

Allowable Costs for Planning Grants



One Watershed, One Plan planning grants support groups of local governments in developing watershed-based plans that are prioritized, targeted, and capable of achieving measurable results. The following are examples of allowable activities **specific to One Watershed, One Plan planning grants** (see also [BWSR Grant Administration Manual](#), [Allowable and Unallowable Costs](#)). This list applies only to One Watershed, One Plan Planning grants.

Meeting Coordination and Facilitation and Grant Administration

- Prepare policy/advisory committee or public meeting agendas and notices
- Plan for and coordinate logistics of policy/advisory committee meetings or public meetings
- Meeting Facilitation (local governments are encouraged to facilitate meetings, but may hire outside facilitation services when deemed necessary)
- Take meeting minutes (note-takers being paid under the grant may not also participate in meetings as the sole representative of their organization)
- Grant reporting and administration, including fiscal administration

The intent of One Watershed, One Plan planning grants is to support LGU staff who are taking a leadership role actively developing agendas, preparing for meetings, facilitating discussions during meetings, or administering grants. The grant is not intended to cover the time of each planning work group member who participates in discussions related to meeting preparation.

Plan Development

Members of local government partnerships may use grant dollars for development of plan materials or products as identified in the approved work plan. However, partnerships typically hire plan writing or other consultants to do the “heavy lifting” of putting the plan together.

- Compile and consolidate data and information from multiple sources across the watershed
- Modeling work required to prioritize, target, and measure in a planning context*
- Prepare responses to public comments
- Conduct public outreach, focus groups, or other public involvement in plan development

*Developing new studies, models, or other research, including increasing the level of detail in models beyond what’s needed for planning is not an allowable cost.

Meeting Locations and Materials

- Facility rental for public or committee meetings
- Materials and supplies for facilitating meetings
- Reasonable food costs for meetings where the primary purpose is to discuss plan development; such as a policy/advisory committee or public meeting
- Publishing meeting notices

Non-allowable LGU activities (considered in-kind time and activities)

- Staff time to participate in committee meetings on behalf of your organization
- Gathering and contributing information specific to your organization for inclusion in the plan (e.g., preparing a summary of local ordinances that will then be compiled with information from other organizations)
- Plan review on behalf of your organization
- Staff time for an individual, regularly scheduled, board meeting or county water plan task force meeting where One Watershed, One Plan will be discussed as part of the meeting
- Expenses and per diems of advisory and policy committee members

