

Manual 18

Salmon Recovery Grants

January 2023

Salmon Recovery Funding Board (SRFB)

Mission

The Salmon Recovery Funding Board provides funding for elements necessary to achieve overall salmon recovery, including habitat projects and activities that result in sustainable and measurable benefits for salmon and other fish species.

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About this Manual

This manual is created under the authority granted to the SRFB. It reflects the requirements of Revised Code of Washington Chapters 77.85 and 79A.25.240; Title 420 Washington Administrative Code, updated in December 2019; and policies of the SRFB and RCO.

Major policy changes to this manual may be adopted or altered solely by a majority vote of the SRFB in a public meeting.

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2023 Grant Schedule

Salmon Grants

Please obtain the lead entity's schedule from the lead entity coordinator.

Date	Action	Description
January–April	Complete project application materials submitted at least 2 weeks before site visit (required)	At least 2 weeks before a site visit, applicants for all projects, including regional monitoring projects, must submit a complete application in PRISM (See Application Checklist). The lead entity provides applicants with a project number before work can begin in PRISM.
Track 1 February 1– March 17	Site visits (required)	RCO screens all applications for completeness and eligibility. The SRFB Review Panel evaluates projects using Manual 18, Appendix F criteria. RCO staff and review panel members attend lead entity-organized site visits. <i>Site visits may be virtual.</i>
Or		
Track 2 April 3–May 12		
March 22	SRFB Review Panel meeting	Track 1: SRFB Review Panel and RCO staff meet to discuss projects and complete comment forms for projects visited in February and March.
March 31	First comment form for February and March site visits	Track 1: Applicants receive SRFB Review Panel comments identifying projects as Clear, Conditioned, Needs More Information, or Project of Concern. RCO staff accepts Clear applications and returns Conditioned, Needs More Information, and Project of Concern applications so applicants may update and respond to comments. The Monitoring Panel will provide comments for monitoring projects.
April 11-12	Conference call (Optional)	Track 1: Lead entities may schedule a 1-hour conference call with project applicants, RCO

Date	Action	Description
		staff, and one SRFB Review Panel member to discuss <i>Needs More Information</i> , <i>Project of Concern</i> , or <i>Conditioned</i> projects in their lead entities.
May 17	SRFB Review Panel meeting	Track 2: SRFB Review Panel and RCO staff discuss projects and complete comment forms for projects visited in April and May.
May 24	First comment form for April and May site visits	Track 2: Applicants receive SRFB Review Panel comments identifying projects as <i>Clear</i> , <i>Conditioned</i> , <i>Needs More Information</i> , or <i>Project of Concern</i> . RCO staff accepts <i>Clear</i> applications and returns <i>Conditioned</i> , <i>Needs More Information</i> , and <i>Project of Concern</i> applications so applicants may update and respond to comments. The Monitoring Panel will provide comments for monitoring projects.
June 6-7	Conference call (Optional)	Track 2: Lead entities may schedule a 1-hour conference call with project applicants, RCO staff, and one SRFB Review Panel member to discuss <i>Needs More Information</i> , <i>Project of Concern</i> , or <i>Conditioned</i> projects in their lead entities.
June 26, Noon	Due Date: Applications due	Applicants submit final revised application materials via PRISM. All projects, including monitoring and Targeted Investment, must be submitted by this date. See Application Checklist . All cost increase requests seeking grants are due by this date.
July 12-13	SRFB Review Panel meeting	SRFB Review Panel and RCO staff discuss projects and complete comments. SRFB Review Panel will score Targeted Investment projects.
July 20	Final comment form	Applicants receive the final SRFB Review Panel comments identifying projects as <i>Clear</i> , <i>Conditioned</i> , or <i>Project of Concern</i> . The Monitoring Panel will provide final comments for monitoring projects.

Date	Action	Description
August 3	Due Date: Accept SRFB Review Panel condition	Applicants with <i>Conditioned</i> projects must indicate whether they accept the conditions or will withdraw their projects.
August 4	Due Date: Lead entity ranked list	Lead entities submit ranked lists via PRISM.
August 11	Due Date: Regional submittal	Regional organizations submit Regional Area Summaries and Project Matrixes.
August 30	Final grant report available for public review	The final funding recommendation report is available online for SRFB members and public review.
September 13-14	Board funding meeting	SRFB awards grants. Public comment period available.

Section 1: About Salmon Recovery Funding

In this section, you'll learn about the following:

- ✓ The Salmon Recovery Funding Board
- ✓ Where to get information
- ✓ The big picture of salmon recovery
- ✓ Funding allocations

Welcome

Welcome to Washington State's salmon recovery grant process. Successful applicants will join a network of individuals and organizations working to ensure that salmon populations return to their once healthy and thriving status.

This manual contains the instructions applicants will need to complete a grant application to the Salmon Recovery Funding Board (SRFB). Applicants will find information on grant policies, the larger picture of salmon recovery, and the partners helping to make it a reality.

Important Things to Know

First, some important things to know.

- The SRFB funds projects that protect, restore, or monitor salmon and steelhead habitat.
- Applicants must request at least \$5,000.
- There is no maximum funding limit for a grant request.
- Applicants must provide money or resources to match 15 percent or more of the total project costs in PRISM (85 percent RCO grant + 15 percent project sponsor

match=total project costs). Certain design-only projects and certain riparian planting projects may not require match.

- SRFB grants are reimbursement based. Project sponsors must first spend money and then request reimbursements. RCO grant agreements include both the SRFB funding award and the project sponsor match. Each reimbursement request must include part of the match, based on the match percentage pledged in the grant application.
- Applicants must demonstrate a commitment to 10 years or more of stewardship for projects.
- Project sponsors must complete projects within 2 to 3 years.
- Applicants should work with their watershed-based lead entities to learn how to submit applications in their areas. Lead entities must score and rank projects by August 4, 2023. Lead entity contact information is in [Appendix A](#).
- Applications must be submitted electronically through PRISM Online. To start applications in PRISM Online, applicants must work with their lead entities to get a project number through the Salmon Recovery Portal.

About the Salmon Recovery Funding Board

The Washington State Legislature established the SRFB in 1999¹ to administer state and federal funding and to assist with a broad range of salmon recovery-related activities. The primary goal is to recover salmonids (salmon and steelhead) by providing grants to local organizations.

The board is composed of five voting members, appointed by the governor, and five non-voting state agency directors. The SRFB believes that scientific information and local citizen review must develop projects. Projects must demonstrate, through an evaluation and a monitoring process, that effective implementation will provide sustained benefit to fish.

The SRFB funds riparian, freshwater, estuarine, nearshore, saltwater, and upland projects that protect existing, high-quality habitats for salmon. It also funds projects to restore degraded habitat in order to increase overall habitat health and biological productivity of the fish. Projects may include the actual habitat used by salmon and the land and water that support ecosystem functions and processes important to salmon.

The complete text of the [SRFB's strategic plan](#) is on its Web site.

¹Revised Code of Washington 77.85

SRFB Not a Hearings Board

The SRFB's role is to fund salmon habitat projects. It is not, and is not authorized to be, a hearings panel that resolves land use or permitting issues. The SRFB expects all proposals to resolve land use issues through the permitting process. Projects should be ready to implement when funded.

Where to Get Information

Staff assignments are included in Appendix A, but for the [most recent contact information](#), visit the RCO Web site. RCO provides administrative support, including managing the grants. The following staff members are available to assist:

[Amea Bahr](#)

(360) 867-8585

[Alissa Ferrell](#)

(360) 867-8618

[Kendall Barrameda](#)

(360) 725-3934

[Bridget Kaminski](#)

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[Kay Caromile](#)

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[Sasha Medlen](#)

(360) 819-3374

[Dave Caudill](#)

(360) 867-8573

[Kathryn "Kat" Moore](#)

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[Sandy Dotts](#)

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Workshops

On request, RCO grants managers will conduct in-person or online grant applicant workshops for lead entities and regions. Following board funding, staff are available to offer in-person or online grant management workshops for new project sponsors unfamiliar with SRFB policies and procedures. Reimbursement workshops are available and recommended for project sponsors and their billing staffs. Registration information is posted on the [RCO Web site](#).

Other Grant Manuals Applicants Will Need

SRFB uses the policy manuals below for the administration of SRFB grants.

- [Manual 3: Acquisition Projects](#)
- [Manual 5: Restoration Projects](#)
- [Manual 7: Long-Term Obligations](#)
- [Manual 8: Reimbursements](#)

Federal Program Requirements

Grant administration for all projects funded with federal or state funds used by RCO or the Puget Sound Partnership as match to a federal grant is governed by the Office of Management and Budget Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also called the “[omni-circular](#).” Applicants should review the omni-circular for detailed information on grant administration. Applicants may view trainings from RCO’s fiscal office on indirect costs and other omni-circular issues on RCO’s Web site under [Post Award Information](#).

The Big Picture of Salmon Recovery

By applying for a SRFB grant, applicants become part of a network dedicated to bringing salmon back from the brink of extinction. That network includes larger watershed groups, regional organizations, state and federal agencies, tribal governments, as well as the Legislature, Governor, and Congress. This network supports salmon recovery on the local level and begins with people developing plans and projects.

In 1991, the federal government listed some Pacific Northwest wild salmon as near extinction under the Endangered Species Act. By 1999, wild salmon had disappeared from about 40 percent of their historic breeding ranges in Oregon, Washington, Idaho, and California. In Washington, the numbers dwindled so much that salmon and bull trout were listed as threatened or endangered in nearly 75 percent of the state.

Eight Salmon Recovery Regions

The Endangered Species Act requires the federal government to develop recovery plans for salmon species at risk of extinction. The federal government measures the health of fish populations based on Evolutionarily Significant Units or Distinct Population Segments, which are populations or groups of populations of salmon species that are substantially reproductively isolated from other populations and that contribute to the evolutionary legacy of the species. The federal government determined that each unit or segment listed as at risk of extinction under the Act should have a recovery plan. State law directed development of a statewide strategy to recover salmon on an evolutionarily significant basis.

The Governor's Salmon Recovery Office, together with other state and federal agencies, defined eight geographical salmon recovery regions.

Regional Organizations

To coordinate the work of recovery planning and implementation, [seven regional organizations](#)² formed within the eight regional recovery areas. The Northeast Washington Salmon Recovery Region does not have a regional organization but is covered by the Pend Oreille-Kalispel Tribe of Indians Lead Entity.

In September 2001, the SRFB funded six regional groups to develop recovery plans. Each group developed a recovery plan that expanded on previous planning efforts and helped connect local social, cultural, and economic needs and desires with science and the Endangered Species Act goals. The six organizations developed a series of actions necessary to recover salmon and gained regional consensus on measurable fish recovery results and federal approval of their regional recovery plans.³ Today, the regional organizations implement those actions. A seventh regional organization, for the coastal area, which had no listed species at the time of formation, completed the *Washington Coastal Sustainability Plan*. The hallmark of this plan protects the region's salmon habitats by bringing together partnerships aimed at safeguarding and enhancing the natural function of the regional ecosystems on which salmon depend.

Recovery plans, or in their absence, lead entity strategies, form the basis for SRFB grants. Grant applicants must demonstrate how projects address the actions defined in the regional recovery plans or lead entity strategies.

²Regional organizations must be recognized in statute (Revised Code of Washington 77.85.010), or by the Governor's Salmon Recovery Office.

³Hood Canal, Puget Sound, and the lower, middle, and upper Columbia River regional organizations have final recovery plans accepted by the federal government. The Snake River regional organization has submitted a recovery plan for the Washington portion of its region, which has been accepted by the federal government; however, approval of the full regional recovery plan is pending work to be done in Idaho.

Lead Entities

Other key players in salmon recovery are [local watershed-based lead entities](#), authorized by the Legislature in 1998⁴ to develop habitat restoration and protection strategies and projects to meet those goals. Lead entities are essential partners in Washington's salmon recovery efforts. Regional organizations incorporated local watershed groups' and lead entities' strategies when writing regional recovery plans.

To create a lead entity, cities, counties, and tribes within a geographic area comprised of one or more watersheds or Water Resource Inventory Areas, develop a mutual agreement. Lead entities establish and support citizen and technical committees, develop strategies, and garner community support for salmon recovery.

Nonprofit organizations, tribes, and local governments are eligible to provide the administrative duties of a lead entity. Together, the administrative body, citizen committee, and technical advisory group form a lead entity. The SRFB provides financial support to lead entities. For questions about the lead entity program, contact the Governor's Salmon Recovery Office program coordinator, (360) 480-2701, hearing impaired call 711.

Lead entities use their strategies and regional plans to identify a sequence of habitat restoration and protection projects. The lead entity technical advisory groups review projects to ensure scientific validity. Using information from the technical advisory groups as well as social, economic, and cultural values, the citizen committees, composed of people with diverse community interests, adopt ranked lists of projects and submit them to the SRFB for funding consideration.

Lead Entity Review and Ranking Process

The appropriate lead entity must review and rank every project application to ensure consistency with lead entity strategies and regional recovery plans. Lead entity application due dates vary; check with the lead entity for specific dates and requirements. Contact information for both lead entities and RCO staff is in [Appendix A](#).

An in-depth discussion about lead entity work and responsibilities is in [Section 5](#) of this manual.

⁴Revised Code of Washington 77.85.050-77.85.060

Funding Allocations

The SRFB allocates funds using a formula based on objective parameters of physical and biological factors within a region. The SRFB allocation percentages and criteria were reviewed in 2016, and the board approved an interim 2017 allocation shown below. The parameters include the following:

- Number of Water Resource Inventory Areas.
- Amount of salmonid stream and nearshore habitat.
- Number of listed and non-listed salmonid populations.
- Number of Evolutionarily Significant Units.

Regional Salmon Recovery Organization	Regional Allocation Percent of Total
Coast Salmon Partnership	9.57%
Hood Canal Coordinating Council*	2.40%
Lower Columbia Fish Recovery Board	20.00%
Northeast Washington	1.90%
Puget Sound Partnership	38.00%
Snake River Salmon Recovery Board	8.44%
Upper Columbia Salmon Recovery Board	10.31%
Yakima Basin Fish and Wildlife Recovery Board	9.38%

*Additional Hood Canal lead entity allocation from Puget Sound will be determined by the Puget Sound Salmon Recovery Council.

The Puget Sound Partnership is a state agency that represents the Puget Sound Salmon Recovery Region. The Partnership, along with the SRFB, administers the Puget Sound Acquisition and Restoration (PSAR) Fund. The purpose and intent of these funds is to accelerate implementation of the *Puget Sound Salmon Recovery Plan* and contribute to Puget Sound recovery. For more information on the PSAR Fund and its grant process, please see [Appendix B](#).

Section 2:

Eligible Applicants and Projects

In this section, applicants will learn about the following:

- ✓ Funding programs
- ✓ Eligible applicants
- ✓ Eligible projects
- ✓ Ineligible project elements
- ✓ Matching share
- ✓ Mitigation

Funding Programs

In 2023, the SRFB will approve funding for salmon recovery grants, generally referred to as “SRFB grants.” In addition, the SRFB anticipates funding a salmon recovery program called “Targeted Investment.”

For more details on the Targeted Investment grants, including evaluation criteria, priorities, and eligibility see [Appendix J](#).

Eligible Applicants

Only the following are eligible to receive funding:

- Cities
- Counties
- Conservation districts
- Federally recognized Indian tribes⁵

⁵Revised Code of Washington 77.85.010 (12)

- Nonprofit organizations registered with Washington’s Office of the Secretary of State. A nonprofit charter, organizational documents, or corporate purposes must include authority for the protection or enhancement of natural resources, such as salmon or salmon habitat, or related recovery activities. The charter must provide for an equivalent successor organization under the SRFB grant agreement in case the nonprofit dissolves.
- Private landowners if they are private citizens and the restoration or planning projects are on their land. Individuals may not acquire land using SRFB grants. Landowner donation of time spent implementing a project may be eligible for non-reimbursable match. When receiving SRFB funding, individuals should consider any potential tax liabilities and may want to consult a tax professional or the Washington Department of Revenue for advice. Each situation is different and RCO does not provide any tax guidance.
- Regional fisheries enhancement groups
- Special purpose districts
- A state agency with a local partner that is independently eligible to be a grant applicant. The local partner must be involved in the planning and implementation of the project and must provide an in-kind or cash contribution to the project. This contribution does not need to be used as match (for example with design-only projects, which do not require match); however, the contribution must be documented in PRISM upon project completion. A project [Partner Contribution Form](#) must be completed and submitted with the application.

Federal agencies may not apply directly but may collaborate with eligible applicants. Projects may occur on federal lands. Consider federal restrictions on using federal money for match when applying for a grant.⁶

Eligible Projects

The SRFB funds a range of projects, but ALL of them must address habitat conditions or watershed processes that are important to salmon recovery. The project may provide other benefits, such as flood control, but those benefits must be secondary.

If the landowner has a legal obligation under local, state, or federal laws to perform the project, the project must comply with Revised Code of Washington 77.85.130(6).

⁶When land acquired with a SRFB grant is transferred to a federal agency, the SRFB may change the terms of the grant to remove binding deed-of-right instruments and enter into a memorandum of understanding stating that the property will retain, to the extent feasible, adequate habitat protections, see Revised Code of Washington 77.85.130(7).

Acquisition Projects

Acquisition includes the purchase of land, access, or other property rights in fee title or less-than-fee, such as conservation easements. Grant applicants interested in acquiring conservation easements must be eligible to hold conservation easements under Revised Code of Washington 64.04.130. Project sponsors must complete all SRFB-funded **acquisition projects within 3 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

The SRFB has very specific due diligence, appraisal, reporting, and timeline requirements for acquisition projects so refer to the requirements and checklists in *Manual 3: Acquisition Projects*.

Note that any land costs incurred before the board funding date are ineligible for reimbursement or to be used as match unless the grant applicant receives a [Waiver of Retroactivity](#) before acquiring the property. To receive payment for land costs expended before a grant award, or to use the costs as match, the applicant must submit a written letter, with supporting documentation requesting a Waiver of Retroactivity **before** purchasing the property. Such a waiver allows the acquisition costs to be eligible through the next two consecutive SRFB grant cycles. Information on waivers is found in RCO's *Manual 3: Acquisition Projects*.

Applicants with acquisition projects must identify specific parcels. However, an applicant may propose buying multiple properties within stream reaches, estuaries, or nearshore areas if purchasing any parcel within the specified area will achieve the project's objectives. In that case, identify a geographic envelope, including all the possible parcels that will provide similar benefits to fish and certainty of success, in the salmon proposal. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable when being evaluated for funding. Clearly describe how parcels will be prioritized and pursued for acquisition. [Landowner Acknowledgement Forms](#) are required with application. For multi-site acquisition projects, enter the top priority parcels with Landowner Acknowledgment Forms into PRISM.

Acquisition projects with more than 50 percent of the total acreage quantified as uplands must provide more than the standard 15 percent match, as described under the Matching Shares section. For this purpose, uplands are those areas that fall outside of other specified habitat types and their buffers, as defined in Appendix L.

The SRFB does not fund property acquired through condemnation, only property acquired from willing sellers.

All acquisitions are perpetual, including water right acquisitions.

It is important to remember that some activities are never allowed on SRFB-funded land. Refer to the [section on prohibited and allowed uses](#) in this manual.

Regardless of whether the land is developed or not, all land bought in fee title with RCO grants must be available for public use. Public use means that the general public has regular access and use of the land purchased. For more information on public access on SRFB-funded acquisitions, see Section 6 in this manual and *Manual 3: Acquisition Projects*.

Planning Projects

Designs Projects

Good designs are a key precursor to implementing successful habitat restoration projects, particularly if large in scale. Eligible design projects produce conceptual, preliminary, or final design deliverables. See [Appendix D](#) of this manual for definitions, expected outcomes, and required deliverables for each of these phases of project development. All design projects must address a limiting factor at a specific location.

Design-Only Projects with No Required Match

Design-only projects with no match are eligible for funding; SRFB waives the match requirement under the following conditions:

- The project results in either preliminary design or final project design ([Appendix D](#)).
- The project addresses a particular problem at a specific location. The project cannot include a general reach or watershed assessment or feasibility study to both identify and design a project.
- Maximum SRFB request is \$350,000.
- **The project must be completed within 2 years of SRFB funding approval.** This requirement will be included in the SRFB grant agreement. **Design-only projects without match will not be eligible for a time extension.**
- Although no match is required, state agencies still must have a local partner that is independently eligible to be an applicant. The local partner must be involved in the design project.

Applicants with design projects that do not meet the conditions above must provide 15 percent match.

If applying for the next phase of a design project, include the previously completed design deliverables in the final application.

Assessment and Inventory Projects

Most planning projects funded through the SRFB must produce site specific project designs. However, some funding is available for assessment projects that address limiting factors identified in salmon recovery plans. Due to restrictions on the use of federal funds and state funds that match federal funds, the SRFB placed limitations on how much funding may be used for general assessments.

Each year, the Columbia River, Snake River, Northeast, and Coast salmon recovery regions may, at their discretion, make up to \$200,000 of their SRFB allocation available for assessments that do not produce site-specific project designs. These types of projects must receive state funding (not federal) and will not be used by Washington State to match its federal award.

Lead entities in the Puget Sound and Hood Canal Salmon Recovery Regions may include these types of projects on their ranked lists but must fund them with PSAR funds.

Lead entities and project sponsors in all salmon recovery regions must coordinate with their salmon recovery regions on general assessments, and the relevant region must provide a letter of support for the project with the application.

Planning projects that do not produce a site-specific design include habitat assessments and surveys; habitat scoping and feasibility studies; culvert inventories and in-stream surveys; and landowner willingness inventories. These projects must provide a minimum of 15 percent match and must be completed in 2 years. All assessments and inventories must be necessary precursors to implementing on-the-ground habitat projects identified in a recovery plan. Such projects may document and evaluate habitat quality and use; identify the extent and nature of problems and habitat deficiencies; identify and prioritize habitat restoration and protection activities to address these issues; or evaluate landowner willingness to participate in restoration and protection activities.

If a planning project produces an assessment (sometimes called a reach or watershed assessment) *and* conceptual, preliminary, or final designs, the project may not necessarily be restricted to the \$200,000 regional cap. However, the site-specific design portion of project must be the majority of the project, not the assessment elements.

Planning projects intended only for research or general knowledge and understanding of watershed conditions and functions, although important, are **not** eligible for SRFB or PSAR funding. For monitoring projects, review the eligibility requirements of the regional monitoring projects discussed later in this manual.

Planning projects that do not produce a site-specific design must meet the following criteria:

- The project fills a data gap identified as a high priority (as opposed to a medium or low priority) in a regional salmon recovery plan or lead entity strategy.
- The project fills a data gap that clearly limits subsequent project identification or development.
- The regional organization or lead entity and applicant can demonstrate how the project fits in the larger context, such as its fit with a regional recovery-related, scientific research agenda or work plan, and how it will address the identified high priority data void. The region must provide a letter of support for the project. The project will not be eligible to apply without a letter from the region.
- The region and applicant can demonstrate why SRFB funds, rather than other sources of funding, are necessary
- The results must clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects, if funded.
- Projects in the Puget Sound and Hood Canal regions must be funded with Puget Sound Restoration and Acquisition funds.
- Projects in the Lower Columbia River, Snake River, Upper Columbia River, Middle Columbia River, Northeast, and Washington Coast Salmon Recovery Regions must be funded with state funding (not federal) and may not be used as match to RCO's Pacific Coastal Salmon Recovery Fund award.

