



INSTRUCTIONS FOR COMPLETING WATERSHED RESTORATION GRANT APPLICATIONS

Revised
October 2009

**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 application deadline, go to the website at

www.oregon.gov/OWEB

Oregon Watershed Enhancement Board

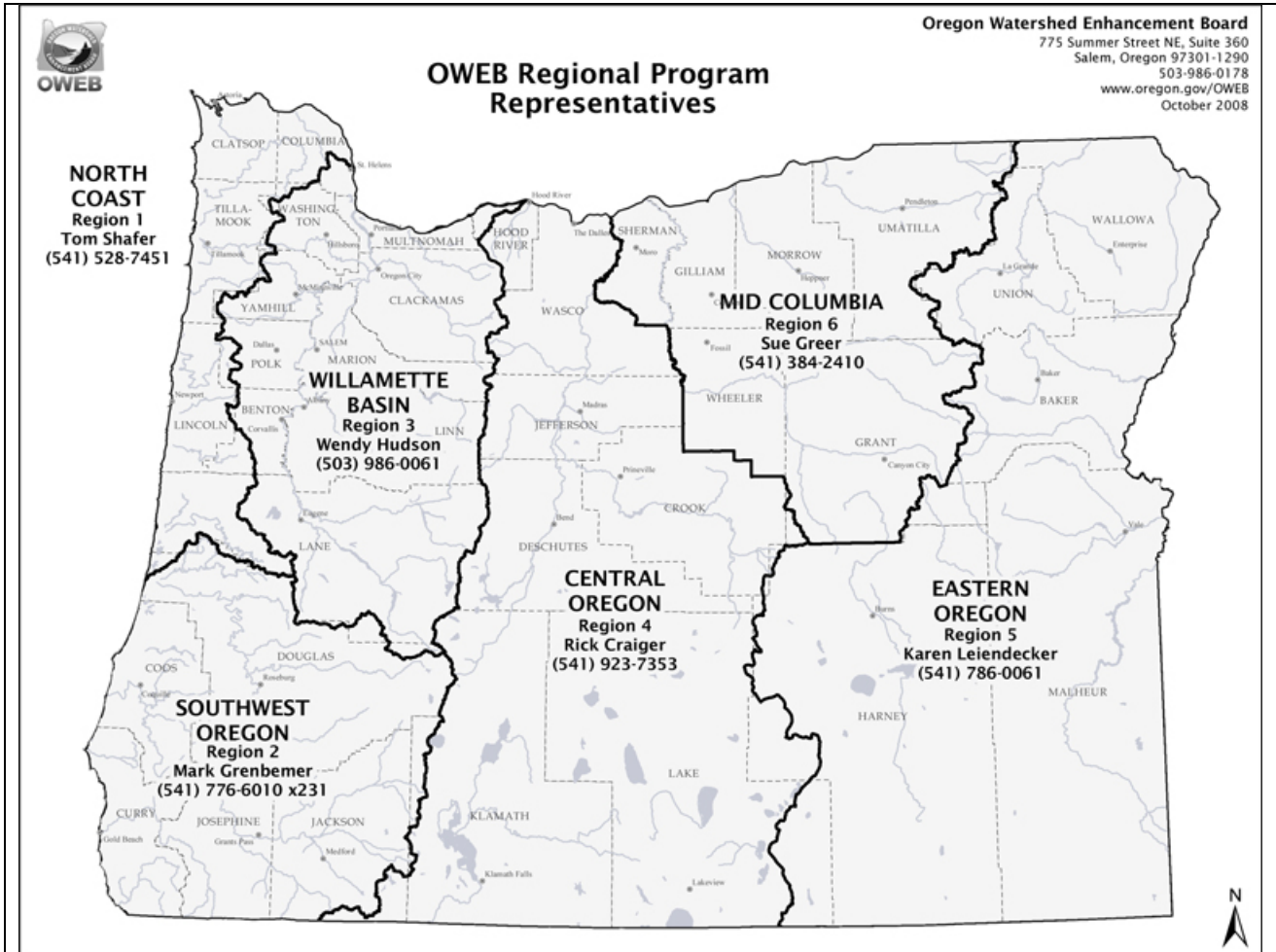
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OWEB STAFF ASSISTANCE

We encourage you to contact your OWEB regional program representative for assistance in developing your proposal. For individual staff phone list see our website at: www.oregon.gov/OWEB/contact_us_directory.shtml



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RESTORATION GRANT APPLICATION INSTRUCTIONS

The application contains the questions and the forms to be completed. OWEB is seeking an overview of the project in the first two sections only. Starting with Section III, the specific activity questions request your full explanation of project specifics. Answer each set of questions related to the activity proposed. If any of the information requested on the application form cannot be supplied, be sure to include an explanation. The budget and Attachments A, B, C and D must be attached to the application (see Supplemental Information in these instructions for a complete list of optional and required attachments).

Please use 8½" x 11" paper. All materials included with the application should be single-spaced wherever possible, single-sided, unstapled and unbound. Avoid color and other detail that will not photocopy clearly. If there are color map(s), photo(s) or design(s), supply 20 copies of each. If more than one map, photo or design, take one of each and assemble 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.

Submit a single application with all materials.

Section I APPLICANT INFORMATION

Complete this section.

Name of project: Provide a name that can be used for the project on all related correspondence and/or agreements. Give the project a name, which helps to define it. Try to keep the project name to five words or fewer. If the project is to be completed in phases, be sure to indicate so in the name (e.g., "Diamond Dam Removal - Phase I").

OWEB funds requested/Total cost of project: Fill in the dollar figures as appropriate. **Make sure these amounts are the same as the amounts shown in the last row of the budget form.**

Project location: Check whether your project occurs at a single site or at multiple sites. Identify the county or counties the project is located in. Identify the latitude, longitude coordinate (e.g., -123.789, 45.613) that represents the approximate center of your project area. Identify the township, range, section (e.g., T1N R5E S12); if multiple TRS, include all. Identify the watershed or watersheds in which the project will occur and provide the 10-digit hydrologic unit code or codes. The Oregon Explorer Advanced Mapping tool is a suggested online tool for acquiring all of this information, including creating a map. For guidance, go to <http://www.oregon.gov/OWEB/GRANTS/projectlocationguidance.shtml>. **Provide maps on 8½" x 11" pages and include a legend.**

Applicant Information: Provide the formal name of the grant Applicant. This should be the individual that receives all correspondence about the project. The Applicant can be any person, tribe, watershed council, soil and water conservation district, not-for-profit organization, institution of higher education, school, community college, state institution of higher education, independent not-for-profit institution of higher education, or local government. State or federal agencies cannot apply directly for grants. **State or federal agencies must be a Co-Applicant with another eligible entity to apply for a grant.**

Project Manager (if different from Applicant): If someone other than the Applicant should be contacted about the technical aspects of the project during evaluation and project implementation, provide the requested information.

