

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. <ul style="list-style-type: none"> • General vicinity map for all projects • Site plan for a restoration project • Parcel map for an acquisition project 	Applicant Creates

PRISM Online Attachment Checklist Items	Template / Form Link
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). <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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