

# Manual 22

BRIAN ABBOTT

## Fish Barrier Removal Board Grant Program

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October 2023



**BRIAN ABBOTT**  
**FISH BARRIER**  
**REMOVAL BOARD**



Washington  
Department of  
**FISH and**  
**WILDLIFE**



WASHINGTON STATE  
Recreation and  
Conservation Office



## BRIAN ABBOTT

Brian Abbott was a tireless and outspoken advocate of salmon recovery and environmental stewardship in Washington. His dedication paved the way for the creation of the Fish Passage Barrier Removal Board.

As executive director of the Governor's Salmon Recovery Office, he fundamentally changed how Washington State managed its salmon recovery efforts. He spearheaded the formation of the Salmon Recovery Network to get all the participants in salmon recovery together so they could speak with one voice and he initiated the first salmon recovery conference so grant recipients could share best practices. Before coming to the Governor's Salmon Recovery Office, he led the Salmon Recovery Funding Board's grant management staff and was the manager of the Pierce Conservation District. Early in his career, Brian helped create the Kennedy Creek Salmon Trail in Thurston County, where a countless number of school children visit every year to see salmon return home.

Throughout his life, both personally and professionally, Brian advocated for salmon recovery. Family and friends often joked that he saved the salmon during the week, so he could catch them on the weekend.

*December 31, 1968-December 31, 2016*

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# Grant Calendar

## FBRB Grants

Date	Task	Description
October 2, 2023	PRISM Open for Applications	PRISM Online accepts applications for 2025-2027 biennium grants.
October 5, 2023	Application Workshop	The Recreation and Conservation Office (RCO) and Washington Department of Fish and Wildlife (WDFW) conduct application workshop.
January 18, 2024	<b>Applications Due</b>	Submit complete applications in PRISM.
January-April 2024	RCO and WDFW Review Applications	RCO reviews applications for eligibility and completeness. WDFW conducts on-site reviews of barriers. Applicants may be asked to update applications during this review period. Applicants may request applications be returned for editing.
May 2, 2024	<b>Final Application Revision Deadline</b>	Applicants submit final applications addressing WDFW and RCO comments. Applications cannot be changed after this date.
May 3-August 2024	WDFW Scores Complete Applications	WDFW scores, ranks, and recommends projects for funding to the Brian Abbott Fish Barrier Removal Board (FBRB). Ranking will be complete before the August board meeting.
August 2024	FBRB Approves List of Prioritized Project	At its August <a href="#">meeting</a> , the FBRB approves a list of prioritized projects to forward to the Legislature for funding consideration in the 2025-2027 biennium.
TBD in 2025	Grants Awarded	Funding dependent on approval of the state capital budget. Grants available July 1, 2025.

# Section 1: Introduction

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

- ✓ About the FBRB and the grant program
- ✓ Where to get information
- ✓ The project team
- ✓ About this manual

## The Fish Barrier Removal Board

### The Board

The Washington State Legislature created the Brian Abbott Fish Passage Barrier Removal Board (FBRB) to identify and remove impediments to the migration of salmon and steelhead listed under the federal Endangered Species Act. The Legislature tasked the board with administering a grant program as the primary way to remove the fish passage barriers.

The board adopts policies to govern the implementation of its grant program by setting funding strategies, project eligibility, match requirements, and project evaluation criteria. The board also reviews project scoring and recommendations from its Technical Review Team and approves a prioritized list of projects to be submitted to the Governor's Office and the Washington State Legislature for funding consideration.

The board is made up of representatives from the Washington Departments of Fish and Wildlife, Natural Resources, and Transportation; the Association of Washington Cities; the Washington State Association of Counties, the Governor's Salmon Recovery Office; tribal governments; and the salmon recovery Council of Regions. The board meets monthly and [its schedule](#) is online.

The FBRB is not a public hearings board and does not decide land-use issues.

## FBRB Strategy

The FBRB is committed to fixing high-priority fish passage barriers throughout Washington State on a voluntary basis. The FBRB's strategy is to fund fish passage replacements identified by salmon recovery regions as de-listing priorities, high-priority stocks, and opportunities to improve salmonid populations. Additionally, the FBRB is committed to funding high-priority fish passage projects upstream and downstream of previous investments made by state, local, and federal governments, and by private parties.

## The Grant Program

The Legislature established the FBRB Grant Program in 2014.<sup>1</sup> All funded grants must match the principles provided in Revised Code of Washington 77.95.180 and be reviewed and approved by the board.

The grant program is administered jointly by the Washington Department of Fish and Wildlife (WDFW) and the Washington Recreation and Conservation Office (RCO).

Each grant round is a new, open solicitation for projects that will be evaluated and scored against each other. Previous submissions require new applications for subsequent grant rounds. Scoring criteria for submitted projects is subject to change depending on FBRB priorities. The scoring criteria are included in [Appendix B](#) and found on the [WDFW's FBRB web page](#). All application materials are found on [RCO's FBRB web page](#).

## Where to Get Information

### About RCO

RCO supports and administers the Recreation and Conservation Funding Board, Salmon Recovery Funding Board, Brian Abbot Fish Barrier Removal Board, and many other grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working farms and forests, and help recover salmon and orca populations.

### About WDFW

WDFW's mission is to preserve, protect, and perpetuate fish, wildlife, and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities. The FBRB work is under the Fish Passage and Screening Division of the Habitat Program.

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<sup>1</sup>Chapters 77.95.160 and 77.95.170 of the Revised Codes of Washington

## Staff Contacts

### RCO

Natural Resources Building  
1111 Washington Street S.E.  
Olympia, WA 98501  
[E-mail](#)

Telephone: (360) 902-3000  
FAX: (360) 902-3026  
Hearing Impaired Relay Service: Call 711  
[Website](#)

#### *Mailing Address*

PO Box 40917  
Olympia, WA 98504-0917

RCO grants managers are available to answer questions about information contained in this manual. Please feel free to call or e-mail. Please visit RCO's website to find [each grants managers' assigned areas](#).

### WDFW

Natural Resources Building  
1111 Washington Street S.E.  
Olympia, WA 98501  
[E-mail](#)

Telephone: (360) 902-2534  
FAX: (360) 902-2946  
TTY: (800) 833-6388  
[Website](#)

#### *Mailing Address*

PO Box 43200  
Olympia, WA 98504-3200

Fish Passage and Screening Division staff are available to answer questions about the FBRB grant process, policies, and procedures, as well as information contained in this manual. Please visit the [WDFW Brian Abbott Fish Barrier Removal Board](#) web page to find WDFW Fish Passage staff.

## Other Grant Manuals Needed

The FBRB Grant Program uses RCO's grant framework and references several other RCO manuals. Visit RCO's website to read the following:

- [Manual 5: Restoration Projects](#)—This manual provides basic information on restoration projects funded through RCO. Restoration projects generally create, reestablish, or enhance habitat by bringing it back to healthy, self-sustaining conditions.

- [Manual 7: Long-Term Obligations](#)—This manual provides basic information and policies about the long-term obligations of grant recipients for projects funded with FBRB grants.
- [Manual 8: Reimbursements](#)—This manual provides general guidance for requesting payments including allowable project costs, how to bill RCO, and other requirements.

## Workshop

The agencies offer an online application workshop that provides an overview of eligibility, a tour of the PRISM Application, program or policy changes from previous years, and best practices and tips on how to successfully apply for a grant. Applicants also may ask questions at the workshop. [A recording of the presentation](#) is posted online.

## Resource Materials

- [Program brochure](#)
- [RCO website](#)
- [WDFW FBRB website](#)

## The Project Team

When applying for a grant, an applicant is assigned one biologist from WDFW and one outdoor grants manager from RCO to help the applicant through the project, from application through an active funded project. The applicant also will work with the teams below.

### WDFW FBRB Program Team

The program team is comprised of WDFW biologists, managers, and engineers who provide technical assistance. These team members review the project design, inspect the project site, score the application, and review amendments through the life of the grant agreement.

The **WDFW fish passage scoping biologist** will be the primary contact for the grant applicant during the draft proposal phase including project prioritization, development, and scoping. After the grant application deadline, the RCO outdoor grants manager becomes the primary point of contact for the grant applicant. WDFW scoping biologists contact information can be found on the [WDFW FBRB website](#).



The **WDFW habitat engineer** will provide technical design review and assistance for projects to ensure they meet fish passage design criteria and recommendations from the [Water Crossing Design Guidelines](#). The engineer also may provide design alternative suggestions, cost estimates, and other technical support to the grant applicant and recipient.

The **WDFW FBRB program manager** will provide general support and guidance for team members and help ensure statewide consistency and success in meeting programmatic expectations. The manager also will be the lead liaison between the WDFW Fish Passage Division, RCO, and the FBRB, including program reporting and overseeing implementation of FBRB policies.

## **WDFW Technical Review Team**

The Technical Review Team, often referred to as the TRT, is composed of fish passage experts with extensive knowledge in fish passage design and construction, biology, and local permitting. The team provides technical review of funded project designs as they move to implementation. The team ensures that the projects meet the required fish passage design criteria in Washington Administrative Code 220-660-190, the recommendations of the *Water Crossing Design Guidelines*, and the expectations of the grant program. The Technical Review Team must approval all fish passage project designs.

The Technical Review Team will consist of the following core members:

- WDFW fish passage biologist
- WDFW habitat engineer
- WDFW FBRB program manager
- Other expertise or disciplines (such as a geomorphologist or civil and transportation engineers), as needed
- Local representatives and stakeholders (such as lead entities, tribes, restoration groups, WDFW permitting biologist), as needed.

Throughout the design process, the Technical Review Team will review proposed plans and provide comments. It is the responsibility of the grant recipient, called a project sponsor, to respond to these comments in writing before moving to the next planning phase. Failure to collaborate with and respond timely to the Technical Review Team may delay the project delay, delay billing reimbursement, or jeopardize the sponsor's ability to apply for future funding. Detailed information on this process is found in [Section 3](#).

## RCO Outdoor Grants Managers

The outdoor grants managers are the primary point of contact for administrative issues, from application through project completion. The outdoor grants managers administer the FBRB application process and write and manage grant agreements using RCO's project database known as PRISM. The outdoor grants manager reviews and approves written progress reports, bills, and amendments; and helps with overall communication between the applicant and the state agency teams.

### About this Manual

The purpose of this manual is to provide information on the grant application process and implementation guidance for funded projects.

