APPS Enhancements
July 2021

Summary

- Enfo Tech will deploy ~50 enhancements to APPS between June 28th - July 1st
- Most of the enhancements are administrative improvements that won't be visible or relevant to regional staff
- There are 23 enhancements that regional staff should be aware of:
    - A. 10 directly relate to habitat biologist's processing workflows and/or are some sort of visual improvement
    - B. 10 are public/administrative improvements
    - C. 3 are relevant specifically for managers
- The HPA section will offer office hours to assist staff (June 30th- July 6th; 10-11am)
- A second phase of enhancements will be deployed ~ end of July, which may include some additional improvements to the items listed below
- The HPA section will work on updating the APPS step by step manual after all deployments are finished

A. Habitat Biologists Enhancements (Additional information linked below for each item)
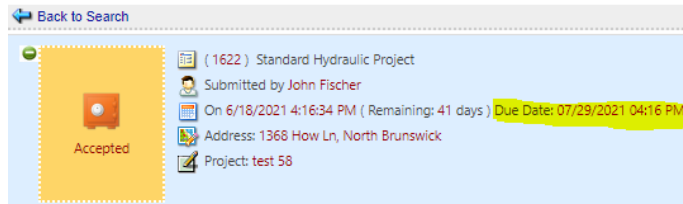
1. The project review form will be completed in APPS now through the completion of the new project and mitigation review work activities
2. Enhanced Search bar
3. Compliance work activity removed, new compliance tab and compliance form created
4. The two-step process (manual approval step) for issuing HPAs and minor modification letter has been removed
5. Improved notifications for correspondence messages in APPS
6. Habitat biologists can't issue a permit prior to the end of the 7-day comment period, when applicable
7. APPS will require the biologist to enter a reason for why an application is placed on hold prior to the biologist being able to a place the application on hold
8. The biologist will be required to document their declaration and justification for an emergency and expedited HPA prior to being able to issue the permit
9. Applicants or Agents can request their application be sent back for amendment from their own APPS accounts
10. The biologist can resend the "notify local government" email for Fish Habitat Enhancement applications
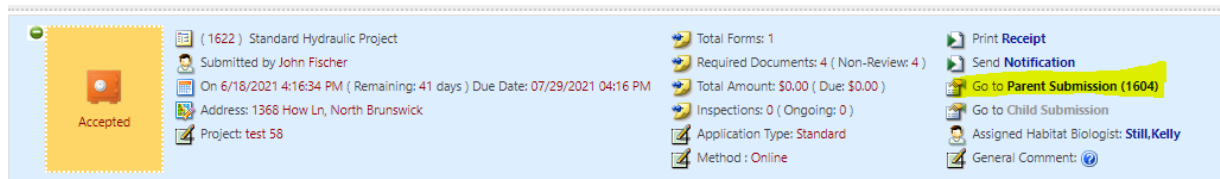
B. Public/Administrative Enhancements

1. All GHPAs applications will be converted to a pre-application first to allow the habitat biologist and applicant to negotiate and agree on provisions (WAC 220-660-050(3)(D). Once this is done,

the habitat biologists will send the pre-application back for amendment and APPS will allow the applicant to amend their application, uncheck the pre-application box and re-submit the GHPA for review

2. Minor modifications will be reviewed by Olympia first prior to being assigned to the regions
3. APPS log out time has been extended from 30 minutes to 1.5 hours
4. HPA process clock will not start if submitted after 5pm on a business day or over the weekend. The date the HPA is due has been added in the header next to "days remaining".

