

**North Olympic Peninsula Lead Entity For Salmon**

Clallam County Courthouse  
223 E. Fourth Street, # 5  
Port Angeles, WA 98362  
(360) 417-2326

**N.Olympic Peninsula Lead Entity for Salmon's 2016 SRFB/PSAR Grant Guidelines**

In 2016, the North Olympic Peninsula Lead Entity for Salmon is accepting project applications for 2017 Puget Sound Acquisition & Restoration (PSAR) funds through the Salmon Recovery Funding Board (SRFB) process. This is part of the SRFB's 17th Round Funding cycle. This is the first time that project sponsors seeking PSAR funding must apply PRIOR to those funds being approved by the Washington State Legislature. This means projects sponsors seeking regular 2017 PSAR funds or Large Cap PSAR funds must apply during this 2016 grant round.

All applicants seeking funding for projects within the N. Olympic Peninsula Lead Entity boundary must submit their SRFB & PSAR grant applications to the N.Olympic Lead Entity which submits them to the SRFB for possible funding. Applicants must also fulfill local, regional and state grant submission guidelines, including those laid out here, as well as in the SRFB's Manual 18 which guides salmon recovery grants and meet all other requirements.

Please note that the 2016 updated edition of Manual 18 can be found on the SRFB website at:  
[http://www.rco.wa.gov/documents/manuals&forms/Manual\\_18.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf)

For acquisition projects, see SRFB manuals on Acquiring Land: Policy Manual #3.

Here's the link to all SRFB & RCO manuals: [http://www.rco.wa.gov/doc\\_pages/manuals\\_by\\_number.shtml](http://www.rco.wa.gov/doc_pages/manuals_by_number.shtml)

For acquisition projects, see SRFB manuals on Acquiring Land: Policy Manual #3.

Scroll down to Manual 18 to download the application materials you need.

There are also one-pager application checklists for various projects.

**The N. Olympic Peninsula Lead Entity's grant process includes the following Required Deadlines, Meetings & Responsibilities:**

**Noon Tuesday, Feb. 23 2016:** No later than the end of this day, potential project sponsors are requested to send an electronic Letter of Intent indicating what project proposals they plan to submit for the current 2016 SRFB-PSAR Grant Round funding and a rough estimate of potential funding amount to be requested per project via either a simple e-mail or via a letter which is attached to an e-mail. E-mail should be sent to the N. Olympic LE Coordinator at: [cbaumann@co.clallam.wa.us](mailto:cbaumann@co.clallam.wa.us) and Early submittals always welcomed and should result in your getting a PRISM number earlier from us. We will start your project in HWS & then get you a PRISM number.

**Tuesday, March 15, 2016: Grant Applications due in PRISM. Final** Deadline by which Project applicants MUST ENTER ALL required information and attachments in the SRFB's electronic PRISM system. First Time project applicants will need to download PRISM onto their computers beforehand and will need to contact SRFB for a Password which allows them to access PRISM. It takes 2 business days to get a password, so do not delay. Also, NO INCOMPLETE FORMS may be entered into PRISM (such as unsigned landowner acknowledgement forms). For more information on PRISM, see SRFB Project Manual 18 referenced on Page 1.

*Project applicants must also send an e-mail to N.Olympic Peninsula Lead Entity Coordinator Cheryl Baumann ([cbaumann@co.clallam.wa.us](mailto:cbaumann@co.clallam.wa.us)) & Eric Carlsen at [ecarlsen@co.clallam.wa.us](mailto:ecarlsen@co.clallam.wa.us) letting them know your project application has been completed and is available in PRISM.*

When entering projects in PRISM, project sponsors must list the N. Olympic Lead Entity and staff members Cheryl Baumann & Eric Carlsen in the contact information section so that we may access your application.

Make sure and hit SAVE regularly when entering projects in PRISM. Also, **DO NOT** hit submit after entering data in PRISM. At this point in the process you are just entering project information, **NOT SUBMITTING**. The Lead Entity will submit the project for funding sometime after the LEG project ranking meeting and *before* the SRFB's August 12, 2016 final deadline for Lead Entity application submittal.

