



## Cowlitz Restoration and Recovery Program

### 2024 Application Manual for Hatchery-Associated Production Project Grants

#### Background

The Cowlitz Recovery and Restoration (CRR) Fund was established and approved by the Federal Energy Regulatory Commission (FERC) in 2019 as a grant program to fund hatchery-associated production (HAP) and habitat projects in the Cowlitz watershed in lieu of upstream volitional fish passage through the Cowlitz Hydroelectric Project. Project awards are funded by Tacoma Power's dedicated CRR Program Fund. The fund was established with \$15,000,000 in 2008 and is interest bearing. As described in the CRR Implementation Plan (Tacoma Power 2014), the CRR Program shall be used for the purposes of protecting and promoting the recovery of Endangered Species Act (ESA)-listed upper Cowlitz basin salmonid stocks. Funded projects must be located in the Cowlitz River basin upstream of the mouth of the Toutle River. This includes the mainstem Cowlitz River, river mouths of the tributaries below Mayfield Dam, and the entire basin upstream of Mayfield Dam, consistent with the purposes of the fund. Figure 1 below shows the CRR focus area and priority watersheds.

Program funds are for HAP and habitat projects meeting specific criteria. There will be an entirely separate application and review process for habitat projects that is administered by the Lower Columbia Fish Recovery Board as part of their annual Salmon Recovery grant round. The Tacoma Power and the LCFRB will bring recommended projects to the Cowlitz Fisheries Technical Committee (FTC) for funding determinations.

Tacoma Power plans to expend the entire CRR fund on projects before the FERC license expires in 2037 and will make available up to \$3,000,000 per biennium for CRR grant awards. This funding may be distributed between both habitat projects and HAP projects.

Applicants should refer to the CRR Program Implementation Strategy (Tacoma Power 2024) for more information on the CRR Program. Additional information on the CRR Program in general and the HAP program specifically are available at the Tacoma Power CRR website, [mytpu.org/CRR](https://mytpu.org/CRR). Tacoma Power staff will be available for program assistance. Contact information is available in Appendix A and on the CRR website.

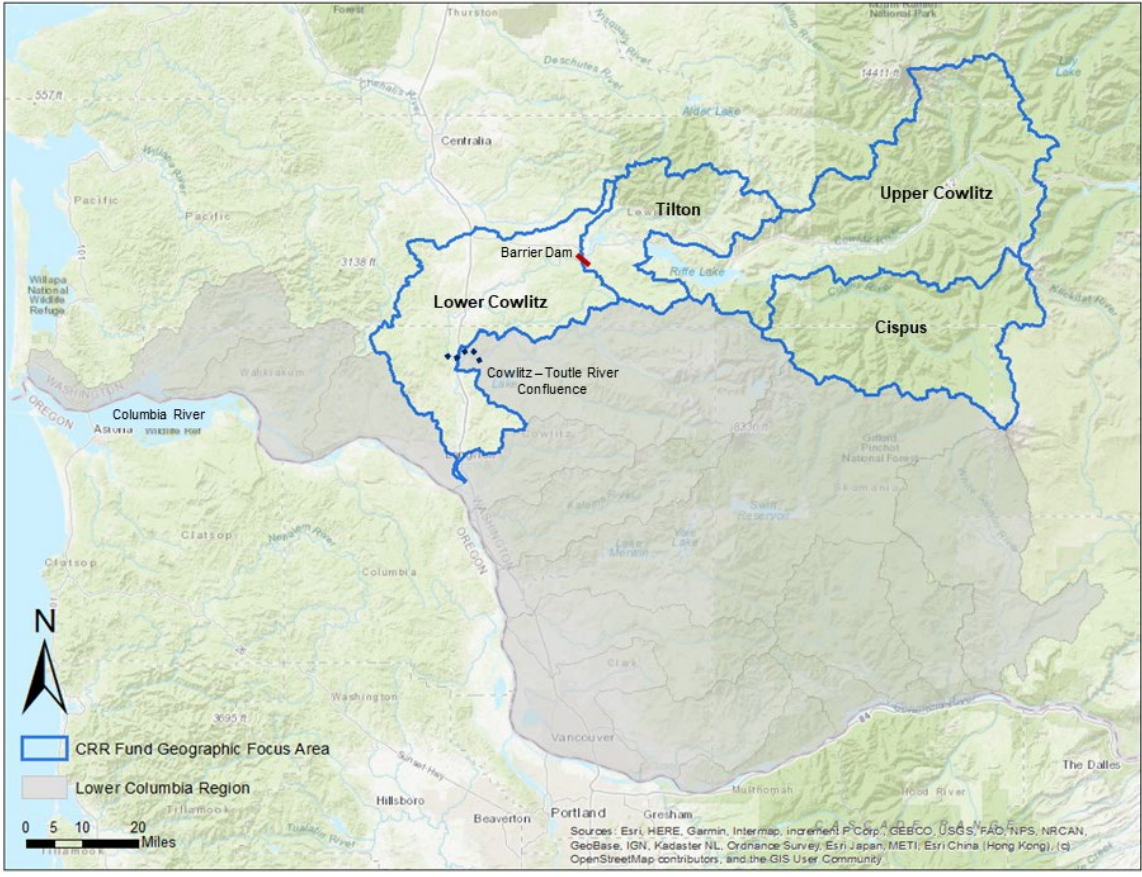


Figure 1. The CRR Program Geographic Focus Area: Cowlitz River Basin upstream of Barrier Dam and lower Cowlitz mainstem and tributary mouths between Barrier Dam and Toutle River.

**About the Process**

Tacoma Power will administer the grant round process for HAP projects. A subcommittee of the Cowlitz FTC (HAP Subcommittee) will act as technical advisors to the program. The HAP Subcommittee will review and rank applications and submit funding recommendations to the FTC.

The grant round process is designed to align as much as possible with the LCFRB’s process for habitat projects. This facilitates HAP and habitat proposals going through similar review processes, including similar engagement points with the Cowlitz FTC. This in turn supports the FTC to make funding decisions for habitat and HAP projects at the same time. The HAP grant round process will consist of three phases: proposal development, application and draft review, and final review/recommendation. The process is described in detail in the following sections.

**Eligibility**

Geography and Populations

Funded projects must be located in the geographic program area described above. There may be exceptions for HAP projects that are consistent with the purpose of the Program and include production

activities outside of the geographic area boundary (e.g., in the lower basin but physically removed from the mainstem). Requests for exceptions must be included in the letter of intent and will be evaluated by the HAP Subcommittee before the pre-application meeting.

Funded projects must benefit the following populations, in priority order:

1. Upper Cowlitz and/or Cispus spring Chinook
2. Upper Cowlitz and/or Cispus steelhead and coho
3. Tilton Coho and fall Chinook salmon and steelhead listed populations

### Applicants

Any conservation group registered as a non-profit, Native American Tribe, Regional Fisheries Enhancement Group, Conservation District, or other governmental entity (local, state, or federal), including Tacoma Power, may propose a CRR project. Private landowners are allowed to propose HAP projects on their own property, but cannot submit an application for land acquisition. Proposals will be considered as long as they are consistent with the solicitation process and meet the criteria and priorities of the program.

### Project Types

The CRR Program will support the implementation of on-the-ground projects (e.g., ready to permit and construct), or activities that lead to on-the-ground projects (e.g., planning and design), aimed at recovery of priority species within the geographic focus area. Examples of potential project types include net-pens and remote rearing facilities, but may include other types that align with guiding principles in this manual. Extensions for unforeseen circumstances may be possible with approval.

### Ineligible Project Types

HAP projects and programs whose sole purpose is to maintain or increase harvest will not be considered for funding through the CRR Fund. The hatchery activities specifically required by the Cowlitz License Articles or Settlement Agreement (e.g. required satellite rearing ponds) will not be eligible for funding through the CRR Fund.

Some projects or elements of projects are ineligible as match or for reimbursement from the CRR Program. Activities that are ineligible for reimbursement or match include:

- Property acquisition through eminent domain.
- Mitigation projects, activities, or funds.
- Monitoring and maintenance as stand-alone projects
- Monitoring for project performance, effectiveness, or validation monitoring.
- Effectiveness monitoring costs associated with a project, including purchase of equipment to monitor a restoration or acquisition project.
- Capital facilities, public works projects, projects with a primary purpose of flood mitigation, and infrastructure elements, such as sewage treatment facilities, surface and storm water management systems, flood management structures, and water supply systems.
- Converting from septic to sewage treatment systems.

- Operation of hydropower facilities.
- Fish harvest and harvest management activities.
- Fishing license buy-back.
- Lobbying or legislative activities.
- Costs to prepare or apply for a grant (or other grant funding).
- Habitat projects that do not address an important habitat condition or watershed process, or that focus mainly on supplying a secondary need.
- Planning projects intended only for research purposes, stand-alone monitoring, or general knowledge and understanding of watershed conditions and functions.

## Guiding Principles

Evaluation of hatchery-related fish enhancement projects for CRR grant awards will depend upon how proposed efforts will protect and promote recovery of listed populations originating in the Cowlitz basin upstream of Barrier Dam, including how well they align with the following guiding principles.

Specifically, HAP projects must:

- Support progress towards productivity and abundance as well as spatial distribution targets for Tilton, Upper Cowlitz and Cispus Spring Chinook, Fall Chinook, Coho and Steelhead listed populations.
- Have the intent of protecting and promoting recovery of ESA-listed stocks.
- Be consistent with Cowlitz FHMP, and the 2016 *Lower Columbia Conservation and Sustainable Fisheries Plan* goals, developed by WDFW and the LCFRB.
- Not confound ongoing fish passage and reintroduction activities managed by Tacoma Power, WDFW and LCPUD efforts.

In general, HAP projects should:

- Produce an interim action towards the long-term goal of creating locally adapted, native target populations in the upper basin.
- Be consistent with HSRG principles and standards.
- Consider habitat restoration goals and limiting factors identified in the Recovery Plan<sup>1</sup> (LCFRB 2010), such that projects promote recovery of listed populations originating from upstream of Barrier Dam.
- Be supportive of and minimize impacts to natural fluvial processes, including flow, sediment, and large woody material.
- Support and be of low genetic risk to the recovery of naturally spawning populations.
- Be short term (3-5 year increments) and temporary in nature and operated with minimal maintenance or can be easily removed when project efforts are complete.

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<sup>1</sup> Lower Columbia Salmon Recovery and Fish & Wildlife Subbasin Plan (May 2010)

- Have a prudent investment of resources such as a high benefit to cost ratio and cost-saving technologies.
- Be technically feasible, utilize proven methods, and have a high certainty of success.
- Matching funds are encouraged, may include other funding sources and volunteer labor, equipment, or supplies.

## Project Budget

Applicants are required to document the total cost to implement a project using the provided budget spreadsheet. Project costs include CRR funding grant request, any cost sharing, and other costs, so the full cost of project implementation can be understood and tracked. The CRR Program does not have a match or cost sharing requirement, however it is encouraged to incorporate other funding sources or cost savings such as volunteer labor or donated materials. This information is important to demonstrate how CRR Program investments in recovery are being leveraged.

## Application Process

The three phases of the application process are described below. Key elements are in **bold**. Specific dates are included in the grant round calendar in the Appendix.

### Proposal Development (year-round, fall workshops)

The proposal development phase will provide potential applicants with program information and support for identifying and developing potential project ideas. Proposal development is encouraged on an on-going basis to support idea development for this or future grant rounds. Potential applicants may start by reviewing this manual and watching the **Virtual Information Session** on HAP section of the CRR Program website, [mytpu.org/CRR](http://mytpu.org/CRR).

Potential applicants should use the **HAP Project Information Form** to describe and share their project idea with Tacoma Power staff. It is a communication tool that can be updated as the idea develops. It is not used for evaluation.

Tacoma Power will offer a fall **workshop(s)** for potential applicants if requested before the date in the grant round calendar. Specific dates will be arranged if requested. Tacoma Power staff and the HAP Subcommittee will be available to potential applicants at any scheduled fall workshop(s). The workshop format will depend on the number of potential applications, could include individual and/or group settings, and could include in-person and/or virtual options.

Applicants may request additional support from the HAP Subcommittee through Tacoma Power staff.

### Draft Application Review (February through May)

Applicants must submit a **letter of intent** to Tacoma Power in order to propose a project for the current grant round. The letter should introduce the proposal and must include a **HAP Project Information Form**. Following receipt, a **pre-application meeting** will be scheduled to discuss the proposal with Tacoma Power staff, including proposal with CRR criteria and priorities, and to ask questions about the process. The meeting format could include in-person and/or virtual options. Potential applicants must use the **HAP Project Information Form** to describe and share their project idea during this meeting.

Other materials and information may also be used. See the grant round calendar for specific due dates and windows for pre-application meetings.

Following pre-application coordination, applicants must submit a complete **draft application** for preliminary review. Applications will be submitted by to Tacoma Power by noon on the due date in the grant round calendar (early April). Following the **application checklist** will help ensure draft applications are as complete as possible. The HAP Subcommittee will review applications and provide feedback. Applicants also will **present proposals** to the HAP Subcommittee, followed by discussion. Presentation format could include in-person and/or virtual options. The HAP Subcommittee will summarize their draft reviews and discuss with the FTC. Tacoma Power staff will consolidate feedback and provide **written feedback** to the applicant. Applicants will consider written feedback, including any specific requests, and revise their proposal into a final application. The HAP Subcommittee will be available for technical advice during revisions, through Tacoma Power staff. See the grant round calendar for specific due dates, windows for proposal presentations, and timeframe for written feedback.

The HAP Subcommittee may recommend any application that requires substantial changes or is not fully developed at the preliminary application phase be withdrawn from consideration for the current grant round. These applications will not be eligible for consideration during final draft review. It is incumbent upon each HAP Subcommittee member to identify any substantive concerns or comments regarding a project's consistency with the evaluation criteria during the application review process. Any considerations that could lead to low scores, including potential fatal flaws as identified in the Evaluation Criteria, or scope change recommendations, need to be identified and discussed as early as possible in the grant round process. The HAP Subcommittee and Tacoma Power staff can work with applicants to develop withdrawn proposals for future consideration.

#### Final Application Review and Funding Recommendation (June through September)

Applicants must submit a **final application** for funding consideration, including a completed **application checklist**. Applications will be submitted by to Tacoma Power by noon on the due date in the grant round calendar. The HAP Subcommittee will review the application, including final scoring and ranking of recommended projects. The HAP Subcommittee will submit a **funding recommendation** to the FTC and will include written justification for all recommendations (to fund and not to fund).

#### Cowlitz FTC Funding Decision (October, November contingency)

The FTC will consider the ranked recommendations for habitat and HAP proposals in any given year and determine which proposals should receive funding. The FTC may modify the recommended rankings. The FTC may elect to not fund a recommended project, even if funding is available, based upon the quality and fit of projects to meet CRR Fund implementation goals. **Funding determinations** will be formalized using FTC decision protocols. The funding determination is anticipated in October, with contingency to move to November if needed.

## Evaluation

The HAP Subcommittee has developed evaluation criteria for evaluating and ranking project proposals based on technical expertise and the HAP guiding principles. Broadly, these scoring questions fall into the same four categories used for evaluating CRR habitat proposals: Benefits to Fish, Certainty of Success, Cost, and CRR priorities (Figure 2). The scoring questions are specifically included in the

application, along with other information to that applicant will use to characterize the proposal. The HAP Subcommittee will use the scoring questions to provide direct feedback to the applicant during the draft evaluation phase without numeric scoring. During the final evaluation phase, the HAP Subcommittee will use the scoring questions to provide written justification for evaluation for the numeric scores for each question.

The scoring questions are intentionally broad and intended to facilitate dialogue between applicants and the HAP Subcommittee during the review process. All scoring questions are applicable to all proposals, but the detail needed to respond and evaluate will likely vary depending on the individual proposal. Applicants are expected to use information from their proposal to explain their responses to the scoring questions. For example, when responding to “Does this project have detrimental impacts for any native species in the basin”, the applicant should explain their response including any measures to avoid or minimize potential impacts. Similarly, the HAP subcommittee will consider information from the entire application during their evaluation and use the scoring framework to provide feedback or justification, depending on the review phase. Additional guidance for completing the application, including responding to scoring questions, is available as an appendix to this document.

The FTC will review the HAP Subcommittee funding recommendations. The FTC will consider how the project meets the goals of the CRR Program. FTC members will use best professional judgement to evaluate and, if necessary, re-rank projects or elect not to fund projects through a consensus decision-making process. Scoring will inform the FTC decision-making, and any re-ranking or no-fund decisions will include written justification for that decision.

Criteria (pass/fail)			Pass/Fail
<b>Populations Targeted</b>	Resource project is directed towards listed salmon and steelhead populations originating upstream of the Barrier Dam.		
<b>Geography (extent)</b>	Resource project is located within the following geographic extent: the Cowlitz River mainstem upstream from the confluence of the Toutle River, river mouths of tributaries upstream of the confluence of Toutle River and below the Barrier Dam, and the entire basin upstream of the Barrier Dam.		
<b>Scoring</b>			
"Low" scores for any given question indicates a fatal flaw (unless noted otherwise) that may make the project ineligible for funding.			
<b>Category, Question, Bin (H/M/L)</b>	<b>Feedback (draft) / Justification (final)</b>	<b>Point Range</b>	<b>Points Given</b>
<b>Benefits to Fish/Certainty of Success (200)</b>			
<u>What are the benefits to fish species/populations of interest?</u>			
High Score		68-100	
Medium Score		34-67	
Low Score		0-33	
<u>Does this project have detrimental impacts for any native species in the basin?</u>			
High Score		68-100	
Medium Score		34-67	
Low Score		0-33	
<b>Certainty of Success (200)</b>			
<u>Is the scope and approach of the project reasonable and achievable?</u>			
High Score		136-200	
Medium Score		68-135	
Low Score		0-67	
<b>Cost (100)</b>			
<u>Is the cost appropriate for / in alignment with the approach?</u>			
High Score		33-50	
Medium Score		17-32	
Low Score		0-16	
<u>Are the benefits to recovery appropriate for the cost?</u>			
High Score		33-50	
Medium Score		17-32	
Low Score		0-16	
<b>CRR Program Criteria and Priorities (100)</b>			
<u>How well does the project align with the management approaches and policy described in basin documents (e.g., CRR Implementation Plan and Strategy, FHMP and FHMP Transition Plan, HGMP, AOP, Monitoring Plan)?</u>			
High Score		33-50	
Medium Score		17-32	
Low Score		0-16	
<u>Does the project occur in, or have meaningful benefit for, the proper geographic area?</u>			
High Score		33-50	
Medium Score		17-32	
Low Score		0-16	

Figure 2. The CRR Program HAP scoring worksheet. The feedback/justification column will be filled in by the HAP Subcommittee for each proposal during the draft and final project review, respectively.



## Project Implementation

### Award Information

Tacoma Power will notify applicants about the funding status for their project and distribute administration and contract information at that time.

### Project Agreement and Grant Administration

Successful applicants enter into agreements with Tacoma Power, becoming project sponsors. Specific requirements for reimbursement and progress reporting will be included in the grant agreement. Sponsors are encouraged to work with the Tacoma Power to present on project implementation and lead tours.

### Sponsor Responsibility

It is the sponsor's responsibility to successfully complete the project and to comply with the requirements of the project agreement or grant, including meeting all federal, state, and local regulations and permitting requirements. While the Tacoma Power and the HAP Subcommittee work to assist sponsors with their project by providing guidance and technical support, the project itself remains the sole responsibility of the sponsor. Tacoma Power, the HAP Subcommittee, and the FTC undertake no responsibilities to the sponsor other than as is expressly stated in the grant agreement (e.g., reviewing work products). The responsibility for the implementation of the project is solely that of the sponsor, as is the responsibility for any claim or suit of any nature by any third party related in any way to the project. It is the responsibility of the sponsor to notify the Tacoma Power when a project is not completed as reviewed by the HAP Subcommittee and approved for funding by the FTC. It is the responsibility of the sponsor to comply with the terms and conditions set forth in the grant agreement.

As representatives of the salmon recovery community, all sponsors implementing salmon recovery projects in the region shall conduct themselves in a responsible manner and make every effort to avoid any negligent, harmful or damaging activities. Sponsors are reminded that the acceptance of CRR funds requires strict compliance with contracting rules.

### Technical and Administrative Assistance

While it is the responsibility of the sponsor to successfully complete the project and to comply with the requirements of the project agreement or grant, Tacoma Power and the HAP Subcommittee will, when requested, work with project sponsors and appropriate agencies to resolve technical, permitting, and administrative issues in a timely manner. Project sponsors may request assistance at any time.

### Project Amendments

Tacoma Power will require a grant amendment processes, needing FTC approval, for changes including to project scope and/or cost. Amendments can take time and out of scope work is at risk of not being approved, so sponsors should review the procedures in advance, and start the process as soon as they are able.

More information on Project Implementation will be available in the Tacoma Power CRR HAP Project Management Manual (in preparation).

## Project Success

CRR HAP 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. Applicants should refer to the Tacoma Power CRR Project Management Manual (in preparation).



## CRR Program 2024 Application Manual HAP Projects: Appendix

### CRR Program Resources

#### *Tacoma Power Staff*

Melora Shelton, CRR Program Manager and primary contact (including all submittals)  
[mshelton@cityoftacoma.org](mailto:mshelton@cityoftacoma.org), 253.888.5425

Matt Peter, Water Resources Program Manager and alternate contact  
[mpeter@cityoftacoma.org](mailto:mpeter@cityoftacoma.org), 253.208.2814

#### *Websites*

CRR Program, main: [mytpu.org/CRR](https://mytpu.org/CRR)

CRR Program, Hatchery-associated production projects: <https://www.mytpu.org/community-environment/fish-wildlife-environment/cowlitz-river-project/cowlitz-restoration-recovery-project/crr-grants-hatchery-associated-projects/>

CRR Program, LCFRB: <https://www.lcfrb.gen.wa.us/crr-grants-program>

### CRR Program Submittals for HAP projects

All required submittals (letter of intent, draft application, final application) must be emailed to Melora Shelton, or coordinate in advance an alternative for uploading documents is needed (e.g., for file size).

### Guidance for Completing Forms

#### *Project Name*

Include descriptive information about the project location and target species, for example “Upper Cowlitz RM 253 Spring Chinook Rearing Ponds”.

#### *Proponent Organization Name and Contact Person*

Include the full name of the organization or agency and a contact person authorized to submit an application and communicate with Tacoma Power.

#### *Proponent Organization Type*

Identify the eligible proponent organization type. Conservation groups registered as non-profits must also complete the Non-Profit Organization section of the application, including supporting information.

#### *Partner Organization(s) and Type (if any)*

Describe any additional partner organizations that will participate in planning or implementing the proposal.

### *Project Purpose*

Provide 1-2 sentences summarizing the proposal, and describe how that will protect and promote the restoration and recovery of the target populations:

1. Upper Cowlitz and/or Cispus spring Chinook
2. Upper Cowlitz and/or Cispus steelhead and coho
3. Tilton Coho and fall Chinook salmon and steelhead listed populations

### *Project Overview (limit to one page)*

Include general description with of the project including at least (additional information as needed):

- Location
- Focus listed species and population
- Goals and measurable objectives
- Tasks
- Proposed timeline and duration of activities (address both construction and operation)

### *Project Team*

- Identify the key members of the project team. Include their qualifications for and experience in completing similar projects on time and in budget.

### *Detailed Project Description*

Provide a description of the project that will establish consistency with HAP project requirements and support evaluation for benefits to fish, certainty of success (including technical feasibility), and cost. Include enough detail for the reviewers to understand both the physical project or facility (what are you proposing, its components, how it works) and plans for operations. It should demonstrate that your project meets or exceeds modern aquaculture guidelines and requirements applicable to your proposal.

The information needed may vary depending on the type of project, but will likely include many of the following:

- How is your site accessed?
- Where will you get your eggs/fish?
- How many fish can your project support?
- How will you raise your fish (e.g., fish transport, feeding plans) and monitor their health?
- How will you operate and maintain your project (e.g., power and water source, security, access, maintenance)?
- Who will work on your project (e.g., planning, construction, once the project is up and running)?
- What are their qualifications and experience?
- How will you monitor and maintain water quality?
- What permits and fisheries managers approvals do you need?

Additional details may be requested during the review process.

Refer to the required map and drawings, and optional photos and other elements listed below. Additional supporting information may be submitted (e.g., additional figures, maps, or tables).

### *Estimated Cost*

Provide the total cost of the project and the total grant request.

Describe the sources for other funding if the total cost exceeds the total grant request. Include the status and timeline for funding coming from other sources.

Submit the spreadsheet-based budget tool with your application for cost details (required).

### *Evaluation Questions*

The evaluation questions in the application are the same questions the HAP Subcommittee will use to score projects. During draft review, reviewers use these questions to provide feedback. During final review, reviewers will use them to justify scoring. Subcommittee assistance is available for help responding to these questions.

Respond to each evaluation question in a category. Applicants will describe how they see their project meeting the scoring criteria. Reviewers will consider the responses as well as information from the rest of the application during scoring. Applicants also should draw from and restate information from the rest of the application in their answers.

The “Benefits to Fish” category will evaluate project benefit for the species of interest and potential negative impacts to fish within the Cowlitz River basin.

The “Certainty of Success” category will evaluate whether the project can be implemented as proposed. In the response include at least specific information on:

- How the scope and scale of the project relate to the state goals and objectives
- How the project applies proven methods and technologies
- How the qualifications and experience of the project team will support the project

The “Cost” category will evaluate that the cost of the project. The questions will assess whether the cost is appropriate to meet goal and objectives (for example, is there a be a less expensive approach?), is it appropriate for the specific work proposed, and are the benefits to recovery worth the cost.

The “CRR Program Priorities” category will evaluate how well the project meets CRR program priorities, including priority order for populations (see Manual page 2), and other management approaches and policies described in relevant documents.

### *Alignment with Required and Recommended HAP Guiding Principles*

If not already addressed in the application, provide information to fill in any gaps to describe how the proposal aligns with the Guiding Principles (see Manual page 4). This is an opportunity to fill in any gaps between to demonstrate consistency with these principles.

### *Completed Additional Forms (provided with application form)*

- Signature Page (included in application)
- Non-Profit Organization Documentation form (for non-profits only, included in application)
- Landowner Acknowledgement form for all affected landowners (separate document)

## *Maps*

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 location map showing 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 site map showing the location of proposed improvements must be drawn to scale with labels so that evaluators can find the approximate project site on the ground. The site map does not have to be a legal survey, but should show approximate property lines and contour lines at no greater than 2 ft intervals.

Maps can be created using resources including Google Earth, the Lewis County WebMap's aerial photos or hand-drawn. Aerial photo, topographic, or other backgrounds that will help reviewers identify locations and understand sites can be used. The Lewis County WebMap available at <http://maps.lewiscountywa.gov/topic/interactive-maps/>.

## *Drawings*

Drawings are required and must include sufficient detail to evaluate the project and identify potential impacts. Drawings should illustrate project concepts and support technical review.

Drawings should be in plan view and at site scale. Detail should include at least:

- Project boundaries
- Existing infrastructure
- Water bodies and flow directions
- Approximate locations and dimensions of proposed elements
- Approximate locations and dimensions of any proposed grading and excavation
- Scale and north arrow

Drawings may be on aerial or elevation base layers. Two drawings may be needed, one with existing condition and one overlaying the proposed condition on the existing condition, depending on the activity shown. Hydraulic grade approximations are beneficial for evaluating projects.

Additional detail or additional drawings may be requested by reviewers to evaluate the proposal.

Additional drawings will be required during project implementation. Final engineered drawings will be 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*

Photos are encouraged to show the site location from the ground and above. Aerial photos are available for most parcels from the Lewis County website and from Google Earth. Label photos and include dates (by year for aerial photos).

Photos of similar projects or concepts from elsewhere are useful and should be described.

Other types of drawings or conceptual graphics can be submitted.

### Application Checklist

- Completed Application
- Responses to Draft Review Feedback (due at final application)
- Landowner Information (due at final application)
- Signature Page (due at final application)
- Non-Profit Organization Documentation (if applicable, due at final application)
- Budget Spreadsheet
- Maps
- Drawings
- Photos and other Graphics (optional)

## Calendar

2024 Dates	Action	Description
Open	Proposal development support	Tacoma Power staff and the HAP subcommittee (request through Tacoma Power) are available. Use of HAP Project Information Form encouraged.
Sept. 30	Deadline to request fall workshop(s).	Potential applicants submit workshop requests to Tacoma Power staff by September 30.
Oct. 2023	Fall workshop(s),	Opportunity for potential applicants to discuss project ideas with Tacoma Power staff and HAP Subcommittee. Use of HAP Project Information Form encouraged. Workshops will be scheduled if requested by September 30 deadline
Feb. 7	Tacoma Power Advertises 2024 Grant Round	Application Manual advertised on the CRR website, other Tacoma Power websites, and via email.
Mar 1	<b>Required:</b> Letters of Intent, due by Mar. 4 at 12 PM	Applicants submit to Tacoma Power staff by March 1. Pre-application meetings will be scheduled by Tacoma Power following receipt.
Feb. 12 – Mar. 24	<b>Required:</b> Pre-Application Meetings	Applicants discuss proposal fit to CRR criteria and priorities with Tacoma Power staff prior to submitting a draft application.
Apr. 1	<b>Required:</b> Draft applications, due at 12 PM	Applicants submit draft application materials (see application checklist). Email to Tacoma Power staff. Application proposal presentations will be scheduled by Tacoma Power following receipt.
Apr. 6	Draft Applications distributed	Tacoma Power distributes draft applications to HAP subcommittee and FTC.
Apr. 15 (week of*)	HAP Subcommittee Meeting**, review draft applications	HAP Subcommittee meets to review draft applications and begin preparing feedback.
Apr. 22 (week of*)	<b>Required:</b> Application Proposal Presentations	Applicants present proposals to HAP Subcommittee, FTC may attend.
May 7	FTC meeting**	HAP Subcommittee updates FTC on draft applications, receives FTC feedback for applicants.
May 7 (week of*)	HAP Subcommittee Meeting, review	HAP Subcommittee completes review and prepares consolidated feedback
May 20	HAP Subcommittee and FTC Feedback	Tacoma Power emails formal feedback for applicants to respond to in their revised application materials.
Jun. 24	<b>Required:</b> Final Applications Due at 12 PM	Final application materials due: all required items on the application checklist must be included and complete at this stage.
Jun. 26	Final Application updates distributed	Tacoma Power summarizes any substantial application changes and distribute updates HAP Subcommittee and FTC
July 15 (week of*)	HAP Subcommittee Meeting, Scoring and Ranking	HAP Subcommittee reviews project applications, completes scoring and ranking, determines preliminary recommendations
July 22 (week of*)	HAP Subcommittee Scoring and Ranking Meeting	HAP Subcommittee review project applications, completes scoring and ranking, determines preliminary recommendations (contingency)
Aug. 6	FTC meeting	HAP Subcommittee and LCFRB present recommended projects (initial ranked list) for habitat and HAP (habitat recommendations are preliminary pending LCFR Board approval)
August 19 (week of)	HAP Subcommittee, Recommendation meeting	HAP Subcommittee prepares draft recommendation for September FTC meeting.
Sept. 5	FTC meeting	FTC deliberates habitat and HAP recommendations
Oct. 3	FTC meeting	FTC finalizes funding determination
Nov. 7	FTC meeting	FTC finalizes funding determination (contingency)

\* “Week of” dates are to be determined and will target these time frames. Meeting dates will be posted as finalized on an updated calendar on the HAP section of the CRR Program website, [mytpu.org/CRR](https://mytpu.org/CRR)

\*\* Any changes to scheduled meetings will be posted in the CRR Program website in advance.