

Manual 22

BRIAN ABBOTT

Fish Barrier Removal Board Grant Program

November 2019





Brian Abbott

Brian Abbott was a tireless and outspoken advocate of salmon recovery and environmental stewardship in Washington. His dedication paved the way for the creation of the Fish Passage Barrier Removal Board.

As executive director of the Governor's Salmon Recovery Office, he fundamentally changed how Washington State managed its salmon recovery efforts. He spearheaded the formation of the Salmon Recovery Network to get all the participants in salmon recovery together so they could speak with one voice and he initiated the first salmon recovery conference so grant recipients could share best practices. Before coming to the Governor's Salmon Recovery Office, he led the Salmon Recovery Funding Board's grant management staff and was the manager of the Pierce Conservation District. Early in his career, Brian helped create the Kennedy Creek Salmon Trail in Thurston County, where a countless number of school children visit every year to see salmon return home.

Throughout his life, both personally and professionally, Brian advocated for salmon recovery. Family and friends often joked that he saved the salmon during the week, so he could catch them on the weekend.

December 31, 1968–December 31, 2016

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Schedule

FBRB Grants

Date	Task	Description
November 1, 2019	Request for Proposals	Publication of Fish Barrier Removal Board Request for Proposals
January 15, 2020	Proposal Due	Submit complete Request for Proposals materials to FBRB@dfw.wa.gov
January to March 2020	Technical Review	Initial review of project by the Fish Barrier Removal Board Technical Review Team for eligibility and potential benefits to anadromous salmonids.
April 1, 2020	Invitation to Submit Application	Proponents of eligible and high-priority projects are invited to submit online applications into the Recreation and Conservation Office's project management database called PRISM
May 15, 2020	Complete PRISM Application Deadline	Complete all sections and submit all attachments in PRISM including the project narrative questions.
May 15 to July 31, 2020	Complete Application Review	Project reviewed and ranked by technical review team and recommended for funding by Fish Barrier Removal Board.
August 1, 2020	Fish Barrier Removal Board Requests Funding	Ranked project list and funding recommendations published and submitted to the Legislature.
To Be Determined-2021	Funding Notification	Grants awarded, depending on state budget. Funds available July 1, 2021.

Section 1: Introduction

In this section, you'll learn about the following:

- ✓ The grant program
- ✓ The manual
- ✓ Where to get information
- ✓ Technical Review Team

About the Fish Barrier Removal Board Grant Program

The Legislature established the grant program of the Brian Abbott Fish Passage Barrier Removal Board (FBRB) in 2014 to help identify and remove impediments to salmonid fish passage.¹ Projects must match the principles provided in Revised Code of Washington 77.95.180 and are reviewed and approved by the board. The grant program is administered jointly by the Washington Department of Fish and Wildlife (WDFW) and the Recreation and Conservation Office (RCO).

The role of the FBRB is to adopt governing policies (funding strategies, project eligibility, match requirements, etc.), set project evaluation criteria, review project scoring and recommendations from the FBRB Technical Review Team, and approve a prioritized list of projects to be submitted to the Governor's Office and the Washington State Legislature for funding consideration.

FBRB Grant Program Strategy

The Fish Barrier Removal Board is committed to fixing high priority fish passage barriers throughout Washington State. The FBRB's strategy is to fund fish passage replacements in priority watersheds throughout the state. The watersheds were identified by salmon recovery regions based on de-listing priorities, high-priority stocks, and opportunities to improve salmonid populations. Additionally, the FBRB is committed to funding high-priority fish passage projects upstream and downstream of previous investments made by state, local, and federal agencies as well as by private parties.

¹Chapters 77.95.160 and 77.95.170 of the Revised Codes of Washington

Appendix A shows the FBRB-approved priority watersheds. Throughout the 2015-17 biennium, WDFW worked with the salmon recovery regions and lead entities in each of the priority watersheds to develop lists of fish passage barriers, which were submitted and approved by the FBRB. The board expects practitioners working in the priority watersheds to continue applying for funding in future grant rounds to implement projects from their approved and prioritized lists. If lead entities or salmon recovery regions want to propose new projects or change their priority watersheds, they must work with their WDFW fish passage biologists to get board approval.

Each grant round is a new, open solicitation for projects that will be evaluated and scored against each other. Projects from previous grant rounds that were submitted to the state Legislature for funding but were not funded must reapply in a new grant round to be considered for funding. Scoring criteria may be changed depending on FBRB priorities. The scoring criteria will be included in the Request for Proposals, found on the [WDFW FBRB Web site](#) upon the initiation of each grant round.

About this Manual

This manual explains how to apply for grants and the evaluation and scoring process, and gives an overview of WDFW and RCO roles. This manual also outlines the primary responsibilities of the grant recipients and explains how additional information and help may be obtained. This manual references several other RCO manuals, grant materials, and procedures, applicable to applying for and managing a FBRB grant. All materials are available electronically on the [RCO Web site](#) and the [FBRB Web site](#). To obtain more information please contact RCO or WDFW staff listed below.

This manual is reviewed and updated biennially or as needed.

Where to Get Information

About RCO

RCO supports and administers the Recreation and Conservation Funding Board, Salmon Recovery Funding Board, Brian Abbot Fish Barrier Removal Board, and many other joint agency grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working farms and forests, and help recover salmon populations.

About WDFW

WDFW's mission is to preserve, protect, and perpetuate fish, wildlife, and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities. The FBRB work is under the Fish Passage and Screening Division of the Habitat Program.

Staff Contacts

RCO

Natural Resources Building
1111 Washington Street S.E.
Olympia, WA 98501

[E-mail](#)

Telephone: (360) 902-3000

FAX: (360) 902-3026

Relay Service for Hearing Impaired: (800) 833-6388

[Web site](#)

Mailing Address

PO Box 40917
Olympia, WA 98504-0917

RCO grants managers are available to answer questions about the information contained in this manual. Please visit the [staff contact Web page](#) to find the staff person for your area.

WDFW

Natural Resources Building
1111 Washington Street S.E.
Olympia, WA 98501

[E-mail](#)

Telephone: (360) 902-2534

FAX: (360) 902-2946

Relay Service for Hearing Impaired: (800) 833-6388

[Web site](#)

Mailing Address

PO Box 43200
Olympia, WA 98504-3200

Fish Passage and Screening Division staff are available to answer questions about the grant process, policies and procedures, and information in this manual. Please visit the [WDFW Fish Passage contact page](#) to find fish passage staff.

Other Grant Manuals You May Need

The FBRB grant program uses RCO's salmon grant framework and references several other RCO manuals. Visit [RCO's Web site](#) to obtain copies of these publications.

- [Manual 5, Restoration Projects](#)—This manual provides basic information on restoration projects funded through RCO. Restoration projects generally create, reestablish, or enhance habitat by bringing it back to healthy, self-sustaining conditions.
- [Manual 7, Long-Term Obligations](#)—This manual provides basic information and policies for projects funded by grants through RCO. The policies apply to grant recipients of all grant programs, current and past, including Family Forest Fish

Passage Program, Estuary and Salmon Restoration Program, Fish Barrier Removal Board, and salmon recovery.

- [Manual 8, Reimbursements](#)—This manual provides general guidance for requesting reimbursements including allowable project costs, how to bill RCO, getting paid, and other requirements.
- [Manual 18, Salmon Grants](#)—This manual was created under the authority granted to the Salmon Recovery Funding Board and the policies of the board and RCO. This manual provides basic information on all aspects of the salmon grant program.

Resource Materials

RCO and WDFW have other publications to explain this program including the following:

- Brochure that describes the program
- Fact sheet about the program
- Request for Proposal

Visit the [RCO Web site](#) or the [WDFW Web site](#) to obtain additional program information and application materials.

Project sponsors are encouraged to review the [Washington State Office of Financial Management](#) capital budget instructions.

Technical Review Team

The FBRB Technical Review Team is composed of fish passage experts with extensive knowledge in fish passage design and construction, biology, and permitting. The team will provide technical assistance to grant applicants developing projects during open solicitation of the request for proposals, will evaluate and score submitted proposals and will review project designs of funded projects as they move forward to implementation. The team ensures that proposed projects meet the required fish passage design criteria in Washington Administrative Code 220-660-190, the recommendations of the Water Crossing Design Guidelines, and the expectations of the FBRB grant program.

The technical review team will consist of the following core members:

- WDFW fish passage biologist
- WDFW habitat engineer

- WDFW FBRB program manager

Other expertise or disciplines will be consulted if needed (such as a geomorphologist or civil and transportation engineers). Local representatives and stakeholders (such as lead entities, tribes, restoration groups) also may be asked to participate on a voluntary basis

The **WDFW fish passage biologist** will be the primary team contact for the grant applicant during the draft proposal phase including project prioritization, development, and scoping. The fish passage biologist will coordinate with the other team members and will be the statewide FBRB program representative assigned to specific projects. (Note: after the grant application submission deadline, the RCO grants manager will be the primary point of contact for grant recipients).

The **WDFW habitat engineer** will provide technical design review and assistance for the proposed and funded projects to ensure the projects meet fish passage design criteria and recommendations from the 2013 Water Crossing Design Guidelines. They also may provide design alternative suggestions, cost estimates, and other technical support to the grant applicant and recipient.

