

## Request for Proposals

The Puget Sound Steelhead Distinct Population Segment (DPS) was listed as Threatened under the Endangered Species Act in 2007, yet a recovery plan has not been developed to date. The Salmon Recovery Funding Board (SRFB) allocated funding in 2011 to help address this need, with a particular interest in products that could serve as the building blocks of a recovery plan and articulate watershed-scale strategies and actions that will advance steelhead recovery. The remainder of this announcement describes the process by which these SRFB funds will be allocated, toward the primary goal of developing watershed-scale components of a Puget Sound steelhead recovery plan.

The request for proposals process will begin with a letter of interest, through which applicants will be evaluated for their capacity to complete a watershed-level recovery plan framework containing the types of information described in further detail below. Successful applicants will then be invited to submit a full proposal. Applicants may be Tribes, non-profit organizations, salmon recovery Lead Entities, Regional Fisheries Enhancement Groups, local governments, state agencies, or federal agencies. Successful applicants will:

- Have excellent connections and demonstrated experience with co-managers and other entities working to implement watershed-based salmon recovery plans;
- Have a history of successfully facilitating, completing and/or implementing similar conservation and/or recovery plans;
- Demonstrate knowledge of, and access to, watershed-level data of sufficient quality to inform watershed and/or DIP-based recovery planning, including the development of strategies and early actions; and
- Articulate a project concept that captures the six types of information described below:
  1. A clear articulation of recovery goals for Puget Sound Steelhead Distinct Individual Populations (DIPs) within the watershed;
  2. A list of key attributes and indicators (measures) by life-cycle stage (e.g. egg to fry) needed to identify population levels, and support habitat and management conditions related to and relevant for steelhead recovery and delisting under the Endangered Species Act;
  3. A ranking of the greatest threats/pressures to these key attributes within the watershed, in addition to documentation of the methodology that was used to determine threats and pressures, and their relative rankings;
  4. An identification and ranking of the most important data gaps related to population condition, distribution, sensitivity to environmental and anthropogenic conditions and disturbance for Puget Sound steelhead at each life-cycle stage within the watershed;
  5. An articulation of connections between existing actions identified in the Puget Sound Chinook, Hood Canal Summer Chum and other Recovery Plans, the Puget Sound Action Agenda and current Hatchery and Harvest Management Plans, and an evaluation of the adequacy of those actions for recovery of Puget Sound Steelhead when compared with highest ranked known threats to steelhead; and
  6. An articulation of the gaps in Chinook and Summer Chum Recovery Plans and the Puget Sound Action Agenda for habitat, harvest and hatchery with respect to needs articulated for Puget Sound Steelhead in the work described above, and development of recommendations to address those missing or under represented management actions.

Ultimately, the project team expects to award between two and five grants up to a maximum of \$87,500 per grant. The number of grants awarded – and amount of funding distributed per grant – will depend on the number and quality of proposals received. The project team anticipates that these grants will lead to components of a full recovery plan for Puget Sound steelhead, but much additional work and coordination will be necessary to complete the recovery plan.

# Steelhead Recovery Planning Instructions for Letter of Interest

(\*) Items marked by an asterisk are required

## Grant Information Sheet

### Organizational Information

Organization Name\*

EIN/Tax ID\*

City\*

State/Province\*

Type\*

### Primary Contact Information

Name\*

Position Title

Address\*

Phone\*

Email\*

### Project Information

Grant Amount Being Requested\*

Matching Amount Proposed (note: match is not required)\*

Projected Grant Start Date\*

Projected Grant End Date (note: desired period of performance not to exceed one year)\*

Project Title/Name\*

Two Sentence Project Summary\*

Project Location Description\*

### Matching Contributions

For each matching contribution, the following information is requested:

Matching Contribution Amount

Matching Contribution Type

Matching Contribution Source

Matching Contribution Source Type

Matching Contribution Status

Matching Contribution Description/Notes

## Pre-Proposal Narrative\*

*Writing Instructions: Please provide a one- to two-page narrative that elaborates on how your project intends to meet the project goals and objectives described above, including Puget Sound Steelhead Technical Recovery Team- identified populations addressed (available at <http://www.nwr.noaa.gov/Salmon-Recovery-Planning/Recovery-Domains/Puget-Sound/PS-stlhd.cfm>); and expected products. Please also provide a narrative of no more than two pages describing key project staff and their qualifications. NOTE: page limits do not include the "Grant Information Sheet" section above.*

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## Review Process

The information above must be received via email to [tristan.peter-contesse@psp.wa.gov](mailto:tristan.peter-contesse@psp.wa.gov) no later than 5pm (P.S.T) on July 6, 2012. Responses received after the due date and time will not be given further consideration. The review process will be conducted via the following steps:

1. PSP project staff review letters of interest for completeness
2. Letters of interest are reviewed by the Review Committee, consisting of Recovery Council members assigned to a Steelhead Subcommittee
3. The Subcommittee meets and evaluates each letter of interest
4. Selected applicants are invited to submit a full proposal, based on letter of interest ranking
5. The Subcommittee meets and evaluates each full proposal
6. The Subcommittee makes funding recommendations to the full Puget Sound Salmon Recovery Council, based on proposal ranking
7. PSP project staff review recommendations
8. Funding decisions are made, and notices are sent to applicants

Proposals will be evaluated according to the following criteria:

### *Criteria 1: Responsiveness of proposal to Request for Letters of Interest (RFLI)*

- To what extent will the proposed work result in a product containing one of the six categories of information/data requested in the RFLI (described on page 1, above)? (40% weighting)
- To what extent will the proposed work result in a product containing more than one of the six categories of information/data requested in the RFLI (described on page 1, above)? (10% weighting)

### *Criteria 2: Likelihood of success*

- What is the likelihood that the applicant has sufficient resources to complete the work as proposed? (10% weighting)
- To what extent do the applicant's proposed methods demonstrate the applicant's competence to complete the work as proposed? (10% weighting)
- To what extent does the applicant propose to involve relevant stakeholders (e.g. co-managers, Lead Entities for salmon recovery) in the watershed? (10% weighting)

### *Criteria 3: Cost effectiveness*

- How effective is the work being proposed in context of the total project budget? (10% weighting)
- In terms of funds and resources leveraged, how cost effective is the overall project? (10% weighting)

## Calendar of Events

NOTE: Schedule after 7/12 is approximate

6/18/12: Request for letters of interest posted

7/6/12: Letters of interest due

7/9-7/11: PSP project staff review letters for completeness before forwarding to the Steelhead Subcommittee

7/12: Letters submitted to the Steelhead Subcommittee to be evaluated

Shortly after 7/26: Notices sent to applicants

8/15: Full proposals due from successful applicants

8/15-8/17: PSP project staff review proposals for completeness before forwarding to the Steelhead Subcommittee

8/20: Proposals submitted to the Steelhead Subcommittee to be evaluated

9/27: Puget Sound Salmon Recovery Council reviews Subcommittee recommendations

## Steelhead Recovery Planning Instructions for Letter of Interest

Shortly after 9/27: Notices sent to applicants  
10/1-10/15: Grant contracts written and executed

### **Contact**

Please contact Tristan Peter-Contesse with the Puget Sound Partnership at [tristan.peter-contesse@psp.wa.gov](mailto:tristan.peter-contesse@psp.wa.gov) or 360-464-2002 with any questions.