Community
Watershed Stewardship Program
Funding for your community project

Grant Application Guide

Environmental Services
City of Portland
working for clean rivers

Portland State University

INDIGENOUS NATIONS STUDIES
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The Bureau of Environmental Services works with Portland residents and businesses to protect water quality, public health, and the environment through wastewater collection and treatment, sewer construction and maintenance, stormwater management, and stream and watershed restoration.

CONTACT INFORMATION
Address:
Community Watershed Stewardship Program
Environmental Services
1120 SW 5th Avenue
Room 613
Portland, OR 97204

CWSP Coordinator Phone: (503) 823-7917

E-mail: CommunityStewardship@portlandoregon.gov

Website: www.portlandoregon.gov/bes/cwsp
1. Program Overview

1.1 Purpose
The Community Watershed Stewardship Program (CWSP) supports Portland community groups and residents who want to improve the health of Portland watersheds. The program is a partnership between Portland’s Environmental Services and Portland State University, Indigenous Nations Studies Department.

1.2 Amount of Grant
CWSP can provide up to $12,000 for projects that protect and enhance Portland’s neighborhoods and watersheds and/or provide environmental education.

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 are donations of products and services and include volunteer time and labor. Cash donations are donations of money, generally for a specific budget item.

1.3 Delivery of Awarded Funds
Awarded funds are dispersed through reimbursement after completing a grant contract with CWSP. Projects may not start without fully authorized grant agreements. To request payment of the grant expenses, the fiscal agent of the project must submit invoices and copies of receipts for approved budget items. Grantees need to have the ability to cover costs upfront, or partner with a fiscal agent who has that ability. CWSP staff can assist with connecting prospective grantees with fiscal agent organizations upon request. More details about fiscal agents on page 6.

1.4 Grant Timeline
Grants are awarded to eligible projects on an annual basis; all project components must be complete and grant funds must be spent between September 1, 2020 through June 30, 2021 of the grant year. For grant year 2020-2021, only projects occurring between September 1, 2020 through June 30, 2021 can be funded. Sorry, CWSP cannot fund summer projects in this grant cycle.

2. Eligibility

2.1 Eligible Applicants
Community groups, businesses, non-profits, student groups, schools, faith organizations, neighborhood or business associations, and service groups within the City of Portland are eligible to apply. Government agencies may be eligible to apply under specific circumstances, please inquire with CWSP staff for more information about inter-governmental agreements.

2.2 Ineligible Applicants and Projects
Projects that take the place outside of Portland and/or are related to required mitigation or penalty payments are not eligible for funding.
2.3 Eligible Costs
Eligible costs include but are not limited to:

- Materials and Supplies including plants*, mulch, soil, compost, tools, small equipment rentals and gravel;
- Refreshments; up to $500 dollars can be spent on snacks and drinks for volunteers and work crews;
- Staff/Professional Services; this can include technical assistance, contracted services, project coordination, and youth compensation, permits, administrative costs, insurance, etc.

2.4 Ineligible Costs
Funds cannot be spent on:

- Insecticides or herbicides
- Alcoholic beverages
- Entertainment

2.5 Eligible Projects
CWSP grants will only support work performed in the City of Portland. Because Portland sewer ratepayers fund the grants program, all grants must benefit Portland residents. Projects must be easily accessible or visible to the general public and also show a clear public benefit.

Project Categories
Eligible projects include, but are not limited to:

- **Youth leadership and job skills programs**—Projects that provide valuable leadership and career development opportunities for young people as well as improve our environment.
- **Environment Education and Art**—Could include innovative workshops, curricula, creative writing, art projects, special events, or interpretive signs. Topics can include pollution prevention, native plant ecology, and local water resources. Creative and innovative projects are encouraged.
- **Pavement Removal and Urban Restoration**—Projects that remove pavement or other impervious surfaces and replace it with native plants, gardens, or pervious pavement.
- **Natural Areas Restoration**—Projects that remove invasive species and plant native plants.
- **Rain Gardens and Stormwater Management**—Projects such as ecoroofs, rain gardens or swales that collect rain water from roofs and paved areas and let it soak into the ground.
- **Community and Native Gathering Gardens**—Gardens can contribute to watershed health in many ways, please see table on page 8.
- **Cleanup**—Projects that remove trash from parks and natural areas benefit the watershed and turn neglected places into community assets.
- **Monitoring and Surveying**—Projects that collect data with a commitment to use it as part of a larger watershed enhancement project.

