



WATERSHED MONITORING GRANT APPLICATION

Revised
October 2009

OWEB's Mission
To help create and maintain healthy watersheds and natural habitats
that support thriving communities and strong economies.

GENERAL INSTRUCTIONS

1. Please read the "Instructions for Completing Monitoring Grant Applications" before beginning your application.
2. Use 8½" x 11" single-sided, unstapled pages. Avoid color and detail that will not photocopy clearly.
3. Complete Sections I and II.
4. Answer all the questions in Section III on separate 8½" x 11" **single-sided**, single-spaced, **unstapled** pages. All pages should be numbered. Complete the required forms and attachments.
5. Read and sign the Monitoring Grant Application (Section I Certification).

A down-loadable electronic application form and instructions can be obtained
from www.oregon.gov/OWEB

SUBMISSION OF GRANT APPLICATIONS

Grant applications may be submitted to OWEB by hard copy via mail or delivery to our Salem office
No faxes or e-mails will be accepted. To learn about the next deadline and review date,
visit our website at the address shown above.

OREGON WATERSHED ENHANCEMENT BOARD
775 Summer Street NE, Suite 360
Salem, OR 97301-1290
Phone: (503) 986-0178

Section II
PROJECT INFORMATION

1. **Abstract.** In the space provided, and in 150 words or fewer, state 1) the problem, 2) the proposed solution, 3) other partners involved, and 4) how OWEB funds will be used.

2. **Was this application submitted previously?** Yes No
If yes, what was the application number?

3. **Is this project a continuation of a previously OWEB-funded project(s)?** Yes No
If yes, what was the application number(s)?

4. **Project Partners.** Show all anticipated funding sources, and indicate the dollar value for cash or in-kind contributions. Be sure to provide a dollar value for each funding source. If the funding source is providing in-kind contributions, briefly describe the nature of the contribution in the Funding Source Column. Check the appropriate box to denote if the funding status is secured or pending. In the Amount/Value Column, provide a total dollar amount or value for each funding source.

Funding Source Name the Partner and what their contribution is.	Cash	In-Kind	Secured (x)	Pending (x)	Amount/Value
OWEB	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
Landowner:	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
Total Estimated Funds (add all amounts in the far-right Column):					*\$

*The total should equal the total cost of the project in Section I of this application.

5. **Have any conditions been placed on other funds that may affect project completion?**
 Yes No

If yes, explain:

* The next six questions, 6 through 11, are required for federal reporting purposes. OWEB receives a portion of its funds from the federal government and is required to report how its grantees will use those funds. Please respond as applicable.

*6. **Salmon/Steelhead Populations Targeted and Expected Benefits to Salmon/Steelhead**
The information provided will be used to by OWEB to better meet federal and state reporting requirements. Completion of this section is required but will not be used to evaluate this application for funding.

- This project is **NOT** specifically designed to benefit salmon or steelhead.
▶ **If you check this box, STOP here and GO TO Question #7 on the next page.**

Targeted Salmon/Steelhead Populations: Select one or more of the salmon ESUs (Evolutionary Significant Unit) or steelhead DPSs (Distinct Population Segment) that the project will address/benefit. For species where the ESU/DPS name is not known or determined, use the species name with unidentified ESU (e.g., Chinook salmon – unidentified ESU). Additional information on the designation and location of the salmon/steelhead populations can be found at <http://www.nwr.noaa.gov/ESA-Salmon-Listings/Salmon-Populations/Maps/Index.cfm>.

