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Northwest Power and Conservation Council

November 16, 2018

Category Review of Mainstem and Program Support Projects In the Fish and Wildlife Program for FY 2020 and beyond

Dear Project Sponsors:

The Northwest Power and Conservation Council (Council) and Bonneville Power Administration (Bonneville) announce the start of the review process for *Mainstem* and *Program Support* projects funded under the Council's Columbia River Basin Fish and Wildlife Program (Program). These mainstem and program support projects generally focus on addressing management questions with broad applicability or play a supporting role in the synthesis of basin-wide information and implementation. There are 50 projects included in the Mainstem/Program Support Category Review (see attached [list](#)).

This packet contains the review schedule, information your project team will need to complete the project proposal form, and contact information, in case you have questions. All information contained in this packet also can be found on the Council's website [here](#).

The Council appreciates your participation in this review and we look forward to working with all to ensure the projects are successful.

Review Materials are due by midnight, January 30, 2018.

Most of these projects have been the subject of numerous reviews in the past. For that reason, important functions of this review will be to

- evaluate project results and determine whether and how each project has adapted proposed future work based on those results
- evaluate how well the project sponsors have responded to the scientific and management issues identified in previous Council reviews and recommendations
- evaluate the collective progress of particular groups of projects that have similar focus

This review is limited to ongoing projects, new Columbia Basin Fish Accord projects, and any projects that have not been reviewed by the Independent Scientific Review Board. This is not a solicitation for *new* work. However, sponsors of ongoing projects may describe new work elements, phases, or new objectives for their projects based on adaptive management and new priorities, within the organization's portfolio of projects. All updated information for this review will be submitted and reviewed through cbfish.org.

Instructions for submitting proposal forms are included on page 5 -- "**Getting Started**".

Review Schedule Summary

Mainstem/Program Support Review Steps	Date
Review Start Date	November 16, 2018
Review Materials Due	January 30, 2019
Presentations	February 25-28, 2019
ISRP Preliminary Report	April 4, 2019
Public Comment begins	April 5, 2019
Responses Due	April 30, 2019
Final Report	May 30, 2019
ISRP Presentation to Council	June 11, 2019
Committee Recommendations	July 16, 2019
Public Comment ends	July 26, 2019
Council Recommendations	August 13, 2019

* Dates for Committee and Council recommendations may change depending on public comments, but sponsors will be notified if that happens.

Schedule and General Information

Process Steps and Schedule

This packet marks the start of the proposal phase in which project sponsors update their project proposals in cbfish.org. **All review materials are due by midnight on January 30, 2019.** The Council will make proposals available to the ISRP for review on January 31.

Electronic Proposal Form

The online proposal form in cbfish.org has been updated since the 2010-2013 category reviews. However, the basic structure is still largely the same. Once you initiate the proposal form process and find your project proposal name and number, the pre-loaded proposal form will require mostly updating and revising your content. The pre-entered information will include the narrative and typed fields from your previous proposal (problem statement, objectives, deliverables, etc.). See FAQ's below for further instruction on editing and updating your proposal.

Proposal Form Assistance

Here are ways to get oriented to the proposal form and to get help if you need it:

- *Getting Started – see the section below (initiating the process and finding your proposal)*
- *Instructional pop-ups in the form itself (additional detail on specific questions)*
- *Frequently Asked Questions (FAQs) (editing, visibility, saving, etc.)*
- *Useful Links (hyperlinks to relevant websites for Fish and Wildlife Program data and information, processes, and Biological Opinions)*

If you need more personal help, please contact [Lynn Palensky](#) (503-222-5161). Bonneville and the Council are considering holding a short webinar in early December to walk through the proposal form. If that is something you are interested in, send Lynn an email.

Independent Science Review Panel Review

Section 4h(10)(D) of the Northwest Power Act directs the Council to review projects proposed for funding by Bonneville to implement the Council's Fish and Wildlife Program. The Council engages in this review with the assistance of the Independent Scientific Review Panel (ISRP) which was created by the 1996 amendment to the Northwest Power Act. The ISRP will review all proposals 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*

For individual projects, the ISRP review will focus primarily on project performance by assessing the following project components:

- the degree to which project objectives are being achieved
- accomplishments and results

- the degree to which project objectives, actions, and methods reflect new information gained from those results – adaptive management
- clear delineation of progress towards completion

Because the ISRP is specifically charged with reviewing “results of prior year expenditures,” results reported through proposals and supporting documents will be critical to the ISRP’s evaluation.