Assessments and inventories must closely coordinate with other assessments and data collection efforts in the watershed and with federal, tribal, state, regional, and local organizations, and landowners to prevent duplication and ensure the use of appropriate methods and protocols. To improve coordination, lead entities and applicants are encouraged to collaborate with one another.

Project sponsors must **complete planning projects within 2 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

For barrier inventories, use the methodologies and protocols described in the Washington Department of Fish and Wildlife's [Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual](#) to collect barrier inventory data. Contact the Washington Department of Fish and Wildlife's Fish Passage Inventory and Assessment Unit's section supervisor to schedule training on the protocols described in this manual, and for data submission procedures. Upon completion of a barrier inventory project and a passage barrier correction project, delivery of the inventory or

correction data to the Washington Department of Fish and Wildlife must be added to the [Fish Passage Barrier Database](#) before final reimbursement is approved.

Restoration Projects

Restoration brings a site back to its original, historic function as part of a natural ecosystem, or improves, or enhances the ecological functionality of a site.⁷ Project sponsors must complete all SRFB-funded **restoration projects within 3 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

RCO expects that restoration projects will go through a planning and design process that generally follows the guidance described in [Appendix D: Design and Restoration Project Deliverables](#). Depending on the scope and complexity of a restoration project, the level of design available at application, the local review process, and SRFB Review Panel comments during application, RCO may require a special condition in the grant agreement that the project sponsor submit preliminary designs and a design report for review before developing a final design or starting construction.

Applicants requesting more than \$350,000 in funding from the SRFB for restoration and design must submit completed preliminary design deliverables (as defined in Appendix D) by the final application deadline and ideally before the initial site visit. If RCO funded the planning or design phase of a proposed restoration project, the applicant must submit the completed design deliverables (at a minimum the preliminary designs) by the final application deadline.

A [Landowner Acknowledgement Form](#) is required as part of the application when a project occurs on land not owned by the project sponsor (including publicly-owned property). If the project is selected for funding and before an agreement is signed, the grant applicant must provide a [Landownership Certification Form](#). This form ensures that the sponsor reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. This form is **required** for all restoration projects and for all preliminary or final design projects after identifying the project site. Once funded, [landowner agreements](#) are required before beginning construction on private land or land not owned by the project sponsor. Note that projects on state-owned aquatic or trust lands require approval from the Washington Department of Natural Resources. Please consult [Section 6](#) on state-owned aquatic lands for instructions on this process.

The Washington Department of Fish and Wildlife's [Technical Assistance Program](#) provides excellent planning and design guidance for a variety of restoration projects. This program is a federal and state agency endeavor to provide consistent guidance for

⁷Washington Administrative Code 420-04-010

the management, protection, and restoration of Washington's marine, freshwater, and riparian habitats. [Appendix D](#) provides specific design and construction deliverable expectations and requirements for SRFB projects, based in part on industry standards identified by the aquatic habitat guidelines.

The use of non-natural materials in the construction of SRFB-funded restoration techniques is strongly discouraged. Applications that include these techniques will be highly scrutinized for their restoration of natural processes and benefits to fish. Artificial anchoring and ballasting materials such as concrete blocks, dolos, and steel anchors tend to remain in place long after the habitat enhancement techniques that they anchored have disintegrated naturally, and result in unnatural constraints on channel migration and other long-term, habitat-forming natural processes. Refer to the Washington Department of Fish and Wildlife's 2012 [Stream Habitat Restoration Guidelines](#) and National Marine Fisheries Service's 2008 [Programmatic Biological Assessment: Restoration Actions in Washington State](#) for detailed discussion of the disadvantages of using unnatural materials in stream restoration and the advantages of using materials and techniques that mimic the conditions found in natural settings.

Restoration projects may include any of the following elements:

- **In-stream Fish Passage** includes activities that provide or improve fish migration upstream and downstream of road crossings, dams, and other in-stream barriers. Passage projects may include replacing barrier culverts with fish passable culverts or bridges, removing barriers (dams and roads), or constructing fishways. [Barrier Evaluation Forms](#) are required for fish passage construction and design projects at application. The purpose of the form is to document conditions of fish passage barriers. Contact Washington Department of Fish and Wildlife technical support staff, Daniel Barrett (360) 902-2546, to learn if a completed Barrier Evaluation Form is available for the project. [Correction Analysis Forms](#) are required for all fish passage construction projects. This form documents how the fish passage barrier will be corrected. The form is not required if the barrier will be removed and not replaced. The [Water Crossing Design Guidelines \(2013\)](#) provides practical, real-world knowledge and techniques to improve the overall success of water crossings.
- **In-stream Diversion** includes activities that protect fish from the withdrawal and return of surface water, such as screening of fish from a water diversion (dam, head gate), the water conveyance system (both gravity and pressurized pump), and the by-pass of fish back to the stream.
- **In-stream and Floodplain Habitat** includes activities that enhance freshwater fish habitat in the channel or floodplain, such as adding boulders, gravel, or wood; relocating a channelized stream to a more natural channel configuration; constructing or reconnecting side channels or off-channel habitat; removing or

modifying levees; removing bank armor; or removing and controlling nonnative, in-stream plants. Work may occur on the channel bed, bank, or floodplain.

- o Beaver Reintroduction—These projects focus on restoring priority wetland or in-stream habitat within specific sub-watersheds identified as priorities in local watershed or salmon recovery plans.

Applicants must meet the following criteria:

- Must have salmon habitat restoration goals and objectives.
- Must not solely manage nuisance beavers.

Applicants must consider the following when selecting relocation sites:

- Prioritize locations where valuable but degraded or inaccessible habitat exists and where beaver reintroduction would benefit salmon habitat functions and values.
- Potential for risk to existing infrastructure.
- Prioritize large tracks of land held by willing landowners for relocation sites.

Applicants should follow guidance of the most current state or regional aquatic habitat guidelines, including [The Beaver Restoration Guidebook](#).

- **Riparian Habitat** includes freshwater, marine nearshore, and estuarine activities that will improve the riparian habitat outside of the ordinary high-water mark or in wetlands. Activities may include planting native vegetation, managing invasive species, or controlling livestock, vehicle, and foot traffic within protected areas.
 - o Invasive Species Control—Applicants proposing knotweed or other invasive species control as an element of their projects should answer the invasive species questions identified in the restoration supplemental questions. The width of the replanted treated area does not need to meet riparian buffer width requirements for eligibility.
 - o Stewardship Projects—To ensure the success of riparian habitat projects, applicants may propose stewardship for previously installed riparian habitat sites. Sites may be previously funded SRFB projects or other similar riparian habitat planting sites. Eligible activities in stewardship projects may include managing invasive species, replacing unsuccessful plantings, supplementing the site with water, or installing fences or other browse-protection methods. RCO encourages sponsors to follow the guidance for riparian buffer widths described below.

- o Riparian plantings—Applicants should refer to [Appendix K](#) for requirements on riparian buffer planting widths. For projects where riparian planting is the primary purpose, minimum buffer widths are required. If the primary purpose of the project is not riparian planting, rather the primary purpose is another eligible work type (i.e., in-stream restoration, or fish passage) and the riparian plantings provide an ancillary benefit, the minimum planting width is not required but is recommended.
- **Upland Areas** include activities that improve habitat or functions important for fish but occur upslope of the riparian, floodplain, or estuarine area. Activities may affect the timing and delivery of water, sediment, and large wood to streams, or improve water temperature or quality. Upland area projects may include, but are not limited to, upland erosion control, upland plant establishment and management, water conservation, culvert replacement, and road decommissioning.
- **Estuarine and Marine Nearshore** includes activities that enhance fish habitat within the shoreline riparian zone or below the mean high-water mark, such as work conducted in or adjacent to the intertidal area and in sub-tidal areas, beach restoration, bulkhead removal, dike modification or removal, native plant establishment, and tidal channel reconstruction.

The SRFB urges all Puget Sound lead entities, nearshore project applicants, and the SRFB Review Panel to use the technical resources identified in the [Puget Sound Salmon Recovery Plan](#) and by Puget Sound Nearshore Partnership, particularly the following documents:

- o [Regional Nearshore and Marine Aspects of Salmon Recovery in Puget Sound](#) (Shared Strategy for Puget Sound, 2005) as cited in the *Puget Sound Salmon Recovery Plan*
- o [Strategies for Nearshore Protection and Restoration in Puget Sound](#) (Puget Sound Nearshore Ecosystem Restoration Project, Technical Report No. 2012-01, March 2012)
- o [Coastal Habitats in Puget Sound: A Research Plan in Support of the Puget Sound Nearshore Partnership](#) (Puget Sound Nearshore Partnership Report No. 2006-1)
- o [Guidance for Evaluating SRFB Nearshore Assessments](#) (Screening Committee, 2002)
- o [Assessment of Interactions Between Salmon Habitat Restoration and Bivalve Shellfish Resources](#) (Confluence Environmental Company for the Hood Canal Coordinating Council, 2017).

Intensively Monitored Watersheds Restoration Treatment Projects

Sponsors apply for Intensively Monitored Watershed restoration treatment projects through the regular grant round. Projects must be submitted on ranked lead entity project lists. The SRFB Review Panel will review Intensively Monitored Watershed restoration treatment projects with the same evaluation criteria as all other proposed projects. There is no dedicated funding for Intensively Monitored Watershed restoration treatment projects.

An Intensively Monitored Watershed is a sophisticated approach to validating whether habitat restoration actions actually create more salmon. The following regions and watersheds have monitoring funded by the SRFB:

Salmon Recovery Region or Watershed	Stream with Monitoring
Hood Canal Salmon Recovery Region	Big Beef Creek Little Anderson Creek Seabeck Creek Stavis Creek
Lower Columbia River Salmon Recovery Region	Abernathy Creek Germany Creek Mill Creek
Puget Sound Salmon Recovery Region	Skagit River, Skagit River Estuary
Snake River Salmon Recovery Region	North Fork and South Fork Asotin Creek Charlie Creek
Strait of Juan De Fuca	Deep Creek East Twin Creek West Twin Creek

All applications will follow the same timeline and requirements as all other SRFB applications with the following differences:

- There is no match required for Intensively Monitored Watershed restoration treatment projects.
- The sponsor must submit a certification from the lead scientists of the Intensively Monitored Watershed and the region indicating that the project will not negatively affect the study. RCO staff can provide applicants with the contact information for the lead scientist.
- Applicants should include the words "IMW" or "IMW restoration treatment" in their project names for easy tracking.

Streambank Stabilization Projects

As described by the Washington Department of Fish and Wildlife's 2012 [Stream Habitat Restoration Guidelines](#), streambank stabilization may include a number of techniques to deflect flows away from a bank, decrease bank height, increase the strength of bank material, or directly armor or reinforce a bank for the specific purpose of decreasing bank erosion. Streambank stabilization is eligible for SRFB funding only under limited circumstances. The project must meet all the following criteria:

- The streambank stabilization and protection must be a secondary element of the project. The landowner must support the larger restoration project activities that will occur on the property beyond the bank stabilization efforts.
- The need for streambank protection and stabilization must be justified in the project proposal as the only means to accomplish the larger habitat restoration objective (e.g., to protect infrastructure that cannot be replaced or relocated).
- Design streambank stabilization and protection elements must incorporate habitat features and the best practices as described in the 2012 *Stream Habitat Restoration Guidelines* and the [Integrated Streambank Protection Guidelines](#) (2002).
- The need for streambank stabilization and protection must be identified as important in addressing an identified limiting factor in the relevant watershed or species recovery plan.

Projects on Forestland (Fish Passage and Sediment Reduction)

In 2009, the SRFB expanded the eligibility criteria to allow fish passage and sediment reduction projects that were a part of a forest landowner's Road Maintenance and Abandonment Plan (RMAP). To be eligible, these projects needed to be expedited actions ahead of the Department of Natural Resources-approved RMAP schedule. The deadline for completing scheduled RMAP work was October 31, 2021. Because the deadline for completion has passed, RMAP projects are not expedited and are no longer eligible for SRFB funding.

Combination Projects

Combination projects include elements of two or more project types. For example, acquisition and restoration elements, or acquisition and planning. This type of grant allows for complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration to make the habitat suitable to fish. Likewise, some potential acquisitions may need an initial assessment of the landowners' willingness to sell in order to identify the most beneficial parcels of habitat. Project sponsors must complete all SRFB-funded **combination projects within 3 years** of funding approval unless additional time is necessary, can be justified, and is approved by RCO.

To help ensure timely completion of combination projects, acquire properties within 18 months of SRFB funding approval.

Monitoring Projects

Project sponsors must monitor project implementation to ensure completion as planned and address any post-construction issues in the SRFB grant agreement. This is referred to as implementation monitoring.

The SRFB does not fund project-specific, effectiveness monitoring; however, some of the regional monitoring initiatives that the SRFB funds (see below) may have effectiveness monitoring components.

In addition, the SRFB previously has conducted a statewide, reach-scale monitoring program to determine which types of projects are most effective. Information on this program is available on the [RCO Web site](#).

Regional Monitoring Projects

RCO requests funding from the federal Pacific Coastal Salmon Recovery Fund for regional monitoring projects and may have \$350,000 available for such projects. The board may approve an increase should additional federal funds become available. RCO will inform regional organizations about the level of funding available. A regional salmon recovery organization may use up to \$50,000 (or one-seventh of the funds available in the Pacific Coastal Salmon Recovery Fund) of its own annual SRFB project allocation for regional monitoring projects. Regional salmon recovery organizations may share their regional monitoring funding with other regional organizations as long as the total funding allotted to regional monitoring does not exceed available funds. Allocations will remain the same. Lead entities and sponsors must coordinate with their salmon recovery region on monitoring priorities, funding availability, and requests. Regions may issue a Request for Proposal on monitoring for the grant round specific to this funding.

Cumulative monitoring funding awards cannot exceed the amount available from the Pacific Coastal Salmon Recovery Fund.

Grant applicants will apply for regional monitoring projects following similar application procedures and timeline as other SRFB applications; however, the SRFB Monitoring Panel, not the SRFB Review Panel, will review regional monitoring projects.

Regional monitoring projects must address high priority information needs or data gaps identified within a recovery plan; associated regional research, monitoring, and evaluation plan; or lead entity strategy.

Regional monitoring projects should complement, enhance, or leverage ongoing monitoring efforts.

Regional monitoring projects must be consistent or compatible with data collection, analysis, and management methods and protocols being used in the region, and shall, to the maximum extent practicable, be consistent or compatible with methods and protocols in common use throughout the state.

Applicants must ask the regions to complete a [Regional Monitoring Project Certification Form](#) for each project submitted and attach the completed forms to PRISM with their final applications.

Data collected and reports analyzing the data shall be made available to RCO, the public, and the SRFB Monitoring Panel.

Regional monitoring proposals also should include enough details in their study plans to permit a technical review of the proposal for scientific soundness. Study plans will be reviewed by the SRFB Monitoring Panel and it is important that proposals contain reasonably detailed technical information about field methods, analytical techniques, information dissemination, and data archival. Informational study plans will reduce the time and effort needed for project leads to respond to Monitoring Panel questions and help provide assurances that the project will achieve its proposed objectives.

Monitoring projects shall not exceed 3 years. If the need for the monitoring extends beyond the 3-year agreement period, then the project sponsor must submit a new application to continue the project.

Sponsors of funded regional monitoring projects need to provide annual reports to describe progress made during each year of the grant agreement. The annual report should highlight the past year's accomplishments along with lessons learned. Project sponsors should provide sufficient detail to demonstrate they are meeting project objectives, dealing with problems, keeping data analyses on track, and using new information to adjust the projects' scopes of activity appropriately.

Other Considerations

Phased Projects

Large projects may be complex, multi-year, multi-partner, and require extensive analysis, coordination, and implementation. Consider the potential complexity that large-scale or multi-million dollar projects may create and discuss phasing with RCO grants managers and lead entity coordinators. Phased projects are subject to all of the following:

- Each phase must stand on its own merits as a viable salmon recovery project.
- Each phase must have a scope of work the applicant can afford and complete given the amount of SRFB funding requested, plus match.
- Each phase must be submitted as a separate application.
- Funding approval of any single phase is limited to that phase (no endorsement or approval is given or implied toward future phases).
- The SRFB may consider progress on earlier phases when making decisions on current proposals. Applicants must submit planning and design deliverables of previously funded phases by the final application deadline.

Puget Sound Projects

State law requires RCO to align SRFB grants with the [Action Agenda for Puget Sound](#). Revised Code of Washington 77.85.130 and 77.85.240 require the SRFB to do the following:

- Prohibit funding for any proposed design or restoration project in Puget Sound that conflicts with the *Action Agenda for Puget Sound*.
- Give preference to projects referenced in the *Action Agenda for Puget Sound*.
- Give preference to Puget Sound partners without giving less preferential treatment to entities that are not eligible to be Puget Sound partners.

The Puget Sound Partnership defines the Puget Sound basin as the geographic areas within Water Resource Inventory Areas 1 through 19, inclusive.

The Puget Sound Partnership will certify whether projects submitted in Puget Sound for SRFB or PSAR funding are consistent, and not in conflict, with the *Action Agenda for Puget Sound*. The Partnership will include a certification letter when submitting the Puget Sound regional package to RCO. Refer to [Appendix B](#) for information on projects in the Puget Sound funded with the PSAR funds, including large capital projects.

Ineligible Projects Elements

Some projects or elements that do not directly foster the SRFB's mission or do not meet cost or public policy constraints are ineligible as match or for reimbursement. Activities that are **ineligible** for reimbursement or match include the following:

- Building or indoor facility construction.
- Capital facilities, public works projects, and projects with a primary purpose of flood mitigation.
- Infrastructure elements, such as sewer treatment facilities, surface and stormwater management systems, flood management structures, and water supply systems. If these elements are a secondary purpose of the project, they must be included in the design documents to be eligible for reimbursement. The SRFB Review Panel must be given this information early in the process to allow for a comprehensive review and resolution of any potential issues.
- Purchase, installation, or modification of recreational and maintenance infrastructure that are not considered eligible costs on an acquisition project (see *Manual 3: Acquisition Projects*) or restoration project (see *Manual 5: Restoration Projects*).
- Construction material purchased before the project start date of the grant agreement, unless approved as a pre-agreement cost (see [Section 6](#) for more information).
- Converting from septic to sewage treatment systems.
- Costs to apply for SRFB or other grants.
- Effectiveness monitoring costs associated with a restoration, planning, or acquisition project, including purchase of equipment to monitor a SRFB restoration or acquisition project.
- Environmental cleanup of soils or materials above levels in the Model Toxics Control Act.
- Fish harvest and harvest management activities.
- Fishing license buy-back.
- Land leases, except for those projects on state-owned aquatic lands.
- Lobbying or legislative activities.

- Maintenance as stand-alone projects. This does not include riparian stewardship projects.
- Mitigation projects, activities, or funds (see Mitigation section below for details on eligible ways to coordinate restoration with mitigation activities). This prohibition includes cost over-runs for mitigation projects that do not have enough money for implementation. SRFB funds may not supplement or supplant the cost of a mitigation project.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of hydropower facilities.
- Operation or construction of fish hatcheries.
- Planning projects intended only for research purposes or general knowledge and understanding of watershed conditions and functions.
- Projects that do not address an important habitat condition or watershed process, or that focus mainly on supplying a secondary need.
- Property acquired before the project start date of the grant agreement without a Waiver of Retroactivity (see Section 3 of *RCO Manual 3: Acquisition Projects*).
- Property acquisition through eminent domain.
- Purchase of existing structures that are not essential to the functions or operation and maintenance of the funded site. Non-essential structures must be removed or demolished (see [Section 6](#) of this manual for more information).
- Restoration activities before the project start date of the grant agreement.

Matching Share

Applicants must provide a minimum of 15 percent of the project value, known as match, from non-SRFB funds. The SRFB believes that a match demonstrates local commitment and support of the project. Exceptions or deviations to this requirement include the following:

- SRFB waives match requirements for certain design-only projects that meet the specific criteria listed earlier in this section under “Eligible Projects” and “Design-Only Projects with No Required Match.”

- Match is not required for restoration treatment projects in an Intensively Monitored Watershed. For more information, see the Intensively Monitored Watersheds Restoration Treatment Projects earlier in this section.
- Projects with the primary purpose of riparian planting that meet minimum riparian buffer widths may qualify for zero match. See [Appendix K](#) for details.
- For acquisition projects, those with an upland portion greater than 50 percent of the total acreage are required to provide a matching share as described below. For this purpose, uplands are those areas that fall outside of other specified habitat types and their buffers, as defined in Appendix L. For exceptional projects based on scale, rarity, cost-benefit, or value, some flexibility of match may be considered.

Percent Upland Acres	Percent Required Match
Up to 50 percent	15
Greater than 50 percent and up to 75 percent	25
Greater than 75 percent	35

Exceeding the 15 percent minimum match requirement does not necessarily improve the likelihood of funding. The SRFB will not provide special consideration or preference in its evaluation process for projects with match greater than 15 percent, although lead entities may do so in their evaluation processes. The scoring criteria for the Targeted Investment program does include a “cost” criterion that gives additional points to projects that leverage greater matching funds. For more information, see [Appendix J](#).

Match may include cash, bond funds, grants (unless prohibited by the funding entity), labor, equipment and equipment use (see RCO Manual 8 for restrictions), materials, staff time, and donations. All match must be an integral and necessary part of the approved project, must be eligible SRFB elements for the project, and must be committed to the project. Match expenses are reviewed for eligibility and with the same criteria that reimbursement requests are reviewed.

No funds administered by the SRFB, including the PSAR fund, may act as match for a SRFB grant. Funds from the Family Forest Fish Passage Program fund may not act as match.

Other funds administered by RCO may be used as match; consult with the RCO grants managers to determine whether a specific grant may be used as match for the SRFB project.

The SRFB encourages organizations to coordinate salmon recovery efforts with other efforts and funding sources to increase benefits to salmon and to help make the state’s dollars go further.

Mitigation

The SRFB encourages coordinating salmon recovery with mitigation activities, which are not eligible for funding or to be used as match. (See ineligible project elements section above). The SRFB does allow use of mitigation cash payments, such as money from a fund established as a mitigation requirement, as match for a project. This may be allowed if the money is passed from the mitigating entity (directly or through an intermediary agent) to an eligible applicant. The SRFB grant cannot replace that mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity. Applicants who plan to use mitigation dollars as match for a SRFB project must notify their RCO grants managers and demonstrate in the project proposals that SRFB funds are not for required mitigation actions. Mitigation actions as a result of a permit requirement of a SRFB project itself, are eligible.

Projects with benefits above mitigation requirements may be eligible for SRFB funding. The applicant must adequately demonstrate that the proposed project actions are above and beyond the mitigation requirement. For example, a mitigation requirement may be to create 10 acres of salmon habitat and the SRFB project may provide an additional 20 acres of salmon habitat for a total of 30 acres of salmon habitat. The salmon habitat benefits provided by the additional 20 acres are the subject of the SRFB application. The 10 acres of mitigation are not allowed in the SRFB application (including as match).

