APPS – Step-by-Step

Prepared for Habitat Biologists

This document displays and explains each step necessary to conduct an application review through the process of issuing an HPA, and everything in between, as well as working through Modifications.

As a Habitat Biologist (HB), you will be assigned to applications in only two statuses: **Submitted – All Components Included** (Pre-Application and Emergency applications only) and **Accepted**.

Pre-Application Process

This process is strongly suggested for applicants with little to no experience in acquiring an HPA, or for projects that are complex and require extensive review.
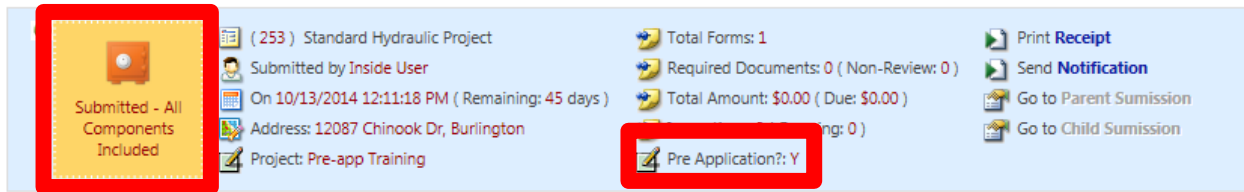

The first step is to determine if an HPA is required.

A. *If an HPA is NOT required:*

Email HPAapplications@dfw.wa.gov to request an application status change to Rejected for each pre-application needing action (reference the APP ID number and provide a brief explanation for the rejection). Admin will alert you once the status has been changed.

Once the status has been updated, you must send a letter to the applicant explaining your decision. At the bottom of the Issued Letters/Permits page, click Generate Letter.
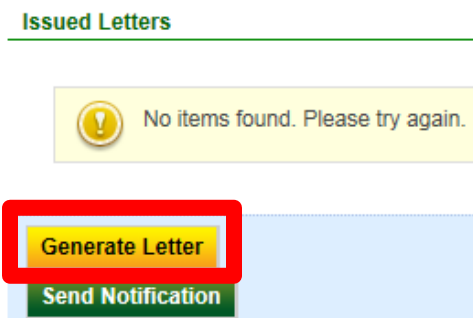
Enter a name for the letter and select "Rejected – No HPA Req. – Outside of jurisdiction" as the boiler plate template. Then click Insert and make changes to the text as needed, View Draft, and OK to the pop-up message to view the draft. Then verify the letter is complete and accurate.
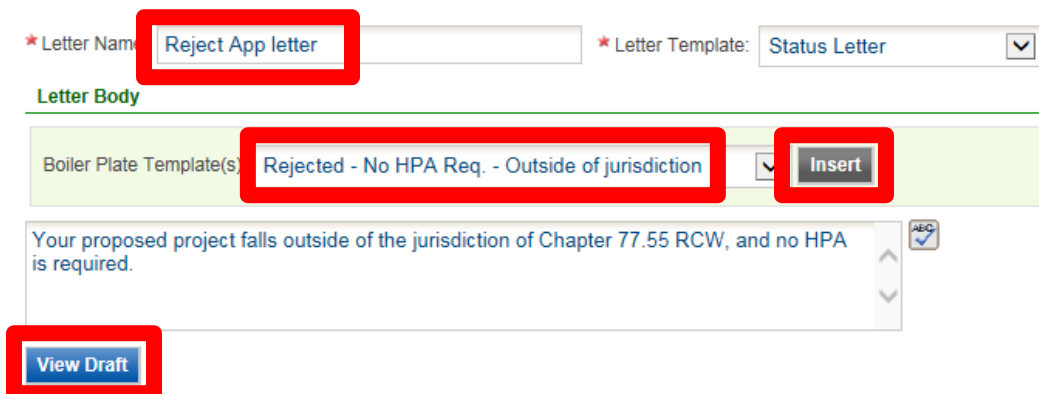
You may close the draft when ready, then either make changes to the letter (click button under View/Edit Comment) or click the OK button under the Approve column to approve the letter.

Letter History

1 - 1 of **1** item(s)

View	View/Edit Comment	Approve	Delete	Letter Name	Created By	Created D
📄	✎	OK	✗	Reject App letter	kampsjwk	05/04/2015

Finally, click the Send Notification button and fill out the form, making sure to select your Rejection letter from the Letter Attachment list. When finished with the form details, click Send.

Generate Letter
Send Notification
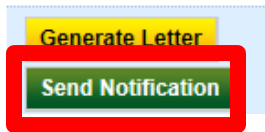
**B.** _**If an HPA is required, access the Work Activities tab**_

For Pre-applications, only one (1) Work Activity will be assigned to all Habitat Biologists in the project location county – click the button under Edit:

Work Activity List

1 - 1 of **1** item(s)

Edit	Task Name	Assigned To
✎	Technical Review	All Habitat Biologists within the Project Location county

You must first send a letter to the applicant informing them that an HPA is required, and that their application is ready to be amended. Click Generate Letter from within the work activity or from the Issued Letters/Permits page.

Generate Letter
Send Notification
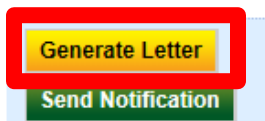
Enter a name for the letter and select "Additional Information – Pre-App Amendment" as the boiler plate template. Then click Insert and edit text as necessary. Click View Draft, and OK to the pop-up message to view the draft. Then verify the letter is complete and accurate.

You may close the draft when ready, then either make changes to the letter (click button under View/Edit Comment) or click the OK button under the Approve column to approve the letter.

Finally, click the Send Notification button and fill out the form, making sure to select your Amend letter from the Letter Attachment list. When finished with the form details, click Send.

You need to then complete the Technical Review task by completing the following four steps with corresponding detail below:

1. Select a Project Type, and associated Project Classification details (note that each project type has a different set of sub-categories):

2. Enter the appropriate Task Detail (note that you are not required to Add the material information, but it is encouraged). If you do choose to Add this detail, make sure you click **OK** to save your entry:

Task Detail

	★ Structure:	★ Form:	★ Barbs/Groins (Count):
	Replacement ▼	Hard Armoring ▼	0

	Material	Length (ft)	Face
Add			

Fill in this table with appropriate data. Click **OK** to save the entry:

		Material	Length (ft)	Face
OK	**Cancel**	Rip Rap ▼	26	Sloped ▼

Click **Add** if more entries are needed:

			Material	Length (ft)	Face
Edit	**Delete**	**Add**	Rip Rap	26	Sloped

3. When finished, update the Task Status to Completed. This will auto-populate the date.

★ Task Status: Completed ▼   Task Complete Date: 10/13/2014

4. Finally, click on **Save And Next** to exit the work activity:

Save   **Save And Next**   **Back**

To conclude processing of the Pre-Application, you must select the Submission Info tab:

Project Pre-app Train

| Submission Info | Work Activities | Correspon |
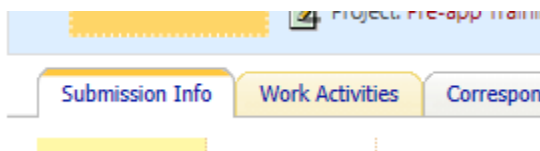
Click the Send Back for Amendment button at the bottom of the page:

