

TAB 4

TO: WACD AND WSCC MEMBERS

FROM: WACD TECHNICAL PROFICIENCY & PLANNING COMMITTEE

SUBJECT: TECHNICAL LEADERSHIP, IMPLEMENTATION EXPERTISE, RESEARCH, & QUALITY ASSURANCE REGARDING 20-21 ACTION PLAN

DATE: APRIL 29, 2014 (V5)

SUMMARY

Presented in this paper are the WACD Tech Workgroup's recommendations to the Washington State Conservation Commission on how to address the Technical Leadership, Implementation Expertise, Research and Monitoring, and Quality Assurance strategic area of the 20-21 Path Forward Action Plan.

These recommendations emphasize the need for a coordinated, statewide effort to continue to both strengthen and develop the quality and professionalism of our technical staff and work products, while also ensuring our work results in meaningful changes in conservation behavior. These goals are more important than ever. Equally important is the documentation and assurance regarding improvements to water quality and other natural resource stewardship outcomes we are targeting for ourselves and for our partners.

The Individual recommendations for **Technical Leadership, Implementation Expertise, Research, and Quality Assurance** fall into six specific strategic sub-areas:

1. Tools, Proficiencies, and Training Opportunities, Needs, and Pathways
2. Certification
3. Quality Assurance
4. Research, Implementation, and Effectiveness/ Outcome Monitoring of Conservation Systems
5. Technical Expertise in Statewide Policy and Programs
6. Workload and Budget

Essential for implementing the following recommendations and vision is dedicated, state-level staffing to lead and coordinate this body of work. In the "Recommendations" section below, goals for each sub-area are described and the core activities for the dedicated, professional staff person are outlined. These recommendations also recognize that great progress will come with continued widespread engagement and leadership from individual Conservation District supervisors, managers, and staff from across the Washington State Conservation District system.

BACKGROUND

The Development of Conservation District technical expertise has long been an important goal of the WACD Technical Employee Work Group ("Tech Workgroup"). Lately, it has gained additional focus as Conservation Districts have begun bringing stewardship solutions into coordinated work with regulatory agency partners - including critical areas codes, Voluntary Stewardship Projects, and technical assistance related to referrals from regulatory agencies. Technical expertise development has also been identified and supported by the 20-21 Action Plan, a document that outlines the future direction of CD work across the State.

The 20-21 Action Plan recommendations are a product from several statewide sessions convened by Conservation Commission staff and WACD leadership, with participation by Conservation District

supervisors, managers, and other lead staff. This plan identifies 14 separate strategy foci that are grouped into four broad, strategic areas:

1. Communications, Partnership Building, and Public Outreach
2. Strategic Direction
3. **Technical Leadership, Implementation Expertise, Research, and Quality Assurance**
4. Policy and Funding

The Commission, at its September 2013 meeting, tasked the WACD Tech Workgroup to develop a pathway toward addressing the following strategic sub-area from the 20-21 Action Plan: Technical Leadership, Implementation Expertise, Research, and Quality Assurance. The WACD Tech Work Group was selected for this work because over the last five years, it has led a number of professional development projects, ranging from standardizing conservation plan formats, inventorying staff proficiencies and training needs, and most recently, piloting a Conservation District professional certification model for Dairy Nutrient Management Planning.

RECOMMENDATIONS

Overall Goal:

The ultimate goal of the Technical Workgroup recommendations is to ensure that Conservation Districts have the proper technical expertise to consistently plan and implement conservation programs.

Vision:

Landowners and their communities will make decisions to meet a higher level of natural resource protection and stewardship based on the technical assistance, programs, tools, and guidance they receive from CDs. Districts are recognized for their professional staff with the necessary technical proficiency, knowledge, and expertise to assist landowners. Districts continually strive to improve technical assistance delivery through research and development. Consistency and performance is promoted among CDs and staff statewide through training and certification. Evaluation of the effectiveness of work and services will demonstrate improvement of natural resources. An overarching structure exists that supports leadership in this area.

Guiding Principles:

1. CD Boards and District managers are responsible, and accountable, for District performance and employee development.
2. Landowners are the ultimate land-use decision makers.
3. CDs actively seek collaboration and partnership, internally and externally.
4. CDs focus on strengths, roles, and motivations of district employees, landowners, and partners.
5. District accountability is recognized by other Districts, commission, and outside partners.
6. Landowner social networks, including peer to peer interactions, are critical to achieving conservation results.
7. Staff are well-trained and proficient in their areas of expertise.

Recommendation Sub-Areas:

1. Tools, Proficiencies and Training

Goal: To ensure that each conservation planner has awareness of and access to tools, expectations, and training opportunities that are used within their discipline.

Exceptional technical staff development begins with a solid commitment from supervisors and district managers to support each technical employee, from before the date of hire. The objectives and activities in this section involve cataloging and communicating existing resources available to technical staff and developing new materials as needed, as well as providing all CD staff with access to high quality training related to their professional development needs and recognize those who complete training. The Tech Work group will commit to supporting CD management and staff by assisting with the implementation of the following objectives and core activities:

Objectives

- a. Developing model job descriptions that clearly outline expectations in the areas of technical knowledge, planning process, social context awareness, and quality and content of work products (see Core Activity #);
- b. Developing and distributing lists of required proficiencies and expectations for each discipline area (see Core Activity #);
- c. Providing materials and support to orient new hires and assess their initial skill levels (see Core Activity #);
- d. Providing information on ethics and liability considerations in planning and technical assistance (see Core Activity #);
- e. Ensuring that technical employees have convenient access to training appropriate to their discipline, from a variety of sources and delivery methods (see Core Activity #);
- f. Ensuring that technical employees have convenient access to necessary tools for conducting site assessments and evaluations (see Core Activity #);
- g. Coordinating professional development planning toward which all districts shall be oriented and participate (see Core Activity #)
- h. Coordinating other training offerings, including contributions to the annual WADE Conference (see Core Activity #).
- i. Coordinating job shadowing and mentoring opportunities with personnel experienced in their discipline (see Core Activity #);
- j. Providing model training plans and guidance on planning models appropriate for differing land uses, scales of operation, levels of complexity, landowner education, etc. (see Core Activity #);
- k. Providing guidance for following NRCS standards, uses of engineered solutions, innovative adaptations, and demonstrated conservation management practices (see Core Activity #);
- l. Developing and communicating to CD staff the various funding structures, grant opportunities, and ties to good governance procedures to support employee training and certification needs (see Core Activity #);
- m. Developing and communicating model performance evaluation materials, schedules, and incentives for implementing evaluation plans (see Core Activity #);
- n. Creating and maintaining a list of experts by discipline for purposes of mentoring, peer-to-peer training, and technical input on policy and programs (see Core Activity #).

