

COPY



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: PIC-11-013 Project Name: Mt Tabor Invasive Plant Control and Revegetation

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 (diagrams, conceptual drawings, etc)

This Agreement shall be effective upon signing by all parties, and shall terminate on December 31, 2013, 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) June 1, 2011 and June 1, 2013.

Funding in an amount not to exceed \$40,000 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 \$109,571. 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 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 the 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. The Partner is expected to secure matching

- funds to support the Project, in an amount equal to or exceeding the amount 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, 2012 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:

Naomi Tsurumi
City of Portland, Environmental Services
1120 SW 5th Ave., Room 1000
Portland, OR 97204
Phone: 503-823-4886
Email: Naomi.tsurumi@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_____
Landowner signature
(if different from Partner)_____
Print name_____
Date_____
Fiscal Agent signature
(if different from Partner)_____
Print name_____
Date_____
EMSWCD signature_____
Print name_____
Date

APPROVED AS TO FORM


CITY ATTORNEY

EXHIBIT A

Scope of Work & Timeline

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

Background and purpose:

The *Mt. Tabor Invasive Plant Control and Revegetation Project* (the project) is a collaboration between the City of Portland (City) Bureau of Environmental Services (BES), Portland Parks and Recreation (PP&R), Portland Water Bureau (PWB), Audubon Society of Portland (ASoP), and Friends of Mt. Tabor Park (FMTP).

Currently, 93% of Mt. Tabor Park is in poor or severely degraded ecological condition due to invasive plant species and lack of native forest structural complexity and botanic diversity. This project aims to restore healthy native forest in the park's natural areas to increase stormwater interception and improve watershed health, enhance wildlife habitat, prevent soil erosion, and provide opportunities for environmental education.

Specific activities:

The project has been phased to accommodate funding availability and includes a long-term maintenance and monitoring plan. Critical invasive species removal within Phase 1 began in September 2010. EMSWCD PIC funds will be used to fully implement invasive species control and native planting on Phases 1 and 2 (56.1 of 73.5 total acres). [Note: Additional City funding was secured after the PIC application was submitted and Phase 2 boundaries were expanded to include 17.7 additional acres.]

The project shall be managed by the BES Watershed Revegetation Program (WRP). Vegetation management and native planting shall be implemented by private reforestation contractors under contract with the City of Portland. All contracts and purchases shall meet City of Portland procurement standards and state law for public contracting. A WRP staff ecologist shall be on site at all times to supervise and direct contractor activities. Additionally, the FMTP "Weed Warriors" program shall coordinate volunteer stewardship activities within the park. Finally, ASoP shall conduct bird monitoring within revegetation treatment areas.

Invasive Species Control

WRP contractors will remove and control English ivy (*Hedera helix*), Himalayan blackberry (*Rubus armeniacus*), traveller's joy (*Clematis vitalba*), and other priority invasive species throughout the project area. Additionally, WRP shall eradicate a common hawkweed (*Hieracium vulgatum*) infestation within the park to prevent further spread of this Early Detection Rapid Response (EDRR) weed into adjacent park natural areas. WRP shall use an integrated pest management (IPM) approach, which includes mechanical cutting, manual removal, and herbicide application, and shall comply with all aspects of PP&R's IPM policy. The criterion for success is invasive species cover < 10%.

Revegetation

WRP contractors shall install native bareroot tree and shrub seedlings throughout the project area. The planting species list shall be consistent with the approved desired future condition (DFC) developed by PP&R. Both the plant list and planting areas shall be approved by PP&R and PWB. WRP shall procure only seedlings propagated from a local seed source. WRP

contractors shall also apply native grass seed where necessary to prevent erosion. Native revegetation success will be determined by plant establishment. Due to lack of irrigation during the establishment period, the site will be initially over planted to accommodate expected mortality. The criterion for success is 50% survival rate for trees and 40% survival for shrubs.

Stewardship

FMTF's "Weed Warriors" shall coordinate volunteer service projects on the last Saturday of the month between March and October. In addition to individual community volunteers, FMTF also partners with Hands On Greater Portland, SOLV, Warner Pacific College, and Mt. Tabor Middle School. The FMTF volunteer coordinator shall increase the organizational capacity of the Weed Warriors program by recruiting and training crew leaders and developing additional partnerships. The criterion for success is > 750 volunteer hours served annually.

Bird Monitoring

Volunteers under the direction and supervision of an ASoP project coordinator shall conduct both nesting season and winter bird point count surveys annually. In the future, BES will use bird monitoring data as one measure of project effectiveness; however, significant changes to bird use is not expected during the short duration of the grant period.

