

# Salmon Recovery Portal Guidance Document

August 2021

## Project Tracking Requirements

**Adding New Projects:** Sponsors seeking funding are required to create a project in SRP. This information is entered according to the grant timeline for the year, generally April-May. If you are applying for funding under SRFB Tracy Bowerman will create your project for you and send you the project number.

**Future Funding Requests:** Sponsors seeking funding for projects under the 2021 and 2022 SRFB grant round need to email Tracy Bowerman to get more information about what is needed for our regional “planned project forecast list” which is a new requirement from GSRO. These can be existing or new projects in SRP.

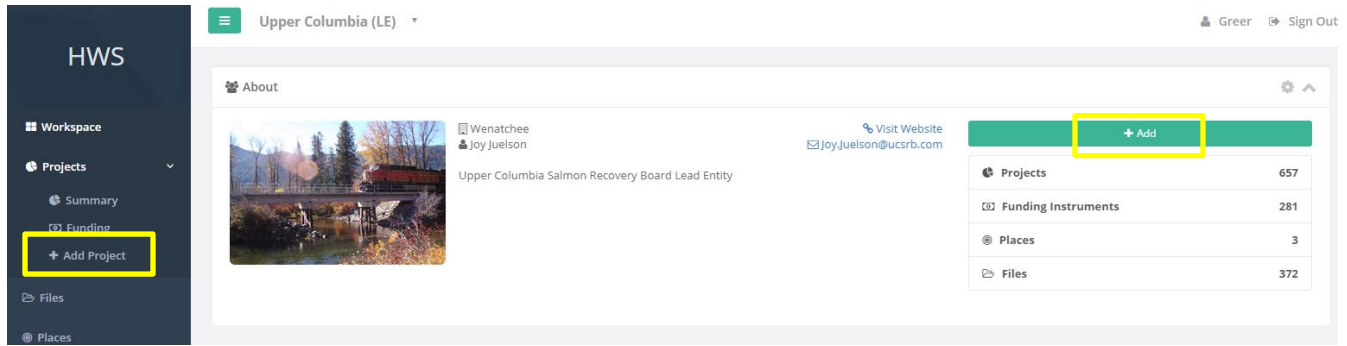
**Project Updates:** UCSRB requests that sponsors routinely update the status of their projects in SRP. For example, if your project was recently funded you would change the status from “proposed” to “active.” More information is provided below on how to do this.

**Closing out projects after completion:** After a project is completed UCSRB requires all project sponsors to complete required information in SRP. This step is very important because it allows the region, the state, funders and partners the ability to track habitat work in the region. More information is provided below on what is required.

## Creating a New Project in SRP

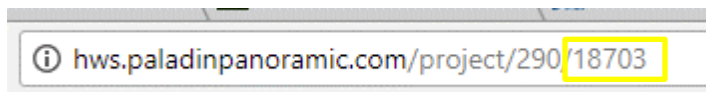
**NOTE:** Here is a link to a training video that GSRO created on how to create a project in SRP/PRISM. The instructions will work for the regional requirements.

1. Go to <https://srp.rco.wa.gov/>. If you need login credentials, email [tracy.bowerman@ucsrb.org](mailto:tracy.bowerman@ucsrb.org).
2. **\*FIRST, ensure that the project is not already in SRP by searching for key words.** If not, create a new project.
3. If the project does not exist, create a project by clicking in one of the two locations highlighted below:

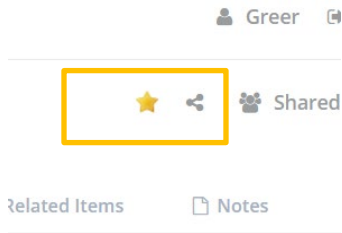


#### 4. In the Project Details tab

- a. Do not use a template
- b. Enter a Project Name - Project name should include your sponsor name abbreviation and a clear, unique project name- make it consistent with what you will put in PRISM if it is funded by RCO (e.g. CCNRD Nason Creek RM 2.3 Side Channel).
- c. Enter a Project Number – **If your project is in PRISM (state projects) then your project number is your PRISM number. If not or if you have more than one PRISM project, you will use the unique ID generated by SRP. You can find the ID by looking at the url of your project page after you have created the project.** You can just use the one they give you at first then go back and change it after you hit “Create Project”.