This manual provides information on program and project eligibility criteria, how to apply for a grant, the project evaluation and scoring process, and an overview of the WDFW and RCO roles in the program. This manual also outlines the primary responsibilities of the program's grant recipients and explains how additional information and help may be obtained. This manual refers to several other RCO manuals, grant materials, and procedures, applicable to applying for and managing a FBRB grant. All materials are available electronically on the RCO website. To obtain more information, please contact RCO or WDFW staff listed above.

# Section 2: Application Information

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

- ✓ Eligible project owners and sponsors
- ✓ Eligible project criteria
- ✓ Eligible project types
- ✓ Eligible project elements
- ✓ Match requirements
- ✓ Landowner acknowledgement
- ✓ State-owned aquatic lands
- ✓ How to apply for funding
- ✓ The evaluation process

## Eligible Project Owners and Sponsors

### Project Owners

Fish passage barrier owners eligible for grants include private landowners, local governments (cities, counties), Native American tribes, nonprofit organizations,<sup>2</sup> regional fisheries enhancement groups, special purpose districts, state agencies, and large forest landowners with barriers that are not required to be corrected as part of the Department of Natural Resources' Road Maintenance and Abandonment Plan. Small forest landowners (who harvest less than 2 million board feet of timber each year) also are eligible. Small forest landowners also are encouraged to apply for funding to correct fish passage barriers through the [Family Forest Fish Passage Program](#).

Ineligible fish passage barrier owners include federal agencies and large forest landowners who are required to fix their fish passage barriers through the Road Maintenance and Abandonment Plan program under the state forest practices rules.<sup>3</sup>

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<sup>2</sup>Nonprofits must meet the definition in Revised Code of Washington 24.03.

<sup>3</sup>Revised Code of Washington 76.09

## Project Sponsors

Eligible barrier landowners may apply for and sponsor projects. However, the FBRB recommends landowners without extensive knowledge or experience managing state grants or implementing fish passage projects work with an experienced, third-party organization to sponsor and manage their projects. WDFW and RCO can help landowners find eligible organizations to be project sponsors, which include regional fisheries enhancement groups, conservation districts, local governments, tribes, state agencies, and nonprofit organizations involved in salmon recovery. Private, third-party organizations are not eligible sponsors.

## Eligible Project Criteria

The duty<sup>4</sup> of the FBRB is to identify and expedite the removal of barriers to anadromous fish that are the result of state and local roads and highways, and barriers owned by private parties.

All projects must correct a fish passage barrier on a salmon-bearing (anadromous) stream and be a barrier to fish as defined by WDFW's 2019 [Fish Passage Barrier and Surface Water Diversion Screening Assessment and Prioritization Manual](#). Partial or total fish passage barriers are both eligible; however, total barriers will receive a higher score.

Projects in FBRB-approved priority watersheds, which are shown in [Appendix A](#), are a high priority for correction and will score extra points during application evaluations.

Projects must meet the required fish passage design criteria in Washington Administrative Code 220-660-190, the recommendations of the [Water Crossing Design Guidelines](#) (2013), and the expectations of the FBRB grant program.

To be eligible for funding, all projects must meet the criteria below. Failure to meet any of these criteria will result in the project being deemed ineligible.

- Barrier cannot be in federal ownership.
- If there is a total barrier downstream of the project, there must be a documented commitment for it to be corrected within five years of the current FBRB project application submission due date.
- There must be documented current or historic anadromous species use at the project location.
- Barrier cannot be an injunction barrier.

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<sup>4</sup>Revised Code of Washington 77.95.160

It is not the intent of the FBRB Grant Program to fund mitigation obligations.

## **State Fish Passage Criteria**

FBRB-funded barrier corrections must meet state fish passage criteria. The FBRB prioritizes projects that are designed to support natural stream processes and morphology, often referred to as a geomorphic approach. The [Water Crossing Design Guidelines](#) promote the geomorphic approach and provide practical, real-world knowledge and techniques to improve the overall success of water crossings. These guidelines do not replace regulatory requirements, though they are designed in part as technical guidance. The FBRB prefers fish barriers to be corrected using three different methodologies listed below in order of preference:

1. Abandonment
2. A bridge
3. A stream simulation culvert

Chapter 4 of the *Water Crossing Design Guidelines* provides guidance on bridge design, and Chapter 3 provides guidance on the stream simulation culvert design option. These design criteria provide guidance on how to apply a geomorphic approach for fish passage for all fish species, at all life stages.

In rare and extraordinary circumstances, applicants or sponsors may propose a different solution than the three above to fixing the fish passage barrier (e.g., roughened channels). A different design approach should be used only to help fish move through or around a barrier per Washington Administrative Code 220-660-200. Applicants proposing a different design approach must have a robust alternatives analysis to support it. If the project is awarded funding, the sponsor must work with, and get approval from, the Technical Review Team to ensure that the approach will achieve fish passage. These projects will have a special condition added to the grant agreement requiring Technical Review Team review and approval before being allowed to move to construction.

There may be instances where a funded project with a different solution than the three above may need board approval for construction, after funding is awarded and a grant agreement is in place.

A sponsor that constructs a different design approach also must provide a detailed monitoring and maintenance plan (stewardship plan), as a final project deliverable, to demonstrate how passage will be maintained after the grant agreement has closed.

All applications in tidal areas including a tide gate solution will be reviewed by the FBRB to determine programmatic eligibility.

## Eligible Project Types

The FBRB Grant Program can fund two project types: planning or restoration.

### Planning Projects

Planning projects provide funding for pre-construction design development and must result in a final design ([Appendix C](#)).

### Restoration Projects

Restoration projects provide funding for construction. Applicants may include funding in the architecture and engineering portion of the budget for final design development. If the applicant has an active design project at the time of application, the applicant must remain on track to finish final designs or risk losing the restoration funds. Remaining on track includes Technical Review Team design approval for the proposed restoration project scope within eighteen months of the restoration grant start date. If a project does not meet this timeline, the project must be presented to the FBRB when scheduled and would require board approval to proceed. Applicants submitting designs at the time of application are encouraged to include some additional costs in the project administration budget to cover the required Technical Review Team design review and potential design modifications that could result from that review.

Applicants with restoration projects requesting more than \$500,000 in FBRB grants must include recently completed preliminary designs with the grant application by the final application revision [deadline](#).

An applicant may have a restoration project that includes full project [design](#) and construction work in the proposed scope of work, known as design-build projects. The FBRB grant request for a design-build project must be less than \$500,000.

Please contact an RCO outdoors grants manager or the WDFW FBRB program manager with questions about eligibility.

## Eligible Project Elements

The primary purpose of the project must be to design or construct the correction of a fish passage barrier. The proposed project footprint should not exceed the physical boundaries necessary to construct the barrier correction, including staging areas and traffic revision when needed. Applicants may include actions such as weed control, planting, or fish habitat elements in the project area to address disturbances that occur during construction or that are necessary to achieve passage at the project location.

Applicants must include a complete description and budget of all proposed project elements being funded by the grant and sponsor match.

Proposals that include elements not necessary to restore fish passage must be approved by the FBRB. Applicants should work with their RCO outdoor grants managers to determine which project elements are eligible for funding before submitting their applications. Ineligible project elements may be removed from the project scope and budget before going under agreement, or if identified as superfluous to achieving fish passage by the Technical Review Team after the project is active.

While barrier correction required by injunction is not eligible for FBRB, if an applicant's non-injunction barrier is near an injunction barrier, work and data collected as part of the project scoping for the injunction barrier may be eligible as match for the non-injunction barrier design (i.e., flow modeling or LiDAR acquisition). Please check with RCO or WDFW for more information.

### **Ineligible Elements**

Some projects or elements that do not directly foster the FBRB's mission or do not meet cost or public policy constraints are ineligible for reimbursement or match. Ineligible activities include the following:

- Habitat enhancement not necessary to achieve fish passage and not necessary to restore the channel to natural conditions after disturbances caused by project construction.
- Land acquisition, including fee-simple acquisition, conservation easements, and right-of-way acquisition.
- Indirect charges using the applicant's federally approved indirect rate. Applicants may request payment for costs as a portion of related overhead expenses proportionate to FBRB work in any given month. Generally, these costs are integrated into project administration.
- Costs associated with litigation.
- Monitoring and maintenance of barriers corrected through this or other funding programs.

### **Match Requirements**

Applicants with restoration projects must contribute matching resources at least equal to 15 percent of the amount of the total project costs in PRISM (total project cost is the grant amount plus the match). For example, if the total project cost is \$100,000, the applicant must contribute \$15,000 minimum match.

Applicants with planning projects must contribute matching resources at least equal to 15 percent of the amount of the total project costs in PRISM. An applicant with a planning project with a grant request less than or equal to \$350,000 and a project timeline that does not exceed twenty-four months to complete final design is not required to provide match.

Sources of match provided may include cash, bonds, other non-FBRB grants (unless prohibited by the funding authority), in-kind labor, equipment, and materials. The sources of match must meet program eligibility requirements. Project elements provided by match must be included in the project scope that goes under agreement. See RCO *Manual 8: Reimbursements* for information on match and reimbursements.

Applicants should contact their RCO outdoor grants manager if they are getting a PRISM error for match when trying to submit a planning project application with no match.

### Landowner Acknowledgement

A Landowner Acknowledgement Form ([Appendix E](#)) is required when a project occurs on land not owned by the applicant, including publicly owned property and private property that may have temporary construction easements.

### State-Owned Aquatic Lands

If a project will occur over, in, and alongside 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 the grant applicant determine if the project will fall on state-owned aquatic lands and provide more information on its authorization process. See the [land manager coverage map](#) online for contact information for the Department of Natural Resources aquatic land managers.

If the project is on state-owned aquatic lands, the grant applicant will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. Securing a lease or easement may take up to a year. RCO requires the executed lease or easement within 60 days after board funding approval to show control and tenure for the site. The lease or easement is required before the project will be placed under agreement, unless RCO's director approves an extension in advance. Review the control and tenure requirements in *Manual 5: Restoration Projects*.



The following online 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](#)

## Department of Natural Resources' Review of Project Scope

Local government applicants that need to secure a use authorization meeting board policy must do all the following:

- Meet with the Department of Natural Resources to review the proposed scope of work.
- Complete a Joint Aquatic Resource Permit Application (JARPA) and give a copy to the Department of Natural Resources.
- Attach to the grant application a Scope of Work Acknowledgement Form (signed by the Department of Natural Resources) by the technical completion deadline.

