

# CALL FOR RESTORATION AND PROTECTION PROJECT PROPOSALS – CHEHALIS RIVER BASIN (WRIAs 22 AND 23)

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## Introduction

The 2015 Washington State Legislature approved funding for the 2015 to 2017 biennium to be used towards habitat projects consistent with the Chehalis Basin Strategy recommended by the Governor’s Chehalis Basin Work Group. This Call for Proposals was assembled by a technical committee of the Washington Department of Fish and Wildlife (WDFW) and the Chehalis Basin Lead Entity Habitat Work Group (HWG), with assistance from Anchor QEA, LLC.

This Call for Proposals focuses on habitat restoration that can be completed or substantially started in the near term while a comprehensive Aquatic Species Restoration Plan is being developed in parallel to address long-term restoration strategies. This Call for Proposals solicits projects to support Habitat Restoration and Protection (HRP) in Watershed Resource Inventory Areas (WRIAs) 22 and 23 during the 2015 to 2017 biennium (i.e., through June 2017). **The purpose of HRP funding is to restore or protect habitat functions within WRIAs 22 and 23 to maintain or increase the abundance and diversity of “target” native aquatic species such as salmonids, other fish species, and non-fish species.** HRP funding is not intended for mitigation for future flood reduction actions or flood control structures.

Restoration, protection, and target species are defined as follows:

- Restoration is the process of assisting the recovery of habitat conditions that have been degraded, damaged, or destroyed. Typical restoration projects include, but are not limited to, planting native vegetation and removing invasive plants; removing in-stream barriers and replacing barrier culverts; removing structures like bunkers, bulkheads, dikes, levees, and tide gates; placing in-stream woody materials; channel reconfiguration; road abandonment and revegetation; estuary and shoreline restoration; and upland restoration.
- Protection includes actions that limit or prevent degradation of habitat or habitat processes. Protection projects may include, but are not limited to, fencing, gates and signs; education and outreach; and acquisitions. Acquisition projects typically include the purchase of land, access, or other property rights in fee title or less than fee, such as conservation easements of habitat for protection.
- Target species include native, aquatic species identified in the following:
  - Aquatic Species Enhancement Plan (ASEP) Table 1 ([http://chehalisbasinstrategy.com/wp-content/uploads/2015/09/Aquatic-Species-Restoration-Program-Report\\_Final.pdf](http://chehalisbasinstrategy.com/wp-content/uploads/2015/09/Aquatic-Species-Restoration-Program-Report_Final.pdf));

- WDFW’s Priority Habitats and Species list (<http://wdfw.wa.gov/conservation/phs/>) that occur in WRIA 22 or 23; or
- Other federally listed aquatic species that occur in WRIsAs 22 and 23.

**Table 1**  
**Representative Target Species Identified in ASEP that May Be**  
**Considered for Restoration Project Funding**

SPECIES		
Salmonids	Other Aquatic Species	
Spring-run Chinook salmon	Pacific lamprey	Green sturgeon
Fall-run Chinook salmon	Eulachon	Speckled dace
Coho salmon	Largescale sucker	Reticulate sculpin
Chum salmon	Riffle sculpin	Northern red-legged frog
Bull trout	Olympic mudminnow	Western toad
Steelhead	Oregon spotted frog	Van Dyke’s salamander
	Coastal tailed frog	Western pond turtle

