Manual 18

Salmon Recovery Grants

January 2011

WASHINGTON STATE
RECREATION AND CONSERVATION OFFICE
Salmon Recovery
Funding Board

Salmon Recovery Funding Board

Mission

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

Board Members

Citizen Members	Agency Members
Donald "Bud" Hover, Chair, Okanogan County	Conservation Commission
Harry Barber, Washougal	Department of Ecology
David Troutt, Dupont	Department of Fish and Wildlife
Vacant	Department of Natural Resources
Vacant	Department of Transportation

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About this Manual

This manual is created under the authority granted to the Salmon Recovery Funding Board. 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 Salmon Recovery Funding Board and Recreation and Conservation Office.

This manual may be adopted or altered solely by a majority vote of the Salmon Recovery Funding Board in a public meeting.

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2011 Grant Schedule

Date	Phase	Description
January–August	Technical review (required)	Recreation and Conservation Office (RCO) staff and Review Panel members meet with lead entities and grant applicants to discuss project ideas and visits sites.
January–July 15	Project pre-application materials due (required)	Project sponsors enter project review materials in PRISM for the SRFB Review Panel. This step should be completed as early as necessary to fit lead entities' schedules. Complete project review materials are required to secure a site visit by the Review Panel.
February–June	Application workshops (on request)	RCO staff offer application workshops or GoTo meeting/conference call, on request, for lead entities. The lead entity coordinator shall schedule with the appropriate RCO grants manager.
February–July 31	Initial project review forms complete	Two weeks after visiting projects, the Review Panel will post comments in SharePoint for lead entities and grant applicants. Grant applicants should update their applications to address any Review Panel concerns and attach their responses to Review Panel comments in PRISM with their application. The Review Panel will "flag" projects that it believes would benefit from additional review at the regional area project meeting.
Mid July	Review Panel meeting	Review Panel discusses "flagged" projects and updates the comment form. Panel will meet either in person or via conference call to provide full panel feedback on "flagged" projects.
August 12	Optional early due date	Lead entities may choose an early submittal option of August 12th. This will allow RCO staff more time to review applications and more time for the Review Panel to do its work.
August 26	Applications due Lead entity submittals due	Application materials, including attachments, must be submitted via PRISM by August 26. Lead entities without regional organizations submit responses to the information questionnaire. (Appendices N,O

Date	Phase	Description
September 15	Regional submittal	Regional organizations submit their recommendations for funding and responses to the information questionnaire. (Appendices N and O)
August 26-September 9	Grant manager review	All applications are screened for completeness and eligibility. If applications are submitted in PRISM before August 26, RCO staff can make them available to the Review Panel earlier.
September 9	Application materials made available to Review Panel in SharePoint and Habitat Work Schedule	RCO staff forwards all application information to Review Panel members for evaluation. RCO, working with the Review Panel, will inform lead entity coordinators which projects the panel believes would benefit from more discussion at the regional area meeting.
September 26-29	Regional area project meetings	Regional organizations and lead entities present all projects on the list to the Review Panel, with a key emphasis on flagged projects. The meetings are a chance to discuss any problem areas and exchange information.
October 3-4	SRFB Review Panel completes evaluation forms	Review Panel considers application materials, site visits, project presentations, and responses to early comments, and completes comment forms on each project.
October 6	Draft 2011 project comment forms available	Comment forms are made available for public comment.
October 26	Comments due	Comments are due from project sponsors and lead entities by 5 p.m., October 26.
October 28	Review Panel finalizes comment forms	Review Panel reviews sponsor and lead entity comments received and finalizes comment forms.
November 18	Final 2011 grant report made available for public review	The final funding recommendation report is available for public review.
December 8-9	Board funding meeting	Board awards grants. Public comment period available.

Section 1
Introduction

In this section, you'll learn about:

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

Welcome

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

This manual contains the instructions you'll need to complete a grant application to the Salmon Recovery Funding Board (SRFB) as well as information on grant policies and 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.

- Applicants must provide money or resources to match 15 percent or more of the grant (there are some exceptions).

- SRFB grants are a reimbursement-based grant program. You must first spend money and then request reimbursement. In your agreement with RCO, the total project funding includes match, and each request for reimbursement must include part of your match.

- Applicants must demonstrate a commitment to 10 years or more of stewardship for the project.

- Projects must be finished within two to three years.

- There is no upper dollar limit for a grant request.

- Applications must be submitted through lead entities, which are watershed-based groups, by August 26, 2011. Lead entity contact information is in Appendix A.

- Applications must be submitted electronically through the PRISM computer system. You'll first have to get a password, which can take two days, so allow enough time. See Appendix C for details on how to use PRISM.

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. Its primary goal is to aid the recovery of salmonids (salmon, trout, and steelhead) by providing grants.

The SRFB funds riparian, freshwater, estuarine, near-shore, saltwater, and upland projects that protect existing, high quality habitats for salmon. It also funds projects to restore degraded habitat 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 projects must be developed using scientific information and local citizen review. Projects must demonstrate, through an evaluation and a monitoring process, that they can be implemented and sustained effectively to benefit fish.

The complete text of the SRFB's statement of its mission, scope, and funding strategy is available on its Web site at www.rco.wa.gov/boards/srfb_mission.shtml.

Where to Get Information

Administrative support, including managing the grants, is provided by RCO. Staff available to assist are:

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[1] Revised Code of Washington 77.85

Brian Abbott
Brian.Abbott@rco.wa.gov
(360) 902-2638

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Web site: www.rco.wa.gov

Mailing Address
PO Box 40917
Olympia, WA 98504-0917

For staff assignments, visit the RCO Web site at
www.rco.wa.gov/grants/contact_salmon_mgr.shtml.

Informational Workshops

RCO staff will be available, on request, to lead entities and regions to hold workshops or GoTo Meetings/conference calls for grant applicants to provide information about the grants. Following grant awards, staff will schedule conference calls for grant applicants not familiar with SRFB grants or those who need a refresher on grant procedures. Registration information will be on the RCO Web site.

Other Grant Manuals You Will Need

SRFB uses the manuals below for the administration of SRFB grants. Copies are available on the RCO Web site at www.rco.wa.gov/doc_pages/manuals_by_number.shtml:

Manual 3   Acquiring Land: Policies
(www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf)

Manual 4   Development/Restoration Projects: Policies
(www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf)

Manual 7   Funded Projects: Policies and the Project Agreement
(www.rco.wa.gov/documents/manuals&forms/Manual_7.pdf)

Manual 8   Reimbursement Manual: Grant Programs
(www.rco.wa.gov/documents/manuals&forms/Manual_8-reimbursement.pdf)

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 threat 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. But let's start more than a decade ago.

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 or steelhead that are substantially, reproductively isolated from other populations and that contribute substantially to the evolutionary legacy of the species. The federal government determined that recovery plans should be developed for each unit or segment listed as at risk of extinction under the act.

State law also directed development of a statewide strategy to recover salmon on an evolutionarily significant basis.

Based on this, the Governor's Salmon Recovery Office, together with other state and federal agencies, defined eight salmon recovery regions pictured in Appendix A.

Regional Organizations

To coordinate the work of recovery planning and implementation, seven regional organizations[2] formed, roughly along the lines of 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 Endangered Species Act goals. The six organizations also developed a series of actions necessary to recover salmon and gained regional consensus on measurable fish recovery results. Six of the seven regional organizations have regional recovery plans approved by the federal government.[3] Today, the regional organizations are implementing those actions.

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

Lead Entities

Other key players in salmon recovery are local lead entities, which were authorized by the Legislature in 1998[4] to develop habitat restoration and protection strategies, and projects to meet those strategies. Regional organizations relied on lead entities and local watershed groups when writing regional recovery plans and incorporated lead entities' strategies into those plans.

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[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, upper Columbia River, and Puget Sound regional organizations have final recovery plans accepted by the federal government. Lower Columbia River, Snake River, and middle Columbia River regional organizations have submitted recovery plans for the Washington portion of their regions, which have been accepted by the federal government; however approval of the full regional recovery plan is pending work to be done in Oregon and Idaho. The coastal regional organization soon will begin writing its plan. The federal government developed a draft bull trout plan for Washington, which is pending.

[4] Revised Code of Washington 77.85.050-77.85.060

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-based committees and technical advisory 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-based committee, and technical advisory group form a lead entity. The SRFB provides financial support to lead entities.

Lead entities use their strategies and the regional plans to identify a sequence of habitat restoration and protection projects. Those projects typically are reviewed by lead entity technical advisory groups to ensure they are scientifically valid. 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.

Applications Submitted through Lead Entities

Your grant proposal must be submitted through a lead entity and must meet lead entity strategies and plans. Lead entity application due dates vary to allow them time to review and rank projects before submitting applications to RCO. Grant applicants should contact their lead entities to obtain lead entities' timelines and requirements. Contact information for both lead entities and RCO staff are in Appendix A. For questions about the lead entity program, contact Lloyd Moody, (360) 902-2217, TDD (360) 902-1996, Lloyd.Moody@gsro.wa.gov.

Funding Allocations in the 2011 Round

The SRFB has made some initial funding decisions and awarded a percentage of the expected funding on a regional basis as follows:

- Lower Columbia River Salmon Recovery Region .... 15 percent

- Puget Sound Salmon Recovery Region
  (including Hood Canal Salmon Recovery Region) .... 42.04 percent

- Hood Canal Salmon Recovery Region (Hood Canal Summer Chum) . 2.35 percent

- Middle Columbia River Salmon Recovery Region .... 9.87 percent

- Upper Columbia River Salmon Recovery Region .... 10.85 percent

- Snake River Salmon Recovery Region..8.88 percent

- Northeast Washington Salmon Recovery Region ....2 percent

- Washington Coastal Salmon Recovery Region...9 percent

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 for SRFB funding:

- Cities

- Counties

- Conservation Districts

- Native American Tribes

- Nonprofit Organizations – Nonprofit organizations must be registered with Washington's Office of the Secretary of State. A nonprofit's 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 also must provide for an equivalent successor organization under the SRFB grant agreement, in case the nonprofit dissolves.

- Private Landowners – Private landowners are eligible for restoration project grants when the landowner is a private citizen and the project will be implemented on the landowner's property. Individuals may not acquire land

using SRFB grants. Landowner time on the project may be eligible for non-reimbursable match.

- 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. A Project Partner Contribution Form (Appendix J) must be completed and submitted with the application.

Federal agencies may not apply directly, but may partner 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 an important habitat condition or watershed process. The project may provide other benefits, such as flood control or education, but those benefits must be clearly secondary.

All projects must be in compliance with Revised Code of Washington 77.85.130 (6) if the landowner has a legal obligation under local, state, or federal law to perform the project.

Acquisition

Acquisition includes the purchase of land, access, or other property rights in fee title or less than fee, such as conservation easements. Rights or claims may be acquired if the value can be established or appraised. All SRFB-funded **acquisition projects must be completed within three years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

SRFB has very specific appraisal and reporting requirements for acquisition projects so you should be familiar with the requirements in Manual 3 Acquiring Land: Policies. All

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[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).

acquisitions must be from willing sellers. All acquisitions are perpetual, including water right acquisitions.

Acquisitions should be proposed for specific parcels. However, you may propose purchasing stream reaches, estuaries, or near-shore areas if you can demonstrate that purchasing any parcel within the area will achieve the project's objectives. In that case, you should identify all the possible parcels that will provide similar benefits to fish and certainty of success. 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 and how you will pursue priority parcels.

You must submit the Landowner Acknowledgement Form in Appendix K with your application. For multi-site acquisition projects, include, at a minimum, signed Landowner Acknowledgement Forms for all known priority parcels.

Restoration

Restoration is the process of assisting the recovery of habitat conditions that have been degraded, damaged, or destroyed. All SRFB-funded **restoration projects must be completed within three years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

You must submit the Landowner Acknowledgement Form in Appendix K with your application. Once funded, you must provide landowner agreements (Appendix L) for proposals on land you do not own or control.

Planning and design guidance for numerous restoration project types are available through the Washington State Aquatic Habitat Guidelines Program. 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 at http://wdfw.wa.gov/conservation/habitat/planning/ahg/.

Typically, the planning and design process for restoration projects that include engineered components should follow the general design process that is described for SRFB non-capital projects (Appendix D). Depending on the scope and complexity of a restoration project, the level of design that was available at application, and review panel comments during application, RCO grant managers may require a special condition in the project agreement that the sponsor submit preliminary designs and a design report for review before developing final design. The contents of typical design report are described in Appendix D.

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 below the ordinary high water mark, 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.

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

- **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, or road decommissioning.

- **Estuarine and Marine Near-shore** – 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.

Near-shore assessment and restoration projects spanning multiple lead entities are eligible for SRFB funding; however, they need to be on each lead entity list, within the target funding allocation for each lead entity, and have a total value that is prorated among lead entities.

The SRFB urges all Puget Sound lead entities, near-shore project applicants, and the 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:

- o Puget Sound Salmon Recovery Plan: Regional Nearshore and Marine Aspects of Salmon Recovery in Puget Sound (Shared Strategy for Puget Sound, 2007)

- o Coastal Habitats in Puget Sound: A Research Plan in Support of the Puget Sound Nearshore Partnership (Puget Sound Nearshore Partnership Report No. 2006-1)

- o Guidance for Evaluating SRFB Nearshore Assessments (Screening Committee, 2002)

- o Guidance for Protection and Restoration of the Nearshore Ecosystems of the Puget Sound (Nearshore Science Team, 2003)

- o Estuary and Salmon Recovery Program: Project Ranking Criteria (Puget Sound Nearshore Partnership, 2007)

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 that is 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.[6] The state's forest practice rules, developed to conform with 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 RMAP by July 1, 2006 and to bring all roads into compliance with forest practices standards by July 1, 2016[7]. Small forest landowners are required to submit a simplified RMAP checklist for only those roads in their ownership that are affected by a forest practices application. Small forest landowners also are exempt from the annual RMAP reporting requirement. The Family Forest Fish Passage Program provides financial assistance to these landowners.

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

[7] Washington Administrative Code 222-24-050

In August 2009, the SRFB adopted a new policy for funding RMAP-related projects. This policy allows for RMAP-related projects in both small and large forests. Projects must be proposed by an eligible sponsor and complete the lead entity and state technical Review Panel processes described in this manual.

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 RMAP schedule.

- Expedited actions do not include RMAP projects that might be delayed beyond their originally scheduled completion date.

- 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 RMAP completion date).

Large landowners must provide **35 percent match for fish passage projects** and **50 percent for sediment reduction projects.**

When a proposed RMAP-related project becomes known to a lead entity, the lead entity will work with the project sponsor and RCO staff to ensure the project meets the criteria, before local technical advisory group and citizen review.

Non-Capital Projects: Assessments, Designs, Inventories, and Studies

Non-capital 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 non-capital projects within two years of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

Non-capital projects intended only for research purposes, stand-alone monitoring, or general knowledge and understanding of watershed conditions and functions, although

important, are **not** eligible for funding. The results of proposed non-capital projects must **directly and clearly** lead to:

- 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 that is 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:

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

    o 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, science research agenda, or work plan, and how it will address the identified high-priority data void.

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

    o The results must be designed to clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects if funded.

Assessments, studies, and inventories must be closely coordinated 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 partner with one another.

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

To the extent still applicable, the concepts and approaches outlined in *Roadmap for Salmon Habitat Conservation at the Watershed Level*, 2002 (www.rco.wa.gov/documents/gsro/roadmap.pdf), and *Guidance on Watershed Assessment for Salmon* 2001 (www.digitalarchives.wa.gov/governorlocke/gsro/watershed/watershed.pdf), should be

used 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 are intended to address a particular problem at a specific location. They are not intended to include general reach or watershed assessment to both identify and design a project. Design only projects with no match are eligible for SRFB funding under the following conditions:

- Maximum request is $200,000.

- **The project must be complete within 18 months of the SRFB funding meeting**. This requirement will be included in the SRFB project agreement. **Design-only projects will not be eligible for a time extension.**

- The project must result in either preliminary design (30 percent design) or final project design. See Appendix D for definitions and required deliverables for each of these phases of project development.

- 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. Projects that do not meet the above conditions must provide a 15 percent match.

Combination Projects

Combination projects include both acquisition and restoration elements OR acquisition and assessments, designs, or studies. 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 to identify the most beneficial parcels of habitat. All SRFB-funded **combination projects must be completed within three 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, properties must be acquired within 18 months of the SRFB funding date.

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 should 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 project.

- Each stage must be submitted as a separate application.

- 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 SRFB when making decisions on current proposals by the applicant.

Monitoring

Grant recipients, called sponsors, must monitor project implementation to ensure completion is as planned and any post construction issues are addressed within the SRFB project agreement. This is referred to as implementation monitoring.

SRFB does not fund project-specific, effectiveness monitoring, but conducts a statewide reach-scale monitoring program to determine project type effectiveness. An independent contractor conducts the monitoring. Information on this program is available: www.rco.wa.gov/doc_pages/other_pubs.shtml#monitoring.

An intensively monitored watershed is a sophisticated approach to validating whether habitat restoration actions are actually creating more salmon. This type of monitoring has been established in the following regions and watersheds:

- Lower Columbia River Salmon Recovery Region: Abernathy, Mill, and Germany Creeks

- Hood Canal Salmon Recovery Region: Big Beef, Little Anderson, Stavis, and Seabeck Creeks

- Puget Sound Salmon Recovery Region:

   o Skagit River – Skagit River Estuary

   o Strait of Juan De Fuca – East Twin, West Twin and Deep Creeks

- Upper Columbia River Salmon Recovery Region: Lower Entiat River, Methow River

- Snake River Salmon Recovery Region: Snake River – Asotin Creek

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When SRFB-funded restoration or protection projects are in or near intensively monitored watersheds, the regional organization, or lead entity where there is no regional organization, will certify that the proposed project contributes to, and will not negatively affect, ongoing data collection and salmon restoration efforts. This applies regardless of the source of funding for the intensively monitored watershed.

When restoration projects are in or near intensively monitored watersheds, the regional organization and lead entity should contact RCO staff and the coordinator of the monitoring projects to determine their affect on ongoing data collection.

SRFB may consider grants to assist a region or lead entity with projects that enhance the intensively monitored watershed work.

Puget Sound Projects

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

- Prohibit funding for any project designed to address the restoration of Puget Sound if that project is in conflict with the Action Agenda (effective January 1, 2010);

- Give preference to projects that are referenced in the Action Agenda; and,

- 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. The partnership will include a certification letter when submitting the Puget Sound regional package to RCO.

Ineligible Projects Elements

Some projects or elements are ineligible for funding or match because, in general, they do not directly foster the SRFB's mission or do not meet cost or public policy constraints. Some activities on SRFB-assisted facilities may not be allowed throughout the life of a project even after a project is complete. Check with RCO staff should you consider conducting any of the activities identified below, now or in the future. Ineligible activities include:

- Property acquisition through eminent domain.

- Leasing of land.

- Mitigation projects, activities, or funds (see Section 3 "matching share" for details on eligible ways to coordinate restoration with mitigation activities).

- Monitoring, maintenance, and stewardship as stand-alone projects.

- Effectiveness monitoring costs associated with a project, including purchase of equipment to monitor a SRFB restoration or acquisition project.

- Purchase of buildings or land not essential to the functions or operation and maintenance of the assisted site. Acquired buildings are to be removed from the habitat property.

