

How to apply to the Habitat Recovery Pilot Program (HRPP)

This short guidance outlines how to apply for a Hydraulic Project Approval (HPA) through the HRPP. Referenced documents are hyperlinked within, as indicated by the blue, underlined font.

The HRPP is designed to streamline the local and state permitting process for habitat recovery projects that benefit fish. Projects approved for inclusion in the pilot program are not subject to environmental review under the State Environmental Policy Act (SEPA) and are not required to obtain local or state permits or approvals other than the HPA permit issued by WDFW – except permits required for participation in a federal program ([RCW 77.55.480\(3\) and \(5\)](#)). Please visit our [program website](#) for additional information on the HRPP.

If you are new to the HPA process, please refer to our [online HPA application guidance](#) to get started. All applications for an HPA under the HRPP must use WDFW’s online [Aquatic Protection Permitting System \(APPS\)](#). The [Applicant User Guide](#) offers a comprehensive, step-by-step guide for navigating APPS and submitting HPA applications.

You will need a Secure Access Washington (SAW) account to access APPS. SAW is a tool used to access online services from various state agencies with one username and password. Information on creating a new SAW account or accessing your existing SAW account is available here: <https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services>.

Login to APPS here: <https://hpa.wdfw.wa.gov/>

You will be redirected to SAW to sign in or create a new account if one doesn’t already exist.

- If you have an existing APPS account before the 2024 Modernization, it has been migrated to the new system. To access your existing account, you will need to sign in via SAW.
 - If you have an existing SAW account, your SAW email and APPS email must match to access your existing applications, permits, and associated data.
 - If you don’t have an existing SAW account, you will be prompted to set up a SAW account. You must set up your SAW account with the same email as your existing APPS account if you are to access your migrated applications, permits, and associated data.
 - If you need help recovering your SAW username or password, visit <https://secureaccess.wa.gov/public/saw/pub/remindAndReset.do>.
 - *If you believe that your SAW email matches that of your existing APPS email and you are having issues accessing the system, please contact APPS.help@dfw.wa.gov.*
- If you are a new APPS user, then you have no existing APPS account information.
 - If you have an existing SAW account, you can log into APPS using your existing SAW credentials. This will create an APPS account based on your SAW email address provided. Once in APPS, you can add any additional contact information desired.
 - If you don’t have an existing SAW account, you will be prompted to create a new SAW account. Once you log into APPS for the first time using your SAW account, this will create an APPS account based on your SAW email provided. Once in APPS, you can add any additional contact information desired.

Once you have an APPS account set up, log in to your account and apply for an HPA under the HRPP using this process:

1. Click on “Apply for a permit”
2. Choose “Habitat Recovery Pilot Program (HRPP)”

- Do not select the Fish Habitat Enhancement Project or Watershed permit type.
3. Fill out the application as you would other standard HPA applications (see the guidance linked above).
 4. In the Attachments section of the application form, upload the following documents:
 - **Authorization of Agent**
 - If the applicant is different from the agent, a signed Authorization of Agent form (available in APPS under the “Authorized Agent or Contact” section) OR a complete JARPA form with the same applicant and agent listed as on the HPA application.
 - **Consent of Property Owner**
 - If any of the project occurs on private property which is not owned by the applicant, a Consent of Property Owner form (available in APPS under the “Property Owner(s)” section) is required for each property owner.
 - **Sponsorship or Approval Letter**
 - A copy of the letter from DAHP documenting that they completed a cultural resources review (state 21-02 and federal section 106, if applicable).
 - **Supplemental Form**
 - A complete [supplemental application form](#) for streamlined processing under the HRPP.
 - This form must list the local government, affected tribe, and [Multi-Agency Permitting \(MAP\) Team](#) notification recipients.
 - **Project Plans**
 - Complete plans and specifications of the proposed construction or work including reference to the ordinary high water line (OHWL) in freshwater and the mean higher highwater line (MHHW) in saltwater. These should include a plan view (overhead view) and a cross-sectional view of all the plans described in the project description.
 - **Additional Supporting Documents**
 - Documentation that the project has been reviewed, approved, or funded by one of the 13 qualifying restoration programs listed in the statute ([RCW 77.55.480\(2\)\(a\)](#)). The same program should be indicated on the supplemental application form.
 - For projects which occur on state-owned aquatic land, a signed JARPA Attachment E form documenting land authorization from the Department of Natural Resources (DNR).

****Please note that all of the above documents must either be uploaded into APPS or emailed to HPAapplications@dfw.wa.gov by either the applicant or the agent– **documents submitted elsewhere or by anybody else will not be accepted.****

If you have any questions about the pilot program, please email HRPP@dfw.wa.gov . If you have any questions about using APPS, please contact the APPS help team at APPS.help@dfw.wa.gov or at (360) 902-2422.