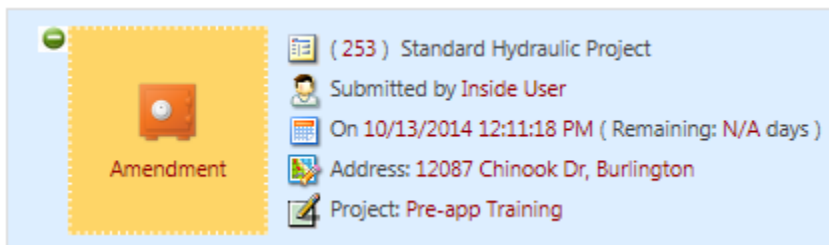**Send Back for Amendment**

You will be asked to select at least one form in a pop-up window - Click the box within Amendment? and then click **Save**:
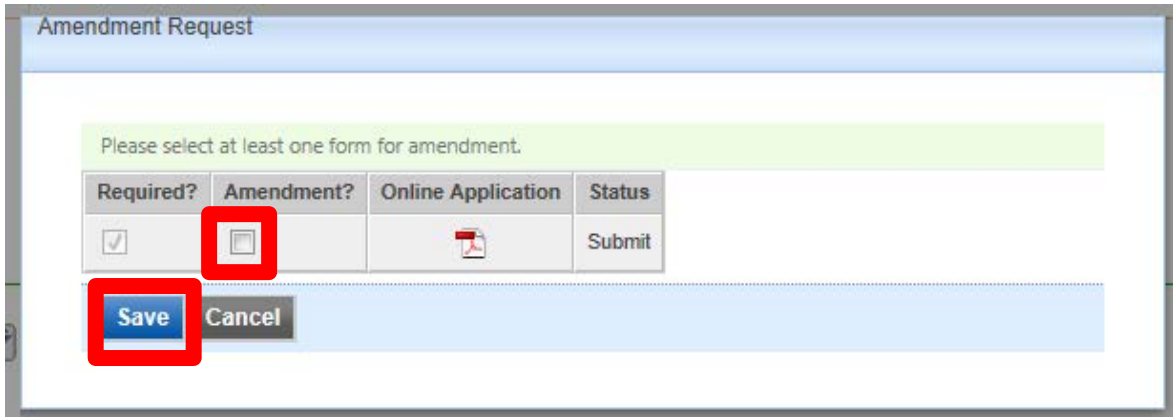
You will be asked to confirm this choice – click **OK**:
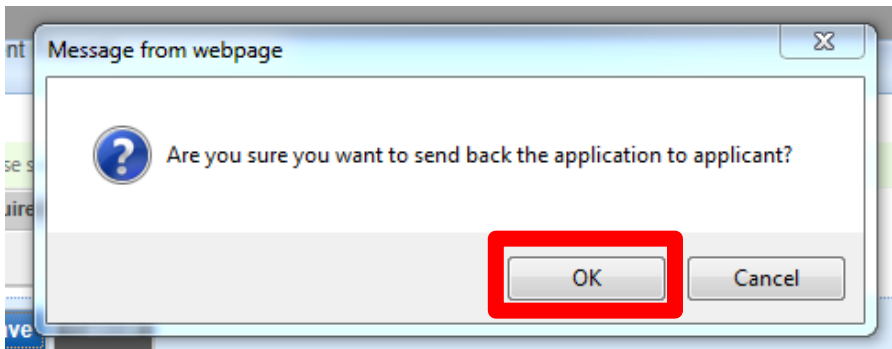
The application status will be updated to Amendment:

APPS will also send an automated email to the applicant, and the applicant is given access to complete their application and resubmit or withdraw their application.

Standard Application Process

Habitat Biologist Assignment

You will receive applications in Accepted status. Olympia support staff has redacted sensitive information in the submitted documents, verified that the application fee has been paid, and verified that the application is complete. They will assign the appropriate Habitat Biologist to the application from within the Summary bar:
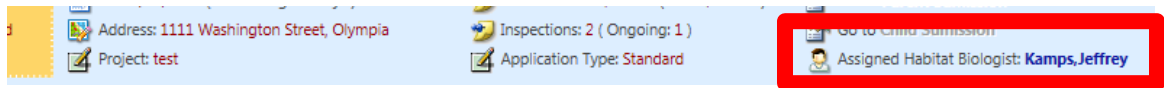
If you are assigned an application incorrectly, simply click your name and select the appropriate HB from the resulting drop-down list, and click Save. All Scheduled tasks and subsequent tasks will be assigned to this individual:

If you believe that you should have been assigned a project, but were not, the person assigned, your supervisor (ARHPM, RHPM), or a system administrator can make the necessary change using the method above for all scheduled and subsequent tasks, or by using the chain link (break, or un-break) tool for each task. Note: if the applicant included project locations in more than one county, the Finalize and Issue work activity will be assigned to Pat Chapman or Jeff Kamps. You will need to ask one of the system admins to assign it back to you for processing.

Application Review

It is recommended that you determine if this application was submitted in APPS or by some other method. You do this by selecting the Issued Letters/Permits tab and checking to see if one of the Olympia support staff is listed for "New" under "Updated By" in the Application Review History.

For applications that were entered by support staff, you will most likely want to open an attached JARPA instead of the Online Application. In this case, go to the Submission Info tab, Documents sub-page, and open the file by clicking the file name in the table.

Other Documents listed may need to be opened to conduct a full review of the project.
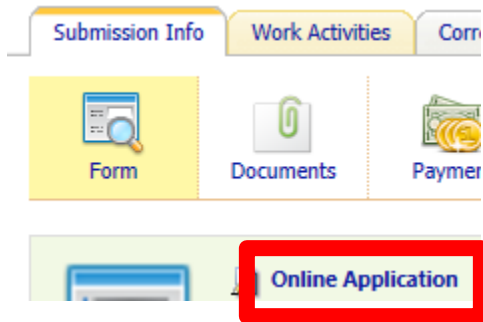
For applications submitted in APPS, from the Submission Info tab, on the Form sub-page, click **Online Application** and go through the application as needed.

## Application Type Verification

As part of your application review, you need to determine if the applicant selected the correct type of application. For example, if the applicant chose Emergency or Expedited, but the project doesn't qualify, the application will need to be changed.

You can either email HPAapplications an explanation or call APPS Help to have support staff change the status of the application back to "Some Components Missing". They will send the applicant a letter describing why the application type was incorrect based on your comments, and send the application back for Amendment.

Project Name, Description and Date Verification

Verify that the Project Name and Project Description entered by the applicant are appropriate for the project. If not, update the text based on your understanding of the project. These will be displayed on the HPA, so it is important that they be succinct and descriptive of the work being permitted. APPS saves an archived version of the original application, so no data will be lost as you make changes.

