OWRI Restoration Reporting Form

STEP-BY-STEP INSTRUCTIONS FOR REPORTING YOUR RESTORATION PROJECT

The entry form is designed for site-level information so that we can determine what **type** of restoration work was done and **where** it was done. OWRI tracks **completed** restoration projects or completed phases of projects.

Restoration projects vary widely in size of planning area, types of restoration techniques used, cost, number and types participants, and so on. The OWRI uses a broad definition of "project" to ensure that all restoration efforts are included in our inventory. A restoration project is characterized by a spatially discreet planning area (i.e., a single stream reach, several reaches along a stream and adjacent riparian zones, an entire subbasin, etc.) whose planning effort is by and large distinct from other planning efforts.

OWRI recommends that projects be defined at the smallest scale possible. Our preference is to be able to explain project treatments at the single stream reach level. One landowner per project is preferred. If there are several streams or landowners included in a project, separate forms may be necessary.

Road inventory projects are the only project activities that we would prefer to have reported at a larger scale (4^{th} or 5^{th} field HUC). We do not require a map for road inventories.

Example of a project = Instream habitat work was completed that included five log structures placed along a stream reach on one landowner's property. Note: It is not necessary to report each of the five log structures placed as a separate project.

Please complete and submit the cover page and only the sections that apply to the restoration activities/treatments you are reporting.

Note: A map is required for each form. Indicate on the map where restoration sites are located. Each activity type/treatment should be labeled and highlighted on the map. See www.oregon.gov/OWEB/Monitor/OWRI_mapping.shtml for OWRI mapping guidance on providing the required project map to OWEB to accompany your OWRI submission.

COVER PAGE

- **Date –** Enter today's date (date that form was filled out)

- **This report is an UPDATE for a multi-year project –** default is "No" in online form
  a) This question would be answered "Yes" if respondent is reporting on new work completed at the same location (stream reach) as a previously reported project.

b) Report only new work (result, treatment and metrics) and costs on this update form.
c) You may check the OWRI database and note the previously reported Project Number (for cross reference purposes).

- **Participants and Funding Information –** General Directions
  a) All project participants should be entered regardless of whether they provided funding.
  b) Cash and/or inkind contributions should be recorded with the appropriate participant and should be rounded to the nearest dollar amount. If the participant did not contribute cash or inkind funding, please enter zeros.
  c) Cash amounts are cash expenditures (out-of-pocket costs, funding from grants, cash match from another source). An example of cash expenditure would be the cash amount spent to buy a culvert.
  d) For OWEB grants, the cash amounts may also include the administrative cost of implementing the project.
  e) Inkind amounts are inkind contributions (i.e., estimated value of donated materials, labor, or, equipment). The term "Inkind" on the OWRI form is <u>not</u> the same as the term "match" on grant agreements. An example of an inkind contribution would be the estimated cost of donated logs in a large wood placement project.
  f) Sum of cash column in the Participants and Funding section should equal the total cash; Sum of inkind column should equal the total inkind.
  g) The contact person field stores the name of the employee for an organization or the first and last name of a private landowner. See specific directions below.
  h) Phone numbers should be entered in the following format XXX-XXX-XXXX

- **Participants and Funding Information –** Specific Directions
  a) Enter your organization name, your name, phone number, cash and/or inkind contributions, e-mail address.
  b) Enter landowner name, contact person for the landowner, phone number, cash and/or inkind contributions.
  c) If you are the respondent and the landowner, only report the cash and/or inkind contributions on the line for the landowner. For online form submissions, be sure that the organization name and contact name entries for these two line items are entered identically in order for our system to process you as one participant (i.e. do not enter "same", do not leave the landowner name field empty, etc.).
  d) If the landowner is a "Private Non-Industrial Landowner," enter Private Landowner in landowner name field, enter landowner's first and last name in contact person field, and enter landowner's phone number in phone number field.
  e) For multiple landowners, the Adobe form cannot be used. Using the Word hard-copy form, change the format by adding additional lines under landowner name heading to accommodate each landowner's organization name, contact, phone, and funding contribution.
  f) Enter each additional participant under organization name or grant program.

g) Spell out acronyms. ***Exception: state & federal agency names' acronyms may be used (e.g. OWEB, ODFW, BLM).***
h) If funding was from a program within an agency, record both the agency name and the program name in organization name field (e.g., USFWS - Partners for Wildlife).
i) If project had OWEB funding, be sure to record OWEB as a participant with the grant number and the cash amount OWEB contributed to on-the-ground restoration project. The following requirements apply: 1) Include administration cost; 2) Do not include the cost of monitoring; and 3) Include 2-year status report cost (~$200) for Small Grant contribution.
j) If project had ODFW Restoration and Enhancement (R&E) Grant Program funding, record ODFW R & E Program as a participant with the grant number and cash amount contributed to on-the-ground restoration project.