Section 3: How to Apply

In this section, you'll learn about the following:

- ✓ The application process

The Application Process

The grant cycle includes steps required by both the local lead entity and RCO. In 2022, RCO will accept applications for three grant programs: SRFB, PSAR regular and large capital grants, and Targeted Investment grants. All three programs follow the same grant schedule and general process of application submittal, lead entity site visits, SRFB technical review, and approval for funding. For specific requirements on the PSAR program see [Appendix B](#). For more details on the Targeted Investment grants, including evaluation criteria, priorities, and eligibility see [Appendix J](#).

The following outlines the basic RCO and lead entity processes.

Step 1: Work with the Lead Entity

Lead entities rank and score projects. Lead entities initiate, coordinate, and facilitate the local technical and citizen committee meetings to assemble ranked lists of proposed projects from their areas. Lead entities establish their own schedules for required grant cycle steps including site visits, rating, and ranking. Applications from areas without a lead entity are not eligible. Consult the lead entity coordinators to learn their application deadlines and requirements. See [Appendix A](#) for lead entity contacts.

NEW! To begin, applicants must first create a [SecureAccess Washington](#) account and a PRISM account. Information about how to do that is in [Section 5](#).

Work with the lead entity coordinator to enter project information into the Salmon Recovery Portal (formerly the Habitat Work Schedule) and create an application in PRISM. Starting an application with the portal creates a link between the portal and

PRISM, which helps with long-term strategy and recovery plan tracking. For regional monitoring projects, see note below.

Provide the lead entity with the following pieces of information to enter into the portal:

- Project name
- Portal identification number if the project is already in the system
- Project cost
- Project summary
- Project type and category
- Project sponsor
- Start and end dates

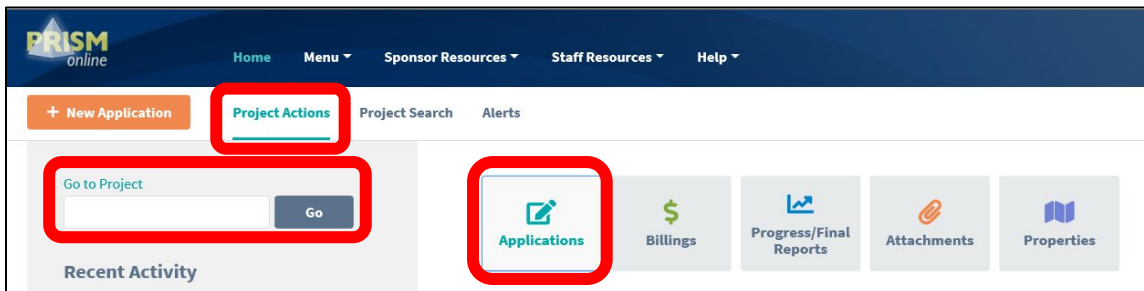
Once the applicant submits the project information through the portal, the portal will assign the project a PRISM project number. Use that project number to find the project in PRISM and complete the application.

REGIONAL MONITORING PROJECTS: After coordinating with the lead entity and regional organization, contact the Governor’s Salmon Recovery Office science coordinator to start an application for a regional monitoring project in PRISM. Regional monitoring project applications cannot be started in the Salmon Recovery Portal.

Step 2: Submit Complete Application Materials Using PRISM Online

Once a PRISM project number is assigned, use PRISM Online to complete the application. All applicants must use PRISM Online to complete applications. To use PRISM Online, visit RCO’s Web site to [sign up for a username and password](#). Do not share a PRISM username and password with others in the applicant’s organization. Multiple users may work on one application in PRISM, just add individuals to the Project Contacts list.

Sign in to PRISM Online, select “Project Actions,” and enter the project number from the Salmon Recovery Portal in the “Go to Project” field. Doing so will open the “Application Wizard” for the project. In “Project Actions” select the Applications icon, which will display a list of applications for the applicant’s organization.



If the project isn't in PRISM, please contact the lead entity coordinator or the RCO grants manager. Contact information is in [Appendix A](#).

Complete the required information on each screen and click the "Next" button. This process will take the applicant through the entire application page by page. Be sure to save work often, and best not to have two people working in the application at the same time.

After completing all of the application information and requirements, check the application for errors on the "Submit Application" screen. Pages indicated with a red exclamation mark (!) in the navigation table on the left of the screen require refinement.

Continue to check for errors after making corrections. If errors persist, reach out to the RCO grants manager for assistance. Once all of the pages are cleared of errors and show a green check mark (✓), submit the application.

Salmon Project Proposal

RCO no longer requires a separate project proposal using Microsoft Word. RCO has integrated the salmon project proposal into the PRISM online application. Instead of attaching a separate document, applicants answer questions directly in PRISM.

Complete Application 2 Weeks Before Site Visits

To be eligible for funding, applicants must **submit complete applications** via PRISM Online at least 2 weeks before the scheduled SRFB Review Panel site visit. In previous grant rounds RCO accepted draft applications with incomplete information. Applicants must hit "Submit" in PRISM with a complete application 2 weeks before site visits.

Although **regional monitoring projects** will not have a site visit, applicants still are required to submit complete applications according to the lead entity timeline. The SRFB Monitoring Panel will provide initial comments to the applicant on the same schedule as the SRFB Review Panel.

TIP: Taking time to develop a clear, concise, and complete salmon recovery application well before site visits will increase the likelihood that the application will be cleared for funding and accepted as final without need for additional work.

Application Checklist and Required Attachments

A checklist and information on required application attachments is found in [Appendix C](#).

SRFB Applicant Resolution and Authorization

The applicant's governing body must pass a [resolution that authorizes submission](#) of the application for funding. This resolution will identify who may sign a contract and amendments on behalf of the organization. The format of the authorization may change, but the text may not change. Only one form is required for each applicant, so long as each project name and number are included in the resolution. Forms filled out incorrectly, or unsigned, are not valid and will require revisions. For help, contact an RCO grants manager before signing the form. Secondary sponsors also must complete this form.

Applicant Authorization Resolution Forms are not required from tribal sponsors at the time of application. However, RCO will need an organizationally drafted resolution from tribal sponsors before signing the agreement. Tribal sponsors should work with their grants manager to fulfill this requirement.

Working with Landowners

To ensure the complete application may be submitted by the deadline, and to expedite project implementation, make sure to work with landowners including state or local agencies, early. Make time to review all project control and tenure documents to confirm information is complete and they are signed by the appropriate person. RCO's [Landowner Acknowledgement Form](#) is required at application for all project types. After funding, for restoration and design projects, sponsors must provide [Landownership Certification Forms](#) (due prior to agreement), and [Landowner Agreement Forms](#), and/or right-of-entry permits (due before implementation), depending on the project type. For acquisition projects, sponsors must provide preliminary title reports prior to agreement.

Landowner Acknowledgement Form: A [Landowner Acknowledgement Form](#) is required for all projects proposed to occur on property not owned by the applicant at the time of application. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that his/her property is proposed for SRFB 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.

NOTE: A *Landowner Acknowledgement Form* differs from a *Landownership Certification Form*, which documents that there are no encumbrances that would adversely affect the ability to restore the property; and a *Landowner Agreement*, which is required for restoration projects occurring on land not owned by the applicant before construction. Refer to [Section 6](#) for further information on landowner agreements.

Washington Department of Fish and Wildlife Lands: If the project is on land owned or managed by the Washington Department of Fish and Wildlife, the applicant should initiate consultation with the department early to allow enough time to get the required agency support documents. The department's State Lands Division manager is the only authorized person who may sign the required control and tenure documents and access permits. Regional staff contact information may be found online. Successful applicants should be prepared to work with the department's regional staff to prepare these documents.

State-owned aquatic lands: 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 early in the application process to determine whether the project is on state-owned aquatic lands, which could affect project scoping.

See the Department of Natural Resources' [online map](#) to find the contact information for the department's aquatics land manager in the applicant's area, or call the department at (360) 902-1100. See [Section 6](#) of this manual for more information on managing projects that are on state-owned aquatic lands.

Tips to Avoid Common Mistakes

- **Scope of the Project.** Be sure the project description, answer to questions, metrics, and other application materials are consistent and reflect the entire project. Include tasks covered by grants and sponsor match.
- **Match.** Include only eligible sources of match (see Matching Share later in this section). Use match only for activities identified in [Section 2](#) as eligible for SRFB funding.
- **Contingency.** Do not include a line item for contingency in cost estimates. This is not an eligible grant expense. Ensure that each of the budget line items accounts for inflation and contingencies.
- **Administration, Architecture, and Engineering for Restoration Projects.** Include administrative, architectural, and engineering (AA&E) services in the

restoration project's cost estimate. This includes administration and design work for the project. For AA&E costs to be eligible, select "Architectural & Engineering" on the restoration metrics page and enter an associated cost. Note that AA&E costs track separately from construction costs for each worksite billed. Refer to *Manual 5: Restoration Projects* for guidance on what activities represent AA&E expenses and what activities represent construction expenses—the difference is not always obvious. The maximum allowable total AA&E expense is 30 percent of construction costs.

- **Administrative Costs for Acquisition Projects.** Include administrative costs in the cost estimate for acquisition projects. To be eligible, select "Administrative Costs" on the acquisition metrics page and enter an associated cost. Administrative costs track separately from land and incidental costs for each property billed to RCO. Refer to *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 only for projects that receive federal funding or are used by RCO or the Puget Sound Partnership as programmatic match to a federal grant. Before submitting the application, attach a RCO [Fiscal Data Collection Sheet](#), which indicates the indirect rate expected for the project. Start filling out this form early and work with accounting staff to estimate the indirect costs. For indirect costs to be eligible, select the "Agency Indirect" work type on the metrics page and enter an associated cost.
- **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 the PRISM construction costs of the project.

Please refer to [Section 6](#) of this manual for more information about 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 *Manual 8: Reimbursements*). RCO does not allow reimbursement for land acquisition or construction that occur before the agreement start date. Exceptions to these restrictions include planning costs, purchase of construction materials, and land acquisition that occurs before grant agreement, but after securing an RCO Waiver of Retroactivity. Waivers of Retroactivity are discussed in more detail later in this section. Secure waivers **BEFORE** closing on the property.

- **Worksites and Properties.** RCO requires 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. For restoration and planning projects, it is allowable to have multiple, non-contiguous properties associated with one worksite.

Step 3: SRFB Review Panel Site Visits and Application Review

One or two SRFB Review Panel members will be assigned to each region or lead entity to review application materials and visit project sites. The SRFB Monitoring Panel will review application materials and provide comments on regional monitoring projects. Regional monitoring projects will not have site visits, but they will be provided with feedback on the same timeline as other projects.

The SRFB Review Panel will attend site visits for each project. Although on-the-ground site visits are preferred, some projects may conduct a virtual site visit and presentation with aerial photography or video. For this grant round, RCO anticipates some of the site visits will be virtual to comply with state and local health guidelines. In past years, virtual site visits have been particularly helpful when sites have weather or accessibility issues; where travel is too burdensome; or where site conditions do not aid in project review. Site visits may not be required for locations that previously were visited. Work with the lead entity coordinator and RCO grants manager to determine what is the best option for the project. The lead entity and RCO will schedule visits in the fall.

After reviewing materials and conducting site visits, the SRFB Review Panel will provide the applicant with comments in PRISM Online and categorize the project as one of the following:

- **Clear:** approve the application as submitted for funding.
- **Conditioned:** approve funding with conditions (e.g., SRFB Review Panel review of preferred alternative or preliminary designs).
- **Needs More Information (NMI):** request additional project details or clarification.
- **Project of Concern (POC):** The proposal does not align to the SRFB Review Panel Criteria ([Appendix F](#)) because there is a low benefit to salmon, a low likelihood of success, or costs outweigh the anticipated benefits.

If the SRFB Review Panel indicates at this stage that a project is *Clear*, then the applicant completed the RCO grant process and does not need to update or resubmit the application.

RCO grants managers will return applications labeled *Conditioned*, *Needs More Information*, or *Projects of Concern* to allow applicants to update their applications and respond to comments in PRISM. Comments are found on the Review Comments screen of the application. Applicants should respond directly in the Review Comments screen following each question or comment.

Lead entity coordinators and grant applicants with these project statuses will have an opportunity, after they receive their initial review, for a conference call with RCO grants managers and a SRFB Review Panel member. The purpose of this call is to ask for clarification or more information on the SRFB Review Panel's comments. These calls will be up to 1 hour for each lead entity (not project).

Step 4: Use PRISM Online to Re-submit a Revised Application

RCO returns applications to applicants either because 1) they were categorized by the SRFB Review Panel as *Needs More Information*, *Conditioned*, or *Project of Concern* or 2) the project was cleared for funding but has changed since the site visits and must be updated and re-submitted. The final application must include a response to SRFB Review Panel comments on the Review Comments screen.

Applicants must re-submit their updated, final applications by noon, June 26, 2023. Incomplete applications received by the application deadline will not advance. Applications submitted after this deadline will not advance. **Note: lead entities may set an earlier date for final application submission in order to rate and rank final projects. Applications should be completed by the earliest SRFB or lead entity date.**

Step 5: Project Evaluation

Project evaluation happens in three, sometimes concurrent, parts. First, the lead entity, coordinating with its regional organization, evaluates and ranks applications. The lead entity and region may use locally developed information and criteria to prioritize projects, including criteria that address social, economic, and cultural values.

Second, RCO grants managers review all projects for eligibility. Applicants and their lead entities are encouraged to consult with RCO grants managers early to determine any questions of eligibility. The assigned RCO grants manager reviews decisions about eligibility and confirms with the Salmon Section manager. When eligibility is questioned, the director shall provide a final review. The director may request assistance from the SRFB Review Panel as well.

Third, the SRFB Review Panel evaluates each project proposal (except monitoring projects) for technical merits and identifies specific concerns about the benefits to salmon and certainty of success. The SRFB Monitoring Panel will review regional monitoring projects.

Step 6: Funding

The SRFB holds a public meeting to award funding in September. The SRFB considers projects recommended to regions by lead entities (or by lead entities directly where there is no regional organization). RCO prefers, but does not require, that regions create one prioritized project list. At a minimum, the region must provide a recommendation for funding its lead entity lists.

The SRFB will review the project lists, lead entity strategy summaries, regional input, reports from the SRFB Review Panel and staff, and public comments, including testimony at the funding meeting. The SRFB may or may not choose to fund *Projects of Concern*. If the applicant appeals a *Project of Concern* to the SRFB and the project is not approved for funding, then the requested SRFB funding amount will not remain in the target allocation for the lead entity. If the *Project of Concern* was anticipated to be funded with PSAR funds, then those funds would be returned to the region. If lead entities withdraw *Projects of Concern* before the deadline to submit the final lead entity ranked lists then alternates may be considered for funding.

Section 4:

SRFB Evaluation Process

In this section, you'll learn about the following:

- ✓ The SRFB Review Panel

SRFB Review Panel

Purpose

The SRFB Review Panel reviews proposed projects developed in each lead entity area and ensures that SRFB-funded projects create actual benefits to salmon, have costs that do not outweigh the anticipated benefits, and have a high likelihood of being successful.

The SRFB Review Panel does not rate, score, rank, or advocate for projects; rather it assesses the technical merits of proposed projects statewide. To do so, panel members review project applications, conduct site visits, and provide feedback to lead entities and applicants on proposed projects. Projects are considered in light of regional recovery plans and lead entity strategies where no regional recovery plans exist. Technical feedback provided by the SRFB Review Panel is designed to improve project concepts and overall benefits to fish and to achieve the greatest results for SRFB dollars invested.

New in 2022, the SRFB Review Panel will conduct technical review of Targeted Investment projects and will score final applications using the Targeted Investment evaluation criteria found in [Appendix J](#).

The SRFB Review Panel is composed of up to nine members. The technical members are experts in salmon recovery with a broad range of knowledge in salmon habitat restoration, watershed processes, ecosystem approaches to protection, and strategic planning. Members have expertise in a number of different project types (passage, nearshore, assessments, acquisition, in-stream, etc.). The SRFB Review Panel includes at least one member with expertise in the Puget Sound marine nearshore ecosystem and familiarity with the technical products developed by Puget Sound Nearshore Ecosystem Restoration Partnership and Puget Sound Partnership.

The panel is independent in the sense that members do not represent an agency or constituency. Additionally, members should not have a role in current regional or lead entity activities. If a panel member is engaged in any element of a specific project or a regional or lead entity process, the member must recuse him/herself from any project review in that particular lead entity area.

Application Review

Lead entities and regions, as appropriate, are expected to provide the primary technical review of projects, having the most detailed knowledge of local conditions, design, and construction approaches. However, to provide for statewide consistency and to help ensure that proposals are technically sound, the SRFB Review Panel conducts a technical review of all projects.

The SRFB Review Panel reviews application materials and visits project sites. After which, the panel completes project comments in PRISM with recommendations on how applicants could improve their projects before the final application deadline. To help ensure that every project funded by the SRFB is technically sound, the SRFB Review Panel uses the evaluation criteria found in [Appendix F](#).

The SRFB Review Panel will review final application materials, provide final comments, and assign a final status to the project.

SRFB Review Panel Consultation

The SRFB Review Panel is available year-round for consultation. To request assistance, lead entity coordinators must complete a [Review Panel Request Form](#) available online. Lead entities should fill out the top portion of the request form and hit the “Submit by e-mail” button.

SRFB Review Panel time is scheduled on a first come, first served basis.

Recommendations to the SRFB

The SRFB Review Panel will compile individual project comments resulting from the site visits, application review, and project presentations. It will provide comments to applicants, lead entities, and regions. Applicants, lead entities, and regions may provide responses to comments for consideration by the SRFB Review Panel before the panel finalizes the recommendations to the SRFB.

To develop final recommendations for the SRFB, the SRFB Review Panel will use the following:

- Written and graphic information submitted by project applicants, lead entities, and regions.
- Results of meetings with the applicants, lead entities, and regions.
- Responses to follow-up questions.

The recommendations of the SRFB Review Panel to the SRFB will consist of the following:

- Identification of *Projects of Concern*, including a narrative of the technical concerns with each project.
- Identification of noteworthy projects by category, if applicable. The SRFB Review Panel has no rigid criteria for noteworthy projects. Noteworthy projects, to the greatest extent, protect or restore natural watershed processes for a significant amount of high-priority habitat in the most cost-effective manner.
- Revisions to project review procedures or project evaluation criteria, need for additional project information (such as changes to the supplemental questions), or other elements needed for technical project review.

Panel members will not reorder lead entity lists or remove projects from lists.

A SRFB Review Panel chair (or RCO staff, should a chair not be selected) will facilitate panel discussions, but RCO staff will not be part of the panel's decision-making.

SRFB Review Panel and Staff Report

The SRFB Review Panel will collate its comments and observations in a final report submitted annually to staff.

Staff will submit a grant funding report to the board annually. The report documents the process of the grant round and serves as a foundation for the board in making project funding determinations. Staff will incorporate the SRFB Review Panel report and will develop all other sections of the grant funding report, including a description of the grant round process, identification of policy issues important for SRFB consideration, and a description of regional and local project development processes derived largely from the information provided by regions and lead entities.

Section 5: Lead Entity and Recovery Region Instructions

In this section, you'll learn about the following:

- ✓ Lead entity responsibilities
- ✓ Accessing PRISM and the Salmon Recovery Portal
- ✓ Application submission requirements
- ✓ Projects returning funds
- ✓ Salmon Recovery Portal
- ✓ Biennial option

Lead Entity Responsibilities

The SRFB is committed to providing the best possible investment in salmon recovery projects. It believes projects prioritized by citizen committees, aided by technical experts, and based on an understanding of watershed conditions and fish status, will provide the greatest benefits to salmon. Lead entity responsibilities in completing the SRFB grant process are itemized throughout this manual. For a quick and easy reference, a summary of lead entity responsibilities is below.

- In collaboration with the regional organization (as applicable), coordinate technical and citizen committee meetings to assemble a ranked list of proposed projects from its area.
- Schedule and coordinate site visits with RCO staff, SRFB Review Panel, and project applicants.

Section 5: Lead Entity and Recovery Region Instructions

- Two weeks before site visits, lead entities should do the following:
 - Ensure all aspects of each project's application are complete and submitted. Applications should be consistent, free of mathematical errors, and contain all required attachments outlined in this manual.
 - Ensure that each project has a valid match, meets lead entity grant program criteria and guidelines, is consistent with the lead entity habitat strategy, is technically sound and complete, and meets SRFB eligibility requirements.
- If a project is not ready or the lead entity is unclear about the project's benefits and certainty, the lead entity must resolve those issues with the applicant before submitting the application.
- By the lead entity final application deadline, the lead entity must ensure all aspects of each project's final application are complete, consistent, free of mathematical errors, include a response to SRFB Review Panel comments, and contain all required attachments.
- Submit final ranked list of projects via PRISM on or before **August 4, 2023**. It may be useful to include alternate projects on the list, exceeding the target allocation. No changes to the list will be accepted after this date. The grant funding report will not incorporate any updates submitted after this date.
- Work with the regional organization (as applicable) and RCO staff to develop regional summaries and respond to SRFB inquires.
- Work on post-funding awards with project sponsors and RCO grants managers to ensure timely transition from project application to grant agreement.
- Work with sponsors, RCO, and regional organizations on amendments to funded (active) projects when necessary.
- After the application deadline, project scope changes may be made to meet final allocation targets. The local committees must consider whether significant scope changes would affect funding priorities and adjust project ranking as necessary. Lead entities should work with applicants and the grants managers to determine whether significant project scope changes require review by the regional area and the SRFB Review Panel.

Accessing PRISM and the Salmon Recovery Portal

PRISM and the Salmon Recovery Portal are the databases RCO, lead entities, and regions uses to manage grants. To enter applications, applicants must sign up for a [SecureAccess Washington](#) account and submit a [PRISM account form](#).

When using either of these databases for the first time, applicants must complete a double sign-in.

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 PRSM 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.

Salmon Recovery Portal Double Sign In

Applicants also must complete a double sign-in to use the Salmon Recovery Portal.

1. Using SecureAccess Washington credentials, log in to the Salmon Recovery Portal.
2. When redirected to the SecureAccess log-in page, enter the SecureAccess credentials.
3. When redirected to a one-time Salmon Recovery Portal log-in page, enter the Salmon Recovery Portal log-in credentials.
4. The applicant will be directed to the Salmon Recovery Portal 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 Salmon Recovery Portal.

If you have any issues following this process, please contact the [PRISM Support Desk](#).

Application Submission Requirements

Regional Area Submission Requirements

Regional areas must submit their Regional Area Summary Information, [Appendix H](#), by August 11, 2023.

Lead Entity Submission Requirements

Lead entities are required to submit an annual ranked list via PRISM Online. Only users identified as lead entity contacts will have this option in PRISM. To access this area, lead entity coordinators should log in to PRISM Online, then click the "Ranked List" link in the menu drop down. Lead entity coordinators also could select "Ranked List Status" in the same location.

Select the appropriate lead entity and funding meeting date from the drop-down list and click "Show Project List."

