



2020 Snohomish Basin 4-Year Work Plan Update Guidance

The 4-year work plan is being updated to capture capital restoration and programmatic projects that implement strategies identified in the Snohomish River Basin Salmon Conservation Plan (Salmon Plan) and are likely to seek funding over the next four years. The last significant update was in 2018; a much-abbreviated update occurred in 2019 (mostly cleaning up existing information).

The lead entity is interested in the following for the 2020 update:

- Updating existing projects on the list with new budget and description information as needed.
- Add new projects to the list for which sponsors will be seeking funding in the in the Basin's 2020 SRFB/PSAR grant round
- Identify existing projects the have a Watershed Restoration Enhancement connection AND
- Add new projects that improve streamflow, or identify components of existing projects that provide a streamflow benefit that can be used to support the development of a project list for the Snohomish Watershed Restoration and Enhancement (WRE) Plan.
- **Sponsors are asked to update the 4-Year Work Plan by November 20, 2019**

What is the 4-Year Work Plan?

The lead entity makes an effort to administer an inclusive work planning process that is representative of the diversity of work being conducted throughout the basin. Projects on the list are identified by sponsors based on guidance from the Salmon Plan, landowner willingness, match, and other readiness criteria. This list represents comprehensive actions that project sponsors are actively working to advance in the next 4 years.

The project list will be used for a variety of purposes. Including:

- Updating the list is a requirement of the Snohomish Basin lead entity contract
- All projects seeking funding for the 2020 SRFB/PSAR grant round must be on the 4 year work plan
- List is used to inform local, regional and state planning processes
- The list is a resource for sequencing and planning conversations, advancing future SRFB and PSAR grant rounds, supporting project and program sponsors in grant applications and communicating funding needs to a wide variety of audiences.
- **NEW this year** - The list will also be used to help inform the WREC planning process.

**Note that the WREC does not require projects to be on the 4YWP in order to be considered for their planning process.*

What happens to the 4-year Work Plan?

The 4YWP is vetted and adopted by lead entity staff, Technical and Policy Development Committees, and the Snohomish Basin Salmon Recovery Forum to ensure all projects align with the recovery strategies identified in the Salmon Plan.

Watershed Restoration and Enhancement Projects

The lead entity is assisting in the collection of project ideas for the WRIA 7 Water Restoration and Enhancement planning process. The lead entity has an interest in ensuring that project that benefit salmon and water resources are considered project types. In the planning process. There may be numerous examples of how a project could benefit streamflows. See *Projects and Actions: Needs for WRE Plans* one-pager from Ecology for more information or you may call Emily Dick, Ingria Jones, or Morgan Ruff to discuss project ideas.

How to add or update your project

Determine if your project or program is on the current [Snohomish Basin 4-Year Work Plan](#). If your project or program is not on the current 4YWP, consider whether the action:

- a) is ready to be implemented or initiated in the next four years,
- b) reflects the priorities outlined by the Snohomish River Basin Salmon Conservation Plan, and
- c) requires additional funding for implementation.
- d) provides a water resource benefit (streamflow benefit)

Add or update existing 4YWP projects in the 4YWP [Smartsheet](#). The 4YWP Smartsheet is accessible to shared users. Most sponsors should already have access, but please let us know if you have trouble. If you are not currently a shared user, please contact Alexa, Morgan, or Gretchen to be added.

What information you will be asked for in Smartsheet (from left to right)

1. **Attachments** – click the paperclip icon on the project’s spreadsheet row to attach files
2. **Comments** – if applicable, click the message icon to view past conversations and leave a response for lead entity staff (comments date back to 2014)
3. **2019-2020 Questions for Sponsors** – check this column for specific questions from lead entity staff about your project and update information as necessary
4. **Date project was added (yyyy)** – list the year that the project was added to the 4YWP
5. **Is this Project Completed?** – respond “yes” if your project is complete so that we can move it from this list to our Completed spreadsheet
6. **Project name:** The project name should be descriptive enough to indicate the type of action and the location of the action if it is a capital project e.g.) Salmon River Rocky Reach levee setback. If it is a programmatic project the type of action and the focus area or organization for the action e.g.) Green County Critical Area Ordinance update or Clearwater Watershed community outreach
7. **HWS number:** if applicable, list the Habitat Work Schedule number for your project
8. **HWS link:** if applicable, list the Habitat Work Schedule link for your project
9. **PRISM number:** if applicable, hyperlink to project number in PRISM
10. **Project description:** provide a detailed overview of your project e.g.) What will happen and the expected impact
11. **Location within Watershed:** indicate the sub-basin strategy group this project falls within
12. **Is this a water resource enhancement project** – respond “yes” or “no” (for more information [see section below and the attached *Projects and Actions: Needs for WRE Plans* one-pager](#))

13. **Describe the water resource benefit** – if applicable, briefly list the potential water resource benefit made by the project (for more information see section below and the attached *Projects and Actions: Needs for WRE Plans one-pager*)
14. **NTA:** if applicable, list the Near-Term Action number from the 2018-2022 Action Agenda
15. **Species benefiting (primary):** select 1 primary species benefitting from the project
16. **Species benefiting (secondary):** if applicable, select 1 secondary species benefitting from the project
17. **Estimated total project cost:** These cost estimates should be well thought out and not inflated. They should be based on feasibility or design work, or if not available, then a similar project in a similar watershed. For ongoing/programmatic/non-capital projects, include cost per biennium.
18. **Final phase covered in completed project:** select the final phase that will be covered when the project is completed
19. **Amount secured:** if applicable, enter the amount of secured funding
20. **Funding source(s):** identify all sources of secured funding and include the amount from the source in parentheses if listing multiple sources
21. **Current project phase:** select the primary project phase that will be covered with the next round of funding. If multi-phase project (feasibility, design, construction), select the final phase covered by the next round of funding.
22. **Current phase cost:** if only some phases will be covered in the 4-year period, include those costs here
23. **Grant round seeking funding (yyyy):** indicate which year the project will seek funding. This is important for coordinating budget/legislative requests from the region.
24. **Amount requesting from PSAR:** for unfunded needs, identify the amount likely to be requested from the Puget Sound Acquisition and Restoration fund
25. **Project sponsor:** list the sponsor(s). Important to note in case there are capacity gaps and to identify likelihood of a project moving forward.
26. **Project sponsor status:** identify if sponsors are proposed or confirmed to help identify capacity gaps. Select "unconfirmed" if multiple project sponsors and at least one is not confirmed. This will help the region identify where there may be capacity gaps in terms of project sponsors for high priority projects.
27. **Project partners:** list partners that are engaged in the project, but are not the sponsor

Update project information by November 20, 2019.

For Questions and Support

Please feel free to contact lead entity staff if you have questions about the 4YWP update process or require further assistance to complete your project updates.

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