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**COWLITZ RESTORATION AND RECOVERY (CRR) FUND**

**HATCHERY-ASSOCIATED PRODUCTION PROJECT FUNDING**

**APPLICATION INSTRUCTIONS AND FORMS**

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| **All Applicants submit (required unless noted otherwise):** |
|  | **Application Form 1**, including: |
|  | * General Information
 |
|  | * Project Overview
 |
|  | * Funding Request
 |
|  | * Landowner Information and Authorization signature
 |
|  | * Signature Page
 |
|  | **Application Form 2:** Detailed Project Description |
|  | **Application Form 3**: Supplemental Questions |
|  | Maps |
|  | Drawings of the proposed improvement |
|  | Photos (optional) |
| **If you are a non-profit organization add:** |
|  | **Application Form 4**: Non-Profit Organization form |
|  | A copy of the non-profit’s Mission Statement |
|  | A copy of IRS letter granting non-profit status |
|  | A list of the Board of Directors |

**BACKGROUND**

The Cowlitz Restoration and Recovery (CRR) Fund is intended to support activities that will protect and promote recovery of listed species in lieu of construction and operation of volitional upstream passage facilities on the Upper Cowlitz River. The objective of the CRR program is to advance recovery of priority species as outlined in the Washington Lower Columbia Salmon Recovery and Fish and Wildlife Sub-basin Plan (LCFRB 2010).

The CRR Implementation Plan (January 2014) and the CRR Implementation Strategy (May 2017) have documented the Fisheries Technical Committee (FTC) decisions and priorities to guide the development of and eventual expenditures from the CRR Fund. The Cowlitz River Hydroelectric Project Settlement Agreement (SA) Article 3 describes the CRR fund establishment and SA Article 5 further provides general guidance regarding the expenditure of the CRR Fund on hatchery production. Specifically, SA Appendix A, Article 5 and the CRR Implementation Strategy identify funding of hatchery-associated production (HAP) projects aimed at reintroduction and recovery of listed species with a focus on Spring Chinook. Per SA Article 5 “hatchery production may be considered as part of the plan to expend the funds in the escrow account for the purposes of protection and promoting recovery of listed stocks.”

**ELIGIBLE PROJECT TYPES AND GUIDING PRINCIPLES**

In order to be eligible for the funding the projects must meet the following criteria:

* Projects support progress towards productivity and abundance targets for Tilton, Upper Cowlitz and Cispus Spring Chinook, Coho and Steelhead listed populations.
* Projects must have the sole intent of protecting and promoting recovery of listed stocks.
* Proposed efforts are consistent with Cowlitz FHMP and Conservation and Sustainable Fisheries Plan goals.
* Proposed efforts are consistent with HSRG principles and standards.
* Qualify under the project eligibility criteria as outlined in the CRR Implementation Strategy (2017).

The Implementation Strategy outlines the types of hatchery projects that can be considered for use of the CRR Fund including, but not limited to:

* Utilization of Remote Site Incubators (RSI) to address egg to emergence survival issues.
* Distribution of fry or fingerlings to colonize areas where adequate habitat exists, but is currently underutilized by anadromous salmonids.
* Acclimation of smolts to areas in the watershed where quality habitat exists but is underutilized, thereby expanding the geographic range of the natural origin population.
* Introduction of fish into areas where habitat restoration improvements have occurred or passage barriers have been addressed to ensure utilization of restored habitat.

The following projects are not eligible:

* The hatchery activities specifically required by other Cowlitz License Articles or Settlement Agreement (e.g., satellite rearing ponds).
* Projects with the sole intent to provide harvest.

The CRR Subcommittee developed the following Hatchery Associated Project Principles (October 2018) to establish more specific guidance for how the CRR fund can and cannot be used to support hatchery related projects.

1. **Design and operation of the hatchery associated projects should be consistent with natural processes and habitat restoration goals for the upper basin (LCFRB 2010).**
2. Proposed project design and installation of release or holding structures are:
	* consistent with natural processes and habitat restoration goals; and
	* can be operated with minimal, short-term maintenance or can be easily removed when project efforts are complete.
3. Preference will be given to projects paired or integrated with habitat restoration activities.
4. Projects should not impede natural fluvial processes, including routing of flow, sediment and large woody material.
5. **Hatchery associated projects have to support and be of low risk to the recovery of naturally spawning populations.**
6. Projects should be low risk to the genetic integrity of the wild population and applications must include an outline for which Hatchery Measures, per LCFRB 2010, Volume 1, Chapter 5.7.3, are applicable and how they will be adhered to.
7. Project should follow Hatchery Scientific Review Group (HSRG) guidelines and recommendations that were developed for Lower Columbia and Cowlitz basin hatchery projects.
8. Preference will be given to projects that propose minimal anthropogenic intervention.
9. **Proposed actions are short-term or phased projects and follow existing plans and documents.**
10. Proposed methods will produce an interim action towards the long term goal of creating locally adapted, native target populations in the upper basin.
11. Projects should be completed in 3-5 year increments.
12. Reintroduction methods of target species proposed do not confound ongoing fish passage and reintroduction activities managed by Tacoma Power and WDFW and LCPUD efforts.
13. Projects methods should emphasize natural production and life histories.
14. **Focus should be on projects that mitigate for the effects of not having a volitional upstream passage in place.**
15. Focus on reintroduction of fish into under-seeded areas to emphasize natural production.
16. Project will support existing activities and/or passage methods that would compensate for the delay, additional handling, unknown natal stream/basin, etc. associated with current non-volitional adult passage practices.
17. **Projects should have a prudent investment of resources**
18. Project should have a high benefit to cost ratio. Although not required, projects should include matching funds. Project should use cost-saving partnerships, technologies, innovation and techniques.
19. Project should have a high certainty of success. Sponsor demonstrates proven track record of successful past projects or concepts.

**PROJECT EVALUTION**

HAP Projects must meet CRR program criteria as established in the CRR Implementation Plan (2014) and CRR Implementation Strategy. HAP Projects that meet eligibility criteria will be reviewed by a technical committee to evaluate: benefits to fish (population/strategy), technical feasibility, and cost benefit. Projects that are recommended for funding will be further evaluated by the FTC based on fit to CRR Program priorities, HAP guiding principles, and how well projects are informed by or consistent with guiding documents identified by the FTC. The FTC will make funding requests to Tacoma Power, which will make final funding determinations and ultimately contract with successful project sponsors to implement the proposal.

CRR awards are administered and contracted through Tacoma Power. Tacoma Power will notify applicants about the funding status for their project, and distribute administration and contract information at that time. The contract will include details including requirements for implementation oversight and monitoring. Please contact Tacoma Power for additional information to discuss any award concerns.

**APPLICATION INSTRUCTIONS**

**Please read all information to ensure the proposed project meets all criteria.**

**Obtaining and Submitting an Application**

1. Obtain an application or answers to questions from Melora Shelton at:
	* 1. Phone at: 253.441.4994
		2. In writing to: Melora Shelton, Natural Resources,

 Tacoma Power,

 3628 S. 35th St., Tacoma, WA 98409-3192

Email request to mshelton@cityoftacoma.org

* + 1. Download this information packet and the application forms at [MyTPU.org/CRR](file:///%5C%5Cfs109%5CNaturalResources%5CCowlitz%20Project%5CHabitat%20Program%5CArticle%203%20CRR%5CCRR%20applicant%20info%20development%5Chatchery%20related%20grants%5CMyTPU.org%5CCRR)
1. Keep a copy of your application for your records.
2. Do not fax or mail applications.
3. Submit letter of intent and application by e-mail to: mshelton@cityoftacoma.org

**Due Dates and Process Overview**

*Letters of intent (required) due May 17, 2019*

Tacoma encourages proponents to coordinate regarding eligibility and program priorities prior to submitting draft applications. At minimum, it is requested that the proponents submit a Letter of intent describing their project concept, location, goals, and objectives.

*Draft applications (required) due June 14, 2019*

Draft applications are required to provide the details of the project and confirm project eligibility. Applicants will also receive initial feedback before finalizing their proposals.

*Final applications (required) due July 12, 2019*

Final applications should illustrate where applicants have incorporated feedback from initial review.

The technical team will coordinate with applicants on specific questions throughout the draft and final review process. The technical team may request site visits, presentations, or question and answer sessions with project proponents, to be coordinate as needed.

Funding decisions are anticipated in the fall of 2019.

**Application format**

1. Applications should be emailed. Handwritten materials may be scanned and submitted. Type or print clearly in black ink on a page with 1” margins.
2. The font should be at least 11 point.
3. Maps or photos that exceed 11”x17” will not be accepted.
4. Drawings should be in .pdf format.

**Sections of the Application**

The application consists of several application forms depending on the type of applicant. A complete application also requires maps, drawings and optional photos.

**Application Form 1** (4 pages, required)

**General Information**

* *Project Name* includes descriptive information about the project location and target species, i.e. **Upper Cowlitz RM 386 Spring Chinook Remote Site Incubators**.
* *Proponent Organization Name and Contact person*: Includes the full name of the organization or agency and a contact person authorized to submit an application and communicate with Tacoma Power.

**Application Form 1** (required)

**Project Overview**

*Project Overview* is a brief overview of the proposal (1 page maximum). Provide additional detail a detailed project description (Form 2) and answers to the supplemental questions (Form 3) that follow in the next section. The overview should be no more than one page. See Form 1 for information to include in the overview.

**Funding Request**

* A funding request requires the applicant to ask for a specific amount of money from Tacoma Power and to describe broad cost components such as planning, materials, labor costs, materials, administration, etc.
* If other “match” funding is being used to complement Tacoma Power funding it must also be described. Match may include cash or in-kind contributions such as labor. If additional funding has not been secured, explain how this project can be scaled or phased if you only receive CRR funds.
* Cost components should be for the entire project, identifying what parts this grant will be used for.

**Landowner Permission**

If the project is proposed on lands owned by someone other than the applicant’s organization, then a Landowner Permission Form is required.

In the application, initial consent is demonstrated by the landowner’s signature indicating that the proposed project can be constructed on their property, if funded. In addition, the landowner acknowledges, by their signature, that if the project is funded they will work with the applicant and Tacoma Power to craft a Cooperative Agreement that describes maintenance responsibilities and liability for the life of the project.

**Signature Page(s)**

* An authorized representative from the applicant’s organization must sign and date the application.
* The signature page can be submitted by email by the deadline but the original signature page should be mailed at the same time.

**Application Form 2: Detailed Project Description (Required)**

Provide a detailed project description with enough information to establish consistency with HAP project requirements, and to support review for benefits to fish and technical feasibility. See Form 2 for information to include in the detailed project description.

**Application Form 3: HAP Supplemental Questions** (required)

The HAP Supplemental Questions will inform how well this project meets CRR Program priorities including HAP Project guiding principles and responsiveness to guiding recovery documents. Applicant responses to these questions, as well as other areas of this application, will be used to support review for eligibility and also fit with CRR Program priorities.

**Application Form 4: Non-profit Organization** (required only for non-profit organization applicants)

* Only non-profit groups need to fill out this form.
* Non-profit organizations must provide proof of their current IRS non-profit status, their Mission Statement, and a list of their current board of directors and board members.
* A copy of a resolution supporting the application is encouraged, but is not required unless the project is chosen for funding.

**Maps (required)**

Several maps are required and must provide the following information:

* A regional map showing the location of the project in relationship to other areas in the Cowlitz River basin. This map should show major roads, water bodies and towns.
* A site location map should show the project location and surrounding areas in a radius of about one mile. Enough detail should allow a user to find the location of the property. This map should identify the project in relation to the parcel ownership lines, any important neighboring property owners, rivers, streams, lakes or wetlands, and any private or unimproved roads necessary to access the project. A useful source is the Lewis County WebMap available at the Lewis County website under Interactive Maps <http://maps.lewiscountywa.gov/topic/interactive-maps/>
* The location of proposed improvements must be drawn to scale with labels so that evaluators can find the approximate project site on the ground. This can be done on an aerial photo such as Google Earth, the Lewis County WebMap’s aerial photos or hand-drawn. This map does not have to be a legal survey, but should show approximate property lines. Contour lines should be present at no greater than 2’ intervals.

**Drawings (required)**

Applicants are required to provide drawings with sufficient detail to evaluate the project and also identify potential impacts. Drawings should illustrate project concepts and also support technical review.

Drawings should be in plan-view at site scale, and include project boundaries, existing infrastructure, scale, north arrow, water bodies and flow directions, approximate bankfull width, approximate locations and dimensions of proposed elements, and approximate location and dimensions of any proposed grading and excavation. Drawings may be on aerial or elevation base layers. It may be necessary to include two drawings, one with existing condition and one overlaying the proposed condition on the existing condition, depending on the amount of activity shown. Hydraulic grade approximations are extremely beneficial for evaluating projects.

Final engineering drawings are required for construction projects that are funded. For some projects that do not rely on structures, permit -level drawings (typically 30 percent design) may be sufficient for final drawings. Final drawings are not required at the time of application.

**Photos and other Graphics (optional)**

* Photos are not required but are encouraged to show the site location both from the ground, and if available, in an aerial photo. Aerial photos are available for most parcels from the Lewis County website and from Google Earth.
* The photos must be labeled.
* If the photo is of a similar project installed elsewhere, it should be noted on the photo.
* Other types of drawings or conceptual graphics can be submitted.

**Tacoma Power CRR Fund**

**Hatchery-Associated Production Project Application**

**Form 1 – Applicant and Project Information**

**GENERAL INFORMATION**

Date:

**PROJECT OVERVIEW** (1 page maximum)

**Project Proponent mailing address**

City/Town: State: Zip:

Telephone:

Email:

Website:

**Proponent organization type (check one):**

[ ] Conservation group registered as a non-profit [ ] Native American Tribe

[ ] Regional fisheries enhancement group [ ] Conservation District

[ ] Local and state governmental entity [ ] Federal agency

[ ] Other (describe)

Proponent (organization):

Project name:

**Contact person**

Contact person name:

Address if different from organization;

City/Town: State: Zip:

Day phone: Cell phone: Evening phone:

Email:

**FUNDING REQUEST**

Provide an overview of the project, including a general description with location, focus listed species and population, goals and measureable objectives, and proposed timeline and duration of activities, addressing both construction and operation. Use Form 2 for detailed proposal description.

|  |
| --- |
| How much funding are you requesting from the Tacoma Power CRR fund? |
|  |
| How much are your requesting from other sources (repeat if necessary) |
| Source:Cash:In-kind (description and value in $): |
| What is the status and timeline for obtaining funds from other sources? |
|  |
| Total estimated project cost ($ amount, grant + in-kind + match) |
|  |
| Explain how this project can be scaled or phased if your project only receives CRR funds. |
|  |

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| --- |
| Describe cost components on the table below such as permits, planning, construction, equipment costs, contracting, vegetation restoration, administration, mileage, inspection, documentation, surveying, etc. Include all costs funded from all sources. Add rows if necessary. |
| **Item description** | **Cost** |
|  |  |
|  |  |
|  |  |
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|  |  |

**LANDOWNER INFORMATION**

Name of landowner where project is proposed:

Address:

City/town: State: Zip:

Parcel number: Legal description:

[ ] Fee title [ ] Easement

Is the land open to the public? [ ] Yes [ ] No

Are there public roads to the site? [ ] Yes [ ] No

Are there any restrictions on public use and access? [ ] Yes [ ] No

Explain

**Landowner authorization**

I hereby acknowledge I am the owner of the aforementioned land and I support the proposal described herein. I certify the property is open to the public. If this proposal is funded, I allow the described project to proceed. I understand any maintenance and liability of funded structures will be described in a Cooperative Agreement to be developed. I hereby authorize Tacoma Power and its agents and committee members to enter onto the property for inspection prior to any funding decision.

Name(s) (Print): Representing:

**Signature(s): Date:**

**SIGNATURE PAGE**

Tacoma Power is hereby requested to review and consider this application for grant funding for the project described in this application and named below. This application follows the guidelines supplied by Tacoma Power. I/we certify that to the best of my/our knowledge, the information herein is true and correct. Should this proposal be funded, I/we agree to furnish any additional information necessary to execute a Project Agreement upon request by Tacoma Power. I/we are aware the aforementioned project, if funded, is paid on a reimbursement basis. I/we agree that any additional resources required to complete the project herein is my/our responsibility and agree that the project will be completed as described. Tacoma Power has authorization to take photos of the project and use them in any non-commercial fashion. By signing this document the applicant agrees that decisions by Tacoma Power, including, but not limited to its compliance with the requirements of this program, are solely at the discretion of Tacoma Power, and a decision concerning the content of an application and the granting or denial of a grant is deemed conclusive.

Organization name:

Address:

City/Town: State: Zip:

**Authorized Representative**

**Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tacoma Power CRR Fund
Hatchery-Associated Production Project Application**

**Form 2 – Detailed Project Description**

(Please edit directly in this document, no page limit)

Date:

Project name:

Proponent (organization):

|  |
| --- |
| Please provide a detailed description of your project that will establish consistency with HAP project requirements, and support review for benefits to fish and technical feasibility. Include information such as brood stock, water source, permit requirement, fisheries managers approval requirements, and others as relevant for your proposal. Address how your project meets or exceeds modern aquaculture guidelines and requirements in terms of fish or eggs transport, handling, incubation, rearing and/or release (as applicable), and provide supporting references for project methods and criteria basis. Additional details may be requested during the review process. You may submit supporting information (e.g., additional figures, maps, or tables) as attachments to the Project Description.  |
|  |

**Tacoma Power CRR Fund**

**Hatchery-Associated Production Project Application**

**Form 3 – HAP Supplemental Questions**

(Please edit directly in this document or attach responses to this form)

Date:

Project name:

Proponent (organization):

|  |
| --- |
| **CRR Program Project Priorities**Describe how this project meets the following CRR Program priorities (answer all that apply): |
| Directly benefits Upper Cowlitz and/or Cispus spring Chinook populations |
|  |
| Directly benefits Upper Cowlitz and/or Cispus steelhead and coho populations |
|  |
| Directly benefits Tilton salmon and steelhead and/or Upper Cowlitz fall Chinook listed populations  |
|  |
| Directly benefits lower basin listed salmon and steelhead populations  |
|  |

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| --- |
| **HAP Project Guiding Principles**The Program Guiding Principles are summarized in question form below. Please review and consider the full content of those Principles (see Application Background) in your responses. |
| 1. How is the project design and operation consistent with natural processes and habitat restoration goals for the upper Cowlitz River basin (upstream of Mayfield Dam)?  |
|  |
| 2. How does the project support, while being of low risk to, recovery of naturally spawning populations? |
|  |
| 3. Describe the duration and/or phasing proposed for the project and how it follows existing plans and documents. |
|  |
| 4. How does the project mitigate for the effects of not having volitional upstream passage in place? |
|  |
| 5. How is this project a prudent investment of resources? Describe benefit to cost ratio and cost saving measures? |
|  |

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| **Consistency with Guiding Documents** (document links also available at [MyTPU.org/CRR](file:///%5C%5Cfs109%5CNaturalResources%5CCowlitz%20Project%5CHabitat%20Program%5CArticle%203%20CRR%5CCRR%20applicant%20info%20development%5Chatchery%20related%20grants%5CMyTPU.org%5CCRR)) |
| How does is this project consistent with or informed by the [Lower Columbia Salmon Recovery Plan](https://www.lcfrb.gen.wa.us/librarysalmonrecovery) (LCFRB 2010) and [Conservation and Sustainable Fisheries Plan](https://www.lcfrb.gen.wa.us/hatcheryharvest) (LCFRB and WDFW 2016)? |
|  |
| How is this project consistent with or informed by the [Fisheries and Hatchery Management Plan](https://www.mytpu.org/tacomapower/about-tacoma-power/dams-power-sources/hydro-power/licensing/cowlitz-licensing/cowlitz-license-documents/cowlitz-fisheries-committee.htm) (Tacoma Power 2011, updates in progress)? |
|  |

|  |
| --- |
| **Additional Questions** |
| How does this project assist in or support gaining further community support for restoration and reintroduction generally in the upper Cowlitz basin? |
|  |
| Does this project integrate with specific habitat restoration and/or enhancement efforts? If so, describe how. |
|  |
| How will this project be operated? Describe operating and maintenance procedures, short and long term schedules, staffing requirements and anticipated challenges. |
|  |
| Describe efforts to restore the site once project operations have been completed. |
|  |

**Tacoma Power CRR Fund
Hatchery-Associated Production Project Application
Form 4 – Non-Profit Organizations**

(Only fill out for non-profit organizations)

Date

Project name

Proponent (organization):

Enter the name of the organization as shown on IRS documents. Attach a copy of the Internal Revenue Service letter granting non-profit status as a 501 (c) (3) or a 501 (c) (4) organization. Attach a copy of the Mission Statement or equivalent showing the organization’s primary mission is the protection and enhancement of natural/cultural resources, tourism and/or outdoor recreational opportunities. Provide a list of current board of directors.

Name of organization as shown on IRS letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the IRS letter attached? [ ] Yes [ ] No

Is the list of the current board of directors attached? [ ] Yes [ ] No

Is the mission statement or equivalent attached? [ ] Yes [ ] No

Is the mission related primarily to natural/cultural resources, [ ] Yes [ ] No

tourism or outdoor recreation?

Does your organization have members in Lewis or [ ] Yes [ ] No

Cowlitz counties?