

**Manual 29**

# Shore Friendly Grant Program

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Guidance for Lead Organizations  
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# Section 1: Introduction

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**This section covers the following:**

- ✓ Overview
- ✓ Guiding principles
- ✓ Program administration
- ✓ Where to get information

## Overview

### Mission of Shore Friendly

The mission of the Shore Friendly program is to reduce armoring and restore habitat across the Puget Sound for fish, other wildlife, and humans. Shore Friendly achieves this mission by providing residential landowners with a suite of technical and financial tools as incentives to voluntarily remove shoreline armor, avoid adding armor, create adequate setbacks when siting homes, and use alternatives to armor when structures need to be protected. Grant recipients, also called Shore Friendly leads, must create programs that help residential landowners remove or forgo hard armoring and produce measurable results in armor reduction and creation of functional shoreline processes and habitats.

### Achieving Regional Success Through Local Programs

Shore Friendly provides grants to Shore Friendly leads to run local programs in twelve counties surrounding Washington State's Puget Sound. Shore Friendly leads compete to serve as local implementers of this work in their geographic areas. Shore Friendly leads will work directly with residential landowners. See the Shore Friendly [Request for Proposals](#) for details about the grant competition.

## **Guiding Principles**

The Shore Friendly program is rooted in process-based, nearshore restoration science and social science, as described in the following science background sections. The bullets below represent a set of high-level principles that guide Shore Friendly leads in the development of their local programs and projects.

- Contribute to the regional Shore Friendly vision to reduce the impact of armor and grow resilient shorelines across the Puget Sound.
- Maximize the ecological benefits of projects during all phases of development and implementation.
- Use adaptive management strategies and best shoreline management practices to ensure efficiencies and delivery of intended outcomes.
- Use demonstration projects to recruit prospective Shore Friendly participants.

## **Nearshore Science**

The nearshore ecosystem of Puget Sound is a dynamic environment, shaped by physical and ecological processes. The [Puget Sound Nearshore Ecosystem Restoration Project](#) research and findings suggest that restoration projects designed to protect and restore the ecosystem processes that shape and maintain nearshore structure will result in self-sustaining improvements in ecosystem functions, goods, and services, thereby justifying the capital investments in nearshore ecosystem projects.<sup>1</sup> Beach systems, and restoration and protection of the ecosystem processes within those systems, are the focus of the Shore Friendly program.

## **Beach Systems and Armor Impacts**

Functional beaches provide habitat for fish and other wildlife and naturally resilient shorelines for landowners. Hard shoreline armoring, including bulkheads (seawalls) and rock revetments, interferes with ecological processes that create and maintain shoreline

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<sup>1</sup>Schlenger et al 2011 PSNERP strategic needs assessment, Schlenger, P., A. MacLennan, E. Iverson, K. Fresh, C. Tanner, B. Lyons, S. Todd, R. Carman, D. Myers, S. Campbell, and A. Wick. 2011. Strategic Needs Assessment: Analysis of Nearshore Ecosystem Process Degradation in Puget Sound. Prepared for the Puget Sound Nearshore Ecosystem Restoration Project. Technical Report 2011-02; and

Cereghino, P., J. Toft, C. Simenstad, E. Iverson, S. Campbell, C. Behrens, J. Burke. 2012. Strategies for nearshore protection and restoration in Puget Sound. Puget Sound Nearshore Report No. 2012-01. Published by Washington Department of Fish and Wildlife, Olympia, Washington, and the U.S. Army Corps of Engineers, Seattle, Washington.

habitat,<sup>2</sup> disrupts vital connectivity between nearshore and marine habitats,<sup>3</sup> modifies sediment characteristics, and reduces habitat for beach spawning fish and juvenile salmonid foraging.<sup>4</sup> Substantial benefits are derived by maintaining, restoring, and protecting sources of sand and gravel that supply Puget Sound beaches or by removing barriers to sediment transport in large beach systems. Throughout the Puget Sound region, residential clearing and unnatural shoreline stabilization and historic non-native fill, coupled with the impacts of sea level rise, affect the sustainability of nearshore processes and threaten these valuable ecosystems. Reducing the amount of armored shoreline is critical to Puget Sound recovery and nearshore habitat function.

## **Social Science**

The Shore Friendly program employs a unique social science approach that was developed and federally funded by the Puget Sound Marine and Nearshore Grant Program through the 2014 Social Marketing Strategy to Reduce Puget Sound Shoreline Armoring project (see [appendix A](#)). The Social Marketing Strategy was developed to identify how to support landowners in reducing hard shoreline armoring on their residential properties along Puget Sound's marine shorelines. It describes how to overcome barriers and motivate landowners to voluntarily choose alternatives to hard armoring. It included extensive audience research and identified approaches, messages, and incentives that can motivate residential shoreline landowners. Shore Friendly uses this approach to encourage voluntary stewardship among shoreline landowners and it also can be used to complement regulatory, education, restoration, and other efforts that seek to protect Puget Sound beaches.

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<sup>2</sup>Johannessen, J. and A. MacLennan. 2007. Beaches and Bluffs of Puget Sound. Puget Sound Nearshore Partnership Report No. 2007-04. Published by Seattle District, U.S. Army Corps of Engineers, Seattle, Washington; and

Megan N. Dethier, Wendel W. Raymond, Aundrea N. McBride, Jason D. Toft, Jeffery R. Cordell, Andrea S. Ogston, Sarah M. Heerhartz, Helen D. Berry, Multiscale impacts of armoring on Salish Sea shorelines: Evidence for cumulative and threshold effects, *Estuarine, Coastal and Shelf Science*, Volume 175, 20 June 2016, Pages 106-117, ISSN 0272-7714, <http://dx.doi.org/10.1016/j.ecss.2016.03.033>.

<sup>3</sup>Toft, Jason & Cordell, Jeffery & Armbrust, Elizabeth. (2014). Shoreline Armoring Impacts and Beach Restoration Effectiveness Vary with Elevation. *Northwest Science*. 88. 367-375. 10.3955/046.088.0410; and

Heerhartz, S. M., Dethier, M. N., Toft, J. D., Cordell, J. R., & Ogston, A. S. (2014). Effects of Shoreline Armoring on Beach Wrack Subsidies to the Nearshore Ecotone in an Estuarine Fjord. *Estuaries and Coasts*, 37(5), 1256–1268. <http://www.jstor.org/stable/44851459>.

