State of Oregon Department of Environmental Quality
Exhibit A:
Proposal Requirements – Columbia Slough Natural Resources Damage Fund

STATEMENT OF WORK

1. **Proposal/Project Requirements:** The potential Grantee will provide a proposal that contains the following:

- Monies must be spent in the Columbia Slough Watershed, preferably within the water channel or floodplain. Groundwater wetlands within the watershed may be considered.
- 25% match of funds or in-kind work is preferred(i.e. watershed council volunteer work or other grants)
- Meet priorities set in Appendix A
- Projects may *not* install Best Management Practices (BMP) to meet MS4 permit requirements
- Projects may *not* address routine maintenance or repair of existing on-site wastewater treatment systems
- Suggested project award amount is $100,000; however projects meeting multiple objectives, at DEQ's discretion, may be funded at a higher level, but may not exceed $200,000.
- Proposed project complies with statewide planning goals and is compatible with local comprehensive plans (ORS 197.180).
- Proposed project complies with Oregon Administrative Rule 695-005-0030(4) where "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.

2. **Proposal Process:**
- The potential Grantee will discuss with DEQ the potential project to determine project suitability.
- The potential Grantee will submit the substantive proposal requirements outlined in Appendix B to DEQ project manager.
- DEQ Project Manager(PM) will review proposal for completeness, relevance and accuracy
- DEQ PM will send out proposal, to one ODFW representative (through Agreement #081-10/I)) and other DEQ staff for a three week review period.
- DEQ PM will combine comments and determine how to proceed. Based on comments the PM will either go ahead and recommend/not recommend or work to clarify questions raised.
- Once final recommendation is decided, PM will notify manager for managerial approval of awarded projects.
- DEQ PM will then notify the potential Grantee once proposal is approved.
- DEQ PM will notify the DEQ business office to draft work agreement file on project.

3. **Project Completion:**
- The potential Grantee will complete project as written in the proposal. The groups will notify DEQ PM of any significant changes to the project. These changes may include scope or schedule.

4. **Reporting:**
- The potential Grantee will provide DEQ a final report within 3 months of project completion, containing but not limited to the following:
  - *Background of the Project*
  - *Description of the work performed*
  - *Description of the work and its context in the larger watershed*
  - *Descriptions of any changes made to the original proposal*
  - *Determination of whether the project was effective*
  - *Lessons learned and recommendations for future projects*
  - *Before and After photos of the project*

- For multi-year projects, an annual report, must be submitted to DEQ by the date the funds are awarded for each year during the life of the project. The annual report must include, but not limited to the following:
  - *Background of the Project*
  - *Description of work completed so far*
  - *Description of project timeline and ability to complete project as outlined*
  - *Photos of work completed so far, if any*

- Projects must be entered into OWEB's Oregon Watershed Restoration Inventory (OWRI) by funding recipient.

Appendix A. DEQ Priorities for Columbia Slough Natural Resource Improvement Projects

Priority Activity	Specific Location	Regulatory system	Natural Resource Improvement issue	Project Need	Priority
Habitat Improvement	Columbia Slough Watershed	Endangered Species Act/ ODFW listed species	Off-channel rearing for salmonids/lamprey Habitat improvement for listed wildlife	Riparian habitat connectivity **Hydrology** improvements i.e. floodplain connections, culvert barriers Fish and wildlife **Passage** issues **Toxic reduction** projects Obtain in-stream Water rights Riparian **invasive vegetation** management	1
Sediment Quality Improvement	Columbia Slough Watershed	CERCLA*	Reduction of metals, pesticides, PAH's, PCB's in sediments	**Source Control Improvements:** includes re-vegetation of riparian and wetland areas, stormwater management and erosion control **Enhancing Natural Recovery**: uptake of contaminants by vegetation and/or microbial processes **Hot Spot Remediation:** removal of sediments containing high levels of contaminants.	2
Water Quality Improvement	Columbia Slough Watershed	TMDL** Clean Water Act	Temperature, Bacteria, Dissolved Oxygen, Nutrients (phosphorus), pH, Sediment, Toxics (DDE/DDT, PCBs, Pb, Dieldrin, 2,3,7,8 TCDD)	**Riparian & In-channel restoration** (Re-vegetation of riparian and wetland areas, erosion control). **Toxic reduction** projects. Innovative (i.e., beyond MS4 permit requirements) storm water management Agriculture BMPs	3

CERCLA: Comprehensive Environmental Response, Compensation and Liability Act, commonly known as Superfund

**TMDL: Total Maximum Daily Load a regulatory term from the Clean Water Act*

Appendix B: Columbia Slough Natural Resource Damages Proposal

<div align="center">

Section I
PROPOSAL INFORMATION

Type in the information for Sections I and II.

