



SNOHOMISH BASIN SALMON RECOVERY FORUM

2020 Snohomish Basin Salmon Recovery Grant Round Request for Proposals

The Snohomish Basin Lead Entity is accepting salmon recovery project proposals for the 2020 Salmon Recovery Funding Board (SRFB) and the 2021-2023 Puget Sound Acquisition and Restoration (PSAR) grant round. The Snohomish Basin Lead Entity will consider proposals from eligible applicants working in the Snohomish watershed that implement strategies identified in the *Snohomish River Basin Salmon Conservation Plan*¹ and are eligible under the guidelines identified in RCO's Manual 18².

Funding Available

The lead entity anticipates that there will be **approximately \$2.3 million in SRFB and PSAR funds available** to allocate to projects in the Snohomish Basin.

Important Deadlines

Project Sponsors must submit a **notice of intent to apply** via email and **update the 4 year work plan** in Smartsheet by **November 26, 2019**.

FULL SRFB/PSAR applications are due in PRISM by **February 28, 2020**.

Questions/Contact Information

Please contact the following Snohomish Basin lead entity and RCO staff with any questions:

Alexa Ramos-Cummings, Planner, Snohomish County
(425) 262-2572, alexa.ramos-cummings@snoco.org

Alexa will be on point to answer questions or forward them to appropriate LE staff. Alexa can help with entering new projects into the 4-Year Work Plan and HWS.

Gretchen Glaub, Snohomish Basin Lead Entity Coordinator, Snohomish County
(425) 388-6403, gretchen.glaub@snoco.org

Gretchen coordinates the grant round, Basin project review committee and Forum. Gretchen is available to assist with proposal development and answer questions about the application and review process.

Morgan Ruff, Snohomish Basin Capital Program Coordinator, Tulalip Tribes
(360) 716-4636, mruff@tulaliptribes-nsn.gov

Morgan is available to assist with capital project and proposal development as well as entering new projects into the 4-Year Work Plan and HWS.

Elizabeth Butler, Salmon Recovery Grant Manager, Recreation and Conservation Office
(360) 867-8650, elizabeth.butler@rco.gov

Elizabeth is available to assist with questions about PRISM or to provide clarification on Manual 18.

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

² RCO/SRFB's Manual 18: <https://rco.wa.gov/wp-content/uploads/2019/05/SAL-Manual18.pdf>.

Additional Considerations for the 2020 Grant Round

Significant changes for the 2020 grant round:

Due dates are earlier

Following a recent LEAN study, RCO and the Salmon Recovery Funding Board have made alterations to the typical proposal review process and unveiled a new grant round timeline. Please take note that application deadlines and site visits will now be occurring earlier than past years. **Project site visits will take place on March 17 and 18, 2020.**

HWS to change name

The online project tracking portal known as “Habitat Work Schedule” or HWS, will change names to the “Salmon Recovery Portal”. All HWS files will be migrated and a new website will be rolled out in the near future. Lead entity staff will notify project sponsors of changes with HWS.

Application will be submitted via PRISM online portal

New this year, applications will be submitted via an online PRISM portal (a word doc will no longer be used). The online portal should be up and running by January 2020. Manual 18 is being updated to include instructions for the new online submission process. Sponsors can also expect to see changes in the application questions. Lead entity staff will notify project sponsors when the PRISM online portal is available.

Manual 18 is being updated

Manual 18, the manual that guides the application process for SRFB and PSAR grants, is being updated by RCO. The revised Manual 18 will include revisions that reflect the online PRISM submission process and the revised grant timeline. Lead entity staff will notify project sponsors when the revised Manual 18 is available.

Presentations may be required of project sponsors

The Forum is expected to change their typical meeting and decision making timeline to accommodate the new proposal timeline. The Forum will approve their new meeting and decision making timeline in November 2019. Note that the Forum may request presentations from project sponsors during the ranking process.

