

Watershed Protection and Preservation Grant Program

Program Information and Application Instructions

City of Salem Public Works Department
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PROGRAM BACKGROUND

In 2001, the Salem City Council approved a grant program for protecting and preserving watersheds. The purpose of the program is to provide small grants for volunteer and educational organizations to create innovative projects that involve as much of the community as possible. Grants can be awarded to government agencies, nonprofit organizations, and individuals.

To be eligible, projects must be located inside the City of Salem's water/sewer customer service area. Exceptions may be made for projects that have a direct impact on the City's drinking water supply or water quality on streams flowing through Salem.

TYPES OF PROJECTS

The following are examples of projects that can be funded:

- Streamside and riparian restoration, including the use of tree plantings and bioengineering techniques for erosion control.
- Environmental education programs.
- Removal of a fish barrier.
- Removal or replacement (with native vegetation) of noxious vegetation in riparian areas.
- Preservation and/or enhancement of wetlands.
- Preservation of watersheds by restoring and/or preserving upland green space and native vegetation.
- Inventories and assessment of natural areas, including noxious weed identification.
- Design, construction, or improvement of stormwater management facilities (e.g., bioswale, eco-roof, or pervious pavement) that serves more than a single residential property.

- Creation of conservation easements or purchase of environmentally sensitive land.
 - Match for other grants for eligible projects.

FUNDING AND APPLICATION DATES

Public Works budgets \$50,000 annually for grant projects. The maximum grant award is \$7,500. A minimum match of 10 percent is required. Volunteer labor can be used as a match (see Grant Match Funding below).

Grant applications can be submitted at any time. Grant money will be available for projects once agreements are signed.

SELECTION CRITERIA

Each application will be reviewed and scored by a grant selection committee. The maximum score is 100 points. There are 25 available points from each of the following four categories:

- **Priority for the project type.** Projects that directly improve or preserve wetlands, channel condition and function, water quality, riparian areas, or habitat for endangered species are a high priority.
- **Quality of proposal.** Comprehensive proposals will score the highest. A comprehensive proposal should identify, in detail, the work that will be done, have an accurate and defensible budget, and include a scope of work that is commensurate with other project resources.
- **Proposed matching funds.** Proposals with a larger percent of matching funds will receive higher scores.
- **Experience and/or expertise.** Proposals will receive higher scores when the project coordinator has prior experience and/or when a qualified advisor is involved.

A minimum score of 50 points is required to receive funding. Grants will be awarded based on the score until all the funds are committed or the fiscal year ends. Proposals meeting the minimum score, but not funded in the current fiscal year, may be resubmitted the following fiscal year if additional grant funding is appropriated by City Council.

GRANT MATCH FUNDING

Grants require a minimum of 10 percent match consisting of in-kind volunteer labor, materials, or other funding sources. Volunteer labor time will be valued at \$22/hour. Volunteer consultant time will be valued at their normal billing rate. The proposed value of all other in-kind contributions will be reviewed on a case-by-case basis.

GRANT APPLICATION INSTRUCTIONS

Forms are available at www.cityofsalem.net.

SECTION 1: APPLICANT INFORMATION

Complete the form provided. This section is for general application information only. (*Section 2: Project Information* is for a full explanation of the project.) While preferred, *Section 1* does not need to be typed.

Name of Project

Provide a name for the project to be used on all related correspondence and/or agreements. Give the project a name that defines it. For example "Mill Creek Watershed Rehabilitation" or "Pringle Creek Riparian Fencing."

Applicant Name

Provide the name of the individual applying for the grant, or the project coordinator name if an organization is making the application.

Applicant Address

Provide the mailing address of the applicant.

Affiliate Organization (if any)

List the name and address of the primary organization requesting the grant (interest group, government agency, watershed council, or other nonprofit organization).

Landowner(s)

Provide the names and addresses of all landowners. If the project will be on public land, provide the name of the responsible government agency and name of the appropriate contact.

Project Location

Identify the location of the project and property address (if there is no property address, provide an adjacent property address).

Technical Contact (if different)

If someone other than the applicant should be contacted about the project during evaluation and project implementation, provide their name and contact information.

Fiscal Officer (if any)

Provide the name and contact information of the person who will be responsible for tracking and accounting for project funds and compliance with the grant agreement conditions (if different from the applicant).

Public Works Dollars Requested and Total Project Cost

Fill in the dollar figures as appropriate.

SECTION 2: PROJECT INFORMATION

Use 8½" x 11" single-sided pages to answer the questions in *Section 2*. Type the question number and question before answering the question. Limit responses to a total of ten pages. Complete and attach the budget and other required information and forms. Please submit all information, including maps, on 8½" x 11" single-sided pages. Avoid color-keyed maps and diagrams because they do not copy well.