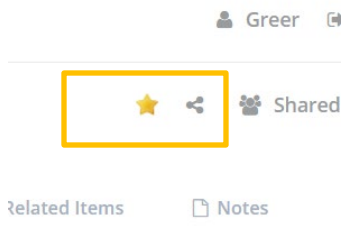


- d. Enter a Project Category: use **only** one of the following categories (same as PRISM): **Monitoring, Restoration, Acquisition, Acquisition & Restoration, Planning (these are Design or Assessment projects)**. There are lots of extraneous and duplicate options in here you should ignore.
- e. Enter Primary Status- Active, Completed, Conceptual, or Proposed
- f. Enter Start date and End Date (as projected) for the project then click the green arrow in the top right.
- g. Write a brief summary of the project then click the green arrow again.
- h. Enter the estimated total project cost (all phases).
- i. Enter the primary funding source through a search. If you select a state funding source linked to PRISM you can create you PRISM page through the PRISM submit template (see below for more information) (e.g. SRFB, Family Forest Fish Passage Program, etc.). If you don't see your funding source leave it blank and contact Tracy Bowerman to learn how to add a funding source.
- j. Save the project and then go back in and change the project number if needed.
- k. Lastly, we recommend making all your projects “favorites” so that they appear on your workspace. You can easily do this by clicking on the star on the top right bar. Then when you go to your workspace it will appear on your favorites list.

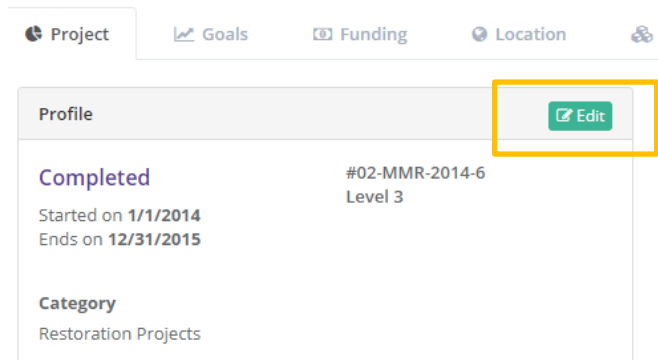


## Updating Project Status

1. Find your project on SRP. We recommend making all your projects “favorites” so that they appear on your workspace. You can easily do this by clicking on the star on the top right bar. Then when you go to your workspace it will appear on your favorites list.

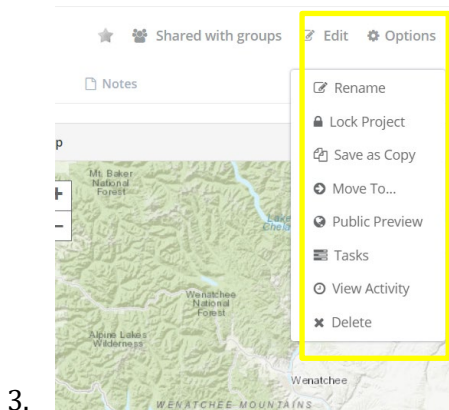


2. On the main project page hit “edit” on the Profile box where status is displayed.
3. Change the status in the “Status” dropdown. Change the end date if needed.



## Deleting Your Project

1. You can easily delete your project if it is redundant or not longer alive.
2. The option can be found in the upper right options “cog” icon:



## Closing out a project in SRP

UCSRB requires all project sponsor to update their information in the SRP database once the project is completed. This is a critical step in the process. Specific information is required by the region but you are welcome to fill out any information your find useful for sharing project information. Below is the list of required metrics and information and a checklist of required data for completed projects.

### 1. Project Information (main project tab)

- Profile- status, correct project name and number, and start and end date
- Photos- please upload at least one picture of your project. Before/After shots are great.
- Summary- add a short (one paragraph) summary of your project focusing on the “What, When, Where, and Why.”
- Map- you must add a location (point) for your project. Click the edit button, navigate to your project location and add a point. You can also add multiple locations and draw a polygon if appropriate for your project. Make sure to hit the “Save Map Position” before you exit.

### 2. Funding Tab

- Proposed Cost- enter a total cost
- Sources- this is auto-populated
- Entries- add each of your sources of funding and the amounts. Please make sure the funder is not in the drop-down list before adding a new funder! All funders and their contributions must be listed.

### 3. Location Tab

- This should be auto-populated if you added a point under step 3.

### 4. Codes Tab

- Click on the “+ Add Reporting Codes” button on the top right of the page
- There are a number of codes listed but you can ignore most. You will need to search for the following codes to find the right ones.
- Only the following codes are required:
  - Assessment Units

- ii. Activity (see table 1 below for required metrics for reporting to UCSRB, NOAA, GSRO, and PCSRF). This is one of the most important pieces of information we gather and use. Each project type has several codes it MUST report. To get to the link of activities search for “Activity-“ (NOT “Activity Type”!) and it will give you the correct list to choose from. Then add each of the required codes and hit save. \*\*Design and assessment projects do not need to report codes.
- iii. Primary Ecological Concerns- choose ONLY ONE! You will have a chance to enter secondary ones. *\*\*Only restoration projects must report ECs.*
- iv. Secondary Ecological Concerns- list only the most important secondary ECs. *\*\*Only restoration projects must report ECs*
- v. UC Primary Species Benefiting- Make sure you use the “UC” list. The general “Primary Species Benefiting does not call out Spring Chinook from Chinook”. Choose ONLY ONE! You will have a chance to enter secondary ones.
- vi. Secondary Species Benefiting- list only the most important secondary species.

