

Columbia River Salmon and Steelhead Endorsement Recreational Anglers Board
Application for Funding

Applicants: Washington Department of Fish and Wildlife and Columbia River Salmon and Steelhead Endorsement Recreational Angler Board

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Proposal Title: Columbia River Salmon and Steelhead Endorsement Fund Process Manual - **renewal**

Type of Proposal: Administrative

Date of Submission: 12/21/2015

Effective Period of Funding: First year proposed activities April 1, 2016 through July 31, 2016. Timing of annual activities needed thereafter to be determined.

Amount of Funding Requested: \$32,099 for the first year

Activity to be Funded: To responsibly direct the Columbia River Salmon and Steelhead Endorsement funds, the Columbia River Salmon and Steelhead Recreational Angler Board needs a process that yields consistent decisions that meet the needs of the recreational angler, the Washington Department of Fish and Wildlife, and the Legislation that created the fund, ESSB 5421. The limited funding available through the endorsement fee structure requires a process that is open to public review, responsible to the legislation that created it, and implementable by the WDFW for the benefit of the recreational angler. This proposal is to create a process manual that describes the process in which projects are proposed, vetted, prioritized, approved and implemented.

Background:

To all of the anglers, Angler Associations, and Washington Department of Fish and Wildlife (WDFW) managers and staff of the Columbia River and its tributaries who have taken on the challenge of demonstrating that we can channel our collective energy, resources, and wisdom to protect, restore, and create new angling opportunities for the recreational angler while meeting salmon and steelhead recovery goals and sustaining local economies within the Columbia River Basin and its tributaries:

The State of Washington's Columbia River Salmon and Steelhead Endorsement (CRSSE) funds support the creation, funding, and implementation of projects that maintain and create new recreational angling opportunities for the public on the mainstem Columbia River and its tributaries. These projects are compatible with the state-wide goals for salmon and steelhead recovery. To ensure that the projects that are funded address the highest priority needs of the resource and are supported by local communities, the project proposals are vetted through an intensive review process by the Columbia River Salmon and Steelhead Recreational Anglers Board (CRSSRAB). This board is appointed by the Director of the WDFW through recommendations by WDFW fish program staff. This review process for project is lead by the WDFW staff and approved by the CRSSRAB. CRSSRAB is made up of a citizen board which represents all WDFW geographic regions which contain portions of the Columbia River and its tributaries, Regions 1, 2, 3 and 5. WDFW staff work with the project sponsors to solicit and develop project proposals, subject them to intense CRSSRAB technical and community review, and then the CRSSRAB ranks them according to how well they address the priorities of maintaining and creating new salmon and steelhead recreational angling opportunities. WDFW and CRSSRAB assure that approved projects are technically sound and broadly supported. This document will describe the review process used by the CRSSRAB. Those interested in an overview of projects funded by the CRSSRAB to date can refer to the 2014 Report to the Washington State Legislature "A Report on Columbia River Salmon and Steelhead Endorsement ESSB-5421 December, 2014."

Proposed Activity:

To responsibly direct the CRSSE funds, the CRSSRAB needs a process that yields consistent decisions that meet the needs of the recreational angler, the WDFW, and the Legislation, ESSB-5421. The limited funding available through the endorsement fee structure requires a process that is open to public review, responsible to the legislation that created it, and implementable by the WDFW for the benefit the recreational angler. This proposal will create a process manual and evaluation tools that describe the manner in which projects are proposed, vetted, prioritized, approved and implemented.

The first section of the manual will provide background information on the board and its role in directing the funds created by the CRSSE.

The second section of the manual will give an overview of the areas covered by the endorsement and past and current efforts to improve angling opportunities. This information will give the reader a sense of the larger context within which CRSSE funds are used in the Columbia River and its tributaries.

The third section will provide a detailed description of the processes used by the CRSSRAB to solicit, review and prioritize projects proposed for CRSSE funding. It is meant to be a guide to the process for project sponsors, board members and others.

The associated appendices will provide the specific review criteria and priority system used by the CRSSRAB. This document will not provide a detailed overview of priority angling needs in specific portions of the basin. That role is filled by representatives from the regions affected.

The CRSSE process manual will generally follow the process in the Salmon and Recovery Funding Board lead entity manual used by the Yakima Basin Salmon and Steelhead Recovery Board (YBSSRB). A sample Table of Contents follows:

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Effort and Assistance Required:

This effort will require seasoned WDFW staff and CRSSRAB members that have the sufficient writing, technical, and program management skills to develop a process that is compatible with the legislation of ESSB 5421, the WDFW staff, and the CRSSRAB. The individuals assigned will be determined by the assigned Fish Program Manager for WDFW. The effort will require a number of internal WDFW and CRSSRAB reviews.

The final approval for this manual will be made by the CRSSRAB and the Fish Program Manager responsible for this program within WDFW.

This manual will require periodic updates to implement any improvements gained over time.

The Manual and Executive Summary Project Reports may serve as both a publication to the recreational angler, showing its value, and to the Washington State Legislature showing the responsible implementation of the legislation.

The proposal will establish additional time to the administrative coordinator’s workload. This will require an annual expense for coordinating the CRSSRAB and internal WDFW proposal reviews, and maintenance of the program manual including improvements and updates of the manual for approved projects and associated summary reports.

Need for Proposed Activity:

The experience of the CRSSRAB pilot period identified a number of objectives that the board saw would improve the CRSSE process. Key areas identified were the decision making process, the prioritization of projects for limited funds, and the opening of the funding opportunities to the public entities.