State agency applicants must follow the same procedure when developing a new facility where one currently does not exist. RCO will coordinate an interagency in-person review of proposals for all other state agency projects.

## How to Apply for Funding

Grants are offered every two years. Generally, applications are accepted starting in October or November of odd-numbered years. Announcement of the grant round is made through RCO and WDFW e-mail listservs, posted on their websites, included in this manual, and distributed through other outreach materials.

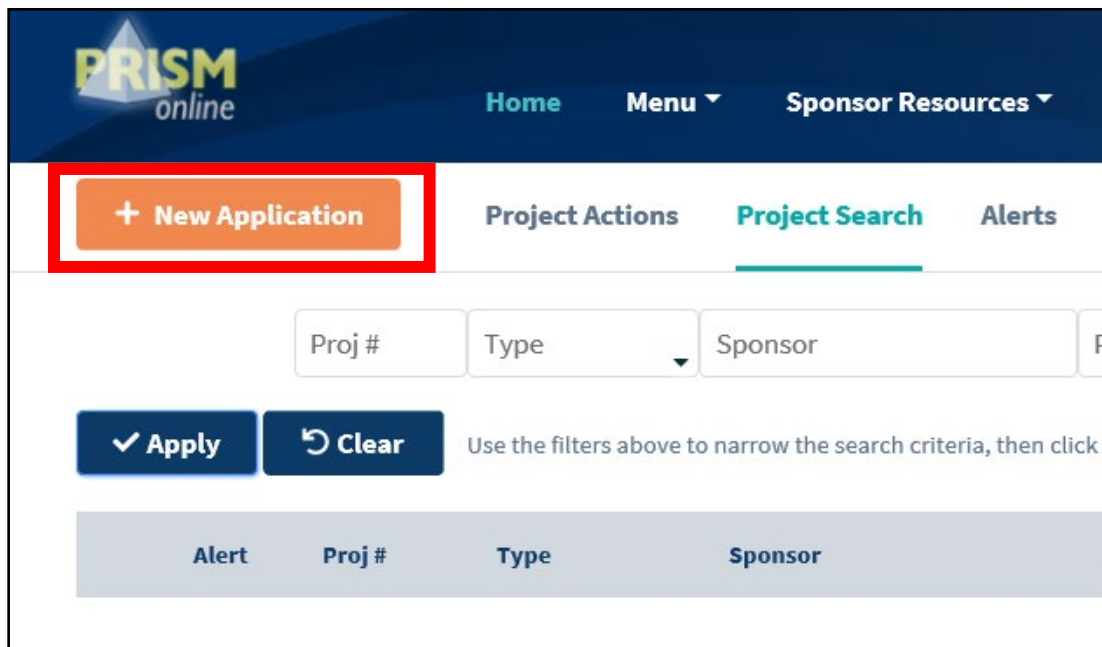
## PRISM Application Process

All applicants must use PRISM Online to complete and submit applications. New PRISM users must fill out a [New User Account Form](#) to obtain a user name and password and sign up for a [SecureAccess Washington Account](#). When signing into PRISM for the first time, users will be asked to sign into both PRISM and SecureAccess. After the initial sign in, users will sign into PRISM using their SecureAccess credentials only. For more details, visit the [PRISM information web page](#).

If a project has been submitted in PRISM previously, the applicant can contact an RCO outdoor grants manager to copy the previous project into a new application. Doing so carries forward project information and attachments that were entered into PRISM previously. After copying a project, the RCO outdoor grants manager will send the application number to the applicant, who should then review and work through the entire application to ensure all the information is correct, complete, and up to date.

To begin a new project application, log into [PRISM Online](#) using the SecureAccess credentials. On the PRISM home page, users can search for applications, apply for grants, manage grant agreements (active projects), and submit billings for reimbursement, PRISM progress reports, and PRISM final reports.

From the PRISM Online home page, applicants can locate and click on the orange “+ New Application” button as seen here, to launch the Application Wizard.



The New Application button opens the Getting Started page. The applicant should start typing the organization’s name and select it from the dropdown list that appears.


Then, select “Fish Barrier Removal Board Projects” from the list of open grant programs. Select the type of project: planning or restoration (see [above](#) for description of those project types) and enter a unique project name. At the bottom of the screen is the Start New Application button, which opens a screen to begin the application.

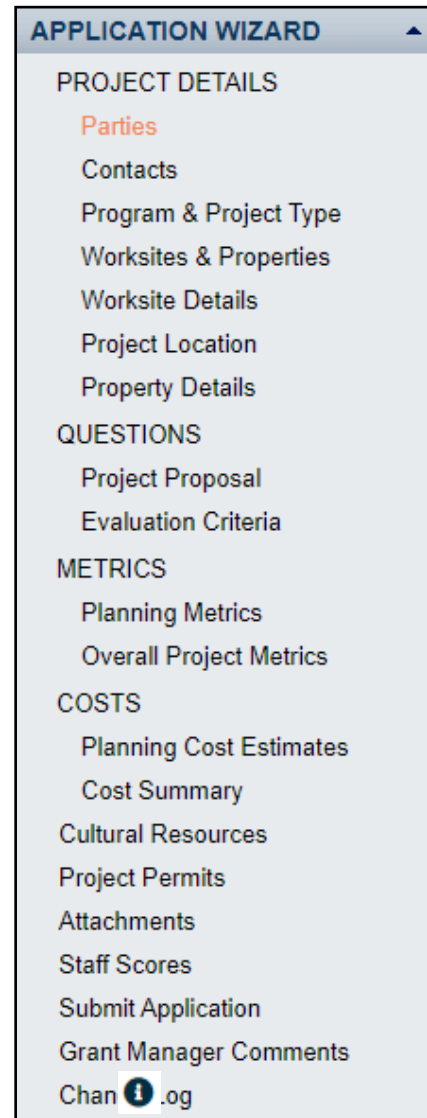
The Application Wizard will open to the “Parties” page, the first of multiple pages that are viewable as links on the left side of each page (graphic below). Complete the required information on each screen and click the “Next” button (“next” automatically

saves the work). This process walks through the entire application page by page. Be sure to save work often. The Application Wizard will timeout after inactivity, and all unsaved work will be lost.

The Program and Project Type page allows applicants to review and change the project name, grant program, and project type (planning or restoration), if necessary. The grant program selected should be "Fish Barrier Removal Board Projects." Applicants with design-only projects should choose the planning project type, and applicants with design-construct or construction projects should choose the restoration project type.

After the description question, the Project Proposal page has four questions about project eligibility. If the project does not meet any of these eligibility questions, the project will not be eligible for funding and the applicant should stop filling out the application. PRISM will not stop applicants from continuing past these questions regardless of how they are answered. More information on eligibility is found [above](#). Applicants can contact RCO or WDFW if there are questions about eligibility.

IMPORTANT: All questions on the Evaluation Criteria page are scored for project ranking. The questions displayed on the page are an abbreviated version of the actual evaluation question. Click on the text of each question or the info bubble (  ) next to each question to open a separate box, which will display the full evaluation question and potential points for that question.



After completing the application, applicants must check the application for errors on the Submit Application screen to activate the Submit button. Pages indicated with a red exclamation mark (!) on the left of the screen are either not complete or have errors. Red corrective instructions will appear on each of those pages indicating what needs correcting or has incomplete information. The applicant must recheck for errors, either on each application screen or on the Submit screen for all pages, to ensure the problems have been addressed and the application may be submitted. All screens must have a green check mark (✓) next to them after re-checking for errors before the application may be submitted.

Call or e-mail an [RCO outdoor grants manager](#) at any point in this process with questions.

Applicants must submit final applications by the [application due date](#). Between this date and the final application revision due date, RCO will review applications for completeness and eligibility. During this period, WDFW also may visit the project location to inspect the barrier and upstream and downstream conditions. The RCO outdoor grants manager may return the application for additional information, clarifications, or necessary changes identified by either RCO or WDFW. Applicants also may ask RCO to return their applications if they have identified a needed correction on their own.

Applicants must revise and resubmit applications by the [final application revision due date](#). After this date, once an application has passed satisfactory review, it will be changed to “complete” status and WDFW will finish application evaluation and scoring.

The objective evaluation criteria scores will be shown on the Staff Scores page of the application. These specific evaluation criteria are based on project site conditions, habitat made available, and benefits to fish. Applicants may review the staff scores and provide feedback in the Applicant Challenge boxes, if it appears that scores for any of the criteria require correction. Staff will respond in the RCO response boxes to either explain how the score was determined or that the score has been corrected to reflect project conditions.

## **PRISM Application Required Documents**

A complete PRISM application includes the attached documents listed below. Applicants cannot submit an application unless these attachments are included in the PRISM application. Applicants may attach additional supporting documents, as needed.

- Maps
  - A map that clearly shows the location of the proposed project in the state.
  - A large-scale, detailed map showing the site clearly marked and labeled with GPS (Global Positioning Service) coordinates, road names, and correctly mapped streams.
    - For restoration projects, attach a map of the restoration worksite.
    - For planning projects, attach a map of the planning area if requesting funding for designs.
  - A map showing geographic coordination of fish passage correction, if known and applicable per the geographic coordination evaluation question.

- Restoration Projects Only: design drawings and basis of design report that meet [Appendix C](#) requirements:
  - Preliminary designs are required for all restoration projects with a grant request larger than \$500,000.
  - Final designs, if complete.
- [Applicant Authorizing Resolution Form](#) (except for tribal sponsors)
- Barrier Evaluation Form or WDFW Fish Passage Site Report Form ([Appendix E](#))
- Landowner Acknowledgement Form ([Appendix E](#))
- Photographs:
  - A photograph of the barrier, preferably of outlet (downstream end) if safe to acquire
  - A photograph of the upstream habitat
  - A photograph of the top of the road showing utilities, guardrails, etc. if applicable.
- [Cost Estimate](#) or an alternative detailed budget document
- Other attachments dictated in evaluation criteria

Note, the required attachments checklist on the PRISM application Attachments page is a guide, and does not include all the required attachments, as they sometimes vary between projects. Use the information listed above and [Appendix D: Application Checklist](#) to ensure all required attachments have been included in the submitted application materials.

Complete all sections of the PRISM Online Application and submit.

### Tips to Avoid Common Mistakes

- **Scope of the project.** Be sure the project description and other application materials reflect the entire project scope. Include tasks covered by proposed FBRB funds and tasks covered by matching funds. Project elements provided for match must meet the FBRB program eligibility requirements and be included in the proposed project scope.