Core activities

1. Model job descriptions. (aligns with Objective #)
2. New hire orientations and related materials. (aligns with Objective #)
3. Coordinate inter-District mentoring and job shadowing opportunities. (aligns with Objective #)
4. Coordinate development and distribution of planning models. (aligns with Objective #)
5. Coordinate development and distribution of proficiency lists. (aligns with Objective #)
6. Provide training for implementation of standards, and conservation practice standards. (aligns with Objective #)
7. Develop, maintain, and communicate model performance evaluations and plans. (aligns with Objective #)
8. Create and maintain list of experts by discipline. (aligns with Objective #)
9. Establish and coordinate a CD professional development orientation process. (aligns with Objective#)
10. Provide professional development planning for employees.
11. Provide professional development awareness training for supervisors. (aligns with Objective #)
12. Provide professional development integration training for managers. (aligns with Objective #)
13. Manage/maintain a training needs inventory of all technical staff and their proficiencies. (aligns with Objective #)
14. Use the inventory to identify training needs and align with professional development opportunities. (aligns with Objective #)
15. Establish and utilize a information clearinghouse about professional development opportunities and to facilitate communication between CDs. (aligns with Objective #)
16. Coordinate training offerings. (aligns with Objective #)
17. Ensure all CD staff have access to training opportunities. (aligns with Objective #)

2. Certifications

Goals: To provide all CD staff with access to professional certification opportunities and a program to support professional development needs and recognize those who complete training.

The Tech Work group will commit to supporting CD management and staff by assisting with the implementation of the following objectives and core activities:

Objectives

- a. Providing certification opportunities to verify skills in particular disciplines (e.g., Dairy NMP, Small Farms) (see Core Activity #);
- b. Coordinating and delivering CD staff professional certifications; (see Core Activity #)
- c. Coordinating peer to peer mentoring; (see Core Activity #)

Core Activities

1. Coordinate basic training and special certification programs and trainings. (aligns with Objective #)
2. Lead collaboration and partnership work. (aligns with Objective #)
3. Coordinate peer to peer mentoring. (aligns with Objective #)
4. Manage certification processes. (aligns with Objective #)

3. Research, Implementation, and Effectiveness Monitoring of Conservation Systems

Goals: To demonstrate change in conservation systems resulting from conservation planning and implementation of programs and practices through effective monitoring. To provide a scientific basis for guidance, supplement our knowledge base, and answer specific conservation questions by conducting or supporting research in accordance with RCW 89.08.220. To address emerging needs and issues through use of high quality data and information collection.

The Tech Work group will commit to supporting CD management and staff by assisting with the implementation of the following objectives and core activities:

Objectives

- a. Identifying techniques for optimizing landowner participation in conservation programs and plan development. (see Core Activity #)
- b. Exploring opportunities to develop monitoring programs to be used by CD's and landowners. (see Core Activity #)
- c. Improving systems for monitoring implementation (see Core Activity #)
- d. Improving monitoring effectiveness for evaluating progress toward goals and outcomes of practices. (see Core Activity #)
- e. Improving tools and protocols for data collection on BMP implementation and program participation. (see Core Activity #)
- f. Developing a system to assist Districts with consistent reporting of information to the Commission, such as participation rates, acres planned, and practices implemented. (see Core Activity #)
- g. Developing an effective monitoring system to show the effect of conservation practices on natural resource outcomes. This may include a variety of levels of targeted monitoring including scales ranging from site, field, farm, sub-basin to watershed. (see Core Activity #)
- h. Developing a framework for how to establish, organize, conduct, and evaluate research/demonstration projects.
- i. Supporting research projects that are identified and implemented by individual Conservation Districts or by interdisciplinary teams. (see Core Activity #)
- j. Providing a central clearinghouse for information on funding sources, technical capacity within districts, resources available for CD employees conducting research (e.g., land, databases, equipment, etc.), capabilities needed for programs, logistics, and liability of partnerships with outside agencies. (see Core Activity #)
- k. Assist coordination with appropriate agencies and institutions on research/demonstration collaboration efforts.
- l. Coordinating efforts to increase the capacity of CD employees to conduct research through training in research protocols and the development of standard operating procedures (SOP). (see Core Activity #)
- m. Coordinating with statewide programs to acknowledge good land owner behavior (certainty program) in various areas of conservation (e.g., nutrient management, stream protection, riparian, etc.). (see Core Activity #)
- n. Identifying sources of funding for research and monitoring efforts. Grant funding can be sought from outside agencies (e.g., DOE, EPA, NRCS CIG) or field trials/demonstrations through CSP. (see Core Activity #)
- o. Exploring with the Commission the establishment of a dedicated funding pool for research. (see Core Activity #)

Core Activities

1. Develop tools and SOPs to support monitoring activities (aligns with Objective #)
2. Provide organizational support for research projects (aligns with Objective #)
3. Identify and coordinate with research partners (aligns with Objective #)
4. Coordinate central clearinghouse for monitoring and research activities and results (aligns with Objective #)
5. Identify and announce sources of funding for research and demonstration projects (aligns with Objective #)
6. Develop templates for outreach and education programs for content delivery to landowners (aligns with Objective #)

4. Quality Assurance

Goals: To promote and maintain a consistently high level of proficiency and quality in programs and technical assistance across districts. To provide a way to demonstrate quality assurance to our partners, including landowners.

Objectives

- a. Developing a Quality Assurance Plan (QAP) (including defined standards) to support and assess each District's performance in the fields of leadership, training, planning, research, and outreach efforts. (see Core Activity #)
- b. Developing a Quality Assurance Reviews (QAR) to evaluate the adequacy of the work being done by District technical staff. (see Core Activity #)
- c. Explore using the Tech Workgroup, along with local District experts in each of the planning disciplines, to assist Districts in setting up, evaluating and adapting plans designed to address the priorities of each District and the needs of the local landowners. (see Core Activity #)
- d. Establishing an internal process by which Districts can consistently ground truth planning and design products. (see Core Activity #)

Core Activities

1. Periodic spot-checks, or QARs, of planning and implementation products will be performed. (aligns with Objective #)
2. Where a deficiency is identified, a pathway will be provided to correct the deficiency. (aligns with Objective #)
3. Assist CDs in developing Quality Assurance Plans (QAP). (aligns with Objective #)

5. Technical Expertise in Statewide Policy and Programs

Goal: Coordinate engagement by CD technical experts in federal, state and local policies and programs related to conservation activities.

