 

Lamprey Mitigation and Enhancement Fund

PROJECT APPLICATION INSTRUCTIONS

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While preferred, the application does not need to be typed. Try to use the space provided on the application; **attach additional pages if more space is needed**.

# Background

By Order dated June 21, 2005, the Federal Energy Regulatory Commission (FERC) approved a new license for the operation of the Pelton Round Butte Hydroelectric Project (Project #2030, PRB Project). The new license grants the Licensees, Portland General Electric Company and the Confederated Tribes of the Warm Springs Reservation of Oregon, the right to operate the PRB Project pursuant to the specific operational and environmental conditions in the license.

The license includes, as Appendix C,the Section 18 fishway prescriptions mandated by the United States Fish and Wildlife Service. Condition 18 of that appendix requires the Joint Licensees to file with the Commission, within one year of license issuance, a Pacific Lamprey Passage Evaluation and Mitigation Plan (PLEMP) as described in the Fish Passage Plan, Exhibit D to the Settlement Agreement, approved in Ordering Paragraph J of the license.

The Pacific Lamprey Passage Evaluation and Mitigation Plan (PLEMP) was developed by the licensees with the approval of the appropriate Fish Agencies pursuant to their respective statutory authorities (PGE and CTWSRO 2006). The PLEMP has five sections including Section 4 which involves developing alternative lamprey mitigation if passage is determined by the Fish Committee to be infeasible with existing facilities. An assessment of passage feasibility for Pacific lamprey at existing facilities at the Pelton Round Butte Project was completed by Karchesky et.al (2013) as required by Section 2 of the PLEMP and concluded that lamprey passage is not feasible.

Since passage was determined not to be feasible, the PLEMP requires the licensees to develop and implement a plan for Section 4, alternative lamprey mitigation. The PLEMP states “The goal of this [mitigation] plan will be to enhance Pacific lamprey populations in the Deschutes basin downstream of the Pelton Round Butte Project.” That mitigation plan – The Pacific Lamprey Mitigation and Enhancement Fund Plan - consists of two parts: a Mitigation and Enhancement (M&E) Fund and a Lamprey Research Fund. Implementation of Lamprey M&E Fund projects specifically will mitigate for lack of reintroduction of Pacific lamprey to historic habitats upstream of the Pelton Round Butte project. The application and approval process identified in this instruction document are for the Lamprey M&E Fund.

Decision-making is managed by a Lamprey Fund Advisory Committee (LFAC), composed of six signatories of the License Agreement, including one representative or designee from the following agencies or organizations:

1. Licensees (one representative collectively)
2. CTWS Branch of Natural Resources (“CTWS BNR”)
3. US Fish and Wildlife Service (“USFWS”)
4. Bureau of Indian Affairs (“BIA”)
5. Non-Governmental Organizations (American Rivers, Freshwater Trust, Trout Unlimited, Native Fish Society, WaterWatch of Oregon [one representative collectively])
6. Oregon Department of Fish and Wildlife (“ODFW”)

# Section 1: General Project Information

**Name of Project.** Provide a brief descriptive name, five words or fewer, that can be used for the project on all related correspondence and agreements. Give the project a name that helps to define it. For example, “Rock Creek Watershed Rehabilitation,” or “JT Ranch Irrigation Efficiency.”

**Lamprey M&E Project Request**. Fill in the amount, rounded to the nearest dollar.

**Other Funding.** Fill in the amount, rounded to the nearest dollar.

**Total Project Cost.** Fill in the amount, rounded to the nearest dollar.

**Project Start Date.** Fill in the anticipated date when the project will begin “on the ground”.

**Project End Date.** Fill in the anticipated date when the actual “on the ground” work will be completed.

**Organization.** Fill in the name of the organization, entity, or person responsible for or sponsoring this project.

# Section 2: Applicant Information

Information in this section must be complete. The same person may serve more than one contact function.

**2.1) Applicant.** An eligible project applicant may be a tribe, watershed council, soil and water conservation district, private landowner, not-for-profit institution, school, community college, state institution of higher education, independent not-for-profit institution of higher education, local agency, state agency, or federal agency. Enter all contact information.

