

Project Name	SA Article 3: Cowlitz Restoration and Recovery (CRR) Hatchery-Associated Production (HAP) 2024 Round
Date Proposal Summited	August 29, 2023
Date of Requested Decision	September 5, 2023
Requested By	Melora Shelton
Date of Decision¹	September 12, 2023

¹ Decision will become final if committee members who were not present at this meeting do not oppose this proposed decision within 7 days

FTC Decision and Justification
<p>The FTC supports the proposed decision to move forward with including HAP projects in the 2024 CRR Program grant round, including program document updates and work by the HAP subgroup.</p> <p>FTC voting members present included WDFW (Bryce Glaser), Tacoma Power (Travis Nelson), and Ecology (Anne Baxter).</p>

Proposed Decision for Consideration
<p>The HAP subgroup recommends that the FTC include HAP projects in the CRR Program grant round for 2023/2024 (“2024 grant round”). The process and materials will be based on the 2023 grant round, run by Tacoma CRR Program staff and the HAP subgroup in parallel with process for Habitat projects run by the Lower Columbia Fish Recovery Board (LCFRB), with updates as described below.</p> <p>The HAP subgroup also recommends continuing to work under its current charter, specifically including development of additional guidance for potential applicants proposing HAP projects.</p>

Background
<p>The Cowlitz Fisheries Technical Committee (FTC) convened the Hatchery-Associated Production (HAP) Projects subgroup in February 2022 to provide recommendations and guidance to the FTC for decision making associated with the implementation and evaluation of the HAP elements of the CRR Program. The subgroup developed a charter (DD 2022-03, attached) and recommended a grant round approach for 2023 (DD 2022-05, attached). These updates were incorporated into a 2023 update to the CRR Implementation Strategy (DD 2022-09). The HAP subgroup developed application and evaluation materials, including a Project Information Form, Project Application Form, Application Manual, and Screening and Scoring worksheets. The 2023 grant round included HAP projects, however there was little outside engagement during pre-proposal development and no draft applications were received.</p> <p>The recommended approach for 2024 is to largely follow the existing process and rely upon the documents prepared for 2023, with updates as described below. The HAP subgroup will</p>

continue to work under its charter, specifically including development of additional guidance for potential applicants proposing HAP projects.

2024 Grant Round Process, updates

The 2024 process will be largely based on the process developed in 2023, with the following updates to facilitate early coordination with the HAP subgroup.

Proposal Development (August – February)

- Emphasis on use of Project Information Form
- Fall workshops upon request (request by date)

Application (February – June)

- Required letter of intent and Project Information Form
- Required pre-application meeting

Final Review/Decision (July through September)

- No changes

2024 Grant Round Materials

The HAP subgroup revised 2023 application and evaluation materials for the 2024 grant round, including the Project Information Form, Project Application Form, Application Manual, and Screening and Scoring worksheets. The most substantial revisions are in the Application Manual and reflect updates to process described above. It also includes an exception path for HAP projects, in italics, “Funded projects must be located in the geographic program area described above. *There may be exceptions for HAP projects that are consistent with the purpose of the Program and include production activities outside of the geographic area boundary (e.g., in the lower basin but physically removed from the mainstem). Requests for exceptions must be included in the letter of intent and will be evaluated by the HAP Subcommittee before the pre-application meeting.*” Other updates are largely for clarification and consistency, including a minor update to the screening and scoring worksheet (changed “native fish” to “native species” in the second benefits to fish question for consistency with other program documents).

The 2024 materials have been distributed to the FTC with this decision document. There may be additional minor updates, for example small changes for consistency with other CRR Program materials, prior to the 2024 grant round. Any further updates will be described to the FTC.

Any updates to virtual CRR Program information (e.g., video, presentations, website) will be consistent with the 2024 grant round materials.

Subgroup continued work

The HAP subgroup proposes continuing to work under its existing charter and scope of work. In 2024, this will include working on strategies to improve project development guidance. One potential strategy identified is development of a list of project ideas/concepts for potential applicants to consider. These ideas could range from specific projects to broad areas of interest. The HAP subgroup anticipates active discussion with the FTC to help to guide this process and eventual outcomes.

The HAP subgroup anticipates meeting at least monthly. It will formalize a schedule for primary meetings and schedule additional meetings as needed. An effort will be made to announce all HAP subgroup topics to the FTC and technical representatives 7 days before the associated HAP subgroup meeting.

Coordination Need

Regular updates to the FTC

The HAP subgroup will continue meeting regularly and will provide the FTC with meeting notes as well as updates during regular FTC meetings. All FTC participants are invited to attend subgroup meetings. The FTC will continue to receive regular updates on both HAP and Habitat elements throughout the grant round.

FTC grant round touch points

All FTC members are invited to attend workshops, pre-application meetings, and any applicant presentations. The FTC will have the opportunity to provide input to applicants during the draft submittal and review phase. Feedback can be given directly to applicants following presentations and / or included in formal feedback to the applicants before final applications are due.