Resources
- For a description of past projects in the CWSP Annual Reports, go to [www.portlandoregon.gov/bes/62064](http://www.portlandoregon.gov/bes/62064).
- For case studies of former projects, go to [www.portlandoregon.gov/bes/62437](http://www.portlandoregon.gov/bes/62437).
- View a sample grant application at [www.portlandoregon.gov/bes/article/331958](http://www.portlandoregon.gov/bes/article/331958).

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Eligible plants include food plants as well as plants native to the lower Willamette Valley. Native plants must be included on the Portland Plant List, available at [www.portlandoregon.gov/bes/pdxplantlist](http://www.portlandoregon.gov/bes/pdxplantlist).
3. Grants Timeline

CWSP grants are intended to be accessible to everyone, and we strive to support grant applicants as much as possible. CWSP coordinators are available to help with developing project proposals, providing resources such as technical assistance, connecting with partner organizations, and other support you may need as you prepare for your application. Please feel free to reach out at any time during this process.

APPLICATION

See CWSP application forms at www.portlandoregon.gov/bes/51706 for the current year’s pre-application and application deadline dates.

Fall and Winter
- Brainstorm project ideas.
- Reach out to potential partners.
- Contact fiscal agent and property owner.
- Research resources.

January
- Complete Pre-Application

First Friday of February—Pre-application due by 4 p.m.

February and March
- Continue project planning.
- Identify potential support (partner organizations, volunteers, donations).
- Start locating supporting documentation.

March  CWSP will inform all applicants whether they will be invited to continue with the full application process.

March and early April
- Complete all parts of the Full Application.
- Assemble all supporting documents (see Full Application Checklist).

Third Friday of April—Full Application due by 4 p.m.

May  CWSP will inform all applicants of funding decisions.

June – September
- All awardees will complete their grant agreements prior to starting their city-funded work.
4. Application Process

4.1 How to and Where to Apply
The application process is a two-stage process including a pre-application phase and a full application phase. Potential applicants must submit a pre-application describing the proposed project and how it meets the program requirements. After the review of pre-applications by the grant selection committee, CWSP will invite selected groups to submit a full application.

The grant selection committee will use the pre-application as the primary basis to determine funding eligibility and to provide feedback on how the grant can best meet CWSP goals.

Applicants who do not receive an invitation to submit a full application will be notified by CWSP.

4.2 Pre-application Instructions
Step 1: Download and review this Community Watershed Stewardship Grant Application Guide at www.portlandoregon.gov/bes/GrantGuide
Step 2: Complete Pre-Application. Download the pre-application form at www.portlandoregon.gov/bes/pre-app
Step 3: Submit the Pre-Application by its February deadline.

By mail:
Community Watershed Stewardship Program
Environmental Services
Attn: CWSP Coordinator
1120 SW 5th Ave, Room 613
Portland, OR 97204

By email:
CommunityStewardship@portlandoregon.gov

Upon receiving pre-applications, the CWSP coordinator will notify applicants that their submissions are being assessed.

4.3 Pre-application Guidelines
The pre-application will ask you to briefly describe your project and how it meets the CWSP selection criteria. Please see page 7 for detailed descriptions of the three CWSP project criteria.

Please identify the fiscal agent (if needed) for your project and the property owner. Please discuss your project with them. Letters of support from the property owner and fiscal agent (if needed) will be required with the full application. See page 6 for more information or contact the CWSP coordinator.

