APPs Enhancements
July 2021

Summary
- Enfo Tech will deploy ~50 enhancements to APPS between June 28\textsuperscript{th} - July 1\textsuperscript{st}
- 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 30\textsuperscript{th}- July 6\textsuperscript{th}; 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 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](image)

   • 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.
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.
# 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
- [x] 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
- [x] 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
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
- Uncertainty of performance
- Loss of habitat quantity
- Differences in habitat function from the baseline

Included:

- Monitoring Plan
- Mitigation Agreement

Approved Compensatory Mitigation Plan

<table>
<thead>
<tr>
<th>Mitigation Action</th>
<th>In-kind/Out-of-kind</th>
<th>On-site/Off-site</th>
<th>Habitat/Species</th>
<th>Justify how this action offsets an impact</th>
</tr>
</thead>
</table>

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

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

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

- 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.
**Example on hold email generated:**

This email provides notice that the application noted below has been placed on Hold.

WDFW has placed this application on hold for the following reason: You requested your application be placed on hold to allow you time to provide additional application material.

If you are a registered user you may also login to [APPS](https://www.wdfw.wa.gov) to view application details.

Even if you are not an APPS registered user, you may search for and view application details on the [APPS](https://www.wdfw.wa.gov) website.

**Application Information:****

Application Name: Fish Habitat Enhancement
Application ID: 1512
Testing 26 FHE Submitted Date: 6/11/2021 1:53:07 PM
Submission Status: On Hold

Thank you for using APPS!

If you have any questions about how to use APPS, please contact the APPS help center between 8:00 am and 4:00 pm Monday through Friday at: (360) 902-2422 or APPS.Help@dfw.wa.gov.

Regards,
Washington Department of Fish and Wildlife.

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.
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.

- 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.