

Manual 18

Salmon Recovery Grants

March 2010



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.

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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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2010 Grant Application Schedule

Date	Phase	Description
February–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.
February–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.
April	Application workshops (on request)	RCO staff offer application workshops, on request, for lead entities and regional areas. Please schedule with your RCO grants managers.
February –July 31	Initial project review forms complete	Two weeks after visiting projects, the Review Panel will post comments to the Habitat Work Schedule 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 they believe would benefit from additional review at the regional area project meeting.
Early June, July, and August	Review Panel Meeting	Review Panel discusses "flagged" projects and updates the comment form. Panel will meet either in person or conference call to provide full panel feedback on "Flagged" projects.
August 25	Applications due Lead entity submittals due	Application materials, including attachments, are submitted via PRISM. Lead entities without regional organizations submit responses to the information questionnaire.
September 15	Regional submittal	Regional organizations submit their recommendations for funding and responses to the information questionnaire.
August 25-September 9	Grant manager Review	All applications are screened for completeness and eligibility. If applications are submitted in PRISM before August 25, RCO staff can make them available to the Review Panel earlier.

Date	Phase	Description
September 10	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 27-30	Regional area project meetings	Regional organizations and lead entities present all projects on the list to the Review Panel, focusing on flagged projects. The meetings are a chance to discuss any problem areas and exchange information.
October 4-6	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 8	Draft 2009 project comment forms available	Comments forms are made available for public comment.
October 27	Comments due	Comments are due from project sponsors and lead entities by 5 p.m., October 27.
October 29	Review Panel finalizes comment forms	Review Panel reviews comments received and finalizes comment forms.
November 19	Final 2010 grant report made available for public review	The final funding recommendation report is available for public review.
December 9-10	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).
- 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 25, 2010. 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 Salmon Recovery Funding Board in 1999¹ 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.

Where to Get Information

Administrative support, including managing the grants, is provided by the Recreation and Conservation Office (RCO). Staff available to assist are:

Brian Abbott
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¹ Revised Code of Washington 77.85

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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 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 May 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
- Manual 4 Development Projects: Policies
- Manual 7 Funded Projects: Policies and the Project Agreement
- Manual 8 Reimbursement Manual: Grant Programs

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 organizations² 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

² Regional organizations must be recognized in statute (Revised Code of Washington 75.85.010), or by the Governor's Salmon Recovery Office.

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 1998⁴ 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.

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 agreement⁵. 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. Grant applicants are encouraged to contact their lead entities to obtain lead entities' timelines and requirements. Contact information for both lead entities and RCO staff are in Appendix A.

³ Hood Canal, upper Columbia, and Puget Sound regional organizations have final recovery plans accepted by the federal government. Lower Columbia, Snake River, and middle Columbia 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

⁵ Lead entities and their agreements must be approved by the Washington Department of Fish and Wildlife.

For questions about the lead entity program, contact Lloyd Moody, (360) 902-2217, TDD (360) 902-1996, Lloyd.Moody@gsro.wa.gov.

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.⁶

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 clearly must be 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, for example conservation easements. Rights or claims may be acquired if the value can be established or appraised.

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 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

⁶ When land acquired with a SRFB grant is transferred to a federal agency, 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).

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 www.wdfw.wa.gov/hab/ahg/.

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 logjams, 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, headgate), 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.

The marine near-shore plays an important role in the lives of salmon. In the Puget Sound, Columbia River estuary, and coastal waters, the marine near-shore areas are part of a highly interconnected ecosystem that may span multiple lead entity areas.

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:

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

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.⁷ 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, 2016⁸. 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.

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 became known to a lead entity, the lead entity would work with the project sponsor and RCO staff to ensure the project meets the criteria, before local technical advisory group and citizen review.

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

⁸ Washington Administrative Code 222-24-050

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, a conceptual design, also known as a feasibility study, addresses a particular problem at a particular 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:
 - The data gap clearly limits subsequent project identification or development.
 - The regional organization or lead entity and applicant can demonstrate how it fits in the larger context, such as its fit with a regional recovery-related, science research agenda, or work plan, and how it will address the identified high-priority data void.
 - The region and applicant can demonstrate why SRFB funds are necessary, rather than other sources of funding.
 - The results must 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/gсро/roadmap.pdf), and *Guidance on Watershed Assessment for Salmon 2001* (www.digitalarchives.wa.gov/governorlocke/gсро/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 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.
- 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 and in-kind or cash contribution to the 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.

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:
 - Skagit River – Skagit River Estuary
 - Strait of Juan De Fuca – East Twin, West Twin and Deep Creeks
- Upper Columbia River Salmon Recovery Region: Lower Entiat River, Methow River
- Mid-Columbia River Salmon Recovery Region: Snake River – Asotin Creek

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 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 and public works projects, such as sewer treatment facilities, surface and storm water management systems, and water supply systems.
- 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.
- 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.

Section 3

How to Apply

In this section, you'll learn about:

- ✓ The steps in the application process
- ✓ Streamlined permits
- ✓ Matching share

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.) The lead entity will initiate, coordinate, and facilitate technical and citizen committee meetings to assemble a ranked list of proposed projects from its area. 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.

Early Application Review

Lead entities may request technical review of proposals by the SRFB Review Panel before the application deadline. You need to coordinate with your lead entity to obtain this review. See Section 5 for more information on the early application review process.

Step 2: Use PRISM to Complete an Application

By August 25, 2010, complete a SRFB application in PRISM, the SRFB's online computer system. Applications received by the application deadline that are incomplete will not be advanced.

The project proposal is a fundamental part of the application and is submitted as an attachment in PRISM. See Section 6 of this manual for more information and for a checklist of all required application materials.

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 3: 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.

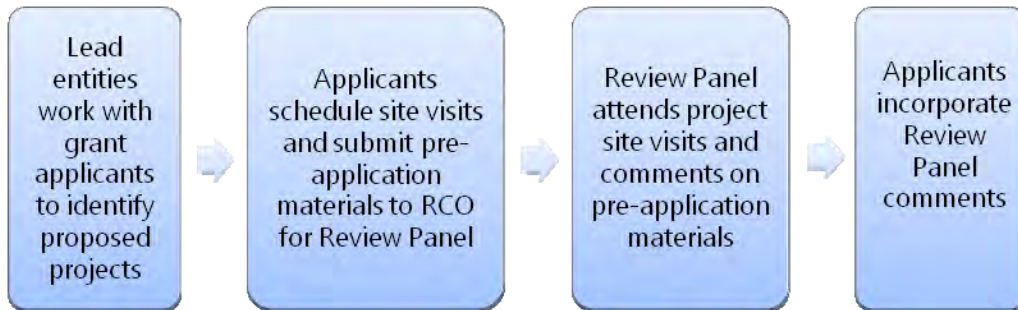
Third, the SRFB's scientific Review Panel will evaluate each project proposal for technical merits and will identify specific concerns about the benefits to salmon and certainty of being successful.