**5. Attachments Tab**

- a. You can upload design reports, reports, or anything else important to the project under this tab.

**6. People and Organizations Tab**

- a. Project Contact- Please add a project contact in case we need more information.
- b. Funding Source- this is auto-populated from the funding page.
- c. Grant Manager- not required
- d. Partner- please list all partner organizations. Make sure the organization’s name is not in the drop-down list before adding a new organization- most are in there!
- e. Sponsor- please add the primary sponsor organization- LIST ONLY ONE and name other partners separately.

**7. Related Items Tab**

- a. Related Projects- is there are project related to yours (e.g. a design project) please link it here.

<b>UC Project Close-Out Checklist</b>			
	<b>TAB</b>	<b>ITEM</b>	<b>DESCRIPTION</b>
✓	Project	Profile	Name, number, Status (Closed), and start and end dates
✓	Project	Photos	
✓	Project	Map	One point per project
✓	Project	Summary	
✓	Funding	Proposed Cost	Total cost of project
✓	Funding	Funders and Amounts	Link to PRISM if appropriate
✓	Codes	Activity Type and Metrics	See table below for required metrics
✓	Codes	Assessment Units	
✓	Codes	Primary Ecological Concerns	
✓	Codes	Secondary Ecological Concerns	
✓	Codes	UC Primary Species Benefitting	
✓	Codes	Secondary Species Benefitting	
✓	People	Project Contact	
✓	People	Partners	
✓	People	Sponsor	

## **Additional References Materials and Training Videos**

<https://srp.rco.wa.gov/resources>

**Table 1. Activity Types.** Activity should reflect the primary goal of the project. Reporting Codes in bold are REQUIRED.

ACTIVITY TYPE (METRICS) REFERENCE TABLE			
Activity Type	Reporting Code	Unit	Description
Design, Monitoring or Assessment	NO REPORTING CODES REQUIRED		
Acquisition, Easements, Leases	Floodplain Areas Protected	Acres	Floodplain areas acquired/protected.
	<b>Land, wetland or estuarine area protected from degradation or development*</b>	Acres	<b>Land, wetland or estuarine area protected from further degradation or development through purchase, lease, negotiated agreement, or other mechanism. The acreage reported should be the total acreage protected regardless of whether all the habitat is applicable to the desired goals for acquisition.</b>
	<b>Streambank or riparian protected*</b>	Miles	<b>Miles of streambank protected by acquisition, easement or lease.</b>
Fish Passage	<b>Fish passage blockages removed or altered*</b>	Qty.	<b>Anadromous salmonid passage blockages, impediments or barriers that are removed or altered to allow or improve passage.</b>
	<b>Miles upstream made accessible*</b>	Miles	<b>Total length 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.</b>
	Road - crossing removal: number removed	Qty.	Removal of stream road crossing and the affiliated road structures so that the stream flows unimpeded. This would include removal of culverts and other material in the channel
Fish Screen	<b>Fish screens installed or modified*</b>	Qty.	<b>Number of screens installed, replaced, repaired or modified.</b>
Instream Flow	Change in water flow	CFS	Estimated change (increase) in flow of water in the stream as a result of conservation effort.
	<b>Miles of stream protected for adequate flow*</b>	Miles	<b>Length of potential anadromous salmonid bearing stream that is intended to have sufficient water flow for spawning and rearing (i.e., 'protected' for adequate flow) as a result of decreased/eliminated water withdrawals or reduced future water withdrawals. NOTE: please indicate the number of miles where flow is improved as a result of the project even if it is still not considered "adequate" flow.</b>

