



Chehalis Lead Entity 2019 SRFB Application Training

WORKSHOP AGENDA

- Dates to Remember
- What's New
- Draft Application Materials
- Final Application Materials
- Strong Proposals
- 2020 Changes-Lean



IMPORTANT/REQUIRED LE DATES

Item	Due Date
Conceptual project forms	April 2
Draft application materials	April 22
Site visits	May 14-15
Review Panel comments to sponsors	May 29-31
Final application due/submitted	June 22
LE Ranking	July 18

IMPORTANT SRFB DATES

Item	Due Date
Final application review	Aug 9-23
Post-application review panel comments	Sept 26
Sponsor responses to comments due	Oct 10
Notification to attend Regional Area Meeting (POCs)	Oct 16
Regional Area Meetings	Oct 22-24
Final comment forms/project statuses	Oct 30
Board funding meeting	Dec 12-13

POLICIES AND PROCEDURES

- All Projects
 - RCO Manual 18 - Salmon Recovery Grants)
 - Section 2 (Eligibility)
 - Section 3 (How to Apply)
 - Section 6 (Managing a SRFB Grant)
 - RCO Manual 8 – Reimbursement
 - RCO Manual 7 – Long-term Obligations
 - Template RCO agreement
- Acquisition Projects - RCO Manual 3
- Restoration Projects – RCO Manual 5

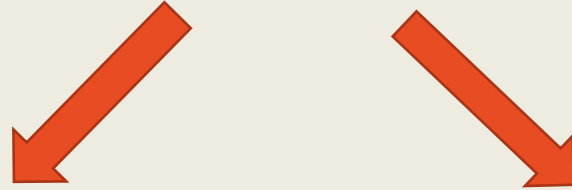


HELPFUL RESOURCES/REFERENCES

- SRFB Application Workshop (online)
- Chehalis LE Website
- Chehalis 2011 Restoration and Preservation Strategy
- Stream Habitat Restoration Guidelines
- WDFW Water Crossing Guidelines
- NW Indian Fisheries Commission SWFD mapping tool
- WDFW State Fish Passage Mapping tool
- ASRP EDT Model

CHANGES FOR 2019: ASSESSMENT PLANNING PROJECTS

Planning Projects



Data Gap Projects

- Reach/watershed assessments
- Fish barrier inventories
- Landowner willingness surveys

= Identify projects

Design Projects

- Conceptual
- Preliminary
- Final

= Produce site-specific designs



CHANGES FOR 2019: ASSESSMENT PLANNING PROJECTS

Assessment Project Requirements:

- Necessary precursor to identify restoration projects
- Meets high priority data gap identified in recovery plan
- **Limit \$200,000 per region (new)**
 - May only use State funds
- **Requires a letter of support from Region (new)**
- **Appendix C proposal has additional questions (new)**
- **Conceptual Design work type in PRISM (new)**
- Data Gap Assessment and Design combo
 - Design element must be majority or still subject to funding cap.
 - Min preliminary design for no-match eligibility.

CHANGES FOR 2019- PROJECTS ON WDFW LAND

- Control and tenure documents must be signed by the State Lands Division Manager, Cynthia Wilkerson
 - Landowner acknowledgement form
 - Landowner agreements
 - Access Permits
- WDFW replaces RCO as lead agency for cultural resources consultation. Sponsor must:
 - Initiate consultation with WDFW Archaeologist (Kat Kelly)
 - Provide documentation to confirm consultation is complete

START YOUR APPLICATION



- Submit LE Conceptual Project form to Kirsten Harma
 - Get PRISM project number from Coast Region Data Steward
- Gather information
- Enter project info into PRISM online screens
 - Project Details, Metrics, Costs
- Complete and attach required forms and materials

Salmon Recovery grant application/training materials:

https://www.rco.wa.gov/doc_pages/app_materials.shtml

DRAFT APPLICATION

Pre-Site Visit Checklist

In PRISM Online, complete the “Project Details,” “Metrics,” and “Costs” screens for your application.

