Manual 18

Salmon Recovery Grants

January 2025

WASHINGTON STATE
RECREATION AND CONSERVATION OFFICE
Salmon Recovery
Funding Board

Salmon Recovery Funding Board (SRFB)

Mission

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

Board Members

Citizen Members
Jeff Breckel, chair, Stevenson
Kaleen Cottingham, Olympia
Chris Endresen Scott, Conconully
Joseph Maroney, Spokane
Kadi Bizyayeva, Stanwood

Agency Members
Conservation Commission
Department of Ecology
Department of Fish and Wildlife
Department of Natural Resources
Department of Transportation

Recreation and Conservation Office (RCO)

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About this Manual

This manual is created under the authority granted to the SRFB. It reflects the requirements of Revised Code of Washington Chapters 77.85 and 79A.25.240; Title 420 Washington Administrative Code, updated in December 2019; and policies of the SRFB and RCO.

The SRFB may issue additional or modified rules, instructions, interpretations, and guides from time to time as it believes necessary for the effective conduct of the grant program. Such changes may apply to all projects. Whenever possible, sufficient lead time will be given between the announcement and the effective date to minimize impacts to projects already in process at the time of announcement. Major policy changes to this manual may be adopted or altered solely by a majority vote of the SRFB in a public meeting.

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2025 Grant Schedule

Salmon Grants

The applicant is required to follow local deadlines as set by the lead entity.

Date	Action	Description
January–April	Complete project application materials submitted at least two weeks before site visit. **(required)**	**At least two weeks before the site visit**, the applicant for all types of projects must submit a complete application in PRISM (See Application Checklist). The lead entity provides the applicant with a project number **before** work can begin in PRISM.
Track 1 February 1 to March 14 Or **Track 2** April 3 to May 14	**Site visits (required)**	RCO screens the application for completeness and eligibility. The SRFB Review Panel evaluates the project using Manual 18, appendix F. RCO staff and review panel members attend a lead entity-organized site visit.
March 19-20	SRFB Review Panel meeting	Track 1: SRFB Review Panel and RCO staff meet to discuss the projects and complete comment forms for projects visited in February and March.
March 28	**First comment form** for February and March site visits	Track 1: The applicant receives SRFB Review Panel comments identifying a project as "Clear," "Conditioned," "Needs More Information," or "Project of Concern." RCO accepts "Clear" applications and returns all others so applicants may update and respond to comments.
April 9-10	Conference call (optional)	Track 1: The lead entity may schedule a one-hour conference call with the applicant, RCO staff, and one SRFB Review Panel member to discuss a "Needs More Information," "Project of Concern," or "Conditioned" project.

Date	Action	Description
May 21-22	SRFB Review Panel meeting	Track 2: SRFB Review Panel and RCO staff meet to discuss projects and complete comment forms for projects visited in April and May.
May 30	**First comment form** For April and May site visits	Track 2: The applicant receives SRFB Review Panel comments identifying the project as "Clear," "Conditioned," "Needs More Information," or "Project of Concern." RCO accepts "Clear" applications and return all others so applicants may update and respond to comments.
June 9-10	Conference call (optional)	Track 2: The lead entity may schedule a one-hour conference call with the project applicant, RCO staff, and one SRFB Review Panel member to discuss a "Needs More Information," "Project of Concern," or "Conditioned" project.
June 23, Noon	**Due Date: Application due**	The applicant submits final revised application materials via PRISM. All projects must be submitted by this date. See Application Checklist.
July 16-17	SRFB Review Panel meeting	SRFB Review Panel and RCO staff meet to discuss the project and complete comments.
July 25	**Final comment form**	The applicant receives the final SRFB Review Panel comments, identifying the project as "Clear," "Conditioned," or "Project of Concern."
August 7	**Due Date: accept SRFB Review Panel condition**	An applicant with a "Conditioned" project must indicate acceptance of the conditions or withdraw the project.
August 8	**Due Date: Lead entity ranked list**	Lead entities submit ranked lists in PRISM.
August 13	**Due Date: Regional submittal**	Regional organizations submit their Regional Area Summaries and Project Matrixes.
September 2	Final grant report available for public review	The final funding recommendation report is available online for SRFB members and public review.
September 16-17	Board funding meeting	SRFB awards grants. Public comment period available.

Section 1:
About Salmon Recovery Funding

This section covers the following:

- ✓ Important things to know
- ✓ The Salmon Recovery Funding Board
- ✓ Where to get information
- ✓ The big picture of salmon recovery
- ✓ Funding allocations

Welcome

Welcome to Washington State's salmon recovery grant process. A successful applicant will join a network of individuals and organizations working to ensure that salmon populations return to their once healthy and thriving status.

This manual contains the instructions an applicant will need to complete a grant application to the Salmon Recovery Funding Board. The applicant will find information on grant policies, the larger picture of salmon recovery, and the partners helping to make it a reality.

Important Things to Know

First, some important things to know.

- The SRFB funds projects that protect, restore, or monitor salmon and steelhead habitat.
- An applicant must request at least $5,000.
- There is no maximum funding limit for a grant request.
- There is no longer a 15 percent match requirement for most projects. Match is required only for certain acquisition and certain riparian planting projects.

- Grants are reimbursement based. A project sponsor first must spend money and then request reimbursement. A RCO grant agreement includes both the SRFB funding award and the project sponsor match. Each reimbursement request must include part of the match, based on the match percentage pledged in the grant application.
- An applicant must demonstrate a commitment to ten years or more of stewardship for the project.
- A project sponsor must complete the project within four years.
- An applicant will work with the watershed-based lead entity to learn how to apply in the lead entity area. Lead entity contact information is in appendix A.
- An application must be submitted electronically through PRISM Online. To start an application in PRISM Online, the applicant must work with the lead entity to get a project number through the Salmon Recovery Portal.

About the Salmon Recovery Funding Board

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

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

The SRFB funds riparian, freshwater, estuarine, nearshore, 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 complete text of the SRFB's strategic plan is on its website.

[1]Revised Code of Washington 77.85

SRFB Not a Hearings Board

The SRFB's role is to fund salmon habitat projects. It is not, and is not authorized to be, a hearings panel that resolves land-use or permitting issues. The SRFB expects all proposals to resolve land-use issues through the permitting process. Projects should be ready to implement when funded.

Where to Get Information

Staff assignments are included in appendix A, but for current contact information, visit the RCO website. RCO provides administrative support, including managing the grants. The following staff members are available to assist:

Amee Bahr
(360) 867-8585

Elizabeth Butler
(360) 867-8650

Kay Caromile
(360) 867-8532

Sandy Dotts
(360) 764-3606

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(360) 867-8573

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(360) 867-8618

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(360) 867-8195

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Washington Relay: Call 711
Website

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PO Box 40917
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Workshops

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

Other Grant Manuals Applicants Will Need

SRFB uses the policy manuals below for the administration of SRFB grants.

- *Manual 3: Acquisition Projects*
- *Manual 5: Restoration Projects*
- *Manual 7: Long-Term Obligations*
- *Manual 8: Reimbursements*
- *Manual 18M: Salmon Monitoring Grants*

Federal Program Requirements

Grant administration for all projects funded with federal or state funds used by RCO or the Puget Sound Partnership as match to a federal grant is governed by the Office of Management and Budget Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also called the "omni-circular." The applicant should review the omni-circular for detailed information on grant administration. The applicant may view trainings from RCO's fiscal office on indirect costs and other omni-circular issues on RCO's website under Post Award Information.

The Big Picture of Salmon Recovery

By applying for a SRFB grant, an applicant becomes part of a network dedicated to bringing salmon back from the brink of extinction. That network includes larger watershed groups, regional organizations, state and federal agencies, tribal governments, as well as the Legislature, Governor, and Congress. This network supports salmon recovery on the local level and begins with people developing plans and projects.

In 1991, the federal government listed some Pacific Northwest 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 dwindled so much that salmon and bull trout were listed as threatened or endangered in nearly 75 percent of the state.

Eight Salmon Recovery Regions

The Endangered Species Act requires the federal government to develop recovery plans for salmon species at risk of extinction. The federal government measures the health of fish populations based on Evolutionarily Significant Units or Distinct Population Segments, which are populations or groups of populations of salmon species that are substantially reproductively isolated from other populations and that contribute to the evolutionary legacy of the species. The federal government determined that each unit or segment listed as at risk of extinction under the Act should have a recovery plan. State law directed development of a statewide strategy to recover salmon on an evolutionarily significant basis.

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

Regional Organizations

To coordinate the work of recovery planning and implementation, seven regional organizations[2] formed in the eight regional recovery areas. The Northeast Washington Salmon Recovery Region does not have a regional organization but is covered by the Pend Oreille Salmonid Recovery Team.

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

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

[3]Hood Canal, Puget Sound, and the lower, middle, and upper Columbia River regional organizations have final recovery plans accepted by the federal government. The Snake River regional organization has submitted a recovery plan for the Washington portion of its region, which has been accepted by the federal government; however, approval of the full regional recovery plan is pending work to be done in Idaho.

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

Lead Entities

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

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

Nonprofit organizations, tribes, and local governments are eligible to provide the administrative duties of a lead entity. Together, the administrative body, citizen committee, and technical advisory group form a lead entity. The SRFB provides financial support to lead entities. For questions about the lead entity program, contact the Governor's Salmon Recovery Office program coordinator, (360) 480-2701 or Washington Relay, dial 711.

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

Lead Entity Review and Ranking Process

The lead entity must review and rank every project application in its area to ensure consistency with its strategies and regional recovery plans. Lead entity application due dates vary; check with the lead entity for specific dates and requirements. Contact information for both lead entities and RCO staff is in appendix A. An in-depth discussion about lead entity work and responsibilities is in section 5 of this manual.

[4]Revised Code of Washington 77.85.050-77.85.060

Funding Allocations

The SRFB allocates funds using a formula based on objective parameters of physical and biological factors in a region. The SRFB allocation percentages and criteria were reviewed in 2016, and the board approved an interim 2017 allocation shown below. The parameters include the following:

- Number of Water Resource Inventory Areas.
- Amount of salmonid stream and nearshore habitat.
- Number of listed and non-listed salmonid populations.
- Number of Evolutionarily Significant Units.

Regional Salmon Recovery Organization	Regional Allocation Percent of Total
Coast Salmon Partnership	9.57 percent of total
Hood Canal Coordinating Council*	2.40 percent of total
Lower Columbia Fish Recovery Board	20.00 percent of total
Northeast Washington	1.90 percent of total
Puget Sound Partnership	38.00 percent of total
Snake River Salmon Recovery Board	8.44 percent of total
Upper Columbia Salmon Recovery Board	10.31 percent of total
Yakima Basin Fish and Wildlife Recovery Board	9.38 percent of total

*Additional Hood Canal lead entity allocation from Puget Sound will be determined by the Puget Sound Salmon Recovery Council.

The Puget Sound Partnership is a state agency that represents the Puget Sound Salmon Recovery Region. The Partnership, along with the SRFB, administers the Puget Sound Acquisition and Restoration (PSAR) Fund. The purpose and intent of this fund is to accelerate implementation of the *Puget Sound Salmon Recovery Plan* and contribute to Puget Sound recovery. For more information on the PSAR Fund and its grant process, please see appendix B.

Climate Commitment Act Funding

The Climate Commitment Act created a market-based program to help reduce greenhouse gas emissions in the next few decades. A portion of the revenues are directed into the Natural Climate Solutions Account and may be distributed into several standing grant programs, including salmon state or riparian programs. Funding comes with additional reporting, assessment, and tribal consultation requirements. The Governor's Office and state agencies engage with tribal governments on how best to

meet these requirements. RCO will provide guidance to the applicant after tribal government engagement has concluded.

Tribal Notification

Climate Commitment Act funding requires the applicant to notify all affected federally recognized tribes in the project area about the proposed project before submitting a final application. To fulfill this requirement, RCO created a template letter that the applicant may tailor for the specific project. In addition to this notification letter, RCO will offer government-to-government consultation with tribes on the proposed project. RCO also will update the Tribes with project lists at various stages, including initial application, final application, and final approved lists. For more information, see RCO's Climate Commitment Act website.

This notification is a separate requirement from cultural resources consultation.

Section 2: Eligible Applicants and Projects

This section covers the following:

- ✓ Funding programs
- ✓ Eligible applicants
- ✓ Eligible projects
- ✓ Ineligible project elements
- ✓ Matching share
- ✓ Mitigation

Funding Programs

In 2025, the SRFB will approve funding for salmon recovery grants, generally referred to as "SRFB grants." In addition, RCO will accept applications for riparian grants in anticipation of funding in the 2025-2027 budget. Both programs–salmon recovery and riparian–follow the same grant schedule and general process for application submittal, lead entity site visits, SRFB technical review, and approval for funding. Depending on the region and lead entity where the project is located, there may be additional deadlines or review processes. The applicant must start the application by contacting the lead entity coordinator as shown in appendix A.

For more information on the riparian grant program, see Appendix M: Riparian Funding Policies and Guidelines.

Eligible Applicants

Only the following are eligible to receive funding:

- Cities
- Counties
- Conservation districts

- Federally recognized Indian tribes[5]
- Nonprofit organizations registered with Washington's Office of the Secretary of State. A nonprofit charter, organizational documents, or corporate purposes must include authority for the protection or enhancement of natural resources, such as salmon or salmon habitat, or related recovery activities. The charter must provide for an equivalent successor organization under the SRFB grant agreement in case the nonprofit dissolves.
- Private landowners if they are private citizens and the restoration or planning projects are on their land. Individuals may not acquire land using SRFB grants. Landowner donation of time spent implementing a project may be eligible as non-reimbursable match. When receiving SRFB funding, individuals should consider any potential tax liabilities and may want to consult a tax professional or the Washington Department of Revenue for advice. Each situation is different and RCO does not provide any tax guidance.
- Regional fisheries enhancement groups
- Special purpose districts
- A state agency with a local partner that is independently eligible to be a grant applicant. The local partner must be involved in the planning and implementation of the project and must provide an in-kind or cash contribution to the project. This contribution does not need to be used as match (for example with design-only projects, which do not require match); however, the contribution must be documented in PRISM upon project completion. A project Partner Contribution Form must be completed and submitted with the application.

Federal agencies may not apply directly but may collaborate with eligible applicants. Projects may occur on federal lands. Consider 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 habitat conditions or watershed processes that are important to salmon recovery. The project may provide other benefits, such as flood control, but those benefits must be secondary.

[5]Revised Code of Washington 77.85.010 (12)

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

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

Acquisition Projects

Acquisition includes the purchase of land, access, or other property rights in fee title or less-than-fee, such as conservation easements. A grant applicant interested in acquiring a conservation easement must be eligible to hold a conservation easement under Revised Code of Washington 64.04.130. The project sponsor must complete the SRFB-funded **acquisition project within three years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

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

Note that any land costs incurred before the board funding date are ineligible for reimbursement or to be used as match unless the grant applicant receives a Waiver of Retroactivity before acquiring the property. To receive payment for land costs expended before a grant award, or to use the costs as match, the applicant must submit a written letter, with supporting documentation requesting a Waiver of Retroactivity **before** purchasing the property. Such a waiver allows the acquisition costs to be eligible through the next two consecutive SRFB grant cycles. Information on waivers is found in RCO's *Manual 3: Acquisition Projects*.

An applicant with an acquisition project must identify specific parcels. However, an applicant may propose buying multiple properties within stream reaches, estuaries, or nearshore areas if purchasing any parcel within the specified area will achieve the project's objectives. In that case, identify a geographic envelope, including all the possible parcels that will provide similar benefits to fish and certainty of success, in the salmon proposal. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable when being evaluated for funding. Clearly describe how parcels will be prioritized and pursued for acquisition. A Landowner Acknowledgement Form is required with the application. For multi-site acquisition projects, enter the top priority parcels with Landowner Acknowledgment Forms into PRISM.

Additional match may be required for properties that have a greater than 50 percent upland acreage component that meets the criteria defined in appendix L. See "Matching Shares" section for details.

The SRFB does not fund property acquired through condemnation, only property acquired from willing sellers.

All acquisitions are perpetual, including water right acquisitions.

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

Regardless of whether the land is developed or not, all land bought in fee title with an RCO grant must be available for public use. Public use means that the general public has regular access and use of the land purchased. For more information on public access on SRFB-funded acquisitions, see section 6 in this manual and *Manual 3: Acquisition Projects*.

Planning Projects

Designs Projects

Good designs are a key precursor to implementing successful habitat restoration projects, particularly if large in scale. Eligible design projects produce conceptual, preliminary, or final design deliverables. See appendix D for definitions, expected outcomes, and required deliverables for each of these phases of project development. All design projects must address a limiting factor at a specific location. The project sponsor must **complete design projects in two years** from funding approval unless additional time is necessary, can be justified, and is approved by RCO.

Design projects may be scoped in phases. If applying for the next phase of a design project, include the previously completed design deliverables as early as possible in the application process, ideally, before the lead entity application site visit. The completed deliverables are due by the final application deadline. Lack of progress on previously funded phases may result in a current application being identified as a project of concern due to lack of information or sequencing.

Assessment and Inventory Projects

Limited funding is available for assessment projects that address limiting factors identified in salmon recovery plans. Assessment projects can cover habitat assessments and surveys, habitat scoping and feasibility studies, culvert inventories and in-stream surveys, and landowner willingness inventories. These projects may document and evaluate habitat quality and use, identify the extent and nature of problems and habitat deficiencies, identify and prioritize habitat restoration and protection activities to address these issues, or evaluate landowner willingness to participate in restoration and protection activities. Unlike other planning projects, assessment projects do not require site specific designs, though they are eligible project deliverables.

Due to restrictions on the use of federal funds and state funds that match federal funds, the SRFB placed limitations on how much funding may be used for general assessments. Each year, the Lower Columbia River, Middle Columbia River, Northeast Washington Snake River, Upper Columbia River, and Washington Coast Salmon Recovery Regions may, at their discretion, make up to $200,000 of their SRFB allocation available for

assessments that do not produce site-specific project designs. These types of projects must receive state funding (not federal) and will not be used by Washington State to match its federal award.

Lead entities in the Hood Canal Salmon and Puget Sound recovery regions may include these types of projects on their ranked lists but must fund them with PSAR funds.

Lead entities and project sponsors in all salmon recovery regions must coordinate with their salmon recovery regions on general assessments, and the relevant region must provide a letter of support for the project with the application.

All proposed actions must be necessary precursors to implementing on-the-ground habitat projects identified in a recovery plan. **Assessment projects must be completed in two years** from funding approval unless additional time is necessary, can be justified, and is approved by RCO.

Assessment projects that do not produce a site-specific design must meet the following criteria:

- The project fills a data gap identified as a high priority (as opposed to a medium or low priority) in a regional salmon recovery plan or lead entity strategy.
- The project fills a data gap that clearly limits subsequent project identification or development.
- The regional organization or lead entity and applicant can demonstrate how the project fits in the larger context, such as its fit with a regional recovery-related, scientific research agenda or work plan, and how it will address the identified high-priority data void. The region must provide a letter of support for the project. The project will not be eligible to apply without a letter from the region.
- The region and applicant can demonstrate why SRFB funds, rather than other sources of funding, are necessary.
- The results must clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects, if funded.
- Projects in the Hood Canal and Puget Sound regions must be funded with PSAR funds.
- Projects in the Lower Columbia River, Snake River, Upper Columbia River, Middle Columbia River, Northeast Washington, and Washington Coast Salmon Recovery Regions must be funded with state funding (not federal) and may not be used as match to RCO's Pacific Coastal Salmon Recovery Fund award.

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

A project sponsor with a barrier inventory must use the methodologies and protocols described in the Washington Department of Fish and Wildlife's *Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual* to collect barrier inventory data. The sponsor is encouraged to contact the Washington Department of Fish and Wildlife's Fish Passage Inventory and Assessment Unit's section supervisor to schedule training on the protocols described in this manual and for data submission procedures. Upon completion of a barrier inventory project and a passage barrier correction project, the sponsor must provide the inventory or correction data to the Department of Fish and Wildlife and must demonstrate to RCO it is added to the Fish Passage Barrier Database before final reimbursement is approved.

If a planning project produces an assessment (sometimes called a reach or watershed assessment) *and* conceptual, preliminary, or final designs, the project may not necessarily be restricted to the $200,000 regional cap. However, the site-specific design portion of project must be the majority of the project, not the assessment elements.

Planning and assessment projects intended only for research or general knowledge and to understand watershed conditions and functions are **not** eligible for SRFB or PSAR funding. A monitoring project must be submitted through the SRFB Monitoring Grant Program, see manual 18M.

Restoration Projects

Restoration brings a site back to its original, historic function as part of a natural ecosystem, or improves, or enhances the ecological functionality of a site.[7] The project sponsor must complete a SRFB-funded **restoration project in three to four years** from funding approval unless additional time is necessary, can be justified, and is approved by RCO.

RCO expects that restoration projects will go through a planning and design process that generally follows the guidance described in Appendix D: Design and Restoration Project Deliverables.

An applicant requesting more than $350,000 in funding from the SRFB for restoration and final design must submit completed preliminary design deliverables (as defined in appendix D) by the final application deadline to be

[7]Washington Administrative Code 420-04-010

eligible for funding consideration. Submittal is recommended before the initial site visit to provide better information for review.

RCO and the SRFB review panel may consider progress on the earlier phases when deciding on a current application. Lack of progress on previously funded phases may result in a current application being identified as a project of concern due to lack of information or sequencing.

RCO may require a special condition in the grant agreement that the project sponsor submit design deliverables and a design report for review before developing a final design or starting construction.

A Landowner Acknowledgement Form is required as part of the application when a project occurs on land not owned by the project sponsor (including publicly owned property).

If the project is selected for funding and before an agreement is signed, the grant applicant must provide a Landownership Certification Form. This form ensures that the sponsor reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. Examples of encumbrances that could impact restoration design include easements held by other parties, liens, or other deed restrictions. RCO strongly recommends the sponsor review current title information with landowners to understand all restrictions on proposed restoration sites. This form is **required** for all restoration projects and for all preliminary or final design projects after identifying the project site.

Once funded, landowner agreements are required before beginning construction on private land or land not owned by the project sponsor. Note that a project on state-owned aquatic or trust land requires approval from the Washington Department of Natural Resources. Please consult section 6 on state-owned aquatic lands for instructions on this process.

The Washington Department of Fish and Wildlife's Technical Assistance Program provides excellent planning and design guidance for a variety of restoration projects. This program is a federal and state agency endeavor to provide consistent guidance for the management, protection, and restoration of Washington's marine, freshwater, and riparian habitats. Appendix D provides specific design and construction deliverable expectations and requirements for SRFB projects, based in part on industry standards identified by the aquatic habitat guidelines.

The use of non-natural materials in the construction of SRFB-funded restoration techniques is strongly discouraged. An application that includes these techniques will be highly scrutinized for its restoration of natural processes and benefits to fish. Artificial anchoring and ballasting materials such as concrete blocks, dolos, and steel anchors tend to remain in place long after the habitat enhancement techniques that they anchored

have disintegrated naturally, and result in unnatural constraints on channel migration and other long-term, habitat-forming natural processes. Refer to the Washington Department of Fish and Wildlife's 2012 *Stream Habitat Restoration Guidelines* and National Marine Fisheries Service's 2008 *Programmatic Biological Assessment: Restoration Actions in Washington State* for detailed discussion of the disadvantages of using unnatural materials in stream restoration and the advantages of using materials and techniques that mimic the conditions found in natural settings.

Restoration projects may include any of the following elements:

- **In-stream Fish Passage** includes activities that provide or improve fish migration upstream and downstream of road crossings, dams, and other in-stream barriers. Passage projects may include replacing barrier culverts with fish passable culverts or bridges, removing barriers (dams and roads), or constructing fishways. Barrier Evaluation Forms are required for fish passage construction and design projects at application. The purpose of the form is to document the conditions of fish passage barriers. Contact Washington Department of Fish and Wildlife technical support staff, Daniel Barrett (360) 870-2195, to learn if a completed Barrier Evaluation Form is available for the project. The *Water Crossing Design Guidelines (2013)* provides practical, real-world knowledge and techniques to improve the overall success of water crossings.

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

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

    - Beaver Reintroduction–These projects focus on restoring priority wetlands or in-stream habitat in specific sub-watersheds identified as priorities in local watershed or salmon recovery plans.

      The applicant must meet the following criteria:

        - Must have salmon habitat restoration goals and objectives.

        - Must not solely manage nuisance beavers.

The applicant must consider the following when selecting relocation sites:

- Prioritize locations where valuable but degraded or inaccessible habitat exists and where beaver reintroduction would benefit salmon habitat functions and values.
- Potential for risk to existing infrastructure.
- Prioritize large tracks of land held by willing landowners for relocation sites.

The applicant should follow guidance of the most current state or regional aquatic habitat guidelines, including *The Beaver Restoration Guidebook*.