Fiscal Agent: If different than the Applicant, provide the name of the person and organization that will be responsible for tracking and accounting for project funds and compliance with the grant agreement conditions. Identify the fiscal officer's affiliation, and provide the fiscal officer's contact information.

Landowner(s): If the project will occur on public land, provide the name of the agency. If the project will occur on private land, provide the name of the landowner(s). Add additional page if multiple landowners.

Certification: As an Applicant, you must sign this certification. By signing the front page, the Applicant certifies that all the information is true and accurate and that they (the Applicant) are prepared to implement the project as presented in the application. The certification also states that the signer has the authority to sign for the Applicant. For applications where a state or federal agency is a co-applicant, provide a signature and agency name of the Co-Applicant. **This signature is only to be provided where a state or federal agency is a Co-Applicant.**

Section II PROJECT INFORMATION

Complete questions 1 through 7.

- 1. Abstract:** In the space provided, and in 200 words or fewer, 1) identify the project location(s), 2) state the watershed problem to be addressed, 3) identify the proposed solution, and 4) identify how OWEB funds will be used.

Example (116 words):

An existing four-foot round culvert at RM 37 on Trail Creek, a tributary to the Siuslaw River, is a barrier to fish passage, is causing upstream fill erosion and downstream bed and bank erosion, and is undersized to effectively pass the 50-year design flow. The proposed solution is to replace the culvert with a countersunk 10'4" (span) x 7'6" (rise) pipe arch. Replacing this culvert will reduce erosion and sediment delivery and open approximately six miles of good spawning and rearing habitat for coho, Chinook, steelhead and cutthroat trout. Partners include Siuslaw SWCD, ODFW, and ODF. OWEB funds will be used for engineering design, project management, labor, equipment rental, and travel to and from the site.

- 2. Has this project, or any element of this project, ever been submitted in a previous application(s) to OWEB?** Indicate "yes" if this is a re-submittal of an application(s) previously submitted to OWEB, and provide the previous application number(s).
- 3. Is this project, or any element of this project, a continuation of a previously funded OWEB Restoration project(s)?** Indicate "yes" if this project is part of a multi-year or multi-phase project that OWEB has funded previously, and provide the past application number(s).
- 4. Is this project the result of a previously funded OWEB Technical Assistance project(s)?** Indicate "yes" if this project is for the implementation of a project developed through an OWEB funded technical assistance grant. Provide the OWEB grant number of the technical assistance project that led to the restoration application.
- 5. Project Partners:** Show all anticipated funding sources and indicate the dollar value for the cash or in-kind contribution(s). Be sure to provide a dollar value for each funding source. If the funding source is providing in-kind contribution(s), briefly describe the nature of the contribution(s) 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. **The total estimated funds should match the "Total cost of project" on the first page of the application.**
- 6. Have any conditions been placed on other funds that may affect project completion?** Indicate whether OWEB funds have to be spent first, or if other funds are only available under certain conditions. If other funds are pending, describe when confirmation or availability is likely.
- 7. Are you requesting any OWEB funds for Effectiveness Monitoring?** Indicate whether you are requesting funds to support effectiveness monitoring. Check "No" if you are only requesting funds to support post-implementation status reporting activities. See Question R16 instructions for clarification on effectiveness monitoring and post-implementation status reporting definitions as related to this application.

Section III

SPECIFIC RESTORATION PROJECT ACTIVITY

These essay questions and their answers are designed to step you and reviewers through a logical process of understanding and identifying the problem to “fixing” the problem and measuring for success.

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 2 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.

R1. Contextual Overview

Provide a brief contextual overview of where the project will be implemented. Describe the location, the significance of the location to the outcome anticipated. Discuss what watershed functions are to be addressed and a brief history of how the project was developed. Describe project in context of the key water quality, water quantity, species, habitat, and resource management issues (physical or social) that are being proposed to be addressed. Also briefly describe the process used to identify the project site and how the project was prioritized for development. **DO NOT describe the project here**; you will have the opportunity to describe the project in detail in R3.

Example

Skunk Creek is a perennial tributary to the Flowing River that supports spring Chinook salmon and winter steelhead. County Road #34 crosses Skunk Creek approximately 4.7 miles from the confluence with Flowing River. The road crossing is a 24" culvert buried under unconsolidated fill that is subject to annual erosion from normal high flows. Fish passage and fine sediment have been documented to adversely affect aquatic resources in Skunk Creek and Flowing River. County Road #34 provides critical access between the rural communities of Alpine and Eudora. The McCall County SWCD has conducted an inventory of fish passage and has identified the culvert on County Road #34 as the highest priority in the Upper Flowing River drainage. The project will contribute to the reduction of annual entry of fine sediment into Skunk Creek and open 7.6 miles of moderate to fair habitat for anadromous fish.

R2. Problems to Be Addressed

Use a table similar to the example below to list and describe in general terms the problems to be addressed. **DO NOT describe the project here**; you will have the opportunity to describe the project in detail in R3. In Column 1, list each specific problem you have identified. If there are multiple sites, be sure to indicate by number which site has which problems. The numbers should correspond with those that you use on your site map(s). In Column 2, discuss the *root causes* of the problem(s) shown in Column 1, not the *symptoms*. In other words, a problem can have many perceived causes, but not all of those causes get to the heart of the problem. Looking at Example #1 below, one can say that a cause of the three instream passage problems identified in Column 1 is lack of woody debris. While this is true, the *root cause* is historical land use practices, as discussed in Column 2.

Example #1: Instream Improvement Project (for a multi-site project)

<i>Specific Problem(s)</i>	<i>Root Causes of the Problem(s)</i>
<ul style="list-style-type: none"> • <i>Lack of pool-rearing habitat (Site #1)</i> • <i>Lack of spawning habitat (Site #1)</i> • <i>Lack of channel complexity (Site #2)</i> 	<p><i>Residual pool volume and frequency are major limiting factors for salmonid production in this drainage (see #R1). Historical land use impacts associated with forest practice activities such as riparian harvest and splash dam log transport have removed both instream LWD and riparian recruitment. Large wood was the hydraulic component controlling pool development and maintenance in the identified stream reaches. Riparian conifer planting has occurred throughout the subbasin for future LWD long-term recruitment, and any remaining, existing large riparian conifers are being reserved for recruitment. Placing LWD instream will provide the interim measure for habitat complexity until sufficient riparian conifer recovery maintains a continuing source of this material.</i></p>

R2. Problems to Be Addressed *continued*

Example #2: Culvert Replacement Project (single site, Westside)

<i>Specific Problem(s)</i>	<i>Root Causes of the Problem(s)</i>
<ul style="list-style-type: none"> • <i>Upstream fill erosion and downstream bed and bank erosion</i> • <i>Barrier to fish passage</i> • <i>Culvert is currently undersized to effectively pass the 50-year design flow</i> 	<p><i>The watershed fish passage assessment and OFDW fish passage replacement prioritization have identified this subbasin as a high priority for improving fish passage. Chronic fine sediment delivery and catastrophic culvert failures have accelerated sediment delivery to historically high-quality spawning and rearing habitat, degrading beneficial stream channel characteristics and fluvial processes. Improperly designed and installed culvert has impeded or completely blocked upstream fish passage for both juvenile and adult indigenous fish species. This stream crossing is the final upstream culvert to be replaced to correct all stream crossing structures in the subbasin, effectively addressing identified subbasin wide causal factors.</i></p>