Applications that are in submitted or returned status (not already funded) and that are mapped in the lead entity area, should show automatically on the ranked list. Add projects to the list by using the "Add Project to List" button. Enter the project's rank and the amount of funding the lead entity approves for the project. In Puget Sound there will be separate columns for PSAR and SRFB funds. If the project is an alternate, enter "0" in the proposed funding column. Do not award more funds than are available in the lead entity allocation.

The Puget Sound Partnership will submit the ranked list for PSAR large capital projects. Only submit a project list with a PSAR large capital project on it if the lead entity is requesting SRFB or regular PSAR funding for the project.

A lead entity is encouraged to identify alternate projects on its funding list to receive additional dollars, should SRFB funds become available within a year of the board funding decision. These alternate projects must go through the entire lead entity, region, and SRFB review process.

Lead entities must complete the following actions by August 4, 2023:

- Submit lead entity ranked lists via PRISM Online.
- Submit answers to Questions 4-5 of the Regional Area Summary Information ([Appendix H](#)) to the regional organization.

Projects Returning Funds

Occasionally portions of a lead entity allocation become available when funded projects are withdrawn or need fewer dollars (e.g., additional funding is received from other sources or a scope change causes costs to decrease). Within 1 year of the SRFB's original funding decision, the RCO director is authorized by the SRFB to enter into grant agreements for alternate projects or approve cost increase amendments that advance salmon recovery projects already reviewed by the SRFB Review Panel and approved for funding by the SRFB.

If SRFB funds do become available within a year of the board funding decision, the lead entity shall work through its local funding approval process to identify and approve the projects to receive the available funding. When requesting reallocation of available funds, the lead entity shall submit a memo to its RCO grants manager including the following information:

- Identify the project that originally was awarded SRFB funding and note how much funding is becoming available and why.
- Identify the receiving projects and amount of available funding proposed for each. Options include the following:
 - Fully Fund: Fully fund projects partially funded by the SRFB, as long as the grant agreement has not expired.
 - New Grant Agreement: Fully fund alternate projects approved by the SRFB. Alternate projects do not necessarily need to be funded in ranked order.
 - Cost Increase: Propose a scope of work and cost estimate to add funds to an active project. The scope of work must be within the original scope of the project application reviewed by the SRFB Review Panel. For example, a multi-site acquisition project uses additional funding to protect more habitat within the geographic envelope, a design project is able to use funds to advance design work beyond the original proposal, or a phased restoration project is able to expand construction of the current phase to include more river miles or additional riparian planting area.

The RCO grants manager will work with the lead entity and project sponsors to complete the necessary cost change amendments and prepare the new grant agreement.

For projects returning PSAR funds, see the Returned Funds section of [Appendix B](#).

SRFB funds returned more than 1 year after the funding date come back to RCO to become part of the next grant round.

Salmon Recovery Portal

The Salmon Recovery Portal (formerly the Habitat Work Schedule) is an online database specifically designed for lead entities to manage salmon recovery information. It is a useful project management tool for project sponsors to track project implementation and for the public and other funders to learn about salmon recovery projects statewide.

RCO developed an interface between PRISM and the Salmon Recovery Portal. The interface was created to simplify data entry in the two systems for the same project.

All SRFB project applications must be initiated from the Salmon Recovery Portal by the lead entity or applicant, as determined by each lead entity. When a PRISM application is created through the Salmon Recovery Portal interface, a link is established between the two databases for that project. Then, the applicant completes the application in PRISM Online (as described in [Section 3](#)). Only projects considered for the current grant round should be entered in PRISM.

Both the Salmon Recovery Portal and PRISM provide a quick view of select project summary data (status, funding, metrics, etc.) in the other system, without having to log in, when linked. Data to outside users is read-only unless viewed in the source system, and data protected by the user in either system cannot be viewed (i.e., private landowner information) in the other system.

Lead entities, regional salmon recovery organizations, and applicants are encouraged to attend Salmon Recovery Portal training sessions.

Shared Attachments: A Note of Caution

RCO manages and retains documents associated with SRFB grant applications and funded projects. All documents related to SRFB grants must be attached in PRISM, not the Salmon Recovery Portal, to prevent accidental deletion.

Biennial Option

A lead entity may conduct a biennial grant round. The 2018 [Lean study](#) identified this option as an opportunity to create efficiencies for the lead entity and SRFB Review Panel.

If a lead entity chooses to conduct a biennial grant round, it must approve a project list that includes projects intended to be funded with 2 years' worth of funding. In year one, the lead entity would submit a ranked list that identifies the projects intended to be funded in the second year as alternates. In year two, the lead entity would re-submit its approved project list only showing the ranking and proposed funding for the remaining projects. The lead entity should notify the RCO grants manager if its project list includes alternates that will apply toward 2 years of funding. In both years, the lead entity must

Section 5: Lead Entity and Recovery Region Instructions

submit responses to questions in [Appendix H](#) to the regions to explain their process. Applicants who participate in this process only need to complete and submit project applications in the first year, when projects are reviewed and evaluated.

Section 6:

Managing SRFB Projects

In this section, you'll learn about the following:

- ✓ Understanding and amending the grant agreement
- ✓ Sponsor resources
- ✓ Property requirements
- ✓ Grant reimbursement
- ✓ Reporting and inspections
- ✓ Permits and Endangered Species Act consultations
- ✓ Cultural resources review
- ✓ Project area stewardship and ongoing obligations
- ✓ Other requirements

Understanding and Amending the Grant Agreement

Board Approval Provisional

After approving an application for funding, the SRFB will enter into a contract, called a grant agreement, implemented through RCO. SRFB approval of individual grants is provisional until execution of a formal grant agreement.

Grant Agreement

After SRFB funding approval and before issuing a grant agreement, successful project applicants are required to provide the following information to their RCO grants manager:

- A completed milestone worksheet (worksheet provided by RCO).
- A preliminary title report and **Preliminary Title Report and Commitment Checklist** (*Manual 3: Acquisition Projects*, Appendix K) for all properties planned

for acquisition (acquisition projects only). Reach-scale, multi-property acquisition projects should provide material for their known priority parcels.

- A signed [Landownership Certification Form](#) for all properties upon which design or implementation, and construction of restoration projects are proposed. This form ensures the applicant reviewed property information and that no existing deed restrictions, liens, easements, or other encumbrances would impede construction, operation, or maintenance of the project. RCO will waive this requirement if the applicant did not identify the property affected by the design.

On receipt of the information, the RCO grants manager prepares the grant agreement and sends it to the applicant. Upon signature of the grant agreement, an applicant becomes a project sponsor. RCO grants managers periodically verify each grant agreement for contractual compliance (*Manual 7: Long-Term Obligations*).

Applicants have up to 90 days after the SRFB approves a project to provide the required materials for staff to develop a grant agreement, or the project may be terminated. Applicants then have no more than 90 days to sign the agreement, or the project may be terminated.

The agreement usually consists of the following:

- Application materials.
- Project start and end dates and key milestone dates (Period of Performance).
- Contractual issues—default, responsibilities, liability, etc.
- Special conditions, if applicable.

Sponsors must complete all deliverables described in their grant agreements, as amended, within their agreement periods. RCO grants managers may consult with the SRFB Review Panel when reviewing compliance with grant agreement conditions.

For more information on the grant agreement and a copy of a sample agreement, please refer to *Manual 7: Long-Term Obligations*.

Conditioned Projects

The sponsor must work with the RCO grants manager to resolve the condition before completing the project or project phase, as described by the condition. The sponsor will provide any required submittals to the RCO grants manager. RCO will assign appropriate SRFB Review Panel members to evaluate the sponsor's submittals and apply relevant technical standards of practice to determine whether the sponsor adequately addressed the purpose of the condition. The RCO grants manager will document the SRFB Review

Panel's acceptance of the sponsor's response in the project file and will communicate with the sponsor when he/she may proceed with the project.

Readiness to Proceed

All projects must be completed on time. RCO grants managers will work with sponsors to set progress milestones. The SRFB may terminate the grant or reduce the grant award if the sponsor does not meet key milestones or finish on time.

The SRFB cannot guarantee funding for projects that last more than 2 years because re-appropriation of unspent funds requires legislative approval. Such re-appropriation requests will require evidence of progress.

Grant Agreement Amendments

The grant agreement may change with an amendment. RCO may authorize amendments for minor changes in scope and extensions to the project period. The RCO director or SRFB may authorize major changes in scope for acquisition, restoration, and planning projects. Make all amendment requests in writing and include detailed justification. Refer to [Appendix I](#) for more details. Please note that for most amendment requests the sponsor must obtain an approval from its lead entity's technical and citizen committees. Some lead entities or regions may have a template required for amendment requests. In the absence of a lead entity required template, RCO has an [Amendment Request Template](#), which sponsors should use.

Refer to *Manual 3: Acquisition Projects* or *Manual 5: Restoration Projects* for a detailed description of information the sponsor must provide to the RCO grants manager in the amendment request depending on the project type.

RCO grants managers may consult with the SRFB Review Panel when considering project amendment requests. Staff will seek SRFB Review Panel consultation in select cases to ensure that the amendment request meets the technical criteria for benefit to fish and certainty of success.

Monitoring projects will follow the same amendment approval process; however, approval for any cost increases for monitoring projects will be limited by funds identified for monitoring.

Cost Increase Requests

Sponsors must notify the grants manager and lead entity coordinator if expecting a cost increase to complete the project. If a project is in the Puget Sound region, consult the Puget Sound Partnership and follow the cost increase process in [Appendix B: Puget Sound Acquisition and Restoration Fund](#).

Sponsors must complete an [Amendment Request Form](#) and an updated [Cost Estimate](#). RCO follows [Appendix I: SRFB Amendment Request Authority Matrix](#) when considering cost increases. Depending on the scale of the cost increase, sponsors may be required to seek additional funding through the lead entity process. If this is the case, sponsors must submit the Amendment Request Form to RCO by the application deadline for the grant round. The lead entity must rank and include the cost increase on its annual ranked list.

Time Extension Requests

Notify the RCO grants manager and lead entity coordinator of any projected delays in meeting project milestones as soon as possible. Delays that affect the expected date of project completion require a time extension amendment to the contract. Extension requests must be in writing and provided to RCO no less than 60 days before the project's completion date. Note that funded design projects with no match are not eligible for time extensions and must be complete within 18 months of the funding date.

Sponsor Resources

Sponsors must abide by all RCO policies when implementing their projects. Please refer to *Manual 3: Acquisition Projects*, *Manual 5: Restoration Projects*, and *Manual 7: Long-Term Obligations*. Use *Manual 8: Reimbursements* for all billing instructions and forms. Download these forms from the RCO Web site or request them through the RCO grants manager.

[Appendix E: Funded Project Forms](#), has links to required forms that might be needed to complete a project. This includes the Landowner Certification Form, Landowner Agreement Form, acquisition stewardship template, restoration stewardship template, and the Amendment Request Form.

An [Acquisition Project Tool Kit for Grant Sponsors](#) is available to help sponsors manage their acquisition projects. The tool kit contains checklists, template letters and forms, and example documents.

Checklists of project deliverables for each project type are available on the [RCO Web site](#) to help the sponsor keep track of the status of required project deliverables.

Other important sponsor resources include the [RCO Web site](#), where sponsors may download all grant manuals and relevant documents. The Web site also provides information on workshop trainings, the SRFB, schedules, and meeting materials.

RCO provides [reimbursement trainings and information online](#).

Successful Applicant Workshops

RCO provides Web-based Successful Applicant Workshops to review project contracts, grant management responsibilities, and billing procedures. Contact RCO staff or visit the agency's [post award information](#) on RCO's Web site.

Property Requirements

The SRFB intends restoration and acquisition projects funded with its grants to maintain their habitat value, integrity, and functionality over time. To help ensure this, the SRFB requires sponsors to have sufficient control and tenure of the project site and to review title information on the property to make sure that no encumbrances exist that would adversely affect the ability to implement and maintain the project as intended.

Acquisition Projects

Sponsors of acquisition projects must provide a stewardship plan in addition to those requirements described in *Manual 3: Acquisition Projects*. Provide the stewardship plan with the final documentation at the close of the project. A plan is necessary to ensure meeting the project objectives by maintaining and monitoring the site in perpetuity. Use the stewardship plan outline found in [Appendix E](#).

Restoration Projects

Sponsor-Owned Property

Sponsors of restoration projects on sponsor-owned property must provide a stewardship plan with the final documentation at the close of the project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least 10 years from the grant agreement completion date. Use the stewardship plan outline found in [Appendix E](#).

Property Owned by Someone Else

Sponsors of restoration projects on property owned by someone else must provide the following:

- [Landownership Certification Form](#). This form, signed by the sponsor, must be submitted before RCO issues a grant agreement.

The intent of this form is to ensure that the sponsor has reviewed property information and that there are no encumbrances that would adversely affect the

ability to restore the property. This form is **required** to be submitted for all restoration projects.

- **[Landowner Agreement](#)**. A signed landowner agreement **must be provided to RCO before construction or before a sponsor is reimbursed for any construction expenses**.

The agreement is a document between the sponsor and the landowner that, at a minimum, allows the sponsor 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 10 years from the date of final payment to the project sponsor. Use the SRFB's Landowner Agreement or other approved agreement formats (Note that **other agreement formats must include all required elements and be approved by RCO before starting construction**).

- **Washington Department of Natural Resource's authorization to use state-owned aquatic lands, if relevant.**

If a project will occur over or in a navigable body of water, an authorization to use state-owned aquatic lands may be needed.

All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help determine if the project is on state-owned aquatic lands and provide more information on the department's authorization process. See the [land manager coverage map](#) online for the contact information of the department's aquatics land manager in the area.

The Department of Natural Resources will review the full list of projects proposed for funding to ensure that all applicants with projects on state-owned aquatic lands consulted with the Department of Natural Resources and submitted a [Landowner Acknowledgement Form](#).

If the project is on state-owned aquatic lands, the project sponsor will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. The use authorization is not a permit, but a contract to use the land. The Department of Natural Resources is not a regulatory agency. The agency represents the owner of the lands, the State of Washington, so the sponsor's relationship with the department will be like any landowner impacted by the project. To apply for an authorization, complete the

[Joint Aquatic Resources Permit Application](#) (JARPA) and JARPA Attachment E and forward the entire application to the Department of Natural Resources. It is best to submit the application early in the process so the Department of Natural Resources may address any design issues early.

Please note that the project may occur on trust lands managed by the Department of Natural Resources, which will require the sponsor to work with other divisions in the agency.

The following resources may be helpful to review:

- [Grant Projects on State-owned Aquatic Lands](#)
- [Leasing State-owned Aquatic Lands](#)
- [Boundaries of State-owned Aquatic Lands](#)
- [Caring for Washington's Nearshore Environments](#)

Grant Reimbursement

RCO pays sponsors through a reimbursement process. This means that sponsors will not receive a lump sum grant in advance. Sponsors must provide documentation for all expenditures before receiving compensation. RCO requires a minimum of one billing a year and a maximum of one a month. *RCO Manual 8: Reimbursements* describes RCO reimbursement policies and procedures. Reimbursement workshops are available online on the RCO Web site. Sponsors may download cash advance request forms, and view reimbursement policies, audit information, labor and mileage rates, and other financial information at RCO's [billing section](#) of its Web site.

Eligible Costs

All project costs and donations submitted for reimbursement or match must directly relate to the work identified in the grant agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses are in *Manual 3: Acquisition Projects*, *Manual 5: Restoration Projects*, and *Manual 8: Reimbursements*. Additional costs that may be eligible for SRFB-funded projects are described below.

Pre-Agreement Costs

Generally, RCO will not reimburse costs incurred before the project start date of the grant's agreement. However certain pre-agreement costs within the project scope are eligible for reimbursement (or to be used as match) if approved by the RCO grants manager in writing. Eligible pre-agreement costs include the following:

- Engineering and design costs for restoration projects (i.e., construction).
- Engineering and design costs (e.g., surveying, geotechnical, other data gathering) for planning projects.
- Costs necessary to determine control and tenure of the restoration site (e.g., preliminary title report).
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g., survey, appraisals, title report).
- Acquisition projects granted a Waiver of Retroactivity.
- If cost-effective (i.e., materials are available at a reduced cost), the construction materials below and any associated transportation costs. RCO requires advance approval by the RCO grants manager to reimburse pre-grant purchase of any of the construction materials listed below.
 - Large woody materials
 - Culverts
 - Bridges

The SRFB will not pay for purchases of land, construction materials and associated costs, or installation costs except those noted above, incurred before the project start date of the grant's agreement.

Attorney Fees

Reasonable attorney fees associated with restoration, planning, and combination projects may be an eligible administrative expense. Advance approval by the RCO grants manager is required. Attorney fees will be considered in light of project type, transaction complexity, and demonstrated need. RCO will consider reimbursement of attorney fees when they relate to complicated landowner agreements. Provide justification for the expense in writing and receive approval from the RCO grants manager **in advance** of the expenditure. Eligibility will be determined case-by-case.

Liability Insurance

Liability insurance is a reimbursable administrative expense for salmon recovery restoration, planning, and combination projects. Sponsors may bill proportionally the cost of liability insurance to the project. Liability insurance expenses must directly relate to the completion of the SRFB-funded project.

Salmon Recovery Grant Cash Advance Policy⁸

RCO recognizes that some sponsors may not have the cash flow needed to implement parts of approved projects. Short-term cash advances are available. Cash advances apply to planning (assessment, feasibility, design), restoration, and acquisition incidental expenses only. Follow the escrow process in PRISM Online for land purchases (fee simple or easement).

To comply with federal rules and state law, RCO established an advance policy for private entities and one for public/quasi-public entities. A public/quasi-public entity is defined as an entity established or authorized by law that would not constitute a private service provider under Revised Code of Washington 43.88.160(5)(e).

Please refer to *Manual 8: Reimbursements* for detailed information on cash advances.

Reporting and Inspections

PRISM Metrics

RCO receives funding from the National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service for the Pacific Coastal Salmon Recovery Fund. RCO reports annually to NOAA Fisheries on the projects it funds with the information that sponsors provide through PRISM. Sponsors are required to provide project cost and scope metrics information at application, provide updates as the project is implemented, and verify or update all project metrics before project closing and receiving final reimbursement. Updating metrics is facilitated through the PRISM progress reports and final report for the project.

Progress Reporting

Sponsors are required to enter two progress reports a year for all funded projects using the PRISM online progress reporting tool. Progress reports are identified in the grant agreement milestone dates. The progress report must answer the following five questions:

- Are there any significant challenges that might hinder progress on meeting the project milestones?
- What work was accomplished during the reporting period?
- Does the sponsor anticipate any changes to the project?

⁸SRFB Meeting June 20-21, 2000

- What work is planned for the next reporting period?
- Does the sponsor anticipate the need to request an amendment to the grant agreement in the next 6 months?

Progress reports for acquisition projects include questions about where the acquisition process stands for properties not yet acquired.

For restoration projects, sponsors must provide progress metrics on the work completed to date.

PRISM automatically e-mails the sponsor when a report is due. RCO grants managers may provide feedback on the report or ask for clarification of submitted information. The PRISM module tracks the progress reporting history and is available to lead entities and regions. More information and training on the new PRISM online reporting tools is on the [RCO Web site](#).

Final Report

Sponsors are required to complete and submit final reports in PRISM Online at the completion of their projects. Sponsors provide a final project description, narrative, and information about the scope and costs of the project. Sponsors will verify or update metrics reported through earlier progress reports and billings. Final reports must be submitted within 90 days of the grant expiration date.

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

The grant agreement includes the due date for the final report. PRISM will e-mail sponsors when the report is due.

Project Compliance Inspections

RCO grants managers may visit each project one or more times as follows:

- Before the grant is awarded (made during the application phase, normally with the sponsor).
- While the project is underway.
- When the project is completed.
- Any time after the project is completed. Periodic inspections ensure the site is as described in the grant agreement.

Permits and Endangered Species Act Consultations

Local, state, and federal permits likely are required for any activity that takes place in or around waters of the state, including habitat restoration projects. Sponsors must obtain all necessary local, state, and federal approvals and permits before construction and final payment. RCO may terminate a grant if the sponsor cannot, or does not, obtain necessary permits and land use approvals.

The type of project impacts and the location determine which permits are required. The [Governor's Office of Regulatory Innovation and Assistance](#) can help determine which permits are required. Its Web site provides access to an online project questionnaire and the [Regulatory Handbook](#), which offers detailed information about environmental permits in Washington State. Staff at the office's Information Center are available to help and may be reached at 1-800-917-0043 or help@oria.wa.gov. Contact the city or county in which the project is located for further information on required local permits. Appendix H of the [Stream Habitat Restoration Guidelines](#) provides a broad overview of typical permits required for work in and around water.

Contact permitting agencies early in the project planning process to ensure that all necessary permits are obtained before work is scheduled to begin. This is especially important for large, complex, or higher risk projects and those using novel techniques. Early agency coordination decreases the likelihood of costly design modifications, construction delays, or project rejection, and may result in a more effective and less expensive project.

All permits require a review process that takes time to complete. Some reviews are relatively fast (less than a month) while others may take several months. Sponsors should carefully consider the time needed to complete the required permit process when developing project schedules, especially given the relatively short allowable work period for many types of in-stream construction projects. Besides time, many permits require fees. Fees may be either a flat rate or a percentage of the project's total cost.

The most commonly required permit applications for stream habitat restoration projects are the [Hydraulic Project Approval](#) and the [Joint Aquatic Resources Permit Application](#) (JARPA). The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals through its online [Aquatic Protection Permitting System](#). The JARPA is used to apply for select permits from other state, federal, and local agencies. Using the Aquatic Protection Permitting System, sponsors may submit Hydraulic Project Approval application materials and view the status of their submitted applications. In addition, a sponsor can convert his/her Aquatic Protection Permitting System application into a draft JARPA with one click, then complete the JARPA outside of Aquatic Protection Permitting System and submit it to other permitting agencies that use the JARPA. Note that fish habitat enhancement projects that meet the criteria of [Revised Code of Washington 77.55.181](#) or [77.55.480\(2\)\(a\)](#) may qualify for a streamlined Hydraulic

Recovery Pilot Program approval that exempts the project from local government permits and associated fees. More information on this streamlined [permitting pathway](#) is available at online, including steps and contact information.

Expedited Federal Endangered Species Act Consultations

The Endangered Species Act requires prior authorization of activities that may “take” (harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to do these things) threatened or endangered species listed under the Act.⁹ Recognizing that some projects are unlikely to “take” a significant level of at-risk species, federal agencies allow some SRFB project sponsors to follow an expedited process that meets Endangered Species Act review requirements and reduces cost, uncertainty, time, and permitting. Project sponsors may satisfy Endangered Species Act requirements via two pathways: *Limit 8* or a *Fish Passage and Habitat Restoration Programmatic Consultation*. Sponsors may use these two pathways individually or in combination. The [Streamlining Endangered Species Act Consultation fact sheet](#) explains the process in detail, a brief description is listed below. For additional information on eligibility or process requirements, please contact RCO staff or [Curtis McFeron](#), NOAA Fisheries, (360) 534-9309.