- **Riparian Habitat** projects include activities above the ordinary high-water mark and within the floodplain of a stream to improve the environmental conditions necessary to sustain salmonids throughout their life cycles. This includes marine nearshore, estuaries, wetlands, and lakeshores of connected lakes. Activities may include planting native vegetation, managing invasive species, grazing management, water gap development, overstory thinning, and installing fences to control livestock, vehicle, and foot traffic in protected areas. See appendix M for design deliverable guidelines for the following project types:
  - Invasive Species Removal and Control–An applicant proposing knotweed or other invasive species control as an element of the project will answer the invasive species questions identified in the restoration supplemental questions. For projects where invasive species control is the primary goal of the project, replanting a treated area does not need to meet riparian buffer width requirements for eligibility.
  - Stewardship Projects–To ensure the success of a riparian habitat project, an applicant may propose stewardship for previously planted, protected, or otherwise restored riparian habitat sites. Non-SRFB funded restoration sites are eligible for SRFB stewardship funding. Eligible stewardship project activities typically include managing invasive species, replacing unsuccessful plantings, supporting natural recruitment, supplementing the site with water, or installing fences or other browse-protection methods. RCO encourages the sponsor to follow the guidance for riparian buffer widths described below. Stewardship project sites do not need to meet riparian buffer width requirements for eligibility.
  - Riparian plantings–An applicant should refer to appendix K for requirements on riparian buffer planting widths. For a project where riparian planting is the primary purpose, minimum buffer widths are

required. If the primary purpose is not riparian planting, rather another eligible work type (i.e., in-stream restoration or fish passage) and the riparian plantings provide an ancillary benefit, the minimum planting width is not required but is encouraged.

- Geographic Envelope Projects–An applicant may propose eligible riparian habitat work on multiple properties with different landowners in a defined geographic area. If an applicant is planning to work on multiple sites and has not secured all properties in advance, the project worksite is considered a "geographic envelope." The applicant will provide, at a minimum, a map showing all possible parcels or the geographic area where the work will occur. All project sites identified at application and during the agreement will provide similar benefits to fish, certainty of success, and conservation values so that they effectively are interchangeable when being evaluated. An applicant must describe clearly how project sites will be prioritized and pursued for implementation and include any previous assessments that informed the proposed approach.

  For a project with a geographic envelope, upload the Landowner Acknowledgment Form into PRISM for one or more of the top priority properties. Add these top priority sites as "properties" in the PRISM application.

  A project with a geographic envelope presents an ongoing responsibility for contract management and cultural resources review. RCO will amend the grant agreement when the sponsor identifies new properties and provides landowner agreements. RCO must complete cultural resources consultation on all properties added to the grant agreement before any site-specific work may occur.

- **Upland Areas** include activities that improve habitat or functions important for fish but occur upslope of the riparian, floodplain, 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 area projects may include, but are not limited to, upland erosion control, upland plant establishment and management, water conservation, culvert replacement, and road decommissioning.

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

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

- *Strategies for Nearshore Protection and Restoration in Puget Sound* (Puget Sound Nearshore Ecosystem Restoration Project, Technical Report No. 2012-01, March 2012)
- *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)
- *Assessment of Interactions Between Salmon Habitat Restoration and Bivalve Shellfish Resources* (Confluence Environmental Company for the Hood Canal Coordinating Council, 2017)
- *Projected Sea Level Rise for Washington State – A 2018 Assessment* (Miller, I.M., Morgan, H., Mauger, G., Newton, T., Weldon, R., Schmidt, D., Welch, M., Grossman, E., 2018)
- Beach Strategies for Nearshore Restoration and Protection Hub Site.

The mission of the Estuary and Salmon Restoration Program is to restore and protect the natural processes that create and sustain the Puget Sound nearshore ecosystem. Its learning program funds projects of regional importance that advance learning about cutting-edge ecosystem restoration tactics and strategies for the purpose of increasing the efficiency and effectiveness of future nearshore and estuary restoration projects in Puget Sound. Information learned from ongoing and completed learning projects is available on the Salish Sea Wiki page.

Intensively Monitored Watersheds Restoration Treatment Projects

A sponsor applies for an Intensively Monitored Watershed restoration treatment project through the regular grant round. The project must be submitted on a ranked lead entity project list. The SRFB Review Panel will review the project with the same evaluation criteria as all other proposed projects. There is no dedicated funding for Intensively Monitored Watershed restoration treatment projects.

An Intensively Monitored Watershed is a sophisticated approach to validating whether habitat restoration actions create more salmon. The following regions and watersheds

are part of the SRFB's Intensively Monitored Watershed monitoring program and therefore restoration must be tracked as part of those studies:

- The Hood Canal Salmon Recovery Region monitors Big Beef, Little Anderson, Seabeck, and Stavis Creeks.
- The Lower Columbia River Salmon Recovery Region monitors Abernathy, Germany, and Mill Creeks
- The Puget Sound Salmon Recovery Region monitors the Skagit River and Skagit River Estuary
- The Snake River Salmon Recovery Region monitors the North and South Forks Asotin Creek and Charlie Creek.
- The Strait of Juan De Fuca Watershed monitors Deep, East Twin, and West Twin Creeks

All applications will follow the same timeline and requirements as all other SRFB applications with the following differences:

- There is no match required for Intensively Monitored Watershed restoration treatment projects.
- The sponsor must submit a certification from the lead scientists of the Intensively Monitored Watershed and the region indicating that the project will not negatively affect the study. RCO staff can provide contact information for the lead scientists.
- The applicant should include the words "IMW" or "IMW restoration treatment" in the project name for easy tracking.

Streambank Stabilization Projects

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

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

- The need for streambank protection and stabilization must be justified in the project proposal as the only means to accomplish the larger habitat restoration objective (e.g., to protect infrastructure that cannot be replaced or relocated).
- Design streambank stabilization and protection elements must incorporate habitat features and the best practices as described in the 2012 *Stream Habitat Restoration Guidelines* and the *Integrated Streambank Protection Guidelines* (2002).
- The need for streambank stabilization and protection must be identified as important in addressing an identified limiting factor in the relevant watershed or species recovery plan.

Projects on Forestland (Fish Passage and Sediment Reduction)

In 2009, the SRFB expanded the eligibility criteria to allow fish passage and sediment reduction projects that were a part of a forest landowner's Road Maintenance and Abandonment Plan (RMAP). To be eligible, these projects needed to be expedited actions ahead of the Department of Natural Resources-approved RMAP schedule. The deadline for completing scheduled RMAP work was October 31, 2021. Because the deadline for completion has passed, RMAP projects are not expedited and are no longer eligible for SRFB funding.

Combination Projects

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

To help ensure timely completion of a combination project, acquire land within eighteen months of SRFB funding approval.

Other Considerations

Phased Projects

Large projects may be complex, multi-year, multi-partner, and require extensive analysis, coordination, and implementation. Large-scale projects may be phased; however phased projects are subject to all the following:

- Each phase must stand on its own merits as a viable salmon recovery project.
- Each phase must have a scope of work the applicant can complete given the amount of SRFB funding requested.
- Each phase must be submitted as a separate application.
- Funding approval of any single phase is limited to that phase (no endorsement or approval is given or implied toward future phases).
- The SRFB and its review panel may consider progress on earlier phases when making decisions on current proposals. Lack of progress on previously funded phases may result in a current application being identified as a project of concern due to lack of information or sequencing.

Puget Sound Projects

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

- Prohibit funding for any proposed design or restoration project in Puget Sound that conflicts with the *Action Agenda for Puget Sound*.
- Give preference to projects referenced in the *Action Agenda for Puget Sound*.
- Give 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 a project submitted in Puget Sound for SRFB or PSAR funding is consistent and not in conflict with the *Action Agenda for Puget Sound*. The Partnership will include a certification letter when submitting the Puget Sound regional package to RCO. Refer to appendix B for information on projects in the Puget Sound funded with the PSAR funds, including large capital projects.

Ineligible Project Elements

Some projects or elements that do not directly foster the SRFB's mission or do not meet cost or public policy constraints are ineligible as match or for reimbursement. Activities that are **ineligible** for reimbursement or match include the following:

- Building or indoor facility construction.

- Capital facilities, public works projects, and projects with a primary purpose of flood mitigation.

- Infrastructure elements, such as sewer treatment facilities, surface and stormwater management systems, flood management structures, and water supply systems are not allowed as the primary purpose or activity of the grant. If these elements are a secondary purpose of the project, they must be included in the design documents to be eligible for reimbursement. Examples could include utilities associated with a bridge project or stormwater infrastructure in a levee and road relocation. The SRFB Review Panel must be given this information early in the process to allow for a comprehensive review and resolution of any potential issues.

- Purchase, installation, or modification of recreational and maintenance infrastructure that are not considered eligible costs on an acquisition project (see *Manual 3: Acquisition Projects)* or restoration project (see *Manual 5: Restoration Projects*).

- Construction material purchased before the project start date of the grant agreement, unless approved as a pre-agreement cost (see section 6 for more information).

- Converting from septic to sewage treatment systems.

- Costs to apply for SRFB or other grants.

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

- Monitoring projects. See manual 18M for information on the monitoring grant program.

- Environmental cleanup of soils or materials above levels in the Model Toxics Control Act.

- Fish harvest and harvest management activities.

- Fishing license buy-back.

- Land leases, except for those projects on state-owned aquatic lands.

- Lobbying or legislative activities.

- Maintenance as stand-alone projects. This does not include riparian stewardship projects.

- Mitigation projects, activities, or funds (see "Mitigation" section below for details on eligible ways to coordinate restoration with mitigation activities). This prohibition includes cost overruns for mitigation projects that do not have enough money for implementation. SRFB funds may not supplement or supplant the cost of a mitigation project.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of hydropower facilities.
- Operation or construction of fish hatcheries.
- Planning projects intended only for research purposes or general knowledge and understanding of watershed conditions and functions.
- Projects that do not address an important habitat condition or watershed process or that focus mainly on supplying a secondary need.
- Property acquired before the project start date of the grant agreement without a Waiver of Retroactivity (see section 3 of RCO *Manual 3: Acquisition Projects*).
- Property acquisition through eminent domain.
- Purchase of existing structures that are not essential to the functions or operation and maintenance of the funded site. Non-essential structures must be removed or demolished (see section 6 of this manual for more information).
- Restoration activities before the project start date of the grant agreement.

Matching Share

In 2023, the SRFB approved a new way to identify outside contributions to a project. The SRFB will not require the standard 15 percent match for most projects. Although match will not be included in a grant agreement, the sponsor must identify outside sources of funding used to complete the project on a new page in the PRISM application called "Other Funding." The applicant will include outside sources of funding in the attached cost estimate. Grant recipients will not be required to document outside funding in bills but will be required to document outside funding in the final report.

Match may be required for some acquisition and riparian planting projects in the following situations:

- A project with the primary purpose of riparian planting that does not meet minimum riparian buffer widths is required to provide **15 percent match**. See

appendix K for details. This applies to a project funded with regular SRFB or PSAR funds but excludes a project funded through the riparian program.

- A SRFB acquisition project, with an upland portion greater than 50 percent of the total acreage, is required to provide match as part of its total budget. For this purpose, uplands are those areas that fall outside of other specified habitat types and their buffers, as defined in appendix L. For exceptional projects based on scale, rarity, cost-benefit, or value, some flexibility of match may be considered.
    - **25 percent match**: Upland acres are greater than 50 percent but less than 75 percent of the total acreage.
    - **35 percent match**: Upland acres are greater than 75 percent of the total acreage.

Match included in the project budget may include cash, bond funds, grants (unless prohibited by the funding entity), labor, equipment and equipment use (see RCO manual 8 for restrictions), materials, staff time, and donations. All match 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. If required in the project budget, match expenses are reviewed for eligibility and with the same criteria that reimbursement requests are reviewed.

No funds administered by the SRFB, including the PSAR fund, may act as match for a SRFB grant. Funds from the Family Forest Fish Passage Program may not act as match.

Other funds administered by RCO may be used as match; consult with the RCO grants managers to determine whether a specific grant is eligible 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.

Mitigation

The SRFB encourages coordinating salmon recovery with mitigation activities, which are not eligible for funding or to be used as match. (See "Ineligible Project Elements" section above). The SRFB does allow use of mitigation cash payments, such as money from a fund established as a mitigation requirement, as match for a project. This may be allowed if the money is passed from the mitigating entity (directly or through an intermediary agent) to an eligible applicant. The SRFB grant cannot replace that mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity. An applicant who plans to use mitigation dollars as match for a SRFB project must notify the RCO grants manager and demonstrate in the project

application that SRFB funds are not for required mitigation actions. Mitigation actions, as a result of a permit requirement of a SRFB project itself, are eligible.

Projects with benefits above mitigation requirements may be eligible for SRFB funding. The applicant must adequately demonstrate that the proposed project actions are above and beyond the mitigation requirement. For example, a mitigation requirement may be to create ten acres of salmon habitat and the SRFB project may provide an additional twenty acres of salmon habitat for a total of thirty acres of salmon habitat. The salmon habitat benefits provided by the additional twenty acres are the subject of the SRFB application. The ten acres of mitigation are not allowed in the SRFB application (including as match).

Section 3: How to Apply

This section covers the following:

✓ The application process

The Application Process

The grant cycle includes steps required by both the local lead entity and RCO. In 2024, RCO will accept applications for four grant programs: Salmon, Riparian, PSAR regular and large capital grants, and Targeted Investment. All four programs follow the same grant schedule and general process of application submittal, lead entity site visits, SRFB technical review, and approval for funding. For specific requirements of the PSAR program see appendix B. For more details on Targeted Investment grants, including evaluation criteria, priorities, and eligibility see appendix J. For more details on the Riparian program see appendix M.

The following outlines the basic RCO and lead entity processes.

Step 1: Work with the Lead Entity

Lead entities initiate, coordinate, and facilitate the local technical and citizen committees' meetings to score projects and assemble ranked lists of projects from their areas. They have their own schedules for grant cycle steps including site visits, rating, and ranking. Applications from areas without a lead entity are not eligible. Consult the lead entity coordinators to learn their application deadlines and requirements. See appendix A for lead entity contacts.

To begin, an applicant first must create a SecureAccess Washington account and a PRISM account. Information about how to do that is in section 5.

Work with the lead entity coordinator to enter project information into the Salmon Recovery Portal (formerly the Habitat Work Schedule) either to put forward an existing project or create a proposed project. Starting a project in the Salmon Recovery Portal

creates a link between the portal and PRISM, which helps with long-term strategy and recovery plan tracking.

Provide the lead entity with the following information for the portal:

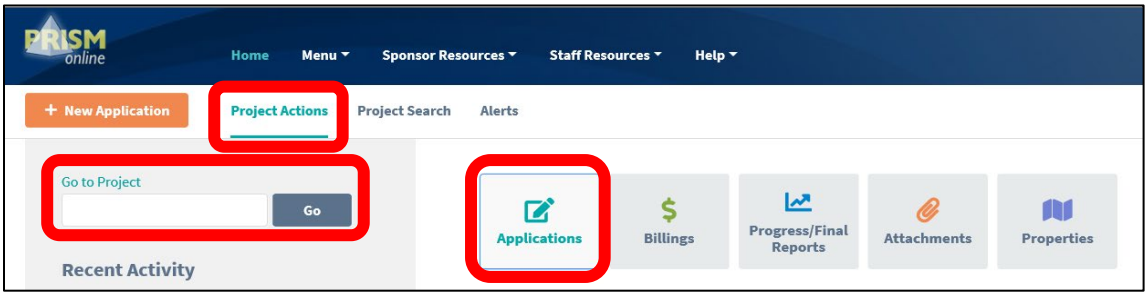
- Project name
- Portal identification number, if the project is not already in the system
- Project type (e.g., restoration, acquisition, planning)
- Primary status (e.g., proposed)
- Start and end dates
- Project summary
- Total proposed project cost including match
- Project sponsor
- Project contact including email address
- Funding program. Choose one program from the following list: Salmon State, Riparian Program, Targeted Investment, or PSAR Large Cap. *Note–Projects seeking PSAR regular funding will start as Salmon State projects.*

After the lead entity sends the project information through the portal to PRISM, PRISM will email the project contact, lead entity, and grants manager with the PRISM project number and a link to the application in PRISM The applicant must complete the application in PRISM.

Step 2: Submit Complete Application Materials in PRISM Online

After a PRISM project number is assigned, the applicant must complete the application in PRISM Online. To use PRISM Online, visit RCO's website to sign up for a username and password. Do not share a PRISM username and password with others in the applicant's organization. Multiple users may work on one application in PRISM, just add individuals to the "Project Contacts" list.

Sign in to PRISM Online, select *Project Actions*, and enter the project number from the Salmon Recovery Portal in the *Go to Project* field. Doing so will open the "Application Wizard" for the project. In *Project Actions,* select the *Applications* icon, which will display a list of applications for the applicant's organization.



If the project isn't in PRISM, please contact the lead entity coordinator or the RCO grants manager. Contact information is in appendix A.

Complete the required information on each screen and click the *Next* button. This process will take the applicant through the entire application page by page. Be sure to save work often and it is best not to have two people working in the application at the same time.

After completing all the application information and requirements, check the application for errors on the *Submit Application* screen. Pages indicated with a red exclamation mark (**!**) in the navigation table on the left of the screen require refinement.

Continue to check for errors after making corrections. If errors persist, reach out to the RCO grants manager for assistance. After all the pages are cleared of errors and show a green check mark (✓), submit the application.

Complete Application Two Weeks Before Site Visits

To be eligible for funding, the applicant must **submit a complete application** via PRISM Online at least two weeks before the scheduled SRFB Review Panel site visit.

TIP: *Taking time to develop a clear, concise, and complete salmon recovery application well before site visits will increase the likelihood that the application will be cleared for funding and accepted as final without need for additional work.*

Application Checklist and Required Attachments

A checklist and information on required application attachments is found in appendix C.

SRFB Applicant Resolution and Authorization

The applicant's governing body must pass a resolution that authorizes submission of the application for funding. This resolution will identify who may sign a contract and amendments on behalf of the organization. The format of the authorization may change, but the text may not change. Only one form is required for each applicant if each project name and number are included in the resolution. Forms filled out incorrectly or unsigned

are not valid and will require revisions. For help, contact an RCO grants manager before signing the form. Secondary sponsors also must complete this form.

Applicant Authorization Resolution Forms are not required from tribal sponsors at the time of application. However, RCO will need a resolution from the tribal sponsor before signing the agreement. The tribal sponsor should work with the grants manager to fulfill this requirement.

Working with Landowners

To ensure the complete application may be submitted by the deadline and to speed up project implementation, make sure to work early with landowners including state and local agencies. Make time to review all project control and tenure documents to confirm information is complete and the documents are signed by the right people. RCO's Landowner Acknowledgement Form is required at application for all projects. For restoration and design projects, sponsors must provide Landownership Certification Forms (due before agreement), Landowner Agreement Forms, and/or right-of-entry permits (due before implementation), depending on the project type. For an acquisition project, the sponsor must provide a preliminary title report before agreement.

Landowner Acknowledgement Form: A Landowner Acknowledgement Form is required for a project proposed on property not owned by the applicant at the time of application. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that the property is proposed for SRFB funding consideration. Exceptions are as follows:

- Assessments, inventories, and studies that cover a large area and encompass numerous properties do not require Landowner Acknowledgement Forms.
- Multisite acquisition, geographic envelope, riparian restoration, or reach-scale invasive treatment projects that involve a large group of landowners, require, signed Landowner Acknowledgement Forms for priority parcels at least.

Landownership Certification Form. A Landowner Certification Form is not required at time of application but will be required before putting the project under agreement with RCO. The purpose of this form is to ensure that the applicant has reviewed property information to identify any deed restrictions, easements, liens, or other encumbrances that may impede the project. RCO strongly recommends the sponsor review current title information with landowners to understand all restrictions on proposed design and restoration sites. Costs for title review are eligible pre-agreement costs that a sponsor may seek reimbursement for once a project is funded. This form is required at agreement for all preliminary and final design projects and restoration projects.

NOTE: A Landowner Acknowledgement Form differs from a Landownership Certification Form (which documents that there are no encumbrances that would prevent the ability to

restore the property); and a Landowner Agreement, which is required for restoration projects on land not owned by the applicant before construction. Refer to section 6 for further information on landowner agreements.

Washington Department of Fish and Wildlife Lands: If the project is on land owned or managed by the Washington Department of Fish and Wildlife, the applicant should consult with the department early to allow enough time to get the required agency support documents. The department's State Lands Division manager is the only authorized person who can sign the required control and tenure documents and access permits. Regional staff contact information may be found online. A successful applicant should be prepared to work with the department's regional staff to prepare these documents.

State-owned aquatic lands: An applicant with a restoration or design project that includes shoreline, in-water work, over-water work, or public water access should contact the Washington Department of Natural Resources early in the application process to determine whether the project is on state-owned aquatic lands, which could affect project scoping.

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

Tips to Avoid Common Mistakes

- **Scope of the Project.** Be sure the project description, answers to questions, metrics, and other application materials are consistent and reflect the entire project. Include tasks covered by grants and sponsor match.
- **Match versus Other Funding.** Match is no longer required as a percentage of the total budget for most grant applications and agreements. Instead, report on outside sources of funding used to complete the scope of the project on the "Other Funding" page of the application.
- **Contingency.** Do not include a line item for contingency in cost estimates. This is not an eligible grant expense. Ensure that each of the budget line items accounts for inflation and contingencies.
- **Administration, Architecture, and Engineering for Restoration Projects.** Include administrative, architectural, and engineering services in the restoration project's cost estimate. This includes administration and design work for the project. For these costs to be eligible, select *Architectural & Engineering* on the restoration metrics page and enter an associated cost. Note that these costs are tracked separately from construction costs for each worksite billed. Refer to

Manual 5: Restoration Projects for guidance on what activities represent administrative, architectural, and engineering expenses and what activities represent construction expenses–the difference is not always obvious. The maximum allowable total administrative, architectural, and engineering expense is 30 percent of construction costs.

- **Administrative Costs for Acquisition Projects.** Include administrative costs in the cost estimate for an acquisition project. To be eligible, select *Administrative Costs* on the acquisition metrics page and enter an associated cost. Administrative costs are tracked separately from land and incidental costs for each property billed to RCO. Refer to *Manual 3: Acquisition Projects* for guidance on what activities represent administrative costs. The maximum allowable total administrative expense is 5 percent of land plus incidental costs.

- **Indirect Costs**. RCO allows agency indirect costs only for projects that receive federal funding or are used by RCO or the Puget Sound Partnership as programmatic match to a federal grant. An applicant may request agency indirect costs, but the decision about whether the project will have a federal nexus–and are therefore allowed indirect costs–will be made by RCO. Before submitting the application, attach a RCO Fiscal Data Collection Sheet, which indicates the indirect rate expected for the project. Start filling out this form early and work with accounting staff to estimate the indirect costs. For indirect costs to be eligible, select the *Agency Indirect* work type on the metrics page and enter an associated cost.

- **Permitting and Cultural Resources**. Include permitting and cultural resources expenses in acquisition, planning, restoration, and combination projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories. Permitting and cultural resources expenses in a restoration project are factored into the PRISM construction costs of the project.

  Please refer to section 6 of this manual for more information about permit requirements, expedited permit options, available permitting assistance, and the cultural resources review process.

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

- **Worksites and Properties.** RCO requires tracking restoration project expenses separately for each worksite and tracking acquisition projects by property. Limit the number of worksites to those required and fiscally tracked for a restoration project. An acquisition project should add a property for each transaction, i.e., multiple property transactions will require multiple properties. For restoration and planning projects, it is allowable to have multiple, non-contiguous properties associated with one worksite.

Step 3: SRFB Review Panel Site Visits and Application Review

One or two SRFB Review Panel members will be assigned to each region or lead entity to review applications and visit project sites. Although on-the-ground site visits are preferred, some projects may conduct virtual site visits and presentations with aerial photography or video. In past years, virtual site visits have been helpful when sites have weather or accessibility issues; where travel is too burdensome; or where site conditions do not aid in project review. Site visits may not be required for locations that were visited already. Work with the lead entity coordinator and RCO grants manager to determine what is the best option. The lead entity and RCO will schedule visits in the fall.

After reviewing materials and conducting site visits, the SRFB Review Panel will provide comments in PRISM Online and categorize the project as one of the following:

- **Clear**: approve the application as submitted for funding.
- **Conditioned**: approve funding with conditions (e.g., SRFB Review Panel review of preferred alternative or preliminary designs).
- **Needs More Information**: request additional project details or clarification.
- **Project of Concern**: The proposal does not align to the SRFB Review Panel Criteria (appendix F) because there is a low benefit to salmon, a low likelihood of success, or costs outweigh the anticipated benefits.

If the SRFB Review Panel indicates at this stage that a project is *Clear*, then the applicant has completed the RCO grant process and does not need to update or resubmit the application unless there are comments provided that require a response.

RCO grants managers will return applications labeled "Conditioned," "Needs More Information," or "Project of Concern" to allow applicants to update their applications and respond to comments in PRISM. Comments are found on the *Review Comments* screen of the application. Applicants should respond directly in the *Review Comments* screen following each question or comment. If an applicant declines a project condition, the project becomes a "Project of Concern."

