



January 2010

Lower Columbia River Estuary Partnership  
Habitat Restoration Program  
Habitat Restoration Project Request for Proposals

Application Deadline: 4:00 PM Friday, March 12, 2010  
Submit Applications Electronically To: [haas@lcrep.org](mailto:haas@lcrep.org)



**For more information, to discuss project ideas, or to ask questions about the application process, contact:  
Estuary Partnership Habitat Restoration Coordinator Evan Haas**

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Lower Columbia River Estuary Partnership  
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## **REQUEST FOR PROPOSALS FOR HABITAT RESTORATION PROJECTS IN THE LOWER COLUMBIA RIVER AND ESTUARY**

### **INTRODUCTION**

The Lower Columbia River Estuary Partnership (Estuary Partnership) is requesting proposals for habitat restoration projects in the lower Columbia River and estuary. Since 2000, the Estuary Partnership as part of its habitat restoration program, has secured funds from a variety of sources to disperse towards local restoration projects throughout the lower Columbia River and estuary. A significant portion of the projects funded have been focused on habitat for threatened and endangered species. The Estuary Partnership encourages ecosystem restoration through a variety of approaches.

For this request for proposals, the Estuary Partnership has received an award through the Bonneville Power Administration (BPA) to fund habitat restoration projects designed to improve the access and availability of rearing and spawning habitats for salmonid populations that inhabit the Columbia River and connecting systems. The primary objective of this solicitation is to identify potential salmonid restoration and protection projects to help satisfy mitigation requirements established in the Federal Columbia River Power System 2008 Biological Opinion.

### **OBJECTIVE**

The lower river and estuary provide refugia from predators, feeding grounds, and areas to transition physiologically from freshwater to saltwater, and thus are critical areas in the migration corridor for all Columbia Basin anadromous fish, especially ocean-type salmonids listed as threatened or endangered under the Endangered Species Act. In the last 100 years, the amount of wetland habitat in this important region has decreased by as much as 75% from historical levels because of many activities, including development, agriculture, and hydrosystem operations. Restoration of habitat for juvenile salmonids migrating through the lower Columbia River and estuary is an important component of regional salmonid recovery efforts.

### **ESTUARY PARTNERSHIP BACKGROUND**

The Estuary Partnership works to protect and restore the nationally significant lower Columbia River and estuary, one of 28 estuaries in the nation designated as an “Estuary of National Significance.” The Estuary Partnership is a collaborative program of the states of Oregon and Washington, federal agencies, non-profit organizations, businesses and economic interests and citizens. The Estuary Partnership works in three areas to: protect the ecosystem and species, reduce toxic and conventional pollution, and provide information about the river to a range of audiences.

The Estuary Partnership Comprehensive Conservation and Management Plan (*Management Plan*) calls for the restoration of 19,000 acres of habitat by 2014. The *Management Plan* is an ecosystem-based plan that incorporates species recovery, but also works to ensure all habitats for fish and wildlife are protected and restored.

### **APPLICANT QUALIFICATIONS**

Eligible applicants include: any state, county, city, town, conservation district, or other political subdivision; municipal or quasi-municipal corporations; for profit private sector corporations; any tribe recognized by the federal government; most non-profit, community, civic and environmental organizations; and schools, school districts, community colleges, and universities. **Individuals are not eligible to apply.**

### **GEOGRAPHIC BOUNDARIES**

Projects shall be located in the National Estuary Program boundaries of the Lower Columbia River Estuary Partnership (Figure 1). The Lower Columbia River Estuary Partnership study area encompasses the lower 146 river miles of the Columbia River from Bonneville Dam to the Pacific Ocean.

For this request for proposals, projects shall be located within the area of contemporary tidal influence.



Figure 1: Lower Columbia River Estuary Partnership Study Area

## FUNDING

Total funding available for this round of restoration projects is anticipated to be approximately \$1,100,000. Awards are anticipated to be between \$50,000 and \$250,000, although all requests that meet the criteria of this request for proposals will be considered.

## PROJECT PERIOD

Award determinations are expected to be made in June 2010 and contracts are expected to begin in September, 2010. Projects shall be initiated within six months of contract execution and completed by **August 31, 2011**.