The **WDFW FBRB program manager** will provide general support and guidance for team members and help ensure statewide consistency and success in meeting programmatic expectations. The manager also will be the lead liaison between the WDFW Fish Passage Division, RCO, and the FBRB, including program reporting and overseeing implementation of FBRB policies.

The **RCO grants manager** will administer all the FBRB applications (using RCO's project database known as PRISM) and project agreements. The grants manager will help facilitate clear and open communication with the project sponsors, team members, program managers, and others throughout the entire process, and will facilitate a better understanding of the funded projects and the grant program's overall success. The RCO grants manager will be the primary point of contact during the project application development step in PRISM through project completion.

Section 2: Proposal Information

In this section, you'll learn about the following:

- ✓ Eligible fish passage projects
- ✓ Eligible project types
- ✓ Eligible project owners and sponsors
- ✓ State fish passage criteria
- ✓ How to apply for funding
- ✓ Project scoring and evaluation
- ✓ Match requirements
- ✓ Landowner acknowledgement
- ✓ State aquatic lands

Eligible Fish Passage Project Criteria

State law² requires the FBRB is to identify and expedite the removal of impediments to anadromous fish that are the result of state and local roads, highways, and barriers owned by private parties.

All projects must correct a fish passage barrier on a salmon bearing (anadromous) stream and be a barrier to fish as defined by WDFW's 2019 [Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual](#). Partial or complete fish passage barriers are both eligible; however, total barriers will receive a higher score.

A grant may fund only fish barrier corrections in either an approved priority watershed (Appendix A), or in coordination with (i.e. upstream or downstream of) another barrier correction project that has been completed since 2010 or is funded and scheduled for construction by 2023. Projects with a full barrier (0 percent passable) downstream are ineligible.

²Revised Code of Washington 77.95.160

Eligible Project Types

Planning Projects

Planning projects fund pre-construction designs and must result in a final design (Appendix C-3).

Restoration Projects

Restoration projects are for construction, but may include final designs if preliminary designs (Appendix C-2) are provided with the application.

Restoration projects requesting grants for more than \$500,000 must include a recently completed preliminary-level design with the grant application.

Design-build projects may include all design and construction work in the application if the grant request is below \$500,000. The grant applicant for a design-build project must submit a Correction Analysis Form (Appendix I) with the grant application. The person or team completing a final and/or a preliminary design must include at least one licensed professional engineer with experience in fish passage restoration.

It is not the intent of the FBRB to fund mitigation obligations.

Contact your RCO grants manager or WDFW fish passage biologist staff with questions about project eligibility.

Eligible Project Owners and Sponsors

Eligible Fish Passage Barrier Owners

- Local governments (cities, counties)
- Native American Tribes
- Nonprofit organizations
- Private landowners
- Regional fisheries enhancement groups
- Special purpose districts
- State agencies

- Small forest landowners (who harvest less than 2 million board feet of timber each year) are eligible, but are encouraged to correct their barriers through the [Family Forest Fish Passage Program](#).

Ineligible barrier owners include federal agencies and large forests landowners who are required to fix their fish passage barriers through the Road Maintenance and Abandonment Plans under the State Forest Practices Rules.³

Eligible Sponsors

A project sponsor may be the landowner where the fish passage barrier exists or a third-party. If landowners do not have extensive knowledge in implementing fish passage projects, they are strongly encouraged to use a third party. WDFW and RCO staff can help landowners find a third-party organization, which includes regional fisheries enhancement groups, conservation districts, local governments, tribes, state agencies, and nonprofit organizations involved in salmon recovery.

State Fish Passage Criteria

FBRB-funded barrier corrections must meet state fish passage criteria. The [2013 Water Crossing Design Guidelines](#) provides practical, real-world knowledge and techniques to improve the overall success of water crossings. These guidelines do not replace regulatory requirements, though they are designed in part as technical guidance supporting regulatory streamlining and grant application review for fish passage projects. The guidelines discuss the geomorphic approach to water crossing design and several design options. The preference of the FBRB is for fish barriers to be repaired by abandonment, a bridge, or a stream simulation culvert. Chapter 4 of the guidelines provides guidance on bridge design, and Chapter 3 provides guidance on the stream simulation design option.

- **Stream Simulation Design Option:** This geomorphic approach involves building an artificial stream channel inside the culvert, which provides passage for any fish migrating through the reach. This option is assumed to be satisfactory for adult and juvenile fish passage and tends to be used more frequently at sites where juvenile fish passage is required.

In rare and extraordinary circumstances where site constraints rule out abandonment, a bridge, or a stream simulation culvert, the FBRB may consider no-slope or hydraulic design options.

³Revised Code of Washington 76.09

- **No-slope Design Option:** Generally limited to small, low gradient streams. The culvert must be installed at zero gradient and be countersunk, and the diameter of the culvert must be at least bank-full width of the channel. There is typically less engineering analysis with this design option, which is compensated with a safety factor in this sizing method.
- **Hydraulic Design Option:** Requires hydrologic and open channel calculations, but usually results in smaller culverts being required than the No-slope Design Option or a roughened channel. It is difficult in most situations, if not impossible, to comply with velocity criteria for juvenile fish passage using is option.

How to Apply for Funding

FBRB grants are offered every 2 years, generally in November of odd-numbered years. The application process described below is a two-step process. The first step begins with the WDFW solicitation for a Request for Proposals, which will be available on the opening of the grant round on the [WDFW FBRB Web site](#). Applicants must e-mail a completed Request for Proposal to WDFW at FBRB@dfw.wa.gov by the deadline. During the second step, proponents of high-priority projects will be invited to complete an application, including an additional written project narrative, using RCO's online project grant management system (PRISM). Applicants awarded grants will continue to use PRISM during their projects and to request reimbursement.

This manual is published each biennium, with an updated schedule. Please see the schedule at the beginning of this manual for specific dates and deadlines.

Request for Proposals

A Request for Proposals solicits high-value fish passage projects statewide. The FBRB Technical Review Team will review and select which proposals will move forward to submit an application. The Request for Proposals is on the [WDFW FBRB Web site](#).

The Request for Proposals will include information on the following:

- Instructions—information about when and how to submit the Request for Proposals and minimum requirements
- Submission requirements including links to required forms
- Grant calendar highlighting specific dates you'll need to know
- Project evaluation and scoring criteria—how the review team will evaluate and score your project and make recommendations to the FBRB for approval
- Overview of the application process

- Who to contact for help

Required Documents

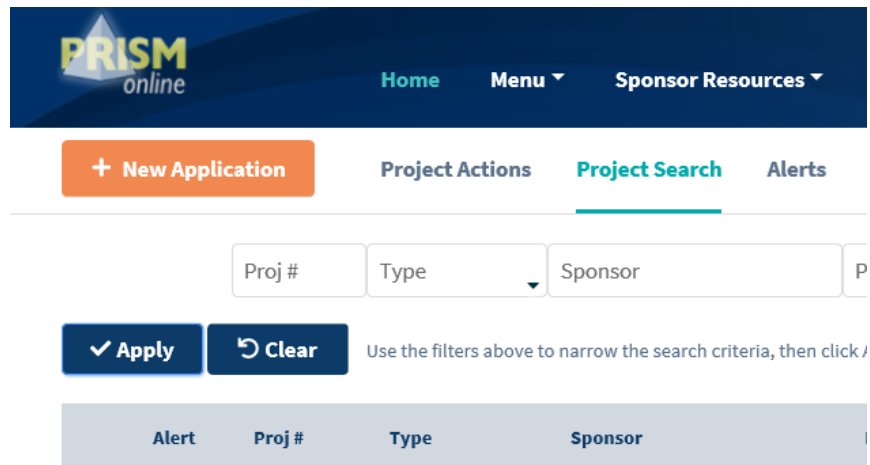
The Request for Proposals requires the following documents to be submitted to WDFW:

- Barrier Evaluation Form or WDFW Fish Passage Site Report Form (Appendix J)
- Maps of worksite or planning area
- A general location map
- Landowner Acknowledgement Form (Appendix G)
- Photos, to include a photo of the inlet, the outlet, and the road over the structure
- Responses to the Request for Proposal Questions (Appendix D)

If selected to submit an application, project sponsors will complete and submit an application in PRISM as described in the PRISM Application Process, below.

PRISM Application Process

Applicants must use PRISM Online to complete applications. New users of PRISM Online should visit RCO's PRISM Web site to [create an account](#) and get a user name and password.



Once you have a user name and password, log into [PRISM Online](#). The PRISM home page is where you may search for RCO applications, apply for grants, manage grant agreements (active projects), submit reimbursement requests, and submit progress reports.

From the PRISM Online home page, click on the orange + *New Application* button as seen below, to launch the Application Wizard.

The new application button will open the *Getting Started* page, which provides a list of all of the RCO salmon grant programs. There are links to manuals, documents, and videos

that may be helpful during the application process. At the bottom of the screen is the *Start New Application* button, which opens the screen to start your grant application.

