

WASHINGTON COAST RESTORATION AND RESILIENCY INITIATIVE

Restored Ecosystems for Restored Economies: Increasing the Resiliency of Washington's Coastal Communities

REQUEST FOR PROPOSALS

2021-2023 INVESTMENT PLAN



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Program Overview

The Washington Coast Restoration and Resiliency Initiative (WCRRI) is a grassroots coastal initiative jointly administered by the WCRRI Steering Committee and the Recreation and Conservation Office (RCO), which functions as the program administrator and fiscal agent. The mission of the WCRRI is to protect or restore the natural processes that create and sustain ecosystems of the Washington Coast while promoting the resilience of coastal communities through job creation and hazard reduction.

Purpose of the Request for Proposals

The WCRRI Steering Committee is seeking project proposals for coastal ecosystem protection/restoration projects on the Washington Coast in order to develop the 2021-2023 WCRRI Investment Plan. Proposed project actions will be screened for basic eligibility and then competitively evaluated based on project benefits and costs. The competitive review of eligible projects will result in one ranked project list. This ranked list along with funding recommendations will be the basis for the 2021-2023 WCRRI Investment Plan which will be presented to the Washington State Legislature for consideration in the 2021-2023 capital budget appropriations.

Program Objectives

The primary objectives of the WCRRI program are to support projects of regional importance that: 1) address the regions highest priority ecological protection and restoration needs while stimulating economic growth and creating jobs in coastal communities, and 2) use cost-effective methods to substantially protect/restore ecosystem functions, goods, and services. Additional objectives of the WCRRI program are to advance the skillsets and tools used for coastal restoration and to foster ecological and community resilience by reducing hazards/risk, providing guidance for land use planners, and improving coastal infrastructure. The most competitive WCRRI proposals will: 1) fully address the restoration need, hazard risk, and community benefit, 2) identify process-based solutions, 3) take protection/restoration action, 4) provide a measure the effectiveness of their actions at increasing the resiliency of the ecosystem, and 5) provide employment opportunities for coastal communities.

Overall Process

The 2021-2023 WCRRI Investment Plan will be developed from projects proposed by project sponsors in response to this RFP. The WCRRI Steering Committee will be responsible for program oversight and administration. The Technical Review Panel will be responsible for project evaluation and ranking. Once proposals have been reviewed and ranked, a 2021-2023 WCRRI Investment Plan will be presented to the Washington State Legislature for consideration in the 2021-2023 capital budget appropriations.

Background

In the 2015 legislative session, Governor Jay Inslee and the Washington State Legislature appropriated \$11.5 million in state capital funds to the Washington Coast Restoration Initiative (WCRI) to fund family-wage jobs associated with habitat protection/restoration projects throughout Washington's Pacific Coast region. In the 2017 legislative session, an additional \$12.5 million in state capital funds were appropriated to these efforts. In the 2018 legislative session, legislators showed interest in expanding the breadth of the program to include funding for coastal resiliency in addition to the coastal ecosystem protection/restoration funding that was already in place. Thus, the Washington Coast Restoration and

Resiliency Initiative (WCRRRI) came to be. The 2019 legislative session marked an additional \$11.7 million appropriation toward coastal ecosystem protection/restoration under the newly named WCRRRI program.¹

Contact Information

Questions regarding this RFP should be directed to:

Ned Pittman, Program Director, Coast Salmon Partnership
360.532.9113, ned@coastsalmonpartnership.org

Alice Rubin, WCRRRI Project Manager, Recreation and Conservation Office
360.902.2635, alice.rubin@rco.wa.gov

Schedule and Important Dates

TASK	DATE	DESCRIPTION
Request for Proposals published	February 10, 2020	CSP will release request for proposals to WCRRRI mailing list, area newspapers, and CSP/RCO websites.
Proposal Development Training	February 19, 2020	RCO will provide a workshop to assist project sponsors with proposal development.
Draft Project Proposals Due	March 13, 2020	Deadline for project sponsors to submit draft project proposals.
Eligibility Notification	March 30, 2020	RCO will notify sponsors whether project meets minimum eligibility standards.
Project Site Visits	April 13 – May 15, 2020	Technical Review Panel will conduct in-person site visits with project sponsors.
Review Comments to Project Sponsors	May 18, 2020	RCO will provide sponsors a compiled list of comments from the Technical Review Panel.
Final Project Proposals Due	June 12, 2020	Deadline for project sponsors to submit final project proposals, incorporating revisions per Technical Review Panel comments.
Project Scoring and Ranking	June 15 – July 15 2020	Technical Review Panel will evaluate projects and develop a ranked project list based on the evaluation process. See Appendix A: Evaluation Criteria.
Draft Investment Plan Submitted and Sponsors Notified	August 3, 2020	WCRRRI Steering Committee will submit the ranked project list to RCO. RCO will notify sponsors and submit 2021-2023 WCRRRI Investment Plan to the Washington State Legislature.
Funding Notification	TBD	Funding notification dependent upon final 2021-23 WCRRRI Investment Plan as determined by the Washington State Legislature.

¹ Projects identified in LEAP capital document #2019-7H developed on April 27, 2019.

Funding Opportunity

Anticipated Funding Sources

State Funding

The 2021-2023 WCRRI Investment Plan will be presented to the Washington State Legislature for consideration in the 2021-2023 capital budget appropriations. A \$12 million project funding package is anticipated for the biennium.

Funding Partnerships

The process of developing the 2021-2023 WCRRI Investment Plan may provide opportunities to access additional local, state, and federal funding mechanisms (e.g., NOAA, SRFB, FEMA, and EPA) as part of a coordinated investment strategy. In previous years, funding has been awarded to WCRRI projects by other funding programs with core criteria and project outcomes that align with the WCRRI program. If a coordinated investment strategy (using multiple funding sources) is pursued, a unique project contract with milestones specific to the use of WCRRI funds may be required by RCO.

Award Amounts

There is no minimum funding requirement for proposed projects. For the 2021-2023 WCRRI Investment Plan, there is a \$2 million funding limit per project. Previous awards have ranged from \$43,000 to \$2,150,000 (prior to the maximum project cap), with an average request amount of \$590,000 (Figure 1). Final award amount and scope may differ from proposed amounts, will reflect a thorough evaluation of Investment Plan alternatives, and a project sponsor's readiness to complete work within the award period.

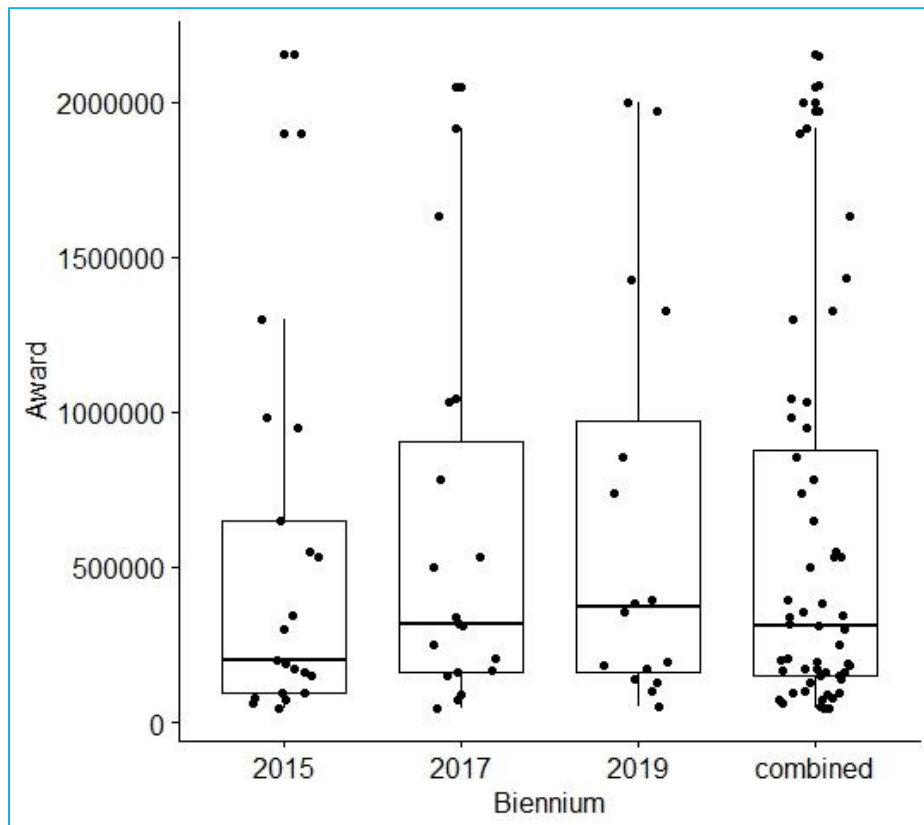


Figure 1. Boxplots of WCRRI Award values for the 2015-19 funding cycles and all biennia combined. The dark horizontal bar within the box represents the median value of the data, while the 25th and 75th percentiles are represented by the lower and upper portions of the box respectively. Minimum and maximum values are represented by the vertical bars extending up and down from the box. Outlier values are those points that land past the vertical bars on the axis scale.

Award Period

Funding is anticipated to be available July 1, 2021. Projects proposed under this RFP should be completed by June 30, 2023. For complex projects that may ultimately require more than one biennia to complete, the project proposed under this RFP should reflect a discrete phase of the entire project envisioned and have project milestones and a budget specific to this biennium. Funding in the subsequent biennia for multi-phase projects cannot be guaranteed.

Matching Requirements

WCRRRI does not require projects to provide a match of cash or in-kind services. However, projects with secured non-state match will receive a scoring benefit. This includes match that is demonstrated in the cost estimate but not included in the project budget that goes under agreement. Applicants who are awarded funds and choose not to document match in the project agreement (in PRISM) will be required to provide an explanatory statement in the project description acknowledging the match sources being leveraged as part of the project.

Eligibility Information

Eligible Applicants

Applicants may be tribal, federal, state, or local agencies, non-governmental or pseudo-governmental organizations, or private and public corporations.

Eligible Geography

Projects must occur within the geographic boundary of the Coast Salmon Partnership, which includes any watershed between Cape Flattery and Cape Disappointment that drains directly into the Pacific Ocean **OR** within the geographic boundary of one of the four Coastal Marine Resource Committees (North Pacific Coast [includes portions of Clallam and Jefferson Counties]; Grays Harbor County; Pacific County; or Wahkiakum County). See Figure 2.

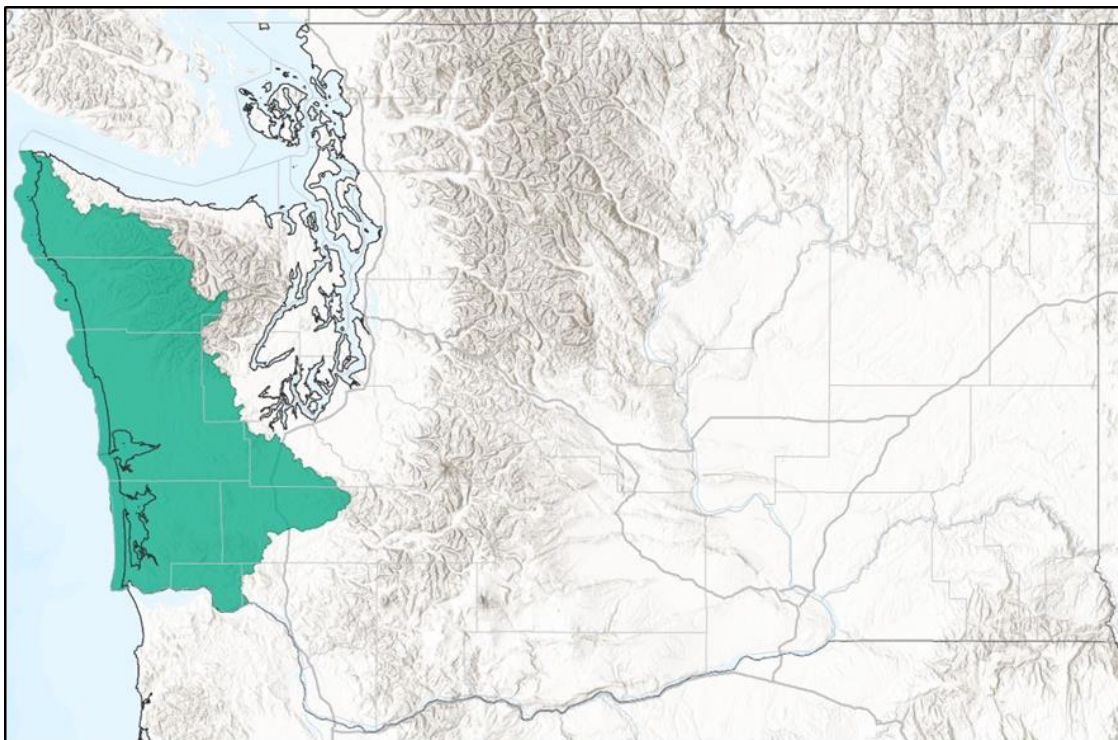


Figure 2. WCRRRI geographic scope within Washington State.

Eligible Project Scope

1. The primary purpose of the project must address the following: 1) the stimulation of local economic growth through job creation addressing the regions highest priority ecological protection/restoration needs, and 2) substantial protection/restoration of ecosystem functions, goods, and services through cost-effective methods.
2. Projects with the primary objective of providing recreational access or remediating chemical contamination are not eligible as stand-alone projects; however, these activities may be eligible components of larger efforts.
3. Project awards will not be provided for work that relieves obligatory compensation or mitigation requirements incurred by the sponsor or a third party, as determined by the Technical Review Panel. However, funding may be provided for actions associated with compensation or mitigation, if those actions are above and beyond the mitigation requirements and can be easily isolated from the required mitigation activities.

Application Process

Deadlines

Proposals may be submitted on or after February 10, 2020.

Draft Proposal Due Date

5 p.m. on March 13, 2020. Draft proposal should be submitted in PRISM by the draft proposal deadline. Proposals received after this time may not be considered.

Final Proposal Due Date

5 p.m. on June 12, 2020. Final proposal should be submitted in PRISM by the final proposal deadline. Proposals received after this time may not be considered.

Submittal Requirements

Salmon Recovery Portal

The first step in the application process is to receive a PRISM number from the Salmon Recovery Portal (formerly Habitat Work Schedule). Please see [Appendix B](#) of this document for instructions to complete this task.

PRISM Online Application Wizard

The WCRRRI grant application process will be managed by PRISM Online Application Wizard. To use PRISM Online, visit RCO's website to obtain [a user name and password](#).

Applicants should open [PRISM Online](#) and enter the PRISM project number from the Salmon Recovery Portal in the "Go to Project" field that will open the Application Wizard for the project. The Application Wizard will walk applicants through the application process.

The application will open to the "Project Description" page. Applicants should complete the required information on each screen and click the "Next" button to move among screens. Be sure to save work often.

After completing all of the application information and requirements, applicants should check the application for errors on the "Submit Application" screen. Pages flagged with a red exclamation mark in the navigation tab on the left of the screen are not complete.

Depending on the project type, the applicant may need to attach other materials to complete the application. See the requirements for each project type in [Appendix D](#), Application Checklists with Forms.

