



Council Capacity Grant Online Application Guidance

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- ✓ Wrap-up
- ✓ Permits
- ✓ Budget
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- ✓ Uploads

Administrative Information

The information captured in this section is the same for all OWEB Online Applications.

The information will be used to:

- Enter the project into OWEB's database,
- Create a grant agreement if funded,
- Generate a map for purposes of reporting to NOAA and USFWS, and
- Meet State of Oregon legal requirements.

Abstract

The abstract statement provides important reference information for the project and will be the first place OWEB staff and reviewers look to understand the location and content the proposed activities. In crafting the abstract, make an effort to be clear, concise, and keep the description of the proposed activities succinct. Provide an abstract for the project in 250 words or less, and take care to address all 4 main parts of the abstract statement:

- 1) Identifying the project location,
- 2) Stating the project need,
- 3) Describing the proposed work, and
- 4) Identifying project partners.

Contact Information

Applicant

This should be the individual who receives all correspondence about the project. If this information needs to be updated, please contact OWEB.

Payee

This should be the person and/or organization who will be responsible for tracking and accounting for project funds and compliance with the grant agreement conditions. If this information needs to be updated, please contact OWEB.

Project Manager

Provide the name of the person who should be contacted on behalf of the applicant about the technical aspects of the project during evaluation and project implementation.

Location Information

Mapping project

Use the watershed council's address for the required map point. Be sure to map the project within the correct OWEB Region (<https://www.oregon.gov/OWEB/Documents/RPR-Contact-Map.pdf>).

Ownership

This is a required question for all OWEB application types. Select Public Lands and list any Federal government, the State of Oregon, a city, county, district or municipal or public corporation in Oregon that you normally work with.

Permits

Select "No" for all Council Capacity grant applications.

Racial and Ethnic Statement

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a Racial and Ethnic Impact Statement.

Insurance Information

OWEB considers some projects to carry a greater risk to the organization, organization's employees, volunteers, and the community. These projects include working with hazardous materials, earth moving work around the footprint of a well, aerial application of chemicals, transporting individuals on the water, and removal or alteration of structures that hold back water on land or instream (dams, levees, tidegates, etc.). If a project includes any of these activities, the applicant must upload the DAS Risk Assessment found at <https://www.oregon.gov/DAS/Risk/pages/index.aspx>. See policy for additional information at <https://www.oregon.gov/oweb/manage-grant/Pages/payments-budget.aspx>.

If an applicant's staff or volunteers are working with kids related to the project or staff are applying herbicides, additional insurance is required but a DAS risk assessment is not.

Additional Information

Select "No" for all Council Capacity grant applications.

Problem Statement

Eligibility

This section captures information required to review the watershed council's eligibility to apply for a council capacity grant. Read the Council Capacity Grant Guidance for the specific eligibility requirements.

Eligibility criteria define how OWEB will determine whether a watershed council is eligible to apply for a Council Capacity Grant. *The eligibility criteria do not limit or control the existence or creation of watershed councils.* Watershed councils may form around the state according to ORS 541.910 and 541.890(15); however, OWEB shall not accept an application for a Council Capacity Grant unless OWEB determines the council or group of councils meets the eligibility criteria.

Organizational Information

This section captures information required for the merit evaluation.

Salmon and Planning

OWEB requires documentation of relevant local and regional plans and assessments to meet federal and state reporting requirements. Applicants should self-populate names of local plans, and select relevant regional plans and assessments from the set list if the project benefits salmon or steelhead.

Projects specifically benefitting salmon or steelhead should be located within a salmonid ESU recovery domain and intend to affect streams and/or estuaries with current salmonid ESU species use or where there is likelihood of future species use.

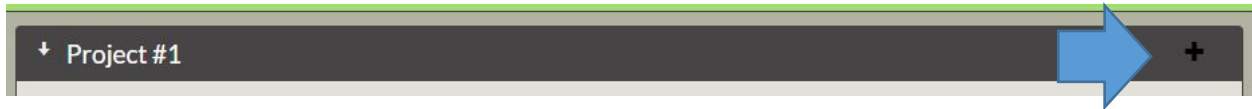
In explaining the benefits to salmon or steelhead or their habitat, use the template provided below and in the (i) button in the online application.