Step 4: Funding

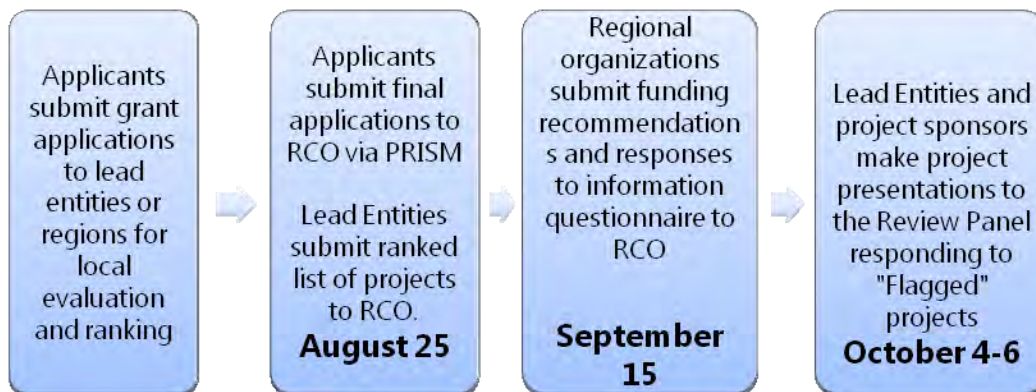
The SRFB will hold a public meeting to award funding. The SRFB will consider projects recommended to regions by lead entities (or by lead entities directly where there is no regional organization). It is desired, but not required, that regions create one prioritized project list. At a minimum, the region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

GRANT PROCESS

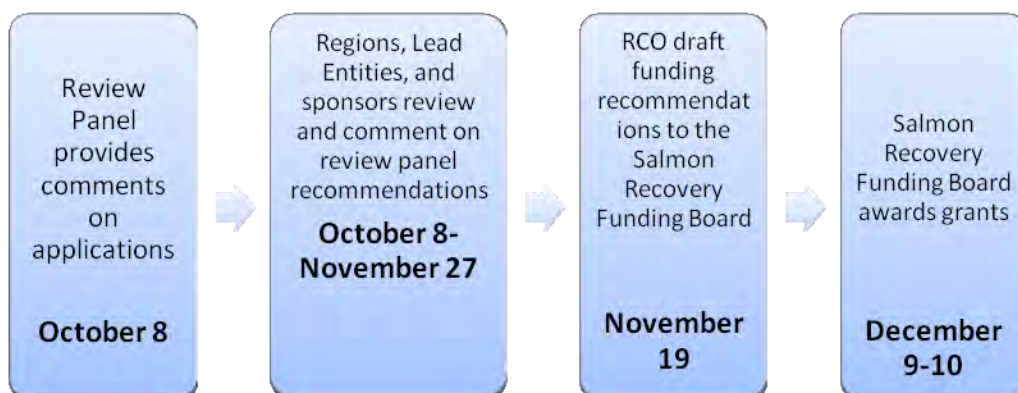
PRE-APPLICATION (JANUARY – AUGUST)



APPLICATION REVIEW (MARCH – SEPTEMBER)



FUNDING DECISION (OCTOBER – DECEMBER)



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 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 SRFB grant does not replace mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity.

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.
5. Requires a U.S. Army Corps of Engineers' regulatory permit.

To apply:

1. Fill out the Specific Project Information Form and send it to the U.S. Army Corps of Engineers' Regulatory Office.
2. The Corps reviews the form and sends it to the 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.

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.

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.

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.

Control and Tenure

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.
- **Easement.** You possess a conservation easement or other similar property interest that allows project implementation and performance.
- **Landowner Agreement.** For restoration projects on land that you don't own, a 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 or other approved agreement formats (Appendix L).
- **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.

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.

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 grant⁹. You must agree to disclose any information that you would have to disclose 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.

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)]

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.
4. SRFB Review Panel conducts a technical review and assessment of the proposed substitute habitat protections.
5. RCO grant 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:
 - Approve the conveyance and associated habitat protections as presented.
 - Provide additional guidance and request a revised proposal.
 - 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.

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.

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:
 - Apply to the full parcel of land funded by the SRFB;
 - Be long-term or in perpetuity, if possible under federal law and policy;
 - Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant; and,
 - 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.

Section 4

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, 2010**. 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 25, 2010**. Materials to be submitted by August 25 include:

- Lead Entity List Memorandum (Appendixes F and F-2): 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 2009, do not need to submit new maps.
- Lead entities in areas without a regional recovery plan submit the lead entity strategy and strategy summary (see below).

- 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 the SRFB directly by **August 25, 2010** for this grant round. The timing of this requirement will likely shift to become part of the lead entity spring progress report for the next SRFB grant round.

Lead entities must use *A Guide to Lead Entity Strategy Development*, on the RCO Web site at www.rco.wa.gov/documents/salmon/lead_entities/Guide_LE_Strategy_Dev.pdf or call SRFB staff.

Strategy Summary Format

Scientific Information and Technical Foundation

1. What are the stocks and their status in your area?
2. What are the priorities and goals for these stocks? What is the technical basis for these decisions?
3. What are the limiting habitat features and watershed processes limiting recovery? Which are the most important?
4. What are the major actions necessary to protect and improve the stocks?
5. Describe the scientific information on which the priority actions and geographic areas are based. What is the basis for the priorities?

Community Interests

1. How do you assess community interests and support for actions necessary to protect and improve salmon stocks?
2. What types of biologically based high priority projects, geographic areas, and actions currently enjoy the community support necessary for successful implementation? In reference to Figure 1 in the *Guide to Lead Entity Strategy Development*, where is the overlap in science-based priorities and community priorities?
3. What types of biologically based high priority projects, geographic areas, and actions do not currently enjoy the community support necessary for successful implementation and why?

4. Do you have a strategy or set of actions to increase the community support necessary for successful implementation of these priority actions and areas? If so, briefly describe the strategy and proposed actions.

Overall Approach to Guide Project Priorities

1. Based on the technical foundation and assessment of community interests, what actions, types of projects, and areas are emphasized in your strategy?
2. How does your project ranking system support these priorities?

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 and the Habitat Work Schedule 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 25, 2010.
- Work with the regional organization (as applicable) and RCO staff to develop regional summaries and respond to SRFB inquiries.
- 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.

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

The objectives of the Habitat Work Schedule database are to provide a single repository for project information and files, an effective project management tool for project sponsors, information to the general public and other funding organizations about projects, and the ability to track lead entity and project sponsor accountability for implementing projects. The Habitat Work Schedule is an important tool in the recovery process, making salmon recovery more accessible to partners, potential funders, and the public.

The lead entity program was transferred to RCO in July 2009. The Washington Department of Fish and Wildlife and RCO are working to determine how best to manage and use the Habitat Work Schedule. RCO is using this transition as an opportunity to define the most effective and efficient use of existing tools (PRISM, Habitat Work Schedule, and SharePoint) for the evaluation, ranking, and management of projects. While each tool serves a distinct purpose¹¹, the goal is to use each system as efficiently as possible with minimal duplication. To move in this direction, the following initial steps will be required in the 2010 grant round:

¹¹ PRISM is a project management database used by RCO for all grant programs. The system was designed for RCO staff and sponsors for the application through agreement processes. PRISM is used to track and report measurement information to the National Oceanic and Atmospheric Administration. PRISM is open and available to the public. Habitat Work Schedule was designed as a tool for lead entities to track the development and

Footnote continues on next page.

