



# Habitat Enhancement Program Guide

## What is the Habitat Enhancement Program?

The Habitat Enhancement Program (HEP) fosters partnerships between qualified organizations and private land owners to improve the water quality of our stream and educate citizens about our watersheds. Watershed Councils may apply for grants that meet the following criteria.

## Grant Criteria

1. Improvement of riparian habitat and/or upland areas adjacent to riparian habitats that:
  - Increase short-term shade
  - Promote long-term shade via control of invasive plants and riparian revegetation that furthers forest successional processes.
  - Improves instream conditions in a manner that increases channel stability, mitigates impacts of urban runoff, and/or increases effective baseflow.
2. Expansion or enhancement of wildlife corridors, open space, or sensitive lands (as designated by the City on LO Maps).
3. Support of the City's TMDL Implementation Plan, MS4 Permit requirements, or Parks and Recreation Master Plans
4. Supports endangered species habitat or removes invasive species (plant or animal).
5. Provides long-term maintenance and protection.
6. Includes opportunities for community involvement and education.
7. Leverages funds with other grants wherever possible (e.g., available through the Oregon Watershed Enhancement Board, Metro, or other non-profits).
8. Provides safe for working conditions.

## Budget

**Records Retention:** Copies of all receipts, invoices or supporting documentation for costs charged to an City of Lake Oswego HEP grant must be retained by the Grantee for five (5) years (from the project completion date) and provided to the City upon request.

### Budget Categories:

- **Salaries** - For monitoring, volunteer, watershed, and outreach coordinators, project manager, crew leader, employee time spent operating equipment, GIS technician, and monitoring technician. Show the estimated number of hours, the cost per hour and the position title for all staff assigned to the project.
- **Contracted Services** – This budget category includes labor, supplies and materials, and travel associated with hiring consultants, construction firms, or other outside firms. Remember to place match or reimbursement for partner agencies or collaborators here. (Refer to Match Guidelines below).

Do NOT lump all contract costs into one row. Contract costs should be broken out and should match the scope of work described in the application.

The following are examples of eligible contracted services:

- |                                    |   |
|------------------------------------|---|
| ○ Contracted project management    | ○ Mobilization  |
| ○ Seeding                          | ○ Log loading/hauling   |
| ○ Excavation                       | ○ Pond construction   |
| ○ Mowing/herbicide application     | ○ Planting  |
| ○ Technical Assistance             | ○ Engineering   |
| ○ Culvert replacement/installation | ○ Log placement   |
| ○ Work crew labor                  | ○ Bridge work for pedestrian trails   |
| ○ Invasive species control         | ○ Landowners performing work for the grant and any landowner equipment time (Match category only) |
| ○ Tech assistant biologist         | ○ Tech assistant geologist  |
| ○ Tech assistant engineer          |   |
| ○ Tech assistant hydrologist       |   |

Contracted Services not allowed: This is not a complete list.

- Costs associated with portable items that are purchased and intended to reside with the landowner after the grant is complete
- General website development
- Audit and Tax preparation costs
- General IT support
- **Materials and Supplies** – (Consumable items or purchased small equipment, such as shovels or gloves, used during the course of the project).

Indicate the number of units and the unit cost, wherever appropriate.

The following are examples of eligible materials and supplies:

- Herbicides, pesticides
- Sand, gravel
- Tree protectors
- Plants, shrubs, trees
- Direct mail/postage (purchased solely for the project)
- Grass seed
- Waders and wading boots and their repair (that will be used by multiple people)<sup>1</sup>
- Ground cover fabric
- Gas/oil for grantee-owned equipment
- Lumber
- Rocks, boulders, logs, root wads
- Tools and Portable equipment (such as cameras, weed trimmers, GPS unit, or chain saw, monitoring supplies, first aid kits and refills, work gloves<sup>1</sup>, shovels<sup>1</sup>, safety gear (hard hat, safety vest), miscellaneous tools/hardware<sup>1</sup>) up to 3% of the grant request \*
- Mulch, bark dust
- Office supplies purchased solely for the grant (e.g. write-in-the-rain paper)

\* Portable equipment and tools cannot be greater than 3% of grant amount.

<sup>1</sup> These items will not be reimbursed if purchased by a contractor.