Example #3: Juniper Thinning Project (single site, Eastside)

<i>Specific Problem(s)</i>	<i>Root Causes of the Problem(s)</i>
<ul style="list-style-type: none"> • <i>Overland erosion</i> • <i>Loss of species abundance and diversity</i> 	<p><i>Historically, this specific site has been documented to have a frequent fire regime that held juniper encroachment at bay and maintained well-spaced, more fire-resistant, older juniper trees. The watershed assessment and aerial photo interpretation have indicated increased juniper regeneration and encroachment due to wildfire suppression activities over the past 70 years. This condition has increased juniper stocking levels watershed-wide, well beyond their historical range and densities. The increase in juniper has greatly decreased native ground cover, leading to exposed bare ground, overland erosion, and stream sedimentation. This project proposes to restore the site to maintain juniper populations within their historic, natural range of site conditions. This will allow for an increase in native ground cover vegetation, which in turn, will improve vegetative diversity for wildlife and reduce erosion and sedimentation process and increase infiltration.</i></p>

R3. Project Description

Use a table similar to the example below to describe the project from start to finish. The degree of detail should match the project complexity and technical difficulty to allow for full evaluation of the technical viability. For projects involving multiple sites, be sure to identify them separately, as appropriate. See examples below.

In Column 1: Identify the specific project elements of the restoration project.

In Column 2: Identify the specific activities to be conducted to implement that element. Be specific about how the activity would occur, what equipment or methods would be used, and what elements would be conducted where. Descriptions can be provided as bulleted lists or other short descriptions. If additional narrative description will add clarity about what the project is and how it will be implemented, provide the narrative below the table.

This description should provide sufficient information for a reviewer to get a clear understanding of what the project is, how it will be implemented, what the essential elements are and what criteria will be used for implementation.

R3. Project Description *continued*

Example #1: *Instream Improvement Project*

<i>Project Element</i>	<i>Proposed Action (Detailed Description)</i>
<i>Place large wood (see attached photos, maps, and preliminary engineering design).</i>	<ul style="list-style-type: none"> ▪ <i>The stream is approximately 30-ft wide with an average depth of two feet.</i> ▪ <i>The gradient ranges from 2-4%.</i> ▪ <i>The wood will be placed at both project sites in 3-4 piece complexes, and will have root wads attached.</i> ▪ <i>Each individual piece will be a minimum of 60 feet in length with an average DBH of 28".</i> ▪ <i>A total of 200 individual pieces will be placed by helicopter over a two-mile reach in 50-65 complexes of 3-4 pieces each.</i> ▪ <i>Existing near-bank large riparian trees will buttress the instream wood.</i> ▪ <i>All wood pieces will be either western red cedar or Douglas fir, and will exceed the minimum size class required by ODFW wood placement guidelines.</i>

Example #2: *Culvert Replacement Project*

<i>Project Element</i>	<i>Proposed Action (Detailed Description)</i>
<i>Replace a culvert (see attached photos, maps, and preliminary engineering design).</i>	<ul style="list-style-type: none"> ▪ <i>An existing 4-foot round, corrugated metal culvert will be replaced with a countersunk 10'4" (span) x 7'6" (rise) pipe arch.</i> ▪ <i>The existing culvert is undersized for peak flow events and is impeding upstream fish passage for adult and juvenile salmonids.</i> ▪ <i>Accelerated erosion is occurring on the upstream fill material and causing stream channel bottom and bank erosion at the outlet.</i> ▪ <i>The existing culvert gradient of 6% is creating high-water velocities and has a 2-foot drop at the outlet.</i> ▪ <i>The pipe arch is designed to pass the 50-year peak flow event and will be installed by counter-sinking the culvert by 20% of the culvert rise.</i> ▪ <i>The culvert will be filled with natural stream channel substrates, consisting of gravel, cobble, and small boulders, creating a natural stream channel bottom through the culvert.</i> ▪ <i>The new pipe arch will have approximately a 1% gradient to meet ODFW and NOAA culvert sizing and fish passage guidelines.</i>

Example #3: *Juniper Thinning Project*

<i>Project Element</i>	<i>Proposed Action (Detailed Description)</i>
<i>Thin juniper (see attached photos, maps, and preliminary engineering design).</i>	<ul style="list-style-type: none"> ▪ <i>Encroaching juniper will be thinned on approximately 20 acres.</i> ▪ <i>The site is located on a gently sloping bench adjacent to a riparian area with perennial springs and a small intermittent stream.</i> ▪ <i>The juniper will be mechanically cut and piled during the dry summer months.</i> ▪ <i>A track-mounted feller-buncher will be used to reduce soil disturbance and compaction.</i> ▪ <i>All juniper 50 years old and younger will be cut and placed in small piles.</i> ▪ <i>Older juniper will be retained for wildlife habitat benefits.</i>

R4. Watershed Benefits

This question tries to get at the issue of relative benefits of the project to watershed functions/ecosystem processes versus benefits to individual parcel land management (agricultural production, forest stand improvement, etc.). The response should identify the specific watershed function/ecosystem process to be addressed (see R2. root causes). The response should also identify how the project would economically benefit the current landowner.

Example:

The Fred Farmer 50-acre wetland restoration project will address surface water storage for approximately 490 acres as well as denitrify runoff from the surrounding ryegrass fields. The wetland restoration project will address approximately 40% of the local runoff from the local fields. The project will assist implementation of a Wetland Reserve Program (WRP) project funded by the US Department of Agriculture.

R5. Project Objectives

Responding to this question requires a distinction be made between goals and objectives. Goals are broad, long-term outcomes that the project may achieve. Goals sound something like “increase stream productivity for anadromous fish.” They provide a broad vision but are not likely seen by the implementation of a single project or in a short time period.

Objectives are more specific to the activities associated with the project(s). Objectives are measurable and can be associated with specific elements of a project. An objective would look something like “riparian plantings will have 75% survival for the first two years.”

Example:

<i>Project Element</i>	<i>Specific Objective</i>	<i>Measure for Evaluation</i>
<i>Riparian fencing</i>	<i>2.8 miles of fence at least 80' from the top of bank of 4 strand smooth wire</i>	<i>Fence length, setback, and type</i>
<i>Riparian planting</i>	<i>75% survival after two years</i>	<i>% survival</i>

R6. Project Design

- a) Identify who will do the project design and include their qualifications and experience.
- b) Describe how the project planning and design take into consideration extreme events (e.g., floods, fire, drought, etc.) known to be of concern in the area that have the potential to impact your project.