1. Pre-application materials (see materials needed before site visits on page 37) 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 2010 or alternates on lists should be entered in PRISM. PRISM will generate a project number.
2. Each lead entity is responsible to enter the following information into the Habitat Work Schedule for proposed projects: the project name, project work schedule identification, project type, start and end dates, description, primary project contact and geographic location (either GPS location, coordinates, or text)¹².
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 the lead entity's Habitat Work Schedule page. The PDF file will include all tabular and narrative information submitted to PRISM. Maps and photos of the project site will be included in the PDF file. JPEG file format of photos are available in PRISM but currently must be exported separately and attached in the Habitat Work Schedule. 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 pre-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.
5. RCO and the SRFB Review Panel will continue to use SharePoint to track and develop comment forms. When Review Panel comment forms are completed, RCO staff will move the forms to a designated area in the Habitat Work Schedule for review and comment. Lead entity coordinators will be able to access all proposed project information, including Review Panel comments, in one place.
6. Once final local reviews and project improvements have been completed, and project applications have been updated in PRISM (by September 30, 2010), RCO will re-compile and provide a PDF file of that information for lead entity coordinators to update the Habitat Work Schedule.

Training and a help desk is available for the Habitat Work Schedule. Lead entities and project sponsors are encouraged to participate in the free Habitat Work Schedule trainings that are periodically conducted by the Washington Department of Fish and Wildlife and RCO.

implementation of salmon recovery projects and other salmon recovery efforts. The Habitat Work Schedule has excellent mapping capabilities and easily understandable information for the public. The Habitat Work Schedule is a great tool to promote salmon recovery in Washington. SharePoint is an information sharing software and editing program being used primarily for the Review Panel and RCO staff to organize and manage the project review process.

¹² Lead entities are also obligated to provide this basic information on an annual basis for all completed and active SRFB projects; see lead entity deliverables.

Trainings provide information on how to most efficiently and effectively use the Habitat Work Schedule for project management and how to best update project information regularly.

RCO will continue to work with the Washington Department of Fish and Wildlife, lead entities, regional organizations, and sponsors to look for and create efficiencies in the project evaluation and funding processes, including maximizing the use of existing databases such as the Habitat Work Schedule.

The Habitat Work Schedule Web site can be found at: www.hws.ekosystem.us/.

Section 5

SRFB Evaluation Process

In this section, you'll learn about:

- ✓ The role of the Review Panel
- ✓ How to schedule an early review
- ✓ Funding allocations for the 2010 grant round

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. In addition, members should not be involved in any current regional or lead entity process or project on a lead entity list. Members' decisions should be based on sound scientific information and principles and their best professional judgment.

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.

Required Project Site Visits (February-August 24, 2009)

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, SRFB 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. These files will be available to the lead entity in the Habitat Work Schedule. Lead entities must schedule and coordinate site visits with project sponsors.

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.

The Review Panel will visit every project to be considered for funding by the SRFB before the application deadline, unless deemed not necessary by the Review Panel (e.g., assessments, feasibility studies).

Once materials are reviewed and site visits conducted, the 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 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.

The full Review Panel will provide feedback on “flagged” projects throughout June, July, and August. Lead entities and sponsors may exchange information with the Review Panel at the regional area project meeting or by writing comments on the Review Panel comment form, which has been updated this year to include a place for responses to Review Panel comments. This form is a required attachment in PRISM, if there are Review Panel comments to address. The Review Panel input will be addressed in final project applications.

The Review Panel will meet quarterly to review early application submittals and final applications.

Materials Needed Before Required Site Visits

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 map (for acquisitions the map should depict lands in the vicinity held by the public or having protection status)
- A site or parcel map
- Site or aerial photos, if available
- A preliminary design plan or sketch for restoration projects and future restoration projects
- A detailed project description that clearly describes the full project scope, describes any future phases, and provides a preliminary project schedule and all project deliverables
- Estimated budget
- 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.)
- Has any part of this project been previously 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 early application materials, the project may be started in PRISM and the letter of intent attached in place of completing the information in the PRISM application.

Early application materials may be submitted between January 1 and July 15, 2010.

Applications 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.

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 SRFB comment form, also found in Appendix G.

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 regions 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.

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 9-10, 2010 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.

Funding Allocations in the 2010 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 6

Application Checklist and Project Proposals

In this section, you'll learn about:

- ✓ What you'll need for your 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
Species/Habitat Factors - Information Sources	Project/Salmon
Application Questionnaire: (cost efficiencies, land ownership, location)	Project/Questions
Permits	Project/Permits
Cost Estimate	Worksite/Cost Estimate

✓ Checklist Items	Screen/Tab (in PRISM)
Goals and Objectives	Worksite/Measurements
Property Information (Acquisition and Restoration Only)	Property/Property Description
Parcel Information (Acquisition Only)	Property/Acres
Acquisition Cost Estimate (Acquisition Only)	Property/Costs
Questions (Acquisition Only)	Property/Questions
Attachments in PRISM	
Project Cost Estimate. Applicants may use their own format. Attach in PRISM and clearly label "Cost Estimate."	Applicant Creates
Landowner Acknowledgement Form	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 <ol style="list-style-type: none"> 1. Restoration, acquisition, and combination restoration/acquisition projects 2. Non-capital projects and combination planning/acquisition projects (excluding barrier inventories) 3. Barrier Inventory projects 	See Section 7
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 NEW 2010 Requirement
Project Photos	Applicant Creates
Barrier Evaluation Forms (Fish Passage Projects Only)	Appendix R
✓ Other Materials (Optional) <ul style="list-style-type: none"> • Designs, graphs, parcel maps, letters of support, etc. 	Applicant Creates

Section 7

Project Proposals

In this section, you'll learn about:

- ✓ The application instructions for restoration, acquisition, and combination projects

Restoration, Acquisition, and 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. Contact your lead entity for additional information that may be required. Limit your response to eight pages.

Submit information via a PRISM attachment, which 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). 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. When possible, list your sources of information by citing specific studies, reports, and other documents.
- C. 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 their problem statement.)
- 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.
4. When possible, list your sources of information by citing specific studies, reports, and other documents.
3. Project Design
- A. Provide a detailed description of the project size, scope, design, and how it will address the problem described in Section 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.
 - 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. State agencies are required to have a local partner that is independently eligible to be a project sponsor. A Partner Contribution Form is recommended, but not required, from partners providing third-party match.
 - E. List all landowner name. Include a signed Landowner Acknowledgement Form (Appendix K) from each landowner acknowledging that his or her property is proposed for SRFB funding consideration. If a restoration project covers a large area and encompasses numerous properties, Landowner Acknowledgement Forms are not required. For sponsors proposing work on their own property, this form is not required. 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.
 - 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.

