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www.NFWF.org

RECEIVED

AUG 27 2007

RECREATION AND CONSERVATION OFFICE

August 24th, 2007

Mr. Brian Abbott
Salmon Recovery Funding Board
Washington State Recreation and Conservation Office
1111 Washington Street SE
Olympia, Washington 98504

Dear Brian,

I am pleased to submit to you the enclosed 2008-2010 proposed scope of work for the continued partnership between the Salmon Recovery Funding Board and the National Fish and Wildlife Foundation in administering the Washington State Community Salmon Fund program.

We are very pleased with the opportunity to further the success of this joint grant program by offering it again on a statewide basis. We are hopeful that our FY2008 federal appropriations will include special federal funding for the Community Salmon Fund program that would allow us to match our federal funds with your Washington state funds, and leverage your investment at least 2:1 with our funds and grantee match. We have received very positive comments from grantees, agencies and the Washington members of Congress regarding this program that we believe helps Washington meet its salmon recovery goals.

If you have any questions about the proposal, please don't hesitate to contact me at 503-417-8700 x22 or by email at krystyna.wolniakowski@nfwf.org.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Krystyna U. Wolniakowski".

Krystyna U. Wolniakowski, Director
Western Partnership Office

National Fish and Wildlife Foundation
Submitted to the Salmon Recovery Funding Board/IAC for the
Washington State Community Salmon Fund Partnership RECEIVED

Proposed Scope of Work for 2008-10
August 24th, 2007

AUG 27 2007

RECREATION AND CONSERVATION OFFICE

Background

The Salmon Recovery Funding Board (SRFB) understands sponsors of small projects are an important component to reaching statewide salmon recovery goals.

Small projects offer both direct and indirect benefits to salmon. By offering a simple streamlined application process, a small grant program can be an effective way to accomplish projects that often utilize local volunteer organizations. Besides directly benefiting salmon, these grants can energize local volunteer organizations and community leaders to invest in salmon recovery in their own communities.

In a response to the need for a small grant program, SRFB and the National Fish and Wildlife Foundation (NFWF) have formed a partnership to implement a grant program for smaller-scale, community-oriented habitat restoration and protection projects. On September 26, 2003, SRFB provided a \$300,000 grant to NFWF to develop and administer a pilot "Community Salmon Fund" (CSF) small grants program. NFWF matched the SRFB grant with an equal amount of federal funds and chose four locations to implement the pilot program. On January 6, 2005, SRFB provided a \$1,072,500 grant to NFWF to be matched with an equal amount of federal funds to expand the pilot to provide the CSF program to 17 lead entities (LEs). On April 7, 2006, SRFB approved a \$1,500,000 grant to NFWF to be matched with an equal amount of federal funds to expand the CSF program to reach all 26 LEs statewide.

On July 13, 2007, SRFB asked NFWF to submit a proposal for another year of the CSF program at the statewide level. Therefore, NFWF is submitting this proposal requesting \$1,500,000 in SRFB state funds to be matched with an equal amount of federal funds from NFWF to continue the CSF program in all 27 current LEs statewide. The details of how NFWF will administer these funds are contained in the following scope of work.

Scope of Work

The scope of work is organized into four principal tasks, which will be completed over the course of a contract period from April 1, 2008 through December 31, 2010. The overall program schedule is included in Attachment A. The management fee to administer this program will cover all the following tasks, activities and deliverables.

Task 1: Establish Partnerships with Local Cosponsors (April 2008 – November 2009)

NFWF will notify all 27 LEs about the availability of the new program and invite letters of interest from all to cosponsor individual grant rounds in their areas. The notice will include details about program criteria, specifications, and LE roles and commitments. All LEs that are interested and able to commit a basic level of time and effort to the partnership will be eligible to participate. Each LE will receive \$100,000 for their individual grant round. Any funds remaining from each round will roll up into a final statewide round to take place upon completion of all individual rounds. Each individual grant round will be administered jointly by NFWF and a local program cosponsor, either the LE or in certain instances another group

designated by the LE. Local cosponsors will work with NFWF to tailor eligibility requirements for the program, reach out to applicants, organize the technical review, and select finalists. Local cosponsors may also provide matching funds to help reduce matching responsibilities of individual project applicants.

