

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ESTABLISHING) RESOLUTION NO. 92-1609
GUIDELINES AND CRITERIA FOR THE)
SECOND YEAR OF GREENSPACES) Introduced by Rena Cusma,
RESTORATION AND ENHANCEMENT GRANTS) Executive Officer

WHEREAS, the Metropolitan Greenspaces Program has outlined a four-phase approach to inventorying, mapping, analyzing, preserving, protecting and potentially acquiring natural areas; and

WHEREAS, Phase 3 calls for restoration and enhancement demonstration projects as part of the Greenspaces Program; and

WHEREAS, Metro has funded 14 local greenspaces restoration and enhancement projects during FY 1991-92; and

WHEREAS, the U.S. Fish and Wildlife Service has awarded Metro \$250,000 to carry out a second year of restoration and enhancement projects; and

WHEREAS, the restoration and enhancement projects will increase cooperation between Metro, federal, state and local agencies, nonprofit organizations, neighborhood organizations and the general public in the restoration and enhancement of urban natural resources; and

WHEREAS, the Council of the Metropolitan Service District has adopted resolutions of support for the Greenspaces and Parks/ Natural areas Program over the past three years through Resolutions numbered 89-1043, 89-1129, 90-1261 and 90-1344, respectively; and

WHEREAS, the Council of the Metropolitan Service District had adopted Resolution No. 91-1428, which approved guidelines and

criteria for the first year of the Greenspaces Restoration Grant Program; and

WHEREAS, the Greenspaces Technical Advisory Committee and Restoration Grants Working Group have reviewed the proposed criteria and guidelines for the second year of restoration grants; and

WHEREAS, the Greenspaces Policy Advisory Committee has also reviewed the proposed criteria and guidelines for the restoration and enhancement grants; and

WHEREAS, all funded projects will be monitored for successful completion by the affected local, state and federal agencies, and Metro; and

WHEREAS, all projects and funds will be subject to Metro and federal audits, and contracting procedures; and

WHEREAS, all projects recommended for funding must be approved by the Metro Council; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District:

- 1) hereby approves a second year of the Greenspaces Restoration and Enhancement Grant Program funded by the U.S. Fish and Wildlife Service to assist public agencies and nonprofit organizations in the restoration and enhancement of urban greenspaces and natural areas which include wetlands, streams and riparian corridors and upland sites. The guidelines and criteria for the program are hereby adopted as outlined in Exhibit A hereto; and
- 2) hereby approves the criteria and guidelines for the grant program to restore and enhance urban greenspaces and natural areas under the coordination of the Metropolitan Greenspaces Program

which is staffed by the Planning Department. The guidelines and criteria are hereby adopted as outlined in Exhibit A hereto; and

3) hereby directs the Chair of the Metropolitan Greenspaces Policy Advisory Committee (Councilor Richard Devlin) to work with staff in the Planning Department to carry out the restoration and enhancement grant program as outlined by the criteria and guidelines in Exhibit A hereto; and

4) hereby directs the Chair of the Metropolitan Greenspaces Policy Advisory Committee to organize a selection committee consisting of Metro Councilors, biologists, planners and citizens to review and recommend to the Executive Officer and Council which projects should be funded in the second year of the program.

ADOPTED by the Council of the Metropolitan Service District
this 14th day of May 1992.



Jim Gardner, Presiding Officer

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EXHIBIT A

GREENSPACES RESTORATION AND ENHANCEMENT GRANTS 2nd Year Program

Guidelines and Criteria

1. PROGRAM TITLE

Greenspaces Restoration and Enhancement Grants

2. GEOGRAPHIC AREAS WHERE PROJECTS CAN OCCUR

The geographic area where Metro's Natural Areas Inventory was conducted which includes the area within Metro's boundaries; the balance of Multnomah County, exclusive of the Mt. Hood National Forest; Haag Lake vicinity in Washington County; Sauvie Island; and the urban and urbanizing portions of Clark County. Additional geographic areas where projects may occur will include areas within five miles of the natural areas inventory area, as long as they are in Clackamas, Clark, Multnomah or Washington counties.

A map will be included in the grant application packet to show the geographic area where a project can occur.

3. ELIGIBLE APPLICANTS

- a) Cities, counties, special districts, and public school districts.
- b) Nonprofit organizations with Internal Revenue Service (IRS) approved 501 (c) 3 status.