7. Detailed project cost estimate. Please include a detailed project cost estimate and attach in 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.

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: 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/hab/engineer/fishbarr.htm>, 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: 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 http://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 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 Projects (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. Contact your lead entity for additional information that may be required. Limit your response to eight pages.

Submit information via a PRISM attachment, which 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). 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.

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

- 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)

- B. 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. 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.)
 - C. 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?).
 - 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.
5. When possible, list your sources of information by citing specific studies, reports, and other documents.
6. Project Design
- A. Provide a detailed description of the project and how it will address the problem described in Section 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 RCO Manual 18, 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/gсро/watershed/watershed.pdf).

7. Project Development

- A. Explain how the project’s cost estimates were determined.
- 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. State agencies are required to have a local partner that is independently eligible to be a project sponsor. A Partner Contribution Form is recommended, not required, from partners providing third-party match.
- D. List all landowner name. 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 assessment 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. 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.

E. Describe your experience managing this type of project.

8. 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.

9. 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.

10. Detailed project cost estimate. Please include a detailed project cost estimate and attach in PRISM. Clearly label the attachment "Cost Estimate" in PRISM. This will help the local review process and the state Review Panel better understand the project cost details.

Supplemental Questions

1. Projects involving acquisitions (applies to combination projects) – Answer the following questions
 - A. Information to include in item 2B: 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. Contact your lead entity for additional information that may be required. Limit your response to eight pages.

Submit information via a PRISM attachment, which 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 been previously 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)

- 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 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?).
- 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.

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.
- B. Include a Partner Contribution Form (Appendix J), when required, from each partner outlining the partner's role and contribution to the project. State agencies are required to have a local partner that is independently eligible to be a project sponsor. A Partner Contribution Form is recommended, but not required, from partners providing third-party match.
- C. List all landowner name. 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.

5. 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.

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.

7. Detailed project cost estimate. Please include a detailed project cost estimate and attach in PRISM. Clearly label the attachment as "Cost Estimate" in PRISM. This will help the local review process and the SRFB Review Panel better understand the project cost details.

Washington Department of Fish and Wildlife's Fish Barrier Inventory Guidelines

Applicants submitting fish barrier inventory projects should read this material to understand data collection methods and protocols.

For prioritization questions, technical assistance, and training, contact Dave Collins at Department of Fish and Wildlife at (360) 902-2556 or at david.collins@dfw.wa.gov.

The purpose of this guide is to assist you with the preparation of a project proposal for fish barrier inventory projects funded by the Washington State Salmon Recovery Funding Board, with technical assistance provided through the Washington State Department of Fish and Wildlife. Before undertaking a project of this nature, it is critical to read and understand the *Fish Passage Barrier and Surface Water Diversion Screening and Assessment and Prioritization Manual*, Washington Department of Fish and Wildlife, August 2000.

The project sponsor will be required to meet the data collection methods and protocol outlined in this manual. A comprehensive barrier inventory can lead to filling important data gaps in the identified inventory area. Inventory projects can establish a foundation for creating a systematic fish passage correction program that addresses fish passage issues through partnerships of agencies, landowners, and other interested parties.

The following list of elements should be incorporated into the project scope.

1. Develop Objectives for the Project

The preference is to inventory and prioritize all human-made fish passage barriers (including culverts, dams, fishways, diversions, and other structures) in the watershed. This would include both anadromous and resident fish. However, it is recognized that limited resources sometimes only allow for inventory work in the anadromous zone. The objectives of the project should be clearly identified in the project proposal.

2. Inventory Scope

Two basic types of inventories are currently available: the stream-based approach and the road-based approach. In the stream-based approach, it is preferred that all human-made features (e.g., culverts, water diversions, dams, and fishways) are recorded and evaluated. A stream-based approach can be watershed-based or jurisdictional-based. In a watershed-based inventory, the entire fish-bearing zone within the watershed should be walked. In a jurisdictional inventory, the sections of the stream of the given ownership should be walked.

In the road-based approach, only features that are encountered at road crossings (usually culverts) are recorded and evaluated. Road-based inventories also can be watershed-based or jurisdictional. Road-based jurisdictional inventories include inventories on county or state highways where the goal is for a jurisdiction to identify fish passage problems associated with their road system. A road-based watershed

approach has been employed by some groups to inventory all culverts in the watershed by driving the roads encountered. This method results in a fairly complete culvert inventory but invariably some roads, and therefore, some culverts and other features, are missed. **The only way to ensure that all human-made features are encountered is to walk the stream.**¹³

Walking the stream has many potential side benefits for your fish passage program. Mainly you will be notifying all the landowners along the stream explaining the project and asking for permission to walk the stream. This form of outreach is essential in beginning a rapport with landowners that can lead to future projects. Landowners generally have a keen interest in salmon recovery and can provide first hand observations of fish use in the stream, problem barriers, and usually a history of the site. In recent surveys, more than 95 percent of all landowners provided access to the stream for survey crews (Pierce Conservation District, 2000).

3. Estimating the Potential Habitat Gain

Once the human-made feature has been identified as a barrier, it is necessary to assess the potential habitat gain that would be achieved if the barrier were corrected. Two methodologies can be used to describe the estimated habitat gain:

- A. Complete a full physical survey.
- B. Reduced sampling full survey (RSFS) involves using the same methodology as the full survey except the sampling frequency is reduced.

Once the potential habitat gain has been quantified, then it is possible to prioritize the project. The Priority Index (PI) takes into account the habitat gain, the mobility and health status of the fish stocks that would benefit from increased access to the habitat, and the projected cost of the project. The PI is a valuable tool to be used with other relevant factors to select projects for corrections.

Developing PIs for potential projects can be time consuming; however, it is important information to justify the importance of the project.

4. Geographic Area and Fish Bearing Criteria

Specifically delineating the geographic area to be covered is critical in developing a project cost estimate and scope. The Fish Passage Barrier and Surface Water Diversion Screening and Assessment and Prioritization Manual, Washington Department of Fish and Wildlife, August 2000, provides guidance on determining fish bearing criteria. Satisfaction of any one or more of the following criteria qualifies a water as fish-bearing. If none of the criteria are met, the water is considered non-fish bearing.

¹³ *Fish Passage Barrier and Surface Water Diversion Screening and Assessment and Prioritization Manual*, Page 5, August 2000.

Fish Bearing Criteria

- A. Water courses having an average ordinary high-water widths in excess of 0.6 meters (2 feet) in Western Washington and 0.9 meters (3 feet) in Eastern Washington provided the stream gradient is less than 20 percent.
- B. Water courses identified in Washington Department of Fish and Wildlife's Priority Habitats and Species database as fish-bearing.
- C. Water courses listed as Type 1, 2, 3 or 4 on the Department of Natural Resources' water type maps.
- D. Water courses listed as fish-bearing in *A Catalog of Washington Streams and Salmon Utilization* (Williams, et al. 1975 and Phinney and Bucknell 1975).
- E. Water courses listed as fish bearing on StreamNet (www.streamnet.org)
- F. Water courses with documented salmonid use determined by visual observation, electrofishing, or verification by local biologists.

