



EAST MULTNOMAH SWCD
PARTNERS IN CONSERVATION PROGRAM (PIC)
PROJECT FUNDING AGREEMENT

Between

City of Portland ("Partner")

And

East Multnomah Soil and Water Conservation District ("District")

Project No: 10-056 Project Name: Veterans Creek Restoration

PURPOSE

The purpose of this Project Funding Agreement is to clarify District and Partner responsibilities in carrying out a project ("Project") funded by the District's Partners in Conservation Program (PIC).

EFFECTIVE DATE, DURATION, AND DOLLAR LIMITS

This document constitutes the entire agreement between the District and the Partner. It incorporates and includes by this reference the following documents:

- This signed Agreement
- IRS W-9 form if not already on file (to be kept in a secure file in the District office)
- Exhibit A: Scope of Work & Timeline
- Exhibit B: Project Budget
- Exhibit C: Indemnity Agreement for Third Party Contractors
- Exhibit D: Request for Release of Funds Form
- Exhibit E: Other attachments (application, diagrams, conceptual drawings, etc)

This Agreement shall be effective upon signing by all parties, and shall terminate on June 30, 2012, unless earlier terminated, or unless extended by mutual agreement of the parties hereto.

Work related to this Project is anticipated to be carried out between (dates) August 15, 2010 and June 30, 2012.

Funding in an amount not to exceed \$39,145 is awarded to the Partner for the purpose of carrying out the duties and obligations described in this Agreement. District funds shall be awarded on a reimbursement basis, based on written documentation acceptable to the District of the Partner's actual costs. Work that takes place before this Agreement is signed by all parties will not be reimbursed.

PARTNER RESPONSIBILITIES

The Partner is responsible for managing the Project. The Partner is fully accountable for all District funds received. To be eligible for reimbursement, such funds may be used only for purposes approved by the District.

The Partner shall:

1. Determine the need for and obtain any necessary permits before beginning work.
2. Purchase any materials needed for the Project.
3. Carry out, hire, or contract for the installation of the Project, as described in Exhibit A: Scope of Work. The Partner shall be responsible for the employment, supervision, and work assignments of its employees and/or contractors, and for executing and enforcing any contracts and agreements entered into by the Partner to carry out the Project.
4. Rent or provide any equipment needed for carrying out the Project.
5. The information provided to the District is that the total cost of the Project (cash and in-kind contributions from all sources, including the District) will be an estimated \$ 132,462. The Partner will follow the instructions in "a" or "b", below, whichever is applicable.
 - a) If this figure is under \$5,000, the Partner will not be required to get bids for materials or labor.
 - b) If this figure is over \$5,000, the Partner shall comply with state and local public contracting requirements and shall provide written documentation to District that Partner has awarded all contracts in accordance with such requirements. The Partner may choose the provider whose bid or quote will best serve the interests of the Partner and the District, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility.
6. If any Project that qualifies as a public improvement project (i.e., construction, reconstruction or major renovation on real property) is expected to or actually does exceed \$50,000 in expenses, the Partner and all contractors shall comply with all prevailing wage requirements pursuant to 279C.800 *et seq.*
7. If the Partner contracts with any contractor(s) to perform work related to this Agreement, the Partner will have the contractor(s) sign Exhibit C: Indemnity Agreement for Third Party Contractors and will forward that agreement to the District.
8. It is highly recommended that the Partner use only contractors who are licensed, bonded, and insured.
9. Ensure that Project work is carried out and practices are installed according to specifications provided by or agreed to by the District.
10. Within six months of the effective date of this Agreement, demonstrate to the District (through invoicing or a brief progress report) that progress has been made on the Project. Failure to make progress within a reasonable period of time may require an amendment to this Agreement to adjust the timeline and/or Scope of Work.
11. Provide the District with all receipts and invoices (original or photocopy) within 30 days after Project completion. For projects involving more than one phase, conservation practice, or product, reimbursement may be requested (accompanied by receipts/invoices) as phases, practices, or products are completed, rather than at Project completion. Payment will not be made until the District has received appropriate documentation for that reimbursement request.