✓	PRISM Online Attachment Checklist Items	Template / Form Link
	Attach a draft salmon project proposal	Appendix C
	Project cost estimate. RCO recommends using its template or similar format. Attach in PRISM and clearly label “Cost Estimate.”	Cost Estimate
	Map project in PRISM Online	PRISM Online
	Complete “Project Details,” “Metrics,” and “Costs” pages in the application	PRISM Online
	Maps <ul style="list-style-type: none">• General vicinity map for all projects• Site plan for restoration projects• Parcel map for acquisition projects	Applicant Creates
	Design materials for restoration projects. NOTE that preliminary designs ARE REQUIRED at final application for projects requesting \$250,000 or more in SRFB funds.	Applicant Creates
	Project photographs <ul style="list-style-type: none">• At least two photographs of site conditions before project implementation are required in .jpg file format.• Additional graphics and photographs to describe the project can be attached in a PowerPoint or PDF document (optional).	Applicant Creates
	Barrier Evaluation Forms and Correction Analysis Forms (fish passage projects only)	Appendix E
	Other materials (optional) “Waiver of Retroactivity,” graphs, parcel maps, letters of support, etc.	Applicant Creates

DRAFT APPLICATION MATERIALS (ATTACHMENTS)

- Draft Salmon Project Proposal Form
 - Appendix C-Forms by project type –USE MOST RECENT VERSION ONLINE
- Lead Entity's Supplemental Questions
- Attach Maps:
 - General Vicinity
 - Site plan (restoration)
 - Parcel map (acquisition)
- Photos (at least two)
- Design materials, if available
- Barrier Evaluation and Correction Analysis Forms (fish passage projects)
- Detailed cost estimate (template available)



Details available in Manual 18

Final 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
Project Cost Estimate. RCO recommends using its template or similar format. Attach in PRISM and clearly label “Cost Estimate.” NEW —include agency indirect in your estimate.	Cost Estimate
Salmon Project Proposal	Appendix C
Landowner Acknowledgement Form (required for projects on land not owned by the applicant or on state-owned aquatic lands)	Appendix F
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.	Appendix G
Maps <ul style="list-style-type: none"> • General vicinity map for all projects • Area of potential effect map for all projects • Site plan for restoration projects • Parcel map for acquisition projects 	Applicant Creates
Design Materials for Restoration Projects. NOTE that preliminary designs ARE REQUIRED for projects requesting \$250,000 or more in SRFB funds.	Applicant Creates
Response to Review Panel Draft Application Comments. Applicants must respond to review panel comments by updating their project proposals and PRISM.	Update Project Proposal
Project Photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.	Applicant Creates
Barrier Evaluation Forms and Correction Analysis Forms (fish passage projects only)	Appendix E
Intensively Monitored Watershed Certification , if relevant.	Region or Lead Entity Creates
Deliverables from Previous Phases of Work (for phased projects)	Applicant Creates
Other Materials (optional) “Waiver of Retroactivity,” graphs, parcel maps, letters of support, etc.	Applicant Creates
Regional Organization Monitoring Project Certification (for regional monitoring projects)	Appendix H
SRFB Application Authorization	Appendix J
RCO Fiscal Data Collection Sheet	Appendix I

FINAL APPLICATION MATERIALS

- Complete all PRISM application screens/questions
- Finalize draft application materials.
- Responses to review panel comments
 - MUST use track changes AND answer at end of proposal form
- Landowner acknowledgement form(s)
- Project Partnership Contribution Form (state agencies as sponsor)
- Application Authorization Resolution Form – (signatory designation)

FINAL APPLICATION MATERIALS (CONT.)

- Fiscal Data Collection Sheet
- Area of Potential Effect Map (for cultural resource review)
- Designs
 - Preliminary designs required for \$250,000+ grant request
- Deliverables from previous phase (design project)
- Other materials: waiver of retroactivity, letters of support, etc.



