



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE

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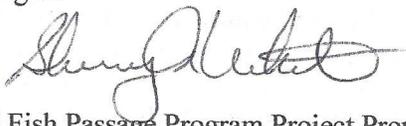


In Reply Refer To:  
FWS/Region 5/FR

**OCT 02 2015**

### Memorandum

To: Fisheries Project Leaders, Northeast Region

From: Assistant Regional Director, Fisheries 

Subject: Fiscal Year 2016 Request for National Fish Passage Program Project Proposals:  
**Due: November 6, 2015**

In Fiscal Year (FY) 2015 for the National Fish Passage Program (NFPP) in Region 5, we saw total available funding remain fairly constant at \$1,346,053. This allowed us to continue to address fish passage needs by funding 12 projects to address 40 barriers and open up 691 miles of stream and 1,410 acres of habitat.

The Financial Assistance (FA) training was shown to be of benefit, as those who have completed the required training were able to submit quality grant and cooperative agreement packages, allowing the timely funding of our partners due to more efficient processing. The FA training will become mandatory for anyone who handles agreements beginning in 2017.

Several of the FY15 projects moved beyond traditional granting methods by implementing in-house, on-the-ground cross-program habitat restoration teams. This model allows the program the benefits of cross-program experience and expertise, and leveraging ability of fish passage program dollars; exceeding our established target of barriers removed by three.

As you work to develop the 2016 Fisheries Operational Needs (FONS) fish passage project proposals, we want to ensure that selected projects meet minimum criteria. Projects will be prioritized based on the following factors:

- Project focuses on physical obstruction removal
- Project incorporates the use of established modeling and prioritization tools, such as The North Atlantic Landscape Conservation Cooperative (LCC) Conservation Planning Atlas
- Stream restoration will only be considered when integral to the primary purpose (e.g., removal of a dam or replacement of a culvert or similar obstruction), and
- Projects that will be completed in-house by Service staff (within Fisheries, or including cross program collaboration with Ecological Services (ES) or National Wildlife Refuge System (NWRS)).

Proposals need to include adequate information for evaluation under a variety of potential funding scenarios. Please formulate your project descriptions to ensure that they include the following information:

1. To ensure that the Region receives appropriate credit in the national funding allocation metric that addresses “identified opportunity”, you are requested to enter one barrier per FONS project. Failure to do so will reduce the funding for which the Region is eligible under the NFPP allocation methodology.
2. Please follow the project naming convention: (e.g., XYZ Dam Removal, ABC River, county, closest city or town, state, and fiscal year the project is proposed for (FY2016, 2017, 2018)). Note: only projects with titles ending with FY2016 will be considered for funding in FY2016. (see below Notes for more information)
3. For each project identify: (a) the grand total project cost; (b) the total amount of requested NFPP funding; (c) the amount of the total request to be applied to pass-through funding via external partner agreements (identify lead partner, and specify cooperative or grant agreement); (d) the amount of the total request to be applied to the pass-through funding via cross-program cooperation (where you are providing another program funds to complete a project); (e) the amount of the total request to be applied to your field station salary cost where you are implementing the project; (f) the amount of the total request to be applied to requested Service fish passage engineering salary/contribution (please work with Curt Orvis when calculating these figures); (g) the amount of the total request required to purchase project-specific equipment or supplies (and what they are); and/or, (h) the amount of the total request to fund in-kind contributions from ES, NWRS, or other Service partners, where these partners are collaborating with you to complete the project in-house by helping with design and engineering, heavy equipment operation, permitting, or other technical assistance.
4. Determine whether the project could be successfully completed with a smaller request from NFPP and without some of the deliverables. What is the minimum cutoff for project funding?
5. Proposed projects should be ready for completion within a year or two of funding. Define when the project will start and how long it will take to complete the project once NFPP funding is made available. Is the project shovel ready now? Is environmental compliance complete? Is engineering complete? Will you have all required funding if this NFPP request is funded?
6. Define the proposed project metrics. Metrics should be clearly defined with deliverable outputs (type of obstruction removed, miles/acres access restored, fish species to benefit, other expected outcomes), before and after photos documenting the outputs, spatial coordinates, (latitude/longitude location in decimal format), and related outreach information.
7. Please justify how your project will be more resilient against future floods and climate change, rather than only what your project in renovating. Project should establish a nexus with LCCs. The FONS proposals must be complete, concise, and accurate. Accomplishment reports that follow should accurately represent proposed FONS outputs with the metrics that you define now (same number and type of obstruction removed, miles/acres of access restored, fish species to benefit, other expected outcomes as originally proposed). Nationally, we will be counting the acres restored when calculating regional allocations, so pay particular attention to documenting this metric now and in the future.
8. Rank your FY2016 projects in FONS. No projects for FY2017 and FY2018 will be ranked this year; although you can rank in the project description text for the FY, they will be considered. Rank projects out to three times your expected allocation for FY2016 in case we see current or future increases.

9. Because available funding may be limited, consider proposing project funding requests in the range of \$25,000 to \$50,000 per project.
10. Please enter your NFPP project proposal in FONS no later than November 6, 2015. This will allow Regional review, possible edits, and Regional ranking, while meeting the National deadline submission of November 14, 2015.

Note:

1. If you have not considered using Service fish passage engineers as a component of the project, consider whether you can adjust the proposal for this purpose (contact Curt Orvis 413-253-8288 about your project ahead of time).
2. Please identify the staff who will be involved in the proposed project, then document specific stream restoration and fish passage training received by and level attained by those individual station personnel (by name).
3. A portion of 1334 salary funding at each station is expected to be applied to training for Service habitat restoration professionals working in the field of stream restoration and fish passage. Please identify a schedule of training, proposed coursework, and estimated cost for the training and associated travel.
4. Feasibility studies, assessment, and monitoring projects will be less competitive than on-the-ground projects, but may still be completed with any 1334 salary funding that is provided to your station with direct ties to projects.
5. Fishway construction projects may be competitive, but only in instances where the option of dam removal does not exist in a reasonable timeframe; and where the fishway can supply positive resource outcomes now and into the future. This should be clearly explained and documented in the proposal.
6. For each appropriate project identify the amount of requested funding that could be applied to Partners for Fish and Wildlife or Coastal Program, or other internal Service program staff for project implementation. Spell out which personnel from what facilities will be involved, define their level of training, and what they will contribute.
7. Submit project proposals to cover FY2016, FY2017, and FY2018. Only FY2016 proposals will be considered for funding in FY2016. The out-year (FY2017, FY2018) proposal list may change, but could also prove useful in identifying funding and assistance from other programs as well as justifying continued future funding in NFPP.

If you have any questions, please contact your Acting Regional Fish Passage Coordinator at 413-253-8453. For questions regarding the FONS process, please contact Tracy Copeland.

cc: Branch Chief, Species and Habitat Conservation, Region 5, U.S. Fish and Wildlife Service.  
Acting Regional Fish Passage Coordinator, Region 5, U.S. Fish and Wildlife Service