

MAKING A
GREAT
PLACE



Nature in Neighborhoods restoration & community stewardship grants full application handbook

Due June 24, 2014

Accepted by invitation only

May 2014

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.

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Metro respects civil rights

Metro fully complies with Title VI of the Civil Rights Act of 1964 that bans discrimination on the basis of race, color or national origin. For information on Metro's civil rights program, or to obtain a discrimination complaint form, visit www.oregonmetro.gov/civilrights or call 503-797-1536.

Public Information

All applications are subject to the Oregon Public Records Law.

Translation Services

Translation and interpretive services are available upon request at no cost to you. For more information, contact Crista Gardner at 503-797-1627 or crista.gardner@oregonmetro.gov.

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SECTION 1: RESTORATION & COMMUNITY STEWARDSHIP GRANTS

For nearly two decades, Metro has provided grants for habitat restoration, conservation education and other projects that connect people to nature close to home. Funding for Nature in Neighborhoods community grants has more than doubled thanks to voter approval of Metro's five-year local option levy in 2013. The levy includes approximately \$3.7 million in grants for conservation education (\$1.6 million), restoration (\$1.6 million), and regional trails (\$500,000).

During the 2014 grant cycle, funding for restoration grants is set at \$200,000 for small grants and \$500,000 for larger grants. Small grants have a maximum of \$25,000 and larger grants have a maximum of \$100,000. Restoration grants will be awarded in two subsequent annual grant cycles.

Who may apply?

Individuals, community groups, businesses, neighborhoods, nonprofits, schools and school groups, government agencies, faith groups and service groups with nonprofit or other tax-exempt status may apply. Metro is not eligible to apply for or receive grant funds.

Restoration grants are intended to serve people of all ages and abilities from all backgrounds. Organizations are encouraged to submit applications for projects that engage underserved, low-income populations and/or communities of color in project planning, implementation, and outreach activities.

Nature in Neighborhood grants support partnerships. Successful applications typically feature multiple partners actively engaged in leveraging financial or in-kind services in order to make the project a success. Partnerships can maximize inclusiveness and lead to creative approaches that address multiple social, economic and ecological needs of the community.

Minimum qualifications

Project

- Projects must address at least one of the grant program's goals.
- Projects require at least three partners. Applicants may partner in multiple grant applications.
- After being awarded the grant, projects must be completed within 24 months for small grants (up to \$25,000) and within 36 months for larger grants (up to \$100,000). Grant agreements may be extended for up to 24 months for post-project maintenance.
- Metro allows the use of fiscal agents for groups that don't have 501(c)(3) status.

Financial

- Projects require a 1:1 match. The match should come from other funds and/or in-kind contribution(s) of materials, services or volunteer assistance.

- First year funding match must be secured at time of final application; funding match for additional years must be identified at time of final application. Funding from other grants managed through Metro cannot be applied towards match.
- Overhead costs are reimbursable up to 10 percent of the total grant award and as match up to 10 percent of the total project cost.
- Post-project maintenance costs may be up to 10 percent of the total grant award.

Location

- Projects must occur on publicly owned or permanently protected lands within the metropolitan-area urban growth boundary or Metro's jurisdictional boundary, with a few exceptions.
- Projects may occur on Metro-owned property outside of this area; however, Metro may not receive grant funding.
- Additionally, a project may be selected for funding if the project demonstrates a significant public benefit through increased community stewardship of sensitive habitats of regional importance and/or provides significant public benefit through a regional approach to increasing habitat in urban areas.
- All projects must benefit Metro-area residents.
- Projects on private land must be able to show a clear public and environmental benefit.
- Projects cannot take the place of required mitigation or penalty payments or result in direct profit or proprietary resources.
- All projects must have written landowner permission at the time of full application.

APPLICATION PROCESS

Application review and selection

Full applications will only be accepted from applicants who have been invited to apply following the pre-application review. The application process is a two-stage process including a pre-application and full application phase. Following the review of pre-applications by the grant review committee, Metro will invite selected projects to submit a full application. The Metro Council will review and approve the final list of projects recommended for funding.

A team of individuals with backgrounds in restoration, conservation education, grant management, finance, volunteer coordination, project planning and community partnerships review the applications and make funding recommendations. The Metro Council makes all grant awards. The review committee evaluates applications based on the information submitted, responsiveness to the project's purpose, categories and goals, the application evaluation criteria, and the committee's professional and collective judgment.

Grants purpose, categories and goals

All applications must clearly meet the grant program's purpose, fit one of the grant program's categories and achieve its goals. See the glossary and resources section of this document for more information on the below referenced documents and terminology.

Purpose: Restoration grants support and create partnerships in local communities that improve water quality, fish and wildlife habitat and connect people with nature.

Categories and goals

The grant is divided into two general categories according to the land uses outlined in the Regional Conservation Strategy: *Community Stewardship in Developed Areas* and *Restoration in Natural Areas*. The project proposal must demonstrate how it meets the one of the categories and its applicable goals.