4. PRIVATE LANDOWNERS

Private landowners should contact the U.S. Fish and Wildlife Service (USFWS) - Portland Field Station at (503) 231-6179 about potential assistance from that agency. USFWS offers a program for private landowners. Other public agencies and nonprofit organizations also offer stewardship advice and programs to private landowners. Call (503) 220-1186 for more information.

5. SITES WHERE PROJECTS CAN OCCUR

- a) Land, water and vegetation/trees/plants targeted for restoration and/or enhancement must be owned by a public agency or nonprofit organization with IRS approved 501 (c) 3 status **and** be maintained as open space in perpetuity for the public.
- b) No projects can occur on privately owned lands except those with public easements. Conservation easements and/or utility easements must be owned by a public agency or nonprofit organization with IRS approved 501 (c) 3 status, **and** be held in perpetuity.

- c) All land ownership and easement documents must be recorded in the appropriate county assessor's office no later than July 31, 1992.
- d) Upland sites have been included in the second year of the program. Wetlands, stream corridors and riparian zones remain eligible sites.
- e) Planning for potential restoration projects should occur on a watershed basis. Metro will provide a map detailing the watersheds in the region.
- f) Geographic areas deficient in natural areas should be strongly considered for potential restoration projects.
- g) Sites with active recreation will receive less consideration in the review and selection process. Passive recreation should be emphasized at the sites.
- h) At least one project which meets the program's selection requirements and priorities will be funded in Clark, Clackamas, Multnomah and Washington counties, and in the city of Portland. Metro will not fund inappropriate projects in order to achieve geographic distribution.

6. TECHNICAL ASSISTANCE TO APPLICANTS

- a) Metro, U.S. Fish and Wildlife Service staff, Urban Streams Council staff, and an ad-hoc technical group consisting of staff from Metro, Oregon Division of State Lands, Oregon Parks & Recreation Department, and federal Environmental Protection Agency (EPA) will assist potential applicants select appropriate projects (e.g. ones that meet the program's guidelines).
- b) Metro will conduct an evening workshop for potential applicants in late May to go over the restoration and enhancement grant program, guidelines and criteria, and application form. How to select an appropriate project will also be discussed at the workshop.
- c) Metro will facilitate an "Meet the Experts" panel as well, where resource people from the U.S. Fish and Wildlife Service, Urban Streams Council, and regulatory agencies will be available to answer questions from potential applicants.
- d) U.S. Fish and Wildlife Service and Urban Streams Council staff will provide on-going technical assistance to the projects selected for funding.
- e) An on-going project monitoring and evaluation system for the projects selected for funding will be developed and implemented by Metro, U.S. Fish and Wildlife Service and Urban Streams Council.

7. ELIGIBLE ACTIVITIES

- a) Restoration and enhancement activities of degraded natural areas in:
 - Wetlands
 - Land along streams, rivers and other water bodies
 - Land in riparian corridors
 - Upland sites
- b) Labor costs (e.g. manual labor) for "on the ground work" at the restoration sites. This does not include professional "white collar" type of services at the sites.
- c) Excavation and earth moving costs; erosion control.
- d) Rental fees for equipment to carry out "on the ground work"
- e) Purchase of trees, plants, materials and supplies
- f) "Day lighting" of streams which have been diverted into culverts.
- g) Fish and wildlife habitat improvement projects such as birdhouses, wood duck boxes, bat boxes, etc.
- h) Cost of constructing water control structures (labor and materials) which maintain and/or restore a site to its original site as much as possible or which maintain the ecological integrity of the site
- i) Professional Services: Only cities with populations under 20,000 and nonprofit organizations with IRS approved 501 (c) 3 status may apply for reimbursement of professional services related to the planning and implementation of a project, up to 100 percent of the costs of such services. No reimbursement shall exceed \$2,500.
- j) Note: Construction of trails, boardwalks, viewing platforms which allow for public access and viewing at the sites are not eligible activities under the Greenspaces restoration grant program. These activities would be carried out by the applicant with other funds. Such expenses can be counted as part of the local match.

8. LOCAL MATCH REQUIREMENTS

- a) Cities, counties, special districts, and public school districts: 50 percent local match. This can be either cash and/or in-kind. There is no minimum cash match requirement.
- b) Nonprofit organizations: 50 percent local match. This can be either cash and/or in-kind. There is no minimum cash match requirement.

