

## 2016 Action Agenda Near Term Action Submittal Form Instructions

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### Introduction

This document contains the instructions for completing and submitting a near term action (NTA) proposal using the NTA submittal form to the Puget Sound Partnership for review by the Strategic Initiative Transition Teams. The Puget Sound Partnership issued a *“Solicitation Requesting Near Term Action Proposals for the 2-year Implementation Plan Component of the 2016 Action Agenda Update”* (solicitation) on September 21, 2015. This regional solicitation contains eligibility and submittal requirements as well as the submittal and review process and deadlines. Please review this regional solicitation before completing the NTA submittal form. This regional solicitation and the regional NTA submittal portal are available at the NTA web page ([www.psp.wa.gov/2016\\_AA\\_NTA.php](http://www.psp.wa.gov/2016_AA_NTA.php)).

**Note:** Tribal and local entities must first submit and get approval through their Local Integrating Organization (LIO) before submitting this form through the regional NTA submittal portal. Each LIO has their own process and deadlines for NTA proposals. Contact information for LIOs is provided on the last page of the solicitation. Regional entities do not have to submit NTA proposals through the LIOs, but are strongly encourage to coordinate with LIOs where their NTA will be implemented.

The NTA submittal form is comprised of the following:

- 1 page cover sheet of administrative information (Section 1).
- 4 page proposal narrative and cost estimate (Section 2).
- 1 page for supplemental information if your NTA is part of a multi-phase action or an ongoing program (Section 3).
- 1 page for objectives and performance measures (Section 4).
- 1 page for each results chain graphic (Section 5).
- Data input tables (Sections 5a-5d) that document your results chain in Section 5 for database purposes and reference when working on your results chain.

## Submitting your NTA Proposal

Your NTA proposal must be submitted through the NTA submittal portal by **10am on December 31, 2015**.

**Important Note:** Tribal and local entities must first submit and get approval through their Local Integrating Organization (LIO) before submitting through the NTA submittal portal. LIOs will approve those NTA's determined to be consistent with the "Early Elements" of the LIO's 5-year Ecosystem Recovery Plan. Each LIO has their own process and deadlines for NTA proposals. **You should become familiar with your LIO's process as soon as possible to avoid missing important deadlines.** NTA proposals submitted by tribal and local entities that have not been approved by an LIO will not be considered by the Strategic Initiative Transition Teams or recommended for inclusion in the Action Agenda. Contact information for LIOs is provided on the last page of the solicitation.

Use the following steps to submit your NTA proposal:

1. Read and understand the requirements of the solicitation available at the NTA web page ([www.psp.wa.gov/2016\\_AA\\_NTA.php](http://www.psp.wa.gov/2016_AA_NTA.php)).
2. Review and use the guidance and resources available through the NTA web page.
3. Tribal and local entities only: Follow the process of your LIO and get approval from the LIO prior to submitting your NTA proposal to the Puget Sound Partnership for review by the Strategic Initiative Transition Teams.
4. Completely fill out the NTA submittal form using the instruction provided in this document. The NTA submittal form is available at the NTA web page. The length of response are limited to the space available. The rows and columns in this form cannot be adjusted.
5. Rename your NTA submittal form (Excel file) with a unique name. Rename the file as follows (short organization name - short NTA title). Make sure your file name is no longer than 25 characters, including spaces. For example: "Recovery Dept - Big Fish" would be acceptable.
6. Open the NTA submittal portal from the NTA web page.
7. Completely fill out the web page form, upload your NTA proposal, and select Submit. You may request an email confirmation by selecting the check box at the bottom of the web page.

If you need technical assistance with the NTA submittal form, contact Jen Burke ([jennifer.burke@psp.wa.gov](mailto:jennifer.burke@psp.wa.gov); 360-464-2009) at the Puget Sound Partnership.

If you need to request an alternative method of submittal, contact Libby Hudson ([libby.hudson@psp.wa.gov](mailto:libby.hudson@psp.wa.gov); 360-464-1227) at the Puget Sound Partnership to make alternative arrangements no later than December 23, 2015.