- **Limit 8.** The National Marine Fisheries Service has a programmatic biological opinion with Washington’s Governor’s Salmon Recovery Office to provide an expedited pathway for eligible fish passage and habitat restoration projects to satisfy Endangered Species Act consultation. This pathway applies only to projects with the potential to impact *threatened* (not endangered) salmon and steelhead. It does not cover freshwater (e.g., bull trout) or land species under the jurisdiction of the U.S. Fish and Wildlife Service. Limit 8 requires a sponsor to submit a one-page [Self-Certification Form](#) to the RCO grants manager (via PRISM) and to the U.S. Army Corps of Engineers (if a Corps permit is required). The form certifies the project meets eligibility requirements of the state’s Habitat Restoration Program. The advantage of this pathway is that eligible projects require no further federal Endangered Species Act review.
- **Fish Passage and Restoration Programmatic Consultation.** This pathway applies to all threatened and endangered species, but only applies to projects that require a [U.S. Army Corps of Engineers' permit](#) (i.e., a Section 404 or Section 10 authorization). U.S. Fish and Wildlife Service and NOAA Fisheries each have an agreement with the U.S. Army Corps of Engineers that provides a mechanism for expedited consultation for qualifying fish passage and habitat

⁹NOAA Fisheries manages marine and anadromous species, while the U.S. Fish and Wildlife Service manages land and freshwater species. A list of [U.S. Fish and Wildlife Service-listed species](#) that may occur near the project and some information on other species, including NOAA Fisheries-listed species, may be found online.

restoration projects in Washington State. Although similar, each programmatic covers different activities, requires different conservation measures be met, and requires different application material. Unlike Limit 8, this pathway requires Corps permit applicants submit Endangered Species Act consultation material for federal review. However, Endangered Species Act consultation of eligible projects is typically complete within 30 days. Sponsors should review carefully the category descriptions, exclusions, and required conservation measures of the [NOAA Fisheries Biological Opinion](#) and the [U.S. Fish and Wildlife Service Biological Opinion](#) during the project design phase to ensure their projects qualify. Sponsors of qualifying projects must submit to the Corps detailed project information, drawings, and explanations for how their proposals meet the requirements of the Biological Opinions, along with other permit application materials. Refer to the [Fish Passage and Restoration Programmatic Consultations \(Item C\)](#) on the Corps' permitting Web site for detailed information on how to apply.

Note that projects that receive funding from Bonneville Power Administration, U.S. Fish and Wildlife Service, or directly from NOAA Fisheries may qualify for additional expedited Endangered Species Act consultation pathways known as the Habitat Improvement Program and the Programmatic Restoration Opinion for Joint Ecosystem Conservation by the Services. Contact those other funding sources for more information.

Sponsors of projects that may affect a federally threatened or endangered species or their designated critical habitat, but do not qualify for expedited Endangered Species Act consultation, may require¹⁰ individual consultation. Contact the local U.S. Fish and Wildlife Service office and the NOAA Fisheries Geographical Branch Chief for more information and technical assistance to avoid take.

Cultural Resources Review

[Governor's Executive Order 21-02](#), Archaeological and Cultural Resources, directs state agencies to review all acquisition and construction projects for potential impacts to cultural resources¹¹ to ensure that reasonable action is taken to avoid, minimize, or mitigate adverse effects to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or those that require a federal permit.

¹⁰Projects with no federal nexus (i.e., funding, permitting, occurring on federal land, or having other significant federal involvement) do not require Endangered Species Act consultation.

¹¹Cultural resources are archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses.

Review Process

RCO facilitates review under the Governor’s executive order. The appropriate lead federal agency facilitates 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.

After the initial consultation, a funded project may be required to complete further cultural resources review and continue the consultation process to determine next steps. Costs for cultural resources review (survey, monitoring, etc.) are eligible for reimbursement and should be included in the grant application.

Sponsors must complete the consultation process and satisfy all requirements before beginning any ground-disturbing activities (including demolition). Ground disturbance or demolition started without approval will be considered a breach of the grant agreement. Typically, cultural resources approval will be authorized as part of the notice to proceed.

For acquisition projects, cultural resources requirements must be completed before final reimbursement will be made.

See RCO Manuals 3, 4, or 5 for additional details on the cultural resource review process.

Project Area Stewardship and Ongoing Obligations

An RCO grant comes with long-term obligations to maintain and protect the project area after a project is complete. “Project area” means the area consistent with the geographic limits of the scope of work of the project. For restoration projects, the project area must include the physical limits of the project’s final site plans or final design plans. For acquisition projects, the project area must include the area described by the legal description of the properties acquired in the project. The long-term obligations for the salmon program are in Washington Administrative Code 420-12-085 for restoration projects and Washington Administrative Code 420-12-080 for acquisition projects. A [sample grant agreement](#) may be found on RCO’s Web site.

RCO recognizes that changes occur over time and that some acquisitions may become obsolete or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that project sponsors replace the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as for salmon recovery purposes, for as long as defined in the grant agreement. For acquisition projects, that period is perpetual. For restoration

projects, the ongoing obligation is a minimum of 10 years from the date of project closure or more as specified in the landowner agreement (or stewardship plan for sponsor-owned project areas).

A conversion occurs when the project area acquired, developed, or restored with RCO grants is used for purposes other than what it was funded for originally. See *RCO Manual 7: Long-Term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

Prohibited Uses on SRFB-funded Land

Uses of SRFB-funded land generally are limited to restoration and protection for salmon recovery purposes. Except as further provided for below and as specifically allowed by RCO as part of a grant agreement or other review process, all uses, infrastructure, and improvements inconsistent with the salmon recovery purposes of the grant are prohibited and must be avoided, removed, or demolished.

As part of the application process, an applicant should check with RCO grants managers if any existing or planned permanent uses, improvements, or infrastructure are being considered as part of ongoing stewardship and development of the project area. This information will be reviewed by RCO in accordance with this policy and used to develop the grant agreement together with the project sponsor. When merging a SRFB-funded acquisition project with RCO funding from another program, other relevant policy manuals may be used to determine allowable uses, infrastructure, and improvements.

If a project sponsor plans to install permanent improvements or infrastructure on SRFB-funded land after grant closing, RCO shall be given the opportunity to review the proposal in accordance with this policy. All requested improvements or infrastructure that are not allowed specifically below or which do not clearly meet the criteria below will be reviewed under RCO's Allowable Uses Framework in *Manual 7: Long-Term Obligations*.

Allowed Uses on SRFB-Funded Acquisitions

Public Use

Projects receiving SRFB grants for fee-simple land acquisition must be available for public use unless otherwise approved by RCO. For more information on public access requirements and restrictions, see *Manual 3: Acquisition Projects* and *Manual 7: Long-Term Obligations*. This policy does not apply to restoration projects or areas purchased under a conservation easement or similar less-than-fee-simple method.

Public use of SRFB-funded sites generally will be limited to low-impact, passive recreational and cultural uses consistent with the salmon recovery purposes funded by the SRFB.

Public Use Infrastructure

To provide for the safety and enjoyment of the public, sponsors may keep or build minimal outdoor access infrastructure on SRFB-funded properties. Existing structures may be kept if essential to supporting safe and sustainable public use. New infrastructure is limited to the following:

- Unpaved parking areas and associated access roads if they remain at grade or use existing road beds, and are in existing rights-of-way, in previously disturbed open areas, or areas recently cleared as part of demolition.
- Trails, paths, boardwalks, railings and bridges if they avoid sensitive areas, stay at grade whenever possible, minimize riparian vegetation disturbance, and use gravel or wood chips sparingly as needed to support public safety and accessibility goals.
- Fencing and gates to protect riparian plantings or sensitive habitat from public access, or to delineate high-use recreational areas such as parking lots or trailheads.
- Signs and kiosks to identify boundaries and entrances, recognize funders, share trail information and rules, or provide interpretive information.
- Recreational amenities such as benches, tables, vault toilets, water spigots, drinking fountains, trash cans, bike racks, and small open-air shelters, provided they are sited to minimize disturbance.

Not all allowed public use infrastructure above is eligible for SRFB funding. SRFB funding may be provided for new infrastructure if it is an eligible cost on an acquisition project (see *Manual 3: Acquisition Projects*) or restoration project (see *Manual 5: Restoration Projects*).

Maintenance Infrastructure

Pending review by RCO, limited retention and/or development of permanent maintenance infrastructure is allowed on SRFB-funded land if needed to support long-term salmon recovery restoration, associated habitat stewardship, or management of public use. Existing structures and associated utilities may remain if essential to the operations and maintenance of the funded site; otherwise they must be demolished. New infrastructure is limited to the following:

- Small, enclosed storage or maintenance sheds needed to house tools, vehicles, and other infrastructure and materials essential to the salmon recovery resources of the site.
- Fencing to prevent disturbance of sensitive habitat, natural features, and riparian plantings on the property.

Not all allowed maintenance infrastructure above is eligible for SRFB funding. SRFB funding may be provided for infrastructure only if it is an eligible cost on an acquisition project (see *Manual 3: Acquisition Projects*) or restoration project (see *Manual 5: Restoration Projects*).

Fish Acclimation

Acclimation ponds for rearing juvenile fish species are not eligible for SRFB funds or match, but may be allowed on SRFB-funded properties under the following conditions:

- Fish acclimation occurs in a natural pond, wetland, or stream channel (off-channel or side channel).
- No earth moving, water diversion, or substantial alteration to the existing habitat conditions is conducted. Efforts are taken to use the least impactful methods to achieve project goals; any impacts are mitigated post-project.
- Proposed use is consistent with the terms of the existing SRFB conservation easement between the sponsor and landowner and approved by the conservation easement holder, where applicable.
- The salmon recovery region or lead entity reviewed and approved the supplementation proposal for consistency with the salmon recovery plan.
- Listed species are not harmed or negatively affected.
- Use of the project site will not impair stream, riparian, or wetland habitat.
- The acclimation period is short-term (typically less than 90 days) and all acclimation-related infrastructure is removed after juveniles are released each season.
- RCO grants manager has approved specific acclimation activities.

Requests for acclimation ponds that do not meet the criteria above must be reviewed under RCO's Allowable Uses Framework.

Land Conveyances to the Federal Government

At times, land purchased with a SRFB grant may transfer to the federal government for free or in exchange for similar property. In these instances, RCO will use the following process:¹²

1. Sponsor notifies RCO of the intent to convey land to a federal agency.
2. The RCO grants manager assists in the development of an agreement mechanism to ensure parties consider the appropriate level and scope of habitat protections.
3. Sponsor submits a draft agreement to RCO.
4. SRFB Review Panel conducts a technical review and assessment of the proposed substitute habitat protections.
5. RCO grants manager and policy staff review the agreement to determine if all criteria were addressed and if the agreement is ready to present to the SRFB.
6. Staff presents the conveyance request to the SRFB at a public meeting with opportunity for public comment.
7. The SRFB may take the following actions:
 - o Approve the conveyance and associated habitat protections as presented.
 - o Provide additional guidance and request a revised proposal.
 - o Deny the proposed conveyance.

If the terms of the original grant were revised, the following criteria must be met to meet the statutory requirement of Revised Code of Washington 77.85.130(7)(ii):

8. The SRFB-funded property must be conveyed in its entirety.
9. The sponsor cannot receive compensation in any form for the conveyance, unless receiving a property of equal or greater conservation value, including

¹²Revised Code of Washington 77.85.130(7) states that: (7) Property acquired or improved by a project sponsor may be conveyed to a federal agency if: (a) The agency agrees to comply with all terms of the grant or loan to which the project sponsor was obligated; or (b) the board approves: (i) Changes in the terms of the grant or loan, and the revision or removal of binding deed of right instruments; and (ii) a memorandum of understanding or similar document ensuring that the facility or property will retain, to the extent feasible, adequate habitat protections; and (c) the appropriate legislative authority of the county or city with jurisdiction over the project area approves the transfer and provides notification to the board.

species and habitat, (than the conveyed property) that will remain protected in perpetuity.

10. The conveyance agreement must include the original grant conditions except where those conditions are contrary to federal law or policy. In those instances, as directed by the statute, the draft agreement must identify substitute habitat protections.
11. Substitute protections must fully meet or exceed goals and objectives of the original project and result in the outcomes intended in the original grant. If substitute protections cannot be ensured to fully meet or exceed the goals and objectives of the original grant, other benefits to the targeted species, habitat, or ecosystem functions must be provided that outweigh the potential loss of protection.
12. Substitute protections or other intended benefits of the conveyance must support salmon recovery and produce sustainable and measurable benefits for fish and their habitat.
13. Substitute habitat protections must do the following:
 - o Apply to the full parcel of land funded by the SRFB.
 - o Be long term or in perpetuity, if possible, under federal law and policy.
 - o Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant.
 - o Be legally enforceable.
14. There must be a low likelihood that future uses on the land will not be conservation-oriented or contrary to the original grant conditions. Measures of future uses include but are not limited to commercial value and resource extraction value.
15. The proposed management plan should provide equal or greater stewardship of conservation values than that intended in the original grant.
16. Agreement must clearly identify remedies in law, statute, and contract terms.
17. Agreement mechanism must be legally enforceable with known remedies.

Other Requirements and Things to Know

Open Public Records

State law requires recipients of SRFB grants to agree contractually to disclose information about how they spend their grants.¹³ Sponsors must agree to disclose any information subject to the state's Public Records Act.

In addition, RCO records and files are public records that are subject to the Public Records Act.¹⁴ More information about [RCO's disclosure practices](#) is available online and more information about the Public Records Act is on the Web sites of the Washington State [Attorney General](#) and [Municipal Research and Services Center](#) for Washington.

Civil Liability for Landowners

In 2013, state law exempted landowners from civil liability for property damages resulting from habitat projects on their lands. The law amends Revised Code of Washington 77.85.050, which is the salmon recovery law. The law provides specific information on what steps project sponsors and landowners must take to be covered by the exemption. See [RCO's salmon liability fact sheet](#) for more information.

Veterans Conservation Corps

The Department of Veterans Affairs created the Veterans Conservation Corps and maintains a list of veterans with an interest in working on environmental restoration projects. RCO encourages sponsors to incorporate veterans into projects when possible. For additional information about this program, contact the [Veterans Conservation Corps](#) coordinator, (360) 725-2224.

Signs

Unless waived by RCO, post signs or appropriate media acknowledging the SRFB funding contribution during the project period and at future entrances. Projects receiving grants from the PSAR fund should acknowledge that source as well. Projects in which posting is impossible due to circumstances out of the control of the sponsor, like restoration, are exempt from this requirement. RCO provides small signs with the SRFB logo for sponsors to use on project sites. The Puget Sound Partnership provides those receiving PSAR grants with [communication materials](#). Additional materials may be available. Please

¹³"Any project sponsor receiving funding from the salmon recovery funding board that is not subject to disclosure under chapter 42.56 RCW must, as a mandatory contractual prerequisite to receiving the funding, agree to disclose any information in regards to the expenditure of that funding as if the project sponsor was subject to the requirements of chapter 42.56 RCW." [Revised Code of Washington 77.85.130(8)]

¹⁴Revised Code of Washington 42.56

contact the PSAR program manager or an ecosystem recovery coordinator, see [Appendix A](#) for contact information.

Carbon and Ecosystem Service Credits

Land acquired or encumbered with an RCO grant may be enrolled in carbon credit and other payments for ecosystem service programs. These programs issue credits or direct payments to landowners for activities such as protecting land, planting trees, or improving management practices that reduce, sequester, or prevent future carbon and other greenhouse gas emissions. For more information, read the instructions in RCO *Manual 3: Acquisition Projects*.

Invasive Species

The Washington Invasive Species Council developed [prevention protocols](#) for preventing the spread of invasive species while working in the field. The SRFB encourages project sponsors to consider how their projects may spread invasive species and work to reduce that possibility. Invasive species can be spread unintentionally during restoration activities. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations may begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats from one stream to another.
- Moving weed-infested hay, gravel, or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to preventing the introduction and spread of invasive species on restoration projects is twofold: Use materials that are known to be free of invasive plants or animals in the project and clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, fishing equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Appendix A: Salmon Recovery Contacts

This information is current as of February 2019. Visit RCO's Web site for current contact information for [RCO staff](#), [regional organizations](#), and [lead entities](#).

Hood Canal Salmon Recovery Region			
Regional Organization: Hood Canal Coordinating Council Executive Director: Scott Brewer (360) 531-0575		17791 Fjord Drive, Suite 122 Poulsbo, WA 98370-8481 Web site	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Alicia Olivas (360) 271-4722	Josh Lambert (360) 867-8781
North Olympic Peninsula Lead Entity for Salmon**	17*, 18, 19	Cheryl Baumann (360) 417-2326	Kat Moore (360) 867-8426

Lower Columbia River Salmon Recovery Region			
Regional Organization: Lower Columbia Fish Recovery Board Executive Director: Steve Manlow (360) 425-1553		2127 8th Avenue Longview WA 98632 Web site	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Klickitat Lead Entity**	29*	Whitney Reynier (509) 773-2410 Ext 5323	Dave Caudill (360) 867-8573
Lower Columbia Fish Recovery Board	24*, 25, 26, 27, 28, 29*	Steve Manlow (360) 425-1553	Amee Bahr (360) 867-8585

Middle Columbia River Salmon Recovery Region			
Regional Organization: Yakima Basin Fish and Wildlife Recovery Board Executive Director: Alex Conley (509) 453-4104		1200 Chesterly Drive, Suite 280 Yakima, WA 98902 Web site	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Klickitat Lead Entity**	29*, 30, 31	Whitney Reynier (509) 773-2410 Ext 5323	Dave Caudill (360) 867-8573
Yakima Basin Fish and Wildlife Recovery Board	37*, 38, 39	Michael Horner (509) 453-4104 Ext 102	Elizabeth Butler (360) 867-8650

Northeast Washington Salmon Recovery Region			
Managing Organization: Kalispel Tribe of Indians Director of Fishery and Water Resources: Joe Maroney (509) 447-7272		P.O. Box 39 Usk, WA 99180	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Kalispel Tribe-Pend Oreille Lead Entity	62	Mike Lithgow (509) 447-7435	Brandon Carman (360) 819-3374

Puget Sound Salmon Recovery Region				
Regional Organization: Puget Sound Partnership Salmon Recovery Program Manager: Vacant		P.O. Box 40900 Olympia, WA 98504-0900		
Puget Sound Acquisition and Restoration Program Manager: Alison Agness , (360) 968-9673		1110 Capitol Way South, Suite 255 Olympia, WA 98501 Web site		
Lead Entity	WRIA	Lead Entity Contact	RCO Staff	Ecosystem Recovery Coordinator
Green/Duwamish and Central Puget Sound Watershed (WRIA 9) Lead Entity	9	Suzanna Smith (206) 477-4641	Bridget Kaminski (360) 867-8195	Kristin Hayman (360) 480-0475
Hood Canal Coordinating Council	14*, 15*, 16, 17*	Alicia Olivas (360) 271-4722	Josh Lambert (360) 867-8781	Kristin Hayman (360) 480-0475
Island County	6	Alexandra Plumb (360) 678-7916	Bridget Kaminski (360) 867-8195	Hannah Liss , (360) 995-2465

Puget Sound Salmon Recovery Region				
Lead Entity	WRIA	Lead Entity Contact	RCO Staff	Ecosystem Recovery Coordinator
Kennedy-Goldsborough Basin (WRIA 14) Salmon Recovery Lead Entity	14*	Jacob Murray (360) 427-4396 Ext 155	Dave Caudill (360) 867-8573	Hannah Liss , (360) 995-2465
Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Lead Entity	8*	Carrie Byron (206) 477-7078	Sandy Dotts (360) 764-3606	Kristin Hayman (360) 480-0475
Nisqually River Salmon Recovery Lead Entity	11	Ashley Von Essen (360) 456-5221 Ext. 2145	Josh Lambert (360) 867-8781	Hannah Liss , (360) 995-2465
North Olympic Peninsula Lead Entity for Salmon	17*, 18, 19	Cheryl Baumann (360) 417-2326	Kat Moore (360) 867-8426	Kristin Hayman (360) 480-0475
Puyallup and Chambers Watershed Salmon Recovery Lead Entity	10*, 12	Lisa Spurrier (253) 798-6158	Dave Caudill (360) 867-8573	Hannah Liss , (360) 995-2465
San Juan County Lead Entity for Salmon Recovery	2	Sam Whitridge (360) 370-7593	Kat Moore (360) 867-8426	Kristin Hayman (360) 480-0475
Skagit Watershed Council	3, 4	Aundrea McBride (360) 333-1829	Bridget Kaminski (360) 867-8195	Hannah Liss , (360) 995-2465
Snohomish Basin Lead Entity	7	Gretchen Glaub (425) 330-0311	Sandy Dotts (360) 764-3606	Hannah Liss , (360) 995-2465
Stillaguamish River Salmon Recovery Co-Lead Entity	5	Dani Driscoll (425) 388-3341	Elizabeth Butler (360) 867-8650	Hannah Liss , (360) 995-2465
West Sound Partners for Ecosystem Recovery	15*	Renee Johnson (360) 509-9941	Kay Caromile (360) 867-8532	Kristin Hayman (360) 480-0475
WRIA 1 Watershed Management Board	1	Becky Peterson (360) 392-1301	Alissa Ferrell (360) 867-8618	Kristin Hayman (360) 480-0475
WRIA 13 Salmon Habitat Recovery Committee	13	Amy Hatch-Winecka (360) 741-2524	Amee Bahr (360) 867-8585	Hannah Liss , (360) 995-2465

Puget Sound Salmon Recovery Region				
Kennedy-Goldsborough Basin (WRIA 14) Salmon Recovery Lead Entity	14*	Jacob Murray (360) 427-4396 Ext 155	Dave Caudill (360) 867-8573	Hannah Liss , (360) 995-2465

Upper Columbia River Salmon Recovery Region			
Regional Organization: Upper Columbia Salmon Recovery Board		415 King Street Wenatchee, WA 98801	
Executive Director: Amanda Ward (509) 888-0321		Web site	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Upper Columbia Salmon Recovery Board	44,45, 46, 48, 50	David Hecker (208) 869-9446	Amee Bahr (360) 867-8585

Snake River Salmon Recovery Region			
Regional Organization: Snake River Salmon Recovery Board		410B East Main Street Dayton, WA 99328	
Executive Director: John Foltz (509) 382-4115		Web site	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Snake River Salmon Recovery Board	32, 33, 35	Ali Fitzgerald (509) 382-4115	Alice Rubin (360) 867-8584

Washington Coast Salmon Recovery Region			
Regional Organization: Washington Coast Salmon Partnership		100 South I Street, Suite 103 Aberdeen, WA 98520	
Executive Director: Mara Zimmerman (360) 532-9113		Web site	
Lead Entity	WRIA	Lead Entity Contact	RCO Staff
Chehalis Basin Lead Entity	22, 23	Kirsten Harma (360) 488-3232	Brandon Carman (360) 819-3374
North Pacific Coast Lead Entity	20	Anna Geffre (360) 438-1180 Ext 575	Alissa Ferrell (360) 867-8618
Willapa Bay Lead Entity	24*	Tom Kollasch (360) 875-6735	Alissa Ferrell (360) 867-8618
Quinault Indian Nation	21	Bill Armstrong (360) 276-8215 Ext. 240	Alissa Ferrell (360) 867-8618
*Indicates a partial Water Resource Inventory Area (WRIA)			
**Indicates the lead entity is part of the salmon recovery region, but not part of the regional organization			

Appendix B: Puget Sound Acquisition and Restoration Fund

The Puget Sound Acquisition and Restoration (PSAR) program was created in 2007 to help implement the most important habitat protection and restoration priorities for Puget Sound. Funding is appropriated by the Legislature, allocated through the SRFB, and jointly managed by the Puget Sound Partnership and RCO. Since inception, it has supported more than \$250 million of projects and has helped develop and sustain a system of partners working towards recovery targets within their communities. The Partnership works with local lead entities to identify and prioritize projects.