- c) Use of current employees of agencies and nonprofits may be used as part of the local match. These employees must be directly involved in the planning, design, engineering, and/or implementation of the project. They can of course be employees providing on-the-ground work at the sites. These would be part of the in-kind match. Do not count the time of central service staff such as accountants, clerks and secretaries. Do not count the time of elected officials under this category.

Compute the dollar amount by totaling the number of employee hours allocated to the project times their hourly rates. **Do not count fringe benefit costs and overhead rate charges as part of the local match. These costs vary greatly by each jurisdiction.**

- d) Use of contracted labor such as summer youth crews, Youth Action Corps, Youth At-Risk Programs, Job Training Partnership Act, etc. may be counted as part of the local in-kind match. These laborers must work directly at the sites.

Compute the dollar amount by totaling the number of contracted employee hours allocated to the project multiplied by their hourly rates. **Do not count fringe benefits and overhead rate charges as part of the match.**

- e) Use of supplies, materials, plants, and equipment already purchased or owned by the applicant may be used in computing the local in-kind match. Compute the dollar amount by the actual cost of the supply, plant, or equipment rental. If your organization does not have its own cost allocation schedule, get three reasonable quotes from the private sector of the cost(s). Average the costs of the three quotes.

9. VOLUNTEER MATCH / DONATED SERVICES

General Labor. Volunteers who will assist carrying out manual labor, clearing brush, cleaning up sites, planting trees and other vegetation, etc. Typical groups would include the Boy Scouts, Girl Scouts, community service organizations, Retired Senior Volunteer Program (RSVP) people, students, and adult volunteers. Compute the dollar figures at the rate of \$4.75 per hour of donated service.

Correctional Inmate Labor. Use of correctional inmates and Alternative Community Service employees would also be counted under this category. Compute the dollar figures at the rate of \$4.75 per hour of service provided.

Skilled Labor. Heavy machine and equipment operators, carpenters, at the rate of \$20.00 per hour. Do not use the hourly rate regularly charged by the donor of the skilled labor. Subject to review by Metro to see if service provided is commensurate with the hourly rate.

Professional Services. Architects, engineers, planners, landscape designers and architects, biologists, arborists, et. al. at the rate of \$50.00 per hour. Do not use the hourly fee regularly charged by the donor of the professional service. Subject to review by Metro to see if service provided is commensurate with the hourly rate.

10. GUIDELINES AND CRITERIA FOR SELECTION

- Each criterion may be weighted differently during the evaluation process.
- Restoring a site to its natural and native state (if known) to the extent possible.
- Ecological Appropriateness: Restores and supports fish and wildlife habitat; complements natural state of the site; restores native biological communities and native plants at sites.
- Projects which are self-sustaining and which require minimal management and maintenance.
- Sites located in geographic areas/watersheds/corridors which provide connections and linkages with other natural areas and parks. Restoring a site along a regional corridor or greenway to its natural state, to the extent possible.
- Projects with multi-objectives (i.e. supports water quality improvements; surface water management; helps to establish an interconnected system of natural areas and parks; complements passive recreational opportunities such as wildlife viewing, hiking, etc.; educational opportunities for students and citizens.)
- Cost effectiveness of the project; dollar for dollar impact; scope and size of the proposal.
- Project is feasible and manageable; project management and accounting capability of local agency/organization.
- Involvement of more than one public agency, nonprofit organization, "friends groups", business, and citizens.
- Amount of local resources committed to the project. Applicants providing more than minimum match requirements may receive greater consideration.
- Written agreement to maintain the site in perpetuity as a natural area with emphasis on passive recreational activities. Public ownership or IRS approved 501 (c) 3 nonprofit ownership of the land or easement is required.
- Local agencies and nonprofit organizations which have prepared management plans for the restoration sites or which have produced natural areas protection guidelines may receive greater consideration.

- Project is consistent with and complements locally adopted comprehensive plans, and local Parks and Recreation Master Plans.
- Accessibility to the Site by the public. Sensitive sites may have limited public access.
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- Evidence of local support for the Metropolitan Greenspaces Program and local natural resources protection efforts (i.e. passage of the resolution supporting the planning efforts of the Greenspaces Program; financial support for the regional natural areas inventory, mapping and analysis project; local natural areas programs; etc.)
- Creative and innovative projects, with new approaches to solving problems.

11. APPLICATION FORM AND PACKET

A complete application packet will be available the week of May 18, 1992.

12. REVIEW AND SELECTION PROCESS

Metro will convene a review and selection committee to advise the Executive Officer and Council on which proposals to fund. Members of the committee shall have technical backgrounds in biology and botany, natural resources planning, water resources planning, and parks and land use planning. Metro Councilors may also serve on the committee. All committee members will be appointed by the Chair of the Metropolitan Greenspaces Policy Advisory Committee.

Visits to project sites and interviews of the project managers of the proposals with the highest scores from their written applications will be conducted by the committee.

The Metro Council will make the final selections and funding decisions for all the restoration projects.

13. TIME LINE

Projects can begin in Fall 1992. Metro will request a six month extension from the USFWS in order to give projects the complete autumn planting season during 1993. If the extension request is approved, the completion date for the projects would be March 31, 1994.

14. FUNDS AVAILABLE

An estimated \$250,000 will be available through the U.S. Fish and Wildlife Service grant to the Greenspaces Program.

15. PROJECT MONITORING AND EVALUATION

Metro and U.S. Fish and Wildlife Service will share the responsibility.

16. AUDITS/INSPECTIONS OF ALL RECORDS

Metro and U.S. Fish and Wildlife Service both have responsibility. All project documents are subject to Metro and federal audits.

17. INTERGOVERNMENTAL AGREEMENTS / CONTRACTS

Metro staff will draft all legal documents to carry out the terms of the restoration projects. Metro and federal contracting procedures, and policies such as "Drug Free Work Place" / "Emerging Small Business Program" / etc. must be followed. A detailed list of all requirements will be provided to each agency/organization receiving funding from Metro.

18. CASH FLOW

All payments are on a reimbursement basis. Payments can be on a bi-monthly, quarterly or project completion basis, depending on the needs of each funded agency/organization. Metro will coordinate all billings and payments. Metro does not receive any advances from the USFWS. Metro must also apply for reimbursement of funds from the federal government.

**GREENSPACES RESTORATION AND ENHANCEMENT GRANTS
2nd Year Program**

TIME LINE

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|-----|--|----------------------|
| 1. | Working Group Meets with Metro Staff | Jan 17 |
| 2. | Greenspaces Technical Advisory Committee reviews and approves general guidelines | Jan - Apr |
| 3. | Greenspaces Policy Advisory Committee reviews and approves general guidelines | Jan - Apr |
| 4. | U.S. Fish and Wildlife Service staff concurs with general guidelines | Jan - Apr |
| 5. | Metro Transportation & Planning Committee reviews and approves guidelines | Apr 28 |
| 6. | Metro Council reviews and approves guidelines | May 14 |
| 7. | Applications available | Week of
May 18 |
| 8. | Public Workshop | by May 31 |
| 9. | Applications Due to Metro | Aug 03 |
| 10. | Review and Selection period | by Sep 15 |
| 11. | Awards made/contracts signed retroactive to Oct 01 | by Nov 01 |
| 12. | Technical Assistance Workshop for Selected Projects | mid-Oct |
| 13. | Projects start | Oct 01 |
| 14. | On-going project monitoring and evaluation | Oct '92 -
Mar '94 |
| 15. | Projects completed | Oct '93 -
Mar '94 |

TRANSPORTATION AND PLANNING COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 92-1609 FOR THE PURPOSE OF ESTABLISHING GUIDELINES AND CRITERIA FOR THE SECOND YEAR OF GREENSPACES RESTORATION AND ENHANCEMENT GRANTS

Date: April 30, 1992

Presented by: Councilor Devlin

Committee Recommendation: At the April 28 meeting, the Transportation and Planning Committee voted unanimously to recommend Council adoption of Resolution No. 92-1609. Voting in favor: Councilors Devlin, McLain, Bauer, Buchanan, and Washington.

Committee Issues/Discussion: Mel Huie, Senior Regional Planner, presented the staff report. He said the program will have \$250,000 to award to local governments, school districts, and non-profit organizations to restore urban wetland, streams, and upland sites. We are expanding to include upland areas for the current fiscal year. The program will be operated essentially as it was last year with a selection committee chaired by Councilor Devlin. The full Council will approve these guidelines and the ultimate list of projects chosen for funding.

The program this year will opt for more technical assistance for applicants. In cooperation with the U.S. Fish and Wildlife and the Urban Streams Council, a workshop is planned for May 28 for potential applicants, complete with a special session for Metro Councilors at 4 PM, and an evening session for citizens.

Councilor McFarland appeared before the committee to expand upon the success of the program and encourage committee approval of the resolution.

The committee discussed the various types of projects potentially considered under this program. Councilor Buchanan asked about the use of the term "restoration" and asked whether restoration of old gravel pits and solid waste facilities would be appropriate (i.e. Killingsworth area). Councilor Washington asked about a slough near Cornfoot Road, Columbia Blvd. and 42nd. Mr. Huie clarified that the term is given a broad interpretation which could include such projects, even such large projects as referenced by Councilor Buchanan. All sites must be on publicly owned land, or easements owned by a public agency or non-profit organization.

Councilor Devlin explained that the U.S. Fish and Wildlife "somewhat inflated" figures indicate that the \$200,000 awarded last year ultimately purchased \$1.2 million worth of projects. He elaborated on the process utilized by the selection committee. Every applicant received an interview and each site was visited by the committee.

Mr. Huie finalized the discussion by explaining the only criterion will be that one "appropriate" project will be selected from the City of Portland and each of the four counties, including Clark County.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 92-1609 FOR THE
PURPOSE OF ESTABLISHING GUIDELINES AND CRITERIA
FOR THE SECOND YEAR OF GREENSPACES RESTORATION AND
ENHANCEMENT GRANTS

Date: April 28, 1992

Presented by: Andy Cotugno and
Mel Huie
Planning Department

FACTUAL BACKGROUND AND ANALYSIS

Resolution No. 92-1609 establishes guidelines and criteria for awarding greenspaces restoration grants by Metro to cities, counties, special districts and nonprofit organizations. The grants will be used to restore and enhance urban natural areas including wetlands, streams, riparian corridors and upland sites. The purpose of the second year grant program is to carry out "on the ground" projects involving public agencies, nonprofit organizations, businesses and citizens in restoring, preserving and enhancing fish and wildlife habitat located in the metropolitan area. The restoration projects will give Metro and the Greenspaces Program increased public visibility and increase public awareness about the need to restore and protect degraded natural areas.

The grant program is a major public outreach activity of the Metropolitan Greenspaces Program. This program will show that natural areas protection can be successfully completed on a regional level with coordinated planning, cooperative efforts, partnerships and the availability of technical and financial resources provided by a regional agency such as Metro. The ecological system, natural areas, rivers, streams, riparian corridors and upland sites we plan to restore and enhance know no political boundaries.

Metro will have \$250,000 in grants to award starting in July 1992. Funding comes from the U.S. Fish and Wildlife Services (USFWS) through a national demonstration grant awarded to Metro to conduct planning, restoration and enhancement of urban fish and wildlife habitat, and public outreach for the Metropolitan Greenspaces Program. The funds come from the second year USFWS grant to Metro. Through efforts of U.S. Senator Mark Hatfield and U.S. Representative Les AuCoin, Congress appropriated funds for the Metropolitan Greenspaces Program to carry out such activities. It is intended that the Greenspaces Program will serve as a model for other urban areas across the country to inventory and protect open space and natural areas.

It is anticipated that approximately 15-20 projects will receive funding. At least one project will be funded in each of the four counties in the metropolitan area and one in the City of Portland.

The local match can be cash or in-kind services. This grant program is intended to leverage other financial and volunteer resources from the public and private sectors. There is much public interest and support for the program. Local governments and nonprofit organizations support these types of restoration and enhancement activities, but unfortunately lack adequate funding. Metro's greenspaces restoration grants program will fill a major need in the region.

The guidelines and criteria for the second year program have been reviewed by the Greenspaces Policy and Technical Advisory Committees, and a working group of biologists and park planners.

- Funds are targeted for "on the ground" projects (e.g., labor, equipment rental, plants and materials, etc.).
- Funds cannot be used to purchase land/easements/options or equipment.
- Existing and new projects will receive the same consideration for funding.
- Joint applications between public agencies, nonprofit organizations, "friends groups" and business are encouraged.
- Project sites must be on publicly-owned or nonprofit-owned land and easements.

The first year of the Greenspaces Restoration Grant Program funded 14 projects. The 14 local projects are currently in progress and will be completed this fall. The greenspaces grants have leveraged over \$1 million in local and volunteer resources for restoration of degraded natural areas in the Portland/Vancouver region.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 92-1609.

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