- Construction of buildings or indoor facilities not essential to the operation and maintenance of the assisted site.

- Capital facilities, public works projects, flood mitigation works[8], 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.

- Fishing license buy-back.

- Lobbying or legislative activities.

- Indirect organizational costs.

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[8] 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.

- Costs to apply for a SRFB grant.

- Projects identified as mitigation as part of a habitat conservation plan approved by the federal government for incidental take of endangered or threatened species.

- Projects that do not address an important habitat condition or watershed process or focus mainly on supplying a secondary need.

In the event that an uncommon infrastructure element is proposed by a sponsor and determined eligible by staff, the sponsor is required to provide the following information in the project description:

- An alternatives analysis

- Design sketches

- Siting or placement information.

Providing this information will allow for a comprehensive review of the project by the SRFB Review Panel in order to resolve any potential issues earlier in the process. Early review coordination is highly recommended in these cases.

Section 3
How to Apply

In this section, you'll learn about:

- ✓ The steps in the application process
- ✓ Tips and resources for completing your application
- ✓ Matching share
- ✓ Waiver of Retroactivity for acquisitions
- ✓ Application checklist

The Application Process

Step 1: Work with the Local Lead Entity

Applicants must submit their proposals to the local lead entity rather than directly to the SRFB. (See Appendix A for contacts.) 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.

Step 2: Use PRISM to Submit an Early Application Before Review Panel Project Site Visits

The available early application period runs between January 1 and July 15, 2011. However, each lead entity will set its own deadlines within that period. Consult your local lead entity to learn its schedule. Lead entities must schedule and coordinate site visits with RCO and project sponsors.

The Review Panel is required to visit every project considered for funding by the SRFB before the final application deadline, unless deemed not necessary by the review

panel (e.g., assessments, feasibility studies, or project sites previously visited in other grant rounds).

Early application materials must be available in PRISM, the SRFB's online computer system, at least two weeks before the scheduled review panel site visit. If early application materials are not available two weeks before lead entity site visits for any project, the site visit for the entire lead entity will be rescheduled. Please refer to Appendix C for instructions on downloading PRISM, creating a new project in PRISM, and entering your application information.

Early Application Materials Required 2 Weeks Before Site Visits

Below is a description of the minimum level of information required by RCO to be entered into PRISM at least two weeks before the scheduled review panel site visit. Consult your local lead entity to learn of any additional information it requires. Applicants and lead entities should note that providing the review panel with more detailed, quality information and more complete applications by the early application site visit review will enable the review panel and RCO to provide more detailed feedback to strengthen sponsors' final applications.

An early application starts with completing the new application wizard in PRISM including the project name, project type, and sponsor. The following information and attachments also must be submitted for early application review:

- A project location/vicinity map (for acquisitions, the map should depict the project site as well as lands in the vicinity held by the public or having protection status)

- A more detailed site or parcel map

- Site or aerial photos, if available

- Design plans or sketches that clearly convey the intent of proposed restoration projects. Applicants should provide all available, relevant design information (detailed construction plans, specifications, planting plans, design reports). Sponsors with minimal available information should include example photos, designs, and conceptual sketches to convey their intent.

- A detailed project description that clearly describes the full project scope, describes any past or future phases, provides a preliminary project schedule, and lists all project deliverables

- Estimated budget that details individual line item costs (e.g., survey, design, materials, labor, permits)

- Evidence that the project is a high priority in a recovery plan or lead entity strategy, including a discussion on how this project will meet recovery plan or lead entity strategy objectives and contribute to recovery or strategy goals (such as: smolt production, area of habitat, etc.)

- Comment on whether any part of this project (e.g., a previous assessment, design, or construction phase) previously has been reviewed or funded by the SRFB. If yes, please provide the project name and number (or year of application if a project number is not available). If the project was withdrawn or not awarded SRFB funding, please describe how the current proposal differs from the original.

If lead entities have a separate "letter of intent" format that includes all the required early application materials, the project may be started in PRISM and the letter of intent attached in PRISM in place of completing the information in the PRISM application.

Step 3: Review Panel Site Visits and Early Review

A small team of SRFB Review Panel members will be assigned to each region or lead entity to review initial application materials and visit project sites. To maximize everyone's time, early application materials must be complete for every project on a lead entity's project list. If any application materials are incomplete, RCO staff will contact the lead entity and identify what information is required to complete the application materials.

RCO staff will make PRISM early application materials available in a single PDF file by project for the Review Panel. Once materials are reviewed and site visits conducted, the review panel team will complete project comment forms with directions on how the applicant can improve the project before the final application deadline. The team will not label any projects as preliminary projects of concern in an effort to focus the review on how to improve a proposal. Instead, the team will flag projects (noted on comment form) it believes the full panel should review. The full review panel will provide feedback on "flagged" projects after the review panel meeting in mid July.

The team may not have enough information to evaluate a project and may label it as a project "needing more information (NMI)" and will note on the comment form specifically what additional information is needed.

If the review panel comment form indicates an NMI or flagged status, the project sponsor should provide a written response to review panel concerns or suggestions and attach it in PRISM, clearly labeled. The sponsor also must alert the RCO grants manager and lead entity coordinator that a response is attached in PRISM. The review panel will be meeting in mid July to discuss responses received to date, and will provide further feedback by August 1. The sponsor should incorporate this feedback into the final application and again include a response to review panel comments and attach in PRISM

alerting the RCO grants manager and lead entity coordinator that a response is attached in PRISM. If the review panel believes a discussion at the Regional Area Meeting would help resolve remaining project concerns, it will flag the project.

Step 4: Use PRISM to Complete a Final Application

By August 26, 2011, complete a final SRFB application in PRISM. Applications received by the application deadline that are incomplete will not be advanced.

In addition to filling out the questionnaire in PRISM, several other items are fundamental to the application and must be submitted as attachments in PRISM. Required attachments are listed in the application checklist at the end of this section and are described below. Required forms may be downloaded from the RCO Web site.

- Project Cost Estimate: Please provide a detailed cost estimate to supplement the general cost information required by PRISM. Clearly label the attachment in PRISM "Cost Estimate." This will help the local review process and the SRFB Review Panel better understand the project cost details. Applicants may use their own format, 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, equipment). Acquisition projects should include costs for land, incidentals (including, as appropriate, appraisals, review appraisals, boundary survey, cultural resources review, hazardous substance assessment, title reports, wetland delineation, baseline documentation for conservation easements, closing, demolition, relocation, recording fees, fencing, noxious weed control, signing, taxes), and project administration.

- Landowner Acknowledgement Form (Appendix K): A landowner acknowledgement form is required for all acquisition projects and for all planning and restoration projects occurring on land not owned by the project applicant. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that his or her property is proposed for SRFB funding consideration. Note that Landowner Acknowledgement Forms are not required for planning projects that cover a large area and encompass numerous properties. For multi-site acquisition projects involving a relatively large group of landowners, include, at a minimum, signed Landowner Acknowledgement Forms for all known priority parcels. For sponsors proposing work on their own property, this form is not required.

  Note that a Landowner Acknowledgement Form differs from a Landowner Agreement (Appendix L), which is required for restoration projects occurring on non-applicant-owned land before construction. Refer to Section 8 for further information on landowner agreements.

- Project Partnership Contribution Form (Appendix J): State Agencies are required to have a local partner and must attach a signed Partner Contribution Form. A Partner Contribution Form also is suggested, although not required, for organizations other than the applicant (third party) providing match.

- 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:

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

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

  o Barrier Inventory Projects

  Please select the project proposal that best fits your project. Project proposals are depicted in Section 4 of this manual. WORD document versions of the proposals may be downloaded from the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

- Response to Review Panel Early Application Comments: Applicants must provide responses to the early Review Panel comments (e.g., in your response, please direct reviewers to sections of your application or new attachments that were added or modified to address review panel comments).

- Maps: Provide both a general vicinity and work site or parcel map, as appropriate.

- Site Photos: Attach photos that illustrate current site conditions.

- Barrier Evaluation Forms (Fish Passage Projects Only): These forms are used to document fish passage barrier conditions. See Appendix R or go to the RCO Web site at: www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

- Proposed Project Design (Restoration Projects Only): Please provide as much design information (plans, specifications, design report) as is available to clearly illustrate the project intent. Project applicants without detailed site designs are encouraged to submit concept sketches or example photos and designs of proposed restoration techniques.

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

Tips and Resources for Completing Your Final Application in PRISM

There is a checklist of all required application materials at the end of this section to help you keep track of what you've completed. The checklist also may be downloaded from the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. If you have any questions about required application material or how to enter items into PRISM, please contact your local lead entity coordinator or RCO grants manager. Please refer to Appendix C for instructions on downloading and using PRISM.

Review Panel Consultation

The review panel is available year-round for consultation. To request assistance, lead entity coordinators complete a Review Panel Request Form available online at www.rco.wa.gov/documents/manuals&forms/Review_Panel_Request_Form.pdf. Lead entities should fill out the top portion of the request form and hit the "submit by e-mail" button. Before requesting dates, lead entities are encouraged to consult the review panel site visit calendar on each lead entity's page on RCO's SharePoint site.

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

Tips to Avoid Common Mistakes

- Be sure your project description, proposal, and other application material reflects your entire project, including tasks covered by proposed SRFB funding and tasks covered by matching funds. Please don't limit the information provided to covering SRFB-funded tasks only.

- Be sure to include only eligible sources of match (refer to "Matching Share" later in this section for a description of eligible project match). Match may be used only for project elements that are eligible for SRFB funding (refer to Section 2 of this manual for a description of eligible and ineligible project elements).

- Be sure to include architecture and engineering (project administration, engineering, and design) costs in the cost estimate for restoration projects. Architecture and engineering costs are a separate line item in the worksite cost estimate within PRISM. You will be expected to keep track of architecture and engineering costs separately from construction costs for each worksite in your billings to RCO. Refer to Manual 4 for guidance on what activities are considered architecture and engineering expenses and what activities are considered construction expenses—the difference is not always obvious. The maximum allowable total architecture and engineering expense is 30 percent of construction costs.

- Be sure to include administration costs in the cost estimate for acquisition projects. Administration costs are a separate line item in the property cost estimate within PRISM. You will be expected to keep track of administration costs separately from land and incidental costs for each property in your billings to RCO. Refer to Manual 3 for guidance on what activities are considered administration costs. The maximum allowable total administration expense is 5 percent of land plus incidental costs.

- Be sure to include permitting and cultural resources expenses in your acquisition, planning, restoration, and combination projects, as appropriate. Both permits and cultural resources must be selected 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 8 for more information concerning permit requirements, expedited permit options, and available permitting assistance.

  A cultural resources consultation with the Department of Archaeology and Historic Preservation and Native American tribes is required of all projects that include any form of ground disturbance (including planting and fencing projects). RCO or federal permitting or funding agencies will conduct the initial consultation, but should a cultural resources survey be required, it is the responsibility of the project sponsor to hire 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 8 for more information about cultural resources consultation requirements.

- Certain pre-agreement costs are eligible for reimbursement (see section 8), but reimbursement is not allowed for land acquisition or construction that occurs before your agreement start date. An exception to these restrictions is if land acquisition occurs before project agreement, but after a Waiver of Retroactivity is secured through RCO. Waivers of Retroactivity are discussed in more detail later in this section. Note that they must be secured BEFORE closing on the property.

- Limit the number of worksites to what is truly required and consider instead using one worksite with multiple properties when appropriate. RCO billings practices require that project expenses be tracked separately for each worksite.

RCO Policy and Procedure Manuals

SRFB uses the manuals below for the administration of SRFB grants. Familiarizing yourself with RCO policies and procedures during application is to your advantage so

you will understand what will be expected of you, should you be awarded a grant, and what you can expect from RCO. Copies of the manuals are available on the RCO Web site at www.rco.wa.gov/doc_pages/manuals_by_number.shtml:

Manual 3   Acquiring Land: Policies
              www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf

Manual 4   Development/Restoration Projects: Policies
              www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf

Manual 7   Funded Projects: Policies and the Project Agreement
              www.rco.wa.gov/documents/manuals&forms/Manual_7.pdf

Manual 8   Reimbursement Manual: Grant Programs
              www.rco.wa.gov/documents/manuals&forms/Manual_8-
              reimbursement.pdf

Mailing Instructions for Lead Entities and Regions

A lead entity will ensure that all application materials are submitted online via PRISM. Appendix C offers guidance on using PRISM. Help is also available by contacting RCO staff. No project application materials need to be submitted via mail.

The Lead Entity List Memorandums and lead entity information should be sent electronically to salmon@rco.wa.gov and the original, signed materials mailed to:

    Salmon Recovery Funding Board
    PO Box 40917
    Olympia, WA 98504-0917

Refer to Section 4 for a list of lead entity and regional area submission materials.

Regional organizations and lead entities should retain one copy of all materials for their records. **The regional organization information must be received on or before September 15, 2010.** Submissions that are illegible, incomplete, or late will be returned unprocessed. Faxed applications will not be accepted.

Step 5: Project Evaluation

The evaluation happens in three phases. First, the local lead entity, coordinating with its regional organization, will evaluate and rank applications in its area. 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, the SRFB 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. Decisions about eligibility are reviewed first with the assigned RCO staff and confirmed 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's scientific 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 5 of this manual for a detailed discussion of the project evaluation process.

Step 6: Funding

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

Grant Process

EARLY APPLICATION (JANUARY – AUGUST)

Lead Entities work with grant applicants to identify proposed projects	Lead Entities schedule site visits and submit pre-application materials to RCO* for Review Panel	Review Panel attends project site visits and comments on pre-application materials	Applicants incorporate Review Panel comments into final application and attach response to comments in PRISM

FINAL APPLICATION SUBMITTAL AND REVIEW (AUGUST – OCTOBER)

Applicants submit grant applications to lead entities or regions for local evaluation and ranking	Applicants submit final applications to RCO via PRISM Lead Entities submit ranked list of projects to RCO. **August 26**	Regional organizations submit to RCO fudning recommendations and responses to information questionnaire **September 15**	Lead Entities and project sponsors make presentations to Review Panel responding to "flagged" projects. **October 3-4**

FUNDING DECISION (OCTOBER – DECEMBER)

Review Panel provides comments on applications **October 6**	Regions, Lead Entities, and sponsors review and comment on review panel recommendations **October 6-26**	RCO draft funding recommendations to the Salmon Recovery Funding Board **November 18**	Salmon Recovery Funding Board awards grants **December 8-9**
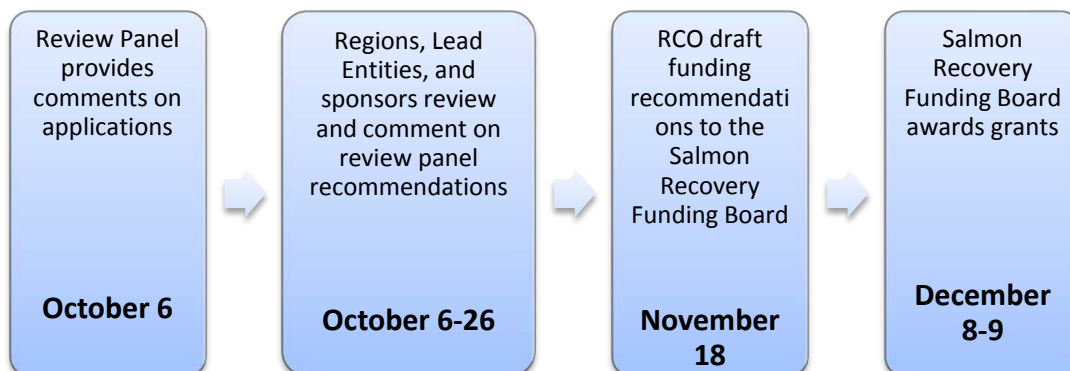
Matching Share

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. The exception to this requirement is that no match is required for applications for design only projects requesting $200,000 or less and completed within 18 months of funding (see Section 2, Eligible Projects).

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, 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 (PSAR) funds and Family Forest Fish Passage Project (FFFPP) funds, may be used as a match for a SRFB grant. The SRFB provides some of the funding for grants awarded by the National Fish and Wildlife Foundation's Community Salmon Fund Program. Community Salmon Fund Program grants derived from the SRFB are ineligible as match for SRFB projects. Consult with the Community Salmon Fund Program grant manager to verify the source of any grants you have received from that organization before using it as match.

Grants from the Recreation and Conservation Funding Board are administered separately and may be used as match.

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.

The SRFB also encourages coordinating salmon recovery with mitigation activities, which are not eligible for funding or use as match. 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 has been 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.

Waiver of Retroactivity for Acquisitions

A waiver normally is sought when an applicant decides that waiting to purchase land will jeopardize the sale so the land is bought after applying for a grant but before funding

approval. All such expenditures are made at the applicant's risk. If a grant is not awarded, SRFB will not pay for any expenses.

To receive payment for costs expended before a grant award, you must submit a written letter, justifying the imminent need to purchase the property, to the RCO director, who may issue a "Waiver of Retroactivity." Such a waiver allows the acquisition costs to be eligible for reimbursement through the next two consecutive SRFB grant cycles.

To apply for a Waiver of Retroactivity, you must complete the materials in RCO Manual 3, found on the agency's Web site at www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf.

Application Checklist

Applicants should use this application checklist for all project types to ensure your application is complete.

✓ Checklist Items	Screen/Tab (in PRISM)
General Application Information	
Applicant/Organization Information Project Contact Information	Project/Roles
Short Description of Project	Project/Description
Summary of Funding Request and Match Contribution	Project/Funding Request
Application Questionnaire (match description and non-profit organization information)	Project/ Questions
Project Metrics	Project/Metrics
Permits	Project/Permits
Worksite Description (All projects)	Worksite/Worksite Description
Work Types, Metrics, and Cost Estimates (Restoration, Planning, and Combination Projects)	Worksite/Work Types, Metrics, Cost Estimates
Application Questions used for Cultural Resources Consultation (All projects)	Worksite/App Questions
Property Information (Acquisition, Restoration, and Combination Projects)	Property/Property Description
Acquisition Cost Estimate, Metrics, and Property Questions (Acquisition and Combination Projects)	Property/Cost Estimates, Metrics, App Questions

✓ Checklist Items	Screen/Tab (in PRISM)
Attachments in PRISM	
Project Cost Estimate. Applicants may use their own formats. Attach in PRISM and clearly label "Cost Estimate."	Applicant Creates
Landowner Acknowledgement Form (required for projects occurring on land not owned by applicant)	Appendix K
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 J
Project Proposal—Choose either: Restoration, acquisition, and combination restoration/acquisition projects Non-capital projects and combination planning/acquisition projects (excluding barrier inventories) Barrier Inventory projects	See Section 4
Maps (General Vicinity and Work Site)	Applicant Creates
Response to review panel pre-application comments. Applicant must provide a response to the early review panel comments and attach in PRISM by the application deadline.	Applicant Creates
Project Photographs – must be in jpeg format. Requirement is at least two before photographs. Additional graphics and photographs to describe the project can be attached in a PowerPoint or PDF document	Applicant Creates
Barrier Evaluation Forms (Fish Passage Projects Only)	Appendix R
Other Materials (Optional) • Designs, graphs, parcel maps, letters of support, etc.	Applicant Creates

Section 4
Project Proposals

In this section, you'll learn about:

✓ Supplemental application information to attach in PRISM for all projects.