4.4 Full Application Instructions
Step 1: Continue using the Community Watershed Stewardship Grant Guide to help complete the application process.
Step 2: Download the Full Application Form and Full Application Checklist from the web at www.portlandoregon.gov/bes/CWSPapplication
Step 3: Complete Full Application Form.
Step 4: Using the Full Application Checklist as a guide, compile and prepare the documentation that will be submitted with the Full Application Form (letters of support, map, etc.).
Step 5: Submit the completed Full Application Form by April deadline:

By mail:
Community Watershed Stewardship Program,
Environmental Services
Attn: CWSP Coordinator
1120 SW 5th Ave, Room 613
Portland, OR 97204

By email:
CommunityStewardship@portlandoregon.gov

Once all required materials have been received by the CWSP coordinator, notification will be sent to applicants confirming that their application package is complete and ready for assessment.
4.5 Full Application Documentation

In addition to the application form, please submit the following documents:

1. **Map**—Attach a map (www.portlandmaps.com is a useful reference) with the project site clearly marked. Submit a site plan, if applicable.
2. **Photos**—Include two or three photos of your project area, if applicable.
3. **Letters of Support**—All projects require a letter of support from:
4. **The fiscal agent.** This is someone within your organization or a partner organization who can handle the money and liability insurance.
5. **The property owner(s).** To determine the property owner of a parcel of land, look up the parcel at [www.portlandmaps.com](http://www.portlandmaps.com).

In addition, projects that include the following will need to submit letters of support:

- Partners contributing substantial or critical resources to your project.
- Technical experts indicating that your project is feasible (particularly relevant for stormwater projects).
- Monitoring projects indicating how and when the monitoring data will be used.

Please contact the CWSP coordinator with any questions about fiscal agents, property owners, or letters of support.

If your project is at a Portland Public School, in a park or in the right-of-way, you will need to contact the individuals below for a letter of support:

<table>
<thead>
<tr>
<th>PROJECT TYPE</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Portland Public Schools</strong></td>
<td>Aaron Presberg, Portland Public Schools</td>
</tr>
<tr>
<td>Projects with or at your local school require a letter of support from both the school principal and the public school district point of contact.</td>
<td>(503) 916-3279, <a href="mailto:apresberg@pps.net">apresberg@pps.net</a> or <a href="mailto:sustainability@pps.net">sustainability@pps.net</a></td>
</tr>
<tr>
<td></td>
<td>For projects at other schools please ask the CWSP coordinators for the right district’s contact.</td>
</tr>
<tr>
<td><strong>Parks</strong></td>
<td>Stephan Bouffard, Portland Parks and Recreation</td>
</tr>
<tr>
<td>Projects located in Portland Parks &amp; Recreation natural areas must contact Stephan Bouffard three to four weeks in advance of submitting your application.</td>
<td>(503) 823-7720, <a href="mailto:S.Bouffard@portlandoregon.gov">S.Bouffard@portlandoregon.gov</a></td>
</tr>
<tr>
<td><strong>Transportation-Related Projects</strong></td>
<td>Ivy Dunlap, Environmental Services</td>
</tr>
<tr>
<td>For transportation-related stormwater and landscaping project such as road rights-of-way, landscape strips, green streets and triangles.</td>
<td>(503) 823-7754, <a href="mailto:ivy.dunlap@portlandoregon.gov">ivy.dunlap@portlandoregon.gov</a></td>
</tr>
</tbody>
</table>
5. Application Guidelines

5.1 Preparing to do Business with the City

It is important to be prepared for what you will need if you are chosen to receive grant funding. The City of Portland has policies in place that require partnering organizations to:

- **Have a business bank account.** This is required to allow for payment of the grant, CWSP cannot write checks to personal accounts.

- **Provide insurance documentation for the project.** We need to confirm that the work performed for CWSP projects are properly protected. Exact insurance requirements may vary. Talk to a CWSP coordinator if you have questions about meeting this requirement.

- **Have the financial capability to make grant project related purchases upfront and provide invoices and receipts to be reimbursed.** It can take up to 30 days after invoices are processed to receive funds.

5.2 Fiscal Agents FAQ

Fiscal Agents help growing organizations with the administrative and financial side of the CWSP Grant.

**Does my group need a Fiscal Agent?**

Your organization will need a fiscal agent if any of the above requirements are not available. If you have you are unsure if you meet the requirements, talk to a CWSP coordinator and they will help you determine the best route for your organization. If necessary, they can help provide ideas regarding fiscal agents.