Implementation Strategy Update

The CRR Implementation Strategy was revised in advance of the 2023 grant round. Some revisions will be necessary to reflect 2024 process updates as well as any other CRR Program updates or clarification and consistency edits. This will be done in coordination with the FTC through a decision document process later in 2023.

Summary

The HAP subgroup recommends that the FTC include HAP projects in the 2024 grant round, based on the process and continued work by the HAP subgroup and Tacoma CRR Program staff described previously and updated in this document. It also recommends continuing to work in coordination with the FTC to improve guidance for developing HAP projects.

Project Name	SA Article 3: Cowlitz Restoration and Recovery (CRR) Hatchery-Associated Production (HAP) Subcommittee Charter
Date Proposal Summited	April 5, 2022
Date of Requested Decision ¹	May 3, 2022
Requested By	Melora Shelton
Date of Decision	May 10, 2022

¹ Decision will become final if committee members who were not present at this meeting do not oppose this proposed decision within 7 days

FTC Decision and Justification

The FTC approves the development of a subcommittee to develop the Hatchery Associated Production (HAP) element of the Cowlitz Restoration Recovery (CRR) program and the FTC approves the charter included in this decision document. This subcommittee will provide technical expertise in HAP to develop program guidance and ways to evaluate proposals for the HAP element of the CRR program. FTC members present at 5/3 FTC meeting included - WDFW, Ecology, Trout Unlimited, and Tacoma Power.

Proposed Decision for Consideration

The FTC technical representatives listed below (“Membership”) recommend that the FTC formalize a subcommittee to advise on hatchery-associated production (HAP) elements of the CRR program and approve the HAP Subcommittee Charter described herein.

Background

CRR Hatchery-Associated Production (HAP) Subcommittee Charter

Directive:

The Cowlitz Fisheries Technical Committee (FTC) directs the HAP subcommittee to inform HAP elements of the CRR program. The HAP subcommittee’s primary function is to provide recommendations and guidance to the FTC for decision making associated with the implementation and evaluation of the HAP elements CRR Program.

Roles:

The HAP subcommittee operates as a recommending body to the FTC on implementation of the HAP elements of the CRR program.

HAP subcommittee (subcommittee): The HAP subcommittee’s role is to develop and/or review materials and provide the FTC with HAP recommendations and rationales for decision making in support of the CRR program.

Cowlitz Fisheries Technical Committee (FTC): The FTC will consider recommendations provided by the HAP subcommittee; and make CRR Program decisions such as CRR fund expenditures toward program implementation.

Tacoma Power Natural Resources (Tacoma): Tacoma will chair and staff the subcommittee, produce draft materials, and is responsible for communications and meeting logistics.

Scope of Work:

Anticipated tasks of the HAP subcommittee include but are not limited to:

- Collaborate/recommend to FTC HAP documents for approval
- Advise/review/provide feedback on HAP documents that may not require FTC approval
- Develop and / or provide assistance and technical expertise to potential project proponents
- Evaluate grant applications, recommend projects to FTC for funding
- Provide technical advice as needed during program development and implementation

Membership:

The CRR subcommittee is open to all FTC members and technical representatives. As of May 2021, Tacoma Power and WDFW are the core organizations represented in the subcommittee with representatives listed below. FTC and technical representatives may participate as interested or be added as a core member.

<i>Organization</i>	<i>Contact</i>
Tacoma Power, Facilitator	Melora Shelton
Tacoma Power	Travis Nelson
Tacoma Power	Eric Shoblom
Tacoma Power	Phil Sandstrom
Washington Department of Ecology	Anne Baxter
Washington Department of Fish and Wildlife	Brian Gale
Washington Department of Fish and Wildlife	Sam Gibbons
Washington Department of Fish and Wildlife	Peggy Miller

Meetings:

The HAP subcommittee committee will meet twice monthly. The subcommittee will meet in a virtual meeting platform, in-person meetings may be an option in the future. The primary meeting will be on the first Tuesday, following the monthly FTC meeting. The secondary meeting will be on the third Wednesday, as needed. If there are no meeting topics to discuss, no meeting will be held. An effort will be made to announce all HAP subcommittee topics to the FTC and technical representatives 7 days before the subcommittee meeting. Meetings will occur at key decision points to develop and review program guidance documents, review project proposals, and make funding recommendations. Additional meetings will be scheduled as needed.

Recommended documentation:

Summary notes for each subcommittee meeting will be prepared and made available to FTC members. The notes will include a summary of major discussion points, decisions discussed, alternatives considered, summary of progress on milestones, and next steps.

Subcommittee recommendations for FTC decisions will be formatted as a decision document and may be accompanied by a briefing memo and/or formal presentation. Decision documents will be prepared by the subcommittee and submitted to the FTC consistent with FTC protocols. Drafts of final decision documents will be distributed to the FTC one week in advance of FTC meetings as needed to support decision making for the HAP elements of the CRR program. The HAP subcommittee strives for consensus decision making and will include in any recommendation to the FTC whether consensus was reached among core members; if consensus is not reached all perspectives will be provided to the FTC.

