



Dos and Don'ts of Successful OWEB Applications

Restoration & Technical Assistance

Helpful Hints for Webinar Participation:

- ❖ *For optimal viewing, use the iLinc client instead of browser version.*
- ❖ *Choose “call me” and enter your phone number when you first log into iLinc.*
- ❖ *If your phone connection drops, just call back.*
- ❖ *The webinar is best viewed on full screen. If using a laptop, hook up to a monitor.*
- ❖ *Turn off screen savers.*
- ❖ *Use a landline instead of a cell phone. If you have to use a cell phone, keep it muted.*
- ❖ *Electronically raise your hand to ask a question over the conference line. We will unmute your line and invite you to ask your question. Be sure and lower your electronic hand after your question or we will keep calling on you.*

For more detailed instructions, refer to the attachment that was included in the latest .gov email sent out Tuesday afternoon.

Continuous Improvement Goals at OWEB

- ❖ Improving Customer Service & Satisfaction
- ❖ Assuring Responsible Investments in Oregon
- ❖ Beginning Development of Training Process
 - *Incremental changes*
 - *Request feedback to improve the process*
 - *Webinars serve as an interactive dialog*

Today's Webinar will cover:

Five main topic areas:

- 1. Top Ten Budget Errors**
- 2. Make Better Maps**
- 3. Photos tell the Story**
- 4. What about Metrics?**
- 5. Competitive Applications**

Top Ten Budget Errors

- 1 Project Activities lumped under one line item
- 2 Activities not listed under Correct Budget Categories
- 3 Salaries, Wages and Benefits lack detail and include non-personnel
- 4 Equipment Costs and/or Rental
- 5 Altered Budget Forms/ Incorrect totals

**Section IV
WATERSHED RESTORATION BUDGET**

Totals automatically round to the nearest dollar *Add additional lines, if necessary.*

A	B	C	D	E	F	G	
Itemize projected costs under each of the following categories:	Unit Number (e.g., # of hours)	Unit Cost (e.g., hourly rate)	OWEB Funds	Cash Match	In-Kind Match	Total Costs (add columns D, E, F)	
SALARIES, WAGES AND BENEFITS. List position titles, include only costs of employees charged to this grant.							
Project manager							
ODEW fish biologist	90	\$45.00	3,500		1,500	5,000	
			1,050		3,000	4,050	
			4,550	0	4,500	9,050	
CONTRACTED SERVICES. Labor, supplies, and materials to be provided by non-staff for project implementation.							
Bridge installation	1	65,000	55,000	10,000		65,000	
Riparian planting	1	35,000	35,000			35,000	
			90,000	10,000	0	100,000	
TRAVEL. Mileage, per diem, lodging, etc. Must use current State of Oregon rates.							
contractor mileage/per diem	12 days	\$72	500	364		864	
Watershed Coordinator	250 miles	\$0.57	143			143	
			643	364	0	1,007	
MATERIALS/SUPPLIES. Refers to items that are "used up" in the course of the project. Costs to OWEB must be directly related to the implementation of this grant.							
Bridge	1	35,000	15,000	20,000		0	
Plants	230	2	460			0	
			15,460	20,000	0	0	
EQUIPMENT/SOFTWARE. List portable equipment costing \$300 or more per unit. Must remain property of a governmental entity, tribe, watershed council, SWCD, institution of higher learning or school district.							
Shovels	10	80	800			800	
GPS unit	1	300	300			300	
			1,100	0	0	1,100	
OTHER. Costs must be necessary and reasonable for successful completion of this grant.							
Excavator (contractor)	50	50	1,500		1,000	2,500	
			1,500	0	1,000	2,500	
[Add all subtotals, (1-6) above]			CATEGORY TOTALS (7)	113,253	30,364	5,500	113,657
GRANT ADMIN. Not to exceed 15% of Category Totals (7) Funds. Compute by multiplying by 0.15 or less. See the January 2014 Budget Categories Definitions at http://www.oregon.gov/OWEB/forms/2014-01budget_category_defs.pdf for eligible costs. Indicate which billing method will be used for this grant by checking one appropriate box.							
<input type="checkbox"/> direct cost billing							
<input type="checkbox"/> direct cost allocation							
<input type="checkbox"/> indirect costs (if checked, attach copy of the Federal Indirect Cost Negotiation)			35,000			35,000	
			35,000	0	0	35,000	
POST-GRANT. Pre-paid costs (\$3,500 or less) that are associated with either post implementation status reporting or effectiveness monitoring or plant establishment costs. List each separately.							
Post-Implementation Status Reporting (\$3,500 or less)	3/yr	1000	3,000			3,000	
Effectiveness Monitoring (\$3,500 or less)	/yr					0	
Plant Establishment (\$3,500 or less)	5/yr	250	1,250			1,250	

Top Ten Budget Errors, *continued*

6

Logs and Rock reimbursement for landowners

7

Request for reimbursement for non-eligible expenses

8

Grant Administration errors

9

Check your math! Check it again, then have someone else check your math!

10

Check your match – minimum 25% of OWEB ask

Section IV WATERSHED RESTORATION BUDGET

Totals automatically round to the nearest dollar Add additional lines, if necessary.