PSAR Large Capital Program

Applications for **large capital projects that exceed \$1 million in cost** will be eligible for the 2021-2023 Puget Sound Acquisition and Restoration large capital project competition. Sponsors considering proposing a PSAR large cap project should notify Lead Entity staff as soon as possible. Lead entity staff will work with the project sponsor through the application process. PSAR large cap project sponsors must follow the Basin’s proposal process for “regular” projects outlined in this RFP and complete the additional elements that are outlined in the PSAR Large Capital Project RFP.³

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 local and regional review of monitoring proposals is required. See the Monitoring sections in Manual 18 for more information.⁴

³ For more information on the Puget Sound Acquisition and Restoration fund program and to access the Large Capital RFP, visit the Puget Sound Partnership’s PSAR website: <https://psp.wa.gov/PSAR.php>

⁴ For more information, see the Recreation and Conservation Office’s Manual 18: <https://rco.wa.gov/wp-content/uploads/2019/05/SAL-Manual18.pdf>.

General Guidance for the 2020 SRFB/PSAR Round

- Refer to Manual 18 for detailed instructions, policies, and requirements for the SRFB/PSAR grant round.
Note: As of October, the March 2019 manual was still posted on the RCO website. The 2020 manual should be posted in early 2020.
- Submit initial **Notice of Intent to Apply** via email by **November 26, 2019**
 - Project sponsors must notify lead entity staff (Alexa Ramos-Cummings) of their intent to submit a project for 2020 SRFB/PSAR funding. (See Step 1 of the application process, pg. 4.)
 - Project information provided to lead entity staff will be forwarded to the local Project Review Subcommittee, which will evaluate each project in terms of its readiness and “fit” to recovery strategy and SRFB/PSAR funding. The subcommittee will then provide feedback and recommend next steps for each project sponsor.
- Make sure to **update the Basin’s 4 Year Workplan** by **November 26, 2019**.
 - All projects seeking SRFB/PSAR funding must be on the ***Snohomish Basin 4-Year Work Plan (4YWP)***. The 4YWP is maintained in Smartsheet, an online excel-like tool).
 - Separate information about how to update the 4YWP will be provided to sponsors. Please contact Lead Entity staff if you need assistance.
- Plan on presenting your project to the Technical Committee. Sponsors are encouraged to seek feedback from the Technical Committee on all proposed projects, especially any project that anticipated requesting funds for final design or construction.
- Start your application in Habitat Work Schedule. All projects on the 4YWP should have an entry in Habitat Work Schedule (HWS).
 - If your project is already in HWS, you must go to the HWS project to generate an application in PRISM.
 - If your project is new and not yet in HWS, lead entity staff (Alexa Ramos-Cummings) will generate an HWS entry for you and help you generate an application in PRISM.

Contact lead entity staff for any questions about updating the 4YWP, updating or accessing your project in HWS, or generating a new application in PRISM.
- 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 application in PRISM by **February 28, 2020**. 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.

Steps in the Proposal Process

Below is a brief summary of the steps in the SRFB/PSAR grant application process, followed by the schedule for the 2020 SRFB/PSAR grant round.

Step 1. Submit Notice of Intent to Apply - DUE 11/26/19

Project sponsors considering applying for SRFB/PSAR grant funds in 2020 must first notify lead entity staff via email (Alexa Ramos-Cummings) and provide the following information:

- Project name
- Project status on the 4 Year Work Plan (indicate if project is new or currently on 4YWP)
- HWS # (indicate if the project has a HWS # or if a new one is needed)
- 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 project cost)
- Provide a response – Have you presented your project to the Snohomish Basin Salmonid Recovery Technical Committee?

This information will be forwarded to the local Project Review Subcommittee, which will evaluate each project in terms of its readiness, fit to recovery strategy and fit to SRFB/PSAR funding. The subcommittee will then offer an initial review of the project and recommend if a sponsor should move forward with a full application. Project sponsors who are advised against proceeding can still choose to submit applications.

Step 2. Update the Snohomish Basin 4 Year Work Plan - DUE 11/26/19

Any project moving through the grant round must be identified on the Basin's 4 Year Work Plan (4YWP). Sponsors should follow the update process to ensure their proposed project is on the 4YWP. Additionally, all projects on the 4YWP must have an entry in HWS. An HWS entry is also needed to start a project application in PRISM.

Step 3. Complete Full Applications in PRISM - DUE 2/28/20

Full applications must be completed in PRISM by **February 28, 2020**. Complete application materials are required to secure a site visit by the project review committee and the SRFB Review Panel. Project sponsors are strongly encouraged to review the Scoring Criteria prior to developing their project proposals. Sponsors must follow the Manual 18 guidelines for submitting a project proposal.

