Manual 18

Salmon Recovery Grants

March 2016

WASHINGTON STATE
RECREATION AND CONSERVATION OFFICE
Salmon Recovery
Funding Board

Salmon Recovery Funding Board (SRFB)

Mission

The Salmon Recovery Funding Board provides funding for elements necessary to achieve overall salmon recovery, including habitat projects and activities that result in sustainable and measurable benefits for salmon and other fish species.

Board Members

Citizen Members
David Troutt, Chair, Dupont
Nancy Biery, Quilcene
Robert Bugert, Wenatchee
Samantha "Sam" Mace, Spokane
Phil Rockefeller, Bainbridge Island

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About this Manual

This manual is created under the authority granted to the SRFB. It reflects the requirements of Revised Code of Washington, chapters 77.85 and 79A.25.240; Washington Administrative Code 420.04 and 420.12; and policies of the SRFB and RCO.

Major policy changes to this manual may be adopted or altered solely by a majority vote of the SRFB in a public meeting.

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2016 Grant Schedules

Salmon Grants

Please obtain your lead entity's schedule from your lead entity coordinator.

Date	Action	Description
February 12	**Due Date:** Requests for review panel site visits	Lead entities submit their requests for site visits to RCO staff by this date.
February-June 9	Project draft application materials due at least 3 weeks before site visit **(required)**	**At least 3 weeks before the site visit,** applicants enter application materials through PRISM Online (See Draft Application Checklist). The lead entity will provide applicants with a project number from the Habitat Work Schedule **before** work can begin in PRISM Online.
February-June 30	Pre-application reviews and site visits **(required)**	RCO grants managers and review panel members review draft application materials, go on lead entity-organized site visits, and provide technical feedback based on materials and visits. Complete site visits before **June 30, 2016**.
February-May	Application workshops **(on request)**	RCO staff holds an online application workshop. RCO can provide additional in-person trainings to lead entities upon request.
February-July 15	SRFB Review Panel completes initial project comment forms	About 2 weeks after the site visits, RCO grants managers provide review panel comment forms to lead entities and applicants. Applicants must address review panel comments through revisions to their Appendix C project proposals (using Microsoft Word track changes).
August 12	**Due Date:** Applications due	Applicants submit final application materials, including attachments, via PRISM Online. See Final Application checklist.
August 15	Lead entity submittals due	Lead entities submit draft ranked lists via PRISM Online.
August 15-26	RCO grants managers review	RCO screens all applications for completeness and eligibility.

Date	Action	Description
August 26	Review panel post-application review	RCO grants managers forward project application materials to review panel members for evaluation.
September 7	**Due Date:** Regional submittal	Regional organizations submit their recommendations for funding, including alternate projects (only those they want the SRFB to consider funding), and their Regional Area Summary and Project Matrix.
September 19-21	SRFB Review Panel meeting	The review panel meets to discuss projects, prepare comment forms, and determine the status of each project.
September 30	Project comment forms available for sponsors	RCO grants managers provide the review panel comment forms to lead entities and applicants. Projects will be identified with a status of *Clear*, *Conditioned*, *Need More* Information (NMI), or *Project of Concern (POC)*.
October 13	**Due Date:** Response to project comment forms	Applicants with projects labeled *Conditioned, NMI*, or *POC* provide responses to review panel comments through revisions to project proposals in PRISM. If the applicant does not respond to comments by this date, RCO will assume the project was withdrawn from funding consideration.
October 19	Review panel list of projects for regional area meeting	The review panel reviews the responses to comments and identifies which projects to clear. They recommend a list of *POCs* to present at the regional area project meeting.
October 24-26	Regional area project meetings	Regional organizations, lead entities, and applicants present regional updates and discuss *POCs* with the review panel.
November 2	Review panel finalizes project comment forms	The review panel finalizes comment forms by considering application materials, site visits, applicants' responses to comments, and presentations during the regional area project meeting.
November 8	**Due Date:** Lead entities submit final ranked lists	Lead entities submit ranked project lists in PRISM. RCO will not accept changes to the lists after this date. Updates submitted after this date will not appear in the grant funding report.
November 17	Final 2016 grant report available for public review	The final funding recommendation report is available online for SRFB and public review.
December 7-8	Board funding meeting	Board awards grants. Public comment period available.

Monitoring Grants*

Date	Action	Description
February 12	**Due Date**	Sponsors of regional monitoring projects alert the region of their interest in submitting a regional monitoring proposal.
May 1	**Due Date**	Regions submit a letter of intent if submitting a regional monitoring proposal. The letter should include a project title, sponsor, and brief (one-two paragraphs) description.
August 12	**Due Date:** Applications due	Applicants submit final application materials, including attachments, via PRISM Online. See Final Application checklist.
August 15	**Due Date:** Lead entity submittals due	Lead entities submit draft ranked lists via PRISM Online. Regional monitoring proposals should be included in the ranked lists.
September 7	**Due Date:** Regional submittal	Regional organizations submit their recommendations for funding, including alternate projects (only those they want the SRFB to consider funding), and their Regional Area Summary and Project Matrix. Regional monitoring proposals should be included in the ranked lists.
September 30	Project comment forms available for sponsors	RCO grants managers provide the review panel and monitoring panel comment forms to lead entities and applicants. Projects will be identified with a status of *Clear*, *Conditioned*, *Need More* Information (NMI), or *Project of Concern (POC)*.
November 4	Review panel finalizes project comment forms	The monitoring panel finalizes comment forms for regional monitoring proposals by this date.
November 8	**Due Date:** Lead entities submit final ranked lists	Lead entities submit ranked project lists in PRISM. RCO will not accept changes to the lists after this date. Updates submitted after this date will not appear in the grant funding report.
November 17	Final 2016 grant report available for public review	The final funding recommendation report is available online for SRFB and public review.
December 8	Board funding meeting	Board awards grants. Public comment period available.

*Intensively Monitored Watershed Restoration Treatment projects are reviewed by the SRFB Review Panel and follow the schedule on page 1.

Section 1: About Salmon Recovery Funding

In this section, you'll learn about:

- ✓ The Salmon Recovery Funding Board
- ✓ Where to get help
- ✓ The big picture of salmon recovery
- ✓ Funding allocations

Welcome

Welcome to the salmon recovery grant process. You're joining a network of individuals and organizations working to ensure that salmon populations return to their once healthy and thriving status.

This manual contains the instructions you will need to complete a grant application to the SRFB. You will find information on grant policies, the larger picture of salmon recovery, and the partners helping to make it a reality.

Important Things to Know

First, some important things to know.

- The SRFB funds projects that protect or restore salmon habitat.
- Applicants must request at least $5,000.
- There is no maximum funding limit for a grant request.
- Applicants must provide money or resources to match 15 percent or more of the grant (85 percent RCO grant + 15 percent sponsor match = funding total). Certain design-only projects may not require match and projects on private forestland may require additional match.

- SRFB grants are a reimbursement-based grant program. Grant recipients must first spend money and then request reimbursements. RCO grant agreements include both the SRFB funding award and the sponsor match. Each reimbursement request must include part of the match, based on the match percentage pledged in the grant application.
- Applicants must demonstrate a commitment to 10 years or more of stewardship for projects.
- Projects must be finished within 2 to 3 years.
- Applicants should work with their lead entities to learn how to submit applications in their areas. Lead entities, which are watershed-based groups, must score and rank projects by August 14, 2016. Lead entity contact information is in Appendix A.
- Submit applications electronically through PRISM Online. To start applications in PRISM Online, applicants must work with their lead entities to get a project number through the Habitat Work Schedule.

About the Salmon Recovery Funding Board

The Washington State Legislature established the SRFB in 1999[1] to administer state and federal funding and to assist with a broad range of salmon-related activities. The primary goal is to recover salmonids (salmon, trout, and steelhead) by providing grants.

The SRFB funds riparian, freshwater, estuarine, nearshore, saltwater, and upland projects that protect existing, high quality habitats for salmon. It funds projects to restore degraded habitat in order to increase overall habitat health and biological productivity of the fish. Projects may include the actual habitat used by salmon and the land and water that support ecosystem functions and processes important to salmon.

The SRFB is composed of five voting members, appointed by the governor, and five non-voting state agency directors. The SRFB believes that scientific information and local citizen review must develop projects. Projects must demonstrate, through an evaluation and a monitoring process, that effective implementation will provide sustained benefit to fish.

The complete text of the SRFB's statement of its mission, scope, and funding strategy is available on its Web site.

[1]Revised Code of Washington 77.85

Where to Get Information

For staff assignments, visit the RCO Web site. RCO provides administrative support, including managing the grants. The following staff members available to assist:

Amee Bahr
(360) 725-3943

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Informational Workshops

On request, RCO staff will conduct in-person or online grant applicant workshops for lead entities and regions. Following board funding, staff are available to offer in-person or online grant management workshops for new grant recipients unfamiliar with SRFB policies and procedures. Reimbursement workshops are available and recommended for project sponsors and their billing staff. Registration information is posted on the RCO Web site.

Other Grant Manuals You Will Need

SRFB uses the policy manuals below for the administration of SRFB grants. Copies are available on the RCO Web site.

- *Manual 3, Acquisition Projects*
- *Manual 5, Restoration Projects*
- *Manual 7, Long-Term Obligations*
- *Manual 8, Reimbursements*

Federal Program Requirements

For all projects funded with federal funds or state funds used by RCO or the Puget Sound Partnership as match to a federal grant, grant administration is governed by the Office of Management and Budget (OMB) Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also called the "omni-circular." Applicants should review the omni-circular for detailed information on grant administration. Sponsors also can view trainings from RCO's fiscal office on indirect costs and other omni-circular issues on RCO's Web site under "Getting Paid – Reimbursment Information."

The Big Picture of Salmon Recovery

By applying for a SRFB grant, you become part of a network dedicated to bringing salmon back from the brink of extinction. That network starts with people developing plans and projects to recover salmon and includes larger watershed groups, regional organizations, state and federal agencies, tribal governments, as well as the Legislature, Governor, and Congress.

In 1991, the federal government listed some of the Pacific Northwest's wild salmon as near extinction under the Endangered Species Act. By 1999, wild salmon had disappeared from about 40 percent of their historic breeding ranges in Oregon, Washington, Idaho, and California. In Washington, the numbers had dwindled so much that salmon and Bull Trout were listed as threatened or endangered in nearly 75 percent of the state.

Eight Salmon Recovery Regions

The Endangered Species Act requires the federal government to develop recovery plans for salmon species at risk of extinction. The federal government measures the health of fish populations based on Evolutionarily Significant Units or Distinct Population

Segments, which are populations or groups of populations of salmon species that are substantially, reproductively isolated from other populations and that contribute to the evolutionary legacy of the species. The federal government determined that each unit or segment listed as at risk of extinction under the act should have a recovery plan. State law directed development of a statewide strategy to recover salmon on an evolutionarily significant basis.

The Governor's Salmon Recovery Office, together with other state and federal agencies, defined eight salmon recovery regions.

Regional Organizations

To coordinate the work of recovery planning and implementation, seven regional organizations[2] formed within the regional recovery areas.

In September 2001, the SRFB funded six regional groups to develop recovery plans. Each group developed a recovery plan that expanded on previous planning efforts and helped connect local social, cultural, and economic needs and desires with science and the Endangered Species Act goals. The six organizations developed a series of actions necessary to recover salmon and gained regional consensus on measurable fish recovery results and federal approval of their regional recovery plans.[3] Today, the regional organizations implement those actions. A seventh regional organization, for the coastal area, which has no listed species, completed the *Washington Coastal Sustainability Plan*. The hallmark of this plan protects the region's salmon habitats by bringing together partnerships aimed at safeguarding and enhancing the natural function of the regional ecosystems on which salmon depend.

Recovery plans, or in their absence, lead entity strategies, form the basis for SRFB grants. Grant applicants must demonstrate how projects address the actions defined in the regional recovery plans or lead entity strategies.

[2]Regional organizations must be recognized in statute (Revised Code of Washington 77.85.010), or by the Governor's Salmon Recovery Office.

[3]Hood Canal, Puget Sound, and the lower, middle, and upper Columbia River regional organizations have final recovery plans accepted by the federal government. The Snake River regional organization has submitted a recovery plan for the Washington portion of its region, which has been accepted by the federal government; however, approval of the full regional recovery plan is pending work to be done in Idaho. The middle Columbia steelhead plan was approved in 2009. The federal government has been working on a bull trout recovery plan for Washington since 2002 but has not yet published a draft for review outside the agency.

Lead Entities

Other key players in salmon recovery are local lead entities, authorized by the Legislature in 1998[4] to develop habitat restoration and protection strategies and projects to meet those goals. Lead entities are essential partners in Washington's salmon recovery efforts. Regional organizations incorporated local watershed groups and lead entities' strategies when writing regional recovery plans.

To create a lead entity, cities, counties, and tribes within a geographic area comprised of one or more watersheds or Water Resource Inventory Areas, develop a mutual agreement. Lead entities establish and support citizen and technical committees, develop strategies, and garner community support for salmon recovery.

Nonprofit organizations, tribes, and local governments are eligible to provide the administrative duties of a lead entity. Together, the administrative body, citizen committee, and technical advisory group form a lead entity. The SRFB provides financial support to lead entities. For questions about the lead entity program, contact Sarah Gage, (360) 902-2217, TDD (360) 902-1996.

Lead entities use their strategies and the regional plans to identify a sequence of habitat restoration and protection projects. The lead entity technical advisory groups review projects to ensure scientific validity. Using information from the technical advisory groups as well as social, economic, and cultural values, the citizen committees, composed of people with diverse community interests, adopt ranked lists of projects and submit them to the SRFB for funding consideration.

Lead Entity Review and Rank Process

Your project must be reviewed and ranked by your lead entity and must be consistent with lead entity strategies and regional recovery plans. Lead entity application due dates vary; check with your lead entity for specific dates and requirements. Contact information for both lead entities and RCO staff are in Appendix A.

Funding Allocations

The SRFB allocates funds using a formula based on objective parameters of physical and biological factors within a region. These parameters include the following:

- Number of water resource inventory areas
- Amount of salmonid stream habitat

[4]Revised Code of Washington 77.85.050-77.85.060

- Number of listed populations
- Salmonid Stock Inventory (SaSI) status.

Salmon Recovery Region	Percentage Allocation
Hood Canal Salmon Recovery Region (Hood Canal summer Chum Salmon)	2.35%
Lower Columbia River Salmon Recovery Region	15%
Middle Columbia River Salmon Recovery Region	9.87%
Northeast Washington Salmon Recovery Region	2%
Puget Sound Salmon Recovery Region (including Hood Canal Salmon Recovery Region)	42.04%
Snake River Salmon Recovery Region	8.88%
Upper Columbia River Salmon Recovery Region	10.85%
Washington Coastal Salmon Recovery Region	9%

The Puget Sound Partnership, which is a state agency, represents the Puget Sound region. The partnership, along with the SRFB, administers the Puget Sound Acquisition and Restoration Fund. The purpose and intent of these funds is to accelerate implementation of the *Puget Sound Salmon Recovery Plan* and contribute to Puget Sound recovery. For more information on Puget Sound Acquisition and Restoration Fund and its grant process, please see Appendix B.

Section 2: Eligible Applicants and Projects

In this section, you'll learn about:

- ✓ Who can apply for grants
- ✓ What types of projects are eligible
- ✓ What you can't do with a grant

Eligible Applicants

Only the following are eligible to receive SRFB funding:

- Cities
- Counties
- Conservation Districts
- Native American Tribes
- Nonprofit Organizations – registered with Washington's Office of the Secretary of State. A nonprofit charter, organizational documents, or corporate purposes must include authority for the protection or enhancement of natural resources, such as salmon or salmon habitat, or related recovery activities. The charter must provide for an equivalent successor organization under the SRFB grant agreement, in case the nonprofit dissolves.
- Private Landowners – Eligible when the landowner is a private citizen and the project implementation is on the landowner's property. Individuals may not acquire land using SRFB grants. Landowner donation of time spent implementing a project may be eligible for non-reimbursable match. When receiving SRFB funding, individuals should consider any potential tax liabilities and may want to consult a tax professional or the Washington Department of Revenue for advice. Each individual situation is different and RCO does not provide any tax guidance.
- Regional Fisheries Enhancement Groups

- Special Purpose Districts
- State Agencies – State agencies must have a local partner that is independently eligible to be a grant applicant. The local partner must be involved in the planning and implementation of the project, and must provide an in-kind or cash contribution to the project. This contribution does not need to be used as match (for example with design-only projects, which don't require match); however this contribution should be documented in PRISM upon project completion. A project Partner Contribution Form (Appendix G) must be completed and submitted with the application.

Federal agencies may not apply directly, but may collaborate with eligible applicants. Projects may occur on federal lands. Take into account federal restrictions on using federal money for match when applying for a grant.[5]

Eligible Projects

The SRFB funds a range of projects, but ALL of them must address habitat condition or watershed processes that are important to salmon recovery. The project may provide other benefits, such as flood control or education, but those benefits must be secondary.

If the landowner has a legal obligation under local, state, or federal law to perform the project, the project must comply with Revised Code of Washington 77.85.130 (6).

Acquisition

Acquisition includes the purchase of land, access, or other property rights in fee title or less than fee, such as conservation easements. Sponsors interested in acquiring conservation easements must be eligible to hold conservation easements under Revised Code of Washington 64.04.130. Rights or claims may be acquired once the value is established or appraised. All SRFB-funded **acquisition projects must be completed within 3 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

SRFB has very specific due diligence, appraisal, reporting, and timeline requirements for acquisition projects so refer to the requirements and checklists in *Manual 3, Acquisition Projects*.

Note that any land costs incurred before the board funding date are ineligible for reimbursement of match unless the grant applicant receives a Waiver of Retroactivity

[5]When land acquired with a SRFB grant is transferred to a federal agency, the SRFB may change the terms of the grant to remove binding deed-of-right instruments and enter into a memorandum of understanding stating that the property will retain, to the extent feasible, adequate habitat protections, see Revised Code of Washington 77.85.130(7).

before acquiring the property. To preserve your eligibility, contact a grants manager if you need to purchase land before the funding award. See Section 3 of RCO *Manual 3, Acquisition Projects* for more information on applying for a Waiver of Retroactivity.

The SRFB does not fund property acquired through condemnation, only property acquired from willing sellers. All acquisitions must be perpetual, including water right acquisitions.

Acquisition projects must identify specific parcels. However, you may propose purchasing stream reaches, estuaries, or nearshore areas if you can demonstrate that purchasing any parcel within the area will achieve the project's objectives. In that case, you should identify a geographic envelope including all the possible parcels that will provide similar benefits to fish and certainty of success in your salmon proposal. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable when being evaluated for funding. You should describe clearly how you will prioritize parcels for acquisition and how you will pursue priority parcels. You must submit the Landowner Acknowledgement Form in Appendix F with your application. For multi-site acquisition projects, enter the top priority parcels with Landowner Acknowledgment Forms, into PRISM.

It is important to remember that some activities are never allowed on SRFB-funded properties. Refer to the section on ineligible uses in this manual.

Restoration

Restoration means to bring a site back to its original, historic function as part of a natural ecosystem or improve or enhance the ecological functionality of a site.[6] All SRFB-funded **restoration projects must be completed within 3 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

For larger restoration projects, applicants are required to submit preliminary design deliverables as part of their final applications. RCO defines a larger restoration project as one where the applicant is requesting more than $250,000 in funding from the SRFB. For projects seeking 2017-19 Puget Sound Acquisition and Restoration funds, the preliminary design requirement may be waived. See the Appendix B for more information.

If you have received a planning or design grant from the SRFB for your proposed restoration project, then you must submit completed design deliverables, at a minimum preliminary designs, from that grant as part of your final application for restoration construction funding.

[6]Washington Administrative Code 420

For proposals on land you do not own or control, please submit the Landowner Acknowledgement Form in Appendix F with your application and, once funded, submit signed landowner agreements (Appendix 0) before beginning construction. Note that projects on state-owned aquatic or trust lands require approval from the Washington Department of Natural Resources. Please consult Section 6 on state-owned aquatic lands for instructions on this process.

For projects in Intensively Monitored Watersheds (IMW), the sponsor must submit a certification from the regional organization or lead entity that states that the project will not negatively affect ongoing data collection and salmon restoration efforts. This applies regardless of the source of funding for the Intensively Monitored Watershed. The regional organization and lead entity should contact RCO staff and the coordinator of the monitoring projects to determine how restoration projects in or near Intensively Monitored Watersheds effect ongoing data collection.

The Washington State Aquatic Habitat Guidelines Program provides excellent planning and design guidance for a variety of restoration projects. This program is a multi-federal and state agency endeavor to provide consistent guidance for the management, protection, and restoration of Washington's marine, freshwater, and riparian habitats. Guidelines are online. Please refer to Appendix D for specific design and construction deliverables, based in part on industry standards identified by the aquatic habitat guidelines.

The use of non-natural materials in the construction of SRFB-funded restoration techniques is strongly discouraged. Artificial anchoring and ballasting materials such as concrete blocks, dolos, and steel anchors tend to remain in place long after the habitat enhancement techniques that they anchored have disintegrated naturally, and result in unnatural constrains on channel migration and other long-term, habitat-forming natural processes. Refer to the Washington Department of Fish and Wildlife's 2012 *Stream Habitat Restoration Guidelines* and National Marine Fisheries Service's 2008 *Programmatic Biological Assessment: Restoration Actions in Washington State* for detailed discussion of the disadvantages of using unnatural materials in a stream restoration context and the advantages of using materials and techniques that mimc the conditions found in natural settings.

Typically, the planning and design process for restoration projects includes engineered components that should follow the general design process described for SRFB-funded design and restoration projects (Appendix D). Depending on the scope and complexity of a restoration project, the level of design available at application, the local review process, and review panel comments during application, RCO may require a special condition in the project agreement that the grant recipient submit preliminary designs and a design report for review before developing a final design. Appendices D-1 through D-4 describe the contents of a typical design report. Remember that for projects where

the applicant requests more than $250,000, the applicant must submit preliminary design deliverables with the final application.

Typical restoration projects may include any of the following elements:

- **In-stream Fish Passage** – includes activities that provide or improve fish migration upstream and downstream of road crossings, dams, and other in-stream barriers. Passage projects may include replacing barrier culverts with fish passable culverts or bridges, removing barriers (dams and roads), or constructing fishways.

- **In-stream Diversion** – includes activities that protect fish from the withdrawal and return of surface water, such as screening of fish from a water diversion (dam, head gate), the water conveyance system (both gravity and pressurized pump), and the by-pass of fish back to the stream.

- **In-stream and Floodplain Habitat** – includes activities that enhance freshwater fish habitat in the channel or floodplain, such as adding boulders, gravel, or wood; relocating a channelized stream to a more natural channel configuration; constructing or reconnecting side channels or off-channel habitat; removing or modifying levees; removing bank armor; or removing and controlling nonnative, in-stream plants. Work may occur on the channel bed, bank, or floodplain.

    - Beaver Reintroduction – These projects focus on restoring priority wetland or in-stream habitat within specific sub-watersheds identified as priorities in local watershed or recovery plans. Site projects where valuable but degraded habitat exists and where beaver reintroduction would benefit salmonid habitat functions and values. Use beavers as a tool for restoring salmon habitat at specific priority locations.

      Relocate beavers from undesirable locations to areas where they can function to improve salmonid habitat.

      In addition, you must meet the following criteria:

        - Must have a habitat restoration goal and objectives.

        - Must not solely manage nuisance beavers.

        - Consider potential for risk to existing infrastructure when selecting a site.

        - Prioritize large tracts of land held by willing landowners for relocation sites.

  - Should follow guidance of the most current state aquatic habitat guidelines.

- **Riparian Habitat** – includes freshwater, marine nearshore, and estuarine activities that will improve the riparian habitat outside of the ordinary high water mark or in wetlands. Activities may include planting native vegetation, managing invasive species, or controlling livestock, vehicle, and foot traffic within protected areas.

  - Knotweed Control – Applicants proposing knotweed control as an element of their projects should answer the knotweed questions identified in the restoration proposal.

  - Stewardship Projects – To ensure the success of riparian habitat projects, applicants may propose stand-alone stewardship for previously installed riparian habitat projects. Sites may be previously funded SRFB projects or other similar riparian habitat planting sites. Eligible activities in stewardship projects may include managing invasive species, replacing unsuccessful plantings, supplementing the site with water, or installing fences or other browse-protection methods.

  - Riparian plantings – Applicants should refer to the Washington Department of Fish and Wildlife's 2012 *Stream Habitat Restoration Guidelines* for guidance on riparian buffer widths. Applicants and lead entity evaluators should ensure planted riparian buffer widths are appropriate for the site and represent a clear benefit to salmon recovery as articulated in regional recovery plans.

- **Upland Habitat** – includes activities that improve habitat important to fish but occur upslope of the riparian or estuarine area. Activities may affect the timing and delivery of water, sediment, and large wood to streams, or improve water temperature or quality. Upland habitat projects may include, but are not limited to, upland erosion control, upland plant establishment and management, water conservation, culvert replacement, or road decommissioning.

- **Estuarine and Marine Nearshore** – includes activities that enhance fish habitat within the shoreline riparian zone or below the mean high water mark, such as work conducted in or adjacent to the intertidal area and in sub-tidal areas, beach restoration, bulkhead removal, dike modification or removal, native plant establishment, and tidal channel reconstruction.

  Nearshore assessment and restoration projects spanning multiple lead entities are eligible for SRFB funding. However, they must appear on each lead entity funding list, within the target funding allocation for each lead entity. The sum of

each lead entity award and corresponding match should equal the total project cost and combine into one project agreement upon funding.

The SRFB urges all Puget Sound lead entities, nearshore project applicants, and the SRFB Review Panel to use the technical resources identified in the *Puget Sound Salmon Recovery Plan* and by Puget Sound Nearshore Partnership, particularly the following documents:

- *Puget Sound Salmon Recovery Plan:* Regional Nearshore and Marine Aspects of Salmon Recovery in Puget Sound (Shared Strategy for Puget Sound, 2007)
- *Coastal Habitats in Puget Sound: A Research Plan in Support of the Puget Sound Nearshore Partnership* (Puget Sound Nearshore Partnership Report No. 2006-1)
- *Guidance for Evaluating SRFB Nearshore Assessments* (Screening Committee, 2002)
- *Guidance for Protection and Restoration of the Nearshore Ecosystems of the Puget Sound* (Nearshore Science Team, 2003)
- *Estuary and Salmon Recovery Program: Project Ranking Criteria* (Puget Sound Nearshore Partnership, 2007

Intensively Monitored Watersheds' Restoration Treatment Projects

In 2014, the SRFB approved providing designated funding for restoration projects that implement projects in the Intensively Monitored Watersheds that have monitoring activities funded by the SRFB (see table below for eligible watersheds). Up to $2 million will be available for these restoration treatment projects statewide in the 2016 grant round.

An Intensively Monitored Watershed is a sophisticated approach to validating whether habitat restoration actions actually create more salmon. The following regions and watersheds have monitoring funded by the SRFB:

Salmon Recovery Region or Watershed	Stream with Monitoring
Hood Canal Salmon Recovery Region	Big Beef Creek Little Anderson Creek Seabeck Creek Stavis Creek
Lower Columbia River Salmon Recovery Region	Abernathy Creek Germany Creek

Salmon Recovery Region or Watershed	Stream with Monitoring
	Mill Creek
Puget Sound Salmon Recovery Region	Skagit River, Skagit River Estuary
Snake River Salmon Recovery Region	Asotin Creek
Strait of Juan De Fuca	Deep Creek East Twin Creek West Twin Creek

Sponsors seeking funding from the Intensively Monitored Watershed restoration treatment funds must submit their projects through the regular SRFB process. This includes completing applications in PRISM Online, meeting eligibility requirements in Manual 18, visiting projects with the review panel and lead entity, and complying with all lead entity deadlines. These restoration treatment projects will be reviewed by the SRFB Review Panel. Lead entities and sponsors must inform their RCO grants manager which projects will be considered for Intensively Monitored Watershed restoration treatment funding before the review panel site visit. There is no match requirement for projects funded with Intensively Monitored Watershed restoration treatment funding.

Sponsors must submit a certification from the regional organization or lead entity that the restoration project in the Intensively Monitored Watershed contributes to and will not negatively affect ongoing data collection and salmon restoration efforts.

If there are more Intensively Monitored Watershed restoration treatment projects submitted than available funds, the Intensively Monitored Watershed technical oversight committee will prioritize projects for funding. Lead entities should not include Intensively Monitored Watershed restoration treatment projects on their ranked list ***unless*** there is not enough Intensively Monitored Watershed funding to fully fund the project and the lead entity intends to use its own project allocation to fund the project. The Intensively Monitored Watershed restoration treatment projects will be presented to the SRFB on a separate funding list at the December board meeting for board approval.