A	B	C	D	E	F	G
Itemize projected costs under each of the following categories:	Unit Number	Unit Cost	OWEB Funds	Cash Match	In-Kind Match	Total Costs
	(e.g., # of hours)	(e.g., hourly rate)				(add columns D, E, F)
SALARIES, WAGES AND BENEFITS. List position titles, include only costs of employees charged to this grant.						
Project manager						
Executive Director	320	25	3,500		1,500	5,000
	40	45			1,800	1,800
SUBTOTAL (1)			4,550	0	4,500	6,800
CONTRACTED SERVICES. Labor, supplies, and materials to be provided by <i>not staff</i> for project implementation.						
Instream habitat construction	1	65,000	55,000	10,000		65,000
contractor mileage/per diem	12 days	\$72	500	364		864
ODFW fish biologist (fish salvage)	90	\$45.00	1,050			1,050
Root wads (landowner)	80	500	40,000		3,000	43,000
Riparian plants	350	2	700			700
Rock	45 yds	95	4,275			4,275
gravel (landowner)	500 yds	55	27,500			27,500
Riparian planting	1	35,000	35,000			35,000
SUBTOTAL (2)			124,025	10,364	3,000	177,389
TRAVEL. Mileage, per diem, lodging, etc. Must use current State of Oregon rates.						
Watershed Coordinator	250 miles	\$0.57	143			143
SUBTOTAL (3)			233,193	10,728	0	243,921
MATERIALS/SUPPLIES. Refers to items that are "used up" in the course of the project. Costs to OWEB must be directly related to the implementation of this grant.						
Work boots	5	150	750			750
fencing (used)	1500'	2	3,000			3,000
SUBTOTAL (4)			3,750	0	0	3,750
EQUIPMENT/SOFTWARE. List portable equipment costing \$300 or more per unit. Must remain property of a governmental entity, tribe, watershed council, SWCD, institution of higher learning or school district.						
GPS unit	1	300	300			300
ATV	1	3,000	3,000			3,000
Sprinkler system	1	2,500	2,500			2,500
SUBTOTAL (5)			7,800	0	0	7,800
OTHER. Costs must be necessary and reasonable for successful completion of this grant.						
Equipment rental (excavator - 350 hp)	150	130	19,500			19,500
SUBTOTAL (6)			19,500	0	0	19,500
[Add all subtotals, (1-6) above] CATEGORY TOTALS (7)			311,343	24,092	5,500	340,935
GRANT ADMIN. Not to exceed 15% of Category Totals (7) Funds. Compute by multiplying by 0.15 or less. See the January 2014 Budget Categories Definitions at http://www.oregon.gov/OWEB/forms/2014-01budget_category_defs.pdf for eligible costs. Indicate which billing method will be used for this grant by checking one appropriate box.						
<input checked="" type="checkbox"/> direct cost billing						
<input type="checkbox"/> direct cost allocation						
<input type="checkbox"/> indirect costs (if checked, attach copy of the Federal Indirect Cost Negotiation)			50,000			50,000
SUBTOTAL (8)			50,000	0	0	50,000
POST-GRANT. Pre-paid costs (\$3,500 or less) that are associated with either post implementation status reporting or effectiveness monitoring or plant establishment costs. List each separately.						

Section IV
WATERSHED RESTORATION BUDGET
Add additional lines, if necessary.

Totals automatically round to the nearest dollar						
A	B	C	D	E	F	G
Itemize projected costs under each of the following categories:	Unit Number	Unit Cost	OWEB Funds	Cash Match	In-Kind Match	Total Costs (add columns D, E, F)
	(e.g., # of hours)	(e.g., hourly rate)				
SALARIES, WAGES AND BENEFITS. List position titles, include only costs of employees charged to this grant.						6,000
Watershed Coordinator	240 hrs	\$25/hr	6,000			6,000
SUBTOTAL (1)						6,000
CONTRACTED SERVICES. Labor, supplies, and materials to be provided by <i>non-staff</i> for project implementation.						
Juniper removal, equipment (excavator)	2,246 ac.	\$240/ac	258,589	180,000	100,451	539,040
Juniper removal, chainsaw	265 ac.	\$90/ac	13,850		10,000	23,850
Spring development	8 springs			3,000		4,320
Equipment (excavator)	36 hours	\$120/hr			960	960
Labor	64 hrs/site	\$15				4,000
Supplies & materials						800
2" pvc pipe & supplies	2000'	\$2/ft	4,000			6,400
spring box	8	\$100/ea	800			5,600
Troughs - aluminum 800 gal	8	\$800/ea	3,000	3,400		76,960
protective fencing - spring site	2,800	\$2/ft	2,400	3,200		123,500
Weed control (landowner)	1,924 ac.	\$40/ac	2,500	120,000	1,000	288,139
Seeding (landowner)	1,764 ac.	\$70/ac	2,500	120,000	1,000	379,120
SUBTOTAL (2)						118,171
TRAVEL. Mileage, per diem, lodging, etc. Must use current State of Oregon rates.						364
Watershed Coordinator	650 miles	\$0.57/mile	364			364
SUBTOTAL (3)						364
MATERIALS/SUPPLIES. Refers to items that are "used up" in the course of the project. Costs to OWEB must be directly related to the implementation of this grant.						
Hand seeder (council)	1	90	90			90
GPS unit	1	\$250	250			250
SUBTOTAL (4)						340
EQUIPMENT/SOFTWARE. List portable equipment costing \$300 or more per unit. Must remain property of a governmental entity, tribe, watershed council, SWCD, institution of higher learning or school district.						
SUBTOTAL (5)						
OTHER. Costs must be necessary and reasonable for successful completion of this grant.						
D6 cat - equip use (landowner)	200 hrs	\$90/hr			18,000	18,000
Drill - equip use (landowner)	200 hrs	\$40/hr	8,000			8,000
SUBTOTAL (6)						18,000
SUBTOTAL (7)						302,843
[Add all subtotals, (1-6) above] CATEGORY TOTALS (7)						379,120
GRANT ADMIN. Not to exceed 15% of Category Totals (7) Funds. Compute by multiplying by 0.15 or less. See the January 2014 Budget Categories Definitions at http://www.oregon.gov/OWEB/forms/2014-01budget_category_defs.pdf for eligible costs. Indicate which billing method will be used for this grant by checking one appropriate box.						
<input checked="" type="checkbox"/> direct cost billing		<15%				35,000
<input type="checkbox"/> direct cost allocation			35,000			35,000
<input type="checkbox"/> indirect costs (if checked, attach copy of the Federal Indirect Cost Negotiation				0	0	0
SUBTOTAL (8)						35,000
POST-GRANT. Pre-paid costs (\$3,500 or less) that are associated with either post implementation status reporting or effectiveness monitoring or plant establishment costs. List each separately.						

