

PHASE 3 Process Doc

Draft updated as of November 27, 2020

PROCESS UPDATES

The Rocky Habitat Management Strategy amendment is currently in the middle of the Initial Proposal Period (June 1 – December 31, 2020), which is the pilot effort for the new rocky habitat site designation proposal process. While members of the public are diligently crafting their site designations proposals, the Working Group is formalizing guidelines and criteria for proposal evaluations outlined in the current draft of the Rocky Habitat Management Strategy text.

TIMELINE: THE FOLLOWING TIMELINE IS INTENDED TO BE ADAPTABLE AND MAY CHANGE AS THE PROCESS PROGRESSES.

MONTH	MAIN WORKING GROUP TASK(S) & BENCHMARKS
November	Key Dates – (11/9) Working Group meeting – discuss proposal evaluation processes
December	Key Dates – (12/10) Working Group meeting – discuss evaluation processes, (12/18) OPAC Meeting, (12/31) Initial Proposal Period closes
January	Tasks & Benchmarks – Review and Evaluate submitted rocky habitat proposals* Key Dates – (1/20-21, 28) Proposal Evaluation Work Sessions
February	Tasks & Benchmarks – Public Comment period (30-day) on recommended proposals* (Once the Working Group has decided on the proposals they will recommend to OPAC, they will be made available for public comment for 30 days.) Key Dates – (2/2 & 2/25) Proposal Evaluations (alternate Work Session dates)
March	Tasks & Benchmarks – Review public comment on recommended proposals; Convene Working Group for final site recommendations and modifications to evaluation processes
April	Tasks & Benchmarks – Prepare proposal packet and submit to OPAC

* Due to uncertainty around the number of public proposals that may be submitted, the dates of review completion and recommendation is uncertain.

PUBLIC COMMENT OPPORTUNITIES

Public comment opportunities are available throughout this update process. The main forms of comment are listed below.

1. Directly through email to TSP.Comments@state.or.us. These comments will be accepted into the process record at any time and shared to the Working Group for review.
2. Through oral comment at the beginning and end of all Working Group meetings. More information about meeting public comment protocol is available [here](#).
3. Through comment to the Ocean Policy Advisory Council (oral or written). This most commonly takes place during formal meetings which are scheduled in advance and offer time on the agenda for oral testimony.

STAY UPDATED ON THE PART THREE AMENDMENT PROCESS

To stay up-to-date on this process and other marine policy initiatives the state supports an email listserv. This listserv sends out notifications on an as-needed basis to provide notice of current events, meeting reminders, public comment period notifications, and other important information.

[Click here to sign up for email notifications.](#) (Unsubscribe at any time)

PROPOSAL REVIEW AND EVALUATION STEPS



MEETING OBJECTIVE: ARRIVE AT CONSENSUS REGARDING HOW PROPOSAL EVALUATIONS ARE CONDUCTED IN PROCESS.

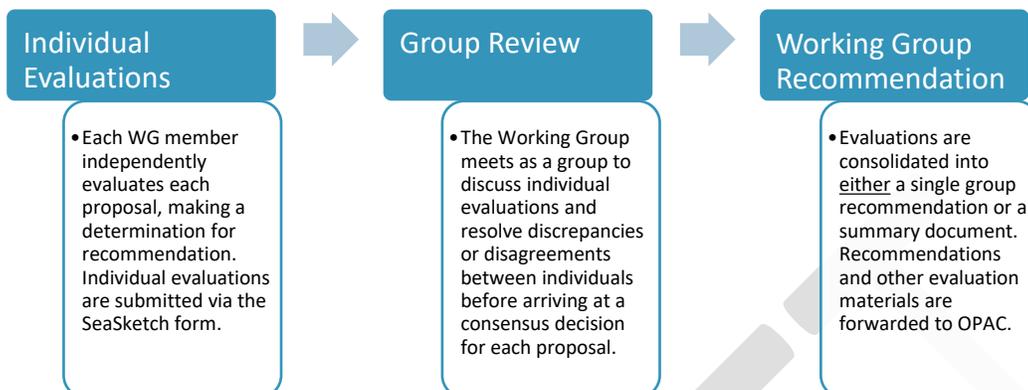
What the Working Group needs to do: Resolve the process issues below to fully and concretely describe the steps and expectations of the proposal evaluation process prior to its trial run in winter of 2021.

The order of operations for the new Rocky Habitat Site Designation proposal processes are outlined in the current draft of the Rocky Habitat Management Strategy. Upon submission of a rocky habitat site designation proposal, the first step is for agency staff to review the proposal for feasibility and completeness. This step results in a decision of either **'accepted'** or **'rejected'**. Per the decision of the November, 2020 Working Group meeting, the middle option of **'has merit, needs work'** at this step has been eliminated. Following agency review, proposals are forwarded to the Rocky Habitat Working Group for full evaluation and potential recommendation to OPAC. This step results in a decision of either **'recommended'**, or **'not recommended'**. These two steps in the evaluation process are described in several places in the draft Strategy. However, there are a number of details that have yet to be fully described regarding process details of proposal evaluations.