Lead entity coordinators and grant applicants with these project statuses will have an opportunity, after they receive their initial reviews, for a conference call with RCO grants managers and a SRFB Review Panel member. The purpose of this call is to ask for clarification or more information on the review panel's comments. These calls will be up to one hour for each lead entity (not project).

Step 4: Use PRISM Online to Re-submit a Revised Application

RCO returns an application to the applicant either because 1) it was categorized by the SRFB Review Panel as "Needs More Information," "Conditioned," or "Project of Concern" or 2) the project was cleared for funding but has changed since the site visits and must be updated and re-submitted. The final application must include a response to SRFB Review Panel comments on the *Review Comments* screen.

The applicant must re-submit the updated, final application by noon, June 23, 2025. An incomplete application received by the application deadline will not advance. An application submitted after this deadline will not advance. **Note: lead entities may set an earlier date for final application submission to rate and rank final projects. The application should be completed by the earliest SRFB or lead entity date.**

Step 5: Project Evaluation

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

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

Third, the SRFB Review Panel evaluates each project proposal for technical merits and identifies specific concerns about the benefits to salmon and certainty of success.

Step 6: Funding

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

The SRFB will review the project lists, lead entity strategy summaries, regional input, reports from the SRFB Review Panel and staff, and public comments, including testimony at the funding meeting. The SRFB may or may not choose to fund "Projects of Concern." If the applicant appeals a "Project of Concern" to the SRFB and the project is not approved for funding, then the requested SRFB funding amount will not remain in the target allocation for the lead entity. If the "Project of Concern" was anticipated to be funded with PSAR funds, then those funds would be returned to the region. If a lead entity withdraws a "Project of Concern" before the deadline to submit the final lead entity ranked lists, then alternates may be considered for funding.

Section 4: SRFB Evaluation Process

This section covers the following:

✓ The SRFB Review Panel

SRFB Review Panel

Purpose

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

The SRFB Review Panel does not rate, score, rank, or advocate for projects; rather it assesses the technical merits of proposed projects statewide. To do so, panel members review project applications, visit the sites, and provide feedback to lead entities and applicants on proposed projects. Projects are considered in light of regional recovery plans and lead entity strategies where no regional recovery plans exist. Technical feedback provided by the SRFB 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 Review Panel is composed of up to ten members, who are experts in salmon recovery with a broad range of knowledge in salmon habitat restoration, watershed processes, ecosystem approaches to protection, and strategic planning. Members have expertise in different project types including passage, nearshore, assessments, acquisition, and in-stream. The SRFB Review Panel includes at least one member with expertise in the Puget Sound marine nearshore ecosystem and familiarity with the technical products developed by Puget Sound Nearshore Ecosystem Restoration Partnership and Puget Sound Partnership.

Panel members do not represent an agency or constituency and should not have a role in current regional or lead entity activities. If a panel member is engaged in any element

of a specific project or a regional or lead entity process, the member must recuse him/herself/themself from any project review in that particular lead entity area.

Application Review

Lead entities and regions are expected to provide the primary technical review of projects in their areas, 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 SRFB Review Panel conducts a technical review of all projects.

The SRFB Review Panel reviews application materials and visits the project site. After which, the panel completes project comments in PRISM with recommendations on how the applicant could improve the project before the final application deadline. To help ensure that every project funded by the SRFB is technically sound, the SRFB Review Panel uses the evaluation criteria found in appendix F.

The SRFB Review Panel will review final application materials, provide final comments, and assign a final status to the project.

For a Targeted Investment project, the SRFB Review Panel will conduct a technical review and will score the final application using the Targeted Investment evaluation criteria found in appendix J.

SRFB Review Panel Consultation

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

SRFB Review Panel time is scheduled on a first-come-first-serve basis.

Recommendations to the SRFB

The SRFB Review Panel will compile individual project comments resulting from the site visits, application review, and project presentations. It will provide comments to the applicant, lead entity, and region, all of whom may provide responses to those comments for consideration by the SRFB Review Panel before the panel finalizes the recommendations to the SRFB.

To develop final recommendations for the SRFB, the SRFB Review Panel will use the following:

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

The recommendations of the SRFB Review Panel to the SRFB will consist of the following:

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

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

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

SRFB Review Panel and Staff Report

The SRFB Review Panel will collate its comments and observations in a final report submitted annually to staff.

Staff will submit a grant funding report to the board annually. The report documents the process of the grant round and serves as a foundation for the board in making project funding determinations. Staff will incorporate the SRFB Review Panel report and will develop all other sections of the grant funding report, including a description of the grant round process, identification of policy issues important for SRFB consideration, and a description of regional and local project development processes derived largely from the information provided by regions and lead entities.

Section 5: Lead Entity and Recovery Region Instructions

This section covers the following:

- ✓ Lead entity responsibilities
- ✓ Accessing PRISM and the Salmon Recovery Portal
- ✓ Application submission requirements
- ✓ Projects returning funds
- ✓ Salmon Recovery Portal
- ✓ Biennial option

Lead Entity Responsibilities

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

- Schedule and coordinate site visits with RCO staff, SRFB Review Panel, and project applicants.

- Two weeks before site visits, lead entities should do the following:
    - Ensure all aspects of each project's application are complete and submitted. Applications should be consistent, free of mathematical errors, and contain all required attachments outlined in this manual.
    - 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.
- 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.
- By the lead entity final application deadline, the lead entity must ensure all aspects of each project's final application are complete, consistent, free of mathematical errors, include responses to SRFB Review Panel comments, and contain all required attachments.
- Submit final ranked list of projects via PRISM on or before **August 8, 2025**. It may be useful to include alternate projects on the list, exceeding the target allocation. No changes to the list will be accepted after this date. The grant funding report will not incorporate any updates submitted after this date.
- Work with the regional organization (as applicable) and RCO staff to develop regional summaries and respond to SRFB inquiries.
- Work on post-funding awards with project sponsors and RCO grants managers to ensure timely transition from project application to grant agreement.
- Work with sponsors, RCO, and regional organizations on amendments to funded projects when necessary.
- After the application deadline, project scope changes may be made to meet final allocation targets. The local committees must consider whether significant scope changes would affect funding priorities and adjust project ranking as necessary. Lead entities should work with applicants and the grants managers to determine whether significant project scope changes require review by the regional area and the SRFB Review Panel.

Accessing PRISM and the Salmon Recovery Portal

PRISM and the Salmon Recovery Portal are the databases RCO, lead entities, and regions uses to manage grants. To enter applications, applicants must sign up for a SecureAccess Washington account and submit a PRISM account form. Request a Salmon Recovery Portal account by emailing prismaccounts@rco.wa.gov.

When using either of these databases for the first time, applicants must complete a double sign-in.

PRISM Double Sign In

1. Using SecureAccess Washington credentials, log in to PRISM.
2. When redirected to the SecureAccess log-in page, enter the SecureAccess credentials.
3. When redirected to a one-time PRISM sign-in page, enter the PRISM log-in credentials.
4. The applicant will be directed back to the PRSM home page.

This double sign-in will happen only once. After completing the double sign-in, applicants will use SecureAccess Washington credentials to log in to PRISM.

Salmon Recovery Portal Double Sign-In

Applicants also must complete a double sign-in to use the Salmon Recovery Portal.

1. Using SecureAccess Washington credentials, log in to the Salmon Recovery Portal.
2. When redirected to the SecureAccess log-in page, enter the SecureAccess credentials.
3. When redirected to a one-time Salmon Recovery Portal log-in page, enter the Salmon Recovery Portal log-in credentials.
4. The applicant will be directed to the Salmon Recovery Portal home page.

This double sign-in will happen only once. After completing the double sign-in, applicants will use SecureAccess Washington credentials to log in to the Salmon Recovery Portal.

If experiencing any issues following this process, please email the PRISM Support Desk.

Application Submission Requirements

Regional Area Submission Requirements

Regional areas must submit their Regional Area Summary Information, appendix H, by August 13, 2025.

Lead Entity Submission Requirements

Lead entities are required to submit an annual ranked list via PRISM Online. Only users identified as lead entity contacts will have this option in PRISM. To access this area, lead entity coordinators should log in to PRISM Online, then click the *Ranked List* link in the menu drop down. Lead entity coordinators also could select *Ranked List Status* in the same location.

Select the appropriate lead entity and funding meeting date from the drop-down list and click *Show Project List*.

Applications that are in "submitted" or "returned status" (not already funded) and that are mapped in the lead entity area, should show automatically on the ranked list. Add projects to the list by using the *Add Project to List* button. Enter the project's rank and the amount of funding the lead entity approves for the project. In Puget Sound there will be separate columns for PSAR and SRFB funds. If the project is an alternate, enter "0" in the proposed funding column. Do not award more funds than are available in the lead entity allocation.

The Puget Sound Partnership will submit the ranked list for PSAR large capital projects. Only submit a project list with a PSAR large capital project on it if the lead entity is requesting SRFB or regular PSAR funding for the project.

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

Lead entities must complete the following actions by August 8, 2025:

- Submit lead entity ranked lists via PRISM Online.
- Submit answers to questions 4-5 of the Regional Area Summary Information (appendix H) to the regional organization.

Projects Returning Funds

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

If SRFB funds do become available within a year of the board funding decision, the lead entity shall work through its local funding approval process to identify and approve the projects to receive the available funding. When requesting reallocation of available funds, the lead entity shall submit a memo to its RCO grants manager including the following information:

- Identify the project that originally was awarded SRFB funding and note how much funding is becoming available and why.
- Identify the receiving projects and amount of available funding proposed for each. Options include the following:
    - Fully Fund: Fully fund projects partially funded by the SRFB if the grant agreement has not expired.
    - New Grant Agreement: Fully fund alternate projects approved by the SRFB. Alternate projects do not necessarily need to be funded in ranked order.
    - Cost Increase: Propose a scope of work and cost estimate to add funds to an active project. The scope of work must be within the original scope of the project application reviewed by the SRFB Review Panel. For example, a multisite acquisition project uses additional funding to protect more habitat within the geographic envelope, a design project is able to use funds to advance design work beyond the original proposal, or a phased restoration project is able to expand construction of the current phase to include more river miles or additional riparian planting area.

The RCO grants manager will work with the lead entity and project sponsor to complete the necessary cost change amendments and prepare the new grant agreement.

For projects returning PSAR funds, see the "Returned Funds" section of appendix B.

SRFB funds returned more than one year after the funding date come back to RCO to become part of the next grant round.

Salmon Recovery Portal

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

RCO recently improved the interface between PRISM and the Salmon Recovery Portal. The Salmon Recovery Portal has a new "Send to PRISM" module for sending proposed projects in batches and an automated email notification for project contacts, lead entities, and grants managers that includes the PRISM identification number and link to the application in PRISM. All SRFB projects must be initiated from the Salmon Recovery Portal by the lead entities or applicants, as determined by each lead entity. When a project is created by the Salmon Recovery Portal and sent to PRISM, a link is established between the two databases for that project. Then, the applicant completes the application in PRISM Online (as described in section 3). Only projects considered for the current grant round will be sent to PRISM. Currently, lead entities are the only users with "Send to PRISM" privileges.

Both the Salmon Recovery Portal and PRISM provide the public with access to select information including project summary data, status, funding, and metrics. Data made available to the public is read-only. Only log-in users with elevated permissions have access to the source system and protected data such as private landowner information. Lead entities, regional salmon recovery organizations, and applicants are encouraged to attend Salmon Recovery Portal training sessions. Please email prismaccounts@rco.wa.gov for a training schedule and Salmon Recovery Portal accounts. Reference documents and training videos are available on the Salmon Recovery Portal.

Shared Attachments: A Note of Caution

RCO manages and retains documents associated with SRFB grant applications and funded projects. All documents related to SRFB grants must be attached in PRISM, not the Salmon Recovery Portal, to prevent accidental deletion.

Biennial Option

A lead entity may conduct a biennial grant round. The 2018 Lean study identified this option as an opportunity to create efficiencies for the lead entity and SRFB Review Panel.

If a lead entity chooses to conduct a biennial grant round, it must approve a project list that includes projects intended to be funded with two years' worth of funding. In year one, the lead entity would submit a ranked list that identifies the projects intended to be funded in the second year as alternates. In year two, the lead entity would re-submit its

approved project list only showing the ranking and proposed funding for the remaining projects. The lead entity should notify the RCO grants manager if its project list includes alternates that will apply toward two years of funding. In both years, the lead entity must submit responses to questions in appendix H to the region to explain its process. An applicant who participates in this process only need to complete and submit project applications in the first year, when projects are reviewed and evaluated.

Section 6: Managing SRFB Projects

This section covers the following:

- ✓ Understanding and amending the grant agreement
- ✓ Sponsor resources
- ✓ Property requirements
- ✓ Grant reimbursement
- ✓ Reporting and inspections
- ✓ Permits and Endangered Species Act consultations
- ✓ Cultural resources review
- ✓ Project area stewardship and ongoing obligations
- ✓ Other requirements

Understanding and Amending the Grant Agreement

Board Approval Provisional

After approving an application for funding, the SRFB will enter into a contract, called a grant agreement, implemented through RCO. SRFB approval of an individual grant is provisional until execution of a formal grant agreement.

Grant Agreement

After SRFB funding approval and before issuing a grant agreement, a successful project applicant is required to provide the following information to the RCO grants manager:

- A completed milestone worksheet (worksheet provided by RCO).
- A preliminary title report and **Preliminary Title Report and Commitment Checklist** (*Manual 3: Acquisition Projects*, appendix K) for all properties planned for acquisition (acquisition projects only). A reach-scale, multi-property acquisition project should provide material for the known priority parcels.

- A signed Landownership Certification Form for all properties upon which design or construction of restoration projects are proposed. This form ensures the applicant reviewed property information and that no existing deed restrictions, liens, easements, or other encumbrances would impede construction, operation, or maintenance of the project. RCO will waive this requirement if the applicant did not identify the property affected by the design.

On receipt of the information, the RCO grants manager prepares the grant agreement and sends it to the applicant. Upon signature of the grant agreement, an applicant becomes a project sponsor. RCO grants managers periodically verify each grant agreement for contractual compliance (*Manual 7: Long-Term Obligations*).

An applicant has up to ninety days after the SRFB approved the project to provide the required materials to staff for development of the grant agreement or the project may be terminated. The applicant then has no more than ninety days to sign the agreement, or the project may be terminated.

The agreement usually consists of the following:

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

The sponsor must complete all deliverables described in the grant agreement, or as amended, within the agreement period. RCO grants managers may consult with the SRFB Review Panel when reviewing compliance with grant agreement conditions.

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

Conditioned Projects

The sponsor must work with the RCO grants manager to resolve the condition before completing the project or project phase, as described by the condition. The sponsor will provide any required submittals to the RCO grants manager. RCO will assign appropriate SRFB Review Panel members to evaluate the sponsor's submittals and apply relevant technical standards of practice to determine whether the sponsor adequately addressed the purpose of the condition. The RCO grants manager will document the SRFB Review Panel's acceptance of the sponsor's response in the project file and will communicate with the sponsor when he/she/they may proceed with the project.

Readiness to Proceed

All projects must be completed on time. RCO grants managers will work with sponsors to set progress milestones. The SRFB may terminate the grant or reduce the grant award if the sponsor does not meet key milestones or finish on time.

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

Grant Agreement Amendments

The grant agreement may change with an amendment. RCO may authorize an amendment for minor changes in scope and extensions to the project period. The RCO director or SRFB may authorize major changes in scope for acquisition, restoration, and planning projects. Make all amendment requests in writing and include detailed justification. Refer to appendix I for more details. Please note that for most amendment requests the sponsor must obtain approval from the lead entity's technical and citizen committees. Some lead entities or regions may have a template required for amendment requests. In the absence of a lead entity required template, RCO has an Amendment Request Template, which a sponsor should use.

Refer to *Manual 3: Acquisition Projects* or *Manual 5: Restoration Projects* for a detailed description of information the sponsor must provide to the RCO grants manager in the amendment request depending on the project type.

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

Cost Increase Requests

A sponsor must notify the grants manager and lead entity coordinator if expecting a cost increase to complete a project. If a project is in the Puget Sound region, consult the Puget Sound Partnership and follow the cost increase process in appendix B.

The sponsor must complete an Amendment Request Form and an updated Cost Estimate. RCO follows appendix I when considering cost increases. Depending on the scale of the cost increase, a sponsor may be required to seek additional funding through the lead entity process. If this is the case, the sponsor must submit the Amendment Request Form to RCO by the application deadline for the grant round. The lead entity must rank and include the cost increase on its annual ranked list.

Time Extension Requests

Notify the RCO grants manager and lead entity coordinator of any projected delays in meeting project milestones as soon as possible. Delays that affect the expected date of project completion require a time extension amendment to the contract. **Extension requests must be in writing and provided to RCO no less than sixty days before the project's completion date.**

Sponsor Resources

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

Appendix E: Funded Project Forms, has links to required forms that might be needed to complete a project. This includes the Landowner Certification Form, Landowner Agreement Form, acquisition stewardship template, restoration stewardship template, and the Amendment Request Form.

An *Acquisition Project Tool Kit for Grant Sponsors* is available to help sponsors manage acquisition projects. The tool kit contains checklists, template letters and forms, and example documents.

Checklists of project deliverables for each project type are available on the RCO salmon grant web page to help the sponsor keep track of the status of required project deliverables.

Other important sponsor resources include the RCO website, where sponsors may download all grant manuals and relevant documents. The website also provides information on workshop trainings, the SRFB, schedules, and meeting materials.

RCO provides reimbursement trainings and information online.

Successful Applicant Workshops

RCO provides web-based Successful Applicant Workshops to review project contracts, grant management responsibilities, and billing procedures. Contact RCO staff or visit post award information on RCO's website.

Property Requirements

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

Acquisition Projects

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

Restoration Projects

Sponsor-Owned Property

Sponsors of restoration projects on sponsor-owned property must provide a stewardship plan with the final documentation at the close of the project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least ten years from the grant agreement completion date. Use the stewardship plan outline found in appendix E.

Property Owned by Someone Else

A sponsor of a restoration project on property owned by someone else must provide the following:

- **Landownership Certification Form.** This form, signed by the sponsor, must be submitted before RCO issues a grant agreement.

  The intent of this form is to ensure that the sponsor has reviewed property information and that there are no encumbrances that adversely would affect the ability to restore the property. This form is **required** to be submitted for all restoration and design projects.

- **Landowner Agreement**. A signed landowner agreement **must be provided to RCO before restoration or before a sponsor is reimbursed for any construction expenses.**

  The agreement is a document between the sponsor and the landowner that, at a minimum, allows the sponsor and RCO staff access to the site for project

implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. A landowner agreement remains in effect for at least ten years from the date of final payment to the project sponsor. Use the SRFB's Landowner Agreement or other approved agreement formats (Note that **other agreement formats must include all required elements and be approved by RCO before starting construction**).

- **Washington Department of Natural Resource's authorization to use state-owned aquatic lands, if relevant.**

  If a project will occur over, along, or in a navigable body of water, authorization to use state-owned aquatic lands may be needed.

  All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help determine if the project is on state-owned aquatic lands and provide more information on the department's authorization process. See the land manager coverage map online for the contact information of the department's aquatics land manager in the area.

  The Department of Natural Resources will review the full list of projects proposed for funding to ensure that all applicants with projects on state-owned aquatic lands consulted with the Department of Natural Resources and submitted a Landowner Acknowledgement Form.

  If the project is on state-owned aquatic land, the project sponsor will need to secure a lease or easement (use authorization) to use the land from the Washington Department of Natural Resources. The use authorization is not a permit, but a contract to use the land. The Department of Natural Resources is not a regulatory agency. The agency represents the owner of the land, the State of Washington, so the sponsor's relationship with the department will be like any landowner impacted by the project. To apply for an authorization, complete the Joint Aquatic Resources Permit Application (JARPA) and JARPA attachment E and forward the entire application to the Department of Natural Resources. It is best to submit the application early in the process so the Department of Natural Resources may address any design issues early.

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

The following resources may be helpful to review:

- *Grant Projects on State-owned Aquatic Lands*
- *Leasing State-owned Aquatic Lands*
- *Boundaries of State-owned Aquatic Lands*
- *Caring for Washington's Nearshore Environments*

Grant Reimbursement

RCO pays grants through a reimbursement process. A sponsor may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid unless the sponsor follows the cash advance policy below. Except as otherwise provided below, RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting cost incurred and compliance with the provisions of the grant agreement. If match is included in the project budget, reimbursement will be paid out at RCO's share.

RCO will not pay more than the sponsor's out-of-pocket costs.

Reimbursement shall not be approved for any donations, including donated land.

RCO may pay an escrow account directly for RCO's share of the approved cost of property and related costs if the sponsor indicates a temporary lack of money to buy property on a reimbursement basis. Before release of RCO grants into escrow, the sponsor must provide RCO with a copy of a binding agreement between the sponsor and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the grant agreement, into an escrow account. See *Manual 3: Acquisition Projects* for more information on escrow payments.

RCO requires a minimum of one billing a year and a maximum of one a month.

RCO *Manual 8: Reimbursements* describes RCO reimbursement policies and procedures. Reimbursement workshops are available online on the RCO website. A sponsor may download a cash advance request form and view reimbursement policies, audit information, labor and mileage rates, and other financial information at RCO's billing section of its website.

Eligible Costs

All project costs and donations submitted for reimbursement or match must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses are in *Manual 3: Acquisition*

Projects, *Manual 5: Restoration Projects*, and *Manual 8: Reimbursements*. Additional costs that may be eligible for SRFB-funded projects are described below.

Pre-Agreement Costs

Generally, RCO will not reimburse costs incurred before the project start date of the grant agreement. However certain pre-agreement costs within the project scope are eligible for reimbursement (or to be used as match) if approved by the RCO grants manager in writing. Eligible pre-agreement costs include the following:

- Engineering and design costs for restoration projects (e.g., construction).
- Engineering and design costs (e.g., surveying, geotechnical, other data gathering) for planning projects.
- Costs necessary to determine control and tenure of the restoration site (e.g., preliminary title report).
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g., survey, appraisals, title report).
- Acquisition projects granted a Waiver of Retroactivity.
- If cost-effective (i.e., materials are available at a reduced cost), large woody materials, culverts, and bridges and any associated transportation costs. RCO requires advance approval by the RCO grants manager to reimburse pre-grant purchase of any these construction materials.

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

Attorney Fees

Reasonable attorney fees associated with restoration, planning, and combination projects may be an eligible administrative expense. Advance approval by the RCO grants manager is required. Attorney fees will be considered in light of project type, transaction complexity, and demonstrated need. RCO will consider reimbursement of attorney fees when they relate to complicated landowner agreements. Provide justification for the expense in writing and receive approval from the RCO grants manager **in advance** of the expenditure. Eligibility will be determined case-by-case.

Liability Insurance

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

Salmon Recovery Grant Cash Advance Policy[8]

RCO recognizes that some sponsors may not have the cash flow needed to implement parts of approved projects. Short-term cash advances are available. Cash advances apply to planning (assessment, feasibility, design), restoration, and acquisition incidental expenses only. Follow the escrow process in PRISM Online for land purchases (fee simple or easement).

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

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

Reporting and Inspections

PRISM Metrics

RCO receives funding from the National Oceanic and Atmospheric Administration National Marine Fisheries Service for the Pacific Coastal Salmon Recovery Fund. RCO reports annually to National Marine Fisheries Service on the projects it funds with the information that sponsors provide through PRISM. The sponsor is required to provide project cost and scope metrics information at application, provide updates as the project is implemented, and verify or update all project metrics before project closing and receiving final reimbursement. Updating metrics is facilitated through the PRISM progress reports and final report for the project.

[8]SRFB Meeting June 20-21, 2000

Progress Reporting

Sponsors are required to enter two progress reports a year for all funded projects using the PRISM online progress reporting tool. Progress reports are identified in the grant agreement milestone dates. The progress report must answer the following five questions:

- Are there any significant challenges that might hinder progress on meeting the project milestones?
- What work was accomplished during the reporting period?
- Does the sponsor anticipate any changes to the project?
- What work is planned for the next reporting period?
- Does the sponsor anticipate the need to request an amendment to the grant agreement in the next six months?

The progress report for an acquisition project includes questions about where the acquisition process stands for properties not yet acquired.

For a restoration project, the sponsor must provide progress metrics on the work completed to date.

PRISM automatically emails the sponsor when a report is due. The RCO grants manager may provide feedback on the report or ask for clarification of submitted information. The PRISM module tracks the progress reporting history and is available to lead entities and regions. More information and training on the new PRISM online reporting tools is on the RCO website.

Final Report

A sponsor is required to complete and submit a final report in PRISM Online at the completion of the project. The sponsor provides a final project description, narrative, and information about the scope and costs of the project including other funding contributed. The sponsor will verify or update metrics reported through earlier progress reports and billings. The final report must be submitted within ninety days of the grant expiration date.

The RCO grants manager may return a report to provide feedback or ask for clarification of the information submitted. The grants manager will determine whether any amendments will be required before closing a project.