## SUCCESSFUL PROJECT PROPOSALS

Funds pursuant to this request for proposals can be used to support all phases of restoration projects (planning and design, permitting, implementation, baseline and effectiveness monitoring, evaluation, and reporting). Projects that achieve physical and measurable habitat improvements may be given preference over others. Project sponsors are strongly encouraged to discuss potential proposals with the Estuary Partnership's Habitat Restoration Coordinator.

All project proposals shall meet the following requirements:

- **Estuary Partnership Management Plan.** Implement an aspect of the Estuary Partnership Management Plan (<http://www.lcrep.org/mgmt.htm>).
- **Estuary Partnership Study Area.** Be located in the tidally influenced portions of the Estuary Partnership study area.
- **Cost Share.** Provide a minimum **25% cost-share** of the total project cost. The project cost-share can come from a variety of public and private sources and include in-kind goods and services.
- **Demonstrate capacity of project applicant.** The organization receiving funds from the Estuary Partnership shall provide a description of their administrative and managerial capacity to administer contract funds and meet project objectives.
- **Demonstration of Collaborative Effort.** Applicants shall provide description of the partnerships among communities, organizations, individuals and agencies that are included on the proposed projects.
- **Monitoring Requirements.** The standardized monitoring protocols *required* for projects funded by the

Estuary Partnership are found in *Protocols for Monitoring Habitat Restoration Projects in the Lower Columbia River and Estuary* (Roegner, et al. 2009). This document is available at: <http://www.lcrep.org/pdfs/Protocols%20for%20Monitoring%20Habitat%20Restoration%20Projects%20in%20the%20LCRE.%202009.pdf>.

Additionally, proposals incorporating the following elements may receive preference over others:

- Projects that result in tangible **on-the-ground** restoration of specific resources, including restoration of estuarine, tidal and diked slough habitats, dendritic drainage networks, and diked and tidal wetland habitats through:
  - Breaching or removing levees
  - Improving wetlands and nearshore aquatic plant communities in tidal areas
  - Reestablishing flow patterns that have been altered by causeways, pile dikes, and tide gates
  - Restoring shallow channels in inter-tidal areas
  - Restoring and enhancing connections between lakes, sloughs, side channels, the floodplain, and the main channel.
- Use passive restoration techniques to return the habitat to its natural conditions.
- Projects that support the recovery of multiple salmonid Evolutionary Significant Units (ESUs).
- Projects that are staffed by a local project manager.

### **CRITERIA FOR IDENTIFYING AND PRIORITIZING HABITAT RESTORATION PROJECTS**

This will be a competitive review process. Proposals will be evaluated against the following criteria (full descriptions, and the number of points that different criteria are worth, can be found on the Estuary Partnership Habitat Strategy web page: ([http://www.lcrep.org/habitat\\_strategy.htm](http://www.lcrep.org/habitat_strategy.htm)))

#### **Ecosystem Criteria**

- a. Habitat Connectivity
- b. Areas of Historic Habitat Type Loss
- c. Improvement in Ecosystem Function
- d. Adequate Size and Shape
- e. Level of Complexity
- f. Accessibility for Target Species

#### **Implementation Criteria**

- a. Use Natural Processes to Restore and Maintain Structure over Habitat Creation
- b. Community Support and Participation
- c. Potential for Self-Maintenance and Certainty of Success
- d. Potential for Improvement in Ecosystem Function While Avoiding Impacts to Healthy and Functioning Ecosystems
- e. Avoid Sites Where Irreversible Change Has Occurred
- f. Capacity of Sponsor/Partnership
- g. Project Context within Broader Management and Planning Objectives

#### **Monitoring Criteria**

- a. Monitoring and Evaluation with Relationship to Stated Goals and Objectives
- b. Linkages to Reference Site(s)
- c. Transferability of Results

### **PROJECT SELECTION PROCESS**

The Estuary Partnership Science Work Group reviews projects first for their ecological benefit and technical merit. As part of this step in the review process, project sponsors will present their project(s) to the Science Work Group. Project sponsors will have an opportunity to respond to any questions/concerns identified during this part of the review process.