All Applicants

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:

- 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. **WORD document templates of these proposals may be downloaded from the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon**.

Restoration, Acquisition, or Combination Restoration and Acquisition Projects

SRFB applicants must respond to the following items. 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 eight pages.

Submit this proposal as a PRISM attachment. A template is available on the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

NOTE: Acquisition, combination, fish passage, diversions, and screening projects have supplemental questions embedded within this worksheet. Please answer the questions below and all pertinent supplemental questions.

1. Project Overview

    A. Provide a brief summary of the project (note that further elaboration of this summary information is requested in Questions 2 and 3). When possible, list your sources of information by citing specific studies, reports, and other documents. Be sure to include:

        i.   Location of the project in the watershed, including the name of the water bodies, upper and lower extent of the project (if only a portion of the watershed is targeted), and whether the project occurs in the near-shore, estuary, main stem, tributary, off channel, or other location.

        ii. Overview of current project site conditions.

        iii. Description of the proposed project and primary project objectives, such as how this project will contribute to restoring salmonids within the ecosystem.

    B. Has any part of this project been previously reviewed or funded by the SRFB? If yes, please provide the project name and SRFB project number (or year of application if a project number is not available). If the project was withdrawn or not awarded SRFB funding, please describe how the current proposal differs from the original.

2. Salmon Recovery Context

    A. Describe the fish resources present at the site and targeted by this project.

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

B. Describe the nature, source, and extent of the problem that the project will address. Include a detailed description of site conditions and other current and historic factors important to understanding the need for this project. Be specific – avoid general statements. (acquisition, fish passage, diversions, and screening projects should refer to the supplemental questions later in this worksheet for information to include in the problem statement.) When possible, list your sources of information by citing specific studies, reports, and other documents.

C. Discuss how this project fits within your regional recovery plan or local lead entity strategy to restore or protect salmonid habitat in the watershed (i.e., does the project address a priority action, occur in a priority area, or target priority fish species?).

D. Describe the consequences of not conducting this project at this time. Consider the current level and imminence of risk to habitat in your discussion.

3. Project Design

A. Provide a detailed description of the project size, scope, design, and how it will address the problem described in question 2B. Describe specific restoration methods and design elements you plan to employ. (Acquisition-only projects need not respond to this question.)

B. If restoration will occur in phases, explain individual sequencing steps, and which of these steps is included in this application. (Acquisition-only projects need not respond to this question.)

C. 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.

4. Project Development

A. Explain how the project's cost estimates were determined. Please include a detailed project cost estimate and attach in PRISM. Clearly label the attachment in PRISM "Cost Estimate."

B. Describe other approaches, opportunities, and design alternatives that were considered to achieve the project's objectives.

C. Have members of the community, recreational user groups, adjacent landowners, or others been contacted about this project? Describe any concerns about the project raised from these contacts and how those concerns were or will be addressed.

D. Include a Partner Contribution Form (Appendix J), when required, from each partner outlining the partner's role and contribution to the project. Refer to Section 3 of this manual for information on when a Partner Contribution Form is required.

E. List all landowner names. If the proposed project occurs on land not owned by the grant applicant, include a signed Landowner Acknowledgement Form (Appendix K), when applicable, from each landowner acknowledging that his or her property is proposed for SRFB funding consideration. Refer to RCO Section 3 of this manual for information on when a Landowner Acknowledgement Form is required.

F. Describe your experience managing this type of project.

5. Tasks and Schedule

    List and describe the major tasks and time schedule you will use to complete the project.

6. Constraints and Uncertainties

    Each project should include an adaptive management approach that provides for contingency planning. State any constraints, uncertainties, possible problems, delays, or unanticipated expenses that may hinder completion of the project. Explain how you will address these issues as they arise and their likely impact on the project.

Supplemental Questions

1. Projects involving acquisitions (applies to both acquisition-only and combination projects) answer the following questions

    A. Information to include in item 2B above: Describe the habitat types 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.), their size in acres, quality, and existing land use. Describe any features that make the site unique.

    B. Describe the type of acquisition proposed (e.g., fee title, conservation easement).

C. State the size of the property to be acquired. Attach a site map in PRISM showing the property boundary, habitat features, easements, roads, and buildings, as appropriate.

D. 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 to be acquired, state their size and explain why they are essential for protecting salmonid habitat.

F. State the percentage of the total project area that is intact and fully functioning habitat.

G. Explain the degree to which habitat on site is impaired and the nature and extent of required restoration. If the property is in the channel migration zone, is that function intact (i.e., do existing levees, riprap, infrastructure, or other features on this or nearby properties inhibit channel migration)? Describe the likely prioritization, timeframe, and funding sources for proposed restoration activities.

H. List existing structures (home, barn, outbuildings, fence) on the property and any proposed modifications. Note: In general, buildings on SRFB-assisted acquisitions must be removed. Refer to Section 2 of this manual for information about ineligible project elements.

I. Describe adjacent land uses (upstream, downstream, across stream, upland).

J. Describe why the acquisition is needed. Explain why federal, state, and local regulations do not provide enough protection. State the zoning and Shoreline Master Plan designation.

K. If buying the land, explain why the acquisition of conservation easements to extinguish certain development, timber, agricultural, mineral, or water rights will not achieve the goals and objectives of the project.

L. For multi-site acquisition projects, identify all the possible parcels that will provide similar benefits and certainty of success and provide a clear description of how parcels will be prioritized and how priority parcels will be pursued for acquisition.

2. Fish Passage Projects – Answer the following 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 http://wdfw.wa.gov/publications/pub.php?id=00061, and the *Design of Road Culverts for Fish Passage* manual at http://wdfw.wa.gov/hab/engineer/cm/. For prioritization questions or technical assistance, contact Dave Collins at Department of Fish and Wildlife at (360) 902-2556 or david.collins@dfw.wa.gov. For engineering design questions or technical assistance, contact Michelle Cramer at (360) 902-2610 or cramemlc@dfw.wa.gov.

   A. Information to include in item 2B above: Concisely describe the passage problem (outfall, velocity, slope, etc). Describe the current barrier (age, material, shape, and condition). Is the structure a complete or partial barrier? Describe the amount and quality of habitat to open if the barrier is corrected.

   B. Project Design

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

      ii. Has the project received a Priority Index (PI) Number? If so, provide the PI number and indicate the method used: 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).

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

      iv. Complete and attach the Barrier Evaluation Form and Correction Analysis Form. These forms are available in Appendix R of this manual and on the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

3. Diversions and Screening Projects – Answer the following questions:

   NOTE: For questions or technical assistance, contact Pat Schille, Department of Fish and Wildlife at (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* (August 2000) at http://wdfw.wa.gov/hab/engineer/fishbarr.htm for further guidance.

A. Information to include in Salmon Recovery Context above in item 2B: 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. Project design

   i. 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.

   ii. Is this a pump or gravity diversion?

   iii. 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)?

   iv. 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 page 25 of the Washington Department of Fish and Wildlife's Fish Passage Barrier and Screening Assessment and Prioritization Manual for instructions on how to collect this information.

   v. How much water, if any, will be saved as a result of this project? Will water be put into trust, or are there plans to transfer water rights?

Planning and Combination Projects

Planning Projects (Assessment, Design, and Study) and Combination Planning and Acquisition Projects, Excluding Barrier Inventories

Salmon Recovery Funding Board applicants must respond to the following items. 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 eight pages.

Submit this proposal as a PRISM attachment. A template is available on the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

1. Project Overview

    A. Provide a brief summary of the project (Further elaboration of this
        summary information is requested in questions 2 and 3). When possible,
        list your sources of information by citing specific studies, reports, and
        other documents. Be sure to include:

        i. Location of the project in the watershed, including the name of
            the water bodies, upper and lower extent of the project (if only a
            portion of the watershed is targeted), and whether the project
            occurs in the near-shore, estuary, main stem, tributary, off channel,
            or other location.

        ii. Overview of current project site conditions.

        iii. Description of the proposed project and primary project
            objectives, such as how this project will contribute to
            understanding or restoring salmonids within the ecosystem.

    B. Has any part of this project previously been reviewed or funded by the
        Salmon Recovery Funding Board? If yes, please provide the project name
        and SRFB project number (or year of application if a project number is not
        available). If the project was withdrawn for funding consideration or was
        not awarded SRFB funding, please describe how the current proposal
        differs from the original.

2. Salmon Recovery Context

    A. Describe the fish resources present at the site and targeted by this
        project.

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

A. Describe the nature, source, and extent of the problem or gap in knowledge that the project will address. Include a detailed description of site conditions and other current and historic factors important to understanding the need for this project. Be specific – avoid general statements. When possible, list your sources of information by citing specific studies, reports, and other documents.

For fish passage design/feasibility studies, concisely describe the passage problem (outfall, velocity, slope, etc); the current barrier (age, material, shape, and condition); whether it is a complete or partial barrier; and the amount and quality of habitat to be opened if the barrier is corrected.

Projects that include acquisition should refer to the supplemental questions later in this worksheet for further guidance on information to include in their problem statement.)

B. Describe how this project fits within your regional recovery plan or local lead entity strategy to restore or protect salmonid habitat in the watershed (i.e., Does the assessment fill a data gap identified as a priority in the lead entity's strategy or regional recovery plan? Does the project address a priority action, occur in a priority area, or target priority fish species?).

C. Describe the consequences of not conducting this project at this time. Consider the current level and imminence of risk to habitat in your discussion.

3. Project Design

A. Provide a detailed description of the project and how it will address the problem described in question 2B. Clearly list and describe all products that will be produced (i.e., project deliverables). If a project design will be produced, what stage of project development is proposed (conceptual, preliminary, or final; refer to Appendix D: Project Development Phases Defined.)

B. If the project will occur in phases, explain individual sequencing steps and which steps are included in this application.

C. If your proposal includes a fish passage or screening design or feasibility study:

i. Provide the Priority Index (PI) or Screening Priority Index (SPI) number and describe how it was generated (physical survey, reduced sample full survey, expanded threshold determination, or

Washington Department of Fish and Wildlife generated [list source, such as a study or inventory]). Refer to the Department of Fish and Wildlife's Fish Passage Barrier and Screening Assessment and Prioritization Manual (http://wdfw.wa.gov/hab/engineer/fishbarr.htm) for guidance.

    ii. For fish passage design projects, identify other fish passage barriers downstream or upstream of this project.

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

    i. Describe the assessment or inventory design and methodology.

    ii. Describe any previous or ongoing assessment or inventory work in your project's geographic area.

    iii. Describe how the assessment or inventory addresses the stages and elements in *Guidance on Watershed Assessment for Salmon* (Joint Natural Resources Cabinet, May 2001, www.digitalarchives.wa.gov/governorlocke/gsro/watershed/watershed.pdf).

4. Project Development

A. Explain how the project's cost estimates were determined. Please include a detailed project cost estimate and attach in PRISM. Clearly label the attachment in PRISM "Cost Estimate."

B. Describe other approaches and design alternatives that were considered to achieve the project's objectives.

C. Include a Partner Contribution Form (Appendix J), when required, from each partner outlining the partner's role and contribution to the project. Refer to Section 3 of this manual for information on when a Partner Contribution Form is required.

D. List all landowner names. If the proposed project occurs on land not owned by the grant applicant, include a signed Landowner Acknowledgement Form (Appendix K) when applicable, from each landowner acknowledging that his or her property is proposed for SRFB funding consideration. Refer to Section 3 of this manual for information on when a Landowner Acknowledgement Form is required.

E. Describe your experience managing this type of project.

F. Tasks and Schedule. List and describe the major tasks and schedule you will use to complete the project. Non-capital projects should be completed within two years of funding approval.

G. Constraints and Uncertainties. Each project should include an adaptive management approach that provides for contingency planning. State any constraints, uncertainties, possible problems, delays, or unanticipated expenses that may hinder completion of the project. Explain how you will address these issues as they arise and their likely impact on the project.

Supplemental Questions

1. Projects involving acquisitions (applies to combination projects) – Answer the following questions

    A. Information to include in item 2B above: Describe the habitat types 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.), their size in acres, quality, and existing land use. Describe any features that make the site unique.

    B. Describe the type of acquisition proposed (e.g., fee title, conservation easement).

    C. Describe the size of the property to be acquired. Attach a site map in PRISM showing the property boundary, habitat features, easements, roads, and buildings, as appropriate.

    D. 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 to be acquired, state their size and explain why they are essential for protecting salmonid habitat.

    F. State the percentage of the total project area that is intact and fully functioning habitat.

    G. Explain the degree to which habitat on site is impaired and the nature and extent of required restoration. If the property is in the channel migration zone, is that function intact (i.e., do existing levees, riprap, infrastructure, or other features on this or nearby properties inhibit channel migration)? Describe the likely prioritization, timeframe, and funding sources for proposed restoration activities.

H. List existing structures (home, barn, outbuildings, fence) on the property and any proposed modifications. Note: In general, buildings on SRFB-assisted acquisitions must be removed. Refer to ineligible project elements earlier in this manual.

I. Describe adjacent land uses (upstream, downstream, across stream, upland).

J. Describe the proximity of the property to other protected or functioning habitats, and the size and quality of those protected properties.

K. Describe why acquisition is needed. Explain why federal, state, and local regulations do not provide enough protection. State the zoning and Shoreline Master Plan designation.

L. If buying the land, explain why the acquisition of conservation easements to extinguish certain development, timber, agricultural, mineral, or water rights will not achieve the goals and objectives of the project.

M. For multi-site acquisition projects, identify all the possible parcels that will provide similar benefits and certainty of success and provide a clear description of how parcels will be prioritized and how priority parcels will be pursued for acquisition.

N. Describe your approach to long-term stewardship of the land. Identify any planned use of the property, including the upland areas.

Barrier Inventory Projects

Salmon Recovery Funding Board applicants must respond to the following items. Please respond to each question individually. Local citizen and technical advisory groups will use this information to evaluate your project. Limit your response to eight pages.

Submit this proposal as a PRISM attachment. A template is available on the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

NOTE: Applicants submitting fish barrier inventory projects should read the Washington Department of Fish and Wildlife's Fish Barrier Inventory Guidelines at the end of this worksheet to understand data collection methods and protocols, and to assist with preparation of this project proposal.

1. Project Overview

    Explain your project overall and include the following elements:

    A. List your primary project objectives, such as how this project will
        contribute to understanding or restoring salmonids within the ecosystem.
        Refer to the Washington Department of Fish and Wildlife's Fish Barrier
        Inventory Guidelines at the end of this worksheet for guidance on
        answering this question.

    B. Has any part of this project previously been reviewed or funded by the
        Salmon Recovery Funding Board? If yes, please provide the project name
        and SRFB project number (or year of application if a project number is not
        available). If the project was withdrawn or was not awarded SRFB funding,
        please describe how the current proposal differs from the original.

2. Salmon Recovery Context

    A. Describe the fish resources present at the site and targeted by this
        project.

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

    A. Describe how this project fits within your regional recovery plan or local
        lead entity strategy to restore or protect salmonid habitat in the
        watershed (i.e., Does the inventory fill a data gap identified as a priority in
        the lead entity's strategy or regional recovery plan? Does the project
        address a priority action, occur in a priority area, or target priority fish
        species?).

    B. Describe the consequences of not conducting this project at this time.
        Consider the current level and imminence of risk to habitat in your
        discussion.

    C. When possible, list your sources of information by citing specific studies,
        reports, and other documents.

3. Project Design

   A. Using the guidance at the end of this worksheet, provide the following information:

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

      ii. Methodology to be 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. Describe any previous or ongoing barrier inventories within your project's geographic area.

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

4. Project Development

   A. Explain how the project's cost estimates were determined. Please include a detailed project cost estimate and attach in PRISM. Clearly label the attachment in PRISM "Cost Estimate."

   B. Include a Partner Contribution Form (Appendix J), when required, from each partner outlining the partner's role and contribution to the project. Refer to Section 3 of this manual for information on when a Partner Contribution Form is required.

   C. List all landowner names. Include a signed Landowner Acknowledgement Form (Appendix K) from each landowner acknowledging that his or her property is proposed for SRFB funding consideration. If an inventory covers a large area and encompasses numerous properties, Landowner Acknowledgement Forms are not required. For sponsors proposing feasibility or assessment work on their own property, this form is not required.

   D. Describe your experience managing this type of project.

E.   Tasks and Schedule. List and describe the major tasks and time schedule you will use to complete the project. Non-capital projects should be completed within two years of funding approval.

F.   Constraints and Uncertainties. Each project should include an adaptive management approach that provides for contingency planning. State any constraints, uncertainties, possible problems, delays, or unanticipated expenses that may hinder completion of the project. Explain how you will address these issues as they arise and their likely impact on the project.

Section 5
SRFB Evaluation Process

In this section, you'll learn about:

- ✓ The role of the review panel
- ✓ How to schedule an early review

Review Panel

Purpose

The SRFB's Review Panel was established to objectively review proposed projects developed in each of the lead entity areas. The purpose of the review panel is to help ensure 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 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 there are no regional recovery plans. 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 ten members and a non-voting team leader. 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 also have expertise in a number of different project types (passage, near-shore, assessments, acquisition, in-stream, etc.). The review panel also includes at least one member with expertise in the Puget Sound marine near-shore 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 and/or a regional or lead entity process, the member must recues 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 will conduct a technical review of all applications and projects.

Grant applicants should update their applications to address any pre-application review panel comments and attach their responses to review panel comments in PRISM with their application. The review panel will "flag" projects that it believes would benefit from additional review at the regional area project meeting.

The review panel will note for the SRFB whether an application provides low benefit to salmon; low likelihood of being successful; and has costs that outweigh the anticipated benefits of the project. The review panel will not otherwise rate, score, or rank projects. The review panel will use the definitions for benefit and certainty as provided in Appendix E and will document its comments on the post-application comment form, also found in Appendix E.

It is expected that projects will follow best management practices and will meet state and federal permitting requirements.

The review panel will designate any projects receiving a low benefit to salmon or low certainty of success evaluation as a project of concern. Projects of concern will remain on project lists and continue to be forwarded to the SRFB for funding consideration unless the lead entity withdraws the project.

Evaluation of Projects

After initial project reviews, the review panel will meet with each region and its lead entities (regional area project meeting) to consider the region's project list. Each region will present its entire list. Additional time will be reserved to focus on projects flagged by the review panel that warrant more discussion. Regions and lead entities are encouraged to have sponsors available to discuss "flagged" projects in detail. RCO staff will make available upon request the option of a GoTo Meeting conference call to communicate information on flagged projects.

After the regional area project meeting, the review panel will comment, in writing, on the technical merit of each project.

Review Panel Recommendations

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

- Identification of projects of concern.

- Narrative on the technical merits of each project.

- Identification of noteworthy projects by category, if applicable.

- Evaluation of the specificity and focus of lead entity strategies for regions without regional recovery plans (Appendix I).

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

RCO staff will facilitate panel discussions, but will not be part of the panel's decision-making.

Panel and Staff Report

The panel will prepare individual project comments resulting from its site visits, application review, and project presentations. It will provide comments to sponsors, lead entities, and regions. Lead entities and regions may provide comments for consideration by the panel before the panel finalizes the report.

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

- Written information submitted by project applicants, lead entities, and regions.

- Results of meetings with the lead entities and regions.