Objectives

- a. Developing a protocol by which those with responsibility for conservation policy and program development can access the wealth of knowledge and experience that exists within CD employees, managers, and supervisors. (see Core Activity #)

- b. Developing a process to coordinate District technical engagement in federal, state and local conservation policy and program development. (see Core Activity #)
- c. Establishing a clearly defined communication system to assist Districts in working together with partners on statewide technical activities. (see Core Activity #)
- d. Compiling a database of case studies of successful policy and program involvement by Districts to demonstrate effectiveness. (see Core Activity #)

Core Activities

1. Develop and maintain relationships with partner and stakeholder groups. (aligns with Objective#)
2. Communicate regularly with point people in agencies and CDs. (aligns with Objective #)
3. Keep current on topics, issues, policies, and programs around the state. (aligns with Objective #)
4. Help maintain catalog of experts. (aligns with Objective #)
5. Provide regular feedback to partners. (aligns with Objective #)
6. Strive to continually improve process. (aligns with Objective #)

6. Workload & Budget – FY 2015-2017, TO BE DETERMINED

Goal: Support and staff this effort workload to implement these recommendations. Below is an outline of needs, with some suggestions on how to build out the appropriate staffing:

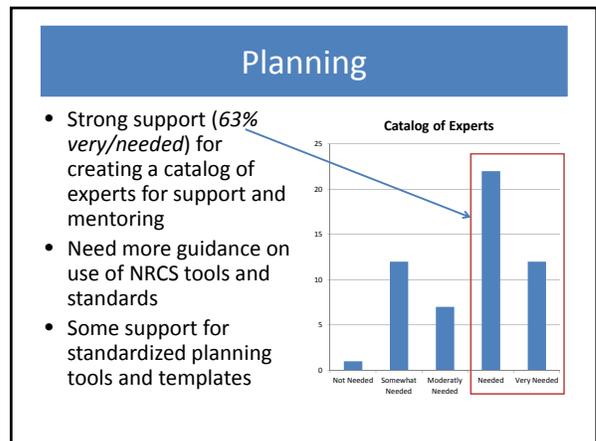
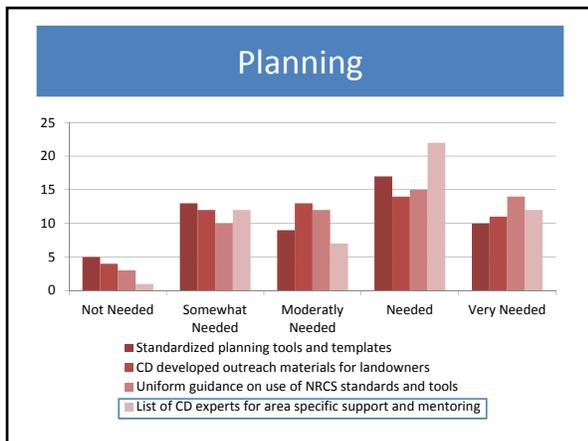
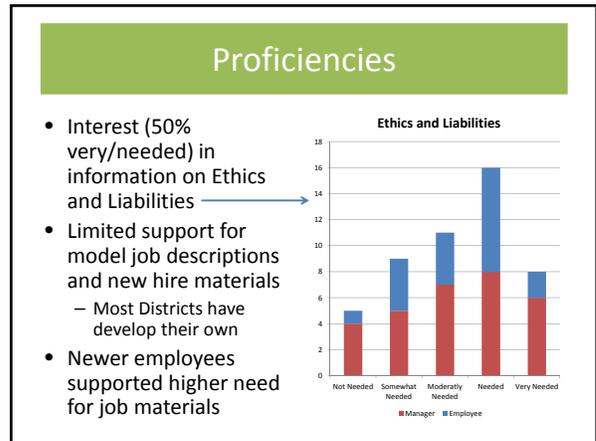
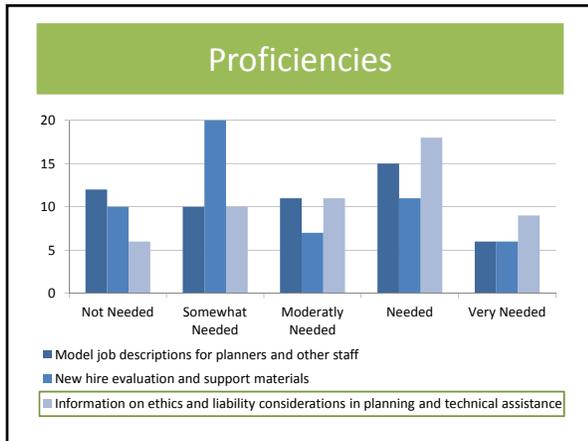
Deliverable for FY 2015	Staff Lead	Duties	Option A	Budget Option A	Option B w WSCC Assistance	Budget Option B	Option C - Start the Entire Proposal	Budget Option C
Position Descriptions, Proficiencies, Expectations, Training Needs							Estimate \$250,000 to begin the entire scope of work.	
Developing model job descriptions for 3 to 4 positions (Dairy Nutrient Management Planner, Nutrient Management Planner, Small Farm Planner, Riparian Restoration Specialist, Forestry Specialist) that clearly outline expectations in the areas of technical knowledge, planning process, social context awareness, and quality and content of work products by June 15, 2015 with Dairy and Riparian model job descriptions by December 31, 2014.	Program Manager: Admin Support	Research, Synthesis; HR: general technical skills knowledge; draw on subject experts from CDs: Active work with Tech Group	DNMP position only	existing funding	360 hours @ \$50 hour (includes overhead) \$18,000 travel & meetings \$4000 & 1000 Goods & Services	\$ 23,000.00		
Developed and distributed lists of required proficiencies and expectations for each of the above discipline area by June 15, 2015	Program Manager: Admin Support	Research, Synthesis; HR: general technical skills knowledge; draw on subject experts from CDs	DNMP position only \$0	existing funding	cost included above			
Manage/maintain training needs inventory of all technical staff and their proficiencies; use inventory to identify training needs through June 15, 2015 and on-going.	Admin Support	communications expert; web skills	Tech Group Work only	existing funding	Assignment to WSCC Administrative Assistance w Tech Group Assistance - 25 hours @ \$50 -- \$1250	\$ 1,250.00		
Certification								
Develop and provide opportunities for continuing education toward certification requirements at WADE training conference to verify skills in particular disciplines (e.g., Dairy riparian); include session at WADE for certification requirements by June 15, 2015.	Program Manager: Admin Support	Education program coordination; active work with WADE: Tech Group	DNMP position only		\$34,000 1/2 FTE & Travel \$2500 travel & \$3500 meeting and goods & services	\$ 40,000.00		
Manage certification processes through June 15, 2015.	Program Manager: Admin Support	Pilot program development; Active work with Tech Group	not done		management of DNMP Certification	\$ 20,000.00		
Communications								
Develop and maintain a training communications system including emails, calendars, website, and other for ensuring that technical employees, have convenient access to training appropriate to their discipline, from a variety of sources and delivery methods by October 31, 2014.	Admin Support	communications expert; web skills	Assignment to WSCC Administrative Assistance	existing funding	Assignment to WSCC Administrative Assistance	\$0		
Begin the development and maintenance system for ensuring that technical employees have convenient access to necessary tools for conducting site assessments and evaluations by June 15, 2015.	Admin Support	communications expert; web skills	Assignment to WSCC Administrative Assistance	existing funding	cost included above			
Mentoring & Job Shadowing								
Begin the development and coordination of job shadowing and mentoring opportunities with personnel experienced in their discipline by June 15, 2015.	Program Manager: Admin Support	Pilot program development; Active work with Tech Group	not done		Build for 2 disciplines 320 hours @ \$50 (with overhead) \$16,000 + Travel \$2500 + \$1000 Goods Services	\$ 19,500.00		
Begin the development of a list of experts by discipline for purposes of mentoring, peer-to-peer training, and technical input on policy and programs June 15, 2015	Program Manager: Admin Support	Pilot program development; Active work with Tech Group			cost covered above			
Monitoring, Quality Assurance, Technical Expertise								
Research, Implementation, and Effectiveness Monitoring of Conservation Systems- Further develop this element for inclusion in FY15-17 biennial budget request	TBD		not done		Start research and development for future funding			
Quality Assurance - Further develop this element for inclusion in FY15-17 biennial budget request	TBD		not done		Start research and development for future funding			
Technical Expertise in Statewide Policy and Programs - Coordinate with WSCC Policy Director the engagement by CD technical experts in federal, state and local policies and programs related to conservation activities.	Program Manager: Admin Support	Pilot program development; Active work with Tech Group	only within existing resources		only within existing resources...larger projects would need funding support			
						\$ 103,750.00		\$ 250,000.00

