



Oregon

Ted Kulongoski, Governor

Department of Fish and Wildlife

High Desert Region

61374 Parrell Road

Bend, OR 97702

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To: Grant Applicant
Date: August 7, 2009
Re: Deschutes River Mitigation and Enhancement Grant Program Application

Dear Applicant,

Thank you for your interest in applying for a grant from the Deschutes River Mitigation and Enhancement Grant Program (M&E Program). The M&E Program seeks to fund projects that address Action Items in the *Upper Deschutes Restoration Strategy* (*Strategy*) summarized below. A copy of the *Strategy* can be obtained via email from Jack Williamson (jack.d.williamson@state.or.us) or downloaded from www.restorethedeschutes.org. Table 1, below, summarizes recommended actions from the *Strategy*.

Table 1. Upper Deschutes Restoration Strategy: Recommended Actions.

High Priority Actions

- Identify the desired dimension, pattern, and profile of the upper Deschutes River.
- Identify target hydrograph and benchmarks.
- Restore individual components of the hydrograph through temporary and permanent water transactions.
- Identify high-value, at-risk riparian areas.
- Establish a comprehensive monitoring plan.
- Support community organizing and information sharing.
- Establish a research program to study emerging water quality issues.

Medium Priority Actions

- Restore the dimension, pattern and profile through channel and bank restoration.
- Add large wood [strategic].
- Implement local channel and bank restoration projects [strategic].
- Create the institutional framework necessary to move the existing hydrograph closer to the desired hydrograph.
- Review and revise county, state, and city land use regulations.
- Implement a comprehensive monitoring plan.

Low Priority Actions

- Create the infrastructure necessary to improve reservoir operations and meet target ramping rates.
- Add large wood [stand-alone].
- Implement local channel and bank restoration projects [standalone].
- Clarify and communicate land-use regulations.
- Establish regular communication with elected officials.
- Add spawning gravel.

The attached information describes how to submit a grant application to the M&E Program. If you wish to submit an application, please:

- 1) Review the enclosed application
- 2) Complete the application.
- 3) Return the application by October 6, 2009.

Please note that your proposal cannot be part of a requirement for mitigation or other land use action. Let me know if you have any questions.

John D. Williamson
Project Coordinator
jack.d.williamson@state.or.us

M&E GRANT PROGRAM Proposal Guidelines

This document provides guidelines for submitting your proposal and other supporting documents. Please read and follow the guidelines carefully. The main body of your proposal (parts A through G below) should not exceed eight pages total.

Please include page numbers on the bottom of each page and your organization name and project title as a header at the top of each page.

Send one double-sided copy of your completed proposal and supporting documents to the address at the end of this document. **Proposals must be physically received (not just postmarked) by our office on or before Monday, October 6, 2009.** Late proposals and faxed or emailed submissions will not be considered.

You will be informed as to the final selection decisions of the M&E Program via email in early November 2009. Please contact Jack Williamson, Project Coordinator, at (541) 388-6350, ext. 224 or jack.d.williamson@state.or.us with questions or concerns.

Your Proposal Should Contain the Following Components:

A. **Executive Summary** (1/2 page maximum)

B. Project Overview, **Project Goals and Objectives** (2 page maximum)

What are you proposing to do with the M&E and matching funds? Please provide your project description, clearly laying out specific goals and objectives. This section should include:

- Appropriate background and context to frame your proposal;
- Justification of need for the project with respect to the Action Items in the *Strategy*;
- Demonstrable benefits the project will have on the Upper Deschutes River watershed and surrounding communities;
- What long-term benefits the community and/or watershed will gain from this project;
- How the project fits into larger conservation project or goals, if applicable; and
- How the results of this project may be shared and/or replicated elsewhere.

C. **Methods to Achieve Objectives** (2 page maximum)

How do you propose to meet the goals and objectives you have set out? Please include responses to the following:

- Describe how you will achieve the goals and objectives laid out above. Please provide specific, hands-on steps that you will take.
- Provide details of the tasks and include an implementation timetable with a description of the activities, the person(s) to be responsible for conducting the activities, anticipated start date and completion date. Keep in mind that all M&E funded activities and project expenditures should typically be completed within one year of the award date. However, if your project will extend beyond one year, please explain why.
- Describe how you will involve the community and/or partners in the planning and/or implementation of the project.

D. Expected Outcomes (1 page maximum)

Discuss what your organization expects to achieve through this project. Please consider the following points:

- What are the anticipated outputs and outcomes of the project?
- Describe how expected outputs and outcomes will address the *Strategy* priorities?
- If you receive funding, what will be different at the end of the award period?
- Quantify the projected outputs and outcomes of the project (*i.e.*, the number of volunteers involved, the number of acres affected, miles restored, etc., as applicable).

E. Monitoring and Evaluation (1 page maximum)

Discuss the indicators and measurements that will be used to evaluate success or failure of the project and help determine whether goals and objectives were achieved. Please consider the following:

- How do you anticipate monitoring and demonstrating the effects the project has on the priorities in the *Strategy*?
- How will you share these results with the community, partners and other entities?
- If this is an ongoing project, how will the results from monitoring be incorporated into the project's continuing implementation?

F. Environmental Compliance (1/2 page maximum)

Please address whether the proposed project will require any type of environmental compliance and/or permitting, including NEPA compliance. If so, has all required compliance been achieved? If not, what is the timeline for completion? Who will be responsible for ensuring environmental compliance?

G. Organizational Background (1/2 page maximum)

Please provide information on the history, mission and goals of your organization. What are the program priorities of your organization and the constituency and geographic area that you serve? How does this fit in with the M&E programmatic areas of watershed health, water quality and quantity, and fish habitat improvement?

H. Budget (use included file)

The budget (*M&E Grant Proposal budget.xls*) is a central reference point in a project proposal, combining budget and contributor information in a single table. Budgetary information is condensed into categories and represented in the horizontal rows, and attributed to various funding categories in the vertical columns. Please use the provided categories for classifying expenditures, wherever possible. Definitions of funding sources and expense categories are provided in the file. *Please note that the M&E program seeks to fund projects that have at least a 2:1 match. If your proposal does not have 2:1 match, please explain why.*

I. Budget Narrative (Up to 1 page)

Briefly summarize your project financial plan in bulleted narrative form. For each expense category, specifically describe how M&E funds would be spent if the project is funded. Typically, one to two sentences per category is sufficient.

Submitting your Proposal

To submit your proposal, submit one document containing the following in order:

1. Your proposal containing above components A-I
2. M&E Grant Proposal budget form (*M&E Grant Proposal budget.xls*)
3. A map showing the location of the proposed project
4. Any photos, attachments or other information that will help describe your project

Send all required documents to the Deschutes River Mitigation and Enhancement Committee at the below address for receipt **on or before October 6, 2009.**

**Deschutes River M&E Program
Oregon Department of Fish and Wildlife
61374 Parrell Road
Bend, Oregon 97702**

Questions:

Please contact Jack Williamson, Project Coordinator
Email: jack.d.williamson@state.or.us
Phone: (541) 388-6350 extension 224

**Proposals must be received by the M&E Program on or before Tuesday, October 6, 2009.
Late proposals and faxed or emailed submissions will not be considered.**