Example:

The project requires experience and skills in water resource engineering, fluvial geomorphology, fisheries biology and riparian vegetation establishment. The designer(s) will be expected to develop a project that will withstand a 500-year flood and catastrophic fire and be maintenance free while meeting state and federal fish passage standards.

The McCall Creek Watershed Council will solicit proposals from qualified consultants. The council has put together a designer selection committee that includes two council members, the NRCS engineer, a tribal fish biologist and a state water resource manager.

R7. Design Alternatives

The question about design alternatives helps reviewers understand how the project was developed and what range of solutions was considered. Alternatives that involve no action should be described as well as alternatives that involve different technical or conceptual approaches. Reviewers need to get a clear understanding of why a specific design was chosen.

Example:

The goal of the project is to reduce water loss and retain irrigation water sufficient to grow peppermint. Current irrigation is by gated pipe from an open ditch. The ditch has a screened diversion from Sweet Creek. The project team evaluated different irrigation practices that included land leveling, sprinkler, and center pivot with under-hung sprinklers. The landowner selected sprinklers as the method they could afford. The project team also evaluated concrete lining or piping the ditch from the diversion to the field. Piping was chosen to maximize water savings.

R8. Proposed Project Schedule

Use a table similar to the example below to show the anticipated schedule for the project. Note that the table below is an example only; every project will have a widely varying list of phases and descriptions. In Column 1 and in separate rows, list all project stages (pre-implementation, implementation and project completion) as applicable and related phases, if any. In Column 2, provide an estimated date (month and year, or season and year) for the commencement of each project stage; in Column 3, provide a brief description of what will occur for each of the three stages and their related phases (if any).

Example for Small Dam Removal:

<i>Project Element</i>	<i>Start Date</i>	<i>End Date</i>	<i>Description</i>
<i>Pre-Implementation</i>			
<i>Phase 1</i>	<i>Winter 2006-07</i>	<i>February 2007</i>	<i>Present concept for dam removal at WSC community mtg. Engage local stakeholders.</i>
<i>Phase 2</i>	<i>April 2007</i>	<i>January 2008</i>	<i>Contract with Smoot & Hawley, Inc., to draft engineering designs for dam removal.</i>
<i>Phase 3</i>	<i>August 2007</i>	<i>September 2007</i>	<i>Baseline monitoring for five indicators: fish presence/absence, turbidity, pH, dissolved oxygen, temperature.</i>
<i>Phase 4</i>	<i>September 2007</i>	<i>September 2007</i>	<i>Present designs at WSC community meeting</i>
<i>Phase 5</i>		<i>November 2007</i>	<i>Final designs completed</i>
<i>Phase 6</i>	<i>December 2007</i>	<i>May 2008</i>	<i>Apply for permits</i>
<i>Implementation</i>			
<i>Phase 1</i>	<i>July 2008</i>	<i>August 2008</i>	<i>Dam removed by a private consultant and contractor with ODFW staff oversight.</i>
<i>Phase 2</i>	<i>August 2008</i>	<i>September 2008</i>	<i>Effectiveness monitoring (comparison with baseline indicators)</i>
<i>Phase 3</i>	<i>December 2008</i>	<i>March 2009</i>	<i>Riparian plantings installed on both sides of the bank for 100 feet upstream and 500 feet downstream.</i>
<i>Project Completion</i>		<i>June 2009</i>	<i>Site will be inspected by the project manager and photos will be taken to show area where dam was removed and plantings installed.</i>

R9. 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.

If this project is not specifically designed to benefit salmon or steelhead, check the corresponding box and go to Question R10.

Targeted Salmon/Steelhead Populations: From the table, select one or more of the salmon ESUs (Evolutionary Significant Unit) or steelhead DPSs (Distinct Population Segment) name 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 chinook, coho, chum and steelhead populations can be found at <http://www.nwr.noaa.gov/ESA-Salmon-Listings/Salmon-Populations/Maps/Index.cfm>.

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. Examples:

- a) *This irrigation improvement project will reduce water removed from the Middle Fork Hood River. Low flows in this river negatively affect bull trout, winter steelhead, coho, and spring Chinook.*
- b) *This livestock manure management project will reduce nutrient run-off into a tributary of Calapooia River. The Calapooia River is a 303d listed stream and provides essential salmonid habitat.*
- c) *This project will replace a culvert that fully prevents upstream passage of adult and juvenile steelhead, juvenile spring Chinook and cutthroat trout to upstream habitat.*

If you have any difficulty answering the questions in R9, please contact your OWEB Regional Program Representative identified on the OWEB Staff Assistance page located at the beginning of these instructions or Cecilia Noyes (OWEB Monitoring - federal reporting) at 503-986-0204.

R10. Project Relationship to Regional Priorities

Identify the planning process that led to the development of a project at this location. Explain whether a watershed assessment, local monitoring of aquatic resource conditions, range condition survey or other analysis indicated the project would address a watershed scale issue.

Explain how the project implements OWEB's adopted Regional Restoration priorities. The priorities can be found at www.oregon.gov/OWEB/restoration_priorities.shtml.

If priorities have not been developed for the basin where you are proposing a project, identify the relationship between the project goals and a specific regional plan (e.g., NWPCC Subbasin Plan, ESA Recovery Plan, Coastal Coho Conservation Plan, Groundwater Management Area). Provide the name and where and how the plan identifies as a priority the problem(s), which the project proposes to address.

For more information on the regional plan examples provided below, see the associated Internet links. For other regional plans, go directly to the appropriate agency web site.

Regional Plan

ESA Recovery Plan

Coastal Coho Conservation Plan

Oregon Conservation Strategy

NWPCC Subbasin Plans

Groundwater Management Area

Plan Internet Link

http://www.dfw.state.or.us/fish/CRP/conservation_recovery_plans.asp

http://www.oregon-plan.org/OPSW/cohoproject/coho_proj.shtml

<http://www.dfw.state.or.us/conservationstrategy/>

<http://www.nwppc.org/fw/subbasinplanning/Default.htm>

<http://www.deq.state.or.us/wq/groundwater/groundwater.htm>

R11. Other Related Conservation Actions

This question provides the opportunity to document the relationship between the proposed project and other conservation activities in the watershed. Identify all the related conservation activities and describe how this project will provide a cumulative benefit.

If this project is a continuation of a previously funded grant, describe the accomplishments, lessons learned, and how the proposed project improves from past experience.

Example 1:

This project proposes to plant native riparian vegetation at 5 locations along Badger Creek. All sites are upstream of a culvert that was replaced in 2000 to provide access for salmon. Two projects addressing sediment delivery from forest roads were completed in 2004 and 2004 upslope in the Badger Creek watershed. Two landowners along the mainstem have enrolled in CREP. There are only 5 more landowners that do not have functional riparian forested vegetation in the watershed.