The Application Wizard will open to the *Project Description* page, the first of multiple application pages that are always viewable as links on the left side of each page (graphic to the right). Complete the required information on each screen, and click the *Next* button. This process will walk applicants through the entire application page by page. Be sure to save work often.

The *Program and Project Type* page will allow you to choose the correct grant program, which in this case is the Brian Abbott Fish Barrier Removal Board. For projects within a priority watershed (Appendix A), choose Brian Abbot Fish Barrier Removal Board–Watershed Pathway (FBRB WP). For projects that coordinate with nearby barrier corrections, choose Brian Abbot Fish Barrier Removal Board–Coordinated Pathway (FBRB CP). If you do not see either of these grant opportunities available, contact an RCO grants manager.

After completing all of the application information, check the application for errors on the *Submit Application* screen. Pages indicated with a red exclamation mark on the left of the screen are not complete or have errors. Corrective instructions in large red letters will appear on each of those pages indicating what needs correcting or has incomplete information.

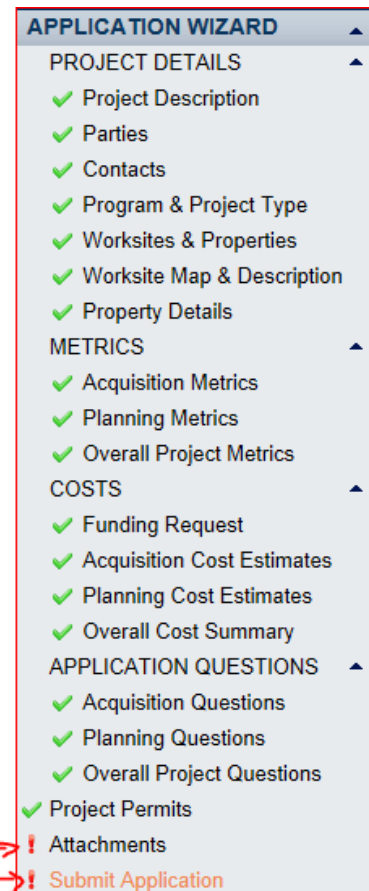
Call or e-mail an RCO grants manager at any point in this process if you have questions.

After an application is submitted, an RCO grants manager will review it. The grants manager may return the application for additional information or necessary changes. Once the application has passed review, it will be moved to “complete” status and RCO will notify the FBRB Technical Review Team to begin its final technical review of the application.

PRISM Application Required Documents

A complete PRISM application includes the following attached documents.

- All application materials submitted as part of the Request for Proposals.



- Map of project's Area of Potential Effect (APE Map): used for RCO cultural resources review.
- Design drawings and report: required for restoration projects requesting more than \$500,000
- Correction Analysis Form: for restoration projects (design-build) with no existing project designs (Appendix I)
- Application Authorization Form ([RCO Web site](#))
- Responses to FBRB Project Narrative Questions (Appendix E)
- Cost Estimate Worksheet: RCO Budget Template (Appendix F) or an alternative detailed budget document

Applicants may not submit applications until the above documents are attached to their applications in PRISM. Additional supporting documents may be attached as needed.

Tips to Avoid Common Mistakes

- **Scope of the project.** Be sure the project description and other application materials reflect the entire project scope. Include tasks covered by proposed FBRB funds *and* tasks covered by matching funds.
- **Contingency.** Do not include a line item for contingency in cost estimates. Ensure that each of the budget line items accounts for inflation and contingencies.
- **Architecture and engineering.** Include architecture and engineering costs in the cost estimate for restoration projects. Architecture and engineering costs include project administration, engineering, and design. "Architecture and engineering" is a separate work type in PRISM and must be selected to enter an associated cost. Note that architecture and engineering costs are tracked separately from construction costs for each worksite billed. Refer to [Manual 5, Restoration Projects](#) for guidance on what activities represent architecture and engineering expenses, and what activities represent construction expenses—the difference is not always obvious. The maximum allowable total architecture and engineering expense is 30 percent of construction costs.
- **Permitting and cultural resources.** Include permitting and cultural resource expenses in planning and restoration projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories.

- **Pre-agreement costs.** Certain pre-agreement costs are eligible for reimbursement (see [Manual 8, Reimbursements](#)), but reimbursement is not allowed for construction that occurs before the agreement start date. Allowable pre-agreement costs include planning costs (e.g. design, permitting) and purchase of certain construction materials if a case may be made that significant costs may be saved through an advance purchase. Purchase of construction materials before a project agreement is signed **must** be approved by RCO grants manager in writing in advance of purchase.
- **Worksites and properties.** RCO requires tracking restoration project expenses separately for each worksite. A separate worksite is required for each geographically distinct barrier correction. Limit the number of worksites to those required.

Project Scoring Criteria and Evaluation

The FBRB Technical Review Team will evaluate and score projects based on the criteria described in the Request for Proposals. Evaluation criteria may include: habitat quality, linear habitat gain, absence of downstream barriers, project readiness (design level, permits, sponsor capacity, matching funds, etc.), priority in approved recovery plan, barrier severity, number of anadromous species, stock status, level of coordination with other fish passage projects, proposed design, presence in an approved watershed, and project cost.

In addition, the team reviews the application to ensure that the project is beneficial to salmon, has costs that do not outweigh the anticipated benefits, and has a high likelihood of being successful. To do so, team members review application materials, visit project sites, and provide feedback to project sponsors. Technical feedback provided by the team is designed to improve project concepts and overall benefits to fish and to achieve the greatest results for FBRB dollars invested.

The FBRB will review the technical review team's scoring recommendations and may make changes before giving final approval. The board will base its funding recommendations to the Legislature on the founding principles outlined in [Revised Code of Washington 77.95.180](#) and the following general categories:

- Ecological and biological impact to restoring fish populations
- Technical merit and project readiness
- Project cost justification
- Project coordination with other fish passage barrier removal projects

- Located in a priority watershed
- Benefits to southern resident killer whale prey species

Match Requirements

For restoration (construction) projects, a minimum of 15 percent of the grant is required as match.

Match is not required for planning (design-only) projects, if the grant request is \$200,000 or less and final designs are completed within 18 months of funding approval. Time extensions are not allowed.

If the grant request for a planning project is more than \$200,000, then 15 percent match of the grant is required and final designs must be completed within 2 years. Time extension requests may be considered.

Matching resources may include cash, bonds, grants (unless prohibited by the funding authority), and in-kind or donated labor, equipment, and materials. See [Manual 8, Reimbursements](#) for information on match and reimbursements.

Other RCO grants (Salmon Recovery Funding Board grants, Estuary and Salmon Restoration Program, etc.) may be used as match to a FBRB project.

Landowner Acknowledgement

A Landowner Acknowledgement Form (Appendix G) is required when a project occurs on land not owned by the grant recipient, including publicly owned property and private property that may have temporary construction easements. A landowner agreement (Appendix H) is required before beginning construction on private land or land not owned by the grant recipient that will be a target of construction (not including temporary construction easements for access only).

State-Owned Aquatic Lands

During the application process, applicants should consult with the Washington Department of Natural Resources to determine if the project is on state-owned aquatic lands. The department's 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 proposing projects on state-owned aquatic lands

have consulted with the department and submitted a Landowner Acknowledgement Form (Appendix G).

Once funded, the Department of Natural Resources will work with sponsors on a potential authorization to use state-owned aquatic lands. This authorization may be a lease, an easement, or a right of entry. Whatever the form, the 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 lands, the State of Washington, so the sponsor 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 can work to address any design issues early.

Please note that the project also 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.

Section 3: Pre-Construction

In this section, you'll learn about the following:

- ✓ Project timelines
- ✓ Project agreement
- ✓ Control and tenure: landowner agreement
- ✓ Progress reports
- ✓ Project design review process
- ✓ Permits
- ✓ Cultural resources

Project Timelines

For restoration (construction) projects, sponsors have about 3 years after the Legislature approves funding (typically, July 1 of odd-numbered years) to complete projects.

For planning (design-only) projects with no match, sponsors have 18 months to complete the project if the grant is \$200,000 or less. If the grant is more than \$200,000, then sponsors have 2 years to complete the project.

Project Agreement

After a grant is awarded, the applicant will sign a contract, called a project agreement, with RCO. FBRB approval of a grant is provisional until execution of a formal project agreement. If for any reason the grant recipient is unable to implement the project in whole or part, the money returns to the board for reallocation.

Project Milestones

As part of the contract, project sponsors must submit a milestone worksheet (template provided by RCO). Project milestones outline major tasks/deliverables by date and provide a timeline for billing, reporting, and special condition requirements. Sponsors and RCO grants managers work together to develop this important element of the project agreement. Although milestones are added to the project agreement, they are a best guess and may be amended through the PRISM progress reporting module. Changes to most project milestones require grants manager approval but do not require

an agreement amendment. Changing the agreement end date (time extension) does require an amendment.

Expectations of a project sponsor during an active project agreement include regular reporting of project progress (through PRISM progress report module) and at least one reimbursement request for an activity completed in the state fiscal year. Project sponsors should communicate any major project scope or timeline changes, or other project-related issues to their RCO grants managers as early as possible.