At a second review meeting, the Project Review Committee, a subcommittee of the Science Work Group, formally scores the projects based on the Criteria for Identifying and Prioritizing Habitat Protection and Restoration Projects (listed above). The Project Review Committee will use the answers to the questions contained in the Project Narrative (Section 2) of the application to inform its project scoring methodology. Before the Project Review Committee formally scores the projects, project sponsors shall have the opportunity to answer any final questions raised by Project Review Committee members. At its discretion, the Project Review Committee may use supplemental information, including the Estuary Partnership's Lower Columbia River Restoration Prioritization Framework (<http://www.lcrep.org/pdfs/LCREP%20Restoration%20Prioritization%20Framework.pdf>) when reviewing and evaluating projects.

The Project Review Committee provides a ranked list of projects and funding recommendations to the Estuary Partnership Executive Director who forwards project rankings and funding recommendations to BPA. At this point, projects are reviewed by the Expert Regional Technical Group, who will assign salmonid survival benefits to the recommended projects as per the 2008 FCRPS Biological Opinion. Once the ERTG has reviewed the projects, BPA will make final funding decisions.

As part of the review process, site visits by reviewers are expected to occur in April 2010.

#### **Review Process Timeline**

Proposals Due:	March 12, 2010
Science Work Group Meeting:	March 30, 2010
Site Visits:	April 5-9, 2010
Project Review Committee:	April 27, 2010
Expert Regional Technical Group:	May 2010

#### **ANTICIPATED AWARD DATE**

Award determinations are expected to be made by June 2010.

#### **SELECTED PROJECTS**

Projects selected for funding shall also meet the following requirements:

**Compliance with Laws: Applicant's Permit Requirements.** Applicants shall provide where relevant a list and status (obtained, application filed, anticipated approval date, or have not applied) of all necessary federal, state, tribal and local permits required to complete the project and the appropriate regulatory agency contact (name, title, phone) for each permitting agency. The Estuary Partnership will require copies of permit and compliance documentation once the documentation is secured. Contractors will be required to satisfy all financial and programmatic requirements and meet all local, state and tribal environmental laws and federal consistency requirements before project implementation.

**National Environmental Policy Act (NEPA) Requirements.** Projects selected for funding shall comply with NEPA. Applicants will be required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, the presence of historic structures). The Estuary Partnership, working with the funder, will consult with project sponsors and other appropriate agencies to make NEPA determinations and a plan of action. Applicants will be required to provide specific information that will serve as the basis for any required impact analyses and may also be requested to assist in drafting an environmental assessment if one is required. Applicants will also be required to identify and implement feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal.

#### **POST AWARD**

**Administrative and Reporting Requirements.** After the selection process and before work begins, the selected

applicants will work with Estuary Partnership to create a Statement of Work that includes a narrative description of tasks, outlines deliverables, financial and programmatic reporting requirements and an itemized budget. Contractors are required to have a safety plan in place for any volunteers working on the project (e.g., liability waivers).

### **APPLICATION PROCESS**

Application forms are included in this packet and shall be used when submitting an application. Text shall be single spaced, with no less than one inch margins and 11-point font. *Please ensure that all information requested is included in the completed application.* A complete application shall include:

1. Background and Project Description (use attached form) (not to exceed 1 double-sided page)
2. Project Narrative (not to exceed 4 double-sided pages)
3. Project Budget (follow MS Excel format in application)
4. Project Map and Site Photos

# Lower Columbia River Estuary Partnership Habitat Restoration Project Application

## SECTION 1: BACKGROUND AND PROJECT DESCRIPTION

1. PROJECT TITLE
2. APPLICANT NAME AND ADDRESS
3. APPLICANT STAFF CONTACT

Name/Title:  
 Address:  
 Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### 4. COORDINATION WITH OTHER ENTITIES

If this project involves or impacts more than one group, do all these groups support this project?  
 Yes \_\_\_ No \_\_\_ (Please explain and list the supporting groups.)

### 5. PROJECT LOCATION

Provide a specific description of the project’s location, including latitude and longitude coordinates in decimal degrees, and property ownership.