No application submittal by e-mail, hard copy or fax. Required elements(as listed in SRFB Manual 18 referenced above) include:

- A signed Landowner Acknowledgement Form is *highly encouraged* at this stage.
- A Project Location Map
- A Site or Parcel Map
- A Preliminary Design Plan or sketch for restoration projects & future restoration projects
- A Project description
- Estimated Budget
- Evidence that the project is part of a recovery plan or lead entity strategy (please cite specifics)
- If the project or any portion has been previously reviewed and/or funded by SRFB, then provide the project name and SRFB project number or year of application . If the project was submitted for funding but later withdrawn or was not considered for SRFB funding, please describe how the current project differs from the original.
- Anything else requested in the SRFB's 2016 Manual 18, including the SRFB's Project Proposal on the appropriate form (note: the SRFB has a project proposal template for Barrier Inventory Projects, Planning Projects, Restoration, Acquisition, or Combination Restoration & Acquisition and there are supplemental questions required with several of them. They can be found in Manual 18, Appendix C.

**NOTE:** SRFB Review Panel members **require complete applications**, so project sponsors must have a complete, thorough application and supply the required elements listed above **or it could result in your project being removed from this grant round.**

Please also note that all application materials will be available throughout the process on the world-wide web via a new change that will allow PRISM application materials to also populate the Habitat Work Schedule. Additional community outreach is anticipated regarding proposed projects this year, so please make sure you have kept all stakeholders informed and updated.

**Thursday, March 17, 2016 Initial Project Presentations at Port Angeles City Council Chambers from approx 8:30 a.m. to 4:30 p.m.** Grant applicants make initial project presentations including a 15 minute oral & power point presentation, followed with time for questions and dialogue with to N. Olympic Lead Entity Group Members, Technical Reviewers, LEG Members, Citizen Salmon Advocates, the public and anyone else in attendance. Presenters must indicate which weighted watershed score should be used to score the project and explain if it is different than the existing Workplan watershed score used

previously to rank the project and why. This allows the TRG to know early in the process if there is a potential discrepancy regarding watershed ranking priority when scoring. Presenters must also come prepared to answer questions about their project proposal.

**(Project presentation schedule to be finalized after pre-proposal submittal.)**

Project sponsors will receive feedback during the pre-proposal presentation and after about ways in which they can strengthen their project proposals and areas which require work. Project sponsors are expected to make changes in their projects and application as a result of feedback given and report back on those changes during their final project presentation.

**Tuesday, March 29th & Wed. March 30, 2016** (Note: please block off both days in your calendar, with the site visits to proposed project sites occurring from 8 a.m. to 5 p.m. or later, depending on the number and location of projects to be reviewed. Site visits will occur at the actual site of the proposed projects and sponsors must gain landowner approval prior to that. We will start in the west on March 29<sup>th</sup> & do the majority of the projects in the eastern part of the county on March 30<sup>th</sup>.)

At the site visit, Grant Applicants present their proposed projects and answer questions posted by SRFB Review Panel Members and Staff, TRG & LEG Members, Citizen Salmon Advocates and others. Site visit schedule to be finalized after early application project submittal. Project sponsors will receive feedback during the trip and after about ways in which they can strengthen their project proposals and areas which require work. Project sponsors are expected to make changes in their projects and application as a result of feedback given.

**Mon. April 11, 2016:** (note: it would be preferable if this is done Way before this late date!) All required completed landowner acknowledgement forms must be signed and attached in PRISM.

**Wednesday, April 20, 2016** Final Applications Due! Project Sponsors must enter their final applications and required attachments in PRISM. No application submittal by e-mail, hard copy or fax. Please notify the lead entity coordinator Cheryl Baumann & Eric Carlsen by e-mail once you have finished completing your application in PRISM.

