Aquatic Species Restoration Program (ASRP) Grant Program

Funding Guidelines

By

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For the

Office of Chehalis Basin

Washington State Department of Ecology

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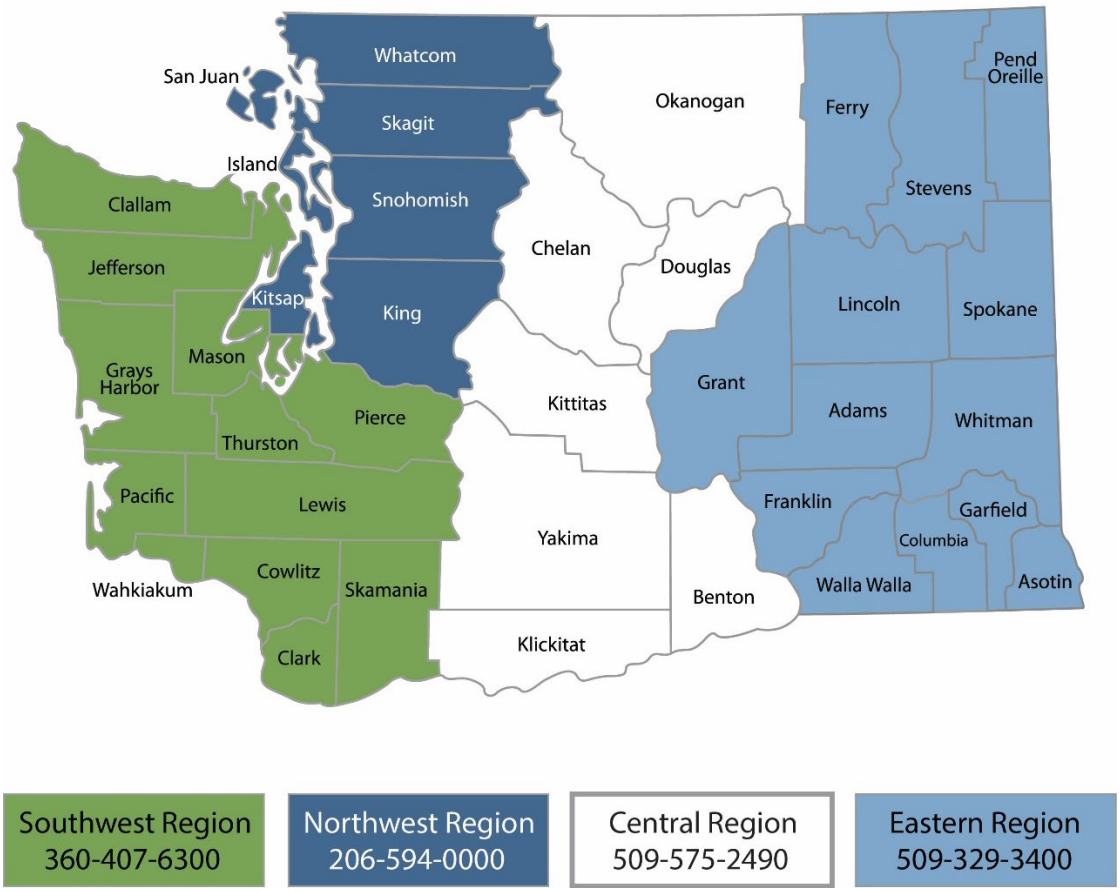
Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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Table of Contents

Figures

Tables

Definitions and Acronyms

	Acronym	Definition (if applicable)
Aquatic Species and Restoration Program	ASRP	
ASRP Regional Implementation Team	RIT	The ASRP created the RIT to better coordinate and manage implementation activities of the program, and include three geographic areas – Upper, Middle and Lower Basin. To support the ASRP, individuals from three of the local, in-basin conservation districts were identified to lead the initiation of restoration and protection projects within these geographic areas. The RIT Leads are comprised of one member from the Lower Basin (Grays Harbor Conservation District), one member from the Middle Basin (Thurston Conservation District), and one member from the Upper Basin (Lewis Conservation District). Other members of the RITs include approved project sponsors. RIT Leads work closely with ASRP staff to provide guidance to sponsors regarding ASRP policies and procedures. RITs members engage in collaborative discussions and project review to determine if a project is ready for the next step in the project pipeline process.
ASRP Steering Committee	Steering Committee	The Steering Committee is comprised of three voting members; one from the Confederated Tribes of the Chehalis, one from the Quinault Indian Nation, and one from WDFW. Several other program partners participate in the

		Steering Committee meetings as ex-officio (non-voting) members, bring valuable perspective and relevant insight to discussions. Decisions are made using a consensus model. The Steering Committee develops short- and long-term strategies, selects priority reaches and sub-watersheds, recommends funding allocations for geographical areas and by project types, and guides prioritization and sequencing actions of the ASRP. The group reviews project proposals and votes to recommend advancement or other next steps in the ASRP project approval process.
ASRP Technical Advisory Group	TAG	TAG is comprised of technical experts from federal and state agencies, tribes, and consulting firms. The TAG is advisory to the Steering Committee; it responds to Steering Committee requests and initiates science-focused advice and recommendations based on an annual work plan, which is approved in advance by the Steering Committee. Subgroups of the TAG are responsible for detailed tasks, such as compiling and interpreting ASRP monitoring data and developing recommendations for adaptive management.
ASRP Technical Review Team	TRT	The TRT is comprised of independent experts with technical expertise in aquatic habitat restoration, protection and conservation projects, and research. The TRT provides review and consultation on many of the projects submitted for ASRP funding. TRT members represent government, businesses, consultants, non-profits, academia, and other sectors, with skillsets that include habitat engineers, fish or other aquatic species biologists, wetland scientists, or other related professions. TRT members are identified through a competitive application process on an as-needed basis. The TRT provides recommendations for process improvement measures on ASRP proposed and approved projects, utilizing the

		ASRP guidance documents. The TRT evaluates proposed projects based on benefits to aquatic species, likelihood of success and cost benefit considerations. Throughout the design process, the TRT will review proposed plans and provide comments. It is the responsibility of the grant recipient, called a project sponsor, to respond to these comments in writing before moving to the next planning phase. Failure to collaborate with and respond in a timely manner to the TRT may delay the project delay, delay billing reimbursement, or jeopardize the sponsor's ability to apply for future funding
Chehalis Basin Board	CBB	The independent CBB was established by **RCW 43.21A.731** [2] and is a group of community leaders with diverse interests and perspectives who work together to lead the Chehalis Basin Strategy. The CBB meets monthly and listens to input from partners and residents to make final decisions about the direction for the CBS—including which projects will be funded. Visit the CBB website[3] to see the list of members and find public meeting information.
Chehalis Basin Strategy	CBS	
Washington Department of Ecology	Ecology	
Ecology Administration of Grants and Loans	EAGL	
Geo-Spatial Units	GSU	
Hydrologic Unit Code	HUC	
Interagency Agreement	IAA	
Office of Chehalis Basin	OCB	The CBS is administered by the Ecology's Office of Chehalis Basin through Legislative

[2] https://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.731
[3] https://www.ezview.wa.gov/site/alias__1962/37068/chehalis_basin_board.aspx

		Authority **RCW** 43.21A.730[4]. The OCB is a small team whose main job is to keep the CBS moving forward by supporting the CBB, coordinating with the partner network, and providing transparency and accountability to the public. The staff within OCB consists of the OCB Director, Fiscal Manager, Management Analyst, Principal Planner, Floodplains and Habitat Planners, Federal Funding Planner, Community Engagement Planner, Office Manager, and two Project Specialists.
	OCB Director	The Director is a direct report to Ecology's Director and serves as the primary support to the Board to implement the Chehalis Basin Strategy. Implementation includes, but is not limited to, fulfilling direction provided by the Board related to action plans, budget recommendations, and development of strategy schedule and measures. The OCB Director has an on-going role in the strategy implementation thus, has a "dotted line" relationship between Ecology and the Board.
	OCB Fiscal Manager	The OCB Fiscal Manager is a direct report to the OCB Director and serves as the primary support to the OCB Management Analyst, Project Specialists and OCB ASRP Planner. ASRP Implementation includes, but is not limited to, fulfilling direction provided by the OCB Director and Board related to budget recommendations and pass-through funding for implementation projects.
	OCB Habitat and Restoration Program Planner	The Habitat and Restoration Program Planner represents OCB as an ex-officio member of the ASRP Steering Committee, RIT, and on interagency teams involved in the development and implementation elements of the ASRP. This position is a key member of the ASRP Project Management Team and helps coordinate ASRP grant and contract activities.

[4] http://app.leg.wa.gov/RCW/default.aspx?cite=43.21A.730

	OCB Project Specialist	OCB's grants and contracts specialists are the primary point of contact for administrative issues, from project initiation through project completion. The OCB Project Specialists administer the ASRP application process and write and manage grant agreements and contracts using Ecology's EAGL and contracting systems. OCB Project Specialists review and approve written progress reports and payment request, and amendments. The Project Specialists provide overall communication between the Sponsor and the state agency teams. They are key members of the ASRP Project Management Team and help coordinate ASRP grant and contract activities.
Request for Information	RFQ	
Secure Access Washington	SAW	
Washington Department of Fish and Wildlife	WDFW	The WDFW staff include, but are not limited to, the CBS Manager, ASRP Program Manager, ASRP Implementation Manager, ASRP Coordinator, Chehalis Basin habitat biologists, and other management, biological, engineering, communications and budget staff. WDFW staff are considered to be any direct support to the strategy and may include other WDFW staff positions that have a role in project and contract management for the strategy.
	CBS Manager	The CBS Manager supports the ASRP development and implementation within the context of the Chehalis Basin Strategy. The Strategy Manager has signature authority for any signature authority typically delegated to the ASRP Program Manager, ASRP Implementation Manager, and/or ASRP Program Coordinator.
	Implementation Manager	The ASRP Implementation Manager coordinates the implementation of ASRP projects, including grant application and review, cultural resource consultation compliance, and project deliverable approval.

		The position helps facilitate the ASRP RITs and the ASRP TRT. The Implementation Manager is one of the main points of contact for project sponsor agreements.
	Program Coordinator	The ASRP Program Coordinator works closely with the Program Manager and the Implementation Manager to bring together the various components of the ASRP, including the Steering Committee, TAG, TRT, and RIT. The position serves as one of the main points of contact for project sponsor funding agreements.
	Program Manager	The ASRP Program Manager handles the development and operation of the ASRP. The position provides oversight to the ASRP Steering Committee and the ASRP TAG. The Program Manager coordinates with the ASRP Implementation Manager to ensure that ASRP restoration and protection projects are consistent with the priorities of the ASRP and guidance from the Steering Committee. The Program Manager is the main point of contact for ASRP Project Sponsors seeking funding for Experimental Projects.

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Chapter 1: Aquatic Species Restoration Program Overview

Background

In 2016, the Washington State Legislature passed House Bill (HB) 2856, creating the Office of Chehalis Basin (OCB) and the Chehalis Basin Board (CBB) to advance the Chehalis Basin Strategy (CBS). The primary purpose of the OCB is to pursue implementation of an integrated strategy (i.e., the Chehalis Basin Strategy), a detailed set of actions to reduce flood damage and restore aquatic species in the Chehalis River Basin (RCW 43.21A.730). Under this effort, the Aquatic Species Restoration Program (ASRP) has been developed and provides a roadmap to restore ecological health of the Chehalis River Basin. The ASRP is a voluntary restoration and protection program operating within the Chehalis River Basin of Washington state.