- Responses to follow-up questions.

- Comments on the draft report.

In conjunction with the panel, a staff report will be prepared with recommendations for funding and identification of policy issues important for SRFB consideration. The final funding report will draw upon answers provided to the questions listed in Appendixes N and O, along with information from lead entities and regional organization interactions with the SRFB Review Panel, and presentations by regional organizations to the SRFB Review Panel in the fall. Staff will not provide commentary, evaluation, or recommendations on the process or regional lists. Staff will provide objective materials

organized by region highlighting important facts about regional lists and processes and pass along to the SRFB.

Funding Decisions

The SRFB is expected to make its funding decisions at its December 8-9, 2011 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.

Section 6
Lead Entity and Recovery Region Instructions

In this section, you'll learn about:

- ✓ Lead entity submission requirements
- ✓ Region submission requirements

Submission Requirements

Regional Area Submission Requirements

Regional areas must submit their Regional Area Summary Information (Appendix N and O) by **September 15, 2011.** Portions of the report may not be applicable to regional areas without a regional recovery plan.

Lead Entity Submission Requirements

Lead entities must submit their ranked lists of projects and supporting application materials to the SRFB on or before **August 26, 2011.** Please remember an optional submittal date of August 12 was established for lead entities that would like RCO to review their applications for incomplete information or missing elements before the application deadline. Materials to be submitted by August 26 (or if using the optional early submittal of August 12) include:

- Lead Entity List Memorandum (Appendix F for all regions except Puget Sound and Hood Canal or Appendix F-2 for Puget Sound and Hood Canal lead entities).

- All project data and attachments entered into PRISM.

- A map depicting the locations and types of projects previously funded by the SRFB and other funding sources, as appropriate. Identify the project name, SRFB grant project number, type of project, and project status. Lead entities with projects that are mapped in the Habitat Work Schedule, current through 2010, do not need to submit new maps.

- Lead entities in areas without a regional recovery plan must submit their lead entity strategy (see below).

- Lead entities in areas with a regional recovery plan submit to the regional organization answers to questions 4-5 of the Regional Area Summary Information. (Appendix N).

Submission Requirements for Lead Entities without Regional Recovery Plans

A lead entity in an area without a recovery plan must submit its strategy, updated as needed, to RCO as part of their spring lead entity progress report.

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 round process are itemized throughout this manual. For a quick and easy reference, a summary list 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 pre-application and application are complete, free of mathematical errors, and contain all Manual 18 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.

- Ensure all completed pre-application materials are submitted online via PRISM a minimum of two 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 ranked lists of projects and supporting application materials to the SRFB on or before August 26, 2011.

- Work with the regional organization (as applicable) and RCO staff to develop regional summaries and respond to SRFB inquires.

- Work 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.

A lead entity (and region) will submit project lists that meet their target allocation as closely as possible. SRFB recognizes that it may be useful for a lead entity to have enough projects on its list in case portions of the regional allocation are not used because funded projects are withdrawn, receive funding from other sources, change in scope, or otherwise change. (See Project Alternates below.)

Project scope changes after the application deadline may be made to meet final allocation targets. Any significant changes will need consideration and possible re-ranking by the local committees, and may require review by the regional area and the SRFB Review Panel.

Project Alternates

A lead entity may submit projects exceeding its target allocation to serve as project alternates. These projects must go through the entire lead entity, region, and SRFB review process. Project alternates within a lead entity list may be funded only within one year from the original board funding decision. The lead entity must submit an updated Lead Entity List Memorandum (Appendix F or F-2) and have approval from its citizen advisory group, if appropriate. The RCO director is authorized to enter into project agreements for alternate projects within one year from the SRFB's original funding decision. A lead entity may identify longer lists to show the context of its work but should enter into PRISM only the projects it wants the SRFB to consider for funding.

Habitat Work Schedule

Habitat Work Schedule is a database specifically designed for lead entities to store and manage salmon recovery information. It is also a useful project management tool for project sponsors to track project implementation. It provides general or detailed information to the general public and funding organizations about projects.

Multiple Habitat Work Schedule training sessions are provided monthly for lead entity and regional salmon recovery organization staff as well as project sponsors. Each training session is recorded and made available through the training database in Habitat Work Schedule. Additionally, the third Thursday of each month is "Open Lab" day at Paladin, where Habitat Work Schedule users can get "hands on" help. The Habitat Work Schedule Web site can be found at: www.hws.ekosystem.us/.

PRISM and Habitat Work Schedule Interface

RCO is developing an interface between PRISM and the Habitat Work Schedule. Goals for the interface include increased efficiency for users, improved data quality, and better access to salmon recovery information through data sharing and a simplification of the data entry process by users of both systems.

The interface currently is made up of three components:

- Viewable Data

- Shared Attachments

- Gateway (includes the Habitat Work Schedule Grants Module)

Viewable Data

To address inefficiencies from users having to switch back and forth between the Habitat Work Schedule and PRISM when entering data and applying for grants; and to minimize the risks that cause data to be out of sync between these systems, links will be added to both systems that quickly lead the user to a "view" of select summary data (status, funding, metrics, etc.) about the projects they are referencing in the other system. The user will not have to log in to both systems to view data from the other system. Data will be read-only unless it is viewed in the source system, and data that is protected by the user will not be viewable (i.e. private landowner information).

Shared Attachments

To address the problem of duplicating the steps to attach the same files in both the Habitat Work Schedule and PRISM, links will be added to both systems that display the attachments from the other system. If an attachment is in one system, it won't be required to be attached in the other system. Attachments will be more accessible and also may be printed from either system. The user will be able to protect the file from being shared if necessary. If it is viewed in the non-source system, it is a read-only document.

Gateway and Habitat Work Schedule Grants Module

A gateway for transferring data between the Habitat Work Schedule and PRISM is being developed. This first step toward data transfer will help to address the inefficiency of entering duplicate data into the two systems, and will associate projects and grants between the two systems. Project identification numbers will be associated between the systems. The gateway will provide a way for users to submit basic grant application information from the Habitat Work Schedule to initiate a project in PRISM. This project will be automatically linked, or associated in both systems.

The first product that users likely will see as a result of the gateway is the Habitat Work Schedule Grants Module. The module will provide an association between PRISM and the Habitat Work Schedule for projects and grants; provide associations within the Habitat Work Schedule for projects with several funding sources; allow the user to track grants by funding source, fiscal year, and amount; provide a breakdown of funding sources; and allow the user to validate grants, submit grant application information through the gateway, initiate a grant in PRISM, and create a connection for that project or grant in both systems. Users with permission will also be able to edit grants.

2011 SRFB Grant Round and the Habitat Work Schedule

The three components of the Habitat Work Schedule-PRISM interface will make it easier for users of these two databases to share data between the two systems. Once a firm release date for the interface is determined (current estimate is February – March), RCO will work with the Habitat Work Schedule and PRISM users to provide training on how to make the most of the interface in the context of supporting their efforts to set up proposed projects in the Habitat Work Schedule for the 2011 SRFB grant round, recently funded projects from the 2010 SRFB grant round, and other active and completed projects as appropriate for each lead entity.

Certain initial steps required in the 2010 grant round will also be applicable in the 2011 grant round. Specifically:

1. Pre-application materials (see materials needed before site visits in Section 3, Step 2) are entered in PRISM and certified complete by the lead entity coordinator and SRFB staff at least two weeks before the review panel scheduled site visit. Only projects being considered for funding in 2011 or alternates on lists should be entered in PRISM. PRISM will generate a project number.

2. Each lead entity is responsible to enter project information into the Habitat Work Schedule or approved equivalent (Lower Columbia Salmon Port) as described in their scope of work.

3. Once project application materials in PRISM are certified complete, RCO staff will provide a PDF file of each project application and make the files available electronically on SharePoint. The PDF file will include all tabular and narrative information submitted to PRISM. Maps and photographs of the project site will be included in the PDF file. JPEG file format of photographs are available in PRISM. With the new interface, it is expected that these files can be shared between systems for viewing. Finally, the lead entity coordinator should mine the PDF for project description, project objectives, total project cost, project sponsor, and cost, and manually enter these into the Habitat Work Schedule to complete the entry of the project application and make the project public.

4. Lead entities then will be able to use the Habitat Work Schedule for their local review processes as technical and citizen committee members will have access to the proposed project information. RCO and the SRFB Review Panel will continue to use SharePoint to track and develop comment forms.

Section 7
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 Go To meeting conference call Successful Applicant Workshops to review project contracts and billing. Contact RCO staff or visit the agency's grant news section of its Web site at www.rco.wa.gov/grants/grant_news.shtml/.

Project Agreement

Board Approval Provisional

After approving a grant, the SRFB will enter into a contract, called a project agreement, with you, implemented through the 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, the RCO director may request clarifying information from you. On receipt of the information, RCO staff prepares the project agreement and sends it to you. Upon signature of the project agreement, you are called a project sponsor. Each project agreement is verified periodically by RCO staff for contractual compliance. (RCO Manual 7: Funded Projects.)

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:

- Application materials.

- Project start and end dates and key milestones.

- Contractual issues – default, responsibilities, liability, etc.

- Special conditions, if applicable.

Sponsors are expected to complete all deliverables described in their project agreements, as amended, within their agreement period. 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 sample agreement text, please refer to RCO Manual 7: Funded Projects, which is available on the RCO Web site at www.rco.wa.gov/documents/manuals&forms/Manual_7.pdf.

Open Public Records

The 2007 Legislature passed a law requiring recipients of SRFB grants to agree contractually to disclose information about how they spend the grant[9]. 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, www.atg.wa.gov, and Municipal Research and Services Center for Washington, www.mrsc.org.

Project Agreement Amendments

The project agreement may be changed with an amendment. Amendments for minor changes in scope and extensions to the project period may be authorized by RCO. Major changes in scope for acquisition, development/restoration, and non-capital projects may be authorized only by SRFB. All amendment requests shall be made in writing and must include detailed justification.

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.

For more information on project agreement amendments, please refer to RCO Manual 7 and the SRFB Authority Matrix in Appendix B, or contact RCO staff.

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 don't meet key milestones or finish on time.

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

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[9] "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)]

Time Extension Requests

Notify your grants manager 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 not less than 60 days before expiration of the project's completion date. See RCO Manual 7 for further information concerning time extension requests.

Sponsor Resources

Sponsors must abide by all RCO policies when implementing their projects. Please refer to Manuals 3 and 4 for acquisition and restoration projects, respectively, and Manual 7 for all funded project types. Use Manual 8, Reimbursement Manual for all billing instructions and forms. These forms can be downloaded from the RCO Web site or are available through your RCO grant manager.

Manual 3, the acquisition manual, recently has been updated and adopted by the RCFB. The updated manual and all applicable policies will be used for all acquisition projects funded after December 9, 2010.

Other important sponsor resources are the RCO Web site, www.rco.wa.gov, 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 weekly reimbursement trainings via GO To meetings, as well as Successful Applicant Workshops as requested.

Checklists of project deliverables for each project type are available in Appendix S (S-1 Acquisition, S-2 Planning and Assessment, and S-3 Restoration) to help you keep track of the status of required project deliverables.

Required Control and Tenure of Project Site

The SRFB intends that 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, which can be documented by one of the following methods:

- **Ownership.** You own the project property. Property must be free of restrictions, encumbrances, and conveyances that could impede project implementation or performance. 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 (see below).

- **Easement.** You possess a conservation easement or other similar property interest that allows project implementation and performance. 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 (see below).

- **Landowner Agreement.** For restoration projects on land that you don't own, a signed landowner agreement is required before you start construction. 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. It also should clearly describe and assign all project monitoring and maintenance responsibilities. A landowner agreement must remain in effect for at least 10 years from the project agreement completion date. You may use the SRFB's Landowner Agreement (Appendix L) or other approved agreement formats. The landowner agreement template also may be downloaded from the RCO Web site. A copy of a signed landowner agreement must be provided to RCO prior to the sponsor being reimbursed for any construction expenses.

- **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. All acquisition projects require a stewardship plan. A plan is necessary to ensure the project objectives are met and the site will be maintained and monitored for at least 10 years from the project agreement completion date. You should use the stewardship plan outline in Appendix M.

Grant Reimbursement

You will not receive a grant as a lump sum in advance but will be reimbursed 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: Reimbursement Manual describes RCO reimbursement policies and procedures and is available on the RCO Web site at www.rco.wa.gov/documents/manuals&forms/Manual_8-reimbursement.pdf. Reimbursement workshops are available weekly or as requested via Go To Meetings conference call.

Eligible Costs

All project costs and donations submitted for reimbursement or match must be directly related to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses can be found in the respective manual: Manual 4 for restoration projects, Manual 3 for acquisition projects, and Manual 7 for all funded projects. Manual 8: Reimbursement Manual describes the reimbursement process and includes all needed forms. Additional costs that may be eligible for SRFB-funded projects are described below.

Pre-Grant 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 a non-capital project

- Costs necessary to establish land values for acquisition or conservation easement projects (e.g. survey, appraisals)

- Acquisition projects granted a Waiver of Retroactivity (below)

- If cost-effective (i.e., materials are available at a reduced cost), the following construction materials and any associated transportation costs:

    o Large woody materials

    o Culverts

    o Bridges

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

Purchases of land, construction materials and associated costs, or installation costs incurred before the grant agreement except those noted above, will not be paid by the SRFB.

Salmon Recovery Grant Cash Advance Policy

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

In order to comply with federal rules and state law, RCO has 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(4)(e).

For all sponsors – both private and public/quasi-public, the following shall apply:

- Advances may not exceed 90 percent of the balance of the RCO share of the agreement and may be restricted to less than that amount.

- Advances are not automatically granted. RCO may decline any request it deems necessary to ensure the integrity of the program.

- RCO reserves the right to inspect your records on any advance.

- Advance agreements shall be signed by the financial authorizing authority within an organization receiving advances and shall be renewed every two years.

Public/Quasi-Public Entities

- The sponsor must send RCO a request that includes an A-19 Invoice Voucher and a cash advance form (Form 246).

- Advance requests shall be submitted no more frequently than every 90 days.

- Advances shall be approved for periods to cover only expenses anticipated over the immediate 90 day period.

- Advances must be fully and properly expended within 90 calendar days of receipt.

- Billings must be submitted within 120 calendar days of receipt of the advance and proof of expenditures properly and fully made.

- If RCO staff has follow-up questions or further inquiries about the advances documentation submitted by a sponsor, the sponsor shall have five business days from the date of contact by RCO to fully respond to the request for additional or clarifying information. If the request occurs after the 120-day advances window, RCO staff shall have five business days to reconcile the advance once the

additional and/or clarifying information is received. An incomplete response to an RCO request will result in a finding of noncompliance (see below).

- May only have one active advance request pending at any one time.

Private Entities

- The sponsor must send RCO a request that includes an A-19 Invoice Voucher and a cash advance form (Form 246).

- Advances shall be approved for periods to cover only expenses anticipated over the immediate 30 day period.

- Advances must be fully and properly expended within 30 calendar days of receipt.

- Billings must be submitted within 60 calendar days of receipt of the advance and proof of expenditures properly and fully made.

- If RCO staff has follow-up questions or further inquiries about the advances documentation submitted by a sponsor, the sponsor shall have five business days from the date of RCO contact to fully respond to the request for additional or clarifying information. If the request occurs after the 60-day advances window, RCO staff shall have five business days to reconcile the advance once the additional and/or clarifying information is received. An incomplete response to an RCO request will result in a finding of noncompliance (see below).

- No more than 3 advances may be active at any one time (Paperwork for prior advances must be current in order to receive another).

Satisfying the Advance

Advances are satisfied after you have submitted and received approval of an A-19 Invoice Voucher and the appropriate documents. The invoice must reflect the full amount of expenditures and amount of match required to receive the advance. Adequate match also must be provided.

Noncompliance with Advance Policy

Failure to comply with the RCO Cash Advance Policy and Requirements shall result in the following:

- A first noncompliance offense shall result in suspension of all advances for three months for the sponsor.

- A second noncompliance offense shall result in suspension of all advances for six months for the sponsor.

- A third noncompliance offense shall result in suspension of all advances for one year for the sponsor.

- For any offense, repayment of the advance plus a 1 percent per month fine on any unaccounted for advance balance will be charged. This shall begin to be assessed 30 days from the end of the advance closing date.

Additionally, RCO may:

- Make a referral to the Attorney General or State Auditor if expenditures cannot be properly accounted for.

The RCO director may authorize changes to this policy for individual projects. This section applies to SRFB projects, Estuary and Salmon Restoration Program projects, and Family Forest Fish Passage Program projects.

Attorney Fees

Restoration

Reasonable attorney fees associated with salmon recovery acquisition, restoration, non-capital, and combination projects may be eligible. 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. Attorney fees must be included within the architecture and engineering limit for restoration projects. Reimbursement of attorney fees will be considered when they are related to complicated landowner agreements. You must provide in writing, justification for the expense in advance of the expenditure. Eligibility will be determined on a case-by-case basis.

Acquisition

For acquisition projects please refer to the new Manual 3 Acquiring Land: Policies

Liability Insurance

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

PRISM Metrics

The National Marine Fisheries Service, which administers the Pacific Coastal Salmon Recovery Fund, is updating its tracking and reporting system. As a result, RCO has updated PRISM reporting metrics during the first half of 2010. Sponsors are required to provide all funding, job, and project scope metric information at application and then must verify or update all project metrics before their project closing and receiving final reimbursement. This can be done in the Final Report tab in PRISM.

Progress Reporting

RCO has developed a progress reporting tool in PRISM that you will be required to provide at least twice a year. The progress report will be included in your project agreement milestone dates. The progress report requires four questions to be answered:

- 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 a clarification of the information submitted. The PRISM module will track the progress reporting history and will be available to lead entities and regions. For more information on how to use this tool, please contact your RCO grants manager or simply logon to PRISM and find the progress report button and follow the on-screen instructions.

Final Report – NEW!

RCO developed a final report in PRISM that you will be required to use. The final report due date will be included in your project agreement milestone dates. Sponsors must submit a final report in PRISM once the project has been complete. This will signify to RCO that the project is ready to be closed. The final report in PRISM replaces the hard copy final report currently used in billing documents.

The final report is where all project information and metrics are verified or updated 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. PRISM automatically e-mails you when a report is due. RCO staff

can provide feedback on the report or ask for a clarification of the information submitted. The RCO staff will determine whether any amendments will be required before closing a project.

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.

Online resources for environmental permitting, including Washington's *Environmental Permit Handbook*, are available at the Governor's Office of Regulatory Assistance Web site at www.ora.wa.gov/resources/permitting.asp. Staff at the office 's Environmental Permit Service Center also are available to help and can be reached at (360) 407-7037, 1-800-917-0043, or help@ora.wa.gov.

Expedited Federal Permit Consultations

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 in one of two ways:

- Habitat Restoration Program (Limit 8 of the section 4(d) rule of the Endangered Species Act)

- Fish Passage and Habitat Restoration Programmatic

Projects that do not qualify for expedited federal permitting require Endangered Species Act consultation.

Habitat Restoration Program

The Habitat Restoration Program may be used only with projects that:

- Receive some funding from the SRFB.

- Affect species listed as threatened with extinction (not endangered) under the Endangered Species Act.