This Biennium's Funding

RCO anticipates that the Legislature will fund PSAR in 2023-25. The purpose and intent of these funds is to accelerate implementation of the *Puget Sound Salmon Recovery Plan* and contribute to Puget Sound recovery.

For the 2023-25 Biennium, the Puget Sound Recovery Council will award the first \$30.6 million in PSAR funds to Puget Sound lead entities using a strategic allocation formula to advance projects that ensure that every watershed in Puget Sound makes significant progress toward recovery. The first \$30.6 million in funding is referred to as "PSAR regular round" funding, which includes capital project funding and funding for program costs. Most projects funded with PSAR regular round funding were submitted and reviewed through the 2022 SRFB grant round and pre-approved by the SRFB in

September 2022. Additionally, some projects¹⁵ funded with PSAR regular round funding will be submitted in the 2023 grant round and obligated by September 2023.

The recovery council will award any funding in excess of \$30.6 million to its list of strategic, high-priority, large capital projects, in rank order. This funding is referred to as “PSAR large capital” funding. Puget Sound lead entities proposed these large capital projects through the same process as PSAR regular round and SRFB projects in 2022. Lead entities and the SRFB Review Panel evaluate the large capital projects, a panel of experts rank and prioritize the projects, the recovery council reviews and recommends approval, and the Puget Sound Leadership Council approves the ranked list. SRFB pre-approved the final list of PSAR large capital projects in September 2022 for funding in the 2023-25 Biennium.

A project may have PSAR funding and state or federal (Pacific Coastal Salmon Recovery Fund) funding so long as the grants are not used to match each other. PRISM will track each fund separately to ensure that the SRFB and partners can account for the use of the funds.

Process

The 2023 grant round will include some projects proposed for 2023-25 PSAR funding as described above, however it will not include any new projects proposed for PSAR large capital funding. The PSAR program generally runs in even-numbered years. Grant applications will be accepted next in 2024 for 2025-27 Biennium funding.

Role of the SRFB Review Panel

PSAR projects, both regular and large capital, will be reviewed technically following the same process used to review SRFB projects.

Allocation Method

The Puget Sound Salmon Recovery Council recommends and the Puget Sound Leadership Council approves allocation percentages that prioritize watersheds based on the National Oceanic and Atmospheric Administration’s delisting criteria in the *Puget Sound Chinook Recovery Plan*. Lead entities develop their proposed ranked project lists with an assumption, as a starting point, that the base amount for the regular round will be about \$30.6 million, inclusive of capital project funding and program costs. Lead entities are encouraged to add a reasonable number of alternate projects to their lists if

¹⁵In accordance with recovery council policy, projects submitted in the 2023 SRFB grant round must be earmarked for representative project concepts from adopted Planned Project Forecast Lists or Four-Year Work Plans available in the Salmon Recovery Portal. The earmarks will be documented before the 2023 legislative session starts and updated by each watershed through the 2023 grant round.

Appendix B: Puget Sound Acquisition and Restoration Fund

they have additional high-priority projects in their strategies that are ready to move forward.

If a lead entity does not have enough projects to fully obligate its entire allocation, it may contribute funding to projects in other lead entities in Puget Sound. The project that receives the contribution must be included on both lead entities' project lists (both the lead entity receiving the funding and the lead entity providing the funding). This ensures funding goes to those areas in need and responds to the yearly variations in project lists.

Provided in the table below is the allocation percentage by lead entity approved by the Puget Sound Salmon Recovery Council and Puget Sound Leadership Council.

Water Resource Inventory Area	Recovery Plan Chapter or Unit	Lead Entity	Allocation Percentage
1	Nooksack	WRIA 1 Watershed Management Board	8.9
2	San Juan Islands	San Juan County Lead Entity for Salmon Recovery	3.8
3, 4	Skagit	Skagit Watershed Council Lead Entity	15.5
5	Stillaguamish	Stillaguamish River Salmon Recovery Co-Lead Entity	6.9
6	Island	Island County Lead Entity	3
7	Snohomish	Snohomish Basin Lead Entity	7.1
8	Lake Washington/Cedar/Sammamish	Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Lead Entity	5.4
9	Green	Green/Duwamish and Central Puget Sound Watershed (WRIA 9) Lead Entity	4.1
10, 12	Puyallup/White and Chambers/Clover	Puyallup and Chambers Watershed Salmon Recovery Lead Entity	7
11	Nisqually	Nisqually River Salmon Recovery Lead Entity	5.2
13	Thurston	WRIA 13 Salmon Habitat Recovery Committee Lead Entity	2.4
14	Mason	Kennedy-Goldsborough Basin (WRIA 14) Salmon Recovery Lead Entity	2.9
15	East Kitsap	West Sound Partners for Ecosystem Recovery Lead Entity	3.7
15, 16, 17	Hood Canal	Hood Canal Coordinating Council Lead Entity	9.7
17, 18, 19	Elwha-Dungeness-Strait	North Olympic Peninsula Lead Entity for Salmon	9

Water Resource Inventory Area	Recovery Plan Chapter or Unit	Lead Entity	Allocation Percentage
Hood Canal	summer chum	Hood Canal Coordinating Council Lead Entity	5.2

Project Eligibility: Design Requirements and Phased Projects

PSAR projects must meet the same eligibility requirements as SRFB projects described in [Section 2](#) of this manual. In addition to the Request for Proposal criteria referenced below, PSAR funding must directly support implementing capital projects.

For restoration projects (where sponsors request \$350,000 or more in funding that includes construction costs) applicants are required to submit preliminary designs as part of their final applications.

Match

There is a 15 percent match required for PSAR regular round projects except for design-only projects that request \$350,000 or less and are completed in 2 years. There is no set match level requirement for PSAR large capital projects. A project may be funded with both SRFB and PSAR funds; however those funds may not be used as match to each other.

Funding Timeline

PSAR funds approved by the Legislature in 2023 must be spent by June 30, 2027. All projects must be under agreement within 180 days from the funding date. Construction should begin within 1 year of the funding date or the next available fish window.

Returned Funds

Regional Funds

If an approved PSAR regular project cannot be implemented due to a change in circumstances or is completed under budget within the allowable timeframe, funds will return as PSAR funds (not Pacific Coastal Salmon Recovery funds) and used as follows:

- Within the same lead entity to another approved PSAR project, if it can be expended within the allowable timeframe (before funding expires). This re-allocation of funds must be approved through the lead entity approval process.

- Returned to the region to fund another lead entity requesting funds to complete an approved PSAR project.

Returned funds are made available to other lead entity projects on a first come, first serve basis. If the funds are not immediately needed by the project, an approved request will be placed on hold and other requests will receive priority. Any changes to scope or budget from the original returned fund request will require additional approval from the Partnership and RCO and will move the request to the bottom of the list.

For sponsors seeking returned funds, see the “Process for Cost Increases Using Returned Funds” below to ensure project eligibility.

PSAR Large Capital Funds

If an approved large capital project cannot be implemented due to a change in circumstances or is completed under budget within the allowable timeframe, funds will return as PSAR funds (not SRFB or Pacific Coastal Salmon Recovery Funds) and used as follows:

- For SRFB-approved PSAR large capital projects that still need additional funding or that have unanticipated cost increases.
 - All cost increase requests must go through the standard SRFB cost increase request process (see SRFB Amendment Request Authority Matrix).
 - Return funds will be awarded to projects that can demonstrate the need for additional funds beginning with the highest ranked project in the approved PSAR large capital project list from the same biennium the return funds were generated from.
- If all SRFB-approved large capital projects from the same biennium that the return funds came from do not need additional funds for completion, the return funds may then be applied as follows:
 - If the recovery council and Leadership Council have approved the next biennium’s PSAR large capital project list, then the funds will be applied to those projects in rank order. Funds may be used to defray cost increases to those approved projects or to fund projects below the original funding line.
 - If the recovery council and Leadership Council have not yet approved the next biennium’s large capital project list, then the funds may be applied to an approved PSAR regular project that is a high priority and urgently in need of additional funds.

In certain cases, the recovery council and Leadership Council may make an exception to this policy and also approve the use of large capital return funds for unanticipated cost increases to an approved PSAR regular project that is a high priority and urgently in need of additional funds or for a large capital project from a previous biennium.

Puget Sound Partnership staff will seek approval from the recovery council and Leadership Council about a proposed use of return funds. If any recovery council or Leadership Council member cannot accept the proposal, they may block it. If this occurs, Puget Sound Partnership staff will convene a meeting quickly to resolve the decision.

Process for Cost Increases Using Returned Funds

Cost overruns must receive Puget Sound Partnership and RCO approval and are subject to criteria outlined above. Project requests use the cost amendment process outlined in [Appendix I](#). The recovery council may recommend that the Leadership Council make any significant policy decisions regarding management of funds for the large capital list, similar to a lead entity citizen's committee decision-making authority for managing regular round funds in a lead entity prioritized project list.

If a lead entity cannot use returned funds within the allowable timeframe, these funds may pool into a Puget Sound regional fund to address cost increases for PSAR projects in areas where lead entities have no PSAR funds available to complete those projects. These regional funds will be limited to completing projects within their existing scopes, via a process described in detail below.

In all cases, cost increase requests must adhere to the SRFB amendment process and will use [Appendix I](#). Funding for cost increases for projects in Puget Sound lead entities will come from the following sources in the following order:

1. Unobligated PSAR funds from a lead entity. If the lead entity does not have any unobligated funds then,
2. Returned PSAR funds, which the Puget Sound Partnership controls. If the Puget Sound Partnership does not have any returned funds to disperse then,
3. SRFB cost increase funds, which RCO manages. If RCO does not have any cost increase funds to disperse, or does not approve the request due to its size, then,
4. The sponsor may wait until returned funds are available or request a cost increase through the regular grant round process.

To request returned funds from the region, please complete the [Amendment Template](#) and provide it to the Partnership and the lead entity coordinator.

RCO developed a tool in PRISM that allows lead entities, the region, and others to track the disposition of PSAR funds in each watershed in real time. This tool will assist lead entities in determining the availability of returned funds and whether those funds may be applied to other PSAR projects in their watersheds.

All funds must be expended within 4 years from the date the funds were appropriated; the 2021-23 allocation, for example, must be expended by June 30, 2025. Time extensions will be allowed on a case-by-case basis and must be approved by the Puget Sound Partnership and RCO. Funds not expended by lead entities within the allowable timeframe and via the processes described above will pool into a regional fund allocated by the Puget Sound Partnership, in coordination with RCO, for cost increases. The Partnership will allocate regional return funds to projects that meet the following criteria:

- On the watershed's 4-year work plan.
- Reviewed and approved by the SRFB and the lead entity.
- Accompanied with a detailed justification for cost increase (following standard SRFB amendment process).
- Time sensitive.
- Unable to pull funds from elsewhere to make up the difference.
- Lead entity has no additional money from the PSAR fund available.

[Approved policies](#) from the Puget Sound Partnership are on its Web site.

Process for Requesting a Time Extension (PSAR Only)

Sponsors of PSAR projects needing time extensions should notify the RCO grants manager of any projected delays in meeting project milestones as soon as possible. If the project completion date will be missed, the sponsor must request a time extension amendment to the contract by sending a written request to RCO no less than 60 days before the project's completion date. Sponsors only need Partnership staff approval when seeking to extend a project past *the 4-year time limit*. Note that design projects without match are not eligible for time extensions and must be complete within 24 months of funding date.

Rapid Response Fund

The Puget Sound Partnership has created a fund for urgent and essential strategic habitat acquisitions within the Puget Sound region. Please note this funding source is **NOT** to support cost overruns or projects that will be funded in the current grant rounds. View the Partnership's Web site for more information on the [Rapid Response Fund](#).

Appendix C: Application Checklist



Applicants must submit projects from the Salmon Recovery Portal (formerly the Habitat Work Schedule) to PRISM to start the application process. Once projects are in PRISM, applicants complete their online applications and attach required documents for their project types.

Starting in the 2020 grant round, the salmon project proposal will be integrated into the PRISM Online application. Sponsors who participate with lead entities with the earliest site visits may not have access to the project proposal questions in PRISM at the time of the application due date. If this is the case, contact the RCO grants manager or lead entity coordinator for support.

Application 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
<p>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.</p>	<p>Spreadsheet</p>
<p>Landowner Acknowledgement Form is required for projects on land not owned by the applicant or on state-owned aquatic lands.</p>	<p>Form</p>
<p>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.</p>	<p>Form</p>
<p>Maps</p> <ul style="list-style-type: none"> • General vicinity map for all projects 	<p>Applicant Creates</p>

PRISM Online Attachment Checklist Items	Template / Form Link
<ul style="list-style-type: none"> • Site plan for restoration projects • Parcel map for acquisition projects 	
<p>Design Materials for All Restoration Projects.</p> <p>NOTE that preliminary designs ARE REQUIRED for projects requesting \$350,000 or more in SRFB funds.</p>	Applicant Creates
<p>Response to Review Panel Application Comments. Applicants must respond to review panel comments by updating PRISM.</p>	Update PRISM
<p>Project Photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.</p>	Applicant Creates
<p>Barrier Evaluation Forms and Correction Analysis Form (fish passage projects only)</p> <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. 	<p>Barrier Evaluation Forms</p> <p>Correction Analysis Form</p>
<p>Intensively Monitored Watershed Certification (IMW), if relevant.</p> <ul style="list-style-type: none"> • Required for any project in an IMW watershed. • Certification from lead scientist AND salmon recovery region. 	Region or Lead Entity Creates
<p>Regional Monitoring Project Certification is required for all regional monitoring projects.</p>	Form
<p>Regional Monitoring Study Plan is required for all regional monitoring projects.</p>	Plan
<p>Deliverables from Previous Phases of Work (for phased projects)</p> <ul style="list-style-type: none"> • Includes previously funded assessment or design materials. 	Applicant Creates
<p>Other Materials (optional) “Waiver of Retroactivity,” graphs, parcel maps, letters of support, etc.</p>	Applicant Creates
<p>SRFB Applicant Resolution and Authorization is required for any sponsor that will sign the project agreement.</p>	Form

PRISM Online Attachment Checklist Items	Template / Form Link
RCO Fiscal Data Collection Sheet. This form collects information about the applicant's organization's indirect rate and other financial information.	Spreadsheet.

Appendix D: Design and Restoration Project Deliverables

How Appendix D is Organized

This appendix guides sponsors through the typical stages of site-specific, restoration project development: conceptual design, preliminary design, final design, and construction. It is anchored by the Project Deliverables Table, which outlines the full suite of deliverables included in the design and construction process, how they are connected to a particular project stage, and when each deliverable must be provided to RCO. The Project Deliverables Table is followed by a description of each deliverable.

The goal of this appendix is to allow sponsors to tailor restoration efforts to their projects' needs, complexity, risk, and funding, while maintaining technical rigor, ensuring a consistent approach to project review, and encouraging best practices in the field.

Technical Expectations

While each project is unique, there are certain foundational requirements and analytical approaches common to all restoration projects that will help ensure a smooth technical review and timely completion of deliverables. **All projects are expected to meet the expectations below; failure to do so is likely to have significant implications for technical review and funding.**

Incorporate a Qualified Design Team

Salmon habitat restoration projects require a designer or team with a balance of knowledge and experience in fisheries biology, civil engineering, geomorphology, and

other technical fields. The person or team completing the project design should include at least one licensed professional engineer with experience in salmon habitat restoration. Projects with straightforward project design and minimal sponsor liability concerns may not require a licensed professional engineer and people with applicable experience and technical knowledge may design the project.

If a licensed engineer will not design the project, indicate this in the application and describe the qualifications and experience of the team that will design the project. The SRFB Review Panel will use this information during its review.

Use a Standard Design Approach

The SRFB has supported the development of a series of technical guidance documents through the Washington Department of Fish and Wildlife's Aquatic Habitat Guidelines program, including *Stream Habitat Restoration Guidelines* (2012), *Water Crossing Design Guidelines* (2013), *Marine Shoreline Design Guidelines* (2014), and *Incorporating Climate Change into the Design of Water Crossing Structures* (2017). The Project Deliverables Table was derived from the standards in these guidance documents, and sponsors are encouraged to use these design resources in developing projects.

Provide Analysis and Evaluation

Engineering design and technical evaluation must be focused on achieving the project's goals and objectives. It is not uncommon to spend resources on engineering and other technical analysis that do not support those goals and objectives. Sponsors are encouraged to ensure that their planning and design efforts are focused specifically on achieving the projects' goals and objectives throughout the process. In developing an application, RCO highly recommends sponsors consult Chapters 4 and 5 of the *Stream Habitat Restoration Guidelines*, which provide guidance on developing goals and objectives, restoration strategies, and designing and implementing restoration techniques.

RCO has incorporated examples of and guidance for common restoration project goals and objectives in the online application. PRISM also contains many examples of project design deliverables for projects ranging from straightforward fish passage projects to complex, multi-phase, reach-level restoration projects, all of which can help sponsors plan appropriate design efforts.

Submit a Basis of Design Report

A Basis of Design Report is a required deliverable of all RCO-funded design stages and provides a critical record of the technical analyses and decisions that support the design. The report should provide the detail necessary for the SRFB Review Panel, grants managers, permitting authorities, stakeholders, and other funders to understand how a

project meets its goals and objectives. The Project Deliverables Table divides the report into chapters that follow the standard design development process. The level of completion and detail of each chapter are dependent upon the design stages (conceptual, preliminary, final, design-build) in the project scope.

To understand the report deliverable, RCO has published some [sample design reports](#) on its Web site to help illustrate the needed level of detail and the layout of a design report.

Project Stages

To promote a consistent technical standard of care and uniform project documentation for the public record, RCO-funded planning and restoration projects shall largely follow four standard project development stages, as further described below. Multiple design stages may be completed within the scope of a single grant or phased in multiple projects. If multiple design stages are in a single project, the sponsor must complete the deliverables from the previous stage before beginning work on the next stage. If design stages are funded in separate projects, the sponsor must submit completed deliverables from the previous stage as part of the application for the next project stage.

Conceptual Design

A conceptual design project involves the selection and high-level design of a preferred, site-specific alternative to achieve desired restoration outcomes that address one or more priorities in a watershed strategy. The conceptual design should be guided by specific desired objectives, collect adequate technical information to evaluate existing conditions and develop alternatives, and result in detailed drawings and a written report sufficient to explain and support the preferred alternative as well as guide the next stages of design. See the Project Deliverables Table and detailed deliverables descriptions below for more information about conceptual design requirements.

Preliminary Design

Preliminary design advances a site-specific alternative into a more detailed understanding and quantification of all the major project elements and results in design drawings and a Basis of Design Report that meet the qualifications for construction permit applications with state and federal agencies. See the Project Deliverables Table and detailed deliverables descriptions below for more information about preliminary design requirements.

Final Design

Final design incorporates technical comments from stakeholders, funders, and permittees into a stand-alone and comprehensive set of final drawings, a Basis of Design report, and technical specifications for project construction. The final design process must address

and resolve all substantial issues raised in the permitting and stakeholder review process so that all stakeholders agree on the final plans. See the Project Deliverables Table and detailed deliverables descriptions below for more information about final design requirements.

Construction

Construction involves implementing and documenting on-the-ground restoration actions as described in approved, permitted designs. Any deviation of the approved design plans during construction should be documented on a revised set of “as-built” drawings using the original design plans as a template. See the Project Deliverables Table and detailed deliverables descriptions below for more information about construction requirements.

Field-Fit Projects

Sponsors are expected to complete all final design project deliverables as specified in the Project Deliverables Table before moving to the construction stage. However, depending on the circumstances and permitting requirements, some projects may be suitable to proceed directly to construction without the full suite of required final design deliverables. Because the elements are adjusted to fit the specifics of the site as part of the construction phase rather than during final design, RCO refers to these projects as “field-fit” projects.

Field-fit projects are eligible for funding only when the proposed project meets the following criteria:

- If requesting less than \$350,000 from SRFB for restoration and design, conceptual design deliverable requirements have been completed before application, including detailed design drawings and written description of a preferred alternative consistent with the standards described in Deliverable 3.c below.
- If requesting more than \$350,000 from SRFB for restoration and design, preliminary design deliverable requirements have been completed before application.
- The sponsor and the design team can illustrate they have extensive experience successfully implementing the project type being proposed and can provide a high-level of construction oversight.
- The project type is less complicated, with well-established methods and specifications, and a record of successful performance that suggests it can be effectively “fit in the field.”

- Liability and landowner concerns are minimal, with low risk for damaging critical infrastructure (homes, bridges, railroads, nearby unstable slopes, etc.) and existing intact salmon habitat.
- Design is straightforward, requiring less detailed drawings for permitting and construction than typically would be required as part of a final design report.

If funded, all field-fit projects must still, at a minimum, do the following:

- Obtain all required permits construction.
- Result in post-construction deliverables before closing, including as-built drawings and an updated Basis of Design Report based on final field implementation.

If requesting funding for a field-fit project based on the above criteria, indicate this on the application and consult with a grants manager about the planning deliverables that will be submitted to RCO before construction.

Depending on the project specifics and SRFB Review Panel recommendations, RCO may determine that the project is not appropriate for the field-fit pathway, require a field-fit project to submit additional design deliverables for review before receiving construction funding as part of the special conditions section of the project agreement, or require the sponsor to complete additional design deliverables as part of a stand-alone planning project before applying for construction funding.

Project Deliverables Table

The table below outlines the standard steps for site-specific restoration projects. This table specifies which deliverables are required for each stage of project development and when each deliverable must be provided to RCO. Each project deliverable and its expected level of detail is explained below the table.

This appendix should serve as a key resource in developing a design or construction project application and scopes of work for the design and engineering teams. Note, for applicants applying for funding for multiple project stages as part of a single application, the earliest phase of funding forms the basis for required deliverables at application, and the last phase of the funding request forms the basis for required deliverables at closing.

Ask questions in advance about a particular design element and don't assume an element can be left out. The grant agreement ultimately will include the specific design deliverables required based on project type, application, local evaluation, SRFB Review Panel recommendations, and the sponsor's experience.