Chinook Salmon (<i>Oncorhynchus tshawytscha</i>)		Coho Salmon (<i>O. kisutch</i>)	
<input type="checkbox"/>	Deschutes River summer/fall-run ESU	<input type="checkbox"/>	Lower Columbia River ESU
<input type="checkbox"/>	Lower Columbia River ESU	<input type="checkbox"/>	Oregon Coast ESU
<input type="checkbox"/>	Mid-Columbia River spring-run ESU	<input type="checkbox"/>	Southern Oregon/Northern California ESU
<input type="checkbox"/>	Oregon Coast ESU	<input type="checkbox"/>	unidentified ESU
<input type="checkbox"/>	Snake River Fall-run ESU	Steelhead (<i>O. mykiss</i>)	
<input type="checkbox"/>	Snake River Spring/Summer-run ESU	<input type="checkbox"/>	Klamath Mountains Province DPS
<input type="checkbox"/>	Southern Oregon and Northern California Coastal ESU	<input type="checkbox"/>	Lower Columbia River DPS
<input type="checkbox"/>	Upper Klamath-Trinity Rivers ESU	<input type="checkbox"/>	Middle Columbia River DPS
<input type="checkbox"/>	Upper Willamette River ESU	<input type="checkbox"/>	Oregon Coast DPS
<input type="checkbox"/>	unidentified ESU	<input type="checkbox"/>	Snake River Basin DPS
Chum Salmon (<i>O. keta</i>)		<input type="checkbox"/>	Washington Coast DPS (SW Washington)
<input type="checkbox"/>	Columbia River ESU	<input type="checkbox"/>	Upper Willamette River DPS
<input type="checkbox"/>	Pacific Coast ESU	<input type="checkbox"/>	Steelhead/Trout unidentified DPS
<input type="checkbox"/>	unidentified ESU		

Expected Benefits: Write a brief description of the goals and purpose of the project and how it is expected to benefit salmon/steelhead or salmon/steelhead habitat. **See Application Instructions for helpful examples.**

***7. Is the project identified as an essential or needed project in an assessment or recovery plan?**
 Yes No

If yes, provide name of document (Author, date, title, source, source address. Endnote citation format).

***8. Report the stream miles and/or acres that will be monitored or assessed under this monitoring application.**

***9. Is this project a part of a comprehensive monitoring strategy/program?**
 Yes No

If yes, provide name of document (Author, date, title, source, source address. Endnote citation format).

***10. Are other organizations cooperating with this project by concurrently conducting field work on other components of a comprehensive strategy/program?**
 Yes No

If yes, identify the number of organizations and list their names:

***11. Estimate how many reports will be prepared by this project? This includes OWEB progress reports, monitoring reports, or final reports as well as other non-OWEB reports.**

12. Identify the type of monitoring proposed. (See Instructions for descriptions.) Check all that apply.

<input type="checkbox"/> Baseline	<input type="checkbox"/> Implementation	<input type="checkbox"/> Status and Trend
<input type="checkbox"/> Effectiveness	<input type="checkbox"/> Other:	

13. Identify the parameters that will be measured. (See Instructions for descriptions.) Check all that apply.

<input type="checkbox"/> Adult fish presence/absence/abundance/distribution survey(s)	<input type="checkbox"/> Riparian vegetation
<input type="checkbox"/> Juvenile fish presence/absence/abundance/distribution survey(s)	<input type="checkbox"/> Spawning surveys
<input type="checkbox"/> Salmon/steelhead harvest monitoring	<input type="checkbox"/> Upland vegetation
<input type="checkbox"/> Instream habitat surveys	<input type="checkbox"/> Water quality
<input type="checkbox"/> Macroinvertebrates	<input type="checkbox"/> Water quantity
<input type="checkbox"/> Noxious weeds	<input type="checkbox"/> Other:

If you checked Water Quality above, exactly which parameters will you be monitoring? Check all that apply.

<input type="checkbox"/> Bacteria	<input type="checkbox"/> pH	<input type="checkbox"/> Temperature
<input type="checkbox"/> Dissolved Oxygen	<input type="checkbox"/> Pesticides	<input type="checkbox"/> Toxics
<input type="checkbox"/> Nitrates	<input type="checkbox"/> Phosphorus	<input type="checkbox"/> Turbidity
<input type="checkbox"/> Heavy Metals (name):		<input type="checkbox"/> Nutrients (name):
<input type="checkbox"/> Other (explain):		

If you checked Riparian or Upland Vegetation above, exactly which parameters will you be monitoring? Check all that apply.

<input type="checkbox"/> Canopy cover	<input type="checkbox"/> Invasive species presence/absence	<input type="checkbox"/> Plant survival
<input type="checkbox"/> Percent cover		<input type="checkbox"/> Other (explain):

14. What is the format in which the data will be stored? Check all that apply.

<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Database	<input type="checkbox"/> GIS layers
<input type="checkbox"/> Other (name):		

Attachments — Complete and attach to the back of your application:

► **See Application Instructions for assembling multiple maps/photos/designs.**

- ***Project Maps:** On a topographic or aerial backdrop, draw the extent of your project area(s) and note the center of the project area with the latitude, longitude coordinate (e.g., -123.789, 45.613). If the project has multiple sites, provide an additional map for each project area. Go to <http://www.oregon.gov/OWEB/GRANTS/projectlocationguidance.shtml> for a suggested online tool for creating your map and coordinate information. **Provide maps on 8½" x 11" pages and include a legend.**
- Photographs:** Provide photographs to aid in understanding the situation. If color photos are necessary to convey information important for application review, supply 20 copies of each photo. **Note: If your project is funded, pre-project photos will be required in the final project completion report.**
- Letters of Support** from key partners or others.

