



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

February 2009

TO: Salmon Recovery Funding Board Members
FROM: Kaleen Cottingham, Director
SUBJECT: Director and Agency Management Report

Improving Grant Processes

The Recreation and Conservation Office (RCO) hired a consultant to help analyze its major grant management business practices and procedures. Strategica was asked to:

- Identify and map RCO's current major grant business practices.
- Note which practices are working well and which should be improved
- Recommend consistent business practices for our diverse grant programs.

The seven major grant management processes that they mapped and analyzed were:

1. Pre-application and Application Processes
2. Evaluation and Award Processes
3. Agreement Process
4. Amendment Process
5. Reimbursement Process
6. Project Closeout Process
7. Compliance Inspection Process

Strategica identified 26 modifications to RCO's business practices to improve staff efficiency, reduce grant manager workload, and benefit project sponsors. The suggestions ranged from simple process changes, to policy changes that would require board approval, and enhancements to PRISM. Staff is reviewing all the recommendations to determine which can be implemented immediately.

New Staff

Dominga Soliz will be joining the policy section February 1st as our new policy analyst, replacing Heath Packard, who was hired as the legislative liaison for the Department of Natural Resources. Dominga grew up in Olympia and graduated from The Evergreen State College with an emphasis in astronomy and physics. From there she moved to California, where she attended law school at the University of California-Davis and focused on public interest and criminal law. In California, she worked at a variety of public interest law offices and clinics. She has volunteered for several environmental groups, including People for Puget Sound.



Salmon Project Conference

SRFB staff is busy preparing for the Salmon Projects Conference, a two-day event that is expected to draw 600 participants. The conference will feature numerous SRFB sponsors, agency representatives, and members of the salmon recovery community sharing project information and experiences with a goal of "Building Better Projects". The conference is set for April 15-16, 2009 at the Little Creek Conference Center in Shelton. Please mark your calendars.

News from our Sister Agencies

Recreation and Conservation Funding Board: The board finished most of its grant making in November. Staff is concentrating on preparing for the next round, which begins in April.

Washington Biodiversity Council: The council has begun work on several new initiatives. It has hired a scientist to begin development of its biodiversity scorecard, which will be a tool to communicate the health of Washington's biodiversity and the state's progress in conserving it. The council also began work on the Schoolyard Biodiversity Report that will be used this spring in Grays Harbor County and began preparing to undertake a valuation of the ecosystem services in the Nisqually watershed.

The Washington Invasive Species Council: The Washington Invasive Species Council has formed six new work groups to begin work on implementing the council's recently released strategic plan. The top priority is development of criteria for an impact assessment to determine the worst invasive species for council action. Once the impact assessment tool is completed a list of priority species will be made. The Education and Outreach workgroup is developing a targeted education campaign and is working with the Oregon Invasive Species Council, which has agreed to share its logo and messaging based on their successful "Silent Invasion" campaign. The council also is looking at sharing an "800" number for reporting and referral with Oregon.

Forum on Monitoring Salmon Recovery and Watershed Health: The forum met in December and heard presentations from the Northwest Power and Conservation Council, Puget Sound Partnership, Puget Sound Monitoring Consortium, Department of Ecology and the SRFB with the goal of moving from aspirations and intentions for coordinating monitoring, to specific actions that can be taken to improve actual coordination. RCO staff scheduled a meeting of key agency representatives in early January to begin comparing and evaluating high level indicators for salmon abundance and habitat. Recommendations from that and subsequent meetings will be presented to the forum at its March meeting.

The forum's recommendations to the Office of Financial Management and key legislative committee chairs in September were partially reflected in the Governor's proposed 2009-2011 budget, which included funding for statewide status and trends monitoring. Following several years of development, this represents an important step towards the goal of achieving a statewide, coordinated monitoring program in Washington State.



