

Proposals

Due by 4pm, Thursday, April 18, 2024



CLACKAMAS

WATER
ENVIRONMENT
SERVICES

RiverHealth Stewardship Program

The RiverHealth Stewardship Program supports community groups, businesses, and property owners who want to improve the health of watersheds within surface water areas served by Clackamas Water Environment Services (WES).



The RiverHealth Stewardship Program (RHSP) supports community groups, businesses, and property owners who want to improve the health of watersheds within watershed protection areas served by Clackamas Water Environment Services. RHSP grants can provide up to \$30,000 per organization for projects that protect and enhance these watersheds. Stewardship grants are awarded annually, subject to budget approval. The objective of the program is to improve watershed health by:

- Enhancing streamside vegetation by replacing invasive species with natives and/or increasing stream buffer width
- Reducing pollutants and volume of runoff from paved surfaces
- Using Low Impact Development Approaches (LIDA) to manage stormwater
- Educating those who work and live in the surface water districts served by WES on what they can do to improve water quality
- Providing opportunities for historically underserved and excluded communities to benefit from watershed health education and partner opportunities

Funding Policy

Who is eligible?

Community groups, businesses, schools, nonprofits, student groups, faith organizations, neighborhood or business associations, and service groups within the Portland Metropolitan area and Clackamas County are eligible to apply. Eligible business costs include only costs to carry out a project.

Note: Projects that take the place of permit obligations, required mitigation or penalty payments are NOT eligible for funding. Consultants are not eligible to apply on their own, but they may be paid for services by an applicant.

Supplemental Grants

A nonprofit may apply for a second Supplemental Grant for projects on commercial or industrial properties where they have established a partnership with a business. The nonprofit may serve as a fiscal agent and project manager for the business. WES encourages businesses

in our district to apply. Criteria for a Supplemental Grant includes:

1. Project is restoration for a commercial or industrial property located along any stream or wetland in the surface water areas served by WES.
2. Eligible projects reduce stormwater runoff or provide clear water quality benefits (same as other eligible project types).
3. The nonprofit must already have a partnership with the business; the Supplemental Grant cannot be used for outreach, though outreach and recruiting can be part of your primary grant.
4. Permission from the property owner is required.

Where are projects funded?

RHSP funding will only support work performed within watersheds in the watershed protection districts served by WES. These watersheds include the Clackamas River, a small portion of the Tualatin River, Mt Scott Creek, Kellogg Creek and Johnson Creek.

Attachment B (page 14) contains a map of the eligible watersheds. Projects visible to the general public and showing a clear community benefit are preferred because they help educate residents about watershed health.

Is permission needed from property owners?

Yes, written permission from the property owner is required for every project, including projects on public land. Reporting forms require you to acknowledge that landowner permission has been received, but you are not required to submit copies of the permission. Ask the RHSP Grant Program Manager if you need help identifying the property owner. To determine the property owner of a parcel of land, look up the parcel at: <https://maps.clackamas.us/maps/cmmap>.

How and when can funds be spent?

Applicants must have a fiscal agent registered with the Oregon Secretary of State's office, such as a neighborhood association, community planning organization, business, or nonprofit organization to handle project finances.

All funds awarded for a project must be spent between July 1, 2024 and June 30, 2025. Funds are available after your fiscal agent and WES finalize the Stewardship Grant Agreement. Funds are disbursed as a reimbursement to the fiscal agent upon receipt of invoices and copies of receipts for approved

budget items. Note that awards are subject to approval of the WES watershed protection annual budget.

All plant material for riparian areas purchased with grant funding must be native to the lower Willamette Valley, and must be included on the Portland Plant List, available at <https://www.portland.gov/bps/planning/environmental/planning/portland-plant-list>. A plant list will be required if your proposal is accepted.

Funds are allowed for food and refreshments for volunteers and work parties (included within the \$30,000 maximum). Funds cannot be used to purchase alcoholic beverages or entertainment.

Overhead and indirect costs up to 15% of the total project cost are eligible for reimbursement. In addition, staff time for project management and administration may be included in the overall project cost. Your project management and administration costs should include time for communicating about your project with WES throughout the year. In addition to the required quarterly progress reports, you must send updates on your project schedule, advance notice of events that are open to the public, and images of your project or events that we can share on social media. These costs are included within the \$30,000 maximum.

Please note that quarterly invoicing and quarterly progress reports will be required for your project. Project reporting, including monitoring of plant survival, is required at the end of the fiscal year. Contact Grant Program Manager if you have questions about these requirements. Past compliance with this requirement can affect consideration of an existing grantee's application. Untimely invoice submissions can impact future applications.

