



SNOHOMISH BASIN SALMON RECOVERY FORUM

2021 Snohomish Basin Salmon Recovery Grant Round Request for Proposals

The Snohomish Basin Lead Entity is accepting salmon recovery project proposals for the 2021 Salmon Recovery Funding Board (SRFB) grant round. The Snohomish Basin Lead Entity will consider project 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 \$511,000* in SRFB funds available** to allocate to projects in the Snohomish Basin.

**NOTE the SRFB has requested additional funding from the legislature for the 2021-2023 biennium. If this funding is approved, the basin may have more funding available to allocate to projects.*

Important Deadlines

Project Sponsors must submit a ***notice of intent to apply*** via email by **January 6, 2021**.

FULL APPLICATIONS are due in PRISM by **February 26, 2021**.

Questions/Contact Information

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

Gretchen Glaub, Snohomish Basin Lead Entity Coordinator, Snohomish County
(425) 330-0311, gretchen.glaub@snoco.org

Gretchen coordinates the grant round, Basin project review committee and Forum. Gretchen is available to assist with proposal development, answer questions about the application and review process and entering new projects into the 4-Year Work Plan and Salmon Recovery Portal.

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.

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>.

General Guidance for the 2021 SRFB Grant Round

- Refer to [Manual 18](#) for detailed instructions, policies, and requirements for the SRFB grant round.
- Submit initial **Notice of Intent to Apply** via email by [January 6, 2021](#)
 - Project sponsors must notify Gretchen, lead entity coordinator, of their intent to submit a project for 2021 SRFB funding. (See Step 1 of the application process, pg. 3.)
 - NOI information will be provided to the local Project Review Subcommittee and basin staff who will evaluate each project in terms of its readiness and fit to recovery strategy and SRFB funding. The subcommittee will provide feedback to each project sponsor.
- Make sure to **update the Basin’s 4 Year Workplan** with your proposed project.
 - All projects seeking SRFB funding must be on the ***Snohomish Basin 4-Year Work Plan (4YWP)***.
 - If you are unsure if your project is on the 4YWP, contact Lead Entity staff.
- If your proposed project is an acquisition project or seeking funding for final designs and/or construction, project sponsors are encouraged to seek feedback from the Technical Committee. The Technical committee meets the first Tuesday of each month. A presentation in Jan. Feb. or March of 2021 is suggested.
- Project Sponsors must start their applications in the Salmon Recovery Portal (formerly HWS). All projects on the 4YWP should have an entry in the Salmon Recovery Portal (SRP). Contact lead entity staff for any questions about updating the 4YWP, updating or accessing your project in the Salmon Recovery Portal, or generating a new application in PRISM.
- Like last year, all project proposals will again be inputted via the online form in PRISM. Updates have been made to the PRISM online proposal system since last year’s grant round, but this is still a relatively new and slightly clunky process for all of us. Be sure to start your proposal early and communicate with RCO or lead entity staff any questions or challenges with the online system.
- Review the Scoring Criteria 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 “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 26, 2021](#). After this date, changes to the proposal should be limited to those requested by the local Project Review Subcommittee, lead entity and RCO staff and the SRFB Review Panel. All changes in project proposals should be communicated to Lead Entity staff.
- Expect that site visits, [March 17 & 18, 2021](#), will be virtual. In order to help tell your project story when reviewers are not able to be on site, utilize aerials, photos, maps, and drone footage for the virtual site visit presentation.

Steps in the Proposal Process

Below is a brief summary of the steps in the SRFB grant application process, followed by the schedule for the 2021 SRFB grant round.

Step 1. Submit Notice of Intent to Apply - DUE 1/6/21

Project sponsors considering applying for SRFB grant funds in 2021 must first notify lead entity staff via email (Gretchen Glaub) and provide the following information:

- **Project name**
- **Project location**
- **Project status on the 4 Year Work Plan** (indicate if project is new or currently on 4YWP or if you're not sure)
- **Salmon Recovery Portal id #** (indicate if the project has a Portal # or if a new one is needed or if you're not sure)
- **Type of activity proposed** (e.g., acquisition, restoration, etc.)
- **BRIEF project description** (just a few sentences or bullets)
- **Expected outcomes** (e.g., 30 acres of riparian planting)
- **Basic budget information** (amount requested + amount of match = total project cost)
- **Provide a response** – Have you presented your project to the Snohomish Basin Salmonid Recovery Technical Committee in the past? When? If No, do you plan (or have interest) in presenting to the Tech Com in the future?