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

February 2009

Item #3b: **Business Process Mapping**

Prepared By: Rachael Langen, RCO Deputy Director

Presented By: Kaleen Cottingham, RCO Director

Approved by the Director:

Proposed Action: Briefing

Summary

As a follow-up to the recommendations flowing from the Berk and Associates Report, the Recreation and Conservation Office (RCO) hired Strategica, Inc. to help the agency analyze our major grant management business practices and procedures. Strategica's assessment of seven major processes included interviews with staff, project sponsors, and other external stakeholders. The recently finalized report identifies 26 changes to RCO's business practices to improve staff efficiency, reduce grant manager workload, and benefit project sponsors.

Background

In August 2008, the RCO hired Strategica, Inc. to help the agency analyze our major grant management business practices and procedures by:

- Identifying and mapping RCO's current major grant business practices
- Recognizing the practices that are working well
- Recognizing the practices that should be improved
- Recommending consistent business practices for our diverse grant programs.

The consultant mapped and analyzed seven major grant management processes:

1. Pre-application / Application Processes
2. Evaluation and Award Processes
3. Agreement Process
4. Amendment Process
5. Reimbursement Process
6. Project Closeout Process
7. Compliance Inspection Process



Between August and November 2008, Strategica facilitated 16 meetings with staff from RCO's fiscal division and the three grant management sections – Recreation, Conservation, and Salmon. In addition to their meetings with RCO staff, Strategica also met with project sponsors and external stakeholders to understand how our business practices affect them.

Analysis

The final report from Strategica identified 26 changes that would improve staff efficiency, reduce grant manager workload, and benefit project sponsors. The recommendations included simple process changes, policy changes that would require approval by one or more boards, and enhancements to RCO's project database (PRISM). The following summary of three suggested business process enhancements provides a sample of the types of changes that Strategica recommends.

Enhancement	Discussion
Automate the internal routing process for agreements and amendments	Currently, staff circulates paper copies of these important documents for review before they are sent to the director or deputy for signature. The current agreement approval process has six handoffs of paper documents where the document could be lost, damaged, or delayed. Routing electronic documents should reduce waste, prevent documents from being lost, and provide easy tracking of the approval process.
Move the planning eligibility deadline to a date before the application deadline <i>(Recreation and Conservation Funding Board projects)</i>	Several RCFB grant programs require the sponsor complete a comprehensive outdoor recreation or habitat conservation plan to be eligible for grants. Currently, we allow sponsors to submit a grant application while they are working on their planning documents. This has resulted in our outdoor grant managers reviewing applications for agencies that ultimately were ineligible to apply for a grant.
Require sponsors to sign agreements and amendments before the RCO. Also, allow only the costs incurred after our signature to be eligible for reimbursement (except for specific pre-agreement costs identified by policy).	The RCO is the only state agency we are aware of where the agency signs the documents first and then forwards the document to the sponsor to sign. The benefit of this procedure change is that it will provide an incentive for sponsors to sign and return the agreement in a timely manner.

Next Steps

The RCO is assessing the recommendations and will prioritize and assign work as needed.

Fiscal Year 2009 Work Plan: Update 1/30/2009

CORE WORK: **MANAGE RECREATION, CONSERVATION, AND SALMON RECOVERY INVESTMENTS**

WORK RESULT: **Improve project delivery and reduce project delays**

Strategies	Actions (7/1/08 -6/30/09)	Who	Due Date	Status	Related Measures	
Review decision-making authority for grant managers	1 Refine current policy re: project termination and delegation authority*	Jim F.	3/9/09	●	Increase in # employees reporting they have tools to do job	
Streamline grant process	2 Complete process mapping with consultant, create operations manual for grant management	Rachael	6/30/09	●	The report identifies 26 changes to RCO's business practices. We are assessing the recommendations and will prioritize and assign work as needed	Grant management
	3 Implement priority recommendations from business practices team re: billing and fiscal practices	Mark	Ongoing	●	Met and discussed more, but needs study. Also need to resolve possible audit issues.	Annual billings submitted
	4 Develop baseline data, including quarterly reports, for OGM workload	Rachael	12/31/09	●	No action.	Grant management
Simplify and update policy manuals	5 Prioritize and update manuals with policy decisions made by boards and develop tracking system	Jim F./Megan	6/30/09	●	Work plan is in progress. Policy team is organizing information and working with section managers to assign staff to work on project.	% policies added to manuals
	6 Update Manual 8	Mark	12/31/08	●	Need till end of Jan. 09 to review plain talk. Used this time to solicit one more OGM review. Then will go to director in early 02/09.	Fiscal and grant management
	7 Review manuals for plain talk as they are reviewed	Susan	6/30/10	●	Pending work by policy team.	% manuals meeting plain talk requirements
Prioritize and develop/revise updates to grant policies and rules	8 Determine what belongs in statute, WAC, policy, and contract	Jim F./Megan	6/30/09	●	See #5 above.	Work completed
Evaluate and increase consistency among programs						
Develop training plans for grant managers	9 Develop training plan for existing staff	Devi	1/31/09	●	Meeting was held on January 22, 2009 with the Section Supervisors, leads, and Scott Chapman	Personnel
	10 Evaluate and implement the recommendations of business process team	Rachael	11/15/08	●	Business process team is being re-defined into two teams: Business Rules and PRISM design and user group. Business Rules	Grant management and sponsor satisfaction