Budgets, *continued*

A good example of an easy to review budget – and fiscal likes it, too!

- Line items are in correct categories
- Good detail in descriptions
- Unit number/unit cost noted
- Rates seem viable
- Match is covered
- Grant admin type is marked and is within 15% cap

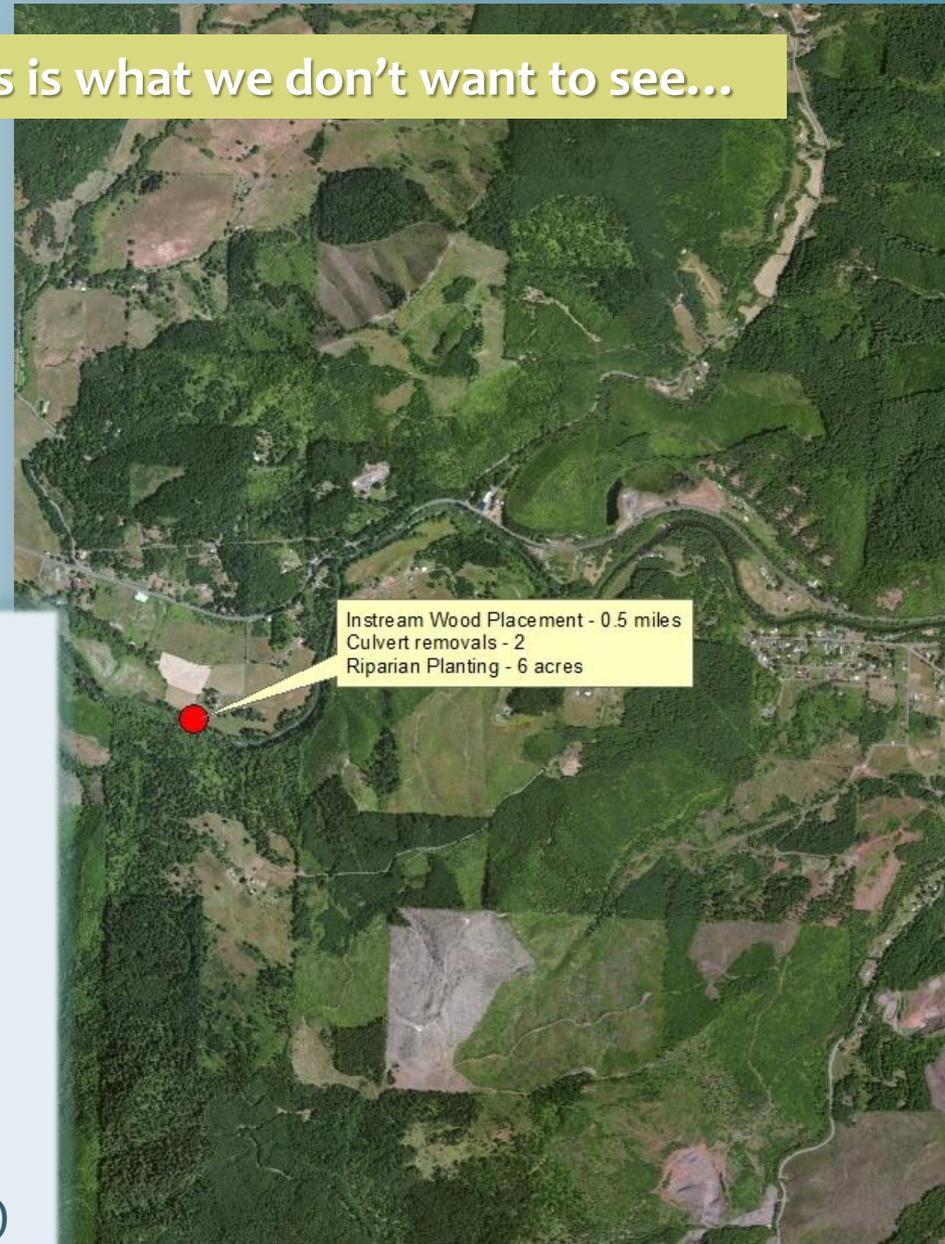
Make a Better Map

A minimum of two maps are needed with each application:

