



SNOHOMISH BASIN SALMON RECOVERY FORUM

2018 Snohomish Basin Salmon Recovery Grant Round Request for Proposals

The Snohomish Basin Lead Entity, managed by Snohomish County, is accepting salmon recovery project proposals for the 2018 Salmon Recovery Fund Board (SRFB) and Puget Sound Acquisition and Restoration (PSAR) grant round. The Snohomish Basin Lead Entity will consider proposals in the Snohomish watershed that address the *Snohomish River Basin Salmon Conservation Plan*¹.

Funding Available

For 2018, there will be **approximately \$2.3 million in SRFB and PSAR funds available** to the Snohomish Basin.

Deadlines

Project Sponsors must submit a **notice of intent to apply** via email by **February 27, 2018**. Full SRFB/PSAR pre-proposal applications are due **April 17, 2018**.

Contact Information

Snohomish County is the staff lead for the SRFB/PSAR grant round in the Snohomish River Basin:

- **Alexa Ramos**, Snohomish County Planner: (425) 262-2572, alexa.ramos@snoco.org. Alexa will be on point to answer questions or forward them to appropriate LE staff. Project sponsors should forward their notice of intent to apply to Alexa via email.
- **Gretchen Glaub**, Snohomish Basin Lead Entity Coordinator: (425) 388-6403, gretchen.glaub@snoco.org. Gretchen coordinates the grant round, Basin committees and Forum.
- **Morgan Ruff**, Snohomish Basin Capital Program Coordinator: (360) 716-4636, mruff@tulaliptribes-nsn.gov. Morgan is available to assist with capital project and grant development as well as entering new projects into the 4-Year Work Plan and HWS.
- **Josh Lambert**, RCO Salmon Grants Manager: (360) 725-3944, josh.lambert@rco.wa.gov. Josh is available to assist with questions about PRISM or to provide clarification on Manual 18.

Additional Considerations for the 2018 Grant Round

PSAR Large Capital Program

Project sponsors should be aware that a project exceeding \$1 million in cost may be considered for submission as a "PSAR large capital project". PSAR large cap projects are subject to different application deadlines and review process. Staff will work closely with sponsors submitting projects that may fall in to this category. More information on PSAR large capital program can be found [here](#).²

Monitoring Proposals

Project sponsors interested in proposing a monitoring project are encouraged to notify the Lead Entity as soon as possible, as special considerations and additional scrutiny for monitoring proposals will be required.

¹ Snohomish River Basin Salmonid Conservation Plan: <http://snohomishcountywa.gov/1061/Publications>

² <http://www.psp.wa.gov/PSAR.php>

This request for proposals (RFP) outlines the instructions for local project sponsors to submit applications for the 2018 SRFB/PSAR grant round in the Snohomish River Basin.

