



DEPARTMENT OF
ECOLOGY
State of Washington

National Estuary Program Watershed Protection & Restoration Grant Program

*Addendum to the 2015 Solicitation
for Proposals to Target Riparian
Protection in Agricultural
Landscapes of the Puget Sound
Basin*

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**National Estuary Program Watershed Protection &
Restoration Grant Program**

***Addendum to the 2015 Solicitation
for Proposals to Target Riparian Protection in
Agricultural Landscapes of the
Puget Sound Basin***

Shorelands and Environmental Assistance Program

Washington State Department of Ecology

Olympia, Washington

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Purpose of The Addendum

The Washington State Department of Ecology (Ecology) is issuing an addendum to our 2015 solicitation for grants under the National Estuary Program (NEP) Watershed Protection and Restoration Grant Program. The grant opportunity outlined in that original solicitation was a multi-phased approach to investing in the development of reach-scale strategies and implementation of protection (i.e. easements and fee-simple acquisition) and associated restoration projects (e.g. riparian buffer plantings) for riparian zones in agricultural landscapes of the Puget Sound basin. The grant program was designed to provide access to both planning and implementation funds under a single competitive solicitation.

In our original funding guidelines, we stated that implementation funds would be made available (non-competitively) to successful applicants following the approval of a reach-scale plan developed with support from the planning funds. We also stated that: “as there is the possibility of obtaining additional federal funds for this grant program, Ecology may choose to increase select awards for high quality reach-scale implementation plans and acquisition opportunities.” Therefore, we are issuing this addendum to the grant guidelines to describe our process for allocating additional implementation funds under this solicitation. We are referring to these additional implementation funds as “Phase III” in these guidelines.

Background on Grant Program

The Watershed Protection and Restoration Lead Organization grant program was established in early 2011 and is co-administered by Ecology and the Washington State Department of Commerce. The program is supported by federal funds from the United States Environmental Protection Agency (EPA).

In December of 2015, Ecology issued the RFP “2015 Solicitation for Proposals to Target Riparian Protection in Agricultural Landscapes of the Puget Sound Basin.” For this grant solicitation, we used funds from our fifth and sixth rounds of award from EPA, from federal fiscal years 2014 and 2015.

Under that competitive process, Ecology selected 8 successful applicants who proposed projects that focused on acquiring conservation easements for riparian zones across agricultural landscapes in lowland areas of the Puget Sound Basin (see Figure 1, below, for a map of these areas). This grant opportunity provided support for reach-scale planning (up to \$120,000) and implementation activities (up to a total of \$550,000 per project, pre-allocated but only made available upon submission of specific project details) that focus on protection and restoration of riparian areas in targeted stream reaches, shorelines, or small watersheds.