Required Draft Application Materials

The draft project proposal is required to provide the following information in the PRISM Online Application Wizard:

- **“Project Details”, “Metrics”, and “Costs”** pages must be completed. Applicants should contact the Coast Salmon Partnership (contact information above) if unsure which project metrics to use.
- All applications must be mapped on the **“Worksite Map & Description”** page in PRISM Online Application Wizard.
- A **draft project proposal form**. Every applicant must select and complete a project proposal form that best fits their project and attach the completed form in PRISM. Templates for the project proposals are provided in [Appendix C](#) and are as follows:
 - **Appendix C1:** Barrier Inventory Projects
 - **Appendix C2:** Planning (Assessment, Design, or Study) or Combination Planning and Acquisition Projects
 - **Appendix C3:** Restoration, Acquisition, or Combination Restoration and Acquisition Projects
- A **project location or vicinity map**. An acquisition project map should depict the project site as well as nearby land that is publicly owned or has protection status. Maps should also show nearby towns and major roads.
- A **detailed site or parcel map**.
- **Site or aerial photographs**, if available.
- **Design plans or sketches** that clearly convey the intent of the proposed restoration project. Applicants should provide all available, relevant design information (detailed construction plans, specifications, planting plans, and design reports). Grant applicants with minimal available information should include example photographs, designs, and conceptual sketches to convey their intents.
- **Barrier Evaluation Form** (fish passage construction and design projects only): These forms document fish passage barrier conditions. Many barriers have been evaluated. Contact the Washington Department of Fish and Wildlife technical staff member Ryan Gatchell, (360)902-2546, to learn if a completed Barrier Evaluation Form is available for the project site. 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.
- **Draft Detailed Cost Estimate:** Please provide a detailed cost estimate to supplement the general cost information required by PRISM. Use the [template](#) provided by RCO, or a cost estimate with a similar amount of detail. The level of detail required in PRISM Online for acquisition projects is sufficient to not need a separate attached cost estimate. However, depending on the level of complexity of the acquisition project, the review panel may ask for more information.

Clearly label the attachment “Cost Estimate” when attaching this file in PRISM. 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.

In-Person Site Visits

applicants will be required to give a 20-30 minute presentation/site visit to members of the Technical Review Panel. The Technical Review Panel will visit every project considered for inclusion in the WCRRRI Investment Plan, unless deemed not necessary by the review panel (e.g. assessments, feasibility studies, or project sites previously visited in other grant rounds). Presentations/site visits will be **scheduled between April 13 and May 15, 2020**. The presentations/site visits are intended to improve reviewers’ understanding of projects. There is also opportunity for reviewers to ask clarifying questions and provide applicants with direct feedback prior to final ranking of projects. Applicants are strongly encouraged to attend the presentation in person.

After reviewing draft proposal materials and conducting site visits, the Technical Review Panel will complete project comment forms with directions on how applicants can improve their projects before the final application deadline.

Required Final Application Materials

Submit completed final applications by **5 p.m., June 12, 2020** in PRISM Online Application Wizard. Incomplete applications or applications submitted after the deadline will not advance to the evaluation and ranking stage. Complete final applications must be submitted via the Submit Application screen in PRISM Online by this date.

In addition to updating and completing all of the screens in PRISM Online, additional attachments are required. Required attachments are listed in the application checklists in [Appendix D](#).

Required attachments are:

- **Final Project Proposal Form:** Responses to all comments should be addressed in the designated section at the end of the project proposal form. All revisions made to the draft project proposal form must use Microsoft Word track changes feature.
- **Final Detailed Cost Estimate:** Update the draft detailed cost estimate, as needed, and attach in PRISM. If no updates are needed, please rename the draft cost estimate file in PRISM to indicate that it is final. Identify the amount of indirect on the line item in the [Cost Estimate Spreadsheet](#).
- **Final Project Proposal with Completed Responses to Review Panel Comments:** Applicants should update the draft project proposal and address review panel comments in the “Response to Site Visit Comments” section at the end of the project proposal. **Use the Microsoft Word “track changes” feature for all changes to the draft project proposal.** Re-attach the proposal in PRISM.
- **Landowner Acknowledgement Form:** A [Landowner Acknowledgement Form](#) is required for all projects proposed to occur on property not owned by the applicant. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that his or her property is proposed for WCRRRI funding consideration. Exceptions:
 - Assessments, inventories, and studies that cover a large area and encompass numerous properties do not require Landowner Acknowledgement Forms.

- Multi-site acquisition projects that involve a large group of landowners, require (at minimum) signed Landowner Acknowledgement Forms for priority parcels.

Applicants with restoration or design projects that include shoreline, in-water work, over-water work, or public water access should contact the Washington Department of Natural Resources in the draft application process to determine whether their projects are on state-owned aquatic lands, which could affect project scoping. [See the map](#) to find the contact information for the department's aquatic land manager in the applicant's area, or call the department at (360)902-1100. See RCO's [Manual 18, Salmon Recovery Grants](#), Section 6 for more information on managing projects that are on state-owned aquatic lands.

If the Washington Department of Natural Resources determines that the project is located on state-owned aquatic lands, then the applicant must submit a Landowner Acknowledgement Form signed by the Washington Department of Natural Resources.

Note that a Landowner Acknowledgement Form differs from a Landowner Agreement which is required for restoration projects occurring on non-applicant-owned land before construction. Refer to Section 6 of the WCRR Grant Program Manual for further information on landowner agreements.

- **Project Partnership Contribution Form:** Suggested for organizations other than the applicant (third party) that may be providing match.
- **Maps:** Three maps must be attached in PRISM Online:
 - A general vicinity map
 - A more detailed worksite map for planning and restoration projects or a parcel map for acquisitions.
 - A map showing the project's area of potential effect for cultural resources review. This map should show the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and **must include section, township, and range information**. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map, as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Note that small-scale projects may need to attach more than one map-one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities. Applicants will be asked to revise maps if sufficient information is not provided for the purposes of cultural resources review. Attach multiple area of potential effect maps if needed.

For applicants who do not have access to mapping software to create the area of potential effect map, the Washington Department of Archaeology and Historic Preservation has developed a free [mapping tool](#) that allows users to draw polygons and create PDF maps. Users can turn on important features such as section, township, range, county, etc. The mapping tool automatically inserts a scale and allows the addition of text boxes to note the project number and name.

- **Site Photographs:** Attach at least two photographs in PRISM Online. Photographs should illustrate current site conditions and be in JPG file format.

- **RCO Fiscal Data Collection Sheet:** is required for all projects. Applicants must complete the fillable PDF form and attach it to each application. This [form](#) collects information about an organization's indirect rate as well as other financial information.
- **RCO Applicant Resolution and Authorization:** is required for all projects. The applicant's governing body must pass a resolution that authorizes submission of the application for funding. This resolution also will identify who can sign a contract on behalf of the organization. The format of the authorization may change, but the text may not change. Only one form is required per applicant, so long as each project name and number is included with the resolution. Forms filled out incorrectly, or unsigned, are not valid and will require revisions. If you need help, contact the RCO grant manager before having the form signed.
- **Barrier Evaluation Form (Fish passage construction and design projects only):** This form documents fish passage barrier conditions. Many barriers have been evaluated. Contact Washington Department of Fish and Wildlife technical staff member Ryan Gatchell, (360)902-2546, 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.
- **Correction Analysis Form (Fish passage construction projects only):** Use this form to document how a fish passage barrier will be corrected. This form is not required if the barrier is being removed entirely and not replaced with another structure.
- **Proposed Project Design (Restoration projects only):** Please provide as much design information (plans, specifications, design report) as possible to clearly illustrate the project intent. Submit concept sketches, example photographs, or designs of proposed restoration techniques if detailed site designs are not prepared. Note that Preliminary designs are **REQUIRED** for WCRRRI proposals requesting funding of \$250,000 or more, a preliminary design is required by final application. Large projects (\geq \$250,000) without a preliminary design will be considered ineligible for funding.
- **Waiver of Retroactivity (Acquisition projects):** is required if a land acquisition will occur before project agreement. Note that they must be secured BEFORE closing on the property.
- **Deliverables from Prior Phases:** If previous phases of a project were funded by WCRRRI, then the deliverables from those projects must be included in the final application. For example, if WCRRRI funded the assessment, preliminary design, or final design for the project then those project deliverables must be attached to the final application. For proposed restoration projects with an active WCRRRI funded design grant, at a minimum, the preliminary design deliverables must be attached.
- **Community Support Documentation:** See [Appendix E](#) for format recommendations.
- **Other Materials (Optional):** Submit other relevant application materials (waiver of retroactivity, graphs, additional letters of support, additional maps or photographs, etc.) as needed.

Tips to Avoid Common Mistakes

- **Scope of the project.** Be sure the project description, proposal, and other application materials reflect the entire project. Include tasks covered by proposed WCRRRI funds and tasks covered by matching funds if provided.
- **Match.** If provided, only include eligible sources of match. Use match only for activities identified in RCO's [Manual 18](#) Section 2 as eligible for funding.
- **Contingency.** Do not include a line item for contingency in cost estimates. Ensure that each of the budget line items account 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 RCO's [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.
- **Administrative Costs.** Include administrative costs in the cost estimate in acquisition projects. Administration costs are a separate line item in the property cost estimate in PRISM. Administrative costs are tracked separately from land and incidental costs for each property billed to RCO. Refer to RCO's [Manual 3](#), Acquisition Projects for guidance on what activities represent administrative costs. The maximum allowable total administrative expense is 5 percent of land plus incidental costs.
- **Indirect Costs.** RCO allows agency indirect costs for all projects that receive funding. Applicants are required to attach an RCO Fiscal Data Collection Sheet, which indicates the indirect rate the applicant plans to charge to the project, before submitting the application. Start filling out this form early and work with RCO fiscal staff to estimate the indirect costs.
- **Permitting and Cultural Resources.** Include permitting and cultural resources expenses in acquisition, planning, restoration and combination projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories. Permitting and cultural resources expenses in a restoration project are factored into PRISM construction costs of the project.

Please refer to Section 6 of RCO's [Manual 18](#) for more information concerning permit requirements, expedited permit options, available permitting assistance, and the cultural resources review process.

- **Pre-agreement Costs.** Certain pre-agreement costs are eligible for reimbursement (see RCO's Manual 8, Reimbursements), but reimbursement is not allowed for land acquisition or construction that occurs before the agreement start date. Exceptions to these restrictions include planning costs, purchase of construction materials, and land acquisition that occurs before project agreement, but after RCO secures a Waiver of Retroactivity. Secure waivers BEFORE closing on the property.
- **Worksites and Properties.** RCO billing practices require tracking restoration project expenses separately for each worksite and tracking acquisition projects by property. Limit the number of

worksites to those required and fiscally tracked for a restoration project. Acquisition projects should add a property for each transaction, i.e. multiple property transactions will require multiple properties.

Questions/Assistance

- To obtain a PRISM number and submit information to the Salmon Recovery Portal, contact Rebekah Brooks (rebalynn@uw.edu).
- For a PRISM User Account or access to PRISM Online, go to RCO's website at: <https://secure.rco.wa.gov/Prism/Sponsor/Account/LogOn?ReturnUrl=%2fPRISM%2fSponsor>.
- For technical questions or issues with PRISM, contact the PRISM Help Desk (prismsupport@rco.wa.gov).
- For questions about application requirements, contact Ned Pittman (ned@coastsalmonpartnership.org).
- For help with the PRISM application, contact Alice Rubin (alice.rubin@rco.wa.gov).

Evaluation and Review Process

WCRRRI uses a competitive peer-reviewed ranking process to compare the costs and benefits of projects. Review procedures are intended to evaluate anticipated whole project value. Applicants are strongly encouraged to present their project as a cohesive and complete design, restoration, or protection action. Proposals are expected to provide accurate and precise information about predicted project benefits and costs.

Draft project proposal will be reviewed by the WCRRRI Steering Committee in order to identify any “red flags” and ensure that the proposed project meets the minimum eligibility criteria. Project sponsors will be provided an opportunity to address any of the identified concerns prior to the scheduling of field visits. Projects that fail to respond to the WCRRRI Steering Committee’s concerns will not be scheduled for site visits with the Technical Review Panel.

On-site visits provide the Technical Review Panel members an opportunity to better understand the proposed project and ask the applicant clarifying questions. Following on-site site visits, the Technical Review Panel will provide project sponsors with constructive comments that are to be addressed in the final proposal.

Final project proposals will be evaluated by the Technical Review Panel using the relevant WCRRRI criteria provided in [Appendix A](#). Final proposals that do not adequately address any “red flag” concerns identified by the Technical Review Panel will not be included in the ranking process. Once all projects have been reviewed and scored, a ranked list will be developed based on the Technical Review Panel scores. Once the ranked list is developed, there will be no changes to the project ranking although funding award recommendations may differ from requested amounts.

Award Administration

Award and Contract Information

WCRRRI awards will be administered through contracts between project sponsors and the Washington State Recreation and Conservation Office, WCRRRI’s fiscal partner. All discussions of award funding level, scope, and project implementation schedules are preliminary until the Washington State legislative process is complete, the Final Spending Plan is published, and funding award notices are distributed. The project sponsor assumes full risk for any costs incurred prior to publication of the Final Spending Plan and subsequent award notification.

Contracts will be developed and executed using RCO documents. These materials will be made available upon request. Projects sponsors should not assume that funding of a project phase will result in guaranteed funding of future phases.

Appendices

Appendix A: WCRRI Technical Review Panel Evaluation Criteria

		LOW SCORE	HIGH SCORE	Higher Score Reflects...
Recommend to Review		No	Yes	Proposal meets minimum requirements for review. Proposals not recommended for review will receive a total score of "0" and returned with brief comments.
Restoration Benefit – 30 Points	Species	0	10	Multiple species, unique populations and/or important species interactions are positively impacted by the project.
	Physical Processes and Features	0	10	Projects that recover habitat through process-based solutions will receive the highest scores. Hardened infrastructure solutions are acceptable but may score lower. Temporary fixes will score low.
	Quantity of Benefit	0	10	A higher number of quantified benefits and measurable restoration benchmarks to be achieved.
Community Benefit – 30 Points	Jobs	0	15	A higher number of FTEs created or sustained, newly created and longer lasting FTEs, and how the FTEs impact the coastal communities may all contribute to a higher score.
	Direct Community Impacts and Improvements	0	10	Community benefits. Ex. Improved access, recreation opportunities, public health, increased resilience.
	Threat Reduction	0	5	Risk reduction. Increases community resilience to flooding, erosion, fire, climate change, other catastrophic events.
Likelihood to Succeed – 20 Points	Logical Approach and Schedule	0	10	An appropriate and achievable time frame and order of events to complete the project. Demonstrated readiness to proceed.
	Appropriate Scope w/ Clear Goals and Objectives	0	5	Goals and objectives of the project have been clearly communicated within a scope that is achievable and fitting for the project.
	Sponsor/Participants Experience	0	5	Past experience with restoration and community resiliency projects reflects a higher likelihood of future success.
Cost and Legal – 20 Points	Permits and Land Owners	0	5	Directly impacted landowners have provided evidence of project support (written or verbal during site visit) above and beyond required project acknowledgement forms
	Best Use of Public Funds	0	15	A well justified funding request that demonstrates good use of funds, availability of matching funds, and a clear and complete budget
	Local Support Document	No	Yes	Local support document signed and submitted. Projects lacking this may not move forward regardless of rank.
Total		0	100	

Appendix B: Salmon Recovery Portal Instructions

How to start a WCRRI Application

To complete an application, work with the Coast Salmon Foundation's Salmon Recovery Portal Technicians to enter project information into the Salmon Recovery Portal (formerly Habitat Work Schedule). By using the Salmon Recovery Portal to create new applications in PRISM, the project is linked to both systems.

Provide the Coast Salmon Partnership's Salmon Recovery Portal Technician Rebekah Brooks (rebalynn@uw.edu) with the following pieces of information:

- Project name
- Salmon Recovery Portal identification number if the project is already in the system
- Project location
- Project cost estimate
- Project type and category
- Project applicant
- Start and end dates

Once the project information has been entered and submitted through the Salmon Recovery Portal, a PRISM project number is created. Applicants should use that project number to find the project in PRISM to complete the application in PRISM Online Application Wizard.

Allow up to one business week to receive your PRISM number from the Salmon Recovery Portal.

If you are a new sponsor to the [PRISM system](#), contact the PRISM Help Desk (prismsupport@rco.wa.gov). They will provide assistance in adding the new sponsor organization information into PRISM.

Additional Resources

- Sponsor workshop hosted by RCO:
<https://www.youtube.com/watch?v=7kHvLmaivyw&feature=youtu.be>

Appendix C: Project Proposal Templates

All projects are required to have a project proposal. Sponsors should utilize the templates that follow in Appendices C1-C3. Please select the template that is most appropriate for the project type. A Word document of each proposal template are on RCO's [WCRRI Program](#) page.

Appendix C-1: Barrier Inventory Project Proposal

Project Number	
Project Name	
Sponsor	

Please respond to each question individually. Do not summarize answers collectively in essay format. The Technical Review Panel will use this information to evaluate the project. **Limit your response to ten pages (single-sided)**. The sponsor may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.

Submit this proposal as a PRISM attachment titled "Project Proposal".

NOTE: Applicants submitting fish barrier inventory projects should read the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) to understand data collection methods and protocols, and to assist with preparation of this project proposal.

1. **Project brief.** *In one or two sentences, what do you propose to do?*
2. **Project location.** *Describe the geographic location.*
3. **Problem statement.** *What are the problems your project seeks to address? Include the source and scale of each problem. Describe the site, reach, and watershed conditions. Describe how those conditions impact aquatic species and/or ecosystem processes/function. Include current and historic factors important to understanding the problems.*
4. **Describe the limiting factors that the project expects to address.**
5. Community resilience, through the **creation and maintenance of local jobs**, is key to the mission of the WCRRI Grant Program. It is understood that these employment counts will be estimates. However, applicants should be diligent and prudent with their estimates. Describe and/or show, including dollar values, how your response was determined. Please note if the employees are likely to come from the local community.
 - a. **How many jobs, shown in 12-month FTEs, are projected to be created by the project?**
 - b. **How many jobs, shown in 12-month FTEs, are projected to be maintained by the project?**

Below are some examples to help guide these calculations.

Example Project A:

*Planning and species monitoring will last for 12-months and employ two people at a half-time level. Since the jobs are for a full 12-months, the job-count would just be divided by 2 to account for the half-time work. Planning and species monitoring will **create one 12-month FTE.***

*Bridge construction will last four months and require nine full time workers currently employed by a local construction firm during this period. Bridge construction will therefore **maintain three (9 workers x 0.3 years) 12-month FTEs.** These are listed as maintained since the workers are already employed.*

Forest thinning and log jam creation will last for 18 months and employ three loggers and one truck driver, who are independent contractors. 4 workers x 1.5 years = 6 FTEs. Forestry and stream work will **create six 12-month FTEs**.

Project A will create seven new jobs (6+1) and maintain three 12-month FTEs

Example Project B:

Invasive species removal will have a single full-time manager for two years. This manager will develop a removal plan to be conducted in July of 2017 and 2018 (total of two months). Removal will require hiring 24 workers for the month of July. The creation of the manager position would be **two 12-month FTEs** since it is a 2-year position. Removal would be only 2 months or one-sixth of a year. 24 divided by 6 equals **four 12-months FTEs**.

Project B will create six 12-month FTEs

Example Project C:

The acquisition-centered project has \$75,000 to hire survey work and \$60,000 for professional habitat assessment and \$90,000 for work by a wetland biologist. Each of these would employ an existing professional. \$225,000 is a reasonable amount for three FTEs.

Project C will maintain three 12-month FTEs

6. **Please list the community benefits (ex. access, flood protection, recreational opportunities, etc.) that will result from the project.**
 - a. **Explain how the community benefits listed above will be achieved as part of the project.**
 - b. **Please describe any outreach and education aspects of the project.**
7. **Provide a narrative as to why the project is a good fit for the WCRRI Grant Program.**
8. **Project goals and objectives.** *When answering the questions below please refer to Chapter 4 of the [Washington Department of Fish and Wildlife's Stream Habitat Restoration Guidelines](#) for more information on goals and objectives.*
 - a. **What are the project's goals?** *The goal of the project should be to remedy observed problems, ideally by addressing the problems' root causes. Goal statements should articulate desired biological/ecological outcomes (vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes.*
 - b. **What are the project's objectives?** *Objectives support and refine goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions the project will complete to achieve stated goals. Each objective should be "SMART": Specific, Measurable, Achievable, Relevant, and Time-bound.*
 - c. **What are the assumptions and constraints that could impact whether the sponsor achieves the objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly influence the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will the sponsor address these issues if they arise?*

9. **Project details.** Please answer the questions below and all pertinent supplemental questions at the end of the application form.
- a. **Using the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) provide the following information:**
 - i. Inventory scope (road-based, stream-based).
 - ii. Methodology used for estimating potential habitat gain.
 - iii. Geographic area to be covered
 - iv. Inventory equipment.
 - v. What types of landowners will be targeted (state, private, etc.)
 - vi. Data management (i.e. what type of database will be used).
 - vii. Products to be produced
 - b. **Provide a scope of work and detailed list of project deliverables.** Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them.
 - c. **Describe any previous or ongoing barrier inventories** within your project's geographic area and how this project will build upon, rather than duplicate, completed work.
 - d. **Explain how the results of the inventory will directly lead to projects that benefit coastal fisheries.**
 - e. **Explain how the sponsor determined the cost estimates.**
10. **Explain why it is important to do this project now instead of later.** Consider its timing relative to other needs in the watershed and the current level of threat to species, ecosystem, and community resilience.
11. **Describe the project manager and field personnel's experience in conducting barrier inventories.** NOTE that field personnel and the project manager must attend the Washington Department of Fish and Wildlife's Fish Passage Training before initiating site assessment of barriers. The sponsor must collect data using the methodologies and protocols described in Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#).
12. **List all landowner names.** If the project will occur on land not owned by the organization, attach a [Landowner Acknowledgement Form](#) in PRISM from each landowner acknowledging that his/her property is proposed for WCRRI funding consideration. Additional points are possible during the scoring process if landowners provide additional documentation demonstrating support for the project.
13. **List project partners and their roles and contributions to the project.** Attach a [Project Partner Contribution Form](#) for each partner in PRISM.

Comments

Use this section to respond to the comments received after the initial site visits and after submitting the final application.

Response to Site Visit Comments

Please describe how the sponsor responded to the review panel's initial site visit comments. *RCO recommends that the sponsor list each of the review panel's comments and questions and identify the response. The sponsor may use this space to respond directly to their comments.*

Response to Post-Application Comments

Please describe how the sponsor responded to the review panel's post-application comments. *RCO recommends that the sponsor list each of the review panel's comments and questions and identify the response. The sponsor may use this space to respond directly to their comments.*

Appendix C-2: Planning Project Proposal

Project Number	
Project Name	
Sponsor	
Planning Type	Choose an item.

Please respond to each question individually. Do not summarize the answers collectively in essay format. The Technical Review Panel will use this information to evaluate the project. **Limit the response to ten pages (single-sided)**. The sponsor may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.

Submit this proposal as a PRISM attachment titled "Project Proposal".

NOTE: Sponsors of barrier inventory projects should NOT fill out this proposal. They should use the Barrier Inventory Project Proposal instead.

1. **Project brief.** *In one or two sentences, what do you propose to do?*
2. **Project location.** *Describe the geographic location of the project.*
3. **Problem statement.** *What are the problems the project seeks to address? Include the source and scale of each problem. Describe the site. Describe how those conditions impact the target species and/or ecosystem processes/function. Include current and historic factors important to understand the problems.*
4. **Describe the limiting factors, and life stages (by species) that the project expects to address.**
5. Community resilience, through the **creation and maintenance of local jobs**, is key to the mission of the WCRRI Grant Program. It is understood that these job counts will be estimates. However, applicants should be diligent and prudent with their estimates. Describe and/or show how, including dollar values, how you determined your answers. Please note if the hires are likely to come from the local community.
 - a. **How many jobs, shown in 12-month FTEs, are projected to be created by the project?**
 - b. **How many jobs, shown in 12-month FTEs, are projected to be maintained by the project?**

Below are some examples to help guide these calculations.