1. Location Map
2. Project Component Map(s)

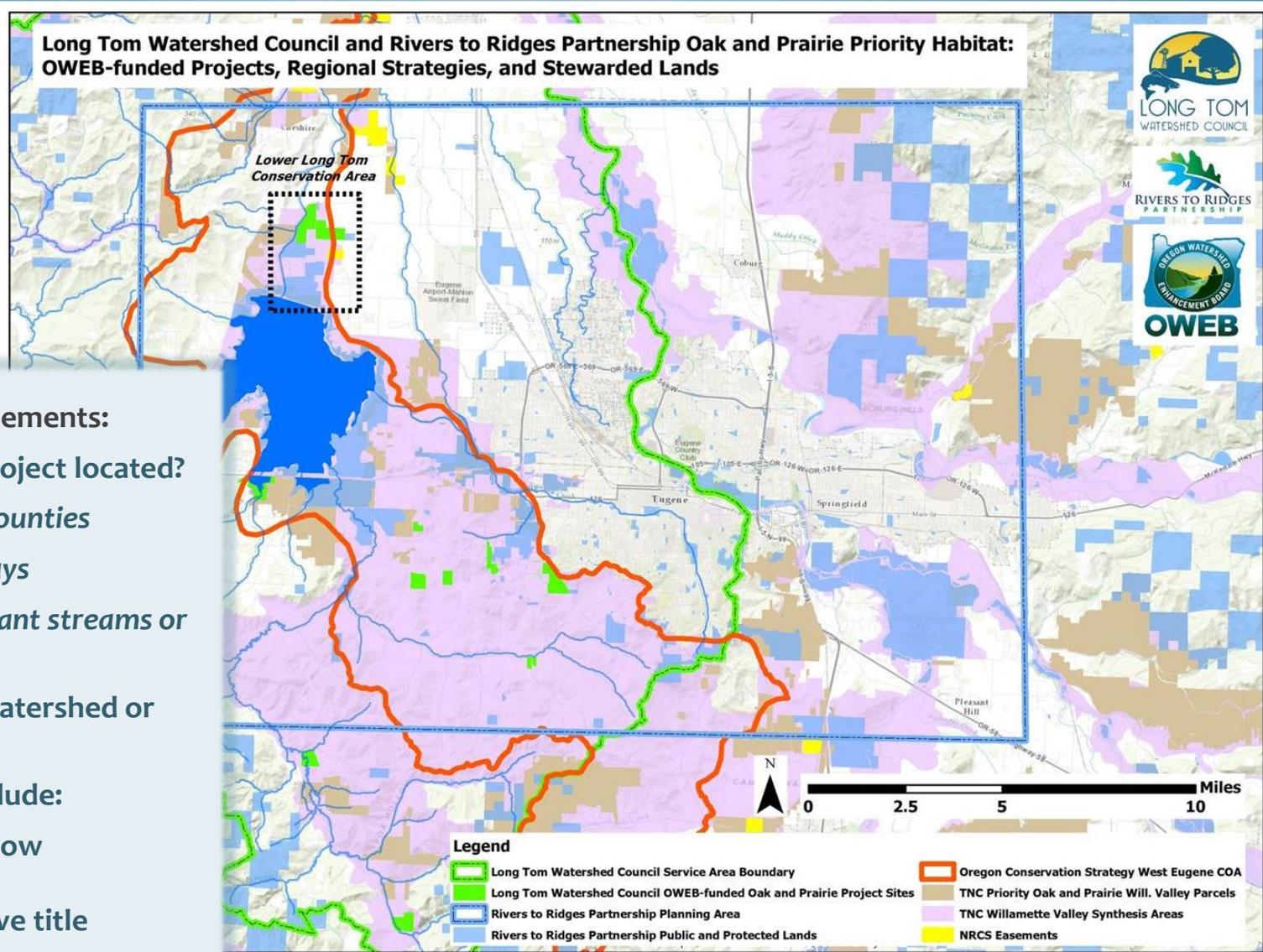
- Title not descriptive
- Map scale is too small to show exact location of project activities
- Activities are not represented separately
- No graticule or lat long center point
(*can't locate it within the state*)
- No north arrow
- No scale bar
- No ancillary information (road names, ownership, stream names, counties, cities etc)
- Don't know when or who created the map

This is what we don't want to see...