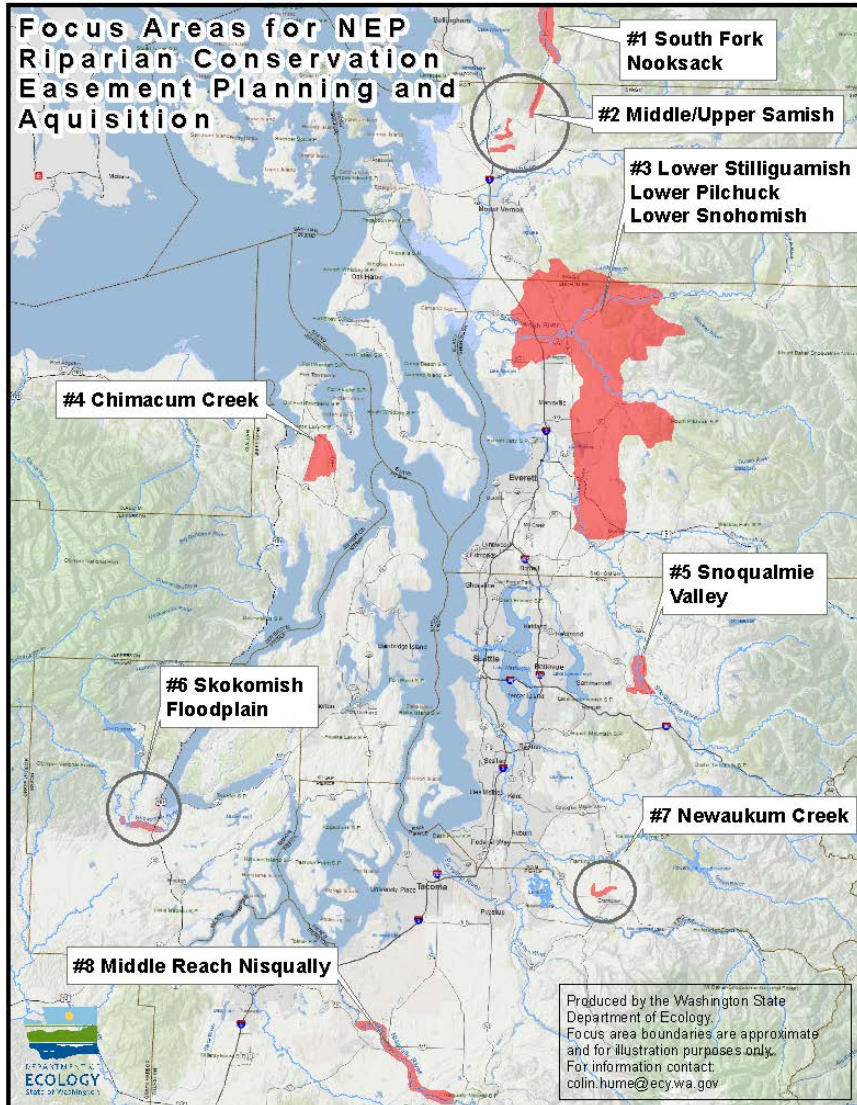


Figure 1: Focus areas for NEP Riparian Grants

As of the end of 2017, each project sponsor has completed a reach-scale plan outlining priority acquisition and restoration projects in their selected focus area. Upon completion of the planning process, several project proponents have moved into the implementation phase and received funds supporting targeted outreach and due diligence, land and easement acquisition, and restoration efforts. However, several of our grant recipients will not be using their entire allocation, and we have also assigned additional resources from our EPA Round 6 (Grant Number PC-00J894-2) grant to this effort.

Available Funding

A total of at least \$2,000,000 will initially be available for grants under this Phase III process. There is no required match for this funding. Project proponents may submit as many additional projects as they choose, as long as each parcel fits the eligibility criteria and they have allocated all of their implementation funds to projects which are completed or in process. Project sponsors may submit proposals which are estimated to cost more than their remaining preallocated resources (from Phase II), therefore expending the reallocated funds and requesting additional funds simultaneously.

The Table below describes the general timeline for allocation of Phase III funds. Individual grant deliverable due dates, expiration dates, and timelines may vary.

Table 1: Deadlines for Phase III of this grant program

Deadlines For Riparian Protection and Restoration Grant	
March 30, 2018	Grants not moving into implementation phase expire.
September 30, 2018	First round of proposals for additional implementation tasks using Phase III funding due, review process begins.
December 31, 2018	Last date to submit requests to access Phase II preallocated funds. Ecology and EPA will review Phase II implementation proposals and determine whether or not funding is appropriate; submitting a request is not a guarantee of projects being funded. Any funds not proposed for allocation by this date will automatically be absorbed back into the grant program for reallocation; in addition, any funds requested for projects that are subsequently not approved will also be absorbed for reallocation.
January 2019 – March 2020	Grantees may continue to propose additional projects for implementation as they arise. Ecology will make individual decisions to amend grants as appropriate.
March 31 st , 2020	Final date for submission of applications for Phase III funds
December 31 st , 2020	Closeout date for all deliverables to be submitted to Ecology from Phase II work.

