

## Q&A: Council Support Application Workshops

These questions and answers are compiled from OWEB's Council Support Application Workshops held in December 2008. We encourage you to call Melissa Leoni at 503-986-0179 for help in filling out the application. We recommend:

- When filling out the application, be as specific as you can. Specific and comprehensive answers help the reviewers understand your application. When answers are too brief and don't include context or specifics, reviewers have a hard time understanding the answers.
- It is also important for your answers to be as brief as possible. If your answers are specific, comprehensive, and too long, reviewers will have a hard time understanding them.
- Find a good "editor" to review your application and tell you if they understand what you've written (and also look for typos!).
- Please be sure to carefully read the application instructions posted on our website. If you have questions about the instructions, call us!
- It's important to give your Board Chair and Board members the opportunity to review the application before it's submitted to OWEB – and give them enough time to review and comment so that you can make any necessary changes well before the January 30 deadline.

### General Budget Questions

#### 1. What is the Governor's Recommended Budget for OWEB, and how does the current economic situation affect Council Support funding?

So far, Lottery funds are not down as much as the State's general fund; however, the economic situation may continue to decline, further affecting Lottery funds. The Governor's Recommended Budget for OWEB includes base funding for Council Support at about \$5 million. This is the starting point and there could be changes with the legislatively approved budget. For 2007-2009, OWEB's Board increased the legislatively adopted \$5 million base funding by adding \$1 million, because additional non-capital Lottery funds were available. It's unknown at this time whether there will be additional non-capital funding available to the Board to increase Council Support above the \$5 million base funding. If there is additional non-capital funding, the Board may add to Council support awards at its September 2009 meeting.

#### 2. What if additional funding does not become available? Can we save money that hasn't been spent in the current biennium and carry it over to the 2009-2011 biennium?

No, current grants need to be completed by June 30, 2009.

**3. Will we know what our budget will be by June?**

You will probably have an idea by May of the range of potential award amounts. Typically, the legislature makes decisions on state agency budgets in the late May – July time frame.

**4. Does OWEB know how many categories of funding there will be and how the categories will be determined?**

The number of merit categories will be determined by the results of the application evaluation process. The number of categories and how they resulted from the merit evaluation will be announced on April 15, with the corresponding funding alternatives posted on our website in May.

**5. Does OWEB let the reviewers know our current award?**

Yes, the reviewers will be provided with information about the award amounts from the last biennium.

**Council Support Advisory Committee (Review Team)**

**1. What is the representation on the review team?**

There are two representatives from each of OWEB’s six regions, and four statewide members, making up 16 members total.

**2. Does each member review each application?**

No, the team is divided into two groups of 8 that will each review half the applications. The two team groups are made up of 1 member from each region and 2 statewide members.

**Applicant Information – Section I**

**1. Question 1: Which county should we list if there is more than one?**

If there is more than one county, you should just pick one – for example, the county where your office is located. It would be helpful for the OWEB database if you list the same county as you listed on your last council support application.

**2. Question 4: If we have multiple councils but don’t fit into any of the categories listed in question 4, what do we do?**

Do not check any of the categories listed.

**3. Do we need approval from OWEB if we are changing our structure to fewer councils, but will still be submitting one application?**

No, you only need Board permission when you have previously applied as a group and now want to apply separately. In September 2008, OWEB's Board considered and acted on requests to apply separately. If you did not receive approval from the Board to apply separately, you must apply as a group. The next opportunity to ask for Board permission to apply separately will be the spring/summer of 2010, for the 2011-2013 Council Support grant cycle.

**4. Do you want letters of support or newspaper articles included with the application?**

No, additional attachments will not be forwarded to the reviewers. The reason is to limit the amount of paperwork for the reviewers so that they have as much time as possible to review the essential information in the applications.

**5. If we did not have a grant in a previous cycle, should we leave question 4 blank?**

Yes, you should leave it blank.

## **Watershed Information – Section II**

**1. When adding page numbers, the first page of Section II should be numbered as page 3?**

Yes.

**2. The instructions state that we should not exceed two pages. If we have more than one council can we do more than two pages?**

Yes, if the watersheds served by each council are significantly different, but you should not exceed two pages per watershed. It may also be clearer if you do each watershed separately.

**3. Can we exceed the limit of two pages or use smaller font?**

You must use 12-point font and stay within the page limits.

**4. Questions 7 and 8: Should we include the acreage or population of a watershed that is outside of Oregon?**

Yes, but note what part of the acreage or population is outside of Oregon.

**5. Question 11: I do not see a listing for stream miles for our watershed?**

Look at your council's previous application and follow what was done last time. If there was nothing listed on your previous application, call OWEB.

**6. Question 12: Should we be including all listed ESA species, including wildlife and plants? What if the list is really long?**

Yes, question 12 asks about all ESA species including wildlife and plants. An updated list of species (documented and likely to be present) by council boundaries is now available online with the guidance documents. If the list of species is very long, you do not have to include all the species, you may include only the species that are the highest priority for your watershed council and that are referenced in your answer to question 13.

**7. Where are the guidance documents posted?**

The Guidance Documents can be found on the OWEB website under Watershed Council Support Grants at:

[http://www.oregon.gov./OWEB/GRANTS/council\\_support\\_apps.shtml#Guidance Documents](http://www.oregon.gov./OWEB/GRANTS/council_support_apps.shtml#Guidance_Documents)

**8. Question 13: does our answer need to tie to the watershed's restoration priorities? Should we follow the example application posted on OWEB's website that linked the council's work to limiting factors?**

Question 13 is related to answers to questions 20, 24, 30 and 31, in which you will discuss how your council is addressing the limiting factors you list in response to question 13. If one or more of the 5 limiting factors that you list in question 13 is a restoration priority, you should note that in your answer. Restoration priorities for some watersheds have been completed and are found on OWEB's website at the Guidance Documents link,

[http://www.oregon.gov./OWEB/GRANTS/council\\_support\\_apps.shtml#Guidance Documents](http://www.oregon.gov./OWEB/GRANTS/council_support_apps.shtml#Guidance_Documents)

**Organizational Structure – Section III**

**1. Question 14: How do we answer question 14 when the council has an affiliation with a foundation, and has two boards (council board and foundation board) and the foundation is the applicant?**

You should primarily describe the council and then explain the role of the foundation, which is the applicant.

**2. What do you consider citizen participation and does it need to be clearly defined in question 15?**

Citizen participation means citizen and landowner participation in the development and implementation of the council's work. Examples of activities designed to increase citizen participation could include newsletters, workshops, volunteer days, watershed field days, and any other tools used to increase citizen and landowner participation in council events, activities, and projects. Citizen participation does not include board member recruitment.

**3. Can we list "field days" as an answer to question 15?**

Yes.

**4. Should we show results based on citizen participation activities in question 15?**

Question 15 is not asking for results or outcomes of these activities. However, if you have information about results of a particular activity and can include it in a sentence or two, it is acceptable to include it.

**5. Questions 17 and 18: What is a "self-evaluation" and what purpose does it serve? Will points be taken off if our council has not done a self-evaluation?**

A self-evaluation is a methodology to evaluate watershed council successes, identify concerns related to organizational development, and to develop actions to address the concerns identified. Questions 17 and 18 are worth 8 points and your council will score higher if you have done an evaluation. If you have not done an evaluation, explain why when you answer the "special circumstances" questions 27-29.

**6. Where can I find the Watershed Council Self Evaluation Form?**

The form and instructions can be found on the OWEB website under Watershed Council Forms and Checklists. [http://www.oregon.gov/OWEB/WSHEDS/wshed\\_council\\_forms.shtml](http://www.oregon.gov/OWEB/WSHEDS/wshed_council_forms.shtml)

**7. Should I include a copy of the self-evaluation with the application?**

No, you should submit it with your 2007-2009 council support final report.

**8. How often should we complete a self-evaluation?**

Your grant agreement requires that a self-evaluation is completed at least once per biennium.

**9. How can we answer question 17 if our watershed council has not completed a self-evaluation yet?**

Talk about when you propose to do the self-evaluation this biennium and list examples of actions taken from the 2005-2007 evaluation.

**10. Question 21: Are non-profits required to conduct audits?**

Question 21 seeks information about how your council assures fiscal accountability, and reviewers do note whether or not a council has been audited or not. If your council does not have audits, you should explain what methods or controls are used by the fiscal agent to assure fiscal accountability, and the reasons why you use this methodology rather than an audit. If your council does have audits, you should explain (in one-three sentences) who does it, how often it's done and what is looked at. If you have questions about audit requirements, we encourage you to contact the Network of Oregon Watershed Councils (<http://www.oregonwatersheds.org/>) or other organizations that provide resource information for non-profits, such as TACS. (<http://www.tacs.org/>)

**11. Does it matter to OWEB how many council members that we have?**

No the number is not as important as assuring that the membership is representative of your watershed. For example, if your watershed is diverse and complex and your council Board represents only one set of stakeholders, this is an issue of concern.

**Effectiveness – Section IV**

**1. For question 22, would it be appropriate to talk about how we worked really hard to get a grant even if we did not get it?**

Yes, applying for grants could be a leadership role that the council provides and the grant application would be an of example of that role. Remember that we are looking for council leadership in the watershed – examples of what your council provides that others in your watershed don't provide.

**2. Question 22 talks about “unique watershed services the council provides to the community,” can you define “unique”?**

Unique services are something that another organization does not do in your watershed. For example, “our council does riparian restoration projects on orchard land.”

**3. If we are in the process of doing an assessment or action plan, should we list that in our answer to question 23?**

Yes. Also, if the action plan is more than 5 years old you should briefly (no more than 2-3 sentences) explain the reasons why you are using an action plan or assessment that is over 5 years old. For example: you are using other more recent documents to guide your work; explain that the priorities identified in the action plan or assessment are still valid and need addressing; or discuss that OWEB has not had funding to update an assessment or action plan).

**4. Question 22: How would we answer question 22 when we are collaborating with a private landowner on a project, and the landowner is providing project management?**

Question 22 is asking for information about your council's leadership role in your watershed, not in specific projects. For example, if your leadership role in your watershed is providing technical assistance and funding to landowners, they you would talk about that in response to question 22. The project could then be used as a specific example of your role.

**5. Question 23 asks that we list the assessments and action plan currently used by the council. Do you really want us to list or should we elaborate?**

We want you to provide a list of documents with dates; you do not have to elaborate on this question unless you have an assessment that is more than 5 years old. In that case you should briefly explain why (no more than 2-3 sentences).

**6. What is the objective of question 24?**

This question is included in the "effectiveness" section. We are trying to find out if the council has processes in place to strategically identify and implement the highest priority projects and activities in the watershed.

**7. Questions 24 and 20: How do we talk about opportunistic restoration opportunities vs. priorities resulting from restoration priorities and limiting factors? If there is higher priority work but no willing landowners, sometimes it's important to work on lower priority work where there are willing landowners. How should we talk about this?**

In answering questions 20 and 24, if you have this situation, you should explain how working with landowners opportunistically is strategic. For example, are the landowners in your projects key opinion leaders in your watershed whose involvement will help recruit other landowners and move toward strategic priority restoration projects?

**8. Question 25: If ½ of a council coordinator’s salary is project grants, can this be shown as a match for council support?**

Only if the project grant enables council operations (planning and running Board meetings, answering citizen phone calls, staffing the office, etc.) by allowing the council coordinator position to be funded full-time. Be sure to describe this clearly in the “Description” box in question 25.

