

## **Scope of Work**

### **To Conduct 4 Regional Forums to Identify Obstacles and Solutions for SMP Update and Implementation**

**Funded by EPA Grant ID No: PS-00J088-01**

### **Enhancing Shoreline Protection: A proposal for measuring and achieving “no net loss” of ecological function**

**Timeline: March 2011 – September 2011**

#### **Purpose**

The purpose of these forums is to identify solutions and strategies for overcoming obstacles to achieving no net loss of ecological functions through Shoreline Master Program update and implementation in Clallam County and elsewhere in Puget Sound. Solutions and strategies for overcoming obstacles must be consistent with the 2003 Shoreline Master Program Guidelines standard for achieving No Net Loss.

The contractor will hold at least four forums to identify procedural, technical, and institutional obstacles to achieving no net loss through Shoreline Master Programs; and to develop preferred solutions and strategies for overcoming major obstacles.

Forum results and follow up activities will be used to write a report that describes key findings and recommendations. The final report will include summaries of forum participants and outcomes.

Activities funded by the EPA grant are identified in detail on the Project Tasks and Timeline for Task 3 found at the end of this document. The successful proposal will identify how to:

#### **Develop and conduct forums with key stakeholders**

Conduct a minimum of four forums to identify procedural, technical and institutional obstacles to achieving no net loss through Shoreline Master Programs; develop preferred solutions and strategies for overcoming major obstacles. These are anticipated to be invitation-based forums, involving all key stakeholders and interested observers.

Forum attendees are anticipated to comprise 85% invited participants; these include local governments; local government associations (cities, counties and ports); tribal representatives; state resource agencies and multiagency programs (e.g., Aquatic Habitat Guidelines program and PSNERP); and non-governmental groups ranging from business and property owner groups to environmental interests. The remaining attendees are expected to be 10% Ecology staff: Shorelines Program staff from regional and headquarters offices; and 5% contractors.

#### **Background work prior to holding forums**

Activities and tasks key to holding the forums are:

- Synthesize previous assessments by consultants, Ecology, and Puget Sound Partnership
- Identify key stakeholders and solicit participation
- Set forum topics, date, locations
- Conduct initial interviews with key interests
- Create a discussion outline for forums
- Distribute meeting announcements and discussion materials

**Conduct forums**

Hold forums:

- Identify obstacles to achieving no net loss through Shoreline Master Programs
- Identify solutions and strategies to overcome obstacles
- Develop outcome summaries

**Forum Follow-up and initial key findings (draft report)**

- Conduct follow-up meetings and interviews
- Provide initial key findings and recommendations for review by Steering Committee. Findings will identify responsible parties, timelines, required resources, and other pertinent information.
- Present findings at meetings (Puget Sound Partnership, quarterly shoreline planner forums, etc.)
- Refine key findings and recommendations; ensure that they are consistent with the intent of the Shoreline Management Act and State policies.

**Final report**

- Draft final report for review by Steering Committee and key interests
- Draft final report and recommendations

**Project management**

- Quarterly progress conference calls
- Quarterly and final reports and billings

**Budget**

Budget is not more than \$102,500

**Regional Forums Logic Model**

Outputs		Near Term Outcomes/Consequences	Long Term Outcomes/Consequences
<i>Key Activities</i>	<i>Products</i>		
Four forums and follow-up interviews with stakeholders to identify obstacles to achieving no net loss through Shoreline Master Program updates and implementation, and propose solutions.	- Findings on top priority obstacles and recommendations for overcoming them.	Decision-makers with authority to act agree on follow-up actions for overcoming obstacles to achieving no net loss through SMPs.	Procedural, regulatory and technical barriers to achieving no net loss are removed. Future SMP updates face fewer obstacles.
Assess resources needed to effectively manage shorelines consistent with the State requirements.	- Detailed action plan and budget for overcoming obstacles.	Stakeholders gain trust in protection strategies because they are invited to help craft the solutions.	Local governments throughout the region are better able to manage growth and protect Puget Sound.

## Enhanced Shoreline Protection PS 0100J0088 Timeline/Milestones

Description	2010 Q2	2010 Q3	2010 Q4	2011 Q1	2011 Q2	2011 Q3	2011 Q4	2012 Q1	2012 Q2	2012 Q3	2012 Q4
<b>Task 1 Project Management</b>											
1.1 Semi-annual report			R		R		R		R		R
1.2 Consultant selection	x	x	x								
1.3 Contract development and administration	x	x	x	x	x	x	x	x	x	x	x
1.4 MOU between Ecology, Clallam and Jefferson County	x	x									
<b>Task 2 Coordination</b>											
2.1 Quarterly call with EPA, Ecology, Clallam and Jefferson County	T	T	T	T	T	T	T	T	T	T	T
<b>Task 3 Identify Obstacles and Solutions</b>											
3.1 Consultant selection				x							
3.2 Prepare for forums				M							
3.3 Hold forums					M	M					
3.4 Follow-up meetings/ interviews							M				
3.5 Present and refine key findings							M				
3.6 Draft report; final report and recommendations								R			
<b>Task 4 Supplement Clallam SMP Update</b>											
4.1 Consult advisory committees and regional science experts	M	M	M	M	M	M	M	M	M	M	M
4.2 Conduct public focus groups to vet NNL measures		M			M			M			
4.3 Develop refined list of ecological indicators				R					D		
4.4 Provide geospatial data and maps w/ ecological indicators to support shoreline characterization and inventory report		D	D	D	D	D	D	D			
4.5 Ed & outreach materials for public		E&O			E&O			E&O			
4.6 NNL-based shoreline restoration plan					R	R	R	R	R	R	R
4.8 Reach-based cumulative impacts analysis					R	R	R	R	R	R	R
<b>Task 5 Develop tools for Adopted SMPs</b>											
Initial report on ecological indicators at reach scale					R						
Review of permit activity to guide future decision making					R						
Guidance and templates for applying NNL indicators					R						
Technical assistance to shoreline property owners						A	A	A	A	A	A
Compliance monitoring and enforcement using NNL indicators						M&E	M&E	M&E	M&E	M&E	M&E
R= Report; M= Meeting; T= Telephone conference call; E&O = Education and outreach; D= Data; A = Technical Assistance; M&E = Monitoring and enforcement											