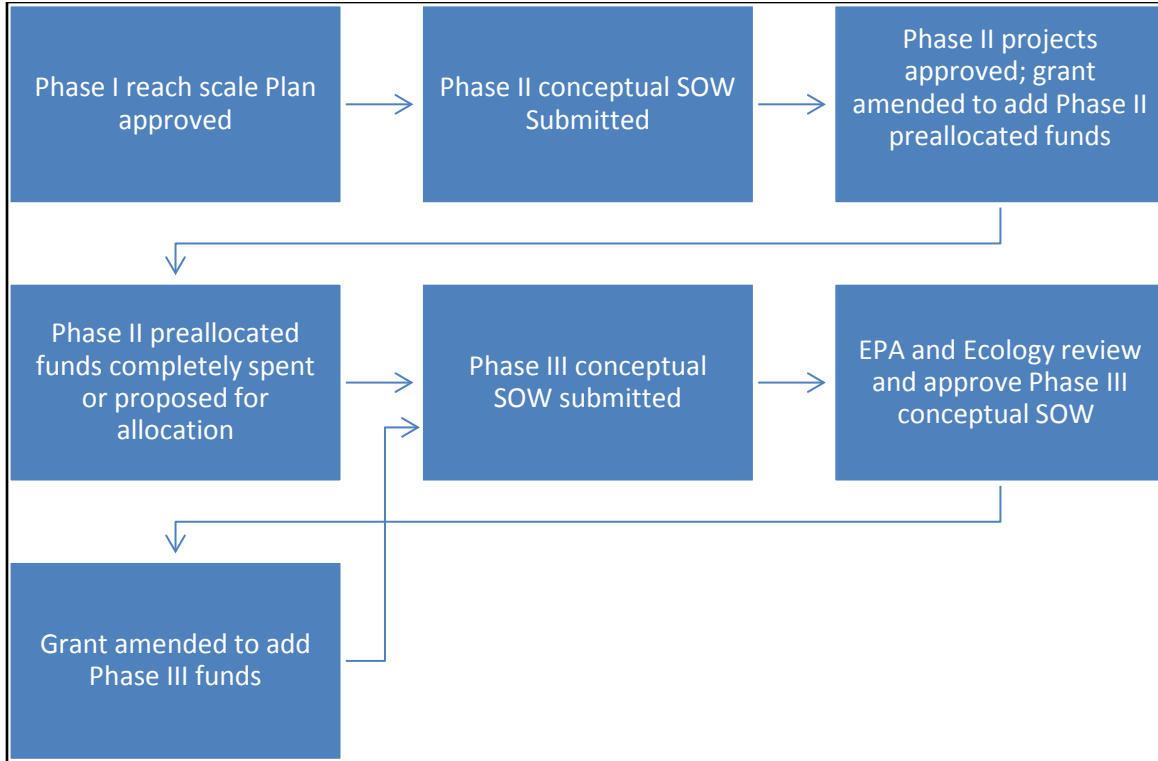


Figure 2: Process Flow Diagram for Phases I - III

Eligibility Requirements

The following section outlines requirements which must be met to determine if a proposal is eligible for funding.

Eligible Applicants

Eligible applicants include any of the 8 original grant recipients who have:

1. Completed a reach-scale plan that has been approved by Ecology
2. Amended or received approval to amend their original award with tasks that will fully expended their initial \$550,000 allocation of Phase I and Phase II funds; and
3. Received previous authorization from Ecology to apply for additional funds.

Applications may be submitted for projects that fully expend the initial \$550,000 in preallocated funds and also request additional Phase III funding at the same time.

Application Process for Phase III Funding

Grantees should read the following material carefully to ensure they submit thorough documentation of each project proposed for funding under this program.

Submission requirements

Grantees must submit the following:

- Detailed and complete conceptual scope of work
- Detailed and complete budget proposal including basis for cost estimates
- Landowner Letter of acknowledgement

Developing a Phase III scope of work

Grantees will be required submit the Draft Scope of Work Template that has been sent to all recipients and included here as Appendix A. Multiple conceptual scopes of work can be developed to adjust to the emerging opportunities for protection and restoration work in the focus area.

As with the initial preallocated Phase II funds, we encourage grantees to engage Ecology and EPA in the conceptual development of conceptual scopes of work before actual submission for approval to ensure that proposed tasks are consistent with the funding goals of this grant program. We encourage invitations for site visits so that Ecology and its technical advisors can more effectively assess the potential project outcomes and provide advice on implementation.

Because grant recipients have already identified priority areas and have been working on outreach in their selected reaches for some time, proposals for this phase must demonstrate a detailed and complete proposal for an implementable project. Landowner acknowledgement letters must be submitted. Budget details must be concrete and based on at least a market analysis of the areas. Appendix B contains a template which provides all necessary budget information for submission.

Aside from buffer width requirements, there are no pre-determined thresholds or parcel attributes required for an easement acquisition to be eligible for implementation funding. In many cases it will be advisable, and even necessary to conduct some sort of site visit (on parcel or roadside) to properly evaluate an implementation proposal.

Evaluation Process and Criteria for Implementation Proposals

Proposals will be evaluated on a case-by-case basis by Ecology and EPA as they are received. Ecology will maintain a list of projects proposed and their current funding status. Reviewers will be asked to document the reasoning behind their recommended action on each project. If projects are not accepted for funding, proponents may request copies of this documentation and may subsequently adjust and resubmit proposals as appropriate.

Each proposal will be reviewed to determine the extent to which it satisfies the following criteria. While there is no predetermined scoring rubric for these proposals, applicants can expect that proposals that do not meet these criteria are unlikely to be funded.

Priority will be given to projects which:

1. Are located within the established focus area and justified as strategic in the reach-scale plan. Project sponsors should point toward specific places in reach scale plan where this particular project is identified and prioritized.
2. Demonstrate readiness to proceed through the following elements:
 - Committed landowner – at a minimum, provide a signed landowner letter of acknowledgement. Higher priority will be given to projects with landowner letters of support or other demonstration of interest, and a written description of landowner’s specific interest for the property
 - Appraisal (to USFLA standards) already performed or ordered
 - Written commitments from partner organizations assisting with purchase, restoration, maintenance, etc.
3. Target NEP funds to protection of riparian zone. The majority of funds requested should be used for acquiring riparian areas. Projects should:
 - Contain minimal upland areas proportionate to riparian zone protected. If significant uplands or purchases of development rights are included in the project, unless supporting restoration of river processes, it is recommended that these elements be paid for with informal matching funds rather than requesting NEP funds for their purchase.
 - Secure other funding for restoration. Restoration is an eligible expense under this phase of funding, but because priority is given toward acquisition, project sponsors are encouraged to bring matching contributions for restoration.
4. Provide demonstrable benefit to riparian habitat processes and functions proportionate to costs. Describe the benefits provided by protection of this particular project area and the potential other outcomes if the purchase is not completed.
5. Demonstrate desired acquisition project site attributes, including:
 - Parcel easement or fee-simple purchase contributes directly and substantially to the overall reach-scale plan developed in the planning phase.
 - Adjacent to parcel with an intact riparian zone or proposed buffer easement and restoration project from other source of funding (with good likelihood of implementation).
 - Buffer width and species composition of the proposed riparian zone protected are significant (note the buffer width requirements outlined below).
 - Presence (as % of total acreage of land to be put in easement) of already intact and functioning riparian zone under development threat.

