

**Lower
Columbia
Fish Recovery Board**

2024 Small Grants - POV
Program Guide

NOVEMBER 1, 2024

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OVERVIEW

The Lower Columbia Fish Recovery Board manages a Small Grants program to centralize small, often one-time grant opportunities that support the LCFRB’s mission of recovering salmon and steelhead to healthy and harvestable levels, and protecting and restoring the ecosystems upon which they depend. The Small Grants- POV grant program is conducted pursuant to a negotiated settlement and consent decree in the case of the Columbia Riverkeeper, Metropolitan Stevedore Company and Bulk Terminal LLC (U.S. District Court for Western District of Washington Case No. 3:21-cv-05486-BHS). The intent of the program is to fund projects that benefit water quality in the Lower Columbia region. The Lower Columbia Fish Recovery Board (LCFRB) will solicit and evaluate proposals and award and administer the program’s contracts. Projects funded through this program must occur within the boundaries of the Lower Columbia Fish Recovery Board as shown in Figure 1.

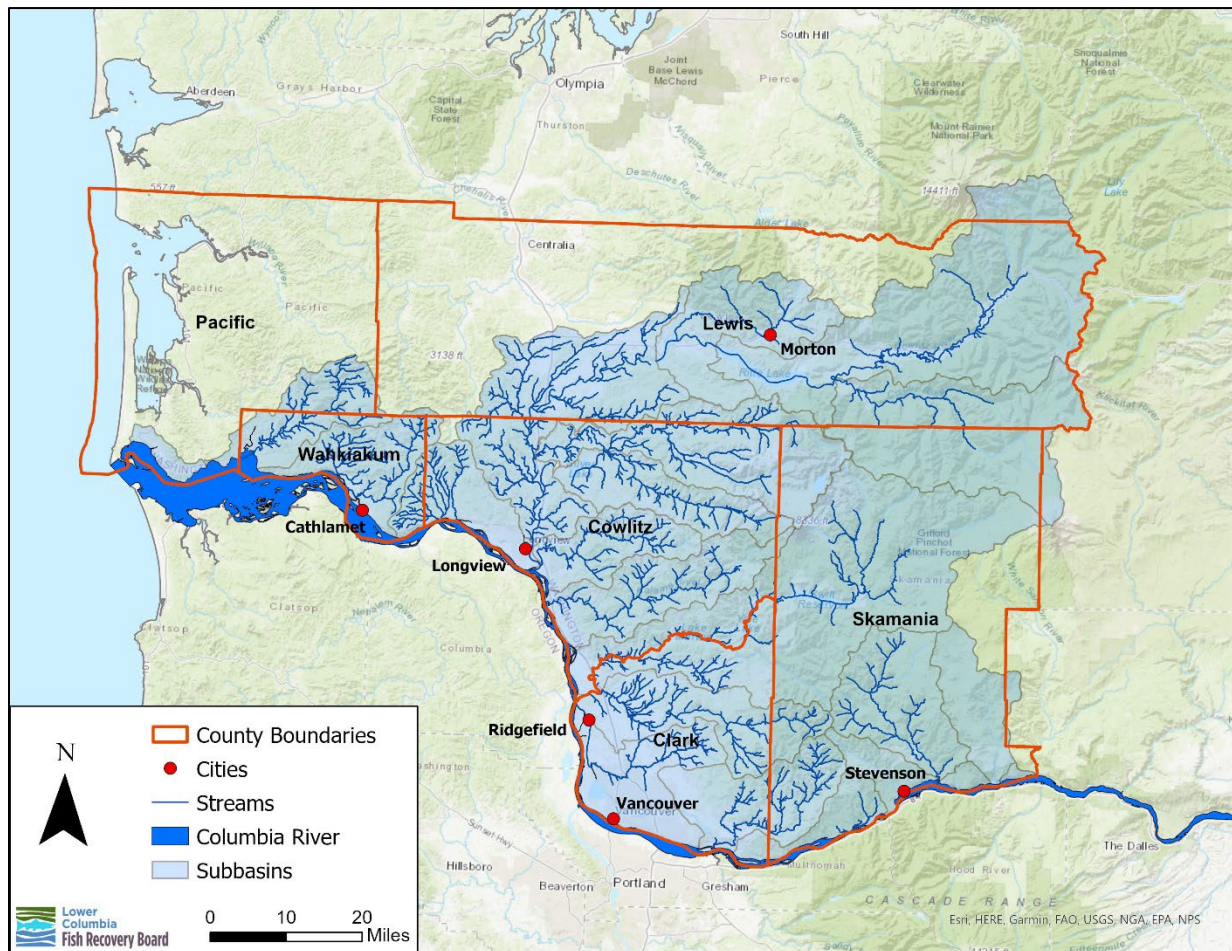


Figure 1. The Lower Columbia Fish Recovery Board region. The geographic scope for the Small Grants-POV program includes all uplands and aquatic habitats that drain to the Columbia River within the Lower Columbia Fish Recovery Board regional boundary.