Project Presentations

During the preliminary review, project presentations will be organized to share information about projects, add context to the proposals, and provide an opportunity for dialogue between the ISRP and project sponsors. Presentations should focus on results, accomplishments, adaptive management implications, and proposed work. Sponsors are encouraged to participate in project presentations as part of this review process. This exchange of information among project sponsors will help inform ISRP and Council recommendations. We have scheduled time for presentations during the week of February 25 (likely Feb 25-28). Contact [Lynn Palensky](#) with any questions or early scheduling requests. (see below for details on scheduling).

The ISRP will complete a Preliminary Review Report of proposals on **April 4, 2019**.

The ISRP’s preliminary report will provide written recommendations and comments on each proposal. If the proposal does not contain sufficient information or if issues need to be clarified, the ISRP will request a response from the project sponsor that will be due **April 30, 2019**.

The ISRP will review these responses and complete a final report by **May 30, 2019**. This report will include final comments on all proposals and on programmatic issues that apply across many projects, such as identification of information gaps and opportunities for coordination.

The Council begins accepting public comments on the ISRP’s Preliminary Review Report once it is complete and posted on the Council’s website. The public comment period continues through the completion of the ISRP’s Final Report until late July when staff begin developing recommendations for Council consideration.

Council recommendations

Final Council recommendations will include explanations addressing specific requirements of Section 4(h)(10)(D) of the Northwest Power Act. This includes the written explanations required of the Council in those few instances in which the Council’s project funding recommendations do not follow the ISRP’s recommendations. The Council will also explain how it considered “the impact of ocean conditions on fish and wildlife populations” and determined whether the projects “employ cost-effective measures to achieve program objectives.” Council recommendations are anticipated in August 2019.

Getting Started

1. Follow these steps to begin working on your proposal:

Go to www.cbfish.org

2. Log in. If you don't have a username and password, click the "Request Support" link in the Help menu (upper right corner) to request a new account.
3. Click the Explore button (upper left corner) and select Proposals. This will load the Proposals page.
4. Select the Edit icon for your proposal to load the form. If you do not have an ongoing project, select the Create icon next to your project to load the form.

Proposals Go to... ▾

Proposals

A Proposal is an application to continue existing work or start new work. While historically the Program solicited for all types of projects at once, starting in fiscal year 2009, the Northwest Power and Conservation Council and BPA are reviewing and soliciting for projects that are similar in nature and intent. These categorical reviews started with Wildlife projects and continue with Research, Monitoring & Evaluation (RME) and Artificial Production (Hatchery) projects.

Visit NWCouncil.org

- [See more information on the Project Review Cycle](#)
- [View proposals submitted before 2010](#)

Current Proposal Reviews	BEGINS	ENDS
Mainstem/Program Support	Friday, Nov 16, 2018	Wednesday, Jan 30, 2019

Edit Proposal

Draft proposals for your organization are listed below. To edit a proposal, select the Edit icon.

	Proposal Number	Project Title	Proponent
	Main-2011-068-00	Protect and Restore Selway River Watershed	Nez Perce Tribe

Create Proposal

The projects listed below are included in a current review but do not yet have proposals. To create a proposal, select the Create icon.

	Project Number	Project Title	Proponent
	2019-005-00	Lake Pend Oreille/Dworshak	Idaho Department of Fish & Game (IDFG)

Frequently Asked Questions (FAQ)

For proposals in cbfish.org

We've compiled this list of questions that we heard during usability studies with project sponsors from around the Columbia River Basin and have added a few that we anticipate for this review. Questions are loosely ordered according to the flow of the proposal form.

Q: What is cbfish.org?

A: cbfish.org, also known as Pisces Web, is a public interactive site that provides information about the work funded by Bonneville Power Administration (BPA) to implement the [Northwest Power and Conservation Council](#)'s Columbia Basin Fish and Wildlife Program, which spans across a four-state region. The scope of this site includes project proposal information from Fiscal Year 2007 forward and project budget information from 2004 forward.

For those familiar with "Pisces" and "Taurus," cbfish.org recently incorporated the Pisces application in a project code-named "Gemini." All three names refer to cbfish.org.

Q: My proposal already has project information in the text fields; where did this come from?

A: We copied the information from your previous proposal form into the new proposal form for you to edit. The financial information may look different than what was entered in your previous proposal form because it was updated with the latest budget numbers from BPA.

Q: Why the long list of work elements associated with my project?

A: A summary of all work elements (WEs) ever associated with your project are listed. You can use this comprehensive list of WEs to select those you want to include for proposed work.

Q: What's with the yellow banana icons in the left-side navigation bar?