- Presence of high-quality riparian habitat (complex structure, multiple age classes etc.) under development threat.
- Documented salmon use (refugia, migratory, spawning etc.).
- Can substantially contribute to mitigating potentially negative impacts of agricultural practices of a landowner on riparian function and water quality and/or can contribute to maintenance of beneficial land use activities.
- Parcel is located in an area draining directly to impaired shellfish beds.
- Parcel is in an area subject to increasing or imminent threat of conversion or development.
- Parcel acquisition and restoration contribute to vital signs in the Puget Sound Action Agenda.

Eligible Activities for Riparian Protection and Restoration Implementation

This grant offers significant flexibility to a grantee in determining the types of activities, both easement/acquisition and restoration related, necessary to accomplish the goals of the project. However, the main activity that this grant program intends to fund is the permanent protection of riparian buffers in agricultural landscapes. The evaluation of implementation scope(s) of work will weigh this aspect of a project heavily when determining appropriateness to fund. Activities not directly related to the acquisition of permanent easements will need to be justified by the grantee as necessary for achieving the parcel scale and broader reach-scale goals for salmonid habitat and water quality.

Appendix C includes a draft list of task activities, outcomes and deliverables that will likely be required for implementation tasks. These will be tailored to fit each individual implementation project.

Funding easement acquisition and fee-simple acquisition

The primary activity this grant program intends to fund is the acquisition of conservation easements or fee-simple interest in riparian zones across agricultural lands to benefit salmonid habitat, shellfish and water quality goals. A grantee will need to consult early with Ecology to determine if a fee-simple acquisition is appropriate for use of the grant funding.

RCO offers guidance on acquisition procedures in [Manual 3, Section 4](#) and a useful [Quick Step Guide](#) for sponsors in easement acquisition. This grant program will generally follow similar guidelines and an applicant will work with the grant manager to ensure that all steps are followed accordingly.

The intent of this grant opportunity is to fund the majority of costs associated with any easement acquisition project. With the exception of specific RCO related reporting requirements the Quick Step guide generally captures eligible costs fundable under this grant program. Major categories of acquisition costs considered eligible are:

- Costs related to Due Diligence. Examples:
 - Preliminary title review

- Cultural resources review
- Acquisition Procedures (i.e. those captured in RCO Manual 3, Section 4)
- Appraisal and Review Appraisal (must be performed according to USFLA standards and by an [Ecology Yellow Book](#) certified firm)
- Boundary Surveys
- Hazardous substance certification
- Baseline documentation
- Easement and land acquisition costs
 - Purchase of Development Rights: requests for purchases of development rights will be considered as part of a package of activities on a given property. In most cases we would ask that other funding, which would be considered match, be used to pay for PDRs.
- Closing and post-closing:
 - Escrow related costs
 - Demolition of ineligible structures
 - Fencing, if needed
 - Removal of noxious weeds, if needed
 - Sign installation
 - Stewardship Plan development
 - Initial stewardship yearly monitoring costs (only for duration of grant agreement)

The section “[Easement terms required for use of NEP funds](#)” section below outlines required terms to be included in any easement acquisition. Easement purchase cost is required to be established by the fair-market value of an appraisal and review appraisal.

Funding riparian restoration

While the primary purpose of this program is to fund and support the acquisition of conservation easements in riparian areas, restoration of riparian areas on eased lands may be considered if it demonstrates value to riparian processes and functions within the protected area.

