

## 11. Project Scope

### **Westside Watershed Outreach through Neighbors West-Northwest (NWNW) Westside Watershed Resource Center Manager Work Plan Fiscal Year 2020 - 2021**

**OUTREACH AND ENGAGEMENT:** Recruit and involve Westside Portland residents and other stakeholders to increase public health through stormwater management, water quality protection, pollution prevention, erosion control, invasive plant removal and native plant landscaping.

- Conduct outreach via at least 10 online, web-based, or in person events such as open houses, workshops, presentations to neighborhood associations and communities of faith, watershed tours, tabling at community events, speaking engagements, and neighborhood events in addition to the Stormwater Stars workshops. Spread outreach amongst Southwest and Northwest geographies.
- Disseminate watershed information via e-newsletters, newspaper columns on watershed health and stewardship, semi-weekly social networking updates, website updates, project brochures, and event flyers. Share information with Southwest Neighborhoods, Inc. and Neighborhood Associations as appropriate.
- Manage Westside Watershed Tool Library. Maintain tools and equipment for check-out by community organizations and landowners.
- Respond to public requests for watershed technical information and referrals.
- Develop educational interpretive signage for projects as time and funding permits.
- Keep a public presence at the Multnomah Arts Center for Westside Watershed Center information and referral. Maintain kiosk with current information.
- Continue to integrate equity and inclusion goals into the work of the WRC.

### **PRIVATE PROPERTY STORMWATER TECHNICAL ASSISTANCE AND SUPPORT:**

Respond to public requests for watershed technical information and referrals. Support and promote actions that foster watershed health. Support stormwater management projects on private property, including tool loan and event promotion. Participate in landowner and community project requests as time allows.

**CAPACITY BUILDING AND PROJECT DEVELOPMENT:** Foster partnerships to further the goals of equity, build capacity for watershed restoration in SW Portland and NW Portland, and guide volunteers in developing cost- and time-effective projects.

**PROJECT MANAGEMENT:** Leverage funding and in-kind matches of volunteer time and resources to implement stormwater management, erosion control, and vegetation management projects. In all projects managed and developed by the Watershed Resource Center, at every project stage, WRC staff will prioritize equity, diversity, inclusion, and ensure that social justice values are a primary component of their decision-making, relationship-building, and project development.

*Stormwater Stars Workshop Series:* Support the work of project staff and contractors for workshop series (5-6 events) for landowners to reduce barriers to implementation and maintenance of best practices for managing rainfall and reducing runoff. Practices taught will be appropriate to all sites, including those with challenging sites (poorly infiltrating soils, and/or lacking an approvable stormwater discharge point). Support recruitment of SW and NW Portland landowners as demonstration project hosts. Support ongoing engagement of program alumni.

**Partners:** West Multnomah Soil & Water Conservation District, other contractors.

**Funding Leveraged:** Approximately \$30,000 total project funding, West Multnomah Soil & Water Conservation District (pending)

**POST PROJECT MONITORING AND MAINTENANCE:** Monitor, communicate with site owners and support maintenance activities necessary to sustain restoration project investments, including past Stormwater Stars workshop demonstration sites. Site include but are not limited to: SW 50<sup>th</sup> Drive, SW Bertha Court, Jackson Middle School SW 25<sup>th</sup> Ave, Colibri Chiropractic Clinic, Stephens Creek Crossing apartments, Woods Creek HOA, Fanno Creek Beaver Project, Multnomah Arts Center.

### **STEWARDSHIP PROJECT DEVELOPMENT**

Serve as Westside Community Group Liaison. Participate in local and regional partnerships to optimize WRC resources and offerings. Collaborate with partner organizations for efficient application of time, resources and skills in landowner outreach, project development and implementation. Assist Friends and other community groups (watershed-related committees and partnerships, and referred community stewardship projects) with event promotion and project support as needed and as time allows. Provide Neighborhood Associations and other community groups with information about BES's and project partners' work as needed.

*Regional Equity Partnerships:* Participate in Intertwine, Center for Diversity and the Environment, or other regional coalition events to improve equity and apply best practices to WRC programs and services. Connect underserved communities on the westside to outreach WRC services and resources, build relationships, listen to community needs, and provide applicable resources.

### **PROGRAM ADMINISTRATION:**

- Submit monthly report with monthly invoice to BES.
- Engage in strategic planning with the NWNW Board, SWNI Watershed Committee, and BES.

- Track and submit annual report of program outcomes including number of projects, events and people served, funding applied for and received, plants installed, invasive plant area, and runoff reduced. Submit annual WRC report and narrative for City of Portland NPDES MS4 Compliance Report, documenting outcomes and success stories.
- Supervise interns, volunteers and temporary staff positions funded by outside grants to support WRC projects, including Stormwater Stars program staff.
- Prepare and submit grant proposals for outside partnership funds as appropriate; review with BES staff prior to submittal to granting agency.
- Prepare and oversee work plans for temporary staff positions or contractors funded through partners; review with BES staff prior to advertising.
- Document conference/event attendance in relation to WRC goals.
- Prepare annual work plan and quarterly project status updates for NWNW-WRC-BES check-in meetings.

BES NWNW Westside Watershed Grant September 1, 2020 – June 30, 2021					
Activity/ Expense	BES Funds	NWNW Matching Funds	WMSWCD Grant Funds Leveraged	Comments	TOTAL
<b>Personnel</b>					
Full-time Employee	\$53,282.00		\$33,000	Includes employee at 36 hours week (wages 2% COLA), benefits (2 mos benefits reimbursed to SWNI), taxes, 3% Simple IRA	\$80,250.00
<b>Materials &amp; Services</b>					
Project supplies, materials, equipment and professional services	\$ 4,000.00			Plants, erosion control blankets, restoration tools, office supplies, workparty refreshments, contractors	\$4,000.00
Local Travel	\$200.00				\$200.00
Office Space Rent		\$2,942.30		.25 of SWNI office space, \$245.19/mo	\$2,942.30
Meeting Room Space for Open House, Meetings		\$112.00		4 hours of meeting space at \$28.00/ hr	\$112.00
Copy Machine/Scanner/Fax		\$1,000.00		CIT Lease = .20 copier,\$84/mo	\$1,000.00
Education/Training		\$100.00		SWNI Board offers \$100 per employee	\$100.00
Neighborhood newspapers	\$5,400.00			\$2,400 (SWNI News) \$3,000 (NW Examiner)	\$5,400.00
Insurance (liability insurance)		\$4,084.00		Liability insurance required by City of Portland	\$4,084.00
Supervision		\$2,000.00		NWNW Executive Director, staff supervision, grant management	\$2,000.00
NWNW Administrative Fees	\$3,000.00	\$2,000.00		Fiscal management and grant management	\$5,000.00
Total Materials & Services	\$12,600	\$12,283.30			\$27,883.30
Volunteer Labor		\$15,258.00		Estimated 600+ vol. hours @ 25.43 per hr	\$15,258.00
<b>TOTAL</b>	<b>\$65,882.00</b>	<b>\$27,496.30</b>	<b>\$33,000.00</b>		<b>\$126,378.30</b>