Details in Manual 18

Submit

PRISM APPLICATION

- Project description
- Worksite and property details
- Metrics
 - Plan citation
 - Worktypes and metric amount
 - Costs
- Costs
- Cultural resources questionnaires

PROJECT DETAILS

Project Description

Parties

Contacts

Program & Project Type

Worksites & Properties

Worksite Map & Description

Property Details

METRICS

Restoration Metrics

Overall Project Metrics

COSTS

Restoration Cost Estimates

Cost Summary

APPLICATION QUESTIONS

Restoration Questions

Overall Project Questions

Project Permits

Attachments

Submit Application

Review Application

RESTORATION/PLANNING/ACQUISITION METRICS

- Select metrics that represent your planned work
- Read the descriptions carefully
- Be consistent with project description
- Design projects: select highest level of design to be achieved
- Costs should include match (total project cost)
- Cover your bases
 - Permits are construction costs
 - Cultural Resources is a construction cost
 - Enough AA&E for design and project admin (limits)

RESTORATION/PLANNING/ACQUISITION METRICS

Miles Of Stream Treated/Protected (C.O.b)

The total length of stream treated/protected at the project worksite. This is a meander measurement of the portion of stream (including adjacent riparian area) treated by the project (to nearest 0.01 mile). Multiple treatments in the same stretch of stream would only be "counted" once, so that the total reflects actual stream length subjected to treatments regardless of how many different treatments were applied. This does not include 'miles of stream made accessible', which is an 'effect' not a treatment. Use the minimum measurement of 0.01 miles for barrier removal projects involving a single barrier.

- Total Miles of Stream Treated/Protected=entire project area.
- Other metrics are specific types of work and associated numbers
- Don't exceed overall total miles or acres
 - No double counting (unless reporting stream banks treated).

PRISM COSTS REVIEW

- Metrics page(s)
 - Total cost of work type selected (with match)
- Overall Project Metrics page
 - Match contribution
- Cost Estimate page
 - Roll up of costs from Metrics page(s)
- Cost Summary
 - Provide grant ask and PRISM match.
- Cost estimate spreadsheet (attachment)



★ Costs must match or PRISM error.

RESTORATION COST ESTIMATES

The cost estimates here are based on the Work Types you selected in the Metrics screen. You may enter or edit costs on this screen or the Metrics screen. If applicable, your Admin / A&E costs are limited based upon the subtotal, shown below (excluding Indirect Costs if applicable).

Worksite #1: Newaukum 1

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$2,500	
Fish Passage Improvement	Culvert installed or improved (C.2.f.1)	\$49,416	
Permits	Obtain permits	\$150	
	Subtotal:	\$52,066	
Admin, Architecture, and Engineering		\$11,000	
	Total Estimate For Worksite:	\$63,066	

Worksite #2: Newaukum 2 and 3

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$5,000	
Fish Passage Improvement	Culvert installed or improved (C.2.f.1)	\$106,206	
Permits	Obtain permits	\$300	
	Subtotal:	\$111,506	
Admin, Architecture, and Engineering		\$22,000	
	Total Estimate For Worksite:	\$133,506	

Summary

Total Estimated Costs Without AA&E:	\$163,572	
Total Estimated AA&E:	\$33,000	(20.17%) Max:\$49,072 (30.00%)
Total Estimated Restoration Costs:	\$196,572	

NOTE FOR BARRIERS AND RMAP

- Existing barrier downstream of project
 - Report 0 miles gained in metrics.
- RMAP requirements
 - Go above and beyond RMAP minimums
 - Fish passage and sediment reduction
 - Extra documentation and match requirements (see M18)