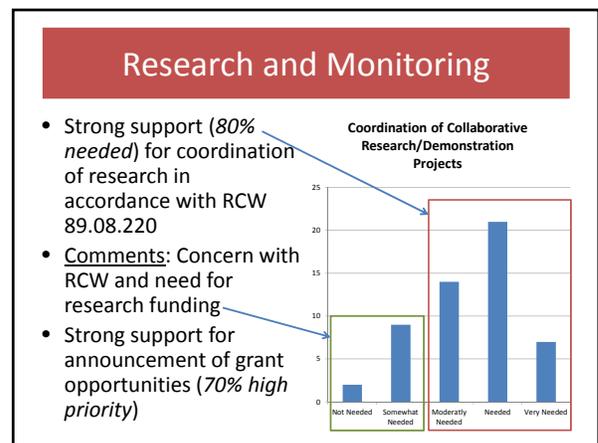
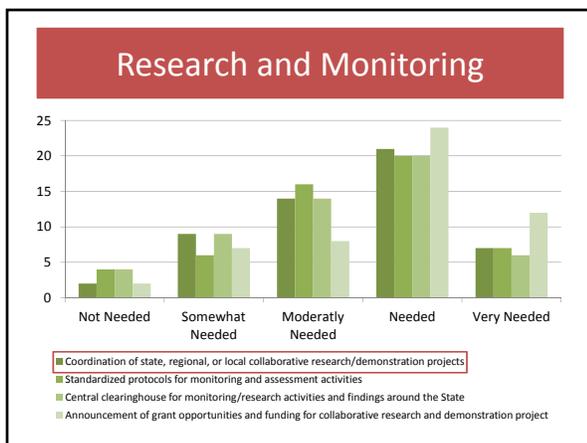
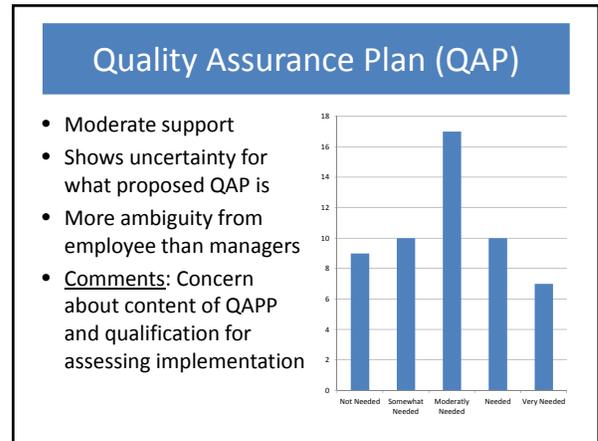
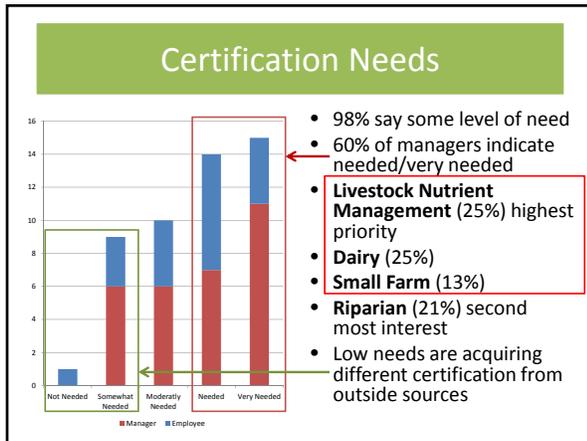
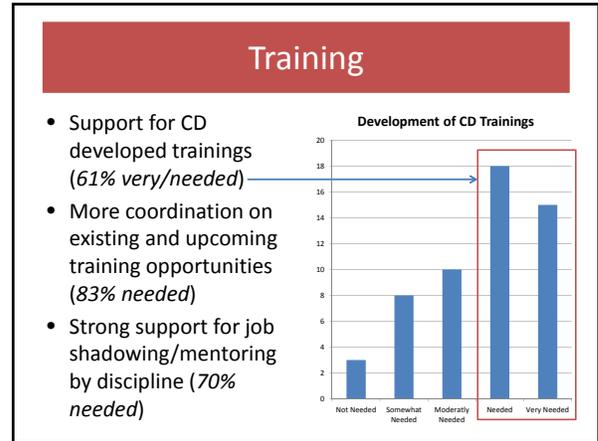
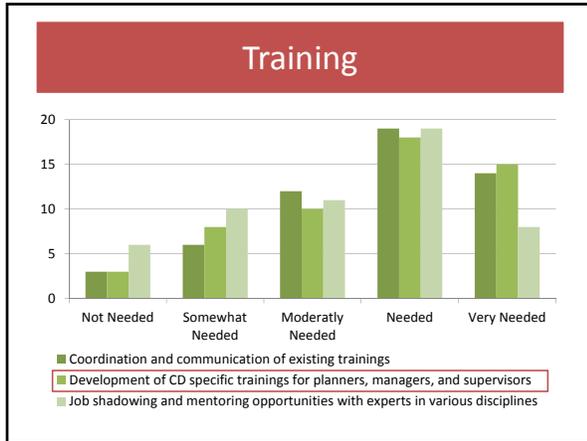
STATEWIDE TECHNICAL EMPLOYEE WORKGROUP TECHNICAL NEEDS SURVEY ASSESSMENT