General Guidance for 2018 SRFB/PSAR Round

- Refer to [Manual 18](#) for detailed instructions, policies, and requirements for the SRFB/PSAR grant round. (Note: As of 2/1/18, the 2018 manual was still posted on the RCO website. The 2018 manual should be posted in March.)³
- Submit initial *Notice of Intent to Apply* via email: **Due 2/27/2018**
 - As in recent years, there is no early application for the 2018 grant round; however, project sponsors must notify County Lead Entity staff (Alexa Ramos) by **February 27, 2018** to provide information on their project ideas. (See Step 1 of the application process, pg. 4.)
 - Project information provided to County staff will be forwarded to the local Project Review Subcommittee, which will evaluate each project in terms of its readiness and “fit” for SRFB/PSAR funding. The subcommittee will then provide feedback and recommend next steps for each project sponsor.
- To develop full applications, project sponsors must begin their applications online, in the [Habitat Work Schedule](#) (HWS) database. In HWS, you will enter basic information about the project (e.g., project name and cost) and attach photos and maps of the project site. The HWS-PRISM gateway will then generate a project number which you will use for the rest of application process.
 - If you need a login for, or assistance entering data into either HWS or PRISM, please contact Alexa Ramos.
 - For other questions concerning PRISM, please contact Josh Lambert.
- All proposed projects must either be in the *Snohomish Basin 4-Year Work Plan (formerly called the 3 year work plan)*. Please contact Morgan Ruff if you need assistance.
- Your application must include a Project Proposal of ten pages or less. In this proposal, you must state the project’s goals and objectives, describe how the project fits within the *Snohomish River Basin Salmon Conservation Plan* and the *4-Year Work Plan*, and explain why it is important to carry out this project now instead of at a later date (see *Salmon Recovery Grants Manual 18, Section 4, “Project Proposals: Project Context”*).
- Review the draft Scoring Criteria attached to this RFP to ensure that your Project Proposal touches upon all “Benefit to Salmon” and “Certainty of Success” categories.
 - For the “Benefit to Salmon” categories labeled “Species” and “Life History,” consider how your project will improve the four Viable Salmonid Population (VSP) parameters: abundance, productivity, spatial structure, and diversity. See Section 7 (page 7-2) in the *Snohomish River Basin Salmon Conservation Plan* for further discussion of these parameters.
 - In your Project Proposal, be sure to address the newer “Certainty of Success” categories labeled “Public Involvement,” “Basin Coordination,” and “Cultural Values and Working Lands.”
- You must complete your full draft application and attach your Project Proposal in PRISM by **April 17, 2018**. After this date, changes to the proposal should be limited to those requested by the local Project Review Subcommittee or the SRFB Review Panel. All changes in project proposals should be communicated to Lead Entity staff.

³ http://www.rco.wa.gov/documents/manuals&forms/Manual_18.pdf

SRFB/PSAR Application Elements

In addition to completing all fields in PRISM Online, you must attach the following materials to your SRFB/PSAR application:

For Draft Application - **Due 4/17/18**

- Draft Project Proposal
- Draft detailed project cost estimate
- Project location or vicinity map
- Detailed site or parcel map
- Design plans or sketches
- Barrier Evaluation Form (for fish passage construction and design projects only)
- Other materials as necessary

For Final Application – **Due 8/9/2018**

Please see *Salmon Recovery Grants Manual 18, Section 3, Step 4* for a list of additional materials required for your final application.

Draft and Final Application checklists are available on the RCO website:

http://www.rco.wa.gov/doc_pages/app_materials.shtml#salmon

Steps in the Application Process

Below is a brief summary of the steps in the SRFB/PSAR grant application process, followed by the schedule for the 2018 SRFB/PSAR grant round.

Step 1. Notice of Intent to Apply - DUE 2/27/2018

Project sponsors considering applying for SRFB/PSAR grant funds in 2018 must first notify Snohomish County staff (Alexa Ramos) and provide the following information:

- Project name
- Project status on the 4 Year Work Plan (indicate if project is new or currently on 4YWP)
- Type of activity proposed (e.g., acquisition, restoration, etc.)
- BRIEF project description
- Expected outcomes (e.g., 30 acres of riparian planting)
- Basic budget information (\$ requested + \$ match = \$ total)

This information will be forwarded to the local Project Review Subcommittee, which will evaluate each project in terms of its readiness and “fit” to SRFB/PSAR funding. The subcommittee will then issue recommendations on which sponsors should move forward with applications. Project sponsors who are advised against proceeding can still choose to submit applications; however, the projects will likely receive low scores during the ranking process.

Step 2. Full Draft Application - DUE 4/17/2018

Full draft applications must be completed in PRISM by **April 17, 2018** (Complete draft application materials are required to secure a site visit by the SRFB Review Panel.) Project sponsors are strongly encouraged to review the Scoring Criteria (see attached) prior to developing their Project Proposals.

Step 3. Site Visits and Project Presentations – TBD (mid May)

All project sponsors must participate in site visits. Sponsors should prepare a project introduction for tour participants and be prepared to answer questions from SRFB Review Panel members and tour participants. Project sponsors should ensure access to the sites (e.g., get keys to gates, clear brush, landowner agreement etc.). Site visits will take place in mid-May.