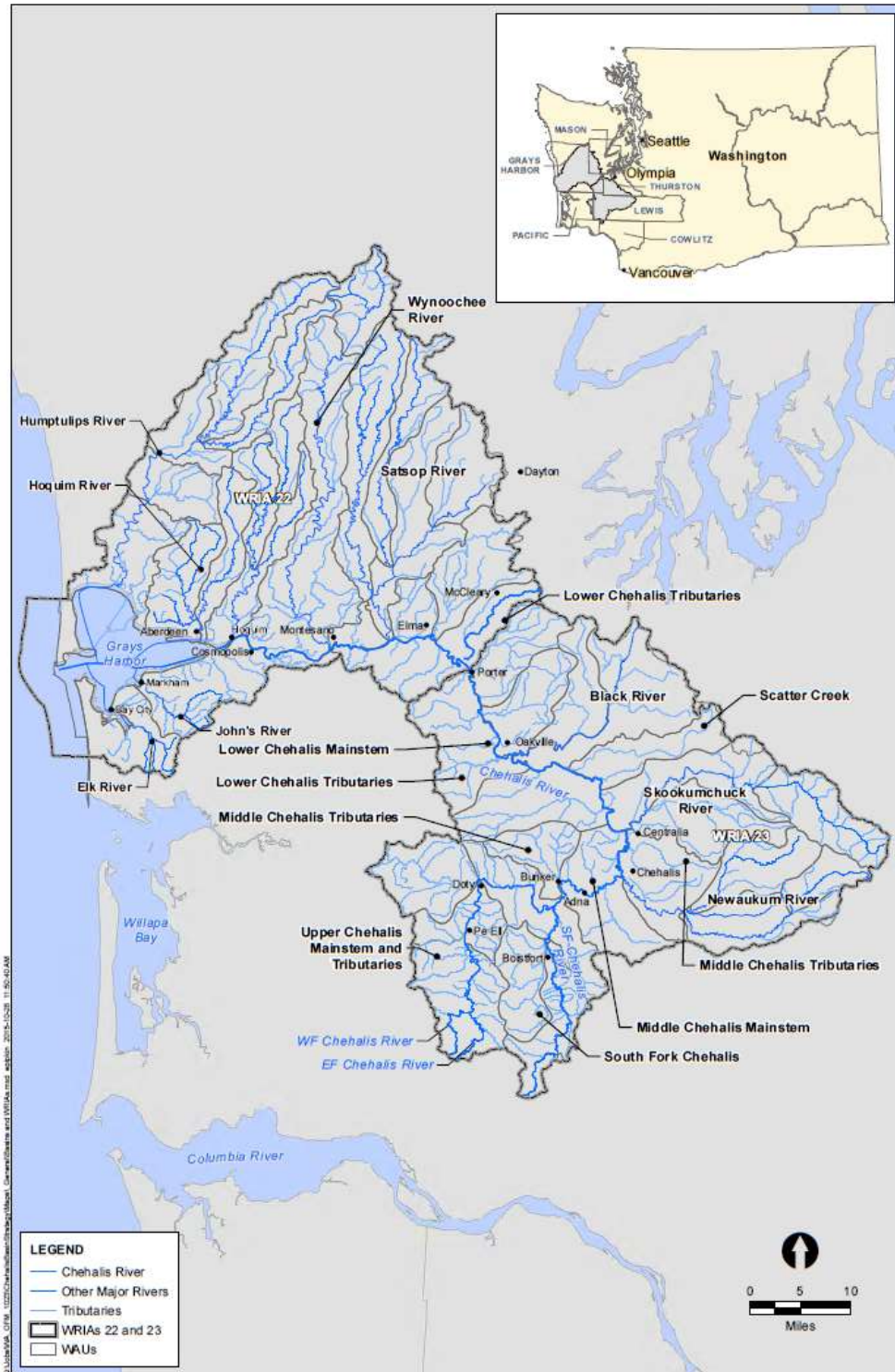
## Eligibility

HRP funding may be used for projects that meet the following eligibility requirements.

### General Eligibility Requirements

1. Proposals must be consistent with restoration priorities identified in the ASEP or other habitat evaluations conducted in WRIsAs 22 and 23.
2. Restoration or protection projects must have a high likelihood of successful implementation between 2015 and 2017.
3. For complex projects, design and/or permitting phases constitute acceptable proposals if largely completed by June 30, 2017.
4. For construction projects, construction must be substantially underway before June 30, 2017. Design-only projects must be complete by June 30, 2017. If projects are not complete, there may be an opportunity to extend contracts beyond June 30 2017.
5. Matching funds are encouraged but not required.
6. The proposed project must be located in WRIA 22 or 23 (Figure 1). This area includes the Chehalis River and its tributaries, Grays Harbor estuary, tributaries feeding the estuary, and other aquatic habitats within the perimeter of WRIA 22 or 23.
7. The proposal must provide a clear benefit to one or more target aquatic species.
8. HRP funding is not for current or future mitigation of other projects.
9. Sponsors interested in acquiring conservation easements must be eligible to hold conservation easements under Revised Code of Washington 64.04.130.