## Printing your NTA Proposal

You are not required to print out your NTA proposal. Should you wish to print out your proposal, all sections have been preformatted for printing. Additionally, sections 5a-5d can be filtered to reduce the length of the lists to just the items you have selected which will reduce the number of pages printed (instructions for how to do this are provided below). To print more than one section at a time, hold down the SHIFT button and left click the section tabs you wish to print.

If you are having difficulty printing due to printer margin compatibility issues, try first saving (or converting) the completed form to PDF format and then print the PDF file using the "Fit" selection under the "Page Sizing and Handling" section of the Print window.

To save as a PDF file in Excel 2013, hold down the **SHIFT** button and left click the section tabs you wish to include in the PDF file. Select the **FILE** menu and **Save As**. Select a folder location. Select **PDF** in the "save as type" box and select **Save**.

## Section 1 – Cover Sheet

| Line   | Instructions   |
|--|--|
| NTA Name   | Enter the name of the NTA. This will be used in reporting. If this NTA is part of a larger multi-phase action, enter a name that will be used for all phases. The phase number (i.e.: “Phase 1”) will automatically be entered onto the end of the name for multi-phase actions after submittal.   |
| Brief NTA Description  | Provide a brief overview description (255 characters or less) of the NTA that will be published in the Action Agenda, Report Card, and other public lists.   |
| Phase (number)   | If this NTA is one phase of a larger multi-phase action, enter the phase of this NTA proposal (e.g.: 1 of 3 or 3 of 3), and complete the phased action portion of Section 3 (Phased-Ongoing Programs). If not part of a multi-phase action, leave these boxes empty.   |
| Is this proposed NTA part of an ongoing program?               | Use the drop-down menu to indicate if this NTA proposal is part of an ongoing program. If yes, complete the ongoing program section of Section 3 (Phased-Ongoing Programs).<br><br>Note: The simple continuation of an existing, funded program cannot be submitted as an NTA proposal. Ongoing programs that contribute to the recovery and protection of Puget Sound will be reflected in the Action Agenda through means other than NTAs. An NTA proposal could, however, relate to improving, expanding, or otherwise changing an ongoing program. An NTA proposal could, if necessary, address continued funding support needed for sustaining recent changes or enhancements to ongoing programs while long-term funding is secured. |
| Is the action related to Ocean Acidification?                  | Use the drop-down menu to indicate if this NTA proposal is related to the recommendations of the Governor’s Blue Ribbon Panel on Ocean Acidification.<br><br>Note: If yes, we strongly encourage you to coordinate with the Washington Marine Resources Advisory Council (MRAC) prior to submitting your NTA proposal. The MRAC will be provided a list of ocean acidification related NTAs to review and may flag NTAs that are inconsistent with the Blue Ribbon Panel recommendations.  |
| Owner Organization   | Enter the name of the organization that will act as the NTA owner. Note that there are eligibility requirements related to NTA owners on page 6 of the solicitation.   |
| Contact Name   | Enter the name for the person who will be the point of contact for the NTA owner.  |
| Title  | Enter the title for the person who will be the point of contact for the NTA owner.   |
| Phone  | Enter the phone number for the person who will be the point of contact for the NTA owner.  |
| Email  | Enter the email address for the person who will be the point of contact for the NTA owner.   |
| Street   | Enter line 1 of the mailing address (number, street name, and suite) or PO Box for the person who will be the point of contact for the NTA owner.  |
| City, State, Zip   | Enter line 2 of the mailing address (City, State, Zip code) for the person who will be the point of contact for the NTA owner.   |
| Partners (list all partners involved in the NTA, one per line) | List the names of all the partner organizations responsible for helping implement the NTA. Please do not list organizations that will not materially contribute to the implementation of the NTA.  |

| Line   | Instructions  |
|--|---|
| Strategic Initiative (identify the Strategic Initiatives the NTA implements) | <p>Use the drop-down menus to indicate which Strategic Initiatives the NTA will implement. This should be based on the sub-strategies the NTA will implement. The Strategic Initiative sub-strategies are listed in Tables 3-5 in the solicitation.</p> <p>Note: “Cross-Cutting” is not an option because cross-cutting sub-strategies (see Table 6 in the solicitation) should support the implementation of sub-strategies in the three Strategic Initiatives identified in Tables 3-5 of the solicitation.</p> |
| LIO Areas (identify the LIO areas where the NTA will be implemented)         | <p>Use the drop-down menus to indicate in which LIO(s) the NTA will be implemented. At least one LIO must be selected. A Soundwide action would select all of the LIOs.</p> <p>Note: A list of NTAs will be sent to each LIO to (1) verify they were approved by the LIO for submittal (if required) and (2) flag any regional NTAs that conflict with the “Early Elements” of the LIO’s 5-year Ecosystem Recovery Plan.</p>  |

