**MEMORANDUM**

**TO: WRA staff**

**FROM:**  John Nielsen, VP of Policy & Programs

**DATE:** December 5, 2023

**RE:**  Sign-on Letter Request Evaluation Process

WRA staff often receive requests from coalition partners or other stakeholders asking WRA to sign on to letters or statements to decision makers. This document describes WRA’s internal process for evaluating these requests and coming to an ultimate decision and provides a template staff members can use.

Unless there are extenuating circumstances, WRA will not sign on to letters or statements when given less than 48 hours to review.

**For requests concerning municipal, state, or federal level policies or actions:**

1. If a WRA staff member receives a request they should review the request and, if they believe WRA should consider whether to sign, prepare a short, actionable summary for internal review. If the staff member receiving the request feels that they do not have the necessary experience or background to determine whether the request should be advanced for internal review, they should forward it to a WRA colleague who they believe would be better situated to make that determination. The summary should include:
   1. A brief overview of the issue.
   2. A copy of or link to the document WRA is being asked to join.
   3. A description of the action WRA is being asked to take.
   4. Any relevant “on the ground” background or context necessary to evaluate the request, including any prior involvement on the topic.
   5. Whether there is an opportunity to edit or request changes to the letter or statement.
   6. The deadline by which any edits must be provided.
   7. The deadline by which WRA needs to make a decision.
   8. The receiving staff member’s recommended course of action. The recommendation should include:
      1. A brief rationale for the recommended course of action.
      2. Any pros/cons of signing on.
      3. Any pros/cons of not signing on.
2. This summary should be sent to:
   1. The relevant Clean Energy, Healthy Rivers, or Western Lands Director for the subject implicated by the request, with the following people copied:
      1. The Government Affairs Director and relevant Government Affairs staff.
      2. The Communications and Marketing Director and relevant Communications staff members.
      3. Other relevant staff who may have experience or expertise in the subjects implicated by the request.
      4. The VP of Policy & Programs.
      5. The VP of Equity & Culture.
3. Any WRA staff member receiving the summary may review and provide additional context they believe will be helpful in reaching a decision or, if they disagree with the recommended course of action, should prepare an alternative recommendation.
4. Taking all perspectives into account, the Clean Energy, Healthy Rivers, or Western Lands Director will make a decision. If the Director believes cross-programmatic issues are raised by the request, the Director will consult with the VP of Policy & Programs in rendering a decision. If the Director believes issues related to WRA’s equity work are raised by the request the Director will consult with the VP of Equity & Culture. If the Director is out of the office the VP of Policy & Programs will decide.
5. The final version of any letter or statement WRA signs onto should be shared via email with the full team of the staff member initiating the request along with the Marketing & Communications Director, the Government Affairs Director, the VP of Policy & Programs, and the VP of Equity & Culture. If a letter or statement is of particular interest or importance, consider sharing it as an Insider Update.

**Template**

Issue overview:

Link to document WRA is being asked to join, if applicable:

What action WRA is being asked to take:

Relevant background/prior engagement:

Is there an opportunity to edit or request edits to the document?

Edit deadline:

Internal decision deadline:

Sign on deadline:

Are edits recommended?

Recommendation and rationale: