

Appendix D:

Application Checklist

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

✓ PRISM Online Attachment Checklist Items	Template / Form Link
Completed PRISM application	Applicant Completes
Cost Estimate. RCO recommends using its template or similar format. Attach in PRISM and clearly label “Cost Estimate.”	Spreadsheet
Landowner Acknowledgement Form is required for projects on land not owned by the applicant or on state-owned aquatic lands.	Form
Landowner project support documentation (e-mail, letter, etc.)	Applicant submits
Maps <ul style="list-style-type: none"> • General vicinity map for all projects • One large-scale, detailed map showing the site clearly marked and labeled with road names, and correctly mapped streams • Geographic Coordination Map with project names and WDFW fish passage barrier site ID numbers(s) identified, if applicable 	Applicant Creates
Project Photographs <ul style="list-style-type: none"> • One photo of the barrier, preferably of outlet (downstream end) if safe to acquire • One photo of the upstream habitat • One photo of the top of the road showing utilities, guardrails, etc. if applicable 	Applicant Creates
Barrier Evaluation Forms. Completed Barrier Evaluation Forms may be available on WDFW’s Fish Passage Map website.	Barrier Evaluation Forms
Restoration Project Designs <ul style="list-style-type: none"> • Preliminary designs required if grant request greater than \$500,000. • Final designs, if completed. 	Applicant Creates
Priority Watershed Projects: memo or letter from salmon recovery region stating priority of applicant’s project in the pool of proposed projects in that watershed from the grant round. (See Appendix A). Region may provide one letter to the board with the ranking of all proposed projects.	Salmon Recovery Region Creates

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<p>Lead Entity Letter of Support: confirms that the project supports the recovery plan or is on the Planned Project Forecast List if project is not specifically identified in either document.</p>	Lead Entity Creates
<p>Deliverables from Previous Phases of Work (for phased projects): to show the project is staying on track for completion within a year of the next phase of funding.</p>	Applicant Creates
<p>Applicant Resolution and Authorization is required for any sponsor who will sign the grant agreement.</p>	Form