Potential eligible supporting restoration activities for use of NEP funds (not a comprehensive list):

- Buffer plantings
- Livestock exclusion fencing (only when grazing is already present)
- Invasive species removal
- Structure removal/relocation
- Infrastructure removal/relocation (e.g. livestock feeding area moved etc.)
- In-stream habitat work (e.g. constructed log jams)
- Maintenance of plantings and other restoration activities (within the timeframe of the grant agreement)
- Levy and armoring removal
- Drainage system changes

Funding monitoring

Monitoring is an eligible expense under this grant program, however, it is not a high priority for use of these funds. In addition, any monitoring proposed under this grant solicitation must be completed by the project closeout date of December 31st, 2020. Types of monitoring eligible for funding:

- Monitoring to establish baseline conditions (baseline condition as an element of easement acquisition and stewardship is eligible but discussed elsewhere) of riparian habitat and water quality for tracking parcel and reach-scale progress post protection and restoration.
- Monitoring to track implementation of restoration activities (within timeframe of grant agreement)
- Monitoring to track improvements in environmental parameters post restoration (within timeframe of grant agreement)

Easement Terms Required for use of NEP Funds

Conservation easements funded through this grant program are generally expected to be modeled after those used by the Recreation and Conservation Office. The following link provides guidance for the development of the easement terms as outlined by RCO Manual 3, Appendix D:

http://rco.wa.gov/documents/manuals&forms/AP_Toolkit/RCO_Conservation_Easement_Requirements.doc

This grant program requires certain elements to be incorporated into any conservation easement funded by the NEP dollars. If the landowner has a lien or mortgage on the property, Ecology will require a subordination agreement from the lender. Ecology also requires a baseline inventory for each conservation easement. Manual 3, cited above, provides guidance and requirements for conservation easements and baseline inventory reports.

Each easement will be unique to the specific circumstances of the parcel and landowner arrangement and be negotiated to assure consistency with the goals of the grant program. The following, adapted from RCO guidance, describes general expectations for individual elements of the easements funded by the grant funds.

Generally required easement terms

Purpose: The easement should include a clearly defined purpose of preserving, protecting, and if appropriate, restoring the conservation values of the property and its riparian buffer width and habitat composition for current and future generations as identified by a baseline assessment at the inception of the easement. Buffers shall be consistent with the buffer width requirements outlined in this guidance unless otherwise approved by Ecology.

Grantee/holders: Easements under the NEP program will be required to be granted to and held by state or local public agencies, tribes, or private land trusts that are qualified under sections 501(c)(3) and 170(h) of the Internal Revenue Code and as “nonprofit nature conservancy organizations” under Washington state law.

Permitted uses: Permitted uses will be consistent with the conservation purposes of the easement, which include outdoor recreation, habitat restoration, and scientific study.

Prohibited uses: Prohibited uses are to include all uses that are inconsistent with the conservation purposes of the easement, generally interpreted to include clearing of vegetation, grading, mining, and most constructions of buildings, structures, dikes, or other improvements.

Monitoring and enforcement: The grantee, or legal holder of an easement funded by this program, is to have the right to inspect and monitor compliance with easement terms and take specified actions to enforce terms if needed.

Valuation: The value of the easement is likely to be established by an appraisal (and review appraisal) of the fair market value of the property with and without the easement. Valuation procedures are per RCO policies as outlined in Manual 3.

Assignment: The grantee's/easement holder's interest is to be transferable to another qualifying organization under Washington state and federal law.

Negotiable Easement Terms

Coverage: Easements will generally apply to all or part of an individual parcel, though most are expected to apply to the riparian zone only (as determined by Riparian Buffer Width Requirements or negotiated variance). When applied to all of a parcel, the area subject to easement provisions will be clearly described and mapped.

Public access: Public access to easements will be negotiated and specified with each easement and assumes that access by the grantee to inspect the property and undertake management responsibilities will be allowed.

Subdivision and development: Generally, easement terms will be expected to prohibit subdivision and development except in unusual circumstances negotiated in specific easements.

Easement terms that may differ from the RCO standards outlined in Manual 3

Duration: The duration of the easement is intended to be perpetual. This means that the easement will run with the property and apply to all subsequent landowners.

Continued agricultural use: Generally, continued agricultural use will be prohibited within eased lands though some exceptions may be negotiated as they are demonstrated to be consistent with the conservation purposes of the easement and ultimately the function of the riparian zone for maintenance of salmonid habitat and water quality parameters.

New agricultural and forestry uses: Easement terms will generally prohibit new agricultural and forestry unless they are demonstrated to be consistent with the conservation purposes of the easement in riparian buffers and other forested areas.

Easement and buffer width: Easement terms will specify that the easement is to be at least as wide as specified in the NOAA buffer standards referenced in this solicitation unless there is

existing physical infrastructure in place or a scientifically justifiable alternative approved by Ecology and EPA.

Riparian Buffer Requirements on Agricultural Lands

EPA established a new grant condition for FY 2014 NEP funded projects that requires that NEP funded riparian buffer protection and restoration projects in agricultural areas be consistent with interim riparian buffer recommendations provided to EPA by National Marine Fisheries Service (NMFS) letters of February 4, 2013, and April 9, 2013, or the October 28, 2013 simplified version also commonly called the “NOAA or NMFS buffer table.” To assist in determining likely minimum buffer width requirements for a given stream reach a [web map](#) has been developed by Ecology.