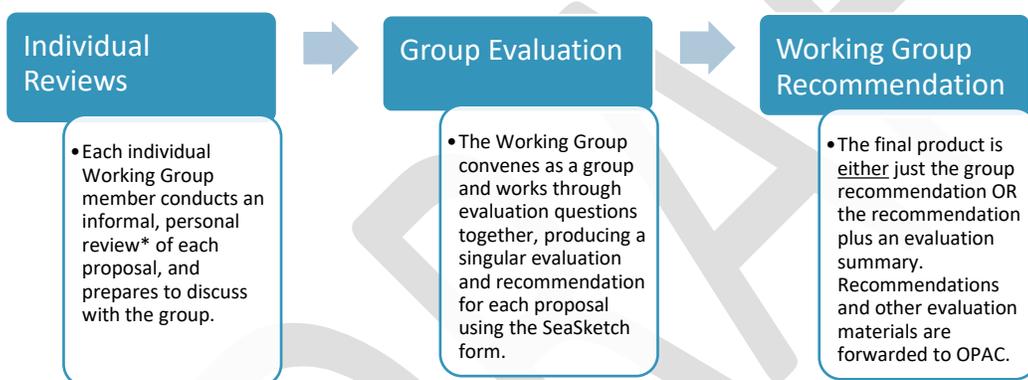
REVIEW STEPS

ISSUE 1) How to arrive at a recommendation decision? Currently, the Working Group is composed of 12 members. It is unclear from the description in the Strategy the process by which the Working Group will arrive at their final recommendations. There are two primary pathways to arrive at a final decision:

Option A: Consolidated Individual Evaluations



Option B: Group Evaluation



The difference between the two options above is whether each member of the Working Group produces their own evaluation and recommendation which is then unified with the group, or whether the Working Group will only conduct evaluations altogether as a group. One consideration is the distribution of time commitments at each step of the different options – the middle step of Option B may require a commitment of several days, depending on workload. Whichever decision is made here will be eventually outlined in an expanded proposal evaluation guidance packet.

*To save time, there can be flexibility in the expectations of the extent of this personal review. For example, Working Group members could score the Evaluation Criteria Matrix for each proposal prior to a group meeting.

DECISION POINT: Shall the rocky habitat proposal evaluation process be conducted following Option A or B?

ISSUE 2) Use the SeaSketch form to facilitate evaluations? A new survey form has been created on the [Rocky Habitat Web Mapping Tool](#) (“SeaSketch”), in the same fashion as the rocky habitat proposal form itself. This will not only help organize and document the proposal evaluation process, but also facilitate it remotely when the group is unable to physically convene. The final form will be an electronic version of the Evaluation Guide, with separate forms created for the Agency Analysis and Working Group Evaluation steps. Additional

advantages of using this form for the evaluation processes is that proposal plan sketches can be directly attached to the evaluation form, and it is adaptable for future changes to the evaluation process.

DECISION POINT: Shall the SeaSketch form be relied upon as the “official” method of submitting proposal evaluations?

PROPOSAL EVALUATION GUIDE

MEETING OBJECTIVE: ADDRESS ANY **MAJOR** UNRESOLVED CONFLICTS OR CONCERNS WITH THE INITIAL DRAFT EVALUATION DOCUMENTS, AND DETERMINE HOW THEY SHOULD BE SHAPED AND STRUCTURED GOING FORWARD. WHILE THEY WILL LIKELY REQUIRE REFINEMENT FOLLOWING OUR INITIAL EVALUATIONS, THE MORE THAT CAN BE SETTLED NOW, THE BETTER.

What the Working Group needs to do: Review the Evaluation Guide and SeaSketch form, return any feedback or edits when ready, and be prepared to make determinations about the guide in the meeting. Much like the Initial Proposal Process, the Evaluation Guide is a pilot effort and will likely not reach its final form until after the evaluation processes are completed in mid-2021. Between now and January is our opportunity to shape these processes and resolve any outstanding issues or conflicts that are crucial to the process.

The primary focus of this meeting is the **Evaluation Guide** which outlines potential evaluation questions and criteria for both the Agency Analysis and Working Group Evaluation steps. The questions in the guide are almost entirely derived directly from the text of the Rocky Habitat Management Strategy, as faithfully as possible. Many are common to both evaluation steps to help promote transparency and consistent interpretation. Others are duplicative because they may be interpreted through two different lenses: an **agency authority** lens, and a **merit-based** lens. The job of the Working Group is to decide the overall scope and approach of each set questions, what is appropriate to include where (or not), and what the intent behind the questions will be.

