

NORTH SANTIAM WATERSHED COUNCIL

Policy for Partner Project Implementation

The North Santiam Watershed Council is committed to working with residents of the watershed to improve the overall health of the watershed community with focus on natural resources consistent with the North Santiam Watershed Council's Action Plan, Partners of the North Santiam Resiliency Action Plan and/or with the Willamette Valley Conservation Strategy. Projects may include education, research/data collection, water quality and quantity protection through restoration projects.

In order to successfully implement projects in partnership with other individuals and/or organizations, the NSWC Board of Directors and Technical Advisors request the following process:

Project Partners or individuals will develop and present project proposals to the NSWC Board of Directors for approval. Proposals should include current available information in each of these categories:

- Description of project background
- What is needed to succeed
- Intended outcomes the project will generate
- What is the request to the NSWC? What is needed from them? What role? (Attachment A)
- Proposed project action plan
- Secured funding sources
- Potential funding sources
- Potential project partners
- Proposed timeline for the project
- Potential challenges of the project
- Plans and accountability for the follow through, monitoring and sustainability of the project

For restoration project proposals, the NSWC Board of Directors and Technical Advisors will evaluate project proposals using the form in Attachment B to determine the projects relevance, feasibility and priority.

Before the NSWC Board of Directors vote on a proposed project, it will be put on the Council agenda for a monthly meeting and general members of the community may provide their comments/concerns. Comments will be recorded in the meeting minutes and will be documented in the "Comments" section of the Project Evaluation Form.

- Upon approval of projects, the Council and Project Partners or individual will sign a Memorandum of Understanding identifying each partner's role and expectations. New agreements will be signed if there are any changes in a partner's lead person.
- Project Partners will work in partnership with the Executive Committee to manage day-to-day details of implementing approved partnership roles of the project (e.g. grant proposals, contracting, etc.).
- Project Partners will provide monthly or quarterly project implementation progress reports to NSWC Board of Directors and/or Executive Committee.

Attachments

A. Project Proposal Form

B. Evaluation Form

OFFICER SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

LAST REVIEWED BY (BOARD OR COMMITTEE):

_____	_____
Board/Committee name	Date

_____	_____
Board/Committee name	Date

_____	_____
Board/Committee name	Date

_____	_____
Board/Committee name	Date

Attachment A: Project Proposal Form

Organization:

Contact:

Phone:

E-mail:

Project Name:

Project Description (project background, need, proposed actions and anticipated outcomes such as stream miles, acres, barriers removed, etc.):

1. Description of project background
2. What is needed to succeed
3. Intended outcomes the project will generate
4. Plans and accountability for the follow through, monitoring and sustainability of the project
5. Secured Funding Sources of Partners
6. Potential Funding Sources and Partners
7. Proposed Timeline and Action Plan (e.g. grant deadlines, research, design, implementation, etc.)
8. Potential Challenges
9. Plans and accountability for the follow through, monitoring and sustainability of the project

Type of Assistance Being Requested of the NSWC (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Sponsor Grant (i.e. applicant) | <input type="checkbox"/> Project Planning |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Technical Assistance (Design) |
| <input type="checkbox"/> Support Letter for Grant | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Other | |

Attachment B: Project Evaluation Form

1. Does the proposed project have a likelihood of success?	Yes +3	No -3
2. Is the proposed project technically or practically feasible?	Yes +3	No -3
3. Is there a presence of fish or other endangered or threatened species at the proposed project site?	Yes +3	No -3
4. Is the proposed project site adjacent to location of currently existing intact, high quality habitat, therefore, will connect areas of high-quality habitat?	Yes +2	No -2
5. Does the proposed project address multiple resource concerns (e.g. fish passage, water quality, floodplain connectivity, riparian buffer, protection, etc.)?	Yes +2	No -2
6. Is the proposed project cost efficient (# of acres or stream miles restored per cost)?	Yes +2	No -2
7. Does the proposed project have a likelihood of engaging local citizens, organizations, and/or agencies to partner in implementation?	Yes +2	No -2
8. Does the proposed project have a likelihood of securing funds?	Yes +2	No -2
9. Is the proposed project site in areas that have historically been known to have high quality habitat, high fish productivity or other endangered or threatened species?	Yes +2	No -2
10. Does the proposed project address higher or lower priority resource need or concern? For example, does project restore habitat for endangered fish species versus a species of concern such as pond turtle?	Higher +1	Lower -1
11. Will the proposed project have the fastest effect to produce the desired outcomes?	Yes +1	No -1
12. Will the proposed project have the most measurable impact to produce the desired outcomes?	Yes +1	No -1
13. Will the project impact local economy positively or negatively?	No +1	Yes -1
	Column Totals	
	Project Total	

Comments:

TIME REQUEST

Date:

Requested By:

Contractor:

Completion Date:

Estimated Time:

Type of Assistance (e.g. grant writing, project development, etc.):

BOARD OF DIRECTORS DECISION

Decision Date:

Determination:

Yes

No

Limitations:

Contractor/Partner
Signature and Date

President Signature and
Date