The grant agreement includes the due date for the final report. PRISM will email the sponsor when the report is due.

Project Compliance Inspections

After project funding, the sponsor shall provide the right of access to the project area to RCO, or any of its officers, or to any other authorized agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and quality assurance. Normally, RCO staff conducts four types of project site visits:

- Pre-award. Made during the application phase, normally with the applicant to assess the project area and scope of work for eligibility concerns and compatibility with the grant program.
- Interim. This inspection, normally coordinated with the sponsor, is made sometime during the project implementation phase to help resolve any apparent or anticipated problems and to monitor project progress.
- Final. Before accepting a project as complete, the sponsor shall request a final inspection by RCO. The project scope must be completed and functional as described in the agreement. When RCO staff's final inspection verifies that the project is complete, the final payment, including retainage, will be made.
- Compliance. Performed after project completion to ensure the site is managed and maintained as specified in the grant agreement. After making special arrangements with RCO staff, the sponsor's staff also may perform these inspections.

Permits and Endangered Species Act Consultations

Local, state, and federal permits likely are required for any activity that takes place in or around waters of the state, including habitat restoration projects. The sponsor must obtain all necessary local, state, and federal approvals and permits before construction and final payment. RCO may terminate a grant if the sponsor cannot, or does not, obtain necessary permits and land-use approvals.

The type of project impacts and the location determine which permits are required. The Governor's Office of Regulatory Innovation and Assistance can help determine which permits are required. Its website provides access to an online project questionnaire and the Regulatory Handbook, which offers detailed information about environmental permits in Washington State. Staff at the office's Information Center are available to help and may be reached at 1-800-917-0043 or help@oria.wa.gov. Contact the city or county in which the project is located for further information on required local permits.

Appendix H of the *Stream Habitat Restoration Guidelines* provides a broad overview of typical permits required for work in and around water.

Contact permitting agencies early in the project planning process to ensure that all necessary permits are obtained before work is scheduled to begin. This is especially important for large, complex, or higher risk projects and those using novel techniques. Early agency coordination decreases the likelihood of costly design modifications, construction delays, or project rejection, and may result in a more effective and less expensive project.

All permits require a review process that takes time to complete. Some reviews are relatively fast (less than a month) while others may take several months (a year or more). A sponsor should carefully consider the time needed to complete the required permit processes when developing project schedules, especially given the relatively short allowable work period for many types of in-stream construction projects. Besides time, many permits require fees. Fees may be either a flat rate or a percentage of the project's total costs.

The most commonly required permit applications for stream habitat restoration projects are the Hydraulic Project Approval and the Joint Aquatic Resources Permit Application (JARPA). The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals through its online Aquatic Protection Permitting System. The JARPA is used to apply for select permits from other state, federal, and local agencies. Using the Aquatic Protection Permitting System, a sponsor may submit Hydraulic Project Approval application materials and view the status of submitted applications. In addition, a sponsor can convert the Aquatic Protection Permitting System application into a draft JARPA with one click, then complete the JARPA outside of the Aquatic Protection Permitting System and submit it to other permitting agencies that use the JARPA. Note that a fish habitat enhancement project that meets the criteria of Revised Code of Washington 77.55.181 or 77.55.480(2)(a) may qualify for a streamlined Hydraulic Recovery Pilot Program approval that exempts the project from local government permits and associated fees. More information on this streamlined permitting pathway is available at online, including steps and contact information.

No-Rise and National Flood Insurance Program

The Federal Emergency Management Agency Region X maintained a "Policy on Fish Enhancement Structures in the Floodway" that recognized the urgent need to restore anadromous fish habitat and allowed for "less than the maximum hydraulic analyses" in cases where informed judgement confirmed that the project was designed to minimize any impact to flood levels and that no structures would be impacted by any rise.

However, in 2020, that policy was rescinded. The National Flood Insurance Program's standards for technical analysis requirements are not differentiated for habitat

restoration projects versus development projects. Critical salmon habitat restoration projects now must complete extensive hydraulic and hydrologic analyses known as no-rise analyses, and the Conditional Letter of Map Revision and Letter of Map Revision process. The added technical analysis and federal review can incur significant costs and delays in implementation timelines. Sponsors should plan for necessary project budgets and timelines if the project occurs in the mapped floodway.

Expedited Federal Endangered Species Act Consultations

The Endangered Species Act requires prior authorization of activities that may "take" (harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to do these things) threatened or endangered species listed under the Act.[9] Recognizing that some projects are unlikely to "take" a significant level of at-risk species, federal agencies allow some SRFB project sponsors to follow an expedited process that meets Endangered Species Act review requirements and reduces cost, uncertainty, time, and permitting. Project sponsors may satisfy Endangered Species Act requirements via two pathways: *Limit 8* or a *Fish Passage and Habitat Restoration Programmatic Consultation*. Sponsors may use these two pathways individually or in combination. The Streamlining Endangered Species Act Consultation fact sheet explains the process in detail; a brief description is below. For additional information on eligibility or process requirements, please contact RCO staff or Curtis McFeron, National Oceanic and Atmospheric Administration National Marine Fisheries Service, (360) 534-9309.

- **Limit 8.** The National Marine Fisheries Service has a programmatic biological opinion with Washington's Governor's Salmon Recovery Office to provide an expedited pathway for eligible fish passage and habitat restoration projects to satisfy Endangered Species Act consultation. This pathway applies only to projects with the potential to impact *threatened* (not endangered) salmon and steelhead. It does not cover freshwater (e.g., bull trout) or land species under the jurisdiction of the U.S. Fish and Wildlife Service. Limit 8 requires a sponsor to submit a one-page Self-Certification Form to the RCO grants manager (via PRISM) and to the U.S. Army Corps of Engineers (if a Corps permit is required). The form certifies the project meets eligibility requirements of the state's Habitat Restoration Program. The advantage of this pathway is that eligible projects require no further federal Endangered Species Act review.

- **Fish Passage and Restoration Programmatic Consultation.** This pathway applies to all threatened and endangered species, but only applies to projects that require a U.S. Army Corps of Engineers' permit (i.e., a section 404 or

[9]The National Marine Fisheries Service manages marine and anadromous species, while the U.S. Fish and Wildlife Service manages land and freshwater species. A list of U.S. Fish and Wildlife Service-listed species that may occur near the project and some information on other species, including National Marine Fisheries Service-listed species, may be found online.

section 10 authorization). U.S. Fish and Wildlife Service and National Marine Fisheries Service each have an agreement with the U.S. Army Corps of Engineers that provides a mechanism for expedited consultation for qualifying fish passage and habitat restoration projects in Washington State. Although similar, each programmatic covers different activities, requires different conservation measures be met, and requires different application material. Unlike Limit 8, this pathway requires Corps permit applicants to submit Endangered Species Act consultation material for federal review. However, Endangered Species Act consultation of eligible projects is typically complete within thirty days. The sponsor should review carefully the category descriptions, exclusions, and required conservation measures of the National Marine Fisheries Service Biological Opinion and the U.S. Fish and Wildlife Service Biological Opinion during the project design phase to ensure the project qualifies. Sponsors of qualifying projects must submit to the Corps detailed project information, drawings, and explanations for how their proposals meet the requirements of Biological Opinions, along with other permit application materials. Refer to the Fish Passage and Restoration Programmatic Consultations (Item C) on the Corps' permitting website for detailed information on how to apply.

Note that projects that receive funding from Bonneville Power Administration, U.S. Fish and Wildlife Service, or directly from the National Marine Fisheries Service may qualify for additional expedited Endangered Species Act consultation pathways known as the Habitat Improvement Program and the Programmatic Restoration Opinion for Joint Ecosystem Conservation by the Services. Contact those other funding sources for more information.

Sponsors of projects that may affect a federally threatened or endangered species or their designated critical habitat, but do not qualify for expedited Endangered Species Act consultation, may require[10] individual consultation. Contact the local U.S. Fish and Wildlife Service office and the National Marine Fisheries Service Geographical Branch chief for more information and technical assistance to avoid take.

Cultural Resources Review

Governor's Executive Order 21-02, *Archaeological and Cultural Resources*, requires that state agencies review acquisition and construction projects for potential impacts to cultural resources, which are defined as archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

[10]Projects with no federal nexus (e.g., funding, permitting, occurring on federal land, or having other significant federal involvement) do not require Endangered Species Act consultation.

The federal government, through section 106 of the National Historic Preservation Act, requires similar compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or requiring a federal permit.

Review Process

RCO facilitates review under the Governor's executive order. Federal agencies facilitate review under the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review needed to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes.

RCO evaluates all projects before funding and initiates consultation with the affected tribes and the Department of Archaeology and Historic Preservation. An applicant should not initiate consultation with either of these groups. The review may require a sponsor to conduct a cultural resources survey or may add requirements to the grant agreement.

The applicant should budget for cultural resources work for most projects. The costs of a cultural resources investigation are highly dependent upon the size, scope, and location of the project. RCO encourages the applicant to work with qualified cultural resources professionals to estimate costs. The Association for Washington Archaeology' maintains a list of qualified consultants on its website. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the grant application.

Any required cultural resources investigations or documentation must be complete before the sponsor may start any ground-disturbing activities, such as demolition, planting, or building signs. Ground disturbance or demolition started without approval are breaches of the grant agreement. Typically, cultural resources approval will be authorized as part of the Notice to Proceed.

For an acquisition project, cultural resources requirements must be completed before final reimbursement will be made.

State Agency Lands

Cultural resources compliance for a project on land owned or managed by the Washington State Parks and Recreation Commission, Washington Department of Fish and Wildlife, or the Washington Department of Natural Resources, is the responsibility of the respective agency regardless of the sponsor. The sponsor must provide RCO with documentation of compliance with the Governor's executive order or section 106 before a Notice to Proceed will be issued or acquisition will be paid in full.

See RCO manuals 3 or 5 for additional details on the RCO cultural resource review process. The Department of Archaeology and Historic Preservation has helpful information about hiring a preservation consultant on its website.

Project Area Stewardship and Ongoing Obligations

An RCO grant comes with long-term obligations to maintain and protect the project area after a project is complete. "Project area" means the area consistent with the geographic limits of the scope of work of the project. For a restoration project, the project area must include the physical limits of the project's final site plans or final design plans. For an acquisition project, the project area must include the area described by the legal description of the properties acquired in the project. The long-term obligations for the salmon program are in Washington Administrative Code 420-12-085 for restoration projects and Washington Administrative Code 420-12-080 for acquisition projects. A sample grant agreement may be found on RCO's website.

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

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

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

Prohibited Uses on SRFB-funded Land

Uses of SRFB-funded land generally are limited to restoration and protection for salmon recovery purposes. Except as further provided for below and as specifically allowed by RCO as part of a grant agreement or other review process, all uses, infrastructure, and improvements inconsistent with the salmon recovery purposes of the grant are prohibited and must be avoided, removed, or demolished.

As part of the application process, an applicant should check with RCO grants managers if any existing or planned permanent uses, improvements, or infrastructure are being

considered as part of ongoing stewardship and development of the project area. This information will be reviewed by RCO in accordance with this policy and used to develop the grant agreement together with the project sponsor. When merging a SRFB-funded acquisition project with RCO funding from another program, other relevant policy manuals may be used to determine allowable uses, infrastructure, and improvements.

If a project sponsor plans to install permanent improvements or infrastructure on SRFB-funded land after grant closing, RCO shall be given the opportunity to review the proposal in accordance with this policy. All requested improvements or infrastructure that are not allowed specifically below or which do not clearly meet the criteria below will be reviewed under RCO's Allowable Uses Framework in *Manual 7: Long-Term Obligations*.

Allowed Uses on SRFB-Funded Acquisitions

Public Use

Projects receiving SRFB grants for fee-simple land acquisition must be available for public use unless otherwise approved by RCO. For more information on public access requirements and restrictions, see *Manual 3: Acquisition Projects* and *Manual 7: Long-Term Obligations*. This policy does not apply to restoration projects or areas purchased under a conservation easement or similar less-than-fee-simple method.

Public use of SRFB-funded sites generally will be limited to low-impact, passive recreational and cultural uses consistent with the salmon recovery purposes funded by the SRFB.

Public Use Infrastructure

To provide for the safety and enjoyment of the public, sponsors may keep or build minimal outdoor access infrastructure on SRFB-funded properties. Existing structures may be kept if essential to supporting safe and sustainable public use. New infrastructure is limited to the following:

- Unpaved parking areas and associated access roads if they remain at grade or use existing road beds, and are in existing rights-of-way, in previously disturbed open areas, or areas recently cleared as part of demolition.

- Trails, paths, boardwalks, railings, and bridges if they avoid sensitive areas, stay at grade whenever possible, minimize riparian vegetation disturbance, and use gravel or wood chips sparingly as needed to support public safety and accessibility goals.

- Fencing and gates to protect riparian plantings or sensitive habitat from public access, or to delineate high-use recreational areas such as parking lots or trailheads.

- Signs and kiosks to identify boundaries and entrances, recognize funders, share trail information and rules, or provide interpretive information.

- Recreational amenities such as benches, tables, vault toilets, water spigots, drinking fountains, trash cans, bike racks, and small open-air shelters, provided they are sited to minimize disturbance.

The list above describes public use infrastructure that may be allowed on SRFB-funded properties, but most infrastructure costs are not eligible for SRFB funding. SRFB funding may be provided for new infrastructure if it is an eligible cost (see "Eligible Project Costs" in *Manual 3: Acquisition Projects* or *Manual 5: Restoration Projects*).

Maintenance Infrastructure

Pending review by RCO, limited retention and/or development of permanent maintenance infrastructure is allowed on SRFB-funded land if needed to support long-term salmon recovery restoration, associated habitat stewardship, or management of public use. Existing structures and associated utilities may remain if essential to the operations and maintenance of the funded site; otherwise they must be demolished. New infrastructure is limited to the following:

- Small, enclosed storage or maintenance sheds needed to house tools, vehicles, and other infrastructure and materials essential to the salmon recovery resources of the site.

- Fencing to prevent disturbance of sensitive habitat, natural features, and riparian plantings on the property.

Not all allowed maintenance infrastructure above is eligible for SRFB funding. SRFB funding may be provided for new infrastructure if it is an eligible cost (see "Eligible Project Costs" in *Manual 3: Acquisition Projects* or *Manual 5: Restoration Projects*).

Fish Acclimation

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

- Fish acclimation occurs in a natural pond, wetland, or stream channel (off-channel or side channel).

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

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

Land Conveyances to the Federal Government

At times, land purchased with a SRFB grant may transfer to the federal government for free or in exchange for similar property. In these instances, RCO will use the following process:[11]

1. Sponsor notifies RCO of the intent to convey land to a federal agency.
2. The RCO grants manager assists in the development of an agreement mechanism to ensure parties consider the appropriate level and scope of habitat protections.
3. Sponsor submits a draft agreement to RCO.

[11]Revised Code of Washington 77.85.130(7) states that: (7) Property acquired or improved by a project sponsor may be conveyed to a federal agency if: (a) The agency agrees to comply with all terms of the grant or loan to which the project sponsor was obligated; or (b) the board approves: (i) Changes in the terms of the grant or loan, and the revision or removal of binding deed of right instruments; and (ii) a memorandum of understanding or similar document ensuring that the facility or property will retain, to the extent feasible, adequate habitat protections; and (c) the appropriate legislative authority of the county or city with jurisdiction over the project area approves the transfer and provides notification to the board.

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

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

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

7. The SRFB may take the following actions:

    - 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 were revised, the following criteria must be met to meet the statutory requirement of Revised Code of Washington 77.85.130(7)(ii):

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

- The sponsor cannot receive compensation in any form for the conveyance, unless receiving a property of equal or greater conservation value, including species and habitat, (than the conveyed property) that will remain protected in perpetuity.

- 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, the draft agreement must identify substitute habitat protections.

- 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.

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

- Substitute habitat protections must do the following:

    - 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.
- Be legally enforceable.

- 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.
- The proposed management plan should provide equal or greater stewardship of conservation values than that intended in the original grant.
- Agreement must clearly identify remedies in law, statute, and contract terms.
- Agreement mechanism must be legally enforceable with known remedies.

Other Requirements and Things to Know

Open Public Records

State law requires recipients of SRFB grants to agree contractually to disclose information about how they spend their grants.[12] Sponsors must agree to disclose any information subject to the state's Public Records Act.

In addition, RCO records and files are public records that are subject to the Public Records Act.[13] More information about RCO's disclosure practices is available online and more information about the Public Records Act is on the websites of the Washington State Attorney General and Municipal Research and Services Center for Washington.

Audits

All records relevant to a project funded by the SRFB must be on file with the grant sponsor and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

[12]"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)]
[13]Revised Code of Washington 42.56

Additional Rules and Instructions

RCO grant programs may issue additional or modified rules, instructions, interpretations, and guides from time to time as it believes necessary for the effective conduct of the grant program. Such changes may apply to all projects. Whenever possible, sufficient lead time will be given between the announcement and the effective date to minimize impacts to projects already in process at the time of announcement.

Civil Liability for Landowners

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

Veterans Conservation Corps

The Department of Veterans Affairs created the Veterans Conservation Corps and maintains a list of veterans with an interest in working on environmental restoration projects. RCO encourages sponsors to incorporate veterans into projects when possible. For additional information about this program, contact the Veterans Conservation Corps coordinator.

Grant Program Acknowledgement and Signs

Unless waived by RCO, a sponsor must acknowledge SRFB, RCO, and PSAR funding assistance, by program, if possible, in all projects during the project period. This includes the following:

- Written acknowledgement in any news release or publication developed or modified for the funded project.
- On signs during the project period and at future entrances. Projects in which posting is impossible due to circumstances out of the control of the sponsor, such as at restoration sites, are exempt from this requirement.

  For sponsors developing their own signs, below are suggestions for how to incorporate appropriate acknowledgement:

  - Funding provided by [insert grant program name].
  - Grant funding from [insert grant program name] made available from the [insert funding board name].

Upon request, RCO provides small signs with the SRFB logo for use at project sites. Upon request, the Puget Sound Partnership may provide resources to those receiving PSAR grants. Please contact the PSAR program manager or an ecosystem recovery coordinator, see appendix A for contact information.

- Verbal acknowledgement during all ground-breaking and dedication ceremonies.

  A sponsor should notify RCO at least two weeks before any project dedication ceremony and thirty days in advance if an RCO representative or speaker is requested at the ceremony.

Carbon and Ecosystem Service Credits

Land acquired or encumbered with an RCO grant may be enrolled in carbon credit and other payments for ecosystem service programs. These programs issue credits or direct payments to landowners for activities such as protecting land, planting trees, or improving management practices that reduce, sequester, or prevent future carbon and other greenhouse gas emissions. For more information, read the instructions on the RCO website.

Invasive Species

The Washington Invasive Species Council developed prevention protocols for preventing the spread of invasive species while working in the field. The SRFB encourages project sponsors to consider how their projects may spread invasive species and work to reduce that possibility. Invasive species can be spread unintentionally during restoration activities. Here is how it could happen:

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

- Moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats from one stream to another.

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

The key to preventing the introduction and spread of invasive species on restoration projects is twofold: Use materials that are known to be free of invasive plants or animals in the project and clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, fishing equipment, sampling equipment, boats and their trailers, vehicles, and tires.

Appendix A: Salmon Recovery Contacts

This information is current as of January 2024. Visit RCO's website for current contact information for RCO staff, regional organizations, and lead entities.

Hood Canal Salmon Recovery Region			
Regional Organization: Hood Canal Coordinating Council Executive Director: David Dicks (206) 550-2685		17791 Fjord Drive, Suite 122 Poulsbo, WA 98370-8481 Website	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Alicia Olivas (360) 271-4722	Josh Lambert (360) 867-8781
North Olympic Peninsula Lead Entity for Salmon**	17*, 18, 19	Cheryl Baumann (360) 417-2326	Alissa Ferrell (360) 867-8618

Lower Columbia River Salmon Recovery Region			
Regional Organization: Lower Columbia Fish Recovery Board Executive Director: Steve Manlow (360) 425-1553		11018 NE 51st Circle Vancouver WA 98682 Website	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Klickitat Lead Entity**	29*	Keaton Curtice (509) 980-1687	Kay Caromile (360) 867-8532
Lower Columbia Fish Recovery Board	24*, 25, 26, 27, 28, 29*	Steve Manlow (360) 425-1553	Bob Warinner (360) 543-3485

Middle Columbia River Salmon Recovery Region			
Regional Organization: Yakima Basin Fish and Wildlife Recovery Board Executive Director: Alex Conley (509) 453-4104		1200 Chesterly Drive, Suite 280 Yakima, WA 98902 Website	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Klickitat Lead Entity**	29*, 30, 31	Keaton Curtice (509) 980-1687	Kay Caromile (360) 867-8532
Yakima Basin Fish and Wildlife Recovery Board	37*, 38, 39	Cheyne Mayer (509) 654-7056	Elizabeth Butler (360) 867-8650

Northeast Washington Salmon Recovery Region			
Managing Organization: Kalispel Tribe of Indians Director of Fishery and Water Resources: Joe Maroney (509) 447-7272		P.O. Box 39 Usk, WA 99180	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Kalispel Tribe-Pend Oreille Lead Entity	62	Mike Lithgow (509) 447-7435	Sandy Dotts (360) 764-3606

Puget Sound Salmon Recovery Region			
Regional Organization: Puget Sound Partnership Salmon Recovery Program Manager: Melissa Speeg, (360) 529-6472 PSAR Program Manager: Marlies Wierenga, (360) 968-9673 Salmon Recovery Coordinator: Hannah Liss, (360) 995-2465		1110 Capitol Way South, Suite 255 Olympia, WA 98501 Website	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Green/Duwamish and Central Puget Sound Watershed (WRIA 9) Lead Entity	9	Suzanna Smith (206) 477-4641	Kate McLaughlin (360) 815-0866
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Alicia Olivas (360) 271-4722	Josh Lambert (360) 867-8781
Island County	6	Jessica Reed (360) 678-7916	Bridget Kaminski (360) 867-8195
Kennedy-Goldsborough Basin (WRIA 14) Salmon Recovery Lead Entity	14*	Jacob Murray (360) 427-4396 Ext 155	Josh Lambert (360) 867-8781
Lake Washington/Cedar/ Sammamish Watershed (WRIA 8) Lead Entity	8*	Carrie Byron (206) 573-6056	Amee Bahr (360) 867-8585
Nisqually River Salmon Recovery Lead Entity	11	Ashley Von Essen (360) 456-5221 Ext. 2145	Josh Lambert (360) 867-8781

Puget Sound Salmon Recovery Region			
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
North Olympic Peninsula Lead Entity for Salmon	17*, 18, 19	Cheryl Baumann (360) 417-2326	Alissa Ferrell (360) 867-8618
Puyallup and Chambers Watershed Salmon Recovery Lead Entity	10*, 12	Lisa Spurrier (253) 798-6158	Kate McLaughlin (360) 815-0866
San Juan County Lead Entity for Salmon Recovery	2	Sam Whitridge (360) 370-7593	Elizabeth Butler (360) 867-8650
Skagit Watershed Council	3, 4	Aundrea McBride (360) 333-1829	Bridget Kaminski (360) 867-8195
Snohomish Basin Lead Entity	7	Gretchen Glaub (425) 330-0311	Amee Bahr (360) 867-8585
Stillaguamish River Salmon Recovery Co-Lead Entity	5	Dani Driscoll (425) 388-3341	Elizabeth Butler (360) 867-8650
West Sound Partners for Ecosystem Recovery	15*	Renee Johnson (360) 509-9941	Bridget Kaminski (360) 867-8195
WRIA 1 Watershed Management Board	1	Becky Peterson (360) 392-1301	Bob Warinner (360) 543-3485
WRIA 13 Salmon Habitat Recovery Committee	13	Amy Hatch-Winecka (360) 741-2524	Kate McLaughlin (360) 815-0866

Snake River Salmon Recovery Region			
Regional Organization: Snake River Salmon Recovery Board Executive Director: Steve Martin (509) 382-4115			410B East Main Street Dayton, WA 99328 Website
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Snake River Salmon Recovery Board	32, 33, 35	Ali Fitzgerald (509) 382-4115	Kendall Barrameda (360) 764-9086

Upper Columbia River Salmon Recovery Region			
Regional Organization: Upper Columbia Salmon Recovery Board Executive Director: Amanda Ward (509) 888-0321			415 King Street Wenatchee, WA 98801 Website
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Upper Columbia Salmon Recovery Board	44,45, 46, 48, 50	Ariel Edwards (208) 540-2691	Amee Bahr (360) 867-8585

Washington Coast Salmon Recovery Region			
Regional Organization: Washington Coast Salmon Partnership Executive Director: Mara Zimmerman (360) 532-9113		100 South I Street, Suite 103 Aberdeen, WA 98520 Website	
Lead Entity	**WRIA**	**Lead Entity Contact**	**RCO Staff**
Chehalis Basin Lead Entity	22, 23	Kirsten Harma (360) 488-3232	Alice Rubin (360) 867-8584
North Pacific Coast Lead Entity	20	Anna Geffre (360) 438-1180 Ext 575	Sasha Medlen (360) 819-3374
Willapa Bay Lead Entity	24*	Tom Kollasch (360) 875-6735	Kendall Barrameda (360) 764-9086
Quinault Indian Nation	21	Richard Brocksmith (360) 826-2164	Teresa Miskovic (360) 622-1659
*Indicates a partial Water Resource Inventory Area (WRIA) **Indicates the lead entity is part of the salmon recovery region, but not part of the regional organization			

Appendix B: Puget Sound Acquisition and Restoration Fund

The Legislature created the Puget Sound Acquisition and Restoration (PSAR) program in 2007 to help implement the most important habitat protection and restoration priorities for Puget Sound. The program is intended to accelerate implementation of the *Puget Sound Salmon Recovery Plan* and contribute to Puget Sound recovery. Funding is appropriated by the Legislature, allocated through the SRFB, and jointly managed by the Puget Sound Partnership and RCO. Since inception, it has invested millions in projects and has helped develop and sustain a system of partners working towards salmon recovery targets within their communities. The Partnership works with fifteen local lead entities to identify and prioritize projects.