In this context agricultural areas include lands that meet the definition of agricultural lands and activities in the Washington Shoreline Management Act (RCW 90.58.065). Properties that are zoned as rural residential that include hobby farms or nonrevenue producing farms will also be considered as agricultural land for the purpose of implementing this term and condition.

Exceptions

Where implementing the NMFS buffer widths is prevented by physical constraints, such as transportation corridors or structures, the buffer implemented could be narrower at the location occupied by the transportation corridor or structure, but must otherwise meet the requirements of the NMFS buffer table.

In addition, exceptions from the recommendations can be obtained through a request to Ecology and EPA and with a scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. Exception requests will at a minimum be expected to address:

Project Site Background:

- Existing salmonid presence or use, habitat, and water quality conditions.
- Previous and anticipated habitat/water quality protection/improvement efforts in the watershed.
- Site conditions.
- Infrastructure issues.

Project Design, Function, and Maintenance:

- Project design considerations
- Functions provided by proposed buffer.
- Long-term maintenance plan.

Further guidance on how to gain exceptions to the buffer width requirements and the scientific rationale process is being developed and will be provided to grant recipients prior to any decisions around release of implementation funds.

Application Process and Deadlines

Project proponents must send application materials to carrie.byron@ecy.wa.gov. Upon review and approval by EPA and Ecology, applicants will be asked to develop detailed task language and budget information to be used to amend their award.

Application deadline: All application material for Phase III funding must be received by March 31, 2020. Applications will be evaluated for funding as they are received. This may result in all of the Phase III funds being awarded prior to March 31, 2020. Project proponents will be notified when all available funds have been awarded.

To Ask Questions

For more information on this funding opportunity, please email questions to Carrie Byron at carrie.byron@ecy.wa.gov

Appendices

Appendix A. Conceptual Scope of Work Template

Conceptual Scope of work template for NEP Riparian Conservation Easement Phase II Proposals

The following is to be used as a template for Phase II proposals for implementation related activities. The information that will be provided by a project sponsor in this document is for Ecology/EPA to provide feedback on which elements of their proposed phase II work should be developed into a formal SOW and budget amendment on the existing grant agreement.

Summary information regarding Phase II proposed work

*This “Summary information...” section is intended to compile all Phase II proposal elements into a single location to describe the entirety of what is proposed in the “Detail Sheets” that follow. This will be adapted/updated over time as additional opportunities are proposed for Phase II funds. For purposes of appraisal authorization those elements with a ** are required*

Date of submission/Version # [INSERT TEXT]

Brief description of the work that is proposed for Phase II (e.g. type of protection/restoration actions and what habitats, species, and water quality goals are being supported with implementation activities.

[INSERT TEXT]

Briefly describe **the location of the parcels** within the Focus Reach and major streams/water bodies they are associated with**.

[INSERT TEXT]

Provide a **map(s) of the focus reach** which highlights the locations of all parcels that are detailed in the following parcel summaries. Provide unique identifiers or some other way to reference the location within the reach of each parcel detail to follow**.

[INSERT TEXT AND MAP(S)]

Describe how the parcels subject to Phase II work fit within **the strategic context** of the Phase I reach-scale plan.

[INSERT TEXT]

Describe the **partners and roles** for Phase II work. Provide details about the **easement holder(s)** that will be working on the acquisition elements**.

[INSERT TEXT]

Provide a template (if applicable) of the general **easement terms**, or a description which references page 22 of the 2015 NEP Grant Guidelines you are using in discussions with landowners. Note any terms

which may need to be negotiated with Ecology for consistency with grant conditions. Details specific to a given parcel/landowner will be captured in the following section**.

[INSERT TEXT OR ATTACH/APPEND AND REFERENCE]

Describe **any relevant uncertainties or constraints** that may be encountered around achieving proposed outcomes by the end of the project. Summarize those relevant to each landowner/parcel here and provide detail in following section.

[INSERT TEXT]

Monitoring in the reach that is likely to be pursued (i.e. baseline ecological conditions or water quality parameters? List activities, likely locations (mapped if possible), cost estimate, and purpose of the monitoring as an element of the reach-scale strategy.

[INSERT TEXT AND MAPS]

NEP Riparian Grant Guidelines Addendum

Provide a **summary table** for all parcels to be detailed in the following section:

Parcel ID/ unique map identifier	Protection actions to be pursued with NEP \$ (conservation easement, fee, PDR)	Appraisal performed? (Y/N) Estimated value (whole parcel and/or potential riparian zone easement)	Restoration actions to be pursued with NEP \$ (e.g. buffer plantings, livestock exclusion fencing etc.)	Estimated cost of restoration activities	Landowner acknowledgement documentation or notes (e.g. signed letter or other?) *

* All parcels must have some documentation of landowner acknowledgement to be eligible for Phase II funds.