IMPORTANT: Avoid color and detail that will not photocopy clearly. Otherwise, provide 20 color copies of any maps/photos/designs that you want OWEB reviewers to see in color. If more than one map, photo or design, assemble them as a set and staple the set. For example: you have 20 copies of a map, 20 copies of a photo and 20 copies of a design; staple one map, one photo and one design together to make a set. Provide 20 sets for distribution to reviewers. This is the only exception to the use of staples.

Section III SPECIFIC MONITORING PROJECT ACTIVITY

These essay questions and their answers are designed to step you and reviewers through a logical process from understanding and identifying the problem to measuring for success. **Refer to the Application Instructions for clarification and helpful examples.**

You may use the application form to respond to the questions, using additional sheets of paper as necessary **OR** answer the questions on separate pages. Be sure to include the question numbers and text of the questions before you begin typing your answers to assist the reviewers in evaluating your application. Please use 8½" x 11" paper. All pages must be single spaced, single-sided, numbered and unbound except for sets of maps/photos/designs (see Page 3 of the application instructions). Use a 12 pt type size to answer the questions and a 10-pt type size for the tables. Use bullets where appropriate. Use **bold face** and *italics* for emphasis only. If the project involves multiple sites, be specific for each.

- M1** What is the present situation? Describe the issue or opportunity the project seeks to address.
- M2** What are you proposing to do? Supply sufficient detail to match the project's complexity and technical difficulty so that its technical viability can be evaluated.
- M3** What are the project's monitoring objectives? Tie monitoring objectives to watershed restoration objectives. If effectiveness monitoring is proposed, provide a specific hypothesis or monitoring question.
- M4** Describe in detail and provide the citation for the protocols that will be used.

- M5** Describe in detail the sampling design used to choose your sampling locations.
- M6** Describe how the information to be gathered augments existing available data.
- M7** Describe the quality control/quality assurance program for the project and who will be collecting your data.
- M8** Other than a final report to OWEB, how else will the monitoring data collected through this project be used?
- M9** What is the proposed schedule for the project?
- M10** How many years is this monitoring program going to be conducted?
- M11** How will the success of the project be determined?
- M12** Provide a detailed description of project location, including location(s) where monitoring will occur. In addition, please provide geographic coordinates as described in the Supplemental Information “Required Attachments” section of the application instructions.

Section IV
**MONITORING BUDGET
PLACEHOLDER**

An Excel budget is now available and will calculate your totals and round the totals to the nearest dollar. The Word budget document without the calculation feature is also available. Download the Excel or Word budget document at:

www.oregon.gov/OWEB/GRANTS/grant_app_materials.shtml#Forms [Materials by Type](#)

- **Complete the budget**
- **Check your budget numbers**
- **Make sure Match is included on your budget page**
- **Print a copy of the budget**
- **Insert the budget copy here**
- **Remove this placeholder page**

ATTACHMENT A



MATCH FUNDING FORM

Document here the match funding shown on the budget page of your grant application

OWEB accepts all non-OWEB funds as match. An applicant may not use *another OWEB grant* to match an OWEB grant. However, an applicant who benefits from a pass-through OWEB agreement with another state agency, by receiving either staff expertise or a grant from that state agency, may use those benefits as match for an OWEB grant. (Example: A grantee may use as match the effort provided by ODFW restoration biologists because OWEB funding for those positions is the result of a pass-through agreement).

At the time of application, match funding for OWEB funds requested does not have to be *secured*, but you must show that at least 25% of match funding has been sought. On this form, you do not necessarily need to show authorized signatures (“secured match”), but the more match that is secured, the stronger the application. Identify the type of match (cash or in-kind), the status of the match (secured or pending), and either a dollar amount or a dollar value (based on local market rates) of the in-kind contribution.