Task 2: Administer individual grant rounds in all interested Lead Entity areas (April 2008 – July 2009)

NFWF will establish partnerships with each LE to run an individual grant review and selection process, with the goal of distributing the administrative effort evenly throughout the contract period. Each individual grant round is expected to take three to four months, so there will be some overlap among the grant rounds. A sample individual grant round schedule is included in Attachment A. Each grant round will follow the same basic four-step process to select projects: (1) working with LEs to customize application materials; (2) soliciting proposals from project sponsors; (3) independent technical team review; and (4) final selection.

Customizing local programs with LEs: NFWF will work with each local cosponsor to tailor the program so that the grants will emphasize the dual goals of restoring important salmon habitat and involving local communities in salmon recovery efforts, and so that the review process suits the needs of each watershed and LE. NFWF will provide the local sponsor templates of outreach materials, including Request for Proposals (see Attachment B), application guidelines (see Attachment C), and reviewer scoresheets (see Attachment D), and the local cosponsors will be given the opportunity to set maximum project and award limits and tailor the list of eligible activities and sponsors. NFWF will work to update the application and reference materials as the program progresses. The standard maximum grant award per project (of joint SRFB/NFWF funds) will be \$50,000. Program cosponsors may opt to set smaller limits based on local priorities and the anticipated pool of applicants. In addition, grants of over \$50,000 may be awarded on a case-by-case basis based on LE priorities. Applicants will be expected to provide a minimum percentage of cash or in-kind match of 50% of the award (if LEs or other program partners are able to provide additional match at the programmatic level, this match requirement for applicants may be reduced). So for example, for an application requesting \$40,000 of CSF funds, the applicant would be expected to document at least \$20,000 of matching funds for a total project cost of \$60,000.

The remainder of the format and substance of the application guidelines will be the same for all programs to ensure continuity and technical accountability.

Selecting a technical team: NFWF will also work with the cosponsor to select an independent local technical team to score the projects based on their salmon benefits, scientific merits, community involvement, partnerships, and budget/match (see Attachment D). Each of the review teams will include members of the LE technical advisory group to ensure consistency with LE priorities, as well as other local government, state, federal, nonprofit, and tribal scientists and restoration specialists. In some cases, the program cosponsor may decide to use the LE technical advisory committee for the technical review instead of an ad-hoc team.

Soliciting proposals from project sponsors: In each program, NFWF and local program cosponsors will distribute the RFP (see Attachment B) and application form (see Attachment C) by email to an extensive list of contacts, and then follow up with personal phone calls to prospective applicants. Applicants will be given six weeks to prepare proposals and an additional two weeks to submit peer review letters from scientists at other organizations or agencies. During the submission period, NFWF staff will respond to inquiries from applicants

about eligibility criteria and preparing proposals. Local conservation districts will also be consulted and encouraged to solicit projects from their community contacts and work with landowners to identify and collaborate on restoration projects.

Technical review: When the proposals are submitted to NFWF, staff will copy and distribute them to the reviewers, along with scoresheets and detailed reviewer instructions. Three to four weeks later (giving the reviewers time to review the proposals), NFWF will work with the local cosponsor to convene and facilitate a meeting of the technical team. Regional consolidation of technical review will be considered if requested by a group of LEs. Reviewers will score proposals on salmon benefits, scientific merits, community involvement, partnerships, and budget/match. The scores for technical merit will include an assessment of how well the proposal addresses priorities identified in LE strategies or salmon recovery plan (where applicable). If necessary, reviewers will submit follow-up questions for applicants, which NFWF or the local cosponsor can resolve over the phone or with a site visit. A NFWF representative will be present during the technical review as an observer.

Follow-up with applicants / site visits: After the technical review, NFWF staff will call applicants to give them an opportunity to respond to the reviewers' questions. In some cases, reviewers will request site visits to learn more about the proposed projects.

Final selection: Once staff and reviewers have completed site visits and follow-up calls, NFWF will meet with the local cosponsor in each region to consider the technical teams' recommendations and select finalists for funding. Their consensus decision will be based on the technical team's scores and any other information that has become available after the review through site visits or follow-up questions to applicants.

Congressional notification: Once projects are selected, NFWF will send abstracts of these projects to the corresponding Washington Congressional delegation offices in DC for their review. They are given 30 days to bring up any comments or concerns about the CSF finalists. This process helps keep appropriators informed and engaged in the program.