</div>

Name of project:

DEQ funds requested: **Total cost of project**:

Project location:

   This project occurs at (check one):   ☐ **A single site**   ☐ **Multiple sites**

   Longitude, Latitude (e.g., -123.789, 45.613)

Applicant	Project Manager
Name:	**Name:**
Organization:	**Organization:**
Address:	**Address:**
Phone:	**Phone:**
Fax:	**Fax:**
Email:	**Email:**

Fiscal Agent	Landowner(s)
Name:	☐ **Public: Agency:**
Organization:	☐ **Private: Name(s):**
Address:	
Phone:	
Fax:	
Email:	

<u>CERTIFICATION:</u>

I certify that this application is a true and accurate representation of the proposed work for watershed restoration and that I am authorized to sign as the Applicant or Co-Applicant. By the following signature, the Applicant certifies that they are aware of the requirements (*see Application Instructions*) of an ODEQ grant and are prepared to implement the project if awarded.

   Applicant Signature: _____   Date: _____

   Print Name: _____   Title: _____

   Co-Applicant Signature: _____   Date: _____

   Print Name: _____   Agency: _____

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 ODEQ funds will be used.

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

Funding Source Name the Partner and what their contribution is.	Cash	In-Kind	Secured (x)	Pending (x)	Amount/Value
ODEQ	$	$	☐	☐	$
Landowner:	$	$	☐	☐	$
	$	$	☐	☐	$
	$	$	☐	☐	$
	$	$	☐	☐	$
	$	$	☐	☐	$
	$	$	☐	☐	$
	$	$	☐	☐	$
Total Estimated Funds (add all amounts in the far-right Column):					*$

*The total should equal the total cost of the project on page 1 of the application.

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

   If yes, explain:

4. **Attachments — Complete and attach to the back of your application.**

   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. **Provide maps on 8½″ x 11″** pages and include a legend.

   ☐ *Photographs: Provide photographs to aid in understanding the situation.

   Optional Attachments:

   ☐ Preliminary Project Designs: Provide sufficient detail to allow a reasonable evaluation of the proposal and of the effect of the project on the site. The preliminary design should include reference to appropriate standards and guidelines.

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.

R1. Contextual Overview

Provide the location and significance of the project including why that location was chosen, what watershed functions are to be addressed in the project and a brief explanation of the history of the issues leading to the project. Describe the project in the context of the landscape including the key water quality, water quantity, species, habitat, land use and resource management issues (physical or social) that are proposed to be addressed in that watershed.

R2. Problems to be Addressed

Provide information specific to the project: a) The specific problem(s) you are addressing; and b) the *root* cause(s) of the problem(s). This description should explain the watershed process or ecosystem function your project proposes to address. **DO NOT describe the project here; you will do so in question #R3.** You may add narrative in addition to the table.

Specific Problem(s)	Root Cause(s) of the Problem
Add rows as needed	

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
Restoration Activity	
Add rows as needed	
Project Management Activity	
Add rows as needed	

R4. Project Objectives

What are the proposed project objectives? Provide specific objectives based on the location, size and significance of the project and provide information on how the objectives could be evaluated. The measurements should be able to be reported to document successful implementation. **See the OWEB Application Instructions for the distinction between project objectives and achievement of goals, or contact DEQ grant coordinator.**

Project Element	Specific Objectives	Measure for Evaluation
Add rows as needed		

R5. Project Design

a) Provide a list of qualifications and experience you will require for the project designer. If a project design has been completed, identify the designer and what qualifications and experience they have.

b) Describe the design criteria used or proposed and how those criteria take into consideration natural events and conditions (e.g., culvert design to 100-year flood event, wood placement to readjust with higher than bankfull flows, cultivation to retain at least 75% stubble, 4-strand fence to allow for wildlife passage, etc.).

R6. Design Alternatives

Were alternative designs or solutions considered? ☐ **Yes** ☐ **No**

If yes, explain why the design or approach proposed was chosen. If no, explain why alternative approaches were not explored.