A: The bananas indicate sections of the proposal that are incomplete. You will need to enter the information necessary to turn the bananas to a green check mark to submit your final proposal. The green checkmarks indicate sections that *appear* complete, and since much of the information from your old proposal will be copied over to the new one, you are likely to see many green check marks the first time you view your proposal. You will want to check the sections marked with the green check to make sure you are satisfied with the content.

Q: How can collaborators access my draft proposal for reviewing and editing?

A: Only people who are logged on and who are members of the specified proponent organizations, and your BPA project manager, can see and edit proposals in *Draft* state. If you need to share your proposal with people associated with organizations *not* listed on the "Edit Basics" page of the proposal, you simply need to add their organization to that list (Ctrl-click and drag to select more than one proponent organization).

Q: Can multiple people work on a proposal at the same time?

A: Yes. However, we recommend you assign different people different sections so that two people aren't simultaneously making edits to the same content (in which case the last person to save will overwrite the other's edits).

Q: How do I preview what my proposal will look like to a reviewer?

A: Click the “Summary” button at the top of the left-side navigation. This displays a read-only version of your complete proposal. We recommend you do this periodically as you fill out your proposal to see how your content will be presented to reviewers like ISRP, Council, and BPA. In general, the Summary view follows the same order as the proposal entry or “Edit...” pages, but not always. This Summary view also has a Print feature if you need a hardcopy.

Q: How do I make the text on the screen larger?

A: Most web browsers provide a way to “zoom in” such that the text on the page becomes larger. Try looking in the “View” for a “Zoom” or “Text Size” option. Some browsers also support the keyboard shortcut Ctrl + (plus sign) and Ctrl – (minus sign or dash).

Q: Why is the Proposal Short Description so short – limited to only 500 characters?

A: The short description is helpful for reviewers to very quickly reacquaint themselves with your proposal and may be used in summary reports/lists of proposals. The Executive Summary by contrast allows up to 8,000 characters (or about 3 ½ pages) and provides you with space to more adequately provide a summary of your project.

Q: Should I be worried that my contract deliverable “% Complete” is not 100% (on the Summarize History page of the proposal)?

A: This is to be expected. Most projects have at least one contract that is currently underway, in which case they will have contract deliverables that have not started or are in progress, hence not yet complete.

Q: Why do we limit the characters on many fields?

A: Most text fields in the proposal are limited to a maximum number of characters, including spaces. The exceptions are *rich text* boxes, which have no limits. We placed limits on these fields to encourage sponsors to summarize information for reviewers.

Q: What is a “project objective?”

A: Project Objectives describe the qualitative and quantitative *outcomes* of an individual project. Qualitative, general objectives (Goals) describe ultimate, long-term desired outcomes. Quantitative biological, physical, or social objectives describe outcomes and are Specific, Measurable, Actionable, Relevant, and Time-bound (SMART). Project Objectives are achieved by completing one or more Project Deliverable (see next question). Also see “[Defining project objectives](#)” for details.

Q: What is a “project deliverable?”

A: Project Deliverables are quantitative implementation objectives that describe task-based outputs and are Specific, Measurable, Actionable, Relevant, and Time-bound (SMART). The Deliverables often span multiple years and may be accomplished through multiple contracts and multiple work elements. Project Deliverables are evaluated through implementation monitoring. Contract Deliverables, on the other hand, are smaller in scope and correspond with an individual work element.

Q: Which project deliverables are the most important for me to highlight (on the Edit Deliverables / Budget page)?

A: The goal is to provide a high-level view of what your project aims to accomplish or deliver in the coming years. Most projects will have anywhere from three to 10 project deliverables. If you find yourself adding 20 or more project deliverables, make sure you haven't defined them too narrowly. However, given the range in size and scope of projects in our program, these are only guidelines.

Q: What happened to my images/charts (after pasting content from Microsoft Word into one of the proposal's rich text boxes)?

A: A few of the proposal questions/sections provide you with a rich text box editor (look for the toolbar), such as the Results: Reporting, Accomplishments and Impact question and the Problem Statement/Technical Background question. These rich text box editors allow you to format the text (bold, underline, font size, font face, color, etc.), add tables, insert images, etc. They can also accept content pasted from a Microsoft Word document. However, if your Word document includes in-line images/charts, they will not be pasted. After pasting the content, you will need to go to each place where there was an image/chart, and insert it using the Image Uploader tool on the toolbar. This is just like inserting an image into a Word document; it requires that each image/chart is somewhere on your local computer as a stand-alone file. If your Word document has many images/charts, extracting each so that it is a stand-alone file can be time-consuming, so you might want to try the following:

To quickly extract the images/charts from your Microsoft Word document

The precise options/commands referenced above may vary slightly, depending on the version of Microsoft Word you have.