5. APPS will use data from the GIS biologist area of coverage web map to automatically assign a biologist to a submitted application dependent on the project latitude and longitude provided in the application.
    a. Exceptions: Emergency applications, GHPAs
6. Applicants can no longer submit an HPA application for review if SEPA is pending. They will have the option of changing their application to a pre-application while waiting for SEPA compliance if desired.
7. Administrative processing time to transfer an application or permit to a new applicant or agent will be faster.
    a. If you receive a transferred application or permit you will note there is a "parent submission" at the top if this needs to be referenced
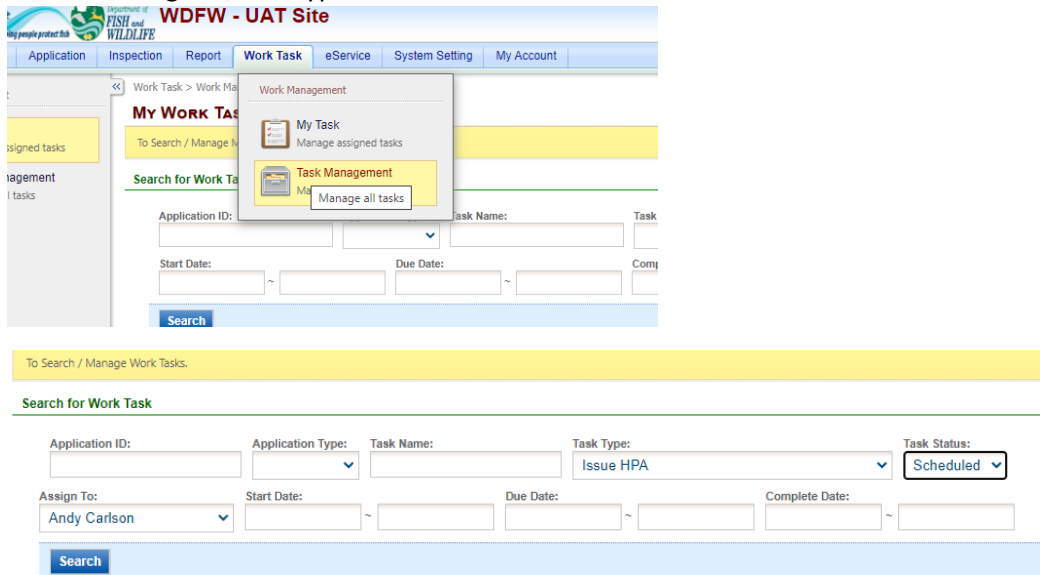

8. The waterbody list for each WRIA has been "cleaned up". Meaning all waterbody names that start with "unnamed" have been removed. The options for "Unknown Stream Number- 9999" and "Unnamed/unnumbered stream-marine waters 9998" remain.
9. Administrative staff will no longer need to review documents uploaded to mark as checked for sensitive information. Documents will be viewable by the public as soon as they are uploaded, and you will no longer run into any issues of this preventing you from returning applications back for amendment.
10. There is now a e-signature option through APPS for the agent authorization and consent of property owner form

C. Manager Enhancements
1. APPS will alert managers (RHPMs) via email of overdue, or near overdue (5 days) applications for staff in their region for QA/QC purposes
2. Managers will be able to view work tasks assigned to any staff person

Work task→ task management

Then use assign to, task type and status to assess staff's workload

3. WDFW will be able to create their own reports and queries using a new ad-hoc reporting server
   a. The software report builder can be used by more "technical staff" to generate complex and customized reports
   b. The software Power BI can be used to create list reports, charts, and graphs

Additional information

1. Incorporating the Project Review Form into APPS
- Pre-permit site inspection and technical review work activities are now project and mitigation review work activities

Work Activity List

1 - 8 of 8 item(s)

Edit	Task Name	Assigned To	Task Status	Due Date	Complete Date	Original Scheduled Date	Task Group
✏	Technical Review For Completeness		Completed	06/30/2021	06/18/2021	06/18/2021	Review
✏	Project Review		Completed	07/08/2021	06/18/2021	06/18/2021	Field Biologist Work Flow
✏	Mitigation Review		Completed	07/08/2021	06/18/2021	06/18/2021	Field Biologist Work Flow
✏	Generate Draft HPA Permit		Completed	07/13/2021	06/18/2021	06/18/2021	Field Biologist Work Flow
✏	Consider Comments Received		Completed	07/13/2021	06/18/2021	06/18/2021	Field Biologist Work Flow
✏	Finalize and Issue HPA		Completed	08/02/2021	06/18/2021	06/18/2021	Permit Issuance

- You can still fill out a pre-permit site inspection by going to the inspection tab directly if you are conducting a pre-application site visit and wish to document this in APPS using this tool.

Inspection

Add New Inspections

Search Inspection

Category: On-site ▾ Type: (All) ▾ **Search**

1 - 1 of 1 item(s)

	Type	Proper Order	Category
✓	Pre-Permit	0	On-site

OK **Close**

- The purpose and intent of the two work activities is still the same as the project review form- to document the review of each hydraulic project application including an impact analysis and all mitigation requirements and agreements.

