



Idaho Pacific Coastal Salmon Recovery Fund (PCSRF) Program Update

May 3, 2019, Boise, Idaho

May 7, 2019, Moscow, Idaho

May 8, 2019, Salmon, Idaho

The Pacific Coastal Salmon Recovery Fund (PCSRF) was established in Fiscal Year 2000 to address a coast-wide need to restore and conserve Pacific Chinook, coho, chum, sockeye and pink salmon and steelhead, and their habitat.

The goal of the PCSRF program is to *“make significant contributions to the conservation and restoration of salmon and steelhead runs -- and the habitats on which salmon and steelhead depend.”*

This goal is achieved through implementation of projects that address five broad PCSRF program objectives:

- salmon habitat protection and restoration
- watershed and sub-basin planning and assessments
- salmon research, monitoring, and evaluation
- salmon enhancement
- outreach and education



NOAA FISHERIES | West Coast Region
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



Pacific Coastal Salmon Recovery Fund

NOAA's Program Priorities

Priority 1 Projects

- Address factors limiting the productivity of Pacific anadromous salmonid populations that are ESA-listed and/or necessary for the exercise of tribal treaty fishing rights or native subsistence fishing
- Habitat improvement projects
 - Project-specific engineering or designs to implement on-the-ground habitat improvement

Priority 2 Projects

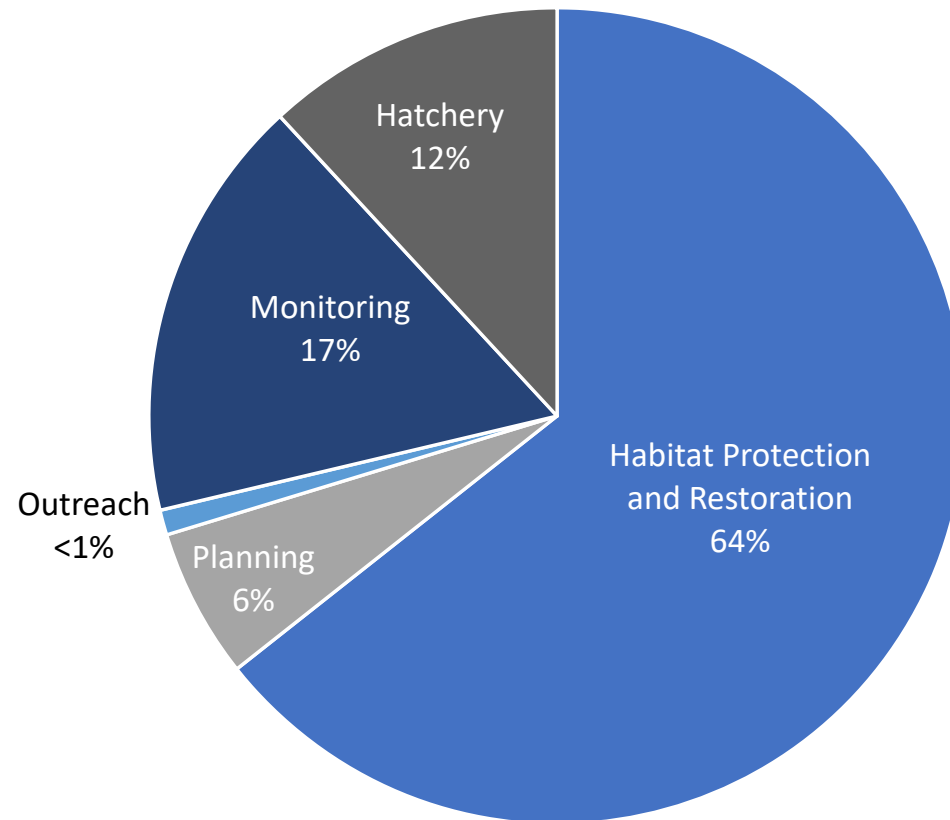
- Watershed-scale or larger effectiveness monitoring (e.g., intensively monitored watershed project)
- Population-scale status and trend monitoring
- Monitoring necessary for the exercise of tribal-treaty fishing rights or native-subsistence fishing on anadromous salmonids
- Conducting watershed-scale or larger restoration planning (e.g., strategic action plans)

Priority 3 Projects

- All other projects consistent with the Congressional authorization with demonstrated need for PCSRF funding
- Planning
 - Coordination
 - Landowner outreach
 - Assessment
 - Research
 - Monitoring (i.e., monitoring at less than watershed or population scale)

OSC currently does not fund Priority 3 projects

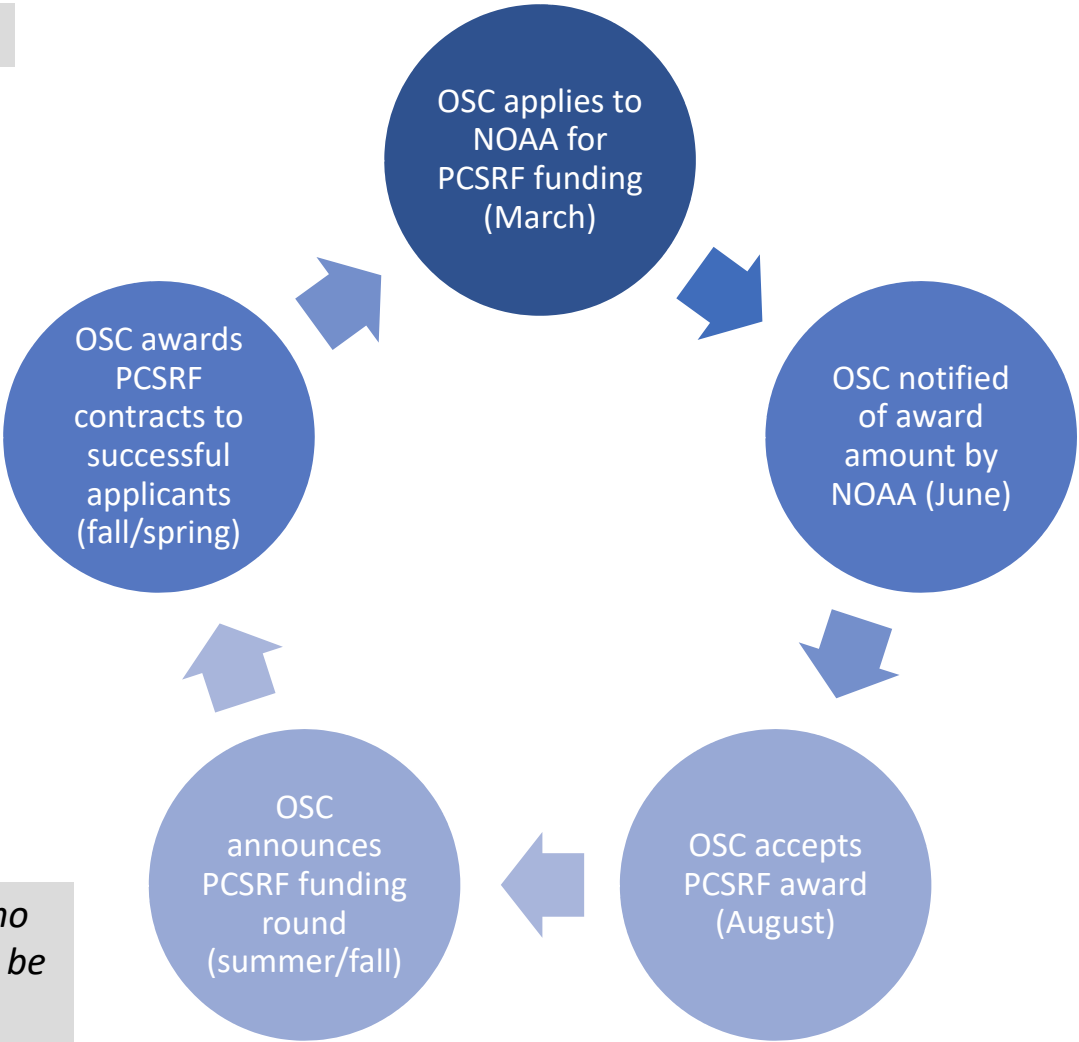
Total PCSRF funds received by Idaho since 2004 = \$52.09 million



Idaho Program – Project Categories and Status					
Source: PCSRF Database					
Project Category	Habitat	Acquisition/Cons. Easement	Hatchery	RME	Planning/Engineering /Assessments
Total # Projects	155	12	4	44	57
# Completed Projects	113	11	3	36	44

Project Category	Completed Actions To-Date
Source: PCSRF Database	
Habitat Restoration, Acquisition & Conservation Easements	<ul style="list-style-type: none">Removed 118 fish passage barriers opening 638.9 miles of habitatIncreased instream flow by 301.67 cfs from irrigation system improvements impacting 266.93 miles of streamCreated 318 pools and placed 701 structures instreamTreated 890.6 acres of riparian/wetland area including planting native vegetation on 310.03 acres of riparian/wetland areaInstalled 40.92 miles of fencing to protect streambanksProtected 28.97 miles of stream and 3,896.2 acres via acquisitions and conservation easements
Monitoring & Evaluation	<ul style="list-style-type: none">Ongoing monitoring of 462.9 miles of stream in the Lemhi River and Potlatch River as Intensively Monitored WatershedsLemhi River surface-groundwater connectivity researchPotlatch meadow restoration effectiveness via groundwater monitoring
Planning, Engineering, & Assessments	<ul style="list-style-type: none">Completed engineering and designs for 34 habitat restoration projectsAssessed and inventoried habitat on 337.71 miles of stream