Fiscal Year 2009 Work Plan: Update 1/30/2009

Update and improve PRISM	52	Implement management team PRISM priorities	Scott C.	6/30/09	●	Management Team identified 7 priorities for PRISM enhancements. Two design meetings have been held for the "Progress/Final Report" module. The NRTP to RTP and adding Special Provision to Amendments will be implemented by end of January.	Grant management and sponsor satisfaction
Improve coordination with state agencies that provide grant funding to local governments	11	Track OFM's Contracts, Grant, Loan (CGL) Systems development process. Participate on advisory team	Scott C.	6/30/09	●	OFM has cancelled all meetings between October 2008 and January 14th. Sierra Systems has a new Project Manager that will help to get the project back on track. OFM has a new assistant Project Manager to help keep the project on track.	Fiscal, system developed meets RCO expectations
Use technology to be more efficient	12	Develop "dashboard" system to track agency performance.	Rebecca	9/30/09	●	Gathered information to scope deliverable. Need to meet with IT to identify development resources.	Work completed
	13	Improve functionality of manuals on web site (develop scope)	Susan	6/30/09	●	Pending work by policy team.	Work completed
	14	Improve remote access to network; create cost/benefit assessment of options.	Karen	1/1/09	●	Manuals due August 31, 2009; Disaster Recovery testing was set for November 2009 ; Security Audit due November, 2009.	Work completed
Improve use of project milestones as management tool	15	Set milestone and project length estimates for specific types of projects	Rachael	2/28/09	●	Data has been pulled for all programs and projects. We are analyzing the data for trends, to be discussed on February 10.	Fiscal and grant management
	16	Work with other state agency heads to improve timely project completion	Kaleen	6/30/09	●		Fiscal and grant management
Use automatic email notifications to assist sponsors in meeting key milestones	17	Business practices team to develop and implement automatic email notifications	Scott C	Ongoing	●	Complete	Fiscal and grant management

Fiscal Year 2009 Work Plan: Update 1/30/2009

**CORE WORK: MANAGE RECREATION, CONSERVATION, AND SALMON RECOVERY INVESTMENTS
 PROVIDE EFFICIENT AND EFFECTIVE ADMINISTRATIVE SUPPORT**

WORK RESULT: Improve communication and outreach with project sponsors and other partners

Strategies	Actions (7/1/08 -6/30/09)	Who	Due Date	Status	Related Measures	
Maintain sponsor and partner satisfaction with workshops and grant management	18 Conduct survey of sponsors and partners regarding satisfaction with grant management	Rachael	9/30/09	●	No action.	% Participation
Support Puget Sound Partnership	19 Continue relationship re; PSAR grants and SRFB grants	Brian	Ongoing	●	On-going coordination with PSP salmon staff concerning the SRFB funding decisions, current regional contract, and managing several PSAR Technical Assistance Contracts.	Grant management
	20 Participate in Puget Sound state agency caucus	Jim F	Ongoing	●		n/a
Increase usability of web site	21 Redesign web site	Susan	6/30/09	●	Work has begun. A customer survey will be released the last week in January.	# web hits by key audience
Implement communication plan	22 Increase outreach to eligible applicants	Susan	Ongoing	●		Number of applications and applicants
	23 Focus media attention on successful projects in new areas	Susan	Ongoing	●	One news release distributed	Public understanding of project benefits
	24 Update communication plan	Susan	1/31/09	●		Work completed