Key Project Agreement Terms

The purpose of the project agreement is to protect the state's investment and outline the responsibilities of the State and project sponsor. A [sample project agreement](#) may be found online. The agreement includes key milestone dates for the project. Below are key sections of the project agreement. Project applicants should review carefully the terms and conditions of the project agreement.

- **Performance by the sponsor:** The sponsor is undertaking the responsibility for the project and must complete all elements as identified in the application materials.
- **Assignment:** The sponsor may not transfer or assign the contract without prior approval (per Appendix K: FBRB Amendment Request Authority Matrix).
- **Responsibility for project:** The project remains the sole responsibility of the sponsor.
- **Indemnification:** The sponsor must indemnify, defend, and hold harmless the State and its agencies, officials, agents, and employees for this project.
- **Compliance with applicable law:** The sponsor will implement the project agreement in accordance with applicable federal, state, and local laws and regulations.
- **Right of inspection:** The sponsor shall provide access to the facilities in accordance with the project agreement and/or landowner agreement.
- **Procurement requirements:** If sponsors have a procurement process that follows applicable state and/or federal procurement principles, it must be followed. If no such process exists, the sponsor must follow all of these minimum procedures:
 - Publish a notice to the public requesting bids/applications for the project.
 - Specify in the notice the date for submittal bids/applications.

- Specify in the notice the general procedure and criteria for selection.
- Comply with the same legal standards regarding unlawful discrimination based upon race, ethnicity, sex, or sex orientation that are applicable to state agencies in selecting a bidder or proposer.

See [Washington State Department of Enterprise Services Web site](#) for more information on contracting and procurement requirements.

Control and Tenure

Landowner Agreement

If the project sponsor owns the land, a landowner agreement is not needed but at the close of the project, a stewardship plan must be completed. See Section 5, Site Maintenance and Long-term Obligations.

If the project sponsor is a third party and not the landowner, the project sponsor must sign an agreement with the landowner. RCO recommends project sponsors use the Landowner Agreement Form provided in Appendix H.

The agreement should define the terms, conditions, and obligations of both the landowner and the project sponsor.

At a minimum, the agreement should do the following:

- Allow the sponsor and RCO staff access to the site for project implementation, inspection, maintenance, and monitoring
- Clearly state that the landowner will not intentionally compromise the integrity of the project.
- Clearly describe and assign all project monitoring and maintenance responsibilities.

A landowner agreement remains in effect for a minimum of 10 years from the date of final payment to the project sponsor.

A landowner agreement is required before reimbursement for any construction-related activity.

Project Design Review

The FBRB Technical Review Team is required to review and approve project designs when a Correction Analysis Form, preliminary design, and/or final design is part of the funded

project scope. The project sponsor may not begin work on a subsequent design phase or begin construction until review and approval of the previous phase is completed by the review team.

Design deliverables should be submitted to RCO via PRISM, on the *Attachments* page, by the date in the project milestones. The review team biologist will be listed as a contact in PRISM and will receive notification when the design document has been submitted in PRISM. Contacting the reviewer and RCO grants manager by phone or e-mail will reduce delays of the review process. WDFW recommends that the review process be closely coordinated with other permitting agencies' review processes. Note: preliminary and final designs must be completed and stamped by a licensed professional engineer.

The following table outlines design stages that must be submitted to the technical review team for review, based on project type:

Project Type	Design Phase	Timeline for Submission
Planning Project	Correction Analysis Form	Completed during active project agreement, submitted and approved before starting preliminary design
Planning Project	Preliminary Design	Completed during active project agreement, submitted and approved before starting final design
Restoration Projects (Design-build, <\$500,000)	Correction Analysis Form	Submitted with application
Restoration Projects (Design-build, <\$500,000)	Preliminary Design	Completed during active project agreement, submitted and approved before starting final design
Restoration Projects (Design-build, <\$500,000)	Final Design	Completed during active project agreement, submitted and approved prior to initiating construction
Restoration Projects (that submitted preliminary design with application)	Final Design	Completed during active project agreement, submitted and approved before starting construction

The technical review team will review and submit design comments to the RCO grants managers and project sponsors. Sponsors should allow about 30 days for each review. The review team may request additional design review steps for more complicated or controversial projects. The review team may meet with the project sponsors on site to discuss project alternatives and confirm preferred alternatives before starting preliminary designs. Design materials should follow specifications described in Appendix C.

See the following appendices for guidance on design deliverables:

- Appendix C-1: Conceptual Design Deliverables (optional)
- Appendix C-2: Preliminary Design Deliverables
- Appendix C-3: Final Design Deliverables
- Appendix C-4: Construction Deliverables
- Appendix I: Correction Analysis Form

Permits

The project sponsor is responsible for early project coordination with the WDFW area habitat biologist, who will facilitate a streamlined Hydraulic Project Approval permitting process. To identify the biologists in your area, visit the [WDFW Assistance Map](#).

FBRB-funded projects likely will qualify under state law⁴ as fish habitat enhancement projects, which exempts them from the State Environmental Policy Act requirements and all local government permits and fees. To apply for a streamlined permit process, submit a completed [Fish Habitat Enhancement Project Form](#) and required attachments with the Joint Aquatic Resources Permit Application as indicated on the form.

The sponsor is responsible for obtaining all necessary permits for the project and is strongly encouraged to work with the necessary regulatory authorities during the early stages of project development.

The [U.S. Army Corps of Engineers Regulatory Branch Web page](#) has information on how to navigate through the Corps permitting process including permit application, drawing requirements, and Endangered Species Act resources. See the [Final Seattle District 2017 Nationwide Permit Regional Conditions](#) for the criteria and requirements for water crossing projects to be eligible under the 2017 nationwide permit.

Cultural Resources

[Governor's Executive Order 05-05](#), Archaeological and Cultural Resources, directs state agencies to review certain acquisition and construction projects for potential impacts to cultural resources⁵ to ensure that reasonable action is taken to avoid adverse impacts to these resources. The federal government, through Section 106 of the National Historic

⁴Revised Code of Washington 77.55.181

⁵Cultural resources include archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

Preservation Act, requires the same compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or those that require a federal permit.

RCO facilitates review under the Governor's executive order. The appropriate lead federal agency facilitates review under Section 106 of the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review required 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 for archaeological and cultural resources.

Ground disturbing activities for any project (including exploratory investigation for planning purposes) that occur before completion of the cultural resources review process are not eligible for reimbursement. The sponsor must be sure to indicate the extent of ground-disturbing activities in the grant application and through a detailed Area of Potential Effect map.

Section 4: Project Construction

In this section, you'll learn about the following:

- ✓ Reimbursement
- ✓ Eligible costs
- ✓ Progress reports
- ✓ Project agreement amendments

Reimbursement

The FBRB is a reimbursement grant program, meaning the sponsor pays the bills first and then submits expenditure documentation to RCO for reimbursement for the amount expended, including match. RCO [Manual 8, Reimbursements](#) describes in detail the reimbursement policies. [Manual 5, Restoration Projects](#) describes eligible construction and administrative costs. RCO will reimburse sponsors within 30 days of receipt of a complete and accurate invoice, though most payments are processed within 2 weeks. Ten percent of project costs will be retained until RCO completes a final inspection.

Any significant change orders during project construction must be approved in advance by RCO staff.

In limited situations, advances may be made to third-party sponsors. Landowners are not eligible to receive advances.

The final billing must be accompanied by a final report submitted in PRISM.

Eligible Costs

All costs and donations submitted for reimbursement or match must directly relate to the work identified in the project agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses may be found in [Manual 5, Restoration Projects](#) and [Manual 7, Long-Term Obligations](#).

Pre-Agreement Costs

Costs incurred before the start date of the grant's project agreement will not be reimbursed, except in the following instances, and only if they are a part of the grant project agreement:

- Engineering and design costs (i.e. surveying, geotechnical, other data gathering)
- If cost-effective (i.e. materials are available at a reduced cost), the following construction materials and any associated transportation costs:
 - Culverts
 - Bridges
 - Large woody materials (if approved as a fish passage-related project design element)

Advance approval by the RCO grants manager is required to be reimbursed for pre-grant purchase of any construction materials listed above. RCO will not pay for purchases of construction materials and associated costs, or installation costs except those noted above, incurred before project agreement.

Progress Report

Project sponsors are required to submit at least two progress reports a year in PRISM. The progress reporting module in PRISM provides a record of progress that grants managers use to assess performance and allows sponsors to submit permit information, attach relevant documents, and update milestone dates as the project adapts to conditions. Project sponsors should communicate any major project scope or timeline changes or other project-related issues to their RCO grants managers through the progress report module.

Project Agreement Amendments

If during an active project agreement, the project scope, timeline, or cost of completing a project requires a change, a project sponsor may request an amendment to the agreement. Project sponsors must submit amendment requests in writing or via the PRISM progress reporting module to their RCO grants managers. Cost and scope change amendments must include the FBRB Amendment Form (Appendix B). Time extension requests do not require the FBRB Amendment Form, but do require a written request and an updated milestone worksheet with requested new dates. RCO grants managers review amendment requests for clarity and eligibility, and facilitate the review and approval process per the FBRB Amendment Request Authority Matrix (Appendix K). Once

the requested amendment is approved or disapproved, the project sponsor will receive written notice from the RCO grants manager.