Project Examples

WES' Watershed Protection Group works to provide surface water protection and restoration services to residents of WES' service areas so they can benefit from healthy and clean streams. We consider stream health to consist of four factors: physical habitat, water quality, hydrology, biological communities.

Our watershed council partners have watershed action plans that discuss specific goals and strategies for each watershed. Links to those plans are below.

North Clackamas Watersheds Action Plan <https://ncurbanwatershed.wordpress.com/watersheds/watershed-news-council-completes-bio-assessment/>

Rock Creek, Clackamas River and tributaries-Clackamas River Basin Council, Basin Action Plan <http://clackamasriver.org/action-plans/basin-action-plan/>

Johnson Creek-Johnson Creek Watershed Council, Action Plan <https://www.jcwc.org/home/about-us/action-plan/>

Tualatin River and tributaries-Tualatin River Watershed Council, Rapid Bio-Assessments <https://trwc.org/learn/science-library/tualatin-rapid-bio-assessments>

Multiple watershed councils: the Clackamas Partnership Strategic Plan <https://www.clackamaspartnership.org/About/PartnerDocs>

The following are examples of eligible projects:

Stormwater Features – Rain water infiltration projects like rain gardens, vegetated swales, stormwater planters, pervious paving, cisterns for rainwater harvesting, and eco-roofs that

are NOT already required by a development or other permit.

Riparian Restoration – Local riparian habitat projects that remove invasive plants, plant native vegetation, or benefit native wildlife within riparian areas (along streams or other water bodies).

Stewardship of existing projects – Applicants can apply to steward previous investments for a period of up to 3 years, unless there are extenuating circumstances.

Pavement Removal – Projects which remove pavement and replace it with permeable surfaces and landscaping to restore more natural hydrology and reduce runoff.

Rainwater interception and cooling – Tree planting projects that increase tree canopy in highly impervious areas or large trees to provide shade over a paved area.

Education and Outreach – Educational events for school groups or the community on watershed health related topics. Examples include outdoor instruction on plant and animal identification, hands-on monitoring experiences, service learning such as installing plants, slide shows on plant and animal identification, training on rain garden installation, community tours or workshops, and providing public informational displays such as an educational watershed art project. Events that communicate healthy watershed messages and influence behavioral change are encouraged. Note that because WES already conducts watershed health education in schools, on-the-ground projects may rank higher than education projects.

In-Stream Restoration – Projects that enhance stream channel resiliency and reduce stream channel erosion, such as placing rock, boulders, or logs as designed by an engineer.

For examples of previously-funded projects, see Attachment A.

Selection Criteria

Projects will be evaluated using the following selection criteria:

Meet basic requirements

All required materials are submitted on time and complete; meets eligibility, location, page limit (up to 12 pages for the application and up to 10 pages for supporting materials), and budget requirements.

Watershed Health Goals

Project contributes to WES' surface water program goals to improve and protect water quality and reduce the impacts of urbanization on hydrology. Specific goals for improving watershed health are to:

- restore physical habitat
- improve water quality
- mimic pre-development hydrology
- enhance biological communities
- educate and motivate residents on actions they can take to improve watershed health

Our watersheds are further described in the Watershed Action Plans referenced above.

Project should address a known watershed health issue. Sites without a watershed action plan are still eligible for consideration. While these plans are good sources of information and project ideas, the RHSP is not limited to sites within watersheds with an action plan.

Stormwater features that treat a large impervious contributing area will also be given a high priority.

Impact/connectivity

Project physically connects habitat to another restoration project or protected natural area to create a corridor, and is expected to have a positive cumulative impact on watershed health. Riparian corridors are important as migration and dispersal routes and as forested connectors between habitats for wildlife. Loss of these connective corridors results in habitat fragmentation, a major cause of wildlife decline. Allowing habitats to become isolated "islands" surrounded by development will cause them to lose much of their ecological value even if the habitat itself is not directly impacted. Creating a corridor is therefore rated higher than improving an isolated site.

For projects other than restoration, project is expected to have a high impact on other watershed health goals.

Long-term consideration

Applicant has considered how the project will be maintained to provide continued benefits into the future, relationships are built/strengthened for future work, or project helps organization build capacity for future work. For planting and construction projects, there is a plan and a responsible party identified for long-term maintenance and stewardship of the project.