Category I. Community Stewardship in Developed Areas

Community Stewardship in Developed Areas grants will fund community stewardship and restoration in developed areas (urban or suburban) in the Portland metro area. These grants are designed to empower the community and serve to create and strengthen stewardship of local natural areas. They aim to have the greatest reach into communities and provide the broadest, deepest public engagement. Community Stewardship in Developed Areas grants may be small grants (maximum of \$25,000) or larger grants (maximum of \$100,000).

Category II. Restoration in Natural Areas

Restoration in Natural Areas grants intend to fund restoration in protected and/or larger intact natural areas within the Portland metro area. These grants will support restoration projects that meet local, regional, state and/or federal conservation and restoration goals. They will contribute to clean air, clean water and healthy ecosystems. Based on the location and type of habitat restoration, these projects will include a range of community engagement activities, which may or may not provide individual or hands-on restoration activities involving community members or volunteers. Restoration in Natural Areas grants may be small grants (maximum of \$25,000) or larger grants (maximum of \$100,000).

Goals

For both project categories, proposals must show how the grant meets the following two goals.

Goal 1: Preserve and restore fish and wildlife habitat in local communities and support larger conservation initiatives such as the Oregon State Conservation Strategy, Regional Conservation Strategy, Watershed Action Plans or local community plans (see resources section).

In the developed areas setting, these might include strategies from the Oregon State Conservation Strategy and Regional Conservation Strategy, such as:

- Increase the value of the overall urban landscape for native species

- Promote stewardship of wildlife on urban landscapes and reduce human-wildlife conflicts
- Reduce hazards to wildlife
- Remove invasive species and enhance native vegetation
- Support climate change adaptation initiatives
- Improve regional habitat connectivity

In the natural areas setting, this might include strategies from the Oregon State Conservation Strategy and Regional Conservation Strategy, such as:

- Improve regional habitat connectivity
- Restore ecological processes and functions in natural areas
- Remove invasive species and enhance native vegetation
- Engage and support local multi-purpose approaches
- Focus on multiple key habitats and species
- Support climate change adaptation initiatives

Goal 2: Increase people’s awareness of the need for and benefits of protecting and managing natural areas. Engage people in learning about, protecting and managing natural areas at the community level.

Strategies for public engagement and activities that increase people’s awareness fall on a spectrum from deep, personal engagement to outreach via mass media. A wide variety of activities and levels of engagement with targeted audiences will effectively meet this goal. One size does not fit all and project managers should determine what level and type of activities best fit the site, community and intended outcomes.

To meet this goal, project activities could include any of the following:

- One-on-one personal contact (e.g. involve volunteers in project design, implementation or outreach, community participation in hands-on restoration projects, workforce development and mentoring).
- Outreach and/or marketing (e.g. social and mass media, group discussions, interpretive signs, mailings, project and/or site tours).
- Direct engagement with targeted communities, including underserved communities (particularly low-income and communities of color) to learn about, help restore, experience and connect with nature and the region’s natural areas.
- Capacity building for organizations that serve or engage low-income people and people of color in habitat restoration or local park and natural area land management activities (e.g. technical assistance, non-profit leadership development or capacity building to participate in project design and/or implementation).

- Expanded partnerships with local and/or regional community-based organizations to support increased stewardship of local natural areas, fish and wildlife habitat.

What's the timeline?

| | |
|------------------------------|---|
| January 31, 2014 | Availability of grant funds announced |
| March 11, 2014 | Restoration grant workshop |
| 4 p.m., April 22, 2014 | Restoration pre-applications due to Metro |
| May 2014 | Successful pre-applications invited to submit full applications |
| June 4, 2014 | Full application workshop for invited applicants |
| 4 p.m., June 24, 2014 | Final applications due to Metro |
| August 2014 | Grant awards announced |
| September 2014 | Metro funds available |

Contacts

For more information, visit www.oregonmetro.gov/grants or **contact:**

Heather Nelson Kent, Grants Program Manager, heather.kent@oregonmetro.gov or 503-797-1739

Crista Gardner, Grants Coordinator, crista.gardner@oregonmetro.gov or 503-797-1627

SECTION 2: FULL APPLICATION GUIDELINES

Full applications will be accepted only from applicants who have been invited to apply following the pre-application review. Feedback from the grant review committee about how well the pre-application meets the project eligibility criteria, purpose, categories and goals may be provided.

The grant review committee will use the combination of the pre-application and full application as the primary basis to determine funding eligibility. It is the responsibility of the applicant to ensure their project is sufficiently defined according to the guidelines so that the review committee can efficiently review the application. Application review may include follow-up communication with the applicant.

Metro will inform grant applicants if the grant application was successful. Upon request, information about other funding sources or suggestions for strengthening an application for a subsequent funding cycle may be provided.

FULL APPLICATION INSTRUCTIONS

The application shall be written on 8½ x 11" paper, one inch margins, double-sided and with a font size no smaller than 11 point.