### 6. PROJECT DURATION AND TIMELINE

Anticipated Start Date:  
 Anticipated Completion Date:

### 7. ESTIMATED PROJECT COST

Total Project Cost: \$ \_\_\_\_\_  
 Estuary Partnership Share: \$ \_\_\_\_\_ (75% maximum)  
 Applicant's Share: \$ \_\_\_\_\_ (25% minimum)  
 Source(s) of Applicant’s Share:

### 8. PROJECT SUMMARY

Provide a 200 word summary of the project, including the following: project type (i.e., design, restoration, acquisition); number of acres or miles treated; habitat function(s) being restored; project description and environmental benefit; timeline; partners. If known, please note which of the 13 ESA listed Evolutionarily Significant Units (ESUs) of salmonids will benefit from the project:

<b>Chinook Salmon</b> ( <i>Oncorhynchus tshawytscha</i> ):	<b>Steelhead</b> ( <i>Oncorhynchus mykiss</i> ):
Snake River spring/summer Chinook salmon	Snake River steelhead
Snake River fall Chinook salmon	Upper Columbia River steelhead
Upper Columbia River spring Chinook salmon	Middle Columbia River steelhead
Upper Willamette River Chinook salmon	Lower Columbia River steelhead
Lower Columbia River Chinook salmon	Upper Willamette River steelhead
<b>Chum salmon</b> ( <i>Oncorhynchus keta</i> )	<b>Sockeye salmon</b> ( <i>Oncorhynchus nerka</i> )
Columbia River chum salmon	Snake River sockeye salmon
<b>Coho salmon</b> ( <i>Oncorhynchus kisutch</i> )	
Lower Columbia River coho salmon	

If ESU information is unavailable, specify if ocean-type or stream-type salmonids will benefit from project.

### 10. AUTHORIZED SIGNATORY

I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to submit this information on behalf of the applicant.

Printed Name	Signature
Title	Date

## SECTION 2: PROJECT NARRATIVE

**Please answer the following questions. The responses to these questions will be the basis for evaluating and ranking the proposals. This section shall not exceed 4 double-sided pages, single spaced, using no less than one inch margins and 11 pt. font.**

1. What are the goals for the project? Describe the project and where it is located in the lower Columbia River and estuary.
2. How will the project improve ecosystem structure or functions? What priority or historic habitat types and functions will be conserved, protected, or restored? Include metrics (*using only acres or miles for units*) for the project (i.e., acres of wetland or riparian habitat restored, stream miles addressed, etc). (See Ecosystem Criteria 1, 2, 3, 4, 5, 6)
3. What are the proposed methods to implement the project? What is the potential for the site to be self-maintaining? Will the restoration project require ongoing management to be successful? If habitat creation or other artificial manipulations are to be employed, please explain why those methods need to be used. (See Implementation Criteria 1, 3, 4, 5)
4. What are the short and long term ecological implications of the project? What is the anticipated long term trajectory of the site post implementation? (See Ecosystem Criteria 3; Implementation Criteria 1, 3, 5, 6)
5. What salmonid species will be affected by the project? How are ESA listed salmonids expected to use the site? Specify which of the 13 ESA listed Evolutionarily Significant Units (ESUs) of salmonids will benefit from the project. *Projects that benefit multiple ESUs may receive preference over projects that benefit only local spawning populations of salmonids.* (See Ecosystem Criteria 6)
6. What is the threat to the resource? What limiting factor(s) will be addressed by the project? What is the potential impact of not completing the project? (See Ecosystem Criteria 1, 2, 3, 4, 5, 6)
7. Will the project improve habitat connectivity and increase accessibility to offsite habitats, or improve passage, for ESA listed ESUs? Is there currently a lack of accessible salmonid habitat in the project area? How is this project related to other upstream/downstream restoration or protection actions? (See Ecosystem Criteria 1, 2, 6)
8. What is the long-term monitoring plan for the site? What are the anticipated results and how will they be measured? Please include whether a reference site for the project has been identified and how project results could be disseminated throughout the region. Note: monitoring protocols standardized in *Protocols for Monitoring Habitat Restoration Projects in the Lower Columbia River and Estuary* are required for projects receiving funding. (See Monitoring Criteria 1, 2, 3)  
<http://www.lcrep.org/pdfs/Protocols%20for%20Monitoring%20Habitat%20Restoration%20Projects%20in%20the%20LCRE.%202009.pdf>
9. Is the project consistent with and does the project implement aspects of the Lower Columbia River Estuary Partnership's Management Plan (<http://www.lcrep.org/mgmt.htm>) and other plans, including the *2008 Biological Opinion for the Federal Columbia River Power System*, the Lower Columbia Fish Recovery Board's *Lower Columbia Salmon Recovery and Fish & Wildlife Subbasin Plan*, and the *Columbia River Estuary ESA Recovery Plan Module for Salmon and Steelhead*? (See Implementation Criteria 7)
10. Who will manage and ensure the project's successful completion? Describe your experience in administering and fiscally managing similar projects. (See Implementation Criteria 6)
11. What is the timeline? Identify a beginning date, end date, significant milestones and any state in-water work regulations that may limit the project schedule.