Task 3: Administer final statewide grant round (August 2009 – November 2009)

Any funds remaining from each individual grant round will roll over into a final statewide round to take place upon completion of all individual rounds. The grant review and selection process for the final statewide round will be the same as the individual grant rounds (soliciting proposals, technical review, applicant follow-up, final selection, and Congressional notification).

Task 4: Project and Fiscal Administration (September 2008 – December 2010)

Following Congressional review, NFWF staff will notify the applicants of the awards and begin negotiating contracts. NFWF's project and fiscal administration responsibilities will include sending awards letters, contracting with grantees, disbursing funds, reviewing progress and final reports, and providing ongoing support to applicants and grantees with questions about the process.

Task 5: Evaluation and Reporting (September 2008 – December 2010)

Monitoring project implementation: In all its programs, NFWF monitors compliance with contract provisions through the closeout of the project contract by requiring regular reporting from grantees. For the proposed CSF program, NFWF will work with SRFB staff to develop criteria for implementation monitoring and post-project reporting.

Reporting: NFWF will provide periodic progress reports with each invoice submitted to SRFB, as well as a final report to SRFB at completion of the program. The final report to SRFB will include the following details:

- An overview of each program, explaining roles of program partners, grant eligibility, and the method for incorporating the LE strategy into the program;
- A list of funded projects and preliminary results, including metrics such as stream miles and acres restored;
- Copies of all applications, maps, attachments, and other documents that are part of each project contract.
- An assessment of program success and recommendations about improvements to the process, potential areas of expansion, and ideas for seeking match funds from other sources, and

The total administrative cost for the program is \$300,000.

TASK	NFWF ADMIN COSTS	CSF COSTS	TOTAL COST
NFWF Sub-Total	\$0	\$ 1,500,000	\$1,500,000
SRFB Sub-Total	\$300,000	\$ 1,200,000	\$1,500,000
TOTAL	\$300,000	\$ 2,700,000	\$3,000,000

The performance period will be from April 1, 2007 through December 31, 2010.

If you need additional details for this program, or have any questions please contact:

Krystyna Wolniakowski, Director, Western Partnership Office,
 krystyna.wolniakowski@nfwf.org, 503-417-8700 x22, or Cara Rose, Assistant Director,
 Western Partnership Office, cara.rose@nfwf.org, 503-417-8700 x21

Send correspondence to:
 National Fish and Wildlife Foundation
 806 SW Broadway, Suite 750
 Portland, OR 97205

Attachment A: Preliminary Schedule

Sample Individual Lead Entity Grant Round Schedule

Sample LE Timing	Date of RFP Release	Proposal Due Date	Technical Review Meeting	Final Review Meeting	Grants Awarded
Summer '08 LE Round	April 1st	June 6th	July 7th	August 4th	September 15th
Fall '08 LE Round	June 2nd	August 1st	September 5th	October 3rd	November 17th
Winter '08-'09 LE Round	September 1st	November 3rd	December 5th	January 5th	February 16th
Spring '09 LE Round	December 1st	February 6th	March 2nd	April 3rd	May 11th

Overall Program Schedule

Contact LE Coordinators	Develop Program Materials	Commence Individual Grant Rounds	Complete Individual Grant Rounds	Release Final Statewide RFP	Complete Final Statewide Grant Round
March-08	Apr-08	Jun-08	Jul-09	Aug-09	Nov-09

Attachment B: Sample CSF Request for Proposals

Pacific County Community Salmon Fund

Deadline: Applications must be received by 5:00 pm, Friday, May 30th, 2007.

Background

The National Fish and Wildlife Foundation (NFWF) and Salmon Recovery Funding Board (SRFB) have established the Pacific County Community Salmon Fund to stimulate smaller-scale, voluntary action by landowners, community groups, and businesses to support salmon recovery on private property in Pacific County. Projects on public property will be considered if they have excellent community involvement and can serve as a model for similar efforts on private property. Grants will be selected and administered by NFWF with assistance from local salmon recovery lead entities and a statewide review team.

Goals

The goals of the Pacific County Community Salmon Fund are to:

- Fund habitat protection restoration projects that have a substantial benefit to watershed health and are consistent with local salmon recovery plans. For more information about your local salmon recovery plan, please contact your SRFB lead entity.
- Engage landowners, business owners and community groups to carry out these projects and care for them in the long run.
- Stimulate creativity and leadership among various constituencies to address conservation needs.
- Target constituencies that can be particularly helpful in salmon recovery, especially farmers, rural forest landowners, suburban homeowners, and owners of businesses and industries.