Streambank Stabilization

As described by the Washington Department of Fish and Wildlife's 2012 *Stream Habitat Restoration Guidelines*, streambank stabilization may include a number of techniques to deflect flows away from a bank, decrease bank height, increase the strength of bank material, or directly armor, or reinforce a bank for the specific purpose of decreasing bank erosion. Streambank stabilization is eligible for SRFB funding only under limited circumstances. The project must meet all of the following criteria:

- The streambank stabilization and protection must be a secondary element of the project; the landowner must support the larger restoration project activities that will occur on the property beyond the bank stabilization efforts.

- Justify the need for streambank protection and stabilization within the project proposal as the only means to accomplish the larger habitat restoration objective (e.g. to protect infrastructure that cannot be replaced or relocated).

- Design streambank stabilization and protection elements to incorporate habitat features and the best practices as described in the *Stream Habitat Restoration Guidelines* (2012) and the *Integrated Streambank Protection Guidelines* (2002).

- Identify the need for streambank stabilization and protection as important in addressing an identified limiting factor in the relevant watershed or species recovery plan.

Projects on Forestland (Fish Passage and Sediment Reduction)

A Road Maintenance and Abandonment Plan (RMAP) is a forest road inventory and schedule for repair work needed to bring logging roads up to state standards. The plans are a component of the *Forest Practices Habitat Conservation Plan* completed in December 2005 and later approved by the federal services.[7] The state's forest practice rules, developed to conform to the habitat conservation plan, require large forest landowners to develop and implement road maintenance and abandonment plans for roads within their ownership. Large forest landowners were required to have all roads within their ownership covered under a Washington State Department of Natural Resources-approved Road Maintenance and Abandonment Plan by July 1, 2006 and to bring all roads into compliance with forest practices standards by July 1, 2016[8]. In 2011, the Forest Practices Board amended its administrative code to allow forest landowners to extend the deadline for completing the road work scheduled in their Road Maintenance and Abandonment Plans for up to 5 years, or until October 31, 2021. While landowners have made substantial progress in meeting their commitments, the Forest Practices Board extended the deadline because of the impact of the 2008 economic recession.

Small forest landowners must submit a simplified Road Maintenance and Abandonment Plan checklist for only those roads in their ownership that forest practices applications affect. Small forest landowners also are exempt from the annual Road Maintenance and Abandonment Plan reporting requirement. The Family Forest Fish Passage Program provides financial assistance to these landowners.

A 2009 SRFB policy allows funding for Road Maintenance and Abandonment Plan-related projects in both small and large forests. An eligible grant applicant must propose the project and complete the lead entity and SRFB Review Panel processes described in this manual. In 2015, the SRFB approved extending the eligibility of these projects located on lands where the landowner has received an extension on the Road

[7]U.S. Fish and Wildlife Service and National Oceanic and Atmospheric Administration's National Marine Fisheries Service

[8]Washington Administrative Code 222-24-050

Maintenance and Abandonment Plan work schedule from the Department of Natural Resources.

To be eligible for funding, the sponsor must provide documentation that the landowner has received an extension from the Department of Natural Resources for the road work proposed. The sponsor also must answer additional questions in the salmon project proposal related to the priority of the Road Maintenance and Abandonment Plan project.

In addition, projects in large forests must meet the following criteria as identified in Revised Code of Washington 77.85.130(6):

- Project is not solely mitigation (i.e., not exclusively compensation for unavoidable, environmental impacts of specific forestry projects or actions).
- Project is an expedited action ahead of the Department of Natural Resources-approved Road Maintenance and Abandonment Plan schedule.
- Expedited actions do not include Road Maintenance and Abandonment Plan projects that might be delayed beyond their originally scheduled completion dates.
- Project must provide a clear benefit to salmon recovery.
- There will be harm to salmon recovery if the project is delayed (i.e., not completed earlier than the scheduled Road Maintenance and Abandonment Plan completion date).

Large landowners must provide **35 percent match for Road Maintenance and Abandonment Plan-related fish passage projects** and **50 percent for Road Maintenance and Abandonment Plan-related sediment reduction projects.** Design-only or assessment projects addressing Road Maintenance and Abandonment Plan projects are not eligible for SRFB funding.

When lead entity knows of a proposed Road Maintenance and Abandonment Plan-related project, the lead entity will work with the grant applicant and RCO staff to ensure the project meets the criteria, before the local technical advisory group and citizen review. Forestland grant applicants must describe in their proposals how the projects fit within their Road Maintenance and Abandonment Plans.

Planning Projects: Assessments, Designs, Inventories, and Studies

Planning projects include assessments, project designs, inventories, and studies that do not directly result in an on-the-ground restoration project or property acquisition. Such projects may document and evaluate habitat quality and use; identify the extent and nature of problems and habitat deficiencies; identify, prioritize, and design habitat

restoration and protection activities to address these issues; or evaluate landowner willingness to participate in restoration and protection activities.

You must **complete planning projects within 2 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

Use the methodologies and protocols described in the Washington Department of Fish and Wildlife's *Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual* to collect barrier inventory data. Contact the Washington Department of Fish and Wildlife's Fish Passage Inventory and Assessment Unit's staff member Justin Zweifel, (360) 902-2608, to schedule training on the protocols described in this manual. Upon completion of the barrier inventory project, deliver the data to the Washington Department of Fish and Wildlife to be included in the Fish Passage Barrier Database before completion of the project.

Planning projects intended only for research or general knowledge and understanding of watershed conditions and functions, although important, are **not** eligible for funding. If your project is a monitoring project, then you need to review the eligibility requirements of the regional monitoring projects discussed later in this manual. The results of proposed planning projects must lead **directly and clearly** to the following:

- A conceptual, preliminary, or final project design. See Appendix D for definitions and expected outcomes for each of these phases of project development. For the purposes of this manual, all design projects must address a particular problem at a specific location. See the "Design-Only Projects" discussion below for information on project criteria necessary to qualify for zero project match.

  Or

- Filling a data gap identified as a high priority (as opposed to a medium or low priority) in a regional salmon recovery plan or lead entity strategy. All of the following also must apply:

  - The data gap clearly limits subsequent project identification or development.

  - The regional organization or lead entity and applicant can demonstrate how it fits in the larger context, such as its fit with a regional recovery-related, scientific research agenda or work plan, and how it will address the identified high priority data void.

  - The region and applicant can demonstrate why SRFB funds are necessary, rather than other sources of funding.

- The results must clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects, if funded.

Assessments, studies, and inventories must closely coordinate with other assessments and data collection efforts in the watershed and with federal, tribal, state, regional, and local organizations, and landowners to prevent duplication and ensure the use of appropriate methods and protocols. To improve coordination, lead entities and applicants are encouraged to collaborate with one another.

All elements of assessments, studies, and inventories proposed for SRFB funding must directly apply to defined project objectives and the scale of the data gap.

To the extent still applicable, use the concepts and approaches outlined in *Roadmap for Salmon Habitat Conservation at the Watershed Level* 2002, and *Guidance on Watershed Assessment for Salmon* 2001, to identify and support the need for any assessment and provide guidance for the design and implementation of the assessment.

Design-Only Projects with No Required Match

Design-only projects with no match are eligible for SRFB funding under the following conditions and as summarized in the table below. Projects not meeting the following conditions must provide 15 percent match:

- The project must result in either preliminary design or final project design. See Appendix D for definitions and required deliverables for each of these phases of project development.
- The project addresses a particular problem at a specific location. The project cannot include a general reach or watershed assessment or feasibility study to both identify and design a project.
- Maximum request is $200,000.
- The project is not considered a Road Maintenance and Abandonment Plan obligation.
- **The project must be completed within 18 months of SRFB funding approval**. This requirement will be included in the SRFB project agreement. **Design-only projects without match will not be eligible for a time extension.**
- Although no match is required, state agencies still must have a local partner that is independently eligible to be a grant applicant. The local partner must be involved in the design project.

Submit completed design deliverables, or at a minimum preliminary designs, with the final application for the next phase of a project.

Criteria for No-Match Eligibility	15 Percent Match Allows
Final deliverable is preliminary or final design	All planning project types
Addresses already identified problem at specific location. Does not include general reach or watershed assessment to identify potential project.	May include general reach or watershed assessment to identify potential projects
Maximum request of $200,000	No funding limit
Completed in 18 months; no time extensions allowed	Completed in 2 years; time extensions may be allowed
At a minimum, submit preliminary designs with final application of next phase.	At a minimum, submit preliminary designs with final application of next phase.

Combination Projects

Combination projects include both acquisition and restoration elements OR acquisition and planning. This type of grant allows for complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration to make the habitat suitable to fish. Likewise, some potential acquisitions may need an initial assessment of the landowners' willingness to sell in order to identify the most beneficial parcels of habitat. All SRFB-funded **combination projects must be completed within 3 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

To help ensure timely completion of combination projects, acquire properties within 18 months of SRFB funding approval.

Phased Projects

Large projects can be complex, multi-year, multi-partner, and require extensive analysis, coordination, and implementation. You should consider the potential complexity that large-scale or multi-million dollar projects may create and discuss phasing with RCO staff. Phased projects are subject to all of the following:

- Each stage must stand on its own merits as a viable salmon recovery project.
- Each stage must have a scope of work the sponsor can afford and complete given the amount of SRFB funding requested, plus sponsor match.
- Each stage must be submitted as a separate application.
- Funding approval of any single stage is limited to that stage (no endorsement or approval is given or implied toward future stages).

- Progress on earlier stages may be considered by the SRFB when making decisions on current proposals by applicants. Applicants must submit planning and design deliverables of previously funded phases by the final application deadline.

Monitoring

Grant recipients must monitor project implementation to ensure project completion as planned, and address any post-construction issues in the SRFB project agreement. This is referred to as implementation monitoring.

The SRFB does not fund project-specific, effectiveness monitoring, but conducts a statewide, reach-scale monitoring program to determine which types of projects are most effective. An independent contractor conducts the monitoring. Information on this program is available on the RCO Web site.

Regional Monitoring Projects

A regional salmon recovery organization, at its discretion, may make up to 10 percent of its annual SRFB project allocation available for regional monitoring projects. Regional monitoring projects have a separate salmon project proposal found in Appendix C. Sponsors will apply for regional monitoring projects following the same application procedures and timeline as other SRFB applications; however regional monitoring projects will be reviewed by the SRFB Monitoring Panel not the review panel. Lead entities must include regional monitoring projects in their ranked lists in order to be considered for funding. Sponsors must contact RCO for project numbers in order to apply for a regional monitoring project.

Regional monitoring projects must address high priority information needs or data gaps identified within a recovery plan; associated regional research, monitoring, and evaluation plan; or lead entity strategy.

Regional monitoring projects should complement, enhance, or leverage ongoing monitoring efforts.

Regional monitoring projects must be consistent or compatible with data collection, analysis, and management methods and protocols being used in the region and shall, to the maximum extent practicable, be consistent or compatible with methods and protocols in common use throughout the state.

Sponsors must obtain Regional Salmon Recovery Organization Certification Form found in Appendix H for each project submitted.

Data collected and reports analyzing the data shall be made available to RCO, the public, and the SRFB Monitoring Panel.

Monitoring projects shall not exceed 3 years. If the need for the monitoring extends beyond the 3-year agreement period, then the sponsor would need to submit a new application to continue the project.

Sponsors of funded regional monitoring projects need to provide annual reports to describe progress made during each year of the project agreement. The annual report should highlight the past year's accomplishments along with lessons learned. The sponsor should provide sufficient detail to demonstrate that the project objectives are being met, problems are being dealt with, data analyses are on track, and new information is being used to adjust the project's scope of activity appropriately.

Puget Sound Projects

State law requires RCO to align SRFB grants with the *Action Agenda for Puget Sound*. Revised Code of Washington 77.85.130 and 77.85.240 require the SRFB to do the following:

- Prohibit funding for any project designed to address the restoration of Puget Sound if that project is in conflict with the *Action Agenda for Puget Sound* (effective January 1, 2010).
- Give preference to projects that are referenced in the *Action Agenda for Puget Sound*.
- Give funding preference to Puget Sound partners without giving less preferential treatment to entities that are not eligible to be Puget Sound partners.

The Puget Sound Partnership defines the Puget Sound basin as the geographic areas within Water Resource Inventory Areas 1 through 19, inclusive.

The Puget Sound Partnership will certify whether projects submitted in Puget Sound for SRFB or Puget Sound Acquisition and Restoration funding are consistent with and not in conflict with the *Action Agenda for Puget Sound*. The partnership will include a certification letter when submitting the Puget Sound regional package to RCO. Look to Appendix B for information on projects in the Puget Sound funded with the Puget Sound Acquisition and Restoration funds, including large capital projects.

Ineligible Projects Elements

Some projects or elements that do not directly foster the SRFB's mission or do not meet cost or public policy constraints are ineligible as match or for reimbursement. Check with RCO staff should you consider conducting any of the activities identified below. Activities that are **ineligible** for reimbursement or match include the following:

- Property acquisition through eminent domain.
- Property acquired before funding award date without a Waiver of Retroactivity (see Section 3 of RCO *Manual 3, Acquisition Projects* for more information).
- Implementing restoration before the funding award date.
- Purchasing construction materials before the funding award date, unless approved as a pre-agreement cost (see Section 6 of this manual for more information).
- Leasing of land, except for those projects on state-owned aquatic lands.
- Mitigation projects, activities, or funds (see Section 3 Matching Share for details on eligible ways to coordinate restoration with mitigation activities). This prohibition includes cost over-runs for mitigation projects that do not have enough money for implementation. SRFB funds may not supplement or supplant the cost of a mitigation project.
- Maintenance as stand-alone projects. This does not include riparian stewardship projects.
- Effectiveness monitoring costs associated with a project, including purchase of equipment to monitor a SRFB restoration or acquisition project.
- Construction of buildings or indoor facilities.
- Capital facilities, public works projects, projects with A PRIMARY PURPOSE of flood mitigation works,[9] and infrastructure elements, such as sewer treatment facilities, surface and storm water management systems, flood management structures, and water supply systems are not eligible as stand-alone projects.
- Converting from septic to sewage treatment systems.
- Operation or construction of fish hatcheries.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of hydropower facilities.
- Fish harvest and harvest management activities.

[9]Flood mitigation works defined as levees, floodway schemes, drains, floodgates, riverbank stabilization, pumping facilities, flood-free mounds, diversions, dams, and dredging. From *Dictionary of Environment and Sustainable Development*, by Alan Gilpin. 1996.

- Fishing license buy-back.
- Lobbying or legislative activities.
- Costs to apply for a SRFB or other grant.
- Projects that do not address an important habitat condition or watershed process, or that focus mainly on supplying a secondary need.
- Planning projects intended only for research purposes or general knowledge and understanding of watershed conditions and functions.
- Environmental cleanup of soils or materials above levels in the Model Toxics Control Act.

If a grant applicant proposes an uncommon infrastructure element and it's determined eligible by staff, the applicant must provide the following information in the project description:

- An alternatives analysis
- Design sketches
- Siting or placement information.

Providing this information allows for a comprehensive review of the project by the SRFB Review Panel early in the process to resolve any potential issues. RCO highly recommends early review in these cases.

Section 3: How to Apply

In this section, you'll learn about:

- ✓ The application process
- ✓ Matching share
- ✓ Waiver of Retroactivity for acquisitions
- ✓ Application checklist

The Application Process

Step 1: Work with the Local Lead Entity

Lead entities rank and score projects. Lead entities will initiate, coordinate, and facilitate technical and citizen committee meetings to assemble ranked lists of proposed projects from their areas. Lead entities establish their own deadlines for applications to accommodate their internal review processes. Applications will not be accepted from areas without a lead entity. Consult your lead entity to learn the deadlines and requirements. See Appendix A for lead entity contacts.

Step 2: Complete Draft Application Materials Using PRISM Online

To create an application, you must work with your lead entity and enter project information into the Habitat Work Schedule. By using the Habitat Work Schedule to create new projects in PRISM, your project will automatically link to both systems. Contact your lead entity to begin an application in the Habitat Work Schedule[10]. Be prepared to provide the lead entity with the following six pieces of information to enter into the Habitat Work Schedule:

- Project name

[10]Grant applicants in the Lower Columbia River Salmon Recovery Region must use SalmonPORT. The lead entity will work with RCO staff to migrate the information to Habitat Work Schedule for grant applicants.

- Habitat Work Schedule identification number if your project is already in the Habitat Work Schedule.
- Project cost
- Project type and category
- Project sponsor
- Start and end dates

Once the project information has been entered and submitted through Habitat Work Schedule, a PRISM project number is created. Use that project number to find the project in PRISM to complete the application in PRISM Online.

NOTE: If you are submitting an application for a Puget Sound Acquisition and Restoration **large capital project** or a **regional monitoring project** you must work with your RCO grants manager to start a project and get a PRISM number. These projects are separate funding programs in PRISM than the regular Puget Sound Acquisition and Restoration or SRFB applications.

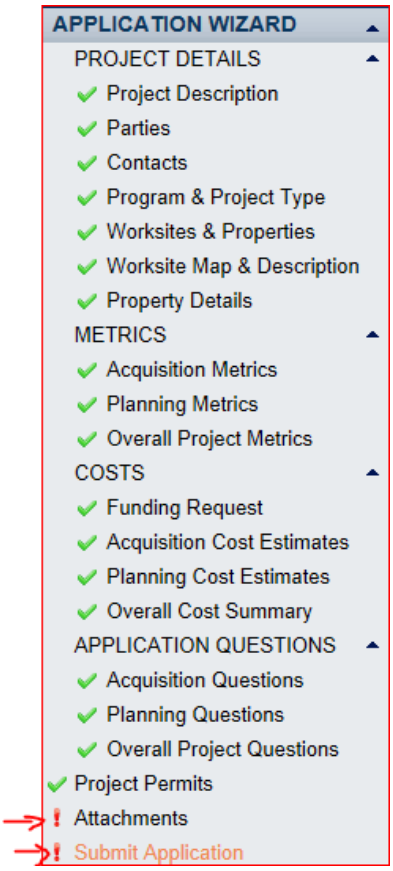
Using PRISM Online

All applicants must use PRISM Online to complete their applications. To use PRISM Online, sponsors need user names and passwords. If you have an existing PRISM user name and password, you can use it to access PRISM Online. If you do not have a PRISM user name and password, you can obtain one on the RCO Web site.

Open PRISM Online from your computer and enter the project number from Habitat Work Schedule for the project you wish to work on in the "Go to Project" field – that will open the Application Wizard for the project.

If you cannot find your project in PRISM, please contact your lead entity coordinator or your RCO grants manager. Contact information is listed in Appendix A.

The project will open to the "Project Description" page, complete the required information on each screen, and click the "Next" button. This process will walk you through



the entire application page by page. As with all computer programs, save your work often.

When you finish all of the application information and requirements, you can check the application for errors on the "Submit Application" screen. Pages with a red explanation mark are not complete.

You may need to attach other materials to complete the application. For example, if you plan to replace a culvert, you will need to attach a Barrier Evaluation Form. Please see the requirements for each project type in the Final Application Checklist later in this section.

Required Draft Application Materials

The SRFB Review Panel is required to visit every project considered for funding by the SRFB by June 30, 2016, unless deemed not necessary by the review panel (e.g. assessments, feasibility studies, or project sites previously visited in other grant rounds). The lead entity and RCO will schedule visits in February 2016.

Draft application materials must be available in PRISM at least 3 weeks before the scheduled review panel site visit. All lead entity projects must complete draft application materials 3 weeks before scheduled site visits or RCO will reschedule site visits for the entire lead entity.

RCO requires the following minimum level of information entered or attached into PRISM Online for draft review. Consult your local lead entity for any additional information required.

- **Once you have received your PRISM number through the Habitat Work Schedule, complete the PRISM application "Project Details," "Metrics," and "Costs" screens through the PRISM Online Application Wizard.**

- **Attach a draft salmon project proposal**. Every SRFB applicant must fill out one of three project proposals and attach it in PRISM. Each project proposal pertains to a different project type. They are as follows:

    - Restoration, Acquisition, or Combination Restoration and Acquisition Projects.

    - Planning (Assessment, Design, and Study) or Combination Planning and Acquisition Projects

    - Barrier Inventory Projects

  Please select the project proposal that best fits your project. Find project proposals in Appendix C. Download WORD document versions of the proposals from the RCO Web site.

- **Attach a project location or vicinity map.** For acquisitions, the map should depict the project site as well as lands in the vicinity owned publicly or having protection status. Maps should show nearby towns and major roads.

- **Attach a detailed site or parcel map.**

- **Attach site or aerial photographs**, if available.

- **Attach design plans or sketches** that clearly convey the intent of the proposed restoration project. Applicants should provide all available, relevant design information (detailed construction plans, specifications, planting plans, and design reports). Grant applicants with minimal available information should include example photographs, designs, and conceptual sketches to convey their intents.

- **Barrier Evaluation Form (fish passage construction and design projects only)**: These forms document fish passage barrier conditions. Many barriers have been evaluated. Contact the Washington Department of Fish and Wildlife technical staff member Ryan Gatchell, (360) 902-2546, to learn if a completed Barrier Evaluation Form is available. If not completed already, please fill out the Barrier Evaluation Form in Appendix E or go to the RCO Web site. A local inventory summary may substitute for this if it includes all information requested on the Barrier Evaluation Form.

- **Attach a draft detailed cost estimate:** Please provide a detailed cost estimate to supplement the general cost information required by PRISM. You may create your own cost, or use the template provided on the RCO Web site. Because of the level of detail required in estimates in PRISM Online for acquisition projects, a separate cost estimate is not required. However, depending on the level of complexity of your acquisition project, the review panel may ask for more information.

  New in 2016, the cost estimate template includes a separate line item for agency indirect costs. You must identify how much indirect is included in your cost estimate, as well as fill out the RCO Fiscal Data Collection Sheet (Appendix I) before you submit your final application. For questions about indirect, please see the "Getting Paid" section of RCO's Web site, or contact RCO fiscal staff at billing@rco.wa.gov with questions.

  Clearly label the attachment in PRISM "Cost Estimate." Applicants may use their own formats, but, in general, restoration and design project cost estimates should separate costs for individual construction, design, and project administration elements and tasks (e.g. survey, design, permits, cultural resources, materials, labor, and equipment). DO NOT include contingency costs as a separate line item in the cost estimate.

- **Initiate consultation with Washington Department of Natural Resources:** Applicants with restoration or design projects that include shoreline, in-water work, over-water work, or public water access should contact the Washington Department of Natural Resources in the draft application process to determine whether their projects are on state-owned aquatic lands, which could affect project scoping.

  See the map to find the contact information for the department's aquatics land manager in your area, or call the department at (360) 902-1100. See Section 6 of this manual for more information on managing projects that are on state-owned aquatic lands.

Step 3: Review Panel Site Visits and Draft Review

Each region or lead entity will have a small team of SRFB Review Panel members assigned to review draft application materials and visit project sites. After reviewing materials and conducting site visits, the review panel team will complete project comment forms with directions on how applicants can improve their projects before the final application deadline. Grant applicants must address review panel comments in their final applications. All revisions made to the draft salmon project proposals must use the Microsoft Word "track changes" feature.

Step 4: Use PRISM Online to Complete a Final Application

By August 12, 2016, complete a final SRFB application in PRISM Online. Incomplete applications received by the application deadline will not advance.

In addition to updating and completing all of the screens in PRISM Online, attach several other items. Required attachments are listed in the application checklist available on the RCO Web site and described below

Required Attachments

Final Detailed Cost Estimate: Update the draft detailed cost estimate, as needed, and attach in PRISM. If no updates are needed, please rename the draft cost estimate file in PRISM to indicate that it is final. New in 2016, you will need to identify the amount of indirect your cost estimate includes. The cost estimate will have a line item for agency indirect costs.

Final Salmon Project Proposal with Completed Response to Review Panel Comments: Update the draft salmon project proposal, to address review panel comments. **Using the Microsoft Word "track changes" feature**, respond directly to review panel comments in the "Response to Site Visit Comments" section at the end of the project proposal and re-attach your proposal in PRISM. Using "track changes" will

save time and focus the reviewer on the changes. For assistance in using "track changes," see the Microsoft help page.

Landowner Acknowledgement Form (Appendix F): A Landowner Acknowledgement Form is required for all projects proposed to occur on property not owned by the grant applicant. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that his or her property is proposed for SRFB funding consideration. Planning projects that cover a large area and encompass numerous properties do not require Landowner Acknowledgement Forms. For multi-site acquisition projects involving a relatively large group of landowners, at a minimum include signed Landowner Acknowledgement Forms for all known priority parcels.

If the Washington Department of Natural Resources determined that your project is located on state-owned aquatic lands, then you must submit a Landowner Acknowledgment Form signed by the Washington Department of Natural Resources.

Note that a Landowner Acknowledgement Form (Appendix F) differs from a Landowner Agreement (Appendix O), which is required for restoration projects occurring on non-applicant-owned land before construction. Refer to Section 6 for further information on landowner agreements.

Project Partnership Contribution Form (Appendix G): State agencies are required to have a local partner and must attach a signed Partner Contribution Form. RCO recommends, but does not require, a Partner Contribution Form for other eligible applicants where a third party provides a funding match.

Response to Review Panel Draft Application Comments: Applicants must respond to review panel comments by updating their project proposals, using "track changes," as needed, and answering the section at the end of the proposal titled "Response to Review Panel Comments." Applicants may need to update their PRISM applications or other attachments.

Maps: Three maps must be attached in PRISM Online:

1. A general vicinity map

2. A more detailed worksite map for planning and restoration projects or a parcel map for acquisitions.

3. A map showing the project's area of potential effect. This map should show the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and show location-identifying features such as section, township, and range. For most projects, a topographic base map is most appropriate, though in densely populated urban settings use an aerial base map. Section lines and numbers must

be clearly visible in the map. Note that small-scale projects may need to attach a document that includes two maps – one that is zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities.

Site Photographs: Attach a minimum of two photographs in PRISM Online. Photographs should illustrate current site conditions and be in JPG file format.

RCO Fiscal Data Collection Sheet (Appendix I): is required for all projects. Sponsors must complete the fillable-PDF form and attach it to each project they are submitting. This form collects information about an organization's indirect rate as well as other financial information.

Salmon Recovery Funding Board Application Authorization (Appendix J): is required for all projects. The governing body of your organization must pass a resolution that authorizes the applicant to submit an application for funding. This resolution also will identify who can sign a contract on behalf of the organization. You may reproduce this form in your own format; text however may not change. You may submit one form for multiple projects if you are submitting multiple projects for funding. Please identify each project name and number in your resolution. You must attach your resolution to PRISM before submitting your application.

Barrier Evaluation Forms (Fish passage construction and design projects only): This form documents fish passage barrier conditions. Many barriers have been evaluated. Contact Washington Department of Fish and Wildlife technical staff member Ryan Gatchell, (360) 902-2546, to learn if a completed Barrier Evaluation Form is available. If not completed already, please fill out the Barrier Evaluation Form in Appendix E or go to the RCO Web site. A local inventory summary may substitute for this if it includes all information requested on the Barrier Evaluation Form.

Correction Analysis Form (Fish passage construction projects only): Use this form to document how a fish passage barrier will be corrected. See Appendix E or go to the RCO Web site. This form is not required if the barrier is being removed entirely and not replaced with another structure.

Proposed Project Design (Restoration projects only): Please provide as much design information (plans, specifications, design report) as possible to illustrate clearly the project intent. Project applicants without detailed site designs are encouraged to submit concept sketches or example photographs and designs of proposed restoration techniques. Note that **Preliminary designs are now REQUIRED for large projects.** If your project involves SRFB funding of $250,000 or more, you must include a preliminary design in your final application.

Intensively Monitored Watershed Certification (when relevant): If the proposed project is in or near an Intensively Monitored Watershed, attach a letter from the

regional organization (or lead entity where there is no regional organization) certifying that the proposed project contributes to, and will not negatively affect, ongoing data collection and salmon restoration efforts.

Waiver of Retroactivity: (for acquisition projects) is required if a land acquisition will occur before project agreement. Waivers of Retroactivity are discussed in more detail later in this section. Note that they must be secured BEFORE closing on the property.

Regional Organization Monitoring Project Certification (Appendix H): is required for regional monitoring projects.

Deliverables from Prior Phases: If you received a planning or design grant from the SRFB for your proposed restoration project, then you must submit completed design deliverables, at a minimum preliminary designs, from that grant as part of your final application.

