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September 1, 2011

MEMORANDUM

TO: Committee Members

FROM: Lynn Palensky

SUBJECT: Update on Category reviews for Resident Fish/blocked areas, Data Management, and Program Coordination

The launch of the Category Reviews for Resident Fish/blocked areas, Data Management, and Program Coordination review begins on September 1. Attached is a copy of the Project Proponent Information Packet sent via email on Sept 1. Find all information related to this review at www.nwcouncil.org/fw/budget/2013. At the meeting, staff will provide an update on the initiation of the review as well as scheduling site visits.



September 1, 2011

**Review of Resident Fish, Data Management and Program Coordination
Projects for Fiscal Years 2013-2017**

Dear Project Proponents:

The Northwest Power and Conservation Council (Council) and Bonneville Power Administration (Bonneville) will begin the category review of all projects regarding Resident Fish, Data Management, and Program Coordination in the Council's Fish and Wildlife Program (Program) on September 1, 2011.

This packet contains the information you and your staff will need to complete the project proposal(s) forms, as well as other guidance, tips, important dates, and contact information. All information contained in this packet also can be found on the Council's website at www.nwcouncil.org/fw/budget/2013. **Proposals are due by midnight November 22nd.**

The first step in the process is to collect information on the work you propose to accomplish as well as information documenting any past project accomplishments. The Council will use this information and the independent scientific review process to make project-implementation recommendations to Bonneville. The Council's implementation recommendations will span up to five years (Fiscal Years 2013 through 2017).

I. Background and Purpose

The central purpose of the category reviews is to highlight issues that become apparent when looking at similar projects collectively. By design, this allows the Council and Bonneville to identify and evaluate potential duplication and redundancy; relevance and relative priority; coordination; and consistency of approach, methods and costs. It also allows assessment of consistency across projects with the basinwide objectives and strategies in the Fish and Wildlife Program. Organizing the reviews by category also recognizes differences in project types, especially highlighting those with longer-term commitments.

Specific objectives for each subcategory of projects are to:

Resident Fish: Confirm continued and proposed work in this area of the Fish and Wildlife Program and identify gaps for resident fish work for addressing limiting factors affecting fish; research, monitoring, and evaluation; and species propagation and mitigation requirements in the 2006 U.S. Fish and Wildlife Service BiOp.

Data Management: Improve value of the raw and derived data that is collected, maintained, and analyzed under the Program to evaluate program effectiveness and also improve the interconnectivity, usability, accessibility, and dissemination of that data for the region.

Program Coordination: Confirm activities and tasks that directly support Fish and Wildlife Program implementation, reporting, and technical policy development at the *program* level.

In addition to indentifying cross-cutting issues, the review will also assess project-specific issues. The category reviews thus focus on existing implementation commitments as well as clearly identified proposals to fill program gaps. Many of these ongoing commitments are longstanding and have been the subject of numerous reviews in the past. So an important function of the category reviews is to evaluate projects' results and how well the projects have adapted work based on those results. The review also examines how well the project proponents have responded to the scientific and management issues identified in previous reviews. The scientific and administrative review for the category enables the Council and Bonneville to make long-term funding decisions and establish review cycles for many of these projects.

The Council and Bonneville are also using this review to ensure that implemented projects meet the needs and commitments of the 2009 Fish and Wildlife Program, the 2006 U.S. Fish and Wildlife Service *Biological Opinion regarding the effects of Libby Dam operations on the Kootenai River White Sturgeon, Bull Trout and Kootenai Sturgeon Critical Habitat*, and the 2008 Federal Columbia River Power System (FCRPS) Biological Opinion (BiOp).

Projects included in this review are listed at www.cbfish.org/Portfolio.mvc/Display/989. The portfolio encompasses all category-appropriate projects including those that have undergone Council and ISRP review since the FY 2007-2009 review process. Recently reviewed projects are included to provide context as the ISRP reviews a particular subcategory of projects for cross-cutting issues. A separate portfolio of contextual projects exists as well for easy identification. See www.cbfish.org/Portfolio.mvc/Display/1033. All projects in the upcoming category review fall under one of the following three groups. Each group has its own instructions for submission of project information, as outlined below:

(1) Existing projects *not* reviewed since the FY 2007-2009 project review process

Proponents of these projects will complete the proposal form for their project under its currently assigned project number. Previous proposal information will be pre-loaded into Taurus to the greatest extent possible. Proponents will need to update and augment the current project information in Taurus to reflect accomplishments, reporting of results, whether expected results are being achieved, and whether the project's proposed objectives, actions, and methods reflect new information gained from those results and future needs. In addition, any outstanding issues that remain unresolved from the FY 2007-2009 project review need to be addressed as part of the proposal form.

