



INSTRUCTIONS FOR COMPLETING MONITORING 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 of the next application deadline, go to the website at

www.oregon.gov/OWEB

Oregon Watershed Enhancement Board

775 Summer Street NE, Suite 360

Salem OR 97301-1290

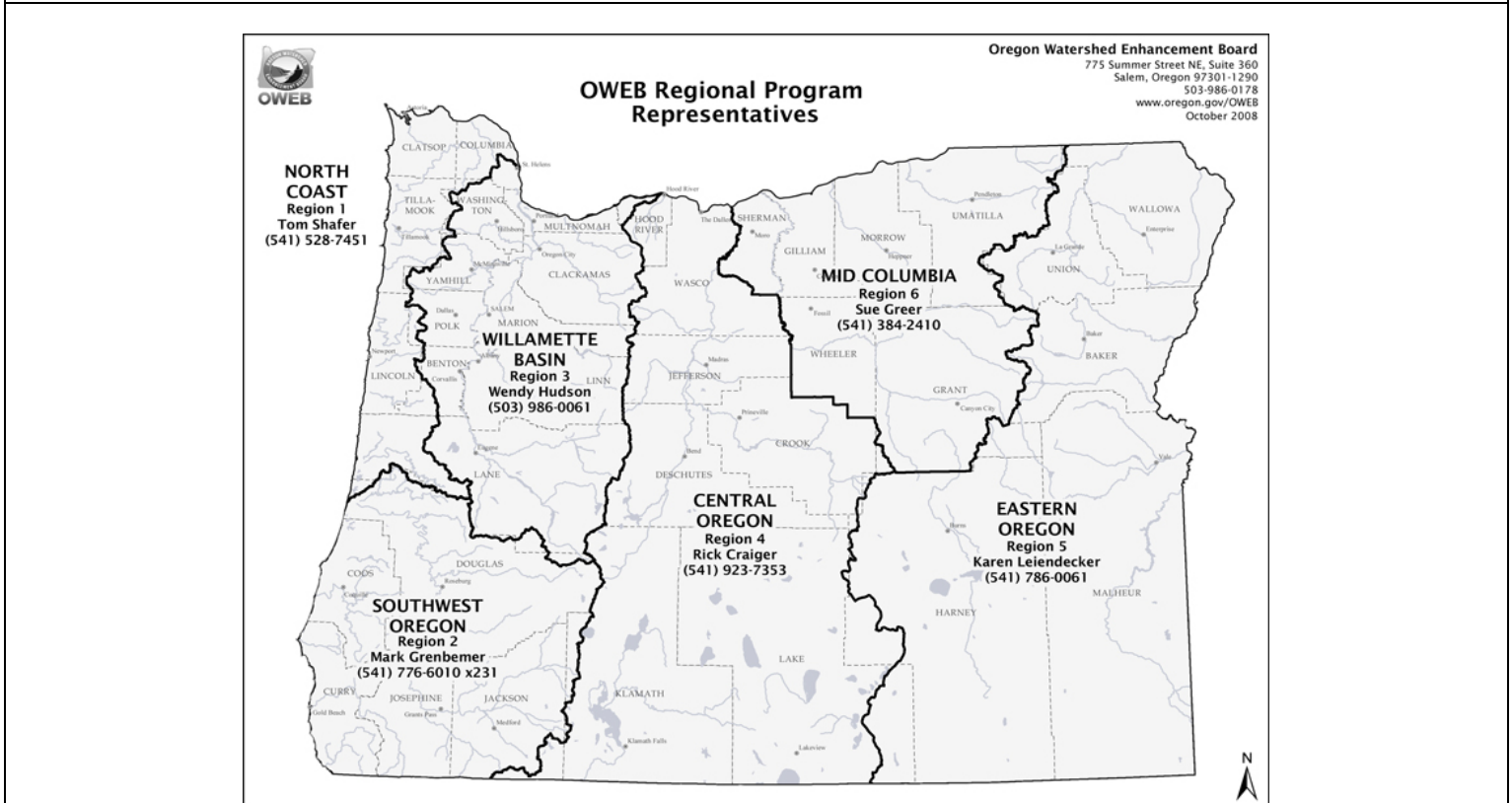
Phone: (503) 986-0178

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/staff/index.shtml

<p style="text-align: center;">North Coast</p> <p>Tom Shafer, Program Representative Oregon Watershed Enhancement Board 13408 E. Alsea Hwy. Tidewater, Oregon 97390 Phone: (541) 528-7451 Fax: Same as phone tshafer@peak.org</p>	<p style="text-align: center;">Willamette Basin</p> <p>Wendy Hudson, Program Representative Oregon Watershed Enhancement Board 775 Summer Street NE, Suite 360 Salem, Oregon 97301-1290 Phone: (503) 986-0061 Fax: (503) 986-0199 wendy.hudson@state.or.us</p>	<p style="text-align: center;">Mid Columbia</p> <p>Sue Greer, Program Representative Oregon Watershed Enhancement Board PO Box 880 Condon, Oregon 97823 Phone: (541) 384-2410 Fax: (541) 384-2430 sue.greer@state.or.us</p>
<p style="text-align: center;">Southwest Oregon</p> <p>Mark Grenbemer, Program Representative Oregon Watershed Enhancement Board 221 Stewart Avenue, Suite 201 Medford, Oregon 97501 Phone: (541) 776-6010 ext. 231 Fax: (541) 776-6262 grenbemer.mark@deq.state.or.us</p>	<p style="text-align: center;">Central Oregon</p> <p>Rick Craiger, Program Representative Oregon Watershed Enhancement Board 6574 NW Larch Dr. Redmond, Oregon 97756 Phone: (541) 923-7353 Fax: (541) 923-7131 SL00015@bendbroadband.com</p>	<p style="text-align: center;">Eastern Oregon</p> <p>Karen Leiendecker, Program Representative Oregon Watershed Enhancement Board PO Box 538 Enterprise, Oregon 97828 Phone: (541) 786-0061 Fax: (541) 426-6019 karenoweb@eoni.com</p>

Salem Office
Greg Sieglitz, Monitoring Program Manager
Oregon Watershed Enhancement Board
775 Summer Street NE, Suite 360
Salem, Oregon 97301-1290
Phone: (503) 986-0194
Fax: (503) 986-0199
greg.sieglitz@state.or.us



MONITORING 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 and B 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 SUMMARY

Complete this section.

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

Example (104 words):

Juniper is encroaching on sage grouse habitat and there are a number of sage grouse leks located within the project area. A Before-After-Control-Impact monitoring design will be implemented to monitor effectiveness of juniper removal on native vegetation reestablishment and the reduction in overland flow and upland erosion. Partners include five local landowners and ODF. OWEB funds will be used for staff time to monitor sites before juniper removal and at years 1, 2, and 5 after removal. OWEB funds will be used for monitoring equipment and for the creation of reports and the distribution of information to OWEB, ODF, and the local SWCDs.

