

SNOHOMISH STILLAGUAMISH LIO
POLICY FOR LETTERS OF ENDORSEMENT

-Revised 5/28/15 per 5/26/15 IC Mtg.

Policy for Approval

In order to ensure a fair and transparent process for providing letters of endorsement, the Snohomish Stillaguamish LIO adopts the following policy:

Projects will be considered for recommendation if they implement, or significantly contribute to implementing, at least one of the Snohomish-Stillaguamish LIO Near Term Actions (NTAs) and support the priority strategies outlined in the LIO 5-year strategic plan.

Background and Intent

The Snohomish Stillaguamish LIO receives requests for letters of support for projects considered by watershed participants. This document is intended to provide clarity on the approval criteria, authorization process to be followed, and timing required in completing a letter of support.

Steps and Timeline for Completion of Endorsement Letter

Requestors are required to complete a form (shown on the back of this page) providing on the subject project. This information is then submitted electronically to the LIO Coordinator. If needed, a detailed project summary may be requested.

Requestors are advised to allow up to four weeks for the LIO to complete a letter of endorsement. The following steps will occur within that timeframe:

- After receiving the request, the LIO Coordinator will review the submittal for completeness and may request additional information, as needed. If the criteria for approval have been met, the LIO Coordinator will draft a letter of support for Implementation Committee consideration. [Note: If the response for additional information is delayed, this step may take longer.]
- The Implementation Committee will have one week to review and submit comments to the LIO Coordinator. Committee members will “reply all” as they submit comments. The LIO Coordinator will address concerns and incorporate edits as needed.
- The draft letter will be submitted to the Executive Committee for review in all cases. If the Implementation Committee has concerns, those concerns will be noted and forwarded to the Executive Committee as well.
- The Executive Committee will have one week to review and submit comments to the LIO Coordinator. Committee members will “reply all” as they submit comments. The LIO Coordinator will incorporate Executive Committee edits as needed, print a final copy and submit it to the LIO Executive Committee Chair for signature. If the Executive Committee determines

that they cannot support the project, the project proponent will be contacted and the reasons for not providing a letter will be given.

- “No response” from members of either the Implementation or Executive Committees will be considered a sign of approval.
- The LIO Coordinator will retain a copy of signed letter and send the original to its destination.
- A copy of the final draft will be sent to the LIO-IC and LIO-EC.

DRAFT

Application for Snohomish-Stillaguamish LIO Letter of Endorsement

Please complete this form and send it to Karen Stewart, Snohomish Stillaguamish LIO Coordinator, Karen.stewart@snoco.org. If you have questions, please call Karen at 425-388-6464.

Note: To receive a letter of support, proposals must implement or contribute to implementing one of the Snohomish Stillaguamish LIO's near term actions and/or one of the Strategic Initiatives in the 2014/2015 Puget Sound Partnership Action Agenda. Alignment with other regional plans is preferred. A detailed project summary may be requested. Please allow 4 weeks for the letter from the time of your request. The policy regarding endorsements adopted by the LIO is available online at [\(provide address\)](#).

1. Applicant name, organization, mailing address, email address and phone
2. Project Partnerships, if any
3. Snohomish Stillaguamish LIO near term action(s) and/or strategies addressed
4. Project Goal (required field in online grant application)
5. Project Purpose (required field in online grant application)
6. Estimated grant request (total)