Project Review-

Baseline Conditions

Site Inspection Date:

* Describe baseline conditions (include a description of habitat characteristics and function):

Photos Uploaded?
○ Yes ○ No

* Environment:

Freshwater ▾

Freshwater

Average bankfull width (ft):   Average stream gradient (%):

Riparian conditions:

Dominant substrate:

Cobble ▾

Habitat Type:
☐ Fish habitat   ☐ Non-fish habitat ☐ Suitable fish spawning habitat
☐ Documented fish spawning habitat

Existing Project Classification

⭐ **Project Type(s) (check all that apply):**

- ☐ Aquatic Plant Control
- ☐ Bank Protection
- ☐ Barge Landing
- ☐ Boat Access
- ☐ Buoy
- ☐ Channel Change/Realignment
- ☐ Diversion Structure
- ☐ Dredging
- ☐ Fish Trap or Diversion Weir
- ☐ Fishways
- ☐ Foot Access - beach stairs, cable car, etc
- ☐ Garbage and Debris Removal
- ☑ Gravel Extraction
- ☐ Habitat
- ☐ Logging
- ☐ Outfall structure
- ☐ Overwater Structure
- ☐ Shoreline Armoring - Marine
- ☐ Utility Crossing
- ☐ Water Crossing Structure
- ☐ Water Surface Control
- ☐ Other

- ☐ Beaver Dam Modification
- ☐ Dock Maintenance/Repair
- ☐ Fish Screen Maintenance or Replacement
- ☐ Mineral Prospecting Other Than Suction Dredging.
- ☐ Repositioning or Removal of Large Wood
- ☐ Road Maintenance Work
- ☐ Scientific Instruments
- ☐ Trenchless Conduit (Utility) Crossing
- ☐ Suction Dredging

Proposed Project Classification

⭐ **Project Type(s) (check all that apply):**

- ☐ Aquatic Plant Control
- ☐ Bank Protection
- ☐ Barge Landing
- ☐ Boat Access
- ☐ Buoy
- ☐ Channel Change/Realignment
- ☐ Diversion Structure
- ☐ Dredging
- ☐ Fish Trap or Diversion Weir
- ☐ Fishways
- ☐ Foot Access - beach stairs, cable car, etc
- ☐ Garbage and Debris Removal
- ☑ Gravel Extraction
- ☐ Habitat
- ☐ Logging
- ☐ Outfall structure
- ☐ Overwater Structure
- ☐ Shoreline Armoring - Marine
- ☐ Utility Crossing
- ☐ Water Crossing Structure
- ☐ Water Surface Control
- ☐ Other

- ☐ Beaver Dam Modification
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- ☐ Mineral Prospecting Other Than Suction Dredging.
- ☐ Repositioning or Removal of Large Wood
- ☐ Road Maintenance Work
- ☐ Scientific Instruments
- ☐ Trenchless Conduit (Utility) Crossing
- ☐ Suction Dredging

Mitigation Review

Mitigation Work

* Describe any project impacts and benefits to baseline site conditions:

```
[                                                          ]
```

* How does the proponent propose to offset all impacts? (Describe any avoiding, minimizing and rectifying actions the project proponent is taking to prevent adverse impact

```
[                                                          ]
```

* The project alone as covered by the HPA technical provisions and any custom provisions, fully offset all adverse impacts.

[Compensatory Mitigation is required ▾]

* Select impact designation and provide explanation
☐ Temporal Losses
☐ Uncertainity of performance
☐ Loss of habitat Quantity
☐ Differences in habitat function from the baseline

```
[                                                          ]
```

Included:
☐ Monitoring Plan
☐ Mitigation Agreement

* Approved Compensatory Mitigation Plan

	Mitigation Action	In-kind/Out-of-kind	On-site/Off-site	Habitat/Species	Justify how this action offsets an impact
1					

[Add New Record]

Communications Summary

```
[                                                          ]
```

* Provide any additional comments, reasoning or additional justification for the determinations made

```
[                                                          ]
```

- The information captured in the project and mitigation review work activities will be exported into individual reports called the project review report and mitigation review report. These reports will be visible to public and agency.

2. Enhance search capabilities

- Advanced search fields have been merged with the original search fields
- New Search fields: Appeal status (drop down), General HPAs, applications with compliance records, compliance action types, compliance date range

3. Compliance work activity removed, new compliance tab and compliance form created

- There will no longer be a compliance work activity after the finalize and issue HPA work task and the compliance inspection form is no longer available in APPS.