Step 4. Site Visit Feedback – provided two weeks after site visits

Project sponsors will receive feedback from the local Project Review Subcommittee and the SRFB Review Panel within two weeks of the site visits. Sponsors should update their Project Proposals in response to this feedback by **(TBD, June 2018)**. (Note: Changes should be made to the original proposal using “track changes” so that the local Project Review Subcommittee and SRFB Review Panel can quickly confirm that you responded to their requests for changes or additional information.)

Step 5. Project Scoring – TBD, likely mid to late June

The local Project Review Subcommittee will schedule a meeting to score projects towards the end of June 2018.

Step 6. Forum Ranking – 8/1/2018

The Snohomish Basin Salmon Recovery Forum will review project scores and produce a final ranked project list at their meeting on **August 1, 2018**. Project sponsors and local Project Review Subcommittee members are encouraged to attend.

Step 7. Final Application – DUE 8/9/2018

Final application materials are due by 5:00 p.m. on **August 9, 2018**. At this point, sponsors will hit “submit” within PRISM to finalize their SRFB/PSAR grant applications.

Step 8. State-Level Review – 8/10/2018 - 8/24/2018

Between August 10-24th, the RCO Grant Manager (Josh Lambert) will review submitted SRFB grant applications for completeness and eligibility. The SRFB Review Panel will meet between September 18-20 to discuss and determine the status of proposed projects. Projects will be identified as “clear,” “conditioned,” “need more information” (NMI), or “project of concern” (POC). Within one week of this meeting, the SRFB Review Panel will provide comments to project sponsors. Sponsors will then have the opportunity to make additional changes to their Project Proposals (due October 11).

Step 9. ONLY IF NEEDED - Sponsors respond to SRFB comments – DUE 10/11/18

Project sponsors with projects labeled as conditioned, NMI or POC respond to SRFB Review Panel comments. Failure to respond to comments will result in the project being withdrawn for funding consideration.

2018 SRFB/PSAR Grant Round Schedule

DATE	ACTION
18 JANUARY	Policy Development Committee reviews grand round process
1 FEBRUARY	Forum approves grant round process
5 FEBRUARY	RFP and materials sent to potential project sponsors
27 February	Project sponsors submit <i>Notice of Intent to Apply</i> to Lead Entity staff
by 13 MARCH	Local Project Review Subcommittee provides feedback on project ideas
17 APRIL	Project sponsors complete full draft applications in PRISM by 5 p.m.
TBD, May	Project site tour with SRFB Review Panel and local project review committee
TBD, MAY-JUNE	Local Project Review Subcommittee develops comments for sponsors after the tour
TBD, Late May	Sponsors receive comments from the Local Project Review Subcommittee
TBD, Late May	SRFB Review Panel provides comments to sponsors (2 weeks after site visits)
Potential, early June	Sponsors may be invited to present projects to the Technical Committee
TBD, MID-JUNE	Project sponsors make changes to proposals in PRISM, based on tour comments
TBD, JUNE	Local Project Review Subcommittee scores projects at all-day scoring meeting
BY 21 JULY	Committees review scoring and make ranking recommendations to Forum
1 AUGUST	Snohomish Basin Salmon Recovery Forum produces final ranked project list
9 AUGUST	Project sponsors finalize and submit their applications in PRISM by 5 p.m.
10-24 AUGUST	RCO Grants Manager (Josh Lambert) reviews proposals and requests changes
18-20 SEPTEMBER	SRFB Review Panel meets to discuss project proposals
28 SEPTEMBER	SRFB Review Panel updated project comment forms are available to project sponsors
11 OCTOBER	Project sponsors submit responses to SRFB Review Panel comments in PRISM
17 OCTOBER	SRFB Review Panel creates list of projects for regional area meeting (POCs identified)
23-25 OCTOBER	Regional area project meetings held with SRFB Review Panel (POCs discussed)
1 NOVEMBER	SRFB Review Panel finalizes project comment forms
7 NOVEMBER	Snohomish River Basin submits final ranked project list to RCO
16 NOVEMBER	Final 2018 funding recommendation report made available for public review
5-6 DECEMBER	SRFB makes final funding decisions and awards grants at board meeting

****Note that PSAR Large Capital projects will be subject to different deadlines and review process***