## Section 2 – Proposal

| Line   | Instructions  |
|--|---|
| Activity Type  | <p>Use the drop-down menu to select the activity type that best captures the main purpose of the NTA.</p> <p>Descriptions of the categories can be found at:<br/> <a href="https://app.smartsheet.com/b/publish?EQBCT=2efe0acc75a140b1b2405e2d3455dc28">https://app.smartsheet.com/b/publish?EQBCT=2efe0acc75a140b1b2405e2d3455dc28</a></p>   |
| Does the success of this NTA depend on other activities? | <p>Use the drop-down menu to indicate if the implementation of this NTA is dependent on another action being completed before this NTA can be implemented. <b><u>If yes, be sure to describe in the NTA description below.</u></b></p> <p>This information is relevant to evaluation criteria 1e in Table 2 of the solicitation.</p>  |
| NTA Description  | <p>In the space provided, briefly describe the proposed action, including goals and objectives, key approaches, and the major process steps for achieving the action. This information is relevant to evaluation criteria 1d, 1e, and 1f in Table 2 of the solicitation.</p> <p>Also, briefly describe why the action is important and how the action will contribute toward achieving one or more Puget Sound Vital Signs and, if applicable, 2020 recovery targets. <b><u>You should complete Sections 5-5d before writing this section.</u></b> This information is relevant to evaluation criteria 2a, 2b, and 3a in Table 2 of the solicitation.</p> |
| Roles and responsibilities & Organizational support      | <p>In the space provided, briefly describe the roles and responsibilities of the NTA owner and partners. Briefly describe the level of organizational support of the NTA owner for implementing this NTA (e.g.: executive/elected approval). This information is relevant to evaluation criteria 1a, 1b, and 1c in Table 2 of the solicitation.</p>   |
| Experience and capacity                                  | <p>In the space provided, briefly describe the NTA owner’s and partner’s experience and capacity relevant to implementing this type of action. This information is relevant to evaluation criteria 1a in Table 2 of the solicitation.</p>   |

| Line   | Instructions  |
|--|---|
| Describe how the NTA responds to the regional priorities   | <p>If applicable, briefly describe in the space provided how the NTA responds to the regional priorities identified in the solicitation.</p> <p>Regional priorities are stated in the right-hand column of Tables 3-6 in the solicitation – speak to the regional priorities for the sub-strategy(ies) your NTA is implementing. This information is relevant to evaluation criteria 3a in Table 2 of the solicitation.</p>   |
| Scientific/technical basis for the NTA   | <p>In the space provided, briefly describe the scientific/technical basis for selecting and scoping the proposed NTA, including:</p> <ul style="list-style-type: none"> <li>• Obvious alternatives considered and why they were not selected.</li> <li>• How location, sequence, and timing of the proposed action were considered relative to other ecosystem protection and recovery needs and whether the proposed action precludes other ecosystem recovery actions.</li> </ul> <p>This information is relevant to evaluation criteria 1f, 4a, 4b, and 4c in Table 2 of the solicitation.</p> |
| How were benefits and potential for success analyzed, including identified barriers, uncertainties, and risks? | <p>In the space provided, briefly describe how the NTA’s benefits and potential for success were analyzed, including identified barriers, uncertainties, and risks. This information is relevant to evaluation criteria 4d in Table 2 of the solicitation.</p>  |
| How has resilience to climate change (including ocean acidification) been considered?                          | <p>If applicable, briefly describe in the space provided how resilience to climate change (and ocean acidification, if applicable) has been considered in the development of the NTA. If not applicable, explain why the NTA would not be affected. This information is relevant to evaluation criteria 4e in Table 2 of the solicitation.</p>  |
| Cost of all previous phases  | <p>If this NTA is one phase of a larger multi-phase action, provide a lump sum for actual expenses (or best estimate of actual expenses) for all previous phases of the action. If this NTA is the first phase or the only phase of the action, than leave this line blank.</p>   |
| Cost of current NTA proposal/phase   | <p>Provide a lump sum best estimate of the cost for this proposal (i.e.: this phase, if part of a larger multi-phase action). If there is enough uncertainty to warrant providing a cost range for this proposal, we want you to still enter the lump sum best estimate here as well as a cost range below to reflect the uncertainty in the cost estimate. This information is relevant to evaluation criteria 5a and 5b in Table 2 of the solicitation.</p>   |
| Cost of all future phases  | <p>If this NTA is one phase of a larger multi-phase action, provide a lump sum best estimate for all future phases of the action. If this NTA is the final phase or the only phase of the action, than leave this line blank.</p>   |
| Full cost for all phases   | <p>This line automatically sums the above three lines. This information is relevant to evaluation criteria 5a and 5b in Table 2 of the solicitation.</p>  |
| If cost for the current NTA proposal/phase is uncertain, what is the likely cost range?                        | <p>If there is enough uncertainty to warrant providing a cost range for this proposal, we want you to still enter a lump sum best estimate above as well as a cost range here to reflect the uncertainty in the cost estimate. This information is relevant to evaluation criteria 5a and 5b in Table 2 of the solicitation.</p>  |