Pre-application materials

Please submit the information you prepared for the pre-application, including the **organization, project and contact information** (two pages maximum), **organizational preparedness** (one page maximum), **project description** (two pages maximum), and **location and project reach** (two pages maximum). Applicants may revise the pre-application materials based on feedback from the review committee or updated project information.

Full application attachments

Please submit the following additional attachments to support, expand on and provide additional detail about the project as described in the organizational preparedness, project description and location and project reach sections.

Letters of support (three letters minimum). Please provide three letters of support by active partners, which directly support the narrative on your pre-application.

Organizational preparedness (two pages maximum). Please provide the 501(c)(3) tax-exempt status statement or your organization's 501(c)(3) IRS determination letter (if applicant is not a school or government agency) and a letter stating permission to use property by landowner or manager, if the applicant is not the landowner.

Budget (two pages maximum). Please provide a detailed project budget, including revenues and expenditures, which directly relates to the project narrative in your pre-application. Please use the budget narrative to explain how your figures are calculated.

Evaluation measures and outcomes reporting (two pages maximum). Please provide clear quantitative and qualitative outcomes to be reported in the final evaluation outcomes report. The

evaluation outcomes report tells the story of what will be accomplished and documented at the end of the project. This information should directly relate to the project goals and purpose stated in your pre-application.

Submitting the application

Digital submission is preferred. Please package and submit the application and its attachments in one PDF file. Submit also one Word version of the application only. Please email the two documents to NaturalAreasGrants@oregonmetro.gov by **4 p.m., June 24, 2014**.

A confirmation email will be sent when the application is received. If you do not receive a confirmation, please contact Crista Gardner at Crista.Gardner@oregonmetro.gov.

To submit in paper form, produce one double-sided document, secured using a paper clip in the upper left hand corner only. Submit one copy to Crista Gardner, Metro, Natural Areas Program, Nature in Neighborhoods Restoration and Community Stewardship Grants, 600 NE Grand Ave., Portland, OR 97232.

FULL APPLICATION EVALUATION CRITERIA

Applications will be evaluated based on the information submitted in the combined pre-application and full application, the stated evaluation criteria, and the review committee's professional and collective judgment. The application should make a convincing case that the project meets the purpose of the grant and is achievable.

Grant applications will be ranked according to how well they meet the following evaluation criteria from the pre-application and the full application:

Qualified project

Organization, project and contact information: Meets the minimum qualifications of three partnerships, 1:1 match and project location.

Organizational preparedness: Demonstrates leadership interest, organizational capability and experience, and landowner permission to implement the project.

Well-crafted project

Project narrative, scope of work & detailed budget: Describes clearly and concisely a well-crafted project and scope of work for project planning, implementation, maintenance, reporting and outreach.

Evaluation measures and outcomes reporting: Meets the overall grant program's purpose and categories and one or more of its associated goals.

Partnerships & letters of support: Demonstrates strong and active partnerships

Location and project reach: The full slate of awarded projects reaches communities from around the region and helps diversify the region's conservation and restoration efforts.

SECTION 3: FULL APPLICATION FORM

A. Organization, project and contact information (two page maximum)

Please complete the organization, project and contact information below using no more than two pages.

| | |
|---|--|
| Date of application | |
| Organization name | |
| Organization address | |
| Organization website | |
| Project contact Name | |
| Title | |
| Phone | |
| Email | |
| Fiscal agent If different than the lead organization. | |
| Project partners Provide committed partner organizations. | |
| Potential partners Provide potential partner organizations. | |
| Project title | |
| Project summary Provide a 20-45-word summary that describes your project. | |

| | |
|--|---|
| <p>Category Under which project category does your project best fit? (Select one only).</p> | <p><input type="checkbox"/> Community stewardship in developed areas</p> <p><input type="checkbox"/> Restoration in natural areas</p> |
| <p>Length of project</p> | <p><input type="checkbox"/> One year</p> <p><input type="checkbox"/> Two years</p> <p><input type="checkbox"/> Three years</p> |
| <p>Estimated funding</p> | <p>Estimated amount requested: \$</p> <p>Estimated match funds: \$</p> <p>Estimated in-kind match: \$</p> <p>Estimated total project budget: \$</p> |
| <p>Pre-application materials</p> | <p>In order to highlight any changes for our review committee, please check below if you have revised or changed the below sections:</p> <p><input type="checkbox"/> Organizational preparedness</p> <p><input type="checkbox"/> Project description: narrative, goals, partnerships</p> <p><input type="checkbox"/> Location and project reach</p> |

B. Attachments

Please attach the following documents.