OCB has authority over funding actions to advance the objectives of the ASRP through contracts and/or grants. OCB authorizes WDFW as the restoration lead to implement the ASRP, create and facilitate processes, initiate and enter into agreements with other organizations to support their administration of ASRP, and manage ASRP projects with CBS habitat category funds.

The ASRP Steering Committee (Steering Committee) was established to guide the development of restoration and protection strategies and priorities, select priority areas and actions, review and recommend projects and studies, oversee monitoring and adaptive management, prepare biennial budget requests, coordinate with the Chehalis Basin Lead Entity, and address conflicts that could impact project implementation. Voting members include WDFW, the Quinault Indian Nation, and the Confederated Tribes of the Chehalis Reservation. The Steering Committee also includes non-voting ex-officio members. WDFW, on behalf of the Steering Committee, the CBB, and the OCB, provide oversight for ASRP projects in order to ensure the projects meet the objectives established by the CBB.

How to use these guidelines

These funding guidelines provide information about ASRP grant eligibility requirements, the application process, and the general requirements applicable to all awards under this grant program.

Ecology holds all grant applicants responsible for reading and understanding these guidelines along with the Administrative Requirements for Ecology Grants and Loans Managed in EAGL[5] before entering into a grant agreement with Ecology.

If, after reading these guidelines, you have determined you are eligible to apply for ASRP funding, please reference Chapters 5 and 6 for complete details.

[5] https://fortress.wa.gov/ecy/publications/publications/1401002.pdf

Chapter 2: Funding Program Details - RFQ Process

Only organizations selected through a competitive RFQ process will be eligible to receive funding through the ASRP.

The ASRP is open to organizations with experience in all aspects of process-based aquatic habitat restoration, protection and conservation development, design, acquisition, permitting, contracting, risk, time and cost management, landowner relationships, and/or subcontracting. Throughout development and implementation of this work, successful candidates and their partners will advance implementation of the ASRP by partnering with landowners and partner organizations willing to carry out habitat restoration and protection planning efforts, actions, and studies to address and inform limiting factors on the landscape and align activities with process-based restoration goals.

Successful RFQ applicants will be added to a project sponsor roster. Being added to the sponsor roster does not guarantee project development and/or implementation funding but instead establishes eligibility to receive these funds through the project implementation process.

RFQ: Eligible Applicants and Sponsors

The following type of organizations are considered eligible to apply to this RFQ:

- Cities
- Counties
- Native American Tribes
- Conservation Districts
- Land Trusts
- Federal agencies
- Municipal or quasi-municipal corporations
- Non-profit organizations, registered with Washington's Office of the Secretary of State
- Regional Fisheries Enhancement Groups
- Special purpose districts
- State agencies

Successful RFQ Applicants meet the following criteria:

- At least three years of continuous successful experience in one or more of the following fields:
    - Implementation of process-based, aquatic species focused habitat projects
    - Salmon recovery and restoration
    - Environmental project development and planning
    - Experience with permitting agencies, tribes, citizen groups and funding agencies
    - Habitat protection projects, including but not limited to fee simple and easement acquisitions
- Possess experience in contract management with a public agency, foundation or other third-party funding entities that provide services similar to those expected by WDFW for this grant.
- Have a demonstrated history of accomplishing tasks on time and within budget.
- Work with landowners, contractors, local sponsors, and state and federal agencies to implement projects.
- Have experience with government budgeting and the ability to adhere to future audits.
- Be willing to travel.
- Where relevant: hold a license to do business within the State of Washington or be willing to provide a commitment to become licensed in Washington within 30 calendar days of being selected as a successful applicant.

A Successful RFQ Applicant is generally expected to:

- Conduct targeted outreach and work with willing landowners to implement actions identified in the ASRP which include process-based, aquatic species focused habitat restoration and/or protection projects in ASRP priority areas and act as the point of contact,
- Coordinate project development and share lessons learned with Regional Implementation Team(s),
- Develop and plan the projects in coordination with permitting and funding agencies,
- Submit projects for funding through the implementation process to be included in the Project Portfolio and receive funding,

- Seek project development funds (when necessary) through participation in the Regional Implementation Teams,
- Engage with permitting staff throughout their process to ensure timely issuance,
- Propose budgets with appropriate costs for the tasks and deliverables,
- Lead on-the-ground negotiation with landowners and other partners in line with the ASRP Steering Committee Funding Guidance[6], and
- Fulfill reporting requirements as outlined in the project agreement(s).

For any prospective applicant who may lack sufficient experience in one or more of these criteria, provide a plan to acquire skills. Options may include, but are not limited to:

- Subcontracting,
- Education,
- Mentorship, and
- Partnering with a project sponsor or relevant organization.

Ineligible Sponsors

Private entities are not eligible to apply to become an ASRP sponsor. However, they may partner with approved ASRP sponsors.

An organization's eligibility can be confirmed by contacting the ASRP Implementation Manager either by e-mail or telephone.

RFQ Application Process and Selection Criteria

The Steering Committee enlists the RFQ process to solicit for new sponsors approximately every one to four years. All prospective new sponsors must submit an application as a single PDF. Applications must provide the following information. ASRP sponsor qualifications will periodically be reviewed to ensure continued programmatic eligibility. ASRP sponsorship may require renewal.

2.1 Letter of Submittal:

[6] https://www.chehalisbasinstrategy.com/wp-content/uploads/2021/09/ASRP-2021-2023-Project-Funding-Guidance_Final.pdf

The Letter of Submittal and the Certifications and Assurances form (Exhibit B), must be submitted, signed, and dated by a person authorized to legally bind the applicant to a contractual relationship, e.g., the President or Executive Director of an organization or other signatory authority.

2.2 Qualification Section:

The Qualifications section of the application must contain information that will demonstrate the following to the evaluation panel: the applicant's understanding of the types of services proposed, the applicant's ability to accomplish them, and the ability to meet project milestones.

The Qualifications response is to be submitted in the sections as follows:

- Business Information
- Experience and Staffing
- Completed Projects
- Staffing

The last section is optional:

- Minority or Women-Owned Business Certification

2.2.1 Business Information (Mandatory)

A. State the name of the applicant, address, phone number, e-mail address, legal status of entity (ownership) and year entity was established as it now substantially exists. Identify types of projects and the implementation region (Upper, Middle and Lower basin) that the applicant is interested in being considered for.

B. If the applicant has not received a grant from Ecology before, provide the applicant's Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue. Some exemptions apply.

C. Identify any State employees or former State employees employed by the applicant as of the date of the proposal. Include their position and responsibilities with the applicant's organization. If following a review of this information, it is determined by Ecology that a conflict of interest exists, the applicant may be disqualified from further consideration for the award of a contract.

D. If the applicant was an employee of the State of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the

agency previously or currently employed by, job title or position held and separation date.

E. If the applicant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the applicant's non-performance or poor performance and the issue of performance was either; (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

F. Submit full details of the terms for default including the other party's name, address, and phone number. Present the applicant's position on the matter. Ecology will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the applicant in the past five years, so indicate.

2.2.2 Experience (Scored)

A. Describe the professional service qualifications and technical competence of your organization or team and key personnel related to habitat enhancement, protection and conservation project development, design, permitting, acquisitions, contracting and implementation.

B. Describe how your organization or team meets and/or exceeds the successful applicant criteria.

C. Describe specific experience and knowledge regarding aquatic species habitats and habitat restoration and protection in the Chehalis Basin.

D. Describe any continuing education or training courses, or conferences attended by your organization or team within the past five years that are applicable.

2.2.3 Completed Projects (Scored)

A. List examples of no more than three successfully completed projects within the last three years incorporating process-based habitat enhancement, protection or conservation projects with development, design, permitting, contracting and implementation components. In addition to this description include project name, total engineering and construction costs, contact person, and phone number (three pages maximum)

B. The applicant must grant permission to Ecology or WDFW to contact the references and others who may have pertinent information.

2.2.4 Staffing (Scored)

A. Provide a description of the organization or proposed project team structure and internal controls to be used during the project, including any potential subcontractors.

B. Provide the name and a resume of the person who will be the lead contact for the project.

C. Provide names and resumes for other staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information.

D. List any potential subcontracted services you may want to include to complete your roster of services. Describe what services each would provide. This list is nonexclusive and non-binding but is intended to illustrate how candidates ensure adequate support within their teams.

2.2.5 Minority and Women's Business Enterprises (MWBE) (Optional and Not Scored)

A. Contract awards or rejections cannot be made based on MWBE participation; however, the Sponsor is encouraged to take the following actions, when possible, in any procurement:

    a. Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

Chapter 3: General Funding Eligibility and Process

Eligible Project Types

The ASRP provides funding for a variety of habitat restoration and protection projects, including pre-design project development, watershed planning, acquisitions, barrier corrections, riparian planting and invasive species removal, and reach-scale restoration projects. More detail can be found in Chapter 4 of this document.

Ineligible Project Types

The ASRP grant program does not provide funding for:

- Projects already legally required to be implemented under another framework, including but not limited to fish passage projects falling under the Washington Department of Natural Resources' Road Maintenance Abandonment Plan Program (large forest landowners harvesting greater than 2 million board feet per year)
- Projects outside of the basin of the Chehalis River and its tributaries
- Projects that are mitigation for a non-habitat restoration project or project actions. Such projects may include, but are not limited to, habitat mitigation required by a local, state or federal regulatory agency for a flood damage reduction project, or mitigation required under a separate project or program agreement.

Funding Cycles

ASRP funding availability follows the Washington State biennial cycle and is dependent on the Washington State Legislature and CBB to determine available funding for each biennium. ASRP project sponsors are eligible to apply for funding on a continuous and rolling basis throughout the biennium.

Grant Award Amounts

There are no general limits on grant awards. Grant awards generally range from $20,000 to $10,000,000. See Chapter 4 for funding limits specific to project types.

Limitations on Use of Grant Funds

Grant funds may be used only to cover costs related to implementing an approved project or action or for extraordinary project costs that are not part of routine operations. Grant funds cannot be used by organizations to reimburse costs not directly associated with the project, such as regular salaries and benefits of permanent employees for routine operational support.

- Direct costs can be identified specifically with a particular objective of the project, including:
- Compensation of employees for time worked on or associated with the project.
- Costs of materials and expenditures used specifically for the project.

Match and Supplemental Funding

ASRP funding can be used as match or supplemental funding with other federal, state, or local grant and funding programs. There are no recipient match or supplemental funding requirements, except for certain categories of "Opportunistic Projects" (see chapter 4). However, contributing funds may be used to demonstrate stakeholder support and may increase likelihood of funding approval.

Chapter 4: ASRP Project Categories

The ASRP includes a prioritization and sequencing plan [7]that delineates "priority geographic areas" GSUs of the Chehalis Basin for habitat restoration and protection projects into near, mid, long and non-priority areas based on species use, potential for uplift to populations basin-wide, etc. Largely based on the prioritization and sequencing plan, "Priority Projects" comprise the majority of the ASRP project portfolio and have the most direct funding approval path. Currently, the Steering Committee is focusing on projects located in near-term GSUs and/or which benefit ASRP focal species as listed in the prioritization and sequencing plan. ASRP Priorities are determined and updated by the Steering Committee and are subject to change based on updated science guidance and/or progress towards programmatic goals. The ASRP can also fund projects outside of ASRP Priorities, which are categorized as "Opportunistic Projects".