Fiscal Year 2009 Work Plan: Update 1/30/2009

CORE WORK: MANAGE RECREATION AND CONSERVATION INVESTMENTS
PROVIDE EFFICIENT AND EFFECTIVE ADMINISTRATIVE SUPPORT

WORK RESULT: Maintain the high quality, impartiality, and accountability of our grant programs

Strategies		Actions (7/1/08 -6/30/09)	Who	Due Date	Status	Related Measures	
Work with RCFB to scope and write a statewide recreation and conservation plan (Board Strategies 1A2 and 1A3)	25	Establish a subcommittee and process and scope the project (big picture planning, statewide plan)	Jim E	6/30/09	●	Scoping meetings held or being scheduled with subcommittee members Chapman and Parsons.	Work completed
	26	Work with the HRLCG to increase coordination of habitat and recreation land acquisitions.* Write & being implementing work plans, write annual report	Jim E.	6/1/12	●	Reassigned to Jim Eychaner. Group met on 1/21/09.	Work completed
Implement compliance policy, including consequences, adopted by the RCFB	27	Develop project scope and implement compliance policy and consequences (follow up to action #1)	Rachael	Scope due 12/31/08	●	Jim E has completed an analysis of consequences which is being reviewed and discussed.	Fiscal and grant management
Implement a system of accountability and performance measures	28	Develop a system of output and outcome measures for all core work	Rebecca	11/30/08	●	Prioritizing measures for internal reporting and query development. Focus is on grant management first.	Number of employees who know how agency measures success
	29	Implement sub-recipient (sponsor) audits, Develop risk basis for determining which sponsors will be audited	Mark	Ongoing	●	RL and MJ have met with OFM to begin discussing risk management tool. Work continues on subrecipient monitoring.	Number of grant audits
Clarify "Deed of Right"	30	Develop options, conduct outreach, secure approval to clarify deed of right	Megan	6/30/09	●		Work completed

Fiscal Year 2009 Work Plan: Update 1/30/2009

CORE WORK: MONITOR SALMON RECOVERY AND WATERSHED HEALTH

WORK RESULT: Implement the Monitoring Strategy Framework

Strategies		Actions (7/1/08 -6/30/09)	Who	Due Date		Status	Related Measures
Provide information, analysis, and recommendations to the Monitoring Forum for policy development.	31	Complete Forum restructuring – establish staff groups and policy committee, evaluate need for additional technical groups.	Ken	6/30/09	●		Monitoring measures
	32	Review and update Comprehensive Monitoring Strategy, Framework, and reports to OFM and legislature as required	Ken	Ongoing	●		Work completed

Fiscal Year 2009 Work Plan: Update 1/30/2009

CORE WORK: DEVELOP AND COORDINATE A STATEWIDE BIODIVERSITY AND CONSERVATION STRATEGY

WORK RESULT: Support the implementation of action items in Executive Order 08-02 (Biodiversity Council)

Strategies		Actions (7/1/08 -6/30/09)	Who	Due Date		Status	Related Measures
Conduct outreach activities and maintain the biodiversity project website	33	Prepare and distribute appropriate outreach materials (e.g., brochure) and periodically update the website.	Lynn	Ongoing	●	No update since December.	# web hits by key audience
Facilitate Council activities and cross-agency partnerships to implement early action items	34	Develop proposal for future leadership entity and support implementation as appropriate	Lynn	Nov. 2008	●	A report describing leadership needs was delivered to the Governor in mid-November. Staff also prepared draft legislation and conducted stakeholder interviews. In December, they elected not to move ahead with Governor request legislation.	Leadership model adopted
Fund pilot projects, as funding is available, to test recommendations	35	Secure funding for 4-5 pilot projects and work with project leads to achieve successful outcomes	Lynn	Ongoing	●	Funding for 5 pilot projects (also referred to as early action projects) has been secured. Three project leads presented at December Council meeting to review progress with Council members.	% pilot projects completed and meeting outcome goals
Support development of biodiversity scorecard, as funding is available	36	Secure funding and develop and implement a scope of work for scorecard development	Lynn	6/30/09	●	No update since December.	Work completed

