**PCSRF Application – Template**

**This template has the narrative questions found in the AmpliFund application. Applicants can use this template to formulate their narrative and then cut/copy into AmpliFund.**

1. **COVER SHEET**

**Project Title:** [Use a descriptive title that is unique to the proposed project and label proposal files with the same file name. Not to exceed 60 characters with spaces.]

**Contact Information:**

[Name, Title

Organization

Address

City, State Zip

Phone

Email]

**Project Category:** [Identify which project category is proposed (only one category may be chosen- A, B, C, or D):

Priority 1: A)Habitat Protection and Restoration

B) Engineering and Design (project must be identified and implementation is expected)

Priority 2: C) Monitoring and Evaluation (watershed-scale)

Priority 3: D) Planning & Assessment (less than watershed-scale)

**Project Location(s):** [Provide the name and coordinates (in decimal degrees) of project worksite using the following format (more than one project site per application requires pre-approval):

* Name of basin (Clearwater or Salmon), name of project worksite, latitude, longitude
* [*Example:* Salmon Basin, Pratt Creek Bridge, 45.07641, -113.697004]

**Project Period:** [date of Board meeting**-** end date]. Note: Project activities or expenditures, including match, may not occur prior to the start date or after the end date. Project period end date should not include the PCSRF final report, for which you have three months to submit after the end date. Projects must be completed in three years.

**Dollar Amount Requested:** $

**UEI Number:** [Provide your organization’s Unique Entity ID (note this is not the DUNS #)]

**Executive Summary:** [Provide a short description of the proposed project work/activities that expands upon the project title and clearly and concisely addresses: 1) the purpose of the project; 2) the specific work that will be done; and 3) the specific outcome (product or change in salmonid habitat) that will be produced. This needs to incorporate the work types reported on the spreadsheet. If this is a design application, you must specify % design to be achieved. If awarded funds, this project summary will be posted on the NOAA database at <https://www.webapps.nwfsc.noaa.gov/apex/f?p=309:15> and will be available for public viewing. **Not to exceed 200 words.** Further details can be expounded below in II.A.]

[*Example:* The ILoveFishInID Co. will design and construct habitat treatments on a 0.30 mile segment of the Lemhi River located near the confluence of Hayden Creek and the Lemhi River. Current habitat conditions include a straightened channelized river segment confined by State Highway 28 that contains no instream woody material, no side channels or other lateral habitat, a disengaged floodplain, and limited riparian vegetation.

Project actions prescribed to increase habitat capacity for juvenile salmon and steelhead include: 1) construct a new alignment for the Lemhi River (including pool excavation) to increase sinuosity, 2) grade existing river banks and raise the surface water elevation of the river by installing engineered riffles to improve river and floodplain function, 3) install engineered log jams, bank roughening structures, and other woody debris structures throughout the re-aligned river and newly created stream channels to provide channel structure, roughness, and complexity, 4) execute floodplain grading surrounding new channel alignment to increase lateral floodplain connectivity, 5) streambank stabilization through use of logs, revetments and vegetation, 6) grass seeding and plantings of native herbaceous and woody species to rehabilitate the riparian zone.]

**Project Benefits**: [This should not regurgitate executive summary. Provide a short description of the goals and purpose of the project and how it is expected to benefit salmonids or salmonid habitat. The description reported here should expand on #3 (i.e. the specific outcome (product or change in salmonid habitat) that will be produced) in the executive summary. If awarded funds, these project benefits will be posted on the NOAA database at <https://www.webapps.nwfsc.noaa.gov/apex/f?p=309:15> and will be available for public viewing. **Not to exceed 200 words.** Further details can be expounded below in II.D.]

[*Example*: Developing a large portion of this property into more of a natural floodplain while restoring natural river processes and function will directly increase habitat capacity for juvenile life stages of salmon and steelhead. Improving the current condition by increasing river sinuosity, developing habitat complexity in the form of woody debris structures, constructing side channels, and riparian zone restoration will result in improved survival for all freshwater juvenile life stages. Furthermore, the magnitude of these affects will be substantial since the project is located at the downstream end of the Lemhi primary Chinook salmon production area. Immediately upstream of the project site, the Lemhi River is a heavily incised single thread channel with no functional summer rearing or wintering habitat. As such, the project is ideally located to provide much needed habitat for rearing parr that were displaced by spring high flows from upstream production areas, and for pre-smolts moving out of the production areas in the fall in preparation for overwintering. The conceptual design directly addresses these life stages by developing instream habitat and floodplain diversity.]

