

2013 THREE YEAR WORKPLAN/PROGRAM GUIDANCE

The goals of the work program update include: 1) provide a format for watersheds to describe the current hypotheses that inform the recovery plan, the strategies based on those hypotheses, and to identify the near term actions needed for implementing the strategies; 2) allow for consistent documentation of changes to the Recovery Chapters (since 2005) among all chapter areas; 3) support the work of developing monitoring and adaptive management plans in all watershed chapter areas; and 4) allow for watershed chapter areas and the Puget Sound region (e.g. Puget Sound Partnership, Recovery Council and the Recovery Implementation Technical Team) to articulate priorities for implementation.

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 schedule and overarching terms and concepts.

Given that watershed chapter areas will be focusing efforts on development of monitoring and adaptive management (M&AM) plans over the next two years, the 3YWP process has been significantly scaled down for 2013. It is anticipated that the M&AM work will eventually replace much, if not all, of this process.

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 Workplan/Program (3YWP) is one tool to reflect those complex interactions.

The RITT and Recovery Council as well as the 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 3YWP 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.

The following two components should be included in your update:

1. A spreadsheet of priority projects and programs that can be started within the next three years (2013, 2014, 2015). The HWS can be used, *based on how the watershed's HWS is structured*, to produce information that includes the following broad categories:

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- 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;
- b. Project information in terms of progress toward recovery (e.g. type, metrics);
- c. Project status; and
- d. Project costs, including total cost, amount currently secured, and amount needed.

Note that there have been no changes to the project/activity list since 2008. Watershed chapter areas can update the project/activity list submitted for 2012. PSP staff will be working with their watershed chapter areas to encourage inclusion of certain components.

2. A narrative: The 3YWP updates includes a narrative to describe the progress, changes, and status of recovery implementation and your work program since the 2012 update. Where appropriate, please answer questions from both a technical and policy perspective. In some cases, answers to the questions may be simply to communicate that this information is not yet known. Where you are unable to answer a question, indicate the reason and if there is a timeframe within which you might be able to answer (e.g. potential barriers could include technical questions that are unanswered, inability to contact the source of information, lack of clarity on question, etc.)

Questions for Watershed to Answer for Three-Year Work Program Narrative:

I. Context (1/2-1 page):

1. Provide a brief overview of the characteristics of your Chinook Salmon Recovery area.¹ Refer to the checklists and other content developed for the 2012 Salmon Recovery Council conference and work with your PSP liaison to summarize this information. These are posted at the website below or available from PSP staff: http://www.mypugetsound.net/index.php?option=com_docman&task=cat_view&gid=584&Itemid=238
2. Describe the process for developing your 3YWP narrative and project/activity list. Who are the stakeholders involved and what are their roles? Are harvest and hatchery managers involved in your planning group or have they had an opportunity to comment or consult on your 3YWP?

II. Background/Planning/Logic of the Recovery Chapter (1-2 pages):

1. What are the recovery goals for your watershed for Chinook salmon? Include information on both population goals (VSP parameters) and habitat goals.
2. What is the current strategy to accomplish the recovery goals and what assumption(s) is this strategy based on?

¹ This should also include the Summer Chum chapter area as part of securing PSAR funds.

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3. What new knowledge or information has changed your strategy, assumptions or hypotheses since your recovery chapter was written?
4. How is the sequencing and timing of actions or projects done in such a way as to implement the strategy as effectively as possible?

III. Plan and Gaps (2-3 pages):

1. What are the obstacles or barriers for implementing monitoring and adaptive management? Where could you use support for development of your M&AM plans?
2. Considering all actions affecting salmon recovery in the watershed, is the Chinook salmon resource likely to be closer to, or further from, the recovery goals ten years from now as it is today?

❖ **Technical and Policy Review**

The RITT will provide a technical review of each 3YWP. These reviews will assess consistency of the 3YWP suites of actions with the Puget Sound Salmon Recovery Plan strategies and goals as well as provide constructive feedback intended to advance the development of the monitoring and adaptive management work.

RITT Review Questions:

I. Consistency:

1. Is the plan's current strategy either substantially the same as documented in the Recovery Plan (Volume I and II of the Puget Sound Chinook Recovery Plan plus NOAA supplement) or well supported by additional data and analysis?
2. Is the sequence of actions identified in the 3YWP consistent with the current hypotheses and strategies?

II. Sequence/Timing:

1. Are actions sequenced and timed appropriately for the current stage of implementation?

Recovery Council Work Group Review Questions:

The policy review is being cut for 2013 in anticipation that the watersheds will work closely with the SRC on the five areas of focus identified at the 2012 SRC Conference: Lack of Monitoring and Adaptive Management Plan; Lack of Funding; Regulatory Loopholes; Lack of Authorizing Barriers; and Permitting Issues.

PART 2: General Guidance

❖ **Timeline***

- February – May: Development of 3YWPs
- May 15th: Watershed chapter areas submit 3YWPs to PSP

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- May 15th: Full applications due for PSAR early action projects **If considering early action PSAR, please alert PSP staff*
- May – June: RITT and PSP 3YWP review
- January – June: SRFB Technical Review
- June 28th: Finalize 3YWP reviews and submit to watershed chapter areas
- Early July: RITT consistency check for early action PSAR projects
- Late July: RITT consistency check for SRFB and non-early action PSAR projects
- Late July/Early August: Funding decision on early action PSAR projects
- July – December: Meetings to discuss reviews as part of M&AM process
- August 16th: SRFB applications due to PRISM
- September 6th: Regional submission of recommendations for SRFB funding
- September 23rd-26th: SRFB review panel
- October 28th-31st: Regional area project meetings
- November 12th: Lead entities submit F1 and F2 forms
- December 4-5th: Funding decisions by SRFB

Additional SRFB deadlines available at:

http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf

** Will be updated via email as needed.*

❖ **Common Concepts, Terms, and Approaches**

- Evolution of 3YWP: 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. As they also 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.
- Prioritization of 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 combined sets 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.

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- 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 (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: *Including information on total cost, funding secured and funding needed for the projects is a critical component of the project list.* 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. 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 for sequencing actions for the three-year work plans/programs:
 - *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; and
 - Logical and defensible sequence of actions (e.g. downstream culvert removal before upstream restoration).
 - *Regional Considerations*:
 - Much of our success at the Puget Sound ESU scale will depend on continued communication of this annually updated work plan/program and the monitoring and adaptive management work. With this in mind, project/activity lists should also attempt to showcase the following characteristics:
 - Regional momentum and public support;
 - Maximized benefits for recovery; and
 - Strong community and stakeholder engagement.