1. What is the present situation? Describe the current conditions at the project site.

Describe current watershed conditions, including any known problems (e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc.). Explain the problem. Don't explain the project here. The project description should be provided in response to *Question 2*.

2. What are you proposing to do? What are the project goals and how will they be achieved?

Describe project goals and the proposed activities (e.g., removing noxious vegetation, planting native vegetation, removing fish barrier, etc.). Identify the site location(s) of the proposed improvements. The degree of detail should match the project complexity and allow for full evaluation of the project viability. If applicable, include a discussion of vegetation establishment practices (irrigation, weeding, etc.) and erosion prevention and sediment control. (Erosion control permits are required for ground disturbing activities and are provided at no cost for grant projects.)

Explain the benefits of each proposed practice and how it addresses the problem described in your answer to *Question 1* above.

3. Who will design the project or provide technical guidance? Were other alternatives considered?

Provide the name of the individual or company that will be providing design or technical guidance for the project. This could be an expert in the area of wetlands, native plant material, landscape designer, etc. Include their qualifications and experience. Provide a description of alternatives considered (if any) and the reasons for choosing the practice(s) proposed.

4. Who will maintain and monitor success of the project, how frequently, and for how long?

Indicate who is responsible and what will be done to ensure the project is maintained and functioning properly in future years (e.g., fence repair, watering trees until fully established, weeding, culvert cleaning, etc.).

5. Which elements of the project will grant funds be used for?

List the specific items grant funds will be used for (e.g., expand upon the information given on the budget page, if necessary).

6. Does the project have other funding commitments and have any conditions been placed on those funds?

Indicate whether City of Salem funds need 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.

7. Are there additional partners (agencies, landowners, volunteers)? What will be their role in the project?

Almost all projects have the cooperation of landowners, professional advisors, organizations, and/or volunteers. Identify these entities, approximately how much time/materials they are contributing, and what their role is in completing the project. Examples may include the soil and water conservation district; local, state, or federal agencies; sports clubs; conservation groups; or scouting groups.

8. What is the proposed schedule for the project?

List the anticipated start and completion dates for the project or various project components.

9. Are permits (federal, state, or local) needed for this project?

Some types of projects will require permits. List the type of permit(s) needed, the status (agency contacted, permit being processed, etc.), and the expected date the permit will be issued. Provide the name of the permitting agency and contact information.

10. How will the project promote public awareness of the benefits of watershed protection or preservation?

Describe how the public will become more aware of watershed protection and preservation as a result of the project. For example: "The coordinator will provide an article for the City's *Community Connections* mailing," "A presentation will be made to the Neighborhood Association," "Questionnaires will be circulated to neighboring landowners as part of the assessment," etc.

ADDITIONAL REQUIRED ATTACHMENTS

The *Project Budget*, *Project Commitment Requirement*, and *Landowner Approval Requirement* forms must be attached to the application. Also attach maps and project design (if applicable). If any of the information requested on the application forms cannot be supplied, include an explanation.

Attach the following to your application:

Project Budget (form provided in Section 3)

List the amounts of other funds and the dollar value of volunteer labor, donated services, and supplies on the budget page (in the column marked "Match Funds"). This Match Funds column is only for funds from sources other than City of Salem Public Works. At least 10 percent match funding is required. In the equipment section, show all proposed expenditures for equipment costing over \$100. Add an additional page if necessary. Where possible, grant funds should be used to rent or lease equipment rather than for outright purchase. For all equipment purchases,

explain who will house, maintain, and use the equipment both during and after completion of the project.

Project Commitment Requirement (form provided in Section 4)

This certifies that the applicant understands the requirements for funding.

Landowner Approval Requirement (form provided in Section 5)

The owner of the property will need to sign this form. If the project will be on public land, the authorized elected or appointed official will need to sign.

Project Designs

If site work is proposed, provide a project design and/or the design standards reference source that will be followed (e.g., *NRCS Field Office Technical Guide*, *Oregon Habitat Restoration Guidelines*). City of Salem Public Works can provide guidance on where to obtain reference sources.

Maps

Include both a vicinity map to generally identify the project location(s) and a more detailed project map showing the locations of the various planned activities (if applicable). Please provide maps on 8½" x 11" single-sided pages, include a scale and legend, and avoid color or detail that will not photocopy clearly. The City of Salem Public Works Department can provide base maps if needed.

FOR ADDITIONAL INFORMATION, CONTACT:

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