5. Fish Distribution

The geographic scope of the project may depend on the fish distribution if only focusing on the anadromous sections of the watershed. Fish distribution can be defined two ways: 1) Known distribution, or 2) Expected distribution (based on stream gradient within survey reaches, historical use documented, and expected use if all human-made barriers are made passable).

Distribution maps for some watersheds have been created through the Limiting Factors Analysis work through the Washington State Conservation Commission. These may be available through the Salmon and Steelhead Habitat Inventory and Assessment Program (SSHIAP). For more information, go to <http://wdfw.wa.gov/hab/sshiap/>.

6. Inventory Crew

This is the most important part of the project. A well-trained crew is essential for a successful project. Typically, a crew of two with a part-time project manager is adequate for most situations. A field crew with background in salmon biology and previous field survey experience is very useful for a barrier inventory project. Recently graduated college students with a major in fisheries or natural resources can be ideal candidates if trained properly. Existing in-house staff with experience in field inventory work and the proper training can also be successful. Inventory work is tedious. It is important that the crew is able to work together and have a positive attitude toward salmon recovery work. If you are hiring new people, compensate them at a professional rate. You may be better off to hire overqualified personnel. Questions to consider for the project include:

- A. Use existing staff

- B. Hire project positions (temporary employment)
- C. Contract work to another organization or consultant.

In your project proposal, outline your crew arrangement. It is important to set up a systematic plan for the inventory work: Which sub-watersheds will be completed first, second, etc. Plan for important milestones and check with your technical resources to ensure completeness. This may include data transfer to the Washington Department of Fish and Wildlife, basins completed, maps generated, and Priority Index surveys completed. Always review your work.

A formal training will be provided by the Washington Department of Fish and Wildlife. This three-day training combines formal classroom lectures with in-field experience. This will be required in the contract agreement. Ongoing technical assistance will be provided by the Washington Department of Fish and Wildlife staff and to a lesser extent your SRFB project manager.

Safety considerations – Safety considerations will always override the data collection protocol outlined in the *Fish Passage Barrier and Surface Water Diversion Screening and Assessment and Prioritization Manual*, Washington Department of Fish and Wildlife, August 2000. Remember not to enter culverts, fishways, or screening facilities to collect data. When measuring the water depth inside the culvert, stand on the downstream end of the culvert and measure the depth an arm's length inside the culvert. Do not evaluate Washington State Department of Transportation highway crossings. Contact Dave Collins, Washington Department of Fish and Wildlife, at (360) 902-2556 or at david.collins@dfw.wa.gov for assistance. Washington Department of Fish and Wildlife staff have experience training how to inventory high volume roadways. Always use extreme caution when working in and around the stream due to the instability of stream banks and the slippery nature of the streambed. It also is recommended that eye protection be worn by field personnel due to the risk of eye injury from streamside vegetation (Page 7, Washington Department of Fish and Wildlife Manual).

7. Supplies and Equipment

When developing your project budget or project proposal, address the following items (see attached equipment list for additional information). Not all the items listed are eligible for SRFB reimbursement.

- A. Vehicle – Most inventory projects have found a four-wheel drive vehicle to be useful especially when inventorying areas at higher elevations in snow prone areas. If you will need a vehicle for your project, don't overlook state surplus vehicles. Non-profits and governmental organization are eligible to purchase these vehicles before they go to auction. This can save funds and you can purchase a reasonable vehicle.
- B. Laser Level – Contact the Washington Department of Fish and Wildlife for information about the laser level equipment it uses for culvert evaluations.

- C. GPS receiver – Contact the Washington Department of Fish and Wildlife for information about the GPS instrument it uses for fish passage inventory work.
- D. Database – The Washington Department of Fish and Wildlife will provide you with a database at the time of training.
- E. Field Forms – Field forms for site and feature data, and habitat assessment forms are found in Appendix A of Washington Department of Fish and Wildlife's *Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual* at <http://wdfw.wa.gov/hab/engineer/mnl2000.pdf>.
- F. Digital photos – May be taken with a digital camera, or, photos, negatives or slides may be scanned and saved in an electronic format.
- G. Additional Inventory Gear Needed for Each Crew
 - Metric stadia rods (one per crew)
 - Clinometers (1 per person)
 - Hip chain (1 per crew) and string
 - Surveyor's flagging tape
 - Write-In-The-Rain field notebook and pencils
 - Flashlights (1 per crew, optional)
 - Two-way radios
 - Cell phone
 - Gravel probe
 - Shovel
 - Protective eye glasses (1 pair per person)

8. Landowner Permission

Respect private property. Before conducting fieldwork, always obtain the landowner's permission to enter private property. When scheduling fish passage inventory and habitat assessment work with field crews, applicants should provide staff with written access authorization before the planned site visit. Written authorization should be obtained from the property owner, to visit property for the purposes of conducting fish passage evaluation and habitat assessment. The letter should include the name of the county, the section, township, range, and the property owner's address and telephone number. The property owner must state in the letter that he or she is allowing your staff onto the property for the purpose of a fish passage inventory or

habitat assessment. You may use the attached sample form letter, for written permission for temporary access; send it to the landowner with a self-addressed, pre-paid, mailer envelope.

9. Technical Guidance

Support from local fish experts is an important part of making the project successful. It may be beneficial to set up a "Fish Passage Committee" for your project. Quarterly interaction throughout the project period with committee members is an effective way of updating project partners about progress. This is also a good opportunity to seek input and guidance on technical issues. Keeping local experts informed increases the likelihood that the information will be used in a proactive fashion.

10. Project Evaluation Meetings

To facilitate an exchange of information and provide constructive feedback on the inventory project, the SRFB and Washington Department of Fish and Wildlife will meet with the project sponsor at least two times over the course of the project to evaluate progress. Scheduling arrangements can be made through your SRFB grant manager.

11. Coordination

Fish passage inventory projects fill important data gaps in Limiting Factors Analysis and lead entity strategies. It is important to provide this information to the lead entity as well as other potential project sponsors and landowners of barriers. It is important to have the project manager (usually someone other than the field crew) disseminate the information to the Washington Department of Fish and Wildlife habitat staff, who will review data, provide feedback, and offer technical assistance, if needed. Fish passage inventory data will be stored in a statewide database. The Washington Department of Fish and Wildlife then will disseminate data to project partners, lead entity citizen and technical committees, and the contact person for SRFB, Washington Department of Fish and Wildlife, and others. The project manager usually would take the lead in developing a system to secure landowner permission, project reporting, project evaluation and reporting, data transfer, and data quality and control.