Figure 1  
Map of Watershed Resource Inventory Areas 22 and 23



## Eligible Applicants

- Cities
- Counties
- Conservation districts
- Federal agencies
- Municipal or quasi-municipal corporations
- Native American tribes
- Non-profit organizations, registered with Washington's Office of the Secretary of State
- Regional fisheries enhancement groups
- Special purpose districts
- State agencies

## Eligible Project Activities

- **Pre-construction Planning and Design** – Costs for preparing pre-construction documents, including reach studies and other area-specific assessments of habitat conditions and needs; engineering reports; environmental review; and related work that lead to the identification of capital projects.
- **Feasibility and/or Design projects** – HRP funds are allowable for both feasibility studies and design projects. Any design projects must submit completed design deliverables by a licensed engineer (at minimum preliminary designs) at the completion of the contract. Near term funding awards may also require a special condition that the sponsor submit preliminary designs/design reports prior to any final designs to ensure that proposed designs do not limit future restoration in priority habitats.
- **Construction** – Recipients of HRP funding must ensure that the project complies with the approved plans and specifications. To this end, the applicant must provide adequate and competent construction management and inspection, which may involve procuring professional engineering services.
- **Design and Construction Combined** – Applicants can apply for a combined design and construction project. All applicable requirements for both design and construction projects apply.
- **Acquisitions/Land Purchase** – Where purchase of land and/or easements is necessary for a proposed project, land purchase is an eligible project cost. Land/easement purchases include the purchase of conservation easements, development rights, or fee title to land. Where the purchase of an entire parcel is necessary to obtain the required land, the proposal should be clear regarding management of the land obtained outside the project area. This land must be managed consistent with restoration and protection objectives described in the proposal.

Additionally, HRP funding can be applied/used for a comprehensive river reach-based approach to land acquisition should multiple parcels become available. Eligible land costs are subject to the following limitations:

- *Public Access* – For in-fee acquisitions, public access must be provided to land acquired with HRP funding, unless an exception is granted. Appropriate opportunities for public access must be considered as an element of the proposed project. If a recipient proposes to preclude public access from acquired property, justification must be provided relating to public safety, sensitive habitat, or other relevant features of the property and adjoining area (see [RCO Acquisition Manual](#) for more details).
- *Land Stewardship* – For in-fee acquisitions, an approved long-term stewardship plan is required for all land acquired.
- *Willing Seller Only* – Voluntary purchases are eligible costs. Costs for acquiring land by condemnation are not eligible for HRP funding reimbursement.
- **Combination Projects** – Combination projects involve real property acquisition in combination with other work such as a feasibility study, site planning, development, or restoration.
- **Project-specific Outreach and Education Components** – Projects that require targeted project-specific public outreach and education efforts are eligible for HRP funding as part of the larger project.
- **Riparian/Wetland Restoration** – Planning and implementing riparian and wetland habitat restoration projects are eligible for HRP funding. If the proposed project includes planting, a planting plan or description of how the applicant will ensure plant survival and maintenance must be provided.
- **Pre- and Post-construction Assessment Elements** – Project assessment both before and after project completion is important for tracking environmental and project results. Funding may be allowed for project assessments if the assessment takes place within the funding period and the assessment is part of the larger project. Typically, a recipient undertakes pre- and post-project assessments to characterize, identify, or quantify the existing conditions present at/on a particular site/area.
- **Experimental Restoration Approaches** – HRP funding may be used to test the efficacy of new restoration approaches that benefit target species in WRIAs 22 and 23. For example, the targeted removal of exotic predators may require careful evaluation at a smaller scale before being used as a tool on a larger scale. Experimental restoration proposals should have a clear scientific foundation and strong linkage to future capital projects.
- **Other Administrative Costs** – In addition to the project types described above, HRP funding may be used to cover costs for other administrative items, such as grant management and obtaining required permits and approvals.

## **Consistency with Identified Restoration and Protection Needs**

Proposed restoration and protection actions should address identified habitat issues for target species within WRIAs 22 and 23. The ASEP summarizes key limiting factors and identifies specific restoration and protection actions within the Chehalis River Basin for salmonid species, other fish species, and non-fish species. Section 3 of the ASEP also references other comprehensive summaries of habitat issues and limiting factors within the Chehalis River Basin and other habitats within WRIAs 22 and 23. The information in ASEP and other reports is provided as general guidance and is not intended to represent the full spectrum of habitat issues or projects that may be proposed.