Parcel Detail Sheet(s)

*Provide one Detail Sheet for each parcel or aggregate of parcels specific to a given landowner to be subject of Phase II activities and scope of work. If funded, this will be updated at grant closeout with final descriptions and metrics. This will be built over time as the project evolves. For purposes of appraisal authorization those elements with a ** are required.*

Individual **Parcel(s) tax ID** and unique map identifier (if used) from previous section**:

[INSERT TEXT]

Landowner name, contact information, and description of the documentation of landowner acknowledgement and (if possible) level of interest in the proposed actions (e.g. RCO letter of acknowledgement or other)**:

[INSERT TEXT]

Parcel Map illustrating**:

- Parcel Boundaries
- Location of likely area to be pursued for a conservation easement, boundary line adjustment etc.
- Location of restoration actions proposed
- Floodway and floodplain location
- Important infrastructure to consider

[INSERT MAP]

Describe how this acquisition fits within the **strategic context** (location, timing, connection to other efforts, landowner considerations) of the reach-scale plan. Explain why this should be pursued in the near-term (next couple of years).

[INSERT MAP]

Describe (composition, condition,) and quantify (#acres, average width) the **existing riparian zone** on the parcel(s)**:

[INSERT TEXT]

Describe any **existing infrastructure** on the property that will need to be considered in final protection or restoration design. If possible, provide a general map of where this infrastructure is on the property**:

[INSERT TEXT]

Describe any locations where a **variance from the minimum buffer width requirements** may be proposed. Cite the (approved by EPA) justification in your Phase I reach-scale plan and how this individual variance is consistent with it**.

[INSERT TEXT]

Provide a short description of the type(s) of **protection to be pursued** (e.g. fee-simple, easement etc.), rationale for the approach to be taken with the landowner, and long term benefits (at site and reach-scale) of the proposed protection for this parcel**:

[INSERT TEXT]

Describe or attach the **easement terms** that will be negotiated with the landowner and the subject of appraisal. Reference page 22 of the 2015 NEP Riparian Grant guidelines and note any conditions that need to be negotiated with Ecology to ensure consistency with grant goals**.

[INSERT TEXT OR ATTACH/APPEND AND REFERENCE]

Proposed **protection outcome** estimates.**:

Outcome description	Quantity	Notes
Total area protected (acreage) *		
Maximum width/Minimum width (ft) *		
Stream/river length protected (ft) *		
Salmon use (species, egg/juvenile/adult, habitat type)*		
Quantity and type of intense land uses (e.g Ag) discontinued in riparian zone with easement (acres)*		
Development rights removed from parcel (#)		
Other		

* A required metric to quantify

Provide a short description of the **type of restoration or BMPs** that are proposed and how these will benefit site and reach scale riparian habitat, salmonid use, and water quality goals. Indicate which actions are likely to be requested for funding from the NEP grant and which will be funded from other sources (indicate likely sources):

[INSERT TEXT]

Proposed **restoration outcome** estimates. In “notes” indicate which would be a direct result of proposed NEP funding (as opposed to match funding):

Outcome description	Quantity	Notes
Total riparian buffer restored (acreage)*		
Stream/river length restored*		

Salmon use (species, egg/juvenile/adult, habitat type)*		
Floodplain storage improved (acres)		
BMPs contributing to riparian restoration (Type)		
Contribution toward TMDL target for reach (type/quantity)		
Other		

*required metric to quantify if proposed

Describe any **monitoring** that will be proposed and located on this parcel and estimate cost:

[INSERT TEXT]

Describe any important elements to consider for long-term **stewardship** obligations:

[INSERT TEXT]

Provide a description of the **budget estimate** for all of the actions to be funded by the NEP grant on this parcel. Indicate approximate levels of match funding for each category and likely sources (describe any uncertainty around those sources). Use the provided Excel template for submitting a detailed budget request.

Appendix B. Budget Detail)

Please use the provided Excel Template to outline a detailed cost estimate for each project. This spreadsheet, adapted from an RCO template, is meant to help capture acquisition and related costs. Please use the drop down menu to select a description of each expense from the choices provided. Below is a snapshot of an example cost estimate for illustrative purposes only.