Volunteer/Community/Partner Involvement:

FMTF shall coordinate monthly volunteer service projects and ASoP shall coordinate bird monitoring by volunteers as described above. PP&R City Nature may also coordinate additional volunteer stewardship projects.

Monitoring and Maintenance:

WRP ecologists shall conduct qualitative vegetation monitoring seasonally, no less than three times per year, to monitor the effectiveness of invasive species control treatments and to assess the survival of planted seedlings. As part of the adaptive management process, monitoring observations will inform future treatment prescriptions and will identify areas where interplanting may be necessary to increase plant establishment density.

BES has secured funding for WRP to maintain project areas at least through June 2014. WRP maintenance may be extended if additional funding is secured. PP&R is the long-term site manager and shall maintain the project area in perpetuity. As a result of this project, PP&R City Nature staff has become significantly more involved in the management of Mt. Tabor Park; previously, the park was maintained solely by District Park staff.

District Recognition:

BES shall identify EMSWCD as a project funder on the project website (www.portlandonline.com/bes/mttabor), on the project sign in the information kiosk near the main parking lot, in regular email updates to stakeholder groups (e.g. surrounding neighborhood associations and business coalitions, FMTF, etc.), and on all project publications produced during the grant period.

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:

- July 2011 FMTF tool & material purchase
- August 2011 Fence installation
- September 2011 Site prep herbicide application
- September 2011 Site prep cutting
- Winter 2011 Winter bird survey
- February 2012 Phase 1 tree & shrub planting
- Spring-Summer 2012 Nesting bird survey
- April 2012 Follow up herbicide application
- September 2012 Follow up herbicide application
- September 2012 Seed application
- November 2012 Wildflower planting
- Winter 2012 Winter bird survey
- February 2013 Phase 2 tree & shrub planting
- April 2013 Follow up herbicide application
- Spring-Summer 2013 Nesting bird survey
- Ongoing, monthly FMTF volunteer stewardship work parties
- Ongoing, seasonally Vegetation monitoring

The dates listed above are approximate but the sequence of activities is accurate. Actual implementation dates shall be contingent upon site conditions, material availability, WRP staff schedules, and weather. Based on vegetation monitoring observations, WRP shall adjust treatment schedule as necessary to optimize treatment effectiveness.

Project Completion Report:

The Partner is required to submit a Project Completion Report to the District within 60 days after the Project is completed. The District would like to receive occasional updates on the impacts of the Project, but such reports 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)						
Botanic Specialist (HRS)	486	\$ 42.50	\$ 20,655	\$	\$	City personnel (oversight of contracted revegetation activities & monitoring)
TRAVEL (Use current federal rate or check with EMSWCD)						
		\$	\$	\$	\$	
CONTRACTED SERVICES (Work crews, equipment operators, etc. – include paid & donated/volunteer services)						
Site prep cut (HRS)	46	\$ 36	\$	\$	\$ 1,633	invasive plant control, crews contracted by City
Site prep herbicide application	448	\$ 33	\$ 11,527	\$	\$ 3,033	invasive plant control, crews contracted by City
Herbicide reimbursement (GAL)	67	\$ 100	\$	\$	\$ 6,700	herbicide materials are reimbursed to contractors (i.e. under a contracted service) estimated by number of acres
Seed Application (AC)	15.5	\$ 43	\$	\$	\$ 667	seed application, crews contracted by City
Native planting (EA)	29500	\$ 0.26	\$	\$	\$ 7,670	native planting, crews contracted by City
Friends of Mt Tabor Park Volunteer Coordinator (HRS)	475	\$ 18.45	\$ 8,764	\$	\$	FMTP volunteer coordinator position, under contract with the City, recruits & trains crew leaders & volunteers
Audubon Volunteer Monitoring Coordinator (HRS)	250	\$ 26.00	\$ 6,500	\$	\$	Audubon volunteer coordinator position, under contract with the City, recruits & trains volunteers for bird monitoring
FMTP Volunteer Hours (HRS)	1500	\$ 12.50	\$	\$ 18,750	\$	invasive species removal and container planting by FMTP volunteers (manual labor)
Audubon Volunteer Hours (HRS)	160	\$ 12.50	\$	\$ 2,000	\$	bird surveys by Audubon volunteers
Parks Volunteer Hours (HRS)	70	\$ 12.50	\$	\$ 875	\$	installation of split rail fence by Parks volunteers (manual)
PSU Graduate Research Assistant	20	\$ 15.00	\$ 300	\$	\$	development of cell phone audio tour & signage design (under City contract)
SUPPLIES/MATERIALS (Seed, fencing, pipes, gravel, logs, plants, film, etc.)						
Seed - Native (AC)	15.5	\$ 172	\$	\$	\$ 2,668	native erosion control seed materials, purchase under City contract
Native Plants (EA)	29500	\$ 0.45	\$	\$	\$ 13,275	native bare-root plants-local genetics, purchase under City contract
Native Plants (EA)	2000	\$ 1.00	\$	\$	\$ 2,000	native containerized wildflowers-local genetics, purchase under City contract
Laminated Signs (EA)	10	\$ 20.00	\$ 200	\$	\$	project area signage, purchase by City
EQUIPMENT (Purchase, rental or use of equipment for the project)						
10'x10' Event Canopy (EA)	1	\$ 250	\$	\$	\$ 250	Purchase for FMTP volunteers
Bow rake (EA)	4	\$ 14.97	\$	\$	\$ 60	Purchase for FMTP volunteers
True Temper Hand Trowel (EA)	25	\$ 3.97	\$	\$	\$ 99	Purchase for FMTP volunteers
44" Long Handle Steel Shovel (EA)	6	\$ 5.98	\$	\$	\$ 36	Purchase for FMTP volunteers
Leather Work Gloves (S,M,L) (EA)	35	\$ 8.87	\$	\$	\$ 310	Purchase for FMTP volunteers
Rubber Palmed Work Gloves (EA)	20	\$ 2.05	\$	\$	\$ 41	Purchase for FMTP volunteers
Trash/Debris Bag (Pkgs)	2	\$ 29.97	\$	\$	\$ 60	Purchase for FMTP volunteers
Folding Table (EA)	1	\$ 39.97	\$	\$	\$ 40	Purchase for FMTP volunteers
Folding Chairs (EA)	2	\$ 18.97	\$	\$	\$ 38	Purchase for FMTP volunteers
Tool Storage Bag (EA)	1	\$ 33.98	\$	\$	\$ 34	Purchase for FMTP volunteers
Tool Storage Box (EA)	1	\$ 179.00	\$	\$	\$ 179	Purchase for FMTP volunteers
Clippers (hand pruners) (EA)	75	\$ 8.97	\$	\$	\$ 673	Purchase for FMTP volunteers
Loppers (EA)	12	\$ 31.49	\$	\$	\$ 378	Purchase for FMTP volunteers
Folding Pruning Saws (EA)	6	\$ 25.99	\$	\$	\$ 156	Purchase for FMTP volunteers
PRE-IMPLEMENTATION (Design, permits, inspection)						
		\$	\$	\$	\$	
Subtotal			\$ 47,946	\$ 21,625	\$ 40,000	
Indirect/administrative costs						
Project Total			\$ 47,946	\$ 21,625	\$ 40,000	\$ 109,571

EA= each, LF= length feet, HRS= hours, AC= acres

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

184685

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

Partner/Cooperator Name: City of Portland

Partner's Fiscal Agent (if applicable): _____

Project Name: Mt Tabor Invasive Plant Control and Revegetation Project No: PIC-11-013

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

East Multnomah SWCD Partners in Conservation Program Expenses Tracking Sheet

Project #: PIC-11-013

Project Name: Mt Tabor Invasive Plant Control and Revegetation

Date of Report: _____

Expenses Through (Date): _____

	Inv/Check	Check	Vendor	Invoice	Project	Travel	Contracted	Supplies	Equipment	Pre-	Admin/	
	Date	No.	Name	Type/No.	Mgmt		Services	Materials		Implementati on	Overhead	TOTAL
EMSWCD PIC Funds Budget					0	0	19,703	17,943	2,354		0	40,000
REQUEST #												
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
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												0.00
Subtotal EMSWCD PIC					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Left in grant after Request					0.00	0.00	19,703.00	17,943.00	2,354.00	0.00	0.00	40,000.00
Partner Match Budget (cash, in-kind)												
					20,655	0	48,716	200	0	0	0	69,571
												0.00
												0.00
												0.00
												0.00
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												0.00
Subtotal Matching Contributions					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Match left to get (Total Match must equal or exceed EMSWCD total)					20,655.00	0.00	48,716.00	200.00	0.00	0.00	0.00	69,571.00
(NOTE: Grants under \$10,000 do not need to document matching funds)												
TOTAL Expended: EMSWCD + Match					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

184685