Example 2:

McCall County SWCD has been funded to provide riparian planting in the Monster River basin since 2004. During the first two years the district found that cold storage of cuttings improved survival by more than 20%. During the third year, it became clear that site clearing of competing vegetation was critical to maintain survival. The current application adjusted the budget allocation to ensure there is crew time to provide for tree release and costs for cold storage.

R12. Project Inspection

Every OWEB-funded restoration project must be inspected upon completion by a person who is intimately connected with the project, typically the project manager who may be an outside contractor or a staff person affiliated with the grantee. This is for your own protection to have some documentation in the project file that demonstrates project oversight from start to finish. If the project is funded by OWEB, a Project Completion Report will be required within 60 days of the project's contracted end date.

Following project completion, annual Post-Implementation Status Reports will be required for one to five years to document status of the project. Typically post-implementation reporting is documented by photo points or other casual direct observations.

Use a table similar to the example below to indicate who will inspect and sign off on the completed project elements and conduct post-implementation status reviews. In Columns 1 and 2, identify the person and their affiliation. Identify the element of the project to be inspected in Column 3. Provide contact information for that person in Columns 4 and 5.

<i>Name</i>	<i>Agency</i>	<i>Element Inspected</i>	<i>Telephone Number</i>	<i>Email Address</i>
<i>Marlene Riggs</i>	<i>ODFW District Staff</i>	<i>Inspect and sign off on the project</i>	<i>541.243.6879</i>	<i>marlene.riggs@state.or.us</i>
<i>Jordan Marsh</i>	<i>Siuslaw SWCD</i>	<i>Submit the Project Completion Report</i>	<i>541.997.1272</i>	<i>siuswcd@oregonfast.net</i>

R13. Educational/Public Awareness Opportunities

Explain whether and how you will inform the public and increase public awareness about the project (e.g., install a project partner sign, write an article for the local paper, lead a site tour for local citizens).

Note that OWEB restoration grants can pay for informational and promotional activities associated with the restoration project (see “Budget Categories and Definitions” at the end of the document). However, funds for such expenses are limited and come from the agency’s “Non-Capital” funds. These funds may not be intermingled, and therefore, grantees may not subsequently request a budget change amendment between the Education and Outreach budget category (and Non-Capital funds) and any other restoration budget category (Capital funds).

Should your project be funded, the OWEB grant agreement will stipulate as a funding condition your responsibility to provide a “Funding Partner sign” on the project site, if the project is adjacent to a state or federal highway, or other well-traveled road. OWEB has developed a consistent format for Restoration project signs. Signs may be provided by OWEB on request. You should budget for the supplies and labor necessary to place the sign. A “Funding Partner” sign is not an interpretive sign. (Note that interpretive signs may not be charged to OWEB under Supplies and Materials; they are eligible only under the Education and Outreach budget category as a Non-Capital expense).

R14. Project Maintenance and Reporting

Use a table similar to the example below to document how the project will be maintained over time. For many project types (e.g., large wood, culvert replacement), maintenance is not really an issue. Still, it is important to demonstrate in your answer a commitment to check on the project periodically and to inspect it for potential problems. (See the examples below for clarification). In addition, use this table to include information on post-implementation status reporting. In Column 1, state who will maintain and/or monitor the project, identify that person’s affiliation, and provide their mailing address. In Column 2, provide contact information for that person (phone and email). In Column 3, state concisely what maintenance and/or monitoring work will be done and for how long.

Example #1: Instream Improvement Project

<i>Name of Person Agency/Organization and Addresses</i>	<i>Telephone Number Email Address</i>	<i>What will be done and for how long?</i>
<i>Jordan Marsh Siuslaw SWCD PO Box 2768 Florence OR 97439</i>	<i>541.997.1272 siuswcd@oregonfast.net</i>	<i>Maintenance, if necessary, will include LWD movement tracking and potential supplementation of woody debris over the next 10 years.</i>

Example #2: Culvert Replacement Project

<i>Name of Person Agency/Organization and Addresses</i>	<i>Telephone Number Email Address</i>	<i>What will be done and for how long?</i>
<i>Jordan Marsh Siuslaw SWCD PO Box 2768 Florence OR 97439</i>	<i>541.997.1272 siuswcd@oregonfast.net</i>	<i>We do not anticipate the need for much maintenance. However, we will inspect the project annually during low-flow conditions and maintain it, as necessary. Maintenance practices might include placing additional large rock rip rap on the upstream fill material, planting additional riparian vegetation on all disturbed soils, or replacing culvert barrel channel substrates to ensure unimpeded fish passage.</i>

R14. Project Maintenance and Reporting *continued*

Example #3: Juniper Thinning Project

<i>Name of Person Agency/Organization and Addresses</i>	<i>Telephone Number Email Address</i>	<i>What will be done and for how long?</i>
Jordan Marsh Wasco SWCD 2325 River Rd Ste 3 The Dalles OR 97058	541.296.6178 wasco.swcd@oacd.org	The site will be maintained through periodic prescribed fire or mechanical removal. Periodic prescribed fire is the preferred method, but will depend on seasonal fuel loading and weather conditions.

Example #4: Post-Implementation Status Reporting

<i>Name of Person Agency/Organization and Addresses</i>	<i>Telephone Number Email Address</i>	<i>What will be done and for how long?</i>
Jordan Marsh Wasco SWCD 2325 River Rd Ste 3 The Dalles OR 97058	541.296.6178 wasco.swcd@oacd.org	Following project completion, photos will be taken at 5 sites following the OWEB Photo Point Monitoring Guide. Sites will be established prior to project implementation and both pre and post photos will be taken. Photo monitoring will continue yearly for five years following project completion. Photos will be included in the Post-implementation status report as required by OWEB Grant Agreements.

R15. Budget Development

The review team carefully looks over application budgets. Beyond the budget table (see below) it may be important to provide information that explains how the figures were derived. While the reviewers do not need a line-by-line explanation, a description of those important project elements that involve large sums, staff time, or unique costs or lump sum estimates should be explained. If the project budget is based on a contractor’s estimate, state so and identify why you think the estimate is valid. If you have a large lump sum on the budget page, provide an explanation of what the estimate is based on. Where you have staff time for the project management, identify what staff will be doing and an explanation of how you estimated the time involved.

Example:

The budget includes 280 hours for project management. The project manager (Jason Doe) is a registered engineer and will complete project design (60 hours), develop permit applications and coordinate with permitting agencies (60 hours), act as general contractor soliciting bids and awarding construction contracts (80 hours), order supplies and ensure timely delivery (20 hours) and provide construction supervision (60 hours). The lump sum for concrete work was based on the preliminary design and the cost of delivery to a remote site. This sum is significantly greater than delivery to a site close to the plant. All costs are based on a preliminary engineering design and experience from constructing a similar project in 2005.

Respond to this question - R16 - ONLY if you are requesting more than \$3,500 in OWEB funds to conduct Effectiveness Monitoring!