			OVERALL PROJECT	GRANT REQUEST	MATCH		
			<i>Budget must account for all costs to complete the project</i>	<i>Enter only the amount of the grant request</i>	<i>The Grant Request and Match should equal the total project cost and Budget Check cell should be 0. Match is not required for NEP Riparian awards, but higher priority may be assigned to projects that have associated leveraged funds.</i>		
			Amount	Funding amount	Match	Match Type (federal, state, local)	
Property Costs							
Item	Qty	Rate					Budget Check
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		STotal	\$ -	\$ -	\$ -		0
Incidental Costs							
Item	Qty	Rate					Budget Check
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		STotal	\$ -	\$ -	\$ -		0
Restoration							
Category	Qty	Rate					Budget Check
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		STotal	\$ -	\$ -	\$ -		0
Administrative Costs							
Item	Qty	Rate					Budget Check
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		\$ -	\$ -	\$ -	\$ -		0
		STotal	\$ -	\$ -	\$ -		0
Indirect Costs							
Description	Approved Rate	Total Project Base					Budget Check
Indirect Costs	0.000%	\$ -	\$ -	\$ -	\$ -		0
		STotal	\$ -	\$ -	\$ -		0
TOTAL				\$ -	\$ -		

Figure 3: Sample Cost Estimate Spreadsheet

If projects are selected to move into Phase III, Ecology will request a budget broken down by task and budget item (salaries/benefits, contracts, travel, etc.). Detail provided in this spreadsheet will help accurately capture all project-related costs for the purposes of the review process.

Appendix C. Sample Task Language

Task X Title: Property Appraisal and Acquisition

Task Description:

A. The RECIPIENT will submit a signed “Landowner Acknowledgement Form,” providing acknowledgement of the proposed project in writing by the landowner. A template can be found as Appendix H of RCO’s Manual 3, Acquisition Projects:

http://rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf

B. Prior to accessing funds for the purchase of the property, the RECIPIENT will obtain an appraisal performed in accordance with the “Uniform Appraisal Standards for Federal Land Acquisitions” by a state-certified general appraiser that complies with these standards (<http://1.usa.gov/1HmvzGu>). A state-certified or licensed review appraiser will also conduct a review appraisal.

Both the appraisal and review appraisal will be submitted to ECOLOGY for approval prior to the land purchase. Documentation will consist of parcel number identification and approval, a vicinity map and parcel map, and a self-contained appraisal with review appraisal.

C. The RECIPIENT will present the landowner with a Notice of Just Compensation that informs the landowner of the approved, appraised value of the property and offering tenant relocation assistance, if eligible. The notice must be signed by the landowner (and tenant if applicable) with a copy submitted to Ecology and EPA. Recipient shall use the form Notice of Just Compensation and Relocation Notice to Owner provided by the Washington State Recreation and Conservation Office (RCO) Acquisitions Policies Manual.

D. The RECIPIENT will perform a Phase I hazardous substance assessment and submit to ECOLOGY. Recipient will use the Hazardous Substances Certification and checklist provided in the RCO Acquisitions Policies Manual procedures as a Phase I assessment. The RECIPIENT will inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and will provide certification that:

- a. No hazardous substances were found on the site, or
- b. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site deemed “clean.”

Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D. The RECIPIENT will defend, protect, and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, costs, attorneys’ fees, and any and all loss of any nature from any and all claims or

suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.

E. The RECIPIENT will acquire the property and ensure that property records and conveyance documents dedicate future use of the parcel for the purposes outlined in this agreement. The RECIPIENT understands that the purchase price of the property shall not be reimbursed by ECOLOGY prior to receipt of documentation of sale.

F. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT will provide permanent legal protection for the property in the form of a recorded irrevocable conservation covenant or conservation easement. The RECIPIENT agrees to use the document template provided by ECOLOGY, to record the executed document in the County where the real property is located, and to provide a copy of the recorded document to ECOLOGY. The RECIPIENT must obtain ECOLOGY approval of the draft language prior to executing the document.

The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the conservation covenant.

Task Goal Statement:

The RECIPIENT will oversee and manage purchase of property in the vicinity of XXX and to ensure conservation of properties subject to the EPA National Estuary Program requirements. The RECIPIENT will also communicate with ECOLOGY in a timely fashion and provide ECOLOGY with all requested project documentation.

Task Expected Outcome:

Properties are protected for conservation purposes as stated in this agreement and within the EPA NEP project proposal for which funds were received.

Number	Description	Due Date
x.1	Landowner Acknowledgement Form	
x.2	Appraisal and review appraisal	
x.3	Hazardous substance assessment and certification for each property to be acquired.	
x.4	Copy of signed and recorded deed and restrictive covenant, including assignment of rights.	
x.5	Copy of final title insurance policy	
x.6	Notice of Just Compensation	

x.7	Signed settlement statement to verify purchase price and date of sale.	
x.8	Three maps of varying scale, from small to large scale, including location within the state, specific location map, parcel or plat map.	
x.9	GIS Shapefile for each property acquired.	

Budget By Task

Task Title	Original Total Eligible Cost	Revised Total Eligible Cost
Project Administration/Management		
Landowner Outreach and Recruitment		
Appraisals and Land Acquisition		
Total		

By Element

Element	Total Eligible Cost	Revised Total Eligible Cost
Salaries		
Benefits		
Contracts		
Travel		
Equipment		
Goods/Services		
Overhead		
Total		