## **Proposal Ranking Process**

The following four general criteria will be used to score and rank proposals: 1) overall effectiveness; 2) sponsor's ability to implement the project; 3) certainty of benefits; and 4) cost. Appendix B provides more details on these general criteria and is provided to help sponsors develop good projects. The ranking criteria will be provided at <http://www.chehalisleadentity.org/documents/> as soon as they are available.

Proposals will be scored and ranked by members of WDFW and the HWG. Anchor QEA, will provide administrative support during the proposal solicitation and review process.

## **Process and Schedule**

The schedule and key milestones for HRP funding process is described in Table 2.

**Table 2**  
**Restoration and Protection Project Application Schedule**

DATE	ACTIVITY
<b>November 17, 2015</b>	Advertise notice of availability of funding and HRP Call for Proposals.
<b>TBD</b>	Applicants may be able to start entering their application materials into PRISM
<b>November 18 to December 18, 2015</b>	Please submit any questions about the application process to Nora Schlenker at <a href="mailto:nschlenker@anchorage.com">nschlenker@anchorage.com</a> . Please expect a delay of 3 business days before receiving an answer. A Frequently Asked Questions and response sheet will be available to all applicants during this time period to ensure consistency and equal access to information by all applicants. Question answers will be posted on the Chehalis Lead Entity website ( <a href="http://www.chehalisleadentity.org/documents/">http://www.chehalisleadentity.org/documents/</a> ) and WDFW website.
<b>January 8, 2016</b>	Deadline for submitting project proposal packages to Nora Schlenker at <a href="mailto:nschlenker@anchorage.com">nschlenker@anchorage.com</a> . Note that applicants may be asked to submit project materials into PRISM by this date. Submittals must include: 1. Completed project proposal (Appendix A) 2. Completed budget 3. Additional materials such as maps, figures, or supplemental project information 4. Completed Landowner Acknowledgement Forms (Appendix C)
<b>January 8 to February 5, 2016</b>	Review and ranking of project proposals by HWG members and WDFW staff. During this time, applicants may be contacted and asked to provide additional information about their proposals. Applicants may be invited to give a presentation about their project or host a site visit.
<b>February 9, 2016</b>	Successful applicants will be notified that their project has been approved for funding and the project work may begin. Grant contracts will be issued as soon after this date as possible.
<b>March 2016 to June 2017</b>	Substantial project work will need to be completed within this time period.

## Instructions

Sponsors need to submit a complete proposal package to Nora Schlenker at [nschlenker@anchorage.com](mailto:nschlenker@anchorage.com) by **5:00 PM, January 8, 2016**. Each proposal package must include the following elements:

1. Completed project proposal. Applicants must submit a response to all information requests and relevant questions in Appendix A.
2. Completed budget. Applicants must use the spreadsheet template provided.
3. Other maps, figures, or information to help illustrate your proposed project.
4. Completed Landowner Acknowledgment Forms

Applicants may also be required to enter project information into PRISM by January 8<sup>th</sup>, 2016. Instructions for using PRISM are located at [http://www.rco.wa.gov/prism\\_app/about\\_prism.shtml](http://www.rco.wa.gov/prism_app/about_prism.shtml).

Late submittals may not be considered.

## **Questions**

Please send any questions regarding this Call for Proposals to Nora Schlenker at [nschlenker@anchoragea.com](mailto:nschlenker@anchoragea.com). Please expect a delay of 3 business days before receiving an answer. Responses to all questions will be made available to any interested party. A Frequently Asked Questions and response sheet will be submitted to all applicants during this time period to ensure consistency and equal access to information by all applicants. Question answers will be posted on the Chehalis Lead Entity website (<http://www.chehalisleadentity.org/documents/>) and WDFW website.

The email address identified in the Proposal Contact Information section of Appendix A will be used for correspondence related to any questions or the submittal itself.





# Appendix A: Project Proposal

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# PROJECT APPLICATION

## Project Title

Please provide a title for the project you are proposing.

PROJECT TITLE

## Sponsor Contact Information

Please fill in requested contact information.

PROJECT CONTACT INFORMATION	COMPLETE ALL SECTIONS
Name	
Phone Number	
Email	
Sponsoring organization	
Mailing address	

## Project Activities

Please check the appropriate box(es) that corresponds with the project activities that you have proposed. Project activities are defined in the Call for Proposals under Eligible Project Activities.