Fiscal Year 2009 Work Plan: Update 1/30/2009

CORE WORK: DEVELOP & COORDINATE A STATEWIDE STRATEGY TO PREVENT, DETECT, & RESPOND TO INVASIVE SPECIES

WORK RESULT: Support implementation of the five priority recommendations (Invasive Species Strategy)

Strategies		Actions (7/1/08 -6/30/09)	Who	Due Date	Status	Related Measures	
Conduct a baseline assessment of programs & activities that address invasive species	37	Interview agencies regarding actions & programs, then collate information	Clover	6/30/09	●	Member agencies of the Council are working to develop criteria for the "focus" list. This is progressing according to schedule - list is to be completed in March 2009.	# preliminary information needs met
Develop a web clearinghouse for information	38	Create scope and RFP for use pending budget request	Clover	4/30/09	●	Council is moving forward based on current funding level. Staff, Council members, and workgroups are taking pieces of the top five strategic plan recommendations and implementing them on a small scale.	Work completed
Develop an early detection and rapid response network	39	Include state agencies and critical partners. Clarify authority and jurisdiction	Clover	TBD by Council	●	This workgroup formed and will meet in February 2009.	TBD
Improve agency coordination	40	Coordinate project to develop an emergency response flow chart	Clover	TBD by Council	●	The workgroup assigned this task met for the first time this month.	TBD
	41	Coordinate work with PSP	Clover	Ongoing	●	Council chair, vice-chair and staff met with David Dicks, PSP, to look at areas for collaboration.	TBD

Fiscal Year 2009 Work Plan: Update 1/30/2009

CORE WORK: Administrative and Operational Tasks (not in strategic plan)

Strategies		Actions (7/1/08 -6/30/09)	Who	Due Date		Status	Related Measures
Agency Administration	42	Conduct bimonthly all staff meetings and annual retreat	Rachael	Ongoing	●	All staff meeting held on January 28.	Personnel
	43	Implement employee recognition program	Devi	10/31/08	●	Done	Personnel
	44	Provide expectations for all employees	Devi	1/31/09	●	Sixteen had been completed by mid-month.	Personnel
	45	Conduct annual performance evaluations for all employees	Devi	1/31/09	●	Sixteen had been completed by mid-month.	Personnel
	46	Develop and submit all required reports on time	Rebecca	Ongoing	●	Reports submitted on time.	Personnel
	47	Complete WSQA	Devi	9/30/09	●	Draft plan has been developed for WSQA. Discussions scheduled for all staff meeting and management team	Work completed
	48	Implement ISB security guidelines	Karen	8/31/09	●	Manuals due August 31, 2009; Disaster Recovery testing was set for November 2009 ; Security Audit due November, 2009.	Work completed
	49	Update policies regarding travel, meals, etc. to reflect SAM from OFM	Mark	12/31/08	●	Need to extend it to Jan. 2009. Agency will transition to TEMS at the end of 02/09.	# policies aligned with OFM standards
	50	Update and prioritize policy list	Jim	Quarterly	●	The list was updated on January 13.	Policy measures
	51	Update personnel policies	Devi	Ongoing	●		Personnel