| Line  | Instructions  |
|---|---|
| Description of how cost estimate was determined | <p>In the space provided, briefly description of how the cost estimate for this proposal (i.e.: this phase) was determined. This information is relevant to evaluation criteria 5a and 5b in Table 2 of the solicitation.</p> <p>Note: We want to understand the full cost of the action, including past and future phases, so do not underestimate the cost to appear competitive and do not enter just the amount of funding you are seeking. We also do not intent to overburden proposers with developing detailed budgets for this initial review. Provide the best estimate you can. You are most likely exceeding the requirement if you are spending more time developing the cost estimate than writing the rest of the proposal. It is acceptable to use what some might call preliminary estimates. If the Strategic Initiative Transition Team reviewers feel you should provide a more developed cost estimate, they will request that information and you will have an opportunity to revise your proposal.</p> |

### Section 3 – Phased/Ongoing Program NTA Supplemental Information

| Line   | Instructions  |
|--|---|
| Phase Description  | If the NTA is part of a multi-phase action, further describe the proposed NTA in the context of the overall scope, including the goals and objectives for both the overall action and for the phase described in the proposed NTA. Include a brief schedule for the overall action. Describe how the proposed NTA is a priority step in the sequence and is necessary for future steps to occur. This information is relevant to evaluation criteria 1e in Table 2 of the solicitation.   |
| Program Name   | Enter the name of the program.  |
| Describe past and current funding and how this NTA fills a critical need | <p>If the NTA is related to an ongoing program, further describe how the ongoing program has been funded in the past, is currently funded, and how the NTA is critical to improving, expanding, or otherwise changing the ongoing program.</p> <p>Note: The simple continuation of an existing, funded program cannot be submitted as an NTA proposal. Ongoing programs that contribute to the recovery and protection of Puget Sound will be reflected in the Action Agenda through means other than NTAs. An NTA proposal could, however, relate to improving, expanding, or otherwise changing an ongoing program. An NTA proposal could, if necessary, address continued funding support needed for sustaining recent changes or enhancements to ongoing programs while long-term funding is secured.</p> |

### Section 4 – Objectives & Performance Measures

Each NTA must have at least 1 Objective, 1 Outcome, and 1 Output. There must be a significant Output at least every 2 years. There is a hierarchy to Objectives and their performance measures - list Outcomes under relevant Objectives and Outputs under relevant Outcomes (see definitions and examples below).

Objectives are formal statements detailing a desired outcome (i.e., an anticipated result or benefit) of a proposed action. Objectives should be specific, achievable/practical, and results-oriented.

Performance measures are metrics used to assess and report how well an action performs with respect to an Objective. Performance measures are specific, measurable, achievable/practical, results-oriented, and time-bound.