Pre-application materials (updated or revised, as necessary)

- Organizational preparedness (maximum one page)
- Project description: narrative, goals, partnerships (maximum two pages)
- Location and project reach (maximum two pages)

Full application attachments

- Organization 501(c)(3) IRS determination letter, if applicant is not a school or government agency, or the following 501(c)(3) tax-exempt status statement (maximum one page)

“I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to Metro. Further, I certify that this organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status and is further classified as public charity and *not* a private foundation OR qualifies for exempt status as a public school, government agency, or religious institution.” *Signed by the executive director or board member.*

- Letter stating permission to use property by land owner or manager, if applicable (maximum one page)
- Three letters of support by active partners (minimum three letters)
- Project budget worksheet and narrative (see page 11) (maximum two pages)
- Evaluation measures and outcomes report (see page 12) (maximum two pages)
- Scope of work (see page 16) (maximum two pages)
- Optional: Additional photos, designs or maps (see page 17) (maximum two pages)

C. Project Budget Worksheet and Narrative (two pages maximum)

Please describe the project budget and complete the budget chart below. Be as specific as possible.

BUDGET NARRATIVE

Please describe the project budget, including revenues and expenditures, which directly relates to your project narrative. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. Describe matching sources and list contributors and amounts. In order to qualify for Nature in Neighborhoods funding, you must have at a minimum the first year project contributions secured at time of full application.

BUDGET CHART

| Activity | Amount requested | | | Match funds Year 1 must be secured | | | In-kind match All years | Total project budget |
|---|------------------|--------|--------|---------------------------------------|--------|--------|----------------------------|----------------------|
| | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | | |
| Personal services List salaries and administration costs | | | | | | | | |
| Volunteer labor Calculate at \$22.14/hour | | | | | | | | |
| Professional services List activity and amount | | | | | | | | |
| Materials & supplies List items, quantities, prices | | | | | | | | |
| Transportation costs Please itemize | | | | | | | | |
| Indirect or overhead costs¹ E.g. utilities, rent, telephone, fiscal administration | | | | | | | | |
| Other Please describe | | | | | | | | |
| Total | | | | | | | | |

¹ Only for expenses directly related to project. Costs are reimbursable up to 10 percent of total award; match up to 10 percent of total project cost.

D. Evaluation Measures and Outcomes Reporting (two pages maximum)

Please describe the project evaluation outcomes and complete the evaluation measures chart below.

EVALUATION OUTCOMES NARRATIVE

Reporting on how well community grants met their purpose and delivered on the intended outcomes will strengthen accountability with voters and the larger community in the Metro area. Therefore, a final outcomes report will be due upon project completion. The report will include a summary of grant activities, the actual total budget and in-kind matching contributions, photos, follow-up activities, and an evaluation of the project, including a descriptive qualitative story and quantitative evaluation measures.

Please describe here the outcomes you will report for your project, according to the overall purpose, categories and goals established for Metro's Nature in Neighborhoods restoration grants. What will you measure to illustrate the effectiveness of your project? What stories can you tell about your project's success? How will you use the information to improve your restoration activities in the future?

EVALUATION MEASURES CHART

Please delete the instructions below and list here the quantitative and qualitative measures to be reported in the final outcomes report.

| | |
|---|---|
| Goals | <i>Under which project category does your project best fit? What do you hope to accomplish by implementing this project?</i> |
| Strategies | <i>List the project's strategies.</i> |
| Activities | <i>What are your primary project activities? How many of each do you expect to complete? Be as specific as possible.</i> |
| Project reach | <i>What targeted species or at risk habitats does the project seek to benefit? How many people do you expect to involve in or inform of the project? What is your target community or geographic area? Who is your target audience? (include demographic information about participants like age, race and ethnicity and socio-economic status)</i> |
| Data collection tools and method | <i>How will you gather the information necessary? What records or tools will you use to measure whether you are meeting the selected strategy or objective? When and how will you collect your evaluation information?</i> |
| Outcomes | <i>What do you hope to accomplish? That is, what type of changes and/or percentage of change (increases, decreases) do you expect?</i> |

SAMPLE EVALUATION MEASURES

For your reference, shown below are **sample evaluation measures** you might use for each of the grant funding categories and goals. Please develop your own evaluation measures based on your specific project.

Purpose: Restoration grants support and create partnerships in local communities that improve water quality, fish and wildlife habitat and connect people with nature.

| Goals | Goal 1 | Goal 2 |
|------------|--|--|
| | <p>Preserve and restore fish and wildlife habitat in local communities and support larger conservation initiatives such as the Oregon State Conservation Strategy, Regional Conservation Strategy, Watershed Action Plans or local community plans (see resources section).</p> | <p>Increase people’s awareness of the need for and benefits of protecting and managing natural areas. Engage people in learning about, protecting and managing natural areas at the community level.</p> |
| Strategies | <p><i>Regional Conservation Strategy, Developed Areas:</i></p> <p>Increase the value of the overall urban landscape for native species</p> <p>Promote stewardship of wildlife on urban landscapes and reduce human-wildlife conflicts</p> <p>Reduce hazards to wildlife</p> <p>Remove invasive species and enhance native vegetation</p> <p>Support climate change adaptation initiatives</p> <p>Improve regional habitat connectivity</p> <p><i>Regional Conservation Strategy, Natural Areas:</i></p> <p>Improve regional habitat connectivity</p> <p>Restore ecological processes and functions in natural areas</p> <p>Remove invasive species and enhance native vegetation</p> <p>Engage and support local multi-purpose approaches</p> <p>Focus on multiple key habitats and species</p> <p>Support climate change adaptation initiatives</p> | <p>Strategies for public engagement and activities that increase people’s awareness fall on a spectrum from deep, personal engagement to outreach via mass media. A wide variety of activities and levels of engagement with targeted audiences will effectively meet this goal. One size does not fit all and project managers should determine what level and type of activities best fit the site, community and intended outcomes.</p> |

