



Applications Due 06-15-20

Habitat Enhancement Program (HEP) Grant Application

Each project requires a separate application.

SECTION 1: APPLICATION SUMMARY AND CONTACT INFORMATION

Project Title:	
Project Location <i>(Latitude/longitude or street intersection):</i>	
Project Description <i>(three to five sentences)</i>	
Grant Amount Request:	
Total Other Partner Funding (In-Kind and Matching):	
PROJECT COORDINATOR	
Project Coordinator Name:	
Organization:	
Mailing Address:	
Phone Number:	E-mail:
FISCAL AGENT (if applicable)	
Fiscal Agent Contact Person:	
Fiscal Agent Organization:	
Mailing Address:	
Phone Number:	E-mail:

SECTION 2: DESCRIPTION, LOCATION & CRITERIA

- 1. **Give a brief description of your project.**
(Summarize how your project fits the HEP program, the existing conditions, what you hope to achieve with the project, and whether you have landowner letter(s) of support or agreement(s)).
- 2. **Describe the project site**
(Please include a map, initial site photos, and rough site plan of the location. Describe the number of properties associated with the project, acreage, affected stream(s) and stream miles affected (if applicable). Maps can be printed from the City website (interactive maps)
- 3. **How will the project improve water quality?**
(Describe how your project will decrease erosion, stabilize streambanks, decrease or stabilize stream temperatures, and improve riparian habitat.)
- 4. **Will the project focus on uplands or riparian habitat improvement?**
(Describe how your project increases short-term shade, promotes long term shade via control of invasive plants, riparian revegetation and/or improves instream conditions.)
- 5. **Is the project adjacent to public land, private open space, or a previously completed project?**
(Provide the name and/or owner of the property and its acreage
- 6. **What stormwater or watershed education will be incorporated into the project?**
(Describe the number of events, expected participants, and hours, e.g. 1 volunteer event for 4 hours with 10 people. Provide event dates in the Schedule section of this application.)

SECTION 3: PROJECT SCHEDULE

Schedule:

(Fill in the table below)

Month & Year	Description of Activity

SECTION 4: PROJECT BUDGET/MATCHING PARTNER EFFORTS

Budget:

(See the Program Guide for definitions and policy. Use separate budget spreadsheet provided.)

Matching:

(See the Program Guide for definitions and policy. If additional space is needed, please attach a separate sheet.)

SECTION 5: SUBMITTAL CHECKLIST

Please check off all items below that have been included as part of your application submittal. All documents should be reproducible on 8-1/2" x 11" paper.

- Cover letter and signature from Project Coordinator.
- Completed Application (including the narrative addressing the criteria).
- Signed agreement(s) or letter(s) of support from participating or affected landowners, and in-kind/matching partners.
- Map and Site Plan – showing existing features (vegetation, structures, etc.), proposed improvements and public and private utilities.
- Photos showing existing site. (Photos should be taken at locations that can be replicated as the project progresses.)

E-mail completed application to Megan Big John at mbigjohn@lakeoswego.city

Questions? Contact Megan Big John at 503-534-5436.

APPLICATIONS DUE: Monday, June 15, 2020 by 5:00 p.m.

Received by: _____