(2) Projects recently reviewed by the Independent Scientific Review Panel (ISRP) and that received a subsequent Council funding recommendation

This group of projects includes Accord, Step Review, and BiOp projects that have recently been reviewed by the ISRP *and* have received a funding recommendation by the Council. These are the contextual projects referenced above. They will not undergo another proposal review by the ISRP and Council. However, the ISRP and Council will use the information from the most recent ISRP/Council review along with additional information provided by the proponents to gain a better understanding of how similar projects can work together in the basin to address key Program strategies or topics. For a list of contextual projects only, see www.cbfish.org/Portfolio.mvc/Display/1033.

If these projects have not been entered into Taurus, Bonneville staff will transfer current information contained in proposals into Taurus. Bonneville will ask the project proponents to: 1) validate information entered by Bonneville staff and existing project information imported from Pisces within the Taurus proposals; and 2) to augment the proposals with information on indicators, methods, designs associated with data collection and analysis, and the databases supporting BiOp requirements.

(3) New Accord and new BiOp projects

All projects in this review group have been identified and assigned a project number in Taurus, but have not yet completed a proposal form or have not yet received a final review from the ISRP. Generally, these projects will be classified as “development” in the Status column of the portfolio.

Proponents of Accord projects that have not been reviewed by the ISRP will need to provide information about the new project by completing the proposal form in Taurus using the assigned project number. The project will be reviewed in this category.

II. Schedule and General Information

Process Steps and Schedule

This letter marks the start of the “proponent report” phase in which project proponents update and complete their project proposals in Taurus. **Final proposals are due by midnight on Tuesday, November 22nd**. The Council will make all proposals available to the ISRP for review on November 23rd. The complete review schedule is set forth in the timeline on page 9.

ISRP Review

The ISRP will review all proposals (except the contextual projects) using criteria from the 1996 Amendment to the Northwest Power Act. The amendment states that the ISRP’s project recommendations be based on a determination that projects:

- Are based on sound science principles
- Benefit fish and wildlife
- Have clearly defined objectives and outcomes

- Have provisions for monitoring and evaluation of results, and
- Are consistent with the Council's Fish and Wildlife Program

The ISRP also will consider questions tailored to a specific type of project or requests for additional information regarding, for example, the relationship of the proposal to the Council's 2009 Fish and Wildlife Program's research, monitoring, evaluation (RME), and reporting guidance and how it may apply to the draft Monitoring, Evaluation, Research and Reporting (MERR) Plan and draft RME implementation strategies.

For individual projects, the ISRP review will focus primarily on project performance — accomplishments, reporting of results, whether expected results are being achieved, and whether the project's proposed objectives, actions, and methods reflect new information gained from those results. The ISRP also will evaluate the results reported in this category review in its "retrospective" review of the results of prior year Program expenditures (see [ISRP 2006 Retrospective Report](#)).

The ISRP will complete a Preliminary Review Report of proposals on **February 2, 2012**. To produce the preliminary review, at least three reviewers will independently evaluate each proposal and provide comments. The ISRP will not make publicly available individual reviewer comments or specifically name reviewers of a particular project. The review team will include past reviewers of a project and scientists with expertise in a project's primary area of emphasis.

During the preliminary review, project presentations and site visits (for resident fish projects) will be organized to share information about projects, add context to the proposals, and provide an opportunity for dialogue between the ISRP and project proponents (see below for details on scheduling).

The ISRP's preliminary report will provide written recommendations and comments reflecting the consensus of the ISRP on each proposal that is amenable to scientific review. If the proposal does not contain sufficient information or issues need to be clarified, the ISRP will request a response from the project proponent, due by **March 1, 2012**.

The ISRP will review these responses and complete a Final Report by **March 28, 2012**. This report will include final recommendations on all proposals and findings on programmatic issues related to these proposals such as identification of gaps, opportunities for coordination, and potential areas of redundancy.

Electronic Proposal form

The Council and Bonneville have shifted from the old proposal form to an online proposal form supported by the Taurus system available on www.cbfish.org. The new proposal form reflects the same basic narrative questions as the old proposal form, but includes additional questions tailored to particular project types. For specific category-related guidance and useful resources to assist you in developing your proposal, see page 10.

Project Proponent Review Exchange

Proponents are strongly encouraged to participate in project presentations with other proponents, the ISRP, and representatives from Council and Bonneville as part of this review process. The Proponent Review Exchange provides a forum for the intellectual and scientific exchange of information among project proponents and will help inform ISRP recommendations and Council decisions. Presentations should focus on results, accomplishments, adaptive management implications and proposed work. We anticipate holding the presentations during the week of December 12th and the week of January 17th, 2012. Contact Lynn Palensky with any questions or early scheduling requests.

Site Visits - Resident Fish

Council staff is working with project proponents to develop a schedule for Council/ ISRP site visits between September and November, for those proponents who would like to participate in a site visit as part of this review. Contact Lynn Palensky at lpalensky@nwcouncil.org with any questions or scheduling requests.

Workshops

The Council and Bonneville will hold at least one training session on how to complete proposals in Taurus. The meeting will be held in Spokane on September 15 at the Ramada Inn, Airport (see details on the Council's website at www.nwcouncil.org/fw/budget/2013). The workshops will also cover details about the review process. Project proponents can attend any of the workshops. Bonneville also will develop a web-based tutorial for Taurus proposals that will be available for all proponents. Email notifications will be sent to all proponents regarding the details of proposal form training opportunities.

III. Getting Started

Follow these steps to begin working on your proposal:

1. Go to www.cbfish.org.
2. Log in (upper right corner) using your Pisces username and password. If you don't have a username and password, click on the "Request Support" link (upper right corner) to request one.
3. Click on "Proposals" from the top navigation bar.



4. Go to the "Propose" section of the page (on the right).
5. Find your project by entering all or part of the project number or title in the project search box.
6. Finally, click on the "Renew Existing Project" button and your proposal form will load.

A screenshot of a web form titled "Propose/Renew". The form has a light blue background and a white border. At the top, there is a square image of a fish jumping out of the water. Below the image, the text reads "Proposals are required for both new projects and ongoing projects." Underneath this text is a text input field labeled "Project:" with the placeholder text "project # or title". Below the input field is a blue button with the text "RENEW EXISTING PROJECT". Both the input field and the button are circled in red.

Important Guidance Documents (links)

Useful reference documents for proposal development are listed below.

1. Council's website for general information: <http://www.nwcouncil.org/fw>
2. ISRP and ISAB Reports: www.nwcouncil.org/fw/science.htm
3. Council's 2009 Fish and Wildlife Program: www.nwcouncil.org/library/2009/2009-09
4. Subbasin Plans: www.nwcouncil.org/fw/subbasinplanning
5. Non-native Species Impacts on Native Salmonids in the Columbia River Basin ISAB
www.nwcouncil.org/library/isab/isab2008-4.htm
6. High Level Indicators: www.nwcouncil.org/fw/program/hli/Default.htm
7. Draft Monitoring, Evaluation, Research and Reporting (MERR):
www.nwcouncil.org/fw/merr/Default.asp
8. Recommendations for Implementing Research, Monitoring and Evaluation for the 2008 NOAA Fisheries FCRPS BiOp (AA/NOAA/NPCC RM&E Workgroups, May 2010). This document provides recommendations on RM&E that are needed to meet FCRPS BiOp RM&E Strategies and RPAs.
www.salmonrecovery.gov/Files/RM&E%20Recommendations%20Report%20w%20revised%20Appendix.pdf
9. NOAA Fisheries Draft "Guidance for Monitoring Recovery of Salmon and Steelhead: Listed Under the Federal Endangered Species Act (Idaho, Oregon, and Washington)". Bruce Crawford and Scott Rumsey 2009. www.nwr.noaa.gov/Salmon-Recovery-Planning/upload/Draft-RME-Guidance.pdf.
10. The Draft Coordinated Assessments project related to the Anadromous Salmonid Monitoring Strategy. <http://www.pnamp.org/project/3129> .

Links to Important Guidance Documents specific to Bull Trout

Listing:

www.fws.gov/pacific/bulltrout/pdf/bt_chron.pdf

Status:

www.fws.gov/pacific/bulltrout/5yrreview.html

Critical Habitat:

www.fws.gov/pacific/bulltrout/CriticalHabitat.html

www.fws.gov/pacific/bulltrout/finalcrithab/BT%20CH%20QA%20FINAL_6.7.11.pdf

Recovery Planning, Science Support, Monitoring:

www.fws.gov/pacific/bulltrout/Recovery.html (draft recovery plans)

www.fws.gov/columbiariver/publications/stfinal_080502_version2.pdf (science support - population structure)

www.fws.gov/columbiariver/publications/080310_M&E_guidance_FINAL_2.pdf (RMEG preliminary guidance on monitoring)

www.treearch.fs.fed.us/pubs/30843 (RME-related largely adopted by USFS)

BiOP related:

www.fws.gov/pacific/finalbiop/Q&A.PDF

www.fws.gov/pacific/finalbiop/BiOp.pdf

www.kootenaifwlibrary.org/PDFs/26S%20Final%20Libby%20Dam%20BiOp%202-18-06lr3.pdf

www.fws.gov/pacific/finalbiop/FWSattachment.pdf

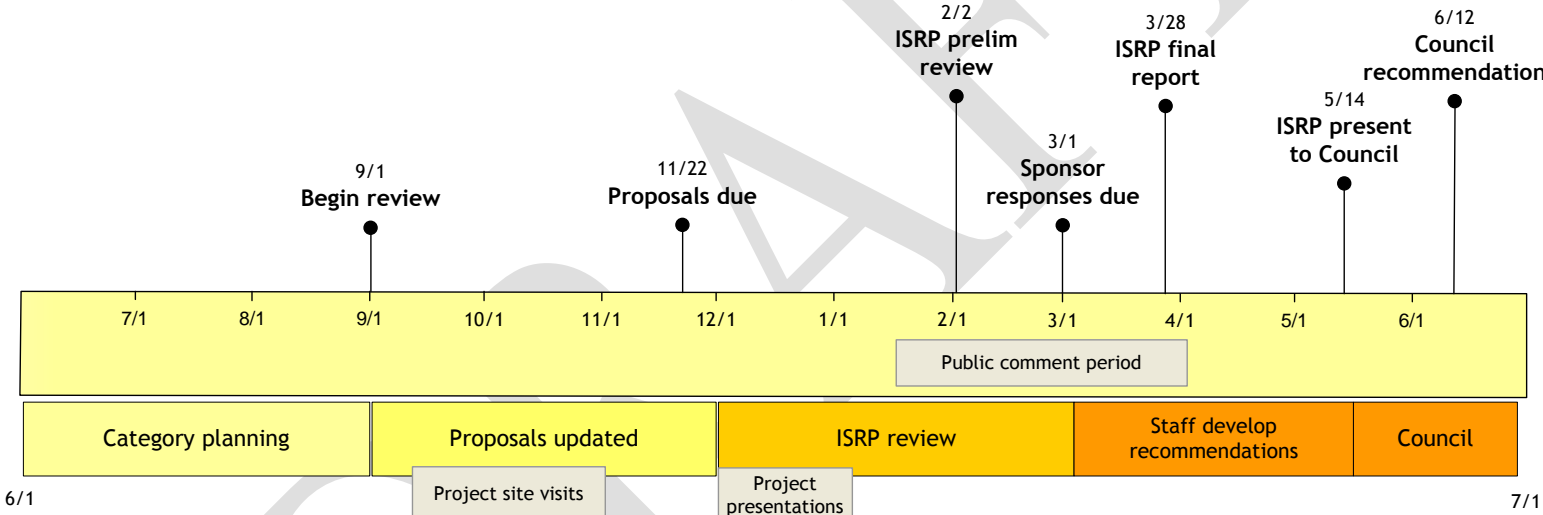
Contact Us

Lynn Palensky, Council	503.222.5161 lpalensky@nwcouncil.org	General process and review
Bryan Mercier, Bonneville	503.230.3991 bkmercier@bpa.gov	Taurus and proposal form
Erik Merrill, ISRP Coordinator	503.222.5161 emerrill@nwcouncil.org	ISRP review and proposal form
Nancy Leonard	503.222.5161 nleonard@nwcouncil.org	Monitoring and data management
Russell Scranton, Bonneville	503.230.4412 rwscranton@bpa.gov	Proposal form RM&E Metrics and Methods
Jim Geiselman, Bonneville	503.230.5732 jrgeiselman@bpa.gov	BiOp Strategies/RPAs, Habitat Action Effectiveness and Data Management Guidelines
Dal Marsters, Taurus	503.780.5079 dal@sitkatech.com	Taurus and <i>cbfish.org</i> technical

