

Stewardship Guidelines
Monitoring, Inventory and Project Management
Associated with Wyden Authority Retained Receipts Projects

Siuslaw National Forest, May 5, 2008

This document is intended to provide general guidelines for the appropriate use of stewardship retained receipts in project management, inventory and monitoring for Wyden Authority projects (non-Forest Service project performance). Retained receipts may defray the direct costs of local multi-party process monitoring and support the collaborative process by paying for facilitation, meeting rooms, travel, incidental expenses, data collection, and dissemination of monitoring findings to the public.

Monitoring and Inventory – In general, retained receipts cannot be used for project monitoring and inventory work. Project level monitoring and inventory work can and often should, be included in stewardship project proposals but it must be identified as in-kind work or paid for through other matching fund sources.

Project Management – Project management includes pre-implementation coordination and preparation activities required to make the project happen on-the-ground; on site management of implementation activities; and post implementation process monitoring and dissemination of project results. Some reporting, field evaluation and follow-up inspection activities are an integral part of project implementation and may be paid for with retained receipt as a part of project management. Examples of appropriate project management activities funded with retained receipts include:

Pre-Implementation – Pre-implementation activities funded with retained receipts must be directly supporting future implementation of the project. Examples of appropriate pre-implementation project management activities for retained receipt funding include:

- Coordination with landowners, organizations, contractors or agencies involved in the project.
- Pre-work meetings with contractors or cooperators.
- Travel to meetings associated with the project.

Implementation – Implementation activities funded with retained receipts are in direct support of on-the ground implementation of the project. Examples of appropriate project management implementation activities for retained receipt funding include:

- On-the-ground work or supervision of project work.
- Administration of contracts.
- Inspection and acceptance of work.
- Coordination of landowners, volunteers, other groups or agencies involved in project activities.

- Travel to project sites.

Post Implementation – Post implementation activities funded with retained receipts are limited to legal reporting requirements of any permits or activities associated with on-the-ground implementation and accomplishment reporting required for stewardship retained receipts. Examples of appropriate post implementation project management activities for retained receipt funding include:

- Data collection related to process monitoring.
- Dissemination of monitoring findings to the public.