**9. Can our answer to question 25 list local government support grants even if they are tied to a work plan?**

Yes, local government support grants can be listed unless they are tied to a specific project. If tied to a watershed council work plan, they can be listed.

**10. Can we include donated meeting places in our answer to question 25?**

Yes.

**11. In question 25, can we include agency help on projects?**

Agency staff help can only be listed if it’s donated time for council operations such as serving as council members. Agency time donated for specific projects cannot be listed here.

**12. Is the intent behind question 25 to find out other sources of funding for office operations?**

Yes, the focus is more on the sources of funding than the dollar amount and the intent is to show that the council is supported by the watershed community and not just by OWEB. Diverse funding sources is a sign of a more effective council.

**13. Question 25: What rate should we use for Board volunteer hours and can we use those hours as a contribution ?**

Board volunteer hours can be used. An acceptable value of Board volunteer time is \$19.51 per hour. This value for volunteer time comes from Independent Sector, a nonprofit, nonpartisan coalition of charities, foundations, and corporate philanthropy programs. This value is based on average hourly earnings of workers as determined by the Bureau of Labor Statistics.

The Bureau of Labor Statistics does have hourly wages by occupation that can be used to determine the value of a specialized skill. This information can be found at <http://www.bls.gov/bls/blswage/htm>

It is important to remember that when a doctor, lawyer, craftsman, or anyone with a specialized skill volunteers, the value of his or her work is based on his or her volunteer work,

not his or her earning power. In other words, volunteers must be performing their special skill as volunteer work. For example, if a doctor is painting a fence or a lawyer is sorting groceries, he or she is not performing his or her specialized skill.

Keep in mind that question 25 is intended to address council support activities. Make sure that what you list is not related to a specific project.

**14. Question 25: Do we have to keep records of Board member volunteer work on projects in order to claim that work?**

Yes, you should keep records of Board member volunteer hours. You may need to provide it to OWEB as documentation of actual match at the end of the council support grant agreement, and you may need it for audits.

**15. Do we have to list OWEB funding by grant in questions 25 and 26?**

No, you could lump OWEB grants together.

**16. Are you asking for other groups outside the group of councils in question 26?**

Yes, we are looking for how you share resources with other councils, soil and water conservation districts, tribal governments, state and federal agencies, local governments, or non-profits. It can be any organization as long as you are sharing resources.

**17. Question 26: Could doing a project with another entity be considered sharing resources?**

Yes, if there will be efficiencies gained over each entity doing the project on their own. Remember to provide an indication of efficiencies that were achieved by sharing resources. For example, if ODFW provided fish surveys that allowed your council to design your project or measure its effectiveness, you could talk about why that was an effective and efficient sharing of resources.

**18. Question 27: Can we list as an answer to this question that OWEB's council support grant was not enough money?**

No. You knew the amount of the OWEB council support grant at the beginning of the biennium and could plan your work around that amount. Question 27 is intended to get information about unexpected, unplanned things that happened, such as staff turnover, grants from other funding sources that fell through, changes in your community that affected volunteer support, etc.

**19. Should we only be addressing council activities or can we discuss project staff when answering question 29?**

It is acceptable to discuss project staff who are paid on a continuing basis – for example, an Americorps staff who is working for 11 months can be included – make sure to include the information on how long they are working. The answer to question 29 is intended to provide context of your council’s special circumstances. The amount of continual staffing your council has can explain and provide context for the accomplishments, for example.

**20. Question 29: Our council hired a consultant to conduct a watershed assessment from December 2008 through June 2009. Can we count this in our answer to question 29?**

No, if the consultant is hired to do one limited-time-frame assessment. Yes, if the consultant is hired to conduct watershed assessments around the watershed for the whole biennium.

**21. Can we list volunteer consultants in our answer to question 29?**

No. Question 29 asks for compensated staff or consultants who work for the council on a continuing basis, not on a project basis.