12. Data Management

- A. Database Management. Fish passage inventory information (site information, feature data, habitat assessment and priority index) should be entered into the Washington Department of Fish and Wildlife database or equivalent on a regular basis. Database should be electronically backed up at least weekly.
- B. Mapping. GPS coordinates for sites inventoried can be mapped using ESRI ArcView or ArcExplorer programs. ArcExplorer is a free, shareware program that can be downloaded from <http://www.esri.com/software/arcexplorer/>.
- C. Data Distribution – Only after the Washington Department of Fish and Wildlife's review, should data be distributed. The Washington Department of

Fish and Wildlife will share the data with SSHIAP. The sponsor is strongly encouraged to share data with local sponsors and landowners.

13. Products

Depending on the goals and objectives of your project, you will want to specifically identify the products that will be produced as a result of the inventory work. SRFB requires that inventory data be transferred to the Washington Department of Fish and Wildlife database. Sponsors are encouraged to make the data available to anyone and share the data with the local organizations, tribes, landowners, and other project sponsors. Specific landowner site information should not be distributed, only stream name and barrier location.

There are three main products that should be produced 1) Database (survey information, may include photographs) of fish passage structures in a given watershed and a determination if it is a barrier, 2) Report of findings, maps, 3) Potential project list (Top Ten report).

14. Updating Inventory and Monitoring Partial Barriers

The SRFB and the Washington Department of Fish and Wildlife encourage the sponsor to think about how the inventory will be updated and used in the future. Completing a comprehensive report highlighting the priorities and mapping the known barriers is a crucial step in developing recovery projects. It is hoped that these inventory projects will be updated periodically as barriers are retrofitted or eliminated. This also could serve as an important piece of monitoring information used to evaluate known barriers until they can be fixed.

Section 8

Post-Grant Award Issues

In this section, you'll learn about:

- ✓ What's needed after you get a grant

Successful Applicant Workshops

Following grant awards, RCO staff will offer Successful Applicant Workshops to review project contract 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/).

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 Procedures for 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.

For more information on project agreement amendments, please refer to the SRFB Authority Matrix (Appendix Q) or contact RCO staff.

Copies of the agreement text, sample landowner agreements, and other forms are available through RCO.

Payments

Project Special Conditions and Amendments

RCO staff may consult with the SRFB Review Panel when reviewing compliance with grant agreement conditions and considering project amendment requests. Staff will seek Review Panel consultation in select cases to ensure that the conditions are met or the amendment request meets the technical criteria for benefit to fish and certainty of success.

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.

The SRFB recognizes that some project sponsors may need cash advances. RCO Manual 8 identifies the cash advance policy or you can contact RCO staff.

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:
 - Large woody materials
 - Culverts
 - 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.

Attorney Fees

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 or property transactions beyond your expertise.

You must provide in writing, justification for the expense in advance of the expenditure. Eligibility will be determined on a case-by-case basis.

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.

Other Things to Know for Funded Projects

Progress Reporting

RCO has developed a new progress reporting tool in PRISM that you will be required to provide at least twice a year. 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 project manager or simply logon to PRISM and find the progress report button and follow the on-screen instructions.

New PRISM Metrics

The National Marine Fisheries Service, which administers the Pacific Coast Salmon Recovery Fund, is updating its tracking and reporting system. As a result, RCO will be updating PRISM reporting metrics the first half of 2010. Each project will require additional measurement information. More details and additional information will be provided at the appropriate time.

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.

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. (RCO Manual 7.)

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_entities_contact.shtml

Appendix B

Definitions of Project Types and Elements for PRISM

ACQUISITION includes the purchase of land, access, or other property rights in fee title or less than fee, for example conservation easements. Rights or claims may be acquired, provided the value can be established or appraised. All acquisitions are from willing sellers and all less than fee acquisitions are perpetual.

IN-STREAM DIVERSIONS includes those items that affect the withdrawal and return of surface water, such as the screening of fish from the actual water diversion (dam, headgate), the water conveyance system (both gravity and pressurized pump), and the by-pass of fish back to the stream.

- **Diversion dam** – A human-made structure that diverts water from a stream, river, or other surface water body for a specific purpose such as municipal, industrial, agricultural, hydroelectric generation, etc. A diversion dam project may include replacement or modification of the dam to improve fish passage.
- **Fish by-pass** – A system to collect fish from in front of a fish screen and transport them back to the stream. The fish by-pass consists of an entrance and a channel or pipeline to carry fish.
- **Fish screen** – A device installed at or near a surface water diversion headgate to prevent fish entrainment, injury, or death. Fish screens physically block fish from entering the diversion. Fish screens are categorized by diversion type (gravity vs. pump) and by debris cleaning function ("active" or automatic vs. "passive" or manual cleaning).
- **Headgate** – A structure that uses gates to control the flow of water from a surface water source, such as a stream or lake, into a water conveyance structure, such as a canal, ditch, or pipeline. The headgate uses gravity to move water through for irrigation or other purposes.
- **Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

- **Permits** – Work related to getting necessary construction permits from government agencies to perform work legally on the project site.
- **Pipes and ditches** – Metal pipes and human-made ditches built to carry water to or from a stream or well.
- **Rock control (weir)** – A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Signs** – Work related to designing, building, and installing signs to provide information about the site, the project, parking, visitor directions, and safety information.
- **Site maintenance** – Work related to preserving a project worksite as it was constructed to protect the original investment and intent of the project, such as weeding, storm repairs, vandalism, etc.
- **Work site restoration** – Work related to returning an area to its original or improved state when project construction is finished. This may include contouring the landscape to a proper angle of repose, re-connecting utilities, replanting, fencing, etc.

IN-STREAM PASSAGE includes items that affect fish migration up and downstream, such as road crossings (bridges and culverts), barriers (dams, logjams), fishways (ladders, chutes, pools), and log and rock weirs.

- **Bridge** – A structure over the water that retains or restores natural channel conditions; maintains ecological connectivity; avoids geologically unstable areas; considers cumulative culvert impact for direct loss of habitat; and minimizes stream bank vegetation disturbance.
- **Carcass placement** – The placement of fish carcasses in the water to increase nutrients, such as nitrogen, in the stream ecosystem.
- **Culvert improvements** – The removal or installation of a structure to enable fish passage and stream function (e.g. water flow) under roads or bridges.
- **Dam removal** – The removal of a human-made structure that results in an abrupt change in the elevation of surface water, including dams, concrete water diversion structures, and failed log control system, along a stream. Dams are removed because they may impede fish and sediment passage.
- **Debris removal** – The removal of non-living, unwanted material from a project site, such as abandoned cars, garbage, or natural materials such as landslides.
- **Diversion dam** – A human-made structure that diverts water from a stream or other surface water body for a specific purpose such as municipal, industrial, agricultural, hydroelectric generation, etc. A diversion dam project may include replacement or modification of the dam to improve fish passage.