**Monday, April 25, 2016 Port Angeles City Hall Council Chambers from 8:30 a.m. - 5 p.m.:** Grant applicants make a full and final 15 minute oral & power point presentation to the N. Olympic LEG, N. Olympic TRG & Citizen Salmon advocates and the public. All expected and required elements should be included in PRISM prior to the final application presentation. During the presentation, Grant applicants must show where and how they changed their application or project in response to suggestions and comments made by the SRFB Review Panel, TRG, LEG & other input. TRG members score projects after these presentations. Presentation times to be scheduled beforehand.

The Lead Entity will attach Powerpoints presented at the final project presentation in PRISM and on the Habitat Work Schedule and will therefore be available to the public on the world-wide web.

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Note: On this day, TRG Members will have a brief pre-scoring primer meeting BEFORE the presentations.

**TRG Scores Due to Lead Entity Coordinator by Friday, April 29, 2016!!**

Tues. May 10, 2016 9a.m. to 12 noon, PA Library Carver Meeting Room – TRG Scoring Meeting to review, sign off on score results and make scoring recommendation. Final scoring results and TRG Recommendation released after that.

**Wed. May 11, 2016** Project applicants who have proposed projects located in WRIA 17 West & WRIA 18 East in Dungeness present their projects to the Dungeness River Management Team from 2 p.m. to 5 p.m. at the Dungeness River Audubon Center in Sequim. DRMT Members score projects following the presentations & DRMT forwards their project funding recommendations to the LEG who considers such when making project funding decisions.

**Wednesday, June 1, 2016 9 a.m. to Noon. Location to be announced.** The Lead Entity Group will make decisions and approve the list of projects to be forwarded for funding at this meeting.

Project sponsors will need to be available or provide contact information where they can be reached during June & July when projects will be finalized for submittal.

Members of the Salmon Recovery Funding Board's Review Panel and Staff will make site visits for all proposed projects unless they agree a visit to a phased project is not needed. The Review Panel is comprised of scientists from different disciplines. They will review pre-proposal application materials, listen to project applicants' presentation at the project site and ask questions. They will use this information to make recommendations regarding whether the project should be considered for funding or whether additional changes or requirements are needed.

In addition, project sponsors must work with the Lead Entity to answer any questions, make requested changes or provide any needed information in order to answer SRFB Review Panel questions or finalize project applications prior to submittal.

Once project lists are submitted, the SRFB Review Panel will note any projects it believes to have low benefits to salmon, low likelihood of success, or costs that outweigh benefits, among others. If questions remains about a particular project, or it is flagged as a Project of Concern, the lead entity MAY request that the project sponsor attend this meeting with the Review Panel.

Please note that some projects (instream passage, diversion projects, barrier inventories) also may be submitted to the Washington Department of Fish and Wildlife for a separate technical review. The Panel also meets with each regional organization and lead entity to consider the regional priorities in each list of projects.

Projects proposed locally for funding are also reviewed by the Regional Recovery Implementation Technical Team to see if they can be forward for funding.

**It is the responsibility of the project sponsor/applicant to meet all deadlines, as well as all Lead Entity and SRFB submittal requirements.**

Lead Entity Staff Restoration Planner Eric Carlsen (360/417-2324) [ecarlsen@co.clallam.wa.us](mailto:ecarlsen@co.clallam.wa.us) is able to assist with the creation of technical documents or provide technical assistance to project sponsors working on grant applications. He works only part-time for us and has other responsibilities, so do not delay in making contact.

Questions regarding project overall funding requests or strategy should be directed to the Coordinator. Members of the LE's Technical Review Group may also be called on to provide assistance.

