

Meeting Date: December 2011
Title: Proposed Administrative Changes to Manual 18 for 2012 Grant Cycle
Prepared By: Brian Abbott, Section Manager
Approved by the Director:



Proposed Action: Decision

Summary

Recreation and Conservation Office (RCO) staff proposes the Salmon Recovery Funding Board (board) approve administrative revisions to [Salmon Recovery Grants Manual 18: Policies and Project Selection](#). These revisions incorporate comments submitted by lead entities in their semi-annual progress reports, suggestions from the board's technical review panel, and board staff suggested clarifications and updates.

Adopting these revisions into Manual 18 at this time would allow lead entities and regions to use a final version of the manual for developing their projects and processes from the start of the 2012 grant round.

Staff Recommendation

Staff recommends that the Salmon Recovery Funding Board (board) adopt the Manual 18 administrative changes, beginning with the 2012 grant round.

Proposed Motion Language

- Move to adopt the Manual 18 administrative changes as presented.

Background and Analysis

The administrative changes that staff recommends (Attachment A) are the result of input gathered from a variety of stakeholders including regional organizations.

- Lead entities recommended changes in their semi-annual progress reports.
- The board's 2011 technical review panel made recommendations based on the recent grant round.
- RCO staff provided suggestions based on their experiences during the 2011 grant round.

The most significant changes will be in the grant round schedule (see Attachment B) and in *Appendix D, Restoration Design Phases and Deliverables*.

- The changes to the grant round schedule will provide more time for RCO staff and the Review Panel to complete their work, and the full Review Panel will be able to select projects they would like to hear more information on at the Regional Area Meeting. The changes also will streamline the process by eliminating one feedback loop after final applications.
- The update to Appendix D will clarify project deliverables for design and restoration projects.

Potential Policy Changes

Staff also is proposing that the board adopt policy changes to *Appendix B, SRFB Amendment Request Authority Matrix*, as described in memo 7B.

Staff also would like the board to be aware of two other issues that may require action in 2012, as follows.

- Monitoring – Lead entities asked that the board consider allowing monitoring to be considered as match. After more discussion, lead entities decided to form a small workgroup and develop detailed recommendations in 2012.
- State Owned Aquatic Lands – The Washington Department of Natural Resources is working with RCO to develop a process for working with sponsors who have projects on state owned aquatic lands.

Next Steps

Staff will highlight some of the proposed changes at the December board meeting. If the changes are approved by the board, staff will update the manual accordingly, and make it available for use beginning on January 6, 2012.

Attachments

- A. 2012 Manual 18 Update – Summary Sheet
- B. 2012 Grant Round Schedule

Attachment A: Manual 18 Updates For 2012 Grant Round – Summary Sheet

Section of Manual	Issue	Notes
Schedule	<p>Update timeline for 2012 - Application due date August 24th.</p> <ul style="list-style-type: none"> The schedule keeps the optional early submittal date of August 10, which was added last year. RCO staff review the application for missing elements or incomplete information and provide feedback before the application deadline. Another key change is that the timing of the review panel and regional meetings has changed (see next item). 	<p>Attached "A" is the proposed schedule from Manual 18.</p> <p>Adjustments to the schedule might be made following a review with lead entities and regions.</p>
Schedule; Regional Area Meeting	<p>During the last two grants rounds, the short timeline has made it difficult for RCO staff and the review panel to process all of the applications and select which projects should be discussed in greater detail at the Regional Area Meeting.</p> <p>To fix this, we moved the review panel meeting back to October 1 and 2 and moved the regional area meeting ahead by four weeks to the week of October 22.</p>	
Section 1	Update staff contact list	Update
Section 1	Informational Workshops – Add Web X meeting option. Also added same information in later sections.	Update
Section 2	Update Aquatic Habitat Guidelines (AHG) web site address	Update
Section 2 State Owned Aquatic Lands	Provide background on state-owned aquatic lands and the process for obtaining permission from WDNR to implement restoration projects on their lands	Needed to clarify new process and responsibilities.
Section 2 New requirement	Require previously-funded deliverables to be completed at the time of technical review. For example, if a design grant was funded and the construction phase is being applied for, then the completed product from the design grant must be in-hand.	Lead entity suggestion
Section 4 Evaluation Proposal	For restoration projects, add additional questions about project design, construction supervision, and plan for as-built drawings where applicable. Additional detailed provided will help local and the state Review Panel understand in more detail how the sponsor plans to implement the project.	This will reduce duplication in some of the questions; for example, we would eliminate the project summary, which is already in the PRISM project description field.