- **Fishway** – A structure or system that is designed to facilitate fish passage. Components may include: fish attraction features, a barrier dam, entrances, auxiliary water systems, collection and transportation channels, a fish ladder, an exit, and operating and maintenance standards. Fishways can be formal concrete structures, pools blasted in the rock of a waterfall, or log controls in the bed of a channel. Fishways can be divided into six classifications based on their hydraulic design and function: pool and weir, vertical slot, roughened channels, hybrid fishways, mechanical fishways, and culverts.
- **Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Mobilization** – Work to get equipment or supplies to a project site to begin construction or restoration work. Does not include the purchase of supplies or equipment.
- **Permits** – Work related to getting necessary construction permits from government agencies to legally perform work on the project site.
- **Rock control (weir)** – A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Roughened channel** – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures, to reduce water velocity and help fish passage.
- **Signs** – Work related to designing, building, and installing signs to provide information about the site, the project, parking, visitor directions, and safety information.
- **Site maintenance** – Work related to preserving a project worksite as it was constructed to protect the original investment and intent of the project, such as weeding, storm repairs, vandalism, etc.
- **Traffic control** – Work related to managing vehicular travel in and around a work site during or after project construction (includes traffic signals). For example, traffic may need to be re-routed to avoid a construction area.
- **Utility crossing** – Connecting, reconnecting, or moving electrical, telephone, cable, natural gas, water, or sewer lines.
- **Water management** – Controlling the water at a project site, such as routing water around a project while under construction or off-site watering.
- **Work site restoration** – Work related to returning an area to its original or improved state when project construction is finished. This may include contouring the landscape to a proper angle of repose, re-connecting utilities, replanting, fencing, etc.

IN-STREAM HABITAT includes freshwater items that enhance fish habitat below the ordinary high water mark of the water body.

- **Bank stabilization** – Work related to stabilizing a stream bank by planting plants, reinforcing the soil, or providing minimal artificial protection (such as a toe rock at the base of a slope) to minimize erosion and sedimentation. Bank stabilization projects should mimic naturally stabilized banks near the project.
- **Carcass placement** – The placement of fish carcasses in the water to increase nutrients, such as nitrogen, in the stream ecosystem.
- **Channel connectivity** – Work that results in connecting a new or reconnecting an existing stream channel to a larger stream system to improve fish habitat, fish passage, water flows, or spawning or rearing habitat, etc.
- **Channel reconfiguration** – Work to either create a new stream channel or redesign an existing stream channel to improve fish habitat. Results should be improved stream function, sinuosity, or flows, etc.)
- **Complex logjams** (also known as Engineered Log Jams, or ELJs) – Permanent, in-stream flow control structures designed to mimic natural logjams. They contain key pieces of wood, large enough to alter the course of the river channel and capture additional wood. They also may provide bank protection and improve the diversity of fish habitat.
- **Deflectors, barbs, and vanes** – An in-stream structure used to influence or redirect the flow, pattern, or hydraulics of a stream to affect the erosive forces acting on a stream bank or streambed. Generally involves placing material, such as boulders, rocks, gabions, logs, in a stream channel.
- **Dike removal and setback** – Work related to removing or moving away from the shoreline a water-retaining structure that originally was built to protect property from flooding. This work is intended to promote natural stream or estuary flow (e.g.: tidal action) and restore natural ecological functions.
- **Livestock fencing and crossing** – Work related to installing fences upland to control livestock from getting to a water body or its banks.
- **Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Off-channel habitat** – Work related to designing, building, and installing fish habitat separate from, but connected to, the main stream channel to improve or create new habitat for fish to rear and spawn (including resting, feeding, etc.).
- **Permits** – Work related to getting necessary construction permits from government agencies to legally perform work on the project site.

- **Plant removal and control** – Work related to removing or controlling through manual, mechanical, or chemical means, any unnecessary, non-native, or invasive vegetation on the site to restore fish and wildlife habitat.
- **Riparian plant installation** – Work related to planting native vegetation along a water body or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions such as shading, organic matter, filtration, etc.
- **Riparian plant materials** – The purchase of native vegetation for planting at a project site.
- **Rock control (weir)** – A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Roughened channel** – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures to reduce water velocity and facilitate fish passage.
- **Signs** – Work related to designing, building, and installing signs to provide information about the site, the project, parking, visitor directions, and safety information.
- **Site maintenance** – Work related to preserving a project worksite as it was constructed to protect the original investment and intent of the project, such as weeding, storm repairs, vandalism, etc.
- **Spawning gravel placement** – Any work related to introducing properly-sized fish spawning substrate (i.e.: gravel) to the channel. Includes streambed control structures to keep the gravel in place.
- **Wetland restoration** – Work related to enhancing or restoring an existing marine or freshwater wetland feature to improve fish use.
- **Woody debris placement** – Work related to design, engineering, purchase, or installation of wood structures in a stream channel or riparian area to improve fish habitat and stream channel complexity.

RIPARIAN HABITAT includes freshwater, marine near-shore, and estuarine items that improve the riparian habitat outside of the ordinary high water mark or in wetlands.

- **Livestock fencing** – Work related to installing fences upland to prevent livestock from entering a buffer, bank, or water body.
- **Livestock stream crossing** – Work related to building and installing a “fish friendly” stream crossing structure, such as a bridge, for livestock to use instead of entering the stream. The crossing should be designed to not hinder fish passage.

- **Livestock water supply** – Work related to building and installing an upland watering area for livestock to use instead of using streams.
- **Log control (weir)** – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Permits** – Work related to getting necessary construction permits from government agencies to perform work legally on the project site.
- **Plant removal and control** – Work related to removing or controlling through manual, mechanical, or chemical means, any unnecessary, non-native, or invasive vegetation on the site to restore fish and wildlife habitat.
- **Riparian plant installation** – Work related to planting native vegetation along a water body or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions such as shading, organic matter, filtration, etc.
- **Riparian plant materials** – The purchase of native vegetation for planting at a project site.
- **Rock control (weir)** – A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.
- **Signs** – Work related to designing, building, and installing signs to provide information about the site, the project, parking, visitor directions, and safety information.
- **Site maintenance** – Work related to preserving a project worksite as it was constructed to protect the original investment and intent of the project, such as weeding, storm repairs, vandalism, etc.
- **Wetland restoration** – Work related to enhancing or restoring an existing marine or freshwater wetland feature improve fish use.
- **Woody debris placement** – Work related to design, engineering, purchase, or installation of wood structures in a stream channel or riparian area to improve fish habitat and stream channel complexity.

UPLAND HABITAT includes items or activities that affect water quality and quantity important to fish, but occur above the riparian or estuarine area. Items include the timing and delivery of water to the stream; sediment and water temperature control; plant management; and livestock fencing and water supply.

- **Alternate water source** – Providing an upland water source for irrigation or livestock to prevent livestock from entering streams to drink water.