2. **Was this application submitted previously?** Indicate "yes" if this is a re-submittal of an application previously submitted to OWEB, and provide the previous application number.
3. **Is this project a continuation of a previously OWEB funded 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. **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.**
5. **Have any conditions been placed on other funds?**
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.

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

***6. Salmon/Steelhead Populations Targeted and Expected Benefits to Salmon/Steelhead**

The information provided will be used to by OWEB to better meet federal and state reporting requirements. Completion of this section is required but will not be used to evaluate this application for funding.

If this project is not specifically designed to benefit salmon or steelhead, check the corresponding box and go to Question #7 on the next page of the application.

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 project will monitor both the physical and biological attributes for seven years at three adjacent artificially constructed alcoves on the mainstem Necanicum River. The intent of the project is to evaluate the benefits of alcoves to salmonids relative to construction cost and to quantify longevity of the alcoves relative to accessibility to the mainstem and alterations in rearing surface areas as a function of time.*
- b) *Salmon populations in the Scappoose Bay Watershed are in a critical condition. A limited amount of water quality monitoring has been conducted, but not on a watershed level. The applicant seeks to understand water quality and habitat concerns in the watershed to make effective decisions for protecting existing salmon populations. The applicant proposes to conduct watershed-wide monitoring, including baseline studies of areas in anticipation of future projects, and status and trends studies of changes in the watershed over time.*
- c) *The objective of the monitoring program is to describe biological, chemical, temperature, habitat and watershed condition status and trends of first through third order perennial streams in the Lower Columbia Basin. These streams are spawning and rearing habitat for coho, salmon and steelhead.*

If you have any difficulty answering the questions in Question #6, 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.

***7. Is the project identified as an essential or needed project in an assessment or recovery plan?**

If you answer yes, be sure to provide name of the document (author, date, title, source, source address). Please use Endnote citation format.