Other Material (Optional): Submit other relevant application material (graphs, letters of support, additional maps or photographs, etc.) as needed.

Tips and Resources for Completing Your Final Application in PRISM Online

The checklist of all required application materials at the end of this section will help you keep track of what you have completed. Download the checklist from the RCO Web site. If you have any questions about required application material or how to enter items into PRISM Online, please contact your local lead entity coordinator or RCO grants manager.

Review Panel Consultation

The review panel is available year-round for consultation. To request assistance, lead entity coordinators must complete a Review Panel Request Form available online. Lead entities should fill out the top portion of the request form and hit the "Submit by e-mail" button.

Review panel time will be scheduled first come, first served.

Tips to Avoid Common Mistakes

- **Scope of the project.** Be sure your project description, proposal, and other application material reflect your entire project. Include tasks covered by proposed SRFB funds *and* tasks covered by matching funds.
- **Match.** Include only eligible sources of match (see "Matching Share" later in this section). Use match only for activities identified in Section 2 as eligible for SRFB funding.

- **Contingency.** Do not include a line item for contingency in your cost estimates. Ensure that each of your budget line items account for inflation and contingencies.

- **Architecture and Engineering.** Include architecture and engineering costs in the cost estimate for restoration projects. Architecture and engineering costs include project administration, engineering, and design. "Architecture and engineering" is a separate work type in PRISM and must be selected to enter an associated cost. Note that you must track architecture and engineering costs separately from construction costs for each worksite in your bills to RCO. Refer to *Manual 5, Restoration Projects* for guidance on what activities represent architecture and engineering expenses, and what activities represent construction expenses – the difference is not always obvious. The maximum allowable total architecture and engineering expense is 30 percent of construction costs.

- **Administrative Costs.** Be sure to include administrative costs in the cost estimate for acquisition projects. Administration costs are a separate line item in the property cost estimate in PRISM. You must track administrative costs separately from land and incidental costs for each property in your bills to RCO. Refer to *Manual 3, Acquisition Projects* for guidance on what activities represent administrative costs. The maximum allowable total administrative expense is 5 percent of land plus incidental costs.

- **Indirect Costs**. New in 2016, RCO is allowing agency indirect costs for all projects that receive federal funding, or are used by RCO or the Puget Sound Partnership as programmatic match to a federal grant. You are required to attach the RCO Fiscal Data Collection Sheet before you can submit your application. Start filling out this form early and work with your accounting staff to estimate your indirect costs.

- **Permitting and Cultural Resources**. Include permitting and cultural resources expenses in your acquisition, planning, restoration, and combination projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories.

  Project sponsors are required to secure and abide by all required local, state, and federal permits. SRFB grant recipients may be eligible to use expedited federal permitting processes for habitat restoration and protection projects affecting fish listed under the Endangered Species Act. Please refer to Section 6 of this manual for more information concerning permit requirements, expedited permit options, and available permitting assistance.

  All projects that include any form of ground disturbance (including planting and fencing projects) require a cultural resources consultation with Native American tribes and the Department of Archaeology and Historic Preservation. RCO or

federal permitting or funding agencies will conduct the initial consultation. Should a cultural resources survey be required, the project sponsor is responsible for hiring a consultant to complete it. All costs associated with cultural resources consultation are eligible for reimbursement and are paid from your SRFB grant contract amount. Please refer to Section 6 for more information about cultural resources consultation requirements.

- **Pre-agreement costs.** Certain pre-agreement costs are eligible for reimbursement (see *Manual 8, Reimbursements*), but reimbursement is not allowed for land acquisition or construction that occurs before your agreement start date. Exceptions to these restrictions include planning costs, purchase of construction materials, and land acquisition that occurs before project agreement, but after RCO secures a Waiver of Retroactivity. Waivers of Retroactivity are discussed in more detail later in this section. Secure waivers BEFORE closing on the property.

- **Worksites and properties.** RCO billing practices require tracking restoration project expenses separately for each worksite and tracking acquisition projects by property. Limit the number of worksites to those required and fiscally tracked for a restoration project. Acquisition projects should add a property for each transaction, i.e. multiple property transactions will require multiple properties.

RCO Policy and Procedure Manuals

SRFB uses the manuals below for the administration of SRFB grants. To understand expectations regarding a grant award and the roles of RCO, you should become familiar with RCO policies and procedures during the application process. Find copies of the manuals on the RCO Web site:

- *Manual 3, Acquisition Projects*
- *Manual 5, Restoration Projects*
- *Manual 7, Long-Term Obligations*
- *Manual 8, Reimbursements*

Step 5: Project Evaluation

Project evaluation happens in three, sometimes concurrent, phases. First, the local lead entity, coordinating with its regional organization, evaluates and ranks applications. The lead entity and region may use locally developed information and criteria to prioritize projects, including criteria that address social, economic, and cultural values.

Second, RCO staff will review all projects for eligibility. Applicants and their lead entities are encouraged to consult with RCO staff early to determine any questions of eligibility. The assigned RCO grants manager reviews decisions about eligibility and confirms with the Salmon Section manager. When eligibility is questioned, the director shall provide a final review. The director may request assistance from the SRFB Review Panel as well.

Third, the SRFB Review Panel will evaluate each project proposal for technical merits and will identify specific concerns about the benefits to salmon and certainty of being successful. Please refer to Section 4 of this manual for a detailed discussion of the SRFB evaluation process.

Step 6: Funding

The SRFB will hold a public meeting to award funding in December 2016. The SRFB will consider projects recommended to regions by lead entities (or by lead entities directly where there is no regional organization). RCO prefers, but does not require, that regions create one prioritized project list. At a minimum, the region must provide a recommendation for funding its lead entity lists.

Matching Share

Applicants must provide a minimum of 15 percent of the project value, known as "match," from non-SRFB funds. The SRFB believes that a match demonstrates local commitment and support of the project. Exceptions to this requirement include the following:

- No match is required for certain design-only projects that meet the specific criteria listed in Section 2, "Eligible Projects, and Design-Only Projects with No Required Match."
- For Road Maintenance and Abandonment Plan (RMAP) projects that occur on large forest landowner properties, a 35 percent match is required for fish passage projects and 50 percent match is required for sediment reduction projects. (See Section 2, "Eligible Projects, and Projects on Forest Land.")

The SRFB will not provide special consideration or preference in its evaluation process for projects with matches greater than 15 percent, although lead entities may do so in their evaluation processes.

Matching resources may include cash, bond funds, grants (unless prohibited by the funding entity), labor, equipment and equipment use, materials, staff time, and donations. All matching resources must be an integral and necessary part of the approved project, must be eligible SRFB elements for the project, and must be committed to the project.

No funds administered by the SRFB, including Puget Sound Acquisition and Restoration funds and Family Forest Fish Passage Project funds, may act as match for a SRFB grant.

Recreation and Conservation Funding Board grants, administered separately, may be used as match. Consult with your grants manager if you have questions about whether your grant may be used as match for your SRFB project.

The SRFB encourages organizations to coordinate salmon recovery efforts with other efforts and funding sources to increase benefits to salmon and to help make the state's dollars go further.

Valuing Donations

Valuing donations of equipment, labor (including prison inmate labor), and property is discussed in *Manual 8, Reimbursements*.

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out of pocket expenses.

Record force account values and donated contributions on a separate project financial ledger maintained by the sponsor in a way that is readily identifiable in federal and state audits. Refer to *Manual 8, Reimbursements* for details and instructions regarding audits, record retention, and documents required for reimbursement.

Mitigation

The SRFB encourages coordinating salmon recovery with mitigation activities, which are not eligible for funding or used as match. (See ineligible project costs section.) The SRFB will allow use of mitigation cash payments, such as money from a fund established as a mitigation requirement, as a match if the money passed from the mitigating entity to an eligible applicant, and the SRFB grant does not replace mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity. Sponsors who plan to use mitigation dollars on projects for which they are seeking SRFB funds should notify their grants manager and should demonstrate in their proposals that SRFB funds will not be used for mitigation.

Projects that add additional benefit above mitigation requirements may be eligible for SRFB funding if the applicant can adequately demonstrate the additional benefit separate from the mitigation requirement. For example, a mitigation requirement may be to create 10 acres of salmon habitat and the SRFB project may provide an additional 20 acres of salmon habitat for a total of 30 acres of salmon habitat. The salmon habitat benefits provided by the additional 20 acres are the subject of the SRFB application. The 10 acres of mitigation are not allowed in the SRFB application.

Waiver of Retroactivity for Acquisitions

In most situations, RCO only will reimburse for land costs incurred after executing a project agreement. To receive payment for land costs expended before a grant award, you must submit a written letter, with supporting documentation requesting a Waiver of Retroactivity *before* purchasing the property. Such a waiver allows the acquisition costs to be eligible for reimbursement through the next two consecutive SRFB grant cycles. Information on waivers is found in RCO's *Manual 3, Acquisition Projects*.

Final Application Checklist

In PRISM Online, select "check page for errors" on each page, or "selection application for errors" on the "Submit Application" page to make sure all fields are complete.

✓	PRISM Online Attachment Checklist Items	Template / Form Link
	Project Cost Estimate. RCO recommends using our template or similar format. Attach in PRISM and clearly label "Cost Estimate." NEW – include agency indirect in your estimate.	Cost Estimate
	Salmon Project Proposal	Appendices C-1, C-2, or C-3
	Landowner Acknowledgement Form (required for projects occurring on land not owned by applicant or which are on state-owned aquatic lands)	Appendix F
	Project Partnership Contribution Form. State agencies are required to have a local partner; also suggested for organizations other than the applicant (third party) providing match.	Appendix G
	Maps • General vicinity map for all projects • Area of potential effect map for all projects • Site plan for restoration projects • Parcel map for acquisition projects	Applicant Creates
	Design Materials for Restoration Projects. NOTE that preliminary designs ARE REQUIRED for projects requesting $250,000 or more in SRFB funds.	Applicant Creates
	Response to Review Panel Draft Application Comments. Applicants must respond to review panel comments by updating their project proposals and PRISM.	Update Project Proposal
	Project Photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.	Applicant Creates

✓	PRISM Online Attachment Checklist Items	Template / Form Link
	Barrier Evaluation Forms and Correction Analysis Forms (fish passage projects only)	Appendix E
	Intensively Monitored Watershed Certification, if relevant.	Region or Lead Entity Creates
	Deliverables from Previous Phases of Work (for phased projects)	Applicant Creates
	Other Materials (optional) Waiver of Retroactivity, graphs, parcel maps, letters of support, etc.	Applicant Creates
	Regional Organization Monitoring Project Certification (for regional monitoring projects)	Appendix H
	SRFB Application Authorization	Appendix J
	RCO Fiscal Data Collection Sheet	Appendix I

Section 4: SRFB Evaluation Process

In this section, you'll learn about:

- ✓ The role of the review panel
- ✓ Application review
- ✓ Regional area project meetings
- ✓ SRFB funding decision

Review Panel

Purpose

The SRFB's Review Panel reviews proposed projects developed in each lead entity area and ensures that SRFB-funded projects create actual benefits to salmon, have costs that do not outweigh the anticipated benefits, and have a high likelihood of being successful.

The SRFB Review Panel does not rate, score, rank, or advocate for projects, rather it assesses the technical merits of proposed projects statewide. To do so, review panel members review project applications, conduct site visits, and provide feedback to lead entities and applicants on proposed projects. Projects are considered in light of regional recovery plans and lead entity strategies where no regional recovery plans exist. Technical feedback provided by the review panel is designed to improve project concepts and overall benefits to fish and to achieve the greatest results for SRFB dollars invested.

The SRFB's Review Panel is composed of up to nine members. The technical members are experts in salmon recovery with a broad range of knowledge in salmon habitat restoration and protection approaches, watershed processes, ecosystem approaches to habitat restoration and protection, and strategic planning. Members have expertise in a number of different project types (passage, nearshore, assessments, acquisition, in-stream, etc.). The review panel includes at least one member with expertise in the Puget Sound marine nearshore ecosystem and familiarity with the technical products developed by Puget Sound Nearshore Ecosystem Restoration Partnership and Puget Sound Partnership.

The panel is independent in the sense that members do not represent an agency or constituency. Additionally, members should not have a role in current regional or lead entity activities. If a review panel member is engaged in any element of a specific project or a regional or lead entity process, the member must recuse him/herself from any project review in that particular lead entity area.

Application Review

Lead entities and regions, as appropriate, are expected to provide the primary technical review of projects, having the most detailed knowledge of local conditions, design, and construction approaches. However, to provide for statewide consistency and to help ensure that proposals are technically sound, the review panel conducts a technical review of all projects.

The review panel reviews draft application materials and visits project sites. After which, the review panel completes project comment forms with directions on how applicants could improve their projects before the final application deadline. Grant applicants must update their applications to respond to review panel comments in PRISM Online by **August 12, 2016**. Applicants should use the Microsoft Word "track changes" feature when updating their salmon project proposals so their changes can be found easily in the application. Microsoft provides online help for using the "track changes" feature.

The review panel will review final application materials and designate each project as one of the following statuses.

Status	Meaning
Clear	Clear for funding
Conditioned	Clear for funding, provided that sponsors accept the conditions recommended by the review panel. The review panel may recommend conditions based on its judgment of the level of benefit to salmon, cost effectiveness, and certainty of success, as defined by the evaluation criteria in Appendix K, and considering relevant technical best practices as have been applied in the SRFB projects throughout the state.
Need More Information	The sponsor needs to provide additional information before the review panel can clear it for funding.
Project of Concern	Project has elements that remain unclear to the review panel or project is expected to provide low benefit to salmon, has low likelihood of being successful, or has costs that outweigh the anticipated benefits of the project.

The review panel will use the definitions for benefit and certainty as provided in Appendix K. and will document its comments on the comment form.

Applicants of projects with a status of "Conditioned," "Need More Information," or "Project of Concern" must respond to review panel comments by updating their project proposals, using "track changes," as needed, and answering the section at the end of the proposals titled "Response to Review Panel Comments." Applicants may need to update their PRISM applications or other attachments. Updated materials are due in PRISM by October 13, 2016. The review panel will review the responses to comments and updated materials and will identify cleared projects. It will recommend a list of projects to present at the regional area project meeting.

Regional Area Project Meetings

The review panel will meet with each region and its lead entities at a regional area project meeting to consider the region's project list. At this meeting, regional organizations, lead entities, and grant applicants present projects identified by the review panel. Regional organizations are encouraged to provide a presentation of strategies and/or recovery goals and objectives and to discuss how their lists of projects will achieve these goals. Regions should provide information on the following:

- Overview maps of all the projects' locations and discuss how they fit into the regional priorities.
- Maps of regional priority areas (and overlap with first item).
- Any third party reviews of project lists and fit to recovery strategy.
- Other funding sources significantly contributing to restoration in the regions and how it all fits together.
- Any science demonstrating effectiveness of regional recovery efforts.
- Noteworthy considerations of other factors influencing recovery: Hydropower, hatcheries, and harvest.
- Challenges to implementation that they would like to highlight.

Regions and lead entities are encouraged to have grant applicants available to discuss "Projects of Concern" in detail. RCO staff will make available, upon request, the option of an online meeting to communicate information on "Projects of Concern."

Following the regional area meeting, the review panel will finalize project comment forms in PRISM Online by November 4, 2016. "Projects of Concern" will remain on project lists and continue to the SRFB for funding consideration unless the lead entity withdraws the project.

Review Panel Recommendations to the SRFB

The review panel will compile individual project comments resulting from the site visits, application review, and project presentations. It will provide comments to sponsors, lead entities, and regions. Sponsors, lead entities, and regions may provide response to comments for consideration by the review panel before the panel finalizes the recommendations to the SRFB.

To develop final recommendations for the SRFB, the review panel will use the following:

- Written and graphic information submitted by project applicants, lead entities, and regions.
- Results of meetings with the sponsors, lead entities, and regions.
- Responses to follow-up questions.

The recommendations of the panel to the SRFB will consist of the following:

- Identification of "Projects of Concern" including a narrative of the technical concerns with each project.
- Identification of noteworthy projects by category, if applicable. The review panel has no rigid criteria for noteworthy projects, other than to consider projects that, to the greatest extent, have the potential to protect or restore natural watershed processes for a significant amount of high priority habitat in the most cost-effective manner.
- Revisions to project review procedures or project evaluation criteria, need for additional project information (such as changes to the supplemental questions), or other elements needed for technical project review.

Panel members will not reorder lead entity lists or remove projects from lists.

A review panel chair (or RCO staff, should a chair not be selected) will facilitate panel discussions, but RCO staff will not be part of the panel's decision-making.

Review Panel and Staff Report

The review panel will collate its comments and observations in a final report submitted annually to staff.

Staff will submit a grant funding report to the board annually that documents the process of the grant round and serves as a foundation for the board in making project funding determinations. Staff will incorporate the review panel report and will develop all other sections of the grant funding report, including a description of the grant round

process, identification of policy issues important for SRFB consideration, and a description of regional and local project development processes derived largely from the information provided by regions and lead entities in Appendices J and K.

Funding Decisions

The SRFB expects to make the funding decisions at the December 9-10, 2016 meeting. The SRFB will review the project lists, lead entity strategy summaries, regional input, reports from the review panel and staff, and public comments, including testimony at the funding meeting. The SRFB may or may not choose to fund "Projects of Concern." If you appeal a "Projects of Concern" to the SRFB and the project is not approved for funding, then the dollar amount will not remain in the target allocation for the lead entity. If lead entities withdraw projects of concern before the deadline to submit the final lead entity ranked list then alternates may be considered for funding.

Section 5: Lead Entity and Recovery Region Instructions

In this section, you'll learn about:

- ✓ Application submission requirements
- ✓ Lead entity responsibilities
- ✓ Alternate projects
- ✓ Habitat Work Schedule

Submission Requirements

Regional Area Submission Requirements

Regional areas must submit their Regional Area Summary Information (Appendices J and K) by September 4, 2016.

Lead Entity Submission Requirements

New in 2016, lead entities will be required to submit their ranked lists via PRISM. By using project information directly from PRISM, RCO hopes to reduce error and confusion in the process. For more information on how to submit your ranked list through PRISM Online, please contact Kathryn Moore, (360) 902-0210, TDD (360) 902-1996.

Lead entities will submit their ranked lists twice during the application process. Draft ranked lists are due August 15, 2016, and final ranked lists are due November 8, 2016. The final ranked lists are due after the SRFB Review Panel has reviewed projects, regional meetings have occurred, and the review panel has given each project a final status. RCO will not accept changes to lead entities' lists after November 8, 2016. The grant funding report will not incorporate any updates submitted after this date.

Lead entities must submit the following information by August 15, 2016:

- Draft lead entity ranked lists submitted via PRISM Online.
- All project data and attachments entered into PRISM Online.
- Submit to the regional organizations answers to Questions 4-5 of the Regional Area Summary Information (Appendix M).

Lead Entity Responsibilities

The SRFB is committed to providing the best possible investment in salmon recovery projects. It believes projects prioritized by citizen committees, aided by technical experts, and based on an understanding of watershed conditions and fish status, will provide the greatest benefits to salmon. Lead entity responsibilities in completing the SRFB grant process are itemized throughout this manual. For a quick and easy reference, a summary of lead entity responsibilities is presented below.

- In collaboration with the regional organization (as applicable), coordinate technical and citizen committee meetings to assemble a ranked list of proposed projects from its area.
- Ensure all aspects of each project's draft application and final application are complete, free of mathematical errors, and contain all *Manual 18, Salmon Recovery Grants* required attachments.
- Ensure that each project has a valid match, meets lead entity grant program criteria and guidelines, is consistent with the lead entity habitat strategy, is technically sound and complete, and meets SRFB eligibility requirements.
- Submit all completed draft application materials online via the Habitat Work Schedule/PRISM gateway at least 3 weeks before the SRFB Review Panel site visit.
- Schedule and coordinate site visits with SRFB staff, review panel, and project sponsors.
- Ensure timely responses to SRFB Review Panel comments.
- Submit draft ranked list of projects and supporting application materials via PRISM by August 15, 2016. This list should be as close to the target allocation as possible. It may be useful to include alternate projects on the list, exceeding the target allocation (See "Project Alternates" below). A lead entity may identify longer lists to show the context of its work but should only enter into PRISM Online the projects it wants the SRFB to consider for funding.

- Submit final ranked list of projects via PRISM on or before November 8, 2016. No changes to the list will be accepted after this date. The grant funding report will not incorporate any updates submitted after this date.
- Work with the regional organization (as applicable) and RCO staff to develop regional summaries and respond to SRFB inquires.
- Work on post-funding awards with project sponsors and RCO staff to ensure timely transition from project application to project grant agreement.

If a project is not ready or the lead entity is unclear about the project's benefits and certainty, the lead entity must resolve those issues with the applicant before submitting the application.

After the application deadline, project scope changes may be made to meet final allocation targets. The local committees must consider whether significant scope changes would affect funding priorities and adjust project ranking as necessary. Work with your grants manager to determine whether significant project scope changes require review by the regional area and the SRFB Review Panel.

Project Alternates

A lead entity is encouraged to identify alternate projects on its funding list to receive additional dollars, should SRFB funds become available within a year of the board funding decision. These alternate projects must go through the entire lead entity, region, and SRFB review process.

Occasionally within a year of the original SRFB funding decision, portions of the lead entity allocation become available when funded projects are withdrawn or need fewer dollars (e.g. additional funding is received from other sources or a scope change causes costs to decrease). Within 1 year of the SRFB's original funding decision, the RCO director is authorized to enter into project agreements for alternate projects or approve cost increase amendments that advance salmon recovery projects already reviewed by the SRFB Review Panel, and approved for funding by the SRFB.

If SRFB funds do become available within 1 year of the board funding decision, the lead entity shall work through its local funding approval process to identify and approve the projects to receive the available funding. The lead entity must submit its request to reallocate funds before the following SRFB funding meeting (i.e. 1 year from original funding date). When requesting reallocation of available funds, the lead entity shall submit a memo to its grants manager including the following information:

1. Identify the project that originally was awarded SRFB funding, how much funding is becoming available, and why;

2. Identify the projects and amount of available funding proposed for each. Options include the following:

    A. Cost Increase: Fully fund projects partially funded by the SRFB, as long as the project agreement has not expired.

    B. New Project Agreement: Fully fund alternate projects approved by the SRFB. Alternate projects do not necessarily need to be funded in priority (ranked) order.

    C. Cost Increase: Propose a scope of work and cost estimate to add funds to an active project. The scope of work must be within the original scope of the project application reviewed by the SRFB Review Panel. For example, a multi-site acquisition project uses additional funding to protect more habitat within the geographic envelope, a design project is able to use funds to advance design work beyond the original proposal, or a phased restoration project is able to expand construction of the current phase to include more river miles or additional riparian planting area.

The salmon grants manager will work with the lead entity and project sponsors to complete the necessary cost change amendments and/or prepare the new project agreement.

Habitat Work Schedule

The Habitat Work Schedule is an online database specifically designed for lead entities to manage salmon recovery information. It is a useful project management tool for project sponsors to track project implementation and for the public and other funders to learn about salmon recovery projects statewide.

RCO developed an interface between PRISM and the Habitat Work Schedule. The interface was created to simplify data entry in the two systems for the same project.

All PRISM project applications must be initiated from Habitat Work Schedule by the lead entity or by you, as determined by each lead entity. The moment a PRISM draft application is created through the Habitat Work Schedule interface, a link is established between the two databases for that project. Then, in PRISM Online, the project sponsor completes the application (see materials needed before site visits in Section 3, Step 2). Only projects considered for 2016 funding (or pre-approved for 2017-19 Puget Sound Acquisition and Restoration funding) should be entered in PRISM.

For linked projects, both the Habitat Work Schedule and PRISM provide a quick view of select project summary data (status, funding, metrics, etc.) in the other system, without having to login. Data will be read-only unless viewed in the source system, and data

protected by the user in either system cannot be viewed (i.e. private landowner information) in the other system.

Shared Attachments: A Note of Caution

RCO is responsible for documents associated with SRFB grant applications and funded projects. All attachments related to SRFB grants must be attached in PRISM, not the Habitat Work Schedule to prevent accidental deletion.

Training

Lead entities, regional salmon recovery organizations, and you are encouraged to attend Habitat Work Schedule training sessions.

Section 6: Managing Your SRFB Grant

In this section, you'll learn about:

- ✓ Successful applicant workshops
- ✓ Understanding and amending your project agreement
- ✓ Sponsor resources
- ✓ Required control and tenure of project site
- ✓ Grant reimbursement
- ✓ PRISM metrics
- ✓ Progress reporting
- ✓ Final report
- ✓ Permits
- ✓ Cultural resources review
- ✓ Compliance
- ✓ Project deliverable checklists

Successful Applicant Workshops

Following grant awards, RCO staff will offer Web-based Successful Applicant Workshops to review project contracts, grant management responsibilities, and billing procedures. Contact RCO staff or visit the agency's grant news section of its Web site.

Project Agreement

Board Approval Provisional

After approving a grant, the SRFB will enter into a contract, called a project agreement, and implemented through RCO. SRFB approval of individual grants is provisional until execution of a formal project agreement. If for any reason you are unable to implement the project in whole or part, the funds return to the SRFB for reallocation.

Project Agreement

After SRFB funding approval and before issuing a project agreement, successful project applicants will be required to provide the following information to their RCO grants manager:

- A completed milestone worksheet (to be provided by RCO staff)
- A preliminary title report and **Preliminary Title Report and Commitment Checklist** (*Manual 3, Acquisition Projects,* Appendix K) for all properties planned for acquisition (acquisition projects only). Reach-scale, multi-property acquisition projects should provide material for their known priority parcels.
- A signed **Land Ownership Certification Form** (Appendix O) for all properties upon which design or implementation and construction of restoration projects are proposed. The intent of this form is to ensure that the sponsor reviewed property information and that no existing deed restrictions, liens, easements, or other encumbrances would impede construction, operation, or maintenance of the project. If the property affected by the design has not yet been identified, this requirement is waived until the property is identified. On receipt of the information, RCO staff prepares the project agreement and sends it to you. Upon signature of the project agreement, you become a project sponsor. Each project agreement is verified periodically by RCO staff for contractual compliance (*Manual 7, Long-Term Obligations*).

You have up to 90 days after the SRFB approves a project to provide the required materials for staff to develop a project agreement, or the project may be terminated. You then have no more than 90 days to sign the agreement, or the project may be terminated.

The agreement usually consists of the following:

- Application materials.
- Project start and end dates and key milestone dates.
- Contractual issues – default, responsibilities, liability, etc.
- Special conditions, if applicable.

Sponsors must complete all deliverables described in their project agreements, as amended, within their agreement periods. RCO staff may consult with the SRFB Review Panel when reviewing compliance with grant agreement conditions.

For more information on the project agreement and a copy of a sample agreement, please refer to *Manual 7, Long-Term Obligations*.

Conditioned Projects

The sponsor must work with the grants manager to resolve the condition before completing the project or project phase, as described by the condition. Any required submittals will be provided to the grants manager. RCO will assign appropriate review panel members to evaluate the sponsor's submittals and apply relevant technical standards of practice to determine whether the purpose of the condition has been adequately addressed. The grants manager will document the review panel's acceptance of the sponsor's response in the project file, and will communicate with the sponsor when they may proceed with their project.

Open Public Records

State law requires recipients of SRFB grants to agree contractually to disclose information about how they spend their grants.[11] You must agree to disclose any information as if you were subject to the state's Public Records Act.

More information on the Public Records Act is on the Web sites of the Washington State Attorney General and Municipal Research and Services Center for Washington.

Project Agreement Amendments

The project agreement may change with an amendment. RCO may authorize amendments for minor changes in scope and extensions to the project period. The RCO director or SRFB may authorize major changes in scope for acquisition, development, restoration, and planning projects. Make all amendment requests in writing and include detailed justification. Refer to Appendix P for more details. Please note that for most amendment requests the lead entity must obtain a decision from its technical and citizen committees.

For **acquisition projects**, refer to *Manual 3, Acquisition Projects* for a detailed description of information you must provide to your grants manager in your amendment request.

For **restoration projects**, refer to *Manual 5, Restoration Projects* for a detailed description of information you must provide to your grants manager in your amendment request.

[11] "Any project sponsor receiving funding from the salmon recovery funding board that is not subject to disclosure under chapter 42.56 RCW must, as a mandatory contractual prerequisite to receiving the funding, agree to disclose any information in regards to the expenditure of that funding as if the project sponsor was subject to the requirements of chapter 42.56 RCW." [Revised Code of Washington 77.85.130(8)]

RCO staff may consult with the SRFB Review Panel when considering project amendment requests. Staff will seek review panel consultation in select cases to ensure that the amendment request meets the technical criteria for benefit to fish and certainty of success.