- Involve species, such as steelhead and salmon, under the jurisdiction of National Marine Fisheries Service. It does not cover species, such as bull trout, under the jurisdiction of U.S. Fish and Wildlife Service.

To be eligible for this expedited permit, ALL the following criteria must be met:

1. Must have the potential to affect fish listed as threatened under the Endangered Species Act.

2. Must be funded by SRFB (Puget Sound Acquisition and Restoration funds are eligible).

3. 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 National Marine Fisheries Service.

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

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

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

7. Must be within the specific 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 near-shore habitat restoration).

To apply:

1. Fill out the self-certification form (available on the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon, which certifies that your project meets all of the eligibility requirements.

2. Send one copy of the self-certification form with your Joint Aquatic Resource Permits Application and one copy to your SRFB grant manager (e-mail is fine) or attach the form to your project in PRISM.

Fish Passage and Habitat Restoration Programmatic

The Fish Passage and Habitat Restoration Programmatic expedited permit 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.

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 Opinion.

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:

1. Fill out the Specific Project Information Form (SPIF) and send it to the U.S. Army Corps of Engineers' Regulatory Office.

2. The Corps reviews the form and sends it to the National Marine Fisheries Service and U.S. Fish and Wildlife Service for review and approval.

3. Electronic approval from the Services will occur within 30 days.

For additional information on eligibility or process requirements, please contact RCO staff or Randy McIntosh, National Marine Fisheries Service, (360) 534-9309, randy.mcintosh@noaa.gov.

Cultural Resources Review

Governor's Executive Order 05-05, Archaeological and Cultural Resources (www.governor.wa.gov/execorders), directs state agencies to review all capital construction and land acquisition projects using state funding for potential impacts to cultural resources.

"Cultural resources" means archeological and historical sites and artifacts, traditional areas, and items of religious, ceremonial, and social uses for tribes. The goal is to ensure that reasonable action is taken to avoid adverse impacts to those resources. The cost associated with cultural resources review is an eligible item for reimbursement in your SRFB grant.

Using materials from the grant application, RCO submits project information to the Washington State Department of Archaeology and Historic Preservation and affected tribes to determine if the project has the potential to damage cultural resources and whether consultation will be required. You may be asked to complete a cultural resources survey. The consultation must be completed before construction begins.

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. These inspections are performed periodically to ensure the site is as described in the project agreement.

Conversions

Natural resources and facilities purchased or assisted with SRFB funds shall not be converted to uses other than those for which the funds were originally approved. See Washington Administrative Code 420-12.

Restoration projects cannot be converted to another use for 10 years or for the duration of the landowner agreement, without following the conversion approval requirements. Land acquisitions shall be subject to conversion approval requirements in perpetuity. Please refer to RCO Manual 7 for more information regarding RCO's conversion policies.

Land Conveyances to the Federal Government

There are times when you may want to transfer land purchased with a SRFB grant 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)[10] and will use the following process:

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

2. The appropriate RCO grant 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 the RCO.

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[10] 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 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.

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 have been addressed and the agreement is ready to be presented 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:

   o Approve the conveyance and associated habitat protections as presented.

   o Provide additional guidance and request a revised proposal.

   o 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 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 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:

   o Apply to the full parcel of land funded by the SRFB;

o   Be long-term or in perpetuity, if possible under federal law and policy;

o   Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant; and,

o   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 has created the Veterans Conservation Corps and maintains a list of veterans having 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.
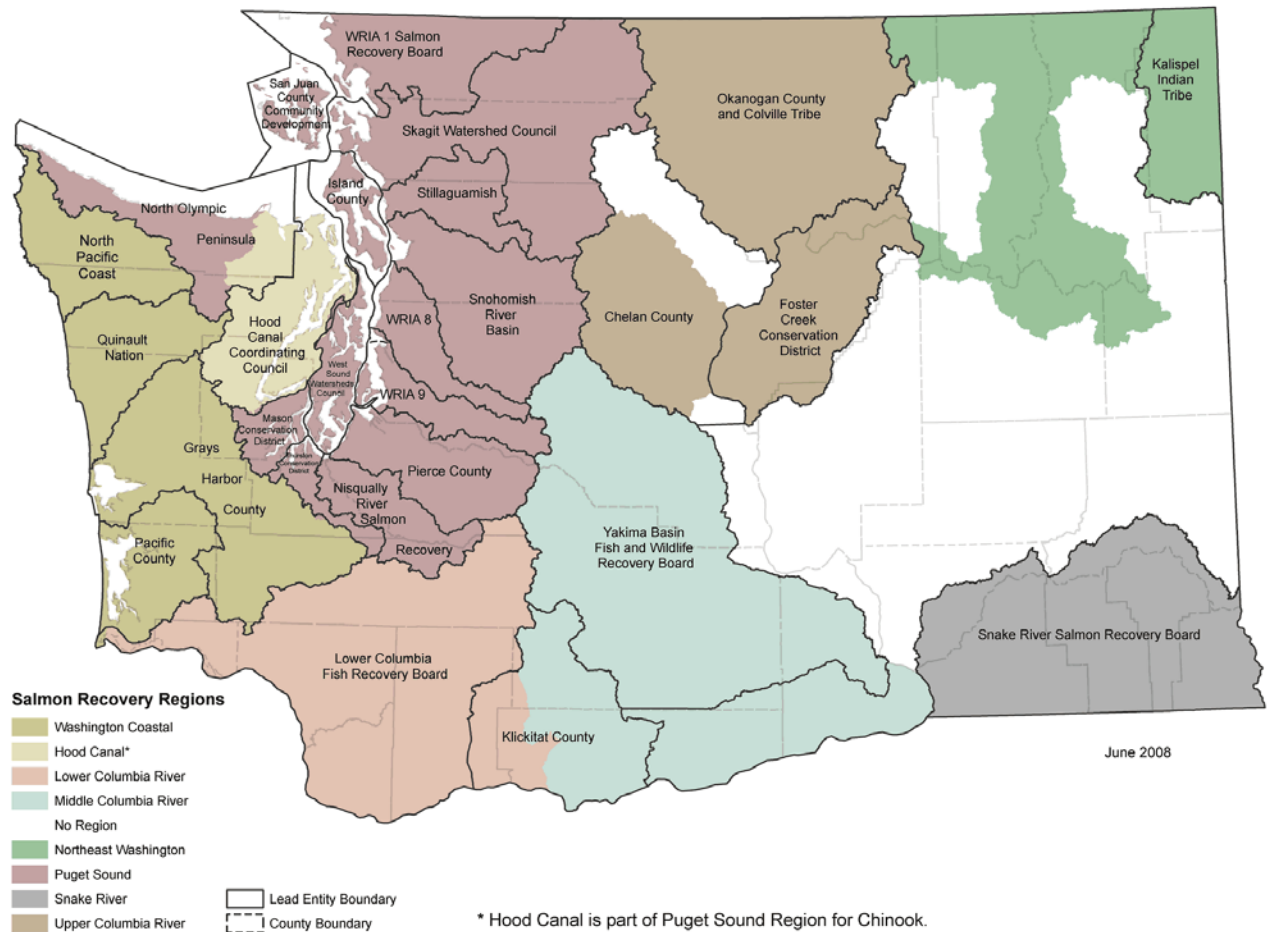
SRFB Not a Hearings Board

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

Appendix A
Salmon Recovery Contacts

For contact information for SRFB staff, regional organizations, lead entities, and watershed stewards, visit the RCO Web site at

www.rco.wa.gov/salmon_recovery/lead_enti
ties_contact.shtml

Salmon Recovery Regions
- Washington Coastal
- Hood Canal*
- Lower Columbia River
- Middle Columbia River
- No Region
- Northeast Washington
- Puget Sound
- Snake River
- Upper Columbia River

Lead Entity Boundary
County Boundary

* Hood Canal is part of Puget Sound Region for Chinook.

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Lead Entity	Water Resource Inventory Area (WRIA)	Lead Entity Contact	Watershed Steward	Recreation and Conservation Office Staff
SALMON RECOVERY REGION: WASHINGTON COASTAL Regional Organization: Washington Coast Sustainable Salmon Partnership 114 East Chance A La Mer NE, Suite G Ocean Shores, WA 98569		Miles Batchelder, executive director (360) 289-2499 E-mail: milesb@wcssp.org		
Grays Harbor County	22, 23	Lee Napier, (360) 249-4222 lnapier@co.grays-harbor.wa.us	Bob Burkle, (360) 249-1217 burklblb@dfw.wa.gov	Kat Moore, (360) 902-0210 kathryn.moore@rco.wa.gov
North Pacific Coast	20	Rich Osborne, (360) 417-2569 rosborne@co.clallam.wa.us	Chris Byrnes, (360) 417-1426 byrnecjb@dfw.wa.gov	Kat Moore, (360) 902-0210 kathryn.moore@rco.wa.gov
Pacific County	24	Michael Johnson, (360) 875-9424 Paccon@willapabay.org	Bob Burkle, (360) 249-1217 burklblb@dfw.wa.gov	Kat Moore, (360) 902-0210 kathryn.moore@rco.wa.gov
Quinault Nation	21	John Sims, (360) 288-2435 jsims@centurytel.net	Chris Byrnes, (360) 417-1426 byrnecjb@dfw.wa.gov	Kat Moore, (360) 902-0210 kathryn.moore@rco.wa.gov
SALMON RECOVERY REGION: HOOD CANAL Regional Organization: Hood Canal Coordinating Council 17791 Fjord Drive, Box HH Poulsbo, WA 98370-8481 Web site: www.hccc.wa.gov		Scott Brewer, executive director (360) 531-0575 E-Mail: sbrewer@hccc.wa.gov		
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Richard Brocksmith, (360) 531-2166 rbrocksmith@hccc.wa.gov	Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov Michael Blanton, (360) 417-3301	Mike Ramsey, (360) 902-2969 michael.ramsey@rco.wa.gov
North Olympic Peninsula**	17*, 18	Cheryl Baumann, (360) 417-2326 cbaumann@co.clallam.wa.us	Michael Blanton, (360) 417-3301 Chris Byrnes, (360) 417-1426 byrnecjb@dfw.wa.gov	Tara Galuska, (360) 902-2953 tara.galuska@rco.wa.gov

Lead Entity	Water Resource Inventory Area (WRIA)	Lead Entity Contact	Watershed Steward	Recreation and Conservation Office Staff
SALMON RECOVERY REGION: LOWER COLUMBIA RIVER Regional Organization: Lower Columbia Fish Recovery Board 2127 8th Avenue Longview WA 98632 Web site: www.lcfrb.gen.wa.us		Jeff Breckel, executive director (360) 425-1555 E-mail: jbreckel@lcfrb.gen.wa.us		
Klickitat County**	29*	John Foltz, (509) 773-2353 johnf@co.klickitat.wa.us	Donna Bighouse, (360) 906-6738 haledhh@dfw.wa.gov	Elizabeth Butler, (360) 725-3944 elizabeth.butler@rco.wa.gov
Lower Columbia Fish Recovery Board	24*	Jeff Breckel, (360) 425-1553 jbreckel@lcfrb.gen.wa.us	Bob Burkle, (360) 249-1217 burklblb@dfw.wa.gov	Elizabeth Butler, (360) 725-3944 elizabeth.butler@rco.wa.gov
	25, 26, 27, 28, 29*		Donna Bighouse, (360) 906-6738 haledhh@dfw.wa.gov	
SALMON RECOVERY REGION: MIDDLE COLUMBIA RIVER Regional Organization: Yakima Basin Fish and Wildlife Recovery Board PO Box 2662 Yakima, WA 98907 Web site: www.ybfwrb.org		Alex Conley, executive director (509) 453-4104 E-mail: aconley@ybfwrb.org		
Klickitat County**	30	John Foltz ,(509) 773-2353 johnf@co.klickitat.wa.us		Elizabeth Butler, (360) 725-3944 elizabeth.butler@rco.wa.gov
Yakima Basin Fish and Wildlife Recovery Board	37, 38*, 39	Angie Begosh, (509) 453-4104 abegosh@ybfwrb.org		Elizabeth Butler, (360) 725-3944 elizabeth.butler@rco.wa.gov
SALMON RECOVERY REGION: PUGET SOUND Regional Organization: Puget Sound Partnership P.O. Box 40900 Olympia, WA 98504-0900 Web site: www.psp.wa.gov		Joe Ryan, salmon recovery program manager (206) 383-9887 E-mail: joe.ryan@psp.wa.gov		
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Richard Brocksmith, (360) 531-2166 rbrocksmith@hccc.wa.gov	Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov Michael Blanton, (360) 417-3301	Mike Ramsey, (360) 902-2969 michael.ramsey@rco.wa.gov

Lead Entity	Water Resource Inventory Area (WRIA)	Lead Entity Contact	Watershed Steward	Recreation and Conservation Office Staff
Island County	6	Chris Wilson, (360) 678-2348 ic.leadentity@co.island.wa.us	Doug Hennick, 425-775-1311 ex 303 hennidgh@dfw.wa.gov	Mike Ramsey, (360) 902-2969 michael.ramsey@rco.wa.gov
Mason Conservation District	14*	Amy Hatch-Winecka, (360) 427-9436 wria13-14leadentity@thurstoncd.com	Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov	Tara Galuska, (360) 902-2953 tara.galuska@rco.wa.gov
Nisqually River Salmon Recovery	11	Jeanette Dorner, (360) 438-8687, Ext. 2135 jdorner@nwifc.org	Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov	Kat Moore, (360) 902-0210 kathryn.moore@rco.wa.gov
North Olympic Peninsula	17*, 18, 19	Cheryl Baumann, (360) 417-2326 cbaumann@co.clallam.wa.us	Michael Blanton, (360) 417-3301 Chris Byrnes, (360) 417-1426 byrnecjb@dfw.wa.gov	Tara Galuska, (360) 902-2953 tara.galuska@rco.wa.gov
Pierce County	10, 12	Tom Kantz (253) 798-4625 tkantz@co.pierce.wa.us	Bob Burkle, (360) 249-1217 burklblb@dfw.wa.gov Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov	Dave Caudill (360) 902-0210 dave.caudill@rco.wa.gov
San Juan County Community Development	2	Barbara Rosenkotter, (360) 370-7593 barbarar@co.san-juan.wa.us	Robert Warinner, (360) 466-4345, Ext. 252 warinrjw@dfw.wa.gov	Mike Ramsey, (360) 902-2969 michael.ramsey@rco.wa.gov
Skagit Watershed Council	3, 4	Shirley Solomon, (360) 419-9326 skagitws@nwlink.com	Robert Warinner, (360) 466-4345, Ext. 252 warinrjw@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
Stillaguamish Tribe & Snohomish County	5	Pat Stevenson, (360) 435-2755, Ext. 27 pstevenson@stillaguamish.nsn.us Denise DiSanto, (425) 388-4265 denise.disanto@snoco.org	Doug Hennick, (425) 379-2303 hennidgh@dfw.wa.gov	Kay Caromile, (360) 902-2639 kay.caromile@rco.wa.gov
Snohomish River Basin	7	Tim Walls, (425) 388-3781 timothy.walls@co.snohomish.wa.us Ann Bylin, (425) 388.3464 x4659 ann.bylin@snoco.org	Doug Hennick, (425) 379-2303 hennidgh@dfw.wa.gov	Kay Caromile, (360) 902-2639 kay.caromile@rco.wa.gov

Lead Entity	Water Resource Inventory Area (WRIA)	Lead Entity Contact	Watershed Steward	Recreation and Conservation Office Staff
West Sound Watersheds Council	15*	Kathleen Peters, (360) 337-4679 kpeters@co.kitsap.wa.us	Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov	Dave Caudill (360) 902-0210 dave.caudill@rco.wa.gov
Thurston Conservation District	13	Amy Hatch-Winecka, (360) 754-3588, Ext. 103 wria13-14leadentity@thurstoncd.com	Doris Small, (360) 895-4756 smalldjs@dfw.wa.gov	Tara Galuska, (360) 902-2953 tara.galuska@rco.wa.gov
WRIA 1 – Salmon Recovery Board	1	Becky Peterson, (360) 392-1301 genevaconsulting@comcast.net	Steve Seymour, (360) 676-2003 seymosas@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
WRIA 8 – King County	8	Mary Jorgenson, (206) 296-8067 mary.jorgensen@kingcounty.gov	Kirk Lakey, (425) 649-7088 lakeykal@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
Green/Duwamish and Central Puget Sound Watershed	9	Doug Osterman, (206) 296-8069 doug.osterman@kingcounty.gov	Kirk Lakey, (425) 649-7088 lakeykal@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
SALMON RECOVERY REGION: UPPER COLUMBIA RIVER Regional Organization: Upper Columbia Salmon Recovery Board 415 King Street Wenatchee, WA 98801 Web site: www.ucsrb.com		Julie Morgan, executive director (509) 662-4710 E-mail: julie.morgan@ucsrb.com		
Chelan County	45, 46	Jennifer Goodridge, (509) 667-6682 jennifer.goodridge@co.chelan.wa.us	Ken Bevis, (509) 996-2559 beviskrb@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
Foster Creek Conservation District	44, 50	Kristine Desgroseillier, (509) 745-8362, Ext.101 kristine-desgroseillier@fostercreek.net	Ken Bevis, (509) 996-2559 beviskrb@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
Okanogan County Lead Entity	48	Char Beam, (509) 422-7113 cbeam@co.okanogan.wa.us	Ken Bevis, (509) 996-2559 beviskrb@dfw.wa.gov	Marc Duboiski, (360) 902-3137 marc.duboiski@rco.wa.gov
	49	Bill Towey, (509) 209-2416 bill.towey@colvilletribes.com		

Lead Entity	Water Resource Inventory Area (WRIA)	Lead Entity Contact	Watershed Steward	Recreation and Conservation Office Staff
SALMON RECOVERY REGION: SNAKE RIVER Regional Organization: Snake River Salmon Recovery Board 410B East Main Street Dayton, WA 99328 Web site: www.snakeriverboard.org		Steve Martin, executive director (509) 382-4115 E-mail: steve@snakeriverboard.org		
Snake River Salmon Recovery Board	32, 33*, 35	Steve Martin, (509) 382-4115 steve@snakeriverboard.org	Dave Karl, (509) 527-4138 karldbk@dfw.wa.gov	Kay Caromile, (360) 902-2639 kay.caromile@rco.wa.gov
SALMON RECOVERY REGION: NORTHEAST WASHINGTON Regional Organization: Kalispel Indian Tribe P.O. Box 39 Usk, WA 99180 Web site: www.kalispeltribe.com		Nick Bean, Lead Entity Coordinator (509) 447-7103 E-mail: nbean@knrd.org		
Kalispel Indian Tribe	62	Joe Maroney, (509) 445-1147 jmaroney@knrd.org	Sandy Dotts, (509) 684-2362, x10 dottssrd@dfw.wa.gov	Dave Caudill (360) 902-0210 dave.caudill@rco.wa.gov

* Indicates a partial WRIA   1/11/2011

WASHINGTON STATE
RECREATION AND CONSERVATION OFFICE
Salmon Recovery
Funding Board

Appendix B
SRFB Amendment Request Authority Matrix

Adopted June 9, 2005

[1] Cost increases only may be granted if funding is available. [2] Change is limited to the dollar amount. [3] Consult means the lead entity obtains a decision from its technical and citizens committees.

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[3]	May approve up to 20 percent of the total project cost[2]	Recommend over 20 percent of the total project costs[2]		May approve over 20 percent	The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and install the culvert. The sponsor now requests an increase in SRFB funds.
2. Increase/decrease project scope (no funding change)	Consult	May approve up to 20 percent scope change	Recommend scope change over 20 percent	Review change	May approve scope change over 20 percent	Sponsor planted 3,000 trees and shrubs on 3 acres of riparian habitat, as outlined in the contract. Funds remain and the sponsor wants to plant an additional 100 trees and shrubs on adjacent acres. Sponsor plans to replace two barrier culverts. After designing the project, the sponsor realizes he only has funds to install one culvert. He requests a scope

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
						reduction, but still needs to use all the funds.
3. Project closes short		May approve				Sponsor completes all elements of a restoration project as outlined in the agreement under budget. The sponsor closes the project, and the funds are available to SRFB for redistribution.
4. Change project type	Consult	Recommend	May approve			Sponsor proposed to purchase floodplain or riparian habitat and reconnect a side channel on a portion of the site. The sponsor now proposes to only purchase the land.
5. Transfer sponsorship	Consult	May approve				Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.
6. Reduce match	Consult	May approve up to 20 percent	May approve over 20 percent			Sponsor received $75,000 from SRFB and provided $33,000 (30 percent) in match for a total project cost of $108,000. Later, he realized he only could raise a match of $14,000 (15 percent) for a total project cost or $89,000. The sponsor requests a match reduction of 57 percent ($19,000/$33,000) and corresponding scope reduction.
Acquisition Projects						
7. Change site to a contiguous site	Consult	May approve site add / change				Sponsor proposed to purchase six parcels. One of the parcels is not available, and the sponsor asks to buy a different contiguous site.
8. Change site to a non-contiguous site	Consult	Recommend	May approve site add / change			Sponsor proposed to purchase four parcels. One of the parcels is not available, and the sponsor asks to buy a different site on a different part of the river.

| Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
9. Pay more than fair market value (no increase in funding)		May approve up to 10 percent	May approve 10-20 percent		May approve over 20 percent	Sponsor and landowner negotiate a purchase price above the fair market value.
Restoration Projects						
10. Significant change in the project location	Consult	Recommend	May approve			Sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river, WRIA, or to benefit different fish.
Studies/Assessments Projects						
11. Significant change in the location of study	Consult	Recommend	May approve location change			Sponsor proposed to inventory barriers on a specific river and later asks to inventory another river, WRIA, or to benefit different fish.
12. Change type of study	Consult	Recommend	May approve	Review change		Sponsor proposed to do an assessment on forage fish but after more research determines an inventory of barriers is more important.

Appendix C
PRISM Application Instructions

All SRFB applications must be submitted via PRISM, which is a FREE, online grant management system that can be used over the Internet.

How to Get PRISM

Please visit the agency Web site at www.rco.wa.gov/prism/about_prism.shtml and install PRISM. You will need to obtain a password.

How to Enter an Application in PRISM
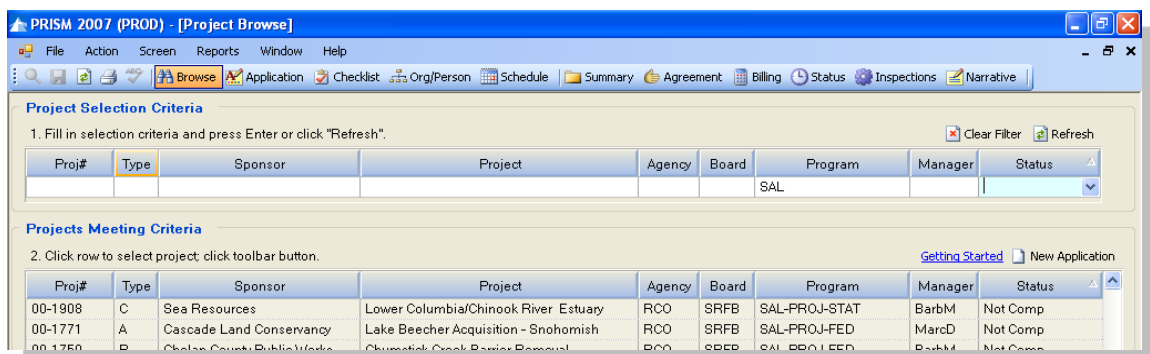
Creating a Project with Project Wizard

The Project Browse screen (pictured above) is the first screen you see when you enter PRISM. From the Browse screen, click the New Application button. This will launch the New Project Wizard where you will be asked to enter basic information about the project such as its name, the funding source (you will want to select "Salmon State Projects" from the drop down box), and the project type (select from the drop down box). You also will need to enter the grant

applicant, or project sponsor, and the lead entity organization you will be applying through. If the sponsor name does not appear in the drop down box, contact RCO staff to have the sponsor added to the system. You can ignore the "Project Prefix # because that will be assigned by the computer when you have finished the Project Wizard. You will want to remember your project number.

Now that your project number is established, you can stop editing your application at any time. Just re-enter your project number in the left column titled "**Proj #**" of the Project Browse screen and you can continue completing your project at a later time.

You will need to determine if you are entering an early application (letter of intent) or a full application. See Section 5 of Manual 18 to help you determine which is appropriate.

Entering Early Application Materials

Make sure the **Application box** is highlighted in the top toolbar.

If you are entering a **letter of intent or an early application proposal,** go to Project Level, Attachments Tab and attach the required information:

- A project location map

- A site or parcel map

- A preliminary design plan or sketch for restoration projects and future restoration projects

- A project description

- Estimated budget

- Evidence that the project is part of a recovery plan or lead entity strategy

If lead entities have a separate "letter of intent" format that includes all the above, attach it in PRISM in lieu of attaching the above information.

For HELP: When filling out an application, look in the lower left-hand corner of the PRISM screen. You also may contact RCO staff for help (Appendix A).

Entering a Full Application

When you are ready to submit the **full application,** you will need to come back to these instructions and complete the remaining information.

Most applications require information to be added at three levels; the project level (general project information), the work site level, and the property level (not required if you are entering an assessment or study application). The Navigate column in the upper left-hand side of the screen displays three headings – Project, Worksite, and Property. You will want to make sure the appropriate heading is highlighted when entering information.
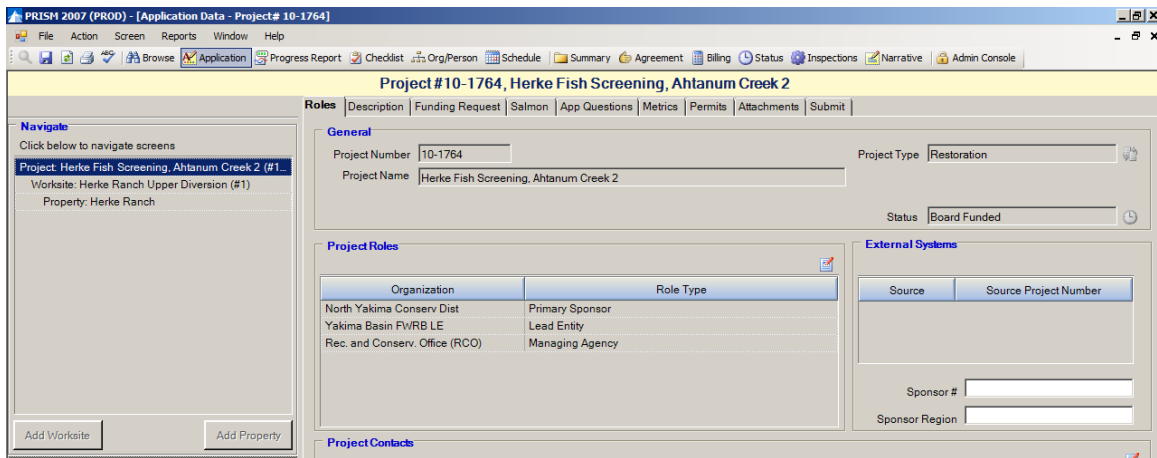
At this point, you may want to print out a checklist for the project type that you are entering to help ensure you are supplying all the required information. **Go the Project Level, Submit tab** and click the "**Application Requirement**" button. Select the correct project type and print out the checklist and other materials. This will help you understand the information requirements.

| Project Level | Make sure you have highlighted the Project Level headline and proceed to enter the Project Level information (definitions below). Complete all eight tabs except the submit tab (#8). This is also the level where you will attach any additional information into PRISM (Tab #7). |

Tab	Project Level
Roles	Using the **Find** button, select the organizations or individuals involved in the project. The primary sponsor would be the organization responsible for signing a contract with the SRFB for implementing the project. If a contact name does not appear in the drop down box, contact RCO staff to have the name added to the system.
Description of Project	Describe your project in 1,500 characters or less. Keep in mind that the description will be used for reports to the media and Legislature. Be clear about what the project will accomplish and why it is needed.
Funding Request	Enter the amount of money you are requesting from the SRFB and identify your matching resources for the project.
Salmon	Enter information about the salmon and their habitat that will be affected by your project.
App Questions	Answer each question.
Metrics	Fill in responses for each of the metric categories. The metrics apply to your Program and Project type. If desired, use the yellow "note pad" to the right of each dialogue box to enter or edit notes.
Permits	Using the drop-down box, select the permits and reviews that are required for your project.
Attachments	Use this tab to attach documents and photos to your grant application. Please refer to the help instructions in the lower left-hand side of the screen for guidance. Also use the checklist for each project type to make sure you are attaching all the required materials.
Submit	You will want to come back to this tab after you have entered all the required information at the Work Site and Property Level. After the application has been fully developed and all required attachments are attached, submit your application by going to the Project Level, tab #8-submit. If there are any errors in your application, PRISM will list the needed information (click on Verify Data). You also must check the "certification" tab before submitting.

Worksite Level

Next, enter all Worksite Level information (cost estimates are done at this level). Make sure you highlight the Worksite level data headline. You must enter at least one worksite. Read the help instructions to determine if you need to add more than one worksite. If you have more than one worksite, you will need to keep the costs of the project separate for each worksite when billing RCO for the expenditures. You are encouraged to limit the number of worksites if at all possible.

Tab	Worksite Level
Worksite Description	Give each worksite a unique name and provide additional details to further define it. You will need to provide driving directions to enable staff to locate the project worksite.
Work Types	Select one or more Work Types that apply to the project.
Metrics	Use the Work Type tab to the left to change the selected Work Types. Fill in responses for each of the metric categories. If desired, use the yellow "note pad" to the right of each dialogue box to enter or edit notes.
Cost Estimates	Enter all your non-acquisition costs for this worksite. The elements and costs should include both the costs for which you are seeking funding and the costs you will provide as part of your match.
App Questions	Answer each question.

Property Level

Next, enter all Property Level Data. Make sure you highlight the property level headline. For most restoration projects, you will need to complete only the Property Description tab. For acquisition and combination projects, you must complete all tabs.

Tab	Property Level
Property Description	Enter information about properties being acquired, developed, restored, or planned. The information requested will change based on the planned activities.

Finally, after the application has been fully developed and all required attachments are attached, submit your application by going to the Project Level, submit tab. If there are any errors in your application PRISM will list the needed information (click on Verify Data). You also must check the "certification" tab before submitting.

Notes:

- For additional information, click on "Getting Started" on the project Browse screen.

- Save your edits frequently, especially before leaving the project, worksite, or property levels.

- There are additional links in the help section that provide even more information.

Appendix D
Project Design Phases Defined

The intent of the project design definitions is to clarify what the SRFB expects for each design phase. These definitions should reduce the challenges currently faced in evaluating applicant's proposals, project descriptions, milestones, and grant agreement deliverables.

For the purposes of SRFB-funded non-capital projects, all design projects, whose ultimate purpose is to lead to the implementation of an on-the-ground restoration project, shall follow at least three standard development stages:

1. Conceptual design evaluation (also known as "feasibility study")

2. Preliminary project design (also known as 30 percent)

3. Final project design

Conceptual Design Evaluation (also Known as Feasibility Study)

A conceptual design evaluation (feasibility study) must result in a comprehensive report including the following elements:

1. Description of the problem (limiting factors) and the project site

2. Identification of specific objectives for addressing the problem

3. Identification of various alternatives for achieving the project objectives (each alternative should be presented as a plan view drawing located on an accurately-scaled site plan)

4. Evaluation of the various alternatives and discussion of the pros and cons of each alternative

5. Selection of the preferred alternative(s)

6. Rough construction cost estimate

The outcome of the conceptual design evaluation process is the selection of one or more project alternatives that will be developed subsequently in more detail during the later project development stages.

The final version of the report, however, must identify a single recommended alternative and explain the reasons why it was selected and why the other alternatives were rejected. The explanation must be based on the study's specific evaluation criteria, taking into account the views of stakeholders and other relevant considerations. For some projects, it may be unrealistic to narrow the "preferred alternative" to one option, because additional technical information may be needed to make a fully informed choice. In these situations, it is acceptable to advance more than one alternative to the next project development stage. The final report must include the preliminary site plans, cost data, and other technical evaluations, and outline the starting point for the next stage, the preliminary project design.

Preliminary Project Design (also Known as 30 Percent Design)

Preliminary designs are intended to advance one or more concepts from the feasibility stage to a detailed understanding and quantification of all the major project elements. The person or team completing the preliminary project design must include at least one licensed professional engineer, who would be qualified to follow through with the final project design. (For certain projects, where liability concerns are minimal, a licensed professional engineer may not be required. Consult RCO staff if you are NOT planning to use a licensed professional engineer.) While the detailed scope of each project's preliminary design process is unique, in general the process involves the following activities:

1. Preparation of surveyed site plans

2. Field investigations of hydrologic, geotechnical, and other site conditions

3. Data analysis and preparation of drawings and designs (CAD software, AutoCAD or similar)

4. Preparation of engineering cost estimates and a design report (see below)

5. Preparation and submittal of required permit applications (optional)

The preliminary design report (with drawings) should be sufficient for project permitting as an attachment to applications for Joint Aquatic Resource Permit Application, Forest Practices Application, U.S. Army Corps of Engineers, and other required permits. This

reference document also should have adequate details and cost information for adjustment of the project construction budget.

Typical Components of a Design Report

A design report is a record of the decision-making process that guided the development of the selected project design, either at the preliminary or the final design stage. By clearly documenting and explaining the design development rationale, the report allows reviewers and other stakeholders to understand the relevant factors that contributed to decision-making process. At the same time, the report provides the project design team a tool for checking its own assumptions in a systematic and objective manner.

The typical contents of a design report for SRFB-funded salmon habitat restoration design projects adopt the general step-by-step process that is standard for environmental engineering planning and design studies in the United States. While the design team must tailor the design process to suit the unique circumstances of each individual project, in general, SRFB-funded design reports should include the following contents:

1. An explanation of the purpose of the project and its specific habitat restoration objectives

2. A detailed description of project site conditions that may be relevant to the project design. Typically, these conditions include geomorphology, topography, hydrology, geotechnical conditions, existing salmon habitat, other aquatic and terrestrial habitat, wetlands, cultural resources, historic and/or reference site conditions, existing infrastructure, and existing land use.

3. An identification and explanation of the key engineering parameters that affect the siting and design of the project activities. Typical engineering parameters might include water velocities, depths and flow rates, sediment transport dynamics and shear forces, groundwater or hyporheic flow elevation ranges and flow characteristics, tidal elevation ranges, and others. Also identify relevant non-engineering parameters such as constraints associated with surrounding land uses (agriculture, recreation, residential, etc.), general landowner and community acceptance expectations, construction constraints, long-term operation and maintenance requirements and others.

4. An identification and description of two or more design alternatives for achieving the specific objectives.

5. An evaluation of each of the design alternatives with respect to the parameters listed in item 3. Include a comparison of estimated construction costs of each

alternative, to the extent that cost data is available at this stage of the design process.

6. A selection of a preferred alternative and a description of the rationale for choosing it, citing the relevant factors described above. Include a brief explanation of why the other alternative(s) were not selected, apropos the relevant decision factors.

7. Development of the selected design and design drawings to the preliminary or final level, depending on the specific grant requirements. The contents of the drawings must be consistent with the design elements that are described in the design report. For final designs, include preparation of a detailed construction cost estimate and a construction work plan.

8. A description of regulatory permitting and/or other public consultation activities that may have been carried out and how the review comments from agencies and other stakeholders were addressed in the preliminary or final design.

Final Project Design

The final design process must address and resolve all substantial issues that may have been raised in the permitting and stakeholder review process, so that all stakeholders agree on the final plans. As with the preliminary design work, preparation of the final design must be done under the supervision of a licensed professional engineer. (For certain projects, where liability concerns are minimal, a licensed professional engineer may not be required. Consult RCO staff if you are NOT planning to use a licensed professional engineer.)

Final design tasks include the following:

1. Revision of preliminary design drawings

2. Completed design report (refer to Preliminary Project Design for description typical components of a design report)

3. Preparation of additional detailed drawings as needed to clarify the design of specific work items

4. Preparation of technical specifications to fully describe each part of the work

5. Preparation of a final construction cost estimate

6. Preparation of contract bidding documents and general contract conditions

Final project design concludes with a comprehensive and detailed set of project drawings, technical specifications, and contract documents (if the project is to be advertised for contractor bidding). An "engineer's estimate" of construction cost must also be prepared by the designer, for comparison with estimates provided by general contractors (bids).

Appendix E
SRFB Review Panel Evaluation Criteria

To help ensure that every project funded by the SRFB is technically sound, the 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 that have a low benefit to salmon or a low likelihood of success will be designated projects of concern. The SRFB Review Panel will not otherwise rate, score, or rank projects. It is expected that projects will follow best management practices and will meet state and federal permitting requirements.

Criteria

For restoration and protection-related 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.

2. Information provided, or current understanding of the system, is not sufficient to determine the need for, or the benefit of, the project.

3. The project is dependent on other key conditions or processes being addressed first.

4. The project has a high cost relative to the anticipated benefits and the project sponsor and lead entity have failed to justify the costs.

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 uses a technique that has not been considered successful in the past.

8. It is unclear how the project will achieve its stated objectives.

9. It is unlikely that the project will achieve its stated objective.

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 improperly sited.

12. The stewardship description is insufficient or there is inadequate commitment to stewardship and maintenance and this would likely jeopardize the project's success.

13. The project has not been shown to address an important habitat condition or watershed process in the area.

14. The main focus is on supplying a secondary need, such as education, stream bank stabilization to protect property, or water supply.

For assessment, design, feasibility, and research projects, the panel will determine that a project is not technically sound and cannot be improved significantly if:

1. It is not clear there is a problem to salmonids the project is addressing (per the research plan).

2. 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.

3. The methodology does not appear to be appropriate to meet the goals and objectives of the project.

4. The project has a high cost relative to the anticipated benefits.

5. The assessment or research does not account for the conditions or processes in the watershed, may be in the wrong sequence with other habitat assessment or restoration activities, or may be inconsistent with a larger assessment or research need.

6. The assessment uses a technique that has not been proven successful in past applications.

7. There are significant constraints to the implementation of high priority projects following completion of the assessment.

8. It is unclear how the assessment will achieve its stated objectives.

9. It is unlikely that the assessment will achieve its stated objective.

10. The main focus is on supplying a secondary need, such as education, stream bank stabilization to protect property, or water supply

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Appendix F
Lead Entity List
Memorandum 2011 (Sample)

To download a draft memorandum in which you can type information, visit the RCO Web site at
www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. See a sample of the form below. Each lead entity submitting a project list must complete this form.

Lead Entity:		Lead Entity Allocation:	

The Salmon Recovery Funding Board is hereby asked to consider the project list and application for financial assistance for the salmon recovery projects described below and to grant funding from such state and federal sources as may be available. Applications are prepared with knowledge of, and in compliance with, SRFB's policies and procedures.

Rank	Project Number	Project Name	Prospective Sponsor	SRFB Request	Sponsor Match	Project Total Cost	Project Status	Response to Review Panel Comments (include attachment # in PRISM)
		Totals:		$0	$0	$0		

Appendix F-2
Puget Sound Lead Entities List
Memorandum 2011

To download a memorandum into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. See a sample of the form below. Each lead entity submitting a project list must complete this form.

Lead Entity:

SRFB Allocation:

PSAR Allocation:

The Salmon Recovery Funding Board is hereby asked to consider the project list and application for financial assistance for the salmon recovery projects described below and to grant funding from such state and federal sources as may be available. Applications are prepared with knowledge of, and in compliance with, SRFB's policies and procedures.

Rank	Project #	Project Name	Prospective Sponsor	SRFB Request	PSAR Request	Sponsor Match	Project Total Cost	Project Status	Response to Review Panel Comments (include attachment # in PRISM)
		Totals		$0	$0	$0	$0		

Appendix G
SRFB Individual Comment Form

To download a form into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. See sample below.

Salmon Recovery Funding Board Individual Comment Form

Lead Entity: Snohomish County

Project Number: 10-1338

Project Name: Lower Skykomish Restoration Design

Project Sponsor: Snohomish County

Grant Manager: Kay Caromile

(Lead Entity)	Date	Application Complete	Status
Final	10/04/2010	yes	okay
Early	4/15/10	no	NMI

Status Options	
NMI	Need More Information
POC	Project of Concern
Noteworthy	Yes or No
Flagged	Yes or No

FINAL – REVIEW PANEL COMMENTS

Date: 10/04/2010

SRFB Review Panel

Final Project Status: Okay

Final Review Panel Comments section completed by the Review Panel after Regional Area Project Meetings

Refer to Manual # 18, Appendix E-1, for projects that are not considered technically sound. In the "Why" box, explain your reason for selecting this as a project of concern.

1. Is this a project of concern (POC) according to the SRFB's criteria? (Yes or No)   No

Why?

2. If YES, what would make this a technically sound project according to the SRFB's criteria?

3. If NO, are there ways in which this project could be further improved?

4. Other comments:
Pre-application issues have been addressed.

EARLY APPLICATION (SUMMER) – LEAD ENTITY AND PROJECT SPONSOR RESPONSES

Comments/Questions:

Response: See PRISM Attachment #11
If any part of your response to the Review Panel is attached in PRISM (e.g des... please list PRISM's attachment number in the space below.

Early Application Response section completed by the Lead Entity or Sponsor to provide additional information requested by the Review Panel by Early Application Review Panel Comments

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Salmon Recovery Funding Board Individual Comment Form

EARLY APPLICATION (SUMMER)– REVIEW PANEL COMMENTS

Date: April 15, 2010

Panel Member(s) Name: Patty Michak and Steve Toth

Early Project Status:

Project Site Visit? Yes (April 6, 2010)

Early Application Review Panel Comments section completed by the Review Panel after summer site visit.

1. Recommended improvements to make this a technically sound project according to the SRFB's criteria.
The provided project description is helpful in acknowledging that a broader context to restoration in the Lower Skykomish is planned, however, more information is needed to understand how the proposed work fits within the broader plan and the continuity of the proposed actions to the Lower Skykomish river restoration. Clearly identify the work sites and tasks to be completed under the proposed project (see 2. below).
Provide information on the riparian plantings, width of buffer (if highly variable, depicting the buffer on a site plan of each parcel would be helpful) and composition and density of proposed plantings.
Providing before and after photos of similar projects would strengthen the proposal.

2. Missing Pre-application information.
Clarify in the project materials which properties are included within the scope of the proposal and the proposed actions on each parcel (or reaches within each parcel).
Clarify in the project application that the proposed 2010 project is for design only (no match needed). Provide a construction schedule for the implementation of the design in future year(s).

3. Comments/Questions:
The project as proposed is for design only of flood fencing and in-stream flood fencing-LWM/sediment collectors. Permits for construction will be obtained under this grant.

This appears to be an excellent opportunity to improve short- and long-term habitat conditions and to engage the local agricultural community in support of stream restoration projects. If additional SRFB grant money is available in the Snohomish watershed, this project would likely be a good candidate for construction funding. With the completion of the geomorphic and riparian analysis of the lower Skykomish River, will this type of site-specific assessment still be required at all potential restoration sites? Are there opportunities to produce final designs for longer reaches of river to take advantage of economies of scale and to accelerate implementation of projects? What are the opportunities to strategically improve riparian conditions in a short time period for the entire lower Skykomish River?

Appendix H
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. The benefit and certainty criteria listed below are only to be used for lead entity guidance in their evaluation of projects through their local process.

Identified and Prioritized in the Strategy	High 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 will clearly lead to new projects in high priority areas.
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.
Scientific	Is identified through a documented habitat assessment.

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. Fish use has been documented.
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.
Costs	Has a low cost relative to the predicted benefits for the project type in that location.
Identified and Prioritized in the Strategy	**Medium BENEFIT Project**
Watershed Processes and Habitat Features	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 other key conditions being addressed first.
Areas and Actions	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.
Scientific	Is identified through a documented habitat assessment or scientific opinion.
Species	Addresses a moderate number of species or unique populations of salmonids essential for recovery or ESA-listed fish species or non-listed populations primarily supported by natural spawning. Fish use has been documented.
Life History	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.
Costs	Has a reasonable cost relative to the predicted benefits for the project type in that location.

Identified and Prioritized in the Strategy	Low BENEFIT Project
Watershed Processes and Habitat Features	Has not been proven to address an important habitat condition in the area.
Areas and Actions	Addresses a lower priority action or geographic area.
Scientific	Is unclear or lacks scientific information about the problem being addressed.
Species	Addresses a single species of a low priority. Fish use may not have been documented.
Life History	Is unclear about the salmonid life history being addressed.
Costs	Has a high cost relative to the predicted benefits for that particular project type in that location.
Identified and Prioritized in the Strategy	High CERTAINTY Project
Appropriate	Scope is appropriate to meet its goals and objectives.
Approach	Is consistent with proven scientific methods. Assessment: Methodology will effectively address an information/data gap or lead to effective implementation of prioritized projects within one to two years of completion.
Sequence	Is in the correct sequence and is independent of other actions being taken first.
Threat	Addresses a high potential threat to salmonid habitat.
Stewardship	Clearly describes and funds stewardship of the area or facility for more than 10 years.
Landowner	Landowners are willing to have work done.
Implementation	Actions are scheduled, funded, and ready to take place and have few or no known constraints to successful implementation as well as other projects that may result from this project.

Identified and Prioritized in the Strategy	Medium CERTAINTY Project
Appropriate	Is moderately appropriate to meet its goals and objectives.
Approach	Uses scientific methods that may have been tested but the results are incomplete. Assessment: Methods will effectively address a data gap or lead to effective implementation of prioritized projects within three to five years of completion.
Sequence	Is dependent on other actions being taken first that are outside the scope of this project.
Threat	Addresses a moderate potential threat to salmonid habitat.
Stewardship	Clearly describes but does not fund stewardship of the area or facility for more than 10 years.
Landowner	Landowners may have been contacted and are likely to allow work to be done.
Implementation	Have few or no known constraints to successful implementation as well as other projects that may result from this project.
Identified and Prioritized in the Strategy	Low CERTAINTY Project
Appropriate	The methodology does not appear to meet the goals and objectives of the project.
Approach	Uses methods that have not been tested or proven to be effective in the past.
Sequence	May be in the wrong sequence with other protection and restoration actions.
Threat	Addresses a low potential threat to salmonid habitat.
Stewardship	Does not describe or fund stewardship of the area or facility.
Landowner	Landowner willingness is unknown.
Implementation	Actions are unscheduled, unfunded, and not ready to take place, and have several constraints to successful implementation.

Appendix I
Regions without Regional Recovery Plans

To download a form into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

Appendix J
Project Partner
Contribution Form

To download a form into which you may enter information, visit the RCO Web site at
www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. See sample below.

Project Partner:

Partner Address:

Contact Person

☐ Mr.   ☐ Ms.   Title:

First Name: Last Name:

Mailing Address:

E-Mail Address:

Description of contribution to project:

Estimated value to be contributed: $

_____   _____

Partner's signature   Date

Appendix K
Landowner
Acknowledgement Form

To download a form into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. See sample below.

Landowner Information

Name of Landowner:

Landowner Contact Information:

☐ Mr.   ☐ Ms.   Title:

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Property Address or Location:

1.   (Landowner or Organization) is the legal owner of property described in this grant application.
2. I am aware that the project is being proposed on my property.
3. If the grant is successfully awarded, I will be contacted and asked to engage in negotiations.
4. My signature does not represent authorization of project implementation.

_____   _____

Landowner Signature   Date

Project Sponsor Information

Project Name:

Project Applicant Contact Information:

☐ Mr.   ☐ Ms.   Title

First Name: Last Name:

Mailing Address:

E-Mail Address:

Appendix L
Landowner Agreement

To download a form into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon. See sample below.

For Projects Funded by the Salmon Recovery Funding Board

This Agreement, dated and effective beginning the   day of   ,
20   , is made and entered into by and between the Landowner and Grantee
identified herein. The parties intend that all terms of this Agreement shall remain in
effect for a period of ten years from the date of project completion, and the agreement
shall be binding on all successors in interest during this time.

Landowner Name (Landowner):

Street Address:

City, State, Zip Code:

Salmon Recovery Funding Board Project Sponsor (Grantee):

Grantee Name:

Street Address:

City, State, Zip Code:

Purpose of Landowner Agreement

The purpose of this Agreement is to identify and confirm the terms, conditions and obligations agreed upon between the Grantee, who is undertaking a project (Project) funded by the Salmon Recovery Funding Board (SRFB), and the Landowner, who owns the property on which the Project will take place.

The Grantee and Landowner mutually agree to participate in conducting the salmon habitat improvement activities described below on lands owned by Landowner in Watershed (Water Resource Inventory Area),   County, State of Washington, Tax Parcel No.   . The activities are also described in, and in accordance with, the Salmon Recovery Funding Board's Project Agreement No.   dated   , into which this agreement, once signed by both parties, becomes incorporated herein.

The Grantee Agrees to:

1. Be responsible for the design and installation of the project, and the conduct and activities of its staff, agents and representatives.

2. Provide the Landowner with a timeline of estimated dates of Project activities, including start and completion dates, and to keep the Landowner informed of progress.

3. Conduct the project-related activities described in the Project Description, as appended to this agreement.

4. Leave all remaining portions of the property in as near pre-project condition as reasonable, or as otherwise agreed upon in writing with Landowner.

5. Inform Landowner of project completion and the dates for this Agreement.

6. Hold harmless the landowner from any liability associated from injuries or damages occurring to workers implementing the project.

7. Identify the specific maintenance and/or monitoring activities that will be provided by grantee in an Attachment (Include frequency and duration).

The Landowner Agrees to:

8. Provide reasonable property access to the Grantee to plan, implement, and complete the project, and to conduct the long-term maintenance and monitoring activities, as described in the Project Description attached to this agreement.

9. Provide the Grantee and SRFB, or their employees, agents, representatives, or assignees, the right to enter the land, at reasonable times, and upon reasonable notice. Entry is solely for project implementation and management purposes, to inspect completed work, and to monitor long-term success of the completed project. Except in case of emergency, reasonable notice shall be given at least 48 hours prior to entry.

10. Not intentionally compromise the integrity of the project;

11. Inform Grantee of all known safety hazards on the property;

12. Identify the specific maintenance and/or monitoring activities that will be provided by landowner in an Attachment (Include frequency and duration).

Landowner has no obligation to provide access to parties other than the Grantee or SRFB. For the purposes of viewing the Project for information or educational purposes, Landowner and Grantee must mutually agree before such third-party access is offered.

General Terms

The Landowner shall notify the Grantee of changes in ownership of the property on which the Project is located within thirty (30) days of transfer. In the event of such transfer of ownership, the Landowner shall provide a copy of this Agreement to the succeeding owner prior to such transfer.

To comply with Executive Order 05-05, Archaeological and Cultural Resources., Grantees may have to complete a cultural resources survey in response to any cultural resources concerns that might arise. Grantees will notify the landowner if a consultation is required. If required, consultations must be completed before construction begins.

This agreement may be terminated by the Grantee, if in its discretion, it determines that circumstances have rendered the Purpose of this agreement impractical to achieve. Termination also may be sought by either party by providing written notice to the other party. Such termination shall be effective only after authorized representatives of both parties have agreed in writing to such termination and SRFB has been provided a thirty (30) day advance written notice of such termination. If, in the event the project is intentionally removed, destroyed, or otherwise compromised in function, the SRFB reserves the right to seek reimbursement for the project costs incurred by, and paid to the Grantee with funding under the aforementioned SRFB Project Agreement.

This Agreement does not authorize the Grantee or SRFB to assume jurisdiction over, or any ownership interest in, the premises. The Landowner retains sole responsibility for taxes, assessments, damage claims, and controlling trespass. The Landowner also retains

all benefits and enjoyment of the rights of ownership except as are specifically provided in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

_____

Grantee   Date

_____

Landowner   Date

Provide a copy of this Agreement, and any amendments to this Agreement, to the SRFB: Washington State Salmon Recovery Funding Board, PO BOX 40917 Olympia, WA 98504-0917

Project Description and Maintenance Responsibilities

13. Written description of the project-related activities that will occur on Landowner's Property (consistent with project cost elements): (Include restoration/enhancement activities and any long-term maintenance needs and effectiveness monitoring activities that will occur in future years.)

14. Describe the maintenance and monitoring responsibilities of both the Landowner and Grantee for the term of this agreement. Include the activities, frequency and duration of work to be performed.

Appendix M
Stewardship Plan Outline

Applicants that own or have control of land must provide a stewardship plan at the close of any acquisition or restoration project. A plan is necessary to ensure the landowner will maintain the project area at least ten years after completion. The following components may be included in the plan:

Project Title:

SRFB Project Number:

1. Introduction

    A. Background

    B. Land Use History

2. Purpose – Landowner's Goals

3. Relationship to other actions or plans

4. Current conditions (i.e. post project completion)

    A. Fish use and habitat

    B. Riparian

    C. Hydrologic

    D. Soils and soil stability

    E. Upland

    F. Public use

    G. Cultural and Historic resources

5. Desired conditions

    A. Fish use and habitat

    B. Riparian

    C. Hydrologic

    D. Soils and soil stability

    E. Upland

    F. Public use

    G. Cultural and Historic resources

6. Maintenance and Monitoring schedule

    A. Planned activities (by season and year)

    B. Effectiveness review

7. Adaptive management plan

8. Roles, Responsibilities, and Funding

9. Constraints and uncertainties

10. Attachments:

    A. Vicinity map

        i. Site plan

        ii. Photos

        iii. Permit requirements

        iv. Monitoring protocols

Appendix N
Regional Area Summary Information

To download a WORD document into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

Region-by-region summaries are provided in the final funding report to the Salmon Recovery Funding Board in December. In previous grant rounds, regional organizations and lead entities were required to provide responses to a series of questions in order to develop the summaries. As much of the requested information does not change or changes little from grant round to grant round, RCO staff is requesting that regional organizations and lead entities review the information submitted in the 2009 grant round and update it as appropriate. Staff will review any new information and incorporate it as part of the region-by-region summaries. Between September 15th and the time the draft report is published SRFB staff will work with the Governor's Salmon Recovery Office (GSRO) and each region to ensure the information presented in report (region-by-region synopsis) is accurate.

Questions

Regional organizations with a recovery plan *answer questions one through three* and collect responses from lead entities for questions four and five**.** All *LEAD ENTITIES ANSWER QUESTIONS FOUR AND FIVE* 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 for funding that were not specifically identified in the regional implementation plan or habitat work schedule? If so, please provide justification for including these projects to 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 SRFB must consider and give preference in awarding funds to projects. Please provide a short description of each of the criteria (when applicable) on how your region considered these factors in presenting your project list to the SRFB. For consistency and to save time, we have provided an Example Regional Area Project Matrix to assist in answering this question (Appendix O). Questions A and B can be answered in narrative form. For questions C through I you may 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, SASSI, and SSHIAP, what stock assessment work has been done to date to further characterize the status of salmonid species in the region? Briefly describe.

B. Addresses cost effectiveness. Provide a description of how cost-effectiveness was 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 regional or watershed based 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. Indentify the projects match percentage and the regional match total.

G. Is sponsored by an organization that has 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 Region Only

- Is sponsored by an entity that is a Puget Sound partner, as defined in RCW 90.71.010. Is referenced in the action agenda developed by the Puget Sound Partnership under RCW 90.71.310. (Projects on three-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 were used to develop project lists.

B. Explain how comments of technical, citizen, and policy reviews were addressed in finalizing the project list. Were there any issues about projects on the list and how were those resolved?

Appendix O
Example Regional Area Project Matrix

For more information on questions 3C-3I, see Appendix N. A blank template is available on the RCO Web site at:
www.rco.wa.gov/doc_pages/app_materials.shtml#salmon

Region: _____

Rank	Project Number	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 percentage	3 G. Sponsor record of SRFB project implementation	3 H. Veterans involved	3 I. Puget Sound Partner	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		

| 3 | 08-2312 | Beagle Creek Restoration | Puget Regional Fisheries Enhancement Group | Fir river fall Chinook | Puget Sound Chinook | Coho, steelhead | 30 acre acquisition | Page 138 Fir River watershed Tributaries. Action floodplain restoration LWD | 25% | 8 funded 4 complete | Yes, Sponsor coordinating with local veterans | | |

Appendix P
Puget Sound Acquisition and Restoration Funds ~ 2011 Grant Round

Note: The state 2011-2013 capital budget includes $15 million to accelerate implementation of the Puget Sound Salmon Recovery Plan. These funds were requested by Governor Chris Gregoire as part of her initiative to protect and restore Puget Sound by 2020. As this is being drafted, it is expected that the budget will direct the Salmon Recovery Funding Board to distribute these funds in coordination with the Puget Sound Partnership. If necessary, this guidance will be redrafted to reflect any unexpected changes to the budget proviso for this funding. The following policies were developed in coordination with the Puget Sound Partnership.

Process

The Puget Sound Acquisition and Restoration (PSAR) funds will not be intermingled with state or federal (Pacific Coastal Salmon Recovery Fund) SRFB funds. The PSAR funds will be tracked separately in PRISM to ensure the SRFB and partners can account accurately for the use of the money. To improve flexibility and quickly get funding to projects when they are ready to go for construction, the following opportunities exist to allocate PSAR funds for the 2009-2011 biennium:

1. An accelerated first round to allocate funds on July 1, 2009 for the 2009 construction season for projects that are permitted and ready-to-go.

2. A second round that parallels the 2009 SRFB round in timing to allocate funds in December 2009.

3. Additional rounds will be conducted, as necessary, depending on project readiness and watersheds' needs.

The Puget Sound Partnership will coordinate with lead entities and the SRFB to submit projects accordingly.

Puget Sound lead entities will use a revised version of the Lead Entity List Memorandum (see Appendix F-2 that includes a new column for the amount of PSAR funds requested). PSAR projects will be evaluated and prioritized using the same local process as for SRFB projects, including review by the SRFB Review Panel. Proposed projects will be reviewed by the Leadership Council of the Puget Sound Partnership and the SRFB for approval to award project grants.

Allocation Method

PSAR funds will be allocated to lead entities/watershed planning areas using the distribution formula recommended by the Puget Sound Salmon Recovery Council and approved by the Puget Sound Partnership Leadership Council. Each watershed/lead entity will compile a PSAR project list for the amount allocated for that watershed/lead entity. The SRFB will allocate PSAR funds according to review and approvals associated with the various project submittal opportunities described in the "Process" section. Therefore, lead entities/watershed planning areas can use their entire allocation in one round or spread their allocation over multiple rounds.

Return Funds

If an approved PSAR project cannot be implemented due to a change in circumstances or is completed under budget, unused funds are considered to be return funds. The lead entity may request that these funds be applied to cost increases associated with another PSAR project in its lead entity area. Any cost increase requests must adhere to the SRFB amendment process. See Appendix B. Return funds also may be used by the lead entity in the next grant cycle for another approved PSAR project.

Project Eligibility

PSAR projects must meet the same eligibility requirements as SRFB projects described in Section 2 of this manual. PSAR funding is largely focused on habitat protection and restoration projects. However, the following exceptions will apply:

1. Projects identified through the Puget Sound salmon recovery watershed three-year work plans as the highest priority projects, even if they do not meet SRFB eligibility requirements, will be eligible for PSAR funding. All projects will be reviewed by the SRFB Review Panel (complemented by information from the Puget Sound Recovery Implementation Technical Team and other experts in the subject matter if needed), and evaluated to the extent possible using the project of concern criteria (Appendix E: SRFB Review Panel Evaluation Criteria) used for traditional SRFB projects.

2. Assessments or research projects, including those intended to fill data gaps identified in the recovery plan or lead entity strategies are eligible; however, it should be noted that the legislative emphasis is toward applying PSAR funds to habitat restoration and protection projects.

3. Phased design/construction projects (see below).

Match

There is a 15 percent match requirement on PSAR projects. SRFB funds and PSAR funds may be used as the funding source for the same project, but each must have its own separate match. Recognizing that it may be difficult for some project sponsors to find match on this short implementation schedule, the SRFB will allow for project "design-only" contracts to be issued without a match requirement. However, the ensuing construction contracts must meet the 15 percent match requirement. If project sponsors request design-only contracts, lead entities should reserve sufficient funds in their overall allocations to cover at least a portion of the estimated construction costs. (Please see the Restoration Design-Only Section below)

Role of the SRFB Review Panel

The technical review of PSAR projects will follow the process used to review SRFB projects. Review of PSAR projects will result in an increased workload for SRFB staff and Review Panel members. To help accommodate the increased review workload, the Review Panel may be expanded for the 2009-2011 biennium.

Restoration – Phased Design/Construction Projects

To accelerate implementation of projects funded under PSAR, the SRFB authorized phased design/construction grants for projects using an expedited process.

Design Phase

The following applies:

1. Design projects must produce conceptual design evaluation (feasibility study), preliminary design, and final design. Design work must be completed within 18 months of the board funded date. (Please refer to the definitions of design projects in Appendix D).

4. Projects must be listed in a Puget Sound Salmon Recovery Plan watershed three-year work plan.

5. Applicants would use the existing SRFB project application for design projects and submit applications according to the appropriate timing for whichever round they are seeking funding as part of a lead entity list and/or Puget Sound Partnership list for PSAR funds. Design-only projects should be recorded on the Lead Entity List Memorandum (Appendix F-2) along with the funding requested for completing the design. In addition, estimated funds needed for the construction phase should be identified in a separate column on the list. Construction phase funds may cover all or a portion of the estimated construction costs. The total costs requested on a lead entity list, including design costs and funds identified for later construction, should be within the total allocation for that Puget Sound lead entity.

6. The Puget Sound Recovery Implementation Technical Team (RITT) will evaluate the strategic nature of design-only projects as well as the other projects on each lead entity's list to ensure consistency with the Puget Sound regional and watershed recovery plans. SRFB Review Panel members will visit the proposed project site and review the application to evaluate the technical merits of the project using SRFB project of concern criteria. Reviewers will consider the conceptual idea, the cost-effectiveness of design development, and the likelihood that, if constructed, the project would provide the stated benefits. Design projects will be submitted to the SRFB for approval, after which SRFB staff will develop a project agreement with sponsors, to include deliverables defined (see Appendix D).

7. No match would be required on approved design phases of projects. A match will be required on the later construction phase.

Construction phase

Lead entities may use a portion of their allocation for restoration projects at a later date. The SRFB recognizes that some restoration projects may not be quite ready for funding due to pending design plans, landowner readiness, or capacity of local sponsors. Any restoration projects for which funds have been reserved must be reviewed and approved by the SRFB and will be issued a project agreement.

Projects seeking funding for the construction phase, where funds were reserved by the SRFB, may come forward for funding at any future SRFB meeting once the following is completed:

1. The design work is completed.

2. The lead entity technical and citizen advisory groups have reviewed the design, construction cost estimate, and identified no major concerns (using their local criteria).

3. The SRFB Review Panel has reviewed the design, construction costs estimates, and identified no major concerns (using the SRFB project of concern criteria).

4. Coordination has occurred with the Puget Sound Partnership and the project is in the respective watershed's three-year work plan.

5. The Leadership Council of the Puget Sound Partnership has reviewed and approved the project.

6. Appropriate match has been identified and secured to complete the project.

Once a project has completed the six steps mentioned above, the sponsor and lead entity will complete a SRFB application in PRISM and submit a request for construction funding. The request will be made through the lead entity and will not exceed the amount initially reserved for that project. Review by the SRFB Review Panel will be necessary to ensure consistency with the design, in the context of any changes proposed. Also, projects need to receive approval from the Leadership Council of the Puget Sound Partnership and the Puget Sound Salmon Recovery Council. RCO staff will take the completed application form, Review Panel evaluation, Puget Sound Partnership review, staff recommendation, and Leadership Council approval to the SRFB for funding approval. Once approved by the SRFB, RCO staff will develop a project agreement with the project sponsor. PSAR funds must be spent within the time period specified in the project agreement.

Funding Timeline

PSAR funds must be spent in 4 years starting from July 1, 2009 and ending June 30, 2013. A construction phase project must be under agreement no later than December 31, 2011.

Appendix Q
Barrier Information Forms

To download a form into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

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Appendix Q-2
Barrier Inventory Scope of Work Guide

To download a form into which you may enter information, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

Appendix R-1 Project Checklist Acquisition

Fee Simple Acquisitions Require the Following:

NOTE: Items marked "please provide ahead of time" should be provided to RCO at least 2 months prior to you closing on the acquisition.

Please refer to the RCO Manual 3: Acquiring Land Policies, December 2010 for all requirements and procedures on acquisition projects. This checklist is meant as a tool to help sponsors manage their deliverables to RCO once their project is funded. Additional requirements may apply to your acquisition project. See Manual 3.

- ☐ Preliminary Title Report The preliminary title report is due before the project is under agreement with special note of any liens or mortgages requiring subordination or other encumbrances that will be cleared at closing. The appraiser should have received this before their valuation.

- ☐ Annual Billing to RCO at a minimum (refer to project milestones to see if more frequent reports are required for your project).

- ☐ Progress Reports to RCO twice per year. Progress Reports can be entered directly into PRISM and are reviewed and accepted by the grant manager.

- ☐ Notice of Voluntary Transaction. In writing, inform the landowner that the transaction is voluntary. See Manual 3 for template.

- ☐ Appraisal (RCO Manual 3) – **Please provide this ahead of time for review** so we can ensure it meets the requirements of RCO Manual 3 and address any issues early on. The appraiser must be given a copy of RCO Manual 3 and the preliminary title insurance prior to their valuation. Be sure the appraisal uses the correct reporting format, it has not expired prior to purchase, the appraiser is qualified, it follows state or federal guidelines as required (depending on your

funding source), and its legal description is correct and consistent among documents.

☐ Appraisal review (RCO Manual 3) – **Please provide this ahead of time for review** so we can ensure it meets the requirements of RCO Manual 3 and address any issues early on. The review appraiser must be given a copy of RCO Manual 3 prior to starting work. Be sure the appraiser follows the requirements of Manual 3 and that the appraiser is qualified.

☐ Notice of Just Compensation Present landowner with notice of appraised market value of property. Include offer of eligible tenant relocation, if applicable to project. See Manual 3 for template.

☐ Relocation Plan if applicable to the project. See Manual 3 for relocation requirements.

☐ Recorded Survey: If a survey was paid for with RCO funds and the property was successfully acquired, submit a recorded copy of the survey.

☐ Deed – Is recorded at closing. Provide draft for review before closing and a copy of the recorded document to RCO after closing.

☐ Deed of Right - RCO will draft and provide to project sponsor for recording. RCO will provide a copy to the project sponsor once it receives the final recorded document.

☐ Boundary map showing limits of the land purchase is required with the Deed of Right

☐ Hazardous substances certification (RCO Manual 3) and supporting information.

☐ Final Title Insurance showing sponsor as legal owner is due promptly after closing.

☐ Stewardship Plan -- Submit a Stewardship Plan to RCO prior to closing the project. (See RCO Salmon Manual 18, Appendix M for template)

☐ Demolition of structures on property must be complete, if applicable, prior to closing of the grant – Any demolition or ground disturbing restoration must go through cultural resource (Executive Order 05-05) review prior to initiating work.

☐ Install funding acknowledgement sign

☐ Complete any noxious weed control or fencing, if applicable.

☐ Acquisition Final Report – Enter into PRISM. A final report must be submitted in PRISM prior to closing the project. Project metrics are verified by the sponsor and reviewed by the Grant Manger in the Final Report tab in PRISM.

☐ Verify final project metrics prior to closing the grant. These metrics were submitted with your original project proposal and need to be revised as necessary to reflect the actual work that was accomplished. Metrics will be

verified in the Final Report tab in PRISM, and this will notify RCO staff of any changes.

☐ Final Reimbursement request. Sponsor must submit final billing to RCO within 90 days of Project Complete milestone date.

Easements Require the Following:

NOTE: Items marked "please provide ahead of time" should be provided to RCO at least 2 months before you close on the easement.

Please refer to the RCO Manual 3: Acquiring Land Policies, December 2010 for all requirements and procedures on acquisition projects. This checklist is meant as a tool to help sponsors manage their deliverables to RCO. Additional requirements may apply to your acquisition project. See Manual 3.

☐ Preliminary Title Report The preliminary title report is due before the project is under agreement with special note of any liens or mortgages requiring subordination or other encumbrances that will be cleared at closing. The appraiser should have received this before their valuation.

☐ Annual Billing to RCO at a minimum (refer to project milestones to see if more frequent reports are required for your project).

☐ Progress Reports to RCO twice per year. Progress Reports can be entered directly into PRISM and are reviewed and accepted by the grant manager.

☐ Conservation Easement (RCO Manual 3, Appendix H)- **please provide draft ahead of time for review (including all exhibits)** This document must contain all required elements in RCO Manual 3. Providing early drafts for review will help us to identify problems early on – there is no need to wait until you have what you consider to be a final draft. Be sure to tell the landowner that the easement cannot be finalized until it has undergone RCO review. Provide a copy of the recorded easement to RCO promptly after it is recorded.

☐ Baseline Documentation and Narrative (RCO Manual 3) The baseline documentation must referenced in the easement or be an exhibit in the easement. RCO recommends following the Land Trust Alliance standards for developing baseline documentation.

☐ Boundary map showing limits of the easement purchase must be included in easement and baseline documentation.

☐ Notice of Voluntary Transaction. In writing, inform the landowner that the transaction is voluntary. See Manual 3 for template.

☐ Appraisal (RCO Manual 3 - **Please provide this ahead of time for review** so we can ensure it meets the requirements of RCO Manual 3 and address any issues

early on. The appraiser must be given a copy of RCO Manual 3 and the preliminary title insurance prior to their valuation. Be sure the appraisal uses the correct reporting format, it has not expired prior to purchase, the appraiser is qualified, it follows state or federal guidelines as required (depending on your funding source), and its legal description is correct and consistent among documents.

☐ Appraisal review (RCO Manual 3)) – **Please provide this ahead of time for review** so we can ensure it meets the requirements of RCO Manual 3 and address any issues early on. The review appraiser must be given a copy of RCO Manual 3 prior to starting work. Be sure the appraiser follows the requirements of Manual 3 and that the appraiser is qualified.

☐ Notice of Just Compensation: Present landowner with notice of appraised market value of property. Include offer of eligible tenant relocation, if applicable to project. See Manual 3 for template.

☐ Relocation Plan if applicable to the project. See Manual 3 for relocation requirements.

☐ Recorded Survey: If a survey was paid for with RCO funds and the property was successfully acquired, submit a recorded copy of the survey.

☐ Draft Assignment of Rights (RCO Manual 3) –The Assignment of Rights is between the sponsor and RCO – not the landowner. However, because it assigns certain rights to the state, the landowner needs to be fully aware of its contents and it is required to be an exhibit of the easement (in its unsigned form).   RCO will draft and provide to project sponsor for recording. RCO will provide a copy to the project sponsor once it receives the final recorded document. Hazardous Substances Certification (RCO Manual 3)) and supporting information

☐ Final Title Insurance showing sponsor as legal owner is due promptly after closing.

☐ Stewardship Plan -Submit a Stewardship Plan to RCO prior to closing the project. (See RCO Salmon Manual 18, Appendix M for template)

☐ Demolition of structures on property must be complete, if applicable, prior to closing of the grant – Any demolition or ground disturbing restoration must go through cultural resource (Executive Order 05-05) review prior to initiating work.

☐ Complete any noxious weed control or fencing, if applicable.

☐ Acquisition Final Report – Enter into PRISM. A final report must be submitted in PRISM before closing the project. Project metrics are verified by the sponsor and reviewed by the grant manger in the Final Report tab in PRISM.

☐ Verify Final Project Metrics Before Closing Grant. These metrics were submitted with your original project proposal and need to be revised as necessary to reflect

the actual work that was accomplished. Metrics will be verified in the Final Report tab in PRISM, and this will notify RCO staff of any changes.

☐ Final Reimbursement Request. Sponsor must submit final billing to RCO within 90 days of Project Complete milestone date.

Appendix R-2
Project Checklist
Planning and Assessment

Planning Projects Require the Following:

☐ Annual Billing to RCO at a minimum (refer to project milestones to see if more are required for your project).

☐ Progress Reports to RCO twice per year. Progress reports can be entered directly into PRISM and are reviewed and accepted by the grant manager.

☐ Draft Assessment/Planning Report or Design submitted for RCO review (see project milestones for due date). Review by RCO staff is to ensure compliance with the project agreement.

☐ Two Copies of the Completed Assessment/Design Report submitted before closing the project. (For SRFB design projects, see Appendix D for Project Development Phases Defined. Depending on the scope of the design project, sponsors should complete one or more of the following)

  ✓ Conceptual Design Evaluation (Feasibility Study),

  ✓ Preliminary Project Design (30 Percent Design),

  ✓ Final Project Design

☐ Other Deliverables: Your grant contract, depending on the type of project funded, may require other deliverables such as permits, landowner agreements, appraisals, etc. If you are not sure, check with your grant manager.

☐ Planning Final Report – Enter final report directly into PRISM. A final report must be submitted in PRISM before closing the project. This is where sponsor will verify all project metrics.

☐ Verify Final Project Metrics before closing the grant. These metrics were submitted with your original project proposal and need to be revised as

necessary to reflect the actual work that was accomplished. Notify your grant manager of any changes. Metrics will be verified in the Final Report tab in PRISM.

☐ <u>Final Reimbursement Request.</u> Sponsor must submit final billing to RCO within 90 days of Project Complete milestone date.

Appendix R-3
Project Checklist
Restoration

Restoration Projects Require the Following:

Please refer to the RCO Manual 4: Development Projects: Policies for all requirements and procedures on restoration projects. This checklist is meant as a tool to help sponsors manage their deliverables to RCO once their project is funded. Additional requirements may apply to your restoration project. See Manual 4.

☐ <u>Annual Billing</u> to RCO at a minimum (refer to project milestones to see if more are required for your project).

☐ <u>Progress Reports</u> to RCO twice per year. Progress Reports can be entered directly into PRISM and are reviewed and accepted by the grant manager.

☐ <u>Proof of Control and Tenure</u>.To protect RCO assisted capital investment, sponsor must show adequate property interests or control of project area to construct, operate and maintain the project. Depending on the program, this may be documented in the following ways:

 ✓ <u>Landowner Agreement for SRFB projects (Appendix I).</u> A landowner agreement is required for projects occurring on land not owned by the project sponsor. The landowner agreement is required **before the start of construction**. The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the applicant for project implementation, inspection, maintenance, and monitoring, and describes and assigns project monitoring and maintenance responsibilities. The landowner agreement must remain in effect for at least 10 years from the project agreement completion date. Applicants may use the SRFB's landowner agreement or other approved

agreement formats. Appendix I contains forms and materials for landowner agreement requirements.

 ✓ Current title information if sponsor owns property, including legal description, documentation of easements, deed restrictions and encumbrances, current ownership, and explanation of impacts of any restrictions.

☐ Stewardship Plan on SRFB projects and Farmland and Riparian projects, if applicable. Stewardship plans apply only to restoration projects on land owned or controlled by the project sponsor. When applicable, a stewardship plan is required to be submitted with the final documentation at the close of the project to ensure site is maintained and/or monitored for at least 10 years. Applicants may use the outline in Appendix J. For land not owned by project sponsor, the landowner agreement is required instead to document the commitment to maintain and monitor the site for at least 10 years.

☐ Submit Photographs of the Completed Project

☐ Preliminary Review of Plans. Early project design, 30 percent or 60 percent (sponsor should check their agreement Special Conditions or their Milestones) should be submitted to grant manager for review.

☐ Construction Plans (final project design). These documents must be submitted at least two weeks before advertising for bids, or two weeks before construction if the project won't go to bid. Any change orders that significantly change the project scope also must be submitted for review. Review by RCO staff is to ensure compliance with the project agreement. Post construction as-builts should be submitted if substantially different from final design.

☐ Acknowledgement and Signs. Provide a copy or photograph of signs, as appropriate.

☐ Restoration Final Report – Enter final report directly into PRISM. A final report must be submitted in PRISM before closing the project. This is where sponsor will verify all project metrics.

☐ Project Inspection by RCO Grant Manager – Sponsor should be sure this is scheduled before closing the project and the final reimbursement payment.

☐ Verify Final Project Metrics before closing the grant. These metrics were submitted with your original project proposal and need to be revised as necessary to reflect the actual work that was accomplished. Notify your grant manager of any changes. Metrics will be verified in the Final Report tab in PRISM.

☐ <u>Final Reimbursement Request. Sponsor must submit final billing to RCO within 90 days of Project Complete milestone date.</u>