



Wahkiakum County Marine Resources Committee

REQUEST FOR PROJECT PROPOSALS COVER SHEET

July 1, 2025 – June 30, 2027 Funding Cycle GANS# 25-27853

Wahkiakum County Marine Resources Committee (MRC) is accepting proposals for projects related to marine resources and communities of the lower Columbia River and its tributaries within Wahkiakum County. Please use **Appendix A: Wahkiakum County & WDFW Marine Resources Committees' Benchmarks** in this packet as a guide when choosing a project. Project proposals may be submitted by individuals, groups, organizations, or businesses.

Grant Information Meetings: Two informational meetings will be held for interested applicants on March 30, 2026, 3:00 – 4:00 PM and March 31, 2025, 5:00 – 6:00 PM. Interested applicants may attend either meeting; similar information will be presented at both times.

Letter of Intent: Prospective applicants must prepare a one-page Letter of Intent outlining their project, including a project description, how it aligns with MRC program benchmarks, and amount requested. **Letters of Intent must be received at the MRC/WSU Extension office by April 15, 2026 at 3:00 PM.** (See How to Submit below.)

Project Proposal and Presentation: The Marine Resources Committee will review Letters of Intent at its April 27, 2026 meeting. Those that are determined to be responsive to MRC program benchmarks will be invited to submit a full Project Proposal. **Complete Project Proposals, including all collateral material, must be received at the MRC/WSU Extension office by June 11, 2026 at 3:00 PM.** (See How to Submit below.)

Project Presentation: After submission of a full Project Proposal, **applicants will be scheduled to make a required presentation of their project on June 22, 2025 at the Marine Resources Committee Meeting, 5:00 – 6:30 PM** at the River Street Meeting Room in Cathlamet, with an option of Zoom online videoconferencing. Presenters will have approximately ten minutes, and should be prepared to answer questions regarding goals, relation to MRC program benchmarks, and budget. Members of the Marine Resources Committee may be named as a Project Leader but are not allowed to present a Project Proposal.

Grant Awards: Proposals will be reviewed, scored, and selected for funding by the Marine Resources Committee at its July 27, 2025 meeting. Grant recipients and those not selected will be notified by July 31, 2026. Projects awarded Eligible project expenses will be paid by the Marine Resources Committee on a reimbursement basis. However, arrangements can be made for the MRC to pay approved expenses directly to the vendor.

Project Requirements: Projects must occur and be completed between August 1, 2026 and June 01, 2027. Awardees will be required to submit quarterly and final written project reports on a form that will be provided. Digital photos of the project are requested with the final project report.

How to Submit: Submit your Letter of Intent or Project Proposal in one of three ways: **E-mail** to Shari Parker at shari.parker@wsu.edu; **Mail** to WSU Wahkiakum County Extension, PO Box 278, Cathlamet, WA 98612; or **Bring** to the WSU Extension office at 25 River Street, Suite E. Office hours are 9 AM – 3 PM Monday – Wednesday ONLY. Please note, Wahkiakum County Marine Resources Committee is unable to accept Letters of Intent or Project Proposals by facsimile (FAX), and assumes no responsibility for lost or misdirected mail.

For Assistance: For more information or assistance, please contact Grants and Office Coordinator Shari Parker at shari.parker@wsu.edu or 360-795-3278.

Wahkiakum County Marine Resources Committee

REQUEST FOR PROJECT PROPOSALS INSTRUCTIONS AND TIMELINE

1. Requests for Project Proposals are available and advertised in March 2026.
2. Two Grant Information Meetings will be held for interested applicants on March 30, 2026, 3:00 – 4:00 PM and March 31, 2026, 5:00 – 6:00 PM. Applicants unable to attend one of these meetings may reach out to Shari Parker directly with questions.
3. Letters of Intent to apply **must be received** at the MRC/WSU Extension office by April 15, 2026 at 3:00 PM. See Cover Sheet for How to Submit.
4. The Marine Resources Committee will review Letters of Intent at its April 27, 2026 meeting and select those that will be invited to submit a full Project Proposal.
5. Project Proposals **must be received** at the MRC/WSU Extension office by June 11, 2026 at 3:00 PM. See Cover Sheet for How to Submit.
6. Applicants will be scheduled to make a required presentation of their project at the Marine Resources Committee meeting on June 22, 2026.
7. The Marine Resources Committee will review and score Project Proposals, and select those to be funded at its July 27, 2026 meeting.
8. Members of the Wahkiakum County Marine Resources Committee may be named as a Project Leader but may not present the Project Proposal or vote on that specific Project Proposal. In addition, MRC members must recuse themselves from voting on any Project Proposal for which they may have a direct or indirect financial interest.
9. All sections of the Project Proposal must be legible and complete. Additional pages are allowed and encouraged for clarity.
10. Carefully review Appendix A to ensure your project meets the MRC program Benchmarks.
11. Carefully review Section D, Budget information. Ensure your numbers are calculated correctly.
12. Any non-consumable items (equipment, etc.) purchased with Washington Department of Fish and Wildlife (WDFW) sourced MRC grant funds become property of WDFW and may have to be turned over to them when the project ends.
13. Projects that generate an income, or require participants to make a payment for project services or activities, now or in the future, **are not allowed**.
14. **Indirect costs are not allowed in project budgets.**
15. Grantees are requested to acknowledge the funding/support of **Wahkiakum County Marine Resources Committee** in project advertising and/or signage.