**Accomplishments – Section V**

**1. How do I put “x’s” in the boxes in Section V?**

The form does not allow you to check the boxes. You can replace the box with an X, or you can go to “symbols” and select “check box”. You could also delete words that do not apply.

**2. Question 30: Is there an expectation that all 5 categories (elements) should be addressed in the Accomplishments Table?**

It depends on how your council described its role in the watershed in question 22. The important thing to do is to define your role, show how you have focused and made progress. It never hurts to include accomplishments under category #5, organizational development. You should make a list of all of your accomplishments for the 2007-2009 biennium, and then determine how to combine some of them to end up with your 10 most significant accomplishments.

**3. Questions 30 and 31: Do we only list accomplishments completed during the biennium (July 1, 2007 – June 30, 2009)?**

Yes, list only those accomplishments that will be completed by the end of the biennium, June, 30 2009. Some projects or activities may have multiple accomplishments that will occur past the end of the 2007-2009 biennium. Question 30 should address those accomplishments that

have occurred or will occur by June 30, 2009. Question 31 should include the elements of the project or activity that will be accomplished after June 30, 2009.

**4. Question 30: Do projects listed have to be OWEB funded?**

No, they could be funded from other sources.

**5. Question 30: Could we combine similar activities as one accomplishment?**

Yes, where it makes sense to do so, combine similar activities. For example, numerous riparian restoration projects could be “lumped” together. In the section of question 30 marked “Description,” please state the number of projects being “lumped” into this accomplishment.

**6. Question 30: Are you looking for a variety of accomplishments?**

You should show your 10 most significant accomplishments, if you have several you should lump the accomplishments by type. For example, numerous riparian restoration projects could be lumped together.

**7. Question 30: Should we be referencing accomplishments from the 2007-2009 council support application or 2007-2009 work plans?**

You can, but what we are looking for is how accomplishments are tied to your council’s leadership role (question 22), limiting factors for your watershed (section II), and your council’s priorities (questions 23 and 24). Please refer to the Evaluation Criteria.

[http://www.oregon.gov/OWEB/GRANTS/docs/csupport/WSC\\_Evaluation.pdf](http://www.oregon.gov/OWEB/GRANTS/docs/csupport/WSC_Evaluation.pdf)

**8. Can we reformat question 30 to make it easier to read?**

No. It’s important that you NOT reformat the tables and boxes in question 30 so that the applications look the same and make it easier for reviewers to review. If you change question 30 you may harm the review of your application because it’s different than what reviewers are seeing in other applications. NOTE: You can make the boxes in questions 30 and 31 smaller if you don’t put in enough text to fill them up.

**9. If our application includes multiple watersheds, how should we number the accomplishments for each council?**

Make sure that you don’t duplicate any numbers on the map. For example,

- Council A: 1-10
- Council B: 11-13
- Council C: 14-20

**10. What is the difference between element #3 and element #4?**

Element #4 means training or education such as school presentations or a workshop. Element #3 means activities that get people to a volunteer cleanup or get people to take action after they attend a workshop.

**11. If a council does not have accomplishments from the past, how should they fill out the application?**

It is important to look at accomplishments in terms of the special circumstances, questions 27-29. Be sure to talk about what special circumstances affected the council's ability to complete their work. What is being reviewed is, "given your condition and circumstances, how much have you accomplished, what progress is being made, how strategic are you with your organization and with your projects?"

**12. If every project or activity is numbered in the table, should they also be shown on the required map attachment?**

No. The application only asks you to show the restoration projects listed in Question 30 on the map.

**Proposed Activities, 2009-2011 Biennium – Section VI**

**1. Question 31: Should proposed activities be listed by number on the map?**

No, do not map proposed activities. The original application directions regarding the watershed map are incorrect (the application erroneously indicates that proposed activities should be mapped, but do not map them.) The application has been revised to indicate that only restoration accomplishments should be mapped.