## ACTIVITY TYPE (METRICS) REFERENCE TABLE

Activity Type	Reporting Code	Unit	Description
	<b>Cfs (Cubic Feet Per Second) of water conserved per year</b>	<b>CFS</b>	<b>Purchase of water rights. These water allocations are not withdrawn from the stream. (Water volumes proposed and actually leased or purchased should be reported in CFS to nearest 0.01 CFS.)</b>
Instream Habitat  <i>(NOTE: also includes Floodplain and Off-Channel Reconnection Projects)</i>	Beaver introduction	Qty.	Introduction or management of beavers to add natural stream complexity (beaver dams, ponds, etc). (# of beavers introduced to increase instream structure/ complexity.)
	<b>Acres of channel/off-channel connected or added*</b>	<b>Acres</b>	<b>Acres of channel/off-channel connected or added. NOTE: Please use this metric for floodplain acres re-connected.</b>
	<b>Miles off-channel stream created*</b>	<b>Miles</b>	<b>Channel reconfiguration and connectivity: off-channel stream created</b>
	Number of structures placed in channel	Qty.	Number of structures placed in channel
	Streambank stabilization	Miles	Stabilization of the streambank through resloping and/or placement of rocks, logs, or other material on streambank.
	<b>Total length of instream habitat treated*</b>	<b>Miles</b>	<b>Total length of stream treated. This is a meander measurement of the portion of stream treated by the project. Multiple treatments in the same stretch of stream would only be counted once, so that the total reflects actual stream length subjected to treatments regardless of how many different treatments were applied.</b>
Riparian Habitat	Fencing: miles installed	Miles	Creation of livestock exclusion or other riparian fencing.
	Forestry practices/stand management	Acres	Treatment or management of trees and undergrowth in riparian area including prescribed burnings, stand thinning, stand conversions, and silviculture.
	Planting	Acres	Establish riparian or native planting.
	<b>Total riparian area treated: acres*</b>	<b>Acres</b>	<b>Total acres of streambank riparian area treated and total amount of riparian area treated or managed. Report the actual length of streambank riparian area treated, adding lengths of treatment on both sides of stream if treatment was on both streambanks.</b>



## ACTIVITY TYPE (METRICS) REFERENCE TABLE

Activity Type	Reporting Code	Unit	Description
	Total riparian area treated: acres	Miles	Total length of streambank riparian area treated and total amount of riparian area treated or managed. Report the actual length of streambank riparian area treated, adding lengths of treatment on both sides of stream if treatment was on both streambanks.
Upland Habitat	Erosion control structures: number	Qty.	Closure (abandonment), relocation, decommissioning or obliteration of existing roads to diminish sediment transport into stream. These roads may extend into or be located in the riparian zone.
	Road abandonment and obliteration	Miles	Closure (abandonment), relocation, decommissioning or obliteration of existing roads to diminish sediment transport into stream. These roads may extend into or be located in the riparian zone.
	Road drainage system improvements and reconstruction	Miles	Road projects that reduce or eliminate sediment transport into streams. This includes placement of structures to contain/ control run-off from roads, road reconstruction or reinforcement, surface and peak-flow drainage improvements, and roadside vegetation. These roads may extend into or be located in the riparian zone.
	Slope stabilization	Acres	Implementation of slope/hillside stabilization or slope erosion control methods including landslide reparation and non-ag terracing.
	<b>Total acres of upland habitat treated*</b>	<b>Acres</b>	<b>Total amount of upland habitat treated.</b>
	Upland livestock management	Acres	Upland livestock management action designed to control sediment flow into a stream or riparian area. This includes livestock watering schedules; grazing management plans; upland exclusion and fencing; and, livestock water development (also called off-channel watering or livestock water supply) including installation of upland ditches, wells, and ponds.
	Water Quality	Nutrient enrichment: miles treated	Miles
<b>Total amount of water treated*</b>		<b>Acre Feet</b>	<b>Total amount of water treated for water quality.</b>
Toxin reduction		Acres	Clean-up or prevention of mine tailings, herbicides, pesticides, or toxic sediments.
<b>Wetlands</b>	<b>Wetland improvement/enhancement*</b>	<b>Acres</b>	<b>Improvement, reconnection, or restoration of existing or historic wetland (other than vegetation planting or removal)</b>

**Table 4. Ecological Concerns.** The EC category should reflect the primary goal of the project.

<b>ECOLOGICAL CONCERNS REFERENCE TABLE</b>		
<b>EC#</b>	<b>Ecological Concern Category</b>	<b>Ecological Concern Sub-Category</b>
1	Habitat Quantity	Anthropogenic Barriers
		HQ-Competition
		Natural Barriers
2	Injury and Mortality	Altered Prey Species Composition and Diversity
		Contaminated Food
		Food-Competition
		Mechanical Injury
		Pathogens
3	Food	Predation
4	Riparian Condition	Altered Primary Productivity
		Large Wood Recruitment
5	Peripheral and Transitional Habitats	Riparian Vegetation
		Estuary Conditions
		Floodplain Condition
		Nearshore Conditions
6	Channel Structure and Form	Side Channel and Wetland Conditions
		Bed and Channel Form
7	Sediment Conditions	Instream Structural Complexity
		Decreased Sediment Quantity
8	Water Quality	Increased Sediment Quantity
		Gas Saturation
		Oxygen
		pH
		Salinity
		Temperature
		Toxic Contaminants
Turbidity		
9	Water Quantity	Altered Flow Timing
		Decreased Water Quantity
		Increased Water Quantity
10	Population Level Effects	Demographic Changes
		Life History Changes
		Reduced Genetic Adaptivity
		Small Population Effects