Step 4. Site Visits and Project Presentations – 3/17/20 – 3/18/20

All project sponsors must participate in a site visit or prepare a presentation for the SRFB Review Panel members, and the Basin's project review committee. Lead entity staff will provide additional details and instructions for sponsors to follow in preparation for the site visit/project presentation.

Step 5. Respond to Site Visit Feedback; revise Full APPLICATION – feedback provided by 4/3/20; sponsor response by 6/29/20

Project sponsors will receive feedback from the local Project Review Subcommittee and the SRFB Review Panel by April 3, 2020. The SRFB Review Panel identifies projects as Clear, Conditioned, Needs More Information (NMI), or Project of Concern (POC). Sponsors of Conditioned, NMI or POC projects must update their project proposals in PRISM to respond to feedback and submit the final FULL APPLICATION by **noon on June 29, 2020**.

Step 6. Project Scoring – March/April 2020* (exact date TBD)

The local Project Ranking Subcommittee will meet to review and rank projects. The Subcommittee will provide the Technical Committee with a recommended ranking. The Technical Committee will review the ranking and recommend a ranked project list to the Forum.

Step 7. Forum Ranking – May/June 2020* (exact date TBD)

Sponsors may be asked to present projects to the Snohomish Basin Salmon Recovery Forum. The Forum will review project scores and ranking recommendations and produce a recommended final ranked project list. Dates will be confirmed in November.

Step 8. State-Level Review – 6/29/20 – 7/14/20

Between June 29th and July 14th, RCO staff and the SRFB Review Panel review revised project applications. By July 29th, sponsors will be notified if their project is Cleared, Conditioned or identified as a Project of Concern.

Step 9. ONLY IF NEEDED - Sponsors accept conditions on “conditioned” projects – DUE 8/14/20

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.

Step 10. ONLY IF NEEDED – Technical Committee and Forum FINAL review and ranking – by 8/14/20

Should any sponsors withdraw their project from consideration or if major changes are made to the initial project proposal, the lead entity committees will reserve the opportunity to review and amend their ranked lists. The lead entity must submit a final ranked list by August 14, 2020.

2020 SRFB/PSAR Grant Round Schedule

| DATE | ACTION |
|---------------------------------|---|
| October | Committees review grand round RFP and criteria |
| October | Lead entity staff distribute RFP |
| November 2019– February 2020 | Project sponsors are <u>encouraged</u> to present proposed projects to the Technical Committee |
| 26 November | Project sponsors submit <i>Notice of Intent to Apply</i> to Lead Entity staff and <u>update the Basin's 4YWP in Smartsheet</u> |
| by 6 December | Local Project Review Subcommittee provides feedback on NOI project ideas |
| 28 February | Project sponsors <u>complete full applications in PRISM</u> |
| 17 & 18 March | Sponsors participate in project site visits with SRFB Review Panel and local project review committee |
| by 3 April | Local Project Review Subcommittee provides comments to sponsors |
| by 3 April | SRFB Review Panel provides comments to sponsors; projects are identified as Clear, Conditioned, Needs More Information (NMI), or Project of Concern (POC). |
| TBD March/April | Local Project Review Subcommittee scores projects |
| by May/June | Committees review scoring and make ranking recommendations to Forum |
| By May/June | Snohomish Basin Salmon Recovery Forum makes recommendation for final ranked project list |
| by 29 June | Project Sponsors with Conditioned, NMI or POC projects revise project applications |
| Early June | <i>If needed:</i> Lead entity staff and project sponsor have conference call to discuss Conditioned, NMI or POC projects |
| June 29 – July 14 | RCO staff and SRFB review revised proposals |
| 29 July | Applicants receive final SRFB review Panel comment forms identifying projects as Clear, Conditioned or Project of Concern (POC) |
| July – August | <i>If needed:</i> Lead entity committees meet to review and make final recommendations on ranked list if major changes have been made to project applications or if projects have withdrawn |
| 14 August | Sponsors accept SRFB conditions or withdraw project; lead entity submits FINAL ranked list |
| ? September | Salmon Recovery Funding Board awards grants at board funding meeting |

****Note that PSAR Large Capital projects will be subject to different deadlines and review process. Please check-in with Gretchen Glaub, Lead Entity Coordinator, to review the PSAR Large Capital project application and review process.***