Activity Inventory Performance Measure Updates

1/30/2009

Core Work/ OFM Activity Inventory	Related Measure(s)	Jul 1 – Sep 30	Oct 1 – Dec. 31	Jan 1 – Mar 31	Apr 1 – Jun 30
Manage recreation and conservation investments	# acres acquired, % of planned	Query in development	Query in development		
	# recreation sites created, % of planned	Query in development	Query in development		
	% projects completed without time extension	77%	61% (annual measure)		
Manage salmon recovery investments	# stream miles protected, % of planned	16.2 miles	35.6 miles (93% of planned)		
	% projects completed without time extension	37%	35% (annual measure)		
Monitor salmon recovery and watershed health	% of targeted watersheds with fish-in fish-out monitoring	Query in development	Query in development		
Develop and coordinate a statewide biodiversity and conservation strategy	Percent of pilot projects completed without need for time or cost changes	Pilot projects not yet complete.	Pilot projects not yet complete.		
	Percent of pilot projects meeting outcome goals	Pilot projects not yet complete.	Pilot projects not yet complete.		
Develop and coordinate a statewide strategy to prevent, detect, and respond to invasive species	# (%) of preliminary information items collated for baseline assessment	Query in development	Query in development		
Provide efficient and effective administrative support	# grant audits performed	12 audits are underway	5 completed 10 in progress		
	# grant applications	48% in WWRP applications from 07-09 to 09-11			
	% reduction in reappropriation*	Query in development	0.65% increase in % spent as of 17th month, compared to previous biennium		

*Quarterly tracking of this measure is based on percent of total funds spent in comparable time period from previous biennium. On an annual basis, the reappropriations decreased slightly between 2003-05 and 2007-07 from 57.4% to 54.1%.

Additional Management-Level Performance Measure Updates

1/30/2009

Core Work	Related Measure(s)	Jul 1 – Sep 30	Oct 1 – Dec. 31	Jan 1 – Mar 31	Apr 1 – Jun 30
Manage recreation and conservation investments	Percent of projects issued a project agreement within 120 days of Board funding	72%	88% <i>(board funded 11/20/08, measure is within 60 days)</i>		
	Percent of projects under agreement within 180 days of Board funding	69%	40% <i>(board funded 11/20/08, measure is within 60 days)</i>		
	80 % of projects closed within <u>120</u> days of agreement end date	29%	67% (Recreation) 50% (Conservation)		
Manage salmon recovery investments	Percent of projects issued a project agreement within 120 days of Board funding	93%	0% <i>(board funding date was 12/13/08)</i>		
	Percent of projects under agreement within 180 days of Board funding	91%	0% <i>(board funding date was 12/13/08)</i>		
	80 % of projects closed within <u>120</u> days of agreement end date	35%	88%		
Provide efficient and effective administrative support	% projects submitting annual bill	78%	Moved to annual measure		
	Salmon projects: Percent of advances accounted for within 120 days of advance funding date	July -- 97% (32) August – 97% (38) Sept. -- 93% (44)	Oct. -- 84% (44)		
	% reports submitted on time	100%	100%		
	% increase in media coverage	9% since 2004	no update		
	100% of tier 1 priority policies updated	Query in Development	Query in Development		

-- Projects closed within 120 days of funding end date was changed to exclude backlog and account for projects closed early in Dec. 2008



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

February 2009

Item #3d: **Salmon Habitat Projects Conference**

Prepared By: Brian Abbott, Salmon Section Manager

Presented By: Brian Abbott, Salmon Section Manager

Approved by the Director:

Proposed Action: **Briefing**

Summary

The Salmon Recovery Funding Board's second conference for project sponsors is scheduled for April 15 and 16, 2009 at the Little Creek Conference Center in Shelton. The goals of the conference are to exchange information about successful projects funded by the Board, recognize the work performed by project sponsors, and explore ways to build better projects. The planning committee is making good progress and will provide the agenda to the board in February.

Background

In April 2007, the Salmon Recovery Funding Board (board) hosted its first conference for project sponsors. The conference was very successful, and sponsors asked for a second forum to learn what has worked, what has not, and how to improve the quality and cost-effectiveness of projects.

The board approved a second conference and established an organizing subcommittee with staff from several entities. The subcommittee set three goals for the conference:

- Create a forum for project sponsors to exchange information about successful salmon habitat protection and restoration projects funded by the board.
- Honor and appreciate the work performed by all board project sponsors.
- Expand the conference to a second day to explore in more detail "how to build better projects" and create a venue to share information about salmon recovery.

The subcommittee opted to keep registration cost as low as possible to encourage sponsors to attend. The cost of registration is \$80 for both days, and includes meals. The conference center is offering a hotel rate of \$70 for participants. Exhibitor cost also is a flat \$80. Registration is free for lead entity coordinators, presenters, panel members, and board members. The subcommittee expects that between 400 and 600 people will participate in the conference. Recreation and Conservation Office (RCO) staff sent out a save the date announcement in December.