12. Provide documentation of the Partner's (and Landowner's, if applicable) in-kind contribution of labor and materials, and of matching funds received from other sources, including cash and in-kind contributions of labor and materials. For grants exceeding \$10,000, the Partner is required to secure matching funds to support the Project, in an amount at least equal to the funding provided by the District. This match may include cash, in-kind contributions, or a combination thereof.
13. Fill out and submit the attached Funds Request Form (Exhibit D) with each request for reimbursement, demonstrating in-kind match.
14. Fill out, sign and submit to the District an IRS form W-9 with or prior to request for reimbursement.
15. Complete the Project by the date provided in this Agreement.
16. Submit a written Progress Report by June 30, 2011 and a written Project Completion Report (with photos) to the District within 60 days of the completion of the Project or before the termination date of this Agreement, whichever occurs first. The District may withhold 10% of grant funds until Project Completion Report is submitted and approved.
17. On-the-ground project: Manage the property and maintain the funded practices for their design life (or ensure that the Landowner does so) as described in the PIC Application forms or as follows (if applicable):
18. Educational project: Use the products developed under this Agreement for a reasonable amount of time. (In other words, develop educational materials that will be usable for at least two years, and purchase items for workshops, etc. that are of sufficient quality that they will be usable for at least two years.)
19. Repair or replace work that is damaged by normal use or ordinary natural events. (The Partner is not responsible for repair or replacement due to catastrophic natural events.)
20. For the design life of the Project, permit the District, its officers, agents, employees, contractors and invitees to enter onto the property where the Project is located for purposes of inspecting the work as it is carried out, and to monitor the condition and effectiveness of the Project following completion. The District shall provide reasonable notice to the Partner of such entry, which shall be at times agreeable to the Partner.
21. Allow a sign to be placed at the site (at EMSWCD's expense) indicating project type and funding source, and/or allow one or more tours of the Project site if scheduled at a convenient time.
22. Provide recognition of the District in outreach and educational materials. This may include mention of the District as a sponsor/funder on the Partner's website, newsletters, annual reports, and at project-related events, and inclusion of the District's name and logo on workshop materials, as applicable.

DISTRICT RESPONSIBILITIES

The District is responsible for providing partial funding to the Partner to carry out the Project as described below and in the project budget.

The District shall:

1. Reimburse the Partner for agreed-upon Project costs incurred during the period of this Agreement, in the amounts established under this Agreement.
2. Monitor progress and effectiveness of the Project at agreed-upon frequencies.
3. Prepare reports about the Project, including but not limited to the results and condition of the work, which shall be public records.
4. Any time it is determined that the work to be completed under this Agreement is not being done in the prescribed time and manner, advise the Partner of any issues or concerns and request, if necessary, an amendment to this Agreement to reflect any adjustments, including the dollar amount of the contract.

5. If the Partner receives payments from the District exceeding \$600 in any calendar year, the payments may be considered reportable income by the IRS. The District may submit a 1099-MISC form to the IRS and to the Partner for the tax year(s) if applicable. The Partner should consult a tax advisor about reporting the payments as income and about whether the Project-related expenses may be included as deductions on the Partner's tax returns.

PROJECT MANAGERS

All reports, correspondence, and required documentation shall be directed to the appropriate Project Manager.

For the District:

Lissa Adams, Finance and Grants Manager
 East Multnomah Soil & Water Conservation District
 5211 N Williams Ave
 Portland, OR 97217
 Phone: 503-222-7645 x 117
 Fax: 503-935-5359
 Email: lissa@emswcd.org

For the Partner:

Ali Young
 City of Portland, Environmental Services
 1120 SW 5th Ave., Room 1000
 Portland, OR 97204
 Phone: 503-823-5781
 Email: ali.young@portlandoregon.gov

OTHER TERMS of this Agreement

Ownership:

- On-the-ground project: After completion of the Project, all improvements funded with District funds and affixed to the land shall become the property of the Partner or Landowner, whichever is applicable. Improvements not affixed to the land and funded with District funds, such as unused/excess materials and portable equipment, will become the property of the District at the District's discretion.
- Educational project: After completion of the Project, all educational materials and other products funded with District funds shall become the property of the Partner or Fiscal Agent, whichever is applicable. Supplies not used for the Project and funded with District funds, such as unused/excess materials and portable equipment, will become the property of the District at the District's discretion. Upon receiving permission from the Partner (or other original author), the District may use these products in its own outreach and program work; and may incorporate all or part of the content of these products into District materials (such as workshop notebooks and lists of resources). In doing so, the District must acknowledge the Partner (or other original author) as the author/developer of the relevant materials.