R16. Effectiveness Monitoring Application Insert

RESPOND TO THIS SECTION ONLY IF

- 1) YOU PLAN TO CONDUCT EFFECTIVENESS MONITORING BEYOND POST-IMPLEMENTATION STATUS REPORTING AND;**
- 2) YOU ARE REQUESTING FUNDING FROM OWEB TO SUPPORT THESE EFFECTIVENESS MONITORING ACTIVITIES.**

If you are requesting more than \$3,500 in OWEB funds to perform effectiveness monitoring, download the Effectiveness Monitoring Application Insert form and Instructions at:

http://oregon.gov/OWEB/GRANTS/grant_app_materials.shtml#Forms__Materials_by_Type

Once you have completed it, insert the pages (Sections I and II – questions and answers, and Section III, the budget page for Effectiveness Monitoring) into the Restoration Application at Question R16.

▼ ▼ DO NOT RESPOND TO QUESTION R16 IF YOU ARE NOT APPLYING FOR EFFECTIVENESS MONITORING FUNDS FROM OWEB.

Effectiveness monitoring often requires data gathering beyond the time period that a restoration grant agreement is open. Conducting effectiveness monitoring may result in splitting the application into two projects and two grant agreements to allow the restoration grant to expire prior to the completion of the data gathering for the effectiveness monitoring grant. If you are only requesting funding to support post-implementation status reporting do not answer Question R16.

NOTE: If a separate Effectiveness Monitoring grant agreement is necessary, the Restoration Fiscal Administration will be reduced to reflect 10% of the revised Capital and Non-Capital costs.

Post-Implementation Status Reporting v. Effectiveness Monitoring

You should be aware of the difference between the Post-Implementation Status Reporting required as a condition of an awarded grant and available to be funded in advance and Effectiveness Monitoring. Post-Implementation Status Reporting involves simple observations on the status of the project through time. Each OWEB grant specifies the time period and schedule for reporting.

Effectiveness Monitoring involves gathering data to determine whether the project is having the expected biological or physical effects. Effectiveness monitoring involves more rigorous data gathering and specific hypothesis testing that looks beyond implementation to the effect in the ecosystem.

The purpose of effectiveness monitoring is to determine if the project is meeting the biological or physical objectives it was implemented to achieve. In many instances this may require taking data from different locations over a prolonged time frame. For example, riparian planting projects often have objectives to increase riparian vegetation structure and increase shading of an adjacent water body. Effectiveness monitoring of this type of project could include vegetation monitoring, measure stream shade with a densitometer and maybe temperature measurements. All of this monitoring would occur over a prolonged period in order to get applicable results and should include pre-project monitoring and post-project monitoring that extends past the restoration project completion date.

Supplemental Information

All supplemental information should support the application. The additional information should assist a knowledgeable reviewer in the evaluation of the importance and specific technical feasibility of the project. Large documents do not help since reviewers typically do not have time to review them. Clear drawings, maps and reference to details will be accessed by reviewers.

OPTIONAL ATTACHMENTS

Complete and attach one copy of all supplemental materials to the back of the application. Avoid color and detail that will not photocopy clearly. Otherwise, provide 20 color copies of any maps, photos, or project 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.

Preliminary Project Designs: Provide sufficient detail to allow a reasonable evaluation of the proposal and of the effect of the project on the site. If the design is standard (e.g., fence, water trough, etc.) cite the design reference (e.g., *NRCS Field Office Technical Guide*). If the design is custom, show sufficient detail to demonstrate how the project will be implemented. Designs need only be preliminary at the application stage; however, if the project is funded, grantees may be required to submit final designs prior to project implementation.

Photographs: If relevant, provide photographs to aid in understanding the situation. Label each photo and note what it illustrates. Photographs will not be returned unless special arrangements are made with OWEB. If your project is funded, you will need to provide pre-project photos as part of your Project Completion Report.

Letters of Support: Provide letters from key partners or others. Be sure the letters provide sufficient detail on the partner's proposed contributions (cash and in-kind).

REQUIRED ATTACHMENTS

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 one copy of your map(s) on 8½" x 11" pages (include a legend)** and attach to the back of the application. Provide 20 color copies of any maps you want OWEB reviewers to see in color (see Optional Attachment instructions above for assembling multiple maps).

Watershed Restoration Budget (Section IV of the application)

Refer to the "Budget Categories and Definitions" attached at the back of this document for budget category definitions and eligible cost to OWEB for each budget category.

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 budget in Excel or Word format, complete the budget, print a copy and insert it in the application at the Section IV placeholder.

http://oregon.gov/OWEB/GRANTS/grant_app_materials.shtml#Forms__Materials_by_Type

Columns. Include units (number of items, length, volume or weight of item in Column A. In Column B provide the unit cost for each item listed. Show dollar values for *in-kind* funds (Column C) and for the amount of *cash* match (Column D). Refer to the Match Funding Form in the application for an explanation of allowable match. Show the amount you are requesting of OWEB in Column E. Add Columns C, D, and E to arrive at total costs for each line item in Column F.

Rows. Under each budget category (shown in bold in the first Column), insert project activities, as applicable. Work across Columns, showing costs, as appropriate. After all rows are completed, total the amounts in Columns C, D, E, and F in the final row. Be sure that the totals for Columns E and F (shown in the last row "BUDGET TOTAL") are the same as for the "OWEB funds requested" and the "Total cost of project" shown in Section I of the application.

Match Funding Form (Attachment A of the application): OAR 695-005-0030(3) states that “All applicants shall demonstrate at least 25% match is being sought on a form prescribed by the Board, based on the total Board grant request, at the time of application.” Match funding for OWEB funds requested need not be *secured* at the time of application, but you must show that you have *sought* at least 25% of match funding. However, the ability to document secured funding strengthens your 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. It may be Effectiveness Monitoring or Other match. The match columns are identified in the Match Funding table as **EM Dollar Value** or **OTHER Dollar Value**.

If you are <u>not</u> requesting funds from OWEB to support effectiveness monitoring, use only the OTHER Dollar Value column to fill in your match.
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Effectiveness Monitoring Component: If you are requesting more than \$3,500 in funds from OWEB to support Effectiveness Monitoring activities as part of this Watershed Restoration Grant Application and filling out information for Question R16, you must include matching funds which will be used as match for the Effectiveness Monitoring portion of the application. This is identified in the Match Funding table as **EM Dollar Value**.

Use the form to document that you have sought the funding shown on page 3 (Question #5. Project Partners) and on the budget page (Columns C and D). If you check 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 **EM or OTHER Dollar Value** column(s). Signatures/letters are not required for pending sources.

Land Use Information Form (Attachment B of the application): OWEB must assure that all watershed restoration projects are reviewed by the local land use planning authority and are in compliance with local comprehensive plan requirements (ORS 192.180). OWEB will only release project funds if the project either is not regulated by, or is compatible with, the local comprehensive plan and zoning ordinance. OWEB will void grant agreements for projects the county determines to be incompatible with the local comprehensive plan and zoning ordinance. If the county requires additional local approvals, OWEB will not release project funds until these conditions are satisfied.