GRANT PROGRAM TIMELINE

Dates	Grant Program Activity	Timeline
Nov. 4	Small Grants Program round opens – Online	Grant round and materials advertised on the LCFRB website and via email.
Nov. 21	Applicant Informational Workshop – Webinar	LCFRB hosts an informational workshop for potential applicants.
Dec. 9 – Feb. 1	Pre-application meetings – Virtual or at the LCFRB Office.	Applicants discuss proposal fit to program priorities with LCFRB staff prior to submitting a full application.
Feb. 28	Full Application Due at 12 PM – Online or Email	All application materials are due to LCFRB staff.
Week of Mar. 10 (TBD)	Applicant Presentations and Review Committee Evaluation Meeting– Hybrid Meeting	Applicants present proposals to the Review Committee, which will score and rank proposals for LCFRB Board funding consideration.
Apr. 4	LCFR Board Approves Grant Awards – Hybrid Meeting	LCFR Board makes decisions on the Review Committee’s recommended ranked project list.
Apr. 11	Award Notification	LCFRB staff will notify all applicants of the LCFRB Board’s funding decisions and next steps for contracting if funding is approved.

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GRANT AWARD

The funding for this grant program is provided pursuant to the above referenced court consent decree and is administered by the LCFRB. A total of \$480,000 will be made available to fund projects under the Small Grants-POV program, over a two-year period. The LCFRB will award funds and contract with sponsors on a reimbursable basis. The minimum grant award is \$50,000. The maximum grant award is \$480,000.

MATCH

Match is not required; however, project sponsors are encouraged to demonstrate local support in the form of cash, in-kind services, and/or materials.

CONTRACT PERIOD

Project contracts will be for a period of performance of up to three years. When warranted, contract extensions will be considered on a case-by-case basis for the period of performance not to exceed five years.

ELIGIBLE PROJECTS

Projects must focus on improving water quality in the Columbia River, its tributaries, and other aquatic habitats that drain to the Columbia River within the program's geographic area (see Figure 1). All projects shall identify the water quality issue being addressed and describe how the project will effectively address the issue directly or indirectly. Example project types include, but are not limited to, removal of impervious surfaces, installing stormwater treatment facilities (biofiltration, infiltration and treatment devices), construction of green infrastructure solutions, and other projects that will demonstrably improve water quality. Both construction and design projects are eligible.

INELIGIBLE PROJECTS

Projects that are a requirement or satisfy mitigation obligations under local, state and/or federal permitting programs are not eligible.

Projects must be designed to show a clear improvement or solution to water quality issues and problems. Otherwise, the project is ineligible for funding under this grant program. Examples of ineligible project types include outreach and education, monitoring, signage and art, and training programs. Those items may be a portion of your proposal, but not a primary component or standalone proposal.

ELIGIBLE APPLICANTS

To ensure alignment with our existing LCFRB grant programs, applicant eligibility must be consistent with requirements of the Salmon Recovery Funding Board (SRFB) [Manual 18](#). Only the following are eligible to receive funding:

- Cities;
- Counties;
- Conservation districts;
- Federally recognized Indian Tribes;
- Nonprofit organizations;
- Regional fisheries enhancement groups;
- Special purpose districts or municipalities; and,
- A state or federal agency with a local partner that is independently eligible to be a grant applicant. The local partner must be involved in the planning and implementation of the project and must provide an in-kind or cash contribution to the project. This contribution must be documented to the LCFRB upon project completion.

GENERAL REQUIREMENTS

- Proposals that do not meet eligibility requirements will be rejected from further consideration.
- Leverage or matching funds are not required but encouraged.
- Projects involving woody vegetation plantings require a minimum of three years of maintenance. Applicants should plan for this maintenance period in their budgets. Maintenance is an allowable expense.
- Project contracts will typically be for a performance period of three years. When warranted, contracts may be extended to a total performance period of up to five years, on a project by project basis.
- Proof of property access and landowner authorization for project construction and maintenance must be provided at the final application stage.
- Construction projects must meet standards and guidance in the [Stormwater Management Manual for Western Washington](#) (Ecology 2024).

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

APPLYING FOR A GRANT

APPLICANT WORKSHOP

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

PRE-PROPOSAL MEETING

Potential applicants are required to meet with LCFRB staff prior to submitting their full application. Staff will work with applicants to schedule meetings within the dates on the grant program timeline. Applicants need to submit the following information to LCFRB at least two business days before the pre-application meeting:

- A brief description of project scope with rationale for approach (2 page maximum);
- Project goals and SMART objectives (Site-specific, Measurable, Achievable, Relevant, Timebound);
- Water quality parameters being addressed;
- Overall budget (an itemized budget is preferred but not required until the full application deadline);
- Available references to document project water quality improvement need; and,
- A map showing the full project area.

LCFRB staff will provide recommendations on project proposals at the meeting to help ensure the full application provides information needed for thorough evaluation of project benefits to water quality, certainty of success and cost criteria.