**2.2) Project Manager for the Applicant.** Identify the individual who will manage the proposed project from start to finish. This person will serve as the Fund’s main point of contact, and in particular, will be responsible for securing signatures on the project agreement, seeing that all signatories have copies, and making sure that all required attachments accompany the application and the Request for Payment form. If the Project Manager changes during the term of the project, it will be the responsibility of Applicant Contact listed under Section 2.1 to notify the Lamprey Fund Advisory Board of the change.

**2.3) Fiscal Agent.** Councils, districts, tribes, and other entities can be fiscal agents for a project. Identify which of these entities will be responsible for tracking project income and expenses and for complying with the grant agreement terms. Please indicate the responsible party or entity that will be acting as the fiscal agent and enter all contact information. If the fiscal agent is the applicant, write in “Applicant” and leave the contact information blank.

**2.4) Technical Contact.** Identify the person who can answer technical questions about the project; for example, the NRCS agent who has worked with the landowner or applicant to develop the proposal. Enter all contact information.

# Section 3: Landowner Information.

If applicable, provide the name of the landowner(s) on whose property the proposed project will be implemented. Enter all contact information. If there is more than one landowner, a cooperative landowner agreement is recommended. However, if a cooperative landowner agreement is not used, attach a separate sheet with contact information for each landowner, along with their signatures to attest to the conditions of the application. If the landowner is the applicant, write in “Applicant” and leave the contact information blank.

# Section 4: Project Information

**4.1) Category of Proposed Project.** Type of resource concern addressed by the proposed project. Refer to the list of eligible project activities below and check the box(es) that most appropriately describes your proposed resource project.

**a) Barrier removal/passage improvement:** May include removing a barrier, adding a new fishway/passage structure or modifying, repairing, or replacing an existing structure to improve lamprey passage efficiency. Screening projects that benefit lamprey may also considered for funding.

**b) Instream habitat modification and enhancement:** Funds may be used for projects that improve or enhance in-water lamprey habitat or water quality.

**c) Translocation of adults and/or juveniles to under-seeded or newly accessible habitat:** Collection of juvenile or adult Pacific Lamprey from one location and transported for release into a different location, typically but not necessarily upstream from present lamprey populations.

**d) Development of artificial propagation for rearing ammocoetes:** May include restoring, rehabilitating, modifying, or replacing existing production and liberation facilities or equipment or adding new or upgrading production facilities or capacity, or improving effectiveness of hatchery operations.

**e) Construction, installation, or testing of new passage technology:** If approved by LFAC, projects involving the construction, installation, or testing of new technology designed to re-establish lamprey passage at the Pelton Round Butte hydroelectric project will be eligible for funding from the Lamprey M&E Fund

**4.2) Project Location.** Identify the watershed, river or creek name, and river mile where the proposed Project is located. Name the county, township, range, and section, and if applicable, the latitude and longitude of where the proposed project is located. Include sufficient location information to ensure that the LFAC can adequately identify the location and features of the project.

**4.3) Summary of Project.** Please provide a couple sentence summary of the proposed project. This summary should touch on the goal of the project, what is being done, and what the results will be.

**4.4) Describe the current watershed PROBLEM(s) you are seeking to address.** Describe the problems, not the solutions. Discuss any known problems (e.g., blocked of impaired passage to historic or current habitat, degraded habitat quality due to anthropogenic impacts, inadequate or dated hatchery production, etc.). In your response, please provide information on the following:

*Current physical or biological conditions/problems the M&E project is attempting to remedy.*

*What is known about how the current problem has impacted lamprey viability in the basin:* Describe factors contributing to the problem(s) described above and how these factors are addressed in the proposed project. Describe the need for the project and how proposal relates to and supports broader landscape issues and larger initiatives. What specific watershed functions or limiting factors will be addressed and why is it important to address these. Explain why you are not addressing any problems identified as a part of this project.

*What is the impact of the problem on lamprey above or below the project.* Please indicate how the problem described affects life history of lamprey, or addresses limiting factors; be specific in terms of describing the geographic extent of the problem and the overlay with life history requirements.

**4.5) Describe the SOLUTION(s) you are proposing to use to address the problem identified above.** Describe the proposed solutions or practices in sufficient detail for members of the LFAC to understand what you are planning to do and how the practices will address the problem(s) identified above.