Section of Manual	Issue	Notes
Section 6	Habitat Work Schedule – Update Manual 18 language to reflect the procedure for entering projects in the HWS and PRISM.	
Section 7	Update contacts in Permits section.	Update
Appendix A	Update Salmon Recovery Contacts	Update
Appendix B	SRFB Amendment Request Authority Matrix – Update the 2005 matrix and streamline decision making. RCO staff is proposing that the SRFB delegate decision making to the RCO Director, retain the subcommittee in an appellate role or to address complex issues at the discretion of the director.	RCO staff working on some options and will bring this policy issue to the board
Appendix D	Rewrite Appendix D to clarify the requirements on project deliverables and provide guidance for conceptual design, preliminary design, final design, and construction management. These deliverables would apply to all projects designing or implementing restoration work.	
Appendix P	Puget Sound Acquisition and Restoration Funds – Working with PSP to update and include policy on returned funds.	Clarify how PSAR returned funds are redistributed
Appendix R Checklist	If changes are made to Appendix D, the checklist will need to be updated.	
PRISM Application Questions (not in manual, but key part of process)	Clarify existing questions and add new questions in the PRISM application tab called “questions.” <ul style="list-style-type: none"> • Cultural resources (Clarify) • State Owned Aquatic Lands (Add) • Match timing (Clarify) • Restoration – Designer and Construction Management (Add) 	Questions will be added to help identify State Owned Aquatic Lands. Questions will be added to provide more detail on the sponsors plan for design and construction management (two key elements to a successful project)
PRISM Questions	Add a question in PRISM where the applicant identifies the recovery plan priority actions addresses by the proposed project. (Note this question is currently in the project evaluation proposal)	Lead entity suggestion. Staff will analyze whether this question should be in PRISM rather than the project evaluation proposal.

Attachment B: 2012 Grant Schedule

Date	Phase	Description
January–June 15	Technical review (required)	Recreation and Conservation Office (RCO) staff and review panel members meet with lead entities and grant applicants to discuss project ideas and visits sites. Scheduling starts January 16 th . Please reserve and confirm your dates early. Site visits must be completed before June 15 th 2012.
January–June 1	DUE DATE: Project pre-application materials due (required)	Project sponsors enter project review materials in PRISM for the SRFB Review Panel. This step should be completed as early as necessary to fit lead entities' schedules. Complete project review materials are required to secure a site visit by the review panel. Complete or near complete PRISM applications are recommended.
February–June	Application workshops (on request)	RCO staff offer application workshops or web-based meeting/conference call, on request, for lead entities. The lead entity coordinator shall schedule with the appropriate RCO grants manager.
February–June 30	SRFB review panel completes initial project review forms	Two weeks after visiting projects, the review panel will post comments in SharePoint for lead entities and grant applicants. The review panel will "flag" projects that it believes would benefit from additional review at the regional area project meeting.
July 6	DUE DATE: Response to initial project review forms due	Grant applications updated to address Review Panel concerns from initial site visit and review. Sponsors attach their responses to review panel comments in PRISM.
July 12	Review panel meeting	Review panel discusses "flagged" projects and updates the review forms. Panel will meet either in person or via conference call to provide full panel feedback on "flagged" projects.
July 26	SRFB review panel updates project review forms	Two weeks after the July 6 th review panel meeting, the review panel will post comments in SharePoint for lead entities and grant applicants. Grant applicants should update their applications to address any review panel concerns and attach their responses to review panel comments in PRISM with their application.
August 10	Optional early due date	Lead entities may choose an early submittal option of August 10 th . This will allow RCO staff more time to review applications and more time for the Review Panel to do its work.
August 24	DUE DATE: Applications due Lead entity submittals due	Application materials, including attachments, must be submitted via PRISM by August 24. Lead entities without regional organizations submit responses to the information questionnaire. (Appendices N and O)

Date	Phase	Description
August 24-September 7	Grant manager review	All applications are screened for completeness and eligibility. If applications are submitted in PRISM before August 24, RCO staff can make them available to the review panel earlier.
September 7	Application materials made available to review panel in SharePoint and Habitat Work Schedule	RCO staff forwards all application information to review panel members for evaluation.
September 14	DUE DATE: Regional submittal	Regional organizations submit their recommendations for funding and responses to the information questionnaire. (Appendices N and O)
October 1-2	SRFB review panel meeting	Review panel meets to discuss projects. They will consider application materials, site visits, and all received responses to comment forms in order to complete the post-application status of each project.
October 5	SRFB review panel updates project review forms	After the October 1 st meeting, the review panel will post comments in SharePoint for lead entities and grant applicants. Projects identified as "conditioned" or "POC" are recommended to provide responses to the review panel and have further discussion at the regional area meeting.
October 18	DUE DATE: Response to comment forms	For projects that are "conditioned" or identified as a "POC" the grant applicant should provide a final response to review panel comments. Grant applicants should post their responses on PRISM or send them to their grant manager.
October 22-25	Regional area project meetings	Regional organizations and lead entities present all projects on the list to the review panel, with a key emphasis on projects identified as "conditioned" or "POC" by the review panel.
October 31	Review panel finalizes comment forms	The review panel will finalize comment forms by considering application materials, site visits, sponsor's responses to comments, and presentations during the regional area meeting.
November 16	Final 2011 grant report made available for public review	The final funding recommendation report is available for public review.
December 6-7	Board funding meeting	Board awards grants. Public comment period available.