SALMON PROJECT PROPOSAL

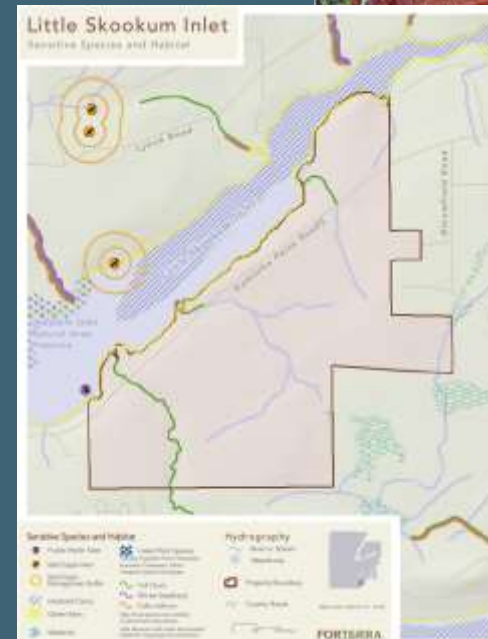
- Problem Statement
- Fish resources present at the site and targeted by the project.
- Limiting factors and limiting life stages.
- Goals and Objectives
- Assumptions and constraints
- Project part of a larger strategy
- Designs completed according to Appendix D...?

STRONG PROPOSAL— SITE SPECIFIC INFORMATION

ACQUISITIONS

- ▶ Habitat types & condition
- ▶ Fish/Wildlife use; Biodiversity
- ▶ Stream interaction
- ▶ Geology/unstable slopes
- ▶ Aerial/drone photography
- ▶ Threat/zoning information

Why is it important to protect this property?



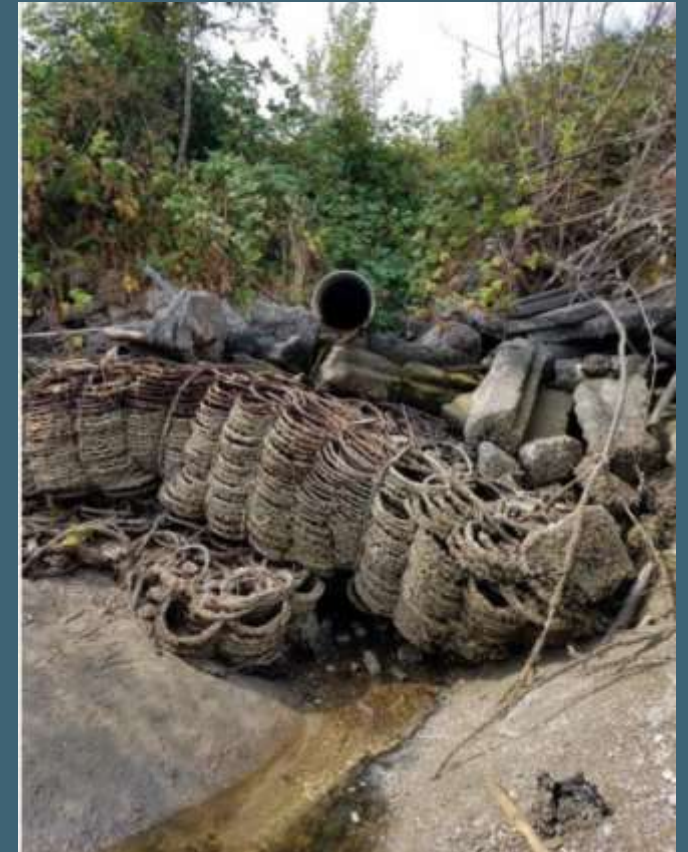
STRONG PROPOSAL— SITE SPECIFIC INFORMATION

RESTORATIONS

- ▶ Habitat types & condition
- ▶ Current and potential fish use
- ▶ Issue(s) being addressed & its root cause (history)
- ▶ Fish-related goals/objectives/vision for the site
- ▶ Proposed restoration strategy/design

LOOKING FOR:

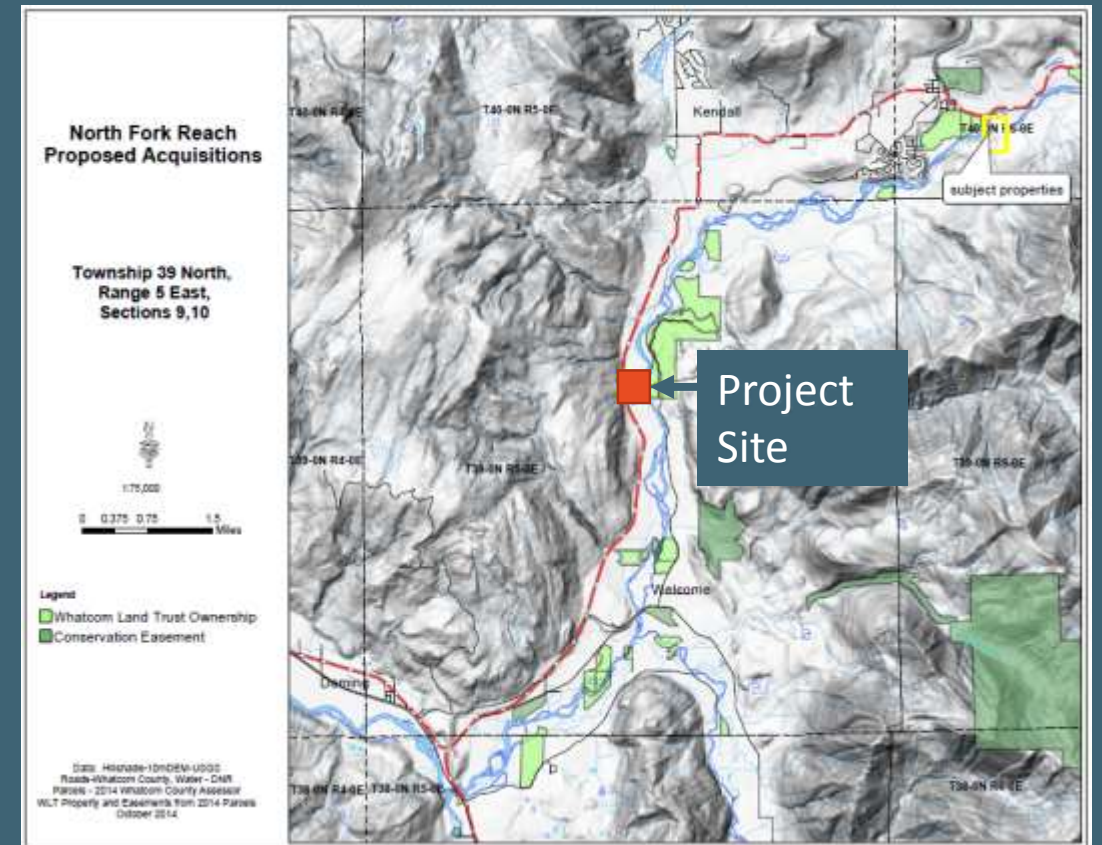
- ▶ Process-based; Address root cause
- ▶ Self-sustaining
- ▶ High benefit, High certainty of success