Use the following template to answer this question: The **[replace with COUNCIL NAME]** watershed contains **XXX [replace with correct Number]** miles of stream habitat for **[replace the previous with relevant salmonid/steelhead species within the Council boundaries]**. Limiting factors include **[list the appropriate text identify the limiting factors in your watershed]**. The council's **[list the above mentioned strategic plan or action plan]** focuses largely on fish recovery actions. In the past 2 years the council has assisted with the development of **[provide a number]** restoration projects that address salmon and/or steelhead and their habitats. The coordinator will utilize watershed assessments, action plans and relevant Recovery Plans to develop a prioritized list of future restoration and monitoring projects.

Proposed Solution

Work Plan

This section is where council's enter the work plan projects. Additional projects can be added by clicking on the + sign on the right hand side of the screen.



Projects can be reordered by clicking on the arrow buttons next to the Project header.



Projects can be deleted by clicking on the white X sign on the right hand side of the screen.



Project Title

Provide a title for the project.

Project Category

Select one category for each project. The definitions below are from the Council Capacity Grant Guidance Document.

- Restoration: Activities with the objective of altering the physical, chemical, or biological characteristics of the landscape in order to improve ecological process and function.
- Stakeholder Engagement: Activities with the purpose to communicate and build ongoing, permanent relationships with landowners, organizations, and the community in the watershed for the purposes of carrying our eligible restoration and acquisition projects, or programs that lead to development of eligible projects.
WATERSHED COUNCILS CANNOT USE OWEB FUNDS TO SUPPORT PROJECTS WHOSE PRIMARY PURPOSE IS EDUCATION.
- Organizational Development and Management: Activities with the objective of improving the council's organizational effectiveness and health including council meetings.

OWEB Grant Number

Put XXX in the box if there is no OWEB grant number.

Provide a brief project description

It is OK to copy and paste the description from OGMS if it is an OWEB funded project.

List the key partners

List partners directly involved in the project. For example, partner involvement could be by contributing technical advice, materials, labor or cash match. Using acronyms is acceptable.

Previous Biennium's Accomplishments

If this is a new project put N/A in the text box.

Challenges

Provide an honest description of some of the challenges with the project.

Next Biennium's Planned Deliverables

If this is an ongoing project provide a description of what will be accomplished this biennium.

Original State Date

If this is an ongoing project provide a start date for just this biennium.

Proposed Completion Date

If this is an ongoing project provide an end date for just this biennium.

Priority

Select one priority for each project as identified by the council.

Wrap-Up

Council Staffing

Role: List the positions employed or contracted for the watershed council.

Name: Provide the first and last name of each person.

Affiliation: Enter staff or contractor

Qualifications: Provide the length of time in the position.

Email: Provide the email address for the person.

Phone: Provide the phone number for the person.

Permits

Skip this section, it is included in all online applications, but is not required for council capacity grants.

Budget

This guidance document contains a chapter about the budget, which contains important information on completing the budget section. However, **Indirect Costs are not eligible within Council Capacity grants and that row will not show up in this application.**

Before filling out the application budget, review OWEB's financial guidelines in the *Budget Categories: Definitions and Policy* document. <https://www.oregon.gov/oweb/Documents/Budget-Categories-Definitions.pdf>.

Funding and Match

This guidance document contains a chapter about the funding and match, which contains important information. Council Capacity grants only require \$1.00 of match.

Uploads

The following documents are required uploads.

Required Uploads

The documents listed below must be uploaded with your application. Most councils can find these documents in OWEB's Online Grant Management System under Council Capacity Grants, Eligibility Determination.

- ✓ Council's most recent bylaws
- ✓ Council's most recent policies and procedures
- ✓ Council's local government designation

Optional Uploads

The documents listed below may be uploaded with your application.

- ✓ Action Plan.
- ✓ Strategic Plan
- ✓ Fiscal Sponsorship Agreement