The Land Use Information form must be signed by authorized personnel in the local planning department. It may be submitted at the time of application, and must be submitted and signed prior to OWEB releasing project funds. If you have received blanket approval from your local planner for certain types of restoration projects, you simply need to submit documentation to that effect.

Example: The local planning department has granted blanket approval for all riparian planting projects in your watershed. You need to keep a copy of that approval and submit with each OWEB application involving riparian plantings.

Public Record Certification Form (Attachment C of the application): OAR 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.” Check the boxes that apply to your project and provide the information requested.

Part One indicates that the project is on public land only, private land or a mixture of public and private lands.

If the project is on public land only, check the corresponding box and then go directly to the Applicant/Co-Applicant Signature box. You must sign and date the Applicant/Co-Applicant Signature block at the end of Attachment C in the application.

If the project is on private land or a mix of public and private lands, check the corresponding box. If you check this box, you must complete Part Two.

Part Two indicates that either 1) you have informed all participating private landowners involved in the project of the existence of the application, and have advised all of them that all monitoring information obtained on their property is public record. In addition, you have listed all participating private landowners. **OR** 2) you were not able to contact all participating private landowners at the time of application, and you have provided an explanation in the space provided. If this project is awarded, you will be required by the terms of the signed grant agreement to secure cooperative landowner agreements with all participating private landowners prior to expending Board funds on a property. You must sign and date the Applicant/Co-Applicant Signature block at the end of Attachment C in the application.

Restoration Metrics Form (Attachment D of the application):

OWEB receives a portion of its funds from the federal government and is required to report how its grantees have used those funds. Complete both sections of the metrics form as they apply to your project. All data are pre-project, and therefore, are proposed, not completed estimates of restoration metrics. If you have difficulty answering any of the questions, contact your OWEB Regional Program Representative identified on the OWEB Staff Assistance page located at the beginning of these instructions or Cecilia Noyes (OWEB Monitoring - federal reporting) at 503-986-0204.

Section 1 Project Overview. Answer all five (5) questions in this section. Refer back to your answers in Section III of the application for consistency of response.

Section 2 Project Activities. Provide values for each Project Activity applicable to your application. **Leave blank any Project Activity or metric line that is not appropriate to your application.** All data entered in this form should be what you **plan** to do with the project. Data about **completed** projects will be reported at the end of the project to the Oregon Watershed Restoration Inventory (OWRI). For each activity type where you enter metrics, **estimate** the percentage of the total cost of the project (shown on page 1 of this application) that applies to the activity. The total of all of the activity cost percentages should equal 100%. Please distribute all administrative, project management and other general project costs among the various project activities when estimating percentages.

Example: A project will remove a fish passage barrier, place large boulders instream, and plant a riparian buffer. You would enter the appropriate metrics into the Fish Passage, Instream Habitat, and Riparian Habitat activity sections of this form. Then estimate the percentage of the total cost of the project for each activity. For instance: 20% towards Fish Passage activities, 25% towards Instream Habitat activities, and 55% towards Riparian Habitat activities.

APPLICATION CHECKLIST

The application includes a checklist to ensure that your application is complete. An incomplete application will jeopardize your application's review. Check each box only after you have verified that the information is included in your application packet. The checklist is for your use only – **do not return with your application.**

RESTORATION GRANT BUDGET CATEGORIES AND DEFINITIONS

General OWEB Approach to Funding

The Oregon Watershed Enhancement Board offers these definitions for restoration budget categories in an attempt to provide guidance to applicants on eligible budget categories and associated line item costs to OWEB. Application budgets must be able to justify line item costs with appropriate unit costs shown. For all budget categories and associated line items, OWEB reserves the right to make adjustments. If you have questions or seek clarification, contact your OWEB Regional Program Representative.

Pre-Implementation

This budget category refers to the work that occurs *before* a restoration project can be implemented. To be eligible for OWEB funds, pre-implementation costs must occur *after* the grant agreement has been fully executed. The one exception is for fees charged by an affected city or county for processing the required Land Use form. Eligible items include, but are not limited to:

Baseline monitoring	Permitting (see above exception)	Site inspection (travel time only)
Film developing	Project design and engineering	Technical consulting

IMPORTANT: OWEB funds will not be disbursed prior to submission of all required permits and licenses, landowner agreements, and the Landowner/Applicant Certification form.

Project Management

This budget category refers to the oversight required to ensure satisfactory project implementation and completion. Project Management includes *staff or contractors* who coordinate the activities of project implementation. The line item should identify who will be responsible for project management and their affiliation.

In-House Personnel

This budget category refers to *in-house staff* (i.e., applicant employees for whom payroll taxes are paid) assigned to a capital or non-capital project. Eligible staff include, but are not limited to:

Assessment coordinator	Crew leader	Monitoring coordinator	Outreach coordinator
CREP technician	Education coordinator	Monitoring technician	Project foreman
Tech assistant biologist	Tech assistant engineer	Tech assistant geologist	Tech assistant hydrologist
Volunteer coordinator			

IMPORTANT: Show the estimated number of hours (Column A) and the cost per hour (Column B) for all staff assigned to the project. Wages, benefits, and payroll expenses are eligible costs. Computer support costs for restoration grants are ineligible.

Contracted Services

This budget category refers to the labor, supplies, and materials that will be provided by *non-staff* (non-employees for whom you do not pay payroll taxes) for project implementation. Show the estimated number of hours (Column A) and the cost per hour (Column B). Computer support costs for restoration grants are ineligible. Examples of Contracted Services costs include, but are not limited to:

Contracted Services *continued*

Assessments	Equipment rental/operation	Mobilization	Seeding/weed control
Concrete work	Excavation	Mowing/herbicide application	Technical assistance
Controlled burning	Fencing	Off-stream watering	Technical consulting
Culvert replacement/installation	Juniper removal	Pipe/trough installation	Tidegate construction/installation
Electrical hookup	Log loading/hauling	Pond construction	Tree planting
Engineering	Log placement	Road/bridge work	Work crew labor

Travel

This budget category refers to expenses incurred getting to and from the project location. These include mileage, meals, per diem, and lodging. In a few cases, where an applicant can establish a compelling need for conference or training workshop attendance related to the project, OWEB will pay for related expenses (e.g., travel, meals, per diem, lodging, and registration). Out-of-state travel is not reimbursable.

To be eligible for OWEB funds, travel costs must be estimated in the “Unit Number” Column (e.g., estimated number of miles to be traveled, estimated number of meals, estimated number of nights of lodging). The grantee/contractor/volunteer must hold a valid, current driver’s license for the class of vehicle to be driven and carry personal automobile liability insurance in the amounts not less than those required (i) the Oregon Financial Responsibility Law (ORS 806.060) or (ii) the jurisdiction in which the vehicle is being operated, whichever is greater. No mileage reimbursement will be paid for use of motorcycles or mopeds. Out-of-state travel for which the grantee intends to seek reimbursement must be prior-approved by OWEB.