Be Ready to Go

All projects must be completed on time. RCO staff will work with you to set progress milestones. The SRFB may terminate the grant or reduce the amount awarded if you do not meet key milestone dates or finish on time.

The SRFB cannot guarantee funding for projects that last longer than 2 years because re-appropriation of unspent funds requires legislative approval. Such re-appropriation requests will require evidence of progress.

Time Extension Requests

Notify your RCO grants manager and lead entity coordinator of any projected delays in meeting project milestones as soon as possible. Delays that affect your expected date of project completion require a time extension amendment to your contract. Extension requests must be in writing and provided to RCO no less than 60 days before expiration of the project's completion date. Note that funded design projects with no match are not eligible for time extensions and must be complete within 18 months of funding date.

Sponsor Resources

Sponsors must abide by all RCO policies when implementing their projects. Please refer to *Manual 3, Acquisition Projects*, *Manual 5, Restoration Projects*, and *Manual 7, Long-Term Obligations*. Use *Manual 8, Reimbursements* for all billing instructions and forms. Download these forms from the RCO Web site or request them through your RCO grants manager.

An *Acquisition Project Toolkit for Grant Sponsors* also is available to help sponsors manage their acquisition projects. The toolkit contains checklists, template letters and forms, and example documents.

Checklists of project deliverables for each project type are available on the RCO Web site to help you keep track of the status of required project deliverables.

Other important sponsor resources are the RCO Web site, where all grant manuals and relevant documents can be found and downloaded. Other information on the SRFB and schedules can be found on the Web site.

Grant News You Can Use is a section of the Web site that provides monthly updates to sponsors. This information usually is very important and helpful in managing your RCO grant.

RCO provides reimbursement trainings online. Successful Applicant Workshops are available on request.

Required Control and Tenure of Project Site

The SRFB intends that restoration and acquisition projects funded with its grants maintain their habitat value, integrity, and functionality over time. To help ensure this, the SRFB requires you to have sufficient control and tenure of the project site and to review title information on the property to make sure that no encumbrances exist that would adversely affect the ability to implement and maintain the project as intended.

Restoration Projects

Sponsored-Owned Property

Sponsors of restoration projects on sponsor-owned property must provide the following:

- **Washington Department of Natural Resource's authorization to use state-owned aquatic lands**, if relevant. Please see the "Restoration and Design Projects on State-Owned Aquatic Lands" section below for more information.
- **Stewardship Plan.** For restoration projects on land you own or control, you must provide a stewardship plan with the final documentation at the close of the project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least 10 years from the project agreement completion date. You should use the stewardship plan outline found in Appendix O.

Property Owned by Someone Else

Sponsors of restoration projects on property owned by someone else must provide the following:

- **Washington Department of Natural Resource's authorization to use state-owned aquatic lands**, if relevant. Please see the "Restoration and Design Projects on State-Owned Aquatic Lands" section below for more information.
- **Landowner Agreement.** For restoration projects on land that you do not own, a signed landowner agreement **must be provided to RCO before construction or before you are reimbursed for any construction expenses.** The agreement is a document between you and the landowner that, at a minimum, allows access to

the site by you and RCO staff for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. A landowner agreement remains in effect for a minimum of 10 years from the date of final payment to the project sponsor. You may use the SRFB's Landowner Agreement (Appendix O) or other approved agreement formats (Note that **other agreement formats must include all required elements and be approved by RCO before you start construction**).

Acquisition Projects

Sponsors of acquisition projects must provide a stewardship plan in addition to those requirements described in *Manual 3, Acquisition Projects*. Provide the stewardship plan with the final documentation at the close of the project. A plan is necessary to ensure meeting the project objectives by maintaining and monitoring the site in perpetuity. Use the stewardship plan outline found in Appendix O.

Civil Liability for Landowners

Landowners and government agencies were concerned about their ability to do habitat restoration projects in rivers and other waterways because of issues about their long-term liability for any property loss or public safety problems that may arise.

In 2013, state law exempted landowners from civil liability for property damages resulting from habitat projects on their land. The law amends Revised Code of Washington 77.85.050, which is the salmon recovery law. The law provides specific information on what steps project sponsors and landowners must take to be covered by the exemption. See RCO's salmon liability fact sheet on the new law.

Restoration and Design Projects on State-Owned Aquatic Lands

If a SRFB project will occur over, or in, a navigable body of water, grant applicants should consult with the Washington Department of Natural Resources during the draft application process to determine if their projects will be on state-owned aquatic lands. All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help you determine if your project will fall on state-owned aquatic lands and provide more information on the department's authorization process. See the land manager coverage map online for the contact information of the department's aquatics land manager in your area.

If your project is on state-owned aquatic lands, you must work with the Department of Natural Resources and submit a completed Landowner Acknowledgement Form with your application. The Department of Natural Resources will review the full list of projects proposed for funding to ensure that all applicants proposing projects on state-owned aquatic lands have consulted with the Department of Natural Resources and submitted a landowner acknowledgement form.

If the project receives final funding, the Department of Natural Resources will work with you on a potential authorization to use state-owned aquatic lands. This authorization may be a lease, an easement, or a right of entry. Whatever the form, the authorization is not a permit but a contract to use the land. The Department of Natural Resources is not a regulatory agency. The agency represents the owner of the lands, the State of Washington, so your relationship with the department will be like any landowner impacted by your project. To apply for an authorization, complete the Joint Aquatic Resources Permit Application (JARPA) and JARPA Attachment E and forward the entire application to the Department of Natural Resources. It is best to submit your application early in the process so the Department of Natural Resources can work with you to address any design issues before you get your regulatory permits.

Please note that your project also may occur on trust lands managed by the Department of Natural Resources, which will require you to work with other divisions in the agency.

The following resources may be helpful to review:

- Grant Projects on State-owned Aquatic Lands
- Washington Department of Natural Resources Power Point: Working with WDNR on Implementing Restoration Projects on State-Owned Aquatic Lands
- Leasing State-owned Aquatic Lands
- Boundaries of State-owned Aquatic Lands
- Caring for Washington's Nearshore Environments

Grant Reimbursement

You will not receive a lump sum grant in advance but will receive reimbursement for your expenditures. You must provide documentation for all expenditures before receiving compensation. RCO requires a minimum of one billing a year and a maximum of one a month. RCO *Manual 8, Reimbursements* describes RCO reimbursement policies and procedures. Reimbursement workshops are available online on the RCO Web site. Sponsors may download reimbursement and advance request forms, and view current reimbursement policies, audit information, current labor and mileage rates, and other financial information at RCO's Getting Paid section of its Web site.

Eligible Costs

All project costs and donations submitted for reimbursement or match must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses can be found in *Manual 3, Acquisition Projects*, *Manual 5, Restoration Projects*, and *Manual 7, Long-Term Obligations*. Additional costs that may be eligible for SRFB-funded projects are described below.

Pre-Agreement Costs

Costs incurred before the start date of the grant's project agreement will not be reimbursed, except in the following instances, and only if they are part of the grant agreement:

- Engineering and design costs for restoration projects (i.e. construction).
- Engineering and design costs (e.g. surveying, geotechnical, other data gathering) for planning projects.
- Costs necessary to determine control and tenure of the restoration site (e.g. preliminary title report).
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g. survey, appraisals, title report).
- Acquisition projects granted a Waiver of Retroactivity.
- If cost-effective (i.e., materials are available at a reduced cost), the following construction materials and any associated transportation costs:
    - Large woody materials
    - Culverts
    - Bridges

Advance approval by SRFB staff is required to be reimbursed for pre-grant purchase of any of the construction materials listed above.

The SRFB will not pay for purchases of land, construction materials and associated costs, or installation costs except those noted above, incurred before the grant agreement.

Attorney Fees

For acquisition projects please refer to *Manual 3, Acquisition Projects*.

Reasonable attorney fees associated with salmon recovery restoration, planning, and combination projects may be an eligible administrative expense. Advance approval by SRFB staff is required to be reimbursed for attorney fees associated with professional legal review. Attorney fees will be considered in light of project type, transaction complexity, and demonstrated need. Reimbursement of attorney fees will be considered when they relate to complicated landowner agreements. You must provide justification for the expense in writing and receive approval from your RCO grants manager in advance of the expenditure. Eligibility will be determined case-by-case.

Liability Insurance

Liability insurance is a reimbursable administrative expense for salmon recovery restoration, planning, and combination projects. You may bill proportionally the cost of liability insurance as a direct cost to the project. Liability insurance expenses must directly relate to the completion of the SRFB-funded project.

Salmon Recovery Grant Cash Advance Policy

The SRFB recognizes that sometimes you may not have the cash flow needed to implement parts of approved projects. Short-term cash advances are available.

To comply with federal rules and state law, RCO established an advance policy for private entities and one for public/quasi-public entities. A public/quasi-public entity is defined as an entity established or authorized by law that would not constitute a private service provider under Revised Code of Washington 43.88.160(5)(e).

Please refer to *Manual 8, Reimbursements* for detailed information on cash advances.

PRISM Metrics

The National Marine Fisheries Service, which administers the Pacific Coastal Salmon Recovery Fund, has a tracking and reporting system. You are required to provide all funding, job, and project scope metrics information at application and then verify or update all project metrics before project closing and receiving final reimbursement. This can be done in the Final Report tab in PRISM (see below for more information on the Final Report).

Progress Reporting

RCO requires sponsors to enter a progress report for all projects directly into PRISM at least twice a year using the PRISM progress reporting tool. The progress report will be included in your project agreement milestone dates. The progress report must answer four questions:

- Are there any significant challenges that might hinder progress on meeting the project milestones?
- What work was accomplished during the reporting period?
- Do you anticipate any changes to the project?
- What work is planned for the next reporting period?

PRISM automatically e-mails you when a report is due. RCO staff can provide feedback on the report or ask for clarification of submitted information. The PRISM module will track the progress reporting history and is available to lead entities and regions. For more information on how to use this tool, please contact your RCO grants manager or simply login to PRISM, open your project, find the progress report button at the top of the screen, and follow the on-screen instructions.

Final Report

RCO developed a required final report in PRISM that sponsors complete and submit at the completion of their project. Completion and submission of the final report will indicate to RCO that the project is ready for closure. The final report in PRISM replaces the hard copy final report previously used in billing documents.

The final report verifies and updates all project information and metrics at the project, worksite, and property level. Project sponsors have the opportunity to update and add information to the final report at any time during the active period of the project agreement. RCO staff can provide feedback on the report or ask for clarification of the information submitted. RCO staff will determine whether any amendments will be required before closing a project.

Your project agreement milestone includes the final report due date and PRISM automatically sends an e-mail when a report is due.

Note that information can be entered and updated in the final report at any time during the grant agreement period, but not submitted until the project is complete.

Permits

You must obtain all local, state, and federal approvals and permits necessary for your projects before construction or final payment. The SRFB may terminate a grant if permits and land use approvals are not obtained timely. To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application that people can use to apply for more than one permit at a time. It is titled the Joint Aquatic Resources Permit Application (JARPA). Note that fish habitat enhancement projects may qualify for a streamlined Hydraulic Project Approval through the Washington Department of Fish and Wildlife that exempts the project from local government permits and associated fees.

Online resources for environmental permitting, including Washington's *Regulatory Handbook*, are available at the Governor's Office of Regulatory Innovation and Assistance. Staff at the office's Environmental Permit Service Center are available to help and can be reached at 1-800-917-0043 or help@oria.wa.gov.

Expedited Federal Endangered Species Act Consultations

The Endangered Species Act prohibits anyone from "taking" salmon, steelhead, trout or other species listed under the Act. Recognizing that some projects are unlikely to "take" a significant level of at-risk fish, federal agencies allow some SRFB grant recipients to follow an expedited process that meets Endangered Species Act review requirements and reduces cost, uncertainty, time, and permitting. Under agreements with the National Oceanic and Atmospheric Administration's National Marine Fisheries Service (NOAA Fisheries), U.S. Army Corps of Engineers, and U.S. Fish and Wildlife Service, some grant recipients may satisfy Endangered Species Act requirements in one of two ways:

- **Limit 8**, named for section 4(d) under which it was approved in the Endangered Species Act, requires grant applicants to submit one-page checklists to their SRFB grants manager and the U.S. Army Corps of Engineers certifying their projects meet eligibility requirements of the state's Habitat Restoration Program. This option only applies to threatened (not endangered) species under the jurisdiction of NOAA Fisheries.

- **Fish Passage and Habitat Restoration Programmatic**, named for the programmatic biological assessment adopted to satisfy Endangered Species Act Section 7 consultation requirements, requires applicants to submit Specific Project Information Forms to the U.S. Army Corps of Engineers describing the project and its environment. As of January 1, 2015, this option only applies to listed species under the jurisdiction of U.S. Fish and Wildlife Service. It may not be used for species, such as salmon or steelhead, under the jurisdiction of NOAA Fisheries; this may change as negotiations are ongoing with the NOAA Fisheries.

Contact Maryann Baird at the U.S. Army Corps of Engineers for current information.

These two expedited consultation pathways may be used in combination. Note that other funding sources may offer additional expedited Endangered Species Act consultation pathways. For example, projects that receive funding from the Bonneville Power Administration may use the Habitat Improvement Program Biological Opinion (HIP3) for consultation.

If your project requires an U.S. Army Corps of Engineers permit and has the potential to affect endangered species under the jurisdiction of NOAA Fisheries (e.g. Upper Columbia River Spring-run Chinook Salmon), please contact Maryann Baird at the U.S. Army Corps of Engineers (maryann.baird@usace.army) early in the permitting process to determine the most efficient consultation pathway for your project. Projects that do not qualify for expedited federal consultation require individual Endangered Species Act consultation through the Endangered Species Act Section 10(a)(2)(A) permit process.

See the permit streamlining fact sheet for more details. For additional information on eligibility or process requirements, please contact RCO staff or Curtis McFeron, NOAA Fisheries, (360) 534-9309.

Limit 8

Limit 8 may be used only with projects that meet ALL of the following criteria:

1. Must have the potential to affect fish listed as threatened (not endangered) under the Endangered Species Act.

2. Must involve species, such as steelhead and salmon, under the jurisdiction of NOAA Fisheries. It does not cover species, such as Bull Trout, under the jurisdiction of U.S. Fish and Wildlife Service.

3. Must receive some funding from SRFB, Aquatic Lands Enhancement Account's restoration category, Estuary and Salmon Restoration Program, National Fish and Wildlife Foundation's Community Salmon, Puget Sound Acquisition and Restoration funds, or Washington Wildlife and Recreation Program's Habitat Conservation or Riparian Protection Accounts.

4. Must be part of a habitat portion of a salmon recovery plan approved by a regional salmon recovery organization and the State of Washington, and published in the federal register by NOAA Fisheries.

5. Must be part of an adopted implementation work schedule developed by a regional organization to implement the habitat portion of its salmon recovery plan.

6. Must be consistent with the technical and procedural criteria outlined by the SRFB.

7. Must be done for the purpose of habitat restoration.

8. Must fit within SRFB's list of eligible actions (includes in-stream passage, in-stream diversion screening, in-stream habitat, riparian habitat restoration, upland habitat restoration or protection, and estuarine and marine nearshore habitat restoration).

To apply, complete the following:

1. Fill out the self-certification form, which is available on the RCO Web site and which certifies that your project meets all of the eligibility requirements.

2. Send one copy of the self-certification form with your JARPA and attach the form to your project in PRISM.

Fish Passage and Habitat Restoration Programmatic

The Fish Passage and Habitat Restoration Programmatic expedited Endangered Species Act consultation applies to any restoration project that meets ALL of the following criteria:

1. Must have the potential to affect fish listed as threatened or endangered under the Endangered Species Act. Note that, as of January 1, 2015, this expedited consultation may be used only for species, such as Bull Trout, under the jurisdiction of U.S. Fish and Wildlife Service. It may not be used for species, such as salmon or steelhead, under the jurisdiction of NOAA Fisheries; this may change as negotiations are ongoing with the NOAA Fisheries.

2. Must require a U.S. Army Corps of Engineers' regulatory permit.

3. Must be a restoration action included in at least one of the nine categories of restoration listed in the Programmatic Biological Assessment: Restoration Actions in Washington State, including fish passage, in-stream structures, levee removal and modification, side channel restoration and reconnection, salmonid and forage fish spawning gravel restoration, irrigation screens, and debris or structure removal. Note that channel redesigns and artificial spawning channels may not be covered. Applicants should ask the U.S. Army Corps of Engineers about whether their specific projects might be covered. Review the programmatic biological assessment for details on what activities are and are not covered.

4. Must be on private or public lands other than those managed by the U.S. Forest Service or Bureau of Land Management. If your project is on national forest lands,

a separate process is in place and you should work with your local U.S. Forest Service office.

To apply, the following steps will occur:

1. Fill out the Specific Project Information Form and send it to the U.S. Army Corps of Engineers' Regulatory Office.
2. The Corps reviews the form and sends it to the NOAA Fisheries and U.S. Fish and Wildlife Service for review and approval.
3. Electronic approval from the Services will occur within 30 days.

Cultural Resources Review

Governor's Executive Order 05-05, Archaeological and Cultural Resources, directs state agencies to review certain acquisition and construction projects for potential impacts to cultural resources[12] to ensure that reasonable action is taken to avoid adverse impacts to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for federally-funded projects and projects with other federal involvement, for example, projects on federal lands or those that require a federal Army Corps of Engineers permit.

RCO facilitates review under the Governor's executive order. The appropriate lead federal agency facilitates review under Section 106 of the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review required to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes for archaeological and cultural resources.

Federal Review Process

If the sponsor is exempt from the state process because of federal funding, permits, or other federal involvement, and will comply with Section 106, then before construction begins, the sponsor must provide the SRFB outdoor grants manager with documentation that the sponsor complied with Section 106.

The Section 106 "Area of Potential Effect" must include all ground-disturbing activities subject to the project agreement, including the restoration staging area. The sponsor is encouraged to work with the federal permitting agency to align the Section 106 "Area of Potential Effect" with the scope of work in the project agreement. The sponsor should

[12]Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

submit copies of cultural resources reports and federal permits indicating compliance with applicable laws.

05-05 Review Process

Using materials from the grant application, RCO consults with the Department of Archaeology and Historic Preservation and affected Native American tribes. The materials provided include the Area of Potential Effect Map, which shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources.

Important Note: Grant recipients may not disturb the ground within the project area until after receiving a notice to proceed from RCO, which sometimes might be in the project agreement with RCO.

All consultation through Executive Order 05-05 will be initiated by RCO and will involve the applicant, Department of Archaeology and Historic Preservation, and affected tribes. The outcome of the consultation may require an applicant to complete a cultural resources survey and a continuation of the consultation to determine next steps. The consultation must be completed before any ground-disturbing activities may occur.

The costs for cultural resources review and survey are eligible for reimbursement and may be included in the grant agreement.

If Cultural Resources are Discovered during Construction

If archaeological or historic materials are discovered after ground disturbing activities have started, work in the location of discovery and immediate vicinity must stop instantly, the area must be secured, and notification must be provided to the following groups:

- Concerned Native American tribes' cultural resources staff and cultural committees
- RCO
- Department of Archaeology and Historic Preservation

If human remains are discovered during ground-disturbing activities, work in the location of discovery and immediate vicinity must stop instantly, the area must be secured, and notification must be provided to the groups listed below in the most expeditious manner possible, in compliance with state law.[13]

[13] Inadvertent Discovery of Human Skeletal Remains on Non-Federal and Non-Tribal Land in the State of Washington (Revised Codes of Washington 68.50.645, 27.44.055, and 68.60.055)

- Concerned Native American tribes' cultural resources staff and cultural committees
- RCO
- Department of Archaeology and Historic Preservation
- County coroner
- Local law enforcement

State Agencies

State agency sponsors have the authority to act as lead for ensuring compliance with archaeological, historic, and cultural resource requirements. RCO will not initiate review or consultation for projects sponsored by another state agency. Before initiating any ground-disturbing activities, the state agency sponsor must submit to RCO evidence of completion of the appropriate cultural resource review process and receive from RCO a notice to proceed. RCO will withhold reimbursement of grant funds for any development or restoration (including demolition, fencing, and noxious weed control) expenditures until this requirement is met.

Project Compliance Inspections

RCO staff may visit each project one or more times as follows:

- Before the grant is awarded (made during the application phase, normally with you).
- While the project is under way.
- When the project is completed.
- Any time after the project is complete. The SRFB has a responsibility to ensure its investments are maintained. Periodic inspections ensure the site is as described in the project agreement.

Project Area Stewardship and Ongoing Obligations

An RCO grant comes with long-term obligations to maintain and protect the project area after a project is complete. "Project area" means the area consistent with the geographic limits of the scope of work of the project. For restoration projects, the project area must include the physical limits of the project's final site plans or final design plans. For acquisition projects, the project area must include the area described by the legal

description of the properties acquired in the project. The long-term obligations for the salmon program are in Washington Administrative Code 420-12-085 for restoration projects, Washington Administrative Code 420-12-080 for acquisition projects, Section 23 of the project agreement, and *Manual 7, Long-Term Obligations*. A template of the project agreement can be found in Manual 7.

RCO recognizes that changes occur over time and that some facilities may become obsolete or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that grant recipients replace the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as for salmon recovery purposes, for as long as defined in the project agreement. For acquisition projects, that period is perpetual. For restoration projects, the ongoing obligation is a minimum of 10 years from the date of project completion or more as specified in the landowner agreement (or stewardship plan for sponsor-owned project areas).

A conversion occurs when the project area acquired, developed, or restored with RCO grant funding is used for purposes other than what it was funded for originally. See RCO *Manual 7, Long-Term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

Prohibited Uses on SRFB-funded Properties

Some activities on properties purchased with SRFB funds may not be allowed throughout the life of a project even after funding has been reimbursed or after a project is complete. Check with RCO staff if you are considering conducting any of the activities identified below, now or in the future.

- Construction of new buildings, structures, or indoor facilities.
- Operation of fish hatcheries or hydropower facilities.
- Permanent net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Use of existing structures that are not essential to the functions or operation and maintenance of the assisted site. Other structures must be removed or demolished.

Other activities not listed above **must be reviewed under RCO's Allowable Uses Framework** in *Manual 7, Long-Term Obligations***.**

Specific Allowed Uses on SRFB-Funded Properties

Fish Acclimation

Acclimation ponds for rearing juvenile fish species are not an activity eligible for SRFB funds or match, but may be allowed on SRFB-funded properties under the following conditions:

- Fish acclimation occurs in a natural pond, wetland, or stream channel (off-channel or side channel).
- No earth moving, water diversion, or substantial alteration to the existing habitat conditions is conducted. Efforts are taken to use the least impactful methods to achieve project goals; any impacts are mitigated post-project.
- Proposed use is consistent with the terms of existing SRFB conservation easement between the sponsor and landowner and approved by the conservation easement holder, where applicable.
- Salmon recovery region or lead entity has reviewed and approved supplementation proposal for consistency with the salmon recovery plan.
- Listed species are not harmed or negatively affected.
- Use of the project site must not impair stream, riparian, or wetland habitat.
- Acclimation period must be short-term (typically less than 90 days) and all acclimation-related infrastructure is removed after acclimated juveniles are released each season.
- RCO grants manager has approved specific acclimation activities.

Requests for acclimation ponds that do not meet the criteria above must be reviewed under RCO's Allowable Uses Framework.

Land Conveyances to the Federal Government

At times land purchased with a SRFB grant may transfer to the federal government for free or in exchange for similar property. In these instances, the SRFB is guided by Revised Code of Washington 77.85.130(7)[14] and will use the following process:

[14]Revised Code of Washington 77.85.130(7) states that: (7) Property acquired or improved by a project sponsor may be conveyed to a federal agency if: (a) The agency agrees to comply with all terms of the grant or loan to which the project sponsor was obligated; or (b) the board approves: (i) Changes in the terms of

1. You notify RCO of the intent to convey land to a federal agency.

2. The appropriate RCO grants manager assists in the development of an agreement mechanism to ensure parties consider the appropriate level and scope of habitat protections.

3. You submit a draft agreement to RCO.

4. SRFB Review Panel conducts a technical review and assessment of the proposed substitute habitat protections.

5. RCO grants manager and policy staff review the agreement to determine if all criteria was addressed and if the agreement is ready to present to the SRFB.

6. Staff presents the conveyance request to the SRFB at a public meeting with opportunity for public comment.

7. The SRFB may take the following actions:

    A. Approve the conveyance and associated habitat protections as presented.

    B. Provide additional guidance and request a revised proposal.

    C. Deny the proposed conveyance.

If the terms of the original grant or loan are revised, the following criteria must be met to meet the statutory requirement of Revised Code of Washington 77.85.130(7)(ii):

1. The SRFB-funded property must be conveyed in its entirety.

2. You cannot receive compensation in any form for the conveyance, unless receiving a property of equal or greater conservation value (than the conveyed property) that will remain protected in perpetuity.

3. The conveyance agreement must include the original grant conditions except where those conditions are contrary to federal law or policy. In those instances, as directed by the statute, substitute habitat protections must be identified in the draft agreement.

4. Substitute protections must fully meet or exceed goals and objectives of the original project and result in the outcomes intended in the original grant. If substitute protections cannot be ensured to fully meet or exceed the goals and

the grant or loan, and the revision or removal of binding deed of right instruments; and (ii) a memorandum of understanding or similar document ensuring that the facility or property will retain, to the extent feasible, adequate habitat protections; and (c) the appropriate legislative authority of the county or city with jurisdiction over the project area approves the transfer and provides notification to the board.

objectives of the original grant, other benefits to the targeted species, habitat, or ecosystem functions must be provided that outweigh the potential loss of protection.

5. Substitute protections or other intended benefits of the conveyance must support salmon recovery and produce sustainable and measurable benefits for fish and their habitat.

6. Substitute habitat protections must do the following:

    A. Apply to the full parcel of land funded by the SRFB.

    B. Be long-term or in perpetuity, if possible under federal law and policy.

    C. Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant.

    D. Be legally enforceable.

7. There must be a low likelihood that future uses on the land will not be conservation-oriented or contrary to the original grant conditions. Measures of future uses include but are not limited to commercial value and resource extraction value.

8. The proposed management plan should provide equal or greater stewardship of conservation values than that intended in the original grant.

9. Agreement must clearly identify remedies in law, statute, and contract terms.

10. Agreement mechanism must be legally enforceable with known remedies.

Other Things to Know

Veterans Conservation Corps

The Department of Veterans Affairs created the Veterans Conservation Corps and maintains a list of veterans with an interest in working on environmental restoration projects. SRFB encourages you to incorporate veterans into your projects when possible. For additional information about this program, contact Mark Fischer, Veterans Conservation Corps coordinator, (360) 725-2224.

SRFB Not a Hearings Board

The SRFB's role is to fund salmon habitat projects. It is not, and is not authorized to be, a hearings panel that resolves land use or permitting issues. The SRFB expects all

proposals to resolve land use issues through the permitting process. Projects should be ready to implement when funded.

Signs

Unless waived by RCO, post signs or appropriate media acknowledging the SRFB funding contribution during the project period and at future entrances. Projects in which posting is impossible due to circumstances out of the control of the sponsor, like restoration, are exempt from this requirement. RCO provides small signs with the SRFB logo for sponsors to use on project sites. Please contact your grants manager for more information.

Invasive Species

People doing good things, like restoration work, can unknowingly spread invasive species. Salmon restoration activities can potentially spread non-native noxious weeds, pathogens, and exotic flora and fauna among water bodies and watersheds. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.

- Sampling streams and moving water or sediment infested with invasive plants, animals, or pathogens via your boots, nets, sampling equipment, or boats from one stream to another.

- Moving weed-infested hay, gravel or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to minimizing the spread of new invasive species into a restoration site or existing invasive species beyond the restoration site is twofold: Use materials that are known to be uninfested with invasive plants or animals in the restoration project and ensure equipment is cleaned both before and after construction and restoration. The Washington Invasive Species Council has developed prevention protocols for this purpose. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Appendix A: Salmon Recovery Contacts

This information is current as of February 2016. For the most recent contact information for SRFB staff, regional organizations, and lead entities visit the RCO Web site.