Location of Restoration Project

Make a Better LOCATION Map



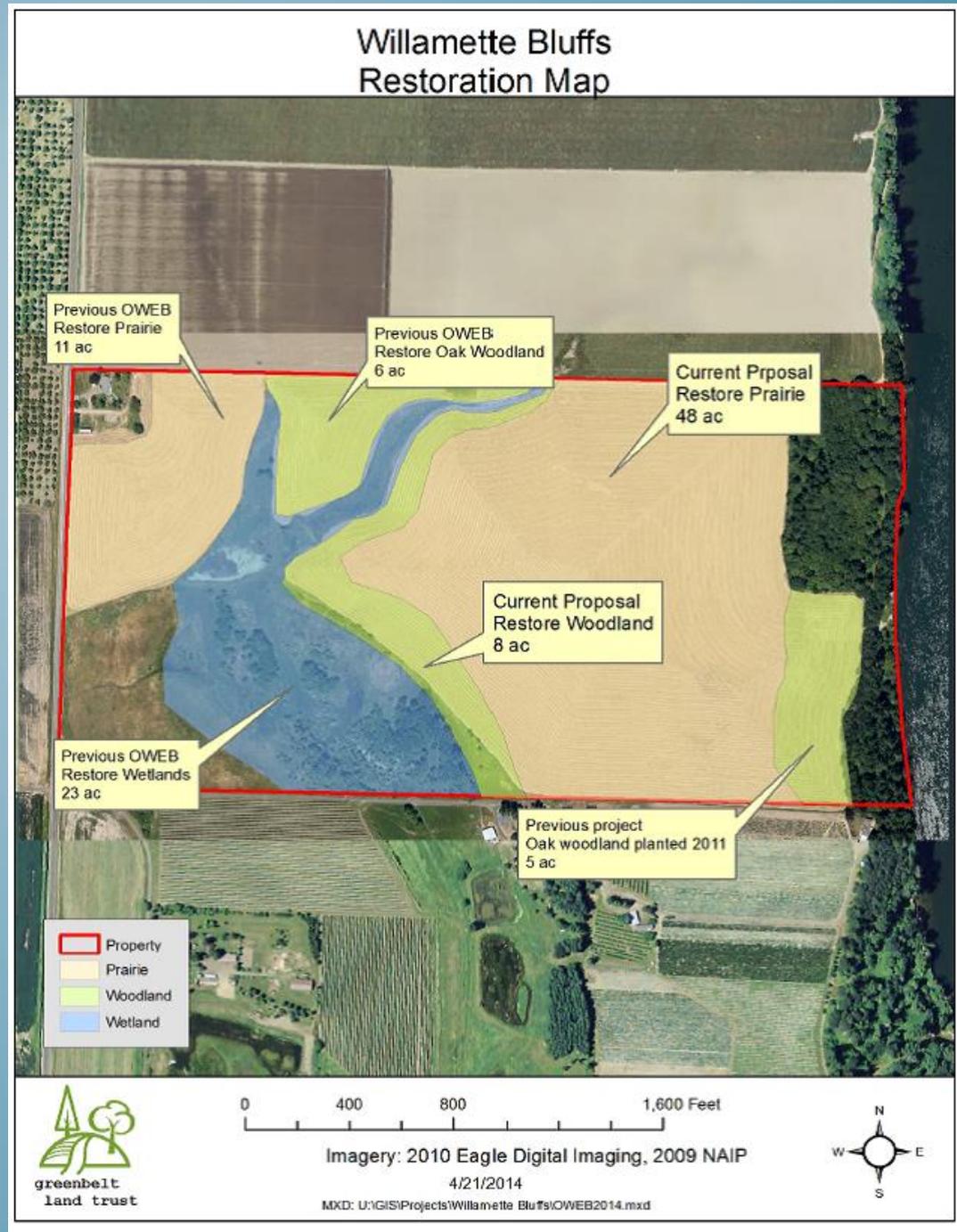
Location map key elements:

- ✓ Where is the project located?
 - Note cities/counties
 - Note highways
 - Note significant streams or landmarks
- ✓ Where in the watershed or subwatershed?
- ✓ Be sure and include:
 - North arrow
 - Scale
 - Descriptive title
 - Legend

Make a Better PROJECT Map

Project components map key elements to include:

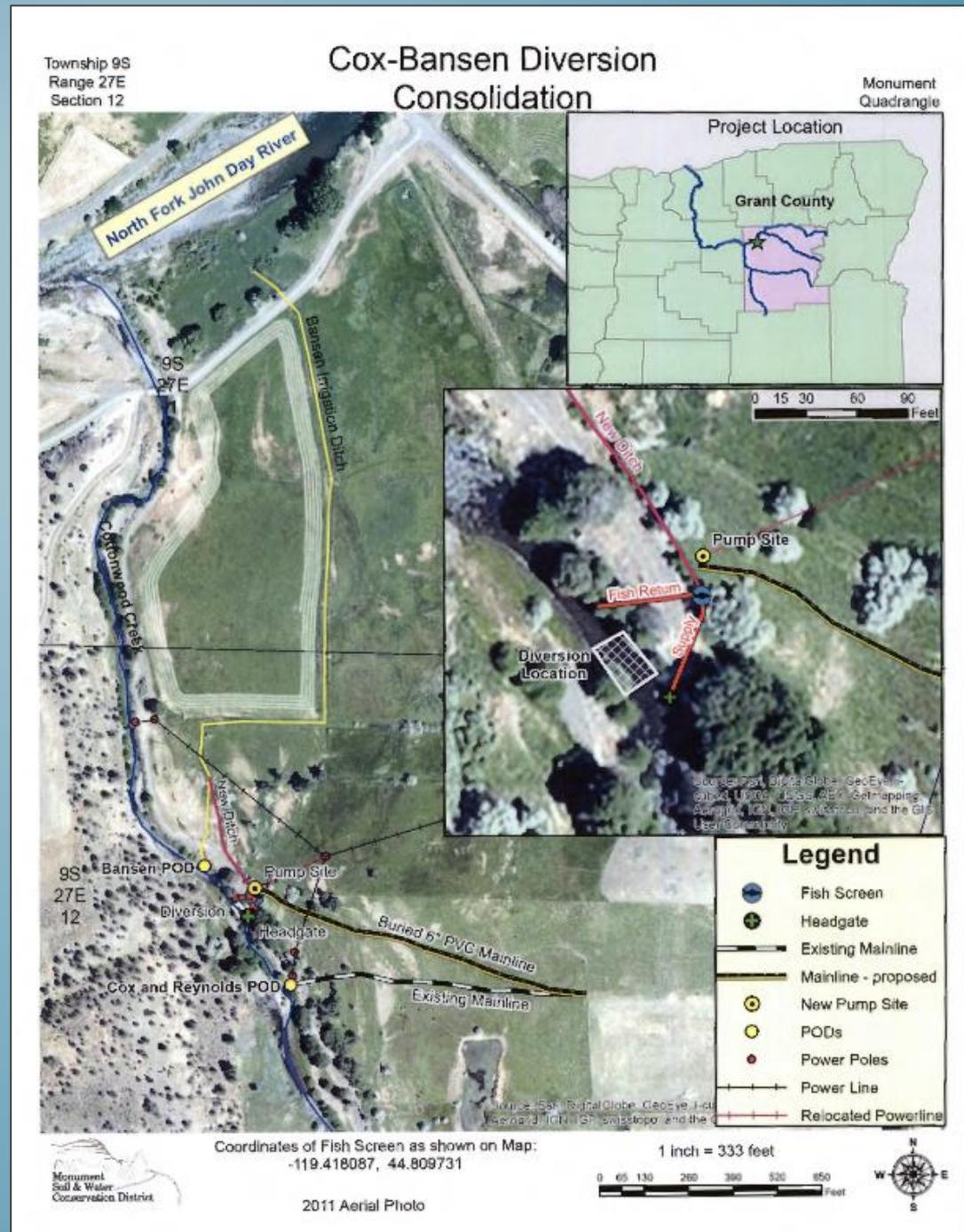
- ✓ Project name
- ✓ Individual components clearly identified
- ✓ A map clearly showing each project site or component
- ✓ Scale & north arrow
- ✓ Legend
- ✓ Lat/Long
 - Decimal degrees either as a center point or a graticule
- ✓ Appropriate background
 - Aerial photo
 - Topo
- ✓ Ancillary info, ownership, sage grouse leks, etc.



Make a Better PROJECT Map

Project components map key elements to include:

- ✓ Project name
- ✓ Individual components clearly identified
- ✓ A map clearly showing each project site or component
- ✓ Scale & north arrow
- ✓ Legend
- ✓ Lat/Long
 - Decimal degrees either as a center point or a graticule
- ✓ Appropriate background
 - Aerial photo
 - Topo
- ✓ Ancillary info, ownership, sage grouse leks, etc.



Photos tell the Story



12/08/2014



Photos tell the Story, *continued*

Make sure your “before” photos submitted with the application tell the story of the proposed project.

And, so you can easily duplicate these photos at the completion of the project, make sure you note:

- *accurate GPS points,*
- *description of how you got to the site,*
- *date you took the photo, and*
- *direction of the photo shot.*

There are many camera apps that enable you to document all relative aspects of your photos so going back in the future doesn't become an issue. The one shown here is *Geocam* from *Sitis*.

215-6049

Appendix B-3

WHEELER Butte Ck. Culvert #1 XKP00108.jpg
Soil & Water Conservation District 5/22/2013 3:14 PM
2013:05:22 10:14 UTC

45943-45947 John Day Highway, Fossil, OR 97830, USA

Latitude	Longitude	Altitude	Azimuth	Pitch	Roll
N44.956341°	E120.138576°	932m	129°	22°	0°





Downstream end of culvert. Culvert is 30". The downstream end of the culvert is perched over 4 feet high; quite possibly a passage barrier.

Herb Winters	5/23/2013 7:15:32 AM
GeoView 1.10.12070.0006	

Photos do tell the Story

BEFORE



These photos had captions that linked them to units on the project map.

Very helpful in both reviewing the application (before) and completion reporting (after).

AFTER



For more information on how to take photopoints, go to the OWEB website for the publication, *OWEB Guide to Photo Point Monitoring*

http://www.oregon.gov/OWEB/docs/pubs/photopoint_monitoring_doc_july2007.pdf

Why Metrics?

Metrics are an important aspect of OWEB's tracking accomplishments.

OWEB is also required to report to NOAA on both proposed and completed project activities.

Common errors found in the metrics section in restoration and technical assistance applications:

1. **Percentage cost by habitat type doesn't add up to 100%**
2. **Metrics are included that are not a component of the proposed OWEB project.** e.g. CREP accomplishments when CREP is not a part of the funded project or reporting metrics representing all phases of a multiphase project rather than the phase being funded by the OWEB grant
3. **Metrics don't match up with other sections of the application.** e.g. project summary, project description (R3), the budget.
4. **Metrics are included for expected outcomes rather than the restoration components proposed in the application.** e.g. Enhancing wetlands when project actions are simply bank pull-back so stream can access floodplain. Reporting enhancing channel configuration or connectivity to off-channel habitat when the project actions are simply installing large wood and/or boulder structures.
5. **Planting and/or noxious weed treatment is included on the metrics form for projects that include rehabilitation following restoration actions.** These actions would be considered as components of the larger restoration component. e.g. seeding after installing a culvert.