1. **PROJECT DESCRIPTION**
2. **Project Actions**

[Clearly identify what the proposed project budget will be used to accomplish. Describe and quantify the project actions being proposed for each worksite**.** The narrative should reflect the work type metrics (A, B, C, or D) for this proposal. This section can expound on ‘Executive Summary’ above.

1. **Existing Conditions**

[Include in this narrative a description of the existing environmental conditions in the project area and link these to the factors limiting the production of the population(s) to be affected. Include in this section useful project background information.]

1. **Fisheries**

[Identify the Major Population Group and the ESA-listed population(s) that will be affected by the proposed work. Summarize any known information about the distribution and abundance of these fish in the project area and cite sources.]

1. **Project Outcomes**

[Discuss the technical merits of the proposed project; describe the outcomes and benefits expected. This section can expound on ‘Project Benefits’ above.]

[*Example*: Habitat capacity within this reach does not effectively support most life stages of salmon and steelhead. The rehabilitation treatments proposed for project implementation within this reach directly addresses factors that are limiting productivity. The outcomes of the project are expected to improve summer rearing and overwintering conditions for juvenile salmonids and spawning conditions necessary for adult anadromous and freshwater resident salmonids. Ultimately, life stage specific survival rates are expected to increase through the proposed project rehabilitation actions.]

1. **Project Assessment**

[Discuss how the expected outcomes and benefits described above will be assessed after implementation. For Habitat Protection and Restoration projects, describe the type of project monitoring that is proposed, the location of the monitoring, and who will be responsible for ensuring it is completed.]

1. **Project Timeline**

[List major project deliverables and the estimated timeline for completion of each in the format below. If your project includes design, you should have dates for each iteration (30%, 60%, 90% etc.). The timeline will be reviewed during each progress report period. Describe multiple worksites for the proposed project separately.]

*Example:*

2025

* + Jan – May 2025: Complete final design and ESA consultation
  + Apr 2025- complete cultural field site survey
  + May – June 2025: Section 106 cultural consultation, submit IDWR/ACOE 404 permit
  + May-Aug 2025- Place bid advertisement for construction, bid walk-thru with potential contractors and award contract
  + October 2025: Site access construction and dryland channel construction
  + November 2025: site inspection

2026

* + May – September 2026: Remaining dryland construction actions
  + July – August 2026: In-water construction actions
  + September-October 2026: Riparian vegetation treatments and watering
  + November 2026: Presence/Absence fish survey
  + December 2026: Submit final report to OSC [This date should not be factored into your project dates on page 1]
  + Ongoing until fall 2027: Project Effectiveness Monitoring

1. **Environmental Compliance, Consultations, and Permits**

[List environmental compliance, Section 106 consultation, 404 permits, etc. that are required and specify if already completed or if already in progress. Expected completion dates should be included in timeline above]

*Example*:

1. ESA Compliance – Process began in Nov 2024; will be completed through BPA’s HIP4
2. Section 106 Cultural Resource Compliance – BPA lead agency; field survey scheduled for April 2025. Report anticipated May 2025. Consultation anticipated to be complete by late July 2025
3. Joint 404 and Water Resources Permit- will submit June 2025
4. **Recovery, Subbasin, and Watershed Plans**

[Please cite all Recovery, Subbasin and Watershed plans that support the proposed project. All projects ***must*** support the NMFS recovery plan. (National Marine Fisheries Service. 2017. ESA Recovery Plan for Snake River Spring/Summer Chinook Salmon (*Oncorhynchus tshawytscha*) & Snake River Basin Steelhead (*Oncorhynchus mykiss*).]

[Describe how the proposed project supports this Recovery Plan.]

1. **Partner Participation**

[Describe and document, if applicable, how landowner and other agency support, permission, and participation for the project has been secured.]

1. **Project Proposal Technical Review**

[Indicate which group reviewed the proposal, the Upper Salmon Basin Watershed Program Technical Team or the Clearwater Core Review Team, when the project was reviewed, its ranking, and include the review as an attachment (see section VI. Required Attachments). If the project was reviewed by the Clearwater Core Review Team and you made changes based on their review, please indicate this]

1. **Projects with Federal Partners or on Federal Lands**

[The Idaho PCSRF Program does not allow subcontracting with federal agencies. Please state “None of the proposed work will be subcontracted with a federal agency.” If work will be conducted on federal land, give details here (federal agency, their involvement, roles & responsibilities of applicant, federal agency, others involved)]

1. **Projects Implementing Infrastructure (Bridges, Culverts, etc): BABA**

[PCSRF funds require that all iron and steel used in an infrastructure project are produced in the United States–this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States, as well as the other criteria listed in Build American, Buy American (BABA) Act, Pub. L. No. 117-58, §§ 70901-52 and OMB M-22-11 (more details are located on PCSRF webpage). If any of the proposed work includes implementing infrastructure, please state that such purchases will adhere to the Build American, Buy American Act, and describe anticipated purchases. If the intent is to request a waiver, that must be stated here, and an award may be made contingent on approval of the waiver by NOAA. Otherwise, please state that none of the proposed work includes implementation of infrastructure as defined by the Build American, Buy American Act.]

1. **Previous Work**

[List other related restoration or monitoring work implemented in the same watershed by any project sponsor and indicate the funding source(s) used]

1. **Project Funding and Budgets**
2. **Funding Summary**

[Please fill out the table below with dollar amounts and source for each funding category. Add lines as necessary if you are using more than one source in a category (i.e. BPA and State for non-fed match; EQIP and 319 for non-match fed). The non-federal cost share requirement is 33% (0.3333) of the amount of PCSRF being requested (see supplemental sheet on match for proposals under 33%); these funds are expected to be paid out at the same general rate as the PCSRF funds. Bonneville Power Administration and Nez Perce Tribe SRBA funds are allowed as non-federal cost share.]

[The match funds must be approved by OSC and not used as match with any other program. The budget numbers below must also agree with the work type metrics forms (A, B, C, or D) and the budget form (see section VI. Required Attachments). If more than one worksite is proposed, the total must be derived from each worksite.]

|  |  |  |
| --- | --- | --- |
| **Funding Category** | **Amount** | **Source (one source per line)** |
| PCSRF funds requested | $ | *PCSRF* |
| Non-Federal cash match | $ |  |
| In-kind match | $ |  |
| Non-match Federal funds | $ |  |
| **Total proposed project funds** | $ |  |
| **% Match** ((non-fed cash + in-kind)/PCSRF) |  |  |

1. **Indirect Rate/De minimus**

[Please select *one* of the following options regarding indirect rates. See Section 2.5 in the Grant Guidelines for more information. Please see required attachments section if selecting either of the first two options.]

Our organization:

Would like to use our current federally negotiated indirect cost rate agreement (NICRA)

Do not have a current NICRA and would like to use the de minimis indirect rate of 15% of modified total direct costs (MTDC)

Will opt out of indirect rate charges

Has an expired NICRA but would like to include indirect rate costs in the proposed budget and will provide the approved rate prior to invoicing for those costs

Has an expired NICRA and would like to use the de minimis indirect rate of 15% of modified total direct costs (MTDC)

1. **Experience and Qualifications**
2. **Key project personnel**

[List the key project personnel and for each individual briefly describe: 1) their role in project implementation, 2) relevant qualifications, including technical and project management expertise, and 3) history of implementing, administering and completing comparable projects.]

1. **Organization**

[Describe the organization’s administrative experience and expertise in managing contracts.]

1. **References**

[Please cite references used for the proposal.]

1. **Required Attachments**

[Please include all required attachments as separate files, labeling each file clearly with the project name and attachment type. The project location map and photos may be included within this document under this section or as separate files. All worksheets and forms are posted on the OSC website.]

|  |  |
| --- | --- |
| ***Item*** | ***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  D Planning & Assessment |
| * **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 |
| * **Audit Status Certification**, *not required if subrecipient submitted form in Sept of this year* | OSC Audit Status Certification (one per sponsor, not one per application) |
| * **Subrecipient Questionnaire** | OSC Subrecipient Questionnaire (one per sponsor, not one per application) |
| * **Workers Compensation Certificate** | Applicant Creates (one per sponsor, not one per application) |
| * **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 (one per sponsor, not one per app) |
|  |  |