12. Is there a long-term management plan for the project site? If the project involves a tide gate, is there a management agreement for its operation? If so, please briefly describe. *Please note that for an acquisition project to be funded, it will be required that a management plan be developed (or be in development) for the project site.*
13. What is the level of support in the community for this project? How will local commitment be demonstrated throughout the life of the project (e.g., tangible commitments from local governments and citizens to continue to support the project, such as local funds, volunteer and student involvement opportunities, or donated equipment or material, after Estuary Partnership involvement has ended)? (See Implementation Criteria 2)
14. Provide a list and status (obtained, application filed, anticipated approval date, or have not applied) of all necessary federal, state, tribal and local permits required to complete the project, including compliance with NEPA. Provide the appropriate regulatory agency contact information for each permitting agency. Include copies of any secured permit and compliance documents.
15. How does this project promote partnerships? Provide a description of the partnerships among communities, organizations, individuals and agencies that are included on the proposed projects.

### **SECTION 3: PROJECT BUDGET**

Applicants shall provide an itemized budget detailing how Estuary Partnership funds will be spent and the details of the cost-share provided. Please describe each task in detail, describe the deliverable products associated with each task, and provide cost estimates and justification for the estimates (unit costs, units, etc.).

Projects that are selected for an award may receive funding for up to 75% of the project cost. A minimum 25% cost-share (of the total project cost) will be required on each project. Awards may be made for less than the full amount requested by the applicant.

**In-kind contributions may be used as cost-share.** They are subject to the following limits:

- In-kind contributions shall relate directly to the proposal.
- In-kind contributions are limited to time, material, or real or personal property donated to the sponsoring organization to fulfill project requirements.
- Volunteer time may be donated at a rate not to exceed \$20.00 per hour.
- Contributed time from individuals receiving compensation through the grant may not be counted as an in-kind contribution.
- Advisory groups or committee time is not eligible. An advisory group or committee is a group that provides advice about the project to the sponsoring organization.
- Donations of indirect costs, per diem, travel and subsistence expenses are not allowable, nor are studies conducted by other state or federal agencies.
- In-kind contributions shall be fully documented and reported separately when requesting reimbursement. In-kind contributions performed prior to the execution of the grant agreement or funded under another grant are not eligible.

Please use the following format in preparing budget summary. Please prepare the budget in MS Excel format.

Task Description	Schedule and Completion Date	Cost Explanation (Units, unit cost, etc.)	Total Cost	Amount Requested from Estuary Partnership	Cost-Share	Other non-Cost-Share	Source of Cost-Share
Task 1. Include comprehensive description of activity							
Task 2							
Task 3.							
Total:							

**SECTION 4: MAP AND PHOTOS**

Please include a project map and photos of the project site. Please attach photos, in JPEG format, separately.

**APPLICATION DEADLINE:**

**Completed applications may be submitted electronically (in MS Word or PDF format) by 4:00 pm, March 12, 2010 to:**

[haas@lcrep.org](mailto:haas@lcrep.org)

Evan Haas

Habitat Restoration Coordinator

Lower Columbia River Estuary Partnership