Appendix D: Design and Restoration Project Deliverables

Project Deliverables	Project Stage				
	Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
1 Landowner Acknowledgement Form	Due at application	Due at application	Due at application	Due at application	Due at application
2 Cultural Resources Compliance	Initial consultation started after agreement	Needed actions complete before disturbing ground	Needed actions complete before disturbing ground	Needed actions complete before disturbing ground	Needed actions complete before disturbing ground
3a Basis of Design Report: Introduction, Goals, and Objectives	Due by closing	Due at application	Due at application	Due at application	Due at application
3b Basis of Design Report: Site Characterization	Due by closing	Due at application	Due at application	Due at application	Due at application
3c Basis of Design Report: Alternatives Assessment and Selection	Due by closing	Due at application	Due at application	Due at application	Due at application
3d Basis of Design Report: Cost Estimate	Estimate Due by closing	Updates due by closing	Updates due by closing	Due at application	Estimate due at application
3e Basis of Design Report: Design Considerations, Evaluations, and Analyses	Not applicable	Due by closing	Updates due by closing	Due at application	May be required in grant agreement
3f Basis of Design Report: Permitter and Stakeholder Consultation	Not applicable	Due by closing	Updates due by closing	Updates due before construction	May be required in grant agreement
3g Basis of Design Report: Appendices	Not applicable	Due by closing	Updates due by closing	Due at application	May be required in grant agreement

Appendix D: Design and Restoration Project Deliverables

Project Deliverables		Project Stage				
		Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
4	Design Drawings	Due by closing	Permit application –ready designs due by closing	Final, updated designs due by closing	Final permitted designs due at application unless in scope of work	Permitted designs due before construction
5	Landownership Certification Form	Not applicable	Due before agreement if site identified	Due before agreement if site identified	Due before agreement	Due before agreement
6	Construction Permit Applications	Not applicable	Due by closing if in scope of work	Due by closing if in scope of work	Due before construction	Due before construction
7	Construction Permit Receipt	Not applicable	Due by closing if in scope of work	Due by closing if in scope of work	Due before construction	Due before construction
8	Construction Quantities	Not applicable	Not applicable	Due by closing	Due at application unless included in scope of work	May be required in grant agreement
9	Final Design Technical Specifications	Not applicable	Not applicable	Due by closing	Due at application unless included in scope of work	NA
10	Contract Bidding Documents and Conditions	Not applicable	Not applicable	Due by closing if in scope of work	Due before construction	Due before construction
11	Landowner Agreement	Not applicable	Not applicable	Not applicable	Due before construction if land not owned by sponsor	Due before construction if land not owned by sponsor
12	As-Built Drawings and Documentation	Not applicable	Not applicable	Not applicable	Due by closing	Due by closing

Project Deliverables	Project Stage				
	Conceptual Design	Preliminary Design	Final Design	Construction	Field-Fit Projects
13 Stewardship Plan	Not applicable	Not applicable	Not applicable	Due by closing if land not owned by sponsor	Due by closing if land not owned by sponsor

Project Deliverables Table Descriptions

1. Landowner Acknowledgement Form

When a geographically designated, site-specific project is ready to move through the standard design process, all impacted landowners must be made aware of the project. Provide signed Landowner Acknowledgment Forms for all known and potentially impacted landowners. This requirement must be met before any stage of design or construction; however, once a landowner has signed an acknowledgment form, new forms are not required at subsequent stages of design or construction unless landownership has changed or a substantial amount of time has passed between design stages.

For more information on control and tenure documentation, see [Section 6](#).

2. Cultural Resources Compliance

Real property restored through RCO funding is subject to [Governor’s Executive Order 21-02](#) or compliance with Section 106 of the National Historic Preservation Act. RCO requires documented compliance with the applicable cultural resources review process before any ground-disturbing activities (including demolition). RCO will begin the initial consultation during the conceptual design stage. If next steps or further review is determined to be necessary, these should be included in subsequent design applications.

For more information on cultural resources review, see [Section 6](#).

3. Basis of Design Report

The Basis of Design Report is a detailed record of a project design process that accompanies visual plans and drawings. The following steps or chapters outline the full suite of information that should be considered and documented if appropriate for the project type. Pay most attention to ensuring the project provides the content outlined in these chapters, rather than adhering to the layout.

3a. Introduction, Goals, and Objectives

The project introduction should include a clear explanation of the fundamental purpose of the project, description of the site-specific limiting factors for specific Endangered Species Act-listed salmonids and applicable life stages, and the specific habitat restoration goals and objectives of the project. Identifying goals and objectives for each project is a critical technical framework that demonstrates a project's certainty of success and benefits for salmon recovery. The goal of the project should be to remedy observed problems by addressing the problems' root causes.

Goals—Goals should articulate desired biological outcomes (i.e., desired future conditions) and what salmonid species, life stages, and/or seasonal needs will benefit from those outcomes.

Objectives—Objectives define the specific project outputs that will be produced to achieve the stated project goals. As described in the grant application, each objective should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Note that project objectives are not the same as work tasks in a project's scope of work.

The PRISM grant application contains links to examples of goals and objectives that are appropriate for the various types of funded projects (e.g., acquisition, assessment, design, and restoration projects). Sponsors are encouraged to review these examples and consult with experienced design professionals, the SRFB Review Panel, and grants managers to help frame clear goals and objectives for their projects.

3b. Site Characterization

A detailed characterization of the existing conditions relevant to project design, in the context of established goals and objectives. The level of information will vary from project to project, but typically includes the following elements when available:

- A summary of site, reach, and watershed conditions
- Site history leading to the observed problems
- Biological and water quality factors as they relate to the project conditions
- Topographic, geomorphic, and vegetative survey information
- Surrounding habitat types and land uses
- Landowner and community expectations

- Water velocities, depths, and flow rates applicable to species and life stages being targeted by restoration practices
- Groundwater or hyporheic flow ranges
- Tidal elevation and ranges
- Available sediment sampling information
- Site constraints and maintenance requirements that may present challenges to natural process-based restoration

3c Alternatives Assessment and Selection

A core element of the restoration planning process is the identification of multiple alternative approaches to meet the project's goals and objectives. This section should include identification, description, and evaluation of design alternatives considered to achieve the project goals and objectives culminating in selection of a preferred alternative.

Include a written comparison of each of the alternatives through a thorough evaluation process based on consistent criteria. Applicants are highly encouraged to include visual depictions (maps with design elements applied to the specific site) or typical-style drawings to show comparison of alternatives. When assessing alternatives, applicants should consider the following evaluation criteria, at a minimum:

- Connection to project goals and objectives
- Tangible benefit to all targeted species and life stages
- Stakeholder comments and community support
- Economic feasibility (appropriate cost-to-benefit ratio)
- Likelihood of success
- Ongoing maintenance requirements
- Project sustainability and resilience

Sponsors must clearly identify and justify selection of a preferred design alternative to achieve project objectives, which will form the basis of all subsequent design stages.

The preferred alternative should include a detailed written description of all proposed design elements. To meet conceptual design requirements, the preferred

alternative should be depicted in an accurately scaled site plan view drawing of existing conditions and project elements. Specifically, the drawings for the preferred alternative must include, at a minimum, the following:

- An area/location map
- Property boundaries and land ownership (either surveyed or approximated)
- Roads and other existing infrastructure
- Scale and north arrow
- Water bodies and direction of flow
- Bank-full width (freshwater), mean high water line (marine)
- Approximate location and appropriately scaled dimensions of proposed design elements

3d. Cost Estimate

The level of detail and accuracy of a cost estimate for construction is driven by the stage of design. Conceptual design-level construction cost estimates are rough calculations often not based on thorough quantification of all project costs but rather professional opinion of similar project costs. They are intended to be an initial estimate to inform evaluation of differences between project of alternatives.

Preliminary-level design cost estimates should be the result of quantified costs derived from the design process to be further refined and updated at final design. Detail should include estimates of line items such as the following:

- Materials
- Contract labor costs
- Construction supervision
- Special services such as surveys, materials testing, and geotechnical
- Sales taxes

3e. Design Considerations and Analyses

This chapter outlines the specific design criteria that define the intent and expectations for each project element. Design criteria are specific, measurable attributes of project features that clarify the purpose of each project element and articulate how each element will contribute to the project's overall goals and

objectives. Include justification and documentation of design methods applied, including assumptions that facilitated the design. Provide a summary of data output and analysis of each technical assessment required to support the proposed design elements. Full data output should be referenced to an Appendix.

3f. Permitting and Stakeholder Consultation

A description of regulatory and/or other public consultation activities. Review and address comments from agencies and other stakeholders in the Basis of Design Report, if comments were received. This section is optional based on proposed deliverables in the application or as outreach, feedback, and discussion with stakeholders occurs during the design process.

3g. Appendices

All raw data, computational data, model output, and other reports (geotechnical, hydraulic modeling, topographic survey, wetland delineation, etc.) must be included in the Basis of Design Report, either as appendices or incorporated into the Design Considerations and Analysis chapter (3e).

4. Design Drawings

The preparation of design drawings is key to completing a successful habitat restoration project. All design and restoration projects require design drawings in digital format (e.g., AutoCAD). Each drawing should be to scale, with vertical and horizontal scales on the drawings being kept the same when possible.

For the preferred alternative, minimum drawing requirements are the depiction of all elements of the project in sufficient detail to support project permitting and include at least the following:

- Existing site plan showing area/location map; property boundaries; landownership; road, utilities, or other infrastructure as appropriate; scale; north arrow; water bodies and direction of flow; and bank-full width or mean low and high water (marine waters).
- Project site plan view drawing(s) showing proposed actions overlaid on the site plan (above). The site plan should include all project elements including installation and removal of fill, wood, rock, culverts, and infrastructure; clearing and staging; dewatering, etc. Additional structural design details should be included as needed.
- Longitudinal profile and multiple cross-sections at important project locations showing water surface elevations relevant to the design (e.g., ordinary high water, maximum design flow, tidal elevations, flood elevations.)

- LiDAR (Light Detection and Ranging) layer with location of all major project elements, if available.

Additional design drawings should be included where available for complex projects or projects with multiple features or multiple sites.

5. Landowner Certification Form

See Appendix E: Funded Project Forms, for more information about the [Landowner Certification Form](#).

6. Construction Permit Applications

Provide permit applications to the RCO grants manager or in a PRISM progress report. This step is optional at the final design phase because, for some sponsors, this step is more practical during the construction phase.

7. Construction Permit Receipts

Provide proof of permit receipt (e.g., copies of permits or permit numbers and issue dates) to the RCO grants manager or in a PRISM progress report. This step is optional at the final design phase because, for some sponsors, this step is more practical during the construction phase.

8. Construction Quantities

Quantified materials outlined on drawing plans or separately. Level of detail is dependent upon stage of design but typically is provided initially at preliminary design and is refined at final design to ensure well developed bid packages.

9. Final Design Technical Specifications

Support all work shown on project drawings with one or more technical specifications to further describe and/or control the work. The construction contractor should know about project materials, technical requirements, project elevations, permit requirements, or any other elements of the proposed project. Clear and detailed technical specifications reduce on-the-ground adjustments and changes that may deviate from the original project objectives.

10. Contract Bidding Documents and Conditions

If the sponsor's construction crew will build the project, then bidding documents and contract conditions are not required; however, the requirements for technical specifications and a detailed list of work items (above) still apply.

Bidding documents should include a bid form, definitions, a proposed agreement (to be between the sponsor and contractor), general conditions, special provisions, technical specifications, and the project drawings (usually bound separately).

Sponsors should select contractors using good business practices, which could include selective negotiations with known contractors, public advertisement for bidding, or competitive bidding using some combination of proposed price and contractor qualifications. The contractor selection process should be objective and defensible in case of contest and follow all applicable state and required federal procurement procedures.

11. Landowner Agreement

Landowner agreements are required for restoration projects on land that the sponsor does not own. See Appendix E: Funded Project Forms for more information about the Landowner Agreement Form.

12. As-Built Drawings and Documentation

Document all changes made during construction. "As-built drawings" is the conventional term applied to project design drawings modified by the engineer after completion of construction to document the completed project. Prepare "as-built drawings" if changes were made to the final design during construction or if the sponsor used a field-fit construction approach. Submit these drawings to the RCO grants manager after project completion. Instead of the conventional "as-built drawings" described above, RCO may allow the sponsor to submit the following as-built documentation:

- Original final designs (if no changes were made during construction)
- Original final designs with a list of change orders describing the construction changes
- A design memo from the engineer with notations on the final design/construction plans identifying the changed elements of the project with photo points and photographs showing the project after construction

13. Restoration Stewardship Plan

If a sponsor completes a restoration project on land owned by someone else, a 10-year stewardship plan must be completed before the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least 10 years after completion. Visit the RCO Web site to download a [Restoration Stewardship Plan Template](#) with recommendation components.

Appendix E: Funded Project Forms



Landownership Certification Form

This form ensures that the sponsor reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. This form is **required** for all restoration projects and for all preliminary or final design projects after identifying the project site. The sponsor must submit the form before RCO issues a grant agreement. Visit the RCO Web site to download a [Landownership Certification Form](#).

Landowner Agreements

Landowner agreements are required for restoration projects on land that the sponsor does not own. Provide RCO with a signed landowner agreement before construction or before reimbursement for any construction expenses.

The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the sponsor and RCO staff 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.

The landowner agreement remains in effect for a minimum of 10 years from the date of project completion. The date of project completion is the date of final payment to the sponsor, as defined in Section E of the salmon grant agreement. It is the sponsor's responsibility to inform the landowner of this date.

Visit the RCO Web site to download a [Landowner Agreement Form](#).

Acquisition Stewardship Plan

If the sponsor acquired fee simple land, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the property in perpetuity. To download a [template with the recommended plan components](#), visit the RCO Web site.

Restoration Stewardship Plan

If the sponsor completed a restoration project, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least 10 years after completion. Visit the RCO Web site to [download template](#) with the recommended plan components.

Amendment Requests

Sponsors may appeal any decision to the SRFB. Use the [amendment request template](#) to submit a request to an RCO grants manager. Refer to the SRFB Amendment Request Authority Matrix, [Appendix I](#) for more information.

Appendix F:

SRFB Evaluation Criteria



To help ensure that every project funded by the SRFB is technically sound, the SRFB Review Panel or Monitoring Panel will note for the SRFB any projects it believes have the following:

- Low benefit to salmon
- A low likelihood of being successful
- Costs that outweigh the anticipated benefits of the project

Projects designated as *Projects of Concern* have a low benefit to salmon, a low likelihood of success, or costs that outweigh the anticipated benefits. The SRFB Review Panel will not otherwise rate, score, or rank projects. RCO expects that projects will follow best management practices and will meet local, state, and federal permitting requirements.

The SRFB Review Panel and Monitoring Panel use the review module in PRISM Online to capture comments on individual projects. Comments, once shared by a panel, are visible on each project application in PRISM on the Review Comments screen.

Criteria

For acquisition and restoration projects, the panel will determine that a project is not technically sound and cannot be significantly improved if it meets the following criteria:

1. It is unclear there is a problem to salmonids the project is addressing. For acquisition projects, this criterion relates to the lack of a clear threat if the property is not acquired.
2. Information provided or current understanding of the system is not sufficient to determine the need for, or the benefit of, the project.

- o Incomplete application or proposal.
 - o Project's goal or objectives not clearly stated or do not address salmon habitat protection or restoration.
 - o Project sponsor has not responded to SRFB Review Panel comments.
 - o Acquisition parcel prioritization (for multi-site proposals) is not provided or the prioritization does not meet the project's goal or objectives.
3. The project is dependent on addressing other key conditions or processes first.
 4. The project has a high cost relative to the anticipated benefits and the project sponsor failed to justify the costs to the satisfaction of the SRFB Review Panel.
 5. The project does not account for the conditions or processes in the watershed.
 6. The project may be in the wrong sequence with other habitat protection, assessments, or restoration actions in the watershed.
 7. The project does not work towards restoring natural watershed processes or prohibits natural processes.
 8. It is unclear how the project will achieve its stated goals or objectives.
 9. It is unlikely that the project will achieve its stated goals or objectives.
 10. There is low potential for threat to habitat conditions if the project is not completed.
 11. The project is sited improperly.
 12. The submitted project design deliverables are inadequate relative to the total overall project cost, design complexity, applicant technical experience, or risk factors.
 13. The stewardship description is insufficient or there is inadequate commitment to stewardship and maintenance and this likely would jeopardize the project's success.
 14. The focus is on supplying a secondary need, such as education, streambank stabilization to protect property, or water supply.

Additional Criteria for Riparian Restoration Projects

For riparian planting projects, if a project does not meet the required minimum buffer width, the SRFB Review Panel will evaluate the project based on the site-specific conditions and determine whether the proposed width can provide riparian function, will provide a benefit to salmon recovery, and will achieve goals as articulated in the regional recovery plans.

Additional Criteria for Planning Projects

For planning projects (e.g., assessment, design, inventories, and studies), the SRFB Review Panel will consider the criteria for acquisition and restoration projects (1-13) and the following additional criteria. The SRFB Review Panel will determine that a project is not technically sound and cannot improve significantly if the following conditions are met:

1. The project does not address an information need important to understanding the watershed, is not directly relevant to project development or sequencing, and will not clearly lead to beneficial projects.
2. The methods do not appear to be appropriate to meet the goals and objectives of the project.
3. There are significant constraints to the implementation of projects following completion of the planning project.
4. The project does not clearly lead to project design or does not meet the criteria for filling a data gap.
5. The project does not appear to be coordinated with other efforts in the watershed or does not use appropriate methods and protocols.

Additional Criteria for Monitoring Projects

The SRFB Monitoring Panel reviews project proposals that involve monitoring activities including study design development, data collection, sampling methods, data management and analysis, and reporting. Proposed monitoring projects need to be based on clearly identified and sound scientific principles.

For monitoring projects, the SRFB Monitoring Panel will evaluate proposals based on study design elements. In addition to the above evaluation criteria, the Monitoring Panel will designate proposals as *Projects of Concern* if the proposal lacks a technically sound scientific study plan.

1. The monitoring plan is based on inaccurate assumptions.

2. The monitoring methods are technically flawed.
3. Analytical techniques proposed are inadequate to achieve the project goals and/or objectives.
4. The value of the study for recovery of salmon populations or the application of the study for future recovery efforts is not explicit.

Appendix G: Guide for Lead Entity Project Evaluation

Benefit and Certainty Criteria

The SRFB developed the following criteria several years ago for evaluating benefit to fish and certainty of project success. With the evolution of lead entity strategies and recovery plans, the SRFB shifted to a technical evaluation of site-specific projects using the Project of Concern criteria. Use the benefit and certainty criteria listed below only for lead entity guidance in their evaluation of projects through their local processes.

Benefit Criteria			
Identified and Prioritized in the Strategy	High BENEFIT Project	Medium BENEFIT Project	Low BENEFIT Project
Watershed Processes and Habitat Features	Addresses high-priority habitat features and/or watershed process that significantly protect or limit the salmonid productivity in the area. Acquisition: More than 60 percent of the total project area is intact habitat, or if less than 60 percent, project must be a combination that includes restoration.	May not address the most important limiting factor but will improve habitat conditions. Acquisition: 40-60 percent of the total project area is intact habitat, or if less than 40-60 percent, project must be a combination that includes restoration.	Does not address an important habitat condition in the area.

Benefit Criteria			
Identified and Prioritized in the Strategy	High BENEFIT Project	Medium BENEFIT Project	Low BENEFIT Project
	Assessment: Crucial to understanding watershed processes, is directly relevant to project development or sequencing, and clearly will lead to new projects in high-priority areas.	Assessments: Will lead to new projects in moderate priority areas and is independent of addressing other key conditions first.	
Areas and Actions	Is a high-priority action in a high-priority geographic area. Assessment: Fills an important data gap in a high-priority area.	May be an important action but in a moderate-priority geographic area. Assessment: Fills an important data gap but is in a moderate-priority area.	Addresses a lower priority action or geographic area.
Scientific	Is identified through a documented habitat assessment.	Is identified through a documented habitat assessment or scientific opinion.	Is unclear or lacks scientific information about the problem being addressed.
Species	Addresses multiple species or unique populations of salmonids essential for recovery or Endangered Species Act-listed fish species or non-listed populations primarily supported by natural spawning. Documented fish use.	Addresses a moderate number of species or unique populations of salmonids essential for recovery or Endangered Species Act-listed fish species or non-listed populations primarily supported by natural spawning. Documented fish use.	Addresses a single species of a low priority. Documented fish use.
Life History	Addresses an important life history stage or habitat type that limits the productivity of the	Addresses fewer life history stages or habitat types that limit the productivity of the	Is unclear about the salmonid life history being addressed.

Benefit Criteria			
Identified and Prioritized in the Strategy	High BENEFIT Project	Medium BENEFIT Project	Low BENEFIT Project
	salmonid species in the area or project addresses multiple life history requirements.	salmonid species in the area or partially addresses fewer life history requirements.	
Costs	Has a low cost relative to the predicted benefits for the project type in that location.	Has a reasonable cost relative to the predicted benefits for the project type in that location.	Has a high cost relative to the predicted benefits for that particular project type in that location.

Certainty Criteria			
Identified and Prioritized in the Strategy	High CERTAINTY Project	Medium CERTAINTY Project	Low CERTAINTY Project
Appropriate	Scope is appropriate to meet its goals and objectives.	Is moderately appropriate to meet its goals and objectives.	The methods do not appear to meet the goals and objectives of the project.
Approach	Is consistent with proven scientific methods. Assessment: Methods will effectively address an information or data gap or lead to effective implementation of prioritized projects within 1-2 years of completion.	Uses untested or incomplete scientific methods. Assessment: Methods will effectively address a data gap or lead to effective implementation of prioritized projects within 3-5 years of completion.	Uses untested or ineffective methods.
Sequence	Is in the correct sequence and is independent of other	Is dependent on other actions being taken first that are	May be in the wrong sequence with other

Certainty Criteria			
Identified and Prioritized in the Strategy	High CERTAINTY Project	Medium CERTAINTY Project	Low CERTAINTY Project
	actions being taken first.	outside the scope of this project.	protection and restoration actions.
Threat	Addresses a high potential threat to salmonid habitat.	Addresses a moderate potential threat to salmonid habitat.	Addresses a low potential threat to salmonid habitat.
Stewardship	Clearly describes and funds stewardship of the area or facility for more than 10 years.	Clearly describes but does not fund stewardship of the area or facility for more than 10 years.	Does not describe or fund stewardship of the area or facility.
Landowner	Landowners are willing to have work done.	Landowners potentially contacted and likely will allow work.	Landowner willingness is unknown.
Implementation	Actions are scheduled, funded, and ready to take place and have few or no known constraints to successful implementation including projects that may result from this project.	Have few or no known constraints to successful implementation as well as other projects that may result from this project.	Actions are unscheduled, unfunded, and not ready to take place, and have several constraints to successful implementation.

Appendix H: Regional Area Summary Information

The final annual funding report provides region-by-region summaries to the Governor's Salmon Recovery Office and the SRFB each September. These summaries document the local process to bring project lists to the SRFB for funding in each salmon recovery region. This year, as recommended by the Lean study, Questions 1B-1D are added to ask regions if they are funding the highest priority projects with their allocations. Questions 4 and 5 from lead entities will be submitted by lead entities to the regions and included in the summaries.

RCO staff requests that regional organizations review their information and update their responses to the questions below in a template of the funding report that **RCO will send out to regions in June**. Regions may request the template sooner, as needed.

RCO and Governor's Salmon Recovery Office staff will review the regional submissions and post them on the RCO Web site as part of the funding report. Check the online schedule to see when the regional area summaries are due.

Questions

Regional organizations answer Questions 1-3.