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

- *9. Is the project a part of a comprehensive monitoring strategy/program?** If you answer yes, be sure to provide the name of the strategy/program (author, date, title, source, source address). Please use Endnote citation format
- *10. Are other organizations cooperating with this project by concurrently conducting field work on other components of a Comprehensive Strategy/Program?** If yes, identify the number of organizations and list their names.
- *11. Estimate how many reports will be prepared by this project. This includes OWEB progress reports, monitoring reports or final reports as well as non-OWEB reports.**

12. Identify the type of monitoring proposed (check as many as apply).

- **Baseline:** Characterizing existing biota, chemical or physical conditions for planning of future comparisons.
Example 1: Survey a new stretch of stream for fish presence, absence, or distribution.
Example 2: Collect water quality data in a watershed to help inform future restoration project planning.
Example 3: Complete an invasive species survey to determine the extent of the problem and help to inform future restoration actions.
- **Implementation:** Monitoring to determine if a restoration project was implemented as planned.
Example 1: Was the culvert installed according to the design specifications and following all BMPs?
Example 2: Was juniper removal accomplished according to the plan? Were remnant and wildlife trees left, were the number of acres proposed to be treated actually treated, was follow-up seeding done where needed?
Example 3: Were the number, size, and location of wood placed according to the design?
- **Effectiveness:** Evaluating whether restoration actions had the desired effects on physical processes, habitat, or biota.
Example 1: Did pool area increase as a result of LWD placement?
Example 2: Did native grasses increase, did soil erosion decrease as a result of juniper removal?
Example 3: Is less water used to irrigate the field and did water quality in the adjacent stream improve as a result of upgrading the irrigation system?
- **Status and Trend:** Characterizes the condition (spatial variability) of physical or biological attributes across a given area and determines the changes in those conditions or biota over time.
Example 1: Abundance of fish in summer within a watershed and how that abundance changes over several spawning seasons.
Example 2: The distribution of an invasive species within a watershed and how that changes over time.
Example 3: The summer temperatures in a watershed and the changes in those temperatures seasonally and annually over a period of years.

13. Identify the parameters that will be measured (check as many as apply).

14. What is the format in which the data will be stored (check as many as apply)?

Section III

PROJECT INFORMATION

These essay questions and their answers are designed to step you and reviewers through a logical process of understanding and identifying the situation to discussing the proposed work 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 3 of the application instructions). Use a 12 pt type size to answer the questions and a 10-pt type size for the tables. Use bullets where appropriate. Use **bold face** and *italics* for emphasis only. If the project involves multiple sites, be specific for each. If the question is in parts (e.g., "a" and "b"), make sure you answer in parts.

M1. What is the present situation? Describe the issue or opportunity the project seeks to address.

All types of monitoring are eligible for OWEB funding. Perhaps work is proposed on a significant watershed resource, but current information in specific areas is lacking. In this situation, a project might be to collect data that will be used with future information once project work has occurred. Perhaps several watershed improvement projects have been done and monitoring needs to be designed and implemented to determine the individual and collective value of these investments. Describe other watershed monitoring that is occurring in the watershed area or with the watershed resource to be monitored and how those efforts will be integrated into the proposed monitoring plan to avoid duplicative efforts. Please identify if a recovery plan or assessment has identified the need for this type of data collection.

M2. What are you proposing to do? Supply sufficient detail to match the project's complexity and technical difficulty so that its technical viability can be evaluated:

Describe what you are planning to monitor and for what purpose. Describe the methods you will use to implement the monitoring plan. For example, "Seven instream temperature data loggers will be located throughout the watershed," "Macroinvertebrate sampling will be done three times at five sites," or "Water quality testing for turbidity, coliform and dissolved oxygen will be done at five sites on a monthly basis by juniors from Santiam High School," etc.

M3. What are the projects monitoring objectives? Tie monitoring objectives to watershed restoration objectives. If effectiveness monitoring is proposed, provide a specific hypothesis or monitoring question.

Monitoring should be undertaken only when it is clear what will be accomplished as a result of the effort and the use for the data has been clearly defined. Similarly, the development of the data should guide local efforts toward achieving locally identified objectives. Explain how the monitoring project will facilitate reaching local objectives and how it will guide watershed-wide management decision-making. If effectiveness monitoring is proposed, provide a specific hypothesis or research question, i.e., a testable statement regarding a natural process. An example might be, "We believe that this new best management practice, where applied, will adequately shade the stream and protect against stream temperature increases."

M4. Describe in detail and provide the citation for the protocols that will be used.