1. Open your Word document containing the images you want to add to one of the Proposal "rich text" boxes.
2. From File menu, choose Save As...
3. In the "Format" or "Save as Type" dropdown menu, select "Web page, Filtered" (if that's an option) or "Web page" or "HTML."
4. Save the Web page version to a location you can come back to (e.g. My Documents or Desktop). This will automatically create a subfolder that Word names "[filename]-filtered files" or "[filename]_files". In this subfolder are all the images contained in your original Word document, typically in a .GIF or .JPG format.

The advantage of this approach is that you get the images all out at once, and the images are in a web-friendly format. The actual web page version of your Word document is throw-away – it's the images you're after. You can now go back to your proposal in cbfish.org and start inserting each of these images/charts into the rich text boxes.

Q: Can I attach files to my proposal form?

A: Not directly. You should attach files to your project under Project Documents and set the View Permissions on each file to Public. The proposal form will display links to your project's public attachments. These links are displayed to reviewers in the Project History section. This section also has an "Other Project Documents on the Web" option to add URLs linking to files elsewhere on the Internet.

Q: Why can't I enter specific GPS coordinates for my project location?

A: On the Edit Location page of the proposal, we ask you to simply identify the general regions (fourth, fifth, or sixth field HUCs – Hydrologic Unit Codes) in which your project will operate. While some project Leads may have more specific location information, not all do, especially for work that may not start for a couple

years. You will have ample opportunity during contracting to enter individual lat/long locations for each work element in Pisces. Until then, we want to collect information at the level at which it will be reviewed; for proposals, the general HUC regions are enough.

Q: How many HUC regions should I select for my project?

A: On the Edit Location page of the proposal, if your project does work or plans to do work in the Tributaries/Watersheds (as opposed to only working in the Ocean or Estuary or Mainstem) we ask you to identify at least one HUC region. The main goal is to provide reviewers a quick map of where your project is located, so select as many regions as are necessary to provide an accurate picture. We will also use this information, combined with other GIS layers such as NOAA's Listed/Threatened Anadromous Fish Populations, to understand which proposals may be responsive to Biological Opinions. You have a choice between 4th, 5th, and 6th field HUCs when you click on the map – select the level that best describes your project. For example, if your project operates in every 6th field HUC within a 5th field HUC, you can simply select the 5th field HUC and save yourself lots of clicking.

Q: What's the difference between an RM&E Metric and an RM&E Indicator?

A: We define an **RM&E Metric** as a value resulting from the reduction or processing of field or lab RM&E Measurements, and an **RM&E Indicator** as a reported value resulting from the processing of RM&E Metrics or Measurements; a value used to indicate the status, condition, or trend of a resource or ecological process. For additional information view the definitions in Monitoring Resources' glossary:
<https://www.monitoringresources.org/Resources/Glossary/Index>.

Q: What do I do if I'm really stuck?

A: Three options: Select “Request Support” from the Help menu in the top-right corner of any page within the cbfish.org site; email us at support@cbfish.org, or call your BPA project manager.

Q: What happens when I submit my proposal?

A: You may submit your proposal when you have all green checkmarks on the navigation sidebar. Remember, green checkmarks on the navigation sidebar may still be edited up until you hit the submit button. We strongly encourage you to review your proposal before submitting. The check marks indicate that it appears you have entered information, but it doesn't judge quality or if you entered all the information needed.

Once submitted, you may not edit your proposal (you will only be able to see the “Summary” view of it). If you submit your proposal in error, use the “Request Support” link found at the top of every page in cbfish.org - depending on the circumstances, they may be able to help you out.

Once submitted, reviewers can start reviewing your proposal, even before the official close of the proposal period. The first team of reviewers will most likely be the Independent Scientific Review Panel (ISRP).

Q: Is my proposal visible to the public?

A: Depends on what “state” your proposal is in. When in Draft state the following people (logged in), can both see and edit your proposal: the person who created the proposal; the proposal’s Primary Contact; the BPA Project Manager assigned to the project on which the proposal is based; and anyone belonging to one of the project’s “Proponent” or Sponsor Organizations.

When in the Submitted state, but *during* the period in which the review still accepts proposals, the same people listed above can see but not edit your proposal.

When in Submitted state, but *after* the period in which the review accepts proposals, everyone can see but not edit your proposal. To be clear, visitors to cbfish.org will not have to be logged in to see your proposal. This is consistent with people today being able to view information about your project.

Thank you for your questions!

Have a question not answered here? Select “Request Support” from the Help menu in the top-right corner of any page within the cbfish.org site. Alternatively, you can email us at support@cbfish.org.