**2. Question 31: Could a proposed activity be something that is not funded, but is something that is being planned?**

Yes, if you are planning on requesting funding or doing it after June 30, 2009, it is a proposed activity.

**3. Question 31: Should proposed activities be lumped?**

They can be, but it depends on the projects or activities and probably not as much as in the "Accomplishments" section.

**4. Question 31 and 23: We are a new watershed council doing our first watershed assessment and it won't be completed until 2010, so we don't know yet what our proposed activities will be.**

Your answer to question 23 should indicate that you are working on your watershed assessment; your answer to question 31 should explain that you will tie your activities to your completed assessment. As a new council, you will be judged on your own progress and strategic planning. You should make your planned steps very clear so reviewers understand where you are headed and how you plan to get there, and how strategic you are being. A proposed activity could be "our council is planning to use the results of the watershed assessment to develop projects..."

**5. If a proposed action continues an accomplishment from question 30, do we repeat it in question 31?**

Yes, briefly describe and reference the accomplishment number from your answer to question 30 and explain how the proposed activity continues the accomplishment. Be sure to describe any new elements and actions for the future.

## **Budget – Section VII**

**1. Will there be an Excel spreadsheet provided for the budget?**

Yes, the Watershed Council Support Budget, 2009-2011 Biennium form is now available online in an Excel spreadsheet format.

[http://www.oregon.gov/OWEB/GRANTS/docs/csupport/2009-11\\_Budget.xls](http://www.oregon.gov/OWEB/GRANTS/docs/csupport/2009-11_Budget.xls)

**2. Can we alter the types of costs listed in the budget worksheet?**

Yes, the types of costs listed are examples of typical costs. You can add or delete line items for your specific budget as long as they are eligible costs under OWEB's administrative rule, 695-040-0030.

The following costs are eligible for funding through a watershed council support grant:

- (a) Council Coordinator salary and benefits;
- (b) Operating costs including, but not limited to, supplies and materials, utilities, rent, travel and per diem, printing, postage, facilitation, safety equipment, office equipment, and training;
- (c) Risk management and accountability assurance costs including audit, tax preparation, risk management and insurance; and,
- (d) Fiscal management of the council support grant award not to exceed 10% of direct costs.

<http://www.oregon.gov/OWEB/GRANTS/docs/csupport/adopted904.pdf>

**3. Is it important to split out wages and insurance or can these personnel costs be lumped under one category of salary?**

Fill out the budget in the way that makes the most sense to you, but think about whether it would be understandable to reviewers who are not familiar with you or your council. For example, if you lumped wages, insurance, benefits, etc under one line item, "salary," would that raise questions for reviewers that would not be answered? Have a "third pair of eyes" review your application, including the budget, to check how understandable and clear it is. Fill the budget out as if the detail will be used, because it may be.

**4. Can we include donated services and supplies in the budget?**

Yes.

**5. What if there are multiple people on staff doing the job of Watershed Council Coordinator? Can the funding in the budget be for more than one person?**

If your council pays for multiple people who are completing council coordinator duties, you can lump their salaries or portions of salaries into one line item that should add up to the total that it costs to staff this work. OWEB's funding typically is not sufficient to pay for more than one full time council coordinator, but there could be multiple part-time people in the position that could result in a position over 1 full-time equivalent (FTE). Please make sure to indicate on the budget form how many FTE of council coordinator work your budget proposes to fund (for example, 1 FTE, 0.5 FTE, 1.2 FTE).

**6. Is there a ceiling or standard cost associated with budget items?**

We do not currently have standard costs that we use to evaluate the budget.

**7. Should we inflate costs when filling out the budget so we have a better chance of receiving what we really need?**

The budget should not be inflated, but should consider potential cost increases over the biennium. The budget should be no more or less than the projected actual need.

**8. Should bonding costs be included under the heading "Risk Management and Accountability Assurance Costs?"**

Yes.