R7. Project Schedule

Use the table below to show the anticipated schedule for the project. Add or change the list of project elements to fit your project. **See the Application Instructions for clarification and an example.**

Project Elements	Start Date	End Date	Description
Permit Applications			
Materials Acquisition			
Bid Solicitation			
Contracting			
Construction			
Project Inspection			
Post Project Implementation Review			
Project Maintenance			
Add rows as needed			

R8. Other Related Conservation Actions

a) Explain how the project complements other efforts under way or completed in the watershed. Identify other restoration, technical assistance, monitoring, assessment or education projects, conservation actions and ecological protection efforts in the watershed and explain how this project relates to those actions.

b) If the project is a continuation of previously completed activities, describe the results of the previous project(s) and identify what you have learned from the implementation of similar project(s).

R9. Project Inspection

Identify who will inspect and sign off on the completed project.

Name of Person & Agency/Organization	Telephone Number or Email Address	Project Element to be Inspected
Add rows as needed		

R10. Project Maintenance and Reporting

Use the table below to document how the project will be maintained over time. State who will maintain the project. Identify their affiliation and provide contact information. In addition, please indicate who will conduct Post-Implementation. Status Reporting following project completion.

Name of Person & Agency/Organization	Telephone Number or Email Address	What will be done and for how long?
Add rows as needed		

R11. Budget Development

There are a number of assumptions used to develop any budget. This does not mean you must provide a line by line description of costs. Use this response to provide a clear understanding of what the budget estimate was based on.

a) Explain how costs were determined for the budget elements. Describe if contractor conversations, past projects or other cost figures were used for each major element of the budget. This is particularly important for lump sum elements in the budget. For project management costs describe the time and activities that would be involved.

b) If there are any unusual cost factors, explain them. For example, if the fencing costs are unusually high because of steep, rocky terrain and unroaded access, this is the place to explain the cost elements on the budget page.

Section IV
WATERSHED RESTORATION BUDGET
IMPORTANT: Read the application instructions. Attach additional lines, if necessary.

CAPITAL BUDGET *Totals automatically round to the nearest dollar

Itemize projected costs under each of the following categories.	A Unit Number	B Unit Cost	C In-Kind Match	D Cash Match Funds	E ODEQ Funds	F Total Costs
	(e.g., # of hours)	(e.g., hourly rate)				(add columns C, D, E)
PRE-IMPLEMENTATION. Must occur *after* the ODEQ grant agreement has been fully executed, unless it is a city or county charge for processing the Land Use form. ODEQ funds will be disbursed only upon receipt of all required permits and licenses.						
						0
						0
						0
SUBTOTAL (1)			0	0	0	0
PROJECT MANAGEMENT. Includes *staff or contractors* who coordinate project implementation. Line items should identify who will be responsible for project management and their affiliation.						
						0
						0
						0
SUBTOTAL (2)			0	0	0	0
IN-HOUSE PERSONNEL. Includes *only* Applicant employee costs and the portion of their time devoted to this project.						
						0
						0
						0
SUBTOTAL (3)			0	0	0	0
CONTRACTED SERVICES. Labor, supplies, and materials to be provided by non-*staff* for project implementation.						
						0
						0
						0
SUBTOTAL (4)			0	0	0	0
SUPPLIES/MATERIALS/EQUIPMENT. Supplies/Materials Refers to items that typically are "used up" in the course of the project. Costs to ODEQ must be directly related to on-the-ground work. Equipment Refers to items with a useful life of generally 2 years or more.						
						0
						0
						0
						0
SUBTOTAL (5)			0	0	0	0
CAPITAL SUBTOTAL [Add all subtotals, (1-5) above]			0	0	0	0

NON-CAPITAL BUDGET *Totals automatically round to the nearest dollar

EDUCATION/OUTREACH. Refers to informational and promotional activities associated with the project.						
						0
						0
						0

NON-CAPITAL SUBTOTAL(6)	0	0	0	0

FISCAL ADMINISTRATION *Totals automatically round to the nearest dollar

Not to exceed 10% of the Capital Subtotal (1-8) and the Non-Capital Total (9-10). 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 <u>for the ODEQ grant</u>, including final report expenses for the grant.

FISCAL ADMIN. Compute by adding the **Capital Subtotal** and **Non-Capital Total** and multiplying both by 0.10 or less.

				0
				0
SUBTOTAL (7)	0	0	0	0
CAPITAL SUBTOTAL (1-6)	0	0	0	0
CAPITAL TOTAL [Add the two Subtotals (11&12) to the Capital Subtotal from (1-8) above]	0	0	0	0

BUDGET TOTAL *Totals automatically round to the nearest dollar

BUDGET TOTAL **[Add Non-Capital Total and Capital Total, from above]**	0	0	0	0

Section IV Budget: Contact DEQ PM For excel version for automatic totaling, etc.