- **Total Cash and Total Inkind**
  a) **Important!** This should equal the sum of all contributions as well as the sum of restoration activities reported in sections A-H of the form.
  b) Do **not** include the cost for monitoring on this form.
  c) Be sure to include all participants and their contributions in order to reflect the total on-the-ground project cost.

- **Stream Name**
  a) Record the stream name as ___________ Cr or river name as _____________ R
  b) For unnamed streams, record the higher level stream name in Tributary Of field (e.g. Bear Cr). Then, in Stream Name field, you may enter the unnamed trib as ___________ Cr, trib of (e.g. Bear Cr, trib of)

- **Tributary Of**
  a) Record as ___________ Cr or _____________ R

- **Subbasin Name**
  a) Report the 4th field hydrologic unit name in this field. You can obtain this information from the U.S. Environmental Protection Agency Surf Your Watershed website at http://cfpub.epa.gov/surf/state.cfm?statepostal=OR or from the U.S. Geological Survey Oregon Hydrologic Units list at http://or.water.usgs.gov/data_dir/orehuclist.html.
  b) If you cannot locate the Subbasin name, report the main river body name (e.g., Tillamook R).

- **Township and Range**
  a) Enter the two digit number and the direction for each (e.g., 31S, 01W)

- **Section**
  a) Enter the section(s) where the work was completed

- **County**

a) Report the county name in this field.

- **Dominant Landuse Type**
  a) Check each box that applies.

- **Project Name**
  a) Enter the project name.
  b) If project was funded by an OWEB grant, please enter the project name from grant application for cross-reference purposes.
  c) If project was funded by an OWEB grant and there are multiple landowners/sites, please enter the project name from grant application and also include a separate number for each landowner's form (e.g., 2007 South Coast Planting - #1, 2007 South Coast Planting - #2, 2007 South Coast Planting - #3).

- **Project Dates**
  a) Enter the month and year when the project was started and the month and year the project was completed.
  b) If project was funded by an OWEB grant, please record the dates when the project was implemented on-the-ground (not the grant agreement dates).

- **Species**
  a) Answer the question of whether the project is intended to result in direct benefits to certain fish or wildlife species.
  b) If "Yes," record the specific names of species to benefit. Some fish species are listed in checkbox format.

- **Project Site Selection**
  a) Answer how the project site was selected.
  b) If a Watershed Assessment/Action Plan was used, then check the box and provide the name of the plan, by whom it was conducted, and the year published.
  c) If "Other," check this box and describe how the restoration need was identified or how the site was chosen (e.g., landowner interest, associated with a harvest, etc.)

- **Activities**
  a) Check the boxes at the bottom of the cover page that apply to your project, then proceed to the Activity Pages and complete the appropriate section(s).

ACTIVITY PAGES

You need only submit the cover page and the activity page(s) that apply to your project.

On each activity page you complete, please record cost of the activities represented on the page and do not double count the dollars on subsequent activity pages. **The sum of activity costs from the completed activity pages should equal the total cash and total inkind cost on the cover page.** If the either the cash or inkind funding was zero, enter the zero in the appropriate field.

Report all the metrics and answer all questions requested for a given treatment. Example: riparian fencing has 3 metrics (length, area, number of sides treated) and 3 stream characteristic questions to answer.

Report the metric values in the units requested (e.g., do not report feet if length is requested in miles). **This is very important since the Adobe Form is not equipped to accept a change in units.**

Leave blank all activity, treatment, or metric fields that do not relate to your project treatment(s). Do not enter zeros.

Section A: Instream Activity page (2 pages – submit both pages)

- This section should be used to report in-channel activities designed to improve aquatic <u>habitat</u> conditions and channel function. Typical activities tracked under instream activities are large wood placement and the placement of anchored habitat structures. It is recommended that bank stabilization treatments be reported in Instream section (see Instream page, activity 6) and not under riparian activities.
- If you report instream habitat activities, answer questions on permits, goals, cost, and total miles treated.
- **Important!** Check the box at the left of each instream activity you completed and answer all questions/items asked for the activity. Leave blank any activities not implemented (i.e. do not enter zeros).
- The Instream activities are intended to be exclusive so select the activity that best describes the work. In other words, do not double-count activities.
  <u>Example</u>: If you placed anchored boulder structure for habitat, check the box for instream habitat (anchored): structure placement, enter the metric value and answer questions on structure materials and anchoring, but do not count this activity again as an engineered structure.

Section B: Riparian Activity page

- This section should be used to report stream side activities designed to improve riparian <u>habitat</u> conditions and stream bank stability. Typical activities tracked under riparian activities are tree planting and fencing. It is preferred that bank stabilization treatments be reported under Instream section (see Instream page, activity 6).