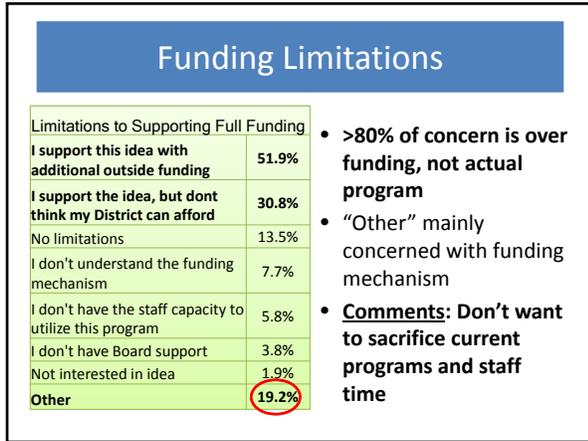
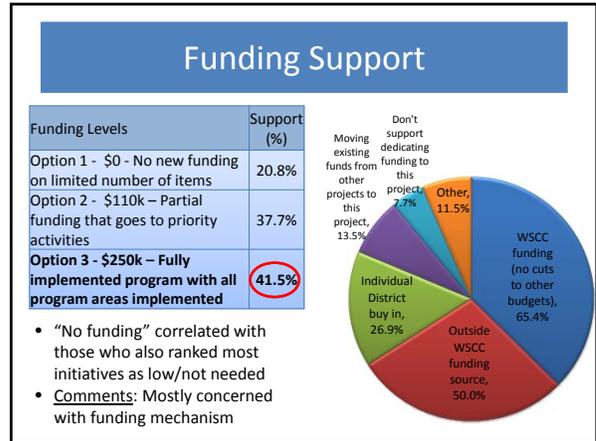
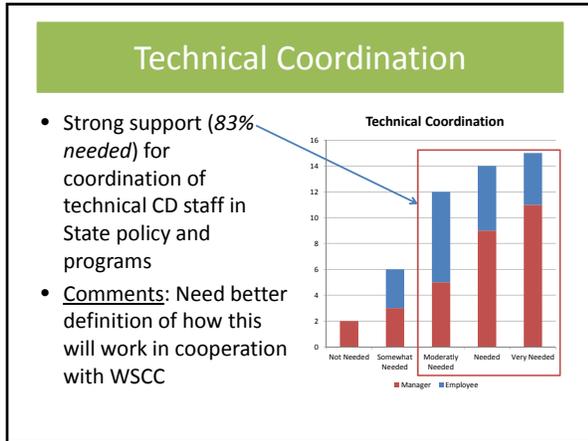
Conservation District
Webinar
May 7, 2014

Needs Survey

- Survey to assess needs of CD managers, supervisors, and employees
- Based on White Paper areas of:
 - Tools, Proficiencies, and Training
 - Certification
 - Quality Assurance
 - Research, Implementation, and Effectiveness Monitoring
 - Technical Expertise in Statewide Policy and Programs
 - Budget Options
- 55 responses representing all WACD Regional Areas







- ### Items for Partial Funding
- State Statewide electronic communication system
 - Advertise upcoming trainings, grant opportunities, NRCS updates, and other news
 - Put together list of statewide CD experts in various disciplines and post in central location
 - Coordination of CD experts on Statewide policy and programs
 - Certification program for Dairy and Riparian

- ### High Priority Items for Additional Funding
- Based on survey results, need to prioritize the following items for funding and development:
 - Statewide research program (in accordance with RCW 89.08.220)
 - Mentoring program by discipline
 - Development of CD training events (or increased coordination between CD and NRCS on training)

May 15, 2014

TO: Conservation Commission Members
Mark Clark, Executive Director

FROM: Larry Brewer, Regional Manager

SUBJECT: WSCC Cultural Resource Policy for solely WSCC funded cost shared projects.

Background:

The 2005 Governor's Executive Order 0505 (EO 0505) requires all state agencies to review "capital construction projects" with the DAHP and affected Tribes to determine potential impacts to cultural resources.

Based upon this requirement, state resource agencies such as DOE and RCO that work with Conservation Districts have already established their Cultural Resource guidance and policies which Districts must follow for their agency's funding. Our federal partners such as BPA and NRCS have had national Cultural Resource policies in place for a number of years which they require to be followed for their federal funding.

A Cultural Resource issue of significance for the private landowners that Districts work with is RCW 27.53.060. This RCW states that "On the private and public lands of this state it shall be unlawful for any person, firm, corporation, or any agency or institution of the state or a political subdivision thereof to knowingly remove, alter, dig into, or excavate ... or to damage, deface, or destroy any historic or prehistoric archaeological resource or site, or remove any archaeological object from such site, except for Indian graves or cairns, or any glyptic or painted record of any tribe or peoples, or historic graves as defined in chapter [68.05](#) RCW, disturbances of which shall be a class C felony punishable under chapter [9A.20](#) RCW, without having obtained a written permit from the director for such activities."

Based upon these the above information, it would seem appropriate for the WSCC to take steps to comply with the Executive Order 0505 when providing state funds to and through the Conservation Districts to help both landowners and districts to comply with RCW 27.53.060.

The intent of Executive Order 0505 is to require communications (consultation) with affected tribes concerning state funded projects. With Conservation Districts it is generally recognized that communications may best be done at the local level between a District and local tribes. This proposed process should allow for or even encourage this local communications while still meeting the state agency requirements of notifying all potentially affected tribes about conservation work being planned and documenting the state level consultation efforts.