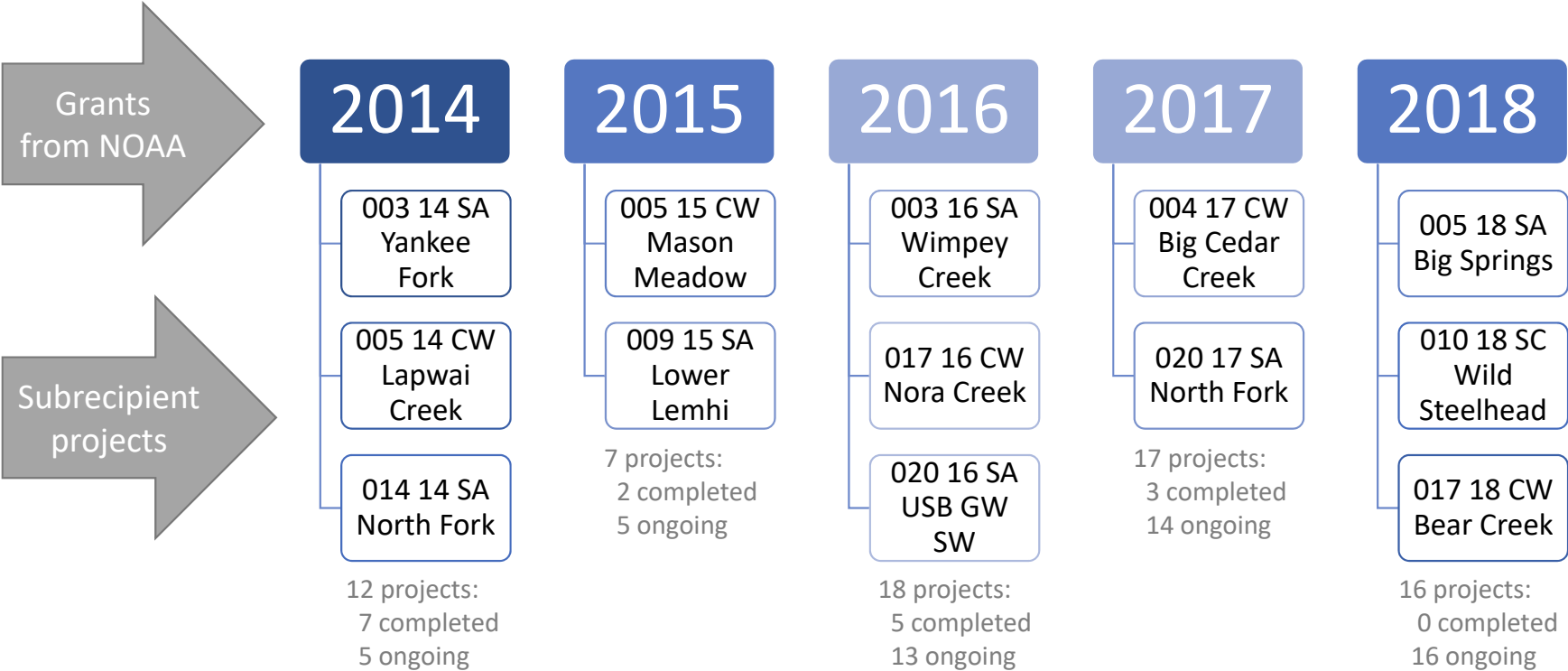
Funding Timeline



Dates for next round of Idaho PCSRF funding (Round 22) to be announced summer 2019

Current PCSRF Grants

- NOAA PCSRF grants are 5-year grants
- OSC managing 5 PCSRF grants at any given time
- Subrecipients receive 3-year contracts (maximum) from OSC to ensure projects are completed within grant period



Federal Guidelines Applicable to PCSRF Grants

Subrecipients **must** follow all federal guidelines in the following documents:

- [Electronic Code of Federal Regulations, Title 2: Grants and Agreements, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- Department of Commerce Financial Assistance Standard Terms and Conditions
- NOAA Financial Assistance Administrative Terms
- Special Award Conditions

Versions of the documents often change for different award years. Applicable documents for each award year are posted on the [Salmon and Steelhead](#) page of the OSC website



Electronic Code of Federal Regulations

DEPARTMENT OF COMMERCE
FINANCIAL ASSISTANCE
STANDARD TERMS AND CONDITIONS

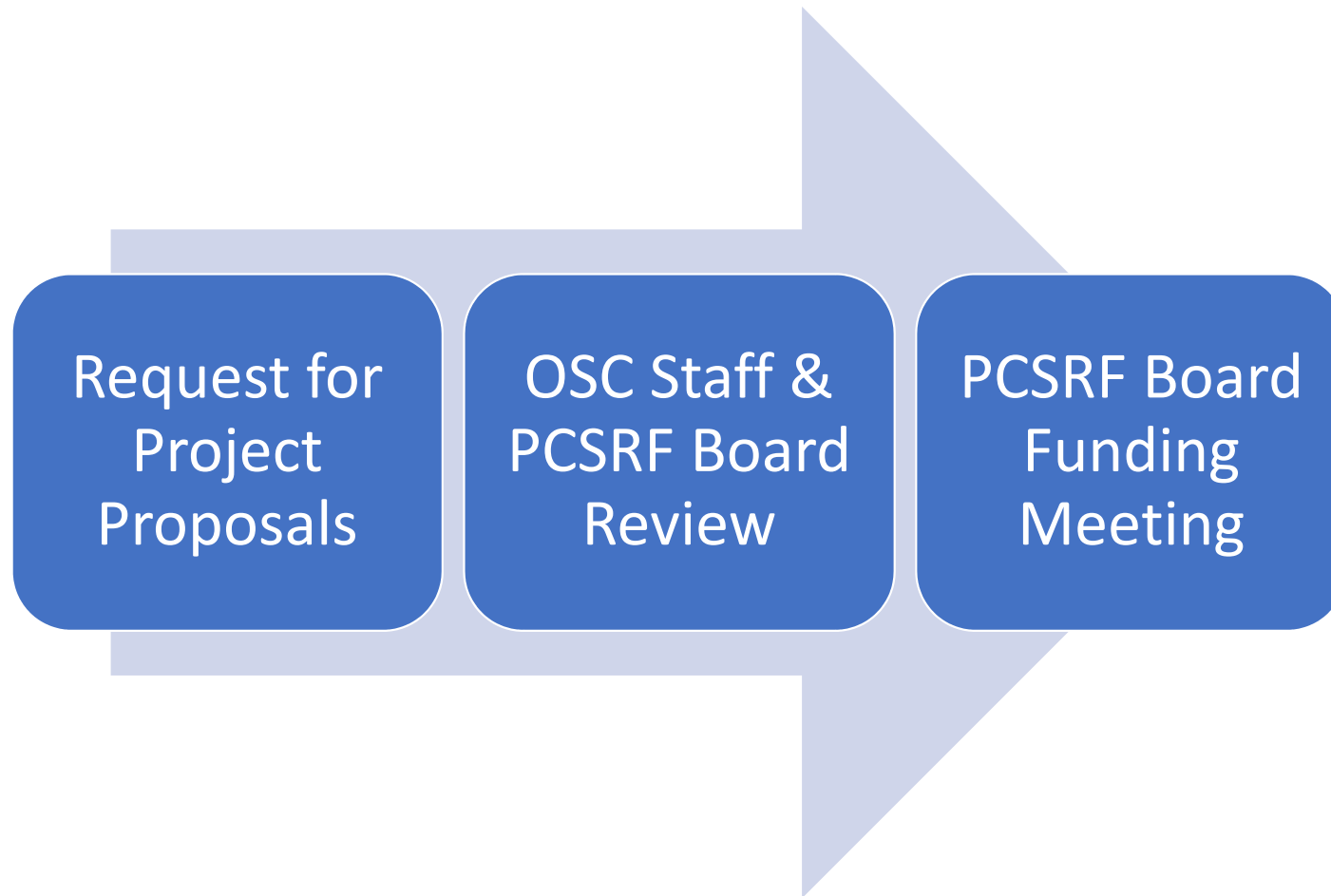


Idaho Pacific Coastal Salmon Recovery Fund Program

2018 Grant Guidelines



Office of Species Conservation
304 N 8TH ST, STE 149
BOISE, ID 83702-5833



Request for Project Proposals

Application checklist from 2018 request for proposals (Round 21)