<sup>4</sup>Rice, C. 2006. Effects of shoreline modification on a Northern Puget Sound beach: Microclimate and embryo mortality in surf smelt (*Hypomesus pretiosus*); and

Munsch, Stuart & Cordell, Jeffery & Toft, Jason & Morgan, Erin. (2014). Effects of Seawalls and Piers on Fish Assemblages and Juvenile Salmon Feeding Behavior. *North American Journal of Fisheries Management*. 34. 10.1080/02755947.2014.910579.

## **The Shore Friendly Solution**

By connecting social science and natural science, Shore Friendly is a one-stop-shop for connecting residential landowners with technical and financial assistance to implement process-based ecosystem restoration strategies on privately owned shorelines. Shore Friendly offers a wide spectrum of shoreline management design techniques to increase restoration and protection of all Puget Sound beaches, while creating resilient shoreline properties. See the [Glossary](#) for a defined list of shoreline management design techniques.

During the Shore Friendly process, program participants are guided through a pipeline that starts with landowner recruitment, site assessment, feasibility and design services, and permitting assistance and coordination, and results in project implementation or construction assistance. For armor removal and avoidance projects that require additional funding, the pipeline may include competitively sought grant sources such as the Estuary and Salmon Restoration Program's Beach Restoration Small Grants Program.

## **Regional Priorities Alignment**

Shore Friendly plays a critical part in the recovery efforts for Puget Sound. Shore Friendly directly implements the Puget Sound Partnership's 2022-26 Puget Sound Action Agenda Strategy 3-Healthy Shorelines, by providing key data for measuring the regional progress of shoreline health. It also serves to operationalize the Habitat Strategic Initiative Lead's Shoreline Armoring Implementation Strategy. Lastly, the Shore Friendly program addresses a part of the Estuary and Salmon Restoration Program's broad restoration objective #3, restore the size and quality of beaches and bluffs, by restoring beach systems on Puget Sound's private, marine shorelines.

## **Program Administration**

### **Washington Department of Fish and Wildlife (WDFW)**

The Shore Friendly program is jointly administered by WDFW and the Recreation and Conservation Office as part of the Estuary and Salmon Restoration Program. While the two agencies work closely, WDFW staff lead strategic programmatic policy guidance and communications, regional reporting and coordination, management of the grant rounds, and the Shore Friendly Advisory Committee.

In addition, WDFW manages a collaborative group of Shore Friendly leads through facilitated meetings, trainings, science delivery, events, grant proposal coordination, reporting, and communications. This approach results in a highly effective regional team of Shore Friendly partners that consistently deliver on their grant metrics.

## **Recreation and Conservation Office (RCO)**

RCO staff lead the legislative process to fund the program, execution of contracts, management of bills, and holding Shore Friendly leads accountable for contract deliverables and metrics.

RCO follows state guidelines for nondiscrimination based on race, creed, color, national origin, age, marital status, sex, sexual orientation, residence, veteran status, and disability. Anyone observing RCO or its programs discriminate should inform RCO's director.

## **Advisory Committee**

Shore Friendly is an evolving program that strives to meet the changing needs of Puget Sound's marine shoreline habitat and its inhabitants. To guide this effort, WDFW established a Shore Friendly Advisory Committee. The advisory committee is composed of individuals from different backgrounds with a range of relevant knowledge and skills.

The committee typically meets twice a year, and its purpose is two-fold: (1) provide feedback and advice for program staff about training, technical resources, program implementation, permitting, local government coordination, funding, incentives, and other key topics relevant to the continued growth of the program, and (2) stay current on the program promoting Shore Friendly.

The advisory committee makes recommendations, provides key information, and brings resources to the program. It does not have any formal authority to govern or direct the actions of the program. For more information, contact the Shore Friendly program manager.

## **Where to Get Information**

### **About this Manual**

The purpose of this manual is to provide direction and guidance to Shore Friendly leads for managing and administering local programs.

Individuals who wish to receive Shore Friendly program information in an alternative format, language, or who need reasonable accommodations to participate in WDFW-sponsored public meetings or other activities may contact the Civil Rights Coordinator by phone at 360-902-2349, TTY (711), or email [Title6@dfw.wa.gov](mailto:Title6@dfw.wa.gov).

### **Application Materials**

Application materials and amendments are posted on RCO's [Estuary and Salmon Restoration Program website](#).

## Contacts

Questions about the Shore Friendly program should be directed toward the following contacts:

### **WDFW**

[Jenna Jewett](#)

Shore Friendly (and Beach Restoration Small Grants) program manager  
(360) 463-6988

### **RCO**

[Bob Warinner](#)

RCO grants manager  
(360) 543-3485

## Section 2: Eligible Applicants

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**This section covers the following:**

- ✓ Local Shore Friendly program selection process
- ✓ Eligible applicants and locations

### **Local Shore Friendly Program Selection Process**

The Shore Friendly program holds regional grant competitions every six years to pick the Shore Friendly leads for local programs. The Shore Friendly leads propose how they envision running programs that are locally meaningful by focusing on smaller geographic areas in the Puget Sound region. Part of the funding process includes ensuring that all Puget Sound residential landowners have access to local program services.

The [2024 Estuary and Salmon Restoration Program's Shore Friendly Six-Year Local Program Grants competition](#) resulted in the selection of six Shore Friendly leads for 2025-2031. Each of the successful leads serves as the point of contact for landowners and projects in their geographic area of responsibility. More information about the grant round and process is available on RCO's [Estuary and Salmon Restoration Program](#) web page. The Shore Friendly leads are the following:

- Island County Shore Friendly serving Island County
- Northwest Straits Shore Friendly serving Clallam, Island, Jefferson, San Juan, Skagit, Snohomish, and Whatcom Counties
- Shore Friendly King County serving King County
- Shore Friendly Kitsap serving Kitsap County
- Swinomish Shore Friendly serving the Swinomish Indian Tribal Community

- South Sound Shore Friendly serving Mason, Pierce, and Thurston Counties

## **The Process**

The next solicitation for Shore Friendly leads will be in 2030.

Grant proposals are competitively evaluated based on an assessment of ecological importance to Puget Sound recovery, local and regional priority alignment, program readiness and probability of success, and cost justification.

Shore Friendly leads are awarded six-year grant agreements that allow them to serve as their areas' Shore Friendly leads for six years. However, the Washington State Legislature funds the program every two years so Shore Friendly leads must complete their work in two-year increments. Award amounts may vary depending on funding.

## **Eligible Applicants and Locations**

### **Applicants**

Shore Friendly leads may be local, state, or Tribal governments, Puget Sound conservation districts, and non-governmental organizations.