Work Activity List

1 - 6 of 6 item(s)

Edit	Task Name	Assigned To	Task Status	Due Date	Complete Date	Original Scheduled Date	Task Group
✎	Technical Review For Completeness	Tester, APPS2	Completed	07/04/2021	06/22/2021	06/22/2021	Review
✎	Project Review	Tester, APPS2	Scheduled	07/12/2021	-	06/22/2021	Field Biologist Work Flow
✎	Mitigation Review	Tester, APPS2	Scheduled	07/12/2021	-	06/22/2021	Field Biologist Work Flow
✎	Generate Draft HPA Permit	Tester, APPS2	Scheduled	07/17/2021	-	06/22/2021	Field Biologist Work Flow
✎	Consider Comments Received	Tester, APPS2	Scheduled	07/17/2021	-	06/22/2021	Field Biologist Work Flow
✎	Finalize and Issue HPA	Undecided	N/A	-	-	06/22/2021	Permit Issuance

- Compliance records will be now documented under the new compliance tab using the new compliance form (see below)

← Back to Search

(1638) Standard Hydraulic Project
Submitted by Kelly Still
On 10/28/2020 (Remaining: -222 days) Due Date: 03/20/2020 12:00 AM
Address: 1111 Washington St. SE, Olympia
Project: fdgfd

HPA Issued (Active)

Total Forms: 1
Required Documents: 1 (Non-Review: 1)
Total Amount: $0.00 (Due: $0.00)
Inspections: 2 (Ongoing: 0)
Application Type: Expedited
Method : Paper

Print **Receipt**
Send **Notification**
Go to **Parent Submission**
Go to **Child Submission**
Assigned Habitat Biologist: **Tester,APPS2**
General Comment: ❓

| Submission Info | Work Activities | Correspondence | Compliance | Post Permit Requirements | Appeals | Issued Letters/Permits | Email History |

- Form
- Documents
- Inspection
- Provision

📄 Online Application
📄 Standard Application - Form View
📄 Standard Application - Archived Form
📄 Application History

Admin Comment

Type your review message here

[Send Back for Amendment] [**Request Modification**]

| Submission Info | Work Activities | Correspondence | Compliance | Post Permit Requirements | Appeals | Issued Letters/Permits | Email History |

Compliance

⚠ No results found.

Add New

Add/Edit Compliance

* Inspection Date: * Hour: * Minute:

[   ] : [0 ▼] : [0 ▼]

* Compliance Tracking System Number:

[   ]

* Inspector/Biologist Name

[▼]

* Type of Site Visit

[▼]

* Action

[▼]

* Type of Violation: Select All That Apply

☐ Working without a valid HPA
☐ Failure to comply with a request, order or notice
☐ Intentionally providing false Information on application
☐ Paperwork Violation

☐ Failure to comply with approved plans and specifications

☐ Failure to comply with authorized work times
☐ Failure to comply with construction-related requirements

Comment:

[   ]

[Cancel] [Save]

4. Removing the two-step process (manual approval step) for issuing HPAs and minor modification letter

Issuing an HPA- Finalize and Issue HPA work activity

- When you open the finalize and issue work activity this automatically changes the status from accepted to approved
- No longer have to manually change the status to approved

Minor Modification Letter approval

- When you open the finalize and issue work activity this automatically changes the status from accepted to approved
- No longer have to manually change the status to approved
- Generate Letter as you did previously and approve the letter through the work activity to complete the modification approval step (once you hit the green OK to approve your letter, the letter will automatically send as it did previously).

Activity: Finalize and Issue HPA   **Due Date:** 08/06/2021   **Assigned To:** Still, Kelly

⭑ **Task Status:** Scheduled ⌄   **Task Complete Date:** [ ]

[Save] [Save And Next] [Back]

Submission Review

Permit Issuance

1 - 1 of 1 item(s)

View	App Name	Name	Type	Applicant Info.	Status	Issued By	Permit Date
📄	**2021-3-15+01 1640** - Standard Hydraulic Project	Hydraulic Project Approval	HPA Permit	👤 Kelly Still 🏢 1111 Washington St. SE , Olympia , WA 98501	Active	Kelly Still	📅 Issued Date: 06/22/2021 📅 Project End Date: 06/30/2021 📅 Expiration Date:

⭑ **Letter Name:** [ ]

Letter Body

Boiler Plate Template(s): [⌄] [Insert]

[text area]

[View Draft]

Letter History

⚠️ No items found. Please try again.