The attached recommended “WSCC Cultural Resource Policy” might be considered to help meet these obligations for WSCC, Districts, and our Landowners being assisted.

DISCUSSION:

The Governor’s Executive Order 0505 requires all state agencies to review “capital construction projects” with the DAHP and affected Tribes to determine potential impacts to cultural resources. Having looked at several options; discussions with Mark Clark, and other folks including a few district staff; reviewing the DOE process, and the EO 0505, I recommend the following two options to be considered for the WSCC to comply with Executive Order 0505.

Option A – All solely WSCC funded practices use the DOE Cultural Resource process

For all District conservation practices that are completed using only state WSCC funds, Districts and WSCC will use the same process as DOE.

Option B –Only Category 3 practices follow the DOE Cultural Resource Process:

Russ Holter (DAHP) (and also Al Whitlam with DAHP in 2012) told me verbally that DAHP sees EO 0505 as applying to capital funded projects which is also documented on their current DAHP website.

Therefore, WSCC could use a process which is the same as DOE for only the solely WSCC capital funded projects (Category 3 funding) while non capital funded projects (Category 1 and 2) would be at the discretion of the district with WSCC encouragement to develop actions locally to protect all their Cultural Resources in their district.

Positive Aspects

1. As a state agency like DOE, WSCC has the same responsibility to comply with EO 0505 and should be able to comply following the same process, since both agencies do similar cost share work with landowners working through Conservation Districts.
2. The DOE process used to consult with each affected tribe is a government to government activity and is at the State Government level rather than a district level, and the higher level might be more acceptable to some tribes.
3. Having one statewide point person dealing with Cultural Resources would be simpler and have more consistency, both for the all the tribes and for all the districts as well as the Commission.
4. Using a process, identical to DOE’s, that some of the tribes are already familiar with, might improve tribal acceptance of the WSCC process.
5. DOE has already notified DAHP of this process and has been using it, thereby giving the DOE process acceptance.
6. It is much more efficient to use the same process and same DAHP forms with which many Districts are already familiar. This would reduce training needs and reduce errors by using the same process.
7. The districts could easily trial the proposed DOE type process for 2 or 3 years and then the WSCC could convene a committee to review their process to determine possible improvements or whether to change the process altogether.

Negative aspects:

1. WSCC staff time would be required to review Cultural Resource forms for correctness (and obtain corrections when needed), process the requests to appropriate tribes and DAHP, and notify Districts of the results of the tribal notification. There would undoubtedly be additional staff time required for troubleshooting issues that arise both programmatically and with specific projects.
2. This proposed process requires a 30 day waiting period for tribal and DAHP responses which would likely be more like 45 to 60 days due to internal processing time.
3. All districts would have to comply since it would be an agency level decision.



Larry Brewer
Regional Manager
Washington State Conservation Commission

*The Cultural Resource Review Process is described on another page.

DRAFT

WSCC Process for complying with Governor's Executive Order 0505 (rev 12-30-13)

Background

The Governor's Executive Order 0505 (EO 0505) requires consultation between state agency officials and other parties with an interest in a proposed project, including the responsibility for government-to-government consultation with potentially interested Indian tribes. The goal of consultation is to identify historic properties and cultural resources potentially affected by a proposed action, assess the effects, and seek ways to avoid, minimize, or mitigate any adverse effects on historic properties and cultural resources.

NOTE: In cases where practices or projects are done involving other agency funds or federal funds, those other agency Cultural Resource guidelines should be followed and would be considered to have taken care of WSCC Cultural Resource requirements.

WSCC Procedure

A District may contact DAHP or local tribes prior to initiating the EO 0505 process, however it is the responsibility of WSCC to initiate communication with tribes and other interested parties to fulfill the state level requirements of EO 0505. The following is the procedure that WSCC will follow to meet those EO 0505 requirements.

Step 1. Will the project involve any ground disturbing activities or involve any structures 50 years or older?

- *If the answer is "no", the applicant must carefully document this in their practice file. No further action is required.*
- If the answer is "yes", go to step 2 and 3.

Step 2. For any activities involving structures 50 years or older, the applicant fills out a Historic Property Inventory form on DAHP's Historic Property Inventory online database for DAHP's review. The District must designate WSCC as owner of the data that is entered into DAHP's database. DAHP may require more intensive investigation or mitigation of impacts to the structure depending on the historical significance of the building.

Step 3. For any ground disturbing activities, the District will complete DAHP's EZ-1 form or conduct a site specific cultural resources survey (when there is a high likelihood of cultural resources on the project site).

Districts should use DAHP's Cultural Resource Report Cover Sheet for cultural resources surveys. The archaeologist must designate WSCC as owner of any data that is entered into DAHP's database, so WSCC will be the contact for the data. If a site specific cultural resources survey is conducted, no EZ-1 form is needed.

-DAHP EZ forms available at: <http://www.dahp.wa.gov/governors-executive-order-05-05>

-DAHP CR Report Cover Sheet at: http://www.dahp.wa.gov/sites/default/files/CRSURVEYcoversheet_Aug2011.doc

Step 4. The District will submit a hard copy and an electronic copy of the EZ-1 Form or site specific cultural resources survey, along with any previous tribal or DAHP correspondence regarding the project to WSCC's CR Coordinator. The District may include a list of potential tribes of interest to contact about the project activities as part of the packet of materials.

Step 5. The WSCC CR Coordinator will compile and send out all of the appropriate correspondence:

a. If an EZ-1 Form:

- 1) WSCC tribal cover letter with the Director's signature and the EZ1 form to all potentially interested tribes.

2) The WSCC CR Coordinator will then email to DAHP for review: the EZ1 form and all correspondence including tribal, WSCC, and District correspondence.

b. If a Site Specific Cultural Resources Survey:

1) WSCC tribal cover letter with the WSCC Director's signature and the Cultural Resource Survey asking for concurrence to implement to all potentially interested tribes.

2) Electronic versions of all WSCC letters, any tribal or district correspondence, and the survey will be emailed to DAHP for review.

Step 6. The WSCC CR Coordinator will send DAHP's and the tribes' correspondence and responses, or a lack of response notice to the District,

a. If DAHP and tribes respond that there will be no effect to cultural resources or do not respond within the 30 day request period then the project will be considered to have complied with EO 0505. The District will write an inadvertent discovery plan (IDP), if one is not in place already, and then the district or landowner may proceed with project activity. Every person working on the project site must be familiar with the IDP procedures in case any cultural resources are discovered. The District will consider all mitigation measures into the project that are mentioned in any responses.

b. If DAHP or a tribe requests more information, the District will compile required information and submit to WSCC's CR Coordinator and the cultural resources review process will continue.

c. If the District, DAHP, or the tribes determine there will be an effect on cultural resources or historic properties, go to step 7.