### **Locations**

Eligible program locations are in Washington's geographic Puget Sound nearshore zone, including Hood Canal and the Strait of Juan de Fuca (East of Cape Flattery to the Canadian border). The nearshore zone for the Shore Friendly Program is defined as two hundred meters (656 feet) immediately upland of tidal influence to the end of the photic zone in the marine shoreline. It includes the shoreline bluffs, the tidal portions of streams and rivers, and shallow water areas out to a depth where sunlight no longer supports marine vegetation.

# Section 3: Program Elements and Eligibility

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## This section covers the following:

- ✓ Eligible program elements and project types
- ✓ Ineligible project types
- ✓ Subcontracts
- ✓ Cultural resources
- ✓ Working with landowners
- ✓ Equipment and supplies
- ✓ Indirect and overhead costs
- ✓ Ineligible costs

## Eligible Program Elements

The program elements described here generally are eligible for reimbursement. Because the list is not all-inclusive, consult the scope of work and RCO grants manager for questions on eligibility.

All project elements submitted for reimbursement must directly relate to the scope of work identified in the grant agreement and be considered reasonable, necessary, and eligible. Only costs incurred after the funding date of the grant agreement are eligible for reimbursement. **Match is not required for the Shore Friendly program.**

The Shore Friendly program funds program administration, landowner recruitment, technical assistance (design, feasibility, and permitting), and restoration. Shore Friendly leads should work with the RCO grants manager to determine eligible costs associated with applying for other grants.

## **Program Administration**

The Shore Friendly lead's administration costs **cannot exceed 30 percent** of the overall budget. Program administration includes, but is not limited to the following:

- Coordination
- Data tracking
- Ensuring compliance with applicable procurement, contracting, and agreement requirements
- Liability insurance
- Maintaining program records
- Maintaining the Shore Friendly lead web page and reporting needed updates to the ShoreFriendly.org website
- Participating in regional Shore Friendly meetings
- Planning
- Program implementation monitoring
- Reporting
- Submitting payment vouchers and fiscal forms
- Submitting required deliverables

## **Payroll**

Employee time directly related to the approved scope of work may be reported as a program cost. The reportable amount is the employee's regular rate of pay, including taxes and benefits. Taxes and benefits are eligible only if they are paid when they are due.

All payroll-related costs must be based on records that accurately reflect the work performed and must be documented on a timesheet. Do not submit copies of the time sheet with the bill unless requested to do so.

## **Travel, Meals, and Transportation**

Travel costs are allowable, and they are limited to the [state per diem rates](#). This applies to all levels of the agreement including subcontractors and consultants, etc. Shore

Friendly leads must maintain a detailed travel log that includes a name with dates, times, locations, business purposes, and itemized travel costs. See RCO's [Travel guidelines for sponsors and contractors](#) for additional information and a link to allowable per diem rates.

Reimbursements for meals are limited to the state per diem meal rate for the area of travel. Reimbursements for lodging are limited to the lower of the actual cost or the state per diem lodging rate. Lodging generally is eligible if the person travels more than fifty miles from home or office, but there are exceptions noted in the travel guidelines.

Shore Friendly leads may not claim reimbursement for a meal if the price of the meal was included in a conference registration fee or otherwise provided at no cost to them.

The portion of allowable transportation costs that are directly attributed to the program can be reimbursed using one of the following methods:

- **Mileage:** Allowable costs are limited to a maximum of the current state mileage rate. No other vehicle costs including insurance, fuel, oil changes, repairs, maintenance, or lease payments will be allowed.
- **Short-term Vehicle Rental:** Allowable costs are limited to actual rental and fuel costs. This generally applies to rentals lasting less than one month.
- **Long-term Vehicle Lease:** Allowable costs are limited to [the long-term lease rates and mileage](#) listed on the RCO website.

### Out-of-State Travel

For any out-of-state travel, Shore Friendly leads must receive prior authorization from the WDFW Shore Friendly program manager and RCO director or authorized designee (i.e., deputy), in accordance with RCO policy and the State Administration and Accounting Manual (SAAM) [section 10.10.50](#).

Note that the Office of Financial Management does not define travel to counties or cities in Idaho and Oregon that are contiguous to the Washington border as out-of-state.

### Air Travel

Air travel must receive prior authorization from the WDFW Shore Friendly program manager and RCO director or authorized designee (i.e., deputy), in accordance with RCO policy.

## Landowner Recruitment

Landowner recruitment costs **cannot exceed 15 percent** of the overall budget. Landowner recruitment includes, but is not limited to the following:

- Geographic and project prioritization
- Landowner workshops, virtual webinars, and training events
- Recruitment materials (development, printing, and mailing)
- Strategic recruitment of landowners to the program
- Strategic re-engagement of landowners with newly available incentives

## Event Expenses

Shore Friendly leads may wish to provide coffee and light refreshments as an integral part of certain landowner recruitment activities. RCO policy allows for coffee and light refreshments at Shore Friendly sponsored events where leads are conducting official business as part of their scopes of work and according to [Office of Financial Management regulations](#). Failure to follow state regulations may jeopardize reimbursement.

Allowable activities include events such as instructional beach walks and landowner workshops. These costs must be included as part of the budget for the landowner recruitment task in the scope of work and are subject to the 15 percent landowner recruitment limit. Costs may not exceed the associated per diem rates for the meals and location and must follow the [State Administration and Accounting Manual](#), section 70/10. To be reimbursed for such expenses, Shore Friendly leads must maintain the following supporting documentation.

- A sign-in sheet with the names of the organizations and people attending the meeting, conference, convention, or formal training session.
- Final attendance must be documented after the meeting.
- A copy of the meeting agenda that includes the purpose of the meeting or expenditure.
- An original *itemized* receipt (including item descriptions, prices, sales tax collected, and any other charges) for accounts payable is required.

Shore Friendly leads must keep this documentation and provide it to RCO upon request. See RCO's [Manual 8: Reimbursements](#) for more information on record retention and billing procedures.

### Definitions

- **Coffee and light refreshments:** Any non-alcoholic beverages, such as coffee, tea, soft drinks, juice, or milk. For state purposes, a light refreshment is a snack served between meals. Examples are granola bars, rolls, fruit, nuts, or cheese.
- **Integral part:** An activity that is essential to the completeness of the landowner recruitment process.
- **Official business:** The activities performed by Shore Friendly leads, board members, authorized volunteers, contractors, work experience program participants, students, or employees of another governmental jurisdiction as directed by the person's supervisor to accomplish regional organization or Shore Friendly programs or as required by the duties of the person's position or office.