Items	Template
✓ Application narrative	PCSRF Application Narrative
✓ Project location map	Applicant Creates
✓ Photos of project location	Applicant Creates
✓ Budget form	Budget Template
✓ Work type metrics	A Habitat Restoration Metrics B Engineering Design Metrics C Monitoring Metrics
✓ Project design drawings and plans, if applicable	Applicant Creates
✓ Letter of match	Letter of Match Template
✓ Landowner Acknowledgement Form, required for projects occurring on land not owned by applicant	Landowner Acknowledgement Form
✓ Project ranking/review, from the Upper Salmon Basin Watershed Program Technical Team or the Clearwater Core Review Team	USBWP or CCRT Creates
✓ Workers Compensation Certificate	Applicant Creates
✓ Copy of federally negotiated indirect cost rate agreement or Idaho De Minimis Indirect Cost Rate Form	Applicant Creates or Idaho De Minimis Indirect Cost Rate Form
✓ Resumes for key project personnel, optional	Applicant Creates

Pre-award

Request for Project Proposals – Budget form

- Line item budget for proposed PCSRF project costs
- Costs must be **allowable**, **reasonable**, and **allocable**

PCSRF Funding Request							
Insert Applicant Name							
Insert Project Name							
Insert Project Period							
PCSRF PROJECT BUDGET - Round 21							
	Qty2	Unit	Qty1	Unit	Cost per	Unit	COST
1 PERSONNEL							\$1,678
Project Manager 1			45 hrs.	@	23.52 /hr.		\$ 1,058.40
Administrative Assistant 2			8 hrs.	@	15.00 /hr.		\$ 120.00
Example: Seasonal Tech 3		2 pers.	25 hrs.	@	10.00 /hr.		\$ 500.00
			Subtotal Salaries				1,678.40
2 FRINGE							\$599
Fringe:			Staff 1,2	@	35.10% /		\$ 413.62
			Staff 3	@	37.00% /		\$ 185.00
				@	/		
			Subtotal Benefits				598.62
3 TRAVEL							\$423
Example: POV Mileage		7 trips	113 mi./trip	@	0.535 /mi		\$ 423.19
				@	/		\$ -
				@	/		\$ -
				@	/		\$ -
4 SUPPLIES							\$2,380
Office Supplies/Equipment							
Example: Laptop			2	@	500.00 /		\$ 1,000.00
Example: Desktop Printer			1	@	250.00 /		\$ 250.00
				@	/		\$ -
				@	/		\$ -
			Subtotal Office				\$ 1,250.00
Field Supplies/Equipment							
Example: PIT tags			500	@	2.06 /tag		\$ 1,030.00
Example: Shovels			2	@	50.00 /shov		\$ 100.00
				@	/		\$ -
				@	/		\$ -
			Subtotal Field				\$ 1,130.00
5 COMMUNICATIONS/UTILITIES							\$5,040
Example: Telephone lines		12 lines	12 mo.	@	35.00 /line		\$ 5,040.00
				@	/		\$ -
				@	/		\$ -
				@	/		\$ -
6 TRAINING							\$28,800
Example: Staff Training		12 staff	3 mo.	@	800.00 /cls		#####
				@	/		\$ -
				@	/		\$ -

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Request for Project Proposals – Budget

Allowable costs (2 CFR 200.403)

- **Necessary and reasonable** for proper and efficient performance and administration of the grant
- Treated consistently as a direct or indirect costs
- Determined in accordance with generally accepted accounting principles (GAAP)
- Net of all applicable credits
- Not included as cost or used to meet the cost-sharing or matching requirements of another federal award
- **Adequately documented**
- Authorized or not prohibited under state or local laws or regulations
- In conformance with limits or exclusions on types or amounts of costs, as set forth in the applicable cost principles, federal laws, award terms and conditions, or other governing regulations
- Consistent with the recipient’s policies, regulations, and procedures that apply to both federal awards and other activities of the recipient
- Allocable to the award under the provisions of the applicable cost principles



Request for Project Proposals – Budget

Reasonable costs (2 CFR 200.404)

- A cost is considered *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Factors to consider when determining reasonableness:

1. Is the cost ordinary and necessary for the organization’s operation or award performance?
2. What restraints or requirements are imposed by factors such as generally accepted sound business practices and arms-length bargaining?
3. How does the cost compare with market prices for similar goods and services?
4. Did the individuals concerned act with prudence in the circumstances, considering their responsibilities to the organization; its members, employees, and clients; the public; and the government?
5. Did the cost involve significant deviations from established practices of the organization which might unjustifiably increase costs charged to the award?

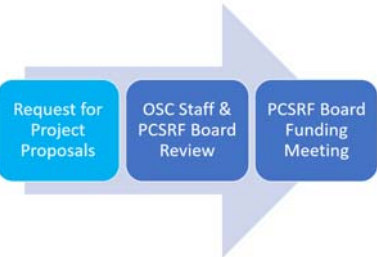


Request for Project Proposals – Budget

Allocable costs (2 CFR 200.405)

- A cost is *allocable* to an award if the goods or services involved are chargeable or assignable to the award or cost objective. This standard is met if the cost meets **all** of the following criteria:
 - Is incurred specifically for the federal award
 - Benefits both the federal award and other work of the nonfederal entity, and can be distributed in proportions that may be approximated using reasonable methods
 - Is necessary to the overall operation of the nonfederal entity and is assignable in part to the federal award in accordance with the principles of 2 CFR 200 subpart E (Cost Principles)

Costs are allocated to a particular cost objective (e.g., grant, project) according to the relative benefits received by that cost objective.



Request for Project Proposals – Budget form

Indirect rates

Applicants with a current federally negotiated indirect cost rate agreement (NICRA) from cognizant agency may include indirect rate in budget.

Must include a copy of the NICRA with PCSRF application and provide an updated copy to OSC throughout project contract.

Any nonfederal entity that has never received NICRA may include a de minimis indirect rate of 10% of modified total direct costs (MTDC) in their budget.

Must include signed Idaho De Minimis Indirect Cost Rate Form with PCSRF application.

PCSRF Funding Request						
Insert Applicant Name						
Insert Project Name						
Insert Project Period						
PCSRF PROJECT BUDGET - Round 21						
	Qty2	Unit	Qty1	Unit	Cost per Unit	COST
1 PERSONNEL						\$1,678
Project Manager 1			45 hrs.	@	23.52 /hr.	\$ 1,058.40
Administrative Assistant 2			8 hrs.	@	15.00 /hr.	\$ 120.00
Example: Seasonal Tech 3		2 pers.	25 hrs.	@	10.00 /hr.	\$ 500.00
			Subtotal Salaries			1,678.40
2 FRINGE						\$599
Fringe:			Staff 1,2	@	35.10% /	\$ 413.62
			Staff 3	@	37.00% /	\$ 185.00
				@	/	
			Subtotal Benefits			598.62
3 TRAVEL						\$423
Example: POV Mileage	7 trips		113 mi./trip	@	0.535 /mi	\$ 423.19
				@	/	\$ -
				@	/	\$ -
				@	/	\$ -
				@	/	\$ -
4 SUPPLIES						\$2,380
Office Supplies/Equipment						
Example: Laptop			2	@	500.00 /	\$ 1,000.00
Example: Desktop Printer			1	@	250.00 /	\$ 250.00
				@	/	\$ -
				@	/	\$ -
			Subtotal Office			\$ 1,250.00
Field Supplies/Equipment						
Example: PIT tags			500	@	2.06 /tag	\$ 1,030.00
Example: Shovels			2	@	50.00 /shov	\$ 100.00
				@	/	\$ -
				@	/	\$ -
			Subtotal Field			\$ 1,130.00
5 COMMUNICATIONS/UTILITIES						\$5,040
Example: Telephone lines	12 lines		12 mo.	@	35.00 /line	\$ 5,040.00
				@	/	\$ -
				@	/	\$ -
				@	/	\$ -
				@	/	\$ -
6 TRAINING						\$28,800
Example: Staff Training	12 staff		3 mo.	@	800.00 /cls	#####
				@	/	\$ -
				@	/	\$ -

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- PCSRF projects require **33% match**
 - If your total project is \$100,000, then \$75,000 can be PCSRF funds and \$25,000 must be match funds ($\$25,000/\$75,000 = 33\%$)
 - If you would like to ask PCSRF for \$100,000, then you must provide \$33,333 in match funds ($\$100,000/3 = \$33,333$) and total project cost = \$133,333
- Two types of match: cash and in-kind
- Match costs must also be **allowable, reasonable, and allocable**
- Separate tabs on the budget form for cash and in-kind match; must identify **source** of match