PROJECT ACTIVITIES	
<input type="checkbox"/>	Pre-construction Planning and Design
<input type="checkbox"/>	Feasibility and/or Design Projects
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Design and Construction Combined
<input type="checkbox"/>	Acquisitions/Land Purchase
<input type="checkbox"/>	Combination Projects
<input type="checkbox"/>	Project-specific Outreach and Education Components
<input type="checkbox"/>	Riparian/Wetland Restoration
<input type="checkbox"/>	Pre- and Post-construction Assessment Elements
<input type="checkbox"/>	Experimental Restoration Approaches
<input type="checkbox"/>	Other (please describe)

## Project Information

Please respond to each question individually. Do not summarize your answers collectively in essay format. Please keep your response to 10 pages or less (single-sided). You may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.

1. **Project location.** *Please describe the geographic location, water bodies, and the location of the project in the watershed (e.g., nearshore, tributary, mainstem, off channel).*
2. **Brief project summary.** *Summarize your project in a few sentences. Please be brief; you will be asked for details in the following questions.*
3. **Problems statement.** *Please describe the problems your project seeks to address by answering the following questions. Where appropriate, list the scientific study or report that is the source of this information or how a local or regional recovery plan informs this project.*
  - A. **Describe the problem, including the source and scale.** *Describe the site, reach, and watershed conditions. Describe how those conditions impact aquatic species.*
  - B. **List the target species resources present at the site and addressed by your project.**
  - C. **Describe the limiting factors and limiting life stages (by species) that your project expects to address.**
4. **Project goals and objectives.** *Please describe the goals and objectives of the proposed project using the descriptions for each category.*
  - A. **What are your project's goals?** *The goal of your project should be to remedy observed problems, ideally by addressing the problem's root causes. Your goal statements should articulate desired outcomes (your vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes. You should also describe how your project contributes to natural habitat forming processes.*
  - B. **What are your project's objectives?** *Objectives support and refine your goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions your project will complete to achieve your stated goal. Each objective should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).*
  - C. **What are the assumptions and constraints that could impact whether you achieve your objectives?** *Assumptions and constraints are external conditions that are not under the*

- direct control of the project but directly impact the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*
- D. What is the expected overall effectiveness of this project (see effectiveness criteria, Appendix B)?**
- 5. Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*
- A. Provide a narrative description of your proposed project.** *Describe the specific project elements and explain how they will lead to your project's objectives. Include relevant existing project documentation (if any) as attachments.*
- B. Provide a scope of work.** *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them. Schedules need to include enforceable milestones and a project completion date. For complex projects, it is acceptable to only propose completion of design and/or permitting phases by 2017.*
- C. Explain how you determined your cost estimates.** *Please attach a detailed budget for completing the scope of work. Use the budget template provided (Attachment 1-HRP Budget Template). Include anticipated costs for labor, land acquisition, consultant fees and tasks, construction contracts, materials, and other relevant costs. Explain why you think this project is cost effective.*
- D. Describe the design or acquisition alternatives that you considered to achieve your project's objectives.** *Explain why you choose your preferred alternative?*
- E. Describe the long-term stewardship and maintenance obligations for the project or acquired land.** *For acquisition and combination projects, identify any planned use of the property, including upland areas.*
- F. Describe any educational component of your project.** *Will your project include a long-term or short-term community or youth education or outreach component? Will you include volunteers in completing your project?*

- G. **Community support.** *If relevant, list ways that this project supports local community values, including social, economic, and cultural factors.*
6. **Project proponents and partners.** *Please answer the following questions about your organization and others involved in the project.*
- A. **Describe your experience managing this type of project.** *Please describe the qualifications of those on your project team. If relevant, describe other projects where you or your project team have successfully used a similar approach.*
- B. **List all landowner names.** *If your project will occur on land not owned by you or your organization, provide approval from each landowner acknowledging that his/her property is proposed for HRP funding consideration (Appendix C).*
- C. **List project partners and their role and contribution to the project.** *List the other entities and organizations that are contributing to your project.*
- D. **Barriers and concerns.** *Discuss whether this project has any opposition or barriers to completion, besides funding. Are there any public safety concerns with the project? How will you address those concerns?*



# Appendix B: Criteria for Proposal Evaluation

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The following information is provided to help sponsors develop good projects. Ranking criteria will be posted at <http://www.chehalisleadentity.org/documents/>.