An evaluation criteria matrix has been included in the Working Group Evaluation in order to link the evaluation process with the proposal questions more directly. This also provides a more straightforward scoring of proposals that can be considered in conjunction with the evaluation components that may be more subjective. This document is a draft, and any of these components can be revised as the Working Group sees fit.

The Working Group Evaluation has also been converted into a **SeaSketch survey form** on the Rocky Habitat Web Mapping Tool, in the same way as the proposal form itself. This virtual evaluation form is available via invitation only, and will be an invaluable way to facilitate and preserve the evaluation process, particularly in the times of COVID-19. Evaluators will be able to enter their responses remotely, save and come back to them, and have them accessible in a central location. The Working Group have been provided a link to this form.

AGENCY FEASIBILITY & COMPLETENESS ANALYSIS

The following provides context to the Agency Analysis questions outlined in the Evaluation Guide. This is to aid the Working Group in determining and refining the scope of the evaluation processes. Many questions are derived directly from the Strategy text, but their form, use, and intent are open to modification. The Working Group may also suggest inclusion of additional questions, or eliminate questions or components altogether.

Evaluator Information Questions: For the sake of transparency and documentation, we should record the name of the person/persons evaluating proposals.

Site Information Questions: While duplicative with the proposal form, this helps ensure clarity and proper documentation.

Agency Feasibility Analysis Questions: The following questions are included to determine feasibility of implementation with respect to agency authority and jurisdiction. **Questions marked with an asterisk* are those which are directly derived from proposal requirements outlined in the current draft text of the Rocky Habitat Management Strategy.**

Q1. Language for the site designation specific questions is a direct operationalization from the site designation category descriptions in TSP3 Section D., and Section E. Regarding Specific Designations. Please evaluate the utility of these questions from an agency authority/implementation standpoint.

Q2. The Strategy lacks any guidance for how to evaluate the site designation polygons generated using the Rocky Habitat Web Mapping Tool. This question is an attempt to do so.

Q3. Evolving interpretations of what constitutes 'completeness' is likely to alter or eliminate this question. A possible substitute could be an evaluation criteria matrix similar to that in the Working Group evaluation that agency staff could use to determine sufficiency of informational completeness.

Q4. Reference: Section E.3. Initial Proposal Process.*

Q5. Reference: Section E.5. Consideration for the Marine Reserves Program Evaluation.*

Q6. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy; Primary Contact Information & Proposal Rationale proposal question 5.*

Q7. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy; Primary Contact Information & Proposal Rationale proposal question 5.b.*

Q8. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q9. Reference: Section E.2. Creating a Proposal & Eligibility.*

Q10. Cultural and institutional knowledge have proven to be vital components of this process, and agency staff as well as Working Group or OPAC evaluators should be provided an opportunity to communicate that context where relevant. Appendices E. and F. in the Strategy exist in-part to provide some of this context.

Q11. This question as-is may be insufficient without some more specific guidance for broader landscape-level analysis. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q12. This question falls squarely within consideration of feasibility regarding agency authority, but may be sufficiently captured using Q14. Reference: Section E.5. Consideration for the Marine Reserves Program Evaluation.*

Q13. Reference: Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q14. The intention for this question is to provide opportunity for agency staff to express any other potential concerns not already captured by the previous questions, from an agency feasibility standpoint (note how this approach differs from **Q13** in the Working Group Evaluation).

Q15. Catch-all question for anything not already addressed by the previous questions.

WORKING GROUP REVIEW & RECOMMENDATION

Similarly as above, the following provides context to the merit-based Working Group Evaluation questions outlined in the Evaluation Guide. This is to aid the Working Group in determining and refining the scope of the evaluation processes. Many questions are derived directly from the Strategy text, but their form, use, and intent are open to modification. The Working Group may also suggest inclusion of additional questions, or eliminate questions or components altogether.

Evaluation Criteria Matrix: The criteria outlined in the leftmost column of this rubric correspond to the different sections of the site designation proposal form, with the exception of the last criteria (“Designation”), which is intended to focus specifically on the appropriateness of the proposed choice of site designation category. The intent of the criteria matrix is to conduct a meta-analysis to evaluate how well the components of the proposal come together, rather than evaluating answers to individual questions in isolation. One weak response may be viewed as a proposal shortcoming, but if there are strong responses to other questions that support it, the matrix could better reflect the overall merit in a more holistic manner. Using objective scoring criteria may present some issues of imbalance, but this could potentially be overcome by attaching them to qualitative statements (as they are currently), and/or variable weighting of the scores.