Step 7. The determination that the project will have an effect on Cultural Resources or historic properties triggers a process of formal consultation with EPA, the District, the tribes, and DAHP regarding whether the effect is adverse or not.

The WSCC CR coordinator will coordinate the formal consultation process.

Formal consultation can result in a memorandum of agreement detailing how the adverse effects will be resolved. The CR process is complete after the MOA has been signed by the appropriate consulting parties and then the District/Landowner may proceed with project activity.

Useful References

-The WSCC Coordinator will maintain tribal contact information and provide it upon request.

-The WSDOT web site also has a current list of tribal contacts at:

<http://www.wsdot.wa.gov/tribal/TribalContacts.htm>

-Tribal cultural resources contact information at:

<http://www.dahp.wa.gov/sites/default/files/Washington%20Tribes%20Contact%20List.pdf>

-Washington Department of Archaeology and Historic Preservation (DAHP) EZ forms at:

<http://www.dahp.wa.gov/governors-executive-order-05-05>

-Governor's Office of Indian Affairs at: <http://www.goia.wa.gov/>

-Tribal information map at: <http://www.goia.wa.gov/Tribal-Information/Map.htm>

-National Historic Preservation Act, 16 USC 470: <http://www.usda.gov/rus/water/ees/pdf/nhpa.pdf>

-Protection of Historic Properties, 36 CFR 800: <http://www.usda.gov/rus/water/ees/pdf/36cfr800.pdf>

-Advisory Council for Historic Preservation: <http://www.achp.gov/>

-National Register of Historic Places at: <http://www.cr.nps.gov/nr>

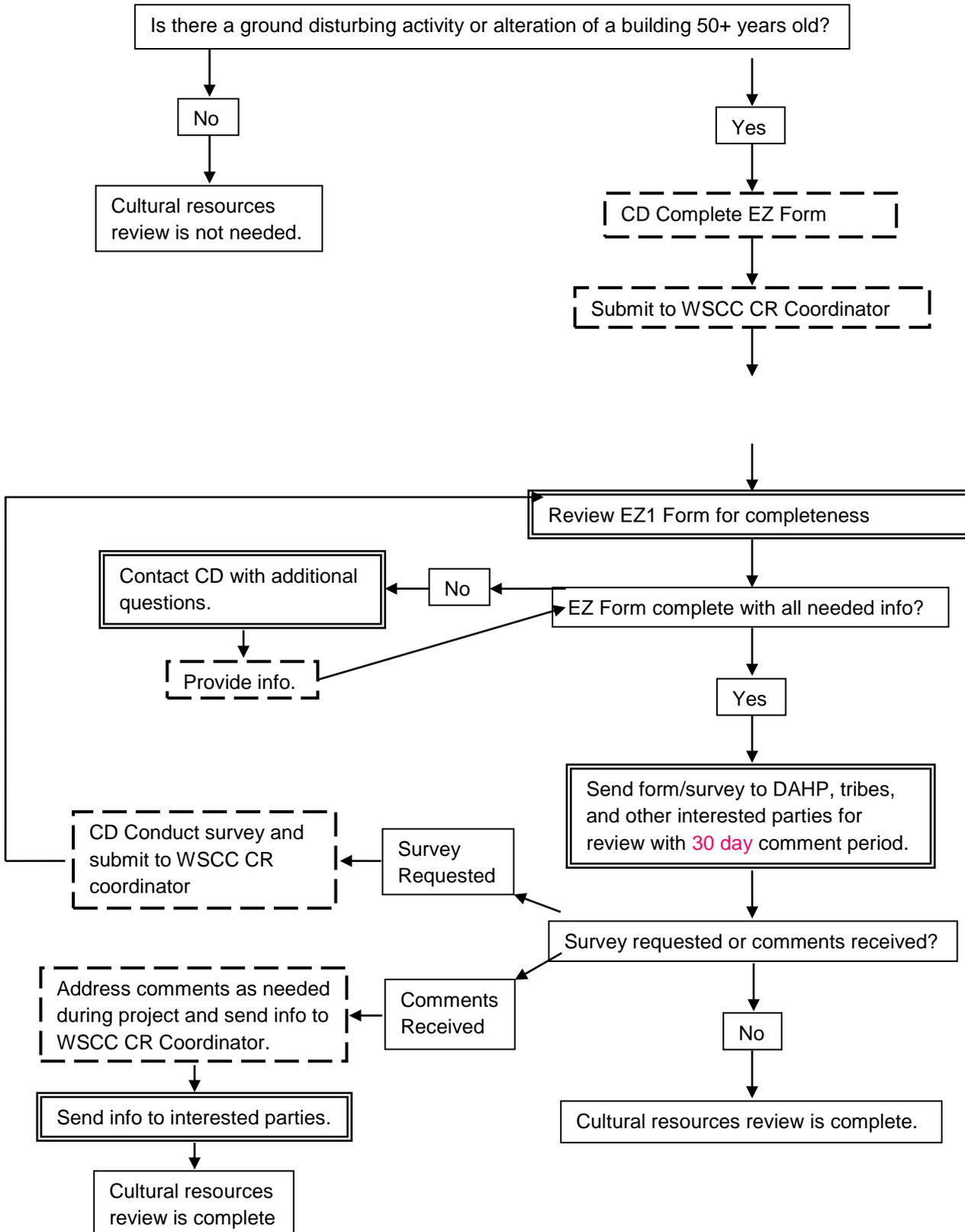
 CR Coordinator.



 Recipient

WA State Conservation Commission Funded Projects **

Cultural Resources (CR) Review Process (12/30/13)



Section 106 versus Executive Order 05-05

- Section 106 of the National Historic Preservation Act is applied to actions funded by federal agencies. Section 106 also applies to the Water Quality Program's State Revolving Fund Loan Program and Section 319 Grant Program, etc since they include federal funds.
 - If Section 106 has been conducted for a project by a federal agency, it may be accepted by WSCC for compliance with EO 0505. Please contact your WSCC Cultural Resource Coordinator to make sure if a federal review can be accepted.
- Governor's Executive Order 05-05 is required for all state funded capital projects. This includes projects with state funds provided by the WSCC.
 - Executive Order 05-05 cannot be adopted to meet Section 106 requirements for federally funded projects.
 - The Conservation Commission can accept another state agency's 05-05 process to meet WSCC cultural resources review requirements. Please contact your WSCC Cultural Resource Coordinator to make sure another state agency's review is acceptable.

