

# 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
<p><b>Project Cost Estimate.</b> RCO recommends using its template or similar format. Attach in PRISM and clearly label "Cost Estimate." Include agency indirect in the estimate.</p>	<p><a href="#">Spreadsheet</a></p>
<p><b>Landowner Acknowledgement Form</b> is required for a project on land not owned by the applicant or on state-owned aquatic lands.</p>	<p><a href="#">Form</a></p>
<p><b>Project Partnership Contribution Form.</b> State agencies are required to have a local partner; also suggested for organizations other than the applicant (third party) providing match.</p>	<p><a href="#">Form</a></p>
<p><b>Maps</b></p> <ul style="list-style-type: none"> <li>• General vicinity map for all projects</li> <li>• Site plan for a restoration project</li> <li>• Parcel map for an acquisition project</li> </ul>	<p>Applicant Creates</p>

**Appendix C: Application Checklist with Forms**

PRISM Online Attachment Checklist Items	Template / Form Link
<p><b>Design Materials for All Restoration Projects.</b> NOTE that preliminary designs ARE REQUIRED for a project requesting \$350,000 or more in SRFB funds.</p>	Applicant Creates
<p><b>Response to Review Panel Application Comments.</b> An applicant must respond to review panel comments by updating PRISM.</p>	Update PRISM
<p><b>Project Photographs.</b> At least two photographs of site conditions before project implementation are required in .jpg file format.</p>	Applicant Creates
<p><b>Barrier Evaluation Forms and Correction Analysis Form</b> (fish passage projects only)</p> <ul style="list-style-type: none"> <li>• Barrier Evaluation Form is required for a fish passage project (planning or restoration).</li> <li>• Correction Analysis Form is required for a barrier correction construction project.</li> <li>• Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife’s <a href="#">Fish Passage Map</a> website.</li> </ul>	<p><a href="#">Barrier Evaluation Forms</a></p> <p><a href="#">Correction Analysis Form</a></p>
<p><b>Intensively Monitored Watershed Certification (IMW),</b> if relevant.</p> <ul style="list-style-type: none"> <li>• Required for any project in an IMW watershed.</li> <li>• Certification from lead scientist AND salmon recovery region.</li> </ul>	Region or Lead Entity Creates
<p><b>Regional Monitoring Project Certification</b> is required for all regional monitoring projects.</p>	<a href="#">Form</a>
<p><b>Regional Monitoring Study Plan</b> is required for all regional monitoring projects.</p>	<a href="#">Plan</a>
<p><b>Deliverables from Previous Phases of Work</b> (for phased projects)</p> <ul style="list-style-type: none"> <li>• Includes previously funded assessment or design materials.</li> </ul>	Applicant Creates
<p><b>Other Materials (optional)</b> “Waiver of Retroactivity,” graphs, parcel maps, letters of support, etc.</p>	Applicant Creates
<p><b>SRFB Applicant Resolution and Authorization</b> is required for any sponsor who will sign the grant agreement.</p>	<a href="#">Form</a>
<p><b>RCO Fiscal Data Collection Sheet.</b> This form collects information about the applicant’s organization’s indirect rate and other financial information.</p>	<a href="#">Form.</a>