Insert In-kind Match Source(s) Name												
Insert Project Name												
Insert Project Period - Must be within the proposed PCSRF project period.												
IN-KIND MATCH PROJECT BUDGET - Round 21												
			Qty2	Unit	Qty1	Unit		Cost per	Unit	COST		
1	PERSONNEL										\$1,375	
	Technical Staff (IDWR)				25 hrs.	@		15.00 /hr.		\$ 375.00		
	Volunteer to Plant Riparian Area		5	Volun	8 days	@		10.00 /hr.		\$ 400.00		
	Landowner - Backhoe		1	day	8 hrs.	@		75.00 /hr		\$ 600.00		
Insert Cash Match Source Name												
Insert Project Name												
Insert Project Period - Must be within the proposed PCSRF period.										\$0		
Insert Non Federal Match Source Contract # or Project #												
CASH MATCH PROJECT BUDGET - Round 21												
			Qty2	Unit	Qty1	Unit		Cost per	Unit	COST		
1	PERSONNEL										\$1,678	\$21
	Project Manager 1				45 hrs.	@		23.52 /hr.		\$ 1,058.40		
	Administrative Assistant 2				8 hrs.	@		15.00 /hr.		\$ 120.00		
	Seasonal Tech 3		2	pers.	25 hrs.	@		10.00 /hr.		\$ 500.00		
					Subtotal Salaries					1,678.40		
2	FRINGE										\$599	\$80
	Fringe:				Staff 1,2	@		35.10% /		\$ 413.62		
					Staff 3	@		37.00% /		\$ 185.00		
						@		/				
					Subtotal Benefits					598.62		
3	TRAVEL										\$423	
	POV Mileage		7	trips	113 mi./trip	@		0.54 /mi		\$ 423.19		
						@		/		\$ -		
						@		/		\$ -		
						@		/		\$ -		
4	SUPPLIES/NON-CAPITALIZED EQUIPMENT										\$1,880	
	Office Supplies/Equipment											
	Laptop				1	@		500.00 /LT		\$ 500.00		
	Desktop Printer				1	@		250.00 /PRT		\$ 250.00		
						@		/		\$ -		
						@		/		\$ -		
					Subtotal Office					\$ 750.00		
	Field Supplies/Equipment											
	PIT tags				500	@		2.06 /tag		\$ 1,030.00		
	Shovels				2	@		50.00 /show		\$ 100.00		
						@		/		\$ -		
						@		/		\$ -		
					Subtotal Field					\$ 1,130.00		
5	COMMUNICATIONS/UTILITIES										\$5,040	
			12	lines	12 mo.	@		35.00 /line		\$ 5,040.00		
						@		/		\$ -		
						@		/		\$ -		
						@		/		\$ -		
						@		/		\$ -		

Request for Project Proposals – Metrics

- Applicants required to provide OSC project metrics with project proposal
 - Three project categories (one Excel worksheet for each type):
 - Habitat Protection and Restoration
 - Engineering and Design
 - Monitoring and Evaluation
 - Please fill out **all** questions in the worksheets; incomplete metrics forms will be returned
 - Contact OSC with questions about metrics
- If project is selected for funding, final metrics are required with the final report*

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Salmonid Habitat Protection and Restoration			
Complete the project/worksites information below (using the white boxes to the right of each question). Answer all questions through row 70, then review the 10 subcategories in the columns to the right (Fish Screening through Site Maintenance), one or more of which will be applicable to your project. Complete the column for each relevant subcategory, selecting and completing at least one work type for each. If your project has multiple worksites, please fill out this worksheet for <i>each worksite</i> .			
Project/Worksite Information		Fish Screening	Fish Passage Improvement
Project Title		These projects result in the installation, improvement or maintenance of screening systems that prevent salmonids from passing into areas that do not support salmonid survival; for example, into irrigation diversion channels.	These projects improve or restore anadromous salmonid migration up and down stream including fish passage at road crossings (bridges or culverts), barriers (dams or log jams), fishways (ladders, chutes, or pools), and weirs (log or rock).
Organization			
Worksite Name			
Worksite Number (e.g. 1 of 3, or 1 of 1)			
Total Funding for This Worksite	\$0		
Enter the landownership at the worksite (percentage):		Fish Screening Funding	Fish Passage Funding
Private		Enter the total funding (including PCSRF funds, matching contributions, and other funding sources) allocated/spent on fish screening.	Enter the total funding (including PCSRF funds, matching contributions, and other funding sources) allocated/spent on fish passage improvement.
State			
Federal			
Other			
Enter the anticipated work start date at this worksite (MM/DD/YYYY)		Quantity/amount (acre feet) of water screened per year	Miles/Square Miles Made Accessible
Enter the anticipated work end date at this worksite (MM/DD/YYYY)		Enter the amount of water screened per year in acre feet. This could be the amount listed in the water right.	Enter the total miles (to nearest 0.01 mile) of potential anadromous salmonid bearing stream made accessible upstream of the passage impediment (if there is another barrier upstream, then the length made accessible would be to that next upstream barrier).
Select the Evolutionary Significant Units (ESU) and/or Distinct Population Segment (DPS) targeted by actions to be completed at this worksite (select Yes or No for each).		Fish Screening Work Types	
Snake River Spring/Summer-run Chinook Salmon ESU		Your project will fall into one or more of the work types below (separated by headings). Please review all of them and complete each relevant work type.	
Snake River Fall-run Chinook Salmon ESU			
Snake River Steelhead DPS			
Snake River Sockeye Salmon ESU			
Worksite Location		Fish Screens Installed	Select the type(s) of blockage/barrier addressed (select Yes or No for each).
		These projects install new fish screens where no screen existed previously.	Diversion dam
		Enter the number of new fish screens.	Push-up dam
		Flow rate of screened water (to the nearest 0.01 cfs of flow).	Wood or concrete dam
			Weir
			Culvert
Enter the Latitude of the midpoint for this worksite in decimal degrees.			

Pre-award

Request for Project Proposals – Metrics

- OSC required to report metrics to NOAA for each PCSRF project
- Idaho PCSRF project manager responsible for entering metrics in NOAA database and providing semi-annual updates

Public View of NOAA PCSRF database:

<https://www.webapps.nwfsc.noaa.gov/apex/f?p=309:15>

The screenshot shows the NOAA Fisheries website with the Pacific Coastal Salmon Recovery Fund Project and Performance Metrics Database. The interface includes a navigation bar with links to NOAA HOME, WEATHER, OCEANS, FISHERIES, CHARTING, SATELLITES, CLIMATE, RESEARCH, COASTS, and CAREERS. The main header features the NOAA logo and the title "NOAA FISHERIES PACIFIC COASTAL SALMON RECOVERY FUND PROJECT AND PERFORMANCE METRICS DATABASE". Below the header is a navigation menu with links to Home, Projects, Recovery Domains, Map, Grantees, Definitions, Help, and LOGIN. The "Project List" section displays a search form with filters for Recovery Domain (Any Recovery Domain), Category (Any Category), Subcategory (Any Subcategory), Grantee (ID OSC), and Year (Any Year). A "Search" button is present, along with "Go", "Reset", and "Download" buttons. Below the search form, a table lists project details for rows 1 through 7 of 304. The table columns are Project ID, Grantee, Year, Project Name, Status, Category, Subcategory(s), Recovery Domain(s), and Total Cost.

Project ID	Grantee	Year	Project Name	Status	Category	Subcategory(s)	Recovery Domain(s)	Total Cost
006 14 SA	ID OSC	2014	Bohannon Creek #3 Diversion Removal-PCSRF	Completed	Salmonid Habitat Restoration and Acquisition	Fish Passage Improvement; Instream Flow; Riparian Habitat	Interior Columbia	\$1,480,289
016 17 SA	ID OSC	2017	Sub-Reach 3 Completion, Lower Lemhi Rehabilitation Project	Completed	Salmonid Habitat Restoration and Acquisition	Instream Habitat; Riparian Habitat	Interior Columbia	\$583,309
014 17 CW	ID OSC	2017	Sears Creek Fish Passage	Ongoing	Salmonid Habitat Restoration and Acquisition	Fish Passage Improvement	Interior Columbia	\$105,958
018 16 CW	ID OSC	2016	Waw'áalamnima Large Wood Placement	Completed	Salmonid Habitat Restoration and Acquisition	Instream Habitat	Interior Columbia	\$40,028
009 17 SA	ID OSC	2017	Little Sawmill Creek Restoration Project – 2018	Ongoing	Salmonid Habitat Restoration and Acquisition	Fish Passage Improvement; Instream Habitat; Riparian Habitat	Interior Columbia	\$254,438
004 17 CW	ID OSC	2017	Big Cedar Creek Fish Passage	Ongoing	Salmonid Habitat Restoration and Acquisition	Fish Passage Improvement	Interior Columbia	\$149,458
010 16 SA	ID OSC	2016	Little Sawmill Creek Restoration	Completed	Salmonid Restoration Planning and Assessments	Restoration Planning And Coordination	Interior Columbia	\$48,594

Request for Project Proposals

OSC Staff & PCSRF Board Review

PCSRF Board Funding Meeting

Request for Project Proposals – Project Ranking/Review

Project proposals *must* be reviewed by either the Clearwater Core Review Team or Upper Salmon Basin Watershed Program's Tech Team prior to submitting an application for Idaho PCSRF funding

The ranking/review must be included as an attachment to the application

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WATERSHED PROJECT TECH TEAM RANKING

*** (NOT INTENDED FOR DISTRIBUTION OUTSIDE OF USBWP TECH TEAM) ***

HABITAT Project Name: Lemhi Big Springs Confluence Restoration

Date Ranked: 1/3/2018

Habitat projects include: riparian protection (grazing management), riparian enhancement, bank stabilization, instream habitat enhancement (pool habitat enhancement, cover, resting areas, off-channel habitat, substrate enhancement), and flows (pulse, habitat forming, minimum target flow).