Cost

Support staff to work on the logistics	\$15,000
Facility rental & meals	\$44,000
Materials and advertising	\$4,000
Total Cost	\$63,000
Registration (Estimated 400 @ \$80)	(\$32,000)

Next Steps

Recreation and Conservation Office staff will send a postcard and electronic announcements when we open registration in mid-February. The subcommittee expects to finalize the agenda by the end of January and will share it at the board meeting. Registration should open by mid-February. Board members are encouraged to attend.

Attachments

- A. Conference agenda (to be distributed at meeting)



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

February 2009

Item #3e: **2009 Grant Application for Federal Pacific Coastal Salmon Recovery Fund**

Prepared By: Kaleen Cottingham, Director

Presented By: Kaleen Cottingham, Director

Approved by the Director:

Proposed Action: Briefing

Summary:

The state's grant application for 2009 from the federal Pacific Coastal Salmon Recovery Fund is due to NOAA on February 17, 2009. The RCO on behalf of the state of Washington, in coordination with WDFW, governor's office and the tribes, will be submitting the grant application.

Background

In early January, RCO received notice from NOAA of the opportunity and deadlines for grant applications to the 2009 Pacific Coastal Salmon Recovery Fund (PCSRF). Although Congress has not yet approved 2009 PCSRF funding, NOAA is advancing this grant round so it can get the grant funds out to the states earlier. The NOAA grant criteria are very similar to 2008 and are based on the 2008 congressional appropriation level (\$67 million). If Congress appropriates more, NOAA would need to initiate a second grant application process. For the pending application, each state application is capped at \$25 million.

The deadlines for submittal are tight: pre-application was due to NOAA on February 2. The final application is due February 17.

As in past years, Washington's application will be submitted by RCO on behalf the SRFB, WDFW, Governor's Office, and the Tribes represented by NWIFC. The areas to be included in our grant are noted below as sections A, B, and C. Our application will also include our standard 3 percent administrative request. In addition, NOAA has required RCO to modify our PRISM database and indicated that we should cover all of the costs with PCSRF grant funds. We will be including 50 percent in this grant application, with the remainder covered by uncommitted 2008 PCSRF funds.

I recently pulled together the state, federal and tribal partners to discuss and agree on the elements of our application. Here are the numbers we have tentatively agreed to include in our grant application:



Section A: Habitat	\$17,524,040
• SRFB grants and process -- \$15,024,040	
• Monitoring (10% required) -- \$2,500,000	
Administrative Overhead 3%	\$750,000
PRISM Updates (as required by NOAA)	\$100,000
Section B: Salmon Enhancement (Hatchery Reform)	\$6,425,960
• Tribal portion -- \$2,599,455	
• WDFW portion -- \$3,826,505	
Section C: Hatchery R, M & E	\$200,000
Total PCSRF grant application	\$25,000,000
State Match (at least 33%)	\$8,250,000
Total	\$33,250,000

Sections A and B reflect the same level of funding requested in the 2008 PCSRF application, except for the PRISM update amount. In addition, the Section B request is distributed differently among the Tribes and the Department of Fish and Wildlife, with the Tribes requesting less for hatchery reform than they requested in 2008. It is an expectation by our federal funders that a portion of PCSRF funds be used to implement hatchery reform projects. The state and tribal fisheries co-managers have used these funds over the last several years to implement hatchery reform projects that are consistent with recovery goals for Washington State.

Next Steps

The draft grant application will be compiled by RCO staff shortly after January 28 and routed for review by our state and tribal partners. The draft will be submitted to NOAA on or before February 2. Based on any feedback from NOAA, the grant will be finalized, reviewed and submitted to NOAA on or before February 17. If approved, the funds should be available for the December 2009 grant round.