Verify the dates entered in the Online Application (these are the dates that will be displayed in the location details at the bottom of your HPA). Click **Next** to advance to page 2 of the application.
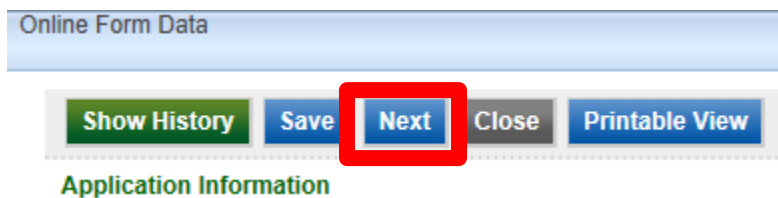
Dates may be entered by the applicant for each location, so each location must be opened. Click the button in the Edit column for each location and enter/edit/verify the dates.
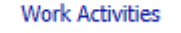
Click **Save and Close** if you modified dates, **Cancel** if no changes were made:
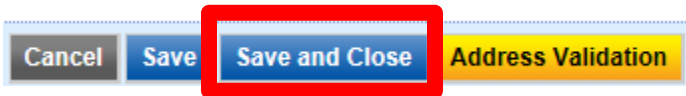
Click **Save** to save the application with the updated dates or other changes (clicking **Close** will result in the loss of any changes to the application even if saved in the step above):
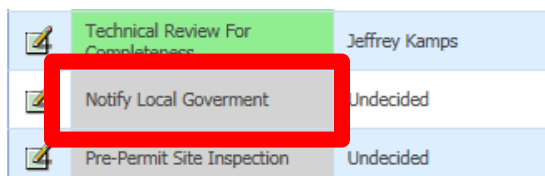

Work Activities

For non-FHEP projects, when you click the Work Activities tab, [Info] [Work Activities] [Co] the Pre-Permit Site Inspection, Technical Review, Generate Draft HPA Permit, and Consider Comments Received task should be scheduled for you.

1 - 8 of 8 item(s)

Edit	Task Name	Assigned To	Task Status	Due Date	Complete Date	Task Group
📝	Admin Review	Damon Romero, Kristin Grewell, Monique Fredricks, Patrick Chapman, Jeffrey Kamps, Kelly Aaron	Completed	07/11/2015	07/13/2015	Review
📝	Technical Review For	Theresa Powell, Damon Romero, Patrick Chapman	Completed	07/15/2015	07/14/2015	Review
📝	Pre-Permit Site Inspection	Theresa Powell	Scheduled	07/23/2015	-	Field Biologist Work Flow
📝	Technical Review	Theresa Powell	Scheduled	07/23/2015	-	Field Biologist Work Flow
📝	Generate Draft HPA Permit	Theresa Powell	Scheduled	07/25/2015	-	Field Biologist Work Flow
📝	Consider Comments Received	Theresa Powell	Scheduled	07/25/2015	-	Field Biologist Work Flow
					-	Permit Issuance
📝	Compliance Inspection	Undecided	N/A	-	-	Post Permit Process

Notify Local Government

For Fish Habitat Enhancement Projects, one additional work activity is scheduled which requires you to Notify Local Government.

Opening that work activity will provide the opportunity to send the local jurisdiction an automated email from APPS. Simply change the Task Status to Completed, enter the email address in the box provided, then click Save and Next. Please do NOT send a separate email to the local jurisdiction as this will duplicate the effort and could be confusing.

This will open the Pre-Permit Site Inspection work activity, as follows.

Pre-Permit Site Inspection

Your first work activity is the Pre-Permit Site Inspection. This activity allows you to record a site inspection that you conduct prior to issuing an HPA. These can be back-dated as needed, though backdating cannot be accomplished through the mobile app. You may cancel the inspection if one is not needed.

Select the Work Activity tab and then click the Edit button for the Pre-Permit Site Inspection task:


You may click **Cancel Inspection** if an inspection is not needed - the Task Complete Date will auto-populate and you can move on to the next work activity by clicking the **Back** button:
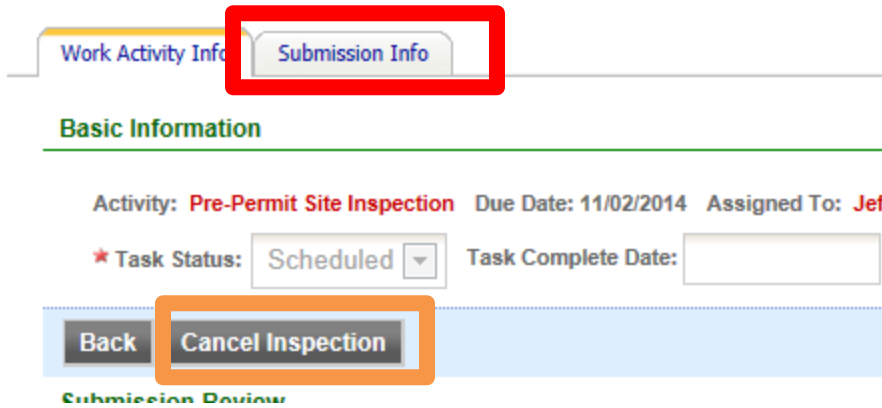
If you intend to conduct the inspection, or you have already conducted an inspection and want to record that information now, follow these steps:

Open the Submission Info tab (shown above).

Open the Inspection sub-page, and click the button in the Go to column for the Pre-Permit inspection – it should be in Request Ready status:
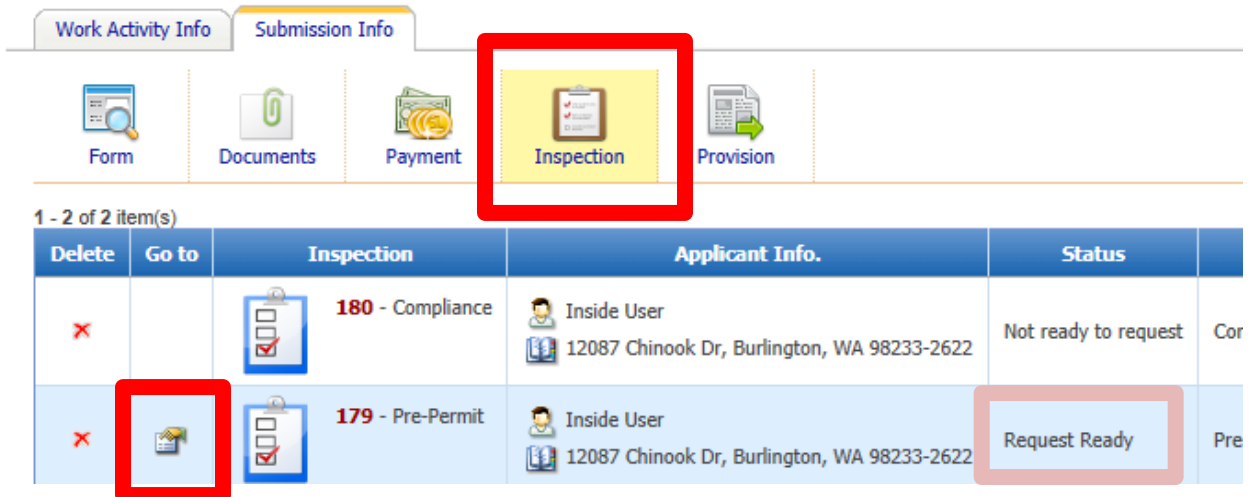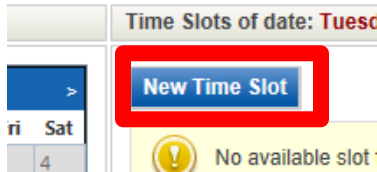