For the purposes of NTA proposals, submittals must specify performance measures for the action’s Outcomes and Outputs.

Outcomes are the desired changes or benefits resulting from your action. Outcomes are often more challenging to measure than Outputs as they are often related to the impact or effect of an action. Outcomes may not be achieved until quite some time after the action is implemented and the timeframe of the desired changes or benefits may be uncertain. Outcome performance measures will not necessarily be assessed and reported by NTA owners.

Outputs are the products of the action. Outputs are often more easily measured than Outcomes because they are the direct results of implementing the action. Outputs are achieved through successful completion of the proposed action; they will typically be assessed and reported by NTA owners. Performance measures for Outputs may include products of significant process steps.

| Item                        | Instructions  |
|-----------------------------|---|
| Brief descriptive title     | Enter a brief description of the Objective or performance measure (Outcome, Output). Objectives from the NTA Description in Section 2 that have associated performance measures should be restated/summarized here. Do not include Objectives in this section for which you do not propose to have associated performance measures. Performance measures must be measurable, so the description must include a metric (i.e.: number of something changed/achieved, percentage of something changed/achieved). |
| Category                    | Use the drop-down menu to select “Objective”, “Outcome”, or “Output.” See above for descriptions of these terms.  |
| Output End Date             | Enter a specific date in this cell for Outputs in MM/DD/YYYY format. This cell should be left blank for Objectives and Outcomes.  |
| Outcome Projected Timeframe | Use the drop-down menu to select a projected timeframe for achieving Outcomes. This cell should be left blank for Objectives and Outputs.   |
| Responsible Partner         | For Output performance measures, use the drop-down menu to select which of the partners (entered in Section 1) will be responsible for delivering the product. This cell should be left blank for Objectives and Outcomes.  |

Example 1: Non-capital NTA

| <b>Objectives &amp; Performance Measures</b> |   | <b>Category</b> | <b>Output End Date (mm/dd/yyyy)</b> | <b>Outcome Projected Timeframe</b> | <b>Responsible Partner</b> |
|--|---|-----------------|-------------------------------------|------------------------------------|----------------------------|
| Brief descriptive title                      |   |                 |                                     |                                    |                            |
| 1  | <b>Decision by salmon recovery lead entity, relevant Puget Sound tribes, and one or more project sponsors to develop project(s) for 4-year work plan.</b> | Objective       |                                     |                                    |                            |
| 2  | Big Fish watershed Lead Entities' 4-year work plan includes at least one consensus estuary restoration project.   | Outcome         |                                     | 1-3 years                          |                            |
| 3  | Draft of project report delivered to peer reviewers.  | Output          | 12/1/2017                           |                                    | Lead Entity                |
| 4  | Peer-reviewed report on “Alternatives Evaluation for Big Fish River Estuary Restoration.”   | Output          | 6/1/2018                            |                                    | Lead Entity                |
| 5  | Updated 4-year work plan adopted with one or more Big Fish River Estuary projects.  | Output          | 6/1/2019                            |                                    | Lead Entity                |

## Example 2: Capital NTA

| Objectives & Performance Measures<br>Brief descriptive title |   | Category  | Output<br>End Date<br>(mm/dd/yyyy) | Outcome<br>Projected<br>Timeframe | Responsible<br>Partner    |
|--|---|-----------|------------------------------------|-----------------------------------|---------------------------|
| 1  | <b>Restore ecological functions to 125 acres of the Big Fish River Estuary.</b>                                 | Objective |                                    |                                   |                           |
| 2  | Restore tidal processes to at least 100 acres.  | Outcome   |                                    | 1-3 years                         |                           |
| 3  | Design completed.   | Output    | 8/1/2017                           |                                   | NTA Owner                 |
| 4  | 125 acres graded.   | Output    | 8/1/2018                           |                                   | NTA Owner                 |
| 5  | 1,200 feet of dike removed.   | Output    | 8/1/2018                           |                                   | NTA Owner                 |
| 6  | Restore estuarine vegetation between +9' MLLW and OHWM using natural recruitment. (This outcome has no outputs) | Outcome   |                                    | 3-5 years                         |                           |
| 7  | Restore at least 25 acres of native upland and riparian vegetation.   | Outcome   |                                    | 5 or more years                   |                           |
| 8  | Native upland and riparian plants installed.  | Output    | 10/1/2018                          |                                   | Friends of Big Fish River |
| 9  | At least 75% of plantings survive through the year 1 monitoring.  | Output    | 10/1/2019                          |                                   | Friends of Big Fish River |

## Section 5 – Results Chain

Results chains are graphical depictions of the relationship between sub-strategies, actions, pressures on the ecosystem and ecosystem conditions. They are logic models showing the anticipated or desired effects of implementing sub-strategies and actions to reduce pressures (Sources of Pressure and Stressors) and recover Vital Signs. Follow the 3 steps below to document the logic underlying your NTA and inserting it into the form.

1. Download the relevant results chain image from the Prototype Results Chain Library for the sub-strategy(ies) your NTA will be implementing (see Section 5a). Note: there are no results chains for sub-strategies starting with the letter “D.”
2. Mark up a prototype results chain (or modify a results chain) using the “*Instructions for “mapping” proposed NTAs to prototype results chains*” (linked below) to depict the logic model (AKA: theory of change) for how the implementation of your NTA is intended to achieve near-term and long-term results and contribute to Puget Sound recovery.
  - o You must mark at least one primary intermediate result, Source of Pressure, Stressor, and Vital Sign per results chain.
  - o Reference Sections 5a-5f while you are working on the results chain. They include descriptions associated with Sources of Pressure, Stressors, and Vital Signs. See instructions below for more information.
3. Insert an image of the marked-up results chain using the steps outlined at the top of the sheet.
4. Documented the logic model components marked on each results chain in Sections 5a-5f.

This information will be used to evaluate the logic underlying the NTA and is relevant to evaluation criteria 2a, 2b, and 3a in Table 2 of the solicitation. In the case where modified results chains are submitted and approved, this information will also improve the theories of change for Puget Sound protection and recovery.

The Library of Prototype Results Chains (in JPEG format) is available at the following web site:

<https://www.miradishare.org/projectDiagrams/psp-pugetsoundrecover-2015-00026/>

Instructions and examples for how to mark up a prototype results chain (or modify a results chain) are provided in the “*Instructions for “mapping” proposed NTAs to prototype results chains*” in the Resources section of the NTA web page ([http://www.psp.wa.gov/2016\\_AA\\_NTA.php](http://www.psp.wa.gov/2016_AA_NTA.php)).

Note: If the NTA does not fit into a prototype results chain(s), an NTA owner may propose a modified results chain(s) to document the logic model for the action. NTA owners in this situation should contact PSP staff as early as possible for assistance with developing revised results chain(s). Note: The recommendation of NTAs in the Action Agenda based on revised results chains will be considered provisional pending final technical approval of the revised results chain(s).

If you have questions related to results chains, you can contact the following for assistance:

- **Tribal and Local Entities:** First contact your LIO Coordinator. Contact information is provided on the last page of the solicitation.
- **Regional Entities:** Contact Kari Stiles ([kari.stiles@psp.wa.gov](mailto:kari.stiles@psp.wa.gov); 360-489-2114) at the Puget Sound Partnership.

### Section 5a – Sub-Strategies

| Column  | Instructions   |
|---|--|
| <p>Select those the NTA is primarily implementing</p> | <p>Use the drop-down menu to select the primary sub-strategy(ies) the NTA is implementing. The sub-strategy(ies) selected must match those shown in the results chain(s) in Section 5. You must select at least one. Sub-strategies are fully described in Tables 3-6 in the solicitation.</p> <p>If you have questions related to sub-strategies, you can contact the following for assistance:</p> <ul style="list-style-type: none"> <li>• <b>Tribal and Local Entities:</b> First contact your LIO Coordinator. Contact information is provided on the last page of the solicitation.</li> <li>• <b>Regional Entities:</b> Contact Libby Hudson (<a href="mailto:libby.hudson@psp.wa.gov">libby.hudson@psp.wa.gov</a>; 360-464-1227) at the Puget Sound Partnership.</li> </ul> <p>This is primarily a data input sheet to capture the work you did on the results chain in Section 5. If you wish to print this sheet once you’re done, you can reduce the length of the sheet using the following instructions:</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow in cell B3</li> <li>2. Uncheck all of the boxes except for the box labeled “Yes”</li> <li>3. Select OK.</li> </ol> <p>To undo this filter to show the entire list again, use the following instructions:</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow in cell B3</li> <li>2. Check the box labeled “(select all)”</li> <li>3. Select OK.</li> </ol> |