If you have questions about whether your proposed match is eligible or not, visit our website at www.oregon.gov/OWEB/GRANTS/grant_app_materials.shtml, or contact your local OWEB regional program representative (contact information available in the instructions to this application).

Project Name:

Applicant:

Match Funding Source	Type (√ one)	Status (√ one)*	Dollar Value	Match Funding Source Signature/Date*
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		

* **IMPORTANT:** If you checked the “Secured” box in the status Column for any match funding source, you must provide either the signature of an authorized representative of the match source in the final Column, or attach a letter of support from the match funding source that specifically mentions the dollar amount you show in the Dollar Value Column.

ATTACHMENT B



PUBLIC RECORD CERTIFICATION

Oregon Administrative Rule 695-005-0030(4) states that “All applications that involve physical changes or monitoring on private land must include certification from the applicant that the applicant has informed all landowners involved of the existence of the application and has also advised all landowners that all monitoring information obtained on their property is public record. If contact with all landowners was not possible at the time of application, explain why.”

INSTRUCTIONS: All applicants must complete Part One. In Part One, if you check the first box, skip Part Two and sign and date in the signature box below. If you check the second box, you must complete Part Two and sign and date in the signature box below.

PART ONE

- Public land only (STOP: go to signature box and complete)
- Private land only, or a mix of public and private land (complete Part Two and sign and date in the signature box)

PART TWO

- I certify that I have informed all participating private landowners involved in the project of the existence of the application, and I have advised all of them that all monitoring information obtained on their property is public record. The following is a complete list of all participating private landowners. Add more lines if needed.

1.	5.
2.	6.
3.	7.
4.	8.

- I certify that contact with all participating private landowners was not possible at the time of application for the following reasons:

Furthermore, I understand that should this project be awarded, I will be required by the terms of the OWEB grant agreement to secure cooperative landowner agreements with all participating private landowners prior to expending Board funds on a property.

APPLICANT/CO-APPLICANT SIGNATURE

_____ Applicant Signature	_____ Date
_____ Print Name	_____ Title
_____ Co-Applicant Signature	_____ Date
_____ Print Name	_____ Agency

APPLICATION CHECKLIST

Instructions: Use this form as a cross-check to ensure that your application is complete. An incomplete application will jeopardize your application's review. **DO NOT RETURN THIS CHECKLIST WITH YOUR APPLICATION.**

General

- Only one copy of the application is included with the packet (other applications should be sent separately).
- The application and attachments are on 8 ½ x 11" paper.
- The application and attachments are single-sided and single-spaced.
- The application and attachments are not stapled or bound (sets of color photos and color maps excepted; see check box immediately below).
- Where color photo(s) or map(s) are provided, I have included 20 copies. If there were several maps, photos or designs, etc., I have taken one copy of each map, photo or design and assembled them to be one complete set, and stapled them together (no other documents or attachments are stapled). I have 20 sets for distribution to OWEB reviewers.

Section I – Applicant Information

- All questions in this section have been answered.
- The OWEB Funds Requested and the Total Cost of Project mirror the totals shown on the budget page.
- The project location is complete.
- All contact information — for the applicant and fiscal agent — is complete and current.
- The CERTIFICATION has been completed, signed and dated. (As an Applicant, you must sign the Certification.)

Section II – Project Information

- All questions in this section have been answered.

Section III – Specific Monitoring Project Activity

- All questions in this section have been answered.

Section IV - Budget Page

- I have read the application instructions for completing the budget page.
- I have downloaded the Excel or Word budget, completed and checked my calculations.
- Columns A and B have been completed, where appropriate.
- Fiscal Administration does not exceed 10% of the OWEB subtotal (subtotal row, Column E).
- The totals shown in the last row (BUDGET TOTAL) add up and are accurately reflected in Section I of the application.
- I have copied the budget page, inserted it as Section IV in the application and removed the placeholder page.

Required Forms

- ATTACHMENT A - Match Funding form – show that at least 25% match has been sought (authorized signatures are not required at the application stage, but are strongly encouraged).
- ATTACHMENT B - Public Record Certification Form – completed, signed, and dated.
- Project Maps – one copy for the application; 20 color copies, if appropriate, to assist the OWEB reviewers

Optional Attachments

- Photographs
- Letters of Support from key partners or others.