Compliance with applicable law:

- The Partner will comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.
- The Partner is responsible for complying with Oregon public contracting laws (e.g., Oregon Revised Statutes 279A, 279B, 279C) as they may apply to the Project.
- If the Project qualifies as a public improvement project (i.e., construction, reconstruction or major renovation on real property) and is expected to or actually does exceed \$50,000, the Partner and all contractors working on the Project shall comply with all prevailing wage requirements pursuant to 279C.800 *et seq.*

Liability and indemnification:

- The Partner and the District shall each be solely responsible for any damage or any third-party liability which may arise from that party's respective acts or omissions under this Agreement, subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution.
- In carrying out its duties and obligations under this Agreement, the Partner shall indemnify, hold harmless, and defend the District, its officers, directors, agents and employees, against any and all losses, claims, damages and expenses, including reasonable and necessary attorney's fees, to the extent any such losses, claims, damages and expenses are due to the acts or omissions of the Partner, its officers, directors, agents and employees. The Partner shall have no obligation to indemnify the District should any such losses, claims, damages and expenses result, in whole or in part, from acts, omissions, willful misconduct or gross negligence of the District, its affiliates, officers, directors, agents and employees.
- Any contractor or other third party that enters into an agreement with, or on behalf of, the Partner pursuant to this Agreement shall be required to execute the Indemnity Agreement attached hereto as Exhibit C.

Nondiscrimination:

- For work related to this Agreement, the Partner agrees to comply with the District's policy of prohibiting discrimination on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program.

Return of District funds:

- If any of the practices or products funded under this Agreement fail within their design life due to circumstances within the Partner's control (e.g., neglect, failure to protect and maintain the practices, destruction of the practice before the expiration of its design life, or other actions which cause the funded practice to become non-viable), the Partner hereby agrees to refund to the District some or all of the funds provided for those practices or products, as determined by the District.
- The Partner shall not be responsible for, and the District shall not be obligated to replace, failed practices or products if such failure is caused by force majeure (e.g., catastrophic weather events, earthquake, wildfire, drought, or other significant events beyond either party's control).
- Any funds disbursed to the Partner under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement must be returned to the District promptly, not later than 30 days after the District's written demand.

Termination of agreement:

- The District or the Partner may terminate this Agreement at any time by giving thirty (30) days written notice to the other.
- If a notice of termination is given, the Partner shall halt work and shall make all reasonable efforts to cancel any commitments that are dependent on District funds.

AGREED:

Partner signature	Print name	Date
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Landowner signature (if different from Partner)	Print name	Date
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Fiscal Agent signature (if different from Partner)	Print name	Date
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EMSWCD signature	Print name	Date
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APPROVED AS TO FORM

Sandra Henry
 CITY ATTORNEY *SH*

EXHIBIT A Scope of Work & Timeline

The Project to be carried out under this Agreement is described as follows:

Background and purpose:

This project focuses on a 4-acre parcel, recently acquired by the City of Portland's, Bureau of Environmental Services and Parks and Recreation. The site includes 450 linear feet of Veteran's Creek, wetland habitat, and mature canopy cover along the riparian and upland areas. However, numerous stream structures constrain its habitat potential, and the groundcover is mostly comprised of invasive species. English Ivy is very prolific throughout the site. The ivy is suffocating a majority of the trees and threatens to destroy the mature canopy, which provides critical shade for Veterans Creek. Unprotected and under-vegetated stream banks erode during storm events causing sediment to enter both Veteran's Creek and Johnson Creek. Johnson Creek is 303d listed as water quality limited for temperature, bacteria and toxins. Toxins are mobilized through the system by suspended sediment.

This project shall enhance native fish habitat by removing four cobble stone stream obstructions (waterfall features) that pose as fish passage barriers and one culvert from the channel. The channel will then be re-graded to normalize unnatural grade changes caused by in-stream structures. Stream banks will be shaped to restore floodplain connectivity, mitigate incision, and reduce erosion. The stream currently consists of a pool/riffle sequence with substrate composed primarily of gravel and cobble, providing valuable spawning and rearing habitat. Several boulders throughout the site provide valuable aquatic refuge. Approximately 15 pieces of large wood will be placed in pools to provide in-stream habitat diversity and hydraulic roughness for cover, pool formation, and bank and channel bed stabilization.