Section 5b – Sources of Pressure

| Column  | Instructions  |
|---|---|
| <p>Select those the NTA is primarily addressing</p> | <p>Use the drop-down menu to select the primary Source(s) of Pressure the NTA is addressing. The Source(s) of Pressure selected must match those shown in the results chain(s) in Section 5. You must select at least one. Sources of Pressure are fully described in Section 5b.</p> <p>Note: This may be easiest by referencing the prototype results chain (see instructions for Section 5) for the sub-strategy(ies) selected in Section 5a. Use this results chain to narrow down which Sources of Pressure are linked with the sub-strategy and then select which of those Source(s) of Pressure the NTA is trying to reduce.</p> <p>If you have questions related to Sources of Pressure, you can contact the following for assistance:</p> <ul style="list-style-type: none"> <li>• <u>Tribal and Local Entities</u>: First contact your LIO Coordinator. Contact information is provided on the last page of the solicitation.</li> <li>• <u>Regional Entities</u>: Contact Kari Stiles (<a href="mailto:kari.stiles@psp.wa.gov">kari.stiles@psp.wa.gov</a>; 360-489-2114) at the Puget Sound Partnership.</li> </ul> <p>This is primarily a data input sheet to capture the work you did on the results chain in Section 5. If you wish to print this sheet once you're done, you can reduce the length of the sheet using the following instructions:</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow in cell B3</li> <li>2. Uncheck all of the boxes except for the box labeled "Yes"</li> <li>3. Select OK.</li> </ol> <p>To undo this filter to show the entire list again, use the following instructions:</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow in cell B3</li> <li>2. Check the box labeled "(select all)"</li> <li>3. Select OK.</li> </ol> |

Section 5c – Stressors

| Column  | Instructions  |
|---|---|
| <p>Select those the NTA is primarily addressing</p> | <p>Use the drop-down menu to select the primary Stressor(s) that the NTA is addressing as shown in the results chain (Section 5). You must select at least one. Stressors are fully described in Section 5c.</p> <p>Note: This may be easiest by referencing the prototype results chain (see instructions for Section 5) for the sub-strategy(ies) selected in Section 5a. Use this results chain to narrow down which Stressors are linked with the sub-strategy and then select which of those Stressors the NTA is trying to reduce.</p> <p>If you have questions related to Stressors, you can contact the following for assistance:</p> <ul style="list-style-type: none"> <li>• <u>Tribal and Local Entities</u>: First contact your LIO Coordinator. Contact information is provided on the last page of the solicitation.</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• <b>Regional Entities:</b> Contact Kari Stiles (<a href="mailto:kari.stiles@psp.wa.gov">kari.stiles@psp.wa.gov</a>; 360-489-2114) at the Puget Sound Partnership.</li> </ul> <p>This is primarily a data input sheet to capture the work you did on the results chain in Section 5. If you wish to print this sheet once you're done, you can reduce the length of the sheet using the following instructions:</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow in cell B3</li> <li>2. Uncheck all of the boxes except for the box labeled "Yes"</li> <li>3. Select OK.</li> </ol> <p>To undo this filter to show the entire list again, use the following instructions:</p> <ol style="list-style-type: none"> <li>1. Select the dropdown arrow in cell B3</li> <li>2. Check the box labeled "(select all)"</li> <li>3. Select OK.</li> </ol> |
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## Section 5d - Vital Signs