18-2072 McNeil Island

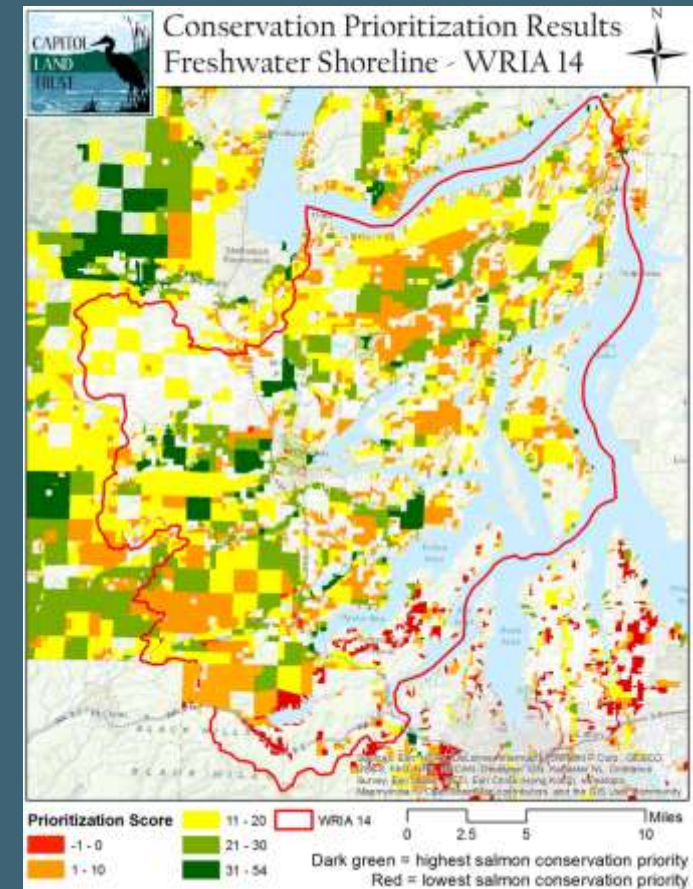
STRONG APPLICATIONS—CONTEXT

- ▶ Location
 - ▶ In landscape
 - ▶ Water bodies involved
 - ▶ Relative to other restored, conserved, good habitat



STRONG APPLICATIONS—CONTEXT

Priority vs Random Opportunity



ATTACHMENT TIPS

- Ensure forms are completed and none missing.
- Don't have the document open while uploading.
- Give it a clear title.
- APE map:
 - Section, Township, Range
 - USGS quad map
 - Outline disturbance areas only
 - North arrow
- Cost estimate spreadsheet
 - Details/info provided
 - Consistent with PRISM costs
 - Be mindful of limits on acquisition administration and AA&E
 - Indirect only allowed for funded projects with federal component.

GENERAL RECOMMENDATIONS

- Start early!
- Use Draft and Final Application Checklists!
- Understand the how the project addresses the problem.
- Provide clear details.
- Make sure your budget makes sense and covers all expected costs.
- Address the scoring criteria.



Quality applications at the beginning = shorter application process!!

WHAT'S ON THE HORIZON- RECOMMENDATIONS OF LEAN STUDY

- Too many review cycles; time consuming process for sponsors
- Input from State Technical Review panel needed earlier in the process
- Lack of standardization in processes across Lead Entities and the need for role clarification
- Process doesn't support funding of the larger, more complex projects
- Process metrics needed to drive continuous improvement

PROPOSED NEW SCHEDULE

(still in development)

- **Feb-early May:** COMPLETE application & Site visits
 - Verbal discussion only!
- **Mid-May:** Full Panel Meeting
- **End May:** Written review comments for all projects (Clear, Cond, NMI, POC)
- **Early June:** Optional phone call between LE and panel for clarifications
- **End June:** POC & NMI projects submit REVISED applications
- **Mid-July:** Full review panel meeting to identify/discuss NMIs & POCs
- **End July:** Final comment forms for NMIs & POCs
- → **Projects funded at September board mtg**
 - POC's may appeal decision to board



PROPOSED NEW SCHEDULE

- Pros

- Funding gets on ground sooner
- Less back and forth; Shorter process
- Frees up construction season for sponsors
- Earlier full review panel input—less surprises late in game
- Opportunity of final review panel feedback before ranking

- Cons

- Earlier site visits may leave some sites inaccessible
 - Plan ahead for drone footage, photos for presentation instead
- Delayed written feedback from state panel
- Less “fix-it” loops (move from 2-3 opportunities to revise/clarify to just 1)
- Likely result in more POCs being brought to the board

QUESTIONS????

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THANK YOU