Organizational capacity

Your organization has the experience and capacity to complete the project successfully. Projects that are well-planned, clearly communicated, and have landowner permission will be given a higher priority.

WES encourages applications from organizations with a commitment to Equity, Diversity, and Inclusion. We support opportunities for historically underserved or excluded communities to benefit from watershed health education and partnership opportunities.

Priorities:

To receive the highest scores, all project benefits will be located in district (compared to in-district watershed or only some benefits in-district). Because WES already conducts watershed health education in schools, on-the-ground projects may rank higher than education projects. Proposals must meet all basic requirements and align with WES' watershed health goals and mission.

have partnered with organizations such as watershed councils and other nonprofits, businesses, and school districts.

Watershed Councils may provide volunteers, resources, or technical expertise to natural area restoration and education projects, and may act as a fiscal agent for your grant:

- North Clackamas Watersheds Council
Neil Schulman
503-550-9282
neil@ncwatersheds.org
- Clackamas River Basin Council
Cheryl McGinnis
503-303-4372 ext. 100
Cheryl@clackamasriver.org
- Johnson Creek Watershed Council
Daniel Newberry
503-652-7477 ext 103
daniel@jwcw.org
- Tualatin River Watershed Council
Scott McEwen
503-846-4810
trwc@trwc.org

Resources

Resources from Water Environment Services

- For General Questions:
Gail Shaloum, Grant Program Manager
office: 503-742-4597
mobile: 503-793-4264
gshaloum@clackamas.us

Potential Partners

Partners help you get your project done. They provide materials and services, help find volunteers, offer special knowledge and advice, and help you reach out to other groups and communities. Partners also benefit from being a part of the project. They learn about watershed health, develop skills, and create lasting relationships in your community.

Reach out to find the resources that you need. There might be neighbors, members of your congregation or neighborhood association, or parents at your school who can volunteer, offer technical advice, or provide services at reduced prices.

In the past, successful grant applicants

The Clackamas Soil and Water Conservation District (SWCD) has additional grants, education programs, technical expertise:

- Clackamas SWCD
Jenne Reische
503-210-6011
jreische@conservationdistrict.org

Depave is a nonprofit organization that promotes the removal of unnecessary pavement from urban areas to create community green spaces and mitigate stormwater runoff:

- Depave
Katya Reyna, Program Director
katya@depave.org

Friends of Trees has been planting native trees, shrubs, and herbaceous plants for decades and may be available to partner with organizations looking to engage volunteers in their restoration or planting efforts:

- Friends of Trees
Meng Vue
503-467-2522
Green Space Specialist
mengv@friendsoftrees.org

The Wetlands Conservancy educates and assists landowners, neighborhood groups, land trusts, and watershed councils on local stewardship of wetlands:

- Wetlands Conservancy
Patty Lyons
Operations Director
503-227-0778
pattylyons@wetlandsconservancy.org

North Clackamas School District sometimes has opportunities for educational activities that also help improve habitat and manage storm runoff on school properties:

- North Clackamas School District
Rob Martinez
Facilities Operations supervisor
503-353-6059
martinezro@nclack.k12.or.us

Project Payback, a program of the Clackamas County Juvenile Department, collaborates with community partners to provide meaningful projects for youth offenders to develop their work and social competencies while earning money to repay victims harmed by their criminal behavior. The program often seeks projects for youth participants:

- Alice Perry
Project Payback
503-650-3101
aperry@clackamas.us

Project Proposals

Your project proposal should make a convincing case that the project meets the intent of the grant program and is achievable. Electronic submissions preferred, as a single document. Please make sure it can be printed on 8½ x 11" paper, double-sided and with a font size no smaller than 11 point. Applicants need to ensure that they have the ability to submit a viable, complete and fully scoped project proposal that can be successfully implemented if the project is awarded funding.

Send your proposal to:
gshaloum@clackamas.us

Your application is limited to **12 pages** not including supporting documents. Supporting documents may include letters of support, a site plan, photographs, or other supporting materials. Please limit supporting documents to 10 pages.

Information should be presented in a manner that is clear and concise and should include the following:

A. Cover Sheet (see page 16)

B. Project Narrative

To ensure that all relevant information is included in the project narrative and to assist the reviewers in evaluating each proposal, please follow the suggested outline below. Information should be presented clearly and concisely and each heading should indicate the major areas of required information. If the question does not apply to you, write N/A.

1. Project background: Describe the need, issue or problem that this project seeks to address. What has been done on the project to date? Where is the project located?