Included in the Application Packet are:

- 1. Request for Project Proposals: Cover Sheet**
- 2. Request for Project Proposals: Instructions and Timeline**
- 3. Section A Project Application**
- 4. Section B Project Narrative/Summary**
- 5. Section C Project Implementation**
- 6. Section D Project Budget**
- 7. Appendix A MRC Benchmarks**
- 8. Appendix B Budget Instructions**
- 9. Appendix C Evaluation Form**

Wahkiakum County MRC Project Application
Section A

1. **Project Name:**

2. **Organization or Business Name:**

A. Are you a past recipient of an MRC Grant? YES____ NO____

3. **Project Leader/Contact Name:**

Address:

Phone:

E-mail:

4. **Project Starting and Ending Dates:**

5. **Geographic Area of Project:** (Location of project.)

6. **Project Staff:** (List staff, their role, and relevant expertise.)

7. **Partners:**

A. Please list partners and their contributions of cash, in-kind services, etc.

B. What, if any, other funds have been sought?

8. **Associated Permits:** (Please list any permits needed and attach any landowner access letters if applicable. The applicant/grantee is responsible for the cost of permits.)

9. **Community/Youth Recruitment/Volunteerism:** (How will you recruit or engage the community and/or youth to participate or volunteer in your project?) **Five (5) Bonus Points may be awarded for youth engagement.**

10. **Total Project Costs:** \$ _____ **Amount Requested from MRC:** \$ _____

11. **Authorized Signature:** (Please sign and print name.)

Signature

Print Name

Project Implementation

Section C

(Provide timeline for project activities and the deliverables).

<u>Project Activity</u>	<u>Initiation Date</u>	<u>Completion Date</u>	<u>Expected Outcomes/Deliverables</u>

1. Describe methods, procedures, and equipment to be used if any:

2. Describe the extent or impact of the project (examples: acres, miles, number of citizens):

3. Indicate if there are plans to continue the project into the future:

- a. This project is a one-time project b. This project is a pilot project*
c. This project has intent to continue*

*If you marked b or c please answer the following questions:

I. How will this project be financed in the future?

II. Have you developed a sustainability or fundraising plan to gain increased support for this project?

- YES* NO

*If yes, please explain.

Project Budget

Section D

(See attached Appendix B for instructions.)

Project Name:

PROJECT COSTS:

- A. MRC Funds Requested in this Application \$ _____
- B. Match Provided (Cash or In-Kind) (No match is required) \$ _____
- C. Total Project Costs (A+B) \$ _____

MRC EXPENDITURES (Only list expenses to be paid with MRC funds):

Category	Detail	MRC Request	Total
1. Personnel Salaries and Benefits or Hourly Wages			
2. Supplies			
3. Advertising			
4. Printing Costs			
5. Equipment			
6. Travel Expenses			
7. Contracted Services			
8. Other (Be specific)			

APPENDIX A

Wahkiakum County & WDFW Marine Resources Committees' Benchmarks

Performance benchmarks will be used to measure Marine Resources Committee activities and achievement in discrete, but broad categories. Benchmarks developed and adopted by the Coastal MRC Program Work Group include:

Marine Habitats: Understand, steward, and restore marine, estuarine, coastal, and near shore habitats, prevent loss, and achieve a net gain of healthy habitat areas by:

- enhancing ecosystem and community resilience by protecting and restoring marine and coastal habitats
- designing and implementing local and regional projects that restore natural processes
- surveying and mapping marine and estuarine resources to better define physical and biological characteristics of marine habitats
- making scientifically based recommendations about management tools to protect marine and estuarine habitats
- understanding and evaluating erosion and promoting sound sediment management practices

Marine Life: Understand, steward, and restore marine and estuarine populations to healthy, sustainable levels by:

- maintaining the health of marine and estuarine species and preventing further ESA listings while increasing access to marine resource enjoyment and harvest where feasible
- balancing protection focus on ecosystem versus target species
- identifying and carrying out actions to protect and restore species of interest and concern
- designing and implementing projects to prevent the introduction and spread of invasive species
- making scientifically based recommendations about management tools for species recovery