### **Overall Effectiveness Criteria**

- **Critical need that is being addressed:** Has the sponsor clearly described the problem that will be addressed by the proposed project? Are target species and impaired habitat functions described?
- **Addressing recognized, high-priority habitat issues:** Have the habitat problems identified in the proposal been documented previously? Are they high priority issues? How does the proposed project address limiting factors to aquatic species and aquatic restoration priorities?
- **Habitat-forming processes addressed in approach to restoration:** Will the project contribute significantly to natural habitat-forming processes or does it have a limited benefit (i.e., transient, small spatial scale)? How long will the proposed project provide benefits to target species? Will the project require ongoing maintenance, and if yes, what is the scope, frequency, and cost of maintenance?
- **Quantifying restoration and protection:** How much of a benefit is expected to occur as a result of the proposed project? How many target species will benefit? What are the expected tangible benefits from the completed project (e.g., improved habitat function, increased abundance of target species, number of river miles protected)?
- **Synergy with other actions:** Does the proposed project create a larger benefit than would otherwise be expected because of its relationship to other restoration efforts in the basin (e.g., enhancing riparian habitat function above a barrier to fish passage could have a greater benefit if the barrier were also removed)?
- **Land acquisition:** If the project involves land acquisition, are the long-term restoration goals of the project clear. Are future costs (beyond land acquisition) anticipated in order to achieve those goals?

### **Certainty of Benefits Criteria**

- **Demonstration of realized benefits:** Has this approach worked elsewhere? Are there examples that demonstrate the potential benefit of the proposed project?
- **Clear goals and objectives:** Are goals and objectives identified in the proposal? Has the sponsor identified specific, quantifiable actions that will be conducted to achieve the stated proposal goal? Are objectives "SMART:" Specific, Measurable, Achievable, Relevant, and Time-bound.
- **Assessing effectiveness:** Has the sponsor explained how or if results of the proposed project will be assessed? Are the correct metrics being used to evaluate the project? How will we know the project was successful?

- **Contingencies:** Is the beneficial outcome of the proposal contingent upon other actions or funding? Are key partners capable of fulfilling their roles in the proposal? What is the risk that the proposed project will be impacted by any contingency? Is any critical portion of the proposal linked to matching funding or funding decisions external to the HRP funding process?
- **Previous review by the Lead Entity:** If so, was part of the project funded or completed? Are the results of earlier activities included in the proposal?

### ***Ability to Implement Criteria***

- **Team experience:** Does the project sponsor have documented experience successfully conducting work similar to the proposed action?
- **Schedule:** Is the proposed project schedule clear and realistic? If construction is required, are permitting and work windows contemplated?
- **Permits:** Is the permitting plan/schedule reasonable and well thought out? Has the sponsor described the status of existing permits or permitting applications?
- **Accessibility:** Does the project occur on property that will require the sponsor to obtain access or construction approvals (in addition to required permits). How many entities/landowners must approve the proposed action? How complicated will it be to obtain the approvals? Are approvals already in place?
- **Outreach and stakeholders:** If outreach is needed for the proposal, has it occurred? Has the sponsor identified stakeholder support or known opposition?

### ***Cost Criteria***

- **Clarity of budget:** Are the costs clearly explained and reasonable? Is there uncertainty with any of the budget items?
- **Cost effectiveness:** Has the sponsor described the cost effectiveness of the project? Can the cost/benefit ratio be calculated in terms of cost per unit or can it be compared to other projects to assess the rationality of the budget?
- **Leveraging other resources:** Does the proposed project have matching funding or take advantage of other resources and efficiencies that reduce the cost of the project without placing the outcome at risk? Matching funding is not required but is encouraged.



# Appendix C: Landowner Acknowledgement Form

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## Landowner Information

Name of Landowner: Landowner

Contact Information:

Mr.      Ms.      Title:

First Name:

Last Name:

Contact Mailing Address: Contact E-Mail Address: Property Address or Location:

1. (Landowner or Organization) is the legal owner of property described in this grant application.
2. I am aware that the project is being proposed on my property.
3. If the grant is successfully awarded, I will be contacted and asked to engage in negotiations.
4. My signature does not represent authorization of project implementation.
5. If I am affiliated with the project sponsor, I will recuse myself from decisions made by the project sponsor to work on or purchase my property.

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Landowner Signature

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Date

## Project Sponsor Information

Project Name:

Project Applicant Contact Information:

Mr.      Ms.      Title

First Name:

Last Name:

Mailing Address:

Email Address: