



*MISSION: To fund and support sustainable, long-term, cost-effective projects that protect and restore Plan Species habitats and to foster partnerships with those that implement such projects.*

# Policies and Procedures for Funding Projects

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April 13, 2023

The Tributary Committees

Wells, Rocky Reach, and Rock Island  
Habitat Conservation Plans

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# 1 Introduction

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The Tributary Committees (hereafter, Committees) of the Wells, Rocky Reach, and Rock Island Projects' Habitat Conservation Plans (HCPs) were established to implement the Tributary Conservation Plans (Plans) as described in the respective HCPs. Each Plan provides a Plan Species Account to fund projects for the protection and restoration of Plan Species<sup>1</sup> habitat within the Columbia River watershed from Chief Joseph Dam tailrace to the tailrace of each respective project (collectively referred to as the Upper Columbia Region). These funds are intended to compensate for 2% of the unavoidable mortality to Plan Species at each of the three hydroelectric projects (which was estimated to be 9% at the time of the HCP negotiations).

The Committees recognize that protection and restoration of habitat for Plan Species will benefit other salmonids, particularly resident fish, and perhaps other riparian and aquatic dependent species. It is the policy of the Committees to allocate funds for projects that address the highest priorities for protection and restoration for Plan Species habitat. The Committees will give special consideration to projects that benefit other species in addition to the Plan Species.

The Committees encourage project sponsors to engage the Committees early in the design process. This is especially true for larger and more complex projects. This does not mean that project sponsors need to request members of the Committees participate in the design of projects. Rather, it means project sponsors should request time to present different stages of designs (e.g., conceptual, 30%, 60%, 80%, etc.) to the Committees for discussion and feedback. Although this does not guarantee the Committees will fund project implementation, it increases the likelihood the Committees will support the project. Importantly, any member of the Committees participating on design teams do NOT represent the Committees or opinions of all members on the Committees. Members who participate on design teams represent only themselves or their respective agencies.

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<sup>1</sup> Plan species include Chinook salmon, sockeye salmon, coho salmon, and steelhead.

## 2 Funding Program

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The Committees established the General Salmon Habitat Program to meet specific restoration and protection needs in the Upper Columbia Region and as a “stand-alone” program. However, the Committees will “cost-share” with other funding sources when feasible. The Committees intend to provide matches to other funding sources as a means to expedite and streamline the implementation of projects. This should help local project sponsors secure funds from sources not otherwise obtainable.

To the extent practicable, the Committees will collaborate with regional, local, state, tribal and national organizations that fund salmon habitat projects and activities. The Committees recognize the economies of scale—and the reduced burden to Project Sponsors—of developing funding policies, procedures, and timelines that are similar to other major funding organizations. At this time, the Committees intend to coordinate with ongoing processes to ensure compatibility with the major funding sources in project solicitation and review. To reduce paperwork and to encourage compatibility and cost-sharing, the Committees will accept applications on the forms developed by the Salmon Recovery Funding Board (SRFB). A cover page that provides an abstract, project name, description, cost, and match will be required.

Invariably, the policies and procedures in this document will evolve as the Committees strengthen their collaboration with other funding sources, gain experience from previously funded projects, and solicit input from stakeholders. The Committees may hold annual public workshops to review its funding policies and procedures (Section 6.8).

### 2.1 The General Salmon Habitat Program

The Committees have established the General Salmon Habitat Program to assist Project Sponsors in developing practical and effective applications for projects of any size or scope. Many habitat projects are increasingly complex in nature, and require extensive design, permitting, and public participation to be feasible. Often, a reach-level project involves many authorities and addresses more than one habitat factor. The General Salmon Habitat Program will have the following components to increase the likelihood of successful applications by Project Sponsors:

- Project Sponsors will use the General Salmon Habitat Program application. However, the Committees will accept the Draft and Final SRFB applications for projects where Plan Species Account Funds are included as cost shares in SRFB proposals. A draft proposal application is not required if Project Sponsors submit General Salmon Habitat Program applications outside the Salmon Recovery Funding Board process.
- The Committees may hold annual workshops for Project Sponsors to improve the quality of the applications.
- The Committees may conduct field tours of the proposed projects to allow dialogue with the sponsors on the objectives of the proposed projects. The Committees may tour the project more than once prior to making their funding decisions.
- The Committees will offer a phased funding process, which is discussed below in Section 2.1.1.

The emphasis of the General Salmon Habitat Program is to fund on-the-ground work. There is no minimum or maximum financial request in the General Salmon Habitat Program. The General Salmon Habitat Program will accept proposals at any time of the year. The Committees may solicit input from the Upper Columbia Regional Technical Team (Section 5.1) or other advisors on the technical adequacy of conceptual designs in proposals. This will enable Project Sponsors to correct potential technical deficiencies prior to submission of a detailed application.

### 2.1.1 PHASED PROJECTS

As stated above, there is no upper limit to the amount of a funding request under the General Salmon Habitat Program. However, applicants should consider the complexity inherent to large-scale projects, and for this reason, should discuss project phasing with the Committees. Phased projects are subject to the following:

- Approval of any single phase is limited to that phase; no endorsement or approval is given or implied toward future phases.
- Each phase must stand on its own merits as a viable project.
- Each phase must be submitted as a separate application.
- The duration of each phase will be determined through agreement between the Committees and the Project Sponsor.
- Progress on earlier phases may be considered by Committees when making decisions on current proposals by the applicant.

# 3 General Policies

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## 3.1 Geographic Scope

All projects must be in the Columbia River watershed from Chief Joseph Dam tailrace to Rock Island Dam tailrace. The primary focus of the Plan Species Account will be to fund projects in the Okanogan, Methow, Entiat, and Wenatchee watersheds, yet projects in smaller tributaries to the Columbia River will also be considered. Projects located in the Okanogan River in British Columbia are eligible for funding. The Plans do not stipulate the relative allocation of funds to each tributary, yet each does specify a geographic scope to which funding from each Plan is limited. Funds from the Wells Plan Species Account shall be directed toward the Columbia River and its tributaries from the Chief Joseph Dam tailrace to the Wells Dam tailrace. Rocky Reach and Rock Island Plan Species Account funds shall be directed toward the Columbia River watershed from Chief Joseph Dam tailrace to Rock Island Dam tailrace.

## 3.2 Matches

The Committees encourage Project Sponsors to provide a portion of the project value, known as “match.” The Committees believe that matches serve an important purpose for effective project implementation by demonstrating additional commitment to and support for the project. Matches are not required for funding, yet the Committees will seriously consider the extent and type of match when evaluating projects for funding, particularly for the General Salmon Habitat Program (Section 2.1).

Matching resources may include cash, bonds, local and other state or federal grants (unless prohibited by funding source), donated labor, equipment, land valuation, overhead labor costs associated with project management, or materials and force account. The best matching resources will be those that are an integral and necessary part of the approved project and must be committed to the project. Project Sponsors are encouraged to coordinate salmon recovery efforts with other programs, projects, and funding sources.

## 3.3 Permits

It is the responsibility of the Project Sponsor to obtain all local, state, and federal approvals and related permits necessary for the project. The Project Sponsor is also responsible to obtain the approval and consent of landowners affected by a project. All necessary permits and approvals must be obtained prior to construction and submitted to the Committees before construction. The Committees may terminate a contract in the event that permits, and land use approvals are not obtained in a timely manner. The Committees will support the permitting process for projects funded through the Plan Species Accounts.

## 3.4 Ownership of Assets

The Committees shall make determinations regarding ownership of real and personal property purchased with funds from the Plan Species Account. Title may be held by a Public Utility District, by a resource agency or tribe, or by a land or water conservancy group, as determined by the Committees. Unless the

Committees determine that there is a compelling reason for ownership by another entity, the Districts shall have the right to hold title. All real property purchased shall be free and clear of all encumbrances and include permanent deed restrictions to assure protection and conservation of habitat, and the maintenance of habitat, as appropriate.

### 3.5 Management Guidelines for Conservation Easements and Acquired Lands

The Committees will stipulate that Project Sponsors who submit proposals for habitat protection projects describe the intended management of the property to be considered for funding. As appropriate to the land use, conservation easements or acquired lands should be managed to:

- Allow public access<sup>2</sup> except under extraordinary circumstances.
- Protect existing high-quality habitat;
- Encourage or maintain the establishment and growth of native plant species;
- Strive for appropriate plant succession and species diversity;
- Permit natural channel migration, deposition, and erosion;
- Prohibit destructive human activities and only allow passive recreational use such as wildlife viewing and/or limited fishing access;
- Ensure that timber management activities do not negatively impact the riparian area;
- Exclude livestock from the riparian area;
- Prohibit bank armoring using rip-rap or other permanent, hardened material;
- Encourage over bank flows during high water;
- Promote recruitment and retention of LWD;
- Treat/protect/preserve seasonally dewatered areas (e.g., side channels) as if they were part of the river;
- Prohibit roads or other fill on low terraces in situations where such development could affect over-bank or sub-surface flows.

Conservation easements and acquisitions purchased with Plan Species Account funds may be treated with restoration actions if deemed necessary. All proposed restoration actions on conservation easements or acquisitions purchased with Plan Species Account funds must be approved by the Committees before implementation. Finally, any changes in management actions or uses on properties for which the Committees provided funds for acquisition or conservation easements must be reviewed and approved by the Committees.

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<sup>2</sup> Public access is restricted to foot access and will be provided at all times. There shall be no impediments to foot access (e.g., fences) and the access cannot devalue the habitat being protected. The Committees do not require the easement or property-title holder to provide any improvements to facilitate access or to accommodate ADA standards.

# 4 General Eligibility Criteria

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Generally, projects are eligible for funding by the Committees when:

- The applicant is requesting funds for a project that protects or restores salmon habitat. The specific types of eligible elements of a project are discussed later in this section.
- The applicant demonstrates a commitment to long-term (10 years or more) stewardship of the project.
- The project will be implemented as soon as feasible, and be completed within five (5) years . The Committees will work with Project Sponsors to establish the most efficient completion schedule reasonable for the project.

## 4.1 Eligible Applicants

Anyone may apply. Private landowners are eligible applicants for restoration projects when the project takes place on their own land. Private individuals may not acquire land.

A Landowner Agreement is required for proposals on land not owned or controlled by the Project Sponsor. The Application Instructions describe the Landowner Agreement requirements.

## 4.2 Eligible Projects and Elements

The Committees use the following definitions to establish eligible project types. The eligible project types are:

### 4.2.1 ACQUISITION PROJECTS

Acquisition includes the purchase of land, access, or other property rights in fee title or less than fee, such as conservation easements. Rights or claims may be acquired provided the value can be established or appraised. All acquisitions must be from willing sellers and acquisitions that are less than fee title shall be perpetual. Acquisition of projects will be based on appraised value as determined by the Committees' appraisers. The Committees may provide reasonable funding to assist in the development of a stewardship plan.

### 4.2.2 RESTORATION PROJECTS

*In-Stream Passage*—Projects that affect or provide fish migration. Includes road crossings (bridges and culverts), barriers, fishways (ladders, chutes, pools), suitable stream flows, and log and rock weirs.

*In-Stream Diversions*—Projects that affect or provide for the withdrawal and return of surface water. Includes screening of fish from actual water diversions (dam, headgate, etc.), water conveyance systems (both gravity and pressurized pump), and the by-pass of fish back to the stream.

*In-Stream/Floodplain Habitat*—Projects that affect or enhance fish habitat complexity within the channel and on the floodplain. Includes work conducted on or next to the channel, bed, bank, and floodplain



by adding or removing rocks, gravel, or large wood. Other items necessary to complete the project may include livestock fencing, water conveyance, and plant control.

*Riparian Habitat*—Projects that affect or will improve the riparian habitat outside of the ordinary high-water mark or in wetlands. Features may include plant establishment, removal, or management; livestock fencing; stream crossing; and water supply.

*Upland Habitat*—Projects or land use activities that affect water quality and quantity important to fish, but occur above the riparian area. Includes the timing and delivery of water to the stream; sediment and water temperature control; soil stabilization, plant removal, control, and management; and livestock fencing and water supply.

### 4.2.3 OTHER PROJECTS

Design projects are eligible for Tributary Committee funding. These projects must lead to actions that address factors limiting specific life stages of Plan Species. As described in the Introduction, the Committees encourage project sponsors to engage the Committees early in the design process, especially for large, complex projects.

The Committees encourage innovative approaches to protect and restore habitat. Technically sound projects that do not fit into the above categories will be evaluated by the Committees.

### 4.2.4 ASSESSMENTS AND STUDIES

The results of proposed assessments must directly and clearly lead to identification, siting, or design of habitat protection or restoration projects or fill a data gap that is identified as a priority in the Upper Columbia Biological Strategy<sup>3</sup>. Assessments only intended for research purposes, stand-alone monitoring, or to further general knowledge and understanding of watershed conditions and function, although important, are not eligible for Tributary Committee funding. Eligible studies may include, but not be limited to:

*Technical Studies*—Project feasibility and design studies; channel migration studies; and inventories such as barriers or unscreened water diversions.

*Feasibility Studies*—Assessing the willingness of landowners to allow access to their land for a habitat restoration project or to consider leasing or selling a property.

*Reach-level Studies*—Integrative reach assessments that include physical and biological elements to identify and prioritize restoration and protection projects. Reach assessments should follow the guidelines developed by the Upper Columbia Regional Technical Team.

Assessments must be closely coordinated with other assessments and data collection efforts in the watershed. Sponsors must work with the appropriate federal, tribal, state, regional, and local organizations, and landowners to prevent duplication and ensure the use of appropriate methods and protocols. To improve coordination, Project Sponsors are encouraged to partner with each other. Assessments and studies must be completed within two years unless additional time is necessary and can be justified by the sponsor. The Committees encourage Project Sponsors to select assessments that can provide usable results within a two-year period. On a periodic basis, the Committees may request proposals to carry out specific projects or assessments. These requests for proposals will be announced through regular procedures.

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<sup>3</sup> The “current” working document of the Upper Columbia Biological Strategy, developed by the Upper Columbia Regional Technical Team, will be used as the technical foundation for identification of habitat protection and restoration priorities.

## 4.3 Ineligible Projects and Elements

Some specific projects and project elements are ineligible for Committees' funding consideration:

- Property acquisition through eminent domain.
- Purchase or construction of buildings or land not essential to the functions or operation and maintenance of the project site.
- Mitigation projects, activities, or funds.
- Monitoring, maintenance, and stewardship as stand-alone projects.
- Project administration as a stand-alone project (see Section 4.4).
- Capital facilities and public works projects, such as sewer treatment facilities and stormwater management systems, and domestic water supply systems.
- Converting from septic to sewage treatment systems.
- Operation or construction of fish hatcheries.
- Net pens, artificial rearing facilities, remote site incubation systems and supplementation.
- Operation of hydropower facilities.
- Fish harvest and harvest management activities.
- Silvicultural treatments or other forest practices required by the Forest Practices Act or the Forest and Fish Agreement.
- Support for lobbying or legislative activities.
- Organizational costs not directly related to project management.
- Costs incurred in developing the Committees' project application.
- Appraisal costs for *Acquisition* projects. All appraisals for projects funded by the Committees will be performed and reviewed by the Committees' appraisers at the expense of the Committees.

## 4.4 Administration and Support Costs

This section identifies appropriate administrative and support costs for *Acquisition* and *Restoration* projects. *Assessments* and *Studies* are not subject to the specific limitations described in this section.

The Committees intend to avoid spending large fractions of limited funds on project administration and support costs. Proposals that demonstrate a high likelihood of tangible, on-the-ground results with a minimum of administrative and support costs are more likely to be funded than proposals with similar anticipated results but higher administrative/support costs. Acquisition projects with administrative and support costs exceeding 5%, or restoration projects (see description below) with administrative and support costs exceeding 30% (not more than 15% to either category) will not be funded. It is also important that indirect and organizational costs are not considered in the calculation of administrative costs as these are ineligible for reimbursement (see Section 4.3). The Committees adopt the general

definitions of administrative and support costs from the SRFB Reimbursement Manual for Acquisition Projects and Restoration Projects.

#### 4.4.1 ACQUISITION PROJECTS

Administrative costs associated with acquisitions are those costs incurred when purchasing land, rights, or easements. They are not property costs or incidental costs (as defined by the SRFB Manual 3 Acquisition Projects)<sup>4</sup>. Administrative costs are limited to no more than 5% of the total acquisition. The following list includes representative Administrative costs associated with Acquisitions<sup>5</sup>:

- Attorney fees
- Billings
- Communications
- Consultation
- Contract award
- Negotiations
- GIS mapping
- Meetings
- Progress reports
- Project administration
- Public hearings
- Room rental
- Salaries and benefits
- Site visits
- Taxes associated with these costs
- Travel costs to site and meetings

#### 4.4.2 RESTORATION PROJECTS

Architectural and Engineering Services (A&E) and Administrative costs are those direct costs that support construction of the project. A&E and Administrative costs are limited to no more than 30% for salmon restoration projects.<sup>6</sup> Construction costs directly related to the execution and construction of the project are not subject to the limitations described above.<sup>7</sup>

Acceptable Architectural and Engineering Services and Administrative costs are provided on pages 11-15 in Section 2 of the SRFB Manual 5 Restoration Projects document (see: [http://www.rco.wa.gov/documents/manuals&forms/Manual\\_5.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_5.pdf)). A&E costs cannot exceed 15% of the total restoration cost and Administrative costs cannot exceed 15% of the total restoration cost.

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<sup>4</sup> See descriptions of Property costs and Incidental costs in SRFB Manual 3 Acquisition Projects, [http://www.rco.wa.gov/documents/manuals&forms/Manual\\_3\\_acq\\_2011.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_3_acq_2011.pdf).

<sup>5</sup> *Ibid.*, pp. 12-13

<sup>6</sup> See SRFB Manual 5 Restoration Projects, [http://www.rco.wa.gov/documents/manuals&forms/Manual\\_5.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_5.pdf).

<sup>7</sup> *Ibid.*

# 5 Review Procedures

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The Committees will make funding decisions based on eligibility criteria (see Section 4), fund availability, and if necessary, the recommendations from technical advisors. During review of project proposals, the Committees will act in good faith and within the spirit of the collaborative nature of the HCPs to make project funding decisions and having a direct nexus to plan species, plan species habitat, or plan species management. Furthermore, consistent with Section 9 of the HCPs, voting members shall use their best efforts to exercise their rights and authority under statutes, regulations, and treaties, in a manner that allows the goals and objectives of the HCP Agreement to be fulfilled. Importantly, as agreed to during HCP negotiations, funding decisions require unanimous approval of the Committees (as described in HCPs Section 7), affording each member discretionary rights when reviewing and voting on project proposals.

Project proposals will be evaluated based on general and specific criteria. Below we identify the general criteria, which are from the HCPs, and specific criteria, which are based on biological and technical merit, feasibility, durability, and cost-effectiveness. The Committees may also solicit reviews of project proposals from technical experts outside the Committees.

Committees will make funding decisions based on the above eligibility criteria, fund availability, and if necessary, the recommendations from technical advisors (discussed below).

## 5.1 General Criteria

Project proposals will first be evaluated based on the following general criteria.

### **Target Species**

Does the proposed project address HCP Plan Species (spring Chinook, summer/fall Chinook, coho, sockeye, and/or steelhead)?

### **Target Area**

Is the proposed project located within the geographic scope of the HCPs (projects must be in the Columbia River watershed from Rock Island Dam tailrace to Chief Joseph Dam tailrace)?

## 5.2 Specific Criteria

Project proposals that address target species within the target area will be evaluated based on biological and technical merit, feasibility, durability, and cost-effectiveness. Separate criteria were established for restoration, protection, design, and assessment projects.

## 5.2.1 RESTORATION PROJECTS

### Biological Benefit

Is the proposed project located within a priority assessment unit or area for restoration?<sup>8</sup>

Is the proposed project sited within an important spawning/rearing area for Plan Species?

Does the proposed project reduce the effects of primary ecological concerns (limiting factors) at the project and reach scale?

Does the proposed project address limiting life stages of Plan Species within the watershed or AU?

Is the proposed project sited within an important spawning/rearing area, or provides access to habitat that would function as important spawning/rearing habitat for Plan Species?

Does the proposed project increase freshwater survival, capacity/abundance, spatial structure, and/or diversity for Plan Species at the project or reach scale?

### Technical Merit

Are the methods outlined within the proposal adequate to achieve the stated objectives?

Is the proposed project appropriately scaled and scoped?

Is the proposed project sequenced properly?

### Durability

Does the proposed project promote natural stream/watershed processes that are consistent with the geomorphology of the stream?

How long will it take for the proposed project to achieve its intended response?

How long will the proposed project and its benefits persist?

Will the proposed project ameliorate the effects of climate change?

### Feasibility

Is there a signed landowner agreement form?

Are there permitting or regulatory constraints that will prevent the proposed project from being implemented?

Are there funding constraints that will prevent the project from being implemented?

Does the project sponsor have the experience, resources, and infrastructure to implement the project successfully?

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<sup>8</sup> Refer to the UCRTT Biological Strategy for a listing of priority areas for spring Chinook salmon and steelhead. The HCP Hatchery Committees have identified important spawning and rearing areas for summer Chinook. High priority areas for sockeye salmon include spawning habitat in tributaries upstream from Lake Wenatchee and Lake Osoyoos.

## **Cost Effectiveness**

Is the proposed project cost effective (based on the assumed benefit)?

Would other approaches achieve similar or increased biological benefit at lower cost?

Does the proposed project need a cost share? If so, how much?

## **5.2.2 PROTECTION PROJECTS**

### **Biological Benefit**

Is the proposed project located within a priority assessment unit or area for protection?<sup>9</sup>

Is the proposed project sited within an important spawning/rearing area for Plan Species?

To what extent does the proposed project protect high-quality habitat or habitat that can be restored to high quality with appropriate restoration actions?

What would be the anticipated loss in freshwater survival, capacity, spatial structure, and/or diversity of Plan Species at the project or reach scale if the proposed area was developed (i.e., what habitat values would be lost and to what degree would that loss reduce freshwater survival and/or distribution of Plan Species at the project/reach scale)?

### **Technical Merit**

How imminent is the threat of habitat degradation to the proposed land if the project is not implemented?

Will the landowner allow public access?

Will the landowner allow restoration actions?

### **Durability<sup>10</sup>**

Does the proposed project protect watershed processes or important high-quality habitat in perpetuity?

Are there any conditions regarding the protection of the property that could limit the existing high-quality habitat?

Will the proposed project help ameliorate the effects of climate change?

### **Feasibility**

Is there a signed landowner agreement form?

Are there funding constraints that will prevent the project from being implemented?

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<sup>9</sup> Refer to the UCRTT Biological Strategy for a listing of priority areas for spring Chinook salmon and steelhead. The HCP Hatchery Committees have identified important spawning and rearing areas for summer Chinook. High priority areas for sockeye salmon include spawning habitat in tributaries upstream from Lake Wenatchee and Lake Osoyoos.

<sup>10</sup> In Section 7 under Ownership of Assets, the HCPs state that “[a]ll real property purchased shall include permanent deed restrictions to assure protection and conservation of habitat.”

Does the project sponsor have the experience, resources, and infrastructure to implement the project successfully?

### **Cost Effectiveness**

Is the proposed project cost effective (based on the assumed benefit)?

Would other approaches achieve similar or increased biological benefit at lower cost?

Does the proposed project need a cost share? If so, how much?

## **5.2.3 DESIGN PROJECTS**

### **Biological Benefit**

Is the proposed project located within a priority assessment unit or area for restoration?<sup>11</sup>

Is the proposed project sited within an important spawning/rearing area for Plan Species?

Will the proposed design lead to development of projects that reduce the effects of primary ecological concerns (limiting factors) at the project and reach scale?

Will the proposed design lead to development of projects that address limiting life stages of Plan Species within the watershed or AU?

Is the proposed design sited within an important spawning/rearing area, or will provide access to habitat that would function as important spawning/rearing habitat for Plan Species?

If the design is implemented, will it increase freshwater survival, capacity/abundance, spatial structure, and/or diversity for Plan Species at the project or reach scale?

### **Technical Merit**

Are the methods outlined within the proposal adequate to achieve the stated objectives?

Is the proposed project appropriately scaled and scoped?

Is the proposed project sequenced properly?

### **Durability**

Will the proposed design lead to development of projects that promote natural stream/watershed processes that are consistent with the geomorphology of the stream?

If the design is implemented, how long will it take for the proposed project to achieve its intended response?

If the design is implemented, how long will the proposed project and its benefits persist?

If the design is implemented, will the proposed project ameliorate the effects of climate change?

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<sup>11</sup> Refer to the UCRTT Biological Strategy for a listing of priority areas for spring Chinook salmon and steelhead. The HCP Hatchery Committees have identified important spawning and rearing areas for summer Chinook. High priority areas for sockeye salmon include spawning habitat in tributaries upstream from Lake Wenatchee and Lake Osoyoos.

## **Feasibility**

Is there a signed landowner agreement form?

Are there permitting or regulatory constraints that will prevent the design from being implemented?

Are there funding constraints that will prevent the design from being implemented?

Does the project sponsor have the experience, resources, and infrastructure to complete the designs?

## **Cost Effectiveness**

Is the proposed project cost effective (based on the assumed benefit)?

Does the proposed project need a cost share? If so, how much?

## **5.2.4 ASSESSMENT PROJECTS**

### **Biological Benefit**

Is the proposed assessment located within a priority assessment unit or area?<sup>12</sup>

Is the proposed assessment sited within an important spawning/rearing area for Plan Species?

Will the proposed assessment lead to projects that reduce the effects of primary ecological concerns (limiting factors) at the project and reach scale?

Will the proposed assessment lead to projects that address limiting life stages of Plan Species within the watershed or AU?

Is the proposed assessment sited within an important spawning/rearing area, or in an area that could function as important spawning/rearing habitat for Plan Species?

### **Technical Merit**

Are the methods outlined within the proposal adequate to achieve the stated objectives?

Is the proposed project appropriately scaled and scoped?

### **Durability**

Will the proposed assessment lead to projects that promote natural stream/watershed processes that are consistent with the geomorphology of the stream?

Will the proposed assessment lead to projects that ameliorate the effects of climate change?

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<sup>12</sup> Refer to the UCRTT Biological Strategy for a listing of priority areas for spring Chinook salmon and steelhead. The HCP Hatchery Committees have identified important spawning and rearing areas for summer Chinook. High priority areas for sockeye salmon include spawning habitat in tributaries upstream from Lake Wenatchee and Lake Osoyoos.



## Feasibility

Is there a signed landowner agreement form?

Are there permitting or regulatory constraints that will prevent the assessment from being implemented?

Are there funding constraints that will prevent the assessment from being implemented?

Does the project sponsor have the experience, resources, and infrastructure to complete the assessment?

## Cost Effectiveness

Is the proposed project cost effective (based on the assumed benefit)?

Does the proposed project need a cost share? If so, how much?

All decisions on funding will be held in a closed executive session. The Committees reserve the right to hold closed sessions on other issues, when necessary. Project proposal presentations may be open to the public. All other meetings will be open by invitation only. The Committees may use the Mid-Columbia Forum<sup>13</sup> to inform stakeholders of the status of the Plan Species Account(s). Decisions by the Committees are final and not subject to review by any entity.

The Committees may sponsor workshops for all stakeholders to present the annual Plan activities and project selection policies and procedures. Successful project applicants may be asked to present the status of their projects during these workshops.

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<sup>13</sup> The Mid-Columbia Forum is a meeting of the HCP Coordinating, Hatchery, and Tributary Committees with stakeholders, including the Confederated Tribes of the Umatilla Indian Reservation and American Rivers, who were involved in negotiating the HCPs but elected to not sign the HCPs. The purpose of the meeting is to provide stakeholders with a progress report on implementation, as well as give them an opportunity to ask questions of the Committee members.

# 6 Awards of Contracts

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## 6.1 Provisional Awards

After approval of funding by the Committees, and prior to issuing a Project Agreement, the Committee Chair may request updated or clarifying information from the applicant. Upon receipt of the information, the Committees will prepare the Project Agreement and send it to the applicant, who becomes the Project Sponsor upon signature of the Project Agreement. Reimbursable costs may not be incurred until the Project Agreement is signed by all parties. Committee approval of individual projects is provisional until execution of a formal Project Agreement.

## 6.2 Cost Increases

The Committees may provide project cost increases up to 15% of total project approved cost if funds are available. Project Sponsors should use all other funding sources before requesting a cost increase. Requests for project increases will be considered by the Committees at their next regular meeting. Approval of cost increases in excess of 15% may be considered provided the following conditions have been satisfied:

- The Project Sponsor must have fully explored all practical alternatives to completing the intent of the Agreement.
- The Project Sponsor has had little control over the condition(s) causing the overrun.
- Any increase must only be used for elements in the Project Agreement.

## 6.3 Timelines and Extensions

Project Sponsors must have a signed contract with the Committees within one (1) year from the date when the Committees approved the project. In the event the Project Sponsor does not have a signed contract because of a lack of additional funds (cost share), a lack of landowner support, or any other reason, the Committees may cancel funding for the project. After the one-year period, the Project Sponsor may need to resubmit a new proposal seeking funding for a canceled project.

Project Sponsors with signed contracts must complete funded projects promptly. For this reason, the Committees, with applicant assistance, will establish a timetable for project completion, including milestones and a project completion date. This will avoid the risk of the Committees terminating the contract, and help ensure reasonable but timely project completion, accountability, and the proper use of public funds. The Committees will monitor critical project milestones (for example, ordering appraisals and reviews, starting construction, etc.). Unless otherwise specified, all projects funded by the Committees must be completed within five (5) years of the date of project agreement signatures.

Unsatisfactory progress may be cause for project termination or other remedies. Project Sponsors may appeal to the Committees on any decision made. Extension requests must be in writing and provided to the Committees Chair not less than 30 calendar days before expiration of the project's completion date. The request must (a) justify the need and (b) commit to a new set of specified milestones.

## 6.4 Public Works/Statutory Requirements

Project Sponsor may be required to comply with certain statutory requirements associated with public works, such as bid, prevailing wage, performance bonds, or other requirements. These requirements will be reviewed on a case-by-case basis. However, the requirements will always apply if the work is to be conducted on property owned by (or to be owned by) either Chelan or Douglas Public Utility Districts.

## 6.5 Site Inspections

The Committees may inspect project sites before, during, or after implementation of the project. If the Committees elect to inspect a project site, they (or designated representative) will coordinate with the Project Sponsor. At the discretion of the Committees, some projects may be evaluated for effectiveness in meeting their stated objectives over a long term, typically a minimum of ten years. The Committees reserve the right to inspect sites, if necessary.

## 6.6 Responsibility for Project

The Committees will provide financial support to the Project Sponsor, but the Project itself remains the sole responsibility of the Project Sponsor. The Committees assume no responsibilities to the Project Sponsor, or to any third party, other than as is expressly set out in the Contract Agreement. The responsibility for the implementation of the Project, as those phases are applicable to this Project, is solely that of the Project Sponsor, as is responsibility for any claim or suit of any nature by any third party related in any way to the Project. The Project Sponsor shall agree to indemnify and hold the Committee, its members, and subcontractors harmless from any damages associated with the Project.

## 6.7 Project Reimbursements

The Committees' contracting program is operated on a direct reimbursement basis. The Project Sponsor must expend funds and provide documentation for expenditures, prior to receiving compensation. Project Sponsors may apply for funds to implement projects on a phased approach, as described in Section 2.1.1.

Project administration will be the responsibility of the Sponsor, except when work is performed on property owned or to be owned by a Public Utility District (District). All reimbursement requests and documentation will be submitted by the 5<sup>th</sup> of the month to the Committee, along with a short narrative of job progress. The sponsor shall submit payment requests quarterly unless the payment request exceeds \$1,000 or is the final payment request. Upon approval and a corresponding written directive to pay, the invoice will be processed for payment. Work on property owned by a District (or similar public government status) will be administered by that District and will require compliance with public-works projects (Chapter 39 RCW).

**A. Compliance and Payment:** The obligation of the Committees to pay any amount(s) under this Agreement is expressly conditioned upon strict compliance with the terms of this Agreement by the Project Sponsor.

**B. Compliance and Retainage:** The Committees reserve the right to withhold disbursement of the final ten percent (10%) of the total amount of the grant to the Sponsor until the Project has been completed and approved by the Committees. A Project is considered "complete" when:

1. All approved or required activities outlined in the Agreement are complete;
2. A final Project report is submitted to the Committees with the Sponsor's final request for reimbursement;
3. Final amendments have been processed; and
4. Fiscal transactions are complete.

**C. Invoice Frequency:** Invoices shall be submitted quarterly unless the invoice exceeds \$1,000 or is the final payment. Final invoices or invoices exceeding \$1,000 can be submitted monthly. Final reimbursement requests should be submitted to the Committees within ninety (90) days of the completion of the Project, funding end date, or the termination date, whichever comes first.

## 6.8 Project Status Reviews

The Committees recognize the importance of sharing “lessons learned” from projects that have been funded. Project Sponsors gain experience in designing, contracting, permitting, implementing, and monitoring of projects. This information should be shared with others in an open dialogue that promotes the development of better, more cost-effective projects in the future. As part of their contract, some sponsors will be asked to give a status report to the Committees and other sponsors in workshops. The Committees intend that these workshops will engender a common goal of mutual support, and foster a frank and open discussion on how to improve the Plan Species Account Funds.

# 7 External Financial Review

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The Committees will request an external financial review of all financial transactions made by the Committees. Unless agreed to otherwise, the external review will be conducted every five (5) years. Funds for this review will be derived from the Committees' Administrative Account.