| Column  | Instructions   |
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| <p>Select primary and secondary Vital Signs</p> | <p><b>Primary Vital Sign</b><br/>Use the drop-down menu to select "primary" for the Vital Sign(s) that the NTA is intended to immediately influence or impact, as shown in the results chain (Section 5). Select at least one primary Vital Sign.</p> <p><b>Secondary Vital Sign</b><br/>Use the drop-down menu to select "secondary" for the Vital Sign(s) the NTA will indirectly or secondarily influence or impact, as shown in the results chain (Section 5). You do not have to select a secondary Vital Sign. We encourage you to only select secondary Vital Signs that are tightly linked with your action so that the logic of your proposal is clear.</p> <p><b>Example</b><br/>For example, an estuary restoration action is primarily associated with the Estuary Vital Sign and could be secondarily associated with the Chinook Salmon Vital Sign, but linking the estuary action with the Orca Vital Sign would be too indirect to be considered a secondary Vital Sign.</p> <p>Note: Referencing the prototype results chain (see instructions for Section 5) for the sub-strategy(ies) selected in Section 5a could be used to narrow down which Vital Signs are influenced by or associated with the sub-strategy and then select which of those Vital Signs the NTA is trying to benefit.</p> <p>Information on Vital Signs can be found at <a href="http://www.psp.wa.gov/vitalsigns/index.php">www.psp.wa.gov/vitalsigns/index.php</a>.</p> <p>For planning purposes, several Vital Signs are interpreted more broadly for NTA development. For example, an NTA intended to address surf smelt or other forage fishes may have a primary association with the Pacific herring Vital Sign. Broadened planning definitions of several Vital Signs are available in a Director's Interpretation titled "<a href="#">Scope of Vital Sign Indicators for NTA Submission</a>."</p> |

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|  | <p>If you have questions related to Vital Signs, you can contact the following for assistance:</p> <ul style="list-style-type: none"> <li>• <u>Tribal and Local Entities</u>: First contact your LIO Coordinator. Contact information is provided on the last page of the solicitation.</li> <li>• <u>Regional Entities</u>: Contact Libby Hudson (<a href="mailto:libby.hudson@psp.wa.gov">libby.hudson@psp.wa.gov</a>; 360-464-1227) at the Puget Sound Partnership.</li> </ul> <p>This is primarily a data input sheet to capture the work you did on the results chain in Section 5. If you wish to print this sheet once you're done, please note there is no filtering available (like in sheets 5a-5c) for this sheet to reduce the number of pages.</p>   |
| <p>Select primary and secondary indicators</p> | <p>Some Vital Signs have more than one Indicator. In most cases, you should be able to select an Indicator for each Vital Sign. However, there will be some cases in which your action may benefit a particular Vital Sign, but will not influence/impact an associated Indicator.</p> <p><b>Indicators for Primary Vital Signs</b><br/>         If your NTA will <u>directly</u> influence/impact one or more of the Indicators for a <u>primary</u> Vital Sign, use the drop-down menu to select "primary" for the Indicator(s). If your NTA is not intended to directly influence/impact any of the Indicators for a <u>primary</u> Vital Sign, do not select a primary Indicator.</p> <p>If your NTA will <u>indirectly or secondarily</u> influence/impact one or more of the Indicators for a <u>primary</u> Vital Sign, use the drop-down menu to select "secondary" for the Indicator. You do not have to select secondary Indicators.</p> <p><b>Indicators for Secondary Vital Signs</b><br/>         If your NTA will <u>indirectly or secondarily</u> influence/impact one or more of the Indicators for a <u>secondary</u> Vital Sign, use the drop-down menu to select "secondary" for the indicator. You do not have to select secondary Indicators. You cannot select "primary" for <u>secondary</u> Vital Sign indicators.</p> <p><b>Example</b><br/>         In the example above, we had selected the Estuary Vital Sign as our primary Vital Sign. This Vital Sign has two indicators. For this example NTA, the "Area of estuarine wetlands restored to tidal flooding" would be the primary Indicator. We also had selected Chinook Salmon as our secondary Vital Sign. There is only one indicator (Chinook salmon population abundance as measured by the number of natural origin adult fish returning to spawn), which would be a secondary Indicator.</p> <p>Many Indicators have a 2020 recovery target, but not all. The targets are listed in Section 5d so you can discuss the target in your NTA description, if applicable. Information on Indicators (and Targets) can be found under the "Indicator" tab at <a href="http://www.psp.wa.gov/vitalsigns/index.php">www.psp.wa.gov/vitalsigns/index.php</a>.</p> |

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