Eligible Costs

The Fund will award grants of up to \$50,000. The program's primary focus is smaller-scale, community-based restoration projects that reflect the goals of the local recovery strategy. Requests for funds to complement large-scale restoration projects (such as SRFB proposals) will not be considered. The following are examples of eligible costs:

- Restoration of habitat within and along salmon-bearing rivers, streams, and the marine nearshore.
- Project design and development that is anticipated to lead to an on-the-ground restoration project within 18 months.

In addition, the following new project categories are eligible for funding under this round of the Pacific County Community Salmon Fund:

- Creative partnerships for salmon recovery that address the eventual implementation of restoration work.
 - Examples of eligible projects under this category include: coordinating a farmers' group interested in riparian restoration, organizing salmon workshops with streamside businesses, or doing targeted outreach to neighborhood groups to explore local restoration options. The goal of these activities is to engage new communities in salmon recovery and enlist prospective landowners willing to participate in on-the-ground restoration work.
- Maintenance of previously awarded Community Salmon Fund projects.
 - Grantees of projects funded under previous CSF rounds are encouraged to apply for funds to conduct on-site maintenance of CSF-funded project activities and deliverables.

Applicants interested in submitting a proposal under one of these new categories are asked to contact Brian Ferrasci-O'Malley of Evergreen Funding Consultants (bferrasci-omalley@evergreenfc.com) at (206) 691-0700 prior to submitting an application.

Note: Full fee acquisition, less-than-fee acquisition, free-standing educational projects not associated with eventual restoration activities, mitigation or corrective actions, general planning and studies, and legal or lobbying efforts are ineligible costs under this program.

Applicants

Applicants may be non-profits, educational institutions, tribes, community groups, business associations, RFEGs, conservation districts or local governments. Community groups without non-profit status are encouraged to seek an eligible sponsor. Successful applicants will:

- Have excellent connections and high credibility with communities that live and work along salmon-bearing waterways.
- Have a history of successfully implementing conservation or restoration projects or initiating projects with target communities.
- Demonstrate innovative and creative solutions to conservation problems.
- Develop other partnerships to sustain their recovery and restoration initiatives.
- Demonstrate the capacity to maintain the habitat values of the project site.

Note: Applicants that have previously submitted an application for CSF are welcome to resubmit at this time. Please consider the feedback provided by reviewers in developing any revised proposals. You are welcome to contact CSF staff at the number below with any questions or for additional feedback on your previous submittal.

Schedule

Full proposals for the Pacific County Community Salmon Fund are due May 30th, 2008. Applicants will be notified of the results by September 1st, 2008. Funded projects must be completed by December 31, 2008.

Selection Process

Parties interested in restoration grants should submit a completed proposal form. Regional experts familiar with salmon recovery needs, techniques, and local community groups will review proposals at a statewide level. Preference will be given to proposals that:

- Address priorities identified in local recovery plans;
- Address salmon habitat restoration on private property;
- Have excellent salmon benefits and high visibility;
- Engage community groups as project sponsors and/or hosts;
- Include a location, project type, or community partner that is under-represented in salmon recovery efforts;
- Have a high likelihood of being self-sustaining after the grant period; and
- Include significant match from other sources (at least 50% of the total grant request in cash or in-kind contributions; i.e. for an application requesting \$30,000 of CSF funds, an applicant would be expected to document at least \$15,000 of matching funds, for a total project cost of \$45,000). Match funds may be cash or in-kind from the applicant or partners, and must be non-federal.

Further Information

For more information about the Community Salmon Fund program and the application process, contact Brian Ferrasci-O'Malley with Evergreen Funding Consultants (bferrasci-omalley@evergreenfc.com) at (206) 691-0700. For information about local salmon recovery priorities, please contact Michael Johnson with Pacific County at (360) 875-9424. This document and links to the application form are available at <http://www.communitysalmonfund.org>.