Example Project A:

*Planning and species monitoring will last for 12-months and employ two people at a half-time level. Since the jobs are for a full 12-months, the job-count would just be divided by 2 to account for the half-time work. Planning and species monitoring will **create one 12-month FTE**. Bridge construction will last four months and require nine full time workers currently employed by a local construction firm during this period. Bridge construction will therefore **maintain three (9 workers x 0.3 years) 12-month FTEs**. These are listed as maintained since the workers are already employed.*

Forest thinning and log jam creation will last for 18 months and employ three loggers and one truck driver, who are independent contractors. 4 workers x 1.5 years = 6 FTEs. Forestry and stream work will **create six 12-month FTEs**.

Project A will create seven new jobs (6+1) and maintain three 12-month FTEs

Example Project B:

Invasive species removal will have a single full-time manager for two years. This manager will develop a removal plan to be conducted in July of 2017 and 2018 (total of two months). Removal will require hiring 24 workers for the month of July. The creation of the manager position would be **two 12-month FTEs** since it is a 2-year position. Removal would be only 2 months or one-sixth of a year. 24 divided by 6 equals **four 12-months FTEs**.

Project B will create six 12-month FTEs

Example Project C:

The acquisition-centered project has \$75,000 to hire survey work and \$60,000 for professional habitat assessment and \$90,000 for work by a wetland biologist. Each of these would employ an existing professional. \$225,000 is a reasonable amount for three FTEs.

Project C will maintain three 12-month FTEs

6. **Please list the community benefits (ex. access, flood protection, recreational opportunities, etc.) that will result from the project.**
 - a. **Explain how the community benefits listed above will be achieved as part of the project.**
 - b. **Please describe any outreach and education aspects of the project.**
7. **Provide a narrative as to why the project is a good fit for the WCRRI Grant Program.**
8. **Project goals and objectives.**
 - a. **What are the project's goals?** *The goal of the project should be to remedy observed problems, ideally by addressing the problems' root causes. The sponsor's goal statements should articulate desired biological/ecological outcomes (vision for desired future condition). The statement should also include which species and life stages will benefit from those outcomes and the time of year (if pertinent) those benefits will be realized (e.g., will high flow refuge be available when juveniles are out-migrating or rearing in the project area?).*
 - b. **What are the project's objectives?** *Objectives support and refine goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions the project will complete to achieve the stated goal. Each objective should be "SMART": Specific, Measurable, Achievable, Relevant, and Time-bound.*
9. **What are the assumptions and constraints that could impact whether the sponsor achieves the objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly influence the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will the sponsor address these issues if they arise?*
10. **Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*

- a. **Provide a narrative description of the proposed project.** Describe the specific project elements and explain how they will lead to the project's objectives. For assessment projects, describe the study design and methodology to be used.
 - b. **Provide a scope of work and detailed list of project deliverables.** Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them. If the project will produce a design, please specify the level of design that will be developed (conceptual, preliminary, or final); design deliverables must comply with those described in RCO's [Manual 18, Salmon Recovery Grants](#) - Appendix D. Complete planning projects within 2 years of funding.
 - c. **Explain how the sponsor determined cost estimates.**
 - d. **How have lessons learned from completed projects or monitoring studies informed project?** Sources of results may be from lessons learned from previously implemented projects, Intensively Monitored Watershed results, or other sources.
11. **If the project includes an assessment or inventory** (NOTE: project may extend across a wide area and cover multiple properties).
- a. **Describe any previous or ongoing assessment or inventory work in your project's geographic area and how this project will build upon, rather than duplicate, the completed work.**
 - b. **If a design is NOT a deliverable of this grant, please describe how this project fills a data or information gap and how the newly acquired information will lead to ecosystem restoration in the future.**
12. **If the project includes developing a design:**
- a. **Will a licensed professional engineer design the project? Choose an answer.**
 - i. *If not, please describe the qualifications of the design team.*
 - b. **If the project includes a fish passage or screening design, has the project received a Priority Index (PI) or Screening Priority Index (SPI) number?** *If so, provide the PI or SPI number and describe how it was generated (i.e. physical survey, reduced sample full survey, expanded threshold determination, or Washington Department of Fish and Wildlife generated. Refer to the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) for guidance).*
 - c. **Will you apply for permits as part of this project's scope?**
 - i. *If not, please explain why and when the sponsor will submit permit applications.*
 - d. **For fish passage design projects:**
 - i. *Please describe how you will incorporate climate change predictions into your fish passage design project. Note that if you are proposing a culvert or arch, your stream simulation design will be required to incorporate climate change predictions. Please inquire of CSP Program Director or RCO Grants Manager for further information.*
 - ii. *Describe the amount and quality of habitat made accessible if the barrier is corrected.*

iii. *List additional upstream or downstream fish passage barriers, if any.*

13. **Explain why it is important to do this project now instead of later.** *Consider its timing relative to other needs in the watershed and the current level of threat to species, ecosystem, and community resilience.*
14. **If the project is a part of a larger overall project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which of these steps is included in the application for funding.** *Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*
15. **Describe the sponsors experience managing this type of project.** *Please describe other projects where the sponsor successfully used a similar approach.*
16. **List all landowner names.** *If the project will occur on land not owned by the organization, attach a [Landowner Acknowledgement Form](#) in PRISM from each landowner acknowledging that his/her property is proposed for WCRRI funding consideration. Additional points are possible during the scoring process if landowners provide additional documentation demonstrating support for the project.*
17. **List project partners and their roles and contributions to the project.** *Attach a [Project Partner Contribution Form](#) from each partner in PRISM.*
18. **Stakeholder outreach.** *Discuss whether this project has any opposition or barriers to completion besides funding. Describe the sponsors public outreach and feedback received. Are there any public safety concerns with the project? How will the sponsor address those concerns?*

Comments

Use this section to respond to the comments received after the initial site visits and after submitting the final application.

Response to Site Visit Comments

Please describe how the sponsor responded to the review panel's initial site visit comments. RCO recommends that the sponsor list each of the review panel's comments and questions and identify the response. The sponsor may use this space to respond directly to their comments.

Response to Post-Application Comments

Please describe how the sponsor responded to the review panel's post-application comments. RCO recommends that the sponsor list each of the review panel's comments and questions and identify the response. The sponsor may use this space to respond directly to their comments.

Appendix C-3: Restoration, Acquisition, and Combination Project Proposal

Project Number	
Project Name	
Sponsor	

Please respond to each question individually. Do not summarize answers collectively in essay format. The Technical Review Panel will use this information to evaluate your project. **Limit the response to ten pages (single-sided), excluding supplemental questions.** The sponsor may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.

Submit this proposal as a PRISM attachment titled "Project Proposal".

2. **Project brief.** In one or two sentences, what do you propose to do?
3. **Project Location.** Describe the geographic location of the project.
4. **Problem statement.** What are the problems your project seeks to address? Include the source and scale of each problem. Describe the existing site conditions. Describe how those conditions impact the target species and/or ecosystem processes/function. Include current and historic factors important to understand the problems.
5. **Describe the limiting factors, and life stages (by species) that your project expects to address.**
6. Community resilience, through the **creation and maintenance of local jobs**, is key to the mission of the WCRRI Grant Program. It is understood that these job counts will be estimates. However, applicants should be diligent and prudent with their estimates. Describe and/or show how, including dollar values, how you determined your answers. Please note if the hires are likely to come from the local community.
 - a. **How many jobs, shown in 12-month FTEs, are projected to be created by the project?**
 - b. **How many jobs, shown in 12-month FTEs, are projected to be maintained by the project?**

Below are some examples to help guide these calculations.