Materials and supplies not allowed:

- General office supplies (e.g. paper, pens, toner, office furniture, etc.)
- Donations, gifts, prizes, flower bouquets, greeting cards.
- **Equipment** – Does not include equipment operator expenses, interest expense, or donated items. Includes equipment rental and insurance if equipment is operated by the applicant.
- **Travel** – Includes costs getting to and from project location (using the most direct route) for staff at government rate except when using motorcycles or mopeds. Estimate mileage in the “Unit Number” Column.

The Grantee must hold a valid, current driver’s license for the class of vehicle to be driven and carry automobile liability insurance.

- **Effectiveness Monitoring** – Effectiveness monitoring involves gathering data to determine whether the project is improving the area as expected.
  - Regular and ongoing control of invasive weeds.
  - Regular and ongoing control of damage to area.
  - Measurement of [plant survivability and diversity.
- **Indirect Costs** – Indirect costs are overhead or administrative costs that cannot be readily identified to a specific project or function. Amount of indirect costs should be in proportion to the grant requested.

Examples of Indirect Costs:

- Staff or contracted bookkeeping, accounting, clerical and financial services audit services, tax preparation, tax/corporate filing fees, and administrative personnel.
- Rent, utilities, property insurance, janitorial.
- Communication, telephone, internet, cell phone.
- General office supplies, paper, folders, toner, and related items.

- Copying and printing costs associated with grant administration.
- Banking and fiscal transaction fees.
- Grantees insurance in proportion to the grant requested (risk, bonding, liability, D/O, and other).
- Technology (computer, IT service, maintenance, software, etc.).
- Postage
- Costs associated with the ownership of equipment (excluding passenger vehicles), and insurance.
- Contracted Grant Administration

**Indirect costs not allowed:**

- Overdrafts, late fees, finance charges, penalties and interest (accountability of public funds).
  - Vehicle insurance (covered by mileage reimbursement rate).
  - Staff or contractor time preparing subcontracts for the project such as RFP development, bid tours, questions from bidders, selecting contractor, etc.
- **Contingencies** – Unforeseen events or costs.
  - **Other** – Items that do not fit in the other budget categories.

**Examples of costs appropriate for this budget category.**

- Project-specific printing costs.
- Storage facility rental required for the project.
- Project permitting and regulatory agency fees.
- Event refreshments (agenda and sign-in sheets required).
- Grantee-owned equipment repair (chainsaws, weed eaters, augers, mowers, spray equipment, etc.) if repair occurs because of the project.
- Insurance costs specifically required for the project but which are above normal insurance costs.

**Not allowed:**

- Individual's license or permit such as pesticide application license, or Oregon engineering stamp.
- Repair of rented commercial equipment.
- General office rent.
- Utilities, Janitorial, Yard Maintenance, Copier Lease, PO Box Rent.
- Insurance (workers comp insurance is a payroll cost and belongs in Salaries).
- Banking fees, Payroll Service fees, Business license fees, Dues.

## Match Guidance

City of Lake Oswego match requirements are as follows:

- **Eligible Match**
  - Cash and in-kind resources dedicated specifically for the project and which are integral to the successful completion of the project and align with the proposed criteria.

Applicant must provide proof that the matching funds are secured at the time of application by attaching signed agreements, or e-mails that specifically state the nature of the match (cash or in-kind) and the dollar value to the grant amount requested.

## Policies

Ineligible activities for grants include projects required as a condition of a local, state, or federal permit; a state or federal agency enforcement order, legal judgement or mitigation requirement.

## Required Deliverables

Reports are due June 15<sup>th</sup> each year that the project is funded. Once the report is submitted and approved, the City will release additional funds as listed in the grant agreement within 30 days.

## Annual Project Report Requirements

Below are some components that you will want to track as your project develops throughout the year.

- Photo Point Monitoring  
(See guide: [http://www.oregon.gov/OWEB/docs/pubs/photopoint\\_monitoring\\_doc\\_july2007.pdf](http://www.oregon.gov/OWEB/docs/pubs/photopoint_monitoring_doc_july2007.pdf))
- Implementation progress
- Financial information– Grant vs matched funds
- Successes
- Setbacks and how project will be adapted

Contact Megan Big John at [mbigjohn@lakeoswego.city](mailto:mbigjohn@lakeoswego.city) for questions about the application or grant award schedule. Staff assistance is available as organizations plan their project and gather resources.

Application must be submitted by Monday, **June 15, 2020**. Grants will be awarded by July 15, 2020.