- **Erosion control (road)** – Work related to reducing erosion impacts to a water body caused by roads. Work may include road removal, resurfacing, abandonment or decommissioning.
- **Erosion control (slope)** – Work related to reducing erosion impacts to a water body caused by upland slope failure (e.g.: landslides).
- **Impervious surface removal** – Work related to removing any human-made structure (parking lots, building foundations, roads, etc.), from the ground that inhibits water from being absorbed into the soil.
- **Livestock fencing** – Work related to installing fences upland to prevent livestock from entering a buffer, bank, or water body.
- **Low or no till** – A farming technique in which the soil is minimally disturbed (not tilled). Farmers instead apply detritus from previous crops on seedbeds to protect the seeds. This practice decreases soil erosion into streams.
- **Permits** – Work related to getting necessary construction permits from government agencies to legally perform work on the project site.
- **Pipes and ditches** – Metal pipes and man-made ditches built to carry water to or from a stream or well.
- **Plant removal and control** – Work related to removing or controlling through manual, mechanical, or chemical means, any unnecessary, non-native, or invasive vegetation on the site to restore fish and wildlife habitat.
- **Riparian plant installation** – Work related to planting native vegetation along a water body or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions such as shading, organic matter, filtration, etc.
- **Riparian plant materials** – The purchase of native vegetation for planting at a project site.
- **Road abandonment and decommissioning** – Work related to taking a road out of service to reduce erosion impacts to a water body. Includes removing signs and pavement, and replacing impervious surfaces with plants or gravel to prevent further erosion.
- **Sediment collection ponds** – Human-made structures or excavations in or near waterways that collect eroded sediment.
- **Signs** – Work related to designing, building, and installing signs to provide information about the site, the project, parking, visitor directions, and safety information.

- **Site maintenance** – Work related to preserving a project worksite as it was constructed to protect the original investment and intent of the project, such as weeding, storm repairs, vandalism, etc.

ESTUARINE AND MARINE NEAR-SHORE includes items that enhance fish habitat within the shoreline riparian zone or below the mean high water mark of the water body. Items include work in or adjacent to the intertidal area and in sub-tidal areas. Items may include beach restoration; bulkhead removal; dike breaching; plant establishment, removal, management; and tide channel reconstruction.

- **Beach nourishment** – The placement of appropriately sized, quantity, and composition of material for the restoration of naturally occurring near-shore and marine processes.
- **Bulkhead removal and reconstruction** – Work related to removing human-made structures from the beach that were placed to prevent erosion. These structures, known as bulkheads, can be made of wood, metal, rock, concrete, plastic, or other materials.
- **Clear and grub** – The complete removal of vegetation through the use of mechanical means, fire, or herbicides.
- **De-water and diversion dam** – Structural or mechanical methods to remove, reduce, or redirect the flow of water in a stream during construction of a tide gate, culvert, bridge, or fish passage facility.
- **Derelict gear removal** – The removal from the water of any abandoned, human-made device used to net or trap fish.
- **Dike breaching and removal** – The process of removing or breaking through a human-made dike to restore natural tidal exchange in an historical estuarine environment such as a river delta.
- **Erosion control** – The use of structural methods to control the processes whereby surface soil and rock is loosened, dissolved, or worn away and moved from one place to another by natural processes.
- **Excavation** – The physical or mechanical removal of soil, rock, wood, or debris.
- **Flushing and partial passage** – The removal of blockages to marine tidal water flushing.
- **Landfill and debris removal** – The removal of upland garbage in a municipal landfill that is threatening marine near-shore habitats and ecological processes.
- **Mobilization** – Work to get equipment or supplies to and from a project site for construction or restoration work.

- **Permits** – Work related to getting necessary construction permits from government agencies to legally perform work on the project site.
- **Plant removal and control** – Work related to removing or controlling through manual, mechanical, or chemical means, any unnecessary, non-native, or invasive vegetation to restore fish and wildlife habitat.
- **Riparian plant installation** – Work related to planting native vegetation along a water body or in a riparian zone to prevent soil erosion and landslides; discourage invasion of non-native vegetation; and provide important ecological functions such as shading, organic matter, filtration, etc.
- **Riparian plant materials** – The purchase of native vegetation for planting at a project site.
- **Road repair and asphalt** – Work to repair or maintain water control or road safety on a road.
- **Shoreline restoration** – Work related to improving the fish habitat of a marine beach area by encouraging natural, self-sustaining ecological processes. Work may include: removing contamination, removing structures, removing invasive or non-native vegetation, removing debris, enhancing beach substrate by adding natural materials (gravels, sand, etc), planting native vegetation, beach nourishment, re-grading beach profile, etc.
- **Signs** – Work related to designing, building, and installing signs to provide information about the site, the project, parking, visitor directions, and safety information.
- **Site maintenance** – Work related to preserving a project worksite as it was constructed to protect the original investment and intent of the project, such as weeding, storm repairs, vandalism, etc.
- **Tidal channel reconstruction** – The reconstruction and restoration of tidal channels removed from the confluence of a riverine delta and estuarine system.
- **Tide gate removal and improvements** – The removal of a tide gate and the restoration of natural tidal flushing within the estuarine environment.
- **Traffic control** – Work related to managing vehicular travel in and around a work site during or after project construction (includes traffic signals). For example, traffic may need to be re-routed to avoid a construction area.

Appendix C PRISM Application Instructions

For instructions on how to enter an application in PRISM, visit the RCO Web site at www.rco.wa.gov/doc_pages/app_materials.shtml#salmon.

Appendix D

Project Development Phases Defined

The intent of the project development 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
5. Preparation and submittal of required permit applications (optional)

The preliminary design report is intended to be a reference document on which to base the final design development, and this latter phase of project development must address and answer all major questions about the proposed work. The designer should be able to step directly from the preliminary project design to final design, including incorporation of modifications resulting from review of the preliminary design report and drawings. A preliminary design report for multiple concepts must have enough detail that the reviewers could select a "preferred alternative" based on technical information and trade-offs listed in the report.

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

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. Preparation of additional detailed drawings as needed to clarify the design of specific work items
3. Preparation of technical specifications to fully describe each part of the work
4. Preparation of a final construction cost estimate
5. 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

Appendix F Lead Entity List Memorandum 2010

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.

Appendix F-2 Puget Sound Lead Entities List Memorandum 2010

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.

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.

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	<p>Addresses high priority habitat features and/or watershed process that significantly protect or limit the salmonid productivity in the area.</p> <p>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.</p> <p>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.</p>
Areas and Actions	<p>Is a high priority action in a high priority geographic area.</p> <p>Assessment: Fills an important data gap in a high priority area.</p>
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	<p>May not address the most important limiting factor but will improve habitat conditions.</p> <p>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.</p> <p>Assessments: Will lead to new projects in moderate priority areas and is independent of other key conditions being addressed first.</p>
Areas and Actions	<p>May be an important action but in a moderate priority geographic area.</p> <p>Assessment: Fills an important data gap, but is in a moderate priority area.</p>
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.

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.

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.

Appendix M Stewardship Plan Outline

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

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.

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		

Appendix O: Example Regional Area Project Matrix

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		
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Appendix P

Puget Sound Acquisition and Restoration Funds ~ 2010 Grant Round

Note: The state 2009-2011 capital budget includes \$33 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 Q. 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).
2. Projects must be listed in a Puget Sound Salmon Recovery Plan watershed three-year work plan.
3. 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.

4. 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).
5. 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 4r 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

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 reduction, but still needs to use all the funds.

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
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 of \$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.
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.

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
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 R

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.