Time Extension Amendment

Notify the RCO grants manager of any projected delays associated with the agreement end date (contract termination date) as soon as possible. Delays that affect the agreement end date, require a time extension amendment to the project agreement. Extension requests must be in writing and provided to RCO no less than 60 days before the project completion date. Note that funded design projects with no match are not eligible for time extensions and must be complete within 18 months of the funding date.

Cost Change Amendment

For projects under an active agreement, reasonable requests for additional money to cover expenses exceeding original budgeted costs will be considered. A dedicated source of funding for cost increase amendments does not exist; however returned funds from completed projects will be made available, first come, first serve.

Sponsors should consider all potential funding sources (internal, other grant programs, partner agencies, landowners) as part of a strategy to compensate for unforeseen costs. If funds are not available through the FBRB and/or costs are considered unreasonably high, RCO and the FBRB may require a project scope reduction if possible or termination of a project agreement. Be aware that requests for more money requires sponsors to increase their match contribution to maintain the cost-share percentage in their agreements.

Projects completed under-budget, with remaining FBRB funds at the end of a project agreement do not require a cost change amendment.

All cost change amendment requests must include the FBRB Amendment Form (Appendix B), and a revised cost estimate worksheet (Appendix F) or similar budget document. Review the FBRB Amendment Request Authority Matrix (Appendix K) for the specific review and approval process with a cost change amendment request.

Scope Change Amendment

If a project requires a change in scope, for example from restoration to planning, RCO and FBRB must approve first. Consult an RCO grants manager to determine whether the change constitutes a scope change.

All scope change amendment requests must include the FBRB Amendment Form (Appendix B), and may require other supporting documents such as a revised cost estimate worksheet (Appendix F) or revised project narrative (Appendix E).

Section 5: Completing a Project

In this section, you'll learn about the following:

- ✓ Site inspections
- ✓ Final report
- ✓ Site maintenance and long-term obligations

Site Inspections

The project sponsor may expect the following site inspections during the life of the project:

- **Interim:** This inspection normally is coordinated with the sponsor and the RCO grants manager and/or the WDFW scoping biologist. This interim site inspection is made sometime during project implementation to help resolve any apparent or anticipated problems and/or to monitor project progress.
- **Final:** This site review takes place when the project is complete but before final reimbursement. The RCO grants manager is required to attend in order to close out the grant and issue final reimbursement. Other members of the technical review team also may attend. This request must be made only after the project is complete, architects and/or engineers have made their inspection, and defects have been corrected. The final inspection is intended to ensure that the project was completed as described in the project agreement. For private lands, the landowner agreement shall allow access to perform project site inspections. On completion of the final inspection and submission of a final report in PRISM, the final reimbursement, including the release of retainage, will be made.
- **Compliance:** RCO has a policy to inspect completed, post-agreement projects to compare actual conditions to the terms and conditions of the project agreement. An inspection may be done at any time during the compliance period. The compliance period is 10 years beginning from the date of last bill payment for restoration projects. Planning projects do not have a compliance period. Inspection will result in a determination of compliance, non-compliance, or conversion. See [Manual 7, Long-Term Obligations](#), for more information.

Final Report

A final report is due at project completion. The final report is submitted in PRISM. The report is required before a final reimbursement is released for the project, and indicates project completion to the grants manager. Typically, the final report and final reimbursement request are submitted at the same time.

Site Maintenance and Long-term Obligations

A FBRB grant comes with long-term obligations to maintain and protect the project area after the project is complete. "Project area" means the area consistent with the geographic limits of the scope of work of the project. The long-term obligations for FBRB projects are described in the project agreement and [Manual 7, Long-Term Obligations](#). RCO completes post-agreement inspections of completed restoration projects to ensure compliance with the scope of work, and the terms of the Landowner Agreement or Stewardship Plan are being met (see below).

Sponsors of restoration projects on sponsor-owned property must provide the following:

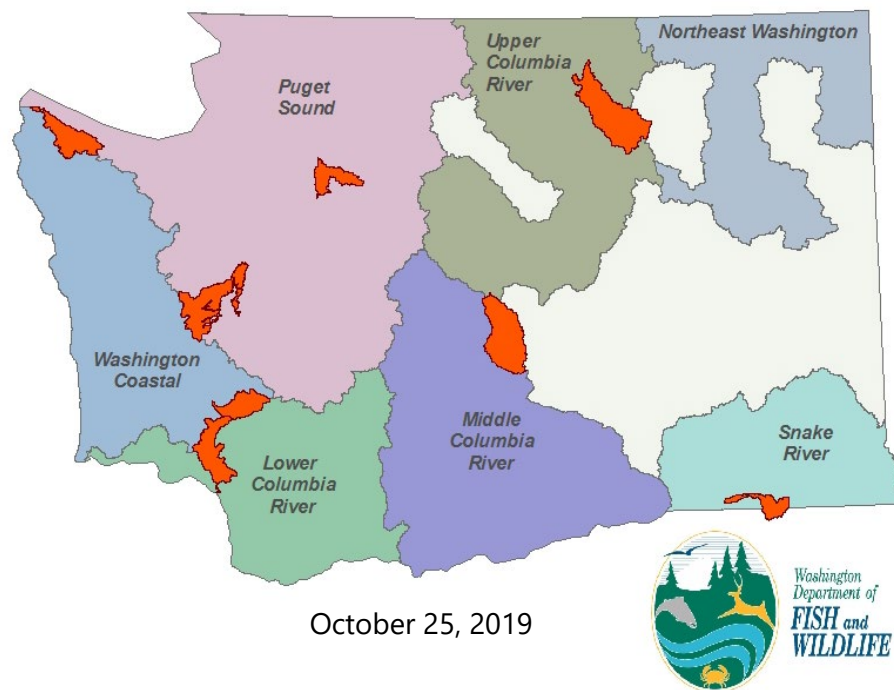
- **Stewardship Plan.** Provide a stewardship plan with the final documentation at the close of the project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least 10 years beginning from the date of the last bill payment for restoration projects. Use the Restoration Stewardship Plan outline found on the [RCO Web site](#).

Sponsors of restoration projects on property owned by someone else must adhere to the following:

- **Landowner Agreement.** A signed landowner agreement (Appendix H) that allows the sponsor and RCO staff access to the site for inspection and monitoring, which remains in effect for a minimum of 10 years beginning from the date of final payment to the project sponsor. This agreement should have been submitted before construction started.
- **Washington Department of Natural Resource's authorization to use state-owned aquatic lands,** if relevant. Please see Section 2: State-Owned Aquatic Lands, for more information. The Land Use License takes the place of the required landowner agreement for the project.

Appendix A: Approved Watersheds in the Watershed Pathway

Statewide Approved Watersheds



Priority Watersheds

Lower Columbia River

Lower Cowlitz

Puget Sound

Pysht River
Pilchuck River
Goldsborough Creek

Washington Coast

Newaukum River

Snake River

Mill Creek

Middle Columbia/Yakima

Wilson/Cherry

Upper Columbia River

Johnson Creek

Appendix B:

FBRB Amendment Form

Below is a representative graphic, please download a [fillable version of this form](#) from the RCO Web site.

BRIAN ABBOTT

Fish Barrier Removal Board

Amendment Form

Date: Click here to enter a date.

RCO Project Number: Click here to enter text.

Sponsor Name: Click here to enter text.

Project Name: Click here to enter text.

Type of Amendment: Cost Increase Scope Change

Justification: For cost increases, describe the need and specifically what the money will be used for. Please note: a grant cost increase requires the sponsor to increase its total match contribution to maintain the agreement's original cost share percentages. For scope changes, describe the reason and what work types or elements of the project will change. Specify changes in quantities and/or metrics of project elements as necessary.

Click here to enter text.

Supporting Documents Provided. (check all that apply):

- An updated Cost Estimate Spreadsheet composed of original budget with cost increase provided in a separate column clearly illustrating where costs have changed.
- Preliminary design package including design drawings and design report (Manual 22, Appendix C)

Review:



Approved: Yes No

Approved: Yes No

Date: Click here to enter a date.

Date: Click here to enter a date.

Name: Click here to enter text.

Name: Click here to enter text.

Reason

Reason

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Appendix C: Fish Passage Project Design Deliverables

How Appendix C is Organized

This appendix is split into four sections. The goal is to provide a better understanding of the different design stages and deliverable expectations that will go into the project agreement.

- Appendix C-1: Conceptual Design Deliverables
- Appendix C-2: Preliminary Design Deliverables
- Appendix C-3: Final Design Deliverables
- Appendix C-4: Construction Deliverables

Project Deliverables

Included in each section of Appendix C is the deliverables matrix (see below). This provides a quick reference on the intended deliverables throughout the design and construction phases so you may plan and budget accordingly. The project agreement will include specific project deliverables based on the application, technical review team recommendations, and your experience. Questions in the project proposal and PRISM allow a project sponsor to provide information on the project designer and his/her experience and success with similar projects.

Final design deliverables must be completed and stamped by a licensed professional engineer.