Example Project A:

*Planning and species monitoring will last for 12-months and employ two people at a half-time level. Since the jobs are for a full 12-months, the job-count would just be divided by 2 to account for the half-time work. Planning and species monitoring will **create one 12-month FTE.***

*Bridge construction will last four months and require nine full time workers currently employed by a local construction firm during this period. Bridge construction will therefore **maintain three (9 workers x 0.3 years) 12-month FTEs.** These are listed as maintained since the workers are already employed.*

*Forest thinning and log jam creation will last for 18 months and employ three loggers and one truck driver, who are independent contractors. $4 \text{ workers} \times 1.5 \text{ years} = 6 \text{ FTEs}$. Forestry and stream work will **create six 12-month FTEs.***

Project A will create seven new jobs (6+1) and maintain three 12-month FTEs

Example Project B:

Invasive species removal will have a single full-time manager for two years. This manager will develop a removal plan to be conducted in July of 2017 and 2018 (total of two months). Removal will require hiring 24 workers for the month of July. The creation of the manager position would be **two 12-month FTEs** since it is a 2-year position. Removal would be only 2 months or one-sixth of a year. 24 divided by 6 equals **four 12-months FTEs**.

Project B will create six 12-month FTEs

Example Project C:

The acquisition-centered project has \$75,000 to hire survey work and \$60,000 for professional habitat assessment and \$90,000 for work by a wetland biologist. Each of these would employ an existing professional. \$225,000 is a reasonable amount for three FTEs.

Project C will maintain three 12-month FTEs

7. **Please list the community benefits (ex. access, flood protection, recreational opportunities, etc.) that will result from the project.**
 - a. **Explain how the community benefits listed above will be achieved as part of the project.**
 - b. **Please describe any outreach and education aspects of the project.**
8. **Provide a narrative as to why the project is a good fit for the WCRRI Grant Program.**
9. **Project goals and objectives.**
 - a. **What are the project's goals?** *The goal of the project should be to remedy observed problems, ideally by addressing the problem's root causes. The sponsor's goal statements should articulate desired biological/ecological outcomes (the vision for desired future condition). The statement should also include which species and life stages will benefit from those outcomes and the time of year (if pertinent) those benefits will be realized (e.g., will high flow refuge be available when juveniles are out-migrating or rearing in the project area?).*
 - b. **What are the project's objectives?** *Objectives support and refine goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions the project will complete to achieve the stated goal. Each objective should be "SMART": Specific, Measurable, Achievable, Relevant, and Time-bound.*
 - c. **What are the assumptions and constraints that could impact whether you achieve your objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly impact the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*
10. **Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*
 - a. **Provide a narrative description of the proposed project.** *Describe the specific project elements and explain how they will lead to the project's objectives. Include relevant existing project documentation (if any) as attachments in PRISM.*

- b. **Provide a scope of work and detailed list of project deliverables.** *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and as schedule for accomplishing them.*
 - c. **Explain how the sponsor determined cost estimates.**
 - d. **Describe the design or acquisition alternatives considered to achieve the project's objectives.** *Why did the sponsor choose the preferred alternative?*
 - e. **How have lessons learned from completed projects or monitoring studies informed this project?** *Sources of results may be from individual sponsors, lessons learned from previously implemented projects, or other sources.*
 - f. **Describe the long-term stewardship and maintenance obligations for the project or acquired land.** *For acquisition and combination projects, identify any planned use of the property, including upland areas.*
11. **Explain why it is important to do this project now instead of later.** *Consider its timing relative to other needs in the watershed and the current level of threat to species, ecosystem, and community resilience.*
 12. **If the project is a part of a larger overall project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which of these steps is included in this application for funding.** *Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*
 13. **Describe the sponsors experience managing this type of project.** *Please describe other projects where the sponsor successfully used a similar approach.*
 14. **List all landowner names.** *If the project will occur on land not owned by the organization, attach a [Landowner Acknowledgement Form](#) in PRISM from each landowner acknowledging that his/her property is proposed for WCRRI funding consideration. Multi-site acquisition projects need only attach a Landowner Acknowledgement Form for priority parcels.*
 15. **List project partners and their role and contribution to the project.** *Attach a [Project Partner Contribution Form](#) from each partner in PRISM.*

Stakeholder outreach. *Discuss whether this project has any opposition or barriers to completion, besides funding. Describe the sponsor's public outreach and feedback received. Are there any public safety concerns with the project? How will the sponsor address those concerns?*

Supplemental Questions

Restoration Project Supplemental Questions

Answer the following supplemental questions:

- A. **Will the sponsor complete, or has already completed, a preliminary design, final design, and design report (per RCO's [Manual 18, Salmon Recovery Grants](#) - Appendix D) before construction?**
 - i. *If no, please describe the design process and list all pre-construction deliverables submitted to RCO for review. Including riparian planting plans.*

- B. **Will a licensed professional engineer design the project?**
- i. *If not, please describe the qualifications of the design team.*
- C. **If this project includes measures to stabilize an eroding stream bank, explain why bank stabilization there is necessary to accomplish habitat recovery.**
Bank stabilization criteria required to meet eligibility is in Section 2 of RCO's Manual 18, Salmon Recovery Grants.
- D. **Describe the steps the sponsor will take to minimize the introduction and spread of invasive species during construction and restoration.** *Specifically consider how the sponsor will use un-infested materials and clean equipment entering and leaving the project area.*

Acquisition Project Supplemental Questions

Applies to both acquisition-only and combination projects. Answer the following supplemental questions (these are not included in the ten-page limit):

- A. **Provide a detailed description of the property.** *Describe the habitat types, size, and quality on site (forested riparian/floodplain, wetlands, tributary, mainstem, off-channel, bluff-backed beach, barrier beach, open coastal inlet, estuarine delta, pocket estuary, uplands, etc.), critical areas on site, and any other features that make the site unique. Describe existing land use.*
- B. **List type (fee title or conservation easement) and acreage of acquisitions proposed.**
- C. **Does the sponsor hold an option or purchase and sale agreement for the property?**
- D. **Describe adjacent land uses.** *Describe the property's proximity to publicly owned or protected properties in the vicinity. Attach a map in PRISM that illustrates this relationship.*
- E. **What percentage of the total project area is intact and fully functioning habitat?**
- F. **Is the site in need of restoration that is not part of this grant application?** *If yes, describe the restoration need and planned timeframe for implementation.*
- G. **List structures (home, barn, outbuildings, fence, levees, bank armoring, or other infrastructure) on the property and any proposed modifications.** *If possible, please attach a map showing these structures. Note: In general, remove structures on WCRRI-assisted acquisitions. Refer to the WCRRI Grant Program guidance manual for information about ineligible project elements.*
- H. **Describe the long-term stewardship and maintenance obligations for the acquired property.** *Identify any planned use of the property, including upland areas. If answered above, please skip.*
- I. **Describe the following:**
- i. **Zoning/land use**
- ii. **Shoreline Master Plan designation**
- iii. **Portion of site within 100-year floodplain**

- iv. **Portion of site within designated floodway**
- J. **Explain why federal, state, and local regulations are insufficient to protect the property from degradation.**
- K. **For water rights and water savings projects:**
 - i. **Describe the mechanism that the sponsor intends to use to conserve water (trust, etc.) and explain why this is the preferred approach.**
 - ii. **Which steps in the water conservation process will be completed under this project proposal?**
 - iii. **How much water, if any, will be saved because of this project? By what methods will the sponsor calculate the amount of water conserved?**
- L. **For acquisition projects intending to purchase multiple properties within an area, identify the target parcels and how the sponsor will prioritize the parcels.**

Diversions and Screening Project Supplemental Questions

Answer the supplemental questions below.

NOTE: For questions or technical assistance, contact Daniel Didricksen, Department of Fish and Wildlife, 509-575-2104. Refer to the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) for further guidance. To schedule fish passage and diversion inventory and assessment training, contact WDFW's Fish Passage Program, FishPassageTraining@dfw.wa.gov.