*What are the specific project priority objectives? Provide a bulleted list of indicators*: The objectives should, in most cases, be measurable and able to be monitored. Objectives describe what you will accomplish, not the actual work you will do. They should reflect what you think the project should accomplish after a set number of years. For example, “Spawning habitat in this reach will be expanded by 25% in 5 years,” “Hatchery production of ammocoetes will increase 20% in 3 years,” “Accessible habitat in tributary will increase 30% immediately after barrier removal,” etc.

*What is the connection between the project’s measurable resource outcomes and the priority you identified in Section 4.4?* Describe how the project addresses limiting factors of species of concern; be specific in terms of the describing the geographic extent of the project and the overlay with life history requirements of species benefiting, both short term and long term, from this proposal.

*How does the project fit within the larger watershed context?* Describe how project planning and design take into consideration lamprey life cycle stages. Is it part of a larger watershed program being planned or implemented by any other entities in the basin? Describe how this project complements other efforts completed or planned in the watershed. If the solution is based on any type of determination, conservation strategy or action listed in a formal watershed assessment document, please provide a reference in this section.

**4.6) Comparison to similar projects.** The LFAC may consider relative costs and benefits as compared to similar projects in evaluating project proposals. Applicants are requested to provide any information available on similar projects for comparison purposes. Useful information would be: size of comparable projects, costs (if known), and results to date.

**Section 5: Project Timeline/Schedule**

**5.1) How long will it take you to complete the project?** In order to best manage and anticipate annual budgets, the LFAC prefer to allocate PRB funds to projects that can be implemented quickly. However, this is not a requirement. The LFAC expects that some projects may have a high degree of uncertainty with respect to overcoming regulatory or technical milestones that will take some time and effort to achieve. In some instances, having secured PRB funding may help the applicant overcome obstacles. Applicants are requested to identify such obstacles and provide a general timeline for planning, initiating, and completing the project (**Appendix A**). For multi-year projects, the applicant should attach a project schedule showing key milestones and critical paths that can be used to monitor project progress (**Appendix C**).

# 5.2) Please describe your technical preparations for your project. Where applicable, the applicant should indicate which technical guidance sources will be used to ensure that best practices are applied and considered.

As applicable, applicants should describe status and completeness of any engineering plans, specification, or drawings that have been completed for the proposed project. Summarize the involvement to date of agency reviewers, how their concerns have been addressed, and any future plans for consultation, including (and especially) required agency approvals.

**5.3) Contingencies.** Identify uncertainties and areas of potential risk due to project size or techniques used, and the steps the applicant has taken to respond to those uncertainties. The narrative may summarize discussions with landowners and agencies over unknowns and what decisions may need to be made during implementation or changes that may need to be made following completion, as determined through monitoring and evaluation. Is there a financial contingency should natural or man-made events cause damage to the project that requires repairs or modifications?

**5.4) Life expectancy of project benefits.** Will the project provide benefits for at least the length of the PRB Round Butte Project license (through 2055)? The goal of the Lamprey M&E Fund is to provide tangible resource benefits for at least the duration of the license. If the project will not provide benefits for the duration of the license, please include estimates for the life expectancy of the project.

**Section 6: Project Funding Sources and Budget**

**6.1) Have you submitted an application to other funding sources for this project?** Have you also applied to other funding sources for this project or one similar to it on the same property or for the same purpose?

* Mark “No” if you have not previously applied for this proposed project, or a similar one, on this property or for the same purpose.
* Mark “Yes” if you have previously submitted a project proposal for this proposed project, or a *similar* one on the *same* property or for the *same* purpose. If “Yes,” explain.

Will the activities be cost shared with other funding sources? Matching funds and/or cost sharing is not a requirement for projects submitted to the Lamprey M&E Fund. However, the Lamprey M&E Fund encourages use of matching funding and will give added consideration to applicants that can secure additional resources. Projects will be scored according to the level of matching funds pending or secured for the Project.