Biennial Funding

Each biennium, the Puget Sound Salmon Recovery Council awards the first $30.6 million in funding to Puget Sound lead entities using an allocation formula to advance projects that ensure that every watershed in Puget Sound makes significant progress toward recovery. The first $30.6 million is referred to as "PSAR regular round" funding, which includes capital project funding and funding for program costs. Most projects funded with PSAR regular round funding are submitted and reviewed through the SRFB grant round in even years and pre-approved by the SRFB in September ahead of the legislative session.

The Puget Sound Salmon Recovery Council will award funding in excess of $30.6 million to its list of strategic, high-priority, large capital projects, in rank order. This funding is referred to as "PSAR large capital" funding. Puget Sound lead entities propose these large capital projects through the same process as PSAR regular round in even years. Lead entities and the SRFB Review Panel evaluate the large capital projects, and a panel of experts rank and prioritize the projects. The Puget Sound Salmon Recovery Council

reviews and provides funding recommendations, and the Puget Sound Leadership Council approves the ranked list. For the 2025-2027 biennium, the SRFB pre-approved the final list of PSAR regular and PSAR large capital projects in September 2024. Grants will be awarded after the Legislature adopts a budget.

Process

This grant round may include some projects proposed for PSAR regular round funding that was unallocated in September but may not include any new projects proposed for PSAR large capital funding. Grant applications will be accepted in 2026 for 2027-29 biennium funding.

Role of the SRFB Review Panel

PSAR projects, both regular and large capital, are reviewed technically following the same process used to review SRFB projects.

Allocation Method

The Puget Sound Salmon Recovery Council recommended, and the Puget Sound Leadership Council approved, allocation percentages that prioritize watersheds based on the National Oceanic and Atmospheric Administration's delisting criteria in the *Puget Sound Chinook Recovery Plan*. Lead entities develop their proposed ranked project lists with an assumption, as a starting point, that the base amount for the regular round will be about $30.6 million, inclusive of capital project funding and program costs. Lead entities are encouraged to add a reasonable number of alternate projects to their lists if they have additional high-priority projects in their strategies that are ready to move forward.

If a lead entity does not have enough projects to fully obligate its entire allocation, it may contribute funding to projects in other lead entities in Puget Sound. The project that receives the contribution must be included on both lead entities' project lists (both the lead entity receiving the funding and the lead entity providing the funding). This ensures funding goes to those areas in need and responds to the yearly variations in project lists.

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

Lead Entity	Allocation Percentage
Green/Duwamish and Central Puget Sound Watershed (WRIA 9) Lead Entity	4.1 percent

Lead Entity	Allocation Percentage
Hood Canal Coordinating Council Lead Entity[14]	14.9 percent
Island County Lead Entity	3 percent
Kennedy-Goldsborough Basin (WRIA 14) Salmon Recovery Lead Entity	2.9 percent
Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Lead Entity	5.4 percent
Nisqually River Salmon Recovery Lead Entity	5.2 percent
North Olympic Peninsula Lead Entity for Salmon	9 percent
Puyallup and Chambers Watershed Salmon Recovery Lead Entity	7 percent
San Juan County Lead Entity for Salmon Recovery	3.8 percent
Skagit Watershed Council Lead Entity	15.5 percent
Snohomish Basin Lead Entity	7.1 percent
Stillaguamish River Salmon Recovery Co-Lead Entity	6.9 percent
West Sound Partners for Ecosystem Recovery Lead Entity	3.7 percent
WRIA 1 Watershed Management Board	8.9 percent
WRIA 13 Salmon Habitat Recovery Lead Entity	2.4 percent

Project Eligibility

A PSAR project must meet the same eligibility requirements as a SRFB project described in Section 2 of this manual. In addition to the Request for Proposal criteria referenced below, PSAR funding must directly support implementing a capital project.

Design Requirements

For a restoration project (where an applicant requests $350,000 or more including construction costs), the applicant is required to submit a completed preliminary design (as defined in appendix D) as part of the final application and ideally before the initial site visit.

Match

Generally, match is not required for any PSAR project. Match may be required for certain riparian projects and certain acquisition projects (see "Matching Share" in section 2). A project may be funded with both SRFB and PSAR funds; however, those funds may not be used as match to each other. The applicant must include outside sources of funding in the cost estimate attached to PRISM. A successful applicant will not be required to document outside funding in bills but will be required to document outside funding in the final report.

[14]Hood Canal Summer Chum Evolutionarily Significant Unit receives 5 percent of the total PSAR capital funds.

Funding Timeline

PSAR funds approved by the Legislature in 2025 must be spent by June 30, 2029. All projects must be under agreement within 180 days from the funding date. Construction should begin within one year of the funding date or the next available fish window.

Returned Funds

Regional Funds

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

- Within the same lead entity to another approved PSAR project, if they can be expended within the allowable timeframe (before funding expires). This re-allocation of funds must be approved through the lead entity approval process.
- Returned to the region to fund another lead entity requesting funds to complete an approved PSAR project.

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

For a sponsor seeking returned funds, see the "Process for Cost Increases Using Returned Funds" below to ensure project eligibility.

PSAR Large Capital Funds

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

- For SRFB-approved PSAR large capital projects that still need additional funding or that have unanticipated cost increases.
    - All cost increase requests must go through the standard SRFB cost increase request process (see "SRFB Amendment Request Authority").

    - Return funds will be awarded to projects that can demonstrate the need for additional funds beginning with the highest ranked project in the approved PSAR large capital project list from the same biennium the return funds were generated from.

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

    - If the Puget Sound Salmon Recovery Council and Leadership Council have approved the next biennium's PSAR large capital project list, then the funds will be applied to those projects in rank order. Funds may be used to defray cost increases to those approved projects or to fund projects below the original funding line.

    - If the Puget Sound Salmon Recovery Council and Leadership Council have not yet approved the next biennium's large capital project list, then the funds may be applied to an approved PSAR regular project that is a high priority and urgently in need of additional funds.

In certain cases, the Puget Sound Salmon Recovery Council and Leadership Council may make an exception to this policy and also approve the use of large capital return funds for unanticipated cost increases to an approved PSAR regular project that is a high priority and urgently in need of additional funds or for a large capital project from a previous biennium.

Puget Sound Partnership staff will seek approval from the Puget Sound Salmon Recovery Council and Leadership Council about a proposed use of return funds. A recovery council or Leadership Council member who cannot accept the proposal may block it. If this occurs, Puget Sound Partnership staff will convene a meeting quickly to resolve the decision.

Process for Cost Increases Using Returned Funds

Cost overruns must receive Puget Sound Partnership and RCO approval and are subject to the process outlined above. Project requests use the cost amendment process outlined in appendix I. The Puget Sound Salmon Recovery Council may recommend that the Leadership Council make any significant policy decisions regarding management of funds for the large capital list, similar to a lead entity citizen's committee decision-making authority for managing regular round funds in a lead entity prioritized project list.

If a lead entity cannot use returned funds within the allowable timeframe, these funds may pool into a Puget Sound regional fund to address cost increases for PSAR projects in areas where lead entities have no PSAR funds available to complete those projects.

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

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

1. Unobligated PSAR funds from a lead entity. If the lead entity does not have any unobligated funds then,

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

3. SRFB cost increase funds, which RCO manages. If RCO does not have any cost increase funds to dispense, or does not approve the request due to its size, then,

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

To request returned funds from the region, please complete the Amendment Template and provide it to the Partnership and the lead entity coordinator.

RCO developed a tool in PRISM that allows lead entities, the region, and others to track the disposition of PSAR funds in each watershed in real time. This tool will assist lead entities in determining the availability of returned funds and whether those funds may be applied to other PSAR projects in their watersheds.

All funds must be expended within four years from the date the funds were appropriated; the 2023-25 allocation, for example, must be expended by June 30, 2027. Time extensions will be allowed on a case-by-case basis and must be approved by the Puget Sound Partnership and RCO. Funds not expended by lead entities within the allowable timeframe and via the processes described above will pool into a regional fund allocated by the Puget Sound Partnership, in coordination with RCO, for cost increases. The Partnership will allocate regional return funds to projects that meet the following criteria:

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

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

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

- Time sensitive.

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

- Lead entity has no additional money from the PSAR fund available.

Approved policies from the Puget Sound Partnership are on its website.

Process for Requesting a Time Extension (PSAR Only)

The sponsor of a PSAR project needing a time extension should notify the RCO grants manager of any projected delays in meeting project milestones as soon as possible. If the project completion date will be missed, the sponsor must request a time extension amendment to the contract by sending a written request to RCO no less than sixty days before the project's completion date. A sponsor only needs Partnership staff approval when seeking to extend a project past *the four-year time limit*. Note that a design project without match is not eligible for time extensions and must be complete within twenty-four months of funding date.

Rapid Response Fund

The Puget Sound Partnership has created a fund for urgent and essential strategic habitat acquisitions in the Puget Sound region. Please note this funding source is **NOT** to support cost overruns or projects that will be funded in the current grant rounds. View the Partnership's website for more information on the Rapid Response Fund.

Appendix C: Application Checklist

An applicant must submit a project from the Salmon Recovery Portal (formerly the Habitat Work Schedule) to PRISM to start the application process. Once the project is in PRISM, the applicant completes the online application and attaches required documents for the project type.

A sponsor who participates with a lead entity with the earliest site visits may not have access to the project proposal questions in PRISM at the time of the application due date. If this is the case, contact the RCO grants manager or lead entity coordinator for support.

Application Checklist

In PRISM Online, select *Check page for errors* on each page, or *Check Application for Errors* on the *Submit Application* page to make sure all fields are complete.

	PRISM Online Attachment Checklist Items	Template / Form Link
	Project Cost Estimate. RCO recommends using its template or similar format. Attach in PRISM and clearly label "Cost Estimate." Include agency indirect in the estimate.	Spreadsheet
	Landowner Acknowledgement Form is required for a project on land not owned by the applicant or on state-owned aquatic lands.	Form
	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.	Form
	Maps. • General vicinity map for all projects • Site plan for a restoration project	Applicant Creates

	PRISM Online Attachment Checklist Items	Template / Form Link
	• Parcel map for an acquisition project	
	Design Materials for All Restoration Projects. NOTE that preliminary designs ARE REQUIRED for a project requesting $350,000 or more in SRFB funds.	Applicant Creates
	Response to Review Panel Application Comments. An applicant must respond to review panel comments by updating PRISM.	Update PRISM
	Project Photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.	Applicant Creates
	Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only). • Barrier Evaluation Form is required for a fish passage project (planning or restoration). • Correction Analysis Form is only required for a barrier correction field fit construction project requesting less than $350,000 from SRFB. • Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's Fish Passage Map website.	Barrier Evaluation Forms Correction Analysis Form
	Intensively Monitored Watershed (IMW) Certification, if relevant. • Required for any project in an IMW watershed. • Certification from lead scientist AND salmon recovery region.	Region or Lead Entity Creates
	Deliverables from Previous Phases of Work (for phased projects) • Includes previously funded assessment or design materials.	Applicant Creates
	Other Materials (optional). "Waiver of Retroactivity," graphs, parcel maps, letters of support, etc.	Applicant Creates
	Riparian Enhancement Plan. Required for riparian restoration projects as primary purpose, regardless of fund source. See appendix M for details of required elements.	Example Plan
	SRFB Applicant Resolution and Authorization is required for any non-tribal sponsor who will sign the grant agreement. A tribal sponsor submits a resolution with a funded agreement.	Form
	RCO Fiscal Data Collection Sheet. This form collects information about the applicant's indirect rate and other financial information.	Form
	Tribal Notification Letter. This is required for all projects.	Template Letter

Appendix D: Design and Restoration Project Deliverables

How Appendix D is Organized

This appendix guides a sponsor through the typical stages of site-specific, restoration project development: conceptual design, preliminary design, final design, and construction. It is anchored by the Project Deliverables Table, which outlines the full suite of deliverables included in the design and construction process, how they are connected to a particular project stage, and when each deliverable must be provided to RCO. The Project Deliverables Table is followed by a description of each deliverable.

The goal of this appendix is to allow the sponsor to tailor restoration efforts to the project's needs, complexity, risk, and funding, while maintaining technical rigor, ensuring a consistent approach to project review, and encouraging best practices in the field.

The exception to appendix D requirements, are riparian projects that involve invasive species control, planting, and stewardship activities. The design requirements and deliverables for these types of projects, in particular planting and stewardship activities, are provided in appendix M. Riparian program funded projects that incorporate in-stream or other typical restoration practices as supporting elements of the riparian establishment must follow appendix D guidelines.

Technical Expectations

While each project is unique, there are certain foundational requirements and analytical approaches common to all restoration projects that will help ensure a smooth technical review and timely completion of deliverables. **All sponsors are expected to meet the**

project design expectations below; failure to do so will have significant implications for technical review at application and during the funded projects.

Incorporate a Qualified Design Team

Salmon habitat restoration projects require a designer or team with a balance of knowledge and experience in fisheries biology, civil engineering, geomorphology, and other technical fields. The person or team completing the project design should include at least one licensed professional engineer with experience in salmon habitat restoration. A project with straightforward design and minimal sponsor liability concerns may not require a licensed professional engineer and people with applicable experience and technical knowledge may design the project.

If a licensed engineer will not design the project, indicate this in the application and describe the qualifications and experience of the team that will design the project. The SRFB Review Panel will use this information during its review.

Use a Standard Design Approach

The SRFB supports the series of technical guidance documents through the Washington Department of Fish and Wildlife's Aquatic Habitat Guidelines program, including *Stream Habitat Restoration Guidelines* (2012), *Water Crossing Design Guidelines* (2013), *Marine Shoreline Design Guidelines* (2014), and *Incorporating Climate Change into the Design of Water Crossing Structures* (2017). The Project Deliverables Table below was derived from the standards in these guidance documents, and sponsors are encouraged to use these design resources in developing projects.

Provide Analysis and Evaluation

Engineering design and technical evaluation must focus on achieving the project's goals and objectives. Sponsors are encouraged to ensure that their data gathering and analyses, planning, and design efforts focus specifically on achieving the projects' goals and objectives throughout the processes. Consult chapters 4 and 5 of the *Stream Habitat Restoration Guidelines*, which provide guidance on developing goals and objectives, restoration strategies, and designing and implementing restoration techniques.

RCO incorporated examples of, and guidance for, common restoration project goals and objectives in the online application. PRISM also contains many examples of project design deliverables for projects ranging from straightforward fish passage projects to complex, multi-phase, reach-level restoration projects, all of which can help sponsors plan appropriate design efforts.

Submit a Basis of Design Report

A Basis of Design Report is a required deliverable of all RCO-funded design stages and provides a record of the technical analyses and decisions that support the design. The report provides the detail necessary for the SRFB Review Panel, grants managers, permitting authorities, stakeholders, and other funders to understand how a project meets its goals and objectives. The Project Deliverables Table below outlines report chapters or sections that follow the standard design development process. The level of completion and detail of each chapter are dependent upon the design stages (conceptual, preliminary, final, field fit).

To understand the report deliverable, RCO published some sample design reports on its website to help illustrate expectations for the level of detail and layout of a basis of design report.

Design Stages and Project Scoping

To ensure consistent technical standards and project documentation for the public record, planning and restoration projects follow four standard project development stages, as described below. Multiple design stages may be completed within the scope of a single grant agreement or phased sequentially across multiple projects. For either approach, the sponsor must complete the deliverables of the previous stage before beginning work on the next stage. If the sponsor proposes to fund the design in separate sequential stages, the completed deliverables from the previous stage should be included in the final application to fund the next phase. Ideally, the completed design deliverables from previous stages are submitted before the scheduled lead entity application site visit. Lack of progress on earlier stages may result in a current application being identified as a project of concern due to lack of information or sequencing.

Conceptual Design

A conceptual design project involves the selection and concept-level design of a preferred, site-specific alternative to achieve desired restoration outcomes. The conceptual design is guided by specific desired objectives, collects adequate technical information to evaluate existing conditions and develop alternatives, and results in drawings and a written report sufficient to explain and support the preferred alternative as well as guide the next stages of design. See the Project Deliverables Table and detailed deliverables descriptions below for more information about conceptual design requirements.

Preliminary Design

Preliminary design incorporates all necessary site assessment, survey, and technical analysis of pre-project and post-project conditions into a set of design drawings and a Basis of Design Report. The preliminary design and report will effectively convey how the project will meet its goals and objectives for salmon recovery and meet the qualifications for construction permit applications with state and federal agencies. See the Project Deliverables Table and detailed deliverables descriptions below for more information about preliminary design requirements.

Final Design

Final design incorporates technical comments from stakeholders, funders, and permitters into a stand-alone and comprehensive set of final drawings, an updated Basis of Design report, and technical specifications for project construction not already provided in the preliminary design. The final design process must address and resolve all substantial issues raised in the permitting and stakeholder review process so that all stakeholders agree on the final plans. See the Project Deliverables Table and detailed deliverables descriptions below for more information about final design requirements.

Construction

Construction involves implementing and documenting on-the-ground restoration actions as described in SRFB-approved and permitted designs. Any deviation of the approved design plans during construction should be documented on a revised set of "as-built" drawings using the original design plans as a template. See the Project Deliverables Table and detailed deliverables descriptions below for more information about construction requirements.

Field-Fit Projects

RCO expects a sponsor to complete all design project deliverables as specified in the Project Deliverables Table before moving to the construction stage. However, depending on the circumstances and permitting requirements, a project may be suitable to proceed directly to construction without the full suite of final design deliverables. When elements of a project adjust to fit the specifics of the site as part of the construction phase rather than during final design, RCO refers to this project as a "field-fit" project.

A field-fit project is eligible for funding only when the proposed project meets the following criteria:

- If requesting less than $350,000 from SRFB for restoration and design, submit conceptual design deliverable requirements with the application, including detailed design drawings and written description of a preferred alternative

consistent with the standards described in deliverable 3.c below. For a fish passage project, a correction analysis form is required at application submittal.

- If requesting more than $350,000 from SRFB for restoration , submit preliminary design deliverable requirements with the application.
- The sponsor and the design team can illustrate their extensive experience successfully implementing the project type being proposed and can provide a high level of construction oversight.
- The project type is less complicated, with well-established methods and specifications, and a record of successful outcomes suggesting "field-fit" effectiveness.
- Liability and landowner concerns are minimal, with low risk for damaging critical infrastructure (homes, bridges, railroads, nearby unstable slopes, etc.) and existing intact salmon habitat.
- Design is straightforward, requiring less detailed drawings for permitting and construction than typically required as part of a final design report.

If funded, a field-fit project must still, at a minimum, do the following:

- Complete preliminary design requirements.
- Obtain all required permits before construction.
- Provide post-construction deliverables before closing grant agreement, including as-built drawings and an updated Basis of Design Report based on final field implementation.

If requesting funding for a field-fit project based on the above criteria, indicate this on the application and consult with a grants manager about the planning deliverables to be submitted to RCO before construction.

Depending on the project specifics and SRFB Review Panel recommendations, RCO may determine that the project is not appropriate for the field-fit pathway, require the sponsor to submit additional design deliverables for review before receiving construction funding, or require the sponsor to complete additional design deliverables as part of a stand-alone planning project before applying for construction funding. These requirements will be communicated to the applicant during the application review process and may result in a special condition to the grant agreement.

Cultural Resources Compliance

Real property restored through RCO funding is subject to Governor's Executive Order 21-02 or compliance with section 106 of the National Historic Preservation Act. RCO requires documented compliance with the applicable cultural resources review process before any ground-disturbing activities (including minor disturbances like geotechnical engineering). RCO will begin the initial consultation during the agreement award stage. If next steps or further review is determined to be necessary, these should be included in subsequent design applications.

For more information on cultural resources review, see section 6.

Project Deliverables Table

The table below outlines standard stages for site-specific restoration projects. This table specifies required deliverables for each stage of project development and when to provide each deliverable to RCO.

This appendix will serve as a key resource to develop a design or construction project application and appropriate scopes of work for the design and engineering teams. For an applicant proposing multiple design stages as part of a single application, the earliest stage of the project forms the basis for required deliverables at application. The most advanced design stage proposed forms the basis for required deliverables at the end of the project.

If unsure, ask questions in advance about a particular design element and its inclusion in the project deliverables. The grant agreement will include the specific design deliverables required based on project type, application, local evaluation, SRFB Review Panel recommendations, and the sponsor's experience.

Deliverables		Project Stage				
		Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
1	Design Drawings	Due by closing	Conceptual due at application; Permit ready designs due by closing	Conceptual or preliminary due at application; Final due by closing	Due at application	Due at application
2a	Basis of Design Report: Introduction, Goals, and Objectives	Due by closing	Due at application	Due at application	Due at application	Due at application

Deliverables		Project Stage				
		Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
2b	Basis of Design Report: Site Characterization	Due by closing	Due at application	Due at application	Due at application	Due at application
2c	Basis of Design Report: Alternatives Assessment and Selection	Due by closing	Due at application	Due at application	Due at application	Due at application
2d	Basis of Design Report: Cost Estimate	Estimate Due by closing	Updates due by closing	Updates due by closing	Due at application	Estimate due at application
2e	Basis of Design Report: Design Considerations, Evaluations, and Analyses	—	Due by closing	Updates due by closing	Due at application	May be required before construction
2f	Basis of Design Report: Permitter and Stakeholder Consultation	—	(optional)	Updates due by closing	Due before construction	May be required before construction
3	Landownership Certification Form	—	Due before agreement	Due before agreement	Due before agreement	Due before agreement
4	Construction Permits	—	Optional	Optional	Due before construction	Due before construction
5	Construction Quantities	—	—	Due by closing	Due before construction	May be required before construction
6	Final Design Technical Specifications	—	—	Due by closing	Due before construction	May be required before construction
7	Contract Bidding Documents and Conditions	—	—	Optional	Due before construction	Due before construction
8	Landowner Agreement	—	—	—	Due before construction if land not owned by sponsor	Due before construction if land not owned by sponsor

Deliverables		Project Stage				
		Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
9	As-Built Drawings and Documentation	—	—	—	Due by closing	Due by closing

Project Deliverables Table Descriptions

1. Design Drawings

The preparation of design drawings is key to completing a successful habitat restoration project. All design and restoration projects require design drawings in digital format (e.g., AutoCAD). Each drawing should be to scale, with vertical and horizontal scales on the drawings being kept the same when possible.

The minimum drawing requirements depict all project elements in sufficient detail to support project permitting and construction and include at least the following:

- Existing site plan showing area/location map; property boundaries; landownership; road, utilities, or other infrastructure as appropriate; scale; north arrow; water bodies and direction of flow; and bank-full width or mean low and high water (marine waters).
- Project site plan view drawing(s) showing proposed actions overlaid on the site plan (above). The site plan will include all project elements including installation and removal of fill, wood, rock, culverts, and infrastructure; clearing and staging; dewatering, etc. Include additional structural design details as needed.
- Longitudinal profile and multiple cross-sections at important project locations showing water surface elevations relevant to the design (e.g., ordinary high water, maximum design flow, tidal elevations, flood elevations.)
- LiDAR (Light Detection and Ranging) layer with location of all major project elements, if available.

Include additional design drawings where available for complex projects or projects with multiple features or multiple sites.

2. Basis of Design Report

The Basis of Design Report is a detailed record of a project design process that accompanies visual plans and drawings. The following steps or chapters outline the

full suite of information considered and documented if appropriate for the project type. Pay attention and ensure the project provides the content outlined in these chapters, rather than adhering to the layout.

2a. Introduction, Goals, and Objectives

The project introduction will include a clear explanation of the fundamental purpose of the project, description of the site-specific limiting factors for specific Endangered Species Act-listed salmonids and applicable life stages, and the specific habitat restoration goals and objectives of the project. Identifying goals and objectives for each project is a critical technical framework that demonstrates a project's certainty of success and benefits for salmon recovery.