2. Watershed Health Goals (Refer to page 5): Describe the goals that you hope your project will achieve.

- How will your project benefit water quality, riparian habitats, public understanding of, and engagement in watershed health?
- Is your project connected to another restoration project or protected natural area?
- How is it expected to positively impact watershed health?

Describe any other community benefits.

3. Project Scope: Briefly describe the activities you will conduct or work products you will produce. Include quantities when possible, such as:

- Number of class visits or site visits for educational projects
- Number of events for outreach projects
- Acres of planting areas for restoration projects

- Square feet of impervious surface to be treated for stormwater features

If your project has more than one task, site or element, please provide the estimated dollar amount for each.

4. List the partners and groups that have committed to working on your project and describe how they will be involved (volunteer labor, in-kind donations, technical assistance, etc.). Provide letters of support from these groups, and account for their contributions in the project budget.

5. Describe your plan for long-term maintenance and continued community involvement (if applicable) after the funding period has ended.

If your proposal continues previous work, what will this year's project accomplish and how will it build on previous work?

6. Explain why your organization has the experience and capacity to conduct the project (planning, implementation, maintenance, reporting and outreach), including identification of key personnel.

7. Explain your organization's commitment and actions to achieve Equity, Diversity, and Inclusion in the last five years. Does your project involve or primarily benefit Black, Indigenous or other communities of color, low-income communities, or other historically marginalized groups? If so, describe the level of their involvement in the project.

C. Project Timeline

Submit a project timeline. Include project tasks such as permits, work parties, outreach activities, major project phases, and estimated completion date. Also include milestones and continued maintenance past the period of grant funding, if applicable.

D. Budget (1 page maximum)

Fill in the budget form, including sources of matching funds and services. The budget form is available at the end of this document, or you may create your own form with the same information.

Provide enough detail and communicate how you will carry out the project to show how grant funds will be spent.

Please provide specific details in the comments section.

- For staff time, estimate number of hours included and a brief description of each task for both nonprofit/agency staff and contracted services. You may include staff time to meet quarterly reporting, invoicing, communications and monitoring requirements.

- Include estimated quantities for materials such as cubic yards of mulch, number of plants, number of newsletters/mailers/handouts, etc.

Matching funds (donations from private and public groups) are not required but demonstrate support for your project and strengthen your proposal. Matching funds may be in-kind or cash. In-kind donations may include products and services, such as volunteer time and labor. Cash donations are donations of money from an organization, generally for a specific budget item.

If this proposal is part of a larger watershed enhancement project then include the scope of the entire project in the budget, including funds from other sources.

The total amount requested must not exceed \$30,000.

Activity/Expense	RHSP FUNDS	Matching Funds, Goods and Services	Source of Match	Description: work tasks, items to be purchased, comments	Totals
Materials and Supplies	\$	\$	(name of org)		
Plants					
Mulch					
Tools					
Erosion Control					
Mileage					
Printing					
Project Supplies					
Other (specify)					
Refreshments					
Work Party Snacks					

RHSP 2024-25 BUDGET FORM

Activity/Expense	RHSP FUNDS	Matching Funds, Goods and Services	Source of Match	Description: work tasks, items to be purchased, comments	Totals
Staff/Professional Services					
Nonprofit/Agency Staff					
Contracted Services					
Administrative Fees					
Permits					
Other (specify)					
Volunteer Labor					
Volunteer Labor					
Total for Grant Project	RHSP TOTAL	MATCHING TOTAL			PROJECT TOTAL

Note: Suggested line items are provided here. These may be amended for your particular project, but please retain the category headings. Please provide specific quantities as appropriate. Total RHSP budget request may not exceed \$30,000.

*The Grant Agreement will require commercial general liability insurance and automobile insurance in the amount of not less than \$1,000,000 combined single limit per occurrence / \$2,000,000 general annual aggregate for personal injury and property damage.

E. Site Maps and Supporting Documents (10 pages maximum)

Please provide a map showing the project area and site clearly marked and a location map. Provide photos of the site if available. You may create your map on Google Maps, Metro Map, Clackamas County Plan Map, or using GIS. See <http://cmap.clackamas.us/maps/cmap> and/or <https://gis.oregonmetro.gov/metromap/>.

- Location map
- Site map
- Photos of project site

Letters of Support (Include when applicable)

- Fiscal Agent support
- For projects on Clackamas County property, call Gail Shaloum, 503-742-4597, for direction to the proper staff person to receive permission for your project.