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built				✓

²Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

Fish Passage Project Design

Fish passage projects require a designer or team with a balance of knowledge and experience within the fisheries biology, civil or environmental engineering, and other technical fields. The person or team completing the preliminary project design is required to include at least one licensed professional engineer with experience in fish passage restoration.

Fish Passage Design Report Examples

To help with understanding the design report deliverable, RCO staff have published some sample design reports on the [RCO Web site](#). They include simple to complex examples to help illustrate the needed level of detail and the layout of a design report.

Water Crossing Design Guidelines

WDFW's [Water Crossing Design Guidelines](#) help the road crossing owner and designer to comply with state law to protect fish. The guidelines provide practical, real-world knowledge and techniques to improve the overall success of water crossings. These guidelines do not replace regulatory requirements. However, when used, they provide access to permit streamlining. In developing an application, the FBRB highly recommends applicants consult Chapter 1, which discusses the geomorphic approach to designing fish passage corrections and the other relevant chapters for your project. Chapter 2 provides guidance on no-slope culvert design, Chapter 3 covers stream simulation culvert design, Chapter 4 provides bridge design criteria, and Chapter 6 provides guidance on hydraulic design options.

Stream Habitat Restoration Guidelines

The FBRB highly recommends that project sponsors review the [Stream Habitat Restoration Guidelines](#) (2012), which are part of a series of documents that promote process-based, natural stream restoration.

In developing your application, the FBRB highly recommends project sponsors consult Chapter 4, which provides guidance for developing goals and objectives for restoration projects as well as restoration strategies, and Chapter 5, which provides guidance on designing and implementing restoration techniques.

Appendix C-1: Conceptual Design Deliverables

All fish passage projects shall follow four standard project development stages: conceptual design, preliminary design, final design, and construction. The table below lists deliverables for all projects, with the conceptual design deliverables highlighted. This guidance intends to ensure that project sponsors, evaluators, and the FBRB have the same expectations for grant agreement deliverables.

The conceptual design is not reviewed by the technical review team unless specifically required.

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report and Drawings		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		²	2	✓
Control and Tenure Documents				✓
As-Built Drawings				✓

²Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

Conceptual Design Deliverables

Conceptual designs are not a required design stage for review by the technical review team, unless specifically required. Instead, the review team requires a Correction Analysis Form (Appendix I) to review early planning stages and concepts, specifically as the first review stage with planning projects, or to be submitted with the application for design-

build projects that do not have any completed design products. Below are the standard completed deliverables of a conceptual design.

- Description of the project site and the problems within the context of salmon recovery.
- Identification of specific goals and objectives for addressing the problems.
- Identification and conceptual design of alternatives for achieving the project objectives. Each conceptual design alternative must include a description of the design and a plan view drawing of existing site conditions and the proposed project on accurately scaled site plans. The plan view drawing must include an area/location map, property boundaries (either surveyed or approximated based on assessor's data), landownership, roads or other infrastructure as appropriate, scale, north arrow, water bodies and direction of flow, bank-full width or mean high water line for marine waters, and approximate dimensions of proposed elements.
- Evaluation and discussion of stakeholder comments and the pros and cons of each alternative.
- Selection of the preferred alternative(s).
- Rough construction cost estimate of the preferred alternative(s).

Appendix C-2: Preliminary Design Deliverables

This appendix describes the project deliverables for preliminary design level. This guidance intends to ensure that the project sponsors, evaluators, and the FBRB have the same expectations for grant agreement deliverables.

All fish passage projects that include design elements shall follow four standard project development stages: Conceptual design, preliminary design, final design, and construction. The table below lists the deliverables for all projects, with the preliminary design deliverables highlighted.

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report and Drawings		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built Drawings				✓

²Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

Preliminary Project Design

FBRB uses the term “preliminary project design” to define an intermediate deliverable in a final design or construction project. Preliminary designs intend to advance project concepts to a detailed understanding and quantification of all the major project elements.

Preliminary designs may traditionally be labeled “30 percent design,” “50 percent design,” etc., but these numeric labels tend to confuse the process and do not always reflect the design detail of the project. Therefore, the FBRB requests the project sponsor and consulting engineers use the FBRB definitions for consistency.

Fish passage projects require a design team with a balance of knowledge and experience within the fish biology, civil engineering, and other technical fields. The person or team completing the preliminary project design is required to include at least one licensed professional engineer, who would be qualified to follow through with the final project design.

Preliminary Design Process

While the detailed scope of each project’s preliminary design process is unique, in general, the process for developing a preliminary design includes preparing surveyed site plans; conducting field investigations of hydrologic, geotechnical, and other site conditions; conducting data analysis; preparing drawings and designs; preparing the design report; and preparing engineering cost estimates. For additional detailed guidance on designing and implementing fish passage projects, please refer to Chapters 4 and 5 of the [Stream Habitat Restoration Guidelines](#).

Preliminary Design Deliverables

Preliminary designs must adequately describe all proposed project elements in sufficient detail for permit review and authorization. While the design team may tailor the design process to suit the unique circumstances of each project, the following project deliverables are required for the preliminary design level review. The RCO grants manager must accept these required deliverables before the sponsor may begin construction:

- A. Preliminary design report, drawings, and engineering cost estimate
- B. Design review comments (optional)
- C. Permit applications (optional)

The project sponsors must attach these deliverables to PRISM and notify the technical review team biologist and grants manager at the close of the preliminary design project. The following section provides more details on the preliminary design deliverables.

A. Preliminary Design Report, Drawings, and Construction Cost Estimate

A design report is a record of the technical decisions that inform the development of the selected project design either at the preliminary or the final design stage. By clearly documenting and explaining the design process, the report allows reviewers and other stakeholders to understand the proposed project and the relevant factors that contributed to its design. The preliminary design report must describe all elements of the project and be sufficiently detailed to support project permitting.

While the design team may structure the design report to suit the circumstances of its project, in general, the design reports should include the following elements:

- **Introduction:** An explanation of the purpose of the project and its specific habitat restoration goals and objectives.
- **Existing Conditions:** A characterization and analysis of the existing conditions that may be relevant to project design. Typically, these conditions include the following: Description of the problem; summary of site, reach, and watershed conditions; biological and water quality factors as they relate to the project conditions; site history and constraints that have led to the observed problems and which may present challenges to restoration; and description of identified causes of the problem. This section typically includes historical data; surrounding land uses; landowner and community expectations; survey information (topographic, geomorphic, and vegetative); sediment sampling; water velocities, depths, and flow rates; groundwater or hyporheic flow evaluation ranges; tidal elevation and ranges; and maintenance requirements and others. The level and detail of survey and data collection needed is dependent upon project goals, objectives, and the context of the project.
- **Preliminary Design Alternatives:** An identification, description, and evaluation of design alternatives considered for achieving the project goals and objectives. Describe each element of the design alternatives. Include a comparison of each of the alternatives discussing project objectives, other evaluation criteria (such as fish benefit, maintenance, sustainability, social acceptance, etc.), and cost to the extent that cost data is available at this stage of the design process.
- **Preferred Alternative:** A description of a preferred alternative and the rationale for choosing it, citing the relevant factors described above. Include a brief explanation of why the other alternative(s) were not selected.
- **Design Considerations and Preliminary Analyses:** A listing of specific design criteria that defines 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 meeting the overall project's 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.

- **Permitting and Stakeholder Consultation:** A description of regulatory and/or other public consultation activities carried out and how the review comments from agencies and other stakeholders were addressed in the preliminary design. This section is optional based on proposed deliverables in the application.
- **Preliminary Design Drawings:** The preparation of preliminary design drawings is a key step to producing a successful fish passage project. All design and restoration projects require preliminary design drawings. Please produce all preliminary design drawings in digital format (e.g. AutoCAD), each drawing should be to scale, and it is strongly suggested that the vertical and horizontal scales on the drawings be kept the same.

For the preferred alternative, minimum drawing requirements include depiction of all elements of the project in sufficient detail to support project permitting, and include at a minimum 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 for marine waters.
- Project site plan view drawing(s) showing proposed actions overlaid on the existing site plan (above). The site plan should include all project elements including installation and removal of fill, wood, rock, culverts, infrastructure, clearing and staging, dewatering, etc.
- Project profile and cross-section at important project locations showing water surface elevations relevant to the design (e.g. ordinary high water, maximum design flow, tidal elevations, flood elevations)
- Structure design details, as needed.

Provide additional design drawings for complex projects and projects with multiple features or sites.

- **Construction Quantities and Preliminary Construction Cost Estimate.**
- **Appendices:** Include references, analytical and model inputs and outputs, and other supporting documentation.

B. Design Review Comments

Send the preliminary design report and drawings to relevant stakeholders and the RCO grants manager after your in-house review. After a reasonable time for review, the project sponsor is encouraged to plan an on-site visit to review the design plans with stakeholders (e.g. landowners, co-managers, technical review team, RCO grants manager, etc.).

These steps have been very useful for a comprehensive reality check for stakeholder review and consideration of all stated project objectives.

Send the RCO grants manager a memo (or similar correspondence) that consolidates stakeholder comments and other considerations received during design review. The memo should describe how the comments have (or have not) been incorporated into the design. Distribute this memo to all entities involved in the review. This step is optional because for some sponsors this step is more practical during the final design phase.