Goals–Goals articulate desired biological outcomes (i.e., desired future conditions) and what salmonid species, life stages, and/or seasonal needs will benefit from those outcomes.

Objectives–Objectives define the specific project outputs produced to achieve the stated project goals. Objectives are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Note that project objectives are not the same as work tasks in a project's scope of work.

The PRISM grant application contains links to examples of goals and objectives appropriate for the various types of funded projects (e.g., acquisition, assessment, design, and restoration projects). RCO encourages sponsors to review these examples and consult with experienced design professionals, the SRFB Review Panel, and grants managers to help frame clear goals and objectives.

2b. Site Characterization

A detailed characterization of existing conditions relevant to project design, in the context of established goals and objectives. The level of information will vary from project to project, but typically includes the following elements when available:

- A summary of site, reach, and watershed conditions
- Site history leading to the observed problems
- Biological and water quality factors as they relate to the project conditions
- Topographic, geomorphic, and vegetative survey information
- Surrounding habitat types and land uses
- Landowner and community expectations

- Water velocities, depths, and flow rates applicable to species and life stages being targeted by restoration practices
- Groundwater or hyporheic flow ranges
- Tidal elevation and ranges
- Available sediment sampling information
- Site constraints and maintenance requirements that may present challenges to natural process-based restoration

2c Alternatives Assessment and Selection

A core element of the restoration planning process is identifying the range of feasible approaches to meet the project's goals and objectives. This section will include a description and evaluation of these design alternatives considered to achieve the project goals and objectives culminating in the selection and of a preferred alternative with supporting rationale.

Include a written comparison of each of the alternatives through a thorough evaluation process based on consistent criteria. The applicant is highly encouraged to include visual depictions (maps with design elements applied to the specific site) or typical-style drawings to show a comparison of alternatives. When assessing alternatives, the applicant will consider the following evaluation criteria, at a minimum:

- Connection to project goals and objectives
- Tangible benefit to all targeted species and life stages
- Stakeholder comments and community support
- Economic feasibility (appropriate cost-to-benefit ratio)
- Likelihood of success
- Ongoing maintenance requirements
- Project sustainability and resilience

The sponsor must clearly identify and justify selection of a preferred design alternative to achieve project objectives, which will form the basis of all subsequent design stages.

The preferred alternative will include a detailed written description of all proposed design elements. To meet conceptual design requirements, the preferred alternative

will depict an accurately scaled site plan view drawing of existing conditions and project elements. Specifically, the drawings for the preferred alternative must include, at a minimum, the following:

- An area/location map
- Property boundaries and land ownership (either surveyed or approximated)
- Roads and other existing infrastructure
- Scale and north arrow
- Water bodies and direction of flow
- Bank-full width (freshwater), mean high water line (marine)
- Approximate location and appropriately scaled dimensions of proposed design elements

2d. Cost Estimate

The level of detail and accuracy of a cost estimate for construction is driven by the stage of design. Conceptual design-level construction cost estimates are rough calculations not based on thorough quantification of project costs but rather professional opinions of similar project costs. They are intended as an initial estimate to inform evaluation of differences between project alternatives.

Preliminary-level design cost estimates include quantified costs derived from the design process, further refined and updated at final design. Detail will include estimates of line items such as the following:

- Materials
- Contract labor costs
- Construction supervision
- Special services such as surveys, materials testing, and geotechnical
- Sales taxes

2e. Design Considerations and Analyses

This chapter describes all specific design criteria that define the intent and expectations for each project element. Design criteria are specific, measurable attributes of project features that clarify the purpose of each project element and articulate how each element will contribute to the project's overall goals and

objectives. Include justification and documentation of design methods applied, including assumptions that facilitated the design. Provide design output, including analytical results of all technical and design analyses and how these translate to project element designs.

The Basis of Design Report must include all raw data, computational data, model output, and other reports (geotechnical, hydraulic modeling, topographic survey, wetland delineation, etc.), either as appendices or incorporated into the Design Considerations and Analysis chapter.

2f. Permitting and Stakeholder Consultation

The Basis of Design Report can include a description of regulatory and/or other public consultation activities. Review and address comments from agencies and other stakeholders, if comments were received. This section is optional based on proposed deliverables or as outreach, feedback, and discussion with stakeholders occurs during the design process.

3. Landowner Certification Form

See Appendix E: Funded Project Forms, for more information about the Landowner Certification Form.

4. Construction Permits

Permitting is an optional step in a design project. Feedback from permitting agencies can inform the final design. Including permitting in the design project scope of work is a matter of timing and project complexity. Some applicants include developing permit applications in the design scopes and wait until receiving construction funding to submit permit applications. Some applicants include submitting permits in the final design scope of work. The sponsor will be asked to provide documentation with uploaded copies and permit numbers with issue dates submitted in a PRISM progress report before starting construction.

5. Construction Quantities

The design report or drawing plan will outline quantified materials, occasionally listed separately. The level of detail is dependent upon the stage of design but fully refined at final design to ensure well developed costs estimates and bid packages.

6. Final Design Technical Specifications

The final design plans, report, or a separate document will include the technical specifications. Support all work shown on project drawings with one or more

technical specifications to further describe and/or control the work. The construction contractor should know about project materials, technical requirements, project elevations, permit requirements, or any other elements of the proposed project. Clear and detailed technical specifications reduce on-the-ground adjustments and changes that may deviate from the original project objectives.

7. Contract Bidding Documents and Conditions

Developing contract documents is an optional step in a design-only project because it may be more practical during the construction phase.

If the sponsor's construction crew will build the project, then bid documents and contract conditions are not required; however, the requirements for technical specifications and a detailed list of work items (above) still apply.

Bidding documents will include a bid form, definitions, a proposed agreement, general conditions, special provisions, technical specifications, and the project drawings.

The sponsor will select contractors using good business practices, which could include selective negotiations with known contractors, public advertisement for bids, or competitive bidding using some combination of proposed price and contractor qualifications. The contractor selection process should be objective and defensible in case of contest and follow all applicable state and required federal procurement procedures.

8. Landowner Agreement

RCO requires a landowner agreement for a restoration project on land that the sponsor does not own. See Appendix E: Funded Project Forms for more information about the Landowner Agreement Form.

9. As-Built Drawing and Documentation

Document all changes made during construction. "As-built drawing" is the conventional term applied to project design drawings modified by the engineer after construction to document the completed project. Prepare "as-built drawing" if changes were made to the final design during construction or if the sponsor used a field-fit construction approach. Submit these drawings to the RCO grants manager after project completion. Instead of the conventional "as-built drawing" described above, RCO may allow the sponsor to submit the following as-built documentation:

- Original final designs (if no changes were made during construction).

- Original final designs with a list of change orders describing the construction changes.

- A design memo from the engineer with notations on the final design/construction plans identifying the changed elements of the project with photograph points and photographs showing the project after construction.

10. Restoration Stewardship Plan

If a sponsor completes a restoration project on land the sponsor owns, the sponsor must complete a ten-year stewardship plan before the project closes. A stewardship plan ensures the landowner will maintain the project area at least ten years after completion. Visit the RCO website to download a Restoration Stewardship Plan Template with recommendation components.

Appendix E: Funded Project Forms

Landownership Certification Form

This form ensures the sponsor reviewed property information and that no existing deed restrictions, liens, easements, or other encumbrances would impede construction, operation, or maintenance of the project. This form is **required** for all restoration projects and for all preliminary or final design projects after project site identification. The sponsor must submit the form before RCO issues a grant agreement. Visit the RCO website to download a Landownership Certification Form.

Landowner Agreements

A landowner agreement is required for a restoration project on land that the sponsor does not own. Provide RCO with a signed landowner agreement before construction or before reimbursement for any construction expenses.

The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the sponsor and RCO staff for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities.

The landowner agreement remains in effect for a minimum of ten years from the date of project completion. The date of project completion is the date of final payment to the sponsor, as defined in section E of the salmon grant agreement. It is the sponsor's responsibility to inform the landowner of this date.

Visit the RCO website to download a Landowner Agreement Form.

Acquisition Stewardship Plan

If the sponsor acquired land fee simple, the sponsor must provide a stewardship plan at the close of the project. A stewardship plan ensures the landowner will maintain the property in perpetuity. To download a template with the recommended plan components, visit the RCO website.

Restoration Stewardship Plan

If the sponsor completed a restoration project on land the sponsor owns, the sponsor must provide a stewardship plan at the close of the project. A stewardship plan ensures the landowner will maintain the project area at least ten years after completion. Visit the RCO website to download a template with the recommended plan components.

Riparian restoration projects will complete a riparian enhancement plan (appendix M) to fulfill this requirement.

Amendment Requests

A sponsor may appeal any decision to the SRFB by using the amendment request template to submit a request to an RCO grants manager. Refer to the Appendix I: SRFB Amendment Request Authority, for more information.

Appendix F: SRFB Evaluation Criteria

To help ensure that every project funded by the SRFB is technically sound, the SRFB Review Panel will note for the SRFB any projects it believes have the following:

- Low benefit to salmon
- A low likelihood of being successful
- Costs that outweigh the anticipated benefits of the project

Projects designated as "Projects of Concern" have a low benefit to salmon, a low likelihood of success, or costs that outweigh the anticipated benefits. The SRFB Review Panel will not otherwise rate, score, or rank projects, unless directed by the SRFB. RCO expects that projects will follow best management practices and will meet local, state, and federal permitting requirements.

The SRFB Review Panel uses the review module in PRISM Online to capture comments on individual projects. Comments, once shared by a panel, are visible on each project application in PRISM on the *Review Comments* screen.

Criteria

For all projects, the panel will determine that a project is not technically sound and cannot be significantly improved if it meets one or more of the following criteria:

- It is unclear there is a problem to salmonids the project is addressing. For an acquisition project, this criterion relates to the lack of a clear threat if the property is not acquired.
- Information provided or current understanding of the system is not sufficient to determine the need for, or the benefit of, the project.

  - Incomplete application or proposal.
  - Project's goal or objectives not clearly stated or do not address salmon habitat protection or restoration.
  - Project sponsor did not respond to SRFB Review Panel comments.
  - Acquisition parcel prioritization (for multisite proposals) is not provided or the prioritization does not meet the project's goal or objectives.
- The project is dependent on addressing other key conditions or processes first.
- The project has a high cost relative to the anticipated benefits and the project sponsor failed to justify the costs to the satisfaction of the SRFB Review Panel.
- The project does not account for the conditions or processes in the watershed.
- The project may be in the wrong sequence with other habitat protection, assessments, or restoration actions in the watershed.
- The project does not work towards restoring natural watershed processes or prohibits natural processes.
- It is unclear how the project will achieve its stated goals or objectives.
- It is unlikely that the project will achieve its stated goals or objectives.
- There is low potential for threat to habitat conditions if the project is not completed.
- The project is sited improperly.
- The submitted project design deliverables are inadequate relative to the total overall project cost, design complexity, applicant technical experience, or risk factors.
- The stewardship description is insufficient or there is inadequate commitment to stewardship and maintenance and this likely would jeopardize the project's success.
- The focus is on supplying a secondary need, such as education, streambank stabilization to protect property, or water supply.

Additional Criteria for Riparian Restoration Projects

In addition to the criteria above, for a riparian planting project, if the project does not meet the required minimum buffer width, the SRFB Review Panel will evaluate the project based on the site-specific conditions and determine whether the proposed width can provide riparian function, will provide a benefit to salmon recovery, and will achieve goals as articulated in the regional recovery plans.

Additional Criteria for Planning Projects

For a planning project (e.g., assessment, design, inventory, and study), the SRFB Review Panel will consider the criteria listed above and the additional criteria below. The SRFB Review Panel will determine that a project is not technically sound and cannot improve significantly if the following conditions are met:

- 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.
- The methods do not appear to be appropriate to meet the goals and objectives of the project.
- There are significant constraints to the implementation of projects following completion of the planning project.
- The project does not clearly lead to project design or does not meet the criteria for filling a data gap.
- The project does not appear to be coordinated with other efforts in the watershed or does not use appropriate methods and protocols.

Appendix G: 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" criteria. Use the benefit and certainty criteria listed below only for lead entity guidance in their evaluation of projects through their local processes.

Benefit Criteria		
Watershed Processes and Habitat Features Identified and Prioritized in the Strategy		
HIGH BENEFIT project addresses high-priority habitat features and/or watershed process that significantly protect or limit the salmonid productivity in the area. **Acquisition:** More than 60 percent of the total project area is intact habitat, or if less than 60 percent, project must be a combination that includes restoration.	MEDIUM BENEFIT project may not address the most important limiting factor but will improve habitat conditions. **Acquisition:** 40-60 percent of the total project area is intact habitat, or if less than 40-60 percent, project must be a combination that includes restoration.	LOW BENEFIT project does not address an important habitat condition in the area.

Benefit Criteria		
Assessment: Crucial to understanding watershed processes, is directly relevant to project development or sequencing, and clearly will lead to new projects in high-priority areas.	**Assessments:** Will lead to new projects in moderate priority areas and is independent of addressing other key conditions first.	
Areas and Actions Identified and Prioritized in the Strategy		
HIGH BENEFIT project is a high-priority action in a high-priority geographic area. **Assessment:** Fills an important data gap in a high-priority area.	MEDIUM BENEFIT project may be an important action but in a moderate-priority geographic area. **Assessment:** Fills an important data gap but is in a moderate-priority area.	LOW BENEFIT project addresses a lower priority action or geographic area.
Scientific Identified and Prioritized in the Strategy		
HIGH BENEFIT project is identified through a documented habitat assessment.	MEDIUM BENEFIT project is identified through a documented habitat assessment or scientific opinion.	LOW BENEFIT project is unclear or lacks scientific information about the problem being addressed.
Species Identified and Prioritized in the Strategy		
HIGH BENEFIT project addresses multiple species or unique populations of salmonids essential for recovery or Endangered Species Act-listed fish species or non-listed populations primarily supported by natural spawning. Documented fish use.	MEDIUM BENEFIT project addresses a moderate number of species or unique populations of salmonids essential for recovery or Endangered Species Act-listed fish species or non-listed populations primarily supported by natural spawning. Documented fish use.	LOW BENEFIT project addresses a single species of a low priority. Documented fish use.
Life History Identified and Prioritized in the Strategy		
HIGH BENEFIT project addresses an important life history stage or habitat type that limits the productivity of	MEDIUM BENEFIT project addresses fewer life history stages or habitat types that limit the productivity of the	LOW BENEFIT project is unclear about the salmonid life history being addressed.

Benefit Criteria		
the salmonid species in the area or project addresses multiple life history requirements.	salmonid species in the area or partially addresses fewer life history requirements.	
Costs Identified and Prioritized in the Strategy		
HIGH BENEFIT project has a low cost relative to the predicted benefits for the project type in that location.	MEDIUM BENEFIT project has a reasonable cost relative to the predicted benefits for the project type in that location.	LOW BENEFIT project has a high cost relative to the predicted benefits for that particular project type in that location.

Certainty Criteria		
Appropriate Identified and Prioritized in the Strategy		
HIGH CERTAINTY project scope is appropriate to meet its goals and objectives.	MEDIUM CERTAINTY project is moderately appropriate to meet its goals and objectives.	LOW CERTAINTY project has methods do not appear to meet the goals and objectives of the project.
Approach Identified and Prioritized in the Strategy		
HIGH CERTAINTY project is consistent with proven scientific methods. **Assessment:** Methods will effectively address an information or data gap or lead to effective implementation of prioritized projects within one to two years of completion.	MEDIUM CERTAINTY project uses untested or incomplete scientific methods. **Assessment:** Methods will effectively address a data gap or lead to effective project implementation of prioritized projects within three to five years of completion.	LOW CERTAINTY project uses untested or ineffective methods.
Sequence Identified and Prioritized in the Strategy		
HIGH CERTAINTY project is in the correct sequence and is independent of other actions being taken first.	MEDIUM CERTAINTY project is dependent on other actions being taken first that are outside the scope of this project.	LOW CERTAINTY project may be in the wrong sequence with other protection and restoration actions.

Certainty Criteria		
Threat Identified and Prioritized in the Strategy		
HIGH CERTAINTY project addresses a high potential threat to salmonid habitat.	MEDIUM CERTAINTY project addresses a moderate potential threat to salmonid habitat.	LOW CERTAINTY project addresses a low potential threat to salmonid habitat.
Stewardship Identified and Prioritized in the Strategy		
HIGH CERTAINTY project clearly describes and funds stewardship of the area or facility for more than ten years.	MEDIUM CERTAINTY project clearly describes but does not fund stewardship of the area or facility for more than ten years.	LOW CERTAINTY project does not describe or fund stewardship of the area or facility.
Landowner Identified and Prioritized in the Strategy		
HIGH CERTAINTY project landowners are willing to have work done.	MEDIUM CERTAINTY project landowners were potentially contacted and likely will allow work.	LOW CERTAINTY project landowner willingness is unknown.
Implementation Identified and Prioritized in the Strategy		
HIGH CERTAINTY project actions are scheduled, funded, and ready to take place and have few or no known constraints to successful implementation including projects that may result from this project.	MEDIUM CERTAINTY project has few or no known constraints to successful implementation as well as other projects that may result from this project.	LOW CERTAINTY project actions are unscheduled, unfunded, and not ready to take place, and have several constraints to successful implementation.

Appendix H: Regional Area Summary Information

The final annual funding report provides region-by-region summaries to the Governor's Salmon Recovery Office and the SRFB each September. These summaries document the local process to bring project lists to the SRFB for funding in each salmon recovery region. Questions 1B-1D ask regions if their allocations will fund the highest priority projects. Questions 4 and 5 from lead entities will be submitted by lead entities to the regions and included in the summaries.

RCO staff requests that regional organizations review their information and update their responses to the questions below in a template of the funding report that **RCO will send out to regions in June.** Regions may request the template sooner, as needed.

RCO and Governor's Salmon Recovery Office staff will review the regional submissions and post them on the RCO website as part of the funding report. Check the online schedule to see when the regional area summaries are due.

Questions

Regional organizations answer questions 1-3.

1. **Internal funding allocations:**

    A. Describe the process and criteria used to develop allocations across lead entities or watersheds within the region. (Only regions answer this question)

    B. Explain if the projects list(s) submitted in the region funds the highest priority projects.

    C. If the highest priority projects were not funded, explain the barriers to implementing the highest priority projects in the region.

D. Do suballocations to lead entities limit the region from getting to the highest priority projects?

2. **Regional technical review process:** *The SRFB envisions regional technical review processes that address, at a minimum, the fit of lead entity projects to regional recovery plans, if available. (Only regions answer this question)*

   A. Explain how the regional technical review was conducted.

   B. What criteria were used for the regional technical review?

   C. Who completed the review (name, affiliation, and expertise) and are they part of the regional organization or independent?

   D. Were there any projects submitted to the SRFB that the regional implementation or Salmon Recovery Portal (formerly Habitat Work Schedule) did not specifically identify? If so, please provide justification for including these projects in the list of projects recommended to the SRFB for funding. If the projects were identified in the regional implementation plan or strategy but considered a low priority or in a low-priority area please provide justification.

3. **Criteria the SRFB considers in funding regional project lists:** *Revised Code of Washington 77.85.130 identifies criteria that the SRFB must consider and give preference in awarding funds to projects. Please provide a short description of how the region considered each of the criteria (when applicable) when presenting the project list to the SRFB. Questions A-C may be answered in narrative form. To save time, RCO added questions D-I into PRISM and will supply this information to each region. Please include the matrix and the region's responses as part of the narrative for question 3.*

   How did the regional review consider whether a project met the following criteria?

   A. Provides benefit to high-priority stocks for the purpose of salmon recovery or sustainability. In addition to limiting factors analysis, Salmonid Stock Inventory, and Salmon and Steelhead Habitat Inventory and Assessment Program, provide stock assessment work completed to date to characterize the status of salmonid species in the region. Briefly describe.

   B. Addresses cost-effectiveness. Provide a description of cost-effectiveness considered.

C. Preserves high-quality habitat. Describe projects on the list that will preserve high-quality habitat.

D. Sponsored by an organization with a successful record of project implementation. For example, identify the number of previous SRFB projects funded and completed.

E. Provides benefit to listed and non-listed fish species. Identify projects on the regional list that primarily benefit listed fish. Identify projects on the regional list that primarily benefit non-listed species.

F. Implements a high-priority project or action in a region or watershed salmon recovery plan. Identify where and how the project is identified as a high-priority in the referenced plan.

G. Provides for match above the minimum requirement percentage. Identify the project's match percentage and the regional match total.

H. Involves members of the Veterans Conservation Corps established in Revised Code of Washington 43.60A.150.

I. For Puget Sound and Hood Canal regions only

   i. Sponsored by an entity that is a Puget Sound partner, as defined in Revised Code of Washington 90.71.010. Referenced in the "Action Agenda" developed by the Puget Sound Partnership under Revised Code of Washington 90.71.310. (Projects on thee-year work plans will qualify as they are referenced under Near Term Action B.1.1 of the "Action Agenda.")

4. Local review processes. (Lead entity provides response.)

A. Provide project evaluation criteria and documentation (local technical reviewer and citizen committee score sheet or comment forms) of the local citizens advisory group and technical advisory group ratings for each project, including explanations for differences between the two groups' ratings.

B. Identify the local technical review team (include expertise, names, and affiliations of members).

C. Explain how and when the SRFB Review Panel participated in the local process, if applicable.

5. Local evaluation process and project lists. (Lead entity provides response.)

A. Explain how multi-year implementation plans or Salmon Recovery Portal helped to develop project lists.

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

Appendix I: SRFB Amendment Request Authority[15]

Sponsors may appeal any decision to the SRFB. Use the amendment request template to submit a request to a RCO grants manager.

"Consult" means the lead entity obtains a decision from its technical and citizens committees. Puget Sound lead entities must consult the Puget Sound Partnership for cost increases using PSAR funds.

All Project Types

Cost Change Amendment: Increase Project Funds Due to Project Overruns[16]

Example: The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and install the culvert. Sponsor now requests an increase in SRFB funds.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

[15]Adopted June 9, 2005, revised December 8, 2011
[16]Cost increases may be granted only if funding is available.

Scope Change Amendment: Increase or decrease project scope (no funding change)

Example: Sponsor planted three thousand trees and shrubs on three acres of riparian habitat, as outlined in the contract. Funds remain and the sponsor wants to plant an additional one hundred trees and shrubs on adjacent acres.

Sponsor plans to replace two barrier culverts. After designing the project, sponsor only has funds to install one culvert. Sponsor requests a scope reduction, but still needs to use all the funds.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Project Type Change Amendment

Example: Sponsor proposed to purchase floodplain or riparian habitat and reconnect a side channel on a portion of the site. Sponsor now proposes to purchase the land only.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Sponsor Change Amendment

Example: Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.

Lead Entity	Consult
RCO Director	May approve

Match Reduction Amendment

Example: Sponsor received $75,000 from SRFB and provided $33,000 (30 percent) in match for a total project cost of $108,000. Later, the sponsor could raise only $14,000 (15 percent) in match for a total project cost or $89,000. Sponsor requests a match reduction of 57 percent ($19,000/$33,000) and corresponding scope reduction.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB

SRFB Review Panel	Available to review change
SRFB	May approve

Acquisition Projects

Scope Change Amendment: Change site to a contiguous site

Example: Sponsor proposed to purchase six parcels. One of the parcels is not available and sponsor asks to buy a different contiguous site.

Lead Entity	Consult
RCO Director	May approve site add/change
SRFB Review Panel	Available to review change

Scope Change Amendment: Change site to a non-contiguous site

Example: Sponsor proposed to purchase four parcels. One of the parcels is not available and sponsor asks to buy a different site on a different part of the river.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Request to Pay More than Fair Market Value (no increase in funding)

Example: Sponsor and landowner negotiate a purchase price above the fair market value.

RCO Director	May approve up to 10 percent
SRFB Subcommittee	May approve more than 10 percent
SRFB	May approve more than 20 percent

Restoration Projects

Scope Change Amendment: Significant change in the project location

Example: Sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river, Water Resource Inventory Area, or to benefit different fish.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Assessment Projects

Scope Change: Significant change in the location of assessment

Example: Sponsor proposed to inventory barriers on a specific river and later asks to inventory another river, Water Resource Inventory Area, or to benefit different fish.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Project Type Change: Change type of assessment

Example: Sponsor proposed to do reach assessment but determines tributary assessment is more important

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Appendix J: Targeted Investments Program

The Targeted Investments program allows the SRFB to invest funding in specific regional priorities to accelerate salmon recovery. In 2024, the SRFB solicited projects for the Targeted Investments program. The SRFB will not solicit projects for the Targeted Investment program in 2025.

Investment Priorities

It is the intent of the SRFB to use targeted investments to allocate different types of state and federal funding not dedicated to the regional allocation to support high-impact projects with significant salmon recovery benefits.

Specifically, the SRFB intends to target investments for projects that (1) drive significant population-scale benefits consistent with regional recovery priorities and (2) accelerate the on-the-ground pace and scale of project implementation.

