

Application Checklist with Forms

The following table lists the required materials for a complete project application.

Project Application Checklist

In PRISM online, complete all application pages, select Check page for errors on each page, or select Check application for errors on the Submit Application page to make sure all fields are complete. On the PRISM attachments page, the attachments checklist does not necessarily represent all required application attachments, depending on the project type and proposal. Use the checklist below to ensure all required attachments are included by the application due date.

PRISM Online Attachment Checklist Items

- ☐ **Cost Estimate Spreadsheet.** Applicant creates. WCRRI recommends using its template or similar format. Attach in PRISM and clearly label as "Cost Estimate."
[Optional Template](#)
- ☐ **Maps:** Applicant creates the following maps:
 - General vicinity map
 - Site plan for restoration project
 - Parcel map for acquisition project
 - Geographic envelope maps, if needed
- ☐ **Design Documents for Restoration Project.** Applicant creates the documents below: See [manual 24 appendix E](#) for design document requirements.
 - Conceptual designs required at application for field fit restoration projects.
 - Preliminary designs are required at application due date for an applicant requesting \$350,000 or more in WCRRI funds for a restoration project.
- ☐ **Project Photographs.** Applicant creates the following:
 - At least two photographs of site conditions before project implementation are required in .jpg file format.

- Additional graphics and photographs to describe the project may be attached in a PowerPoint or PDF document (optional).
- ☐ **Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only).** Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's [Fish Passage Map](#) website.
 - [Barrier Evaluation Form](#) is required for a fish passage project (planning or restoration).
 - [Correction Analysis Form](#) is only required for a barrier correction field fit construction project requesting less than \$350,000 from WCRRI.
 - ☐ **[Landowner Acknowledgement Form](#).** (required for project on land that is not owned by the applicant including state-owned aquatic lands)
 - ☐ **Tribal Notification Letter.** This letter is required for all projects. [Template Letter](#)
 - ☐ **Letters of Support.** Applicant creates. (See [manual 24 appendix D](#).)
 - ☐ **Priority Habitat and Species Parcel Report.** Attach a Parcel Report from Washington Department of Fish and Wildlife's [Priority Habitat Species](#) map. This will provide a list of species potentially benefitting for the Technical Review Panel evaluation.
 - ☐ **Riparian Enhancement Plan.** For riparian restoration projects as primary purpose. [Example Plan](#). (See [manual 24 appendix F](#).)
 - ☐ **WCRRI Comment Form** (Revised application due date, only). The applicant must respond to review panel and grants manager comments and attach this form in PRISM. Applicant also must update application metrics in PRISM as needed.
 - ☐ **[Project Partnership Contribution Form](#).** A state agency is required to have a local partner; also suggested for organizations other than the applicant (third party) providing match.
 - ☐ **RCO [Applicant Resolution and Authorization Form](#).** This form is required for any non-Tribal sponsor that will sign the grant agreement.
 - ☐ **RCO [Fiscal Data Collection Sheet](#).** This form collects information about the applicant's organization's indirect rate and other financial information.
 - ☐ **Other Materials. (optional):** Applicant may create Waiver of Retroactivity, graphs, supporting documents, letters of support, etc.