Regulations prohibit expenditures for meals, coffee, or light refreshments for hosting anniversaries of agencies; individual employment anniversaries; receptions for new, existing, or retiring employees or board members; election celebrations; etc. Please see the rules for [meeting refreshments](#).

### Restoration and Project Implementation

Shore Friendly leads may implement eligible restoration actions via their local Shore Friendly programs, if funding levels allow. Implementation projects may or may not have been identified and designed by the local Shore Friendly program. Any implementation action must be paired with a completed design and required permitting to be eligible for implementation. The following implementation costs are eligible:

- Coordination of low-cost loan options.
- Cost share for eligible project types. More information on cost share in this section [below](#).
- Implementation monitoring and landowner exit surveys.
- Project development and implementation oversight. Preparation of grant application materials is not eligible.

### Cost Sharing and Landowner Incentive Payment to Landowners

As an incentive program, Shore Friendly may share the cost of construction with the landowner, up to \$30,000 per residence. As part of developing the scope of work, Shore Friendly leads, the Shore Friendly program manager, and RCO grants manager will agree on cost-share options for projects, which will be approved before execution of the grant

agreement. Cost share and payments to landowners must fit within allowable program limits.

As part of the scope of work development, local programs, the Shore Friendly program manager, and RCO grants manager will finalize local, standardized cost-share options for projects, which will be approved before execution of the grant agreement. The current project implementation incentive limit is \$30,000 per residence. Program limits may change with additional information.

Shore Friendly leads must separate restoration costs in RCO billings between construction expenses (e.g., materials, equipment, labor) and non-capital expenses (e.g., planning, design, bidding, contracting). Detailed information about how to split costs are in [Manual 5: Restoration Projects](#).

Design and permitting expenses are charged to the Technical Assistance category of the Shore Friendly program. Payments to landowners for project implementation may be billed as a construction expense.

## **Technical Assistance**

### **Site Visits**

- Initial site assessments (including virtual or in-person)
- Follow-up site visit with technical staff or contractors, resulting in Shore Friendly site recommendations

### **Project Feasibility and Design**

Unlike most grant programs administered by RCO, design and engineering costs supported by Shore Friendly leads are tracked and billed separately from administration. This is so Shore Friendly leads are not restricted by the 30 percent cost limit on administration. Feasibility and design are integral elements of Shore Friendly projects, and must not be cost limited, to maximize Shore Friendly leads' ability to meet program goals. The following work is included in feasibility and design costs:

- Feasibility, geotechnical, engineering, and design services
- Reach-scale or neighborhood-scale design services

### **Project Permitting**

- Permit assistance and coordination (local, state, federal, Tribal)
- Permit fees reimbursement

- Streamlined permitting for restoration

## Training, Seminars, and Conferences

Expenses for training, seminars, and conference fees that benefit the Shore Friendly program are eligible costs but are limited by the capital funding source.

Related travel expenses must comply with state travel regulations (see above).

Events that do not require additional documentation include the following:

- Meetings or events hosted by the Shore Friendly lead
- Meetings or events hosted by the Shore Friendly program manager

For other events, especially those with significant registration fees or overnight travel, the Shore Friendly lead should provide the cost information below to the Shore Friendly program manager and RCO grants manager **before** registering for an event, to determine eligibility for reimbursement.

- Name and purpose of training or opportunity
- Statement describing how the training or opportunity will benefit the grantee organization's efforts in the area, and how activity relates to the grantee organization's work plan and any other relevant information
- All anticipated costs
  - Registration
  - Transportation
  - Lodging
  - Meals
  - Parking
  - Other
- Dates
- Location

### **Eligible Project Types**

Projects funded through programs of Shore Friendly leads must support the mission and guiding principles of the Shore Friendly program.

Shore Friendly leads may provide support to eligible private landowners on design, permitting, and implementation of nearshore improvements. The following types of nearshore improvements are eligible without further approval by the WDFW Shore Friendly program manager and RCO grants manager.

- Drainage improvements on unarmored shoreline or in conjunction with full armor removal.
- Native vegetation establishment or invasive species removal on unarmored shoreline or in conjunction with full armor removal.
- Shoreline armor removal.
- Structure relocation to facilitate full armor removal.
- Wing walls and other minor structures to be installed or left to tie into a neighbor's pre-existing bulkhead. These structures must be deemed necessary through engineering designs to facilitate full armor removal.

In some instances, a Shore Friendly lead may receive a request for a site visit from a private landowner whose property is next to a publicly owned parcel. If the Shore Friendly lead discovers any interdependence that will affect the project outcomes, the lead should contact the WDFW Shore Friendly program manager to discuss options to engage public agency partners.

Design, permitting, and implementation of the project types below **require pre-approval**. These projects will be considered case-by-case by the Shore Friendly program manager and RCO grants manager. The decision will depend upon the site and project elements, and whether implementation of the project will meet the intent of the program.

- Any activity in conjunction with partial armor removal.
- Any activity related to a project that has completed voluntary or mandatory regulatory compliance actions. Funding may be provided only for actions that are above and beyond the mitigation requirements, can be easily isolated from the required mitigation activities, and provide substantial ecosystem benefits.
- Armor removal with partial or full replacement using soft design techniques.

- Removal of perpendicular structures (i.e., groins) along armored shorelines in the nearshore that impact sediment delivery and transport processes.
- Structure relocation in conjunction with partial armor removal.
- Structure relocation on unarmored shoreline as armor avoidance.

## **Other Project Types**

### **Demonstration Value**

An important part of recruiting private landowners to choose Shore Friendly practices is the ability to showcase the range of design techniques on a variety of shoreline properties. The Beach Restoration Small Grants Program funds projects through a separate, competitive biennial grant round and is open to projects on private and public land that can serve as demonstration sites for Shore Friendly landowner recruitment. For more information, refer to the [RCO website](#) for the grant application openings or contact the Shore Friendly program manager.

For community-owned parcels (e.g., homeowner associations) that have both significant demonstration value and high restoration potential, Shore Friendly leads should contact the Shore Friendly program manager to discuss their options.

### **Ineligible Project Types**

Design, permitting, and implementation of the following projects are ineligible for Shore Friendly funding.

- Any activity that relieves obligatory compensation or mitigation requirements incurred by a Shore Friendly lead or a third party
- Any restoration action where armor exists and will not be at least partially removed
- Freshwater and non-residential shoreline properties
- Projects on public property
- Stand-alone recreational access projects
- Use of new bank stabilization where no armor existed

## **Subcontracts**

### **Prevailing Wage Requirements**

Specific wage rules may apply to Shore Friendly leads and landowners if subcontractors are used on projects. For all state-funded projects, state prevailing wages apply. Please see [state prevailing wages](#) on the Department of Labor and Industries website for more information.

