INSTRUCTIONS FOR COMPLETING
MONITORING GRANT APPLICATIONS

Revised
August 2006

**Grant applications may be submitted to OWEB at any time
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
http://www.oregon.gov/OWEB**

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775 Summer Street NE, Suite 360
Salem OR 97301-1290
(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:
http://www.oregon.gov/OWEB/staff/index.shtml

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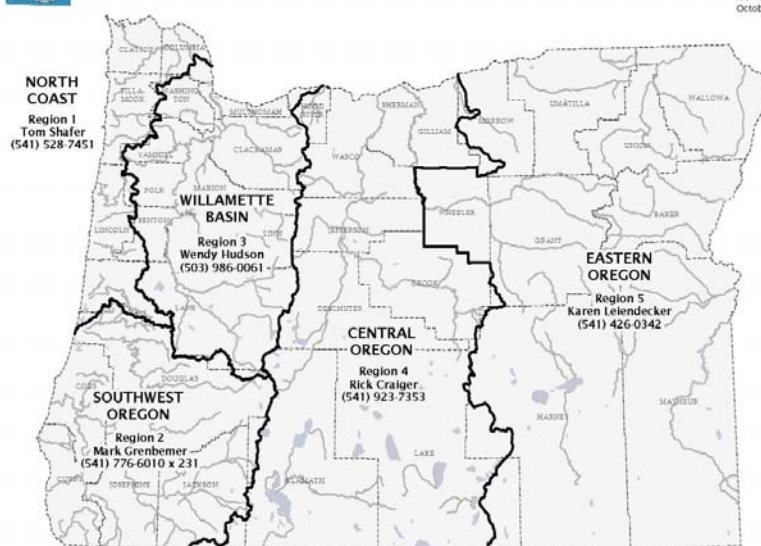Fax: (541) 923-7131
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OWEB Regional Program Representatives

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October 2006

MONITORING GRANT APPLICATION
INSTRUCTIONS

The application contains the questions and the forms to be completed. **Sections I and II should be completed using the space provided.** 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, *using additional sheets of paper as needed.* If any of the information requested on the application form cannot be supplied, be sure to include an explanation.

Please number your answers to correspond to the questions. Retype the questions immediately before your response. The budget, match funding, and legal requirements sheets must be attached to the application. **Please use 8½″ x 11″ paper, single spaced. All materials included with the application should be single-sided, unstapled, and unbound. Avoid color and other detail that will not photocopy clearly. If color is necessary, submit 25 copies. Multiple copies must be collated and stapled into separate packets for distribution to reviewers.**

All applications include an "Applicant Checklist." Use this list as an important cross-check to ensure that your application is complete. An incomplete application will jeopardize your application's review.

Section I
APPLICANT INFORMATION

Complete this section in the space provided. Do not exceed the page provided.

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., "Douglass Creek Monitoring — Phase I.")

OWEB dollars 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 watershed or watersheds in which the project will occur, and the county or counties. Identify the township, range, section (e.g., T2 R3 S13); if multiple TRS, include all. If available, provide the longitude and latitude for the project site.

Applicant Information: Name the applicant. The applicant can be any person, tribe, watershed council, soil and water conservation district, not-for-profit institution of higher education, school, community college, state institution of higher education, independent not-for-profit institution of higher education, or local, state or federal agency (however, any state or federal agency must be a co-applicant with another eligible entity).

Official Contact: If different than the applicant, provide the name and contact information of the person who should receive all official correspondence (i.e. grant evaluation summary, grant agreements, etc.) related to this application.

Technical Contact (if different): If someone other than the applicant or official contact should be contacted about the technical aspects of the project during evaluation and project implementation, provide the requested 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; if the project involves multiple landowners, state "multiple." Restoration projects on private land require a landowner signature of approval signifying their understanding and approval that all monitoring information obtained on their property is public record (see "Landowner/Applicant Certification" form later in the packet). Also, if the application is approved for funding, OWEB requires a cooperative agreement containing this landowner approval prior to release of funds. OWEB provides on its website a template for cooperative agreements that may be added to by grantees, but not subtracted from.

Fiscal Officer: If different than the applicant, provide the name of the person who 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.

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Section II
PROJECT SUMMARY

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Complete this section in the space provided. Do not exceed the pages provided.

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 SWCD's.

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 (do not include OWEB) and indicate by checking in the appropriate box the nature of their contribution. In the final Column, provide a dollar amount or value for each funding source. If the funding source is providing in-kind contributions, briefly describe the nature of the contributions in the first Column.

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.