**9. If a city donates monitoring program office supplies, can we list it in the budget form?**

Be sure you don't double count. For example, if the total donation is \$5,000, and \$4,000 of that was used for the monitoring program, you could show the remaining \$1,000 for council support.

**10. I noticed that audits are listed under both "Risk Management and Accountability" and "Fiscal Administration" in the budget? If we conducted an organization audit - would it be counted against our fiscal administration of 10%?**

No, not necessarily. Councils who do their own fiscal accounting would need an Organization audit on all their books (all grants). This would be a part of Risk Management.

Councils who have a fiscal agent (SWCD) do not need an Organization audit since they do not do the books. The fiscal agent is responsible for their own agency audit which would include the work they do for the council on each individual grant. If the fiscal agent decides to charge the council for audit costs, then it would be part of the 10% Fiscal Administration.

**Match Funding Form – Attachment**

**1. If we check the "secured" status box, are we required to submit a letter with an authorized signature with the application?**

No, you are not required to submit this letter at the time of application. However, the letter will be required prior to the first fund release for the grant award.

**2. If we are using volunteer watershed council member time as match, the example application on the OWEB website says "See attached letter." What does that mean?**

You can submit a letter from your Board Chair documenting the amount of watershed council member time that is being volunteered as match. This letter will not be provided to reviewers but will be made a part of the file.

**3. If an independent contractor is the council coordinator and provides their own risk management insurance, office space, etc, can this count as match?**

These items are eligible as match from OWEB's perspective, but are often services provided by an independent contractor as part of the cost of providing coordination services to a council. Before including these items as match, you should carefully review your contract terms and any relevant IRS regulations.

## **Watershed Map – Attachment**

### **1. Should the map be color or black and white?**

Color is better and preferred by reviewers, as long as it is clearly readable. Black and white should be used only if it is clearly readable – you should test copy to make sure the black and white map copies clearly.

### **2. Should the map show only the conservation district boundaries or should we show the County boundaries?**

If there is a difference both should be shown on the map.

### **3. Do you recommend a website to for maps?**

Yes, Oregon Explorer Natural Resources Digital Library site offers a mapping tool. The site also offers a general guidance document.

<http://oregonexplorer.info/mappingtools/maps.aspx?Res=16241>

### **4. There are education projects numbered on the example watershed map, do you want education projects on the map?**

No, do not number education, technical assistance, monitoring or assessment projects on the watershed map. The application only asks you to show the restoration projects listed in Question 30 on the map. The map is intended to show and describe the key features of your watershed to our reviewers. Extra information on the map may interfere and may hurt you more than help you.

### **5. Can we submit multiple maps if we can't fit everything onto one map?**

We recommend that you submit only one map that is not too detailed. If there are multiple councils involved in the application, you may submit separate maps for each council.

### **6. Can we submit an 11 x 17 watershed map that is folded?**

No, that would cause problems in copying the applications for the reviewers. Please submit one 8 ½ x 11 map.

## **Council Member List – Attachment**

### **1. When attaching a list of council members, do we need to list the members' names?**

The list should include the names and affiliations (organizations or interests represented) of your Council's Board members. You don't need to list the names of your council's advisory committee members.

### **2. Should we attach lists for all councils included in an umbrella council?**

Yes, provide a list of Board members for the coordinating council and for all member councils.

## **Evaluation Criteria**

### **1. What are "contextual questions" and how are they used in evaluating the application?**

All of Section 2, questions 6-13 is contextual for 3b and 6b. Special circumstances questions 27-29 are contextual for 1b, 3, 5, 7 and 8. 31 is contextual. "Contextual" means that your responses provide context for how reviewers score other questions. Contextual questions are not scored in and of themselves. The answers to contextual questions help reviewers understand your organization and why things have or have not happened. For example, a council that has a certain number of staff hired on a continual basis should be able to accomplish more projects. On the other hand, a council that had staff turnover that took 6 months to hire, will have delays in accomplishments.