Shore Friendly leads are responsible for consulting with legal counsels and the Department of Labor and Industries about whether a particular type of funding or activity is subject to prevailing wage laws. If a Shore Friendly lead determines that prevailing wage laws do not apply for a specific project funded by RCO, then the agreement **would not** otherwise require compliance with those provisions. To support the decision-making about the applicability of prevailing wage laws, Shore Friendly leads should note the following:

- Federally recognized Indian Tribes may not be subject to state prevailing wage laws when they receive state funds that are not being used to match federal dollars. Work with the grants manager to determine the source of Estuary and Salmon Recovery Program funding to assess its potential implications on the applicability of prevailing wage laws.
- Conservation districts are unique entities that don't need to comply with prevailing wages on certain types of projects when they are performing work as an exempted agency (see Revised Code of Washington 39.04.010(3), 89.08.010, and 89.16.040). More information about when prevailing wages apply is in the Washington State Conservation Commission's [District Operations Brief](#).

Failure to comply with the provisions under the Prevailing Wage Law may subject Shore Friendly leads to liability for all unpaid prevailing wages and penalties. Shore Friendly leads must stipulate—both in solicitation documents and in subcontracts—that workers will receive the prevailing rate of wage and include applicable prevailing wage rates. After a Shore Friendly lead awards a subcontract, the subcontractor submits a Statement of Intent to Pay Prevailing Wages to the Department of Labor and Industries. A Shore Friendly lead may not pay a subcontractor until after receiving evidence that the intent to pay form was approved by the Department of Labor and Industries. After the work is completed, the subcontractor submits the Affidavit of Wages Paid to the Department of Labor and Industries. The Shore Friendly lead may not make the final payment to the subcontractor until receiving evidence that the Affidavit form was certified by the Department of Labor and Industries.

## **Competitive Bidding**

Shore Friendly leads must establish and follow its written procurement procedures or follow state or federal procurement procedures (details in the Procurement Requirements section of the RCO grant agreement). All procurements, to the maximum extent practical, shall be open and competitive. Shore Friendly leads should be aware of organizational conflicts of interest.

## **Cultural Resources**

[Governor's Executive Order 21-02](#), *Archaeological and Cultural Resources*, requires that state agencies review projects for potential impacts to cultural resources, which are defined as archeological and historical sites and artifacts, and traditional Tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

The federal government, through Section 106 of the National Historic Preservation Act, requires similar compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or requiring a federal permit.

In some cases, RCO has deferred to the lead organization compliance with the relevant cultural resources regulations. The deferral is noted in the agreement's special conditions.

## **Review Process**

RCO facilitates review under the Governor's executive order. Federal agencies facilitate review under the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review needed 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.

RCO evaluates all projects other than ones initiated by Tribal, or conservation district Shore Friendly leads before funding and initiates consultation with the affected Tribes and the Department of Archaeology and Historic Preservation. Shore Friendly leads must fill out an initial [cultural resources screening form](#) and submit to RCO grants manager to begin the review process. The applicant should not initiate consultation with either of these groups when RCO is the lead. The review may require the Shore Friendly lead to conduct a cultural resources survey or may add requirements to the grant agreement.

The Shore Friendly lead should budget for cultural resources work for most projects when applying to the program. The costs of a cultural resources investigation are highly dependent upon the size, scope, and location of the project. RCO encourages the Shore

Friendly lead to work with qualified cultural resources professionals to estimate costs. The Association for Washington Archaeology maintains a [list of qualified consultants](#) on its website. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the Shore Friendly grant application.

Any required cultural resources investigations or documentation must be complete before the Shore Friendly lead may start any ground-disturbing activities, such as demolition, planting, or building signs. Ground disturbance or demolition started without approval are breaches of the grant agreement. Typically, cultural resources approval will be authorized as part of the Notice to Proceed.

Tribal and conservation district lead organizations must maintain and provide documentation that they met their cultural resources review processes before all ground disturbing activities they may implement.

See RCO manual 5 for additional details on the RCO cultural resource review process. The Department of Archaeology and Historic Preservation has helpful information about [hiring a preservation consultant](#) on its website.

## **Working With Landowners**

### **Managing Risk and Landowner Expectations**

The Shore Friendly program requires landowner stewardship to ensure the public investment of restoration funds on private land is secured for ten years. Landowner agreements are not required for landowner recruitment, site visits, or follow-up site visit activities, as these activities allow landowners to understand their options and determine their willingness to proceed with the Shore Friendly process. Shore Friendly leads may decide that more protection of public investments are needed and require landowners to share the costs of the restoration, per their RCO grant agreements and scopes of work incentives structure. Locally developed incentives structures must be applied consistently across all projects in a program to ensure fairness for all participants.

### **Landowner Commitment Form**

A [Landowner Commitment Form](#) will be required before moving forward with feasibility, design, permitting, or restoration. The purpose of this form is to ensure that the private landowner will act in good faith after deciding to move forward with the design process, as this initiates a significant capital investment in the project.

## Landowner Agreement Form

The [Landowner Agreement](#), at a minimum, allows the Shore Friendly lead and RCO staff access to the site for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. A landowner agreement remains in effect for at least ten years from the date of final payment to the project sponsor.

## Equipment and Supplies

Shore Friendly leads use a variety of supplies and equipment to support their Shore Friendly efforts. Only items with a purchase price of \$10,000 or more are considered equipment. Items that cost less than \$10,000 are considered supplies.

## Equipment

Equipment shall be purchased only when it makes economic sense to do so, and the Shore Friendly lead can justify the purchase. The Shore Friendly lead should consult with the RCO grants manager with any questions.

When buying equipment, the following information must be provided in PRISM before reimbursement for the purchase:

- Copy of the invoice
- Location where it is housed or stored
- Model number
- Photograph of the equipment
- Purchase price
- Serial number

## Useful Life of Equipment

The State Administration and Accounting Manual (SAAM) [section 30.50](#) discusses the useful life of equipment.

## Loss or Damage

Shore Friendly leads are responsible for any loss or damage to equipment.

## Discontinued Use

Equipment obtained with Shore Friendly funding shall remain in the Shore Friendly lead's possession. When the Shore Friendly lead discontinues use of the equipment for the purpose for which it was funded, RCO may require the Shore Friendly lead to deliver the equipment to RCO or dispose of it according to RCO policies.