The LCFRB Program Manager will contact applicants within two business days of the pre-proposal meeting to inform the applicant if they are invited to submit a full application.

FULL APPLICATION

Only applications from eligible applicants invited to submit proposals will be considered. Notification will take place via email no more than two business days after the pre-application meeting. Final applications are due by 12 p.m. PST on February 28, 2024, and must be emailed to the LCFRB Program Manager. Contact the LCFRB Program Manager prior to the application deadline if the files are too large to email and other arrangements need to be made.

LCFRB staff are available to review draft applications prior to submission if requested by the applicant at least one week before the final application deadline. Staff will advise the applicant of any deficiencies prior to the submission deadline, but they cannot advise on potential scoring by the review committee. The final application must include all the materials in the following application materials checklist (Table 2) and must be received electronically by the deadline to qualify:

Table 2. Applicant checklist for all Small Grant applications. Materials can be accessed via the checklist links to the LCFRB Small Grants webpage or provided by LCFRB staff.

Small Grant Application Materials Checklist
<input type="checkbox"/> Small Grants Proposal form completed.
<input type="checkbox"/> Project photos in .jpg format (two minimum, five maximum)
<input type="checkbox"/> Project area maps: general vicinity map; Area of Potential Effect;;and, site plans for project area.
<input type="checkbox"/> Current signed and dated LCFRB Landowner Acknowledgement form for all affected landowners.
<input type="checkbox"/> LCFRB Detailed Budget spreadsheet
<input type="checkbox"/> Signed and dated LCFRB Partner Contribution Form (only if proposal includes matching funds).
<input type="checkbox"/> Project design drawings (plan view, profile and cross-section, as applicable) or other supporting information, drawn to scale (<i>required for construction projects</i>). All property and ownership boundaries must be accurately depicted and labeled. Project design drawings must comply with RCO Manual 18, Appendix D and standards and guidance in Ecology’s 2024 Stormwater Management Manual for Western Washington.
<input type="checkbox"/> For projects on state-owned aquatic lands and any DNR property, DNR authorization form. DNR contacts can be found here: https://www.dnr.wa.gov/about/dnr-regions-
<input type="checkbox"/> For projects on WDFW-owned lands, WDFW landowner authorization form. Start the restoration pathways process early by contacting WDFW at 360.696.6211

APPLICATION REVIEW

LCFRB staff will review submitted full applications to determine eligibility. The Review Committee will evaluate and rank project proposals following their review of submitted applications and attendance at applicant presentations. Evaluation is based on clarity, certainty of success, water quality benefits, and cost considerations. The Review Committee will consist of professionals with expertise in water quality, stormwater management, habitat restoration, and knowledge of the program area and its resources.

The Review Committee will review and score each application using the *LCFRB 2024 Small Grants Program Project Evaluation Considerations and Questions* document (Attachment A). A review of a ranked list will be facilitated by LCFRB staff with the goal of identifying a ranked list recommended by the Review Committee. The Review Committee will provide their recommendations to the LCFR Board for a final decision on funding awards and priorities. The LCFR Board may also consider additional factors such as community support, economic impacts, and social issues. The approved ranked list and supporting documentation will be available to the public within 7 business days of final LCFR Board approval. Proposals receiving awards shall be notified via email to the primary application sponsor.

APPENDIX A: LCFRB 2024 SMALL GRANTS PROGRAM PROJECT EVALUATION
CONSIDERATIONS AND QUESTIONS

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Total Maximum Points **90 Points**

Question 1. Water Quality Benefits 10 pts each = 40 Points Total

- Does the project address or impact a known or documented water quality issue?
- To what degree will the project contribute to the overall health of the watershed by targeting key pollution sources and/or supporting watershed-scale processes?
- To what extent will the benefits be sustained or persist over time within the context of anticipated land and resource use in the watershed?
- Is the project consistent with goals, objectives, strategies and priorities identified within an adopted stormwater management, water quality improvement, and other adopted local, state or federal plan(s) applicable to the project area?

Question 2. Certainty of Success 5 pts each = 30 Points Total

- Does the proposal have appropriate scope and scale for the stated goals and objectives?
- Does the proposal have appropriate and proven methods and techniques to address or impact the stated water quality improvements?
- Is the project coordinated with and logically sequenced with other needs or projects in the targeted watershed?
- How qualified and experienced is the project team (sponsor and partners) at successfully undertaking projects of similar scope, nature, and magnitude?
- Has the applicant demonstrated project management abilities and successful follow through with completing projects on time and within budget?
- To what extent does the proposal address how projected watershed conditions and processes will affect the long-term success of the proposed project?

Question 3**Cost****5 pts each = 20 Points Total**

- Are the requested amount and the total project cost reasonable relative to the likely water quality benefits?
- Is the total project cost reasonable relative to the amount and type of work being proposed?
- Are costs well described and justified?
- Are more appropriate funding sources available for the project?