1. Limiting Factors

1.A REACH (Maximum point value 27): Identify the Existing Limiting Factors for the REACH as indicated in the Habitat Goals and Priorities table. This table can be accessed on the USBWP Tech Team website at www.watershedproject.org. Refer to "Goals" 3, 4 and 5 for the specific REACH. Using professional judgement, determine values for how the project Addresses Limiting Factors within the REACH. Multiply the Existing Limiting Factor value by the Addresses Limiting Factor value, then add these scores to obtain the Reach Subtotal.

REACH (as defined in the Habitat Goals and Priorities table)				
Existing Limiting Factors		Addresses Limiting Factors		
High=3 Medium=2 Low=1	x	High/Significantly Improves=3 Medium/Enhances=2 Low/Conserves=1 Does Not Address=0	=	Score
Instream Structures/Pools	2	x	2	= 4
Temperature/Riparian	3	x	2	= 6
Sediment	3	x	2	= 6
Reach Subtotal				= 16

1.B IMPACT AREA (Maximum point value 45): Using professional judgement, determine values for Existing Limiting Factors within the IMPACT AREA of the project. Determine values for how the project Addresses Limiting Factors within the IMPACT AREA. Multiply the Existing Limiting Factor value by the Addresses Limiting Factor value, then add these scores for the Impact Area Subtotal.

IMPACT AREA (immediate area affected by project)				
Existing Limiting Factors		Addresses Limiting Factors		
High=5 Medium=3 Low=1	x	High/Significantly Improves=3 Medium/Enhances=2 Low/Conserves=1 Does Not Address=0	=	Score
Instream Structures/Pools	3	x	3	= 9
Temperature/Riparian	5	x	3	= 15
Sediment	5	x	2	= 10
Impact Area Subtotal				= 34

Request for Project Proposals – NEW Subrecipient Questionnaire

Purpose of Questionnaire: Will allow OSC to conduct risk assessment for each subrecipient and create a monitoring plan for each subrecipient based on determined risk

- Will be required with applications in future rounds of funding
- If subrecipients apply for more than one project can submit just one form
- **All current PCSRF subrecipients required to complete this questionnaire and submit to OSC by June 3, 2019**

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Idaho Office of Species Conservation

Subrecipient Questionnaire

This form and supporting documents provide a basis to evaluate the capability of your organization's management systems, internal controls, and federal grant management skills and experience. It must be completed by financial staff familiar with the current OSC subaward agreement(s), federal regulations, and your organization's business and financial management systems.

Please complete every blank and answer every question; unanswered questions will lead to lower ratings. Once complete, scan and email this document and any required attachments to Species.Conservation@osc.idaho.gov.

Please check the appropriate box for the grant/award(s) your organization is applying for:

☐ BPA ☐ Bureau of Reclamation ☐ PCSRF

Legal Name of Organization _____

Address _____

City, State, Zip Code _____

DUNS Number _____ EIN _____

1. How many full time equivalent (FTE) employees does your organization employ? _____

2. Select your organization type:

☐ College/University ☐ Non-profit
☐ Commercial (for-profit) ☐ Quasi-state
☐ Government ☐ Other (identify) _____

3. How long has your organization been in existence?

☐ More than 10 years ☐ 5 to 10 years ☐ 0 to 5 years

4. Which of the following statements applies to your organization?

☐ We have a current federally negotiated indirect cost rate agreement (NICRA)
☐ We do not have a current NICRA
☐ We have never had a NICRA and would like to use the de minimis indirect rate of 10% of modified total direct costs (MTDC)

Request for Project Proposals – NEW Audit Status Certification

Purpose of Form: Will allow OSC to determine if subrecipient is in compliance with audit requirements per 2 CFR 200 Subpart F – Audit Requirements

- Will be required with applications in future rounds of funding
- If subrecipients applying for more than one project can submit just one form
- **All current PCSRF subrecipients required to complete this form and submit to OSC by June 3, 2019**
- Audit report must be submitted to OSC within 30 days of completion
- Moving forward, subrecipients required to submit form yearly by Sept. 30 (with fall progress report)

Request for
Project
Proposals

OSC Staff &
PCSRF Board
Review

PCSRF Board
Funding
Meeting

Idaho Office of Species Conservation

Audit Status Certification

As a Subrecipient of federal funds, your organization may be subject to the Code of Federal Regulations [2 CFR 200 Subpart F – Audit Requirements](#). If your organization expended \$750,000 or more in Federal awards in the past fiscal year, you are subject to 2 CFR 200 Subpart F, and the Office of Species Conservation, as prime grantee, is responsible for determining whether you have met the audit requirements of the CFR and are in compliance with Federal laws and regulations.

Please complete the sections below and once complete, scan and email this document and any required attachments to Species.Conservation@osc.idaho.gov.

Please check the appropriate box for the grant/award(s) your organization is applying for or currently has funding through:

☐ BPA

☐ Bureau of Reclamation

☐ PCSRF

Legal Name of Organization _____

Address _____

City, State, Zip Code _____

SELECT ONE OF THE FOLLOWING:

☐ A. We have completed our Single Audit for the most recent fiscal year from _____ to _____.

I hereby certify that:

- financial statements received an unqualified opinion from our independent certified public accountants;
- the basic financial statements and 2 CFR 200 reporting package were filed in accordance with the requirements of 2 CFR 200;
- the administration of our Federal projects has been audited in accordance with 2 CFR 200 Subpart F, and there were no material instances of noncompliance with federal laws and regulations or reportable conditions;
- there were no findings in the single audit report that are specifically related to award(s) from the Office of Species Conservation; and
- there were no prior year findings in the single audit report that require follow up or are unresolved with the federal government.

URL link to Single Audit Report: _____

(If URL link is unavailable please submit a hard copy of your Single Audit Report)

OSC Staff & PCSRF Board Review – OSC Staff

Were all required documents submitted?	
Budget	Are PCSRF costs allowable, reasonable, and allocable?
	Does the budget accurately reflect current indirect cost rate or de minimis rate?
	Is the required match met?
Metrics	Are the metrics sheets complete?
	Do the metrics align with the project description in the narrative?
Audit Status	Is the subrecipient compliant with audit requirements?
	Has the subrecipient had any recent findings?
Other	Does the subrecipient have an active DUNs number and are they in good standing?
	What is the subrecipient’s level of risk (based on subrecipient questionnaire)?



OSC Staff & PCSRF Board Review – PCSRF Board

The Idaho Program Funding Board (PCSRF Board) was created under the 2004 Memorandum of Understanding between the National Marine Fisheries Service (NMFS) and OSC

The Board reviews the project proposals and selects projects for funding based on:

- Degree to which the project will contribute to salmon and steelhead conservation and recovery
- Technical merits of each project
- Level of local community support for the project
- Likelihood of the project achieving its goal
- Cost-effectiveness of the project relative to other viable projects

OSC
Administrator
Scott Pugrud

IDFG Director
Ed Schriever

IDWR Director
Gary Spackman

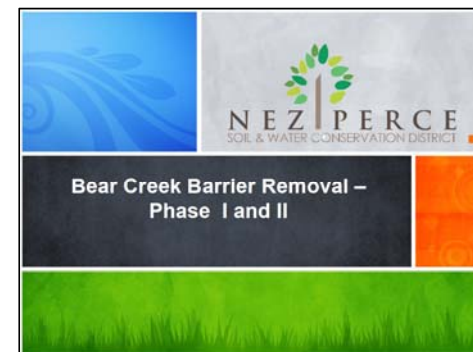
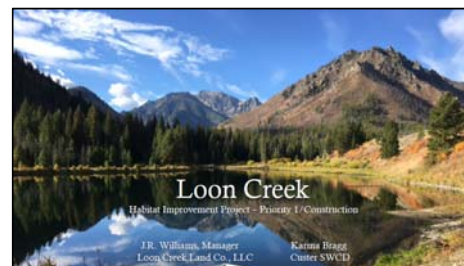
Designee of
Governor
Jim Yost,
*Northwest Power and
Conservation Council*

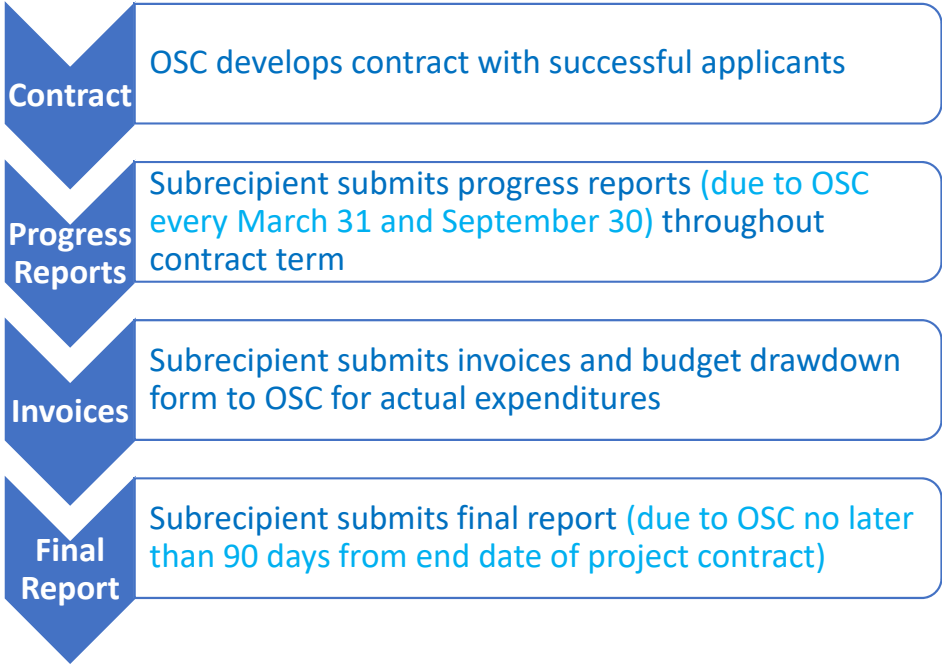
NMFS
Designee
(ex-officio member)
Ken Troyer