Hood Canal Salmon Recovery Region			
Regional Organization: Hood Canal Coordinating Council Executive Director: Scott Brewer (360) 531-0575		17791 Fjord Drive, Suite 122 Poulsbo, WA 98370-8481 Web site	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Hood Canal Coordinating Council Lead Entity	14*, 15*, 16, 17*	Alicia Olivas (360) 271-4722	Mike Ramsey (360) 902-2969
North Olympic Peninsula Lead Entity for Salmon**	17*, 18, 19	Cheryl Baumann (360) 417-2326	Kat Moore (360)902-0210

Lower Columbia River Salmon Recovery Region			
Regional Organization: Lower Columbia Fish Recovery Board Executive Director: Jeff Breckel (360) 425-1555		2127 8th Avenue Longview WA 98632 Web site	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Klickitat County Lead Entity**	29*	Dave McClure (509) 773-2481	Dave Caudill (360) 902-2649
Lower Columbia Fish Recovery Board Lead Entity	24*, 25, 26, 27, 28, 29*	Jeff Breckel (360) 425-1553	Josh Lambert (360) 725-3935

Middle Columbia River Salmon Recovery Region

Regional Organization: Yakima Basin Fish and Wildlife Recovery Board
Executive Director: Alex Conley
(509) 453-4104
1200 Chesterly Drive, Suite 280
Yakima, WA 98902
Web site

Lead Entity	(WRIA)	Lead Entity Contact	RCO Staff
Klickitat County Lead Entity**	29*, 30, 31	Dave McClure (509) 773-2481	Dave Caudill (360) 902-2649
Yakima Basin Fish and Wildlife Recovery Board Lead Entity	37*, 38, 39	Darcy Batura (509) 453-4104	Kay Caromile (360) 902-2639

Northeast Washington Salmon Recovery Region

Regional Organization: Kalispel Tribe
Lead Entity Coordinator: Todd Andersen
(509) 447-7245
P.O. Box 39
Usk, WA 99180

Lead Entity	(WRIA)	Lead Entity Contact	RCO Staff
Kalispel Tribe-Pend Oreille Lead Entity	62	Todd Andersen (509) 447-7245	Dave Caudill (360) 902-2649

Puget Sound Salmon Recovery Region

Regional Organization: Puget Sound Partnership
Salmon Recovery Program Manager: Jeanette Dorner
(360) 464-2006
P.O. Box 40900
Olympia, WA 98504-0900
Web site

Lead Entity	(WRIA)	Lead Entity Contact	RCO Staff
Green, Duwamish, and Central Puget Sound Watershed Lead Entity (WRIA 9)	9	Karen Bergeron (206) 477-4641	Elizabeth Butler (360) 725-3944
Hood Canal Coordinating Council Lead Entity	14*, 15*, 16, 17*	Alicia Olivas (360) 271-4722	Mike Ramsey (360) 902-2969
Island County Lead Entity	6	Dawn Pucci (360) 678-7916	Mike Ramsey (360) 902-2969
Lake Washington/Cedar/ Sammamish Watershed Lead Entity (WRIA 8)	8*	Jason Wilkinson (206)477-4786	Josh Lambert (360) 725-3935
Nisqually River Salmon Recovery Lead Entity	11	Ashley Von Essen (360) 456-5221 Ext. 2145	Elizabeth Butler (360) 725-3944
North Olympic Peninsula Lead Entity for Salmon	17*, 18, 19	Cheryl Baumann (360) 417-2326	Kat Moore (360) 902-0210
Pierce County Lead Entity	10*, 12	Lisa Spurrier (253) 798-6158	Dave Caudill (360) 902-2649
San Juan County Community Development Lead Entity	2	Barbara Rosenkotter (360) 370-7593	Mike Ramsey (360) 902-2969

Puget Sound Salmon Recovery Region			
Lead Entity	**(WRIA)**	**Lead Entity Contact**	**RCO Staff**
Skagit Watershed Council Lead Entity	3, 4	Richard Brocksmith (360) 419-9326	Marc Duboiski (360) 902-3137
Snohomish Basin Lead Entity	7	Denise Di Santo (425) 388-6403	Elizabeth Butler (360) 725-3944
Stillaguamish River Salmon Recovery Co-Lead Entity	5	Kit Crump (425) 388-3464 Ext. 4658	Elizabeth Butler (360) 725-3944
West Sound Watersheds Council Lead Entity	15*	Marian Berejikian (360) 337-7098	Elizabeth Butler (360) 725-3944
WRIA 1 Salmon Recovery Board Lead Entity	1	Alan Chapman (360) 312-2298	Marc Duboiski (360) 902-3137
WRIA 13 Salmon Habitat Recovery Committee Lead Entity	13	Amy Hatch-Winecka (360) 427-9436, Ext. 110	Kat Moore (360) 902-0210
WRIA 14 Salmon Habitat Recovery Committee Lead Entity	14*	Amy Hatch-Winecka (360) 427-9436, Ext. 110	Kay Caromile (360) 902-2639

Upper Columbia River Salmon Recovery Region			
Regional Organization: Upper Columbia Salmon Recovery Board Executive Director: Derek Van Marter (509) 670-1462			415 King Street Wenatchee, WA 98801 Web site
Lead Entity	**(WRIA)**	**Lead Entity Contact**	**RCO Staff**
Upper Columbia Salmon Recovery Board Lead Entity	44,45, 46, 48, 50	Joy Juelson (509) 433-2999	Marc Duboiski (360) 902-3137

Snake River Salmon Recovery Region			
Regional Organization: Snake River Salmon Recovery Board Executive Director: Steve Martin (509) 382-4115			410B East Main Street Dayton, WA 99328 Web site
Lead Entity	**(WRIA)**	**Lead Entity Contact**	**RCO Staff**
Snake River Salmon Recovery Board Lead Entity	32, 33, 35	John Foltz (509) 382-4115	Kay Caromile (360) 902-2639

Washington Coast Salmon Recovery Region			
Regional Organization: Washington Coast Sustainable Salmon Partnership Executive Director: Miles Batchelder (360) 289-2499		114 East Chance A La Mer Northeast, Suite G Ocean Shores, WA 98569	
Lead Entity	**(WRIA)**	**Lead Entity Contact**	**RCO Staff**
Chehalis Basin Lead Entity	22, 23	*Vacant* Contact Miles Batchelder (360) 289-2499	Alice Rubin (360) 902-2635
North Pacific Coast Lead Entity	20	Rich Osborne (360) 374-4560	Alice Rubin (360) 902-2635
Pacific County Lead Entity	24*	Mike Nordin (360) 208-4451	Alice Rubin (360) 902-2635
Quinault Indian Nation Lead Entity	21	Bill Armstrong (360) 276-8215 ext 240	Alice Rubin (360) 902-2635

*Indicates a partial WRIA

**Indicates the lead entity is part of the salmon recovery region, but not part of the regional organization

Appendix B: Puget Sound Acquisition and Restoration Fund[15]

Unobligated 2015-2017 Funds

If a lead entity has funds remaining from its 2015-17 allocation that it has carried over to the 2016 grant round, it must allocate that funding by the September 15, 2016 SRFB meeting. *However, lead entities are **strongly encouraged** to follow the deadlines below to allocate remaining funds at the June 22, 2016 SRFB meeting.*

Important Dates to Obligate 2015-2017 Funds

	June 22, 2016 SRFB Meeting	September 15, 2016 SRFB Meeting
Complete applications due in PRISM	3 weeks before site visits	3 weeks before site visits
Final revised applications due (submitted in PRISM)	May 16, 2016	June 14, 2016
Lead entity submitted ranked list in PRISM	May 18, 2016	August 1, 2016
SRFB Review Panel provides final comment forms	July 20, 2016	July 20, 2016
Applicants of conditioned projects must accept terms of the condition	July 21, 2016	July 21, 2016
Projects cleared or conditioned are eligible to receive funds	July 22, 2016	September 16, 2016

[15]While acquisition projects are eligible for funding, state agencies are restricted to restoration projects only.

June 22 Board Meeting Timeline

If a lead entity proposes new projects for funding at the June 22, 2016 SRFB meeting, the board will be asked to conditionally approve projects contingent on the review panel clearing or conditioning the projects at its July meeting. To request funding at the June 22 meeting, sponsors and lead entities must meet the following timeline:

- The applicant must provide final applications 3 weeks before the lead entity/review panel site visits. Applicants may revise their applications based on feedback from the review panel and local review team; however the final revised application must be submitted in PRISM by May 16, 2016.

- Lead entities must submit their ranked lists by May 18, 2016. This list should only include projects that will be funded with remaining 2015-17 Puget Sound Acquisition and Retoration funding, not the larger ranked lists for the December board meeting.

- The SRFB Review Panel will provide final comment forms to the projects by July 20, 2016. Projects that are cleared for funding or conditioned are eligible for funding as long as applicants accept the conditions placed on the projects. Applicants must accept any conditions on their projects before they can receive funding.

- If a project is not cleared for funding or conditioned by the review panel, or the project sponsor is unwilling or unable to accept the condition, then 2015-17 Puget Sound Acquisition and Restoration funding toward that project will be removed and applied towards the 2015-17 Puget Sound Acquisition and Restoration large capital project list for projects that still require funding and the money can be spent before the funding expires.

September 15 Board Meeting Timeline

To meet the mandatory September deadline, projects that will be funded with 2015-17 Puget Sound Acquisition and Restoration funds must be reviewed, cleared, and ranked for funding by August 1, 2016 to be approved for funding by the SRFB at its September 15, 2016 board meeting. To meet this requirement, projects must meet the following timeline:

- The applicant must provide final applications 3 weeks before the lead entity/review panel site visits. Lead entities may need to schedule separate site visits for the projects if their regularly scheduled 2016 site visit timing does not meet the timeline. Applicants may revise their applications based on feedback from the review panel and local review team; however the final revised applications must be submitted in PRISM by June 14, 2016.

- The SRFB Review Panel will provide final comment forms to the projects by July 20, 2016. Projects must be cleared or conditioned at the July review panel meeting to move forward for funding approval. Applicants must accept any conditions on their projects before they can receive funding.

- Lead entities must submit their ranked lists of projects by August 1, 2016. These lists should *only* include projects that will be funded with 2015-17 Puget Sound Acquisition and Restoration funding, not the larger ranked lists for the December board meeting.

- If a project is not cleared for funding or conditioned by the review panel, or the project sponsor is unwilling or unable to accept the condition, then 2015-17 Puget Sound Acquisition and Restoration funding toward that project will be removed and applied towards the 2015-17 Puget Sound Acquisition and Restoration large capital project list for projects that still require funding and the money can be spent before the funding expires.

2017-2019 Funds

The state 2017-2019 Capital Budget will be approved by the Washington State Legislature at the end of its 2017 legislative session. It is anticipated that the Puget Sound Acquisition and Restoration fund, which is jointly managed by the Puget Sound Partnership and RCO and has been funded since 2007, will have some level of funding. The purpose and intent of these funds is to accelerate implementation of the *Puget Sound Salmon Recovery Plan* and contribute to Puget Sound recovery. This year, the Puget Sound Acquisition and Restoration projects will be submitted in advance of the legislative session, so that legislators will have a final project list outlining the funding level needed.

A project may have both Puget Sound Acquisition and Restoration funding and state or federal (Pacific Coastal Salmon Recovery Fund) funding as long as they are not used to match each other. PRISM will track each fund separately to ensure the SRFB and partners can account for the use of the money.

Process

The 2017-2019 Puget Sound Acquisition and Restoration fund project review process will be conducted during the 2016 regular SRFB grant round, and will include the following elements:

1. **Set Allocations:** The Puget Sound Salmon Recovery Council, and the SRFB has approved the 2017-2019 Puget Sound Acquisition and Restoration fund allocation formula (see below).

2. **Submit and Review Projects:** Applicants should submit projects, both regular and large capital, according to the 2016 SRFB grant round timeline (see page 1). Puget Sound Acquisition and Restoration projects must meet the same eligibility requirements as SRFB projects, except as described below. Applicants can submit projects that request funds from both regular and large capital Puget Sound Acquisition and Restoration accounts (via the lead entities' ranked list), but the requests must add up to the total project costs in PRISM. An applicant only needs to submit one application for a project requesting both large capital and regular Puget Sound Acquisition and Restoration funds, but should attach a reduced scope of work, budget, and set of deliverables should the project receive only partial funding. Applicants should only submit projects that can expend funds by June 30, 2021 (within 4 years of the funding date, anticipated to be July 2017).

3. **Submit Project Lists:** Puget Sound lead entities will submit their ranked project lists using the PRISM ranked list tool developed in 2015. The Puget Sound Partnership will submit the ranked list for the large capital projects. All Puget Sound Acquisition and Restoration fund projects will be evaluated and prioritized using the same local process (which was approved by the Leadership Council) used for SRFB projects, including review by the SRFB Review Panel. Lead entities will submit ranked lists for the December 2016 meeting that include projects to be funded with their SRFB allocation and regular Puget Sound Acquisition and Restoration projects proposed for 2017-19 Puget Sound Acquisition and Restoration funds. Lead entities should include large capital projects on their lists only if they are proposing to provide those projects with regular 2017-19 Puget Sound Acquisition and Restoration funding.

4. **Approve Project Lists:** At the December board meeting, the SRFB will approve for funding the following:

    - Ranked project lists for 2016 SRFB projects
    - 2017-19 Puget Sound Acquisition and Restoration (both regular and large capital) projects conditioned upon securing a Puget Sound Acquisition and Restoration appropriation in the 2017-19 biennial budget.

The Puget Sound Salmon Recovery Council and the SRFB will approve the 2017-2019 Puget Sound Acquisition and Restoration fund ranked large capital project list before the December SRFB meeting.

Role of the SRFB Review Panel

Puget Sound Acquisition and Restoration projects, both regular and large capital, will be technically reviewed following the same process used to review SRFB projects.

Allocation Method

For the development of the 2017-2019 Puget Sound Acquisition and Restoration fund request list, the Puget Sound Salmon Recovery Council has approved use of the previous rounds' allocation percentages that prioritize watersheds based on the NOAA delisting criteria in the *Puget Sound Chinook Recovery Plan*. The council has asked lead entities to run their grant rounds to develop their proposed ranked project lists with an assumption, as a starting point, that the base amount for the regular round will be $30 million. They are, however, encouraged to add alternate projects to their lists if they have additional projects in their watershed that are a high priority in their strategy and are ready to go. The recovery council will review the submitted lists and totals for both the lead entity lists and the submitted large capital projects at its September council meeting to determine if it would like to adjust the base amount in the request or adjust how much is allocated to each watershed to ensure the greatest number of high priority, ready-to-go projects are included in the funding request to the state.

Remaining funding above the base amount set by the Puget Sound Salmon Recovery Council in September will be obligated to the 2017-2019 Puget Sound Acquisition and Restoration large capital projects sequenced by the Puget Sound Salmon Recovery Council in a process approved by the Puget Sound Partnership Leadership Council. These regionally-sequenced projects were subject to local vetting by the lead entity committees, regional independent technical review, and SRFB Review Panel technical review. This regionally ranked list will have successfully gone through the steps in the SRFB funding process and will have been pre-approved by the SRFB for funding beginning July 1, 2017 if funds are made available by the state.

Provided in the table below is the allocation percentage by lead entity approved by the Puget Sound Salmon Recovery Council.

WRIA	Recovery Units	Lead Entity	Allocation %
1	Nooksack	WRIA 1 Salmon Recovery Board Lead Entity	8.9
2	San Juan Islands	San Juan County Community Development Lead Entity	3.9
3, 4	Skagit	Skagit Watershed Council Lead Entity	15.5
5	Stillaguamish	Stillaguamish River Salmon Recovery Co-Lead Entity	6.9
6	Island	Island County Lead Entity	3
7	Snohomish	Snohomish Basin Lead Entity	7.1
8	Lake Washington/ Cedar/ Sammamish	Lake Washington/Cedar/Sammamish Watershed Lead Entity	5.4

WRIA	Recovery Units	Lead Entity	Allocation %
9	Green	Green, Duwamish, and Central Puget Sound Watershed Lead Entity	4.1
10, 12	Puyallup/White and Chambers/Clover	Pierce County Lead Entity	7.1
11	Nisqually	Nisqually River Salmon Recovery Lead Entity	5.2
13	Thurston	WRIA 13 Salmon Habitat Recovery Committee Lead Entity	2.5
14	Mason	WRIA 14 Salmon Habitat Recovery Committee Lead Entity	2.9
15	East Kitsap	West Sound Watersheds Council Lead Entity	3.7
15, 16, 17	Hood Canal	Hood Canal Coordinating Council Lead Entity	9.7
17, 18, 19	Elwha-Dungeness-Strait	North Olympic Peninsula Lead Entity for Salmon	9
Hood Canal summer chum		Hood Canal Coordinating Council Lead Entity	5

Project Eligibility: Design requirements and Phased Projects

Puget Sound Acquisition and Restoration projects must meet the same eligibility requirements as SRFB projects described in Section 2 of this manual. Puget Sound Acquisition and Restoration funding must directly support implementing capital projects.

For larger restoration projects (where sponsors request $250,000 or more in funding, applicants are required to submit preliminary designs as part of their final applications. However, due to the advanced nature of the 2017-19 Puget Sound Acquisition and Restoration project request, sponsors may submit designs in progress that do not meet the preliminary design requirements for regular Puget Sound Acquisition and Restoration requests only. Applications for Puget Sound Acquisition and Restoration large capital funding still must provide preliminary design.

The SRFB review panel will review whatever designs the sponsor provides in the application and determine whether a project may be cleared for funding, is a project of concern, or will require a condition for design review and approval before proceeding to construction.

Match

There is a 15 percent match required for Puget Sound Acquisition and Restoration local/regular projects except for design-only projects, which request $200,000 or less and are completed in 18 months. There is no set match level requirement for Puget Sound Acquisition and Restoration large capital projects; however, projects that have match receive additional points during the project scoring and ranking process dependent upon the amount of match provided. A project may be funded with both SRFB and Puget Sound Acquisition and Restoration funds; however SRFB funds and Puget Sound Acquisition and Restoration funds may not be used as match to each other.

Sequenced Large Capital Projects

In 2012, the Puget Sound Salmon Recovery Council adopted a new approach and process for allocating Puget Sound Acquisition and Restoration funds and this same approach will be applied in this biennium. This includes the development of a sequenced list of regional large capital projects to be funded following an allocation of $30 million to the watersheds. Large capital project costs should exceed $1 million *or* a watershed's entire Puget Sound Acquisition and Restoration allocation based on a $30 million funding level, whichever is less the lesser amount.

Large capital projects will be funded down the Puget Sound Salmon Recovery Council ranked 2017-2019 Large Capital Project List in a similar way to a lead entity list. Funding will continue to move down the list for approved projects until all allocated funding is obligated.

Criteria for Proposed Large Capital Projects

Each project must:

1. Address a high priority need identified in a watershed recovery plan chapter or a regional recovery plan for Puget Sound Chinook Salmon or Hood Canal Summer Chum Salmon or any other strategy submitted as part of the 4-year workplan update to benefit treaty rights populations or other Endangered Species Act-listed species populations.

2. Demonstrate significant benefit to one or more listed salmon populations and/or salmon populations that benefit treaty rights.

3. Require only funding for implementation (i.e. no other barriers with respect to authorizing environment, land ownership, or project implementation exist) and be consistent with lead entity priorities and/or the 4-year workplan.

4. Begin implementation during the 2017-2019 Biennium. Implementation is defined as beginning work on one of the eligible project types above.

5. Be approved through the lead entity SRFB review process in 2016.

Additional prerequisites for specific project types include the following:

1. Restoration projects: Conceptual and preliminary design must be complete, final design must be complete or anticipated to be complete within the first 6 months of the award, and permit applications must be started. Project construction must commence within 1 year of contract award or the next available fish window.

2. Engineering and design projects: At a minimum, a conceptual design as described in SRFB Manual 18 (Appendix D) must be complete and meet all appropriate requirements as identified in the SRFB process.

The sequenced list of projects was generated through a Request for Proposal and selection process using eligibility and criteria developed by the Puget Sound Salmon Recovery Council and approved by the Puget Sound Partnership Leadership Council. Sequencing criteria included the following:

- Expected to result in an improvement in abundance, productivity, diversity, and/or spatial distribution for one or more populations from listed Puget Sound Chinook or Summer Chum Evolutionarily Significant Units or any other strategy to benefit treaty rights populations (or other Endangered Species Act-listed species populations).

- Makes progress toward a *Puget Sound Action Agenda* target for protection and restoration of habitat, such as shoreline armoring, eelgrass, land cover and land development, floodplains, estuaries, or water quantity or quality.

- The proposal should identify the link to a strategy in the results chains of the watershed's draft monitoring and adaptive management draft framework or any other strategy to benefit treaty rights populations or Endangered Species Act-listed species populations that were submitted as part of the lead entity's 4-year workplan.

- Project readiness (appraisal, acquisition, design, or shovel ready)

- The amount of match funding provided by project sponsor.

The 2016 Puget Sound Acquisition and Restoration large capital request for proposals will be available at the Puget Sound Partnership Web site in January 2016.

Funding Timeline

Puget Sound Acquisition and Restoration funds approved by the Legislature in 2017 must be spent by June 30, 2021. All projects must be under agreement within 180 days from the funding date. Construction should commence within 1 year of the funding date or the next available fish window.

Returned Funds

Regional Funds

If an approved Puget Sound Acquisition and Restoration fund regular project cannot be implemented due to a change in circumstances or is completed under budget within the allowable timeframe, funds will return as Puget Sound Acquisition and Restoration funds (not Pacific Coastal Salmon Recovery funds) and used as follows:

- Within the same lead entity to another approved Puget Sound Acquisition and Restoration project, if it can be expended within the allowable timeframe.
- Returned to the region to fund another lead entity requesting funds to complete an approved Puget Sound Acquisition and Restoration fund project if it can be implemented within the allowable timeframe.

Returned funds are made available to other lead entity projects on a first come, first serve basis. If the funds are not immediately needed by the project, an approved request will be placed on hold and other requests will receive priority. Any changes to scope or budget from the original returned fund request will require additional approval from the Puget Sound Partnership and RCO and will move the request to the bottom of the list.

Large Capital Funds

If an approved Puget Sound Acquisition and Restoration fund large capital project cannot be implemented due to a change in circumstances or is completed under budget within the allowable timeframe, funds will return as Puget Sound Acquisition and Restoration funds (not Pacific Coastal Salmon Recovery funds) and used as follows:

1. For SRFB-approved Puget Sound Acquisition and Restoration regional/large capital projects that still need additional funding or that have unanticipated cost increases.
    A. All cost increase requests will need to go through the standard SRFB cost increase request process.

B. Return funds will be awarded to projects that need additional funds beginning with the highest-ranked project in the approved Puget Sound Acquisition and Restoration regional/large capital project list from the same biennium the return funds were generated from.

2. If all SRFB-approved large capital projects from the same biennium that the return funds came from do not need additional funds for completion, the return funds can then be applied as follows:

   A. If the recovery council has approved the next biennium's Puget Sound Acquisition and Restoration regional/large capital project list, then the funds will be applied to those projects in rank order. Funds can be used to defray cost increases to those approved projects or to fund projects below the original funding line.

   B. If the recovery council has not yet approved the next biennium's next biennium's Puget Sound Acquisition and Restoration regional/large capital project list, then the funds may be applied to an approved Puget Sound Acquisition and Restoration local/small capital project that is a high priority and urgently in need of additional funds.

In certain cases, the recovery council may make an exception to this policy and also approve the use of regional/large capital return funds for unanticipated cost increases to an approved Puget Sound Acquisition and Restoration local/small capital project that is a high priority and urgently in need of additional funds or for a large capital project from a previous biennium.

Puget Sound Partnership staff will e-mail the recovery council of a proposed use of return funds. If any recovery council member cannot accept the proposal, they may block it. If this occurs, Puget Sound Partnership staff will convene a meeting quickly to resolve the decision.

Process for Cost Increases using Returned Funds

Cost overruns must receive approval and are subject to criteria outlined above. Project requests use the cost amendment process outlined in Appendix P. The Puget Sound Salmon Recovery Council will make any significant policy decisions regarding management of funds for the large capital list, similar to a lead entity citizen's committee decision-making authority for managing funds in a lead entity prioritized project list.

If a lead entity cannot use returned funds within the allowable timeframe (see table below), these funds may pool into a regional fund to address cost increases for Puget Sound Acquisition and Restoration projects in areas where lead entities have no Puget Sound Acquisition and Restoration funds available to complete those projects. These

regional funds will be limited to completing projects within their existing scopes, via a process described in detail below.

In all cases, cost increase requests must adhere to the SRFB amendment process and will use Appendix P. Funding for cost increases for projects in Puget Sound lead entities will come from the following sources in the following order:

1. Unobligated Puget Sound Acquisition and Restoration funds from a lead entity. If the lead entity does not have any unobligated funds then,

2. Returned Puget Sound Acquisition and Restoration funds, which the Puget Sound Partnership controls. If the Puget Sound Partnership does not have any returned funds to disperse, then,

3. The sponsor may wait until returned funds are available or request a cost increase through the regular grant round process.

Projects that have any combination of Puget Sound Acquisition and Restoration funds must use Puget Sound Acquisition and Restoration funding for cost increases, and are not eligible for cost increases from SRFB (i.e. salmon state funding or salmon federal funding).

RCO developed a database tool in PRISM that will allow lead entities, the region, and others to track the disposition of Puget Sound Acquisition and Restoration funds in each watershed in real time. This tool will assist lead entities in determining the availability of returned funds during the 2017-2019 Biennium and whether those funds can be applied to other Puget Sound Acquisition and Restoration projects in their watersheds.

All funds must be expended within 4 years of the date on which the funds were appropriated; the 2015-17 allocation, for example, must be expended by June 30, 2019 (see table below). Funds not expended by lead entities within the allowable timeframe and via the processes described above will pool into a regional fund allocated by the Puget Sound Partnership, in coordination with RCO, for cost increases. The partnership will allocate regional return funds to projects that meet the following criteria:

- On the watershed's 4-year work plan.

- Reviewed and approved by the SRFB and the lead entity.

- Accompanied with a detailed justification for cost increase (following standard SRFB amendment process).

- Time sensitive.

- Unable to pull funds from elsewhere to make up the difference.

- Lead entity has no additional money from the Puget Sound Acquisition and Restoration fund available.

2013-2015 Puget Sound Acquisition and Restoration fund projects that need a cost increase will receive priority for regional return funds (as long as funds can be spent before June 2017). Depending on available return funds, the Puget Sound Partnership then may allocate funds to support cost increases for 2015-17 Puget Sound Acquisition and Restoration fund projects, on a first-come, first-served basis.

Approved policies from the Puget Sound Partnership can be found here.

Biennium Initially Funded	2011-2013	2013-2015	2015-2017	2017-2019
Recipient of Returned Funds	Puget Sound Partnership	Regular Funds: Lead Entity Large Capital Funds: Puget Sound Partnership	Regular Funds: Lead Entity Large Capital Funds: Puget Sound Partnership	Regular Funds: Lead Entity Large Capital Funds: Puget Sound Partnership
Funds Expire June 30 of	2015	2017	2019	2021

Appendix C: Your Application

Similar to the 2015 grant round, you must submit projects from the Habitat Work Schedule to PRISM to start the application process. Once the project is in PRISM, sponsors will need to complete their online application and attach required documents for their project types.

All projects are required to have a project proposal, templates of which follow. To download a form where you may enter information, visit the RCO Web site.

Barrier Inventory Project Proposal

Project Number	
Project Name	
Sponsor	

List all related projects previously funded or reviewed by RCO:

Project # or Name	Status	Status of Prior Phase Deliverables and Relationship to Current Proposal?
	Choose a status	
	Choose a status	
	Choose a status	

*If previous project did not receive funding, describe how the current proposal differs from the original.

Please respond to each question individually. Do not summarize your answers collectively in essay format. Local citizen and technical advisory groups will use this information to evaluate your project. ***Limit your response to ten pages (single-sided)****. You may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.*

Submit this proposal as a PRISM attachment titled "Project Proposal."

NOTE: Applicants submitting fish barrier inventory projects should read the Washington Department of Fish and Wildlife's "Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual" to understand data collection methods and protocols, and to assist with preparation of this project proposal.

1. **Project location.** *Please describe the geographic location, water bodies, and the location of the project in the watershed, i.e. nearshore, tributary, main stem, off-channel, etc.*

2. **Brief project summary.** *Summarize your project in a few sentences. Please be brief, you will be asked for details in the following questions.*

3. **Problems statement.** *Please describe the problems your project seeks to address by answering the following questions.*

    A. **Describe the problem including the source and scale.** *Describe the site, reach, and watershed conditions. Describe how those conditions impact salmon populations. Include current and historic factors important to understanding the problem.*

4. **List the fish resources present at the site and targeted by your project.**

Species	Life History Present (egg, juvenile, adult)	Current Population Trend (decline, stable, rising)	Endangered Species Act Coverage (Y/N)

5. **Describe the limiting factors and limiting life stages (by fish species) that your project expects to address.**

6. **Project goals and objectives.** *When answering the questions below please refer to Chapter 4 of the Washington Department of Fish and Wildlife's "Stream Habitat Restoration Guidelines" for more information on goals and objectives at http://wdfw.wa.gov/publications/01374/.*

   A. **What are your project's goals?** *The goal of your project should be to remedy observed problems, ideally by addressing the problems' root causes. Your goal statements should articulate desired outcomes (your vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes.*

      Goal examples:

      i. *(Screening project) Decrease irrigation-related juvenile Chinook Salmon mortality in the lower Yakima River caused by water withdrawal.*

      ii. *(Acquisition project) Protect Tier 1 Chinook Salmon rearing habitat and habitat-forming natural processes.*

      iii. *(Riparian project) Increase the amount of fully functioning riparian habitat in South Prairie Creek to support Puyallup River Chinook Salmon recovery goals.*

      iv. *(Restoration project) Reduce impacts of elevated summer water temperatures on fall Chinook Salmon migration in the South Fork Nooksack River.*

   B. **What are your project's objectives?** *Objectives support and refine your goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions your project will complete to achieve your stated goal. Each objective should be "SMART:" **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.*

Objective examples:

i. *(Screening) Eliminate stranding fish at diversions by installing National Marine Fisheries Service-approved fish screens at 13 agricultural diversions in the lower Yakima River by 2017.*

ii. *(Acquisition) Acquire fee simple titled or permanent conservation easements on at least 20 acres of intact riparian forestland in the Tier 1 reach of Finney Creek by 2018.*

iii. *(Riparian) Increase stream shading by at least 30 percent in the treated areas by re-establishing at least 10 acres of native riparian forest habitat adjacent to salmon-rearing habitat along South Prairie Creek within 5 years of funding.*

iv. *(Restoration) Construct historic-scale in-stream logjams sufficient to create at least two sustainable colder-water pools at each of three documented hyporheic upwelling locations along the lower South Fork by 2018.*

C. What are the assumptions and constraints that could impact whether you achieve your objectives? *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly influence the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*

7. Project details. *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*

A. Using the Washington Department of Fish and Wildlife's Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual provide the following information:

i. *Inventory scope (road-based, stream-based).*

ii. *Methodology used for estimating potential habitat gain.*

iii. *Geographic area to be covered.*

iv. *Inventory equipment.*

v. *What types of landowners will be targeted (state, private, etc.)*

vi. *Data management (i.e. what type of database will be used).*

vii. Products to be produced.

B. Provide a scope of work. *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them.*

C. Describe any previous or ongoing barrier inventories within your project's geographic area and how this project will build upon, rather than duplicate, completed work.

D. Explain how the results of the inventory will directly lead to projects that benefit salmonids.

E. Explain how you determined your cost estimates. *Please attach a detailed budget for completing the scope of work. Include anticipated costs for labor, consultant fees and tasks, and other relevant costs.*

8. Context within the local recovery plan.

A. Discuss how this project fits within your regional recovery plan and/or local lead entity's strategy to restore or protect salmonid habitat (i.e., addresses a priority action, occurs in a priority area, or targets a priority fish species).

B. Explain why it is important to do this project now instead of later. *(Consider its sequence relative to other needs in the watershed and the current level and imminence of risk to habitat).*

9. Project proponents and partners. *Please answer the following questions about your organization and others involved in the project.*

A. Describe the project manager and field personnel's experience in conducting barrier inventories. *NOTE that field personnel and the project manager must attend the Washington Department of Fish and Wildlife's Fish Passage Barrier and Surface Water Diversion Screening Assessment Training before initiating site assessment of barriers. You must collect data using the methodologies and protocols described in Washington Department of Fish and Wildlife's "Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual."*

B. List project partners and their roles and contributions to the project. *Attach a Partner Contribution Form (Manual 18, Appendix G) from each partner in PRISM. Refer to Section 3, Manual 18 for when this is required.*

Comments

Use this section to respond to the comments you will receive after your initial site visits and after you submit your final application.

Response to Site Visit Comments

Please describe how you responded to the review panel's initial site visit comments. *We recommend that you list each of the review panel's comments and questions and identify how you have responded. You also may use this space to respond directly to their comments.*

Response to Post-Application Comments

Please describe how you responded to the review panel's post-application comments. *We recommend that you list each of the review panel's comments and questions and identify how you have responded. You also may use this space to respond directly to their comments.*

Planning and Combination (Planning and Acquisition) Project Proposal

Project Number	
Project Name	
Sponsor	

List all related projects previously funded or reviewed by RCO:

Project # or Name	Status	Status of Prior Phase Deliverables and Relationship to Current Proposal?
	Choose a status	
	Choose a status	
	Choose a status	

If previous project did not receive funding, describe how the current proposal differs from the original.

Please respond to each question individually. Do not summarize your answers collectively in essay format. Local citizen and technical advisory groups will use this information to evaluate your project. ***Limit your response to ten pages (single-sided)****. You may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.*

Submit this proposal as a PRISM attachment titled "Project Proposal."

NOTE: ***Sponsors of barrier inventory projects should NOT fill out this proposal.*** *They instead should use the Barrier Inventory Project Proposal.*

1. **Project location.** *Please describe the geographic location, water bodies, and the location of the project in the watershed, i.e. nearshore, tributary, main stem, off-channel, etc.*

2. **Brief project summary.** *Summarize your project in a few sentences. Please be brief, you will be asked for details in the following questions.*

3. **Problems statement.** *Please describe the problems your project seeks to address by answering the following questions.*

    A. **Describe the problem including the source and scale.** *Describe the site, reach, and watershed conditions. Describe how those conditions impact salmon populations. Include current and historic factors important to understanding the problem.*

4. **List the fish resources present at the site and targeted by your project.**

Species	Life History Present (egg, juvenile, adult)	Current Population Trend (decline, stable, rising)	Endangered Species Act Coverage (Y/N)

5. **Describe the limiting factors, and limiting life stages (by fish species) that your project expects to address.**

6. **Project goals and objectives.** *When answering the questions below please refer to Chapter 4 of the Washington Department of Fish and Wildlife's "Stream Habitat Restoration Guidelines" for more information on goals and objectives.*

   A. **What are your project's goals?** *The goal of your project should be to remedy observed problems, ideally by addressing the problems' root causes. Your goal statements should articulate desired outcomes (your vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes.*

      Goal examples:

      i. *(Screening project) Decrease irrigation-related juvenile Chinook mortality in the lower Yakima River caused by water withdrawal.*

      ii. *(Acquisition project) Protect Tier 1 Chinook Salmon rearing habitat and habitat-forming natural processes.*

      iii. *(Riparian project) Increase the amount of fully functioning riparian habitat in South Prairie Creek to support Puyallup River Chinook Salmon recovery goals.*

      iv. *(Restoration project) Reduce impacts of elevated summer water temperatures on fall Chinook Salmon migration in the South Fork Nooksack River.*

   B. **What are your project's objectives?** *Objectives support and refine your goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions your project will complete to achieve your stated goal. Each objective should be "SMART:" **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.*

Objective examples:

i. *(Screening) Eliminate stranding fish at diversions by installing National Marine Fisheries Service-approved fish screens at 13 agricultural diversions in the lower Yakima River by 2017.*

ii. *(Acquisition) Acquire fee simple titled or permanent conservation easements on at least 20 acres of intact riparian forestland in the Tier 1 reach of Finney Creek by 2018.*

iii. *(Riparian) Increase stream shading by at least 30 percent in the treated areas by re-establishing at least 10 acres of native riparian forest habitat adjacent to salmon-rearing habitat along South Prairie Creek within 5 years of funding.*

iv. *(Restoration) Construct historic-scale in-stream logjams sufficient to create at least two sustainable colder-water pools at each of three documented hyporheic upwelling locations along the lower South Fork by 2018.*

C. What are the assumptions and constraints that could impact whether you achieve your objectives? *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly influence the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*

7. Project details. *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*

A. Provide a narrative description of your proposed project. *Describe the specific project elements and explain how they will lead to your project's objectives. For assessment projects, describe your design and methodology.*

Contact the Washington Department of Fish and Wildlife's Fish Passage Inventory and Assessment Unit's staff member Justin Zweifel, (360) 902-2608, to schedule training.

B. Provide a scope of work. *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them. If the project will produce a design, please specify the level of design that will be developed (conceptual, preliminary, or final); design deliverables must comply with those described in RCO "Manual 18, Salmon Recovery Grant," Appendix D-1 (conceptual*

design), D-2 (preliminary design), and D-3 (final design). Complete planning projects within 2 years of funding.

C. **Explain how you determined your cost estimates.** *Please attach a detailed budget for completing the scope of work. Include anticipated costs for labor, land acquisition, consultant fees and tasks, construction contracts, materials, and other relevant costs as appropriate.*

D. **How have lessons learned from completed projects or monitoring studies informed your project?** *Sources of results may be from Project Scale Effectiveness Monitoring from TetraTech, individual sponsors, lessons learned from previously implemented projects, Intensively Monitored Watershed results, or other sources.*

8. **How does your project consider and accommodate the anticipated effects of climate change on salmon recovery?** *For example, consider changes in river flow and timing, sea level rise, water availability, snowpack, sediment delivery, temperature, connectivity, project location, or other impacts. Include references to any relevant plans and models.*

9. **If your project includes an assessment or inventory (NOTE project may extend across a wide area and cover multiple properties).**

   A. **Describe any previous or ongoing assessment or inventory work in your project's geographic area and how this project will build upon, rather than duplicate, the completed work.**

10. **If your project includes developing a design or a feasibility study:**

    A. **Will a licensed professional engineer design your project?** Choose an answer

       i. *If not, please describe the qualifications of your design team.*

11. **If your project includes a fish passage or screening design, has your project received a Priority Index (PI) or Screening Priority Index (SPI) number?** *If so, provide the PI or SPI number and describe how it was generated. (i.e. physical survey, reduced sample full survey, expanded threshold determination, or Washington Department of Fish and Wildlife generated. Refer to the Washington Department of Fish and Wildlife's "Fish Passage Barrier and Surface Water Screening Assessment and Prioritization Manual" for guidance).*

A. For fish passage design projects:

i. **If you are proposing a culvert or arch, will you use stream simulation, no slope, hydrologic, or other design method?** *Please describe.*

ii. **Describe the amount and quality of habitat made accessible if the barrier is corrected**.

iii. ***List additional upstream or downstream fish passage barriers, if any*.**

12. Will you apply for permits as part of this project's scope?
Choose an answer

A. If not, please explain why and when you will submit permits.

13. Context within the local recovery plan.

A. Discuss how this project fits within your regional recovery plan and/or local lead entity's strategy to restore or protect salmonid habitat *(i.e., addresses a priority action, occurs in a priority area, or targets a priority fish species).*

B. Explain why it is important to do this project now instead of later. *(Consider its sequence relative to other needs in the watershed and the current level and imminence of risk to habitat).*

C. If your project is a part of a larger overall project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which of these steps is included in this application for funding. *Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*

14. Project proponents and partners. *Please answer the following questions about your organization and others involved in the project.*

A. Describe your experience managing this type of project. *Please describe other projects where you have successfully used a similar approach.*

B. List all landowner names. *If your project will occur on land not owned by your organization, attach a Landowner Acknowledgement Form (Manual 18, Appendix F) in PRISM from each landowner acknowledging that his/her property is proposed for SRFB funding consideration. Multi-site acquisition*

projects need only attach a Landowner Acknowledgement Form for priority parcels.

C. **List project partners and their roles and contributions to the project.** *Attach a Partner Contribution Form (Manual 18, Appendix G) from each partner in PRISM. Refer to Manual 18, Section 3 for when this is required.*

D. **Stakeholder outreach.** *Discuss whether this project has any opposition or barriers to completion besides funding. Describe your public outreach and feedback you have received. Are there any public safety concerns with the project? How will you address those concerns?*

Supplemental Questions

Acquisition Project Supplemental Questions

Applies to acquisition/planning combination projects. Answer the following supplemental questions (these are not included in the ten-page limit).

A. **Provide a detailed description of the property.** *Describe the habitat types, size, and quality on site (forested riparian/floodplain, wetlands, tributary, main stem, off-channel, bluff-backed beach, barrier beach, open coastal inlet, estuarine delta, pocket estuary, uplands, etc.), critical areas on site, and any other features that make the site unique. Describe existing land use.*

B. **List type (fee title or conservation easement) and acreage of acquisitions proposed.**

C. **Do you hold an option or purchase and sale agreement for the property?**

D. **Describe adjacent land uses.** *Describe the property's proximity to publically owned or protected properties in the vicinity. Attach a map in PRISM that illustrates this relationship.*

E. **If uplands are included on the property, state their size and explain why they are essential for protecting salmonid habitat.**

F. **What percentage of the total project area is intact and fully functioning habitat?**

G. **Is the site in need of restoration that is not part of this grant application?** *If yes, then describe the restoration need and planned timeframe for implementation.*

H. **List structures (home, barn, outbuildings, fence, levees, bank armoring, or other infrastructure) on the property and any proposed modifications.** *If*

possible, please attach a map showing these structures. Note: In general, remove structures on SRFB-assisted acquisitions. Refer to "Manual 18, Salmon Recovery Grants," Section 2 for information about ineligible project elements.

I. Describe the long-term stewardship and maintenance obligations for the acquired land. Identify any planned use of the property, including upland areas.

J. Describe the following:

i. Zoning/land use

ii. Shoreline Master Plan designation

iii. Portion of site within 100-year floodplain

iv. Portion of site within designated floodway

K. Explain why federal, state, and local regulations are insufficient to protect the property from degradation.

L. For water rights and water savings projects:

i. Describe the mechanism that you intend to use to conserve water (trust, etc.) and explain why this is the preferred approach.

ii. Which steps in the water conservation process will be completed under this project proposal?

iii. How much water, if any, will be saved because of this project? By what methods are you calculating the amount of water conserved?

M. For acquisition projects intending to purchase multiple properties within an area, identify the target parcels and how you will prioritize the parcels.

Puget Sound Acquisition and Restoration Large Capital Projects Supplemental Questions

***Eligible projects for Puget Sound Acquisition and Restoration large capital funding in the planning type may include only preliminary or final design projects.*

A. Fit to Puget Sound/Hood Canal strategy. *Discuss how this project fits within the Puget Sound Chinook Salmon, Hood Canal summer Chum Salmon recovery plans, or any other strategy to benefit treaty rights populations or Endangered Species Act-listed species populations that were submitted as part of the lead entity's 4-year workplan. Include whether the project addresses a priority action, occurs in a*

priority area, and addresses a key limiting factor identified in the recovery plan or submitted strategy.

B. Progressing *Action Agenda*. *Discuss how this project contributes to progress toward implementing the "Puget Sound Action Agenda." How does this project make progress toward a "Puget Sound Action Agenda" target for protection or restoration of habitat (e.g. shoreline armoring, eelgrass, land cover and land development, floodplains, estuaries, or water quantity)? Describe which targets are impacted and how much progress will be made through implementing this project using the metrics (acres, miles, etc.) provided in the Puget Sound Ecosystem Recovery Targets document.*

C. Readiness to proceed. *Discuss whether this project has any opposition or barriers to completion outside of funding. Have members of the community, recreational user groups, adjacent landowners, or others been contacted about this project? Describe your public outreach, and the public's reaction, that has occurred to date.*

D. VSP parameters. *How does this project address VSP parameters for listed salmonid populations? Please describe the expected results to an improvement in abundance, productivity, diversity and/or spatial distribution for one or more populations from listed Evolutionarily Significant Units.*

E. Additional information (optional). *If not addressed in the previous answers, please describe how the project meets the other eligibility criteria and prerequisites for the Puget Sound Acquisition and Restoration large capital projects.*

F. Puget Sound Acquisition and Restoration large capital attachments. *Please attach a Puget Sound vicinity map showing your project's location within the Puget Sound watershed. This map may satisfy the SRFB vicinity map requirement.*

Comments

Use this section to respond to the comments you will receive after your initial site visits and after you submit your final application.

Response to Site Visit Comments

Please describe how you've responded to the review panel's initial site visit comments. *We recommend that you list each of the review panel's comments and questions and identify how you have responded. You also may use this space to respond directly to the comments.*

Response to Post-Application Comments

Please describe how you've responded to the review panel's post-application comments. *We recommend that you list each of the review panel's comments and questions and identify how you have responded. You also may use this space to respond directly to the comments.*

Restoration, Acquisition, and Combination Proposal

Project Number	
Project Name	
Sponsor	

List all related projects previously funded or reviewed by RCO:

Project # or Name	Status	Status of Prior Phase Deliverables and Relationship to Current Proposal?
	Choose a status	
	Choose a status	
	Choose a status	

If previous project was not funded, describe how the current proposal differs from the original.

Please respond to each question individually. Do not summarize your answers collectively in essay format. Local citizen and technical advisory groups will use this information to evaluate your project. ***Limit your response to ten pages (single-sided)****. You may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.*

Submit this proposal as a PRISM attachment titled "Project Proposal."

1. **Project location.** *Please describe the geographic location, water bodies, and the location of the project in the watershed, i.e. nearshore, tributary, main stem, off-channel, etc.*

2. **Brief project summary.** *Summarize your project in a few sentences. Please be brief, you will be asked for details in the following questions.*

3. **Problems statement.** *Please describe the problems your project seeks to address by answering the following questions.*

    A. **Describe the problem including the source and scale.** *Describe the site, reach, and watershed conditions. Describe how those conditions impact salmon populations. Include current and historic factors important to understanding the problem.*

B. List the fish resources present at the site and targeted by your project.

Species	Life History Present (egg, juvenile, adult)	Current Population Trend (decline, stable, rising)	Endangered Species Act Coverage (Y/N)

C. Describe the limiting factors, and limiting life stages (by fish species) that your project expects to address.

4. **Project goals and objectives.** *When answering the questions below please refer to Chapter 4 of the Washington Department of Fish and Wildlife's "Stream Habitat Restoration Guidelines" for more information on goals and objectives.*

A. What are your project's goals? *The goal of your project should be to remedy observed problems, ideally by addressing the problems' root causes. Your goal statements should articulate desired outcomes (your vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes.*

Goal examples:

i. *(Screening project) Decrease irrigation-related juvenile Chinook Salmon mortality in the lower Yakima River caused by water withdrawal.*

ii. *(Acquisition project) Protect Tier 1 Chinook Salmon rearing habitat and habitat-forming natural processes.*

iii. *(Riparian project) Increase the amount of fully functioning riparian habitat in South Prairie Creek to support Puyallup River Chinook Salmon recovery goals.*

iv. *(Restoration project) Reduce impacts of elevated summer water temperatures on fall Chinook Salmon migration in the South Fork Nooksack River.*

B. What are your project's objectives? *Objectives support and refine your goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions your project will complete to achieve your stated goal. Each objective should be "SMART:" **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.*

Objective examples:

i. *(Screening) Eliminate stranding fish at diversions by installing National Marine Fisheries Service-approved fish screens at 13 agricultural diversions in the lower Yakima River by 2017.*

ii. *(Acquisition) Acquire fee simple titled or permanent conservation easements on at least 20 acres of intact riparian forestland in the Tier 1 reach of Finney Creek by 2018.*

iii. *(Riparian) Increase stream shading by at least 30 percent in the treated areas by re-establishing at least 10 acres of native riparian forest habitat adjacent to salmon rearing habitat along South Prairie Creek within 5 years of funding.*

iv. *(Restoration) Construct historic-scale, in-stream logjams sufficient to create at least two sustainable colder-water pools at each of three documented hyporheic upwelling locations along the lower South Fork by 2018.*

C. What are the assumptions and constraints that could impact whether you achieve your objectives? *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly impact the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*

5. Project details. *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*

A. Provide a narrative description of your proposed project. *Describe the specific project elements and explain how they will lead to your project's objectives. Include relevant existing project documentation (if any) as attachments in PRISM.*

B. Provide a scope of work. *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them.*

C. Explain how you determined your cost estimates. *Please attach a detailed budget for completing the scope of work. Include anticipated costs for labor, land acquisition, consultant fees and tasks, construction contracts, materials, and other relevant costs.*

D. **Describe the design or acquisition alternatives that you considered to achieve your project's objectives.** *Why did you choose your preferred alternative?*

E. **How have lessons learned from completed projects or monitoring studies informed your project?** *Sources of results may be from Project Scale Effectiveness Monitoring from TetraTech, individual sponsors, lessons learned from previously implemented projects, Intensively Monitored Watershed results, or other sources.*

F. **Describe the long-term stewardship and maintenance obligations for the project or acquired land.** *For acquisition and combination projects, identify any planned use of the property, including upland areas.*

6. **Context within the local recovery plan.**

   A. **Discuss how this project fits within your regional recovery plan and/or local lead entity's strategy to restore or protect salmonid habitat** *(i.e., addresses a priority action, occurs in a priority area, or targets a priority fish species).*

   B. **Explain why it is important to do this project now instead of later.** *(Consider its sequence relative to other needs in the watershed and the current level and imminence of risk to habitat).*

   C. **If your project is a part of a larger overall project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which of these steps is included in this application for funding.** *Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*

7. **How does your project consider and accommodate the anticipated effects of climate change on salmon recovery?** *Consider for example changes in: river flow and timing, sea level rise, water availability, snowpack, sediment delivery, temperature, connectivity, project location, or other impacts. Include references to any relevant plans and models.*

8. **Project Proponents and Partners.** *Please answer the following questions about your organization and others involved in the project.*

   A. **Describe your experience managing this type of project.** *Please describe other projects where you have successfully used a similar approach.*

B. **List all landowner names.** *If your project will occur on land not owned by your organization, attach a Landowner Acknowledgement Form (Manual 18, Appendix F) in PRISM from each landowner acknowledging that his/her property is proposed for SRFB funding consideration. Multi-site acquisition projects need only attach a Landowner Acknowledgement Form for priority parcels.*

C. **List project partners and their role and contribution to the project.** *Attach a Partner Contribution Form (Manual 18, Appendix G) from each partner in PRISM. Refer to Manual 18, Section 3 for when this is required.*

D. **Stakeholder outreach**. *Discuss whether this project has any opposition or barriers to completion, besides funding. Describe your public outreach and feedback you have received. Are there any public safety concerns with the project? How will you address those concerns?*

Supplemental Questions

Restoration Project Supplemental Questions

Answer the following supplemental questions:

A. **Will you complete, or have you already completed, a preliminary design, final design, and design report (per Appendix D) before construction?**
Choose an answer

   i. **If no, please describe your design process and list all pre-construction deliverables you will submit to RCO for review.** *Including riparian planting plans.*

B. **Will a licensed professional engineer design your project?**
Choose an answer

   i. **If not, please describe the qualifications of your design team.**

C. **If this project includes measures to stabilize an eroding stream bank, explain why bank stabilization there is necessary to accomplish habitat recovery.** *Bank stabilization criteria required met SRFB eligibility is on page 18 of Manual 18.*

D. **Describe the steps you will take to minimize the introduction and spread of invasive species during construction and restoration.** *Specifically consider how you will use un-infested materials and clean equipment entering and leaving the project area.*

Acquisition Project Supplemental Questions

Applies to both acquisition-only and combination projects. Answer the following supplemental questions (these are not included in the ten-page limit):

A. Provide a detailed description of the property. *Describe the habitat types, size, and quality on site (forested riparian/floodplain, wetlands, tributary, main stem, off-channel, bluff-backed beach, barrier beach, open coastal inlet, estuarine delta, pocket estuary, uplands, etc.), critical areas on site, and any other features that make the site unique. Describe existing land use.*

B. List type (fee title or conservation easement) and acreage of acquisitions proposed.

C. Do you hold an option or purchase and sale agreement for the property?

D. Describe adjacent land uses. *Describe the property's proximity to publically owned or protected properties in the vicinity. Attach a map in PRISM that illustrates this relationship.*

E. If uplands are included on the property, state their size and explain why they are essential for protecting salmonid habitat.

F. What percentage of the total project area is intact and fully functioning habitat?

G. Is the site in need of restoration that is not part of this grant application? *If yes, describe the restoration need and planned timeframe for implementation.*

H. List structures (home, barn, outbuildings, fence, levees, bank armoring, or other infrastructure) on the property and any proposed modifications. *If possible, please attach a map showing these structures. Note: In general, remove structures on SRFB-assisted acquisitions. Refer to "Manual 18, Salmon Recovery Grants," Section 2 for information about ineligible project elements.*

I. Describe the following:

- **i. Zoning/land use**
- **ii. Shoreline Master Plan designation**
- **iii. Portion of site within 100-year floodplain**
- **iv. Portion of site within designated floodway**

J. Explain why federal, state, and local regulations are insufficient to protect the property from degradation.

K. For water rights and water savings projects:

i. Describe the mechanism that you intend to use to conserve water (trust, etc.) and explain why this is the preferred approach.

ii. Which steps in the water conservation process will be completed under this project proposal?

iii. How much water, if any, will be saved because of this project? By what methods are you calculating the amount of water conserved?

L. For acquisition projects intending to purchase multiple properties within an area, identify the target parcels and how you will prioritize the parcels.

Fish Passage Project Supplemental Questions

Answer the following supplemental questions:

NOTE: For fish passage design and evaluation guidance, applicants should refer to the Washington Department of Fish and Wildlife's Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual at wdfw.wa.gov/publications/pub.php?id=00061, and the Design of Road Culverts for Fish Passage manual at wdfw.wa.gov/hab/engineer/cm/. For prioritization questions or technical assistance, contact Susan Cierebiej, Department of Fish and Wildlife, (360) 902-2561 or susan.cierebiej@dfw.wa.gov. For engineering design questions or technical assistance, contact Don Ponder, Department of Fish and Wildlife, (360) 902-2547 or donald.ponder@dfw.wa.gov. To schedule fish passage and diversion inventory and assessment training, contact Justin Zweifel, Department of Fish and Wildlife, (360) 902-2608.

A. Describe the passage problem (outfall, velocity, slope, etc.)

B. Describe the current barrier (age, material, shape, and condition).

C. Is the current barrier a complete or partial barrier?

D. If a culvert or arch is proposed, does it employ a stream simulation, no slope, hydraulic, or other design?

E. Describe the amount and quality of habitat made accessible if the barrier is corrected. Has the project received a Priority Index (PI) number? *If so, provide the PI number and describe how it was generated: Physical survey, reduced sample*

full survey, expanded threshold determination, or Washington Department of Fish and Wildlife generated PI (list source, such as a study or inventory).

F. Identify if there are additional fish passage barriers downstream or upstream of this project.

G. Engineering licensing requirement. Will a licensed professional engineer design your project?
Choose an answer

i. If not, please describe the qualifications of your design team.

Diversions and Screening Project Supplemental Questions

Answer the following supplemental questions:

NOTE: For questions or technical assistance, contact Pat Schille, Department of Fish and Wildlife, (509) 575-2735 or schilpcs@dfw.wa.gov. Refer to the Washington Department of Fish and Wildlife's *Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual* for further guidance. To schedule fish passage and diversion inventory and assessment training, contact Justin Zweifel, Department of Fish and Wildlife, (360) 902-2608.

A. Problem statement information to include in Item 1 of main questions above: *If the diversion is equipped with a fish screen, provide details of why it is not functioning properly from a fish protection perspective (entrainment or impingement).*

B. Has the project received a Screening Priority Index (SPI) number? *If yes, provide the SPI and indicate if the Washington Department of Fish and Wildlife developed the SPI.*

C. Is this a pump or gravity diversion?

D. What is the flow of the diversion in gallons per minute (gpm)? *How was the flow determined (water right, meter – system meter, calculated from irrigation system components, or direct measurement during peak spring/summer diversion using a flow meter)?*

E. If it is not possible to determine the flow, then provide the bank-full, cross-sectional area of the ditch, measured 100-300 feet downstream of the point of diversion. *Refer to Section 8.3 of the Washington Department of Fish and Wildlife's "Fish Passage Barrier and Surface Water Screening Assessment and Prioritization Manual" for instructions on how to collect this information.*

F. For projects that have a goal of saving water:

i. **Describe the mechanism that you intend to use to conserve water (trust, etc.) and explain why this is the preferred approach.**

ii. **Which steps in the water conservation process will this project proposal complete?**

iii. **How much water, if any, will be saved because of this project? By what methods are you calculating the amount of water conserved?**

G. **Engineering licensing requirement. Will a licensed professional engineer design your project?** Choose an answer

i. **If not, please describe the qualifications of your design team.**

Knotweed Removal Project Supplemental Questions

Answer the following supplemental questions:

A. **Describe the level of infestation in the watershed.**

B. **What has been accomplished to date related to knotweed control in the watershed?** *Who has done the work? What is the success of these actions?*

C. **What is the planned prioritization strategy for knotweed control within the sub-watershed or watershed?** *Include efforts before and beyond the duration of the requested grant funding.*

D. **What is the anticipated time to control?** *Time to control is defined as treatment from upper extent to lowest, until the need is only a minor maintenance control effort to prevent re-sprouting or new stems from becoming established.*

E. **List the major tasks necessary to reach a maintenance control level and their anticipated time schedule**. *Include efforts before and beyond the duration of the requested grant funding.*

F. **Describe the staffing level needed to meet annual treatment goals and your plan to achieve that staffing level.**

G. **What are the completed and/or planned landowner outreach efforts?**

H. **What is the estimated total cost to reach a maintenance control level within the sub-watershed/watershed proposed for treatment?**

I. **What is your 10-year strategy (including funding) for:**

i. **Getting to maintenance control levels for the sub-watershed/watershed?**

ii. **Long-term maintenance/control?**

J. **How will the SRFB funds leverage other programs in the same sub-watershed/watershed?**

K. **What are the proposed re-vegetation plans for treated sites?**

Road Maintenance and Abandonment Plan (RMAP) Projects in Large Forest Supplemental Questions

Answer the following supplemental questions:

A. **Explain how your RMAP project is not solely mitigation** *(i.e., not exclusively compensation for unavoidable impacts of specific forestry projects or actions).*

B. **Provide documentation that the landowner has received an extension from the Department of Natural Resources for the proposed project. Identify how this RMAP project fits within the landowner's great RMAP requirements.** *Attach documentation in PRISM.*

C. **Provide a prioritized list of stream crossing barriers based on fish and habitat data.** *This prioritized list may be different from the landowner's RMAP prioritization list. The prioritization should be based on information including the following: Fish species documented in the stream, miles of stream habitat above barrier, quality of upstream habitat, relationship to other barriers on the stream, and other factors. This list should include an introduction that identifies the factors and data sources used in the prioritization. Include the proposed project on the prioritized list. Attach this documentation in PRISM.*

Puget Sound Acquisition and Restoration Large Capital Projects Supplemental Questions

***Eligible projects for Puget Sound Acquisition and Restoration large capital funding in the planning type may include only preliminary or final design projects.*

A. **Fit to Puget Sound/Hood Canal strategy.** *Discuss how this project fits within the Puget Sound Chinook Salmon, Hood Canal summer Chum Salmon recovery plans, or any other strategy to benefit treaty rights populations or Endangered Species Act-listed species populations that were submitted as part of the lead entity's 4-year workplan. Include whether the project addresses a priority action, occurs in a priority area, and addresses a key limiting factor identified in the recovery plan or submitted strategy.*

B. Progressing *Action Agenda*. *Discuss how this project contributes to progress toward implementing the "Puget Sound Action Agenda." How does this project make progress toward a "Puget Sound Action Agenda" target for protection or restoration of habitat (e.g. shoreline armoring, eelgrass, land cover and land development, floodplains, estuaries, or water quantity)? Describe which targets are impacted and how much progress will be made through implementing this project using the metrics (acres, miles, etc.) provided in the Puget Sound Ecosystem Recovery Targets document.*

C. Readiness to proceed. *Discuss whether this project has any opposition or barriers to completion outside of funding. Have members of the community, recreational user groups, adjacent landowners, or others been contacted about this project? Describe your public outreach, and the public's reaction, that has occurred to date.*

D. VSP parameters. *How does this project address VSP parameters for listed salmonid populations? Please describe the expected results to an improvement in abundance, productivity, diversity and/or spatial distribution for one or more populations from listed Evolutionarily Significant Units.*

E. Additional information (optional). *If not addressed in the previous answers, please describe how the project meets the other eligibility criteria and prerequisites for the Puget Sound Acquisition and Restoration large capital projects.*

F. Puget Sound Acquisition and Restoration large capital attachments. *Please attach a Puget Sound vicinity map showing your project's location within the Puget Sound watershed. This map may satisfy the SRFB vicinity map requirement.*

Comments

Use this section to respond to the comments you will receive after your initial site visits, and then again after you submit your final application.

Response to Site Visit Comments

Please describe how you've responded to the review panel's initial site visit comments. *We recommend that you list each review panel comment and question and identify how you have responded. You also may use this space to respond directly to the comments.*

Response to Post-Application Comments

Please describe how you've responded to the review panel's post-application comments. *We recommend that you list each of the review panel's comments and questions and identify how you have responded. You also may use this space to respond directly to the comments.*

Regional Monitoring Project Proposal

Project Number	
Project Name	
Sponsor	

List all related projects previously funded or reviewed by RCO:

Project # or Name	Status	Status of Prior Phase Deliverables and Relationship to Current Proposal?
	Choose a status	
	Choose a status	
	Choose a status	

If previous project was not funded, describe how the current proposal differs from the original.

Please respond to each question individually. Do not summarize your answers in essay format. Regions and the Monitoring Panel will use this information to evaluate your project. ***Please be concise. Prepare as brief a proposal as possible that adequately describes your project, yet provides enough details to determine it is scientifically sound****. You may reference and attach longer documents in appendices, if they provide essential information to convey context or prior work. You may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.*

RCO "Manual 18, Salmon Recovery Grants" and addendum on regional monitoring are available at www.rco.wa.gov/doc_pages/manuals_by_number.shtml.

Submit this proposal as a PRISM attachment titled "Project Proposal."

1. **Project location.** *Please describe the geographic location, water bodies, the location of the project in the watershed, and the habitat category, i.e. nearshore, tributary, main stem, off-channel, etc.*

2. **Brief project summary.** *Summarize your project in a few sentences. Please be brief, you will be asked for details in the following questions.*

    A. List the most important fish resources that will benefit from the information generated by your monitoring effort.

Species	Life History Targeted (egg, juvenile, adult)	Endangered Species Act Coverage (Y/N)

B. **What resource management actions could the information affect?**

3. **Approach.** *Please attach a detailed study plan in PRISM titled "Study Plan" that includes all of the elements identified in the Supplemental Requirements section at the end of this proposal.*

4. **Costs.**

   A. **Explain how you determined your cost estimates.** *Please attach a detailed budget for completing the scope of work. Include anticipated costs for labor, consultant fees and tasks, materials, and other relevant costs as appropriate.*

   B. **Why are SRFB funds necessary, rather than funds from other sources?** *State if other funds are unavailable. Identify other funding partnerships involved and explain what aspects of monitoring the proposed SRFB funds will cover.*

5. **Certainty of success.** *Explain why you and your project partners' knowledge, planning, and experience will ensure that the project will yield meaningful information.*

6. **Forms for project proponents**.

   A. **List all landowner names.** *If your monitoring project will occur on land not owned by your organization, attach a Landowner Acknowledgement Form (Manual 18, Appendix F) in PRISM.*

   B. **Attach a Partner Contribution Form (Manual 18, Appendix G) from each partner in PRISM.** *Refer to Manual 18, Section 3 for when this is required.*

7. **Will you apply for permits as part of this project's scope?**
   Choose an answer

   A. **If so, identify the permits required and the issuing organization.**

Supplemental Requirements

Study plan. *Please attach a detailed study plan in PRISM titled "Study Plan" which includes the following elements; you can present the information in any order.*

A. **Purpose.** *Describe the information needs and how these data will be used.*

   i. **Describe how the proposed monitoring will provide data essential for advancing salmon recovery.** *What high priority information needs or*

data gaps identified within your regional recovery plan and/or associated regional research, monitoring, and evaluation (RME) plan (or lead entity strategy in areas without a recovery region) will the study address? What salmonid fish species will benefit?

ii. **Explicitly identify the geographic scale of data collection and conclusions referred to within the data.** *Describe if the design and analyses allow for generalized results beyond the initial geographical scale of the project. If your project is a part of a larger overall monitoring project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which steps are included in this application for funding. Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*

iii. **Are these data available from other sources (literature, other SRFB monitoring, etc.) or being adequately addressed by prior or ongoing studies or existing literature?** *Describe any previous or ongoing assessment or inventory work in your project's geographic area and describe how this project will build upon, rather than duplicate, the completed or ongoing work. Include detail about other monitoring efforts that complement or could help accomplish the overall objective, so that readers can understand the gaps, if any.*

iv. **How will the study contribute to validating or revising current management strategies or assessing progress toward delisting the focal species?** *Include explicit ties of the proposed monitoring to advancing our knowledge of viable salmonid populations (VSP) parameters (abundance productivity, spatial structure, diversity) of the focal species.*

B. Project goals, objectives, and hypotheses.

i. **What are your project's goals?** *The goal of your project should fill specific gaps in information essential to salmon recovery efforts. Your goal statements should broadly articulate desired outcomes of the proposed activity.*

ii. **What are your project's objectives?** *Objectives support and refine your goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions your project will complete to achieve your stated goal. Each objective should be "SMART:" **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. State "SMART" objectives as expected "outcomes" rather than "output." Monitoring project objectives should tell a reader what you want to learn rather than what you will do.* ***Your description should include clearly stated, testable hypotheses.***

C. Methods.

i. **Sampling design**. *Provide a written description and map of the sampling locations. If locations are not yet defined, describe the process by which you will identify sampling locations.*

ii. **Data collection methods.** *Describe or reference the response variables or metrics evaluated, the rationale for their selection, field methods, protocols, and essential equipment. Are the selected metrics consistent with ongoing monitoring efforts in the region? If not, provide justification for the departure.*

iii. **Analytical approach.** *Describe the statistical tests used to test the hypotheses identified in Part B of the Study Plan. Include a preliminary power analysis.*

iv. **Data management.** *Describe your approach to data management, storage, and archival to ensure data quality and availability for sharing.*

v. **Dissemination of results.** *How will you disseminate collected data and reports?*

D. Tasks and schedule. *Identify project collaborators and their roles and contributions to the project. Provide a detailed description of the proposed project tasks, the party responsible for each task, a schedule or timeline for accomplishing them, and list the project deliverables. Include an annual report as a deliverable.*

E. Assumptions and contingencies. *Identify assumptions and constraints that could affect your ability to achieve objectives and how you will modify your approach if you do not meet assumptions.*

F. Literature cited. *If available, clearly cite documents referenced within the study plan with electronic links. If supporting documents are not publicly available, they should be loaded onto PRISM. Where appropriate, a brief literature review can be included in your study plan.*

Comments

Monitoring projects will not include a site visit by the monitoring panel. Use this section to respond to the comments you will receive after you submit your final application.

Response to Post-Application Comments

Please describe how you've responded to the monitoring panel's post-application comments. *List each of the monitoring panel's comments and questions here and use this*

space to respond directly to their comments. Update the proposal to be consistent with your comments.

Appendix D: Design and Restoration Project Deliverables

This appendix covers a wide range of design and restoration projects, and reflects best practices for salmon recovery projects. The guidance intends to provide clear requirements for documentation of the design and construction process and help you demonstrate project quality and success. Appendix D will serve as a guide for developing a project application and specific deliverables in the project agreement.

How Appendix D is Organized

This appendix is split into four sections. The goal is to give you a better understanding of the different design stages and deliverable expectations that will go into the project agreement. For example, D-4 covers a comprehensive restoration project from conceptual design through construction, including as-built documentation. All restoration projects that include design elements shall follow four standard project development stages, described below, completed in a single design grant or in multiple design phases.

- Appendix D-1 – Conceptual Design Deliverables
- Appendix D-2 – Preliminary Design Deliverables
- Appendix D-3 – Final Design Deliverables
- Appendix D-4 – Construction Deliverables

Project Deliverables

Included in each section of Appendix D (D1-D4) is the deliverables matrix (see below). This provides a quick reference on the intended deliverables throughout the design and construction phases so you can plan and budget accordingly for your projects. The

project agreement will include specific project deliverables based on project type, application, local evaluation, SRFB Review Panel recommendations, and your experience. Questions in the salmon project proposal and PRISM allow you to provide information on the project designer, your experience, and success with similar projects.

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project[1]
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Land Ownership Certification Form		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built				✓

[1]Design-build construction projects have an abbreviated set of design requirements before construction. See Appendix D-4.
[2]Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

Restoration Project Design

Salmon habitat restoration projects require a designer or team with a balance of knowledge and experience within the fisheries biology, civil engineering, and other technical fields. The person or team completing the preliminary project design is required to include at least one licensed professional engineer with experience in salmon habitat restoration. Projects with straightforward project design and minimal sponsor liability concerns may not require a licensed professional engineer and people with applicable experience and technical knowledge can design the project. **If you are NOT using a licensed professional engineer for the project design, you will need to answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel during the application process.**

Design-Build Projects

Most SRFB sponsors complete a final design report before moving forward into construction. However, some SRFB sponsors prefer to proceed to construction after completing a preliminary design. The SRFB refers to these projects as "design-build" projects. Design-build projects should be considered only in cases where you, the

designer, and the construction crew have extensive experience and successfully have completed a particular project type.

If you intend to use the design-build method to complete the project, you will need to answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel.

Restoration Design Report Examples

To help with understanding the design report deliverable, RCO staff have published some sample design reports on the RCO Web site. They include simple to complex examples to help illustrate the needed level of detail and the layout of a design report.

Stream Habitat Restoration Guidelines

The *Stream Habitat Restoration Guidelines* are part of a series of guidance documents produced with SRFB funding through the Aquatic Habitat Guidelines program. The Aquatic Habitat Guidelines program is a joint effort among state and federal agencies in Washington, including the Washington Departments of Ecology, Fish and Wildlife, Natural Resources, and Transportation; the Washington State Recreation and Conservation Office (SRFB); Puget Sound Partnership; the U.S. Fish and Wildlife Service; and the U.S. Army Corps of Engineers. The aquatic habitat guidelines do not replace existing regulatory requirements, though they are designed in part as technical guidance supporting regulatory streamlining and grant application review for stream restoration proposals.

RCO highly recommends that project sponsors review the *Stream Habitat Restoration Guidelines* (2012) online. The guidelines promote process-based natural stream restoration.

In developing your SRFB application, RCO highly recommends you consult Chapters 4 and 5 of the *Stream Habitat Restoration Guidelines*. Chapter 4 provides guidance for developing goals and objectives for your restoration projects as well as your restoration strategies. Chapter 5 provides guidance on designing and implementing restoration techniques.

Appendix D-1: Conceptual Design Deliverables

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project[1]
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Land Ownership Certification Form		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built				✓

[1]Design-build construction projects have an abbreviated set of design requirements before construction. See Appendix D-4.
[2]Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

This appendix identifies the deliverables required when a planning project includes a conceptual design in the scope. Such planning projects may include watershed or reach assessments and feasibility studies. Projects resulting in a conceptual design require a minimum 15 percent match. This guidance intends to ensure that you, evaluators, and SRFB staff have the same expectations for grant agreement deliverables.

All restoration projects that include design elements shall follow four standard project development stages: Conceptual design, preliminary design, final design, and the construction phase. The table below lists deliverables for all projects, with the conceptual design deliverables highlighted. The deliverables are further described in Appendices D 1-4.

Conceptual Design Deliverables

Submit the following deliverables to your SRFB grants manager along with any assessment and feasibility deliverables funded in the scope of work.

1. Description of the project site and the problems within the context of salmon recovery.

2. Identification of specific goals and objectives for addressing the problems.

3. Identification and conceptual design of alternatives for achieving the project objectives. Each conceptual design alternative must include a description of the design and a plan view drawing of existing site conditions and the proposed project on accurately scaled site plans. The plan view drawing must include an area/location map, property boundaries (either surveyed or approximated based on assessor's data), landownership, roads or other infrastructure as appropriate, scale, north arrow, water bodies and direction of flow, bank-full width or mean high water line for marine waters, and approximate dimensions of proposed elements.

4. Evaluation and discussion of stakeholder comments and the pros and cons of each alternative.

5. Selection of the preferred alternative(s).

6. Rough construction cost estimate of the preferred alternative(s).

Appendix D-2: Preliminary Design Deliverables

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project[1]
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Land Ownership Certification Form		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built				✓

[1]Design-build construction projects have an abbreviated set of design requirements before construction. See Appendix D-4.
[2]Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

This appendix describes the project deliverables for the preliminary design projects. This guidance intends to ensure that you, evaluators, and SRFB staff have the same expectations for grant agreement deliverables.

All restoration projects that include design elements shall follow four standard project development stages: Conceptual design, preliminary design, final design, and the construction phase. The table below lists the deliverables for all projects, with the preliminary design deliverables highlighted. Appendices D 1-4 describes the deliverables.

If you intend to deviate from the guidance in this appendix, you must answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel during the application process.

Conceptual Design

The conceptual design phase of the project describes the initial phase of identifying a restoration project. For restoration projects and preliminary and final design projects, the application requirements in the project proposal comprise an adequate conceptual design. The project proposal, described in Appendix C of *Manual 18, Salmon Recovery Grants*, includes questions detailing the project overview, salmon recovery context, proposed design procedures, alternates considered, plan view drawing, cost estimates, schedule, and other technical information.

Preliminary Project Design

SRFB uses the term "preliminary project design" to define the final deliverable in a preliminary design project, or an intermediate deliverable in a final design or restoration project. Preliminary designs intend to advance project concepts to a detailed understanding and quantification of all the major project elements.

Preliminary designs may traditionally be labeled "30 percent design," "50 percent design," etc., but these numeric labels tend to confuse the process and do not always reflect the design detail of the project. For example, preliminary designs for some straightforward projects, such as culvert replacement on a private driveway, may be considered 80 percent of the final design requirements. Conversely, the preliminary designs for some large-scale, complex projects, such as levee setbacks with tidegate installations, may be considered only 20 percent of the final design requirements. Therefore, we request that you and consulting engineers use the SRFB definitions for consistency.

Salmon habitat restoration projects require a design team with a balance of knowledge and experience within the fisheries biology, civil engineering, and other technical fields. The person or team completing the preliminary project design is required to include at least one licensed professional engineer, who would be qualified to follow through with the final project design. Certain projects where project design is straightforward and sponsor liability concerns are minimal may not require a licensed professional engineer; people with applicable experience and technical knowledge may complete the design without the requirements for a licensed engineer.

If you will NOT use a licensed professional engineer for the project design, you will need to answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel during the application process.

Preliminary Design Process

While the detailed scope of each project's preliminary design process is unique, in general, the process for developing a preliminary design includes preparing surveyed site

plans; conducting field investigations of hydrologic, geotechnical, and other site conditions; conducting data analysis; preparing drawings and designs; preparing the design report; and preparing engineering cost estimates. For additional detailed guidance on designing and implementing restoration projects, please refer to Chapters 4 and 5 of the *Stream Habitat Restoration Guidelines*.

Preliminary Design Deliverables

Preliminary designs must adequately describe all proposed project elements in sufficient detail for permit review and authorization. While the design team may tailor the design process to suit the unique circumstances of each project, the following project deliverables are required for preliminary design projects:

A. Preliminary design report, drawings, and engineering cost estimate

B. Landownership Certification Form (Appendix O), if not already provided

C. Design review comments (optional)

D. Permit applications (optional)

You must submit these deliverables to your SRFB grants manager at the close of your preliminary design project. The following section provides more details on the preliminary design deliverables.

A. Preliminary Design Report, Drawings, and Construction Cost Estimate

A design report is a record of the technical decisions that inform the development of the selected project design either at the preliminary or the final design stage. By clearly documenting and explaining the design process, the report allows reviewers and other stakeholders to understand the proposed project and the relevant factors that contributed to its design. The preliminary design report must describe all elements of the project and be sufficiently detailed to support project permitting.

While the design team may structure the design report to suit the circumstances of its project, in general, the design reports should include the following elements:

- **Introduction:** An explanation of the purpose of the project and its specific habitat restoration goals and objectives.
- **Existing Conditions:** A characterization and analysis of the existing conditions that may be relevant to project design. Typically these conditions include: Description of the problem; summary of site, reach, and watershed conditions; biological and water quality factors as they relate to the project

conditions; site history and constraints that have led to the observed problems and which may present challenges to restoration; and description of identified causes of the problem. This section typically includes historical data; surrounding land uses; landowner and community expectations; survey information (topographic, geomorphic, and vegetative); sediment sampling; water velocities, depths, and flow rates; groundwater or hyporheic flow evaluation ranges; tidal elevation and ranges; and maintenance requirements and others. The level and detail of survey and data collection needed is dependent upon project goals, objectives, sales, and the context of the project.

- **Preliminary Design Alternatives:** An identification, description, and evaluation of design alternatives considered for achieving the project goals and objectives. Describe each element of the design alternatives. Include a comparison of each of the alternatives discussing project objectives, other evaluation criteria (such as fish benefit, maintenance, sustainability, social acceptance, etc.) and cost, to the extent that cost data is available at this stage of the design process.

- **Preferred Alternative:** A description of a preferred alternative and the rationale for choosing it, citing the relevant factors described above. Include a brief explanation of why the other alternative(s) were not selected.

- **Design Considerations and Preliminary Analyses:** A listing of specific design criteria that defines the intent and expectations for each project element. Design criteria are specific, measurable attributes of project features that clarify the purpose of each project element and articulate how each element will contribute to meeting the overall project's goals and objectives. Include justification and documentation of design methods applied, including assumptions that facilitated the design. Provide design output, including analytical results of all technical and design analyses and how these translate to project element designs.

- **Permitting and Stakeholder Consultation:** A description of regulatory and/or other public consultation activities carried out and how the review comments from agencies and other stakeholders were addressed in the preliminary design. This section is optional based on proposed deliverables in the application.

- **Preliminary Design Drawings:** The preparation of preliminary design drawings is a key step to producing a successful habitat restoration project. All design and restoration projects require preliminary design drawings. Please produce all preliminary design drawings in digital format (e.g.

AutoCAD), each drawing should be to scale, and it is strongly suggested that the vertical and horizontal scales on the drawings be kept the same.

For the preferred alternative, minimum drawing requirements include depiction of all elements of the project in sufficient detail to support project permitting, and include at a minimum the following:

- Existing site plan showing: Area/location map; property boundaries; landownership; road, utilities, or other infrastructure as appropriate; scale; north arrow; water bodies and direction of flow; and bank-full width or mean low and high water (marine waters).
- Project site plan view drawing(s) showing proposed actions overlaid on the existing site plan (above). The site plan should include all project elements including installation and removal of fill, wood, rock, culverts, infrastructure, clearing and staging, dewatering, etc.
- Project profile and cross-section at important project locations showing water surface elevations relevant to the design (e.g. ordinary high water, maximum design flow, tidal elevations, flood elevations, etc.)
- Structure design details, as needed.

Provide additional design drawings for complex projects and projects with multiple features or multiple sites.

- **Construction Quantities and Preliminary Construction Cost Estimate**.
- **Appendices:** Include references, analytical and model inputs and outputs, and other supporting documentation.

B. Design Review Comments (Optional at Preliminary Design Phase)

Send the preliminary design report and drawings to relevant stakeholders and the SRFB grants manager after your in-house review. After a reasonable time for review, you are encouraged to plan an on-site visit to review the design plans at the project location with stakeholders (e.g. landowners, co-managers, lead entity citizen and technical groups, SRFB grants manager, etc.).

These steps have been very useful for a comprehensive "reality check" for stakeholder review and consideration of all stated project objectives.

You shall send your SRFB grants manager a memo (or similar correspondence) that consolidates stakeholder comments and other considerations received during design review. The memo should describe how the comments have (or have not) been

incorporated into the design. Distribute this memo to all entities involved in the review. This step is optional because for some sponsors this step is more practical during the final design phase.

C. Permit Applications (Optional at Preliminary Design Phase)

You should provide permit applications or proof of permit receipt (e.g. copies of permits or permit numbers and issue dates) to the SRFB grants manager or in the PRISM progress report under the "Permit" tab. This step is optional at the preliminary design phase because, for some sponsors, this step is more practical during the final design phase.

Appendix D-3: Final Design Deliverables

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project[1]
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Land Ownership Certification Form		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built				✓

[1]Design-build construction projects have an abbreviated set of design requirements before construction. See Appendix D-4.
[2]Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

This appendix describes the project deliverables for final design projects. The final design deliverables are required for restoration projects. This guidance intends to ensure that you, evaluators, and SRFB staff have the same expectations for grant agreement deliverables.

All restoration projects that include design elements shall follow four standard project development stages: Conceptual design, preliminary design, final design, and the construction phase. The table below lists deliverables for all projects, with the final design deliverables highlighted. Appendices D 1-4 describe the deliverables.

If you intend to deviate from the guidance in this appendix, you must answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel during the application process.

Conceptual Design

For restoration projects and preliminary and final design projects, the application requirements in the project proposal should comprise an adequate conceptual design. The project proposal, described in Appendix C of *Manual 18, Salmon Recovery Grants*, includes questions detailing the project overview, salmon recovery context, proposed design procedures, alternates considered, plan view drawing, cost estimates, schedule, and other technical information.

Preliminary Project Design

SRFB uses the term "preliminary project design" as either a final deliverable in a preliminary design project or an intermediate deliverable in the design process of a final design or restoration project. You must submit the preliminary design deliverables to your SRFB grants manager before progressing to the final design and restoration phases. Please see the preceding Appendix D-2: Preliminary Design Deliverables for detailed information on the preliminary design process.

Final Project Design

The final project design will incorporate comments provided by stakeholders, SRFB, and/or permit agencies regarding the preliminary design report and on-site review. The final design process must address and resolve all substantial issues raised in the permitting and stakeholder review process, so that all stakeholders agree on the final plans.

The final project design process converts the preliminary design drawings and report into a stand-alone and comprehensive set of final design drawings (construction drawings) and technical specifications for project construction. A licensed professional engineer must supervise the preparation of the final design unless the project design is straightforward and sponsor liability concerns are minimal. In that case, a licensed professional engineer may not be required and individuals with applicable experience and technical knowledge may complete the design without the requirements for a licensed engineer.

Final Design Deliverables

While the design team may tailor the design process to suit the unique circumstances of each project, the following are required deliverables for final design and restoration

projects. Your SRFB grants manager must accept these required deliverables before you move forward to construction.

A. Design review comments;

B. Final design report and drawings (please refer to Section D-2 for a list of items to include in your design report);

C. Landownership Certification Form (Appendix O), if not already provided

D. Technical specifications;

E. Final construction quantities and costs;

F. Contract bidding documents and general contract conditions (unless the project will be built by sponsor crew); and

G. Construction permits (optional)

The following section provides more details on the final design deliverables.

A. Design Review Comments

The design review memo may be included in the final design report or submitted as a separate document.

You shall submit a memo that consolidates stakeholder comments and other considerations received during preliminary design review. The memo should explain how the comments and other feedback have, or have not, been included in the final design. Distribute this memo to all entities involved with design review. This step may have been completed during the preliminary design phase.

B. Final Design Report and Drawings

Revise the preliminary design report and drawings to address the review and permitting comments, as needed. RCO may need additional detailed drawings to clarify the design of specific work items. Final designs should define the project elements considered essential to meet project's goals and objectives in sufficient detail to minimize changes made during construction.

C. Technical Specifications

Technical specifications may be included in the final design report or as a separate document.

Support all work shown on project drawings with one or more technical specifications to further describe and/or control the work. The construction contractor should know about project materials, technical requirements, project elevations, permit requirements, or any other elements of the proposed project. Clear and detailed technical specifications reduce on-the-ground adjustments and changes that may deviate from the original project objectives.

D. Final Construction Quantities and Costs

Construction quantities and costs may be included in the final design report or as a separate document.

SRFB-funded projects require a detailed list of work items and quantities as part of the final project design; the practice of listing a lump sum cost for the entire project is not acceptable. A detailed breakdown of work quantities typically includes 10 to 40 separate work items, matched with respective estimated quantities. Generate a construction cost estimate for comparison with contractor bids to ensure a competitive bid; any experienced project designer can produce this estimate, traditionally termed "engineer's estimate."

E. Contract Bidding Documents and General Contract Conditions

Contract bidding documents and contract conditions may be included in the final design report or as a separate document.

If you intend to use your own construction crew, this subsection is not applicable; however, the requirements for technical specifications and a detailed list of work items (above) would still apply.

Bidding documents should include: A bid form, definitions, a proposed agreement (to be between you and contractor), general conditions, special provisions, technical specifications, and the project drawings (usually bound separately).

Contractor selection for SRFB-funded projects shall use good business practices, which could include selective negotiations with known contractors, public advertisement for bidding, or competitive bidding using some combination of proposed price and contractor qualifications. The contractor selection process should be objective and defensible in case of contest by companies not selected for the construction work. You must follow any applicable state and/or required federal procurement procedures.

F. Construction Permits (Optional at the Final Design Phase)

You should provide permit applications, or proof of permit receipt (e.g. copies of permits or permit numbers and issue dates) to your SRFB grants manager or in your

PRISM progress reports under the "Permit" tab. This step is optional at the final design phase because, for some sponsors, this step is more practical during the construction phase. You are required to meet the deliverables outlined in your project agreements.

Appendix D-4: Construction Deliverables

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project[1]
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Land Ownership Certification Form		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built				✓

[1]Design-build construction projects have an abbreviated set of design requirements before construction. See Appendix D-4.
[2]Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

This appendix describes the project deliverables for all restoration projects, including those restoration projects where you intend to construct the project using a "design-build" method. This guidance intends to ensure that you, evaluators, and SFRB staff have the same expectations for grant agreement deliverables.

All restoration projects that include design elements shall follow four standard project development stages: Conceptual design, preliminary design, final design, and the construction phase. The table below lists deliverables for all projects with the construction and design-build deliverables highlighted. Appendices D 1-4 describe the deliverables.

If you intend to deviate from the guidance in this appendix, you must answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel during the application process.

Conceptual Design

For restoration projects, preliminary and final design projects, the application requirements in the project proposal comprise an adequate conceptual design. The project proposal, described in Appendix C of *Manual 18, Salmon Recovery Grants*, includes questions detailing the project overview, salmon recovery context, proposed design procedures, alternates considered, plan view drawing, cost estimates, schedule, and other technical information.

Preliminary Project Design

SRFB uses the term "preliminary project design" as either a final deliverable in a preliminary design project or an intermediate deliverable of a final design or restoration project. You must submit the preliminary design deliverables to your SRFB grants manager before moving onto the final design and restoration phases. Please see Appendix D-2: Preliminary Design Deliverables for detailed information on the preliminary design process.

Final Project Design or Design-Build Requirements

Before awarding the construction contract or initiating construction with your own crew, you must submit the final design deliverables to your SRFB grants manager. Please see Appendix D-3: Final Design Deliverables for detailed information on the final design process and required pre-construction design deliverables.

Design-Build Projects

Most SRFB sponsors complete final design reports before moving forward into construction. However, some SRFB sponsors prefer to proceed to construction after completing a preliminary design. SRFB refers to these projects as "design-build" projects.

Design-build projects are considered only in cases where you, the designer, and construction crew have extensive experience and have been successful with a particular project type. Additionally, design-build may be considered where design is straightforward and your liability concerns are minimal. Design-build projects typically develop less detailed drawings before construction than other construction projects. In exchange, design-build documents typically include a detailed written description of how various project elements will be located and constructed in the field. Design-build projects require the project designer to provide a high level of construction oversight to ensure the project goes as planned. You should develop detailed, as-built drawings

following construction, and submit them to SRFB staff before project close out. You must obtain all required permits before construction.

If you intend to use the design-build method to complete a project, you must answer specific questions in the salmon project proposal to be reviewed by the SRFB Review Panel.

Your application and the SRFB Review Panel's recommendations will develop the specific deliverables for design-build projects. The special conditions section of your project agreement will identify specific project deliverables.

Construction Phase

This section identifies the required pre-construction deliverables, the construction management process, and "as-built" requirements.

Pre-Construction Deliverables

1. **Control and tenure documentation.** Before construction, you must provide control and tenure documentation of the property being restored. See Manual 18, Salmon Recovery Grants, Section 6 for more information.

2. **Cultural resources review.** Real property restored through RCO funding is subject to Governor's Executive Order 05-05 or compliance with Section 106 of the National Historic Preservation Act. RCO requires documented compliance with the applicable cultural resources review process. For more information on cultural resources review, see Manual 18, Salmon Recovery Grants, Section 6.

3. **Proof of permits.** Before construction, you must secure all necessary permits and submit proof of permit receipt (e.g. copies of permits or permit numbers and issue dates) to your SRFB grants manager or in your PRISM progress reports under the "Permit" tab. You may have completed this pre-construction task in an earlier design phase.

Construction Management

To minimize unintended errors introduced during construction, SRFB highly recommends that the project designer has direct, on-site involvement during all phases of construction. Some project sponsors may have extensive construction experience and knowledge, and may perform daily construction supervision. SRFB recommends that you and the designer agree to some sharing of construction supervision responsibilities with mutual confidence required of both entities. The designer/engineer should be confident that the on-site construction inspector will recognize any problems before construction is complete and ensure that there is daily communication between the construction

inspector and designer/engineer. The project designer/engineer should review and approve substantial changes during construction before implementation.

Post-Construction Deliverable: "As-Built Drawings"

Document all changes made during construction. "As-built drawings" refers to the conventional term applied to project design drawings modified by the engineer/designer after completion of construction to document the completed project. Prepare as-built drawings if changes were made to the final design during construction and if you are using a design-build construction approach. Submit these drawings to the SRFB grants manager after project completion.

Instead of the conventional as-built drawings described above, SRFB may allow you to submit the following as-built documentation:

- Original final designs (if no changes were made during construction).
- Original final designs with a list of change orders describing the construction changes.
- A design memo from the designer/engineer with notations on the final design/construction plans identifying the changed elements of the project with photo-points and photographs showing the project post-construction.

Appendix E: Barrier Information Forms

The **Barrier Evaluation Form** is required for all planning or restoration (i.e. construction) projects including a fish passage correction. Photographs of the barrier must be submitted with this form.

The **Correction Analysis Form** is required for all restoration projects that (i.e. construction) include a fish passage correction.

These forms are found on the RCO Web site.

Purpose of Forms

The purpose of the two forms is to document information on fish passage barriers submitted to lead entities and the SRFB for funding consideration. An updated version of the *Water Crossing Design Guidelines* (2013) is available through the Washington Department of Fish and Wildlife Web site. The Department of Fish and Wildlife technical staff is available to help applicants. For barrier evaluation questions contact Ryan Gatchell, Department of Fish and Wildlife, at (360) 902-2546. For engineering design questions or technical assistance, contact Don Ponder at (360) 902-2547. The SRFB strongly encourages applicants to take advantage of this service.

The barrier information forms are divided into three steps:

1. **Barrier determination** – Is the structure a fish passage barrier and is the stream fish bearing? The Barrier Evaluation Form captures this initial determination.

2. **Background information** – If the site is determined a barrier and the stream fish bearing, then use the Expanded Barrier Evaluation Form to capture detailed information including fish species and use, site information, upstream and downstream channel conditions, and potential habitat gain if the barrier was corrected.

3. **Site Visit Documentation and Correction Alternative Form** – This step will help capture important information from site observations by developing conceptual alternatives and rough cost estimates.

Appendix F: Landowner Acknowledgement Form

The landowner acknowledgment form is required with your application.

To download a form into which you may enter information, visit the RCO Web site.

Appendix G: Project Partner Contribution Form

This form is required when the sponsor is a state agency. State agencies are required to have a local partner and must attached a signed Partner Contribution Form. This form is recommended, but not required, for other eligible applicants where a third party is providing a funding match.

To download a form into which you may enter information, visit the RCO Web site.

Appendix H: Regional Organization Monitoring Project Certification

Project Name: _____
Project Number: _____
Regional Organization: _____

Questions

1. **Explain how the project will address a high priority information need or data gap in your recovery plan and/or associated regional research, monitoring, and evaluation plan or lead entity strategy.**

2. **Explain how the monitoring will complement, enhance, or leverage ongoing monitoring efforts. Describe communication you have had with other monitoring practitioners of ongoing monitoring efforts.**

3. **Explain why SRFB project funds are being used rather than funds from other sources.**

4. **List of Projects**

Project Number	Project Name	Project Sponsor	SRFB Request	Matching funds

TOTAL AMOUNT of Request: _____
AMOUNT of Allocation: _____

I do hereby certify under penalty of forfeiture of our entire regional SRFB allocation to the [*Insert Region Name*] that the above named project(s) will:

- Address a high priority information need or data gap identified within our recovery plan and/or associated regional research, monitoring, and evaluation plan or lead entity strategy.
- Not duplicate or interfere with ongoing monitoring efforts.
- Be consistent or compatible with data collection, analysis, and management methods and protocols being used within the region and shall to the maximum extent practicable be consistent or compatible with methods and protocols in common use throughout the state.
- Make data available to the RCO, the public, and the SRFB Monitoring Panel.
- Not exceed 3 years.
- Total 10 percent or less than our regional allocation.

Authorized Signature: _____

Title: _____

Date: _____

Appendix I:
RCO Fiscal Data Collection Sheet

To download a form into which you may enter information, visit the RCO Web site.

Appendix J:
Salmon Recovery Funding Board Application Authorization Form

The governing body of your organization must pass a resolution authorizing the grant applicant to submit an application for funding. This resolution also must identify who can sign a contract on behalf of the organization. You may reproduce this form in your own format; however the text may not change. You may submit one form for multiple projects if you are submitting multiple projects for funding. Please identify each project name and number in your resolution. You must attach your resolution to PRISM before submitting your application.

Organization Name _____

Project Name and Number (s) _____

This form authorizes submitting grant application(s) for salmon recovery project(s) to the Salmon Recovery Funding Board as provided in Revised Code of Washington 77.85, Washington Administrative Code 420, and subsequent legislative action.

WHEREAS, under the provisions of the Salmon Recovery Act, state grant assistance is requested to aid in financing the cost of _____ [insert: acquisition, restoration, enhancement, planning, and/or monitoring]; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s).

NOW, THEREFORE, BE IT RESOLVED that:

1. The_____ [insert CHAIRMAN. MAYOR, DIRECTOR, PRESIDENT, etc.] is authorized to make formal application to the Salmon Recovery Funding Board for grant assistance.

2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's Web site at: www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf and authorize _____ [insert the names of people who can sign a contract on behalf of your organization] to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement.

3. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above.

4. Our organization expects our matching share of project funding will be derived from _____ [insert your anticipated sources] and meets the requirements of Washington Administrative Code 420-12-040. In addition, our organization understands it is responsible for supporting all non-cash commitments to this project should they not materialize.

5. We acknowledge that if the Salmon Recovery Funded Board approves grant assistance for the project(s), the Recreation and Conservation Office will pay us on only a reimbursement basis, except for a specially approved advance payment. We understand reimbursement basis means that we will only request payment from the Recreation and Conservation Office after we incur eligible and allowable costs and pay them. The Recreation and Conservation Office also may determine an amount of retainage and hold that amount until the project is complete. The Recreation and Conservation Office may approve advance payments in limited circumstances, pursuant to Washington Administrative Code 420-12-060 and the policy outlined in Manual 8, Reimbursements.

6. [Acquisition Projects Only] We acknowledge that any property acquired with grant assistance be dedicated for salmon recovery purposes for perpetuity unless otherwise agreed to by our organization and the Salmon Recovery Funding Board. We agree to dedicate the property in a signed "Deed of Right to Use Land for Salmon Recovery Purposes" for fee acquisitions, or an "Assignment of Rights" for conservation easement acquisitions, to be recorded on the title of the property with the county auditor.

7. [Acquisition Projects Only] We acknowledge that any property acquired in fee title must be accessible to the public unless the Recreation and Conservation Office director or the Salmon Recovery Funding Board agrees to other restrictions.

8. [Restoration Projects Only] We acknowledge that any property restored be maintained for a period of 10 years after the project is complete unless otherwise

provided and agreed to by our organization and the Salmon Recovery Funding Board.

9. [Non-profit Organizations Only] Our organization certifies it is a registered nonprofit corporation with the Washington Secretary of State and has been active in protection and enhancement of natural resources. Should our organization dissolve or disband during the period of this project, we agree to name a successor organization pursuant to Salmon Recovery Funding Board policy.

10. This application authorization becomes part of a formal application to the Salmon Recovery Funding Board for grant assistance.

11. We provided appropriate opportunity for public comment on this application.

12. We certify that this resolution was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

This resolution was adopted by our organization during the meeting held:

Location_____Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____Date _____

Approved as to form _____November 19, 2015

You may reproduce this form in your own format; text however may not change.

Appendix K: SRFB Review Panel Evaluation Criteria

To help ensure that every project funded by the SRFB is technically sound, the SRFB Review Panel will note for the SRFB any projects it believes have:

- Low benefit to salmon
- A low likelihood of being successful
- Costs that outweigh the anticipated benefits of the project

Projects designated as "Projects of Concern" have a low benefit to salmon, a low likelihood of success, or that have costs that outweigh the anticipated benefits. The review panel will not otherwise rate, score, or rank projects. RCO expects that projects will follow best management practices and will meet local, state, and federal permitting requirements.

The SRFB Review Panel uses the SRFB Individual Comment Form to capture its comments on individual projects. To download a template of the comment form, visit the RCO Web site.

When the review panel identifies a "Project of Concern," the sponsor will receive a comment form identifying the evaluation criteria that determined the status. Before the regional area meetings, the regional recovery organization that represents the area in which the project is located can contact the review panel chair if there are further questions. The regional area meetings represent an opportunity for the review panel to discuss project issues and work with the regional recovery organizations and representatives from regional technical teams to resolve issues before the SRFB reviews the list of "Projects of Concern."

Criteria

For acquisition and restoration projects, the panel will determine that a project is not technically sound and cannot be significantly improved if:

1. It is unclear there is a problem to salmonids the project is addressing. For acquisition projects, this criterion relates to the lack of a clear threat if the property is not acquired.

2. Information provided or current understanding of the system is not sufficient to determine the need for, or the benefit of, the project.

    A. Incomplete application or proposal.

    B. Project goal or objectives not clearly stated or do not address salmon habitat protection or restoration.

    C. Project sponsor has not responded to review panel comments.

    D. Acquisition parcel prioritization (for multi-site proposals) is not provided or the prioritization does not meet the project's goal or objectives.

3. The project is dependent on addressing other key conditions or processes first.

4. The project has a high cost relative to the anticipated benefits and the project sponsor failed to justify the costs to the satisfaction of the review panel.

5. The project does not account for the conditions or processes in the watershed.

6. The project may be in the wrong sequence with other habitat protection, assessments, or restoration actions in the watershed.

7. The project does not work towards restoring natural watershed processes or prohibits natural processes.

8. It is unclear how the project will achieve its stated goals or objectives.

9. It is unlikely that the project will achieve its stated goals or objectives.

10. There is low potential for threat to habitat conditions if the project is not completed.

11. The project design is not adequate or the project is sited improperly.

12. The stewardship description is insufficient or there is inadequate commitment to stewardship and maintenance and this likely would jeopardize the project's success.

13. The focus is on supplying a secondary need, such as education, streambank stabilization to protect property, or water supply.

Additional Criteria for Riparian Restoration Projects

A. For riparian restoration projects, the review panel will evaluate the riparian planting width based on the site specific conditions and determine whether the proposed width will provide a benefit to salmon recovery and achieve goals as articulated in the regional recovery plans.

Additional Criteria for Planning Projects

For planning projects (e.g. assessment, design, inventories, and studies), the review panel will consider the criteria for acquisition and restoration projects (1-13) and the following additional criteria. The review panel will determine that a project is not technically sound and cannot improve significantly if:

A. The project does not address an information need important to understanding the watershed, is not directly relevant to project development or sequencing, and will not clearly lead to beneficial projects.

B. The methodology does not appear to be appropriate to meet the goals and objectives of the project.

C. There are significant constraints to the implementation of projects following completion of the planning project.

D. The project does not clearly lead to project design or does not meet the criteria for filling a data gap.

E. The project does not appear to be coordinated with other efforts in the watershed or does not use appropriate methods and protocols.

Appendix L:
Guide for Lead Entity Project Evaluation

Benefit and Certainty Criteria

The SRFB developed the following criteria several years ago for evaluating benefit to fish and certainty of project success. With the evolution of lead entity strategies and recovery plans, the SRFB shifted to a technical evaluation of site-specific projects using the "Project of Concern (POC)" criteria. Use the benefit and certainty criteria listed below only for lead entity guidance in their evaluation of projects through their local process.

Benefit Criteria			
Identified and Prioritized in the Strategy	**High BENEFIT Project**	**Medium BENEFIT Project**	**Low BENEFIT Project**
Watershed Processes and Habitat Features	Addresses high priority habitat features and/or watershed process that significantly protect or limit the salmonid productivity in the area. Acquisition: More than 60 percent of the total project area is intact habitat, or if less than 60 percent, project must be a combination that includes restoration. Assessment: Crucial to understanding watershed processes, is directly relevant to project development or sequencing, and clearly will lead to new projects in high priority areas.	May not address the most important limiting factor but will improve habitat conditions. Acquisition: 40-60 percent of the total project area is intact habitat, or if less than 40-60 percent, project must be a combination that includes restoration. Assessments: Will lead to new projects in moderate priority areas and is independent of addressing other key conditions first.	Does not address an important habitat condition in the area.
Areas and Actions	Is a high priority action in a high priority geographic area. Assessment: Fills an important data gap in a high priority area.	May be an important action but in a moderate priority geographic area. Assessment: Fills an important data gap, but is in a moderate priority area.	Addresses a lower priority action or geographic area.
Scientific	Is identified through a documented habitat assessment.	Is identified through a documented habitat assessment or scientific opinion.	Is unclear or lacks scientific information about the problem being addressed.
Species	Addresses multiple species or unique populations of salmonids essential for recovery or Endangered Species Act-listed fish species or non-listed populations primarily supported by natural spawning. Documented fish use.	Addresses a moderate number of species or unique populations of salmonids essential for recovery or Endangered Species Act-listed fish species or non-listed populations primarily supported by natural spawning. Documented fish use.	Addresses a single species of a low priority. Documented fish use.

Benefit Criteria			
Life History	Addresses an important life history stage or habitat type that limits the productivity of the salmonid species in the area or project addresses multiple life history requirements.	Addresses fewer life history stages or habitat types that limit the productivity of the salmonid species in the area or partially addresses fewer life history requirements.	Is unclear about the salmonid life history being addressed.
Costs	Has a low cost relative to the predicted benefits for the project type in that location.	Has a reasonable cost relative to the predicted benefits for the project type in that location.	Has a high cost relative to the predicted benefits for that particular project type in that location.

Certainty Criteria			
Identified and Prioritized in the Strategy	**High CERTAINTY Project**	**Medium CERTAINTY Project**	**Low CERTAINTY Project**
Appropriate	Scope is appropriate to meet its goals and objectives.	Is moderately appropriate to meet its goals and objectives.	The methodology does not appear to meet the goals and objectives of the project.
Approach	Is consistent with proven scientific methods. **Assessment:** Methodology will address effectively an information or data gap or lead to effective implementation of prioritized projects within 1-2 years of completion.	Uses untested or incomplete scientific methods. **Assessment:** Methods will effectively address a data gap or lead to effective implementation of prioritized projects within 3-5 years of completion.	Uses untested or ineffective methods.
Sequence	Is in the correct sequence and is independent of other actions being taken first.	Is dependent on other actions being taken first that are outside the scope of this project.	May be in the wrong sequence with other protection and restoration actions.
Threat	Addresses a high potential threat to salmonid habitat.	Addresses a moderate potential threat to salmonid habitat.	Addresses a low potential threat to salmonid habitat.
Stewardship	Clearly describes and funds stewardship of the area or facility for more than 10 years.	Clearly describes but does not fund stewardship of the area or facility for more than 10 years.	Does not describe or fund stewardship of the area or facility.
Landowner	Landowners are willing to have work done.	Landowners potentially contacted and likely will allow work.	Landowner willingness is unknown.
Implementation	Actions are scheduled, funded, and ready to take place and have few or no known constraints to successful implementation including projects that may result from this project.	Have few or no known constraints to successful implementation as well as other projects that may result from this project.	Actions are unscheduled, unfunded, and not ready to take place, and have several constraints to successful implementation.

Appendix M: Regional Area Summary Information

The final annual funding report provides region-by-region summaries to the SRFB each December. These summaries document the local process to bring project lists to the SRFB for funding in each salmon recovery region.

Previously, regional organizations and lead entities were required to provide responses to a series of questions to develop the summaries. Because much of the requested information does not change from year to year, RCO staff requests that regional organizations review their information and update their responses to the questions below in a template of the funding report that **RCO will send out to regions in June.** Regions can request the template sooner, as needed.

RCO staff will review the regional submissions and post them on the RCO Web site as part of the funding report. Regions have an opportunity to present this information to the SRFB Review Panel and staff at the regional area meetings in October. These regional area summaries are due to RCO September 5, 2016. The template includes the following questions:

Questions

Regional organizations answer Questions 1-3 and collect responses from lead entities for Questions 4-5. All **lead entities answer Questions 4-5** and provide responses to the regional organization for inclusion in this report.

1. **Internal funding allocations:** *Describe the process and criteria used to develop allocations across lead entities or watersheds within the region. (Only regions answer this question)*

2. **Regional technical review process:** *The SRFB envisions regional technical review processes that address, at a minimum, the fit of lead entity projects to regional recovery plans, if available. (Only regions answer this question)*

    A. **Explain how the regional technical review was conducted.**

    B. **What criteria were used for the regional technical review?**

    C. **Who completed the review (name, affiliation, and expertise) and are they part of the regional organization or independent?**

    D. **Were there any projects submitted to the SRFB that the regional implementation or Habitat Work Schedule did not specifically identify?** *If so, please provide justification for including these projects in the list of projects recommended to the SRFB for funding. If the projects were identified in the regional implementation plan or strategy but considered a low priority or in a low priority area please provide justification.*

3. **Criteria the SRFB considers in funding regional project lists:** *Revised Code of Washington 77.85.130 identifies criteria that the SRFB must consider and give preference in awarding funds to projects. Please provide a short description of how your region considered each of the criteria (when applicable) when presenting your project list to the SRFB. To save time RCO provided an Example Regional Area Project Matrix to assist in answering this question (Appendix N). Questions A and B can be answered in narrative form. For Questions C through I, use the criteria matrix template. (Only regions answer this question.)*

    How did your regional review consider whether a project:

    A. **Provides benefit to high priority stocks for the purpose of salmon recovery or sustainability.** *In addition to limiting factors analysis, Salmonid Stock Inventory, and Salmon and Steelhead Habitat Inventory and Assessment Program, provide stock assessment work completed to date to characterize the status of salmonid species in the region. Briefly describe.*

    B. **Addresses cost-effectiveness.** *Provide a description of cost-effectiveness considered.*

    C. **Provides benefit to listed and non-listed fish species.** *Identify projects on the regional list that primarily benefit listed fish. Identify projects on the regional list that primarily benefit non-listed species.*

    D. **Preserves high quality habitat. Identify the projects on your list that will preserve high quality habitat.**

E. Implements a high priority project or action in a region or watershed salmon recovery plan. *Identify where and how the project is identified as a high priority in the referenced plan.*

F. Provides for match above the minimum requirement percentage. *Identify the project's match percentage and the regional match total.*

G. Sponsored by an organization with a successful record of project implementation. *For example, identify the number of previous SRFB projects funded and completed.*

H. Involves members of the veterans conservation corps established in Revised Code of Washington 43.60A.150.

I. For Puget Sound and Hood Canal regions only

i. **Sponsored by an entity that is a Puget Sound partner, as defined in Revised Code of Washington 90.71.010.** *Referenced in the Action Agenda developed by the Puget Sound Partnership under Revised Code of Washington 90.71.310. (Projects on 3-year work plans will qualify as they are referenced under Near Term Action B.1.1 of the Action Agenda.)*

4. Local review processes. (Lead entity provide response)

A. Provide project evaluation criteria and documentation (local technical reviewer and citizen committee score sheet or comment forms) of your local citizens advisory group and technical advisory group ratings for each project, including explanations for differences between the two groups' ratings.

B. Identify your local technical review team (include expertise, names, and affiliations of members).

C. Explain how and when the SRFB Review Panel participated in your local process, if applicable.

5. Local evaluation process and project lists. (Lead entity provide response)

A. Explain how multi-year implementation plans or Habitat Work Schedules helped to develop project lists.

B. Explain how finalized project lists address the comments of technical, citizen, and policy reviews. *Were there any issues about projects on the list and how were those resolved?*

Appendix N: Example Regional Area Project Matrix

For more information on Questions 3C-3I, see Appendix M. A blank template is available on the RCO Web site.

Region: _____

Rank	Project #	Project Name	Project Sponsor	3 C. Primary Fish Stock Benefited	3 C. Name of Listed Species	3 C. Other Species Benefiting from this Project	3 D. Preserves High Quality Habitat	3 E. Priority in Recovery Plan or Strategy (list page)	3 F. Match %	3 G. Sponsor Record of SRFB Project Implementation	3 H. Veterans Involved	3 I. Listed in Action Agenda
1	08-2645	Fisher Bend Restoration	Chinook Restoration Group	Fir river fall Chinook	Puget Sound Chinook	Coho, steelhead	N/A	Page 124 Fir River reach. Action LWD placement High priority area	38%	12 SRFB funded (6 active and 6 completed)	no	
2	08-8723	Zenk Acquisition	Puget Land Trust	Alder River Spring Chinook	Puget Sound Chinook	Coho, steelhead, chum	85 acres of floodplain, 1.3 miles along stream	Page 35 Alder river watershed, floodplain acquisition 2nd priority on list	28%	3 funded 1 closed SRFB 13 properties purchased in watershed with other funds	No	

Appendix O: Land Ownership and Stewardship Forms

Land Ownership Certification Form

The intent of this form is to ensure that you reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. This form is **required** to be submitted for all restoration projects and for all preliminary or final design projects once the project site has been identified. You must submit the form before RCO issues a project agreement. To download a form into which you may enter information, visit the RCO Web site.

Landowner Agreements

Landowner agreements are required for restoration projects on land that you do not own. Provide RCO with a signed landowner agreement before construction, or before you are reimbursed for any construction expenses.

The agreement is a document between you and the landowner that, at a minimum, allows access to the site by you and RCO staff for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities.

The landowner agreement remains in effect for a minimum of 10 years from the date of project completion. The date of project completion is the date of final payment to you, as defined in Section E of the salmon project agreement. It is your responsibility to inform the landowner of this date.

To download a form into which you may enter information, visit the RCO Web site.

Acquisition Stewardship Plan

If you acquired land, you must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the property in perpetuity. To download a template with the recommended plan components, visit the RCO Web site.

Restoration Stewardship Plan

If you completed a restoration project, you must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least 10 years after completion. To download a form into which you may enter information, visit the RCO Web site.

Appendix P:
SRFB Amendment Request Authority Matrix

Adopted June 9, 2005, revised December 8, 2011

You may appeal any decision to the SRFB.

[1]Cost increases may be granted only if funding is available.

Consult means the lead entity obtains a decision from its technical and citizens committees. Puget Sound lead entities also must consult the Puget Sound Partnership for cost increases using Puget Sound Acquisition and Restoration funds.

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
All Project Types						
1. Increase project funds due to project overruns[1]	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and install the culvert. You now request an increase in SRFB funds.

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
2. Increase/decrease project scope (no funding change)	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You planted 3,000 trees and shrubs on 3 acres of riparian habitat, as outlined in the contract. Funds remain and you want to plant an additional 100 trees and shrubs on adjacent acres. You plan to replace two barrier culverts. After designing the project, you realize you only have funds to install one culvert. You request a scope reduction, but still need to use all the funds.
3. Change project type	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You proposed to purchase floodplain or riparian habitat and reconnect a side channel on a portion of the site. You now propose to purchase the land only.
4. Transfer sponsorship	Consult	May approve				Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.
5. Reduce match	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You received $75,000 from SRFB and provided $33,000 (30 percent) in match for a total project cost of $108,000. Later, you realized you only could raise a match of $14,000 (15 percent) for a total project cost or $89,000. You request a match reduction of 57 percent ($19,000/$33,000) and corresponding scope reduction.

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
Acquisition Projects						
6. Change site to a contiguous site	Consult	May approve site add/change		Available to review change		You proposed to purchase six parcels. One of the parcels is not available, and you ask to buy a different contiguous site.
7. Change site to a non-contiguous site	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You proposed to purchase four parcels. One of the parcels is not available, and you ask to buy a different site on a different part of the river.
8. Pay more than fair market value (no increase in funding)		May approve up to 10 percent	May approve over 10 percent		May approve over 20 percent	You and landowner negotiate a purchase price above the fair market value.
Restoration Projects						
9. Significant change in the project location	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You are unable to replace a culvert at the proposed location and ask to replace a culvert on another river, WRIA, or to benefit different fish.
Studies/Assessments Projects						
10. Significant change in the location of study	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You proposed to inventory barriers on a specific river and later ask to inventory another river, WRIA, or to benefit different fish.
11. Change type of study	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	You proposed to do an assessment on forage fish but after more research determines an inventory of barriers is more important.