The project shall enhance existing habitat and create new habitat for Northern red-legged frogs by removing the remaining Koi fish to prevent predation of Red-legged frogs from an isolated pond. The pond's banks will be reshaped where necessary to provide bank stability and amphibian habitat. The pond will then be planted with native aquatic vegetation. Additional amphibian habitat will be created by excavating approximately 50 cubic yards of soil to create another isolated pool and approximately 600 square feet of wetland area by re-grading where wetland hydrology exists. These reclaimed wetland areas will be planted with native wetland plant communities.

The project shall enhance native wetland, riparian, and upland plant communities by controlling invasive species and replanting with appropriate native plant species.

Project success will be determined and measured in multiple ways:

Vegetation

Invasive species suppression will be considered successful when the site is no longer dominated by invasive plant species. Only a small number of invasive species are expected to persist and will be managed to be kept at a minimum. The criterion for success is less than 10% invasive species cover.

Native revegetation success will be determined by plant establishment. The site will be excessively over planted with a success criterion of 50% survival rate for trees and 40% survival of shrubs.

Aquatic Habitat

Criterion for project success is an increase in the number of available instream habitat units (pools, riffles and woody debris) and an increase in amphibian habitat.

Citizen involvement

The site was selected by the JCWC to be included in their Watershed Wide Event in 2011. The annual Watershed Wide Event is on its 12th year. It brings hundreds of volunteers together to restore the Johnson Creek watershed. The JCWC is committing to conducting three events at this site annually. Citizen involvement will be measured by volunteer participation. The criterion for success is 360 volunteer hours and 6 events over a two-year period.

Specific activities:

EMSWCD funds shall be used to pay for contracted construction services for site restoration. Construction tasks will be accomplished by two contractors (an equipment operator contract and a vegetation services contract), under the supervision of the City's Construction Manager. Contractor tasks will include: moving materials to the site, installing erosion control measures, controlling traffic as necessary, excavating in-stream obstructions and other material to enhance the stream and wetlands, hauling material off site, placing large wood, boulders and stream bed materials, controlling invasive plants, and replanting the site with natives. All city contracts will meet public contracting requirements.

EMSWCD funds shall be used to pay for exclusion zone fencing and large wood materials for site restoration.

Volunteer/Community/Partner Involvement:

This project will provide a unique opportunity to engage public stewardship through on-the-ground volunteer work. Volunteer activities will include invasive species removal with an emphasis on English ivy. The Johnson Creek Watershed Council (JCWC) believes this site is very suitable for volunteer work and has agreed to adopt this parcel as a long-term stewardship site. The community outreach and stewardship will bring recognition to the importance of natural area function to an underserved community.

Monitoring and Maintenance:**Post-Implementation Monitoring**

Habitat and hydrology monitoring will be conducted during high and low-flow. High-flow monitoring will be conducted by photo documentation and visual inspection. Low-flow monitoring will be conducted by photo monitoring, visual inspection, pebble counts, habitat unit measurements, and amphibian egg mass surveys. While small lateral movement, scour and sedimentation are expected to occur, large lateral movement, headcutting, channel incision, or avulsion will need to be addressed through adaptive management efforts as necessary. Vegetation monitoring will be completed annually by conducting photo monitoring and plant surveys.

Maintenance

Environmental Services will maintain and manage the site for the first five years after project completion. The need for vegetation maintenance is planned and scheduled for the first five years of the project. Other maintenance needs at the site shall be identified through monitoring and addressed through adaptive management as needed. Portland Parks will then maintain and manage the site thereafter.

District Recognition:

All fact sheets, community mailings, or press releases will acknowledge the District's financial contribution to the project.

District funds are to be used for the following activities:

- As detailed in EXHIBIT B – Project Budget

The timeline for the activities is as follows:

Phase	Dates
Design	July 2010 – December 2010
Permitting	January 2010 – June 2011
Contracting	February 2011-May 2011
Site Preparation	July 2010 – June 2011
Construction	July 15 th – August 31 st 2011
Planting	Seeding – Sept 2011 Bare-root – Feb 2012
Post-implementation Monitoring	September 2011 – October 2016
Revegetation Monitoring	March 2012 – October 2016
Out-year Maintenance	November 2016 – in perpetuity

Reporting Requirements:

The Partner is required to submit a Project Progress Report on June 30, 2011 and a Project Completion Report within 60 days after the Project is completed. The District would like to receive occasional updates on the impacts of the Project, but such updates are not required.