## Supplies

Supplies include general office supplies, appropriate publications, and field gear for staff (e.g., rain gear, rubber boots, hip waders).

Shore Friendly leads should contact the RCO grants manager with any questions about supplies that are eligible for reimbursement.

## Indirect and Overhead Costs

### Indirect

RCO allows indirect costs for Shore Friendly grants. Shore Friendly leads who plan to bill an indirect rate need to provide required RCO documentation that confirms their indirect rates at the time of application.

Indirect costs usually include utilities, general supplies, and administrative expenses (accounting department, information technology department, personnel department).

Shore Friendly lead program administration costs are billed separately to project feasibility, design, and engineering costs in the Shore Friendly program as discussed above.

### Allocating Overhead Costs

If the Shore Friendly lead does not use an indirect cost rate, but wants to bill directly for allowable overhead expenses, the appropriate portion of the overhead expense to charge to the Shore Friendly grant must be identified. Allocating overhead costs is the process of dividing the costs into parts that are designated by expenditure for a specific purpose, like a Shore Friendly grant.

For example, if Shore Friendly staff uses 20 percent of the space in a building with a monthly rent of \$5,000, a defensible allocation for the Shore Friendly lead share of the rent would be 20 percent or \$1,000 a month. Another example would be to split the monthly costs of rent, utilities, etc. by the percentage of total staff time spent on Shore Friendly versus other work. If costs are allocated, please ensure there is a defensible basis, and this basis is tracked, documented, and kept current.

No direct billing of costs is allowed when a Shore Friendly lead is charging indirect. Shore Friendly leads who are project sponsors for other RCO grant programs must maintain either indirect rate or cost allocation methods for all grant programs across the agency.

### **Ineligible Costs**

The RCO grants manager can help determine whether an item is eligible for reimbursement. Some examples of ineligible costs include the following:

- Bad debts, including any losses arising from uncollectible accounts or claims
- Ceremonial expenses, such as podiums, tents, and refreshments
- Costs billed to an external funding source
- Costs for general outreach and education expenses (e.g., influencer trainings, general outreach to communities) (targeted landowner recruitment is eligible)
- Fines and penalties
- Interest and other financial costs
- Lobbying
- Payments to an equipment replacement fund
- Value of discounts or rebates on personal property

# Section 4: Grant Agreements and Reimbursements

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**This section covers the following:**

- ✓ Grant agreements with RCO
- ✓ Amending grant agreements
- ✓ Reimbursement policies

## Grant Agreements with RCO

### Shore Friendly Lead Funding Strategy

Although agreements are for six years, each Shore Friendly lead is expected to expend the full award in two-year funding allocations. A limited amount of money remaining at the end of each biennium may be carried over within the six-year agreement, at the discretion of the Shore Friendly program manager and RCO grants manager. Shore Friendly leads are expected to provide justification and plans on how to spend carried-over funding in addition to the next biennium's funding.

### Two-year Funding Allocations

Shore Friendly leads are awarded funding each biennium from the Washington State capital budget via the Estuary and Salmon Restoration Program. Two-year funding proposals are evaluated and awarded as the capital budget allows. Application materials are submitted through RCO's grant database, PRISM, and will include a two-year budget worksheet and accompanying revised scope of work, updated incentives worksheet, updated six-year activities schedule, narrative evaluating accomplishments and lessons learned from the previous funding agreement, and proposed adjustments for the two-year budget request.

A review team will evaluate the proposals and make funding and scope recommendations to be included in the Estuary and Salmon Restoration Program's Preliminary Investment Plans. A Shore Friendly lead's inability to spend the award within a biennium may impact subsequent award amounts regardless of program funding awarded for the biennium.

Depending on legislative appropriation, contracts will be amended with revised scopes of work and additional funds and usually go into effect at the beginning of each biennium.

### **Amending Grant Agreements**

The agreement may change with an amendment. Depending on the type of amendment, proposed changes may have to be approved by the WDFW Shore Friendly program and the RCO's authorized signatory for the specific change. Shore Friendly leads may make amendment requests in writing to the RCO grants manager and must include detailed justification of the requested changes.

### **All Requests**

All requests must include the following:

- A brief program summary
- An explanation of current progress, including which tasks are complete and a timeline for remaining tasks

### **Scope Change Requests**

Scope change requests must include the following:

- A description of, and reason for, the scope change request

### **Redistribution of Funds**

Grant agreements include estimated task costs for landowner recruitment, technical assistance, and restoration. Redistributing funds among these general categories of work is allowed, however, redistributions that result in a change of 10 percent or more require a revision of the scope of work.

## Cost Change Requests

Cost change requests must include the reason and justification for a cost change request, including any uncertainties and an explanation of what steps were taken to avoid the cost change.

## Reimbursement Policies

### Reimbursement

Lead organizations pay first. RCO pays Shore Friendly leads through a reimbursement process. Leads may request reimbursement only after they have paid their employees and vendors. RCO does not provide money before vendors are paid, except as outlined in the Salmon Recovery Funding Board's cash advance policy (See manual 8, section 6, "SRFB Cash Advances").

To get paid, leads submit billings in the PRISM online grant management database. Specific information on PRISM and how to open accounts are in section 6. This section describes general RCO reimbursement policies and guidance. For more detailed information, please explore these resources:

- [Manual 8: Reimbursements](#) provides guidance for requesting reimbursements.
- [Billing rates, examples, links, and training videos](#) are available on the RCO website.

RCO will pay only for allowable costs. A cost is allowable if it is as follows:

- Documented adequately.
- Eligible in the grant program.
- Incurred during the period of performance set forth in the grant agreement.
- Necessary to complete the approved scope of work.
- Reasonable. A cost is considered reasonable if the work or materials and the cost reflect what a prudent person would have spent under the circumstances.

RCO will pay only for out-of-pocket costs. Out-of-pocket costs are costs the Shore Friendly lead paid that were not reimbursed by another funding source. Shore Friendly leads will not be reimbursed for donations or other non-reimbursable amounts.

## Other Things to Note

- RCO will not reimburse payments made in cash. Paying in cash does not provide a verifiable audit trail.
- RCO generally holds 10 percent of the total grant amount, called retainage, until the program has been completed, and all required documentation is approved.
- RCO generally pays reimbursement requests within thirty days of receiving a properly completed bill. Properly completed bills include all necessary documentation.
- All information and documentation submitted to RCO is open to public review. RCO recommends that confidential or sensitive information, including home addresses and social security numbers, be removed from documents submitted to RCO.
- Shore Friendly leads are required to have a statewide vendor number to receive payments. Reimbursement payments may be paid by check or electronic fund transfer (EFT). To register or update information, visit the [Office of Financial Management \(OFM\) website](#).
- Federal tax regulations require RCO to issue an annual 1099-misc tax form to all individuals, partnerships, sole proprietors, and attorneys who receive more than \$600 a calendar year in RCO funding.

