2005-07, included the following accomplishments:

- Publication of a Directory of Lead Entities For Salmon Recovery
- Salmon Recovery Lead Entities Day at the Legislature on March 23
- Lead Entity/Watershed Steward Training by the William D. Ruckelshaus Center (formerly the UW/WSU Policy Consensus Center) July 18-19, 2006
- Updated Operational Grants Policy & Procedures Manual (August 2006)
- Contract development and management
- Participation in the Coast and Northeast regionalization initiatives
- Watershed Stewardship Team annual meeting May 2, 2007
- Establishment of a new lead entity for WRIA 20
- Facilitation and support of the Lead Entity Advisory Group (LEAG)
- Establishment of priorities and coordination of activities of the Watershed Stewardship Team
- Based on building local community support for salmon recovery, lead entities have been successful in the development of salmon habitat project lists
- Lead entity "strategies" provided the foundation for six salmon recovery region plans in the state

**WDFW's Proposal for Additional Funding \$84,000 is based on the \$3,250,000 legislative appropriation for Fiscal Years 2007-2009 for a total of \$3,334,000.**

**Lead Entity Operational Contracts (\$35,000 requested)**

Increased statewide contract funding will amount to \$3.135 million from \$3.1 million. This includes funding for initial setup for the North Pacific Coast (WRIA 20) lead entity in the amount of \$70,000. See Table 1 for Summary Proposed Lead Entity Grant Awards.

**Lead Entity Administration (\$49,000 requested)**

- Pacific Coastal Salmon Recovery Fund (PCSRF) Liaison
- Additional funding requested to for increased goods, services and travel for the lead entity administration
- Lead Entity Training 2008 and Lead Entity Day 2009

**Lead Entity Program Objectives**

Build and sustain capacity at the local level to:

- Develop and rank high quality, locally supported salmon habitat protection and restoration projects;
- Garner community and public support for salmon recovery; and
- Be strategic and fully engaged in implementation of regional salmon recovery plans.

**Description of Administrative Work to be Conducted Under this Contract:**

- 1) The lead entity program coordinator and assistant (1.5 FTE) plan, develop and administer program contracts with 27 lead entities.
- 2) Assist lead entities in implementation of the centralized web-based Habitat Work Schedule database application.
- 3) Provide support and guidance for Lead Entity Advisory Group (LEAG).
- 4) Attend SRFB staff meetings as requested and as needed.
- 5) Communicate to watershed stewards and other agency staff updated lead entity information.
- 6) Develop a lead entity training event planned for 2008; and organize a Lead Entity for Salmon Recovery Day or similar event for 2009.
- 7) WDFW supports lead entities in the regional process by participating in regional recovery efforts (i.e., Puget Sound Partnership, formerly Shared Strategy), as requested.
- 8) Provide lead entity program reports and information to SRFB staff, as requested.

**Lead Entity Accountability**

The program coordinator monitors the lead entity contract deliverables and contract balances for each of the 27 contracts. Lead entities are not reimbursed for final invoices until all of their deliverables have been submitted.

Last year we succeeded in balancing the lead entity operational grants budget and verified lead entity contract compliance. In IAC's Percentage of Biennium Report presented to SRFB in December 2006, the Lead Entity Program showed end of fiscal year spent expenditures at 48%.

The Lead Entity Operational Grants Policy and Procedures document was updated in August of 2006.

**Lead Entity Operational Fund Proposed Grant Awards 2007-2009 (Table 1)**

Lead Entity	FY 2008	FY 2009	Total 2007-09
Chelan County	\$80,000	\$80,000	\$160,000
Colville Tribe/Okanogan County	\$70,000	\$70,000	\$140,000
Foster Creek CD	\$14,000	\$14,000	\$28,000
Grays Harbor County	\$55,000	\$55,000	\$110,000
Hood Canal Coord. Council	\$80,000	\$80,000	\$160,000
Island County	\$50,000	\$50,000	\$100,000
King County - WRIA 8	\$60,000	\$60,000	\$120,000
King County - WRIA 9	\$60,000	\$60,000	\$120,000
Kitsap County	\$50,000	\$50,000	\$100,000
Klickitat County	\$55,000	\$55,000	\$110,000
Lower Columbia FRB	\$80,000	\$80,000	\$160,000
Lummi Nation - WRIA 1	\$65,000	\$65,000	\$130,000
Mason CD - WRIA 14	\$42,000	\$42,000	\$84,000
Nisqually River SR	\$62,500	\$62,500	\$125,000
North Olympic Peninsula	\$80,000	\$80,000	\$160,000
Pacific County	\$50,000	\$50,000	\$100,000
Pend Oreille CD	\$50,000	\$50,000	\$100,000
Pierce County	\$55,000	\$55,000	\$110,000
Quinault Indian Nation	\$45,000	\$45,000	\$90,000
San Juan County	\$50,000	\$50,000	\$100,000
Skagit Watershed Council	\$80,000	\$80,000	\$160,000
Snake River SRB	\$65,000	\$65,000	\$130,000
Snohomish County	\$62,500	\$62,500	\$125,000
Stillaguamish	\$62,000	\$62,000	\$124,000
Thurston CD - WRIA 13	\$40,000	\$40,000	\$80,000
WRIA 20	\$35,000	\$35,000	\$70,000
Yakima Basin Fish and Wildlife Recovery Board	\$65,000	\$65,000	\$130,000
Additional to LEAG Chair			\$9,000
Subtotal	\$1,563,000	\$1,563,000	\$3,135,000
Lead Entity Administration			\$183,000
Lead Entity Training and Lead Entity Day			\$16,000
<b>Total</b>			<b>\$3,334,000</b>

### **Description of Lead Entity Core Activities Under this Contract:**

- 1) The lead entity shall maintain sufficient administration, facilitation and coordination capacity to support the on-going goals and objectives of a lead entity organization.
- 2) Identify, organize, facilitate and administer a committee of salmon habitat representative interests, and its supporting committee(s).
- 3) The lead entity, in conjunction with its committee of representative interests, will perform adequate community outreach within its geographic area to ensure the public is informed of grant processes and have reasonable opportunity to submit eligible salmonid habitat projects for funding consideration.
- 4) The committee of representative interests creates a ranked list of salmon habitat projects for submission to the SRFB. The lead entity shall submit the habitat project list to the SRFB or their respective regional recovery plan organization by a date to be determined by the SRFB or the regional recovery organization. If applicable, the lead entity shall describe the relationship between their habitat project list and their regional recovery plan.
- 5) The lead entity, in conjunction with the lead entity organization, will create and maintain a habitat work schedule (or database) where salmon project information is stored, as required by Chapter 77.85 RCW. WDFW is in the process of developing a centralized web-based database application for the habitat work schedule. When the database is completed (expected in the fall of 2007), lead entities will submit projects by way of the new application.
- 6) The lead entity, in conjunction with its committee of representative interests and supporting committee(s), will update their Habitat Restoration and Protection Project Strategy based on guidelines by the SRFB, or assist the salmon recovery regions by assisting in the development and implementation of plans in the watersheds. Lead entities will work with local committees to refine and update their project lists per regional recovery plan or "strategy."