| | | |
|----------------------------------|---|---|
| Activities | <p>Planting</p> <p>Vegetation management</p> <p>Install large woody debris, boulders, etc.</p> <p>Bank stabilization</p> <p>Spawning gravel placement</p> <p>Nutrient enrichment</p> <p>Address water quality limiting factors (e.g. Bacteria , DO, Heavy Metals, Pesticides, Toxics, High Temp, Nutrients, Sediment, pH)</p> <p>Remove, install or modify culverts or other structures</p> <p>Improve channel reconfiguration and connectivity</p> | <p>Involve volunteers in project design, implementation or outreach</p> <p>Engage community in hands-on restoration projects</p> <p>Provide workforce development and mentoring</p> <p>Create partnerships with local and/or regional community-based organizations</p> <p>Distribute information via social and mass media or mailings</p> <p>Organize group discussions</p> <p>Install interpretive signs</p> <p>Promote project and/or site tours</p> <p>Provide technical assistance</p> <p>Offer non-profit leadership development</p> |
| Project reach | <p>Geographic area</p> <p>Habitat type</p> <p>Stream reach</p> | <p>Participant numbers</p> <p>Participant demographics (geographic, age, race, etc.)</p> <p>Communities and/or community organizations participating in restoration projects</p> |
| Data collection tools and method | <p>Surveys</p> <p>Pre- and post-surveys</p> <p>Anecdotes</p> <p>Observation</p> <p>Counts of living and dead plants</p> <p>Photo records from permanent photo-points</p> | <p>New or expanded partnership activities and/or agreements</p> <p>New or expanded projects</p> <p>New, renewed, ongoing or increased funding commitments</p> <p>Recruitment, participation of new leaders</p> <p>Volunteer registration</p> |

| | | |
|----------|---|---|
| Outcomes | <p><i>Vegetation management:</i></p> <p>Number of acres planted</p> <p>Number and/or density of plants</p> <p>Non-native plant species and area (acres) treated</p> <p>Survival rate for new plantings</p> <p><i>Bank stabilization:</i></p> <p>Type of material</p> <p>Sides of bank</p> <p>Total feet or miles treated</p> <p><i>Placement of structures in channel:</i></p> <p>Number and type of structures</p> <p>Total feet or miles treated</p> <p><i>Fish passage improved:</i></p> <p>Number of culverts or structures improved for fish passage</p> <p>Stream miles with improved access for fish</p> <p><i>Improved channel reconfiguration and connectivity:</i></p> <p>Type of changes to channel configuration and connectivity</p> <p>Total feet or miles of stream treated</p> <p>Total feet or miles of off-channel habitat created</p> <p>Total acres of off-channel or floodplain habitat connected</p> <p>Total pools created/added</p> | <p>Number of volunteers</p> <p>Number of people reached</p> <p>Number of new partnerships</p> <p>Number of new projects</p> <p>Number of engaged community organizations</p> <p>Resources for restoration projects leveraged or increased</p> <p>Capacity of non-profit organizations or communities to participate in project design and/or implementation increased</p> |
|----------|---|---|

E. Scope of Work (two pages maximum)

Please describe the scope of work below. Delete the *italicized* text once you've reviewed it, and use the space below. Your answer should be no more than two pages.

SCOPE OF WORK

Please expand on the project narrative in your pre-application and the activities listed in the evaluation measures and outcomes reporting. Using the below outline as a guide, describe here the major activities and stages of your project. For your assistance, please see the Beginners Guide to Developing Restoration Projects.

| Schedule & Timeline: <i>When will each activity occur?</i> | Phase & Activity: <i>What activities will occur at each phase of the project? What are you expecting to achieve? What are the key deliverables and/or milestones of each phase of the project?</i> | Responsible person or partner: <i>Who or what organization will lead and participate in each activity?</i> |
|---|--|---|
| <i>When?</i> | <p>Project planning</p> <p>Selecting the site: <i>What is the site's local and regional importance, accessibility, restoration potential and education or community building value?</i></p> <p>Developing the desired future condition: <i>What is the site's history and the current and future factors likely to influence it? Will the site be able support the desired habitat type?</i></p> <p>Developing a plan: <i>How will the project accomplish its goals and outcomes? If applicable, how will the project support plant survival? What density, type of plant, planting pattern or protection will be used?</i></p> | <i>Who?</i> |
| <i>When?</i> | <p>Implementation</p> <p>Ordering materials: <i>How will the project obtain the necessary materials? If applicable, how and when will the project procure plants? Will the project use local plants, small or large plants, seeds, bare root plants, container stock, or cuttings?</i></p> <p>Preparing the site: <i>How will the project prepare the site? If applicable, how will the project clear weeds from the site? What types of weeds need to be cleared? Will the project clear the whole site or planting strips?</i></p> <p>Planting: <i>If applicable, how will the project plant the site? Will the project use paid contract crews, volunteers, or something in between (e.g. AmeriCorps, Job Corps)?</i></p> | <i>Who?</i> |