## Billing Deadlines

Shore Friendly leads must submit reimbursement requests at least once a year and not more often than monthly.

When a grant ends, the following must be submitted in PRISM:

- Final reimbursement request by the date identified in the grant agreement milestones with all required documentation to RCO
- Final report
- Remaining deliverables

Final payment will not be sent until the final report is accepted and all required documentation has been submitted.

# Section 5: Program Deliverables and Expectations

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**This section will cover the following:**

- ✓ Shore Friendly lead expectations and deliverables
- ✓ RCO requirements

## Shore Friendly Lead Expectations and Deliverables

### Regional Collaboration

The success of the Shore Friendly program relies on a regionally coordinated approach. Regional coordination and collaboration are deliberately implemented by WDFW and RCO.

Shore Friendly leads are required to attend a one- to two-hour regional coordination meeting each month, as described in the grant agreement scope of work.

The Shore Friendly program manager will send out an agenda before the meeting that includes opportunities for Shore Friendly leads to learn about regional updates, present grant updates, and collaborative.

Shore Friendly leads are encouraged to suggest meeting topics that address programmatic barriers.

Regional coordination offers many benefits to Shore Friendly lead programs and to the collective regional program. Some benefits include access to, and inclusion in, new collective funding requests, cross training with other Shore Friendly leads, opportunities to provide input on regional social and natural science priorities and tools, development of a shared understanding of programmatic lessons learned, insights on innovative methods from other implementers, access to shared resources, and problem solving as a group etc.

## Box Account

Shore Friendly's Box account is a file sharing tool that Shore Friendly leads use to collaborate and share resources. Some of the resources included in the Box account are Shore Friendly style and brand guidelines, outreach and media resources, implementation examples, funding resources, regional meeting notes, and recorded trainings. PRISM remains the official account for agreements and contracts. The Shore Friendly program manager maintains and provides access to the Box account.

## Program Deliverables

All program deliverables must be attached to PRISM. Each Shore Friendly lead's contract agreement and scope of work will be unique to its organization, based on the evaluated proposal and the grant amount. Usually, program deliverables will be standardized for consistent reporting and a cohesive grant program. The deliverables below should be expected as part of all agreements; some will require RCO approval before proceeding.

- **As-built documentation** (applies to implementation projects only): Documentation of completed projects (if different from final design and planting plans) and pre- and post-implementation, high-resolution photograph documentation of completed projects. (Submitted upon project completion.)
- **Biennial summary report:** A summary report of completed outreach, technical assistance (including site visit, permit, and design assistance), implementation assistance (submitted by August 31, in 2027, 2029, and 2031, pending funding allocation from the Legislature), metrics, accomplishments, and lessons learned.
- **Completed design assistance and cost-share materials:** All completed design assistance and cost-share materials including conceptual designs, permit-ready designs, final designs, and secured cost-share agreements (submitted with quarterly progress report).
- **Cultural resource compliance documentation:** Documentation showing cultural resources consultation is complete for all design-related, ground-disturbing activities paid for by the grant. RCO will work with Shore Friendly leads to confirm what documents are required. (Submitted before ground disturbance, ongoing.)
- **Description of projects receiving design or implementation assistance:** A brief description of the proposed project. Program review is to ensure eligibility. (Submitted before providing service.)
- **Landowner agreements and/or cost-share agreements** submitted before RCO reimbursement for implementation activities on the property.

- **Landowner recruitment materials:** Materials developed using the grant. These materials will include direct mailers, brochures, flyers, topical content information materials, attendance records from workshops and community meetings, presentation slides and/or recordings, and landowner recruitment plan updates (Submitted with quarterly progress report.)
- **Partner agreements** per grant agreement scope of work. (Submitted with quarterly progress reports, unless stated otherwise in scope of work).
- **Site visit tracking spreadsheet:** An updated summary report of all site visits using the standard tracking worksheet (worksheet may be modified to add program-specific data). The standard tracking worksheet should be updated annually to detail project status, incentive details, and next steps.

## RCO Requirements

### PRISM and Program Reporting

PRISM is the online database RCO uses to manage grants and Shore Friendly leads use to enter progress reports, upload deliverables, and submit billings. Access to PRISM requires both a [SecureAccess](#) Washington account and a PRISM account. Individual PRISM accounts are created by sending an online [PRISM account form](#) to RCO. First time users must complete a double sign-in. To access PRISM and for more detailed information about PRISM and online tutorials, visit the [RCO PRISM web page](#).

### PRISM Double Sign In

1. Using SecureAccess Washington credentials, log in to PRISM.
2. When redirected to the SecureAccess log-in page, enter the SecureAccess credentials.
3. When redirected to a one-time PRISM sign-in page, enter the PRISM log-in credentials.
4. The applicant will be directed back to the PRISM home page.

This double sign-in will happen only once. After completing the double sign-in, applicants will use SecureAccess Washington credentials to log in to PRISM.

### PRISM Metrics

RCO reports on the programs it funds with the information that Shore Friendly leads provide through PRISM. Leads must provide updates as the program is implemented and

verify or update all program metrics before program closing and receiving final reimbursement. Leads update the metrics in the progress and final reports in PRISM.

## **Progress Reporting**

Shore Friendly leads are required to enter quarterly progress reports for all funded Shore Friendly programs using the PRISM online progress reporting tool. Progress reports are identified in the grant agreement milestone dates. The progress report must report on the following five elements:

- State any significant challenges that might hinder progress on meeting the program milestones.
- Describe work that was accomplished during the reporting period.
- Describe anticipated changes to the program.
- Outline work planned for the next reporting period.
- If there is an anticipated need to request an amendment, briefly describe type and scope.

In addition, Shore Friendly leads must provide progress metrics for the work completed to date.

## **Shore Friendly Metrics**

Progress made by Shore Friendly leads is recorded and tracked by metrics that document work that has been completed. The metrics are documented in PRISM when the leads submit progress reports. Goals for the metrics below are set by Shore Friendly leads during the application process and recorded in the agreements.