Letters of Support (Suggested)

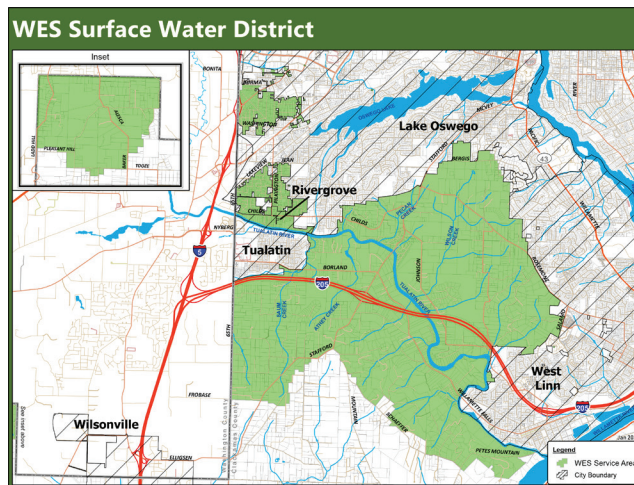
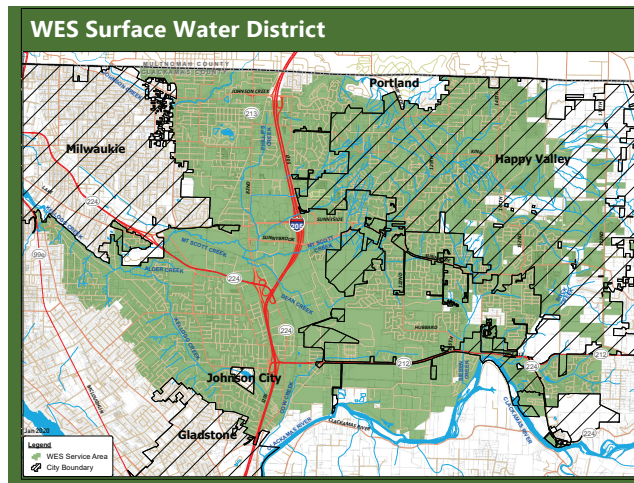
- Partners contributing substantial or critical resources to your project
- Technical experts indicating that your project is feasible
- Supporting agency partners
- No more than 3 letters of support please

Summary of grant awards FY 2023-24

#	Applicant	Grant funding amount	Project description
1	Bob's Red Mill	\$26,473	Will restore 4.5 acres of the Mill's End Wetland by controlling invasive species and planting native vegetation to improve habitat and water quality. The project mitigates runoff from impervious areas by filtering stormwater for treatment.
2	Clackamas River Basin Council	\$29,811	Will treat noxious weeds on 12.5 acres of riparian habitat and 1,200 linear feet of river and streams. The grant also funds Shade Our Streams stakeholder engagement and outreach programs to streamside residents in the Rock and Sieben Creek watersheds.
3	Columbia Land Trust and Portland Audubon	\$18,135	The Backyard Habitat Certification Program works with residents to reduce or eliminate the use of pesticides, remove weeds, and plant native vegetation. These actions keep chemicals out of streams, cool the land and water, and help pollinators and birds survive and thrive. Approximately 30 new sites will be added in WES' district.
4	Friends of Trees	\$30,000	Will educate and empower landowners and engage youth through hands-on environmental education experiences. Will host three volunteer events, two community workshops, and two education days with students at Oregon Trail Elementary, adjacent to WES' Rose Creek property. It also includes 6.5 acres of riparian restoration along 1,770 linear feet of streams.
5	Happy Valley Heights HOA	\$29,361	Four homeowners associations will collaborate on riparian treatments to mitigate stormwater runoff impacts from increased impervious areas. The work will be completed on 34 acres along 3,250 linear feet of streams in the Mt Scott Creek, Johnson Creek and Clackamas River basins.
6	Johnson Creek Watershed Council	\$29,490	Will engage 200 volunteers and six community partners in the Johnson Creek Clean-Up, 300 volunteers in Watershed Wide, including at least 25 at the Luther Road site, 40 participants in Science in the Park, and lead Watershed Discovery Day at Kellogg Creek Park. Will also restore 2 acres along 900 linear feet of Johnson Creek.
7	Lower Columbia Estuary Partnership	\$26,996	Will design and build facilities that capture and treat stormwater from the Sunnyside Elementary back parking lot. The project will capture runoff from 9,000 square feet of a parking lot and, combined with a previous stormwater retrofit project in the front parking lot, enable the school site to capture and treat almost all parking lot runoff. Will engage students in design and planting.