Minimize adverse impacts: Describe the steps you will take to minimize adverse impacts to the site during project implementation (e.g. spread of invasive species, erosion, reduce effects of chemical application, etc.), including planting/seeding to repair areas disturbed by restoration activities.

When?

Maintenance

Who?

Post-project maintenance: How will the project provide follow-up maintenance of the site? Will this include maintenance of plantings by mulching, mowing, circle, or row spraying with herbicides? Describe the plans and provisions to maintain the project over time.

When?

Reporting

Who?

Monitoring: How well did the project work? Summarize how you will report the project success in the evaluation report.

When?

Outreach

Who?

Describe the proposed public outreach activities and products.

F. Photos, Designs or Maps (two pages maximum)

Optional: Please attach any additional photos, designs or maps that help to describe or illustrate the project. These should be no more than two pages.

GLOSSARY

Developed areas include industrial, commercial, and residential properties, developed parks, schoolyards, golf courses, cemeteries, airports, and the streetscape. The intensity of development ranges from skyscrapers in downtown Portland to suburban and rural neighborhoods in surrounding communities. Developed lands are situated such that remnant natural areas are highly fragmented, the tree canopy is only a fraction of historical levels, and many of the region's historical streams, wetlands, and floodplains have been degraded, filled in, or covered over. Nonetheless, these developed areas contain habitat value and biodiversity; a huge diversity of wild animals share even the most developed portions of our landscape. (Regional Conservation Strategy).

Natural areas are defined as protected or unprotected lands that are not developed and that are composed primarily of native habitat components. Most protected natural areas in the region are managed with the primary goal of conserving, enhancing, or restoring native species, the ecological processes that create and maintain habitat, and the ecosystem services that result, such as water quality protection. Examples of protected natural areas include wildlife refuges and wildlife areas, nature preserves, nature parks, and publicly owned parks that retain patches of habitat characteristic of the region. Unprotected privately owned lands may also be considered natural areas if they still maintain their conservation values. These lands may or may not be actively managed, but they are not considered natural lands if they are managed specifically for agricultural or forest production (such lands are considered working lands). (Regional Conservation Strategy).

Sustainability means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives. (Oregon Conservation Strategy).

Stewardship is the responsible use (including conservation) of natural resources in a way that takes full and balanced account of the interests of society, future generations and other species, as well as of private needs, and accepts significant answerability to society (Intertwine Conservation Education Task Force).

Natural area maintenance (core stewardship) focusing primarily on vegetation management and weed suppression. Natural areas maintenance or core stewardship addresses basic stewardship to emphasize reducing future maintenance costs through early detection and rapid response to invasive weeds. Work primarily focuses on vegetation management and weed suppression, but may include fences, gates and other basic infrastructure. (Metro Levy Framework).

Restoration projects improve ecological function and create significant improvements in the quality and function of the highest priority sites and habitats. Emphasis is placed on hydrologic restoration focused on water quality and salmon, wetland restoration focused on water quality and wildlife habitat, and prairie and oak restoration addressing priority habitats and species. Projects typically include vegetation management such as treating noxious and invasive weeds and planting native trees and shrubs. They may also include activities such as replacing or removing failing culverts and modifying roads to prevent erosion from reaching streams and water sources. (Metro Levy Framework).

RESOURCES

Below are list of plans to assist in project development.

Oregon Conservation Strategy: The Oregon Conservation Strategy is the first overarching state strategy for conserving fish and wildlife. The Conservation Strategy is an effort to use the best available science to create a broad vision and conceptual framework for long-term conservation of Oregon's native fish and wildlife, as well as various invertebrates and native plants. As a guide to conserving the species and habitats that have defined the nature of Oregon, this strategy can help ensure that Oregon's natural treasures are passed on to future generations. The Conservation Strategy emphasizes proactively conserving declining species and habitats to reduce the possibility of future federal or state listings. It is not a regulatory document, but instead presents issues and opportunities, and recommends voluntary actions that will improve the efficiency and effectiveness of conservation in Oregon.

http://www.dfw.state.or.us/conservationstrategy/read_the_strategy.asp

Regional Conservation Strategy: The Intertwine Regional Conservation Strategy describes how we can protect our region's biodiversity for the long term. It defines the challenges facing local wildlife and ecosystems and offers a vision, framework, and tools for moving forward collaboratively to protect and restore our natural systems. This document organizes conservation strategies for the Portland metropolitan region by landscape types – natural area, working lands and developed areas – as well as strategies for biodiversity corridors and for species of special concern. www.theintertwine.org/RegionalConservationStrategy