- **Contingency.** Do not include a separate line item for contingency in cost estimates. Instead, ensure that each of the budget line items account for inflation and contingencies.
- **Architecture and Engineering.** Include architecture and engineering costs in the cost estimate for restoration projects. Architecture and engineering costs include project administration, engineering, and design. The FBRB encourages applicants to budget some architecture and engineering costs to cover the Technical Review Team design review, if the project design was not funded through the FBRB. Architecture and engineering is a separate work type in PRISM and must be selected to provide an associated cost. In a funded restoration project, architecture and engineering costs are tracked separately from construction costs for each worksite billed when the project is active. Refer to *RCO Manual 5: Restoration Projects* for guidance on what activities represent architecture and engineering expenses, and what activities represent construction expenses—the difference is not always obvious. The maximum allowable total architecture and engineering expense is 30 percent of construction costs.

Applicants should note that any match in this category is included and counted toward the 30 percent funding cap. Costs for permits and cultural resources review go toward construction costs and should not be included in the architecture and engineering budget.

- **Indirect Charges.** Indirect charges using the applicant’s federally approved indirect rate are not eligible for reimbursement. An applicant may request payment for costs as a portion of related overhead expenses proportionate to FBRB work in any given month. Generally, these costs are integrated into project administration.
- **Permitting and Cultural Resources.** Include permitting and cultural resource expenses in projects, as appropriate. Select both permits and cultural resources as separate PRISM work-type categories in the metrics. Permit and cultural resources costs are folded into the construction budget in restoration projects.
- **Pre-agreement costs.** Certain pre-agreement costs are eligible for reimbursement but reimbursement is not allowed for costs associated with construction that occur before the agreement start date. Allowable pre-agreement costs include planning costs (e.g., design, permitting) and purchase of certain construction materials if a case can be made that significant costs can be saved through an advance purchase. It is highly recommended that applicants refrain from ordering or purchasing passage infrastructure if designs have not been reviewed and approved by the Technical Review Team. Buying construction materials before a grant agreement is signed is at the applicant’s risk and must be approved by an RCO outdoor grants manager in writing before purchase.

- **Worksites and properties.** RCO billing practices require tracking restoration project expenses separately for each worksite. A separate worksite is required for each geographically distinct barrier correction. Limit the number of worksites to those required. A separate worksite should be created for project areas that are geographically separated (generally more than 0.1 mile apart from each other).

### The Evaluation Process

The Technical Review Team ensures that projects are beneficial to salmonids, apply a geomorphic approach for barrier correction, have costs that do not outweigh the anticipated benefits, and have a high likelihood of success. To do so, team members review each application, may visit project sites, and provide feedback to applicants when necessary. Technical feedback provided by the team is designed to improve project concepts and overall benefits to fish and to achieve the greatest results for the potential program funds invested. Applicants are encouraged to revise applications based on feedback from the Technical Review Team review before the application revision deadline.

Note, application review and WDFW permitting before funding does not equate to Technical Review Team design approval. Applicants who have designs funded outside of the FBRB will have a required Technical Review Team design review step if the project is funded, to advance to the next phase of the project.

The Technical Review Team will score projects and present the recommended ranked list of projects to the FBRB based on the board's founding principles outlined in [Revised Code of Washington 77.95.180](#) and the following general categories:

- Ecological and biological impact to restoring fish populations including habitat quality, linear habitat gain, and absence of downstream barriers
- Technical merit and project readiness
- Project cost justification
- Project coordination with other fish passage barrier removal projects
- Location in a [priority watershed](#)
- Benefits to Southern Resident killer whale prey

The Technical Review Team will score project proposals using the FBRB-approved scoring criteria ([Appendix B](#)). Applicants are encouraged to review the scoring criteria to understand how to ensure their projects earn the maximum points possible and how applications are evaluated for ranking on the final list of prioritized projects sent to the Legislature for funding.

# Section 3: Project Management

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

- ✓ Planning project management
- ✓ Restoration project Management

## Planning Project Management

Once a grant is awarded, the grant applicant is referred to as a project sponsor.

### Project Timelines

Planning projects have the following two options:

- Design-only with no match: Projects must be completed within twenty-four months and must result in final design.
- Design-only with 15 percent match: Projects may take more than twenty-four months to complete and must result in final design.

Sponsors who cannot complete their design-only, no match project within twenty-four **months may request a time extension. If approved, the grant recipient must provide** a minimum 15 percent of the total PRISM project cost including all project costs that had previously been reimbursed.

### Cultural Resources Review

Sponsors with planning projects that require ground-disturbing activities (most commonly geotechnical review) must complete cultural resources review before starting those activities. See the [cultural resources review section](#) below for more detailed information.



## Design Review

Sponsors with planning projects will have a Technical Review Team review and approval for each design phase built into the project scope, starting with the correction and analysis form or alternatives analysis, if part of the project scope. Once a design phase is completed, the sponsor must distribute deliverables to the Technical Review Team to initiate the design review. Work may not begin on a subsequent design phase or construction until the Technical Review Team has approved the previous design phase. This process may require several feedback loops before complete. It is recommended that sponsors provide enough time in their schedules to accommodate this review process. Failure to respond and collaborate with the Technical Review Team in a timely manner may jeopardize the ability to receive funding for the next project phase of the project.

WDFW recommends that this review process be coordinated closely with other permitting agencies' review. Preliminary and final designs must be completed and stamped by a licensed professional engineer.

The table below outlines design documents that must be submitted to the Technical Review Team for approval before the sponsor can move to a new phase.

Design Document	Timeline for Submission
<a href="#">Correction and Analysis Form</a> or Alternative analysis	Completed during active grant agreement, submitted and approved before starting preliminary design.
Preliminary Design	Completed during active grant agreement, submitted and approved before starting final design unless subsequent design review is requested by the Technical Review Team.
Final Design	Completed during active grant agreement, submitted by project end date.

The Technical Review Team will review and submit design comments to the project sponsor in a reasonable and agreed upon amount of time. Sponsors should budget thirty to ninety days for each review, depending on the complexity of the project or the potential for requested revisions. The Technical Review Team may request additional steps for more complex, non-FBRB preferred design approaches or other unique project circumstances. The team may meet with the project sponsor on site to discuss the project. Sponsors are encouraged to have early site visits with the Technical Review Team to improve understanding of site conditions and facilitate discussions.

Project sponsors and their design teams should plan for the design review process as it may be unpredictable in duration.

Design materials should follow specifications described in [Appendix C](#).

## Restoration Project Management

### Project Timeline

Restoration projects should be completed within three years from the date funding becomes available (typically, July 1 of odd-numbered years).

### Design Review

Restoration project sponsors with non-FBRB funded designs will have Technical Review Team review and approval built into the project scope for their most current design at the time of agreement. The review must be completed before they can start the next project phase. This required step is eligible for reimbursement, and sponsors are encouraged to budget time and funding accordingly. The Technical Review Team design review may result in required design modifications before construction, regardless of the sponsor’s level of design at the time of agreement.

WDFW recommends that this review process be coordinated closely with other permitting agencies’ reviews. Preliminary and final designs must be completed and stamped by a licensed professional engineer.

Please refer to the [design review discussion](#) above for complete details on this requirement.

The table below outlines design documents that must be submitted to the Technical Review Team for approval before starting the next phase and is broken into projects requesting less than \$500,000 and more than \$500,000.

Design Document	Timeline for Submission
<b>Grants less than \$500,000</b>	
<a href="#">Correction and Analysis Form</a> or alternatives analysis	May be completed during active grant agreement. If so, should be submitted and approved before starting preliminary design.
Preliminary design submitted with application	If final design is in project scope, Technical Review Team approval required before starting final design.
Preliminary design completed during project	Submitted and Technical Review Team approved before starting final design.
Final design	Technical Review Team review and approval required before starting construction.

Design Document	Timeline for Submission
<b>Grants more than \$500,000</b>	
Preliminary design	Required with final application. Reviewed and approved by the Technical Review Team if highest level of design at agreement.
Final design	Submitted with application if complete or completed during active project period. Submitted and approved by the Technical Review Team before construction.

## Control and Tenure

### Landowner Agreement

If the sponsor is a third-party organization and not the landowner, the sponsor and landowner must sign a landowner agreement ([Appendix E](#)). This agreement identifies and confirms the terms, conditions, and obligations of the project sponsor, who is undertaking a project, and the landowner, who owns the land on which the project will take place.

At a minimum, the agreement allows the sponsor, WDFW, and RCO access to the land for project implementation, inspection, maintenance, and monitoring. It also clearly states that the landowner will not intentionally compromise the integrity of the project, and it describes and assigns all project monitoring and maintenance responsibilities. A landowner agreement remains in effect for at least ten years after RCO's final payment to the project sponsor.

The project sponsor must attach the agreement to PRISM before requesting reimbursement for construction costs.

The Washington Department of Natural Resources authorizes use of state-owned aquatic lands, if relevant. Please see the [Restoration and Design Projects on State-Owned Aquatic Lands](#) section above. The Aquatic Land Use Authorizations takes the place of the required landowner agreement for the project.

## Permits

The sponsor must get all permits for the project and is strongly encouraged to work with the regulatory authorities early in project development. The project sponsor is responsible for early project coordination with the WDFW biologist, who will facilitate the process to determine if the project meets the criteria of a streamlined Fish Habitat Enhancement Project through the WDFW Hydraulic Project Approval permitting process. To identify the biologist in your area, visit the [WDFW Assistance Map](#).

Funded projects likely will qualify under state law<sup>5</sup> as Fish Habitat Enhancement Projects, which exempts them from the State Environmental Policy Act requirements and may exempt them from local government permits and fees. To apply for a streamlined permit process, submit a completed Fish Habitat Enhancement Project form and required attachments with the Joint Aquatic Resources Permit Application as indicated on the [Fish Habitat Enhancement Project Form](#).

The [U.S. Army Corps of Engineers Regulatory Branch web page](#) has information on how to navigate through the Corps permitting process including permit application, drawing requirements, and Endangered Species Act resources. See the [Final Seattle District 2017 Nationwide Permit Regional Conditions](#) for the criteria and requirements for water crossing projects to be eligible under the 2017 nationwide permit.

## **Cultural Resources Review**

[Governor's Executive Order 21-02, Archaeological and Cultural Resources](#), requires that state agencies review acquisition and construction projects for potential impacts to cultural resources which are defined as archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

The federal government, through Section 106 of the National Historic Preservation Act, requires the similar compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or those that require a federal permit.