#	Applicant	Grant funding amount	Project description
8	North Clackamas Watersheds Council	\$29,995	Provide training for landowner stewardship of the Streamside Stewards Program, restoring vital riparian conditions in the Kellogg-Mt. Scott Watershed. Will develop a sustainable model for landowner stewardship of 61 restoration sites that meet both ecological outcome objectives and positions the program for expansion in the future when Kellogg Creek is accessible due to the planned removal of Kellogg Dam.
9	Northwest Youth Corps	\$27,000	The Northwest Youth Corps Young Women Inclusion Stewardship Program introduces girls ages 15-24 from diverse ethnic and income backgrounds to natural resource-based service. Through activities with Friends of Trees, youth will earn money as they work outdoors, increase their understanding of nature through daily environmental lessons, and acquire academic credit depending on their home school. During the summer, members of Girls, Inc., with their leaders, will conduct work on 6 acres along 1,600 linear feet of streams.
11	Tualatin River Watershed Council	\$26,955	Will engage streamside landowners in riparian forest restoration and develop partnerships to improve water quality and wildlife habitat in our communities. Includes restoring 3,700 linear feet of streams and rivers.
12	West Linn-Wilsonville School District	\$16,740	West Linn High School students in the Environmental Science Career & Technical Education program will train Riverside High School students to remove invasive species and plant native vegetation along 200 linear feet of the Tualatin River. High School students will lead restoration work with Stafford Primary 5th graders & instruct on watershed health. 5th-grade teachers will guide watershed lessons for Stafford Primary students.
13	World Salmon Council	\$9,00.00	Will provide environmental education that combines classroom and online curriculum, field learning, and community service, incorporating innovative learning activities to enhance student's critical thinking and problem-solving skills. The program enables students to explore their natural heritage and develop a sense of stewardship and future career exploration by learning about watershed health and Northwest salmon's lifecycle and habitat needs.
	TOTAL FUNDING	\$300,000	

Watershed Protection Areas Served by WES and Map of Eligible Watersheds





APPLICATION FORM

2024-25 Watershed Stewardship Program Cover Sheet

PLEASE READ THE PROGRAM GUIDE before completing your proposal for required documentation.

This Cover Sheet must be completed in full and submitted with narrative, budget and supporting documents. Please complete the information below using no more than two pages.

Applicant Information

Section 1: Project Coordinator

Project Coordinator's Name:

Coordinator's Organization:

Mailing Address:

Phone Number:

Email:

Section II: Fiscal Agent

Fiscal Agent Contact Name:

Fiscal Agent/Organization:

Organization Mailing Address:

Phone Number:

Email:

Project Information

Project Name:

Total Amount of Funds Requested (maximum of \$30,000):

Project Location (address or closest street and cross street):

Please indicate the watershed(s) where this project is located:

Project Category (check all that apply):

Riparian or wetland restoration

Stormwater feature/pavement removal

Education/outreach

Stewardship of existing projects

Waterway clean-up

Other



APPLICATION FORM

Provide a one-paragraph summary that describes your project (limit 40 words):

For restoration and education projects, please fill in relevant information:

Area to be worked (ac. or s.f.)

Length of stream to be worked (l.f.)

For Educational projects:

Number of classes to participate

Number of classroom visits

Number of outdoor site visits

APPLICATION FORM

Note: Please attach this cover sheet to your project narrative and budget. Follow instructions on pages 7 to 9 of the Program Guide

RHSP 2024-2025 Budget Form

Project Name:

Activity/ Expense	RHSP Funds	Matching Funds, Goods and Services	Source of Match	Description: work tasks, items to be purchased, comments	Totals
Materials and Supplies	\$	\$	(Name of org)		
Plants					
Mulch					
Tools					
Erosion Control					
Mileage					
Printing					
Project Supplies					
Other (specify)					
Other (specify)					
Refreshments					
Work Party Snacks					
Staff/Professional Services					
Nonprofit/Agency Staff					
Contracted Services					
Administrative Fees					
Permits					
Other (specify)					
Volunteer Labor					
Volunteer Labor					
Total for Grant Project					
	RHSP Total	Matching Total			Project Total

NOTE: Suggested line items are provided here. These may be amended for your particular project, but please retain the blue category labels. Total RHSP budget request may not exceed \$30,000.

NOTE: Commercial general and automobile insurance is required in the amount of not less than \$1,000,000 combined single limit per occurrence / \$2,000,000 general annual aggregate for personal injury and property damage.