- If you report riparian habitat activities, answer questions on permits, goals, cost, and total linear miles treated.
- **Important!** Check the box at the left of each riparian activity you completed and enter the metrics requested. Leave blank any activities not implemented (i.e. do not enter zeros).
- Although the Riparian activities are not mutually exclusive, we are trying to report result-level information separate from treatment-level details. Therefore, please record the total linear stream miles at the top of page and the treatment-level metrics under each activity reported.

  Example: 1.5 miles of riparian tree planting and 2.0 miles of fencing occurred. The 1.5 planting miles was within the same stretch of stream as the 2.0 miles of fencing. Therefore, the total miles at the top of page would be 2.0 miles. The tree planting miles would be recorded as 1.5 and fencing miles would be 2.0.

Section C: Wetland Activity page

- This section should be used to report activities designed to improve wetland and/or estuary habitat conditions and function. Typical activities tracked under wetland activities are wetland restoration and wetland creation.
- If you report wetland activities, answer questions on permits, goals, project site connection, land/wetland type before treatment, cost, and total acres treated.
- **Important!** Check the box at the left of each wetland activity you completed and enter the metric information in the field that best describes the wetland type after treatment. Leave blank any activities not implemented (i.e. do not enter zeros).

Section D: Upland, Grazing, and Irrigation Management page

- This section should be used to report upland activities, grazing management, and irrigation system improvements designed to reduce erosion, improve water quality, increase stream flow, promote native riparian vegetation growth, and other watershed benefits. Typical activities tracked under upland activities are off-channel livestock watering and juniper removal.
- If you report upland activities, answer questions on goals, cost, and total acres treated.
- **Important!** Check the box at the left of each upland activity you completed and enter the metrics requested. Leave blank any activities not implemented (i.e. do not enter zeros).
- Although some upland activities are not mutually exclusive (e.g., upland invasive plant control and upland planting), we are trying to report result-level information separate from treatment-level details. Therefore, please record the total acres at the top of page and the treatment level metrics under each activity reported.

  Example: 400 acres of juniper removed and 280 acres of upland planted/reseeded with upland plant species. If the 280 acres was within the 400 acres, then the result acres at the top of page would be 400. However, if the 280 acres were in a different location from the 400, then the total acres treated would be 680.

Section E: Road Activity page

- This section should be used to report road activities designed to decrease the risk of road failure and reduce chronic sediment input from existing roads. Typical activities tracked under road activities are peak flow passage improvements and surface drainage improvements.
- If you report road activities, answer questions on permits, goals, cost, and result-level metrics.
- **Important!** Check the box at the left of each road activity you completed and enter the metrics requested. Do not report zeros (i.e. leave blank any treatment metrics that do not apply). If culvert removal or replacement addresses a fish passage issue, do <u>not</u> report it on the road page, but rather report it on fish passage improvement page. Do <u>not</u> double count culverts/structures in more than one road category.

Section F: Fish Passage Improvements & Fish Screening Projects page

- This section should be used to report fish passage improvements or fish screening projects. Typical activities tracked under fish passage activities are road/stream culvert improvements for juvenile and adult fish passage and the removal of push-up dams.
- If you report fish passage activities, answer questions on permits, fish passage information, cost, and result-level metrics. <u>Note</u>: Every **fish passage** project must record number of miles of fish habitat made accessible. Fish screening projects do not need to report miles.
- If you are reporting only fish screening projects, answer questions on permits, then skip to activity cost. After answering Screening cost, then skip to Project Activities section of form. Check the Fish Screening box and answer <u>both</u> metrics requested.
- **Important!** Check the box at the left of each fish passage activity you completed and enter the metrics requested. Do not report zeros (i.e. leave blank any treatment metrics that do not apply).
- We are trying to report result-level information separate from treatment-level details. Therefore, please record the results at the top of page and the treatment level metrics under each activity reported.
  <u>Example</u>: Two culverts were replaced with one larger culvert. At the same crossing, one log weir was installed below the culvert outlet. This affected one stream crossing, so the result would be: _1_ Total # of Road/Stream Crossings Improved for Fish Passage. The treatment level metrics would be: _2_ # of culverts replaced with culverts placed embedded or flat, and _1_ # of culverts with rock or log weirs installed below the outlet.

Section G: Urban Impact Reduction page

- This section should be used to report projects designed to reduce erosion, improve water quality, and enhance aquatic habitat. Typical activities tracked under urban activities are bioswales and detention facilities.
- If you report urban activities, answer questions on goals and cost.

- **Important!** Check the box at the left of each urban activity you completed and enter the metrics requested. Leave blank any activities not implemented (i.e. do not enter zeros).

Section H: Riparian Activity Related to Harvest page

- This section should be used to report voluntary tree retention and riparian conifer restoration related to timber harvest.
- Report each harvest unit on a separate OWRI form. Use Treatment Area 1, 2, 3, 4, and 5 for separate stream treatment areas within each harvest unit.
- Answer questions on goals, cost, and total linear miles treated.
- **Important!** Check the box at the left of each Treatment Area, check the measure applied, and answer all questions for the treatment.