Evaluator Information Questions: For the sake of transparency and documentation, we should record the name of the person/persons evaluating proposals.

Site Information Questions: While duplicative with the proposal form, this helps ensure clarity and proper documentation.

Working Group Evaluation Questions: The following questions are included to facilitate evaluation of the merits of each proposal. **Questions marked with an asterisk* are those which are directly derived from proposal requirements outlined in the current draft text of the Rocky Habitat Management Strategy.**

Q1. Language for the site designation specific questions is a direct operationalization from the site designation category descriptions in TSP3 Section D., and Section E. Regarding Specific Designations. Please evaluate the utility of these questions from a merit-based standpoint.

Q2. The Strategy lacks any guidance for how to evaluate the site designation polygons generated using the Rocky Habitat Web Mapping Tool. This question is an attempt to do so.

Q3. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy; Primary Contact Information & Proposal Rationale proposal question 5.*

Q4. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy; Primary Contact Information & Proposal Rationale proposal question 5.b.*

Q5. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q6. Reference: Section E.2. Creating a Proposal & Eligibility.*

Q7. Reference: Section E.2. Creating a Proposal & Eligibility.*

Q8. While not strictly outlined as a proposal requirement, this question was included to address the intent stated in some places in the Strategy text. Reference: opening sentence of Section E., and the opening paragraph of Section E.4.

Q9. Cultural and institutional knowledge have proven to be vital components of this process, and agency staff as well as Working Group or OPAC evaluators should be provided an opportunity to communicate that context where relevant. Appendices E. and F. in the Strategy exist in-part to provide some of this context.

Q10. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q11. This question as-is may be insufficient without more specific guidance for broader landscape-level analysis. Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q12. Reference: Reference: Section E.5. General Proposal Review & Aligning with the Rocky Habitat Management Strategy.*

Q13. The intention for this question is to provide opportunity for agency staff to express any other potential concerns not already captured by the previous questions, from an evaluative, merit-based standpoint (note how this approach differs from **Q14** in the Agency Analysis).

Q14. Because some rocky habitat proposals may be submitted through funded efforts from large organizations, it is prudent to provide an opportunity for evaluators to clarify any questions or concerns regarding those intents or connections. Reference: generalized from Section 5. Regarding Specific Designations – Marine Gardens (Marine Education Area).

Q15. This question provides an opportunity to evaluate and communicate about any additional materials or information which have been provided in conjunction with the proposal, and which may qualify or contextualize the interpretation or understanding of the proposal.

Q16. Catch-all question for anything not already addressed by the previous questions.

Site Attributes and Reports Questions: The Rocky Habitat Web Mapping Tool automatically queries rocky habitat resource databases and generates site reports for specific categories of information: Geography, Physical, Biological, and Human Uses. These questions were derived from these reports to evaluate what is likely to be the most pertinent or crucial information when it comes to evaluating the merits of a particular area drawn on the map.

Geography: The intention here is to evaluate the appropriateness of the size, shape, or other features of the proposed polygon for the site.

Q17. The size, extent, and placement on the landscape of designated areas should be evaluated for their appropriateness in addressing the goals, objectives, and outcomes outlined by the proposal, as well as the selected management designation category.

Physical: Habitat features and sea level rise are likely the most relevant aspects to be evaluated from this part of the report.

Q18. If the goal of a particular proposal is to protect intertidal habitat, it may be worth evaluating the balance or distribution of habitats or substrate types relative to the designated area size, as well as the goals, objectives, outcomes, and selected management designation category outlined by the proposal.

Q19. The site reports provide proposers information about future risks related to sea level rise, so it only seems appropriate to evaluate whether proposers have utilized this information in their plans and to what extent it is relevant.

Biological: Particularly since many proposers will be motivated to protect specific species, proposals should be evaluated for how the proposed area addresses those concerns.

Q20. If the intention is to protect species X, it only seems prudent to evaluate how much of species X (or its habitat, or to what extent it is utilized) is represented by the proposed designated area.

Q21. Not only are physical site characteristics important, but also whether the selected designation category and stated goals will meet the needs of the natural resource(s) of interest.

Q22. This question is not derived from Strategy text, nor reflected in the site attribute reports, but because many Working Group and OPAC members possess relevant specialized experience, it would be prudent to ask evaluators to identify any potential blind spots in a proposed site.

Human Uses

Q23. This is another attempt to address potential blind spots, particularly because human uses vary widely, and change over time. It is pertinent to evaluate whether and how the proposal will impact human uses.

Q24. Converse to the previous questions (how will the designation impact human uses), this question is attempting to ask whether the proposed site goals or management designation are even appropriate for the kinds of human uses known, or likely to occur, at the site of interest.

Q25. Once more, an attempt to identify blind spots by relying on the expertise and stakeholder interests of individual evaluators.