**EXHIBIT B
Project Budget**

Expense Category	No. of Units	Unit Cost	Cash Match	In-Kind match	EMSWCD Funds	Description: work tasks, items to be purchased, who will do the work?
PROJECT MANAGEMENT (Payroll expenses)						
Project Manager (HRS)	800	\$ 40.39	\$ -	\$ 32,312	\$ -	City personnel (design & construction phases)
Botanic Specialist (HRS)	74	\$ 42.50	\$ -	\$ 3,145	\$ -	City personnel (oversight of revegetation activities)
Fish Biologist (HRS)	200	\$ 39.94	\$ -	\$ 7,988	\$ -	City personnel (oversight of fish salvage and monitoring)
Construction Management & Inspection (HRS)	160	\$ 42.50	\$ -	\$ 6,800	\$ -	City personnel (oversign of contracted services)
Johnson Creek Watershed Council Volunteer Coordinator (HRS)	60	\$ 30.00	\$ -	\$ 1,800	\$ -	JCWC staff (coordination of Watershed Wide event volunteer activities at the site)
TRAVEL (Use current federal rate or check with EMSWCD)						
		\$ -	\$ -	\$ -	\$ -	
CONTRACTED SERVICES (Work crews, equipment operators, etc. - include paid & donated/volunteer services)						
Mobilization (LS)	1	\$3,000.00	\$ -	\$ -	\$ 3,000	contracted materials & equipment mobilization to site
Traffic Control (LS)	1	\$1,600.00	\$ -	\$ -	\$ 1,600	contracted flaggers & signage per traffic control plan
Equipment & Operator (HRS)	80	\$175.00	\$ -	\$ -	\$ 14,000	contracted excavation & grading; removal of structures & obstructions; hauling & disposal of construction debris; placement of large wood, boulders & rocks
Site prep cut (AC)	1.9	\$310.00	\$ -	\$ -	\$ 589	contracted invasive plant control
Site prep herbicide application (HRS)	54	\$32.50	\$ -	\$ -	\$ 1,755	contracted invasive plant control
Native planting (EA)	2280	\$0.26	\$ -	\$ -	\$ 593	contracted planting
Native cutting installation (EA)	800	\$0.18	\$ -	\$ -	\$ 144	contracted planting
Plant marker (bamboo) installation (EA)	2280	\$0.12	\$ -	\$ -	\$ 274	contracted plant marking
Weedy tree management (HRS)	14	\$36.50	\$ -	\$ -	\$ 510	contracted invasive tree control
Manual labor (HRS)	100	\$28.00	\$ -	\$ -	\$ 2,800	contracted labor for installation of signage, fencing, and erosion control materials
Volunteer services (HRS)	360	\$12.50	\$ -	\$ 4,500	\$ -	invasive species removal by JCWC volunteers
SUPPLIES/MATERIALS (Seed, fencing, pipes, gravel, logs, plants, film, etc.)						
Temporary signs (EA)	2	\$ 350.00	\$ 700	\$ -	\$ -	materials purchased by City
Exclusion zone fence (LF)	1300	\$ 1.85	\$ -	\$ -	\$ 2,405	
Erosion control fence (LF)	200	\$ 3.00	\$ 600	\$ -	\$ -	materials purchased by City
Boulders (EA)	20	\$ 300.00	\$ 6,000	\$ -	\$ -	materials purchased by City
Stream bed rock (TON)	40	\$ 25.00	\$ 1,000	\$ -	\$ -	materials purchased by City
Large wood (EA)	15	\$ 765.00	\$ -	\$ -	\$ 11,475	
Coir erosion control fabric (SY)	500	\$ 3.00	\$ 1,500	\$ -	\$ -	materials purchased by City
Seed - native (AC)	1.9	\$ 172.16	\$ 326	\$ -	\$ -	native erosion control seed materials purchased
Pole cuttings (EA)	800	\$ 0.20	\$ 160	\$ -	\$ -	native plant cuttings purchased by City
Bamboo Lg (EA)	2280	\$ 0.07	\$ 160	\$ -	\$ -	plant markers purchased by City
Native plants (EA)	2280	\$ 1.02	\$ 2,326	\$ -	\$ -	native bare-root plants, local genetics - purchased by City
EQUIPMENT (Purchase, rental or use of equipment for the project)						
Dewatering pump (EA)	1	\$ 2,000	\$ 2,000	\$ -	\$ -	equipment rental by City
PRE-IMPLEMENTATION (Design, permits, inspection)						
Design	1	\$ 20,000	\$ 20,000	\$ -	\$ -	contracted services for design
Permits	2	\$ 1,000	\$ 2,000	\$ -	\$ -	permit fees
		Subtotal	\$ 36,772	\$ 56,545	\$ 39,145	
Indirect/administrative costs						
		Project Total	\$ 36,772	\$ 56,545	\$ 39,145	
					\$ 132,462	GRAND TOTAL