Marine and Fresh Water Quality: Understand, steward, and restore marine and estuarine water quality of Washington's coast and coastal embayments by:

- conducting or supporting science to fill critical data gaps
- working to reduce the input of pollutants
- promoting management actions that would restore degraded water quality and contaminated sediment
- working with and training students and citizens to conduct water quality monitoring

Sound Science: Collect high quality data and promote its transparent presentation, acceptance, and timely dissemination by:

- utilizing established scientific protocols for the collection, analysis, and use of data that support the Coastal MRC Program goal
- identifying gaps in data and working to fill those gaps by promoting the development of comprehensive, accessible marine resource databases
- promoting peer reviewed science

Education and Outreach: Promote stewardship and understanding of coastal estuarine and marine resources through science-based education and outreach by:

- informing the public about threats to living resources and coastal communities and presenting them with practical measures they can take to prevent further harm, especially regarding land use, erosion control, and individual homeowner decisions
- informing citizens and governmental agencies about ocean energy activities and associated effects on coastal communities
- coordinating outreach and education programs with other organizations, including local community colleges, and evaluating their effectiveness
- engaging the public in active stewardship opportunities through community workshops, restoration projects, and educational programming
- translating and disseminating scientific information about the status of Washington's coastal habitats, resources, and communities to regional policy makers, resource managers, and the public in a timely manner
- expanding partnerships with tribal governments and continuing to foster respect for tribal cultures and treaties
- striving to maintain and improve coordination and communication among stakeholders and all managers

Coastal Communities: Promote sustainable and resilient coastal communities by:

- supporting sustainable marine resource-based industries
- supporting cultural and economic integrity of coastal communities
- encouraging citizen participation in local and governmental decisions regarding marine resources
- engaging in activities aimed at hazard prevention and preparedness, e.g., education
- increasing sustainable access to marine resource enjoyment and harvest

APPENDIX B

Budget Instructions

- 1. Personnel salaries and benefits or hourly wages:** List names of personnel to be paid; their total salaries with benefits including their hourly wage. Stipends and Honorariums should be noted in the “Other” Category with specificity. Indirect costs are not allowed.
- 2. Supplies:** Supplies are those items purchased and typically used up during the project such as paper, staples, printer ink, etc. (consumable items).
- 3. Advertising:** Ads in publications to inform the public of a project meeting or event; costs to develop and create an ad.
- 4. Printing Costs:** Printing can be for brochures, flyers, etc.
- 5. Equipment:** All equipment and non-consumable items purchased with MRC funds become the property of WA Department of Fish & Wildlife (WDFW) and may have to be turned into WDFW at the end of the project depending on the value and type of the item. WDFW will cover the cost of any equipment rented or leased only during the duration of the project.
- 6. Travel:** Please list destinations, number of trips, and other details. All travel expenses will be reimbursed at standard Washington rates for mileage, lodging, and meals.
- 7. Contracted Services:** List contractors that will be used for the project. Some contracted services will require a bidding process. Please contact the Wahkiakum County MRC for more information.
- 8. Other:** Items that do not fit well into the other budget categories.
(Please list each item.)

APPENDIX C: Marine Resources Committee Project Proposal Evaluation Form

PROJECT PROPOSAL NAME _____

SCORING: 1-Satisfactory 2-Good 3-Very Good 4-Excellent 5-Outstanding

1. Project Costs – Are project costs realistic to achieve stated project outcome?	1 2 3 4 5
2. Successful Outcome - does project have a high probability of success?	1 2 3 4 5
3. Resources – does the project utilize other possible funding, In-kind or other financial resources?	1 2 3 4 5
4. Benchmarks – does the project meet one or more WDFW Benchmarks?	1 2 3 4 5
5. Collaboration – does the project indicate working with other possible partners/collaborations?	1 2 3 4 5
6. Experience – does the project lead have experience working with grants/timelines/ progress reporting?	1 2 3 4 5
7. Deliverables – are project deliverables clear and realistic?	1 2 3 4 5
8. Outcome – will the project contribute to our community well-being and economic health?	1 2 3 4 5
9. Project Outcome – does program have Outcome Measurements and/or timeline?	1 2 3 4 5
10. Youth Engagement – does the program utilize Youth in the planning, delivery and/or outcome of project?	If YES 5 BONUS Points N/A

Does applicant demonstrate a successful history of working on MRC projects? YES ____ NO ____

- Does proposal meet all eligibility and RFP guidelines? YES ____ NO ____
- Is Application complete? YES ____ NO ____

If no, please comment:

Total Score _____ Reviewer Initials _____