

TO: Puget Sound Watershed Leads  
FM: Puget Sound Partnership  
RE: 2011 Three-Year Work Plan/Program Guidance

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The following provides guidance on the process, development, and review of the three-year work plan/program updates. The purpose of the work program update is four-fold: 1) to provide a forum for watershed groups, the Recovery Implementation Technical Team (RITT), and Puget Sound Partnership (PSP) staff to discuss the work, status, and needs of salmon recovery in each salmon recovery watershed chapter and regionally; 2) to have a tool that documents the work, status, and needs of salmon recovery per each salmon recovery watershed chapter for the next three years that can be rolled up into a regional statement of the funding and capacity needs, current status, and existing work underway; 3) to be a tool for identifying priority projects for current and future funding opportunities; and 4) to document changes in the implementation of each salmon recovery watershed chapter.

This guidance is divided into two parts: Part 1 provides a general format for the work plan/programs, including a spreadsheet and narrative, as well as questions for reviewers; Part 2 provides general guidance for the three year work plan/program, including the draft schedule, Habitat Work Schedule (HWS) tool, and overarching terms and concepts.

## **PART 1: Format**

### **❖ Key elements of the three year work plan/program**

Salmon recovery involves a complex set of actions and interactions that are both directed by the Recovery Plans and by the reality within each watershed. The three year work plan/program is one tool used to reflect those complex interactions.

The RITT and PSP liaisons are available, at the watershed's discretion, to assist with the development of the work plan/program updates. This assistance can take different forms, including discussions of the questions associated with the three year work plan/program and/or priority or sequencing of actions within a watershed. These meetings can also form the base of watershed responses to the questions associated with the work plan/program.

Please include the following two main components into your three year work plan/program update:

1. A spreadsheet of priority projects and programs that can be started within three years (2011, 2012, 2013). The HWS can be used, *based on how the watershed's HWS is structured*, to produce information that includes the following broad categories:
  - a. Capital and non-capital activities/projects for habitat protection and restoration, harvest, hatchery and hydropower management, as well as education and outreach, research, and monitoring activities;

## 2011 Three-Year Work Program

- b. Project information and how it relates to the Recovery Plan;
- c. Project status; and
- d. Project costs

*An example of the excel spreadsheet expected is attached, with associated color coding examples to indicate status of projects.*

2. A narrative: The three-year work plan/program updates should include a narrative to describe the progress, changes, and status of recovery implementation and your work program since the previous year's update. These narratives can be a summary. Some questions may not be answerable at this time, please note where you cannot answer the questions.

### **Watershed Questions to answer for Three-Year Work Programs for Narrative**

#### *Consistency Question*

1. What are the actions and/or suites of actions needed for the next three years to implement your salmon recovery chapter as part of the regional recovery effort? (A template spreadsheet with general categories is provided to identify which actions and/or suites of actions are needed. Please note that you can use the HWS to produce a list of habitat actions)

#### *Pace/Status Question*

2. What is the status of actions underway per your recovery plan chapter? Is this on pace with the goals of your recovery plan?
3. *An excel document is attached which includes a spreadsheet called 'PSP Staff Work - Watershed Goals.'* This spreadsheet will be filled out by PSP staff based on your watershed chapter plan to identify the 10-year recovery goals & objectives. PSP staff will send each watershed this information in preparation for the three-year work plan update process. This spreadsheet is to help track progress (and changes) toward recovery goals. What is the general status of implementation towards your habitat restoration, habitat protection, harvest management, and hatchery management goals? Progress can be tracked in terms of 'not started, little progress, some progress, or complete' or in more detail if you choose.

#### *Sequence/Timing*

4. What are the top implementation priorities in your recovery plan in terms of specific actions or theme/suites of actions? How are these top priorities being sequenced in the next three years? What do you need to be successful in implementing these priorities?

#### *Next Big Challenge*

5. Do these top priorities reflect a change in any way from the previous three-year work program? Have there been any significant changes in the strategy or approach for salmon recovery in your watershed? If so, how & why?
6. What is the status or trends of habitat and salmon populations in your watershed?

7. Are there new challenges associated with implementing salmon recovery actions that need additional support? If so, what are they?

## ❖ **Technical and Policy Review**

The RITT and the Recovery Council Work Group, along with PSP staff, will provide a technical and a policy review of each watershed's three year work plans/program. These reviews will assess consistency of the three year work plan/program's suites of actions with the Puget Sound Salmon Recovery Plan strategies and goals. These reviews will also provide constructive feedback intended to advance the implementation of the recovery plan locally and regionally. The RITT and Recovery Council Work Group will use the following questions for this review.