The objectives include:

- Develop and implement a credible process for identifying and prioritizing projects that maintain and create new recreational angler opportunities, insuring they are built upon the best available science and have broad angler and local community support;
- Identify and encourage diverse project sponsors to apply for CRSSE funds;
- Provide clear guidance to potential project sponsors as they identify and develop projects that address recreational angler opportunities in an effective manner;
- Approve a list of prioritized project proposals for each CRSSE funding cycle that meets statewide, regional and local goals for recreational angling;
- Assist project sponsors in their efforts to secure other funding sources for priority projects;
- Help coordinate the efforts of angler groups, stakeholders, and state, federal, local and tribal governments to ensure that recreational angler projects are implemented in an efficient and cost-effective manner;
- Support education and outreach efforts that help build broad public support for recreational angling; and
- Support monitoring, research and assessment activities that help us better understand how to effectively protect and enhance recreational angling within the Columbia River and its tributaries.

The project plan includes the following tasks:

1. Develop a process flow chart for CRSSRAB and affected WDFW Regional Fish Program Managers
2. Write draft manual
3. Internal WDFW review - affected Regional Fish Program Managers, WDFW Policy Staff, etc.
4. Incorporate WDFW comments
5. Issue for outside peer review (Yakima Basin Fish & Wildlife Recovery Board Staff)
6. Incorporate YBFWRB Staff comments
7. Issue for CRSSRAB review
8. Incorporate CRSSRAB comments
9. Issue for CRSSRAB approval
10. Issue for WDFW Director approval.

Budget Summary:

Program Development and 1st Year implementation:

Task	Resource	Hours	Estimated \$
Develop Process Flow Chart	WDFW & CRSSRAB	50	\$1,370.50
Write Draft based on Flow Chart	Committee of WDFW & CRSSRAB		\$0.00
Introduction & Background	Authors	8	\$800.00
CRSSE Review Process	Authors	20	\$2,000.00
Steps in the CRSSE process	Authors	40	\$4,000.00
Project Implementation, etc	Authors	20	\$2,000.00
Appendix A	Authors	50	\$1,370.50
Appendix B	Authors	20	\$548.20
Appendix C	Authors	10	\$274.10
Appendix D	Authors	30	\$822.30
Appendix E	Authors	40	\$1,096.40
Appendix F	Authors	20	\$548.20
Appendix G	Authors	40	\$1,096.40
Appendix H	Excel/Survey Monkey	60	\$1,908.60
Appendix I	Authors	20	\$548.20
Appendix J	Authors	30	\$822.30
Internal WDFW Review	WDFW	40	\$1,096.40
Incorporate WDFW Comments	Authors	30	\$822.30
Issue for Outside Peer Review	Contract to YBFWRB Staff	40	\$2,000.00
Incorporate YBFWRB Staff Comments	Authors	40	\$1,096.40
Issue for CRSSRAB Review	CRSSRAB	20	\$548.20
Incorporate CRSSRAB Comments	Authors	40	\$1,096.40
Issue for CRSSRAB Approval	WDFW	20	\$548.20
Issue for WDFW Director Approval	WDFW	20	\$1,000.00
Implement 1st Year Proposal Process	WDFW	160	\$4,385.60
Total Hours		628	\$31,799.20
Goods and Services	Survey Monkey		\$300.00
Total Budget			\$ 32,099

Annual Program Expense Estimate:

Annual Tasks*	Resource	Hours	Estimated \$
WDFW receive, review, and work with proposer to meet minimum CRSSE proposal guidelines, WDFW regulations, and standards	WDFW Assume 16 hours per new & 4 hours per renewal proposal. Assume 5 new & 10 renewal proposal per year	104	\$2,850.64
Develop Survey Monkey (SM) & Excel structure for prioritizing proposals	WDFW	20	\$548.20
Annual cost of Survey Monkey	SM License	40	\$300.00
Coordinate CRSSRAB regional reviews and comments.	WDFW Assume 5 new and 10 renewal proposals per year	40	\$1,096.40
Coordinate CRSSRAB proposal prioritize and approval	WDFW	100	\$2,741.00
Periodic update of Appendix K**	WDFW Assume annual	200	\$5,482.00
Total Annual			\$13,018.24

* These tasks are in addition to the current administrative functions the WDFW provides for the CRSSRAB. There may be efficiencies that are gained through this process. The amount of additional administrative burden will be finalized as an increase in the current administrative proposal for Calendar Year 2016, based on the experience gained through this initial pilot phase. This Table is provided as an informational item for CRSSRAB to assess the continuing cost for implementing this process.

**Appendix K Tasks will result in a periodically issued separate report suitable to meets the needs of informing the recreational angler and the legislature, as necessary. The estimate includes producing the draft report, obtaining internal WDFW and CRSSRAB comments, and issuing the report for public access.

Benefit of Proposed Activity:

Public/Angler Benefit: Improved CRSSRAB decision making and greater ability to demonstrate responsible use of recreational angler fees.

Benefit to Resource: The standard process will provide the means for sponsors to produce proposals more efficiently, with greater confidence in the outcome and minimizing the reworking of proposals. The standard process will provide proposals with the necessary information to make quality decisions on effectiveness and allow ranking of projects to within the limits of the CRSSE funding.

Additional Considerations: This process will use the YBFWRB lead entity process as the model for the CRSSRAB process. Expertise from the YBFWRB staff will be used in a peer review capacity to assure a quality plan, minimizing startup setbacks and stumbles.