

Lower Columbia Fish Recovery Board
Small Grants Program
Program Guidelines

JANUARY 2019

The Lower Columbia Fish Recovery Board Program Manager is the point of contact for the Small Grants Program. Please use the contact information below for all communications:

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OVERVIEW

The 2019 Small Grants Program is conducted pursuant to two compensatory mitigation settlements that identified the Lower Columbia Fish Recovery Board (LCFRB) as the administrator of funds. These include:

1. A fund of \$25,000 to be used to directly restore or enhance aquatic focal species habitat along the shoreline of the lower Columbia River or its tributaries within Water Resource Inventory Areas (WRIAs) 25, 26 and/or 27; and,
2. A fund of \$27,000 to be used to directly restore or enhance aquatic focal species habitat within the mainstem North Fork Lewis River or its north-shore tributaries in Cowlitz County, downstream of Merwin Dam.

Both of these grant sources were provided through mitigation requirements associated with Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA) mitigation requirements. These HPAs specify the geographic area in which the mitigation funds can be expended, as depicted in Figure 1 and Figure 2. Please see Eligible Projects section below for a list of eligible project types and focal species.

Figure 1. Map of areas eligible for the \$25,000 fund within WRIAs 25, 26, & 27.

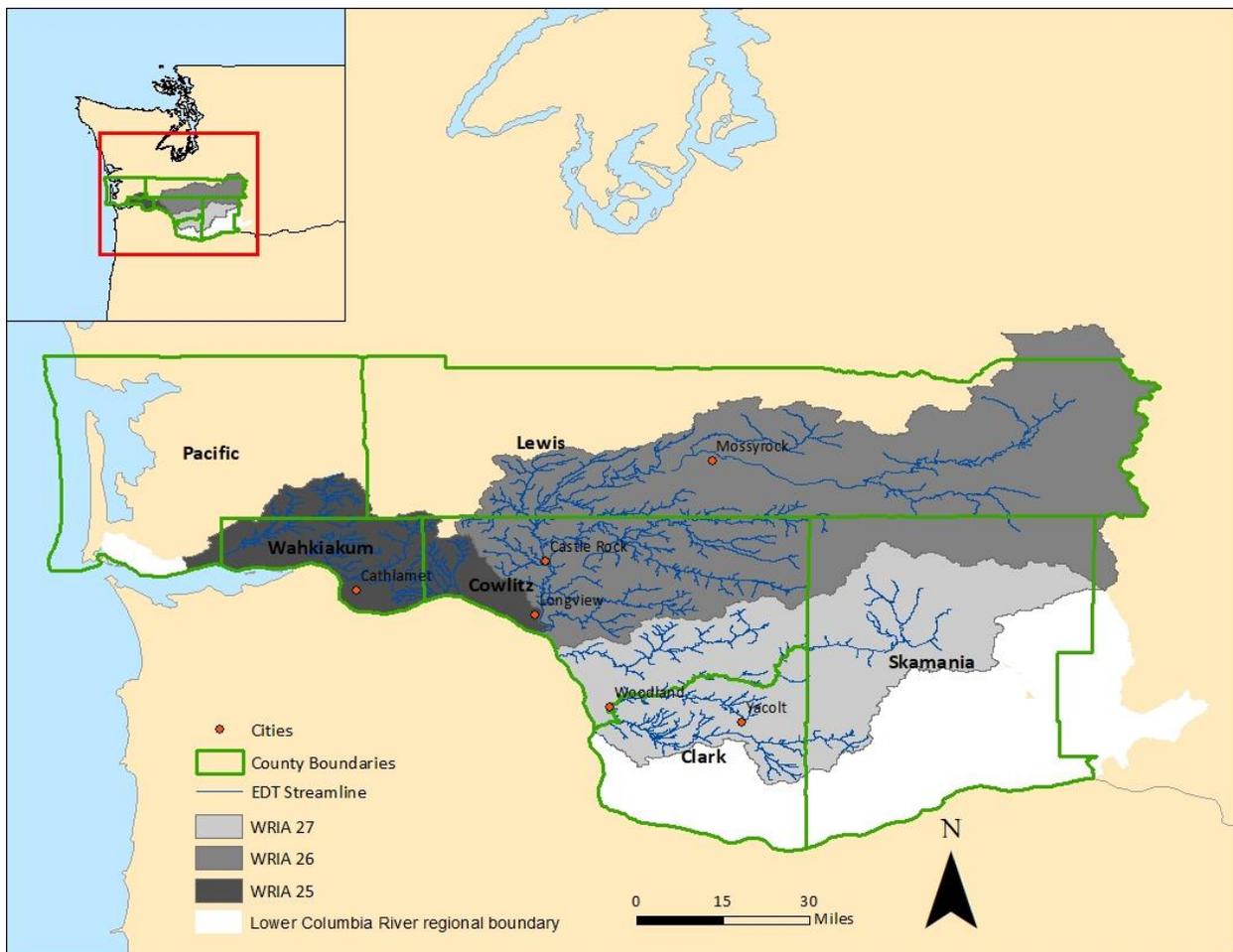
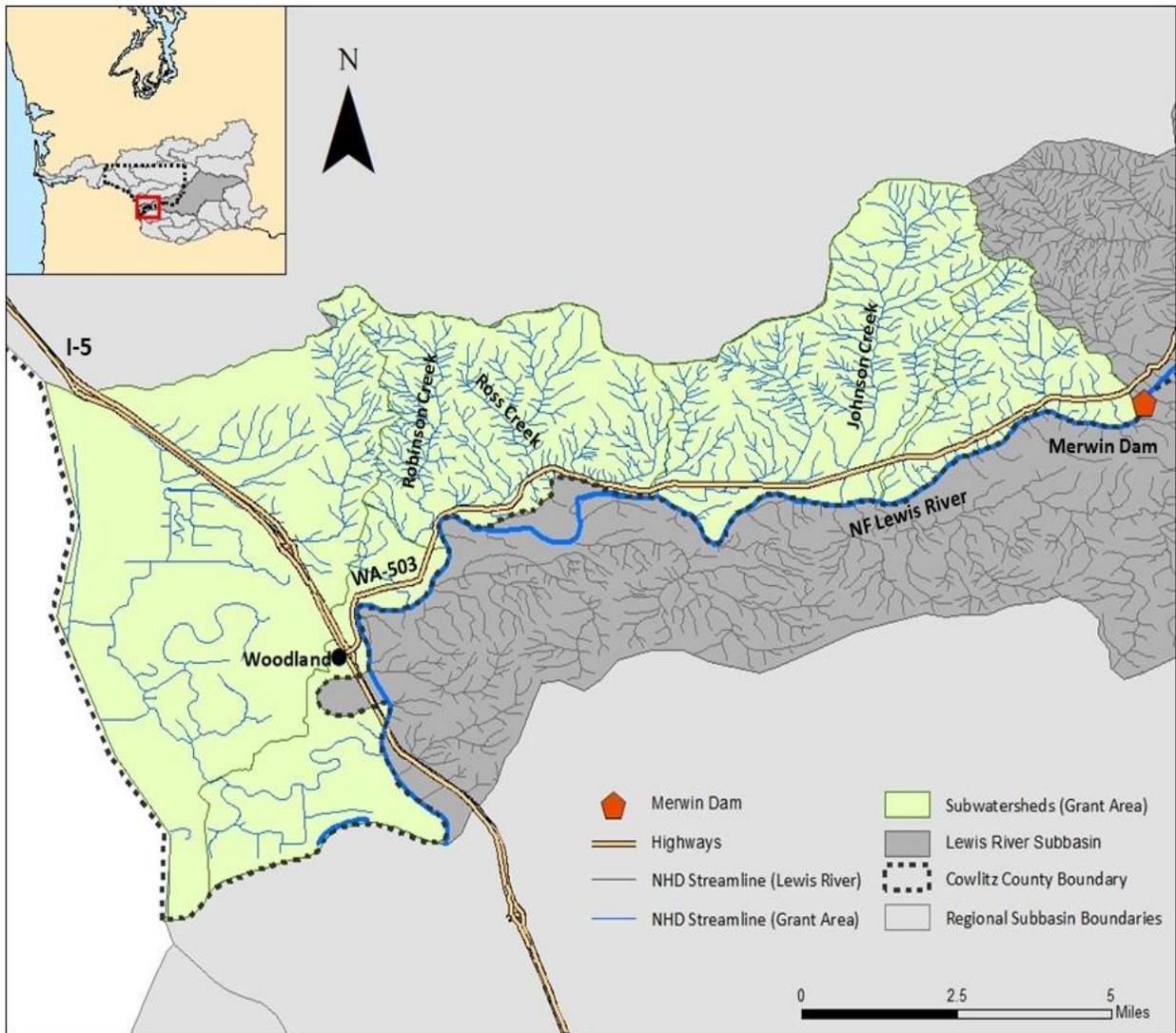


Figure 2. Map of area eligible for the \$27,000 fund within WRIA 27.



TIMELINE

Small Grants Program round is open	January 11, 2019
Applicant Informational Workshop (Webinar)	February 4, 2019
LCFRB Staff Meetings with Applicants	February 1 – March 1, 2019
Letter of Intent Deadline	March 1, 2019
Invitation to Submit Full Proposal	March 12, 2019
Full Proposal Deadline	April 4, 2019
Award Notification	April 19, 2019

PROGRAM GUIDANCE

- The grant round includes a two-step application process. The first step is to submit your Letter of Intent. The second step is to submit a full proposal, if invited by the LCFRB.
- Letters of Intent must be submitted to the LCFRB Program Manager by March 1, 2019.
- All proposals not meeting eligibility requirements will be disqualified and not accepted.
- Eligible applicants include non-profits, state or local agencies and organizations, and tribes.
- Leverage or matching funds are not required, but are encouraged.
- Planting projects require a minimum of 3 years of maintenance and applicants should plan for this maintenance period in their budgets. Monitoring and maintenance is an eligible expense.
- Project contracts will be for a period of performance of up to five years. When warranted, contract extensions will be considered on a case-by-case basis.
- Projects must comply with all laws and ordinances pertaining to the project, and be consistent with the Lower Columbia Salmon Recovery and Fish & Wildlife Subbasin Plan (Recovery Plan).
(<https://www.lcfrb.gen.wa.us/librarysalmonrecovery>)

ELIGIBLE PROJECTS

Eligible project types, for both funding sources in the 2019 Small Grants Program, include habitat restoration, monitoring and maintenance of proposed projects, and restoration designs. **Projects must address key habitat limiting factors affecting the following focal species identified in the Recovery Plan: salmon, steelhead, lamprey and/or cutthroat trout.** The following summarizes the focus for each of the fund sources.

1. The fund of \$25,000 is to be used to directly restore and/or enhance focal species habitat within the Columbia River (LCR) or its tributaries. Special consideration will be given to those proposals that directly benefit multiple focal species. Proposals should address one or more primary limiting factor described in Vol. II – Ch. A (Lower Columbia Mainstem and Estuary) and Vol. I Ch. 8 (Other Species) of the Recovery Plan.
2. The fund of \$27,000 is to be used to directly restore and/or enhance focal species habitat within the mainstem North Fork Lewis River or its north-shore tributaries in Cowlitz County, downstream of Merwin Dam. Special consideration will be given to those proposals that directly benefit multiple focal species. Proposals should address one or more limiting factors described in Vol. II – Ch. K (North Fork Lewis Subbasin) and Vol. I Ch. 8 (Other Species) of the Recovery Plan.

Contact the LCFRB Program Manager if you have questions about project eligibility.

APPLYING FOR A GRANT

APPLICANT WORKSHOP WEBINAR

LCFRB staff will conduct a workshop webinar early in the grant round to explain the application process and requirements, and answer process-related questions. Attendance is not required, but is strongly encouraged.

LETTER OF INTENT (LOI)

The Small Grants Program grant round begins with the submittal of a Letter of Intent (LOI) to the LCFRB. The LOI is due by 5 p.m. PST on March 1, 2019, emailed to the LCFRB Program Manager, or submitted in person to the LCFRB office in both hard copy and electronic format. LOIs will not be accepted if sent through the mail. LOIs must be no more than four pages in length and be submitted by the fiscal sponsor organization. The LOI should include the following:

- Total amount of funding requested with a list of expenses related to your request;
- Project description, the problem or challenge being addressed, how it benefits focal species and addresses identified limiting factors, and the expected outcomes of the project;
- List of partners and landowner(s) along with their written commitments to the project; and
- A map showing the full project area.

LOIs will be reviewed by LCFRB staff for project purpose and clarity, alignment with the funding source criteria, certainty of success, benefits to focal species, and cost considerations. Organizations with a strong LOI based on the above considerations will be invited to submit a full proposal. Full proposals are due by 5 p.m. PST on April 4, 2019. Applicants will be contacted if their proposal is not selected to move forward to full application.

FULL APPLICATION

Only applicants invited to submit applications will be considered.

Invited applicants will apply through SalmonPORT (<https://www.lowercolumbiasalmonrecovery.org>). If your organization has not applied for funding from LCFRB in the past, you will need to set up a new user account in SalmonPORT.

Invited applicants are required to meet with LCFRB staff prior to submitting their final application. A SalmonPORT project record must be initiated at least one day before the pre-proposal conference. Applicants need to complete the project summary, target species, project categories, project metrics and budget webpages. During the pre-proposal conference, the applicant must discuss their project ideas and concepts. LCFRB staff will advise the applicant on specific measures and recommendations to help ensure the application provides information needed for thorough evaluation of project benefits.

APPLICATION REQUIREMENTS

All applicants seeking grant funding *must* submit, in SalmonPORT, all required application materials by 5 p.m. PST on April 4, 2019. LCFRB staff is available to review draft applications prior to submission if requested by the applicant at least one week before submittal deadline. Staff will advise the applicant of any deficiencies prior to the submission deadline.

Application materials include the following and must be uploaded to SalmonPORT by the deadline:

- SalmonPORT project summary, target species, project categories, project metrics, team, permits & permissions, milestones, and budget webpages completed (*required*);
- Application narrative and answers to supplemental questions (*required*);
- Project photos in .jpg format (*required*) (a maximum of six);

- Project area map (*required*);
- For restoration proposals, applicants must provide current signed and dated Landowner Acknowledgement forms for all affected landowners (*required*);
- LCFRB detailed budget spreadsheet (*required*);
- Signed and dated partner contribution forms (*if applicable*);
- Project design drawings (plan view, profile and cross-section, as applicable) or other supporting information, drawn to scale (*required for restoration projects*). All property and ownership boundaries must be accurately depicted; and,
- For projects on Washington Department of Natural Resources (WDNR-owned lands, a DNR authorization form (*required*).

APPLICATION REVIEW

A Review Committee consisting of LCFRB staff, one or more members of the LCFRB Technical Advisory Committee (TAC), and WDFW staff, with demonstrated expertise related to the grant round focus, shall review and score each final project application. Members of the Review Committee will evaluate and rank project proposals based on clarity, certainty of success, benefits to focal species, and cost considerations. The Review Committee will provide their recommendations to the Executive Director for a final decision on funding priority. The Executive Director may also consider additional factors such as community support, economic impacts, and social and cultural issues. WDFW must concur in writing with the projects selected before the grant contract is awarded by LCFRB. The approved list and supporting documentation will be available to the public within 7 business days of the review committee meeting. Projects receiving awards shall be notified via email to the primary sponsor.

GRANT AWARD

The LCFRB will award funds, and contract directly with applicants on a reimbursable basis. There are two grant awards for this 2019 Small Grant Program round. A maximum of \$25,000 in grants will be awarded for projects within the Columbia River or its tributaries within Water Resources Inventory Areas (WRIAs) 25, 26, and/or 27 Cowlitz County. A maximum of \$27,000 will be awarded for projects within the mainstem North Fork Lewis River or its north-shore tributaries in Cowlitz County, downstream of Merwin Dam.

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