1. RITT review questions:
  - 1) *Consistency question:* Are the suites of actions and top priorities identified in the watershed's three year work plan/program consistent with the hypotheses and strategies identified in the Recovery Plan (Volume I and II of the Recovery Plan, NOAA supplement)?
  - 2) *Pace/Status question:* Is implementation of the salmon recovery plan on-track for achieving the 10-year goal(s)? If not, why and what are the key priorities to move forward?
  - 3) *Sequence/Timing question:* Is the sequencing and timing of actions appropriate for the current stage of implementation?
  - 4) *Next big challenge question:* Does the three-year work plan/program reflect any new challenges or adaptive management needs that have arisen over the past year?
2. Recovery Council Work Group review questions:
  - 1) *Consistency question:* Are the suites of actions and top priorities identified in the watershed's three year work plan/program consistent with the needs identified in the Recovery Chapter (Volume I and II of the Recovery Plan, NOAA supplement)? Are the suites of actions and top priorities identified in the watershed's three year work plan/program consistent with the Action Agenda?
  - 2) *Pace/Status question:* Is implementation of salmon recovery on-track for achieving the 10-year goals?
  - 3) *What is needed question:* What type of support is needed to help support this watershed in achieving its recovery chapter goals? Are there any changes needed in the suites of actions to achieve the watershed's recovery chapter goals?
  - 4) *Next big challenge question:* Does the three-year work program reflect any new challenges or adaptive management needs that have arisen over the past year either within the watershed or across the region?

## **PART 2: General Guidance**

**1) DRAFT Timeline**

- January – May 13<sup>th</sup>: Watershed Groups Update work program
- May 13<sup>th</sup>: Submit work program update to PSP
- May 16<sup>th</sup> – June 10<sup>th</sup>: Review process by PSP, RITT, Work Group
- June 10<sup>th</sup> – July 30<sup>th</sup>: Review comments prepared for dissemination & meetings held
- August 12<sup>th</sup>: Project deadline for RITT consistency check
- August 26<sup>th</sup>: SRFB deadline
- September: RITT review deadline for SRFB
- October: PSP presents to SRFB on projects
- December: funding decisions by SRFB

**2) Habitat Work Schedule**

The Habitat Work Schedule now includes a tool to translate projects in the HWS into the template developed for the three-year work plan. This is an option for watersheds as they update their 2011 template.

❖ **Common concepts, terms, and approaches**

- Three-year work plan/program is an important evolving planning tool:. The three-year work plan/program should be viewed as an important tool to plan, finance, and adaptively manage implementation.
- Capital and non-capital needs: Capital projects include habitat protection and restoration projects, harvest and hatchery actions, and H-Integration/Coordination actions. Non-capital programs encompass watershed needs such as monitoring, science, feasibility assessments, outreach and education, and coordination.
- Projects and programmatic actions: Lists should include specific projects where possible, but if and when necessary, watersheds can describe the approach more generally (i.e. x, y, z properties or acquisition of 300 acres). As projects/programmatic actions become clearer, please identify them individually.
- Scope of work plan/program: The three-year work plans/programs are intended to identify and reflect the pace necessary to enable your watershed to meet its 10-year implementation objectives. Since the work plans/programs are intended to help leverage funds from multiple funding sources, it is anticipated that they will include more projects than you expect to submit for SRFB or for the regional biennial budget request.
- Prioritizing actions: Capital and programmatic actions reflect the most important watershed priorities to start or remain on a recovery trajectory and also the likely timing/sequencing of the projects. Activities or projects can be clustered into a group to indicate where a combined set of actions or projects belong in a sequence.
- Chinook vs. multi-species priorities: The RITT will evaluate the work plans/programs against the Puget Sound Salmon Recovery Plan, Volumes I and II, the Federal Supplement, and related technical documents and

guidance. It will be important to identify those actions that benefit both Chinook and other species.

- Pace of implementation: The pace of the three-year work plan/program should reflect what it will take to achieve the 10-year objectives in the Recovery Plan, which in turn are the set of actions that were identified to achieve the recovery goals (reference watershed goals spreadsheet). You should also identify the non-capital needs to help build local capacity to increase the pace of implementation over time.
- Level of detail concerning projects: The RITT does not need complete proposals or committed project sponsors to do a review. The expectation is that details will be added and updated annually as projects develop over time. However, detailed project information will be required for funding requests such as SRFB, which involves a thorough technical/feasibility review process.
- Sequencing Principles: The following are some biological principles and regional considerations to consider in sequencing actions for the three-year work plans/programs:
  - o *Biological Principles*:
    - Priorities in the watershed recovery strategy (both capital and non-capital)
    - Integration of management actions across habitat restoration, habitat protection, and hatchery, harvest, and hydropower management, to the best extent possible.
    - Consistency with the Technical Review Team/RITT guidance and technical comments on your previous three-year work plan/program updates
    - Logical and defensible sequence of actions (e.g. downstream culvert removal before upstream restoration).
  - o *Regional Considerations*:

Much of our success at the Puget Sound ESU scale will depend on continued communication of this annually updated work plan/program. With this in mind, watershed lists should also attempt to showcase the following characteristics:

    - Regional momentum and public support
    - Maximized benefits for recovery
    - Strong community and stakeholder engagement