This will open the Pre-Permit inspection record for this application:
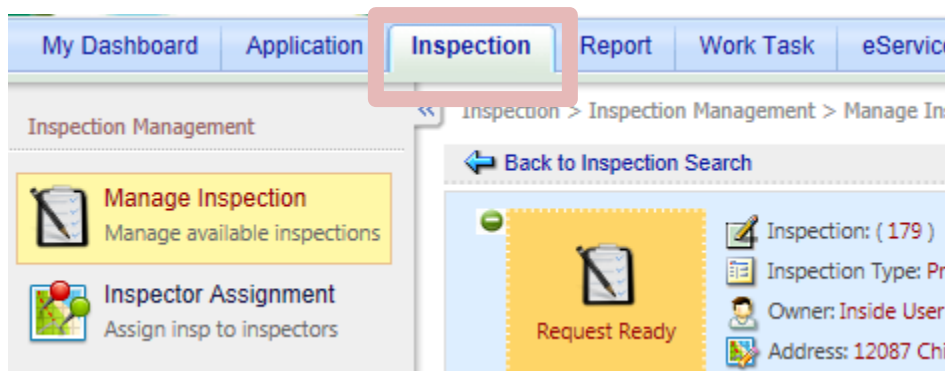

Click on the **Request Inspection Appointment** button:

Click the **New Time Slot** button (ignore the instructions at the top of the pop-up):

Click in the first cell (start date) of the Date Range and choose a date by clicking that date on the calendar. Click the second cell (end date) and choose a date. Finally, click **Save**. Clicking the **Today** button has no effect, clicking the **Done** button will simply close the calendar – no selection will be made:
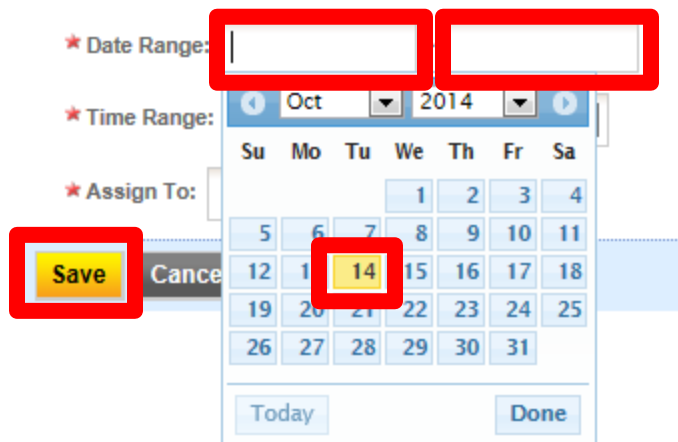
A. *The following apply to the mobile app – skip to "B" (page 18) for online inspection instructions*

Once the inspection is scheduled, your iPad will display the specific inspection. Simply tap the inspection to open the record:
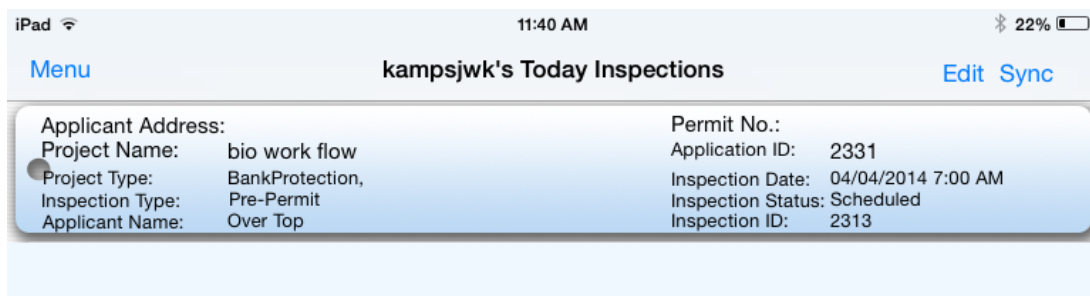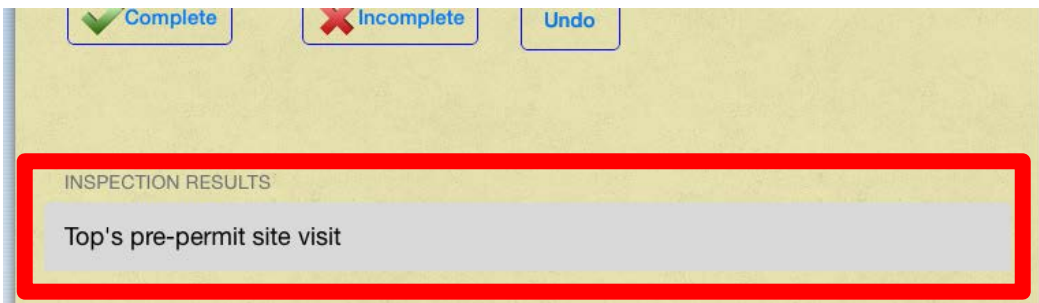

You will see the Inspection Summary page. Click the **+** to Add New Inspection Result:

Type in an Inspection Result Name:

Tap on the newly created Inspection Result:

Enter the details in the provided form – each cell is required, and the form will reflect the project type (this one is for a bank protection project). Tap the **+** to add more materials. Tap Save when completed:

To add pictures for the record, tap the camera:
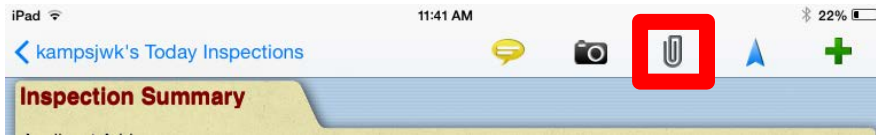

Tap the camera again to begin taking photos:

For each photo, you will be given two options at the bottom of the iPad: Retake or Use Photo
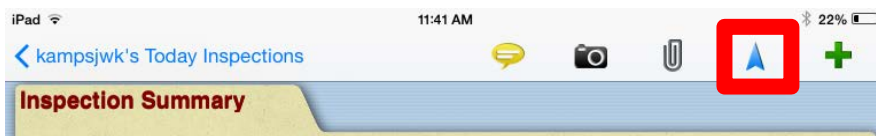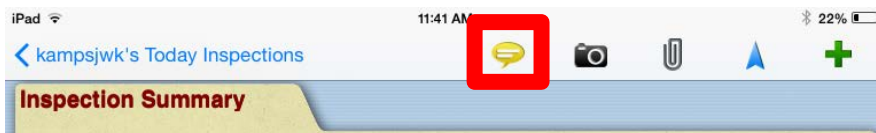
You can view any attachments that were submitted with the application – click the paperclip:

You can get directions to the site – click the navigation button:

You can add additional comments – click the comment button:

Tap the Complete button when you have recorded the necessary information for this inspection:
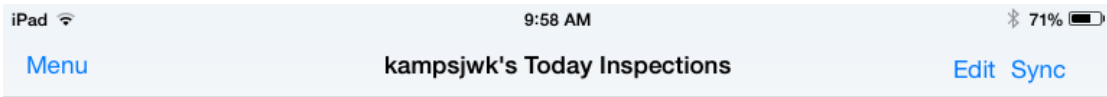

The Inspection record will be updated, showing that it has been Completed. Tap **Sync** to upload the results to APPS:

You will see the "Please Wait" pop-up in the center of the screen while it uploads:
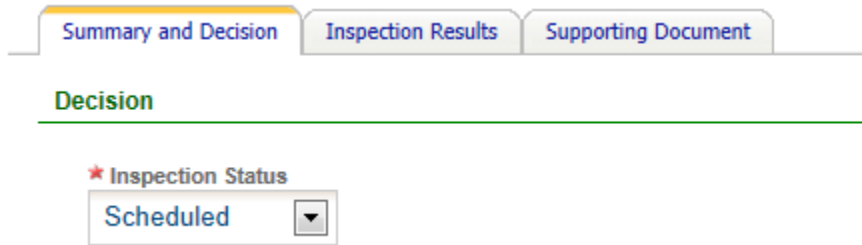
When complete, the inspection record will be removed from the iPad, and the work activity task status in APPS will be updated to Completed:

B. ***The following apply to the online instructions – go back to "A" (page 14) for mobile app instructions***

Once the inspection has been scheduled, you will see the following:
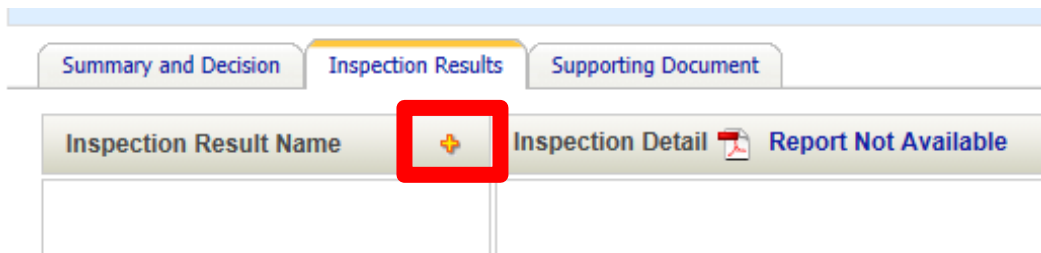

Select the Inspection Results tab and click the ✛ to Add New Inspection Result:

Accept the details of the pop-up by clicking **Save**:

Record the required details in the Inspection Pre-permit Form and click **Save**:

Open the Supporting Document tab, and click **Upload File** to upload pictures or other files related to your inspection:

Once all data and files are completed/uploaded, go back to the Summary and Decision tab, change the Inspection Status to Completed, add any desired comments, and click **Save**.

The updated status will be displayed in the Summary bar, where you can also click the link back to the application to proceed with processing:
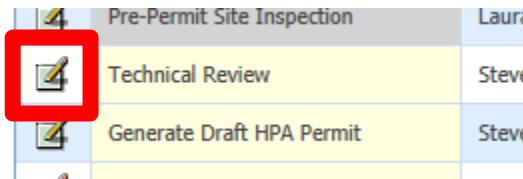
Technical Review

The technical review task is designed to record specific information based on the project type being proposed. From the Work Activities tab, click the Edit button next to Technical Review:


Please refer back to page 5 for step-by-step instructions for the Technical Review task (those shown are for a pre-application, but the information is similar).

Generate Draft HPA Permit

This task provides the ability to select stock provisions from the provided list, to paste provisions from a separate program, or to import provisions from an existing record.

From the Work Activities tab, click the Edit button next to Generate Draft HPA Permit.
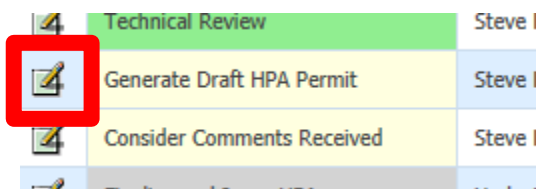
Depending on your preferred method of developing a provision list, select one of the three green buttons: Click **Select Provisions**, **Add New**, or **Import from Existing Submission**. At any time, the **Preview Draft HPA** button may be clicked to view a draft of the permit with associated provisions:
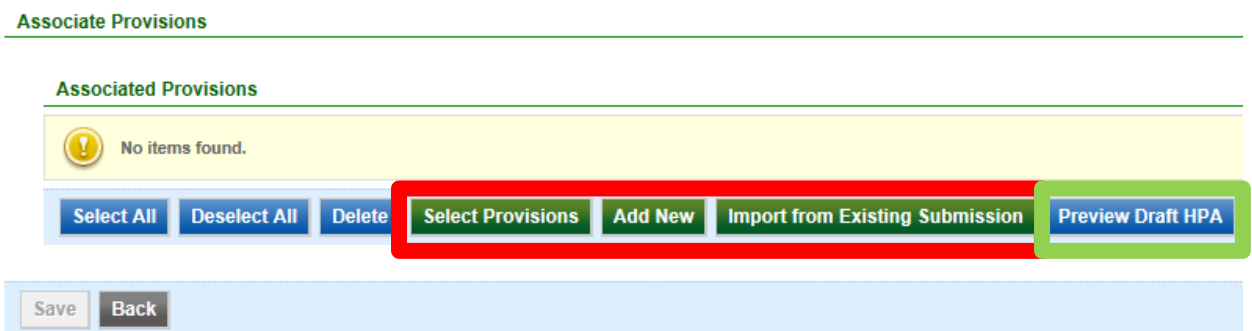
A. *Click "Select Provisions" to choose stock provisions or a template*

All of our provisions are available in 2 categories: Freshwater and Marine. You will also see HEADINGS, Template – Freshwater and Template – Marine:
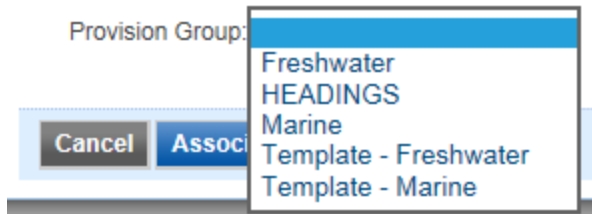
Within the Freshwater and Marine categories is a list of provision groups. Provisions are associated within each group in the order shown regardless of the order selected. Most groups include an entry for the Header, which may be selected if desired. Headers can be edited like a provision but will not be numbered, so do not use a header to create a new provision. Select provisions from each applicable provision group until all needed provisions have been selected, and then click Associate to insert those provisions into the permit.

Some groups may contain more than one page of provisions. Using the Select All button will select all provisions on each page of available provisions.

This window will close when you click Associate, so it's best to select all needed provisions from each respective group first. You may choose to click Associate more often to order provisions in a specific order based on your selection sequence. Note that in the above screenshot there is a small "2" above the Deselect All button. That indicates that a second page of provisions is available within that group.

If a template exists for the project type you are permitting, click on either "Template – Freshwater" or "Template – Marine" and select the appropriate template from the Provision drop down. The provisions that constitute the template are displayed below. Typically you will then click "select All" and go through the list to deselect the provisions that aren't needed in your specific case. Once you have selected all of the appropriate provisions from the template list, click Associate.

Associate Provision

Provision Group: Template - Freshwater ▼

Provision: Bank Protection_Stream-Biotechnical_New_Medium Risk ▼

1 - 15 of 66 Item(s)

Associate	ID	Description
☐	3059	TIMING - PLANS - INVASIVE SPECIES CONTROL
☐	2289	TIMING LIMITATION: You may begin the project on INSERT DATE HERE and you must complete the project by INSERT DATE HERE.
☐	2294	RE-VEGETATION: You must complete re-vegetation by no later than INSERT DATE HERE, and you must monitor the success of the re-vegetation through INSERT DATE HERE.
☐	2301	APPROVED PLANS: You must accomplish the work per plans and specifications submitted with the application and approved by the Washington Department of Fish and Wildlife, entitled ENTER PLAN TITLE HERE, dated INSERT DATE HERE, and attached E-mail entitled, 'RE: ENTER PLAN TITLE HERE, received on INSERT DATE HERE, except as modified by this Hydraulic Project Approval. You must have a copy of these plans available on site during all phases of the project proposal.
☐	2302	INVASIVE SPECIES CONTROL: Thoroughly clean all equipment and gear before arriving and leaving the job site to prevent the transport and introduction of aquatic invasive species. Properly dispose of any water and chemicals used to clean gear and equipment. You can find additional information in the Washington Department of Fish and Wildlife's Invasive Species Management Protocols (November 2012), available online at http://wdfw.wa.gov/publications/01490/wdfw01490.pdf.
☐	3060	NOTIFICATION REQUIREMENTS
☐	2304	PRE- AND POST-CONSTRUCTION NOTIFICATION: You, your agent, or contractor must contact the Washington Department of Fish and Wildlife by e-mail at HPApplications@dfw.wa.gov; mail to Post Office Box 43234, Olympia, Washington 98504-3234; or fax to (360) 902-2946 at least three business days before starting work, and again within seven days after completing the work. The notification must include the permittee's name, project location, starting date for work or date the work was completed, and the permit number. The Washington Department of Fish and Wildlife may conduct inspections during and after construction; however, the Washington Department of Fish and Wildlife will notify you or your agent before conducting the inspection.
☐	2310	PHOTOGRAPHS: You, your agent, or contractor must take photographs of the job site before the work begins and after the work is completed. You must upload the photographs to the post-permit requirement page in the Aquatic Protection Permitting System (APPS) or mail them to Washington Department of Fish and Wildlife at Post Office Box 43234, Olympia, Washington 98504-3234 within 30-days after the work is completed.
☐	2311	FISH KILL/ WATER QUALITY PROBLEM NOTIFICATION: If a fish kill occurs or fish are observed in distress at the job site, immediately stop all activities causing harm. Immediately notify the Washington Department of Fish and Wildlife of the problem. If the likely cause of the fish kill or fish distress is related to water quality, also notify the Washington Military Department Emergency Management Division at 1-800-258-5990. Activities related to the fish kill or fish distress must not resume until the Washington Department of Fish and Wildlife gives approval. The Washington Department of Fish and Wildlife may require additional measures to mitigate impacts.
☐	3061	STAGING, JOB SITE ACCESS, AND EQUIPMENT
☐	2312	Establish staging areas (used for equipment storage, vehicle storage, fueling, servicing, and hazardous material storage) in a location and manner that will prevent contaminants such as petroleum products, hydraulic fluid, fresh concrete, sediments, sediment-laden water, chemicals, or any other toxic or harmful materials from entering waters of the state.
☐	2313	Use existing roadways or travel paths.
☐	2314	This Hydraulic Project Approval authorizes the construction of no more than ADD NUMBER HERE new temporary access roads.
☐	2315	Design and locate new temporary access roads to prevent erosion and sediment delivery to waters of the state.
☐	2316	Clearly mark boundaries to establish the limit of work associated with site access and construction.

1 2 3 4 5

Deselect All select All

Cancel Associate

If additional provisions are needed, you will need to Associate provisions through either the Freshwater or Marine groups as noted previously. These additional provisions will need to be edited with appropriate sequence numbers to order them appropriately (see Section D below).

B. *Click Add New to type permit specific provisions or to paste provisions from another program*

Add New opens a generic text box where text may be typed or pasted. Note that if multiple provisions are inserted and pre-numbered, the system sees this as a single provision, and will number it according to its location in your associated list, so you do not want to number the first provision of the group, and begin numbering the second provision appropriately (e.g. #2). If you want a HEADER at the top of the permit, you need to add that in APPS separately. In the following case, this group will appear as the only provision entered. Click **Save** when finished:

C. *Click Import from Existing Submission to choose an existing APP ID # to import provisions from*

A search window will appear when Import from Existing Submission is clicked. You will need to know the APP ID # or other specific information to conduct the search. Enter the appropriate data and click **Search**:

Click the Edit button to pull up the list of provisions associated with that application:

The provisions from the chosen application record will be displayed. You can choose individual provisions or click **Select All** to select all provisions, and then click **Associate**.

D. *Provision editing*

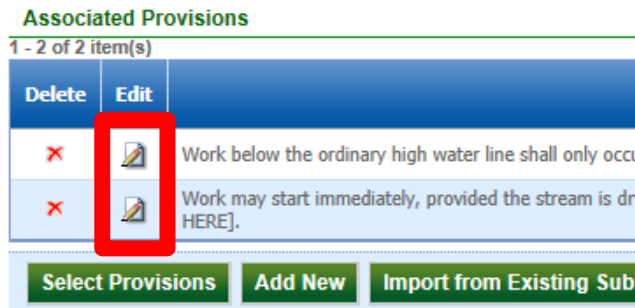Provisions can be edited and rearranged one at a time by clicking the Edit button for each provision:

Some provisions require dates or other specific information to be entered. You can also change the sequence number to rearrange the provision by choosing a value higher than the sequence number of the provision which should precede the modified provision.
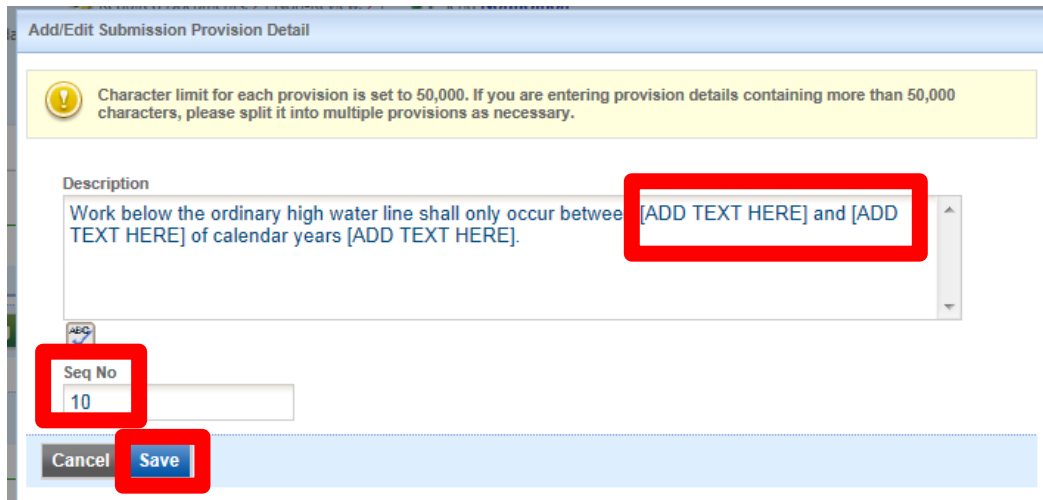
E. *Conclusion of Generate Draft HPA*

Once all provisions are included, edited and arranged properly, the Task Status can be updated to Completed – the date will auto-populate. When finished, click **Save And Next** to open the next work activity (Consider Comments Received) or click the **Save** button and then the **Back** button to go back to the work activity list. Note that provisions may be edited at any time prior to the application status being updated to Approved, regardless of whether the task status is updated to Completed.

Consider Comments Received

APPS provides direct access for a third party to provide comment on an application through the Correspondence tab. This correspondence, and other external comments that may be received, need to be considered prior to issuing the HPA.

After you have considered any comments that may have been submitted, open the Consider Comments Received work activity, and update the task status to Completed – the Task Complete Date will auto-populate. Clicking either the **Save And Next** button or the **Save** button, then the **Back** button will take you back to the work activity list.

Finalize and Issue HPA

This is the final task in permit issuance and the work activity will not be scheduled until every previous work activity is either Completed or Cancelled (Pre-Permit Site Inspection).