Pre-award

PCSRF Board Funding Meeting

- Public meeting convened in Boise
- Project sponsors present projects to the Board and answer questions
- Board prioritizes projects and makes funding decisions by end of meeting
- OSC issues award letters at the direction of the PCSRF Board

Request for
Project
ProposalsOSC Staff &
PCSRF Board
ReviewPCSRF Board
Funding
Meeting



Contracts



OSC develops a contract with successful applicants to implement projects. Proposal and metrics are included as appendices.

Some contract requirements to note:

Federal Guidelines – contract requires subrecipient to comply with *all* provisions of the PCSRF award to OSC, which includes Department of Commerce Financial Assistance Standard Terms and Conditions, 2 CFR 200, NOAA Financial Assistance Administrative Terms, Special Award Conditions)

Reporting and Recordkeeping – be aware of the date in your contract; OSC required to keep all documents 3 years after close of grant, could be up to 7 years for subrecipients since OSC receives 5-year grants

Publications, Videos and Acknowledgment of sponsorship – note requirements in contract from NOAA; *MUST* acknowledge PCSRF funding

Contracts



Sub-award and/or Contract to a Federal Agency

Subrecipients cannot sub-grant or sub-contract any part of the approved project to any federal agency without the prior written approval from OSC.

Other Funding

Subrecipients must immediately provide written notification to OSC in the event that, subsequent to receipt of the Idaho PCSRF award, other financial assistance is received to support or fund any portion of the project.

The PCSRF program will not pay for costs that are funded by other sources.

In addition, not spending funding that OSC has allocated to your project can make it difficult for OSC to spend all PCSRF funds before the grant closes. *Please let us know if you will not be spending your allocated funding as soon as possible so we can allocate them to another project.*

Contracts

Subcontracting requirements

§200.317 Procurements by states. When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. [All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.](#)

§200.318 General procurement standards.

§200.319 Competition.

§200.320 Methods of procurement to be followed.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

§200.322 Procurement of recovered materials.

§200.323 Contract cost and price.

§200.324 Federal awarding agency or pass-through entity review.

§200.325 Bonding requirements.

§200.326 Contract provisions.



Contracts



Prior Written Approval Required For:

- Change in project scope or objective
- Change in project lead
- Foreign travel (including to Canada and Mexico)
- Significant deviations from the match expenditures detailed in the approved budget
- Any changes in budget line items as described in the approved budget of greater than 10% of the total budget
- Equipment purchases not included in the approved budget
- Increasing an indirect budget
- Other costs that require prior approval in federal cost principals

Some of these changes will require PCSRF Board approval at a public board meeting

Progress Reports



Due every **March 31 and September 30** throughout the contract term

Use pre-formatted progress report template supplied by OSC

PLEASE SUBMIT REPORTS ON TIME AND RESPOND TO ANY QUESTIONS IN A TIMELY FASHION; OSC’s reports are due to NOAA **April 30 and October 31**

Progress reports must include:

<i>Item</i>	<i>Description</i>
NOAA PCSRF Federal Fiscal Award Year, DOC Number, CFDA Number, and CFDA Project Title	Included on pre-formatted template.
OSC assigned project number, project title, and project contact information	Included on pre-formatted template.
Reporting period	Provide the start and end date of reporting period covered by report.
Narrative summary	Describe the activities and accomplishments of work accomplished <i>during the reporting period</i> .
Narrative summary of variations	Describe, if applicable, any variations from the project proposal that occurred during the reporting period and the reason(s) for these. E.g. schedule issues, task modification, environmental compliance issues, or personnel.
Supporting documentation	List supporting documentation being submitted with progress report. E.g. designs, permits.
Environmental compliance	Describe any environmental compliance work that has been done for this project during the reporting period (for restoration projects only).

Invoices



- Idaho PCSRF Program operates on reimbursement basis; subrecipients must expend funds and provide an invoice for actual expenditures prior to receiving compensation
- OSC will not reimburse project costs incurred prior to contract start date or after contract end date

Every invoice must contain the following information:

- ✓ Name and address of the billing organization
- ✓ Project name
- ✓ Idaho PCSRF project number (e.g. 005 18 SA)
- ✓ Unique invoice number (assigned by subrecipient)
- ✓ Date of invoice
- ✓ Period of service (e.g. January 1 – February 28, 2018)
- ✓ Total expenses billed by line item (per categories in approved budget)

Invoices – NEW Backup Documentation

Moving forward, all backup documentation required for charges to the PCSRF projects



- Personnel
- Travel
- Mileage
- Other charges (includes supplies, equipment, subcontracts)

Invoices – **NEW Backup Documentation**

Personnel time

- Need documentation to justify staff time billed to PCSRF
- Need to see, at a minimum, the dates/# hours that staff worked on the project and their names
- Timesheets should have the staff member’s signature and the certifying supervisor’s name and signature



§200.430 Compensation—personal services.

- (i) *Standards for Documentation of Personnel Expenses* (1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - (ii) Be incorporated into the official records of the non-Federal entity;
 - (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS);
 - (iv) Encompass both federally assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
 - (v) Comply with the established accounting policies and practices of the non-Federal entity (See paragraph (h)(1)(ii) above for treatment of incidental work for IHEs.); and
 - (vi) [Reserved]
 - (vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Invoices – NEW Backup Documentation

Travel

- Need documentation to justify travel expenses billed to PCSRF
- Need to see name of each traveler, starting location, ending location, time/date left, time/date returned
- Need receipts for hotels, airfare, taxis, etc.
- *Optional OSC Subcontractor Travel Reimbursement Form*



Office of Species Conservation - Subcontractor Reimbursement Form

Please attach backup documentation for all listed charges.

STATE REGS
Link

FED RATE
Link

Per Diem Allowance:		In State	Out of State (Use fed rate)
Per Day		\$49.00	
Depart 7 am or before, Return 8 am or later.	Breakfast 25%	\$12.25	\$0.00
Depart 11 am or before, Return 2 p or later.	Lunch 35%	\$17.15	\$0.00
Depart 5 pm or before, Return 7 pm or later.	Dinner 55%	\$26.95	\$0.00

Traveler Name:

Official Home Station:

Purpose of Travel:

Note: Blue highlighted fields auto fill. Do not enter text or numbers in blue highlighted fields.

Date	From	To	Leave Time	Arrive Time	Lodging (Amount)	Meals (Amount)	Miles	Mileage (# miles x \$.58)	Other expenses (airfare, taxi, medical)	Total Trip Expense	Comments
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
TOTAL EXPENSES					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	

I hereby certify that the travel expenses listed above are correct and just and that I have not received payment from another entity for this travel.

Traveler's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Invoices – **NEW Backup Documentation**

Mileage

- Need documentation to justify mileage expenses billed to PCSRF
- Need to see mileage log to include: date(s), driver, starting location, ending location, starting mileage and ending mileage.
- *Optional OSC Mileage Reimbursement Form*



Office of Species Conservation - Mileage Reimbursement Form

Project Name: _____ Project Number: _____

Vehicle: _____

Operator	Date	Starting Odometer	Starting Location	Ending Odometer	Ending Location	Total Miles	Rate	Total Cost (total miles x mileage rate)	Comments	Signature
							\$0.58			
							\$0.58			
							\$0.58			
							\$0.58			
							\$0.58			
							\$0.58			

Total Miles: _____ Total Cost: _____

Invoices – **NEW Backup Documentation**

Other charges

Need receipts for all other expenses charged to PCSRF

- Equipment
- Supplies
- Communication/utilities costs
- Subcontractor invoices



Post Award/Project Implementation

Invoices

Contract

Progress
Reports

Invoices

Final
Report

Budget Drawdown Form

- Must be submitted with every invoice
- Includes PCSRF charges, cash match claimed and in-kind match claimed
- **Non-Federal match, whether cash or in-kind, must be paid out at the same general rate as PCSRF funds**
- In other words, OSC should see minimum 33% match for all PCSRF charges

Contact OSC if unable to meet this requirement

A. Idaho PCSRF Budget Drawdown Federal Award Financial Asst #: 18NMF4380270

Form Required

Project Name: Habitat Restoration project CFDA #: 11.438
Project Number: XXX XX XX Idaho PCSRF FFY Grant Year: 2018
Contract Term: 11/28/18-9/30/20

Please complete and submit this form with each invoice request.