C. Permit Applications (Optional at Preliminary Design Phase)

Project sponsors should provide permit applications or proof of permit receipt (e.g. copies of permits or permit numbers and issue dates) to the RCO grants manager or in the PRISM progress report under the "Permit" tab. This step is optional at the preliminary design phase because, for some sponsors this step is more practical during the final design phase.

Appendix C-3: Final Design Deliverables

This appendix describes the project deliverables for final design. This guidance intends to ensure that the project sponsors, evaluators, and the FBRB have the same expectations for grant agreement deliverables.

All fish passage projects shall follow four standard project development stages: Conceptual design, preliminary design, final design, and construction. The table below lists deliverables for all projects, with the final design deliverables highlighted.

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report and Drawings		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built Drawings				✓

²Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

Final Project Design

The final project design will incorporate comments provided by stakeholders, the technical review team, and/or permit agencies regarding the preliminary design report and on-site review. 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.

The final project design process converts the preliminary design drawings and report into a stand-alone and comprehensive set of final design drawings (construction drawings) and technical specifications for project construction.

Final design deliverables must be completed and stamped by a licensed professional engineer.

Final Design Deliverables

While the design team may tailor the design process to suit the unique circumstances of each project, the following are required deliverables for final design and restoration projects. The RCO grants manager must accept these required deliverables before the sponsor may begin construction:

- A. Design review comments
- B. Final design report and drawings (please refer to Appendix C-2 for a list of items to include in your design report as they are the same)
- C. Technical specifications
- D. Final construction quantities and costs
- E. Contract bidding documents and general contract conditions (unless the project will be built by sponsor crew)
- F. Construction permits (optional)

The following section provides more details on the final design deliverables.

A. Design Review Comments

The design review memo may be included in the final design report or submitted as a separate document.

The project sponsor shall submit a memo that consolidates stakeholder comments and other considerations received during preliminary design review. The memo should explain how the comments and other feedback have, or have not, been included in the final design. Distribute this memo to all entities involved with design review. This step may have been completed during the preliminary design phase.

B. Final Design Report and Drawings

Revise the preliminary design report and drawings to address the review and permitting comments, as needed. RCO may need additional detailed drawings to clarify the design of specific work items. Final design should define the project

elements considered essential to meet project goals and objectives in sufficient detail to minimize changes made during construction.

C. Technical Specifications

Technical specifications may be included in the final design report or as a separate document.

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.

D. Final Construction Quantities and Costs

Construction quantities and costs may be included in the final design report or as a separate document.

FBRB-funded projects require a detailed list of work items and quantities as part of the final project design; listing a lump sum cost for the entire project is not acceptable. A detailed breakdown of work quantities typically includes 10 to 40 separate work items, matched with respective estimated quantities. Generate a construction cost estimate for comparison with contractor bids to ensure a competitive bid; any experienced project designer can produce this estimate, traditionally termed "engineer's estimate."

E. Contract Bidding Documents and General Contract Conditions

Contract bidding documents and contract conditions may be included in the final design report or as a separate document.

If the project sponsor intends to use his/her own construction crew, this subsection is not applicable; however, the requirements for technical specifications and a detailed list of work items (above) still apply.

Bidding documents should include: a bid form, definitions, a proposed agreement (between the project sponsors and contractor), general conditions, special provisions, technical specifications, and the project drawings (usually bound separately).

Contractor selection for FBRB-funded projects shall use good business practices, which could include selective negotiations with known contractors, public advertisement for bidding, 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 by companies not selected for the construction work. Project sponsors must follow any applicable state and/or required federal procurement procedures.

F. Construction Permits (Optional at the Final Design Phase)

Provide permit applications or proof of permit receipt (e.g. copies of permits or permit numbers and issue dates) to the RCO grants manager or in PRISM progress reports under the "Permit" tab. This step is optional at the final design phase because, for some sponsors this step is more practical during the construction phase. Project sponsors are required to meet the deliverables outlined in their project agreements.

Appendix C-4: Construction Deliverables

Project Deliverables	Project Type			
	Conceptual Design	Preliminary Design	Final Design	Construction Project
Conceptual Design	✓	Application	Application	Application
Preliminary Design Report		✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs			✓	✓
Bidding Documents			✓	✓
Permits			Optional	✓
Cultural Resources Compliance		2	2	✓
Control and Tenure Documents				✓
As-Built Drawings				✓

²Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

This appendix describes the project deliverables for all fish passage projects where you intend to construct the project. This guidance intends to ensure that you, evaluators, and the FBRB have the same expectations for grant agreement deliverables.

All fish passage projects shall follow four standard project development stages: Conceptual design, preliminary design, final design, and the construction phase. The table above lists deliverables for all projects with the construction deliverables highlighted. Appendices C 1-4 describe the deliverables.

Construction Phase

This section identifies the required pre-construction deliverables, the construction management process, and “as-built” requirements.

Pre-Construction Deliverables

- 1. Control and tenure documentation.** Before construction, provide control and tenure documentation of the property being restored. For more information, see Section 3: Control and Tenure.
- 2. Cultural resources review.** Real property restored through RCO funding is subject to [Governor's Executive Order 05-05](#) or compliance with Section 106 of the National Historic Preservation Act. RCO requires documented compliance with the applicable cultural resources review process. For more information, see Section 3: Cultural Resources
- 3. Proof of permits.** Before construction, sponsors must secure all necessary permits and submit proof of permit receipt (e.g. copies of permits or permit numbers and issue dates) to the RCO grants manager or in the PRISM progress reports under the "Permit" tab. Sponsors may have completed this pre-construction task in an earlier design phase.

Construction Management

To minimize unintended errors introduced during construction, FBRB highly recommends that the project designer has direct, on-site involvement during all phases of construction. Some project sponsors may have extensive construction experience and knowledge, and may perform daily construction supervision. FBRB recommends that sponsors and the designer agree to some sharing of construction supervision responsibilities with mutual confidence required of both entities. The designer/engineer should be confident that the on-site construction inspector will recognize any problems before construction is complete and ensure that there is daily communication between the construction inspector and designer/engineer. The project designer/engineer should review and approve substantial changes during construction before implementation. Substantial changes in design may also need FBRB approval as well as approval from regulatory agencies.

Post-Construction Deliverable: "As-Built Drawings"

Document all changes made during construction. "As-built drawings" refers to the conventional term applied to project design drawings modified by the engineer/designer after completion of construction to document the completed project. Prepare as-built drawings if changes were made to the final design during construction. Submit these drawings to the RCO grant manager after project completion.

Instead of the conventional as-built drawings described above, the FBRB may allow sponsors 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 designer/engineer with notations on the final design/construction plans identifying the changed elements of the project with photo-points and photographs showing the project post-construction.

Appendix D: Request for Proposal Questions

The following Request for Proposal (RFP) questions are a required part of the RFP package. A printable version can be found on the [WDFW FBRB Web site](#).

1. Project Information

Please describe your project in this section. Include information such as number of barriers you are proposing, whether you are requesting planning (design only) or restoration (construction) funds, and how much funding you are requesting. Also include the amount of habitat gain the proposed project will provide to the next partial or full barrier.

2. Anticipated Costs

What are the anticipated costs of full designs for your project? If requesting funding for a Restoration Project, what are the anticipated costs of construction for your project? (Note: if invited to submit an application, a complete, itemized cost estimate will be required with your application.) Limit 250 words.

3. Project Readiness

Please describe the readiness of your proposed project. Include information about existing designs, permits, easements, landowner willingness, site-specific constraints, project scope, resource commitments (match), and any other pertinent information that supports the completion of your project within the grant award period (*Note: for Restoration Projects only, if invited to submit an application and the requested amount is greater than \$500,000, recently completed preliminary-level designs are required to be submitted with your application. Preliminary design deliverables are described in Manual 22, Appendix C-2.*) Limit 1,000 words.

4. Habitat Quality

Describe the quality of the obstructed habitat for the species that are affected by the barrier. Limit 500 words.

5. Design Approach

For the proposed project, describe the current level of designs, how the project will meet or exceed stream simulation criteria, and how the project will accommodate the anticipated effects of climate change. *(Note: for Restoration Projects only, if invited to submit an application and the requested amount is greater than \$500,000, then recently completed preliminary-level designs are required to be submitted with your application. Preliminary design deliverables are described in Manual 22, Appendix C-2.)* Limit 500 words.

6. Downstream Barriers

Does your proposed project have any downstream barriers? If so, please list them by WDFW Site ID or by Lat/Long in decimal degrees and their corresponding barrier passability using approved protocols by WDFW.

7. Anadromous Species Use

What salmon species (including steelhead) will benefit from the habitat opened by the proposed project?

8. Priority Watershed

Will your project occur in a designated priority watershed as defined in Manual 22: Appendix A? Please also identify the priority ranking of this project within the designated priority watershed.

Appendix E:

Project Narrative Questions

The following Project Narrative questions are a required part of the Application. A printable version is found on the [WDFW FBRB Web site](#). These questions may also be integrated into the online PRISM Application.

1. Project Type

Are you applying for a Planning or Restoration grant?