- Number of landowners contacted
- Number of landowner workshops
- Initial site visits
- Follow-up site visits
- Number of designs
- Number of projects permitted
- Number of projects implemented

- By Shore Friendly
- By some other source of funds
- Miles of shoreline armor removed (restoration)
- Miles of shoreline treatment to avoid shoreline armor (avoidance/protection)

PRISM automatically emails Shore Friendly leads when reports are due. The RCO grants manager may provide feedback on the report or ask for clarification of submitted information. The PRISM module tracks the progress reporting history. For more information and [training on the new PRISM online reporting tools](#) see the RCO website.

## **Final Report**

Shore Friendly leads must submit final reports in PRISM Online after completing their six-year award. The report includes a final program description, narrative, and information about the scope and costs of the program. Leads will verify or update metrics reported through earlier progress reports and billings. Final reports must be submitted within ninety days of the grant expiration date.

The RCO grants manager may return a report to provide feedback or ask for clarification of the information submitted. RCO will determine whether any amendments will be required before closing a program.

The grant agreement includes the due date for the final report. PRISM will email the lead when the report is due. For more information and [training on the new PRISM online reporting tools](#) see the RCO website

## **Funding Acknowledgement**

In addition to the requirements of the Terms and Conditions of the Grant Agreement titled "Acknowledgement and Signs," the lead will ensure that reports, documents, signs, videos, or other media developed as part of projects funded by this program do the following:

- Recognize the Shore Friendly program by using its brand and style guidelines provided by WDFW, available in the Box site.
- Acknowledge funding from the Estuary Salmon Restoration Program.

Recognition of additional funding sources may be warranted, when relevant, in the manner required by those sources.

# Appendix A: Resources

## Shore Friendly Resources

- [Encyclopedia of Puget Sound](#)
- [Habitat Strategic Initiative Lead's Shoreline Armoring Implementation Strategy](#)
- [Marine Shoreline Design Guidelines Final Prepared for: The Aquatic Habitat Guidelines Program 2014](#)
- [Puget Sound Marine and Nearshore Grant Program](#)
- [Puget Sound Shoreline Parcel Segmentation Report Prepared for: WA Department of Fish and Wildlife and WA State Department of Natural Prepared by: Coastal Geologic Services, Inc. Prepared as part of the project: Social Marketing to Reduce Shoreline Armoring](#)
- Shore Friendly: A Developmental Evaluation (contact program staff for a copy)
- [Shore Friendly Programs](#)
- [Your Marine Waterfront: A guide to protecting your property while promoting healthy shorelines](#)

## Science and Technical Resources

- [Beach Strategies for Restoration Hub site](#)
- [Beach Strategies Data Explorer](#)
- [Puget Sound Partnership Action Agenda](#)
- [Puget Sound Partnership Salmon Recovery and Watershed Work Plans](#)
- [Puget Sound Nearshore Chinook Salmon Strategies Making connections between local actions and regional strategies](#)
- [Puget Sound Nearshore Ecosystem Restoration Project Change Analysis Geodatabases](#)

- [Puget Sound Nearshore Ecosystem Restoration Project Publications \(Technical Reports\)](#)
- [\*Projected Sea Level Rise for Washington State-A 2018 Assessment\*](#)
- [\*Sea Level Rise Considerations for Nearshore Restoration Projects in Puget Sound\*](#)
- [Washington Department of Ecology Coastal Atlas](#)
- [Washington Department of Ecology Oblique Aerial Photography](#)

# Appendix B:

## Glossary

**Beach nourishment:** An action to replace beach sediment where it has been lost through longshore drift or erosion. Depending on the design, nourishment can be used to restore a beach that has been sediment starved or can be mounded and used as a soft shore protection technique to reduce erosion.

**Design techniques:** A broad spectrum of shoreline management techniques (natural, soft, hard, and removal) that may apply to Shore Friendly projects. The techniques range in complexity and cost; some projects may be simple and inexpensive while others may require lengthy permitting and design processes. The types of design techniques used on the shoreline can be used alone or in combination, depending on site characteristics and project objectives.

**Hard design techniques:** Also known as hard armoring, these structures typically are rigid, permanent, and placed on the beach and at the toe of bluffs, with the goal of stabilizing the shoreline behind it and reducing erosion. Hard armoring is referred to with a variety of terms in the Puget Sound region, including bulkhead, seawall, revetment, and rockery. These techniques are ineligible as standalone Shore Friendly activities because they disrupt important beach processes and degrade beach habitats and the species that rely on them. In some cases, minimal replacement, retrofit, or installation of a hard structure (e.g., wingwalls) may be considered as part of an armor removal project.

**Incentive:** A monetary or non-monetary benefit or service provided to overcome specific barriers and/or motivate desired behaviors.

**Shore Friendly Lead:** The organization and program contact identified in the RCO grant agreement as the local Shore Friendly program sponsor.

**Natural process design techniques:** These methods are considered best practice for shoreline management, and a core objective for Shore Friendly projects, as they maintain

and enhance functional, resilient shoreline habitats. Techniques include revegetation, drainage improvements, and appropriate siting or relocation of structures.

**Nearshore processes:** Interactions among the physical, biological, and chemical elements of an ecosystem that lead to changes in ecosystem structures that in turn provide ecological functions, goods, and services.

**Photic zone:** The uppermost layer of a body of water that receives sunlight, allowing phytoplankton to perform photosynthesis.

**RCO grants manger:** RCO staff responsible for grant agreement administration. Also designated as the project manager in RCO's PRISM project management database.

**Removal design technique:** Armor removal is considered a core objective for Shore Friendly projects. This method, where deemed appropriate, allows for the removal of hard armor and restoration of the shoreline processes and habitat.

**Shore Friendly program manager:** WDFW staff who manages the Puget Sound regional Shore Friendly program including facilitating the grant round, running the grant solicitation, and providing technical expertise to grantees.

**Soft design techniques:** These methods can provide erosion protection using strategically placed natural materials while allowing beach processes and habitat to remain intact. These methods may be considered as part of a Shore Friendly project if natural process design techniques are unable to fully achieve a site's needs. Techniques include log placement, beach nourishment, and re-sloping. Soft designs include the use of native materials such as gravel, sand, or logs that mimic natural processes and offer some degree of flexibility. These techniques typically entail applying beach nourishment, large logs, or both, to enhance or create beach or storm berms to buffer wave energy, or re-sloping or re-grading bluffs that are eroding. The intention of soft design techniques is to reduce shore erosion with minimal impacts on nearshore ecosystem processes.

**Tidal influence:** The effect of tidal fluctuation on a structure, habitat, or shore form. Specific examples in the nearshore include erosion of sediment, deposition of sediment, and longshore drift.