All ASRP projects are categorized as either Priority Projects or Opportunistic Projects. The differences and similarities between these two project types are summarized in the table below, and further described in the following sections.

Different project types, such as Local Strategy Grants and Project Initialization Grants, or Project Development Grants and Implementation Grants, can be combined into a single funding application. Project Sponsors are encouraged to contact the ASRP Implementation Manager and the RIT Leads for guidance on how to bundle multiple projects or project types into a single application.

Table 1: ASRP Project Categories

Project Category	Priority Projects	Opportunistic Projects
Eligible Project Types	Project Development (Planning), Design, Acquisition, and Implementation	Design, Acquisition, and Implementation
Ineligible Project Types	Only those listed in Chapter 3: Ineligible Project Types	All Project Development, and those listed in Chapter 3: Ineligible project types
Funding Cap	No Cap	Total funding for opportunistic projects limited to 10% of ASRP implementation budget, subject to Steering Committee discretion

[7] https://chehalisbasinstrategy.com/wp-content/uploads/2022/01/Chehalis_ASRP_PS-Memo_03182021_Tagged.pdf

Project Ranking	Considered on a first come, first served basis	Periodically ranked- at least twice a year

4.a – ASRP Project Category: Priority Projects

The Steering Committee has established a target of allocating the majority of total grant funding (at least 90%) through this grant program to projects that meet ASRP Priority categorization criteria. Primarily, Priority Projects are those that are entirely located within near-term priority geographic areas and address the limiting factor(s) for that area as identified by ASRP prioritization materials.

Some example projects **outside of near-term priority geographic areas** that could still be categorized as Priority Projects include:

- Projects that cross or are adjacent to a near-term GSU boundary
- Projects which can demonstrate that significant habitat uplift will occur within a near-term priority area, despite project actions occurring outside of a near-term priority area.
- Projects that can demonstrate specific benefits to ASRP focal species
- Experimental projects supported by TAG
- Projects developed through ASRP funding under a previous ASRP prioritization system

Ultimately, the Steering Committee reserves the right to categorize a proposal as a "Priority Project" on a case-by-case basis. It is the responsibility of project sponsors to demonstrate in their application materials that their project meets the intent of the Priority Project category.

Priority Projects can include any combination of design and construction of barrier corrections, invasive species management and riparian plantings, reach-scale river restoration, project development, amphibian-focused projects, acquisitions for priority protection, estuary protection and restoration, and experimental restoration techniques. With the exception of certain project types (as specified below), all Priority Projects follow the same application procedures and are evaluated using the same criteria.

4.a.1 - Priority Projects: Project Development

Priority Projects are eligible to apply for project development funding. There are two Project Development pathways available to ASRP sponsors to support the work needed to produce project opportunities. **Local Strategy Grants** primarily involve data compilation, planning, and outreach to landowners and communities within large geographic areas, such as GSUs or HUC 10 watersheds, with the intent to identify and prioritize opportunities for multiple future projects. **Project Initialization Grants** involve due diligence, continued landowner engagement,

or other initial steps to identify or develop restoration or protection projects with willing landowners.

For either pathway, sponsors will work with the RIT and landowners to identify areas of interest and project types appropriate for the area as identified in the Prioritization and Sequencing guidance [8]provided by the ASRP Steering Committee. Sponsors must follow the outlined process in order to be eligible to receive Local Strategy or Project Initialization Grants.

To apply for project development funding, ASRP sponsors submit a Project Development Form to their RIT Lead. The same form is used for both Local Strategy and Project Initialization Grants. All Project Development Grants are reviewed by both the RITs and the ASRP Steering Committee but are not subject to scoring by the ASRP Technical Review Team (TRT). However, communicating early and often with ASRP staff throughout the project development process is recommended to support the technical review process when and if it becomes applicable.

4.a.1.a – Local Strategy Grants

Local Strategy Grants provide capacity for sponsors to conduct landowner outreach or outreach strategy development, data compilation, and site assessments to bridge the gap between basin-wide prioritization and on-the-ground project implementation. The ASRP Prioritization and Sequencing memorandum and near-term implementation map [9]and table [10]provide direction on which GSUs and actions should be targeted for near-term implementation. However, the Prioritization and Sequencing memorandum does not provide data on landowner willingness or project feasibility at a site-specific scale. The document only provides prioritization at the GSU scale; prioritization based on potential habitat uplift within a GSU requires additional site assessments, data compilation, and landowner outreach, which are the focus of this grant.

Local Strategy Grants must meet all the following requirements:

- Be located within a near-term GSU as determined by the ASRP Prioritization and Sequencing.
- Conduct landowner outreach or outreach strategy development and/or data compilation, site assessment, coordination and planning necessary to make a site-specific restoration/protection strategy.

[88] https://chehalisbasinstrategy.com/wp-content/uploads/2022/01/Chehalis_ASRP_PS-Memo_03182021_Tagged.pdf
[9] https://chehalisbasinstrategy.com/wp-content/uploads/2022/09/Chehalis-ASRP-Years-1-10-Near-Term-Priorities-for-ASRP-Implementation-20201029.pdf
[10] https://chehalisbasinstrategy.com/wp-content/uploads/2022/01/ASRPTableGraphic-ProjectActionsbyGSU_Near-Term.pdf

- Conduct activities over a physically or biologically significant area, such as the entire GSU, a majority of the GSU, a large geographic area encompassing multiple GSUs (such as a HUC10 watershed), or a large geographic area that might include multiple reaches.

- Not duplicate scope of ongoing project developments

There is no maximum funding amount for Local Strategy Grants. However, these grants are intended to cover large geographic areas for minimal investments. A typical GSU Local Strategy Grant is anticipated to cost between $50,000 and $150,000 in total and include one or more ASRP sponsor organizations.

Eligible Local Strategy Grant Activities

The following activities are considered eligible for this grant, with the expectation that the sponsor take on many of these to effectively create a Local Strategy:

- Compiling existing reports and datasets available for the focal area

- Outreach to landowners and other interested or affected parties to lay the groundwork to engage on project actions that align with ASRP priorities for the GSU

    - For example, mailers, workshops, presenting at local community meetings, individual landowner meetings, site visits, other targeted outreach activities

- Information compilation for initial assessment

    - For example, compile information on land use plans and regulations, legal constraints, and other potential project constraints within the focal area

- Information compilation for initial assessment

    - For example, compile information on land use plans and regulations, legal constraints, and other potential projects

- Data collection for initial assessment

    - For example, assessment that quantifies habitat characteristics, limiting factors present, current species use/distribution, geomorphology, land uses, legal constraints, and other potential project constraints within the focal area

- Development of project opportunities/project concept plans in coordination with landowner(s)

    - Includes proposed restoration or protection actions, rationale, and a conceptual map with project area and concept features outlined

- GIS and modeling activities related to concept-level site assessments and prioritization
    - For example, hydrological modeling, wood placement suitability modeling, compilation of digital data and GIS webtool development
- Coordination with technical and local experts to learn about the conditions in the focal areas and to vet any potential projects' merits or challenges
- Development of initial cost estimates for design, construction, and/or acquisition at the site level
- Report writing
- Participation in one or more RIT
- Costs of preparing ASRP grant materials and applications for additional work in the focal area
- Indirect/overhead costs

Ineligible Local Strategy Grant Activities

- Educational events that would not result in a specific project as an outcome
- Design engineering
- Equipment (single items costing $5,000 and above, as defined in the Ecology's Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book), unless sponsor has written approval by the OCB.)

Local Strategy Grant Deliverables

The goal of Local Strategy Grants is to create plans for implementing projects that achieve ASRP habitat objectives, as outlined within the ASRP Phase 1 document[11], within large geographical areas. It is expected that this will require coordination and collaboration across multiple organizations. Deliverables for Local Strategy Grants include all the following:

- A presentation of the Local Strategy results to both the ASRP RITs and the ASRP Steering Committee using a template provided by the ASRP

[11] https://chehalisbasinstrategy.com/asrp-phase-i-draft-plan/

- A report documenting landowner willingness and/or site assessment information using a template[12]:
    - This report will provide data that will be added to a project development database maintained by the RIT Leads but not otherwise publicly accessible.
    - Landowners interested in potential ASRP projects will formalize their interest by signing the ASRP Landowner Acknowledgement form[13]. These forms should be attached to the summary report.
    - Sponsors should indicate their level of capacity and interest in taking on the projects identified in their final report.
    - Sponsors should allocate 8 to 16 hours within their grant for coordination on next steps for implementing their local strategies.

Local Strategy Grants do not guarantee that resulting project concepts will be included in the ASRP Steering Committee's project portfolio. Sponsors may have multiple Local Strategy Grants active

4.a.1.b – Project Initialization Grants

Project Initialization Grants are for projects with a specific location, willing landowner, and the first stages of a preliminary project concept already in place but still need a basis of design or other due diligence before being ready to apply for design funding.

The ASRP allows for projects of any dollar amount to receive funding for design through construction without having to go through multiple rounds of grant applications. This can increase a sponsor's willingness to work on a project because it allows for project sponsors to commit time and resources toward design knowing that they have a higher certainty of construction funding. However, in order to receive a design-build grant through the ASRP, a concept basis of design is expected at the time of application. Project Initialization Grants ensure a concept is ready for a design grant or a design-build grant.

There is no maximum funding amount for Project Initialization Grants. However, funding amounts are expected to scale with project size and scope and typically range between $25,000 to $400,000.

Eligible Project Initialization Grant Activities

[12] https://chehalisbasinstrategy.com/wp-content/uploads/2023/10/ASRP_Site-Assessment-Template_10132023.docx
[13] https://chehalisbasinstrategy.com/wp-content/uploads/2023/10/ASRP_LandownerAcknowledgementForm_10132023.docx

- Development of, and data collection for, site assessment report for a particular project, including:
    - Summary of pre-existing habitat assessments within the project location, if available
    - Mapped habitat survey of site
    - Mapped biological information for ASRP indicator species' life-stage-specific use of the site and surrounding areas as defined by the ASRP Phase 1 document
- Development of, and data collection for, a concept-level Basis of Design Report as outlined in Chapter 6 and Appendix C
- Modeling activities related to concept-level site assessments and prioritization
    - For example, hydrology, wood loading, and site suitability
- Costs of preparing ASRP grant materials and applications for additional work in the focal area
- Indirect/overhead costs
- Coordination with landowners and other interested or affected parties
- Pre-acquisition tasks such as:
    - Site visits
    - Title review
    - Appraisals and appraisal reviews
    - Boundary surveys
    - Environmental site assessments for hazardous waste
    - Other due diligence tasks, as needed

Ineligible Project Initialization Activities

The following activities are considered ineligible for funding through the Project Initialization Grants:

- Educational events that would not result in a specific project as an outcome
- Preliminary or final design engineering

- Equipment (single items costing $5,000 and above, as defined in Ecology's Yellow Book,[14] unless sponsor has written approval from OCB.
- Permitting

Project Initialization Grant Deliverables

The goal of the Project Initialization Grant phase is to develop projects that are supported by landowners and can be advanced to the project design stage. Expected deliverables from this grant include:

- At least one completed Site Assessment and Project Proposal (SAPP) form
- At least one signed landowner acknowledgement form
- A concept Basis of Design Report
- Data delivery, as agreed upon with the project sponsor

If no SAPP is delivered: The ASRP Steering Committee recognizes that priorities identified through the ASRP Prioritization and Sequencing and opportunities for project implementation on the ground may not align. Sponsors will be paid for their time in project development, but if the sponsor is unable to complete at least one SAPP form over the course of the project contract, they will be expected to brief the ASRP Steering Committee on the results of their project initialization efforts and discuss planned next steps. All Project Initialization Grants will have Ecology-specific contract reporting deliverables in addition to ASRP program requirements.

Project Initialization Grants do not guarantee that the resulting concepts will be included in the ASRP Steering Committee's Project Portfolio for funding. Sponsors may have multiple Project Initialization Grants active simultaneously. Sponsors are allowed to combine Local Strategy and Project Initialization grants for project development in a respective GSU(s) in order to increase project development efficiency.

Project Identification, Prioritization, and Development Pipeline

The combination of "Local Strategy" and "Project Initialization Grants" fund all the initial steps before advancing to funding requests for design and construction. This process is intended to result in developing projects for implementation that are feasible and address the limiting factors in the near-term priority area(s).

Both Local Strategy and Project Initialization Grants can be proposed throughout the biennium as new opportunities arise to develop projects that align with the ASRP's guidance. Both

[14] https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2301002.html

pathways require RITs and ASRP Steering Committee approval to receive funding but do not require a recommendation for funding from the Technical Review Team.

4.a.2 – Priority Projects: Experimental/Pilot Projects

Sponsors seeking funding for projects with an experimental element or relevant programmatic learning goal should contact the ASRP Program Manager in order to initiate coordination with the ASRP TAG.

4.b – ASRP Project Category: Opportunistic Projects

The ASRP Steering Committee has developed an opportunistic funding pathway to increase the program's ability to be responsive to emerging opportunities that are in alignment with ASRP goals. The total funding available for Opportunistic Projects is limited to 10 percent of the total project implementation budget, subject to Steering Committee discretion and funding availability. Project development is not eligible for funding through the opportunistic funding pathway.

Sponsors are eligible to receive either partial or full funding through the Opportunistic Project pathway, depending on the following criteria:

4.b.1 – Partial Funding

This funding category is to be "supplemental" to funding the sponsor has secured or applied for from other grant sources. Funding from other grant sources must be secured before ASRP funding can be obligated. Projects that meet the listed priorities below are eligible for up to 50 percent of project costs. These priorities are in order as follows:

- Project is within a mid- or long-term ASRP priority GSU and addresses one or more ASRP-identified limiting factors
- Project is not within any ASRP priority GSU but addresses the ASRP-identified limiting factors or provides substantial benefits to one or more ASRP indicator species.

4.b.2 – Full Project Funding

If the project is within any mid- or long-term ASRP priority GSU and addresses the identified ASRP limiting factors, then the project could be eligible for funding if it fits one or more of the following circumstances:

1. Protection opportunity:
    a. Must benefit one or more ASRP indicator species (See ASRP Prioritization and Sequencing Document)
2. Habitat restoration opportunity:

a. Must benefit one or more ASRP indicator species and address an Immediate-Priority Area and action type as identified in the 2019 ASRP Phase 1 document

4.b.3 – Opportunistic Project Proposal Review and Ranking

Opportunistic Projects submit the same application materials as Priority Projects and are reviewed sequentially by the RITs, TRT, and Steering Committee (Chapter 5). Unlike the Priority Projects, Opportunistic Projects are ranked and considered for funding periodically, approximately twice a year. Project ranking is determined using the following priorities:

1. Projects in mid/long-term priority areas with over 50 percent of the project's funding secured by the time of project start

2. Projects outside of any priority area (but benefiting limiting factor or ASRP indicator species or Immediate-Priority action) with over 50 percent of the project's funding secured

3. Projects seeking full funding

For Opportunistic Projects, the average of the technical reviewers' scores is used to rank projects on the Opportunistic Project List within each category (see Chapter 5: ASRP Technical Review).

A draft ranked list of Opportunistic Projects will be presented to the ASRP Steering Committee periodically for funding recommendations. If funding an Opportunistic Project would result in obligating over 10% of the ASRP implementation grant budget to Opportunistic Projects in aggregate, then that Opportunistic Project will be placed on a waitlist for future funding consideration. Projects on the Opportunistic Project waitlist could be considered for grant funding as more funding is made available to the ASRP, or if the ASRP Steering Committee elects to make additional funding available for Opportunistic Projects.

4.C – Priority and Opportunistic Projects: Acquisitions

Acquiring land and/or related rights (e.g., water rights) as either part of a Priority Project or an Opportunistic Project is conditionally eligible. The property must be permanently held for the project through a deed restriction, easement, or other approved mechanism. Landowners must be willing to participate; acquisitions involving eminent domain are not eligible.

For property owned by another public entity, a Memorandum of Understanding (MOU) is an acceptable alternative, as long as the document includes specific language to ensure the Sponsor has permission to do all necessary construction and ongoing operations and maintenance for the design life of the facility.

Land acquisition expenses, including property purchases, incurred prior to Priority Project approval are at the community's risk for non-reimbursement.

At this time OCB is drafting an OCB Acquisition Funding Guidance Manual. Until the OCB Acquisition Manual is complete, final decisions regarding land acquisitions, easements, or leases will be based on the Recreation and Conservation Office's (RCO) Acquisition Manual 3[15]. Due to the complex nature of projects that include land acquisition or easements, OCB strongly recommends contacting the ASRP Implementation Manager prior to submitting an application.

4.d – Priority and Opportunistic Projects: All Other Project Types

All other project types not otherwise detailed in this chapter, including but not limited to reach scale restoration, fish passage projects, invasive species removal, and amphibian focused projects, can be eligible for either Priority or Opportunistic Project funding. All other project types have the same application procedures and are evaluated using the same criteria as determined by the project category (Priority vs. Opportunistic Projects).

[15] https://rco.wa.gov/wp-content/uploads/2019/07/Manual3.pdf

Chapter 5: ASRP Project Funding Application and Review Process

As described in Chapter 4, the ASRP provides funding for a variety of project types within two main project categories - Near-Term Priority Projects and Opportunistic Projects. Table 2 summarizes the differences between the funding application process for these different project scopes and categories, which is further detailed in the following sections.

Table 2: Summary of ASRP Funding Application Requirements

	Priority Project Developments	Priority Project Design and Implementation Projects	Opportunistic Project Design and Implementation Projects
Pre-RIT Meeting Application Forms	Project Development Form	Project Opportunity Form	Project Opportunity Form
Post-RIT Meeting Application Forms	None	Site Assessment and Project Proposal (and associated attachments)	Site Assessment and Project Proposal (and associated attachments)
TRT Review	Not presented to TRT	Considered on a first come, first serve basis	Considered on a first come, first serve basis
ASRP Steering Committee Review	Considered on a first come, first serve basis	Considered on a first come, first serve basis	Presented periodically in a ranked list
Final Funding Decision	Under $500K: OCB Director Over $500K: CBB	Under $500K: OCB Director Over $500K: CBB	Under $500K: OCB Director Over $500K: CBB

The application form required depends on the type of funding that a sponsor plans to apply for, and the stage of application process the sponsor is engaged in. Sponsors unsure of which form to use should contact the ASRP Implementation Manager or their respective RIT lead. Sponsors are expected to participate in the monthly RITs meetings to receive application form and other relevant updates.

ASRP Project Review Process

ASRP project funding approval consists of a series of reviews and decisions by three to four separate reviewing bodies (figure 1). These bodies are, in order:

- Step 1: Regional Implementation Teams (all projects)

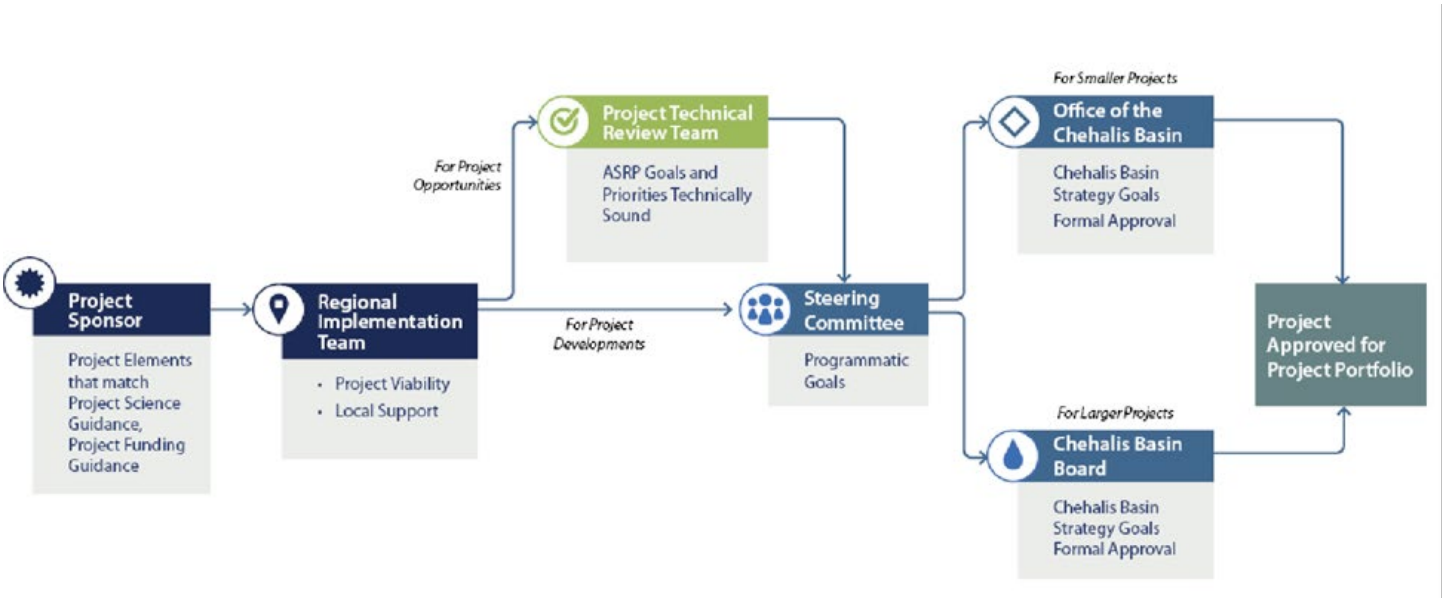
- Step 2: ASRP Technical Review Team (most projects with some exceptions, e.g., project developments and stand-alone acquisitions)
- Step 3: ASRP Steering Committee (all projects)
- Funding Decision:
- Office of Chehalis Basin (OCB) Director (All projects under $500k)
- Chehalis Basin Board (CBB) (All projects $500k or over)

At the end of each reviewing phase, the reviewing body will align on a recommendation for the project. These recommendations are typically one of the following:

- Request sponsor to re-submit project for funding consideration after making modifications to the project and/or application
- Request sponsor to re-submit project after consulting with another specific entity (for example, the ASRP TAG)
- Recommend that the project can proceed to the next reviewing or decision-making body (or receive ASRP funding, in the case of final funding decisions)

After the reviewing body agrees on a recommendation, the recommendation and any pertinent discussion items will be documented by ASRP staff and communicated to the Project Sponsor. Sponsors are expected to respond to all reviewer comments and questions before proceeding to the next stage of application review.

Figure 1: Flowchart of ASRP project review and funding approval



Funding Review Step 1: Presenting to the Regional Implementation Team (RITs)

The ASRP RITs typically meet monthly on a schedule set by the RIT Leads. There are three RIT Leads- each of which are members of a Conservation District (Grays Harbor, Thurston, and Lewis) and are responsible for one region of the Chehalis Basin (Lower, Middle, and Upper). The first step for all ASRP project applications is to submit an initial application form to the RIT Lead associated with the region (Lower, Middle, Upper) of the Chehalis Basin where the project is located at least one week prior to the next RITs meeting. The project sponsor will then prepare a slideshow presentation based on a template provided by the RIT Leads. The sponsor will have approximately 15-25 minutes to present their proposal and address any questions or comments from other meeting attendees.

The goal of this initial review step is to align project proposals with the ASRP funding guidance, project viability, and local support. This review step also allows RITs members to provide constructive feedback to the presenting sponsor.

After the project presentation, one representative from each present ASRP Sponsor organization associated with the same basin as the proposed project (e.g., ASRP Sponsors who work on projects in the Upper Basin will vote on projects located in the Upper Basin) will vote to confirm the RITs' collective feedback to the sponsor and the RITs' recommendation on whether the project should continue to the next step in the funding review process.

Funding Review Step 2: Evaluated by the ASRP Technical Review Team (TRT)

All design and implementation projects that are recommended by the RITs for funding consideration will be evaluated by the ASRP TRT for technical merit. The TRT consists of independent experts on aquatic species and their habitats, as well as appropriate restoration techniques, such as engineers, geomorphologists, and biologists.

To initiate TRT evaluation, project sponsors must address all comments raised by the RITs (as documented by ASRP staff) and can then submit the full suite of application materials as determined by the phase, scale, and scope of their project (see "Technical Expectations and Application Materials" below). TRT evaluation typically takes two to three weeks and is available on a continual, rolling basis.

Multiple TRT members will score each project using a standard rubric consisting of evaluation categories such as location, limiting factors, ecosystem and physical process, aquatic habitat enhancement and protection, climate change resilience, cost/benefit, and certainty of success. For Near-Term Priority projects, this score is used to guide TRT recommendations and comments to the project sponsor. For Opportunistic Projects, the average of the reviewers' scores is used to rank projects on the Opportunistic Project List (see Chapter 4, Opportunistic Projects). As with all review steps, the sponsor will have an opportunity to respond to TRT comments and modify their project proposal if needed.

Funding Review Step 3: Review by the ASRP Steering Committee

The ASRP Steering Committee reviews all ASRP funding requests for programmatic fit. The Steering Committee uses the two-meeting recommendation process described below:

1. At the first meeting, ASRP staff present a summary of the project to the Steering Committee. If the funding request is $500K or more, ASRP staff will request that the project sponsor be present at the meeting to address questions. Otherwise, ASRP staff will record feedback or questions from the Steering Committee and pass it on to the sponsor and will then present the response from the sponsor back to the Steering Committee at the subsequent meeting.

2. At the second meeting, the voting Steering Committee members will decide on a recommendation for the project by consensus. Project sponsors are not invited to attend the voting meetings.

If the Steering Committee recommends that the project receive funding, then the project funding request will move on to the body with delegated authority for final funding decisions (see Chapter 7).

Chapter 6: Project Components and Deliverables

Technical Expectations and Application Materials

While each project is unique, there are certain foundational requirements and analytical approaches common to the majority of restoration projects that will help ensure a smooth technical review and timely completion of deliverables. Sponsors are expected to meet the project design expectations below, if applicable to the project; failure to do so may result in implications for technical review at application.

Incorporate a Qualified Design Team

Restoration projects often require a designer or team with a balance of knowledge and experience in biology, civil engineering, geomorphology, and other technical fields. In most cases, the person or team completing the project design should include at least one licensed professional engineer with experience in designing restoration projects. A common way of securing a qualified design team is through a Request for Qualifications solicitation process A project with straightforward design and minimal sponsor liability concerns may not require a licensed professional engineer and people with applicable experience and technical knowledge may design the project.

Use a Standard Design Approach

A series of technical guidance documents have been developed through The Washington Department of Fish and Wildlife's Aquatic Habitat Guidelines program, including Stream Habitat Restoration Guidelines (2012)[16], Water Crossing Design Guidelines (2013) [17], Marine Shoreline Design Guidelines (2014)[18], and Incorporating Climate Change into the Design of Water Crossing Structures (2017)[19]. The Project Deliverables Table 3 below was derived from the standards in these guidance documents, and sponsors are encouraged to use these design resources in developing projects where applicable. Additionally, previously constructed ASRP projects also provide design approaches that can and should be consulted for subsequent projects with similar contexts.

Provide Analysis and Evaluation

Engineering design and technical evaluation must be focused on achieving the project's goals and objectives. Sponsors are encouraged to ensure that their data collection and analyses, planning, and design efforts are focused specifically on achieving the projects' goals and objectives (which must link to the ASRP goals and objectives for a respective GSU) throughout

[16] https://wdfw.wa.gov/sites/default/files/publications/01374/wdfw01374.pdf
[17] https://wdfw.wa.gov/publications/01501
[18]https://wdfw.wa.gov/sites/default/files/publications/01583/wdfw01583.pdf
[19] https://wdfw.wa.gov/publications/01867

the process. Consult chapters 4 and 5 of the Stream Habitat Restoration Guidelines (2012), which provide guidance on developing goals and objectives, restoration strategies, and designing and implementing restoration techniques.

Submit a Basis of Design Report

A Basis of Design Report is a typically required deliverable for ASRP-funded design stages and provides a record of the technical analyses and decisions that support the design. The report should provide the detail necessary to understand how a project meets its goals and objectives (which must link to the ASRP goals and objectives for a respective GSU). It should also include the geomorphic characteristics of the site and surrounding context, any site constraints, and provide a thorough explanation if the proposed design approach differs from restoration of the hydro-geomorphological processes appropriate for the reach. If relevant, the Basis of Design Report should provide a thorough explanation on any challenges the proposed design may have on allowing process-based restoration. The Project Deliverables Table below outlines report chapters or sections that follow the standard design development process. The level of completion and detail of each chapter are dependent upon the project itself and the design stages (conceptual, preliminary, final, field fit).

Design Milestones and Project Scoping

To ensure consistent technical standards and project documentation for the public record across all funded projects, planning and restoration projects follow four standard project development stages, as described below. Multiple design milestones may be completed within the scope of a single grant agreement or phased sequentially across multiple projects. For either approach, the sponsor must complete the deliverables of the previous milestone and obtain the approval of the ASRP Steering Committee before beginning work on the next stage. If the sponsor proposes to fund the design in separate sequential milestones, the completed deliverables from the previous milestone are required with the final application to fund the next phase.

Conceptual:

A conceptual design project involves the selection and high-level design of a preferred, site-specific alternative to achieve desired restoration outcomes that address one or more ASRP priorities, and ideally references all relevant Local Strategy reports or similar watershed planning resources. The conceptual design should be guided by specific desired objectives, collect adequate technical information to evaluate existing conditions and develop alternatives, and result in detailed drawings and a written report sufficient (e.g. - concept level basis of design) to explain and support the preferred alternative as well as guide the next stages of design. See the Project Deliverables Table and detailed deliverables descriptions below for more information about conceptual design requirements.

Preliminary Design

Preliminary design advances a site-specific alternative into a more detailed understanding and quantification of all the major project elements and results in design drawings and a Basis of Design Report that meet the qualifications for construction permit applications with state and federal agencies. This stage of design often involves engineering and hydraulic modeling. Of note, it is recommended that the sponsor coordinate with the ASRP TRT to review the preliminary design prior to applying for any permits to avoid needing to obtain permit modifications, costing the project additional time and money. See the Project Deliverables Table and detailed deliverables descriptions below for more information about preliminary design requirements.

Final Design

Final design incorporates technical comments from stakeholders, funders, and permitters into a stand-alone and comprehensive set of final drawings, an updated Basis of Design report, and technical specifications for project construction. The final design process must address and resolve all substantive issues raised in the permitting and stakeholder review process so that all stakeholders agree on the final plans. According to project complexity (e.g. - changing river conditions), final designs may need to be updated multiple times by project sponsors before and/or during implementation. See the Project Deliverables Table (Table 3) and detailed deliverables descriptions below for more information about final design requirements.

Project Deliverables Table

The table below outlines standard stages for site-specific restoration projects. This table specifies the deliverables required for each stage of project development and when each deliverable must be provided to Ecology.

Project Sponsors are encouraged to ask questions in advance about a particular design element and not assume an element can be left out. Exemptions should be confirmed with the ASRP Implementation Manager or ASRP Coordinator prior to submitting project application materials. The grant agreement ultimately will include the specific design deliverables required based on project type, application, local evaluation, recommendations received throughout the ASRP process, and the sponsor's experience. Definitions of each table element can be found in Appendix C.

Table 3: Project Deliverables as Determined by Project Scope and Phase

Project Deliverables		Project Development	Design-only (if over $500,000: confer with ASRP Implementation Manager or Coordinator prior to submitting application)	Design-Build and All Construction Projects Less Than $500,000	Design-Build $500,000 or greater	Implementation $500,000 or greater
1	Landowner Acknowledgement Form	N/A	Due prior to Steering Committee funding review	Due prior to Steering Committee funding review	Due prior to Steering Committee funding review	Due prior to Steering Committee funding review
2	Cultural Resources Compliance	May start after funded. Required before any potential ground disturbance	May start after funded. Required before any potential ground disturbance	Initiated upon grant receipt. Complete before disturbing ground	Initiated upon grant receipt. Complete before disturbing ground	Initiated upon grant receipt. Complete before disturbing ground
3a	Basis of Design Report: Introduction, Goals, and Objectives	N/A	All design milestones	All design milestones. Final due before implementation.	Concept due at application. Final due before implementation.	Preliminary due at application. Final due before implementation (unless completed in separate project).
3b	Basis of Design Report: Site Characterization	N/A	All design milestones.	All design milestones. Final due before implementation.	Concept due at application. Final due before implementation	Preliminary due at application. Final due before implementation (unless completed

						in separate project).
3c	Basis of Design Report: Feasibility and Alternatives Analysis and Selection	N/A	All design milestones.	All design milestones. Final due before implementation.	Concept due at application. Final due before implementation	Preliminary due at application. Final due before implementation (unless completed in separate project).
3d	Basis of Design Report: Cost Estimate	N/A	All design milestones.	Preliminary and final-required before implementation	Concept due at application. Final due before implementation	Preliminary due at application. Final due before implementation (unless completed in separate project).
3e	Basis of Design Report: Design Considerations, Evaluations, and Analyses	N/A	Preliminary and final design.	Preliminary and final-required before implementation	Concept due at application. Final due before implementation	Preliminary due at application. Final due before implementation (unless completed in separate project).
3f	Basis of Design Report: Permitter and Stakeholder Consultation	N/A	Preliminary and final design.	Preliminary and final-required before implementation	Concept due at application. Final due before implementation	Updates due before implementation

3g	Basis of Design Report: Appendices	N/A	Preliminary and final design.	Preliminary and final-required before implementation	Concept due at application. Final due before implementation	Preliminary due at application. Final due before implementation (unless completed in separate project).
3h	Completed Basis of Design Report		Each milestone (Concept, Preliminary, Final) must be approved by the ASRP Steering Committee before proceeding, subject to Steering Committee discretion	Each milestone (Concept, Preliminary, Final) must be approved by the ASRP Steering Committee before proceeding, subject to Steering Committee discretion	Each milestone (Concept, Preliminary, Final) must be approved by the ASRP Steering Committee before proceeding, subject to Steering Committee discretion	
4	Design Drawings* *each milestone (Concept, Preliminary, Final) must be approved before proceeding, subject to Steering Committee discretion	N/A	All design milestones. Final due by closing.	Preliminary and final-required project deliverable	Concept due at application. Final due before implementation	Preliminary due at application. Final due before implementation (unless completed in separate project).
5	Landownership Certification Form	N/A	Due before agreement	Due before agreement	Due before agreement	Due before agreement

6	Construction Permit Applications	N/A	Due at closing if included in project scope	Due before implementation	Due before implementation	Due before implementation
7	Construction Permit Receipt	N/A	Optional	Due before implementation	Due before implementation	Due before implementation
8	Construction Quantities	N/A	Preliminary and final design. Final due by closing.	Due before implementation	Due before implementation	Due before implementation
9	Final Design Technical Specifications	N/A	Due at closing	Due before implementation	Due before implementation	Due before implementation
10	Contract Bidding Documents and Conditions	N/A	Optional	Due before implementation (unless implemented by sponsor)	Due before implementation (unless implemented by sponsor)	Due before implementation (unless implemented by sponsor)
11	Landowner Agreement	N/A	Not applicable	Due before implementation if land not owned by sponsor	Due before implementation if land not owned by sponsor	Due before implementation if land not owned by sponsor
12	As-Built Drawings and Documentation	N/A	Not applicable	Due by closing	Due by closing	Due by closing
13	Stewardship Plan	N/A	Not applicable	Due by closing if land owned by sponsor	Due by closing if land owned by sponsor	Due by closing if land owned by sponsor

Application Materials:

Scope of Work (SOW)

OCB will provide a draft agreement template to the sponsor for completing and filing in the following information.

Following are our examples of what is expected for each project.

Scope of Work Form – Task 1 Grant Administration

Task Title: (auto filled)

Task Cost:

Task Description: (auto filled)

Task Goal Statement: (auto filled)

Task Expected Outcomes: (auto filled)

Recipient Task Coordinator: (char 100)

Deliverables:

Deliverable No.	Description	Due Date	Received?	EIM Study ID	EIM System Link	Latitude	Longitude (decimals)	Location Address
(auto filled)	(auto filled)	(textbox date)	(ECY Use Only)	(textbox)		(decimals)	(decimals)	(textbox 200 characters)

Scope of Work – For Project entry

(Include all tasks in sequential order that will be part of the Scope of Work for the project; start at Task 2.)

*Task No.:

*Task Title: (char 50)

*Expected Start Date:

*Expected Finish Date:

*Describe the work that will be billed to this task. (characters 3,500)

Deliverables Table

Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.

*Deliverables Description	*Deliverables Date	*Deliverables Budget
(textbox 200 characters)	(textbox date)	(textbox number)

Chapter 7: Final Funding Decisions

Funding Decisions

Final funding decisions will be made by the Chehalis Basin Board (CBB) or the Office of Chehalis Basin (OCB) Director, as determined by the delegated authority matrix described later in this section. The WDFW ASRP Implementation Manager will notify applicants of this funding decision:

- The project (proposal application) has been approved by the body with delegated authority and a formal notification of award of grant funds will be sent.
- The project (proposal application) has not been approved by the body with delegated authority and Ecology is not able to issue a grant award.

For projects that are selected for funding, the Project Management Team consists of an OCB Habitat and Restoration Planner and Project Specialist and the WDFW ASRP Implementation Manager.

The OCB Project Specialist will enter the final approved project in EAGL to develop a final funding agreement with Ecology.

Project initiation date through completion date must be realistic and validated based on sponsors' engineer estimates. A project agreement Effective Date is no earlier than the Board-approval date for each specific project. Following is a list of maximum allowable project lengths according to type of project.

- **Permitting, planning, and design-only projects**: Up to a maximum 2 years from the project effective date, and if needed, OCB-approved 1-year time extension.

- **Design-construct projects:** Up to a maximum 4 years from the project effective date, and if needed, OCB-approved 1-year time extension.

- **Construct-only projects:** Up to a maximum 3 years from the project effective date, and if needed, OCB-approved 1-year time extension.

Delegated Authority Matrix

The following authority matrix reflects current OCB practices for decision making regarding various typical situations. When multiple positions are identified as a signature/approving authority, this signifies these positions have additional delegated authority to approve referenced funding agreements. Atypical situations should follow the chain of command up to the OCB Director for consideration.

*On a limited number of funding agreements, multiple signatures will be required. In those circumstances OCB will note on the table below. These situations are restrictive, and all the people listed must sign off based on the delegated authority hierarchy.

ASRP proposed project over $500K	Chehalis Basin Board
ASRP proposed project under $500K	OCB Director

Cost Changes	
Grant Agreements and Amendments and IAA Contracts	**Approving Authority**
Approve ASRP project amendment cost increase requests over $500K, including additional funding requests to fully- or partially fund projects.	CBB
Approve ASRP project amendment cost increase requests under $500K, including additional funding requests to fully- or partially fund projects.	OCB Director
Requests for Project Budget adjustments between tasks over 10% of total project cost.	Project Management Team
Project Budget adjustments between tasks within an approved funding agreement that are less than 10% of the Total project cost.	Project Management Team
Sponsor Initiated project completion.	Project Management Team
Architecture and Engineering increases for more than 10% of original engineer's estimate.	Initially OCB Fiscal Manager w/ final approval by OCB Director, if required by Board policies
Reduce overall funding of a partially or fully funded project, if not constrained by the Board's funding designations.	Initially OCB Fiscal Manager w/ final approval by OCB Director, if required by Board policies

Project Scope Changes	
Grant Agreements and IAA Contracts	**Approving Authority**
Minor Scope Modifications–no cost change involved; projects purpose and goals remain the same.	Project Management Team
Addition of Task – add or remove	Project Management Team
Other major Scope and project Changes that do not meet the criteria above	OCB Fiscal Manager

Time Extensions	
Grant Agreements	**Approving Authority**
Time extension within the 3-year ASRP funding guidelines.	Project Management Team
Time extensions for 1 year beyond the 3-year ASRP funding guidelines.	OCB Fiscal Manager
IAA Contracts	**Approving Authority**
Time extension beyond biennial close June 30.	OCB Fiscal Manager

Invoices	
Grant Agreements and IAA Contracts	**Approving Authority**
Payment requests for ASRP Grant projects	OCB Project Specialist
Payment Requests for ASRP IAA Contracts	OCB Project Specialist

Chapter 8: Agreement

All Sponsors receiving a grant funding award through the Office of Chehalis Basin's (OCB) Aquatic Species Restoration financial assistance program must manage the grant award through Ecology's Administration of Grant and Loan (EAGL) web-based financial management system. To access the system Sponsors must first register through Secure Access Washington (SAW).

Secure Access Washington (SAW) Account

New SAW Account (external users)

If your organization already has a SAW account for other government services, do not create a new account to access EAGL.

You may not "share" a SAW account with another person or organization.

Go to Secure Access Washington[20] to create a SAW account, then follow the instructions below.

1. Create your SAW account and wait for a confirmation email.
2. Click the confirmation link in the email and log back into SAW.

Ecology Administration of Grants and Loans

EAGL is Ecology's online grant and loan system for applicants to submit and Recipients to manage grant applications, agreements, agreement deliverables, amendments, payment requests and progress reports, and closeout reports and documents.

After you have an established SAW account, follow this link for instructions on becoming a new EAGL user: Grants & Loans - Washington State Department of Ecology [21]

Once an applicant has been validated as a new user by Ecology's EAGL System Administrator, you will have access to EAGL.

Please refer to the EAGL External Users' Manual [22]for help with EAGL questions or troubleshooting. The manual is also located in the top right corner of the EAGL system, under My Training Materials.

[20] https://secureaccess.wa.gov/ecy/eagl
[21] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans
[22] https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html

ASRP Project Management Team

At the time of the grant funding award notification from WDFW's ASRP Implementation Manager, Ecology and WDFW assign a Project Management Team to each project receiving a funding offer. The Project Management Team consists of an OCB ASRP Planner and Project Specialist, and the WDFW ASRP Implementation Manager or Coordinator. The ASRP Project Management Team contacts the applicant within two weeks of the grant offer to schedule a time to discuss the funding offer and begin the process of developing a funding agreement. The ASRP Project Management Team works with the Project Sponsor to develop the final funding agreement based on the approved Budget and Scope of Work.

The Project Management Team uses information found in the funding proposal as the basis for developing the funding agreement. Funding agreements for clearly defined project proposals that include a detailed scope of work, measurable objectives and deliverables, and accurate budgets take less time to implement within EAGL. If the applicant makes significant changes to the scope of work after the award, OCB and WDFW may withdraw or modify a funding offer. To speed development and processing, much of the funding agreement language is boilerplate language and includes general terms and conditions and other conditions that are required by state or federal law.

OCB's Project Specialist reviews and assists the WDFW's ASRP Implementation Manager to finalize funding agreements within the terms of the approved Scope of Work and Budget.

OCB's Project Specialist is the primary contact for technical assistance and day-to-day questions. The ASRP Project Team will work closely with the Project Sponsor to resolve payment or eligibility issues if they arise. When in doubt, a project sponsor may contact any member of the Project Management Team for information.

Agreement Development

The ASRP Project Management Team uses information provided in the approved-funding proposal as the starting point for developing the funding agreement. The applicant and the ASRP Project Management Team will work together to ensure that the agreement has clear, quantifiable goals and deliverables, that all activities are eligible, and that all required language is provided in the agreement. They will also ensure all necessary designs, permits, and agreements are identified and secured and that cultural resource requirements have been, or will be, met.

Public Awareness

Sponsors must inform the public about the project and about Office of Chehalis Basin participation for the following:

- Any site-specific project that is accessible to the public must acknowledge state and federal participation by one of the following means:
    - Standard signage (appropriately sized and weather resistant).
    - Posters and wall signage in a public building or location.
    - Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of the new or improved facility.
    - Online signage placed on community website or social media outlet.
    - Press release.

All publications must include acknowledgment of state and federal participation. Ecology/OCB logos are available from OCB's Project Specialists for use on materials.

Agreement Finalized and Signed

Ecology utilizes a DocuSign process for final funding agreements and amendments. The Project Sponsor will work with the Project Management Team to finalize the agreement for official signatures. Once the agreement is signed by both the Sponsor and OCB Director, a fully executed original agreement is returned to the Project Sponsor. A PDF of the signed agreement is uploaded into EAGL by the OCB Project Specialist and the status is changed to "Agreement Executed."

Cultural Resources/Inadvertent Discovery Plan (IDP)

Washington Department of Fish and Wildlife (WDFW shall function as the lead agency for ensuring compliance with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act. ASRP grant Sponsors must work with WDFW staff to ensure that cultural resources review and consultation is completed in accordance with the applicable regulations. Cultural resources compliance must be demonstrated prior to conducting ground disturbance (demolition or construction) or acquisition. For acquisitions and planning projects, full grant reimbursement will be withheld until compliance is demonstrated.

In addition to all cultural resource review requirements mentioned above, the recipient is required to submit an Inadvertent Discovery Plan (IDP) prior to implementing any project that involves ground disturbing activities. A template is available on the Chehalis Basin Strategy website. The IDP must be on the project site, and available to all project staff, consultants, and volunteers, during ground disturbing activities. All project construction participants must know how to find and use the IDP in the case of a discovery.

Activities associated with archaeological and cultural resources are an eligible reimbursable cost subject to approval by your Ecology Project Manager. Any ground disturbing activities that occur prior to the submission of an IDP **will not** be eligible for reimbursement.

Chapter 9: Grant Management

Agreement

Tips for managing a grant agreement:

- Review the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL, also referred to as Ecology's Yellow Book. [23]This document establishes the administrative requirements for all grants administered by and through Ecology.
- Review the terms and conditions of the grant agreement before you begin.
- Communicate with your Project Specialist when deviating from a task's scope of work or budget, or if it appears you will either exceed or under spend the entire grant amount. (A substantial change to the scope of work or budget will automatically trigger a grant amendment.)
- Keep a calendar of all reporting deadlines with early reminders of important dates.
- If contracting for third-party services, follow the same scope of work and applicable budget. Recipients can find complete details about contracting for goods and services using Ecology's Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL.
- Review tutorials/trainings[24] for preparing payment requests, progress reports, and closeout reports.

Amendment

Formal amendment requests are required for time extensions, changes in Scope of Work, and Budget adjustments between Tasks that are more than 10% of Total Eligible Project Costs. Budget Task adjustments under 10% of Total Eligible Project costs do not require a formal amendment.

To initiate a formal Amendment, the Agreement must be in "Agreement Active" status. An Amendment can be initiated in EAGL by:

- Your organization's Authorized Official.

[23] https://apps.ecology.wa.gov/publications/SummaryPages/1401002.html
[24] https://ecology.wa.gov/about-us/payments-contracts-grants/grants-loans/grant-loan-guidance

- WDFW ASRP Implementation Manager
- OCB's Project Specialist.

The Sponsor Project Manager may request an amendment by contacting OCB's Project Specialist via email. The Sponsor's email request for an amendment must describe the type of amendment being requested, such as, time extension, modification of the scope of work, or budget redistribution, as well as the justification for the amendment request.

OCB's Project Specialist will notify the Sponsor of the decision to approve the amendment or not. Decisions will be made by the person or group as determined by the Delegated Authority Matrix.

Payment Requests/Progress Reports

All Ecology recipients of pass-through funding must register as a Statewide Payee through the Washington State Department of Enterprise Services (DES). DES issues all payments and maintains a central vendor file for Washington State Agency use to process vendor payments. Registration details can be located online at on the Vendor Payee Registration with OFM[25]

This registration process allows a Project Sponsor to sign up for direct deposit, also known as Electronic Fund Transfer (EFT), which reduces processing costs and payment delays. Or if a Sponsor already has a Statewide Vendor Number (starts with SWV) and are registered but want to change from a paper check to direct deposit or update bank account or contact information, this too can be done to make those changes.

If you have questions about the vendor registration process or setting up direct deposit payments, contact DES at the Payee Help Desk at (360) 407-8180 or Email: PayeeRegistration@ofm.wa.gov.

Incurring Eligible Costs

The effective date is the earliest date on which eligible costs may be incurred. The effective date cannot be prior to Delegated Authority (OCB Board or Director) funding approval date and is negotiated between the Project Sponsor and the Project Management Team during agreement development.

The Project Sponsor may incur project costs on and after the approval date by the Delegated Authority and before OCB's signature of the final agreement, but expenditures cannot be reimbursed until the agreement has been signed and fully executed by Ecology. While Sponsors can incur eligible costs before the agreement is signed, they do so at their own risk.

[25]https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration

Ecology pays out grant funds on a cost-reimbursement basis. This means a Sponsor must incur a cost or obligation before it is eligible for reimbursement. The definition of "date cost incurred" is the date the Sponsor receives the item, or date the service is performed.

Payment requests and progress reports may be submitted monthly and at a minimum quarterly basis.

Table 4: Progress Report Periods and Due Dates

Progress Report	**Reporting Period**	**Date Due**
First Quarter	July 1-September 30	October 31
Second Quarter	October 1-December 31	January 31
Third Quarter	January 1-March 31	April 30
Fourth Quarter	April 1-June 30	July 31

Requirements of Payment Request Back-up Documentation

All eligible costs claimed on the payment request must have supporting documentation uploaded into EAGL, such as:

- Copies of receipts.
- Copies of invoices.
- Timesheets and payroll records must include:
    - Monthly timesheets must be signed and dated by both the employee and the supervisor. Show hours worked on the project, broken out by task, date, and staff person.
    - Show the calculation of the hourly rate.
- Meeting and travel expenses, must include:
    - Record of Meeting Attendance.
    - If light refreshments are deemed appropriate, a Light Refreshments Approval Form will be requested and approved by OCB's Project Specialist prior to the event. An agenda of the event, and a roster of attendees must be submitted as back up documentation with the payment request.

- Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. All travel costs shall not exceed State travel rates. For Travel policies and per diem map, please visit the Office of Financial Management's travel reimbursement resource [26]site.

Please reference the administrative requirements set forth in the Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL to help guide eligible and ineligible costs.

Reporting on Task Progress

Ecology requires a progress report for each calendar quarter of the grant period, even if there are no expenses being claimed for the billing period. The progress report is submitted with each payment request.

A corresponding progress report must accompany each payment request and allows the Project Manager and Financial Manager to:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Learn how the project is proceeding.

Reporting on Outcomes

Data in progress reports will include essential task outcome information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of completion per task, summary of accomplishments for the reporting period.
- Description and reasons for any delays.
- Description and reasons for cost overruns.
- General comments.

More specifically, the ASRP requires progress reports to include any updates toward completion as stated in Appendix XX: ASRP Metric Deliverables.

Uploading Deliverables

[26] http://www.ofm.wa.gov/resources/travel.asp

Deliverables are uploaded to EAGL through the grant agreement known as the "parent document." Keep naming conventions short (For example, a Deliverable for Task 2.5 is uploaded with the name: D2.5). Grant Sponsors are additionally required to fill out any summary reporting forms requested by the ASRP.

Uploading Progress Report Information

Photos of project, volunteer events, or other items not specified as a deliverable in the agreement can be uploaded in the Progress Report uploads.

Equipment Purchases

Equipment purchases (as defined in ECY Yellow Book) are eligible for reimbursement if OCB's Project Management Team approved them in advance, or they are specified in the agreement.

Site Visits

OCB's Habitat and Restoration Planner and Project Specialist, in coordination with WDFW staff, may conduct (if applicable) one or more site visits, or use another verification method to document that work done on the project has been completed and carried out in accordance with the purpose and scope of the grant agreement.

Either the Sponsor or OCB's Habitat and Restoration Planner and Project Specialist may initiate a site visit at any time in coordination with WDFW staff.

At the end of the grant period, a site visit (if applicable due to project scope) will be required to close out the agreement and payout the final Progress Report/Payment Request (PRPR).

The EAGL site visit form is for OCB's Project Specialist to fill out only. The Sponsor is not required to fill this form out in EAGL.

Closeout Report Requirements

An EAGL Recipient (Sponsor) Closeout Report must accompany the final payment request. The final payment request, including the recipient closeout report, is due within 30 days of the end of the agreement to ensure payment. Final payment requests are payable contingent on receipt of the final products and deliverables of the grant agreement. The Recipient will need to ensure the final payment check box is checked when submitting the final payment.

A Recipient Closeout Report summarizes the entire task and its outcomes, and includes the following:

- The problem statement addressed by the grant.
- The purpose of each task.

- The task results and outcomes achieved.
- Any summary reports as determined by the project scope (see chapter 3)

Additionally, the report should include the final (completed) table found in Appendix C ASRP Metrics Deliverables

If a Sponsor mistakenly creates a closeout report, they can cancel it while it is still in the initiated status.

Upon completion of the project, unspent grant funds will be returned to Ecology for use on other ASRP eligible projects in the habitat category.

For detailed steps, please reference Chapter 21: “How to Initiate a Closeout Report” on page 63-65 of the Recipient’s User’s Manual, located in the EAGL system.

Ecology Closeout Report

An Ecology Closeout Report must be filled out by the OCB’s Project Specialist. The Project Specialist reviews and approves this report and then moves the agreement to Closeout/Termination.

Appendices

Appendix A: ASRP 2019 Phase 1 Legacy Immediate Priority Areas and Actions

IMMEDIATE-PRIORITY AREAS	IMMEDIATE-PRIORITY ACTIONS	PURPOSE
• Newaukum River forks • South Fork Chehalis River	Installation of beaver dam analogs	Improve floodplain connectivity and potential performance of spring-run Chinook salmon
• Areas with limited riparian buffers on south and/or west banks of the following: – South Fork Newaukum River – North Fork Newaukum River – Skookumchuck River	Implement riparian plantings with rapidly growing species (particularly cottonwood and willows)	Improve the performance of spring-run Chinook salmon by maintaining cooler temperatures in the rivers for a longer distance downstream
• Elk Creek • Chehalis River tidal surge plain • Humptulips River tidal areas • Cold-water locations in the East Fork Satsop and South Fork Newaukum rivers • Cold-water tributary confluences to the mainstem Chehalis River	Protection/acquisition of the following: – Highly functional habitats – Cold-water holding pools – Cold-water springs or other inflows – Groundwater recharge areas	Initiate protection strategy of ASRP by protecting the following: – Cold-water holding areas and inputs – High-functioning intact habitats
Managed forest locations with a single timber landowner	In-channel wood installation over several miles of stream	Quickly design and implement projects to provide instream habitat and complexity
Mainstem lower Chehalis River below Skookumchuck River	Design large-scale floodplain reconnection node projects	Provide refuge habitat

• Skookumchuck River • South Fork Newaukum River • North Fork Newaukum River (in lieu of South Fork Chehalis River) • Satsop River • Wynoochee River • Humptulips River • Black River	Cold-water holding pool enhancement (such as large wood to maintain and expand holding pools or riparian plantings)	Provide immediate instream holding habitat
	Design-ready reach-scale projects that will build on or expand benefits of previous restoration efforts	Further implement large, reach-scale projects and scale up the implementation of the ASRP, starting in highest-priority sub-basins
	Riparian plantings	Maintain cooler temperatures in the rivers for a longer distance downstream
	Removal of invasive species	Provide opportunity for riparian planting of native species
	Remove fish passage barriers	Remove highest-priority barriers in priority sub-basins to provide immediate upstream habitat access
	Project development	Perform landowner outreach and assessment to identify additional reach-scale project opportunities

Appendix B: Project Deliverables Table Descriptions

1. Landowner Acknowledgement Form

When a geographically designated, site-specific project is ready to move through the standard design process, all impacted landowners must be made aware of the project. Provide signed Landowner Acknowledgment Forms for all known and potentially impacted landowners. This requirement must be met before any milestone of design or construction; however, once a landowner has signed an acknowledgment form, new forms are not required at subsequent milestones of design or construction unless landownership has changed, or a substantial amount of time has passed between design milestones.

For more information on control and tenure documentation, see Section 3.

2. Cultural Resources Compliance

In accordance with the objectives outlined in the Memorandum of Agreement between the Washington Department of Ecology (Ecology) and Washington Department of Fish and Wildlife (WDFW), WDFW shall function as the lead agency for ensuring compliance with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act. ASRP grant recipients must work with WDFW staff to ensure that cultural resources review and consultation is completed in accordance with the applicable regulations. Cultural resources compliance must be demonstrated prior to conducting ground disturbance (demolition or construction) or acquisition. For acquisitions and planning projects, full grant reimbursement will be withheld until compliance is demonstrated.

For more information on cultural resources review, see Section 3.

3. Basis of Design Report

The Basis of Design Report is a detailed record of a project design process that accompanies visual plans and drawings. The following steps or chapters outline the full suite of information that should be considered and documented if appropriate for the project type. Pay most attention to ensuring the project provides the content outlined in these chapters, rather than adhering to the layout.

For certain project types, some of these requirements may not be applicable. Exemptions should be confirmed with the ASRP Implementation Manager or ASRP Coordinator prior to submitting project application materials.

3a. Introduction, Goals, and Objectives

The project introduction should include all the following:

- A clear explanation of the fundamental purpose of the project

- Description of the site-specific limiting factors for relevant ASRP focal, ASRP indicator (as listed in the ASRP prioritization and sequencing document), or Endangered Species Act-listed species

- The specific habitat restoration goals and objectives of the project.

Identifying goals and objectives for each project is a critical technical framework that demonstrates a project's certainty of success and benefits for all aquatic species. The goal of the project should be to remedy observed problems by addressing the problems' root causes.

Goals–Goals should articulate desired biological outcomes (i.e., desired future conditions) and what aquatic species, life stages, and/or seasonal needs will benefit from those outcomes.

Objectives–Objectives define the specific project outputs that will be produced to achieve the stated project goals. As described in the grant application, each objective should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Note that project objectives are not the same as work tasks in a project's scope of work.

Sponsors are encouraged to consult with experienced design professionals, the Technical Review Team, and grants managers to help frame clear goals and objectives for their projects.

3b. Site Characterization

A detailed characterization of the existing conditions relevant to project design, in the context of established goals and objectives. Sponsors are encouraged to reference applicable existing bases of designs conducted in the same watershed in order to reference duplication of work. The level of information will vary from project to project, but typically includes the following elements when available:

- A geomorphic summary of site, reach, and watershed conditions

    - Bank-full width, slope, substrate, floodplain utilization ratio, reference reach along with a location of where all this data was collected and why those reference locations were chosen

- Site history leading to the observed problems

- Biological and water quality factors as they relate to the project conditions

- Topographic, geomorphic, and vegetative survey information

- Surrounding habitat types and land uses

- Landowner and community expectations

- Water velocities, depths, and flow rates applicable to species and life stages being targeted by restoration practices
- Groundwater or hyporheic flow ranges
- Tidal elevation and ranges
- Site constraints, previous maintenance, and proposed maintenance that may present challenges to natural process-based restoration

3c. Feasibility and Alternatives Analysis, and Selection

A core element of the restoration planning process is the identification of multiple alternative approaches to meet the project's goals and objectives. This section should include identification, description, and evaluation of design alternatives considered to achieve the project goals and objectives culminating in selection of a preferred alternative.

Include a written comparison of each of the alternatives through a thorough evaluation process based on consistent criteria. Applicants are highly encouraged to include visual depictions (maps with design elements applied to the specific site) or typical-style drawings to show comparison of alternatives. When assessing alternatives, applicants should consider the following evaluation criteria, at a minimum:

- Connection to project goals and objectives
- Tangible benefit to all targeted species and life stages
- Stakeholder comments and community support
- Economic feasibility (appropriate cost-to-benefit ratio)
- Likelihood of success
- Ongoing maintenance requirements
- Project sustainability and resilience

Sponsors must clearly identify and justify selection of a preferred design alternative to achieve project objectives, which will form the basis of all subsequent design stages.

The ASRP Steering Committee may elect to request to review and approve the alternatives analysis before selecting the preferred alternative and starting preliminary design.

The preferred alternative should include a detailed written description of all proposed design elements. To meet conceptual design requirements, the preferred alternative should be depicted in an accurately scaled site plan view drawing of existing conditions and project

elements. Specifically, the drawings for the preferred alternative must include, at a minimum, the following:

- An area/location map
- Property boundaries and land ownership (either surveyed or approximated)
- Roads and other existing infrastructure
- Scale and north arrow
- Water bodies and direction of flow
- Bank-full width (freshwater), mean high water line (marine)
- Approximate location and appropriately scaled dimensions of proposed design elements

3d. Cost Estimate

The level of detail and accuracy of a cost estimate for construction is driven by the stage of design. Conceptual design-level construction cost estimates are rough calculations often not based on thorough quantification of all project costs but rather professional opinion of similar project costs. They are intended to be an initial estimate to inform evaluation of differences between project alternatives.

Preliminary-level design cost estimates should be the result of quantified costs derived from the design process to be further refined and updated at final design. Detail should include estimates of line items such as the following:

- Materials
- Contract labor costs
- Construction supervision
    - Including Cultural Resources and engineering oversight
- Special services such as surveys, materials testing, and geotechnical
- Contingency
- Sales taxes

3e. Design Considerations, Evaluations, and Analyses

This chapter outlines the specific design criteria that define the intent and expectations for each project element. Design criteria are specific, measurable attributes of project features that

clarify the purpose of each project element and articulate how each element will contribute to the project's overall goals and objectives. Include justification and documentation of design methods applied, including assumptions that facilitated the design. Provide a summary of data output and analysis of each technical assessment required to support the proposed design elements. Full data output should be referenced to an appendix.

3f. Permitter and Stakeholder Consultation

A description of regulatory and/or other public consultation activities. Review and address comments from agencies and other stakeholders in the Basis of Design Report, if comments were received. This section is optional based on proposed deliverables in the application or as outreach, feedback, and discussion with stakeholders occurs during the design process.

3g. Appendices

All raw data, computational data, model output, and other reports (geotechnical, hydraulic modeling, topographic survey, wetland delineation, etc.) must be included in the Basis of Design Report, either as appendices or incorporated into the Design Considerations and Analysis chapter (3e).

4. Design Drawings

The preparation of design drawings is key to completing a successful habitat restoration project. All design and restoration projects require design drawings in digital format (e.g., AutoCAD). Each drawing should be to scale, with the same vertical and horizontal scales on the drawings, when possible.

For the preferred alternative, minimum drawing requirements are the depiction of all elements of the project in sufficient detail to support project permitting and include at least the following:

- Existing site plan showing area/location map; property boundaries; landownership; road, utilities, or other infrastructure as appropriate; scale; north arrow; water bodies and direction of flow; and bank-full width or mean low and high water (marine waters).

- Project site plan view drawing(s) showing proposed actions overlaid on the site plan (above). The site plan should include all project elements including installation and removal of fill, wood, rock, culverts, and infrastructure; clearing and staging; dewatering, etc. Additional structural design details should be included as needed.

- Longitudinal profile and multiple cross-sections at important project locations showing ordinary high water and other water surface elevations relevant to the design (e.g., maximum design flow, tidal elevations, flood elevations),

- LiDAR (Light Detection and Ranging) Hillshade layer with location of all major project elements, if available.

Additional design drawings should be included where available for complex projects or projects with multiple features or multiple sites.

5. Landownership Certification Form

See Appendix E: Program Forms, for more information about the Landowner Certification Form.

6. Construction Permit Application

Provide permit applications to the Ecology grants manager or in a PRISM progress report. This step is optional at the final design phase because, for some sponsors, this step is more practical during the construction phase.

7. Construction Permit Receipts

Provide proof of permit receipt (e.g., copies of permits or permit numbers and issue dates) to the Ecology grants manager or in a PRISM progress report. This step is optional at the final design milestone because, for some sponsors, this step is more practical during the construction phase.

8. Construction Quantities

Quantified materials outlined on drawing plans or separately. The level of detail is dependent upon the design milestone but typically is provided initially at preliminary design and is refined at final design to ensure well developed bid packages.

9. Final Design Technical Specification

Support all work shown on project drawings with one or more technical specifications to further describe and/or control the work. The construction contractor should know about project materials, technical requirements, project elevations, permit requirements, or any other elements of the proposed project. Clear and detailed technical specifications reduce on-the-ground adjustments and changes that may deviate from the original project objectives.

10.Contract Bidding Documents and Conditions

If the sponsor's construction crew will build the project, then bidding documents and contract conditions are not required; however, the requirements for technical specifications and a detailed list of work items (above) still apply.

Bidding documents should include a bid form, definitions, a proposed agreement (to be between the sponsor and contractor), general conditions, special provisions, technical specifications, and the project drawings (usually bound separately).

Sponsors should select contractors using good business practices, which could include selective negotiations with known contractors, public advertisement for bidding, or competitive bidding using some combination of proposed price and contractor qualifications. The contractor selection process should be objective and defensible in case of contest and follow all applicable state and required federal procurement procedures.

11.Landowner Agreement

Landowner agreements are required for restoration projects on land that the sponsor does not own. See Appendix E: Program Forms for more information about the Landowner Agreement Form.

12.As-Built Drawings and Documentation

Document all changes made during construction. “As-built drawings” is the conventional term applied to project design drawings modified by the engineer after completion of construction to document the completed project. Prepare “as-built drawings” if changes were made to the final design during construction. Submit these drawings to the Ecology Project Specialist after project completion. Instead of the conventional “as-built drawings” described above, Ecology may allow the sponsor to submit the following as-built documentation:

- Original final designs (if no changes were made during construction)
- Original final designs with a list of change orders describing the construction changes
- A design memo from the engineer with notations on the final design/construction plans identifying the changed elements of the project with photograph points and photographs showing the project after construction

13.Stewardship Plan

If a sponsor completes a restoration project on land owned by someone else, a

ten-year stewardship plan must be completed before the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least ten years after completion. This is often part of the landowner agreement. Sponsors who implement projects on their own property must complete and submit a stewardship plan outlining the long-term maintenance plan of the correction. The sponsor may follow Ecology’s Restoration Stewardship Plan Template with recommendation components for this requirement.

Appendix C: ASRP Metric Deliverable

Project Metric	Proposed Value	Completed Value	Notes
Landowners Contacted			
Landowners Participating			
Floodplain acres restored and/or protected			
Miles of instream habitat restored			
Linear feet of geomorphic impediments removed			
Linear feet of side channels restored			
Acres of invasive species treated			
Acres of riparian plantings			
Acres of amphibian habitat restored and/or protected			
Miles of habitat access improved with barrier removal			