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Category Review Schedule for Resident Fish/Blocked Area, Data Management and Program Coordination Projects

August 30, 2011



IV. Guidance for project reviews

The focus of the 2009 Fish and Wildlife Program is on performance and adaptive management. The 2009 Program focuses the emphasis on periodic scientific review of new and ongoing actions; increases requirements for reporting of results and accountability; emphasizes adaptive management as a way to solve continuing uncertainties; renews the push to develop a better set of quantitative objectives for the Program; commits to a periodic and systematic exchange of science and policy information; and expands the monitoring and evaluation framework with a commitment to use the information to make better decisions and report frequently on progress. In addition, it is important to document how projects support the FCRPS Biological Opinion (BiOp) Reasonable and Prudent Alternatives (RPAs). Guidance for the FCRPS BiOp RPA may be found in the AA/NOAA/NPCC RPM&E RPA Gap Assessment and Recommendation Report at www.salmonrecovery.gov/Files/RM&E%20Recommendations%20Report%20w%20revised%20Appendix.pdf.

More specific guidance is outlined below for:

- Resident Fish
- Data Management
- Program Coordination

A. Resident Fish

Review Objectives

To confirm continued and proposed work in this area of the Program and to identify gaps for resident fish work including: addressing limiting factors affecting fish; research, monitoring, and evaluation; and species propagation and mitigation requirements included in the 2006 U.S. Fish and Wildlife Service *Biological Opinion regarding the effects of Libby Dam operations on the Kootenai River White Sturgeon, Bull Trout and Kootenai Sturgeon Critical Habitat*.

Program Areas: Requirements and Considerations (see the 2009 Program for specific language)

- Relationship to subbasin plans
- Risk assessment for resident fish substitution
- Mainstem habitat
- Loss assessments
- Mitigation using non-native species
- Settlement Agreements

B. Data Management

Review Objectives:

To improve value of the raw and derived data that is collected, maintained, and analyzed under the Program to evaluate program effectiveness; and, to improve the interconnectivity, usability, accessibility and dissemination of that data for the region.

The Program describes specific programmatic needs that can be applied to our current portfolio of projects engaged in data management analysis and dissemination. The Council will be interested in how data management proposals will help accomplish these programmatic needs:

- Develop Council-approved guidelines for consistent methods to collect or identify data appropriate for tracking focal fish species and ecosystem variables.
- All monitoring and evaluation data and information (including raw data and reports) funded under the Program are considered in the public domain and must be made readily available to all interested parties in an agreed-upon electronic format.
 - Make available to the public all key monitoring data that is used to evaluate and adaptively manage the program in an agreed-upon electronic format.
 - Include data that is collected on anadromous and resident fish, wildlife, and habitat to help inform the Council's decisions.
 - The Council will collaborate with interested parties to establish an integrated Internet-based system for disseminating data relevant to this Fish and Wildlife Program
 - Data sites must be adaptively managed to stay current with the evolving needs of users in the Columbia River Basin.
 - Data and metadata must be compiled, analyzed, and reported annually and within six months of project completion.
 - Identify priority data gaps and make efforts to eliminate redundant monitoring and evaluation.
- Develop a common data base for tracking, assigning, and recording habitat units for wildlife and including establishing a baseline for evaluating habitat qualities.
- Coordinate with organizations that track and monitor data on non-native species distribution, climate, and human population change at the Northwest regional scale.
- Manage stock composition and stock-specific abundance, escapement, catch, and age distribution data so that it can be easily integrated and readily available in real time.
- Provide timely dissemination of harvest-related information in a publicly accessible manner.

Specific Data and Metadata Standards and Guidelines

The Program and the FCRPS BiOp both stipulate that data and metadata (data documentation) need to be readily available in an agreed-upon electronic format for RM&E and data management projects. This stipulation supports programmatic performance assessments and reporting, and the successful application and integration of RM&E into planning and adaptive management. In addition, the *Coordinated Assessments* project related to the Anadromous Salmonid Monitoring Strategy will provide additional strategies and guidance for sharing

monitoring data related to salmonid abundance and productivity, and should be considered in proposals as pertinent. The Coordinated Assessments project is anticipated to be available in September 2011 and is included on the list of important guidance documents.