You must use a standard, current state or federal agency protocol for monitoring. Indicate what that protocol is; provide the citation for it, and why you believe it will provide the information needed in the most usable form. If you are not using a standard, current state or federal agency protocol, please provide justification for using the protocol you have selected. Examples of standard, current state or federal agency protocols include:

- EPA Environmental Monitoring and Assessment Protocol (EMAP)
- Water Quality Monitoring Technical Guide Book (OWEB)
- Oregon Riparian Assessment Framework (OWEB)
- Interpreting Indicators of Rangeland Health (BLM)
- Some Methods for Monitoring Rangelands and other Natural Area Vegetation (University of Arizona)

M5. Describe in detail the sampling design used to choose your sampling locations.

We want to know how you choose your sampling locations. Did you randomly or systematically choose sites, were sites chosen based on landowner permission or where restoration projects have occurred?

M6. Describe how the information to be gathered augments existing available data.

Too often, information is gathered that duplicates other information or is inconsistent with other information due to different collection protocols. For maximum efficiency, OWEB wants to know that the information to be collected will augment other existing data or other ongoing data collection efforts.

M7. Describe your quality assurance/quality control program and who will collect your data.

It is important for a monitoring program to have a quality assurance/quality control plan. Review the approach in the *Oregon Water Quality Monitoring* guide for guidance in writing your response. OWEB would also like know who will be collecting your data. Please identify if it will be students, volunteers, landowners, paid staff, tribes, agencies, or consultants.

M8. Other than a final report to OWEB, how else will the monitoring data collected through this project be used?

Often data are collected but not shared with other groups in the local area. Describe how these data could be shared with other groups that might be interested in the results or how monitoring results might be used in the development and implementation of future restoration projects. **You will be required to submit water quality data to DEQ's Volunteer Monitoring database and fish habitat and distribution data to ODFW's Natural Resource Information Management Program. Further details on this requirement will be provided if a grant is awarded.** Other examples of sharing final data include: writing and sharing the final report with ODF to inform future management decisions, habitat surveys will inform where new restoration projects should be implemented. Data can only be shared by those that want it. It does no one any good to distribute reports where not requested. Efforts should be made by the applicant to determine groups that might share an interest in the data to be collected. That is what we would want to know. Has the grantee considered who those entities might be, and if so, have they been contacted to see if they would cooperate in the project or would like to have access to the data when complete.

M9. What is the proposed schedule for the project (include start date, critical element dates, completion date, and monitoring schedule)?

Submit a schedule, showing each project element and its start and completion dates. Consider using a table for easy reference by reviewers.

M10. How many years is this monitoring program going to be conducted?

If this is an ongoing program, indicate the total number of years that the monitoring will be conducted.

M11. How will the success of the project be determined?

Discuss how you will measure the success of the project once completed.

M12. Please provide a detailed description of project location(s) where monitoring will occur. Please provide geographic coordinates and river miles whenever possible.

We recognize that monitoring projects often occur over a broad landscape, please provide a detailed description of the location(s) where monitoring will occur. Please identify all sites that you plan on monitoring. This should include hydrological unit codes or names (HUC), stream names and coordinates. A map of all sites is required. Providing only township, range and section information is **NOT** detailed enough. If you need guidance on obtaining the HUC, coordinates or creating a map, go to <http://www.oregon.gov/OWEB/GRANTS/projectlocationguidance.shtml>.

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.

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.

Use the form to document that you have sought the funding shown in Section II Question #4 (Project Partners) and on the budget page (Columns C and D). If you check the “Secured” box for any match funding source, you must provide either the signature of an authorized representative of the match source in the final Column, or attach a letter of support from the match funding source that specifically mentions the dollar amount you show in the **Dollar Value** column. Signatures/letters are not required for pending sources.

Public Record Certification Form (Attachment B 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 B 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 B in the application.

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.**

MONITORING GRANT BUDGET CATEGORIES AND DEFINITIONS

General OWEB Approach to Funding

The Oregon Watershed Enhancement Board offers these definitions for project development 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.

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

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

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

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

Production Costs

This budget category refers to informational and promotional activities associated with the project. Examples of eligible Production Costs include, but are not limited to:

Copying, printing	Postage/direct mail	Video/CD production
Film development	Publishing	Volunteer training
Interpretive signs	Related office supplies	Volunteer workshops
Kiosk development	Tours	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 monitoring 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	Digital cameras	Rain gauges
Brush cutter	GPS units	Scanner
Chain saw	Printer	Thermograph, plotter
Computer	Posthole digger	Weed trimmer

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 copies of all applicable permits and licenses from local, state, or federal agencies or governing bodies, or certify 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.

▶ Following project completion, you may be required to:

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