Salmon Recovery Funding Board
For the Period of July 1, 2007 - June 30, 2009, actuals through 01/12/2009 (fm19)
Percentage of biennium reported: 79.1%

	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
	new and reapp. 2007-2009	Dollars	% of budget	Dollars	% of budget	Dollars	% of comm.
<u>Grant Programs</u>							
<i>State Funded 01-03</i>	\$847,644	\$847,644	100%	\$0	0%	\$400,067	47%
<i>State Funded 03-05</i>	\$5,025,994	\$5,025,994	100%	\$0	0%	\$2,206,406	44%
<i>State Funded 05-07</i>	\$13,212,001	\$13,212,001	100%	\$0	0%	\$4,758,441	36%
<i>State Funded 07-09</i>	\$17,460,000	\$17,364,615	99%	\$95,385	1%	\$3,995,026	23%
State Funded Total	36,545,639	36,450,254	100%	\$95,385	0.3%	11,359,939	31%
<i>Federal Funded 2003</i>	\$7,232,109	\$7,232,109	100%	\$0	0%	\$7,232,109	100%
<i>Federal Funded 2004</i>	\$10,130,758	\$10,130,758	100%	\$0	0%	\$4,422,753	44%
<i>Federal Funded 2005</i>	\$10,447,210	\$10,447,210	100%	\$0	0%	\$2,328,985	22%
<i>Federal Funded 2006</i>	\$15,661,858	\$15,632,131	99.8%	\$29,728	0.2%	\$4,106,215	26%
<i>Federal Funded 2007</i>	\$21,257,330	\$21,257,330	100%	\$0	0%	\$3,070,954	14%
<i>Federal Funded 2008</i>	\$17,082,500	\$16,723,072	98%	\$359,427	2%	\$0	-
<i>Federal Funded 2008 Monitoring</i>	\$5,712,500	\$5,712,500	100%	\$0	0%	\$0	-
Federal Funded Total	87,524,266	87,135,111	99.6%	\$389,155	0.4%	21,161,016	24%
Lead Entities	3,412,598	3,412,598	100%	-	0%	951,923	28%
Forest & Fish	8,403,387	8,403,387	100%	-	0%	3,343,662	40%
Puget Sound	39,527,500	38,812,945	98%	714,555	2%	4,980,057	13%
Family Forest Fish Pass Prog	8,543,400	6,900,645	81%	1,642,756	19%	5,251,292	76%
Sub Total Grant Programs	183,956,790	181,114,939	98%	2,841,851	2%	47,047,888	26%
<u>Administration</u>							
SRFB Admin/Staff	4,349,981	4,349,981	100%	-	0%	2,493,045	57%
Technical Panel	400,000	400,000	100%	-	0%	375,009	94%
Sub Total Administration	4,749,981	4,749,981	100%	-	0%	2,868,054	60%
Grant and Administration Total	\$188,706,771	\$185,864,920	98%	\$2,841,851	2%	\$49,915,941	27%

note: Activities such as Smolt Monitoring, Effectiveness Monitoring, Regional Funding are combined with projects in the state and federal funding lines above.

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STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

February 2009

Item #3f: Management Status Report - Budget

Prepared By: Mark Jarasitis, Chief Financial Officer

Presented By: Kaleen Cottingham, Director

Approved by the Director:

Proposed Action: Briefing

Summary

The attached financial reports reflect Salmon Recovery Funding Board (board) activities as of January 20, 2009.

The available balance for salmon state and federal grants is \$484,520. Of the funds to be committed, the Board's balances are as follows:

- federal balance: \$389,155
- state balance: \$95,385

In part, these balances reflect the latest board funding decisions, which allocated less than the \$20 million anticipated. Other sources for this balance are funds previously held for board decision for possible contingent use, and recent "closed short" (unused) grant funds. This balance is available for cost increases, providing a year-round review panel, and other uses.

The available balance for Puget Sound Acquisition and Restoration (PSAR) is \$714,500. Most of these funds will be used for one salmon recovery region – the Skagit Watershed Council – when the region completes the required construction reserve policies in regards to match. The remainder (\$96,000) is available for cost changes.

Funds available for the Family Forest Fish Passage Program are \$1,642,000. We project these funds will be fully obligated by the end of March 2009.

Attachments

- A. Salmon Recovery Funding Board Budget Summary



**Item 3G, Legislative Update
will be provided at the meeting**