The unit cost for per diem must be calculated using the most direct and usually traveled route, and must be based on rates approved by the Department of Administrative Services (DAS) that are in effect at the time the application is submitted. (Reimbursement, however, is based on rates at the time the travel occurs.) DAS periodically updates rates. Current approved rates for determining a unit cost estimate may be found at:

<http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/40.10.00.PO.pdf>

Supplies and Materials

This budget category refers to those items that typically are “used up” in the course of the project. When itemizing, group similar supplies and materials (e.g., boulders and logs, trees and shrubs) on the same line. Indicate the No. of Units (Column A) and the Unit Cost (Column B), wherever appropriate. Examples of Supplies and Materials costs include, but are not limited to:

Bridges/culverts/ tidegates	Fencing (posts, wire, etc.)	Herbicides, pesticides	Pipe, fittings, troughs
Concrete, sand, gravel	Funding partner signs	Irrigation pumps	Plants, shrubs, trees
Direct mail/postage/film	Gas/oil for small equipment	Lumber	Rocks, boulders, logs
Disposable camera, film	Grass seed	Miscellaneous tools/hardware	Solar panels
Electrical supplies	Ground cover fabric	Monitoring supplies	Tree protectors
Equipment repair, maintenance	Hach kits	Mulch, bark	Work gloves, shovels

IMPORTANT: For Restoration projects, all costs to OWEB must be directly related to the on-the-ground work. Therefore, *ineligible* Supplies and Materials costs to OWEB for Restoration projects include:

Direct mail/postage/film	First Aid kits [†]	Pro-rated costs for office supplies or utilities
Education and outreach materials	Interpretive signage	

[†] Available through Council Support grants only

Education and Outreach

This budget category refers to informational and promotional activities associated with the restoration project.

IMPORTANT: Education and outreach costs are non-capital funds. Since restoration grants are funded out of capital funds, any education/outreach associated with a restoration grant must be approved by the Board. **And once approved, no budget change amendments may occur between capital and non-capital budget categories.** OWEB encourages, and will pay for out of capital funds (see Supplies and Materials), “Funding Partner” signs. Interpretive signs, however, are a non-capital expenditure, requiring Board approval in a restoration grant.

Examples of eligible Education and Outreach activities include, but are not limited to:

Copying, printing	Kiosk development	Related office supplies	Volunteer training
Film development	Postage/direct mail	Tours	Volunteer workshops
Interpretive signs	Publishing	Video/CD production	Web design/maintenance

Equipment

This budget category refers to items with a useful life of generally two years or more. In the OWEB Funds Column (Column E), list only equipment whose cost to OWEB is **\$250 or more per unit**. (Equipment under \$250 per unit does not need to be listed.). Indicate the No. of Units (Column A) and the Unit Cost (Column B), wherever appropriate.

IMPORTANT: Equipment is eligible for capital funds if the useful life of the equipment is for the duration of the project and the equipment is used only for this specific project. Otherwise, equipment will be charged to non-capital funds. **Equipment purchases for a restoration grant must be approved by the Board, and once approved, no budget change amendments may occur between capital and non-capital funds.**

Equipment repair and maintenance, and miscellaneous tools and hardware (shovels, nuts and bolts, etc.) are ineligible under this budget category, and may be billed under Supplies and Materials. First aid kits are eligible only through Council Support grants. Equipment rental/operation costs are eligible only under Contracted Services.

Examples of Equipment costs include, but are not limited to:

Augurs	Computer	Printer	Scanner
Brush cutter	Digital cameras	Posthole digger	Thermograph, plotter
Chain saw	GPS units	Rain gauges	Weed trimmer

Effectiveness Monitoring

If you have filled out the Effectiveness Monitoring budget insert, enter the Effectiveness Monitoring budget total(s) being requested to support effectiveness monitoring activities. No additional budget detail for effectiveness monitoring is required here other than the total amounts. The budget detail provided in Effectiveness Monitoring (Question R16) insert will be used for review purposes and to establish the budget for effectiveness monitoring in the event the project is funded.

Post-Implementation Status Reporting

This budget category appears only in Restoration applications. It refers to costs associated with monitoring *after* a Restoration project has been completed (note that baseline monitoring is a line item expense under the Pre-Implementation budget category). Post-project monitoring schedules vary by project and are defined in Exhibit D of OWEB grant agreements. Eligible costs include those associated with producing reports required by OWEB (film, film developing, copy costs, and data collection and analysis, etc.). Show the component(s) to be monitored, cost per year (Column A), number of years (Column B), and total costs.

Fiscal Administration

This budget category may appear in all grant applications. It refers to costs associated with accounting; auditing (fiscal management); contract management (complying with the terms and conditions of the grant agreement); and fiscal reporting expenses for the OWEB project, including final report expenses (e.g., film developing) for the grant. Each of these line item costs should be itemized on the budget page.

By administrative rule, OWEB allows up to **10 percent** of the direct project costs (i.e., 10 percent of the “OWEB Subtotal” line) for fiscal administration [695-005-0030(5)]. Applicants/grantees must be able to justify fiscal administrative costs they charge to OWEB. OWEB does not view fiscal administration for all projects as equal, and therefore, will scrutinize and make adjustments, as deemed necessary.

NOTICE

Conditions of Grant Award

▶ **If this proposal is funded, you will be required to:**

- ✓ Sign a Grant Agreement containing the terms and conditions for the project implementation, release of funds, and documentation of completion.
- ✓ **IMPORTANT:** No payments will be made for work on the grant until all parties have signed the Grant Agreement.
- ✓ Payments will be made only for work started after the effective date of the grant agreement.

▶ **Before OWEB releases the Grant Agreement, you will be required to:**

- ✓ Resolve any and all outstanding issues from your previous grants with OWEB.

▶ **Upon signing the Grant Agreement, you will be required to:**

- ✓ Certify in the Grant Agreement that prior to starting work on private land, you have or will obtain cooperative agreements with the private landowner(s). Exhibit B of the OWEB Grant Agreement may also require you to submit copies of those agreements to OWEB prior to the release of funds.
- ✓ Agree that educational products and monitoring information resulting from projects are public domain.
- ✓ Determine whether and what permits and licenses are required.

▶ **Before OWEB releases any payments, you will be required to:**

- ✓ Document that 25% match funding has been secured.
- ✓ Submit a Land Use Form, certifying that the project complies with state, federal, and local regulations.
- ✓ Submit copies of all applicable permits and licenses from local, state, or federal agencies or governing bodies, or written evidence that permits and licenses are not needed.

▶ **Upon completing the project, you will be required to:**

- ✓ Submit a Project Completion Report as required in the Grant Agreement, including a Match Form that documents at least 25% actual match.
- ✓ Submit an electronic or hard copy of the Oregon Watershed Restoration Inventory form.

▶ **Following project completion, you may be required to:**

- ✓ Submit periodic post-implementation status reports as required in the Grant Agreement.