Based on ongoing guidance and work from the SRFB and work with our regional recovery organization, the Puget Sound Partnership; the Lead Entity is to select high priority, strategic projects for funding. These are strategic, high priority projects which are critical to local salmon recovery and restoration (as referenced in our N. Olympic Peninsula Lead Entity Strategy, our 2014 N. Olympic Lead Entity Three-Year Work Plan and scoring notebook, and the Puget Sound Chinook Recovery Plan, all of which can be found on the North Olympic Peninsula Lead Entity's Habitat Work Schedule: [hws.ekosystem.us](http://hws.ekosystem.us))

If you need help locating documents, please contact Lead Entity Coordinator Cheryl Baumann at [cbaumann@co.clallam.wa.us](mailto:cbaumann@co.clallam.wa.us) or 417-2326

According to our N.Olympic Lead Entity Group, regional recovery organization and others, projects submitted for funding must be high priority projects which are part of our lead entity's 2016 three-year work plan which ranks both capital projects and non-capital programs. The Lead Entity usually draws a line on the workplan's ranked project list and projects below that line are not eligible to apply for SRFB, PSAR or PSAR Large Cap programs.

According to the N. Olympic Lead Entity Technical Decision Making Guide and our Salmon Recovery Strategy, the North Olympic Lead Entity's Technical Review Group(TRG) will score capital projects using the following criteria:

Watershed Priority  
Addresses Limiting Factor  
Addresses Stock Status & Trends  
Benefits an ESA-listed Listed Stock  
Benefits Other Stocks  
Protects High-Quality Fish Habitat  
Restores Formerly Productive Habitat  
Supports Restoration and Maintenance of Ecosystem Functions  
Spatial-Temporal Scale of Influence  
Project Readiness  
Likelihood of Success based on Proposers Past Success in Implementation  
Likelihood of Success based on Approach  
Reasonableness of Cost and Budget

The following criteria will be used by the TRG to score Non-Capital Projects:

Advances Robust Harvestable Stocks  
Advances Implementation of Recovery Plan(s)  
Advances Habitat Protection and Restoration  
Advances Recovery of Ecosystem Function  
Advances Ecosystem Awareness  
Advances Integration  
Fulfills Requirements of External Agencies  
Advances Multi-Agency Funding Strategy  
Has large Spatial-Temporal Scale of Effects  
Likelihood of Success based on Proposer's Past Success in Implementation  
Likelihood of Success based on Approach  
Reasonableness of Cost and Budget

The N.Olympic Lead Entity's Technical Review Group (TRG) will score these projects after the final grant application project presentations. The Lead Entity Group (LEG) will consider the above criteria, as well as Extent of Partnerships and Socio-Political Considerations when deciding on a final project list to be submitted for funding.

Once the TRG has scored projects, these scores are compiled and the results released. The results become part of our SRFB grant submittal and are also made available publically.

The Lead Entity's LEG considers the grant submittal information and comments from the SRFB Review Team, comments from the Regional Implementation Technical Team, TRG scoring recommendations and comments, comments from the Dungeness River Management Team, area citizens, local restoration priorities as outlined in our strategy, workplan and recovery plans, public comments, and information provided by applicants and others when compiling the final project funding list.

For more information on project scoring, please refer to the Technical Decision Making Guide included with our three-year work plan.

Projects Selected for Funding

**Applicants whose projects are selected for funding are expected to recognize the funding provided by the Salmon Recovery Funding Board, Puget Sound Acquisition & Restoration dollars; and the supporting work of the North Olympic Peninsula Lead Entity for Salmon in any subsequent project materials such as reports, brochures and power points or other presentations. Logos for both organizations will be furnished once projects are accepted for funding. Project sponsors must also regularly keep the N.Olympic Peninsula Lead Entity apprised of ongoing project efforts and project planning meeting dates and times so we are able to track project implementation and provide further assistance when needed.**

**For questions, more information or assistance, please contact N.Olympic Peninsula Lead Entity Coordinator Cheryl Baumann at 360/417-2326 or [cbaumann@co.clallam.wa.us](mailto:cbaumann@co.clallam.wa.us)**

**PLEASE Note: The North Olympic Peninsula Lead Entity reserves the right to make any needed changes within this process including meeting deadlines & dates. All participants will be notified of any changes.**