To comply with the requirements and objectives of the Program and the BiOp, all data and metadata collected from research and monitoring must follow regionally accepted standards and guidelines. Therefore, beginning with FY 2011 contracts and proposed work submitted for the category review process, all RM&E work should use data and metadata standards including but not limited to the Federal Geographic Data Committee (FGDC) standards, and guidelines that have regional support. These should be clearly identified by the proponent. If other standards and guidelines are used instead, these need to be described and a rationale provided for why these were used versus regionally accepted standards and guidelines. The Pacific Northwest Aquatic Monitoring Partnership (PNAMP) is working on developing regional guidelines and recommendations through ongoing regional collaboration processes that are shaping a programmatic level data management strategy. In the interim, the following documents posted on the PNAMP web site (www.pnamp.org) should be used to guide the management of data and metadata associated with RM&E projects:

- Considerations for Regional Data Collection, Sharing and Exchange (Schmidt, B., ed., 2009)
- Regional Guidance on Metadata for Environmental Data (Rentmeester, S., ed., 2010)
- PNAMP's Methods and Metrics Catalogue (www.monitoringmethods.org/)
- Best Practices for Reporting Location and Time Related Data (NED, 2007)
- Best Practices for Data Dictionary Definitions and Usage (NED, 2006)
- Check List for Organizing Field Collection and Management of Data (NED, 2006)

For questions regarding data and metadata standards and guidelines please contact Russell Scranton at Bonneville at 503-230-4412 or rwsranton@bpa.gov.

C. Program Coordination

The Council benefits from the coordinated efforts of many groups, committees, and organizations in implementing the Council's Program on an ongoing basis. Continued coordination of various Program elements is expected, supported, and in some cases financed by Bonneville. The elements below represent the key areas in which the Council seeks continued coordinated efforts from fish and wildlife managers and interested parties throughout the region. Coordination funding should be focused on the following activities that support Program implementation at a *Program* level:

- Data management (storage, management, and reporting)
- Monitoring and evaluation (framework and approach)
- Developing and tracking biological objectives
- Review of technical documents and processes
- Project proposal review
- Coordination of projects, programs, and funding sources within subbasins
- Facilitating and participating in focus workgroups on Program issues
- Information dissemination (technical, policy, and outreach)

Any entity or organization receiving funding for coordination of Program activities must develop a work plan detailing the coordination elements, objectives, deliverables, and budget. All coordination work will be reviewed as part of the Council's project review process and as necessary, scientific, and administrative review. The Council will recommend to Bonneville the level and type of coordination required to implement the Program.

Review Objectives:

To evaluate and recommend activities and tasks (under the above categories) that directly inform and support Fish and Wildlife Program implementation, reporting, and policy development at the *program* level.

In an attempt to distinguish Program coordination activities from individual project implementation coordination, we include guidance to help make that distinction. Either way, there should be a strong nexus between the coordination activities and the program.

A strong nexus would contribute to or inform Program policy development; lead to broad-scale Program implementation; and be reportable back to the Council. A weaker nexus (or no nexus) would be an activity that would still be performed absent the Program; internal to the funded organization; or, related to individual project management and coordination.

Proponents will be asked to describe their proposed activities for program coordination that should include but are not limited to:

General:

- Convener/facilitation services for Council-requested workgroups and forums
- Participation at Program-related workgroups, forums, and meetings that serve to inform Program priorities as requested
- Participation in a regularly-scheduled Council-convened processes to coordinate information and issues with all coordinating entities within the Council's Fish and Wildlife Program
- Support for collecting, maintaining, and disseminating raw and derived data (redd counts, population estimates, etc.) from the Basin to inform broader reporting needs (e.g., provincial or ESU/DPS, basinwide, and Program-level)
- Assist the Council in organizing and facilitating science reviews for the Council and ISRP; including site visits, project presentations, and special meetings
- Support and participation in subbasin plan, provincial, or Program progress reporting

Specific:

- New and continued synthesis/management plans/RM&E development on ISRP/Council topics of interest: lamprey, sturgeon, tagging, estuary, ocean, etc.
- Participating in the Council's Fish Tagging Forum
- Participation in ongoing development of the Program's M&E framework and approach
 - MERR Plan and development of its sub-components such as related RME Implementation strategy (e.g., draft Anadromous Salmonid Monitoring Strategy and the associated coordinated assessment process for data sharing and the draft resident fish implementation strategy,)
 - Support for synthesis/analysis of data
 - For Council high-level indicators, Council objectives, etc.
- Participation in wildlife-related issues: wildlife forum, NHI data, HEP, land-management issues (e.g. weed control)