Project Eligibility

In addition to the eligibility requirements found in "Section 2: Eligible Projects," each Targeted Investment project must satisfy all the following eligibility criteria:

- Address both SRFB targeted investment funding priorities above
- Restore and/or acquire habitat, which may include design funding
- Request more than $1 million from SRFB, except as otherwise specified in a particular grant round
- Be supported by the lead entity where the project is located
- Not be fully funded by the current regional allocation or sub-allocation to lead entities

- Have a letter of support from the regional recovery organization where the project is located detailing the project's alignment with specific population-level recovery objectives and/or limiting factors prioritized for this funding by the regional recovery organization.

The SRFB may include additional eligibility requirements as part of opening a Targeted Investment grant round if needed to support the intent of the program.

Match

The SRFB waives the match requirement for Targeted Investment projects, unless otherwise required as part of a specific Targeted Investment grant round.

Application Information

Allocation and Funding

The SRFB may fund Targeted Investments only if funding remains after allocating annual statewide funding of $18 million from state capital budget appropriations and the Pacific Coastal Salmon Recovery Fund. A Targeted Investment grant round is initiated through the release of allocation and funding guidance to regional recovery organizations, which shall include, at a minimum, the following information:

- Secured, requested, or pending funding that will be allocated to the Targeted Investment grant round
- Limits, if any, on the size of individual grant requests, as well as the number of projects and/or total grant requests that can come from a specific region. These limits must be the same across regions
- Supplementary eligibility criteria and ranking criteria as needed

The SRFB may actively use the Targeted Investments process to access and leverage new state and non-state funding as opportunities arise.

Regional Project Support

Regional recovery organizations are responsible for all the following:

- Working with lead entities, project sponsors, and other partners to identify specific population-level recovery objectives and/or limiting factors prioritized for Targeted Investments funding.

- Recruiting proposed project(s) to apply for Targeted Investments funding in accordance with the guidelines and limitations included in this policy and associated with the Targeted Investments grant round.

Before final submission of a Targeted Investments application, regional recovery organizations must provide a letter of support with the application materials detailing the project's alignment with specific population-level recovery objectives and/or limiting factors prioritized for this funding by the regional recovery organization.

Submission

Applications for eligible projects typically will be accepted in conjunction with a regular SRFB grant round; however, the SRFB may elect to use alternate timelines as needed to support the intent of the Targeted Investments program.

An applicant must work with the lead entity coordinator for the area where the project is located to enter project information into the Salmon Recovery Portal and create an application in PRISM. The applicant must follow the application schedule, initial review timeline, and requirements for the grant round outlined in this manual and by the lead entity.

The applicant also must satisfy additional requirements described in this appendix and found in the application questions in PRISM. The applicant will follow steps 1 through 4 established in "Section 3: How to Apply." The applicant also will follow "Section 4: SRFB Evaluation Process" in this manual, including the review of projects by the SRFB Review Panel for technical merit.

An application may have additional review as determined by the regional recovery organization. Targeted Investments must be endorsed by the lead entity but are not part of the annual lead entity ranking process. However, partial funding for a targeted investments project may be received through a lead entity ranked list.

Technical Review

RCO grants managers will review the application to ensure it is complete and the project meets the minimum eligibility criteria. The applicant must ensure application materials are submitted at least two weeks before SRFB Review Panel site visit.

After the site visit, the SRFB Review Panel will indicate whether a project is "Clear," "Conditioned," "Needs More Information," or a "Project of Concern." A project with statuses of "Needs More Information" or "Project of Concern" will be returned to the applicant to answer questions and comments and resubmit as a final application.

The project then will be re-reviewed. The SRFB Review Panel will indicate whether the project is cleared or conditioned for funding or whether it remains a "Project of Concern"

and is not recommended for funding. See sections 3 and 4 for more details on the technical review.

Scoring

The SRFB Review Panel will score all final applications using the evaluation criteria below, as well as any additional criteria included as part of the specific targeted investment grant round. The SRFB Review Panel will include a written evaluation with findings to support the scoring presented to the SRFB. A project that remains a "Project of Concern" will not be scored or recommended for funding.

Funding Awards

The SRFB has the authority to fund Targeted Investments. The SRFB will determine which projects to fund by considering the following:

- Eligibility and evaluation criteria
- The review panel's technical evaluation and recommendations
- The degree to which a project addresses SRFB Targeted Investments funding priorities
- The extent to which a project leverages resources and partnerships and/or compliments broader recovery efforts
- The extent to which the project demonstrates meaningful engagement with underserved communities
- The extent to which the project will be resilient to climate change

To take advantage of funding secured after the opening of a grant round, the SRFB may elect to fund Targeted Investments projects in multiple phases or roll unfunded projects into future grant rounds.

Award Administration

Once approved for funding by the SRFB, Targeted Investments awards will be administered through contracts between project sponsors and RCO. Sponsors must follow the amendment process outlined in section 6 and appendix I.

Evaluation Criteria

Investment Priorities

1. **Limiting Factors:** Projects that drive significant population-level benefits to address priority limiting factors identified in regional recovery plans will receive higher scores. Specifically, the highest scoring projects will do the following:

    - Clearly address priority limiting factor(s) specifically identified in regional recovery plans.
    - Be in a high-priority geographic area that maximizes project impact at the population level for target species or life stages.
    - Target priority habitat features or types known to limit productivity for the target species and/or life stage.
    - Be identified as a priority through a documented habitat assessment, inventory, or other study.

    ▲ Point Range: 0-5 points

5 points	Uses recent inventories or assessments to target a specific geographic area or habitat feature that limits productivity for multiple species and life stages.
4-5 points	Targets a geographic area or habitat feature known to limit productivity. May not be highest priority location or habitat type or may not be informed by inventories or assessments.
2-3 points	Moderately addresses a priority limiting factor but may not have population-level impacts and is not informed by recent inventories or assessments.
0-1 point	Tangentially addresses a priority limiting factor at some level but does not target a priority location or habitat type and/or does not consider known information and research.

2. **Funding Impact**: Projects that can demonstrate how Targeted Investments funding will increase the on-the-ground scale, reduce phases, and/or increase efficiencies will receive the highest score. Specifically, the highest scoring projects will demonstrate how funding will do the following:

    - Significantly increase the scale of the project in terms of miles of habitat accessed, acres protected, or acres restored

- Significantly reduce the timeline necessary for full implementation of a larger, multi-phase project
- Support critical financial or capacity efficiencies
- Take advantage of time-sensitive opportunities to increase project cost-benefit

▲ Point Range: 0-5 points

5 points	Clearly demonstrated that Targeted Investments funding will play a key role in increasing project pace and scale, would support unique efficiencies and/or time-sensitive opportunities to implement innovative approaches, and that the project might not happen without this specific source of funding.
3-4 points	Demonstrated that Targeted Investments funding will help increase pace and/or scale of the project relative to the regional allocation, but not clear that funding is uniquely important because of timing or specific nature of the project.
1-2 points	Limited indication of funding impact, possibly because project needs significant additional unsecured funds or previously has received multiple grants from other sources for similar types of work.
0 points	Application does not provide information that addresses the role of funding in supporting increased pace and scale, efficiencies, or unique opportunities.

3. **Scale of Benefit:** Projects with significant, positive impacts on multiple measurable restoration metrics and/or species benchmarks will receive the highest score, including but not limited to metrics such as the following:

   - Salmon habitat gain in miles
   - Salmon habitat improved or protected in acres
   - Improvements in life-stage specific survival rates
   - Improvements in viability for focal populations
   - Improvements in fish passage percentage

▲ Point Range: 0-6 points

6 points	Large, positive impact on miles accessed or acres improved/protected, along with major potential impact on both life-stage survival rates and population viability for multiple target populations.
4-5 points	Moderate habitat gain in miles accessed or acres improved/protected and moderate direct impact on improvements to salmonid survival rates, passage success, population viability, etc.
2-3 points	Moderate habitat gain in miles accessed or acres improved/protected, or moderate direct impact on improvements to salmonid survival rates, passage success, population viability, etc.
0-1 points	Very limited habitat gains in miles accessed or acres improved/protected, or no apparent direct impact on improvements to salmonid survival rates, passage success, etc.

4. Ecological Processes: Self-sustaining, resilient projects that recover habitat through process-based solutions will receive the highest scores. Specifically, the highest scoring projects will be characterized by the following:

- Surrounding conditions that support the project
- A site that is resilient to future degradation
- Will restore or protect self-sustaining processes on the site, with naturally increasing benefit
- Project is designed to be resilient to changes in sea level, flows, and species ranges due to climate change.
- Avoids temporary fixes or new hardened infrastructure solutions where possible

▲ Point Range: 0-6 points

6 points	The project is wholly processed-based on a site resilient to degradation that is supported by surrounding conditions, with naturally increasing benefit involving limited temporary fixes, and that fully incorporates climate change into design.

4-5 points	The project mostly is processed-based, on a site resilient to degradation that is supported by surrounding conditions, with limited temporary fixes, and that considers climate change in project design. May involve some hardened infrastructure that couldn't be avoided to achieve desired benefit.
2-3 points	The project is somewhat process-based and may have surrounding conditions or approaches that limit the resilience or self-sustaining potential of the project or proposes some new hardened infrastructure solutions that could have been avoided.
0-1 point	The project has no discernable process-based approaches and is focused primarily on temporary fixes involving installation of new hardened infrastructure solutions that could have been avoided.

5. **Species:** Proposal addressing multiple life history stages for multiple listed salmonid species/populations will receive the highest score as follows:

   ▲ Point Range: 0-3 points

3 points	Multiple life stages of multiple listed salmonid species/populations
2 points	Multiple life stages of a single listed salmonid species/populations or single life stage of multiple listed salmonid species/populations
1 point	Single life stage of a single listed salmonid species/population
0 points	Does not address a listed salmonid species/population

6. **Scope, Goals, Objectives:** Correctly sequenced projects with an appropriate scope and supporting goals and objectives will receive the highest score. Specifically, the highest scoring projects will do the following:

   - Address root cause of problem identified
   - Have objectives that support and refine biological goals
   - Have objectives that are specific quantifiable actions to achieve stated goal
   - Project is in the correct sequence and is independent of other actions being taken first

   ▲ Point Range: 0-5 points

5 points	The project clearly addresses the root cause of the identified problem; the project is sequenced correctly and independent of

other needed action; goals and objectives support and refine biological goals and complement the project scope.

3-4 points — Appears to address root cause of problem and be in sequence, but goals and objectives are not entirely clear or quantified, and/or may not all be achievable with implementation of the project.

1-2 points — The extent to which the root cause of the problem is being addressed is unclear, objectives may be unquantified and don't support biological goals, and/or project is dependent on other actions that may influence timely completion of the full scope.

0 points — Project clearly does not address root causes of identified problems, has no identified problem that is to be solved, and creates major outstanding questions of whether the scope can be achieved.

7. **Readiness to Proceed:** Proposals that demonstrate readiness to proceed will receive the highest score. Specifically, the highest scoring projects will do the following:

   - Have an appropriate and achievable time frame
   - Have completed all design requirements
   - Have made significant progress in permitting
   - Have established cultural resources compliance

   ▲ Point Range: 0-5 points

   4-5 points — Project has near final designs, with permits and cultural resource compliance completed, and/or technical specifications and bid documents in hand.

   2-3 points — Project has completed preliminary design requirements and has made significant progress on additional design elements, cultural resources compliance, and/or permit review.

   0-1 points — Project has completed preliminary design requirements but there are significant outstanding issues related to sequencing, permitting, and/or cultural resources compliance.

8. **Sponsor Experience:** Experience with restoration and/or acquisition projects reflects a higher likelihood of future success. A sponsor who has successfully implemented similar salmon restoration projects will receive the highest score.

   ▲ Point Range: 0-5 points

5 points	Project sponsor has extensive project implementation experience and successfully has implemented many projects similar in scope and scale to the one proposed.
3-4 points	Project sponsor has moderate project implementation experience and/or has successfully implemented some projects similar in scope and scale to the one proposed.
1-2 points	Project sponsor has limited experience with project implementation and/or limited experience with the type of project proposed.
0 points	Project sponsor has no previous experience with salmon recovery project implementation.

9. **Cost Benefit:** Tied projects that maximize the benefits of limited public funding will receive the higher ranking. Specifically, the higher-ranking projects will do the following:

   - Leverage significant additional funds
   - Have a clear, detailed budget and well-justified costs
   - Have a low-cost relative to the predicted benefits for the project type

   ▲ Point Range: None

Appendix K: Riparian Planting Projects

Restoring Riparian Habitat

RCO seeks to provide funding for projects that will restore healthy, functioning riparian ecosystems, which are fundamental for clean water, healthy salmon populations, and climate resilient watersheds. To that end, RCO has adopted riparian buffer width standards for a project with riparian planting as the primary purpose.

The amount of the buffer will depend on the landscape. There are two types of ecosystems in Washington: forested ecoregions and dryland ecoregions. In general, forested ecoregions dominate western Washington, northeastern Washington, and portions of southeast, north central, and the eastern Cascade Mountains. Dryland ecoregions are more readily contained in the Columbia Plateau Ecoregions east of the Cascade Mountain Range.

Required Buffer Widths

Forested Ecoregions

To achieve full riparian function in forested ecoregions, RCO requires that planted riparian widths will be one, 200-year Site Potential Tree Height measured from the edge of the active channel or active floodplain.

Dryland Ecoregions

For dryland ecoregions, RCO requires the planted riparian width to be one, 200-year Site Potential Tree Height if available, or the width of the riparian vegetation community. If site conditions do not support tree species or Site Potential Tree Height is less than one hundred feet, then the riparian width is determined by the full extent of all riparian vegetation (the riparian zone) or a minimum of one hundred feet.

Guidance Documents

Applicants, lead entity evaluators, and the SRFB Review Panel will ensure planted riparian widths are appropriate for the site and represent a clear benefit to salmon recovery as articulated in the regional recovery plans. The SRFB Review Panel uses the SRFB Evaluation Criteria, appendix F, to review each project.

For projects with the primary purpose of riparian planting, RCO requires the planted riparian buffer meet the widths outlined in the Department of Fish and Wildlife's 2012 *Stream Habitat Restoration Guidelines* and the 2020 *Riparian Ecosystems, Volume 2: Management Recommendations*.

The Department of Fish and Wildlife has developed an online mapping tool to help determine the Site Potential Tree Height for any site.

Exceptions to the Buffer Requirement

If the primary purpose of the project is not riparian planting, rather the primary purpose is another eligible work type (i.e., in-stream restoration or fish passage) and the riparian planting provides an ancillary benefit, the minimum planting width is not required but is recommended. For example, streambank stabilization cannot be a primary project. If a project has both, then riparian planting is the primary purpose.

RCO recognizes it's not possible to meet a one-size-fits-all requirement at each site. Most riparian planting projects funded by RCO are on private lands. Private landowners, who are essential partners to these projects, voluntarily allow riparian plantings on their properties to support salmon recovery efforts. Some landowners are not able to offer a wide enough area to meet 200-year Site Potential Tree Height, but still want to participate in restoration. Sponsors are encouraged to apply even if their projects do not meet the 200-year Site Potential Tree Height.

For streams listed for temperature on the 303(d) list, the sponsor must provide adequate justification as to why the requirements cannot be met and how the project still restores riparian function. If a project does not meet the 200-year Site Potential Tree Height, the applicant must do the following:

- Provide an exception including the presence of a structure or property line; road or railway, pipeline, powerline, or other utility; or topography that impedes the ability to meet minimum width requirements.
- If an exception does not apply, then the sponsor must provide the following:
    - Justification that the planting project still achieves the goal of restoring riparian function (i.e., continuity, shade, pollution removal, contributions

of detrital nutrients, recruitment of large woody materials, and bank stability, etc.).

- A letter of support for the project from either of the following:
  - Natural resource management tribal biologist whose usual and accustomed areas include the project location.
  - Washington Department of Fish and Wildlife habitat biologist.

For riparian planting projects less than 200-year Site Potential Tree Height and not on streams listed for temperature on the 303(d) list, the project will be reviewed by the local technical advisory group and the state review panel for riparian function.

Match Requirements

For projects that meet Site Potential Tree Height from the active channel or floodplain match is not required. For projects that cannot meet the minimum buffer width, the minimum match required is 15 percent.

Riparian Enhancement Plan Requirement

Riparian planting and stewardship projects are required to provide a riparian enhancement plan at application. The riparian enhancement plan serves as a standard design report and visual design plan tailored to the short- and long-term methods used to restore riparian areas and establishment of functional riparian habitat. The plan serves as an adaptable, long-term plan developed at the initial implementation phase and submitted for future phases of stewardship funding until a project site is fully established.

Though a sponsor may use similar techniques and approaches across project sites and watersheds, the plan is site-specific and created for all separate sites (typically at the landowner level) in a funded project. An applicant with a geographic envelope project will produce plans for top priority properties and subsequently for properties incorporated during the project.

RCO provides several resources online, including a riparian enhancement plan example, planting plan guidance, and guidance for adaptive management.

More details are provided in appendix M.

Appendix L: Quantifying Habitat Types for Acquisition Projects

For an acquisition project or combination project with an acquisition component, the applicant must quantify the acreage of lake, riparian, tideland, upland, or wetland habitat present on the property to be acquired to determine the required matching share; for more information see the "Matching Share" section. For this purpose, uplands are those areas that fall outside of other specified habitat types and their buffers.

Riparian acreage may include the entire channel migration zone and floodplain. For guidance to determine the channel migration zone for a riparian project, the applicant may refer to the Washington Department of Fish and Wildlife's 2020 *Riparian Ecosystems, Volume 2: Management Recommendations*.

For quantifying buffers around lakes, tidelands, and wetlands, a sponsor may choose to apply a "standard buffer" or a "site-specific buffer." The standard buffer is a simple method for quantifying habitat types. The site-specific buffer is based on the Site Potential Tree Height at 200 years.

- The **standard buffer** requires a 200-foot buffer around lakes, streams, channel migration zones, floodplains, and tidelands. Wetlands that are hydrologically connected to fish-bearing waters also have a 200-foot buffer; those that are not connected to fish-bearing waters have a 100-foot buffer.

- The **site-specific buffer** requires that a buffer of one, Site Potential Tree Height at 200 years is used around all habitat types except wetlands. For wetlands, the site-specific buffer width should be based on the county critical area ordinance.

When using the site-specific buffer, the application will reference the Site Potential Tree Height used and the section of county code where the wetland buffer widths are listed. The applicant may use the Washington Department of Fish and Wildlife's SPTHmapping tool to determine the appropriate Site Potential Tree Height.

Regardless of the above calculation methods used, all property areas outside of these habitat types and their buffers are considered "uplands" for the purposes of determining an applicant's required matching share.

Note: The "standard" and "site-specific" buffers are tools for a streamlined, consistent approach for estimating relative proportions of habitat types for the purpose of applying for a SRFB acquisition grant. If a restoration project is subsequently pursued on the property, regulatory buffers may vary by jurisdiction.

Appendix M: Riparian Funding Policies and Guidelines

Funding

RCO received funding for the riparian grant program in the 2023-25 biennium with Climate Commitment Act associated funding. The Climate Commitment Act17 created a market-based program to help reduce greenhouse gas emissions in the next few decades. A portion of the revenues are directed into the Natural Climate Solutions Account and were distributed into several standing grant programs, including this riparian program. Funding comes with additional reporting, assessment, and tribal consultation requirements. RCO has requested continued funding for the riparian grant program through the 2025-27 legislative budget. RCO will accept applications for riparian grants in anticipation of funding in the 2025-2027 budget.

Funding Objective

Enhance salmon recovery through the protection and restoration of fully functioning riparian ecosystems. Riparian projects are defined as those that change riparian areas above the ordinary high-water mark and within the floodplain of streams to improve the environmental conditions necessary to sustain salmonids throughout their life cycles. This includes marine nearshore, estuaries, wetlands, and lakeshores of connected lakes.

Available Funding

There was $23.8 million available for riparian-specific projects in the 2023-25 biennium. The funding will be allocated to regional salmon recovery organizations according to the allocation table below, provided that no lead entity is allocated less than $300,000 of this funding. Most of the riparian funding was awarded to projects in the 2024 grant round, however some regions have riparian funding which they are carrying into the 2025 grant round. The applicant should contact the lead entity to inquire if there is riparian funding

[17]Revised Code of Washington 70A.65

available for the 2025 grant round. If a lead entity is unable to fully obligate its 2023-25 riparian funding for the 2025 grant round, its allocation must be transferred to another lead entity.

Tribal Notification

As a requirement of the funding from the Climate Commitment Act, all applicants in the riparian grant program are required to notify all affected federally recognized tribes within the project area about their proposed projects before submittal. To fulfill this requirement, RCO has provided applicants a template letter applicants can tailor for their specific projects. In addition to this notification letter, RCO will offer government-to-government consultation with tribes on the proposed projects at multiple points during the grant round. For more information, see RCO's Climate Commitment Act website.

This notification is a separate requirement from cultural resources consultation.

General Policies

Manual 18

Except as modified in this appendix, projects with riparian-specific funding must meet the requirements in *Manual 18: Salmon Recovery Grants*.

Project Scope

Except as limited in the "Eligible Project Types" section below, multiple project types eligible for riparian-specific funding may be combined into a single scope of work. However, riparian funding cannot be used to pay for non-eligible project elements. Eligible and non-eligible elements of a larger project must be funded as separate project agreements.

Riparian funding may not be combined with SRFB or PSAR funding unless the work proposed is eligible in both funding sources. Riparian-specific funds are not eligible to match SRFB or PSAR funding.

Tracking

RCO will track the riparian-specific funding separately from SRFB funding. RCO will create a separate program in PRISM to track and report spending.

Costs Increases

Funding may not be used for cost increases on projects previously funded by the SRFB or PSAR. However, SRFB, PSAR, or riparian-specific funds may pay for cost increases for a project initially funded in whole or in part with riparian-specific funding.

Riparian-specific funding that is returned shall follow the SRFB policies and procedures described in the "Projects Returning Funds" section of this manual, provided it is only reallocated towards project types and elements eligible for riparian-specific funding and is consistent with the limitation on cost increases stated above.

Indirect

Indirect costs are eligible only for a project with a federal nexus from RCO. This means a grant agreement that includes federal funding from the Pacific Coastal Salmon Recovery Fund or state funding that RCO is reporting to the National Oceanic and Atmospheric Administration or the Puget Sound Partnership is reporting to the Environmental Protection Agency. RCO may use a portion of the riparian-specific funding as match to a federal grant. RCO will work with the grant sponsor to identify which projects need indirect and take that into account when determining the source of funding each project will receive.

Match

A project funded solely with riparian funding does not need matching funds. However, if a project also includes funding from SRFB or PSAR, the portion of funding provided by those grant programs must meet the matching share requirements in the "Matching Share" section of manual 18.

Multisite Projects

An applicant may propose eligible riparian work on multiple properties with different landowners. If an applicant identified all the properties where work will occur and secured landowners' permission before application, each property must be included as "properties" in the application along with a Landowner Acknowledgement Form for each.

Geographic Envelope Projects

An applicant may propose eligible riparian work on multiple properties with different landowners. If an applicant plans to work on multiple sites and has not secured all properties in advance, the project is considered a "geographic envelope" project and must follow the requirements found in "Section 2: Eligible Applicants and Projects."

After a geographic envelope project has been funded, the applicant may request additional riparian funding in the future to either increase the area restored or protected within the geographic envelope or to add funds if the initial project was partially funded. Any additional work must occur on previously identified sites in the previously approved geographic envelope (i.e., the sites already have been reviewed). The applicant must work with the grants manager to determine the appropriate pathway for such a request.

Eligible Project Types

Only the project types and specific elements described below are eligible to receive riparian-specific funding. These types and elements may be combined as described below.

Project Type	Eligibility
Acquisition	May be proposed as a sole, primary, or secondary project type.
Restoration–Riparian Habitat	May be proposed as a sole, primary, or secondary project type.
Restoration–Site Stewardship	May be proposed as a sole, primary, or secondary project type.
Restoration–In-stream Habitat	Some work types may be proposed as a sole, primary, or secondary project type if the primary goal of the project is to restore riparian function.
Planning–Design	**Not eligible as a standalone project type**. *Costs for designing the eligible in-stream elements in the project or developing riparian enhancement plans may be included in the administrative, architectural, and engineering budget.*
Planning–Assessment and Inventory	May be proposed as a sole project type, or as a combination project if an assessment is required as a necessary precursor to a site-specific restoration or acquisition project.

Acquisition

Only an acquisition project with 50 percent or less uplands is eligible for riparian-specific funding. The area proposed for riparian funding may be part of a larger acquisition that includes more uplands; however, the area purchased with riparian-specific funding may only include 50 percent uplands. For this purpose, uplands are areas that fall outside of riparian, lake, tideland, or wetland habitat, as more specifically defined in manual 18, appendix L.

An acquisition project with more than 50 percent uplands continues to be eligible for regular SRFB or PSAR funds and follows the matching share requirements described in the "Matching Share" section. All acquisition projects are subject to the policies and eligible costs in *Manual 3: Acquisition Projects*.