This information will be shared with LE staff and local Project Review Subcommittee, which will evaluate each project in terms of its readiness, fit to recovery strategy and fit to SRFB funding. The subcommittee and staff will provide initial feedback 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 1/6/21 – 1/29/21

Any project moving through the grant round must be identified on the Basin's 4 Year Work Plan (4YWP) and have a Salmon Recovery Portal id#. If sponsors are proposing a new project not yet on the basin's 4YWP or in the Portal, please contact LE staff. If you are uncertain if your project is on the 4YWP or in the Portal, please contact LE staff. Note that a Salmon Recovery Portal id# will be needed to start a project application in PRISM.

Step 3. Complete Full Applications in PRISM - DUE 2/26/21

Full applications must be completed in PRISM by **February 26, 2021**. Complete applications, including attachments, are required by the due date. Project sponsors are strongly encouraged to review the Scoring Criteria and ensure that their proposals provide information that addresses the criteria categories. Sponsors must follow the Manual 18 guidelines for submitting a project proposal. Contact LE staff for any questions about proposal development; contact RCO staff for questions about PRISM.

Step 4. Virtual Site Visits – 3/17/21 – 3/18/21

All project sponsors must participate in a virtual site visit for the SRFB Review Panel members and the Basin's project review subcommittee. Lead entity staff will provide additional details and instructions for sponsors to follow in preparation for the site visit virtual presentations.

Step 5. Review Feedback – feedback provided by 4/2/21

Project sponsors will receive feedback from the local Project Review Subcommittee and the SRFB Technical Review Panel by April 2, 2021. 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 28, 2021**.

Step 6. OPTIONAL – Sponsors participate in conference call – 4/12/21

Sponsors participate in call with LE staff, RCO staff and SRFB Technical Review Panel members to discuss projects deemed “Needs More Information,” “Project of Concern” or “Conditioned.”

Step 7. Local Project Scoring – by 6/1/21

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 8. Forum Ranking – 6/3/21

The Forum will review project scores and ranking recommendations and produce a recommended final ranked project list.

Step 9. Respond to Site Visit Feedback; revise Full APPLICATION – sponsor response by noon on 6/28/21

Sponsors for projects deemed Conditioned, Needs More Information (NMI), or Project of Concern (POC) must respond to reviewer feedback and questions and update their project proposals in PRISM and resubmit the final FULL APPLICATION by **noon on June 28, 2021**.

Step 10. Final State-Level Review – 7/22/21

Sponsors receive the final SRFB Technical Review Panel comments identifying projects as Clear, Conditioned, or Project of Concern.

Step 11. ONLY IF NEEDED - Sponsors determine acceptance of final conditions – by 8/9/21

Project sponsors with projects labeled as “conditioned” accept SRFB Technical Review Panel conditions or withdraw project from consideration.

Step 12. ONLY IF NEEDED – Technical Committee and Forum FINAL review and ranking – by 8/10/21

Should any sponsors withdraw their project from consideration or if major changes are made to the initial project proposal, the lead entity committees reserve the opportunity to review and amend their ranked lists. The lead entity must submit a final ranked list by August 10, 2021.

2021 SRFB Grant Round Schedule

DATE	ACTION
January 6	Project sponsors submit <i>Notice of Intent to Apply</i> to Lead Entity Coordinator
January	Local Project Review Subcommittee and LE staff provide feedback on NOI project ideas
26 February	Project sponsors <u>complete full applications in PRISM</u>
17 & 18 March	Sponsors participate in virtual project site visits with SRFB Technical Review Panel and local project review subcommittee
By April 2	SRFB Technical Review Panel provides comments to sponsors; projects are identified as Clear, Conditioned, Needs More Information (NMI), or Project of Concern (POC). Sponsors receive feedback from local project review subcommittee.
April 12	<i>If needed:</i> Lead entity staff and project sponsor have conference call with SRFB Technical Review Panel member and RCO staff to discuss Conditioned, NMI or POC projects
April/May	Local Project Review Subcommittee scores projects
May/June	Technical Committee reviews scoring and makes project ranking recommendation to the Forum
June 3	Snohomish Basin Salmon Recovery Forum makes recommendation for final ranked project list
by June 28, noon	Project Sponsors with Conditioned, NMI or POC projects revise project applications
July 22	Applicants receive final SRFB Technical 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 project list if major changes have been made to project applications or if projects have withdrawn from the grant round
August 9	Sponsors accept SRFB conditions or withdraw project
September 22 & 23	Salmon Recovery Funding Board awards grants at Board funding meeting