## **Review Process**

RCO facilitates review under the Governor's executive order. Federal agencies 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.

RCO evaluates all projects before funding and initiates consultation with the affected tribes and the Department of Archaeology and Historic Preservation. Applicants should not initiate consultation with either of these groups. The review may require sponsors to conduct cultural resources surveys or may add requirements to grant agreements.

Applicants should budget for cultural resources work for most projects. The costs of a cultural resources investigation are highly dependent upon the size, scope, and location of the project. RCO encourages applicants to work with qualified cultural resources

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<sup>5</sup>Revised Code of Washington 77.55.181

professionals to estimate costs. The Association for Washington Archaeology' maintains a [list of qualified consultants](#) on its website. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the grant applications.

Any required cultural resources investigations or documentation must be complete before sponsors may start any ground-disturbing activities, such as demolition, planting, or building signs. Ground disturbance or demolition started without approval are breaches of the grant agreements. Typically, cultural resources approval will be authorized as part of the notice to proceed.

## State Agency Lands

Cultural resources compliance for projects on lands owned or managed by the Washington State Parks and Recreation Commission, WDFW, or the Washington Department of Natural Resources, is the responsibility of the respective agency regardless of the sponsor. Sponsors must provide RCO with documentation of compliance with the Governor's executive order or Section 106 before notices to proceed will be issued or acquisition will be paid in full.

See the Environmental Review Section in RCO Manual 5 for additional details on the RCO cultural resource review process. The Department of Archaeology and Historic Preservation has helpful information about [hiring a preservation consultant](#) on its website.

## Site Inspections

The project sponsor can expect the following site inspections of a restoration project required for grant application review and funded project administration. Additional site visits may be required for permitting or other purposes but are not outlined below. As program partners, both WDFW and RCO staff may conduct the following site visits:

- **Pre-project:** Before project implementation inspections to ensure eligibility, fish passage conditions, and to determine if any significant design challenges exist. This site visit will be conducted by WDFW, may be coordinated with the project sponsor, and may include fish passage technicians, Technical Review Team members, biologists, and design engineers.
- **Interim:** This inspection during project implementation may be performed as needed to help resolve any apparent or anticipated problems and to monitor project progress. This site visit is coordinated with the sponsor and may be initiated by RCO or the WDFW biologist.
- **Final:** This site review occurs when the project is complete but before final reimbursement. RCO or the WDFW biologist, will conduct a final inspection. This

site visit should be scheduled after the project is complete, architects and/or engineers have made their inspection, and defects have been corrected. The final inspection is intended to ensure that the project was completed as described in the grant agreement. If the project is on private property, the landowner agreement allows access to perform project site inspections, with reasonable notification to the landowner. On completion of the final inspection, and submission and approval of a final report in PRISM, the final reimbursement, including any retainage previously held, will be paid.

- **Compliance:** RCO inspects completed projects after the end the active agreement to determine if the project still meets expected conditions and the terms and conditions of the grant agreement, landowner agreement, and/or stewardship plan. An inspection may be done at any time during the compliance period, which is ten years from the date of the last bill payment. See the Site Maintenance and Long-Term Obligations section below and *RCO Manual 7: Long-Term Obligations* for more information.
- **Project Monitoring:** WDFW may visit the project after completion to ensure the project is providing unimpeded fish passage. Staff also will look for any changes to the project that may change fish passage conditions or otherwise endanger the newly completed project.

RCO and WDFW staff will coordinate if there are any concerns that are identified from either compliance or project monitoring site visits.

### Site Maintenance and Long-Term Obligations

RCO restoration agreements include long-term obligations to maintain and protect the project area after the project is complete. "Project area" means the area consistent with the geographic limits of the scope of work of the project. The long-term obligations are described in the grant agreement and *RCO Manual 7: Long-Term Obligations*.

### Stewardship Plan

If a restoration project is on sponsor-owned land, the sponsor must provide a stewardship plan with the final documentation at the end of a project. A plan ensures meeting the project objectives by maintaining and monitoring the site for at least ten years from the grant agreement completion date. RCO visually inspects projects during the ten-year compliance period to ensure the project is meeting project goals and expectations. See Section 5, Completing a Project for more information on post-project obligations as well as *RCO Manual 7*. A [template](#) is available, but not required.

# Section 4: Administrative Rules

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

- ✓ Grant agreement
- ✓ Reimbursement
- ✓ Eligible costs
- ✓ Progress report
- ✓ Final report and final billing

## Grant Agreement

Once a project has received funding in the capital budget, the sponsor will enter into a contract, called a grant agreement, with RCO. FBRB approval of a grant is conditioned on the execution of a formal grant agreement. If for any reason the sponsor is unable to implement the project in whole or part, the remaining grant returns to the FBRB for reallocation.

## Project Milestones

As part of the contract, sponsors must submit a milestone worksheet (template provided by RCO) that outlines major project tasks and deliverables by date, a schedule for standard billings, and reporting and special condition requirements. Sponsors and RCO outdoor grants managers work together to develop this important element of the grant agreement. Although milestones are added to the grant agreement, they are a best guess, and may be adjusted through the online PRISM progress reporting module. Changes to most project milestones require outdoor grants manager approval but do not require a formal agreement amendment. Changing the agreement end date does require an amendment (time extension).

During the active grant agreement period, project sponsors are expected to submit regular progress reports through the PRISM progress report module and at least one reimbursement request by the end of the state fiscal year. Project sponsors should communicate any major project scope, budget, schedule, or other project-related issues to their RCO grants managers as early as possible.

## Key Grant Agreement Terms

The grant agreement protects the State's investment and outlines the responsibilities of the State and project sponsor. A [sample grant agreement](#) is online. The agreement includes a description of the project, project metrics, milestone dates, and general terms and conditions required for going into contract agreement with the State. Below is a summary of the more pertinent terms and conditions of the grant agreement. Note that RCO has a special agreement for tribal sponsors that includes additional general terms and conditions necessary to work with sovereign nations. Project applicants should review and familiarize themselves with all the terms and conditions of the agreement.

- **Performance by the sponsor:** The sponsor is undertaking the responsibility for the project and must complete all elements as identified in the application materials.
- **Assignment:** The sponsor may not transfer or assign the contract without prior approval (per [Appendix F](#): FBRB Amendment Request Authority Matrix).
- **Responsibility for project:** The project remains the sole responsibility of the sponsor. The sponsor and landowner have a ten-year obligation after the final project billing is paid to maintain the function and integrity of the passage structure.
- **Indemnification:** The sponsor must indemnify, defend, and hold harmless the State and its agencies, officials, agents, and employees for this project.
- **Compliance with applicable laws:** The sponsor will implement the grant agreement in accordance with applicable federal, state, and local laws and regulations.
- **Right of inspection:** The sponsor shall provide access to the facilities in accordance with the grant agreement and/or landowner agreement.
- **Procurement requirements:** If sponsors have procurement processes that follow applicable state and/or federal procurement principles, they must be followed. If no such processes exist, sponsors must follow all these minimum procedures:
  - Publish a notice to the public requesting bids/applications for the project.
  - Specify in the notice the date for submittal bids/applications.
  - Specify in the notice the general procedure and criteria for selection.



- Comply with the same legal standards regarding unlawful discrimination based upon race, ethnicity, sex, or sex orientation that are applicable to state agencies in selecting a bidder or proposer.

See [Washington State Department of Enterprise Services website](#) for more information on contracting and procurement requirements.

## Grant Agreement Amendments

If during an active grant agreement, the timeline, cost, or project scope requires a change, the sponsor may request an amendment to the grant agreement. Sponsors must submit [amendment requests in writing](#) or via the PRISM progress reporting module to their RCO grants managers. RCO will review amendment requests for clarity and eligibility and facilitate the review and approval process following the FBRB Amendment Request Authority Matrix ([Appendix F](#)). RCO will send the sponsor written notice of the decision made on the amendment request. The paragraphs below have specific guidance for each amendment type.

### Time Extension Amendment

Notify the RCO outdoor grants manager of any projected delays associated with the agreement end date as soon as possible. A change in the agreement end date requires a time extension amendment. Extension requests must be in writing and provided to RCO no less than sixty days before the agreement's end date. Design projects with no match are eligible for time extensions if the sponsor provides a 15 percent match to the project budget. Match applies to total project costs.

Time extension requests do not require the FBRB Amendment Form ([Appendix E](#)) but do require a written request (via e-mail or in the progress report) and an updated milestone worksheet (or updated milestones in the progress report) with proposed new dates.

### Cost Change Amendment

Reasonable requests for additional money to help with expenses exceeding the budgeted costs will be considered. A dedicated source of FBRB funding for cost increase amendments does not exist, however on occasion returned funds from other projects will be made available, for this purpose, on a first come, first served basis.

Sponsors should consider all potential funding sources (internal, other grant programs, partner agencies, landowners) as part of a strategy to compensate for unforeseen costs. Sponsors should try to maintain the same level of match as in the agreement and must maintain at least 15 percent match (when required). If funds are not available or the costs are considered unreasonably high, RCO will work with the sponsor to find a viable pathway forward. If alternatives cannot be found, the project will be terminated, and the remaining grant returned.

Projects completed under budget, do not require an amendment. The remaining grant will be returned when the project is closed.

All cost change amendments start with the FBRB Amendment Form, and a revised [cost estimate worksheet](#) or similar budget document. A sponsor should submit the amendment form and revised budget to RCO to begin the amendment request process. A sponsor with cost increases greater than \$100,000 or 10 percent of the project budget, whichever is less, must present the cost increase request to the FBRB for consideration. The sponsor should be prepared to discuss why the project went over budget, the status of the project, and what expenses the cost increase would cover.

## Scope Change Amendment

A change in project scope requires review and approval by RCO, WDFW, and potentially the FBRB. Scope changes may include a reduction in scope from a restoration to planning project, a significant change in the proposed barrier correction approach, or updates to a sponsoring organization.

Scope increases should be logically related to the project funded by the FBRB and be focused on barrier correction. Sponsors with remaining money at the end of a project should not request a scope increase to work on additional projects or elements not directly related to fish passage. The Legislature approves the projects and scope increases are difficult to approve. Sponsors with additional barriers outside of the funded project scope should apply for future grants or other revenue sources.

Contact RCO with questions about whether a change constitutes a scope change.

All scope change amendment requests must include the FBRB Amendment Form and may require other documents such as a revised cost estimate worksheet or revised written project scope of work.