First, open the Finalize and Issue HPA work activity, then update the Submission Status of the application to Approved and click **Confirm Status Update**. This action will lock the application from further modifications, so ensure that everything is in order before executing this step:

Once the application has been Approved, the Permit Issuance section of the page is populated. Click the drop down to reveal and select Hydraulic Project Approval. Ensure the dates are accurate, and click **Issue**. You will be asked to verify this step, click **OK.** You should see the status of the application update to HPA Issued (Active):

Modifications

Modification requests, both major and minor, may be made by the applicant/agent in APPS for permits issued in APPS or submitted via email, mail, fax, or letter, including for major modifications of HPAs issued in HPMS. Olympia support staff must process all requests made outside of APPS. If you receive an emailed modification request from the applicant/agent, please return it to them and ask that they send the request to HPAapplications@dfw.wa.gov.

Minor modifications of HPAs issued only in HPMS are approved by simply sending an email to the applicant and HPAapplications@dfw.wa.gov explaining what is being approved. Be sure to cc HPAapplications@dfw.wa.gov so a record of the modification can be stored in Olympia. Under no circumstances, for HPAs issued in APPS, should a minor modification letter be issued outside the process described below.

Note that a minor modification is not limited to a specific number of days, but it is limited to the current work season.

We do not have the authority to "fix" an issued HPA, and Habitat Biologists may not initiate a minor modification. However, there are occasions when a Habitat Biologist needs to initiate a major modification – but only with the applicant's permission:

- After consultation with the applicant, an HPA may be modified due to changed conditions (for the protection of fish life)
- If the applicant catches an error in the HPA and requests that the permit be modified with corrected information
- Incorrect dates (dates different than already agreed to, or dates which make the HPA unusable) are used in the provisions of the HPA. Please inform the applicant of the error, and request their approval to modify the HPA.

Initiate a Major Modification

On the Submission Info tab, on the Form sub-page, click "Request for Modification".
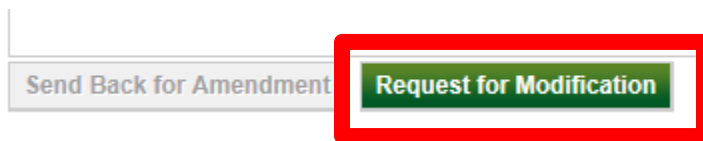
A pop-up will appear asking you to verify this selection. Click the radio button and then click Add:

The Modification Information table needs to be filled out:

Select "WDFW Staff Initiated" from the drop down

Choose major modification:

This will result in an expansion of the table as shown here. Subsequent entries will also expand the table with required entries. Make a selection from each of the drop down options and enter appropriate details as needed:

Enter appropriate Start and End Dates for the revised HPA.

Enter a reason for the time extension, or enter N/A for other reasons.

When finished entering required information, click Next at the bottom of the page.

An attachment should be uploaded to support or validate your decision to modify the HPA. This will typically be an email from the applicant/agent, but could be other formats. Click the Online option, and then click Upload:

Enter the date the attachment was received, click browse to navigate your hard drive to select the appropriate file, then click Save:

Click Next

Click Next if validation shows no errors. If an error is present, go back to that portion of the application and make necessary additions/modifications:

Click Submit – this will submit the application for processing:
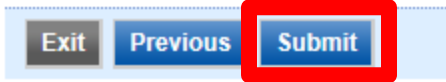
Major Modification Submittals

Submitting an application for a Major modification will result in an application status of Submitted – All Components Included, and every work activity associated with normal processing will be created just like for a new application. This requires Olympia staff to conduct the Admin Review and Technical Review for Completeness work activities. You will not be assigned the application until the modification request has been determined to be complete.

A major modification results in the issuance of a new HPA. Simply follow the standard process to issue an HPA to create a second version of the existing HPA. You may conduct a pre-permit inspection but must enter the Technical Review details as needed, modify the provisions appropriately, and consider any comments that may have been submitted, prior to issuing the updated HPA.

Minor Modifications

When a minor modification is entered into APPS by an applicant, the system automatically updates the status of the application to Accepted, and creates a single work activity– Finalize and Issue HPA – and assigns the task to the Biologist that issued the previous HPA. The work activity is often at the top of the list, but you may have to look more closely to find it.

Click the Edit button to open the work activity, and change the Submission Status to either Approved or Denied, enter any comments, and click **Confirm Status Update**:

Denying a minor modification request does not affect the status of the existing Issued HPA.

If the minor modification is Denied, simply Generate Letter to explain to the applicant why their request is being denied.

If the request is Approved, the system will bring up the window below, which creates an approval letter instead of an updated HPA. Type in a name for the letter, select Minor Modification - Accepted from the Boiler Plate Template(s) list and click **Insert**. Edit the text so that the letter contains enough information to fully authorize/limit the modification. Click **View Draft**.

If you need to make edits, click the button under View/Edit Comment.

Letter History

1 - 1 of 1 item(s)

View	View/Edit Comment	Approve	Delete	Letter Name	Created By	Created Date
📄	✎	OK	✗	Minor Modification Approval	kampsjwk	10/16/2014

Your previously entered text will be shown and you can make changes as needed. Then click **Save**.

Boiler Plate Template(s): [   ] ▼ Insert

Your request for a minor modification of your existing HPA has been approved.
You are authorized to conduct work through {DATE}.
PLAN CHANGE INFO
PROJECT CHANGE INFO

Save

Letter History

When the draft letter is acceptable for distribution, close the viewing window and click OK under Approve in the Letter History table:

Letter History

1 - 1 of 1 item(s)

View	View/Edit Comment	Approve	Delete	Letter Name	Created By	Created Date
📄	✎	OK	✗	Minor Modification Approval	kampsjwk	10/16/2014

Upon approval, APPS automatically sends the approval letter via email to the applicant, therefore, please do not send a separate email as this will be a duplication. However, you may want to send a separate email to other folks associated with the application. Click Send Notification for this purpose (see Send Notification section below).

You should note that the application status has been updated to HPA Issued (Active):

(253) Standard Hydraulic Project
Submitted by Inside User
On 10/16/2014 1:41:29 PM (Remaining:)
Address: 12087 Chinook Dr, Burlington
Project: Pre-app Training

Hold Status

When an applicant requests that their application processing be put on hold, or when you are unable to gain access to the site or contact the applicant, you may place the application on hold. This change can be made within any scheduled work activity once the application has been Accepted. An applicant may submit a hold request one of two ways. They can either upload the request into APPS, or they may submit the request directly to HPAapplications@dfw.wa.gov.

Within the Submission Review section, change the Submission Status to **On Hold**. The On Hold Date entry box will appear – select the date of the request. Add any appropriate comment and click **Confirm Status Update**.

The summary will display the updated status:

To confirm that status update with the applicant, create a Hold letter. Click **Generate Letter**:

Generate Hold Letter

Enter a name for the letter – this name is for your reference only. Select one of the four Hold reasons from the Boiler Plate Template(s) list and click Insert. Edit the text as needed, and then click View Draft and OK to the message that will pop up.

Close the draft after viewing the details, and choose to further Edit the letter, or Approve the letter by clicking **OK**, and OK to the pop-up warning.

Then click Close.