For questions related to metrics and how to properly fill out that part of the application, contact Cecilia Noyes at (503) 986-0204

Section II
PROJECT INFORMATION

1. **Abstract.** In approximately 200 words, 1) identify the project location, 2) state the watershed issue or problem to be addressed, 3) the proposed solution including the area or other measurable units to be treated, 4) any proposed effectiveness monitoring, and 5) how OWEB funds will be used.

The project site is located 25 miles north of Happy Land on highway 987. Lovely Creek and Coho Creek are severely scoured and bedrock dominated with little to no habitat complexity necessary for salmonid survival. There is little woody debris within the stream channel with very few spawning sites, summer rearing or winter refuge present. The proposed solution is to place 76 log and/or boulder habitat enhancement structures on 4.5 miles of Lovely and Coho Creek. The structures will reconnect the stream channel with the floodplain, create wetlands, and trap gravel and woody debris to create spawning beds, complex pools and additional winter refuge opportunities. OWEB funds will be used for personnel costs, contracted services and administrative expenses.

Metrics don't match up with other sections of the application

Example of Metrics, misaligned

R3. Project Description

Using the table below, provide a description of the project that describes the restoration activities to occur (e.g., direct flow, remove 36" culvert, construct free spanning bridge, place 12 three log clusters between RM 44 and 52, etc.), including a description of the methodologies (e.g., juniper – burning or cutting; tree release – manual or herbicide; etc.) and the equipment planned for use. In addition, describe any Project Management functions/activities necessary to implement the project (e.g., acquire permits or landowner approval; solicit bids, award contracts, etc.). The degree of detail should match the project complexity and technical difficulty to allow for full evaluation of technical viability. For projects involving multiple sites, be sure to identify and describe them separately, as appropriate. This is not the place to describe the benefits of the project, but rather the specific elements of the proposed project. You may add narrative in addition to the table.

Project Element	Proposed Action
<i>Restoration Activity</i>	
The placement of 76 log and/or boulder habitat restoration structures on 4.5 miles of Lovely and Coho Creeks	<ul style="list-style-type: none"> There will be 80 new structures with half of them receiving LWD and boulders and half being strictly LWD sites. Six sites already exist but require additional boulders or logs to make them functional. All key logs will be at least two times the active channel width of the stream, with an 18 inch minimum diameter at the small end.

Instream Habitat: *Projects that are designed to improve instream habitat conditions.*
Check all proposed activities.

<input checked="" type="checkbox"/> Channel reconfiguration and connectivity (e.g., creating instream pools, meanders, improving floodplain connectivity, off-channel habitat, removal or alteration of levee or berm, removal of sediment)	<input checked="" type="checkbox"/> Spawning gravel placement
<input checked="" type="checkbox"/> Channel structure - large wood placement	<input type="checkbox"/> Plant Removal/control (instream) List scientific names of plants _____
<input checked="" type="checkbox"/> Channel structure - boulder placement	<input type="checkbox"/> Beaver introduction
<input checked="" type="checkbox"/> Channel structure placement (other than large wood or boulder placements), e.g., engineered structures or deflectors, barbs, weirs, etc.	<input type="checkbox"/> Carcass or nutrient placement: <input type="checkbox"/> salmonid carcass; <input type="checkbox"/> fish meal brick; <input type="checkbox"/> other nutrient
<input checked="" type="checkbox"/> Streambank stabilization through resloping and/or placing rocks, logs (e.g., revetments, gabions, barbs), or bioengineering on streambank	<input type="checkbox"/> Animal species removal (e.g. northern pike minnow, non-native fish, invasive animals)
	<input type="checkbox"/> Other (explain): _____

100% Estimate the percentage of total cost of the project applied to instream habitat activities

boulders will average 1.5 cubic yards and will comply with ODFW fish passage and placement guidelines.
and boulders will be placed using a track mounted excavator.

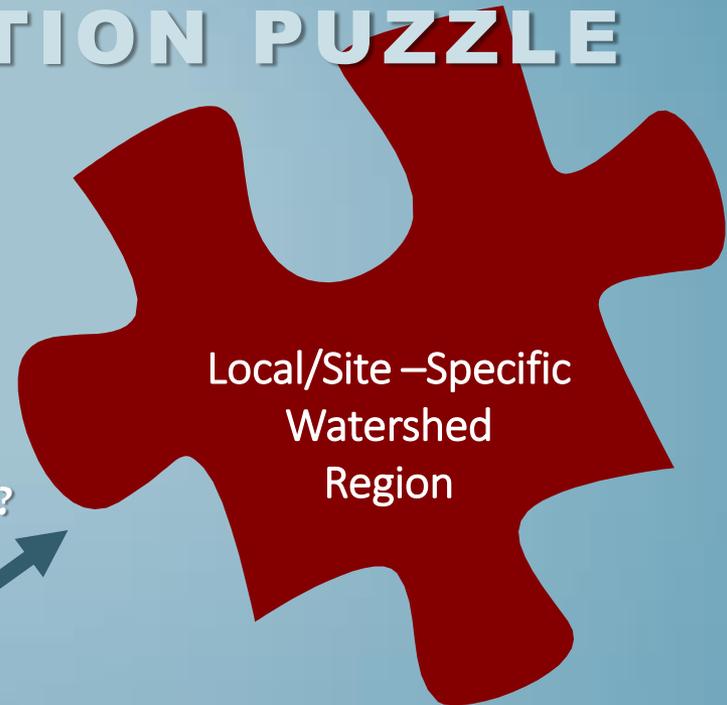
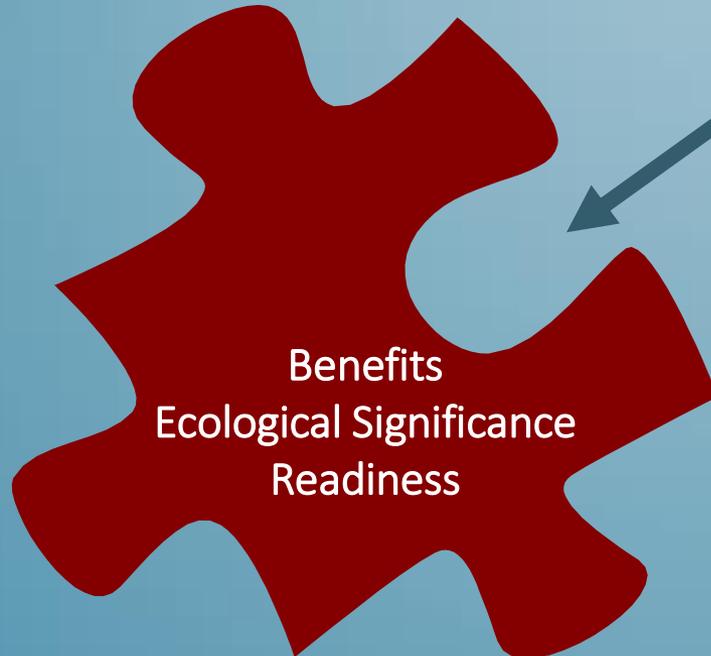
Metrics reported for expected outcomes from proposed actions, rather than the actual actions.