Useful links

FISH AND WILDLIFE PROGRAM REFERENCES

Council's website for general information:

<http://www.nwcouncil.org/fw>

Council's 2014 Fish and Wildlife Program:

<https://www.nwcouncil.org/reports/2014-columbia-river-basin-fish-and-wildlife-program>

Subbasin Plans:

<https://www.nwcouncil.org/subbasin-plans>

Council's Project Reviews and Recommendations

General page:

<https://www.nwcouncil.org/fish-and-wildlife/project-reviews-and-recommendations>

Council decision on RME/Artificial Production Review (2011):

https://www.nwcouncil.org/sites/default/files/2011_06decision_0.pdf

Council decisions on 2013 Resident Fish / data Mgmt / Regional Coordination

<https://www.nwcouncil.org/fw/budget/2013/>

Independent Scientific Review Panel (ISRP):

<https://www.nwcouncil.org/fish-and-wildlife/fw-independent-advisory-committees/independent-scientific-review-panel>

ISRP Reports: <https://www.nwcouncil.org/reports?tags%5B0%5D=ISRP>

Independent Scientific Advisory Board (ISAB):

<https://www.nwcouncil.org/fish-and-wildlife/fw-independent-advisory-committees/independent-scientific-advisory-board>

ISAB Reports: <https://www.nwcouncil.org/reports?tags%5B0%5D=ISAB>

Resource Tools and Maps: (Fish Objectives Maps, Fish Info Site, Subbasin Species & Dashboards, High Level Indicators):

<https://www.nwcouncil.org/fish-and-wildlife/previous-programs/fish-and-wildlife-program-resource-maps/data-0>

2012 Program Evaluation and Reporting Committee (PERC):

<https://www.nwcouncil.org/fw/program/perc>

Council decision on PERC - November 2012:

https://www.nwcouncil.org/sites/default/files/2012_1106_1.pdf

BIOLOGICAL OPINION REFERENCES

FCRPS:

<https://www.salmongrowth.gov/BiologicalOpinions/FCRPSBiOp.aspx>

Willamette:

https://www.westcoast.fisheries.noaa.gov/fish_passage/willamette_opinion/

Kootenai River:

<https://www.fws.gov/pacific/finalbiop/biop.html>

MONITORING RESOURCES METHODS AND PROTOCOLS REFERENCES

Main website:

<http://www.monitoringresources.org>

List of Protocols:

<https://www.monitoringresources.org/Document/Protocol/Index>

List of Methods:

<https://www.monitoringresources.org/Document/Method/Index>

Glossary of terms including definition of measurement, metrics, and indicators:

<https://www.monitoringresources.org/Resources/Glossary/Index>

DATA MANAGEMENT REFERENCES

PNAMP Data Management Resources:

<https://www.pnamp.org/topics/2>

FISH STATUS AND TREND MONITORING REFERENCES

Anadromous Salmonid Monitoring Strategy from the Columbia Basin Coordinated Anadromous Monitoring Workshop (ASMS):

<https://www.nwcouncil.org/fish-and-wildlife/adaptive-management/monitoring/monitoring-strategies/asms-2009-workshop-documents-originally-in-council-dropbox-0>

HATCHERY REFERENCES

2008 Final Report of the Ad Hoc Supplementation Monitoring and Evaluation Workgroup (AHSWG). Recommendations for Broad Scale Monitoring to Evaluate the Effects of Hatchery Supplementation on the Fitness of Natural Salmon and Steelhead Populations:

https://www.nwfsc.noaa.gov/assets/11/6509_03302009_114410_Final_Draft_AHSWG_report.pdf

Hatchery Scientific Review Group (HSRG):

<http://hatcheryreform.us/>

Web-based tool for assessing the effects of sampling rate, marking rate, and population size on the statistical precision of hatchery and natural escapement estimates, and to facilitate the design of BACI (Before-After Control-Impact)-type experiments:

<http://www.OneFishTwoFish.net>

TRIBUTARY HABITAT STATUS & ACTION EFFECTIVENESS

Anadromous Salmonid Monitoring Strategy from the Columbia Basin Coordinated Anadromous Monitoring Workshop (ASMS):

<https://www.nwcouncil.org/fish-and-wildlife/adaptive-management/monitoring/monitoring-strategies/asms-2009-workshop-documents-originally-in-council-dropbox-0>

PNAMP Effectiveness Monitoring Resources:

<https://www.pnamp.org/topics/6>

Council's M&E Workgroup:

<https://www.nwcouncil.org/fish-and-wildlife/fw-forums-and-workgroups/habitat-me-workgroup>