Attachment C: Sample CSF Grant Application

GRANT APPLICATION
National Fish and Wildlife Foundation and Salmon Recovery Funding Board Partnership
PACIFIC COUNTY COMMUNITY SALMON FUND

E-mail one copy by 5:00 PM April 6th to: bferrasci-omalley@evergreenfc.com

AND

Mail one copy postmarked by April 6th to
Brian Ferrasci-O'Malley: National Fish and Wildlife Foundation - PNW
192 Nickerson St., Suite 310
Seattle, WA 98109

Incomplete applications will be returned to applicant.

APPLICANT INFORMATION

Organization (to be named as Grantee): _____
Street: _____
City, State, Zip: _____
Home Page: _____

Project Officer: _____ Financial Officer: _____
Telephone: _____ Telephone: _____
Fax: _____ Fax: _____
E-mail: _____ E-mail: _____

Tax Status: _____ Tax ID#: _____ Fiscal Year End Date (MM/DD): ___/___
(i.e., 501(c)(3), university, etc.)

PROJECT INFORMATION

Project Name: _____
Location(s) of Project: City: _____
State: _____
U.S. Congressional District(s): _____
Watershed Name or WRIA #: _____
Latitude / Longitude of project site: _____
(Information on obtaining lat/long info can be found at www.topozone.com)

Dates: Project Start Date: _____
Project End Date: _____
Application Submission Date: _____

CSF FUNDS REQUESTED: \$ _____ *(in U.S. dollars)*

MATCH FUNDS: *(should equal at least 50% of the amount requested and be non-federal)*

Amount to be documented to match CSF Funds: \$ _____

Sources:	Received:	_____	\$ _____
		_____	\$ _____
		_____	\$ _____
	Application Submitted:	_____	\$ _____
		_____	\$ _____
	Intend to Apply:	_____	\$ _____
		_____	\$ _____
		_____	\$ _____

PROJECT BUDGET

Please provide a project budget, in the format below (if this space is not adequate, please attached a separate sheet of paper). Also, if this project is part of a larger effort, please attach a copy of the total budget.

Budget categories must be line-items, such as “Salaries,” “Supplies,” or “Equipment,” that specifically describe project costs, not acronyms or program items, such as “Education,” “Restoration,” or “Workshops,” as they do not indicate what is being paid for. “Overhead” or “Indirect” are unacceptable; specific project-related overhead costs must be broken out separately by line item and directly related to the project. No part of the budget may include general administrative overhead.

Match funds should equal at least 50% of the total funds requested (i.e. for an application requesting \$40,000 of CSF funds, applicant would be expected to document at least \$20,000 of matching funds for a total project cost of \$60,000). Match funds may be cash or in-kind from the applicant or project partners but must be **non-federal**. Volunteer labor may be used as match at a rate of \$18/hour (Please note: student volunteers must be of legal working age for their time to qualify as eligible match). Monitoring and maintenance activities only serve as eligible match if they take place during the grant period. Match levels higher than 50% are encouraged but not required.

Budget Category	Number of Hours/Units	Hourly Rate/ Cost per Unit	CSF Request	Match	Total (Request + Match)
Salaries/Benefits					
<i>Example: Project Manager</i>	200	\$20.00 / hr	\$4,000.00	\$0	\$4,000.00
Equipment					
Materials and Supplies					
Example: Native trees	500	\$10.00 / tree	\$3,000.00	\$2,000.00	\$5,000.00
Contractual Services					
Other (please specify)					
<i>Example: Volunteer time for planting</i>	30 volunteers @ 5 hours = 150 hours	\$10.00 / hr (example rate)	\$0.00	\$1,500.00	\$1,500.00
TOTAL					

Please provide a detailed budget narrative, including but not limited to:

Salaries & Benefits: Include percentage of each individual’s annual salary to be covered or the hourly rate to be paid. List benefits separately by position. CSF funds cannot be used for salaries of permanent federal employees.

Equipment: Equipment means tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Materials and Supplies: Give examples of types of supplies and materials included. Materials are items that are expendable and used up during the project (plants, large wood). Supplies are nonexpendable property used during the project (shovels).

Contractual Services: List and provide a brief description for each service to be contracted.

Other: Include all other project expenses in this budget category (may include travel, printing, others).

PROPOSAL NARRATIVE

Projects cannot be specifically tied to mitigation or restoration action required by a regulatory agency or court of law. Funds cannot be used for easements, land acquisition, stand-alone educational projects, general planning and studies, or lobbying efforts.

I. Two-sentence project summary.

II. Project abstract (250 word maximum) summarizing the goals of the project, the primary benefits for salmon, key partnerships, and community involvement.

III. Proposal (not to exceed 6 pages):

- A. **PROJECT NEED** – Describe the salmon habitat restoration need or problem the project will address. Is it mentioned as a priority in any watershed plans or assessments? Describe how the project is consistent with the North Olympic Peninsula Lead Entity Habitat Recovery Strategy.
- B. **OBJECTIVES** – Describe the habitat restoration and community involvement objectives of the project. (*Examples: Re-establish riparian forest along a 2,000 foot reach of Salmon Creek; encourage restoration by Salmon Creek streamside landowners by providing a highly visible demonstration effort*)
- C. **SCOPE OF WORK / ACTIVITIES** – Outline the activities necessary to achieve the objectives proposed in the table below. Include timelines for activities, costs of phases, and a list of all required permits in the tables provided.

NFWF organizes projects and payment of funds by project phases to insure the timely release of NFWF funds when needed by the NFWF recipient for imminent project expenses. A project phase is the group of activities or measurable benchmarks that will be accomplished in a specific period to meet the overall project purpose. Phases should not be thought of as a specific period of time (i.e. September 5, 2007 – December 28, 2007), but rather structured around project accomplishments (i.e. plant 3 miles of riparian trees, hold 4 volunteer workshops, complete culvert design plans). Projects typically consist of one to four project phases that are defined by observable milestones in the project timeline.

*Each project phase has its own budget, including associated matching contributions, and a scope of work identifying activities and measurable results. Please provide a breakdown of the project-by-project phases in the format below. When developing project phases, consider imminent project expenses and the timing of project activities (points where project success can be measured). The final phase typically encompasses roughly 10% of the project budget and activities. ****Note: the final phase will be paid in arrears. *****

<p>Project Phase 1: (Write a brief Scope of Work for the phase)</p>	<p>In each phase include a detailed description of the programmatic activities that will be accomplished with the dollars requested. Please use an action verb and bullet point format, for example:</p> <ul style="list-style-type: none"> • Meet with landowner to discuss access and timeline for project. • Conduct invasive species removal on 50-100 foot wide buffer along a 2,000-foot reach of Salmon Creek. • Schedule first volunteer planting event with Friends of Salmon Creek and Central Middle School. <p>All dollars advanced to the recipient will be on an imminent need basis. The detail provided here allows NFWF to draw a distinct link between the budget detail and the programmatic activities being conducted during the grant period.</p>	Budget Category	NFWF Funds
		Salaries & Benefits:	\$500
		Equipment:	\$6,000
		Other: Volunteers Materials & Supplies	\$2,500

Matching Contributions allocated to Phase 1:	\$4,000	TOTAL (NFWF funds)	\$9,000
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Project Phase 2: (Write a brief Scope of Work for the phase)		Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Matching Contributions allocated to Phase 2:		TOTAL (NFWF funds)	

Final Project Phase	Please note: payment for this phase will not be paid until receipt of final reports and deliverables. It is important to effectively plan for this budget structure to avoid shortfalls.	Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Matching Contributions allocated to Final Project Phase:		TOTAL (NFWF funds)	
		PROJECT TOTAL	

Permits Required	Anticipated date of submittal / approval
<i>Example: Hydraulic Permit Approval (HPA)</i>	<i>Example: Submit May 2007/approval August 2007</i>
<i>Example: Clearing and Grading</i>	<i>Example: Submit May 2007/ approval July 2007</i>

D. WATERSHED AND SALMON BENEFITS – Outline the tangible salmon restoration outcomes and benefits of the project locally, and the watershed context for these outcomes (e.g. upstream and downstream impacts).

By quantifying results of projects, NFWF and the SRFB will be able to track progress made toward salmon restoration and identify where restoration work has been done. By breaking work into quantifiable categories, individual project accomplishments can be totaled using common units to show the regional benefit of the program. Please complete the following in as much detail as possible:

- Type of habitat restored (riparian, wetland, salt marsh, etc): _____
- Salmonid species benefited: _____
- Total length (in linear feet) of stream reach improved (length of immediate project site or length of channel opened due to culvert replacement): _____

Below, check each box that applies. For each checked box, quantify your results in the space provided.

Check	Proposed Activity	Unit	Result
X	<i>Example: Riparian planting</i>	<i>Example: square feet planted and number of plants planted</i>	<i>Example: 45,000 square feet, 300 conifer and 500 shrubs</i>
	Riparian planting	square feet planted and number of plants	
	Fencing	linear feet of fence	
	Wood placement	number of pieces placed	
	Channel modification	linear feet of channel restored	
	Culvert modification/replacement	linear feet of upstream channel opened	
	Off-channel habitat restoration	square feet of habitat opened	
	Other	describe and quantify	

- E. EVALUATION/MONITORING** – Describe in detail your strategy for managing and evaluating project results, including specifics on how success will be defined and measured.
- F. PROPOSED PARTNERSHIPS** – Briefly list the proposed partners, the roles that they will play in implementing the project, and how these partnerships strengthen the proposal. *A project partner is a group or agency that contributes to the project outcomes in a substantial way and is closely involved in the completion of the project.*
- G. COMMUNITY INVOLVEMENT** – Explain how the local community will be involved in the project, and the stewardship and educational benefits of their involvement. Describe your experience working with the target community.

One of the primary goals of the Community Salmon Fund is to encourage broader involvement from the public and landowners in salmon recovery efforts. In addition to excellent salmon habitat benefits, all funded projects are expected to have a strong community involvement component. Community involvement can include: (A) engaging large numbers of the community in restoration projects through volunteerism and stewardship (e.g. community groups, school groups, scouts, planting events, etc.), and/or (B) engaging a smaller number of key landowners (farmers, businesses, etc.) in restoration activities and including a clear plan for how their involvement will encourage participation of a broader segment of that community through dissemination. **Examples of successful community involvement in previous Community Salmon Fund grants have included:**

- Working with conservation districts and local farmers to improve riparian habitat on their property, and using this work as an opportunity to encourage other landowners in the area to undertake similar projects.
- Enlisting the support of local students and teachers in volunteer planting efforts and incorporating the restoration project into their curriculum.
- Holding workshops on restoration practices with local businesses and riparian landowners in key stream reaches.
- Partnering with local volunteer groups to solicit additional participation through creative outreach: festivals, local newspapers, the Chamber of Commerce, student clubs, etc.

We also encourage other creative efforts that address needs identified in your community and lead to well-

established partnerships, the involvement of landowners and groups in restoration projects, and increased public education regarding salmon restoration needs.

H. DISSEMINATION – Describe how the results of the project (including monitoring results) will be actively disseminated to the appropriate audiences. Please specifically state how you will work with local media outlets, neighboring landowners, partner organizations, and others to disseminate information on the project before, during, and after the proposed activities. Innovative techniques for disseminating project information are strongly encouraged.

IV. Map - Show the location of the project within the state and submit one or more legible maps of varying linear scales with the north arrow and other pertinent information adequate to clearly show the exact location of the project work site.

SIGNATURE OF APPLICANT (An original signature page must be received with this application.)

I certify that the above information is true and accurate.

Name of Executive Director or Project Officer

Signature

Date

PLEASE SUBMIT ONE COPY OF THE COMPLETED APPLICATION FORM by mail. To make photocopying easier, please do not staple or bind proposals. In addition please e-mail a copy to bferrasci-omalley@evergreenfc.com.

ADDITIONAL INFORMATION - ATTACH ONLY ONE HARD COPY OF THE FOLLOWING:

IV. Organizational Information

- A. Project staff and their qualifications.
- B. Applicant's mission and goals.
- C. List of applicant's Board of Directors or Trustees.
- D. Applicant's annual report (if available).
- E. Statement of any legal actions related to the applicant's restoration activities or legal actions by the applicant in which a land management agency is a party, which are pending, are anticipated, or were completed within the past year.

<i>State or Local Agencies</i>	<i>Nongovernmental Organizations</i>
N/A	
N/A	

V. Financial Information

- A. IRS Form 990 and IRS determination letter.
- B. Proof of previous federal awards, if applicable.
- C. An A-133 audit for recipients of federal grants. *(An A-133 is required only for organizations that have received over \$500,000 in federal grants in the past year)*
- D. Most recent GAAP audited financial statements. *(This is the standard yearly accounting audit.)*

N/A	
N/A	

PEER REVIEW LETTERS (minimum of 2 letters)

The purpose of the peer review is to provide the Foundation with a critical review of pending projects reflecting a range of disciplines, expertise, and viewpoints. **Peer reviewers should not be affiliated with the applicant's organization (e.g., Board of Directors), be a project partner, or stand to benefit directly from the proposed project.** All proposals submitted to the Foundation are subject to review by a local congressional delegation. Please submit a review from each of the following categories:

1. **Conservation / environmental organization**
2. **Academic institution (aquatic or fish biologist)**

The applicant must ensure that these reviewers (minimum of 2) submit their comments directly to the Foundation **no later than two weeks after the application due date** (by November 15th, 2007). You may submit additional reviews or letters of commitment if you feel it will support your proposal. The Foundation reserves the right to require the applicant to send the proposal to additional reviewers selected by the Foundation.

Please list your reviewers below and send copies of your application directly to them, along with copies of the Foundation's Guidelines for Peer Review Letters (attached):

A) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

B) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

C) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

D) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

**COMMUNITY SALMON FUND
GUIDELINES for PEER REVIEW LETTERS**

Please return your comments on your organization's letterhead to Brian Ferrasci-O'Malley, National Fish and Wildlife Foundation c/o Evergreen Funding, 192 Nickerson Street, Suite 310, Seattle, WA 98109. Please submit your letter by November 15th, 2007.

Project Name: _____

Applicant's Organization: _____

Foundation Contact: Brian Ferrasci-O'Malley

Date Due: November 15th, 2007

Reviewer's Name: _____

Organizational Affiliation: _____

- I. EVALUATE the benefits of the proposed project to salmon habitat conservation and restoration.
 - A. Does the proposal address a salmon restoration/conservation need in this watershed?
 - B. Do you believe that the project's objectives and goal can be achieved under the present concept/activities/timeline?
 - C. What is the weakest part of this proposal?

- II. ORGANIZATIONAL QUALIFICATIONS: Please assess the ability of the applicant to conduct the proposed work. Does the applicant have the expertise and resources to accomplish the proposed objectives?

- III. BUDGET: Is the proposed budget reasonable?

- IV. ADDITIONAL (Optional): Please provide any comments or suggestions that would help the applicant improve their project.

Attachment D: Sample CSF Reviewer Scoresheet

Community Salmon Fund 2008 Reviewer Scoresheet

Applicant:		Project:	
Reviewer:		Date:	

Scoring Guide	10 point scale	5 point scale
Exceeds criterion	10	5
Barely meets criterion	5	3
Addresses question but does not meet criterion	1	1
Does not address the question/answer is unrelated	0	0

Scoring Criteria	Score	Comments
Salmon Habitat Benefits / Scientific Merit	(1-10)	
<p>Local/watershed benefit Does the proposal address a real conservation or management need consistent with the local salmon recovery strategy (where applicable)? Will the proposed activities benefit salmon in the target watershed in a tangible way? (For "Creative Partnership" projects, please consider the end goals of project activities.)</p> <p>Scientific feasibility Can the project accomplish the stated objectives? Can the goal be achieved under the proposed activities?</p> <p>Evaluation/monitoring Is there a well-developed methodology for managing and evaluating program results, including measure of success? (For "on-going maintenance" projects, please evaluate chances of successful replacement/enhancement.)</p>		
Community Involvement	(1-10)	
<p>Ability to Reach Target Community Does the applicant have a history of successfully implementing conservation or restoration projects with target communities? Does the applicant have excellent connections and high credibility with communities that live and work along salmon-bearing rivers?</p> <p>Proposed Partnerships Does the proposal engage community groups, businesses and/or landowners as project sponsors and/or hosts? Do the proposed partnerships serve to strengthen the project? Does it feature a location, project type, or community partner that is under-represented in salmon recovery efforts?</p> <p>Dissemination Does the proposal outline how the results of the project will be shared with the surrounding community? Will this project be used to engage a broader segment of the community in salmon recovery efforts?</p>		
Budget and Leverage	(1-5)	
<p>Budget Is the proposed budget reasonable? Does the project have a high likelihood of being self-sustaining after the grant period? Is this project a good investment?</p> <p>Match Has the applicant obtained match from a variety of sources? Is the match varied in type (i.e. cash, other grants, in-kind donation of services, volunteer time)?</p>		
	0	Point Total