:

Click **Send Notification**:
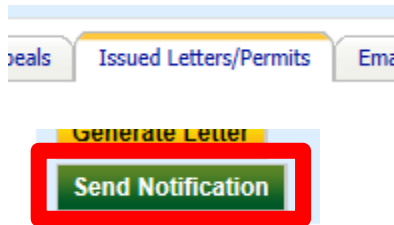
The Letter Attachment drop down will contain your Hold letter – be sure to select it from the list. This application will be on Hold status until the applicant requests that processing be resumed, or the site or applicant becomes available.

Hold Removal

If an application was placed on hold by the biologist due to site accessibility or inability to contact the applicant, you may complete the process below without written approval from the applicant. If the application was placed on hold by request from the applicant, a hold removal request must be submitted by the applicant to HPAapplications@dfw.wa.gov, or uploaded directly by the applicant to APPS.

Once you have been notified by Olympia that a hold removal has been submitted, locate the next Work Activity with a task status of On Hold and click the pencil and paper icon under Edit.

Change the Submission Status to Accepted, select the appropriate Off Hold Date, and click Confirm Status Update.

At this point, you can verify the application status has updated correctly by looking at the orange box in the upper left hand corner. The status should now be Accepted.

Send Notification

Fill out the Send Notification form with the appropriate information, making sure to select or enter the appropriate email address, or if one isn't available for the applicant, to enter

HPAapplications@dfw.wa.gov so staff can mail a copy of the letter. Select the appropriate letter from the Letter Attachment drop-down list, and enter appropriate content for the email body (the Subject is auto-populated). Click **Send** when complete.
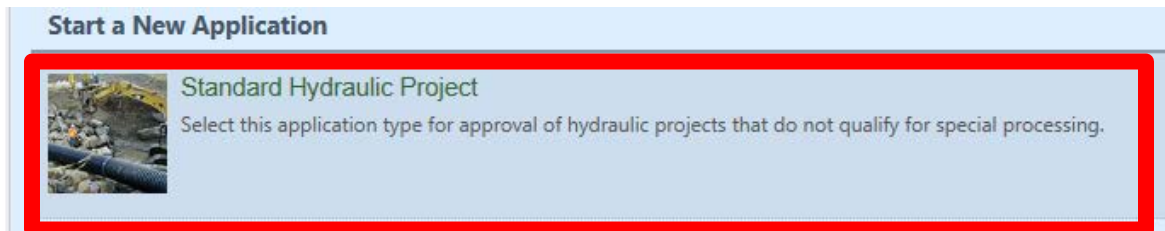
Emergency Applications

Emergency applications are usually issued verbally with a written follow-up HPA issued within a few days at most of providing the verbal. Written applications for emergencies are not allowed. For emergency applications, you need to create the application first.

From the Dashboard, click on Standard Hydraulic Project:

Conduct a search to determine if the applicant is a registered or unregistered user – if an account has already been created, this will save time and reduce errors. It's best to search by Last Name:
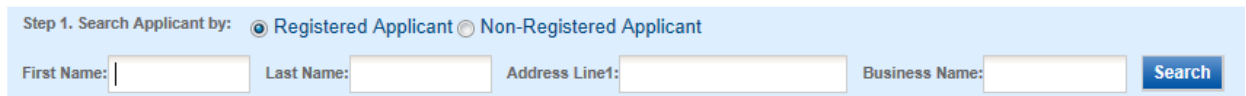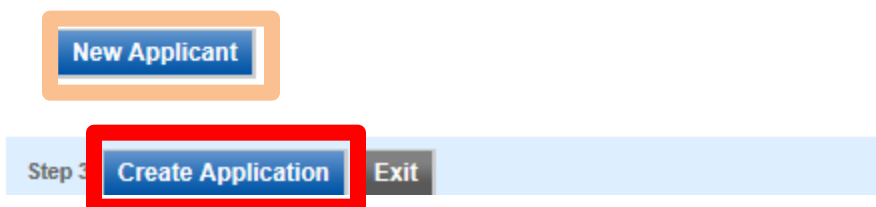

If the user is found, select the user from the list and click **Create Application.** Do **NOT** modify the details of an existing account to match a new submission (e.g. a different employee of the same organization).

Otherwise, if the user is not found, click New Applicant. You will be required to enter the applicant's information and then click **Create Application**:

You now need to fill out all of the required fields to complete the application, making sure to select Emergency for Application Type.

Be sure to enter the date the verbal emergency was requested as the Submission Received Date (this will be the Issued Date as well):

For fees, you will most likely choose "Do not qualify for an application fee exemption":

Please upload any pictures or documents you may have to support the application.

On the Payment page, click **Next** as there is no fee due at the time of application submittal.

Once the application has been submitted, you can click the **Go To Application Review** button on the receipt to access the application and begin processing your written follow-up.

You will want to assign yourself to the application using the Assigned Habitat Biologist option in the summary bar.

You will note that the first Work Activity in the list is Technical Review. This is because Olympia staff does not have a role in processing emergency applications except to send an invoice, which is an assigned task after you issue the HPA:

Complete the Technical Review, Generate Draft HPA Permit, and Finalize and Issue HPA tasks like normal, remembering that provisions can only be written as they were stated for the verbal approval.

Be sure to use the Submission Received Date as the date the HPA is issued.

Application Status Descriptions

Status	Description
New	New application is started but has not yet been submitted
Submitted – Some Components Missing	Application is submitted but all required documents or payment have not been uploaded during initial submission
Submitted – All Components Included	Application is submitted and all required documents and payment have been uploaded during initial submission
Admin Review Complete	Applications has been deemed complete as per review by Olympia Admin
Statutorily Incomplete	Application is incomplete statutorily (reason determined by Admin Biologist)
Accepted	Application is deemed complete by an Administrative Biologist and is ready for review by Habitat Biologist
Hold	Application is placed under hold due to "Applicant unavailable or unable to arrange a site visit", "Site is inaccessible", "Applicant request", or "Applicant is seeking methods to avoid adverse impacts under RCW 77.55.161 (3) (b)."
Approved	Application has been approved and permit has been issued
Denied	Application is denied by a biologist due to various reasons
Rejected	Application has been rejected because "No HPA (is) Needed", it is an "After-the-fact Application", or doesn't meet FHEP criteria
Withdrawn	Application has been wilfully retracted by an applicant or authorized agent; this status is applicable for applications that do not have an issued permit
Closed	Application is being closed due to inactivity (12 months)

Work Activity List

Task Name	Task Goal and Data Captured
Perform Admin Review	Olympia Admin confirms payment and required documents have been attached.
Technical Review for Completeness	Admin Biologist confirms statutory completeness of submission.
Notify Local Government	Habitat Biologist notifies local government of receipt of FHEP applications.
Pre-Permit Site Inspection	Habitat Biologist records/cancels a pre-permit site inspection.
Technical Review	Habitat Biologist reviews application and contacts applicant and/or internal WDFW staff for further review.
Generate Draft HPA Permit	Generate a draft HPA for review.
Regional Habitat Program Manager Approval	Regional Habitat Program Manager makes decision whether or not to accept the application as an FHEP.
Consider Comments Received	Review and address any comments by inter-agency staff, applicant or third-party.
Finalize and Issue HPA	Habitat Biologist issues an HPA, USFS MOU letter, or minor modification letter.
Invoice for Application Fee	Olympia Admin generates report. Fiscal issues an invoice for application fee for Emergency applications.
Compliance Inspection (Post-Permit Follow-up)	Habitat Biologist and Compliance Biologist, if applicable, perform onsite inspection after a permit has been issued.