**Who can be a Fiscal Agent?**

Any organization that has the following:

- A business bank account.
- Insurance (general liability, workers’ compensation, automobile).
- The ability to make purchases up front, with the understanding that reimbursement will come 30 days after the city receives an invoice.

**What does a Fiscal Agent do?**

The fiscal agent for a CWSP Grant will participate in the initial contracting process by reviewing and acknowledging the grant agreement template describing the role of the fiscal and grantee's roles, providing insurance documents, setting up direct deposit for reimbursement, and signing the contract itself.

The fiscal agent will pay for project expenses up front and be responsible for saving receipts, tracking expenses, and sending invoices to the CWSP Coordinator for reimbursement. (Note that you can be reimbursed for expenses several times throughout the year. You do not need to spend the full amount before getting reimbursed).

The exact division of tasks between the grantee and fiscal agent should be agreed upon after reviewing the grant agreement template and acknowledging a mutual understanding of each other's responsibilities.

**Do Fiscal Agents receive compensation?**

Some organizations are willing to act as fiscal agents for smaller groups at no charge. Other organizations charge a percentage of the grant to cover administrative costs. Be clear about your arrangements from the beginning and be sure to factor this into your budget.
5.3 Resources
Bureau of Environmental Services staff members are available to help with your project. For additional resources please contact the CWSP Coordinators.

<table>
<thead>
<tr>
<th>BES</th>
<th>DESCRIPTION</th>
<th>CONTACTS</th>
</tr>
</thead>
</table>
| CWSP                 | Staff is available to help brainstorm project ideas, provide assistance with preparing your project proposal, and connect you with resources. | CWSP Coordinator(s)  
(503) 823-0034  
Allison Rose  
Allison.Rose@portlandoregon.gov  
Daryl Houtman  
Daryl.Houtman@portlandoregon.gov |
| Stormwater Retrofit Program | Staff can provide a free site assessment to determine technical feasibility for stormwater projects such as rain gardens, asphalt removal, downspout disconnection. | Joel DeWit (503) 823-5858  
Joel.DeWit@portlandoregon.gov |
| Clean Rivers Education | Staff can provide advice on education projects and visit classrooms. | Environmental Education Specialist  
Megan Hanson, (503) 823-7185  
Megan.Hanson@portlandoregon.gov |
| Watershed Services | Staff can help you design your project to support the city’s specific goals for your watershed. | Columbia Slough and Columbia River  
Daryl Houtman, (503) 823-1849  
Daryl.Houtman@portlandoregon.gov  
Eastside Watersheds  
Kate Carone, (503) 823-5569  
Kate.Carone@portlandoregon.gov  
Westside Watersheds  
Colleen Mitchell, (503) 823-5326  
Colleen.Mitchell@portlandoregon.gov |

5.4 Partners
Partners help you get your project done. They can 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.

Contact CWSP staff members for a list of potential partners or check out the CWSP website at www.portlandoregon.gov/bes/62062

5.5 Budget Guidance
Use these average costs to help you in your budgeting.

**Estimated Dollar Value of Donations**
- Youth Volunteers – $12.50/hour
- Adult Volunteers – $25/hour
- Professional Volunteers – Customary and dependent on type of service
- Project Coordinator – Customary
6. Selection Criteria

