

# Appendix A: Application Checklist

An applicant must submit a project from the Salmon Recovery Portal (formerly the Habitat Work Schedule) to PRISM to start the application process. Once the project is in PRISM, the applicant completes the online application and attaches required documents for the project type.

## Application Checklist

In PRISM Online, select *Check page for errors* on each page or *Check Application for Errors* on the *Submit Application* page to make sure all fields are complete. Please provide the following with the application as required:

**Project Cost Estimate**-RCO recommends using [its template](#) or similar format. Attach in PRISM and clearly label "Cost Estimate." Include agency indirect in the estimate.

**Landowner Acknowledgement**-is required for a project on land not owned by the applicant or on state-owned aquatic lands. [Landowner Acknowledgement Form](#)

**Project Partnership Contribution Form**-State agencies are required to have a local partner; also suggested for organizations other than the applicant (third party) providing match. [Partnership Contribution Form](#)

## Maps

- Site plan for a restoration project
- Parcel map for an acquisition project

**Design Materials for All Restoration Projects.**

NOTE that preliminary designs ARE REQUIRED for a project requesting \$350,000 or more in SRFB funds. Applicants create and upload to PRISM.

**Response to Review Panel Application Comments.** An applicant must respond to review panel comments in PRISM.

**Project Photographs.** At least two photographs of site conditions before project implementation are required in .jpg file format.

**Barrier Evaluation Form and Correction Analysis Form** (fish passage projects only).

- 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 SRFB.
- Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's [Fish Passage Map](#) website. [Barrier Evaluation Forms](#), [Correction Analysis Form](#)

**Intensively Monitored Watershed Certification**, if relevant. Region or lead entity creates.

- Required for any project in an Intensively Monitored Watershed.
- Certification from lead scientist AND salmon recovery region.

**Deliverables from Previous Phases of Work (for phased projects).** Applicant creates and uploads to PRISM.

- Includes previously funded assessment or design materials.

**Riparian Enhancement Plan.** Required for riparian restoration projects as primary purpose, regardless of fund source. See appendix L for details of required elements. [Example Plan](#)

**SRFB Applicant Resolution and Authorization** is required for any non-Tribal sponsor who will sign the grant agreement. A Tribal sponsor submits a resolution with a funded agreement. [Applicant Resolution and Authorization Form](#)

**RCO Fiscal Data Collection Sheet.** This form collects information about the applicant's indirect rate and other financial information. [Fiscal Data Collection Sheet](#)

**Tribal Notification Letter.** This is required for all projects. [Template](#) Letter

**Electronic Signature Authorization Form.** This form helps facilitate electronic signature processing for agreements and amendments. [Signature Authorization Form](#)

**Other Materials (optional).** Approved Waiver of Retroactivity, graphs, parcel maps, presentation slides, video, letters of support, etc. Applicant creates and uploads to PRISM.

**Project Presentation** (required for Targeted Investments). Presentation slides, visuals, or recorded video that provides information on the project and addresses the evaluation criteria. (Applicant creates and uploads to PRISM as Project Presentation)