Restoration: Riparian Habitat

A riparian habitat project includes activities above the ordinary high-water mark and within the floodplain of a stream to improve the environmental conditions necessary to sustain salmonids throughout their life cycles. This includes marine nearshore, estuaries, wetlands, and lakeshores of connected lakes. Activities may include vegetation planting, invasive species management, grazing management, water gap development, stand management (e.g., thinning), and fencing installation to control livestock, vehicle, and foot traffic in protected areas.

Eligible Costs

Information about eligible elements and costs may be found in *Manual 5: Restoration Projects*. In addition, riparian habitat projects may request funding for temporary, on-site nursery development or off-site nursery operations to provide plant materials for the requested restoration work.

Deliverables

To promote restoration best practices and likelihood of success, RCO strongly recommends that the sponsor complete a full riparian enhancement plan (see "Riparian Enhancement Plan" section below) or comparable planning documentation before an application site visit. At a minimum before an application site visit, the applicant must provide information about site conditions and restoration objectives, conceptual site preparation and restoration treatment methods, and maps for priority sites or identified sites. Exceptions may be made on a case-by-case basis by RCO staff in collaboration with the SRFB Review Panel. Note that preparation of a riparian enhancement plan is an eligible pre-agreement cost (see "Planning: Design" section below).

Riparian Planting Projects

Buffer Width Standard

RCO developed buffer width standards for forested and dryland ecoregions for projects where riparian planting is the primary purpose; see appendix K for a full description. For forested ecoregions, the standard is one, 200-year Site Potential Tree Height measured from the edge of the active channel or active floodplain. For dryland ecoregions, the standard is the greater of a 200-year Site Potential Tree Height (if available), the width of the riparian vegetation community, or one hundred feet. These buffer standards are

synonymous with the riparian management zone or the area with potential to provide full riparian functions.

Some projects may not be able to meet these buffer width standards due to landowner willingness or site constraints. The applicant is strongly encouraged to apply even if the project does not meet these standards. If a project does not meet the standards, the SRFB Review Panel will evaluate it based on the site-specific conditions and determine whether the proposed buffer width will provide riparian function, provide a benefit to salmon recovery, and achieve goals as articulated in the regional recovery plan. Furthermore, a sponsor who cannot meet the buffer widths for streams listed for temperature on the 303(d) list must provide (1) adequate justification as to why the project still restores riparian function and (2) a letter of support from a technical expert as further described in appendix K.

Riparian planting projects that receive a combination of funds from Riparian and SRFB/PSAR and do not meet the above buffer criteria must supply 15 percent match for the portion of SRFB/PSAR funds.

Agreement Periods

Upon request, restoration projects that include riparian planting and stewardship activities are eligible for a grant agreement period of up to five years when justified by a project's Riparian Establishment Plan. Monitoring, maintenance, and adaptive management elements will be reimbursable after completion of planting activities and RCO review of proposed monitoring, maintenance, and adaptive management approaches included in the riparian enhancement plan or other comparable document.

Invasive Plant Removal and Control

Invasive species control must directly contribute to establishment, survival, or protection of established native riparian vegetation to benefit salmonid recovery. If invasive species control is being proposed for riparian funding as the sole activity, the applicant must clearly demonstrate how salmonid recovery represents the primary management objective and why invasive species control alone represents the best way to achieve or improve native plant establishment and riparian function at the site. Invasive species projects can include one site, multiple sites, or a geographic envelope.

Invasive species projects require a design deliverable that follows the same general outline as described in the "Riparian Enhancement Plan" section below.

Restoration: Site Stewardship

An applicant may propose stewardship for previously installed riparian habitat site(s). If a previous riparian project is failing significantly to meet objectives (e.g., more than

50 percent mortality), technical reviewers will determine whether stewardship is warranted instead of a new riparian habitat project.

Eligible activities in stewardship projects may include managing invasive species, replacing unsuccessful plantings, supplementing the site with water, and installing fences or other browse-protection methods. RCO encourages the sponsor to follow the guidance for riparian buffer widths in appendix K.

Deliverables

If an applicant requesting funding for stewardship of previous sites has a site-specific plan that meets some or all the riparian enhancement plan expectations (see "Riparian Enhancement Plan" section below), please include this past work as part of the application. If not, RCO strongly recommends completion of these plan elements (see "Riparian Enhancement Plan: Element Descriptions" section below) to codify the technical background that justifies the proposed stewardship work, as well as to create a clear plan for longer-term maintenance and adaptive management. Note the preparation of elements of a riparian enhancement plan for a stewardship is an eligible administrative pre-agreement cost (see "Planning: Design" section below).

Restoration: In-stream habitat

Riparian planting is eligible if it is in the active channel above baseflow to support restoration objectives. Additional eligible in-stream work types are limited to the following:

- Beaver dam analogs
- Channel structure placement (anchored or unanchored log placement, post-assisted log structures, engineered logjams, large woody materials, root wads, anchored or unanchored rocks or boulders, weirs, gabions, flood fencing, deflectors or barbs)
- Streambank stabilization (see the "Restoration Projects" section of manual 18 for additional criteria associated with streambank stabilization projects)
- Floodplain re-grading or side channel reconnection

These additional work types are eligible for funding only under the following circumstances:

- The primary goal of the in-stream and floodplain elements directly supports and is necessary to attain riparian function, native plant survival and/or natural generation.

- Application and existing designs clearly demonstrate why current conditions or site constraints are not suitable for a planting-only project, why in-stream and floodplain work are necessary for the success of the riparian habitat elements of a project, and, if applicable, how natural regeneration represents a more efficient and effective approach to meeting plant establishment goals.

- The in-stream elements meet current appendix D design deliverable thresholds based on the amount requested for restoration and design, and construction will be completed by project closing. RCO requires preliminary designs at application if the in-stream elements are $350,000 or more.

An applicant planning to submit a project for riparian funding that involves in-stream or floodplain work types is highly encouraged to connect with the grants manager to ensure the project meets the eligibility requirements for this funding. The applicant must provide the required design deliverables associated with the in-stream elements as part of a final application and before site visits.

Planning: Design

Design-only projects are not eligible.

The riparian enhancement plan serves as the design deliverable associated with riparian restoration and stewardship projects (see "Riparian Enhancement Plan" section below). Costs associated with preparing elements of this plan are eligible for reimbursement as part of a restoration project's allowable administrative, architecture, and engineering budget and are allowable pre-agreement costs that may be reimbursed upon execution of the grant agreement. The applicant should track those pre-agreement costs accordingly.

If the project includes eligible in-stream or floodplain elements, design costs are eligible within the administrative, architecture, and engineering costs. The applicant should work with the grants manager to determine what additional design deliverables would be required before construction of in-stream elements.

Planning: Assessment and Inventory

Assessment and inventory projects must be riparian-specific and lead directly to the identification of high-priority, actionable projects. In general, these projects are larger scale (reach or watershed level), standalone projects that provide the foundational plan for implementation work. For example, assessment and inventory projects may document and evaluate habitat quality and use, identify the extent and nature of problems and habitat deficiencies, identify and prioritize riparian habitat restoration and protection activities to address these issues, or evaluate landowner willingness to participate in riparian restoration and protection activities. An applicant should

demonstrate clearly the coordination with local, regional, and statewide riparian prioritization initiatives.

No region may use more than 10 percent of its riparian allocation to fund riparian-specific assessment or inventory projects. This limit does not apply to combination projects that involve assessment and/or inventory elements *and* site-specific riparian restoration or acquisition work. However, the inventory or assessment elements must be a minority of the project and an essential precursor to the proposed site-specific work (e.g., prioritizing parcels for planting or acquisition in a geographic envelope project). Otherwise, site-specific restoration or acquisition projects will budget elements like landowner outreach and feasibility into allowable administration or architecture and engineering budgets.

The applicant must contact the grants manager when planning to propose a combination project that includes riparian-specific assessment and/or inventory elements.

Riparian Enhancement Plan

The riparian enhancement plan serves as a standard design report and visual design plan tailored to the short- and long-term methods used to restore riparian areas and establishment of functional riparian habitat. The plan serves as an adaptable, long-term planning and tracking document developed at the initial implementation phase and resubmitted for future phases of stewardship funding until a project site is fully established.

Though a sponsor may use similar techniques and approaches across project sites and watersheds, the plan is site-specific and created for all separate sites (typically at the landowner level) in a funded project. An applicant with a geographic envelope project will produce plans for top priority properties and subsequently for properties incorporated during the project.

RCO provides several resources online, including a riparian enhancement plan example, planting plan guidance, and guidance for adaptive management.

Plan Elements

RCO strongly encourages an applicant to submit a plan with as many of the required elements as possible two weeks before the application site visit to allow technical reviewers to effectively evaluate a project's impact and likelihood of success. At a minimum, the applicant must provide conceptual drafts of elements described below for the type of project by the site visit deadline. Additional detail may be requested through the technical review by the final application deadline.

The information below lists the key elements of a plan including when, at a minimum, each element is expected in riparian habitat or stewardship projects. Ideally, the applicant requesting funding for stewardship of existing riparian habitat enhancement sites already will have the site-specific planning work and elements to meet this requirement. If the plan does not exist for a proposed stewardship project, the applicant is expected to include the plan elements described below by the application deadline.

Plan Element Deadlines

Riparian Habitat Projects (Initial Implementation)

- **Existing Conditions Assessment**–Draft due by application site visit. Final due before restoration. Materials are due two weeks before application site visit.
- **Restoration Objectives**–Draft due by application site visit. Final due before restoration.
- **Plan Map**–Draft due by application site visit. Final due before restoration.
- **Site Preparation Methods**–Draft due by application site visit. Final due before restoration.
- **Riparian Planting Methods**–Draft by application site visit. Final before restoration.
- **Implementation Monitoring**–Draft after completion of restoration. Final by closing.
- **Post-Implementation Maintenance**–Draft after completion of restoration. Final by closing.
- **Adaptive Management**–Draft due after completion of restoration. Final due by closing.
- **As-Built Documentation**–Due before closing.
- **Stewardship Activity Report**–Not applicable.

Riparian Stewardship Projects

- **Existing Conditions Assessment**–If available, original conditions assessment due by application site visit, including an update of current conditions.
- **Restoration Objectives**–If available, original objectives due by application site visit, including an update if objectives have changed.

- **Plan Map**–Original project maps due by application site visit. If they are not available, create a map of the estimated original restoration area before application site visit. Provide updated maps of stewardship activities if helpful by application site visit.

- **Site Preparation Methods**–Attach original site preparation information by application site visit. If not available, focus on post-implementation maintenance below.

- **Riparian Planting Methods**–Attach original treatment methods by application site visit. If not available, focus on post-implementation maintenance below.

- **Implementation Monitoring**–Attach original monitoring plan by application site visit. If not available, development of implementation monitoring approach due by closing. Provide update on monitoring results by application site visit.

- **Post-Implementation Maintenance**–Due by application site visit. If not available, a plan for post-implementation maintenance activities due before starting stewardship activities.

- **Adaptive Management**–Due by application site visit. If not available, the adaptive management approach is due before closing.

- **As-Built Documentation**–Attach original as-built documentation by application site visit.

- **Stewardship Activity Report**–Description of final stewardship activities due before closing.

Invasive Species Control Projects

- **Existing Conditions Assessment**–If available, original conditions assessment due by application site visit, including an update of current conditions.

- **Restoration Objectives**–Draft due by application site visit. Final due before restoration.

- **Plan Map**–Draft due by application site visit. Final due before restoration.

- **Invasive Species Management Methods and Treatment Schedule**–Draft by application site visit. Final before restoration. Updated before closing, as necessary.

- **Implementation Monitoring**–Draft due by application site visit. Final by closing.

- **Adaptive Management**–Draft due by application site visit. Final due by closing.

- **Post-Implementation Outcomes**– Final by closing.

Element Descriptions

Existing Conditions Assessment

Describe the conditions of the project area. Include the following details as appropriate:

- The current level of conservation protection of the project site (e.g., publicly owned, nonprofit fee ownership, conservation easements) or future conservation protection plans in process.
- The current use of the riparian area.
- Climate: precipitation and aridity zone.
- Water quality concerns, including 303(d) listed impairments or total maximum daily load directives.
- If temperature is a limiting factor, describe the stream reach's aspect (cardinal direction), channel width, location in the watershed, surrounding topography, and how, if feasible, the riparian area at the project site addresses the impacts of temperature.
- Condition of native plant community and its successional stage.
- Overview of soil types and their conditions from current or previous land use.
- Overview of site ground and surface hydrology and condition. Discuss potential irrigation demand, including climate change considerations. Anticipated flood frequency or inundation zones.
- Local and surrounding topography and channel migration zone as it influences riparian function.
- Access for equipment and crews.
- Other local constraints to achieving riparian establishment and long-term restoration such as onsite or adjacent land use or natural processes.

Restoration Objectives

Use SMART objectives (Site-specific, Measurable, Achievable, Relevant, Timebound) to define the riparian ecosystem functions to be restored and tie them to site-specific limiting factors for salmon that use the site. Define the performance measures used to

determine successful establishment outcomes via implementation monitoring. The example table below is one way to illustrate objectives and link them to performance measures.

Primary Objective	Secondary Objective	Time-Based Performance Measures
Enhancement Method: Control of invasive plants (site preparation), ten acres planted, mixed deciduous and conifer		
Primary Objective: Future large woody material recruitment to support in-stream habitat complexity for rearing and sorting gravel for salmon spawning	**Secondary Objective:** Invasive weed suppression to promote native riparian plant diversity	**Time-Based Performance Measures** • X percent planting survival at five years • X percent ground cover at fifteen years • Dominant conifers measure at least X" DBH at fifteen years • <X percent invasive species cover suppression at twenty years • Dominant conifer species thinned to number/acre with established native understory at twenty-five years
Enhancement Method: Two hundred acres alder thinned, planted conifer understory		
Primary Objective: Provide thermal protection of stream to reduce summer rearing mortality	**Secondary Objective:** None	**Time-Based Performance Measures** • Alder density reduced to number/acres at five years • X percent planting survival at five years (i.e., trees, shrubs, herbaceous ground cover, grasses, sedges, rushes) • Number acre density and X percent cover of conifer at fifteen years • Dominant conifer species thinned to number/acre at twenty-five years

Plan Map

The plan map serves as the project's restoration design drawings. Individual plan maps illustrate site preparation and enhancement activities in detail (e.g., plant removal, soil preparation, beaver dam analogs, large woody materials, bank shaping, planting, overstory thinning). However, at a minimum, a plan map illustrates the expected post-restoration implementation condition. Important elements of a plan map or maps include the following:

- Property boundaries
- Labelled surface water features and floodplain extent

- Site elevations relative to the channel
- Existing functional vegetation that will remain as part of the activities
- Recent aerial imagery
- Map scale and delineated Site Potential Tree Height, if applicable
- Polygons or other visual representation of restoration activities (e.g., planting, in-stream elements, fencing)
- Delineate different habitat zones (e.g., gravel bar, shoreline, riparian, terrace, wetland, upland)
- Monitoring information if applicable (e.g., photo points, transects)
- Legends as necessary

Site Preparation Methods

Describe the site preparation needed as part of the overall riparian establishment objectives, including preparation type, methods used, frequency, and expected duration. In some cases, these elements may be the only necessary actions before moving into a maintenance phase (e.g., alder thinning with adequate conifer understory). In other cases, initial preparation can take years before an activity such as planting is possible (e.g., knotweed monoculture). Provide a plan map and/or design-level plans (appendix D) of significant site preparation elements as necessary. Examples include the following:

- Invasive plant control (e.g., mechanical, chemical, hand)
- Soil preparation (e.g., ripping, disking), amendments (mulching, etc.)
- Overstory species thinning (e.g., alder conversion, pre-commercial thinning)
- Other project elements, such as in-stream work (e.g., beaver dam analogs for better site hydrology) or agricultural best management practices (e.g., fencing, off-stream water) that must be implemented initially to support effective riparian establishment

Riparian Planting Methods

If riparian planting is a component of the project, provide the following detail:

- Species list, separated by plant community zones if more than one on site. For each zone provide the following information:

  - Describe if using seed and stock sourced from across the species' geographic and elevational ranges.
  - Stock type (seed, bareroot, potted plus age or size class)
  - Quantity and planting density for each species and/or planting zone

- Planting methods
- Planting seasons
- Herbivory protection or exclusion
- Sun and wind protection (shade cloth)
- Irrigation and watering installation
- Other methods as appropriate

Invasive Species Management Methods and Treatment Schedule

- Species list, separated by plant community zones if more than one on site. If multiple treatment sites, provide one document that contains as much site-level details as possible.
- Treatment methods/protocol
- Treatment schedule
- Monitoring/photo points
- Other methods as appropriate

Implementation Monitoring

Implementation monitoring, or the process of tracking performance of riparian establishment activities, is an eligible expense as part of a restoration or stewardship project. Describe the methods and metrics used to track how the project's SMART restoration objectives are performing. Consider how the performance measures may change as a riparian project matures with time and stewardship and maintenance activities. RCO compiled resources of standard techniques on its website. Examples include the following:

- Annual counts on set transects to estimate percent survival and invasive species cover

- Densiometer or drone imagery to assess canopy cover and light penetration
- Photograph points to illustrate native growth and invasives suppression
- LiDAR imagery showing native canopy cover

Post-Implementation Maintenance

Post-implementation maintenance (referred to as "stewardship" in manual 18, for planting projects) is the long-term strategy that starts after completing initial restoration treatments. Regardless of who takes long-term responsibility, it is important for the sponsor to illustrate an understanding of the steps to establish functioning and self-sustaining riparian conditions over time. This element will include a detailed schedule of maintenance activities chronologically appropriate to the different stages of riparian establishment and who is responsible for funding, planning, and completing maintenance actions.

List and describe proposed management practices. Consider organizing information into a table or other visual (e.g., Gantt chart). At a minimum, describe the practice, its planned frequency (e.g., three times in spring and summer seasons), the likely duration (e.g., five years), and the expected timeframe (e.g., years five through twenty). Consider the entire establishment period for the site, how the management may change as the site matures, and potential changes due to climate change as it is currently understood. For example, a list of methods for maintaining a young dense planting (years zero to five); then a list of intermediary methods (years five through fifteen) such as continued competitive invasive plant removal or replanting significant mortality or removing irrigation; and late stage (years fifteen through thirty) techniques such as overstory thinning for health and diversity or herbivory protection removal.

Examples of long-term maintenance and establishment practices are as follows:

- Weed control and mulching
- Replacing or removing herbivory protection (tubes, fencing)
- Removing irrigation infrastructure no longer needed
- Adaptive re-planting such as changing species in areas of high mortality due to changes in climate, localized soil hydrology, or bad stock
- Adaptive under-planting such as incorporating species that better establish under canopy previously planted (e.g., cedar, hemlock)
- Thinning dominant overstory species to allow release and facilitate understory development

- Beaver dam management (pond levelers, temporary relocation)
- Adapting planting, removal, or rescue planting due to planned or adaptive restoration techniques on site (e.g., planned channel reconfiguration through an establishing riparian forest)

Invasive Species Post-Implementation Outcomes

This deliverable is an overall update of an invasive species riparian enhancement plan following project activities. It includes, as necessary, updating maps of treatment area, final project treatment metrics (acres, streamside miles treated), discussion of qualitative results of treatment if data is available, changes of protocol due to adaptive management, and an updated treatment schedule if control or removal was not completed during this phase. This updated riparian enhancement plan provides the basis of future project phase applications.

Adaptive Management

Describe how the sponsor will adapt site management as part of the post-implementation maintenance discussion or in a separate section, if the site does not achieve restoration objectives as determined by implementation monitoring. List typical or known site-specific challenges to riparian establishment and propose adaptive management approaches or contingencies.

Examples of adaptive management are as follows:

- Due to the low gradient of the stream and presence of beavers in the watershed, beaver colonization is highly probable. Although beaver pond levers will be considered, in the case of wetland formation and loss of dry-site type riparian species, replanting with wetland-type vegetation or allowing natural recruitment will be considered. High-value trees on site will be protected from beaver browse by wire mesh.
- In the case of heavy mortality of a single species, replanting with a different seed source of that species or planting a different species altogether will be considered.

As-Built Documentations

Update the riparian enhancement plan if implementation resulted in significant changes from what was proposed. Update design drawings, maps, site preparation, treatment method, and monitoring elements of the plan as necessary.

Stewardship Activity Report

This is a written report that documents activities implemented as part of the stewardship project. If adaptive management was a significant factor, document the changes implemented on site. Provide implementation monitoring results to show how the site is achieving restoration objectives.

Definitions

Riparian area:[18] A defined area encompassing both sides of a water body, composed of aquatic ecosystems (i.e., the river or stream), riparian ecosystem, and riverine wetlands. Riparian areas are three dimensional: longitudinal up and down streams, lateral to the width of the riparian ecosystem, and vertical from below the water table to above the canopy of mature site-potential trees.

Riparian ecosystem:[19] Riparian ecosystems are transitional between terrestrial and aquatic ecosystems and are distinguished by gradients in biophysical conditions, ecological processes, and biota. They are areas through which surface and subsurface hydrology connect waterbodies with their adjacent uplands. They include those portions of terrestrial ecosystems that significantly influence exchanges of energy and matter with aquatic ecosystems (i.e., a zone of influence). This definition of riparian ecosystem does not include adjacent waters (i.e., river or streams, but does include riverine wetlands) and recognizes the riparian zone as a distinctive area within riparian ecosystems.

Riparian Management Zone:[20] A delineable area defined in a land-use regulation; often synonymous with riparian buffer. For the purposes of this document, the riparian management zone is defined as the area that has the potential to provide full riparian functions. In many forested regions of the state this area occurs within one, 200-year Site Potential Tree Height measured from the edge of the stream channel. In situations where a channel migration zone is present, this occurs within one Site Potential Tree Height measured from the edges of the channel migration zone. In non-forest zones the riparian management zone is defined by the greater of the outermost point of the riparian vegetative community or the pollution removal function, at one hundred feet.

[18]NRC (National Research Council). 2002. Riparian areas: functions and strategies for management. The National Academies Press, Washington, D.C. https://doi.org/10.17226/10327.

[19]Quinn, T., G.F. Wilhere, and K.L. Krueger, technical editors. 2020. Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications. Habitat Program, Washington Department of Fish and Wildlife, Olympia. p.292

[20]NRC (National Research Council). 2002. Riparian areas: functions and strategies for management. The National Academies Press, Washington, D.C. https://doi.org/10.17226/10327.

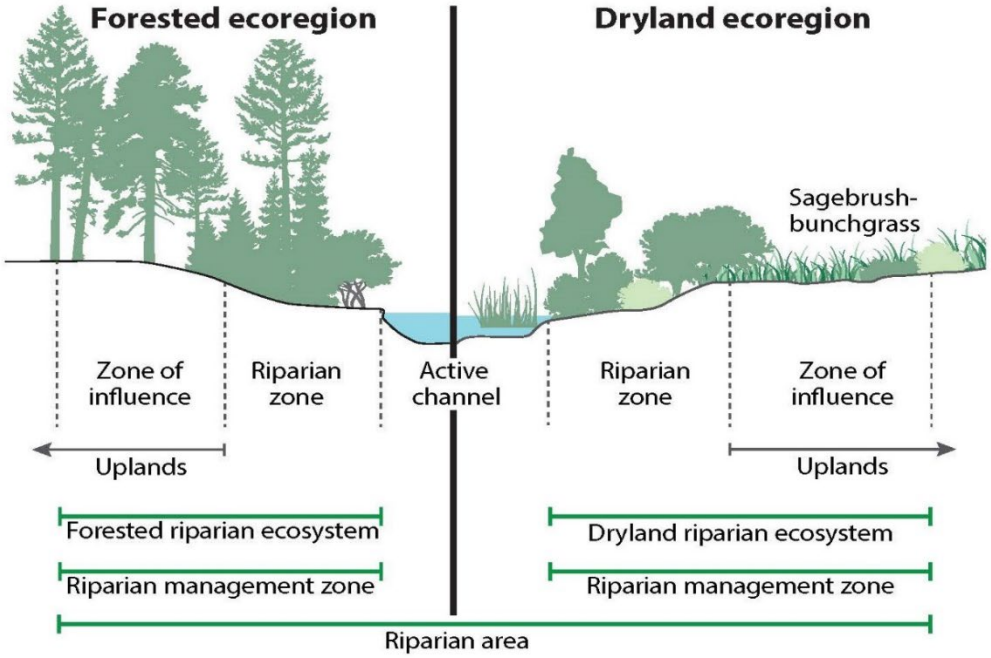


Figure 2.2. The diagram depicts the riparian management zone (RMZ) for both forested (left) and dryland (right) ecoregions. The RMZ is coincident with the riparian ecosystem, *which consists of the* riparian zone *(riparian vegetative community) and the* zone of influence. *The* riparian zone *extends from the edge of the active channel towards the uplands and it includes areas where vegetation is influenced at least periodically by flowing waters. The* zone of influence *includes areas where ecological processes significantly influence the stream, at least periodically.*