Regional Biodiversity Guide: The Intertwine Biodiversity Guide for the Greater Portland-Vancouver Region, together with mapping and GIS modeling completed specifically for the RCS, provides important tools for conservation practitioners and decision makers: a narrative that describes the composition and patterns of biodiversity across the region, a land cover map at a scale suitable for analysis of urban and near-urban areas, and a data-driven GIS model of conservation priority areas.

www.theintertwine.org/RegionalConservationStrategy

Watershed Action Plans: Many watershed councils have created Watershed Action Plans. Please research the individual Watershed Councils for more information.

Restoring Rare Native Habitats in the Willamette Valley: This landowner's guide describes methods for restoring Oak Woodlands, Wetlands, Prairies, and Bottomland Hardwood and Riparian Forests.

<http://willamettepartnership.org/publications/other-publications/Landownerguide.pdf>

Oregon Early Detection and Rapid Response targets: Early Detection and Rapid Response (EDRR) are primary activities of the Weed Control Program. Weeds are listed and targeted for early detection and rapid response activities. The goal is to prevent introduction or find them through early detection efforts and implement control measures to prevent widespread occurrence in Oregon.

<http://www.oregon.gov/ODA/PLANT/WEEDS/pages/edrr.aspx>

Willamette Basin Restoration Priorities Watershed Summaries: The Watershed Restoration Summaries were developed by local watershed councils and other stakeholders to help identify priorities for restoring fish and wildlife habitat and water quality throughout the Willamette Basin. There are a number of comprehensive planning efforts in the Willamette Basin, including the Willamette Sub basin Plan, the Willamette River Basin Planning Atlas, and other regional habitat restoration prioritization frameworks. This document is not intended to replace these efforts. The intent is to work within the context of these basin-scale studies to produce a locally derived and accepted set of watershed restoration priorities.

http://www.oregon.gov/OWEB/docs/pubs/rest_priorities/willamette_watershed_council_summaries_dec05.pdf

[Oregon Plan Streamflow Restoration Priorities](http://www.oregon.gov/owrd/pages/mgmt_opsw.aspx): The Oregon Plan for Salmon and Watersheds is Oregon's cooperative effort to restore salmon runs, improve water quality, and achieve healthy watersheds and strong communities throughout the state. http://www.oregon.gov/owrd/pages/mgmt_opsw.aspx

[OWEB's Watershed Assessment Library](http://www.oregon.gov/OWEB/MONITOR/pages/watershedassessments_linked.aspx): Here is a list of watershed assessments sorted by the Oregon Plan Reporting Basins. http://www.oregon.gov/OWEB/MONITOR/pages/watershedassessments_linked.aspx

[ODFW's Data Clearinghouse](https://nrimp.dfw.state.or.us/DataClearinghouse/default.aspx?p=1): It provides a centralized accumulation and distribution service for Oregon's natural resource data. The Data Clearinghouse website houses reports, data files, databases, GIS maps and other natural resource information. <https://nrimp.dfw.state.or.us/DataClearinghouse/default.aspx?p=1>

[The Intertwine](http://www.theintertwine.org): The Intertwine outlines efforts to broaden regional collaboration and system building, tools to more effectively reach new and diverse audiences and address gaps in program delivery, and establish a clearinghouse of opportunities, research and resources for conservation education providers and users. www.theintertwine.org

[Limiting Factors Matrix](http://www.sandyriverpartners.org/pdfs/SandRestStrategWEB.pdf): This report contains an anchor habitat-based, aquatic habitat restoration strategy for salmon and steelhead populations in the Sandy River basin. The Sandy River basin lies within close proximity to Portland, Oregon. Originating on Mt. Hood, the Sandy River flows west and then north, entering the Columbia River near the City of Troutdale. The Sandy River contains several species of native salmon and steelhead, all of which are federally listed under the Endangered Species Act. This aquatic habitat restoration strategy focuses on spring Chinook, fall Chinook, Coho, and winter steelhead. Benefits to other fish and aquatic species and improvements to water quality are also anticipated from the restoration actions identified in this strategy. <http://www.sandyriverpartners.org/pdfs/SandRestStrategWEB.pdf> and http://www.oregon.gov/OWEB/docs/pubs/rest_priorities/willamette_limiting_factors_summary_12-15-05.pdf

[Diversifying the American Environmental Movement](http://www.environmentaldiversity.org): As the nation continues to diversify, the environmental movement is left with one of the greatest challenges it will face this century. In order to become an influential and sustainable movement for generations to come, it needs to successfully address its diversity crisis. In this essay, the authors, Marcelo Bonta and Charles Jordan, analyze the problem, acknowledge past and current diversity efforts, provide a comprehensive and strategic approach to diversifying, and stress the importance of diversifying in the right way. They provide action-oriented solutions at the movement, organizational and individual levels. www.environmentaldiversity.org