Manual 22: Planning projects are funded for final design only. Restoration projects are funded for construction. Funding for restoration projects also may include funding for final designs. Note: If the total requested amount for a restoration project is greater than \$500,000, then recently completed preliminary-level designs are required to be submitted with the final application. The person or team completing the preliminary project design is required to include at least one licensed professional engineer with experience in fish passage restoration.

2. Total Requested Amount

What is the total requested grant amount? (*Note: this must match the "Total PRISM Project Budget" dollar amount in the "FBRB Cost Estimate Spreadsheet.xlsx."*)

3. Limiting Factors

Describe how the proposed project addresses limiting factors to salmon and steelhead productivity and life history stages within the watershed. Limit 500 words.

4. Level of Coordination

Project Type	PRISM Project Number (If applicable)	Latitude	Longitude	Brief Project Description

5. Project Scope

Describe the scope of the proposed project and the goals and objectives. Describe how the project scope is appropriate to meet the identified goals and objectives. Include milestones and a detailed schedule. Limit 500 words.

6. Cost Effectiveness

Describe how the project is cost-effective in terms of cost and biological benefit. Limit 500 words.

7. Contribution to Recovery Plan and Additional Supporting Information

Describe the proposed project’s contribution to an approved recovery plan, and provide any other relevant information you would like for the Board to consider in the evaluation of the proposed project. Limit 500 words.

Appendix F: Cost Estimate Worksheet

[Downloadable Worksheet](#)

Please provide a detailed cost estimate to supplement the general cost information required in the PRISM online application. Clearly label the attachment in PRISM “Cost Estimate.” Applicants may use their own formats, but, in general, restoration and design project cost estimates should separate costs for individual construction, design, and project administration elements and tasks (e.g. survey, design, permits, cultural resources, materials, labor, and equipment). **DO NOT include contingency costs as a separate line item in the cost estimate.**

Note: FBRB program is a state capital funded program with no federal funding nexus. Therefore, **indirect expenses⁶ are not eligible.**

⁶Office of Management and Budget (OMB) Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also called the “omni-circular.”

Appendix G: Landowner Acknowledgement Form

[Downloadable Form](#)

Landowner Information

Name of Landowner: [Click here to enter text.](#)

Landowner Contact Information:

Mr. Ms. Title: [Click here to enter text.](#)

First Name: [Click here to enter text.](#) Last Name: [Click here to enter text.](#)

Contact E-Mail Address: [Click here to enter text.](#)

Contact E-Mail Address: [Click here to enter text.](#)

Property Address or Location: [Click here to enter text.](#)

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

Landowner Signature

Date

Project Sponsor Information

Project Name: [Click here to enter text.](#)

Project Applicant Contact Information:

Mr. Ms. Title: [Click here to enter text.](#)

First Name: [Click here to enter text.](#) Last Name: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

Appendix H: Landowner Agreement

[Downloadable Form](#)

This Agreement, dated and effective beginning the [Click here to enter text.](#) day of [Click here to enter text.](#) is made and entered into by and between the Landowner and Grantee identified herein. The parties intend that all terms of this Agreement shall remain in effect for a period of ten years from the date of project completion, and the agreement shall be binding on all successors in interest during this time. The date of project completion is the date of final payment to the project sponsor (here Grantee), as defined in Section E of the Salmon Project Agreement. It is the responsibility of the Grantee to inform the landowner of this date.

Landowner Name (Landowner): [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

City, State, Zip Code: [Click here to enter text.](#)

Salmon Recovery Funding Board Project Sponsor (Grantee):

Grantee Name: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

City, State, Zip Code: [Click here to enter text.](#)

Purpose of Landowner Agreement

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

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

The Grantee Agrees to:

1. Be responsible for the design and installation of the project and the conduct and activities of its staff, agents, and representatives
2. Provide the Landowner with a timeline of estimated dates of Project activities, including start and completion dates, and to keep the Landowner informed of progress.
3. Conduct the project-related activities described in the Project Description, as appended to this agreement.
4. Leave all remaining portions of the property in as near pre-project condition as reasonable, or as otherwise agreed upon in writing with Landowner.
5. Inform Landowner of project completion and the dates for this Agreement.
6. Hold harmless the landowner from any liability associated from injuries or damages occurring to workers implementing the project.
7. Identify the specific maintenance and/or monitoring activities that will be provided by grantee in Attachment A (Include frequency and duration).

The Landowner Agrees to:

1. Provide reasonable property access to the Grantee to plan, implement, and complete the project, and to conduct the long-term maintenance and monitoring activities, as described in the Project Description attached to this agreement.
2. Provide the Grantee and RCO, or their employees, agents, representatives, contractors, or assignees, the right to enter the land, at reasonable times, and upon reasonable notice. Entry is solely for project implementation and management purposes, to inspect completed work and to monitor long-term success of the completed project. Except in case of emergency, reasonable notice shall be given at least 48 hours before entry.
3. Not intentionally compromise the integrity of the project;

4. Inform Grantee of all known safety hazards on the property;
5. Identify the specific maintenance and/or monitoring activities that will be provided by Landowner in Attachment A (Include frequency and duration).

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

General Terms

The Landowner shall notify the Grantee of changes in ownership of the property on which the Project is located within thirty (30) days of transfer. In the event of such transfer of ownership, the Landowner shall provide a copy of this Agreement to the succeeding owner prior to such transfer. The Landowner's written notification to the Grantee will include the name of the new landowner. The sponsor then will contact the new landowner to determine whether or not the landowner agrees to continue the landowner's specific maintenance, monitoring, and reporting responsibilities as described in Attachment A (if applicable), and to not intentionally compromise the integrity of the project. If the new landowner agrees, please provide a copy of the new landowner-signed statement to continue the landowner's monitoring, maintenance, and reporting responsibilities as described in Attachment A.

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

This agreement may be terminated by the Grantee, if in its discretion, it determines that circumstances have rendered the Purpose of this agreement impractical to achieve. Termination also may be sought by either party by providing written notice to the other party. Such termination shall be effective only after authorized representatives of both parties have agreed in writing to such termination and RCO has been provided a thirty (30) day advance written notice of such termination. If, in the event the project is intentionally removed, destroyed, or otherwise compromised in function, or if successor Landowners do not agree to the terms of this Agreement, RCO reserves the right to seek remedy as described in the section titled "Restriction on Conservation of Real Property and/or Facilities to Other Uses" of the Salmon Project Agreement and Washington Administrative Code 420-12-085, which requires the project sponsor to provide a new restoration site to serve as replacement.

This Agreement does not authorize the Grantee or RCO to assume jurisdiction over, or any ownership interest in, the premises. The Landowner retains sole responsibility for

taxes, assessments, damage claims, and controlling trespass. The Landowner also retains all benefits and enjoyment of the rights of ownership except as are specifically provided in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Grantee

Date

Landowner

Date

Provide a copy of this Agreement, and any amendments to this Agreement, to the RCO: Washington State Recreation and Conservation Office, PO Box 40917 Olympia, WA 98504-0917

Attachment A:

Project Description and Maintenance Responsibilities

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

Appendix I: Correction Analysis Form



Use the online [Correction Analysis Form](#) to document how a fish passage barrier will be corrected. This form is not required if the barrier is removed entirely and not replaced with another structure.

Appendix J: Barrier Evaluation Form



This form documents fish passage barrier conditions. Many barriers have been evaluated. Contact WDFW technical support member Daniel Barrett, (360) 902-240574, to learn if a completed Barrier Evaluation Form is available. If not completed already, please fill out the [Barrier Evaluation Form](#). A local inventory summary may substitute for this if it includes all information requested on the Barrier Evaluation Form.

Appendix K: FBRB Amendment Request Authority Matrix

Adopted May 2017

A project sponsor may appeal any decision to the FBRB.

Consult means the project sponsor requests an amendment, provides information, and obtains a decision through the RCO grants manager.

Amendment Request	Project Sponsor	WDFW Division Manager	FBRB Technical Review Team	FBRB	Example
Increase project funds due to project adjustments ¹	Request	May approve or recommend	Available to review amendment	May approve	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 FBRB funds.
Increase/ decrease project scope (no funding change)	Request	May approve or recommend	Available to review amendment	May approve	Sponsor plans to replace two barrier culverts. After designing the project, there are only have funds to install one culvert. Sponsor requests a scope reduction, but still needs to use all the funds.
Transfer sponsorship	Request	May approve			Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.

Amendment Request	Project Sponsor	WDFW Division Manager	FBRB Technical Review Team	FBRB	Example
Reduced match	Request	May approve or recommend	Available to review amendment	May approve	Sponsor received \$75,000 from FBRB and provided \$33,000 (30 percent) in match for a total project cost of \$108,000. Later, sponsor realized he/she only could raise a match of \$14,000 (15 percent) for a total project cost of \$89,000. Sponsor requests a match reduction of 57 percent (\$19,000/\$33,000) and corresponding scope reduction.
Significant change in the project location	Consult	May approve or recommend	Available to review amendment	May approve	Sponsor is unable to replace a culvert at the proposed location and asks to replace another culvert within an approved watershed.

¹Cost increases may be granted only if funding is available.