[Generate Letter]

[Send Notification]

5. Improve notifications for correspondence messages in APPS

- If the public submits a correspondence message APPS will send the biologist an automated email notifying you there is a new message (if the biologist is assigned the application). With this new enhancement, the HPA section will no longer send an email from HPA inbox notifying biologists if there is a new correspondence message assigned to one of their applications.
- If there is no assigned biologist to an application, then the HPA section will receive the notification and handle accordingly.
- When a correspondence message is replied to by an agency user, the message being replied to will be automatically marked as read and removed from the dashboard display.

APPS_DoNotReply@GovOnline.Us.com   🏳️ 🗑️
[UAT] Correspondence Message Sent for APP ID 1640   11:55 AM

Dear Agency User, A public user Kelly Still has sent correspondence related to APP ID 1640. Please sign in to APPS to review the correspondence message.

6. **Habitat biologists will be not able to issue a permit prior to the 7-day comment period being completed**
    - The 7-day comment period doesn't apply for emergency HPAs, major modifications, minor modifications and expedited HPAs

Permit Issuance

* Select:
[∨]

Issued Date   Project End Date
6/22/2021   [   ]

* Comment: 7 days remaining to comment
[   ]

[Issue]

[Generate Letter]

[Send Notification]

7. **APPS will require the habitat biologist to enter a reason for why an application is placed on hold prior to being able to place the application on hold**

Decision

❌ • Please fill in the reason for On Hold.

Type your review message here
[   ]

On Hold   ∨
On Hold Date:
06/24/2021
[Make Decision]

- The application cannot be placed on hold until the reason for the hold is typed into the decision text box.
- Biologists will no longer need to generate and send a "On Hold" letter to the applicant/agent. Instead, the text you type into the decision text box will be incorporated into an automated email template that will be automatically sent to the applicant once you've clicked make decision.

8. For Emergency and expedited HPAs, the biologist will be required to document the declaration and justification for the event prior to being able to issue the permit.
   - Under WAC 220-660-050(11)(c), "If the department declares an imminent danger, applicant hardship, or immediate threat regarding an application for expedited or emergency HPA, the department must place written documentation of that declaration and justification for it in the application record.
   - Previously, biologists documented this declaration by having to generate a letter within APPS. Biologists will no longer need to generate a separate letter.

Permit Issuance

❌ • Emergency/Expedited Declaration is required.

★ Select:

Hydraulic Project Approval ▾

Issued Date	Project End Date
6/24/2021	06/30/2021

★ Emergency/Expedited Declaration

[ ]

Issue

9. Applicants or Agents can request their application be sent back for amendment from their own APPS accounts rather than have to email or call to make this request.

Tabs: Application | Attachment | Issued Letters/Permits | Correspondence | Post Permit Requirements | Appeals | Email History | Inspections

Click on Online Application link to view submitted application details; to view application submission in Word document format, click on Document version of the application.

Application Basic Information

Application ID: 1350
Application Name: US Forest Service MOU
Submitted Date: 5/29/2021 2:03:18 PM
Submitted by: Kelly Still
                    1684 Friday Lane SW
                    Tumwater WA 98512
                    2064061640
                    krisenho@gmail.com
Status: Accepted

Application Form(s) Detail

Online US Forest Service MOU   US Forest Service MOU - Document Version   JARPA Form - Document Version

Hold Date:

Comment:

On/Off Hold

Application Withdrawal

Reason for Withdrawal:

Withdraw the application   Request Amendment

- If an applicant selects request amendment, this will trigger an automated email from APPS to be sent to the assigned user. If the biologist is assigned to the application, they will receive this email notification.
- If the biologist receives this notification, they need to log in and send the application back for amendment.
- If the application is not assigned to a biologist, then the notification will be sent to the HPA inbox.

10. For Fish Habitat Enhancement applications, the biologist will be able to resend the "notify local government" email in the work activity. This will allow for the notification to be sent to multiple people if needed.

Work Activity Info	Submission Info

Basic Information

Activity: **Notify Local Goverment**   Due Date: 06/16/2021   Assigned To: **Still, Kelly**

★ Task Status: Completed ▾   Task Complete Date: 6/24/2021

Send Email to Local Government at: kelly.still@dfw.wa.gov

Save   Save And Next   Back   **Resend Email**