## Reimbursement

RCO pays grants through reimbursement. A sponsor may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid. Except as otherwise provided below, RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting cost incurred and compliance with the provisions of the grant agreement.

RCO will not pay more than the sponsor's out-of-pocket costs.

Reimbursement shall not be approved for any donations.

Billing procedures are explained further in *Manual 8: Reimbursements*.

PRISM's e-billing system automatically withholds sponsor match from each reimbursement request (also known as a billing) based on many factors including the percent of the sponsor match in the agreement, match provided to date, and type of costs billed. *RCO Manual 5: Restoration Projects* describes eligible construction and administrative costs.

RCO will reimburse sponsors within thirty days of receipt of a complete and accurate invoice, though most payments are processed within two weeks. Ten percent of project costs will be retained until RCO completes a final inspection. The final billing must be accompanied by a final report submitted using the online PRISM reporting module.

Any significant change orders during project construction that may result in cost overruns or suggest a major change in project scope must be approved in advance by an RCO outdoor grants manager.

Project sponsors must submit a reimbursement request to RCO after expenditures have occurred to receive reimbursement. However, RCO recognizes there are times project sponsors may not have the money to implement parts of a project. In that case, short-term cash advances are available. See RCO Manual 8 and [advance request policies](#) for more information.

## 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 may be found in *RCO Manual 5: Restoration Projects* and *Manual 7: Long-Term Obligations*. Additional costs that may be eligible are described below.

### Pre-Agreement Costs

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

- Engineering and design costs (i.e., surveying, geotechnical, other data gathering) for planning projects. including pre-agreement Technical Review Team review work.
- Engineering and design costs for restoration projects (i.e., construction) including pre-agreement Technical Review Team review work. Ground-disturbing activities before cultural resource consultation will not be eligible for reimbursement.

- If cost-effective (i.e., materials are available at a reduced cost), construction materials and any associated transportation costs for the following.
  - Culverts
  - Bridges
  - Large woody materials (if approved as a fish passage-related project design element)

See Section 2, Tips to Avoid Common Mistakes, for recommendations on advance purchase of materials.

### Progress Report

Project sponsors are required to submit progress reports using the PRISM online progress report module. A minimum of two progress reports are required each year. The progress reporting module provides a record of project progress that grants managers use to assess performance. It also allows sponsors to submit permit information, attach documents, and update milestones as the project progresses. Project sponsors should communicate any major project scope or timeline changes, or other project-related issues to their RCO outdoor grants manager through the progress report module.

### Final Report and Final Billing

The sponsor must submit a final report in PRISM at project completion. The report is required before final reimbursement is paid and indicates project completion to RCO. Because the final report includes billing information from PRISM, the sponsor should enter final billing information in PRISM before completing the cost pages in the final report.

The sponsor may deliver the final report and final billing milestones to RCO up to ninety days after the project end date. However, any work performed after the project end date, including completion and submission of the final report and billing, are not eligible for reimbursement. Sponsors are encouraged to work on these items as much as possible before the project end date to be reimbursed for the time needed to complete these required deliverables.

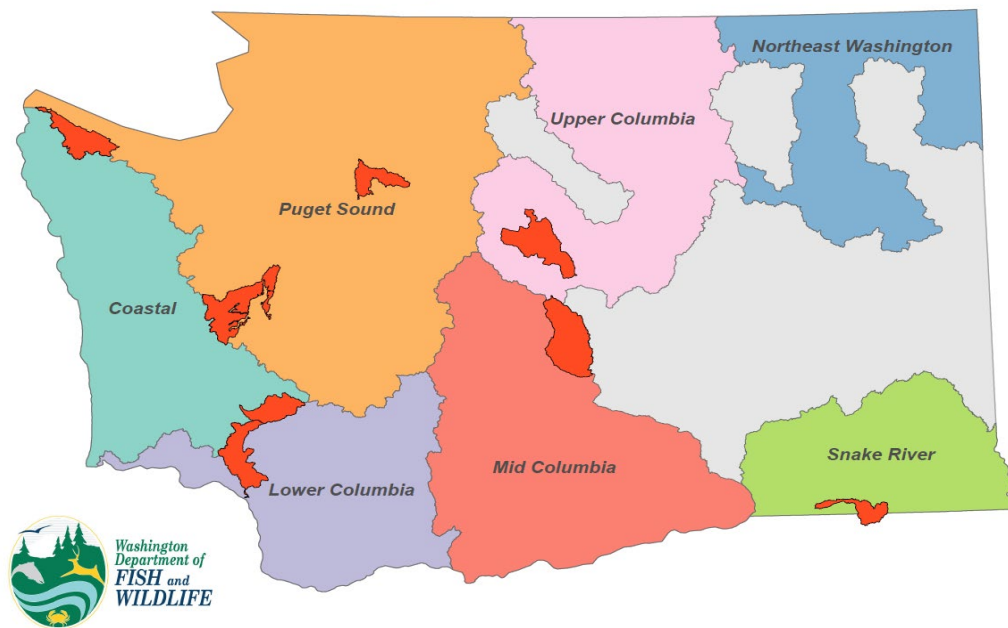
### Public Disclosure Rules

All records relevant to projects funded by the FBRB must be on file with the grant sponsors and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

RCO records and files are public records that are subject to the Public Records Act.<sup>1</sup> More information about [RCO's disclosure practices](#) is available online.

# Appendix A: Approved Watersheds in the Watershed Pathway

FBRB Statewide Approved Watersheds  
September 2021



## Priority Watersheds

### Lower Columbia

Lower Cowlitz

### Middle Columbia/Yakima

Wilson/Cherry

### Puget Sound

Pysht River

Pilchuck River

Goldsborough Creek

### Snake River

Mill Creek

### Upper Columbia

Wenatchee River

### Washington Coast

Newaukum River

It is the role of the [salmon recovery regions](#) to rank the top two projects (ranked number one and number two) in their FBRB priority watershed during the bi-annual grant round. The FBRB Statewide Approved Priority Watersheds are regionally selected watersheds. Watershed selection should be done through agreement with and participation from key stakeholders (e.g., lead entities, tribes, Regional Fisheries Enhancement Group). Each region should submit its top two, FBRB-based, priority projects to WDFW by the final application revision deadline. There is no standard or formal submittal process for this, however, the most common method is to have the regionally representative entity submit a letter to WDFW's FBRB program manager. The letter, at a minimum, should list the first and second highest priority projects. It is recommended to list alternates as a contingency.

The FBRB expects the watershed pathway participants to continue implementing projects in future grant rounds until the watershed is barrier-free. If salmon recovery regions want to propose changes to their priority watersheds, they must work with their WDFW fish passage biologists to get FBRB approval.

# Appendix B: Evaluation Questions

FBRB applications will be scored and ranked from highest to lowest based on the criteria listed below. Each application’s final score is a combination of points earned between the staff- and team-scored criteria.

## Staff-Scored Criteria

The following items may be reviewed by the applicant on the Staff Scores page of the PRISM application. On this page, the applicant may provide feedback if it appears that the item was assigned an incorrect score. Staff will review the comments and determine whether the score should be changed.

<b>Quality Habitat Assessment: To be scored by Technical Review Team</b>	
<b>25 points possible</b>	
Points assigned via normalized ranking of habitat gains.	25 points
Top 10% of projects	
11-20% of projects	22 points
21-30% of projects	19 points
31%-40% of projects	16 points
41%-50% of projects	13 points
51%-60% of projects	10 points
61%-70% of projects	8 points
71%-80% of projects	6 points
81%-90% of projects	4 points
91%-100% of projects	2 points
<b>If Chinook are present are the stocks important to Southern Resident killer whales (SRKW)? (<a href="#">Source: National Oceanic and Atmospheric Administration paper</a>)</b>	
<b>8 points possible</b>	
Chinook are present, run is important to SRKW	8 points
Chinook are present, but run is not known to be important to SRKW	5 points
Chinook are not present	0 points



<b>Are there barriers downstream of the proposed project?</b>	
<b>10 points possible</b>	
No downstream barriers	10 points
Single downstream partial barrier (67% or 33% passability)	5 points
More than 1 downstream partial barrier (67% or 33% passability)	0 points
<b>Does the proposed project occur in a designated FBRB Priority Watershed as identified in RCO Manual 22? Please coordinate with your <a href="#">salmon recovery region</a> to obtain and provide the ranked priority watershed project list for passage projects proposed this current grant round.</b>	
<b>20 points possible</b>	
Project is ranked Number 1 in a statewide approved priority watershed	20 points
Project is ranked Number 2 in a statewide approved priority watershed	10 points
Project is in a statewide approved priority watershed	5 points
Project is not in a statewide approved priority watershed	0 Points
<b>How many miles of anadromous salmonid habitat will be made accessible upstream of the targeted fish passage barrier?</b>	
<b>15 points possible (Calculated as upstream miles to first barrier (partial or full))</b>	
0.00-0.24 miles	1 point
0.25-0.49 miles	2 points
0.50-0.74 miles	3 points
0.75-0.99 miles	4 points
1.00-1.24 miles	5 points
1.24-1.49 miles	6 points
1.50-1.74 miles	7 points
1.74-1.99 miles	8 points
2.00-2.99 miles	9 points
3.00-3.99 miles	10 points
4.00-4.99 miles	11 points
5.00-5.99 miles	12 points
6.00-7.99 miles	13 points
8.00-10.99 miles	14 points
≥ 11.00 miles	15 points
<b>What is the passability of the existing fish passage barrier?</b>	
<b>10 points possible</b>	
0% passability	10 points
33% passability	7 points
67% passability	3 points
Unknown passability (applicant must demonstrate that structure is a barrier)	1 point

**For targeted Evolutionary Significant Unit (ESU) species identified to benefit from this project, is presence documented or presumed? (Please identify source of information)**

**7 points possible**

Chinook	2 points
Sockeye	1 point
Pink	1 point
Coho	1 point
Steelhead	1 point
Chum	1 point

### Team-Scored Criteria

The following questions are answered by the applicant on the Evaluation Criteria page of the PRISM application. Answers to these questions will be reviewed and scored by the WDFW Technical Review Team. Applicants should provide clear and complete answers to earn the maximum points possible. Questions will be scored after the final application revision due date.