6. **Is the project is directly related to key state and/or federal salmon management questions regarding salmon recovery and/or sustainability of healthy salmon stocks?**

This question and the next two questions 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.

7. **Is the project a part of an existing monitoring plan/strategy for the watershed?**
   If you answer yes, be sure to provide name and date of the plan and reference sites(s) or elements of the plan related to the project.

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. **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 BMP's?
     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 increases, 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 at-tributes 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.

10. **List the parameters that will be measured (check as many as apply).**

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

ATTACHMENTS

Maps and photographs are recommended where appropriate; letters of support are optional. Attach to the back of the application. With maps and photographs, avoid color and detail that will not photocopy clearly. Otherwise, provide 25 color copies of any maps or photos that you want OWEB reviewers to see in color. Multiple copies must be collated and stapled into separate packets for distribution to reviewers.

*Photographs: If relevant, provide photographs if they 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 color, provide 25 copies of each. Note: If your project is funded, you will need to provide pre-project photos as part of your final report.

Letters of Support: Provide no more than three letters from key partners only. Be sure the letters provide sufficient detail on the partners' proposed contributions (cash and/or in-kind).

* IMPORTANT: Avoid color and detail that will not photocopy clearly. Otherwise, provide 25 color copies of any maps, photos, or project designs that you want OWEB reviewers to see in color. Multiple copies must be collated and stapled into separate packets for distribution to the reviewers. This is the only exception for the use of staples.

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Section III
PROJECT INFORMATION

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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. Answer the questions in 12-pt type size, single spaced, on single-sided pages. Use bullets where appropriate. Use **bold face** and *italics* for emphasis only. If the question is in parts (e.g., "a" and "b"), make sure you answer in parts. Refer to the Instructions for clarification and helpful examples.

M1. What is the present situation? Describe the issue or opportunity the project seeks to addresses.
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's what we should 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 will the success of the project be determined?
Discuss how you will measure the success of the project once completed.

M11. 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 could include river miles, coordinates. Use a map if appropriate. Township, section and range information is **NOT** detailed enough.

REQUIRED FORMS

Monitoring Budget: 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. Be sure to indicate the time period your budget covers and the total number of months.

Columns. Include unit numbers (Column A) and unit costs (Column B) 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 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) are the same as for the "OWEB dollars requested" and the "Total project cost" shown in Section I of the application.

Match Funding Form: 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 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.

Use the form to document that you have sought the funding shown on page 2 (question #4) and on the budget page (Columns C and D). If you check the "Secured" box in the Status Column for any match funding source, you must provide either the signature of an authorized representative of the match source in the final Column, or attach a letter of support from the match funding source that specifically mentions the dollar amount you show in the Dollar Value Column. Signatures/letters are not required for pending sources.

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

The Land Use Information Form must be signed by authorized personnel in the local planning department. It may be submitted at the time of application, and must be submitted and signed prior to OWEB releasing project funds. If you have received blanket approval from your local planner for certain types of restoration projects, you simply need to submit documentation to that effect. Example: The local planning department has granted blanket approval for all riparian planting projects in your watershed. You need to keep a copy of that approval and submit with each OWEB application involving riparian plantings.

Landowner/Applicant Certification Form: OAR 695-005-0030 (4) states that "All applications that involve physical changes or monitoring on private land must include a landowner signature signifying their approval and understanding that all monitoring information obtained on their property is public record. An explanation must accompany the application if any of the information required on the application cannot be provided. The land-owner's signature will be required prior to the release of the grant agreement if the application is approved for funding."

Therefore, EITHER the applicant must sign and date the "For the Applicant" box, OR all landowners participating in the project must sign and date the "For the Landowner" box <u>at the application stage</u> (use additional pages, if necessary). If you are unable to secure ALL participating landowner signatures at the time of application, simply sign the "For the Applicant" box. Remember, though, that you will be required to secure ALL participating landowner signatures prior to the release of the grant agreement if the application is approved for funding. Consult with your Regional Program Representative (shown at the front of this document) should you have difficulty securing all participating landowner signatures.

Legal Requirements Form: This form provides acknowledgment that if OWEB awards funds for the project, you are a willing applicant, capable of performing the contractual obligations required under the OWEB program.

APPLICATION CHECKLIST

Use this form to ensure that your application is complete. Check each box only after you have verified that the information is included in your application packet. Please note that an incomplete application will jeopardize your application's review.

MONITORING GRANT
BUDGET CATEGORIES AND DEFINITIONS
2005-2007

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://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 <u>and</u> 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 <u>all</u> 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 <u>for the OWEB project</u>, 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.