EXHIBIT C

Indemnity Agreement for Third Party Contractors

East Multnomah Soil and Water Conservation District
Partners in Conservation Program

This Indemnity Agreement ("Agreement") is entered into by and between East Multnomah Soil and Water Conservation District ("District") and _____ ("Contractor"), and shall be effective upon signing by both parties hereto.

WHEREAS, the Contractor has been retained by, or on behalf of, a Partner of the District pursuant to an underlying agreement ("Underlying Agreement") entered into between the District and the Partner to provide services relating to, or otherwise carry out, a project that is partially or completely funded by the East Multnomah Soil and Water Conservation District ("District"),

THEREFORE, for the mutual consideration contained herein, the District and the Contractor hereby agree as follows:

- 1. This Agreement shall apply to services performed by the Contractor pursuant to any Underlying Agreement for the purposes herein described, whether or not this Agreement is attached to, or expressly made a part of, such Underlying Agreement.
- 2. In carrying out its duties and obligations under the Underlying Agreement, the Contractor shall indemnify and hold harmless the District, its officers, directors, agents and employees, against any and all losses, claims, damages and expenses, including reasonable and necessary attorney's fees, to the extent any such losses, claims, damages and expenses are due to the acts or omissions of the Contractor, its officers, directors, agents and employees. The Contractor shall have no obligation to indemnify the District should any such losses, claims, damages and expenses result, in whole or in part, from acts, omissions, willful misconduct or gross negligence of the District, its affiliates, officers, directors, agents and employees.

DATED this _____ day of _____, 20__.

CONTRACTOR:

Signature: _____ Firm/DBA: _____

Name & Title: _____ CCB#: _____

Phone: _____

DISTRICT:

Signature: _____

Name & title: _____

EXHIBIT D
Request for Release of Funds
East Multnomah Soil & Water Conservation District

184100

PIC (Partners in Conservation program)
Projects & Cost Share Fund

Partner/Cooperator Name: City of Portland

Partner's Fiscal Agent (if applicable): _____

Project Name: Veterans Creek Restoration Project No: PIC-10-056

All Requests must be accompanied by:

- Expense tracking spreadsheet (provided by EMSWCD for your Project)
- Copies of all receipts or invoices for which you are requesting reimbursement
- Record of in-kind contributions, including the number of hours donated as labor
- IRS W-9 form (if it hasn't already been submitted to EMSWCD)

Funds are disbursed on a reimbursement basis only. If your Project involves more than one phase, conservation practice, or product, you may request reimbursement as phases, practices, or products are completed. This form is for requesting reimbursement of EMSWCD-funded expenses only. (Please document all expenses and "match" on the expense spreadsheet provided to you by EMSWCD.)

PROJECT EXPENSES Fill in expense categories (PIC) as they appear on the expense spreadsheet provided to you by EMSWCD	TOTAL OF PREVIOUS REQUESTS	THIS REQUEST	TOTAL OF ALL REQUESTS
Project Management	\$	\$	-
Travel: Mileage, Meetings	\$	\$	-
Contracted Services	\$	\$	-
Supplies/Materials	\$	\$	-
Equipment	\$	\$	-
Pre-Implementation	\$	\$	-
Indirect/Administrative	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
	\$	\$	-
TOTAL	\$ -	\$ -	\$ -

I declare, to the best of my knowledge, that this statement is true, correct, and complete.

Partner/Cooperator Signature: _____ Date: _____

Or Fiscal Agent Signature: _____ Date: _____

Send this form and documentation to: Lissa Adams, Grants and Finance Manager
 East Multnomah SWCD
 5211 N Williams Ave.
 Portland, OR 97217
 503-222-7645 x 117