**Is the proposed project included in a Salmon Recovery Funding Board [lead entity's](#) workplan, Planned Project Forecast list, or other lead entity-based prioritization. If yes, provide link to source, and provide a page number & report excerpt or screen shot showing where proposed project is prioritized. Provide a letter of support from the local Lead Entity if not already in a list mentioned above.**

**10 points possible**

Specifically called out in lead entity work plan or Planned Project Forecast list	10 points
Specifically called out in another non-ESA salmon recovery related plan (e.g. local planning)	4 points
Project located in a watershed where fish passage is an identified priority in a Lead Entity approved plan	2 points
Letter of support provided	2 points

**The FBRB prioritizes projects that utilize a geomorphic design approach and meet the Water Crossing Design Guidelines. For the presumed or proposed project designs, provide the following information on the channel characteristics, based on your knowledge and observations to date:**

1. How will your project meet a geomorphic design approach?
2. What is the proposed or intended structure type or will the crossing be abandoned?
3. If abandoned, please explain your channel design approach.

**Please provide stream channel metrics to support your approach, to include:**

- **What is your bankfull width and how was it determined? For example, how many measurements were taken, how far from culvert were the measurements taken, where were the measurements taken (upstream or downstream)?**
- **What is the proposed minimum opening through the structure or for abandonment discuss bed and bank restoration goals through the road prism?**
- **What is the existing channel slope? If known, what is the proposed channel slope?**
- **Are there any site constraints?**

**20 points possible**

Full abandonment, based on supporting information	0-20 points
Bridge or Stream simulation design, based on supporting information	0-15 points
Alternative design, based on supporting information	0-5 points

**Describe how the project addresses the anticipated effects of climate change by answering the following ([Culverts and Climate Change web app](#)):**

- **Using the WDFW climate change model was there a projected increase in bankfull width?**
- **Was the structure size increased as the result of that projected bankfull width, if so, by how much?**

If another method for addressing climate change was used, please explain.

**5 points possible**

Described how project addresses future climate change and adaptability	0-5 points
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**Summarize additional monetary and in-kind resources leveraged to maximize budget to demonstrate cost effectiveness. Are these resources secured? How long will they be available to use toward the project?**

**How did you determine your project costs? How did you account for what your project will cost at the time funds will be awarded (2025-27 biennium)?**

**Up to 12 points possible**

Budget provided in application is reasonable	0-2 points
Cost seems appropriate relative to predicted benefits	0-4 points
Sponsor has clearly leveraged available resources to reduce costs and maximize benefits	0-4 points
Resource commitments identified (match)? Please list where your match is coming from and the amount of each. Or indicate if you are a design project that will cost \$350k or less.	0-2 points

**Describe the level of readiness of the proposed project.**

**Has the third-party landowner (if applicable) expressed any concerns that could delay or prevent project construction? Provide documentation from the landowner supporting the project. OR Describe how you will ensure the project footprint will fall within the right-of-way. (Note: right of way acquisition is not eligible for program funds.)**

**Which permits have you completed? Please provide a schedule for any other permits needed.**

**Additional points possible for restoration projects (i.e., construction), do you have preliminary to final designs (per Manual 22, Appendix C), and if so, have you been coordinating with a WDFW Biologist or a TRT fish passage biologist preferably (provide the name of the biologist)?**

**18 points possible**

Strong support from the third-party landowner provided or description how your project is fully within your right-of-way.	0-2 points
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Which permits have been completed? Please provide a schedule for any other permits needed.	0-6 points
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Additional points possible for restoration projects (i.e., construction)	0-10 points
<ul style="list-style-type: none"> <li>• Preliminary to final designs (2 points), where coordination with a WDFW Biologist or preferably TRT fish passage biologist has taken place, provide the name of the biologist? (8 points)</li> </ul>	

**Geographic coordination: Briefly describe other barrier corrections or fish habitat restoration projects on the stream or within the watershed, which have occurred since 2010 or are funded for implementation by 2029. Provide a list of project names including WDFW fish passage barrier site ID number(s) with maps that clearly show each location:**

- **On the same stream as the proposed project.**

Within the same Hydrologic Unit Code (HUC)-12 watershed as the proposed project. (See [Washington HUC watershed layer on Fish Passage](#))

**15 points possible**

Two points for each project on the same stream up to 10 points	0-10 points
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One point for each project within the same HUC-12 up to 5 points	0-5 points
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**Organizational Coordination: Are you sharing resources with other organizations to correct other fish passage barriers in this watershed by May 2029? This can include sharing project development efforts, funding, or other activities. Please briefly describe the coordination and provide the project name, location, and WDFW fish passage barrier site ID number(s).**

**5 points possible**

Yes, to one or more of the above	5 points
Yes, to one of the above	3 points
No	0 points

# Appendix C: Fish Passage Project Design Deliverables

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## How Appendix C is Organized

This appendix guides applicants and sponsors through the typical stages of site-specific, restoration project design development: alternatives analysis, preliminary design, final design, and construction. It is anchored by the Project Deliverables Table, which outlines the full suite of deliverables included in the fish passage 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 generally must follow the standard project development stages: feasibility and alternatives analysis, conceptual design, preliminary design, final design, and construction. **The FBRB has tasked the Technical Review Team to review and approve the alternatives analysis, preliminary design, and final design stages.** The table below lists deliverables for all eligible project approaches (planning, design-construction, final design and construction, or construction). All projects are expected to meet the expectations below; failure to do so is likely to have significant implications for technical review, eligibility, and future funding.

## Incorporate a Qualified Design Team

Fish passage projects require a designer or team with a balance of knowledge and experience in fish biology, civil or environmental engineering, and other technical fields. The person or team completing the preliminary project design is required to include at least one licensed professional engineer with experience in fish passage restoration.

## Use a Standard Design Approach

The FBRB, as previously stated, requires that projects meet fish passage design criteria in Washington Administrative Code 220-660-190, the recommendations of the [Water Crossing Design Guidelines](#) (2013), and the expectations of the FBRB grant program. As such, Chapter 4 of the *Water Crossing Design Guidelines* provides guidance on bridge design and Chapter 3 provides guidance on the stream simulation design option. These design criteria provide guidance on how to apply a geomorphic approach for fish passage for all fish species, at all life stages.

## Provide Analysis and Evaluation

Engineering design and technical evaluation must be focused on achieving the project's goals and objectives. 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, and designing and implementing fish passage techniques.

## Water Crossing Design Guidelines

The *Water Crossing Design Guidelines* is a WDFW document to help the water crossing owner and designer comply with Washington State law that protects fish. This document provides practical, real-world knowledge and techniques to improve the overall success of water crossings. These guidelines do not replace regulatory requirements, though they are designed in part as technical guidance supporting regulatory streamlining and grant application review for fish passage project applications.

The FBRB highly recommends that project sponsors and designers review the *Water Crossing Design Guidelines*. Specifically, Chapter 1 discussing the geomorphic approach to designing fish passage corrections, Chapter 3 covering stream simulation culvert design, and Chapter 4 which provides bridge design criteria.

## Submit a Design Report

A Design Report is a required deliverable of all FBRB-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 WDFW Technical Review Team, 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 in the project scope.

## Design Stages

To promote a consistent technical standard of care and uniform project documentation for the public record, FBRB-funded design 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. Applicants who apply for a design-only project are required to complete final designs. 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.

Upon completion of the three design stages listed below, the sponsor must attach the required deliverables into PRISM and notify the WDFW scoping biologist and RCO outdoor grants manager so that evaluation by the Technical Review Team may begin in a timely manner. The sponsor must receive notice from the Technical Review Team that the materials are approved before beginning work on the next stage of design or construction.

## Feasibility and Alternatives Analysis Deliverables

Feasibility and alternatives analysis is a standard element in the early stages of a fish passage project. This stage is also a required review step by the Technical Review Team as part of a planning project, or the planning phase of a design-build project. The feasibility and alternatives analysis may be submitted in report format (include elements 3a-3d listed in the table below) or a sponsor and the engineer may complete and submit a Barrier Correction and Analysis Form ([Appendix E](#)) that provides equivalent overview of the alternatives being considered to correct a barrier. Remember that abandonment and removal is an acceptable alternative to consider and an eligible activity.

## 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 design report that meet the qualifications for construction permit applications with state and federal agencies. Preliminary designs include a detailed understanding that quantifies all the major project elements, including site conditions, survey and modelling designs, and drawings of the project as it should look when



finished. Sponsors should make sure preliminary designs show how *Water Crossing Design Guidelines* will be met.

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 the Technical Review Team, stakeholders, funders, and permittees into a stand-alone and comprehensive set of final drawings, a design report, and technical specifications for project construction. The final design process must address and resolve all substantial issues raised by the Technical Review Team, 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.

## Project Deliverables Table

The table below outlines when design deliverables are required for each of the proposed project approach options for a site-specific fish barrier correction project. This table specifies which deliverables are required for each stage of design and project development and when each deliverable must be provided to RCO. Project deliverables indicated across multiple design stages generally become more refined in each stage as the design work progresses. Each project deliverable and its expected level of detail is explained in the text following the table.

This appendix should serve as a key resource to applicants with a design or construction project application and scopes of work for the design and engineering teams.

Refer to Section 3 for timing of required Technical Review Team design review.

Ask questions in advance about a particular design element and do not 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, Technical Review Team recommendations, and the sponsor’s experience.