Coordination Need

The HAP subcommittee provides documents, information, and recommendations to the FTC. The HAP subcommittee has two standing meetings: immediately following the FTC meeting (first Tuesday) and on the third Wednesday of the month. FTC members and technical representatives may participate as interested or be added as a core member at any time.

Summary

The intent of the subcommittee is to provide recommendations and guidance to the FTC for decision making associated with the implementation and evaluation of the HAP elements CRR Program.

Project Name	SA Article 3: Cowlitz Restoration and Recovery (CRR) Hatchery-Associated Production (HAP) 2023 Round
Date Proposal Summited	July 26, 2022
Date of Requested Decision	August 2, 2022
Requested By	Melora Shelton
Date of Decision¹	<i>August 9, 2022</i>

¹ Decision will become final if committee members who were not present at this meeting do not oppose this proposed decision within 7 days

FTC Decision and Justification
<p>The FTC supports the proposed decision to move forward with including the CRR HAP projects in the 2022/2023 CRR grand round, starting as early as August 2022 (information sessions), and following the framework described in this decision document.</p> <p>FTC voting members present included Ecology, Fish and Wildlife, Trout Unlimited, and Tacoma Power.</p>

Proposed Decision for Consideration
<p>The HAP subgroup recommends that the FTC include HAP projects in the CRR program grant round for 2022/2023, starting with applicant outreach (information sessions/workshops) in August 2022. The process for HAP projects will be run by Tacoma CRR program staff and the HAP subgroup in parallel with process for Habitat projects run by the Lower Columbia Fish Recovery Board. The HAP portion of the grant round will follow the high-level schedule and process listed below. The HAP subgroup will continue to work on grant round materials through the end of 2022 and will continue providing the FTC with regular progress updates.</p>

Background
<p>The Cowlitz Fisheries Technical Committee (FTC) convened the CRR program Hatchery-Associated Production (HAP) Projects subgroup in February 2022 to provide recommendations and guidance to the FTC for decision making associated with the implementation and evaluation of the HAP elements CRR Program. Since February, the subgroup has met regularly, developed a charter (DD 2022-03, approved in May), revised the HAP guiding principles (work product distributed to FTC in May), and has engaged in discussions and problem solving regarding supporting a successful grant round for HAP projects in 2022/2023. Important elements of a successful grant round will include:</p> <ul style="list-style-type: none"> • Proposals that can be successful, which requires that applicants are advised throughout proposal development, application, and implementation • Scheduled touch points for FTC engagement, input, and formal feedback to applications

- A timeline that allows the FTC to make HAP and Habitat funding determinations at the same time (September/October 2023)

The HAP Subgroup therefore recommends the following.

2022/2023 Grant Round Process for HAP projects

Proposal Development (August – February)

- Information sessions/Workshops
- Direct technical support (subgroup as technical advisors)

Application (February – June)

- Pre-application meeting
- Draft Submittal
 - Subgroup Review, initial scoring; shared with FTC
 - FTC discussion of draft applications and Subgroup Reviews
 - Formal, consolidated written feedback to Applicant
- Applicant Revisions (Subgroup as technical advisors)
- Final Submittal

Final Review/Decision (July through September)

- Subgroup review
 - Scoring/ranking
 - Funding recommendation
- FTC Funding determination: addresses both Habitat and HAP recommended projects

Applicant outreach and proposal development

The subgroup will hold up to four information sessions/proposal development workshops, starting with an information session at the end of August.

Subgroup continued work

The subgroup will continue to develop materials, including workshop materials, screening and scoring materials, a detailed schedule and process, and application materials. The subgroup

also will support Tacoma CRR program staff on development of a Grants Manual and the comprehensive update to the CRR Program Implementation Strategy. All grant round materials and updates to the CRR program will be completed by December.

Coordination Need

Regular updates to the FTC

The HAP subgroup will continue meeting twice monthly and will provide the FTC with meeting regular notes as well as updates during regular FTC meetings. All FTC participants are invited to attend subgroup meetings. The FTC also will receive regular updates on the Habitat element of the CRR program throughout the grant round, including advance notification if there is potential that the total funding recommendation for both elements will exceed the available funds.

FTC grant round touch points

All FTC members are invited to attend information sessions, workshops, pre-application meetings, and any applicant presentations. The FTC will have the opportunity to provide input to applicants during the draft submittal and review phase. Feedback can be given directly to applicants following presentations and / or included in formal feedback to the applicants before their final applications are due.

Summary

The HAP subgroup recommends that the FTC include HAP projects in the CRR program grant round for 2022/2023 based on the process and continued work by the HAP subgroup and Tacoma CRR program staff described in this document.