* 15 points for ≥3:1 cost share ratio;
* 10 points for ≥2:1 cost share ratio;
* 5 points for any match amount less than 2:1 cost share ratio;
* 0 points for zero match

Match funding sources may come from other grants, cash donations, donated labor or services, and donated supplies or materials. In this section, if applicable, please identify the sources of additional support, the type of support offered, and a dollar value for the support.

Specify if the additional funding source has been secured or if it is pending. In **Appendix B**, please include all items listed in the checklist to ensure that the LFAC can review all funding commitment documentation. For purposes of this application, a “secured” resource is one for which an award or commitment has been given, and which can be documented by way of letter, memo, or other traceable commitment. Applicants will be asked to provide this documentation.

“Pending” additional resources imply the applicant has begun the process of identifying and securing other sources of funding for the proposal. Applicants should provide copies of applications and/or any additional correspondence that demonstrate such efforts.

**6.2) Lamprey M&E Fund Project Budget.** Although proposals may include costs for staff time for project monitoring, required report preparation, or maintenance, projects that apply the majority of the funds to “boots on the ground work” will be scored more favorably. Multi-year projects should have a breakdown of tasks and costs by year.

**Budget Table Example Entry** (*assuming a request for $40,000 from M&E Fund, not all expense categories are included in this example budget*):

| **Expense Category** | **No. of Units** | **Unit Cost** | **Cost Share In-Kind** | **Requested M&E Funds** | **Description (what will be purchased and who will provide it, if it is claimed as match.)** |
| --- | --- | --- | --- | --- | --- |
| PROJECT Management (Payroll expenses) | | | | | |
|  | 7 | $3,500 | $0 | $24,500 | Technician (salary + OPE) for 6 months |
|  | 120 | $15 | $1,800 | $0 | Volunteer time @ $15/hour |
| TRAVEL | | | | | |
|  | 3 | $200 | $600 | $0 | Round trip for 2 Project managers and 1 biologist for 2 trips. Match=ODFW |
|  | 12 | $200 | $1,200 | $1,200 | Vehicle costs (gas and maintenance) to haul hatchery adults to release site 12 times. Match=CTWS |
| CONTRACTED SERVICES (Work crews, establishing plants, equipment operation, etc.) | | | | | |
|  | 2 | $3,000 | $3,000 | $3,000 | Backhoe rental and operator 2 weeks. Match=ODFW |
| SUPPLIES/MATERIALS (Seed, fencing, pipes, gravel, logs, plants, etc.) | | | | | |
|  | NA | $ | $0 | $10,000 | Logs for instream work |
|  | 3 | $300 | $600 | $300 | Block nets for instream work. Match=ODFW |
| EQUIPMENT (See application instructions) | | | | | |
|  | 5 | $200 | $0 | $1,000 | Rent air compressor 2 weeks |

* Project Management: Costs associated with managing the proposed project on the ground; includes payroll expenses.
* Travel; Estimate the travel mileage for project implementation. Put a separate line item for each person, or groups of people, for whom you will be tracking mileage. Estimate the number of miles to be traveled and the rate per mile (per IRS guidelines).
* Contracted Services: List the labor that will be provided for project installation and the estimated number of hours, and the cost per hour. Identify who will provide the work (“Expense Category” column) and what they will do (“Description” column). Examples of Contracted Services are equipment operators, contracted work crews, tree planters, etc.
* Supplies/Materials: List all the supplies and materials needed for the project. Group similar supplies (e.g., boulders and logs, trees and shrubs) on the same line. Indicate the Number of Units and the Unit Cost wherever appropriate. Supplies and materials must be directly related to the on-the-ground work; The Lamprey M&E Fund will not pay for film, education and outreach materials, first aid kits, or signage.
* Equipment: The Lamprey M&E Fund discourages the use of funds for capital equipment purchases, and instead encourages applicants to obtain equipment through other means, such as borrowing or renting. In the “Expense Category” column, list any equipment that will be rented and/or purchased. Indicate the Number of Units and the Unit Cost wherever appropriate. If equipment is purchased, state in the “Description” column, where the equipment will be housed and maintained.
* Pre-Implementation: List the costs associated with project pre-implementation (e.g., project design, permits for the project, inspection of the project, etc.). Indicate the Number of Units and the Unit Cost wherever appropriate.
* Fiscal agent administration: Include any appropriate costs, including in-kind, for administration of the project. Be advised that the LFAC may “downgrade” projects that include significant requests for personnel costs that are not “boots on the ground”.
* Monitoring, Evaluating and Reporting: The Lamprey M&E Fund requires annual progress reports during implementation and following project completion as described in Section 7. This report may be budgeted for in the Lamprey M&E Fund project Application. Enter the amount here for direct costs related to staff time needed to visit the project site and then to write the report for the period described in Section 9.