Direct Budget Categories

	Approved Budget	Total Invoiced	Unspent Budget	Insert Invoice #			
Salary	\$ 8,581.00	\$ -	\$ 8,581.00				
Fringe	\$ 3,553.00	\$ -	\$ 3,553.00				
Travel	\$ 7,760.00	\$ -	\$ 7,760.00				
Supplies	\$ 1,500.00	\$ -	\$ 1,500.00				
Communications/Utilities	\$ -	\$ -	\$ -				
Training	\$ -	\$ -	\$ -				
Lease/Rental	\$ -	\$ -	\$ -				
Land Acquisition	\$ -	\$ -	\$ -				
Capitalized Expenditures	\$ -	\$ -	\$ -				
Equipment O&M	\$ -	\$ -	\$ -				
Subcontracts	\$ 449,390.00	\$ -	\$ 449,390.00				
Other	\$ -	\$ -	\$ -				
Indirect	\$ 74,809.00	\$ -	\$ 74,809.00				
PCSRF Budget Total	\$ 545,599.00	\$ -	\$ 545,599.00	\$ -	\$ -	\$ -	\$ -

Non-Federal Cash Match Budget Categories

	Approved Budget	Total Invoiced	Unspent Budget	Insert Invoice #	0	0	0
Salary	\$ 6,083.00	\$ -	\$ 6,083.00				
Fringe	\$ 2,616.00	\$ -	\$ 2,616.00				
Travel	\$ 2,393.00	\$ -	\$ 2,393.00				
Supplies	\$ 239.00	\$ -	\$ 239.00				
Communications/Utilities	\$ -	\$ -	\$ -				
Training	\$ -	\$ -	\$ -				
Lease/Rental	\$ -	\$ -	\$ -				
Land Acquisition	\$ -	\$ -	\$ -				
Capitalized Expenditures	\$ -	\$ -	\$ -				
Equipment O&M	\$ -	\$ -	\$ -				
Subcontracts	\$ 241,922.00	\$ -	\$ 241,922.00				
Other	\$ -	\$ -	\$ -				
Indirect	\$ 40,242.00	\$ -	\$ 40,242.00				
Non-Federal Match Total	\$ 293,495.00	\$ -	\$ 293,495.00	\$ -	\$ -	\$ -	\$ -

Non-Federal In-Kind Match Budget Categories

	Approved Budget	Total Invoiced	Unspent Budget	Insert Invoice	0	0	0
Salary	\$ -	\$ -	\$ -				
Fringe	\$ -	\$ -	\$ -				
Travel	\$ -	\$ -	\$ -				
Supplies	\$ -	\$ -	\$ -				
Communications/Utilities	\$ -	\$ -	\$ -				
Training	\$ -	\$ -	\$ -				
Lease/Rental	\$ -	\$ -	\$ -				
Land Acquisition	\$ -	\$ -	\$ -				
Capitalized Expenditures	\$ -	\$ -	\$ -				
Equipment O&M	\$ -	\$ -	\$ -				
Subcontracts	\$ -	\$ -	\$ -				
Other	\$ -	\$ -	\$ -				
Indirect	\$ -	\$ -	\$ -				
Non-Federal Match Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL COMBINED BUDGET

\$ 839,094.00	\$ -	\$ 839,094.00	\$ -	\$ -	\$ -	\$ -	\$ -
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Invoices – **NEW Match Documentation**

Cash Match Documentation



- If cash match is BPA funds through OSC, additional match documentation *is not required*
 - Document cash match on budget drawdown form for each invoice submitted
 - OSC’s PCSRF project manager will obtain documentation from OSC’s BPA project manager when project closes
- For all other cash match, additional match documentation *is required* with every invoice that match is claimed
 - Provide backup documentation for match claimed at the same level of detail as required for PCSRF charges
 - Document cash match on budget drawdown form for each invoice submitted

Invoices – NEW Match Documentation

In-Kind Match Documentation

- Need to submit new in-kind match contribution forms with invoices for in-kind match claimed
- Document in-kind match on budget drawdown form

In-Kind Match Contribution Forms:

- Donated Personnel
- Volunteer Services
- Consumable Supplies for Subrecipients
- Equipment for Subrecipients
- Non-consumables for Subrecipients
- Donated Services for Subrecipients
- Equipment for Third Parties
- Consumable Supplies for Third Parties
- Non-consumables for Third Parties
- Donated Services for Third Parties
- Donated Land or Water Right Value for Third-Parties



In-Kind Match Contribution Form: Consumable Supplies* for Subrecipients

PCSRF project number _____

Project name: _____

Description of Donate _____

In-Kind Match Contribution Form: Volunteer Services*
(Please use one form for each volunteer)

vice	Rate (including fringe benefits)	Total value claimed

ning similar services (attach documentation)

ces (attach documentation)

services in the same labor market (attach

including fringe benefits:

y are integral to the project:

In-Kind Match Contribution Form: Donated Personnel*

PCSRF project number: _____

Project name: _____

Donated employee name: _____

Organization providing the employee: _____

Date(s) of service	Total hours worked	Location(s) of service	Rate exclusive of overhead and profit (and fringe benefits for governmental organizations)	Total value claimed
TOTALS				

Description of services performed: _____

Donated employee signature and date _____

Donated employee supervisor's signature and date _____

To the best of my knowledge, the above-named individual performed the listed services for the above project during the stated time. Documentation establishing the employee's existing rate of pay for performing like services is attached.

Printed name and title of subrecipient representative _____

Signature and date _____

* Donated personnel is work for an employer other than the subrecipient and the employee is paid for their work by that employer.

Updated 4/15/19

Final Reports



Final report is due 90 days after contract end date

Use pre-formatted final report template supplied by OSC

The final report must include:

Item	Description
NOAA PCSRF Federal Fiscal Award Year, DOC Number, CFDA Number, and CFDA Project Title	Included on pre-formatted template.
OSC assigned project number, project title, and project contact information	Included on pre-formatted template.
Project dates	Enter actual project start and end dates.
Narrative summary of the completed project	Describe the activities and accomplishments of this project incorporating information from the work type metrics into the description.
Total costs by funding source	Provide the proposed and actual cost provided by each funding source during the project.
Total costs by metric	Provide the proposed and actual cost for each sub-category that was implemented during the project, include all funding sources. If there were multiple worksites, report costs for each worksite.
Narrative summary of variations	Describe any notable challenges and/or successes not previously documented in the progress reports, a summary of any variances from the original project proposal.
Photo documentation	Provide before, during and after project implementation photos.
Media materials	Provide any publications, videos, press releases, or other materials produced for this project.
Final work type metrics	Include as an attachment to the final report (Excel Worksheet: A. Habitat Restoration Metrics, B. Engineering Design Metrics, or C. Monitoring Metrics)
Subaward Property Closeout Form	Include as an attachment to the final report

Final Reports



Include total cost from each funding source, including match and non-match funds

All costs should match final budget drawdown sheet submitted with final invoice

Funding Source	Proposed Total Cost	Actual Total Cost
PCSRF	\$1,022,400	INSERT \$
Cash match – INSERT SOURCE & CONTRACT #	\$429,250	INSERT \$
In-kind match – INSERT SOURCE	\$0	INSERT \$
Federal non-match – INSERT SOURCE	\$34,531	INSERT \$
Total	\$1,486,181	INSERT TOTAL \$

The final report must include:

Item	Description
NOAA PCSRF Federal Fiscal Award Year, DOC Number, CFDA Number, and CFDA Project Title	Included on pre-formatted template.
OSC assigned project number, project title, and project contact information	Included on pre-formatted template.
Project dates	Enter actual project start and end dates.
Narrative summary of the completed project	Describe the activities and accomplishments of this project incorporating information from the work type metrics into the description.
Total costs by funding source	Provide the proposed and actual cost provided by each funding source during the project.
Total costs by metric	Provide the proposed and actual cost for each sub-category that was implemented during the project, include all funding sources. If there were multiple worksites, report costs for each worksite.
Narrative summary of variations	Describe any notable challenges and/or successes not previously documented in the progress reports, a summary of any variances from the original project proposal.
	Provide before, during and after project implementation photos.
	Provide any publications, videos, press releases, or other materials produced for this project.
	Include as an attachment to the final report (Excel worksheet: A. Habitat Restoration Metrics, B. Engineering Design Metrics, or C. Monitoring metrics)
Subaward Property Closeout Form	Include as an attachment to the final report

Final Reports



Include total cost by worksite and metric

Total cost should match total costs in previous table and total cost in final budget drawdown sheet

The final report must include:

Item	Description
NOAA PCSRF Federal Fiscal Award Year, DOC Number, CFDA Number, and CFDA Project Title	Included on pre-formatted template.
OSC assigned project number, project title, and project contact information	Included on pre-formatted template.
Project dates	Enter actual project start and end dates.
Narrative summary of the completed project	Describe the activities and accomplishments of this project incorporating information from the work type metrics into the description.
Total costs by funding source	Provide the proposed and actual cost provided by each funding source during the project.
Total costs by metric	Provide the proposed and actual cost for each sub-category that was implemented during the project, include all funding sources. If there were multiple worksites, report costs for each worksite.
Narrative summary of variations	Describe any notable challenges and/or successes not previously documented in the progress reports, a / variances from the original project

***Category: Habitat Restoration Costs (round numbers)**

Worksite	Sub-category	Proposed Total Cost	Actual Total Cost
WS 1.	C.2 Fish Passage	\$20,000	INSERT \$
WS 1.	C.5 Riparian Habitat	\$10,000	INSERT \$
WS 2.	C.3 Instream Flow	\$820,931	INSERT \$
WS 3.	C.3 Instream Flow	\$635,250	INSERT \$
Total of all Habitat Restoration Costs		\$1,486,181	INSERT TOTAL \$

during and after project photos.
lications, videos, press releases, or produced for this project.
achment to the final report (Excel Habitat Restoration Metrics, B. sign Metrics, or C. Monitoring

Final Reports



Final work type metrics:

- Projects funded through Round 20 (March 2018) have metrics table included in final report form
- Projects funded Round 21 (Nov 2018) and after need to fill out and submit corresponding Excel metrics sheet with final report

A Few Notes:

- If all metrics are *exactly* the same as proposed, we will ask questions
- If metrics are significantly different than proposed, explain why in the “Variations” section of the final report

The final report must include:

Item	Description
NOAA PCSRF Federal Fiscal Award Year, DOC Number, CFDA Number, and CFDA Project Title	Included on pre-formatted template.
OSC assigned project number, project title, and project contact information	Included on pre-formatted template.
Project dates	Enter actual project start and end dates.
Narrative summary of the completed project	Describe the activities and accomplishments of this project incorporating information from the work type metrics into the description.
Total costs by funding source	Provide the proposed and actual cost provided by each funding source during the project.
Total costs by metric	Provide the proposed and actual cost for each sub-category that was implemented during the project, include all funding sources. If there were multiple worksites, report costs for each worksite.
Narrative summary of variations	Describe any notable challenges and/or successes not previously documented in the progress reports, a summary of any variances from the original project proposal.
Photo documentation	Provide before, during and after project implementation photos.
Media materials	Provide any publications, videos, press releases, or other materials produced for this project.
Final work type metrics	Include as an attachment to the final report (Excel Worksheet: A. Habitat Restoration Metrics, B. Engineering Design Metrics, or C. Monitoring Metrics)
Subaward Property Closeout Form	Include as an attachment to the final report

Project Closeout

Final Reports – **NEW Subaward Property Closeout Form**



Purpose of Form: Will allow OSC to track equipment and real property purchased with PCSRF funds and submit required reports to NOAA.

Required to be submitted to OSC with Final Report.

Definitions:

Equipment – tangible personal property (including information technology systems) having a useful life of more than one year **and** a *per-unit* acquisition cost greater than or equal to \$5,000.

Real property – land, including land improvements, structures and appurtenances thereto (excluding moveable machinery and equipment).

Idaho Office of Species Conservation

Subaward Property Closeout Form - Equipment and Real Property

SUBAWARD INFORMATION (this section to be completed by Idaho OSC)			
Federal Fiscal Award Year:		Award Number:	
CFDA Number:		CFDA Project Title:	
Subrecipient:		Project Number:	
Project Title:		Contract dates:	to

Please use the following definitions to complete the form below and once complete, scan and email this document and any required attachments to Species.Conservation@osc.idaho.gov within 90 days of the contract end date.

- **Equipment** – tangible personal property (including information technology systems) having a useful life of more than one year and a *per-unit* acquisition cost greater than or equal to \$5,000.
- **Real property** – land, including land improvements, structures and appurtenances thereto (excluding moveable machinery and equipment).

Equipment and Real Property must be used for the purpose and project it was purchased for. When it is no longer needed, a 'request for disposition' approval from OSC is needed prior to transferring or disposing of the Equipment or Real Property (see [2 CFR 200.311 Real Property](#) and [2 CFR 200.313 Equipment](#)).

Please select as applicable:

- ☐ **Option 1:** We did NOT purchase any Equipment or Real Property with Federal funds made available by Idaho Office of Species Conservation through the Subaward referenced above.
- ☐ **Option 2:** We DID purchase **Equipment** with Federal funds made available by Idaho Office of Species Conservation through the Subaward referenced above.
- ☐ **Option 3:** We DID purchase **Real Property** with Federal funds made available by Idaho Office of Species Conservation through the Subaward referenced above.

If Option 2 is selected, please complete the attached Equipment form.

If Option 3 is selected, please complete the attached Real Property form.

I certify that the information provided above and any attachments hereto are true and correct for the organization of which I am a representative.

Printed name and title of subrecipient representative

Signature

Date

Updated 4/17/19

Project Closeout

Final Reports – **NEW Subaward Property Closeout Form**



Equipment and Real Property must be used for the purpose and project it was purchased for.

When it is no longer needed, a 'request for disposition' **approval from OSC is needed prior to transferring or disposing of the Equipment or Real Property** (2 CFR 200.311 Real Property and 2 CFR 200.313 Equipment).

All current PCSRF subrecipients are required to complete this form for all closed projects funded by 2014 - 2017 grants and submit to OSC by June 14, 2019.

OSC will send forms to project sponsors for each project this applies to.

Idaho Office of Species Conservation

Subaward Property Closeout Form - Equipment and Real Property

SUBAWARD INFORMATION (this section to be completed by Idaho OSC)			
Federal Fiscal Award Year:		Award Number:	
CFDA Number:		CFDA Project Title:	
Subrecipient:		Project Number:	
Project Title:		Contract dates:	to

Please use the following definitions to complete the form below and once complete, scan and email this document and any required attachments to Species.Conservation@osc.idaho.gov within 90 days of the contract end date.

- **Equipment** – tangible personal property (including information technology systems) having a useful life of more than one year and a *per-unit* acquisition cost greater than or equal to \$5,000.
- **Real property** – land, including land improvements, structures and appurtenances thereto (excluding moveable machinery and equipment).

Equipment and Real Property must be used for the purpose and project it was purchased for. When it is no longer needed, a 'request for disposition' approval from OSC is needed prior to transferring or disposing of the Equipment or Real Property (see [2 CFR 200.311 Real Property](#) and [2 CFR 200.313 Equipment](#)).

Please select as applicable:

- ☐ **Option 1:** We did NOT purchase any Equipment or Real Property with Federal funds made available by Idaho Office of Species Conservation through the Subaward referenced above.
- ☐ **Option 2:** We DID purchase **Equipment** with Federal funds made available by Idaho Office of Species Conservation through the Subaward referenced above.
- ☐ **Option 3:** We DID purchase **Real Property** with Federal funds made available by Idaho Office of Species Conservation through the Subaward referenced above.

If Option 2 is selected, please complete the attached Equipment form.

If Option 3 is selected, please complete the attached Real Property form.

I certify that the information provided above and any attachments hereto are true and correct for the organization of which I am a representative.

Printed name and title of subrecipient representative

Signature

Date

Updated 4/17/19

Final Reports – **NEW Subaward Property Closeout Form**



Equipment and Real Property

The Federal government has an interest (i.e. ownership) in equipment and real property purchased with PCSRF funds

Subrecipients responsible for tracking equipment and real property and reporting to OSC at project closure

OSC responsible for tracking equipment and real property and reporting to NOAA at grant closure

OSC will check-in every 2 years with subrecipients to track status of equipment and real property

Approval from OSC is needed prior to transferring or disposing of equipment or real property.

Idaho Office of Species Conservation

Real Property – Please fill out a separate form for each parcel of real property being reported

Description of Real Property:

Address of Real Property:

Street 1: Street 2:

City: County:

State: Zip Code:

Land Acreage or Square Units:

Idaho Office of Species Conservation

List of Equipment

Description of Item	Quantity	Purchase Date	Total Purchase Price	% of Federal Ownership*	Source of Equipment (Vendor)	Identification Number (Make, Model, Serial Number)	Estimated Useful Life	Current location and condition of item	Description of Future Use

* How much of the total cost of the equipment was purchased with Federal funds? For example, enter 50% if half of the equipment costs were paid by a non-federal entity (such as your own organization) and half of the costs were charged to the Federal grant.

Upcoming due dates:

Due June 3, 2019:

- **Audit Status Certification:** All current PCSRF subrecipients required to complete this form and submit to OSC (*one per subrecipient, not per project*)
- **Subrecipient Questionnaire:** All current PCSRF subrecipients required to complete this questionnaire and submit to OSC (*one per subrecipient, not per project*)

Due June 14, 2019:

- **Subaward Property Closeout form:** All current PCSRF subrecipients required to complete this form for all closed projects funded by 2014 - 2017 grants and submit to OSC. OSC will send forms to project sponsors for each project this applies to.

- All forms are posted on the [Salmon and Steelhead](#) page of the OSC website
- 2018 Grant Guidelines currently posted; will be updated with new information as soon as possible