Project Deliverables	Design	Proposed Project Approach		
		Design-Build and All Construction Projects Less Than \$500,000	Final Design-Construction Greater than \$500,000	Construction Greater than \$500,000
1 Landowner Acknowledgement Form	Due at application	Due at application	Due at application	Due at application
2 Cultural Resources Compliance	May start after funded. Required before geo-tech.	Complete before disturbing ground	Complete before disturbing ground	Complete before disturbing ground
3a Design Report: Introduction, Goals, and Objectives	All design stages. Final due by closing.	All design stages. Final due before construction.	Preliminary due at application. Final due before construction.	Preliminary due at application. Final due before construction-not in project scope.
3b Design Report: Site Characterization	All design stages. Final due by closing.	All design stages. Final due before construction.	Preliminary due at application. Final due before construction	Preliminary due at application. Final due before construction-not in project scope.
3c Design Report: Feasibility and Alternatives Analysis and Selection	All design stages. Final due by closing.	All design stages. Final due before construction.	Preliminary due at application. Final due before construction	Preliminary due at application. Final due before construction-not in project scope.
3d Design Report: Cost Estimate	All design stages. Final due by closing.	Preliminary and final-required before construction	Preliminary due at application. Final due before construction	Preliminary due at application. Final due before construction-not in project scope.
3e Design Report: Design Considerations, Evaluations, and Analyses	Preliminary and final design. Final due by closing.	Preliminary and final-required before construction	Preliminary due at application. Final due before construction	Preliminary due at application. Final due before construction-not in project scope.
3f Design Report: Permitter and Stakeholder Consultation	Preliminary and final design. Final due by closing.	Preliminary and final-required before construction	Preliminary due at application. Final due before construction	Updates due before construction

Project Deliverables	Design	Proposed Project Approach		
		Design-Build and All Construction Projects Less Than \$500,000	Final Design-Construction Greater than \$500,000	Construction Greater than \$500,000
3g Design Report: Appendices	Preliminary and final design. Final due by closing.	Preliminary and final-required before construction	Preliminary due at application. Final due before construction	Preliminary due at application. Final due before construction-not in project scope.
4 Design Drawings	All design phases. Final due by closing.	Preliminary and final-required project deliverable	Preliminary due at application. Final due before construction	Preliminary due at application. Final due before construction-not in project scope.
5 Landownership Certification Form	Due before agreement	Due before agreement	Due before agreement	Due before agreement
6 Construction Permit Applications	Due at closing if included in project scope	Due before construction	Due before construction	Due before construction
7 Construction Permit Receipt	Optional	Due before construction	Due before construction	Due before construction
8 Construction Quantities	Preliminary and final design. Final due by closing.	Due before construction	Due before construction	Due before construction
9 Final Design Technical Specifications	Due at closing	Due before construction	Due before construction	Due before construction
10 Contract Bidding Documents and Conditions	Optional	Due before construction (unless constructed by sponsor)	Due before construction (unless constructed by sponsor)	Due before construction (unless constructed by sponsor)
11 Landowner Agreement	Not applicable	Due before construction if land not owned by sponsor	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	Due by closing	Due by closing	Due by closing

Project Deliverables	Design	Proposed Project Approach		
		Design-Build and All Construction Projects Less Than \$500,000	Final Design-Construction Greater than \$500,000	Construction Greater than \$500,000
13 Stewardship Plan	Not applicable	Due by closing if land owned by sponsor	Due by closing if land owned by sponsor	Due by closing if land 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 3](#).

### 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 3](#).

### 3. Design Report

The 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.

Sponsors are encouraged to consult with experienced design professionals, the Technical Review Team biologist, 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. Feasibility and Alternatives Analysis, 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.

Alternatively, the sponsor and the engineer could complete and submit a barrier Corrections Analysis Form to evaluate potential barrier correction alternatives and provide a rough cost estimate for each.

The sponsor must consult with the Technical Review Team on the alternatives analysis or Correction Analysis Form before selecting the preferred alternative and starting preliminary design.

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 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, Evaluations, 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. Permitter and Stakeholder Consultation

A description of regulatory and/or other public consultation activities. Review and address comments from agencies and other stakeholders in the 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 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 the same vertical and horizontal scales on the drawings, 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 ordinary high water and other water surface elevations relevant to the design (e.g., maximum design flow, tidal elevations, flood elevations),
- LiDAR (Light Detection and Ranging) Hillshade 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. Landownership Certification Form

See [Appendix E: Program 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. The level of detail is dependent upon the 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: Program 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. 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 photograph points and photographs showing the project after construction

## 13. Stewardship Plan

If a sponsor completes a restoration project on land owned by someone else, a ten-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 ten years after completion. This is often part of the landowner agreement. Sponsors who implement projects on their own property must complete and submit a stewardship plan outlining the long-term maintenance plan of the correction. The sponsor may follow the RCO's [Restoration Stewardship Plan Template](#) with recommendation components for this requirement.

# Appendix D: Application Checklist

In the PRISM Online application, select “check page for errors” on each page, or on the “Submit Application” page to make sure all fields are complete.

✓ PRISM Online Attachment Checklist Items	Template / Form Link
Completed PRISM application	Applicant Completes
<b>Cost Estimate.</b> RCO recommends using its template or similar format. Attach in PRISM and clearly label “Cost Estimate.”	<a href="#">Spreadsheet</a>
<b>Landowner Acknowledgement Form</b> is required for projects on land not owned by the applicant or on state-owned aquatic lands.	<a href="#">Form</a>
<b>Landowner project support documentation (e-mail, letter, etc.)</b>	Applicant submits
Maps <ul style="list-style-type: none"> <li>• General vicinity map for all projects</li> <li>• One large-scale, detailed map showing the site clearly marked and labeled with road names, and correctly mapped streams</li> <li>• Geographic Coordination Map with project names and WDFW fish passage barrier site ID numbers(s) identified, if applicable</li> </ul>	Applicant Creates
Project Photographs <ul style="list-style-type: none"> <li>• One photo of the barrier, preferably of outlet (downstream end) if safe to acquire</li> <li>• One photo of the upstream habitat</li> <li>• One photo of the top of the road showing utilities, guardrails, etc. if applicable</li> </ul>	Applicant Creates

✓ PRISM Online Attachment Checklist Items	Template / Form Link
<p><b>Barrier Evaluation Forms.</b> Completed Barrier Evaluation Forms may be available on WDFW's <a href="#">Fish Passage Map</a> website.</p>	<p><a href="#">Barrier Evaluation Forms</a></p>
<p>Restoration Project Designs</p> <ul style="list-style-type: none"> <li>• Preliminary designs required if grant request greater than \$500,000.</li> <li>• Final designs, if completed.</li> </ul>	<p>Applicant Creates</p>
<p><b>Priority Watershed Projects:</b> memo or letter from <a href="#">salmon recovery region</a> stating priority of applicant's project in the pool of proposed projects in that watershed from the grant round. (See <a href="#">Appendix A</a>). Region may provide one letter to the board with the ranking of all proposed projects.</p>	<p>Salmon Recovery Region Creates</p>
<p><b>Lead Entity Letter of Support:</b> confirms that the project supports the recovery plan or is on the Planned Project Forecast List if project is not specifically identified in either document.</p>	<p>Lead Entity Creates</p>
<p><b>Deliverables from Previous Phases of Work</b> (for phased projects): to show the project is staying on track for completion within a year of the next phase of funding.</p>	<p>Applicant Creates</p>
<p><b>Applicant Resolution and Authorization</b> is required for any sponsor who will sign the grant agreement.</p>	<p><a href="#">Form</a></p>

# Appendix E: Program Forms

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## Applications Forms

1. [Cost Estimate Template](#)

Applicants are required to attach a detailed cost estimate to supplement the general cost information in the PRISM Online Application. Clearly label the attachment in PRISM "Cost Estimate." Applicants may use their own formats, but any project cost estimates submitted should provide separate costs for individual construction, design, and project administration elements and tasks (e.g., survey, design, permits, cultural resources, materials, labor, and equipment). **DO NOT include contingency costs as a separate line item in the cost estimate.**

**Note:** The FBRB Grant Program is a state-funded program with no federal funding nexus. Therefore, **indirect expenses<sup>6</sup> are not eligible.** To avoid confusion, only use RCO cost estimate worksheet with the FBRB in the title.

2. [Landowner Acknowledgement Form](#)

This form is required when a project occurs on land not owned by the applicant, including publicly owned property and private property that may have temporary construction easements.

3. [Barrier Correction and Analysis Form](#)

Use this form to document how a fish passage barrier will be corrected. This form is required as part of the feasibility and alternatives analysis in the earliest design phase of the project and must be reviewed and approved by the Technical Review Team during the design process.

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<sup>6</sup>Office of Management and Budget (OMB) Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also called the "[omni-circular](#)."

4. [Barrier Evaluation Form](#)

This form documents fish passage barrier conditions. Many barriers have been evaluated. Contact the WDFW Fish Passage Inventory and Assessment technical lead [Samuel Harris](#) (360) 280-4129, (Relay Service for the Hearing Impaired, call 711) to learn if a completed Barrier Evaluation Form is available. If not completed already, please fill out the Barrier Evaluation Form. A local inventory summary may substitute for this if it includes all information requested on the Barrier Evaluation Form.

5. [Applicant Resolution/Authorization Form](#)

This resolution/authorization authorizes the people identified to act as the authorized representative/agent on behalf of the project sponsor's organization and to legally bind that organization with respect to project for which the sponsor is seeking a grant through RCO.

## Active Project Forms

1. [Landownership Certification Form](#)

This form is meant 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. The form must be submitted before RCO issues a grant agreement.

2. [Landowner Agreement Form](#)

This form identifies and confirms the terms, conditions, and obligations agreed upon between the grantee, who is undertaking a project funded by RCO and the landowner, who owns the property on which the project will take place.

3. [Amendment Request Form](#)

This form formally requests a grant agreement amendment such as a time extension, scope change, or cost increase.

# Appendix F: FBRB Amendment Request Authority Matrix

Adopted May 2017

A project sponsor may appeal any decision to the FBRB.

“Consult” means the project sponsor requests an amendment, provides information, and obtains a decision through RCO grants managers.

Amendment Request	Project Sponsor	WDFW Division Manager	Technical Review Team	FBRB	Example
Increase funding due to project adjustments <sup>7</sup>	Request/ Consult	May approve or recommend	Available to review amendment	May approve	The site had different soil types than expected and it costs more than anticipated to do the geotechnical analysis, design, and culvert installation. Sponsor now requests an increase in the grant. Cost increase amendment requests greater than 10% of the project

<sup>7</sup>Cost increases may be granted only if funding is available.



**Appendix F: Amendment Request Authority Matrix**

<b>Amendment Request</b>	<b>Project Sponsor</b>	<b>WDFW Division Manager</b>	<b>Technical Review Team</b>	<b>FBRB</b>	<b>Example</b>
Increase/decrease project scope (no funding change)	Request/Consult	May approve or recommend	Available to review amendment	May approve	Sponsor plans to replace two barrier culverts. After designing the project, the sponsor realizes there is only enough money to install one culvert. Sponsor requests a scope reduction, but still needs to use all the money.
Transfer sponsorship	Request	May approve			Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.
Reduced match	Request	May approve or recommend	Available to review amendment	May approve	Sponsor received \$75,000 grant and provided \$33,000 (30%) in match for a total project cost of \$108,000. Later, only \$14,000 (15%) could be raised for a total project cost of \$89,000. Sponsor requests a match reduction of 57% (\$19,000/\$33,000) and corresponding scope reduction.
Significant change in the project location	Consult	May approve or recommend	Available to review amendment	May approve	Sponsor is unable to replace a culvert at the proposed location and asks to replace another culvert in an approved watershed.