**Section 7: Monitoring and Evaluation Reporting Requirements.**

What aspects of the project(s) will be monitored or evaluated? If you are using an agency or entity other than yourself for monitoring/evaluation have them sign the application or write a letter to acknowledge their role in the project. Be specific for each site where work will be undertaken. Costs for monitoring can be included in your grant request.

**7.1) How will success be determined and what are the measurable desired outcome from this project?** How will success be determined? What metrics will be used to determine success? Describe the measurable project outcomes, and how these relate to the watershed problem identified in Section 4.4 and the objectives identified in Section 4.5?

**7.2) How will the project be monitored and evaluated?** Fill out the monitoring and evaluation tables in the form. Add additional tables if necessary.

**7.3) Reporting requirements.** Based on previous experience, the Licensees have established some minimum expectations for reporting. Project sponsors will be required to submit annual progress reports to the Licensees. The reports will summarize work completed, monitoring, and expenditures during that project year as well as current status of objectives as compared to project proposal. Within three months of project completion, a completion report must be submitted summarizing the project and expenditures including any refunds of unused money. Please note: Submission of the project completion report is a prerequisite to the filing and approval of any subsequent grant applications by the Grantee or its affiliates.

**7.4) Who will responsible for writing the Monitoring and Evaluation Reports?** Name and role of the individual who will take responsibility for documenting the condition of the project during implementation and following project completion. The individual should be either the project Manager for the Grantee or the Technical Contact. The budget allows this person to be compensated for the report.

**Section 8: Maintenance Plan (Passage and habitat projects)**

**8.1) If necessary, how will the project be maintained?** What aspects of the project(s) will have to be maintained? If you are using an agency or entity other than yourself for maintenance have them sign the application or write a letter to acknowledge their role in the project. Costs for maintenance can be included in your grant request.

**Section 9: Potential benefits to ESA listed species**

**9.1) Will a species listed as Threatened or Endangered under the federal Endangered Species Act benefit from the proposed activity?** Providing benefits to T&E species is not a requirement for projects funded by the Lamprey M&E Fund. However, it will be important for the LFAC to understand how proposed projects may impact federally protected species, and any additional processes, conditions, permits, or documentation that may be required under federal statute.

**Section 10: Permits and Authorizations**

**10.1) Have the required permits been obtained for the proposed project?** Indicate whether required permits for the proposed project have been obtained, or if permits are not needed. List the permits that have either been issued or remain to be obtained. If permits are needed, copies of the obtained permits must be provided to the Lamprey M&E Fund prior to the release of funds (upon request only).

**10.2) Is this proposed project required as a condition of a local, state, tribal or federal permit, order, or enforcement action (e.g., a manure storage and management project required by ODA permit)?** Please indicate if the proposed project is required as a condition of a local, state, tribal or federal permit, order, or enforcement action.

**Section 11. Organizations, Groups, or Volunteers involved in Project**

**11.1) Community support.** The Licensees and the Lamprey Fund Advisory Committee recognize the importance of community outreach for the Lamprey M&E Fund projects. While the Fund may consider projects that are not fully supported by the community, it is expected that “due diligence” will be undertaken in assessing possible objections and addressing such concerns to the maximum extent practicable.

**11.2) Organizations, groups, or volunteers involved in project.** List any agencies, volunteers, or groups who will assist with the design or implementation of the proposed project and describe briefly what they will do. For example, indicate that the landowner will purchase plants and donate the use of his equipment; an NRCS employee will design the project; or student volunteers will plant the trees.

**Section 12. Signatures, Attachment Checklist, and Submission Instructions.**

In order to complete your application, all appropriate signatures must be obtained and all necessary attachments included. To formally submit your application, please follow “Submission Instructions”.