Funding decisions will be based on three criteria: watershed and environmental benefits, community involvement and partnerships, and equity. Applicants must explain how their projects meet these criteria in Part C of the application. The following table provides examples of how to meet the criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WHAT WE LOOK FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Watershed and Environmental Benefits</td>
<td>Healthy watersheds allow rain water to soak into the ground, have good water quality, and are healthy for fish, wildlife, and people. Project elements can include: • Native plants, which help rainwater soak into the ground, slow erosion, and are a valued resource for people and wildlife. • Restoring places through actions like depaving sections of playgrounds and regreening neighborhoods. • Education about water pollution and responsible prevention. • Stewardship of natural areas such as removing invasive plants and replacing with native species.</td>
</tr>
<tr>
<td>6.2 Community Involvement and Partnerships</td>
<td>CWSP seeks to award funding to projects that create strong partnerships, promote leadership, and build communities • Project involves multiple partnerships. • Project involves volunteers and participants beyond the project coordinators. • Project builds and/or strengthens relationships among groups and organizations. • Project fosters ongoing partnerships and connections between neighbors and groups.</td>
</tr>
<tr>
<td>6.3 Equity and Leadership of Underrepresented Communities</td>
<td>CWSP encourages projects that expand and diversify leadership and participation in watershed stewardship. Such projects include those that: • Are led by, or include meaningful partnerships with, people of color, low-income residents, immigrants, youth, elders, those with disabilities, LGBTQ2S+, and other underrepresented groups. • Educate and involve individuals and groups that have not previously participated in watershed stewardship projects. • Are located in areas of the city that have been historically underfunded by CWSP (see map at <a href="http://www.portlandoregon.gov/bes/article/747729">www.portlandoregon.gov/bes/article/747729</a>).</td>
</tr>
</tbody>
</table>
### 6.4 Community and Native Gathering Gardens

CWSP welcomes applications for community and native gathering garden projects that contribute to watershed health. The following measures can make your application more competitive and contribute to the health and success of your garden and the watershed.

<table>
<thead>
<tr>
<th>PROJECT COMPONENT</th>
<th>HOW IT CAN HELP YOUR GARDEN</th>
<th>HOW IT HELPS OUR ENVIRONMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove hard surfaces such as asphalt, compact soil, and lawn turf. Keep paths small.</td>
<td>Replaces unneeded pavement or lawn with vegetables and native plants.</td>
<td>Allows water to soak into the ground. Keeps stormwater out of sewer pipes. Reduces pollution carried to rivers by runoff.</td>
</tr>
<tr>
<td>Native plants and trees, including edible and medicinal plants.</td>
<td>Provides shade, supports healthy soil, and creates habitat for pollinators (birds, bees, butterflies) that will help your garden grow.</td>
<td>Restores habitat for native species and helps connect wildlife corridors. Trees store more carbon dioxide, help reduce air temperature, and have deeper roots, which allow more water to soak in.</td>
</tr>
<tr>
<td>Manage stormwater runoff and erosion with native plant rain garden areas and barriers around garden beds and paths.</td>
<td>Prevents flooding in your garden.</td>
<td>Controls excess stormwater and erosion, and naturally recharges groundwater.</td>
</tr>
<tr>
<td>Soil rehabilitation, including soil and mulch amendments</td>
<td>Creates healthy soil for garden plants.</td>
<td>Improves habitat for soil creatures (worms and bugs), allows more water to soak in.</td>
</tr>
<tr>
<td>Watershed and environmental education, including signage, materials, and professional educators.</td>
<td>Helps garden volunteers and neighbors understand how growing food and improving watershed health go hand-in-hand.</td>
<td>Expands the environmental benefits by encouraging watershed stewardship in the wider community.</td>
</tr>
<tr>
<td>Disconnect roof downspouts from the sewer and build a rain garden, bioswale or collect rainwater.</td>
<td>Provides water for a vegetable garden.</td>
<td>Reduces load on stormwater pipes and filters water naturally.</td>
</tr>
</tbody>
</table>
7. Approval and Payment of Grants

7.1 Announcement of Grants
All submitted applications are reviewed by the CWSP Selection Committee. After reviewing the pre-application material, CWSP will invite selected applicants to submit a full application due in April of each year. Full applications are reviewed in May. Applicants will be notified of funding decisions no later than June 1, 2020.

7.2 Terms and Conditions
Between June and September, grant recipients will receive a contract that sets out the terms and conditions of the funding. This will confirm all parties’ understanding of the project and the maximum grant amount to which the applicant is entitled.

7.3 Reporting Requirements
Recipients are expected to regularly check in with CWSP coordinators throughout their project. Recipients will be required to complete a short mid-term report on the progress of the project. Recipients will also be required to submit a final report form detailing the project’s performance.

7.4 Payment of Grant
Funds are available after your grant agreement with the City is finalized (signed by all parties). To request payment of the grant, fiscal agents must submit invoices and copies of receipts for approved budget items.