1. Internal funding allocations:

- A. Describe the process and criteria used to develop allocations across lead entities or watersheds within the region. (Only regions answer this question)
- B. Explain if the projects list(s) submitted in the region funds the highest priority projects.
- C. If the highest priority projects were not funded, explain the barriers to implementing the highest priority projects in the region.

- D. Do suballocations to lead entities limit the region from getting to the highest priority projects?

2. Regional technical review process: *The SRFB envisions regional technical review processes that address, at a minimum, the fit of lead entity projects to regional recovery plans, if available. (Only regions answer this question)*

- A. Explain how the regional technical review was conducted.
- B. What criteria were used for the regional technical review?
- C. Who completed the review (name, affiliation, and expertise) and are they part of the regional organization or independent?
- D. Were there any projects submitted to the SRFB that the regional implementation or Salmon Recovery Portal (formerly Habitat Work Schedule) did not specifically identify? If so, please provide justification for including these projects in the list of projects recommended to the SRFB for funding. If the projects were identified in the regional implementation plan or strategy but considered a low priority or in a low-priority area please provide justification.

3. Criteria the SRFB considers in funding regional project lists: *Revised Code of Washington 77.85.130 identifies criteria that the SRFB must consider and give preference in awarding funds to projects. Please provide a short description of how the region considered each of the criteria (when applicable) when presenting the project list to the SRFB. Questions A-C may be answered in narrative form. To save time, RCO added questions D-I into PRISM and will supply this information to each region. Please include the matrix and the region's responses as part of the narrative for Question 3.*

How did the regional review consider whether a project met the following criteria?

- A. Provides benefit to high-priority stocks for the purpose of salmon recovery or sustainability. In addition to limiting factors analysis, Salmonid Stock Inventory, and Salmon and Steelhead Habitat Inventory and Assessment Program, provide stock assessment work completed to date to characterize the status of salmonid species in the region. Briefly describe.
- B. Addresses cost-effectiveness. Provide a description of cost-effectiveness considered.

- C. Preserves high-quality habitat. Describe projects on the list that will preserve high-quality habitat.
- D. Sponsored by an organization with a successful record of project implementation. For example, identify the number of previous SRFB projects funded and completed.
- E. Provides benefit to listed and non-listed fish species. Identify projects on the regional list that primarily benefit listed fish. Identify projects on the regional list that primarily benefit non-listed species.
- F. Implements a high-priority project or action in a region or watershed salmon recovery plan. Identify where and how the project is identified as a high-priority in the referenced plan.
- G. Provides for match above the minimum requirement percentage. Identify the project's match percentage and the regional match total.
- H. Involves members of the Veterans Conservation Corps established in Revised Code of Washington 43.60A.150.
- I. For Puget Sound and Hood Canal regions only
 - i. *Sponsored by an entity that is a Puget Sound partner, as defined in Revised Code of Washington 90.71.010. Referenced in the "Action Agenda" developed by the Puget Sound Partnership under Revised Code of Washington 90.71.310. (Projects on 3-year work plans will qualify as they are referenced under Near Term Action B.1.1 of the "Action Agenda.")*

4. Local review processes. (Lead entity provides response.)

- A. Provide project evaluation criteria and documentation (local technical reviewer and citizen committee score sheet or comment forms) of the local citizens advisory group and technical advisory group ratings for each project, including explanations for differences between the two groups' ratings.
- B. Identify the local technical review team (include expertise, names, and affiliations of members).
- C. Explain how and when the SRFB Review Panel participated in the local process, if applicable.

5. Local evaluation process and project lists. (Lead entity provides response.)

- A. Explain how multi-year implementation plans or Salmon Recovery Portal helped to develop project lists.
- B. Explain how finalized project lists address the comments of technical, citizen, and policy reviews. Were there any issues about projects on the list and how were those resolved?

Appendix I: SRFB Amendment Request Authority Matrix¹⁶

Sponsors may appeal any decision to the SRFB. Use the [amendment request template](#) to submit a request to an RCO grants manager.

Consult means the lead entity obtains a decision from its technical and citizens committees. Puget Sound lead entities must consult the Puget Sound Partnership for cost increases using PSAR funds.

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
All Project Types						
Increase project funds due to project overruns ¹⁷	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis,

¹⁶Adopted June 9, 2005, revised December 8, 2011

¹⁷Cost increases may be granted only if funding is available.

Appendix I: SRFB Amendment Request Authority Matrix

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
						design, and install the culvert. Sponsor now requests an increase in SRFB funds.
Increase/decrease project scope (no funding change)	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	<p>Sponsor planted 3,000 trees and shrubs on 3 acres of riparian habitat, as outlined in the contract. Funds remain and the sponsor wants to plant an additional 100 trees and shrubs on adjacent acres.</p> <p>Sponsor plans to replace two barrier culverts. After designing the project, sponsor only has funds to install one culvert. Sponsor requests a scope reduction, but still need to use all the funds.</p>
Change project type	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	Sponsor proposed to purchase floodplain or riparian habitat and reconnect a side channel on a portion of the site. Sponsor now proposes to purchase the land only.

Appendix I: SRFB Amendment Request Authority Matrix

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
Transfer sponsorship	Consult	May approve				Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.
Reduce match	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	Sponsor received \$75,000 from SRFB and provided \$33,000 (30 percent) in match for a total project cost of \$108,000. Later, the sponsor could raise only \$14,000 (15 percent) in match for a total project cost of \$89,000. Sponsor requests a match reduction of 57 percent (\$19,000/\$33,000) and corresponding scope reduction.
Acquisition Projects						
Change site to a contiguous site	Consult	May approve site add/change		Available to review change		Sponsor proposed to purchase six parcels. One of the parcels is not available and sponsor asks to buy a different contiguous site.
Change site to a non-contiguous site	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	Sponsor proposed to purchase four parcels. One of the parcels is not available and sponsor asks to buy a different

Amendment Request	Lead Entity	RCO Director	SRFB Subcommittee	SRFB Technical Review	SRFB	Example
						site on a different part of the river.
Pay more than fair market value (no increase in funding)		May approve up to 10 percent	May approve more than 10 percent		May approve more than 20 percent	Sponsor and landowner negotiate a purchase price above the fair market value.
Restoration Projects						
Significant change in the project location	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	Sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river, Water Resource Inventory Area, or to benefit different fish.
Studies and Assessment Projects						
Significant change in the location of study	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	Sponsor proposed to inventory barriers on a specific river and later asks to inventory another river, Water Resource Inventory Area, or to benefit different fish.
Change type of study	Consult	May approve or recommend	May approve or recommend	Available to review change	May approve	Sponsor proposed to do an assessment on forage fish but after more research determines an inventory of barriers is more important.

Appendix J:

Targeted Investments Program



The Targeted Investments Program allows the SRFB to invest certain types of funding on specific priorities in order to accelerate salmon recovery.

Priorities

In preparation for a targeted investment grant round, the SRFB will adopt one or more targeted investment priorities from the list below.

Approaching recovery: The investment improves habitat for an Endangered Species Act-listed species nearing recovery goals, as set by the National Marine Fisheries Service status reviews. The targeted investment would address an outstanding habitat restoration and/or protection issue or threat that, if corrected, would move the listed species closer to the recovery goal.

Southern Resident orca recovery: The investment focuses on actions that benefit specific stock groups that are a high priority in the Southern Resident Killer Whale Task Force recommendations.

Populations at risk: The investment focuses on improving habitat for endangered, threatened, or non-listed populations in decline or at-risk of extinction, where at-risk populations are identified by indicators such as fishery closures or updated status reviews.

Future threat abatement: The investment focuses on removing or contributing to the abatement of a threat that will nullify recovery efforts (e.g., climate change, predation).

Emergency response: The investment focuses on advancing salmon habitat protection and restoration in watersheds that have experienced natural and/or anthropogenic disasters that have or will result in significant adverse impact on a population.

Funding Amount

The SRFB may request project proposals for targeted investments only if funding remains after allocating the annual statewide “status quo” funding of \$18 million. Status quo funding is a combination of the state capital budget and the Pacific Coastal Salmon Recovery Fund. In addition, the SRFB also may elect to use the targeted investments process to access and leverage new non-state funding as opportunities arise.

Project Eligibility

Each regional recovery organization may submit only one targeted investment project for SRFB consideration. In addition to the eligibility requirements found in Section 2: Eligible Projects, each project proposal must satisfy all the following eligibility criteria:

- Address a SRFB-selected targeted investment priority.
- Improve long-term habitat quality and productivity, and therefore resiliency, of salmonids.
- Advance a project that cannot be funded by the current sub-allocation to lead entities or the current regional allocation.¹⁸
- Leverage additional funds (not including federal Pacific Coastal Salmon Recovery Fund).
- Restore and/or acquire habitat (may include design).
- Include a letter of support from the lead entity where the project is located.
- Be the only project selected by a salmon recovery region for funding.

Match

Consistent with all SRFB salmon recovery grants, applicants must provide money or resources to match at least 15 percent of the grant from funds not administered by the SRFB.

How to Apply

Typically, if state funding is available, project applications will be accepted during the regular grant round of the second year of the biennium (even years).

¹⁸If the proposal is under the regional allocation, a letter of justification from the region must be included in the application.

To apply for targeted investment funds, work with the lead entity coordinator to enter project information into the Salmon Recovery Portal and create an application in PRISM. Applicants must follow the application schedule and requirements for the grant round outlined in this manual and by the lead entity where the project is located. Applicants also must satisfy additional requirements described in this appendix and found in the application questions in PRISM. Applicants will follow Steps 1 through 4 established in Section 3: How to Apply. Applicants also will follow Section 4: SRFB Evaluation Process in this manual, including the review of projects by the SRFB Review Panel for technical merit.

Applications may have additional review as determined by the lead entity or region. Targeted Investments must be endorsed by the lead entity, but they are not part of the annual lead entity ranking process. The project will follow the initial review timeline of the lead entity where the project is located. However, once the preliminary review panel process is complete, the regional recovery organization must select one project for final submittal by the SRFB final application deadline.

Technical Review

RCO grants managers will review grant applications to ensure they are complete and the projects meet the minimum eligibility criteria. Applicants must follow the application schedules of their lead entities to ensure application materials are submitted at least 2 weeks before SRFB Review Panel site visits and initial review.

After the site visits, the SRFB Review Panel will indicate whether a project is *Clear*, *Conditioned*, *Needs More Information*, or a *Project of Concern*. Projects with statuses of *Needs More Information* or *Project of Concern* will be returned to applicants to answer questions and comments and resubmit as the final application.

Projects will be re-reviewed after the final applications are submitted. Only one project per salmon recovery regional organization is considered for final review by the SRFB Review Panel. The SRFB Review Panel will indicate whether the project is cleared or conditioned for funding, or whether it remains a *Project of Concern* and is not recommended for funding. See Sections 3 and 4 for more details on the technical review.

Scoring

The review panel will score final applications using the criteria below after the final application deadline in late June. No more than one project per region will be scored. The review panel will include a written evaluation with findings to support the scoring presented to the SRFB. Projects that remain a *Project of Concern* will not be scored or recommended for funding.

Evaluation Criteria

Each project will be evaluated based on a combination of evaluation criteria specific to the priority chosen by the SRFB for the funding round and a series of evaluation criteria common to all targeted investment projects.

Priority Benefit–10 points				
Orca Recovery Benefit	0-10 based on stock group	The project focuses on habitat actions that benefit specific stock groups that are a high priority in the Southern Resident orca task force recommendations, as listed below. Proposals that protect, restore, and enhance salmonid production in areas determined critical to successful feeding will receive the highest score. Scores based on NOAA Fisheries and Washington Department of Fish and Wildlife (2018) Southern Resident Killer Whale Priority Chinook Stocks Report.		
		ESU/ Stock Group	Run Type	Score
		Northern Puget Sound	Fall	10
		Southern Puget Sound	Fall	10
		Lower Columbia	Fall	10
		Upper Columbia and Snake	Fall	8
		Lower Columbia	Spring	8
		Middle Columbia	Fall	8
		Snake River	Spring-Summer	8
		Northern Puget Sound	Spring	8
		Washington Coast	Spring	7
		Washington Coast	Fall	7
		Middle and Upper Columbia Spring	Spring	7
		Southern Puget Sound	Spring	5

Species and Habitat Benefits–20 points		
Species	0-5	<p>Proposal addresses multiple orca prey stocks. Multiple life history stages for one or more orca prey stocks will receive the highest score.</p> <p>5= multiple life stages of a single orca prey stock or multiple stocks 3=single life stage of a single orca prey stock 0=no orca prey stock</p>
Ecological Processes and Limiting Factors	0-10	<p>Projects that recover habitat through process-based solutions will receive the highest scores.</p> <ul style="list-style-type: none"> • Project identifies limiting factor and life history stage for target stocks • Project results in a high functioning site that restores or protects ecosystem processes • Surrounding conditions support the project • The site is resilient to future degradation • The project is designed to be resilient to climate change • Sustainable over time, self-sustaining, or naturally increasing benefit; temporary fixes will score lower • Hardened infrastructure solutions are acceptable but will score lower <p>8-10 The project restores significant natural processes to the site and significantly improves limiting factors 5-7=The project restores moderate levels of natural processes and/or moderately improves limiting factors 0-4=The project has limited restoration of natural processes and doesn't adequately address limiting factors</p>
Scale of Benefit	0-5	<p>A higher number of quantified benefits and measurable restoration benchmarks will receive the highest score. Restores access to and/or protects high quality, functional habitat for the target Chinook stocks measured by metrics such as:</p> <ul style="list-style-type: none"> • Salmon habitat gain in miles • Salmon habitat improved in acres • Salmon habitat protected in acres • Measurable improvements in flow conditions • Measurable improvements in water quality • Improvements in life-stage specific survival rates <p>5=A significant gain in salmon access or habitat from restoration or prevention of habitat loss from protection measures 3=A moderate gain in salmon access or habitat from restoration or prevention of habitat loss from protection measures</p>

		0=Little or no gain in salmon access or habitat from restoration or prevention of habitat loss from protection measures
Likelihood to Succeed–20 Points		
Appropriate Scope with Clear Goals and Objectives	0-5	<p>Goals and objectives of the project have been clearly communicated within a scope that is achievable and fitting for the project.</p> <ul style="list-style-type: none"> • Project addresses root cause of problem identified. • Objective’s support and refine biological goals. • Objectives are specific quantifiable actions to achieve stated goal (See Manual 18). • Proposals that demonstrate the project is in the correct sequence and is independent of other actions being taken first will receive the highest score. <p>5=Goals and objectives are clearly communicated and achievable with implementation of the proposed project 3=Goals and objectives are not entirely clear or may not all be achievable with implementation of the proposed project 0=Project does not address root causes of identified problems or unlikely to meet objectives</p>
Logical Approach and Schedule	0-5	<p>Proposals that demonstrate readiness to proceed will receive the highest score.</p> <ul style="list-style-type: none"> • An appropriate and achievable time frame and order of events to complete the project • Level of design complete • Permit stage <p>4-5=Project is ready to proceed with an appropriate level of design completed and most permitting requirements completed 0-3=Project must still complete important design elements or still require significant permit review</p>
Landowner Support	0-5	<p>Evidence of project support from directly impacted landowners (written or verbal during site visit) will receive the highest score.</p> <p>4-5=Project has evidence of support from impacted landowners (letter of support, landowner acknowledgement) 0-3=Project does not have strong evidence of landowner support</p>
Sponsor/ Participants Experience	0-5	<p>Past experience with restoration and/or acquisition projects reflects a higher likelihood of future success. Proposal sponsors that have successfully implemented salmon restoration projects will receive the highest score.</p> <p>4-5=Project sponsor has demonstrable experience with successful project implementation. 0-3=Project sponsor has little or no demonstrated experience with project implementation.</p>

Cost=0 Points (All Projects)		
Best Use of Public Funds	0-5	A well justified funding request that demonstrates good use of funds, availability of matching funds, and a clear and complete budget will receive the highest score. 4-5 Project has a clear budget and justified costs. 0-3=Project has a less clear budget and justification of costs.
Leverage Additional Funds	0-5	The proposal leverages additional funds (not including federal Pacific Coastal Salmon Recovery Fund). Any project that leverages 50% or more of the total project cost will receive the highest score. Leveraged funds must be clearly documented in the Cost Estimate Spreadsheet, but do not need to be used as official match for the application request as long as the 15% match requirement is met. 4-5=Project leverages 50% or more in matching funds. 0-3=Project leverages less than 50% in matching funds.

Funding Awards

The SRFB has the authority to fund targeted investments. The SRFB will determine which project(s) to fund by considering the following:

- Eligibility criteria.
- Evaluation criteria.
- Project of Concern status.
- The review panel’s written evaluation and score of a project’s technical merits
- The degree and extent to which a project addresses the selected strategic priority or priorities.
- The extent to which the project will be resilient to climate change.
- Whether a project addresses a critical recovery need or issue.
- The extent to which a project leverages resources and/or supports broader recovery efforts.

The SRFB will not partially fund more than one targeted investment project proposal per biennium. A project is considered fully funded if the targeted investment plus funding from SRFB or PSAR meet the requested grant amount. For example, a \$3 million project may need only an additional \$1 million from targeted investments to be fully funded.

Award Administration

Once approved for funding by the SRFB, targeted investment awards will be administered through contracts between project sponsors and RCO. Sponsors must follow the amendment process outlined in Section 6 and Appendix I.

Appendix K:

Riparian Planting Projects

Restoring Riparian Habitat

RCO seeks to provide funding for projects that will restore healthy, functioning riparian ecosystems, which are fundamental for clean water, healthy salmon populations, and climate resilient watersheds. To that end, RCO has adopted riparian buffer width standards for projects with riparian planting as the primary purpose.

The amount of the buffer will depend on the landscape. There are two types of ecosystems in Washington: forested ecoregions and dryland ecoregions. In general, forested ecoregions dominate western Washington, northeastern Washington, and portions of southeast, north central, and the eastern Cascade Mountains. Dryland ecoregions are more readily contained in the Columbia Plateau Ecoregions east of the Cascade Mountain Range.

Required Buffer Widths

Forested Ecoregions

To achieve full riparian function in forested ecoregions, RCO requires that planted riparian widths should be one, 200-year Site Potential Tree Height measured from the edge of the active channel or active floodplain.

Dryland Ecoregions

For dryland ecoregions, RCO requires the planted riparian width to be one, 200-year Site Potential Tree Height if available, or the width of the riparian vegetation community. If site conditions do not support tree species or Site Potential Tree Height is less than 100 feet, then the riparian width is determined by the full extent of all riparian vegetation (the riparian zone) or a minimum of 100 feet.

Guidance Documents

Applicants, lead entity evaluators, and the SRFB Review Panel should ensure planted riparian widths are appropriate for the site and represent a clear benefit to salmon recovery as articulated in the regional recovery plans. The SRFB Review Panel uses the SRFB Evaluation Criteria, [Appendix F](#), to review each project.

For projects with the primary purpose of riparian planting, RCO requires the planted riparian buffer meet the widths outlined in the Department of Fish and Wildlife's 2012 [Stream Habitat Restoration Guidelines](#) and the 2020 [Riparian Ecosystems, Volume 2: Management Recommendations](#).

The Department of Fish and Wildlife has developed an [online mapping tool](#) to help determine the Site Potential Tree Height for any site.

Exceptions to the Buffer Requirement

If the primary purpose of the project is not riparian planting, rather the primary purpose is another eligible work type (i.e., in-stream restoration or fish passage) and the riparian planting provides an ancillary benefit, the minimum planting width is not required but is recommended. For example, streambank stabilization cannot be a primary project, if a project has both, then riparian planting is the primary purpose.

RCO recognizes it's not possible to meet a one-size-fits-all requirement at each site. Most riparian planting projects funded by RCO are on private lands. Private landowners, who are essential partners to these projects, voluntarily allow riparian plantings on their properties to support salmon recovery efforts. Some landowners are not able to offer a wide enough area to meet 200-year Site Potential Tree Height, but still want to participate in restoration. Sponsors are encouraged to apply even if their projects do not meet the 200-year Site Potential Tree Height.

For streams listed for temperature on the 303(d) list, the sponsor must provide adequate justification as to why the requirements cannot be met and how the project still restores riparian function. If a project does not meet the 200-year Site Potential Tree Height, the applicant must do the following:

- Provide an exception including the presence of a structure or property line; road or railway, pipeline, powerline, or other utility; or topography that impedes the ability to meet minimum width requirements.
- If an exception does not apply, then the sponsor must provide the following:
 - Justification that the planting project still achieves the goal of restoring riparian function (i.e., continuity, shade, pollution removal, contributions

of detrital nutrients, recruitment of large woody materials, and bank stability, etc.).

- o A letter of support for the project from either of the following:
 - Natural resource management tribal biologist whose usual and accustomed areas include the project location.
 - Washington Department of Fish and Wildlife habitat biologist.

For riparian planting projects less than 200-year Site Potential Tree Height and not on streams listed for temperature on the 303(d) list, the project will be reviewed by the local technical advisory group and the state review panel for riparian function.

Match Requirements

For projects that meet Site Potential Tree Height from the active channel or floodplain match is not required. For projects that cannot meet the minimum buffer width, the minimum match required is 15 percent.

Appendix L: Quantifying Habitat Types for Acquisition Projects

For acquisition projects or combination projects with an acquisition component, applicants must quantify the acreage of lake, riparian, tideland, upland, or wetland habitat present on the property to be acquired to determine the required matching share; for more information see the Matching Share Section. For this purpose, uplands are those areas that fall outside of other specified habitat types and their buffers.

Riparian acreage may include the entire channel migration zone and floodplain. For guidance to determine the channel migration zone for riparian projects, applicants may refer to the Washington Department of Fish and Wildlife's 2020 [Riparian Ecosystems, Volume 2: Management Recommendations](#).

For quantifying buffers around lakes, tidelands, and wetlands, sponsors may choose to apply a "standard buffer" or a "site-specific buffer." The standard buffer is a simple method for quantifying habitat types. The site-specific buffer is based on the site potential tree height at 200 years ($SPTH_{200}$).

The **standard buffer** requires a 200-foot buffer around lakes, streams, channel migration zones, floodplains, and tidelands. Wetlands that are hydrologically connected to fish-bearing waters also have a 200-foot buffer; those that are not connected to fish-bearing waters have a 100-foot buffer.

The **site-specific buffer** requires that a buffer of one $SPTH_{200}$ is used around all habitat types except wetlands. For wetlands, the site-specific buffer width should be based on the county critical area ordinance.

When using the site-specific buffer, the application should reference the site potential tree height used and the section of county code where the wetland buffer widths are

listed. Applicants may use the Washington Department of Fish and Wildlife's [SPTH₂₀₀ mapping tool](#) to determine the appropriate site potential tree height.

Regardless of the above calculation methods used, all property areas outside of these habitat types and their buffers are considered "uplands" for the purposes of determining an applicant's required matching share.

Note: The "standard" and "site-specific" buffers are tools for a streamlined, consistent approach for estimating relative proportions of habitat types for the purpose of applying for Salmon Recovery Funding Board acquisition grants. If restoration projects are subsequently pursued on the property, regulatory buffers may vary by jurisdiction.