[The Willamette Valley Landowner's Guide to Creating Habitat for Grassland Birds](http://www.dfw.state.or.us/conservationstrategy/docs/grassland_bird_habitat/Grasslands.pdf): http://www.dfw.state.or.us/conservationstrategy/docs/grassland_bird_habitat/Grasslands.pdf

[Landowners Guide to Restoring and Managing White Oak Habitats](http://www.blm.gov/or/districts/salem/files/white_oak_guide.pdf): http://www.blm.gov/or/districts/salem/files/white_oak_guide.pdf

[A Guide to Riparian Tree and Shrub Planting in the Willamette Valley](https://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/24003/em9040.pdf?sequence=1): <https://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/24003/em9040.pdf?sequence=1>

[Plant Native – Native Plant Nurseries in Oregon](http://www.plantnative.org/nd_or.htm): http://www.plantnative.org/nd_or.htm

[Guide for using Willamette Valley Native Plants Along Your Stream](http://www.linnswcd.oacd.org/NativePlantGuide05.pdf): <http://www.linnswcd.oacd.org/NativePlantGuide05.pdf>

[Pollinator Conservation Resources](http://www.xerces.org/pollinators-pacific-northwest-region/): <http://www.xerces.org/pollinators-pacific-northwest-region/>

[The Portland Plant List](https://www.portlandoregon.gov/auditor/34460?a=322280): <https://www.portlandoregon.gov/auditor/34460?a=322280>

MAPPING RESOURCES

Below are list of mapping resources to assist in project development.

[Regional Conservation Strategy viewer](http://www.regionalconservationstrategy.org/site/viewer): The viewer provides easy access to the data for those without GIS capacity to view and obtain some quick summary statistics about land cover, high value habitat, and protected areas. The full Regional Conservation Strategy documents, GIS data, and modeled outputs are available for download and are an incredibly rich information resource.

<http://www.regionalconservationstrategy.org/site/viewer>

[Oregon Watershed Restoration Inventory](http://oe.oregonexplorer.info/RestorationTool/) and **[Oregon Explorer](http://www.oregon.gov/oweb/monitor/pages/owri.aspx)**: The Oregon Watershed Restoration Inventory (OWRI) tracks Oregonians' voluntary efforts to restore habitats for salmon and wildlife. With over 14,000 records of projects completed since 1995, OWRI is the single largest restoration information database in the Western United States. The Oregon Watershed Restoration Tool on Oregon Explorer was created to show the locations and information about OWRI projects. <http://oe.oregonexplorer.info/RestorationTool/> and <http://www.oregon.gov/oweb/monitor/pages/owri.aspx>

[Regional Environmental Information Network \(REIN\) Conservation Registry](http://rein.conservationregistry.org/): The Regional Environmental Information Network (REIN) is a virtual gathering place in the Portland / Vancouver region for information sharing and networking among the people, community groups, government agencies and nonprofit organizations that are working to protect, restore and monitor the region's natural resources.

<http://rein.conservationregistry.org/> and <http://www.conservationregistry.org/>

[Regional Equity Atlas](https://gis.oregonmetro.gov/equityAtlas/): Using maps, policy analysis, community-based research and other tools, the Equity Atlas project assesses how well different populations across the four-county Portland-Vancouver metro region can access key resources necessary for meeting their basic needs and advancing their health and well-being. By illuminating the region's geography of opportunity, the Equity Atlas is a powerful tool for promoting greater [regional equity](https://gis.oregonmetro.gov/equityAtlas/). It can be used to inform a wide range of planning, policy and investment decisions, such as where to locate new housing, transit, parks, services, infrastructure and other amenities, and where to most effectively target public and private investments. <https://gis.oregonmetro.gov/equityAtlas/>

[MetroMap](https://gis.oregonmetro.gov/metromap/): This is Metro's web mapping service where you can view and print maps or data specific to your area of interest. MetroMap allows you to view map-based information about a location of your choice. View information on parcel and tax assessment, zoning, political boundaries, planning, flood plain and special districts. The results can be displayed in text-only format or on a map. <https://gis.oregonmetro.gov/metromap/>

[Urban Growth Boundary tool](http://gis.oregonmetro.gov/LookupTools/UGB/): Enter an address to see a map that shows whether a specific property is inside, was added to, or removed from the urban growth boundary.

<http://gis.oregonmetro.gov/LookupTools/UGB/>

[Portland comprehensive plan app](http://www.portlandbps.com/gis/cpmapp/): The City of Portland is updating its Comprehensive Plan, a long-range 20-year plan that sets the framework for the physical development of the city. To do so, Portland has created a mapping tool to view demographic, parks, natural resources, etc. www.portlandbps.com/gis/cpmapp/

School districts: One source of local demographic data is the neighborhood schools. Each public school maintains data on the percentage of students eligible for the free and reduced lunch program and students participating in English as a Second Language programs.