Correspondence: Washington State Conservation Commission is responsible, as the funding agency, for contacting the Department of Archaeology and Historic Preservation (DAHP), tribes, and other interested parties to meet cultural resource review requirements. Previous approval from DAHP nor the tribes does not necessarily fulfill these requirements but may be considered by the WSCC Cultural Resource Coordinator.

EZ Forms: found at <http://www.dahp.wa.gov/governors-executive-order-05-05>

- EZ-1: This form is to provide information about ground disturbing activities.
- EZ-2: This form is to provide information about alterations to buildings 50 years or older.

Ground Disturbing Activities: This refers to any work that impacts the soil or ground from its current conditions. There is no threshold for this criterion. If the activity requires any work that goes below the surface of the ground, it requires a cultural resources review.

Changes to Project Design or Project Area: If there are any changes made to the project area or design after cultural resources review has been completed, review will have to be reinitiated in order to capture the changes. It is suggested that cultural resources review begin only after the final design is complete to expedite the process.

Timing: The time period it takes for cultural resources review occurs cannot change. Please plan ahead to ensure enough time is permitted prior to implementation, which could be 45 days or more.

Eligibility

- All activities associated with cultural resources review are grant and loan eligible.
- Construction or BMP implementation that occurs prior to cultural resources review may not be eligible for reimbursement.

Questions? Contact your WSCC Cultural Resource Coordinator.

**** NOTE:** In cases where practices or projects are done involving other agency funds or federal funds, those other agency CR guidelines should be followed and may be considered to have taken care of WSCC CR requirements.

"Yes" or Good Performance	Green Count	Yellow Count	Red Count
Consider Improvement			
"No" or Substandard Performance			
Overall	34	11	0
Category 1 Performance Components			
Conservation On the Ground Performance			
1) The funded conservation activities in the district's previous year's Annual Work Plan address the resource concerns identified by the board of supervisors; the district has been in regular consultation with the state and local agencies of record for those resource concerns, and those activities have been implemented.	43	2	
2) Implementation goals (intermediate outcomes) on WSCC funded work for the last state fiscal year were all met.	43	2	
3) Supervisors and staff are leveraging financial and other resources with other districts to achieve efficiencies	45		
Financial Performance			
4) Financial reporting and vouchering to the WSCC is on time, complete, accurate, and complies with WSCC financial policies and procedures.	40	5	
5) WSCC allocated funding is utilized in a timely manner - and/or - WSCC has been notified by March 31 st that funding allocations for that fiscal year cannot be utilized.	45		
Supervisor Election and Appointment			
6) The election and appointment of district supervisors complies with WSCC rules and procedures.	36	9	
Audit Resolution – If Any			
7) Has addressed or is in the process of addressing any identified, resolvable State Auditor issues.	44	1	
Category 2 Performance Components			
District Operations and Capacity			
8) Board of Supervisors actively governs the district by demonstrating leadership in conservation stewardship as well as instilling an ethic and culture of constant improvement.	45		
9) Each district board holds board meetings attended by a quorum of supervisors who:	45		
i) Has chosen a supervisor to be Chair	45		
ii) Has performed its due diligence to ensure all supervisor seats are filled; and	45		
iii) Has no more than one board meeting cancelled due to lack of a quorum	45		
10) Has a physical location that meets requirements for public offices with regular weekday office hours for public access, information, and services.	44	1	
11) Regular board meetings are held in accordance with state law ("regular" means monthly unless it can be shown that a different schedule better meets the needs of the public.)	45		
12) There is a board-approved delegation of district managerial responsibilities to a district manager, administrator, executive director, coordinator as a primary point of contact.	45		

13) Supervisors & staff participate in annual training (WACD, WADE, WSCC, Enduris, NRCS, etc.).	44	1	
14) District has the technical capacity to implement and maintain conservation on the ground with reliable and consistent quality	45		
Working Within the Constraints of the Law			
15) The conservation district has used the Schedule 22 Internal Assessment to perform an internal audit as required by RCW 89.08.210 for the most recently completed fiscal year.	45		
16) The conservation district has, if needed, begun the process to address any identified opportunities for improvement uncovered by the Schedule 22 Internal Assessment.	45		
17) The conservation district has, if needed, used Enduris, WSCC, MRSC, and/or an attorney for legal questions.	45		
Long Range and Annual Work Plan			
18) Annual Work Plan:	45		
i) Is submitted on time and in the current WSCC template	45		
ii) Addresses highest priority resource concerns identified by the board of supervisors with data provided by the district as well as the agencies of record for those resource concerns	45		
iii) Contains achievable and measurable activities, reasonable completion target dates, staffing/task assignments, and a supporting budget	45		
iv) Has priorities compatible with the district submission to WACD budget request	45		
19) Long Range Plan	45		
i) Is on the current WSCC template, annually reviewed and on file with WSCC	45		
ii) Addresses highest priority resource concerns identified by the board with data provided by the district as well as the agencies of record for those resource concerns	45		
iii) Has been updated within the past 5 years	44	1	
Public Outreach, Involvement, and Education			
20) Regular communication to the public (such as: newsletters, current and updated website, social or other media, and educational programs or workshops) within the current fiscal year has occurred.	44	1	
21) All regular and special board meetings as well as other public events are properly publicized, conducted, and contain an official opportunity on the agenda for public comment.	44	1	
22) Input is sought from stakeholders (which include at least one public meeting) before annual work plan and long range plan are approved by the board. (Note – the public meeting could be either an identified portion of a regular board meeting or a separate public hearing held for that purpose)	44	1	
23) The annual report of accomplishments was submitted on time, in the prescribed format to the WSCC, and utilized for public/stakeholder education	42	3	
24) Demonstrated ability to work with all local public, private, and nonprofit partners (as well as entities represented and partnering with the Commission) to identify and target areas for natural resource conservation and improvement.	44	1	
i) County government	44	1	
ii) Cities and towns	45		
iii) NRCS	45		
iv) Ecology	45		
v) WSDA	44	1	

vi) WDFW	45		
vii) DNR	44	1	
viii) RCO	43	2	
ix) Local Tribal governments	44	1	
x) Local watershed groups or other nonprofit partners	44	1	
xi) Enduris	45		
xii) WACD	44	1	
xiii) NACD	39	16	
25) The conservation district develops its goals and measures its accomplishments based on data that is self-generated as well as cooperatively received from partner agencies.	45		

Notes