- A. **Problem statement information to include in Item 3 of main questions above:** *If the diversion is equipped with a fish screen, provide details of why it is not functioning properly from a fish protection perspective (entrainment or impingement).*
- B. **Is this a pump or gravity diversion?**
- C. **What is the flow of the diversion in gallons per minute (gpm)?** *How was the flow determined (water right, meter – system meter, calculated from irrigation system components or direct measurement during peak spring/summer diversion using a flow meter)?*
- D. **If it is not possible to determine the flow, then provide the bank-full, cross-sectional area of the ditch, measured 100 to 300 feet downstream of the point of diversion.** *Refer to Section 8.3 of the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) for instructions on how to collect this information.*
- E. **For projects that have a goal of saving water:**
 - i. **Describe the mechanism that the sponsor intends to use to conserve water (trust, etc.) and explain why this is the preferred approach.**
 - ii. **Which steps in the water conservation process will this project proposal complete?**

iii. **How much water, if any, will be saved because of this project?** *By what methods are you calculating the amount of water conserved?*

F. **Will a licensed professional engineer design the project? Choose an answer**

i. *If not, please describe the qualifications of the design team.*

Invasive Species Removal Project Supplemental Questions

Answer the following supplemental questions:

- A. **Describe the level of infestation in the watershed.**
- B. **What has been accomplished to date related to invasive species control in the watershed?** *Who has done the work? What is the success of these actions?*
- C. **What is the planned prioritization strategy for invasive species control within the sub-watershed or watershed?** *Include efforts before and beyond the duration of the requested grant funding.*
- D. **What is the anticipated time to control?** *Time to control is defined as treatment from upper extent to lowest, until the need is only a minor maintenance control effort to prevent re-sprouting or new stems from becoming established.*
- E. **List the major tasks necessary to reach a maintenance control level and their anticipated time schedule.** *Include efforts before and beyond the duration of the requested grant funding.*
- F. **Describe the staffing level needed to meet annual treatment goals and the plan to achieve that staffing level.**
- G. **What are the completed and/or planned landowner outreach efforts?**
- H. **What is the estimated total cost to reach a maintenance control level within the sub-watershed/watershed proposed for treatment?**
- I. **What is the 10-year strategy (including funding) for the following:**
 - i. **Getting to maintenance control levels for the sub-watershed/watershed?**
 - ii. **Long-term maintenance/control?**
- J. **How will the WCRRI funds leverage other programs in the same sub-watershed/watershed?**
- K. **What are the proposed re-vegetation plans for treated sites?**

Road Maintenance and Abandonment Plan (RMAP) Projects in Large Forest Supplemental Questions

Answer the following supplemental questions:

- A. **Explain how the RMAP project is not solely mitigation (i.e. not exclusively compensation for unavoidable impacts of specific forestry projects or actions).**

- B. **Provide documentation that the landowner has received an extension from the Department of Natural Resources for the proposed project.** *Identify how this RMAP project fits within the landowner's greater RMAP requirements. Attach documentation in PRISM.*
- C. **Provide any supporting materials relevant to the project site (e.g. pre-existing prioritized lists of stream crossing barriers developed by Salmon Recovery Organizations, other conservation groups, government agencies, or tribes).** *This prioritized list should be different from the landowner's RMAP prioritization list. The prioritization should be based on information including the following: Fish species documented in the stream, miles of stream habitat above barrier, quality of upstream habitat, relationship to other barriers on the stream, and other factors. This list should include an introduction that identifies the factors and data sources used in the prioritization. Include the proposed project on the prioritized list. Attach this documentation in PRISM.*

Comments

Use this section to respond to the comments received after the initial site visits, and then again after submitting the final application.

Response to Site Visit Comments

Please describe how the sponsor responded to the review panel's initial site visit comments. RCO recommends that the sponsor list each review panel comment and questions and identify the response. The sponsor may use this space to respond directly to the comments.

Response to Post-Application Comments

Please describe how the sponsor responded to the review panel's post-application comments. RCO recommends that the sponsor list each of the review panel's comments and questions and identify the response. The sponsor may use this space to respond directly to the comments.

Appendix D: Application Checklists with Forms

The following 2 tables list the required materials to complete a Draft Project Proposal and a Final Project Proposal, respectively.

Draft Project Proposal Checklist (pre-site visit)

In PRISM online, complete the “Project Details”, “Metrics”, and “Costs” screens for your application.

✓	PRISM Online Attachment Checklist Items	Template / Form Link
	Attach a DRAFT Project Proposal	Appendix C
	Cost Estimate Spreadsheet . WCRRI recommends using its template or similar format. Attach in PRISM and clearly label as “Cost Estimate”.	Optional Template
	Project map in PRISM Online	PRISM Online
	Complete “Project Details”, “Metrics”, and “Costs” pages in the application	PRISM Online
	Maps: <ul style="list-style-type: none"> ▪ General vicinity map for all projects ▪ Site plan for restoration projects ▪ Parcel map for acquisition projects 	Applicant Creates
	Design materials for restoration projects. NOTE that preliminary designs ARE REQUIRED at final application for projects requesting \$250,000 or more in WCRRI funds	Applicant Creates
	Project photographs: <ul style="list-style-type: none"> ▪ At least two photographs of site conditions before project implementation are required in .jpg file format ▪ Additional graphics and photographs to describe the project can be attached in a PowerPoint or PDF document (optional) 	Applicant Creates
	Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only) <ul style="list-style-type: none"> • Barrier Evaluation Form is required for fish passage projects (planning or restoration). • Correction Analysis Form required for barrier correction construction projects. • Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife’s Fish Passage Map Web site. 	Barrier Evaluation Forms Correction Analysis Form
	Other materials (optional): Waiver of Retroactivity, graphs, parcel maps, letters of support, etc.	Applicant Creates

Final Project Proposal Checklist

In PRISM online, select “check page for errors” on each page, or “selection application for errors” on the “Submit Application” page to make sure all fields are complete.

✓	PRISM Online Attachment Checklist Items	Template / Form Link
	Project Proposal	Appendix C
	Cost Estimate Spreadsheet . WCRRI recommends using this RCO template or similar format. Attach in PRISM and clearly label “Cost Estimate”. Include agency indirect in your estimate.	Optional Template

	Landowner Acknowledgement Form . (required for project on land not owned by the applicant or on state-owned aquatic lands)	Form
	Project Partnership Contribution Form . Suggested for organizations other than the applicant (third party) that may be providing match	Form
	Maps: <ul style="list-style-type: none"> ▪ General vicinity map for all projects ▪ Area of Potential Effect Map for all projects (Refer to cultural resources review in Section 3) ▪ Site plan for restoration projects ▪ Parcel map for acquisition projects 	Applicant Creates
	Design Materials for Restoration Projects. <i>NOTE that preliminary designs ARE REQUIRED for projects requesting \$250,000 or more in WCRRF funds.</i>	Applicant Creates
	Response to Review Panel Draft Application Comments. Applicants must respond to review panel comments by updating their project proposals in PRISM.	Update Project Proposal
	Project Photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.	Applicant Creates
	Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only) <ul style="list-style-type: none"> • Barrier Evaluation Form is required for fish passage projects (planning or restoration). • Correction Analysis Form required for barrier correction construction projects. • Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's Fish Passage Map Web site. 	Barrier Evaluation Forms Correction Analysis Form
	Community Support Documentation (See Appendix E)	Applicant Creates
	Other Materials (optional): waiver of retroactivity, graphs, parcel maps, additional letters of support, etc.	Applicant Creates
	RCO Applicant Resolution and Authorization	Form
	RCO Fiscal Data Collection Sheet	Form

Appendix E: Local Support Document

To be considered for Funding through the WCRRRI Grant Program, project sponsors are required to show local support for the project that they are proposing. This may be accomplished by submitting a *local support document* as a PRISM attachment with their application materials. This document must be signed by a qualifying local organization, listed here:

- Board of County Commissioners
- City Council
- Conservation District Board of Supervisors
- Lead Entity
- Local Port Commission
- Managing entity of a Tribal Government
- Marine Resource Committee

A document that is not signed by one of the qualifying local organizations listed above must be accompanied by a written explanation as to how their organization represents community interests, and thus qualifies them as an appropriate supporter of a WCRRRI project proposal.

Appendix F: Other Resources

- [RCO WCRRI Program webpage](#)
- [RCO Grant Manuals](#)
- [WDFW Barrier Removal Information](#)
- [Coastal Resiliency Report](#)
- [TNC Coastal Resiliency Program](#)
- [TNC WCRRI Webpage](#)
- [The Coast Salmon Partnership](#)
- [The Washington Coast Economist](#)