Qualities of a Competitive Application

THE RESTORATION PUZZLE

Building a Compelling Story

- *Why does your project need to happen?*
- *What problem is it solving?*
- *How did you identify this problem?*
- *Why is your solution the right approach?*
- *Who else wants the project to be implemented?*



Putting the Puzzle Together

- *Why here? Why now?*
- *What's at stake if your project does not move forward now?*
- *Why is the project important and urgent?*
- *Why does OWEB want to invest in your project now?*

Qualities of a Competitive Application, *continued*

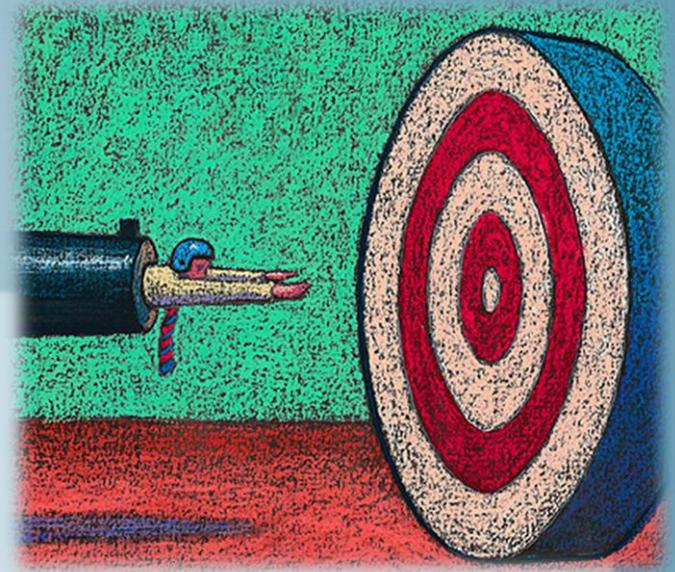
The Application

- **Prepare before you begin**
 - Read the entire application instructions
 - Review the budget category definitions
- **Answer the question as posed**
 - Don't skip it; don't talk around it; don't embellish
 - Abstract – follow the directions and accurately portray the OWEB portion of the project by describing it in no more than 200 words
 - Provide project components in units (e.g. miles, acres, feet)
 - Complete Planting and Effectiveness Monitoring sections and budgets
- **Proof your application and attachments, then do it again**
 - Make sure all the numbers match (acres/miles/number of logs, etc.) from the project abstract to the project description (R3), budget, maps and metrics
 - Be clear about what project components OWEB funds are being requested for
 - Use the application check list to assure you've included all required materials
 - Be proactive and include supplemental information as attachments.



Qualities of a Competitive Application

continued



Readability

- *Use clear, concise language*
- *Use white space and bullets*
- *Use subheadings to break up long and complex answers*
- *Again, proof read then recruit someone else to proof it*
- *Make sure the story and message is clear*
- *Recruit someone with numbers talent to check your budget*
- *Get a draft done early enough for your OWEB RPR to read and provide comments before you submit*

Qualities of a Competitive Application, *continued*

Don't Overstate or Understate the Benefits

- **If project is phased or part of a larger project** - You can include overall benefits, but be clear those are either happening in the future or being paid for by other funders/partners. Separate the detail by putting this information under a subhead.
- **Do your homework** - Make sure your information on species, ESA and watershed benefits is correct for the project area.
- **More is not necessarily better** - Focus on describing project benefits at appropriate scale and how project will truly impact the identified problem.



Conclusion

- Are there future topics you want to learn more about?
- We'd like to hear from you about today's webinar.
- If you have questions about today's presentation or want to provide feedback, please contact to:



Liz Redon, liz.redon@state.or.us, 503-986-0028

www.oregon.gov/OWEB