



# February 2021

## OWEB/NRCS TA Grant Online Application Guidance

### Chapter 1: Introduction & Overview

#### In this chapter

- ✓ The Oregon Watershed Enhancement Board
- ✓ Online application overview
- ✓ Application cycles and deadlines
- ✓ Eligible applicants
- ✓ How to apply
- ✓ Tips for filling out an application
- ✓ Formatting an application

### Oregon Watershed Enhancement Board

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The Oregon Watershed Enhancement Board (OWEB) is a state agency that provides grants to help Oregonians take care of local streams, rivers, wetlands, and natural areas. OWEB grants are funded from the Oregon Lottery, federal dollars, and salmon license plate revenue. OWEB offers a variety of grant types and programs.

### Online Application Overview

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Below is a list of the online application sections. Some sections are the same across all application types while others are specific to the application type.

<i>Section Name</i>	<i>Application Type Comparison</i>
<b>Administration Information</b>	Same for all
<b>Problem Statement</b>	Unique for each
<b>Proposed Solution</b>	Unique for each
<b>Budget</b>	Same for all
<b>Funding and Match</b>	Same for all
<b>Wrap-Up</b>	Unique for each
<b>Reporting</b>	Unique for each
<b>Uploads</b>	Same for all
<b>Permits</b>	Same for all

### Application Offerings and Deadlines

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All deadlines referred to in this Guidance are **5:00 pm Pacific Time for each grant offering**. Deadlines

will be **posted on OWEB's website and OGMS** (OWEB Grant Management System), and will be **announced by email in advance**.

## Eligible Applicants

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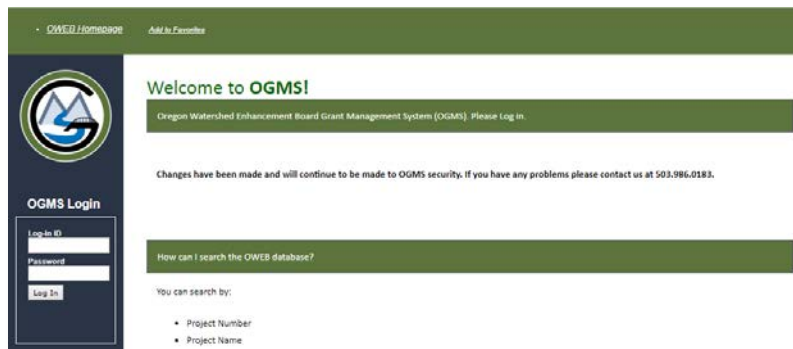
Applicants must be based in Oregon and be either a tribe, soil and water conservation district or watershed council.

## How to Apply

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### OWEB Grant Management System (OGMS) login

An OGMS login (username and password) is necessary to access the online grant application. An applicant must use his/her organization's login if one exists, as only one login per organization is allowed. If no login exists, the applicant may request one. OWEB verifies all username and password requests prior to creation.



**Register and get information here:** <https://apps.wrd.state.or.us/apps/oweb/oa/Account/Register>


### Log in:

1. Access the online application directly and use your OGMS login.  
<https://apps.wrd.state.or.us/apps/oweb/oa/Account/Login.aspx>
2. Log in to OGMS, find the appropriate grant offering, and select the link below it.  
<https://apps.wrd.state.or.us/apps/oweb/fiscal/default.aspx>

## Tips for Filling out an Application

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- After you choose which application to fill out, you can download a template from the application homepage and fill out the template offline. You can then copy and paste narrative sections from the template into the online application. **The application template is only a tool and cannot be submitted in lieu of the online application.**
- The online application functions best with a high-speed internet connection.
- The online application currently supports the following web browsers:

 Internet Explorer (IE) 11

 Firefox 45

 Google Chrome

 Safari

- You will need Adobe PDF Reader installed on your computer in order to view your completed proposal.
- Within the online system, the  icon indicates that additional information is available. Click the icon to view the information.
- Some questions require you to click “Save.” If you navigate away from a page before doing so, the data entered will not be saved and you will have to re-enter the information for that specific question. When you click “save,” the button will change from green to blue indicating that the information has been saved.
- After 2 hours of inactivity, the application will time out and close. You will have to sign in again to return to your application.
- Some answers have character limits. There is a character counter in each text box where this applies. If you copy and paste from a word document/template, the text will be cut off at the character limit.
- Do not copy and paste any figures or tables into the text boxes. Instead, upload them in the “Uploads” section of the application.
- Do not upload large documents (e.g. monitoring plans), in the Uploads section. Instead, provide a link to the document within a relevant section of the application, such as the Problem Statement, Proposed Solution, or Wrap-Up.
- If you are looking for a particular term in the online application, use “Control + F” as a way to search on the page.
- To reduce duplicative reporting of proposed accomplishments, report each action under the most appropriate category based on the primary purpose of the action. Secondary purposes can be described in the Project Overview section, specifically under the Goal, Objectives, and Activities section.
- Do not report the same activity under multiple questions. For example, do not report a rock barb installed to control bank erosion under both instream “bank stabilization” and instream “materials placement.”

## Formatting an Application

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Bold and italics are not supported in the online application. However, you can format your application using bullet points, indentations, and spacing. Be aware that using these tools will contribute to character counts. Also, if you’re copying and pasting, text will automatically cut off at the character limit so be sure to proofread your answers after pasting any text.

## **Chapter 2: NRCS TA Applications**

### **In this chapter**

- ✓ General Program Information
- ✓ Administrative Information
- ✓ Problem statement
- ✓ Proposed solution
- ✓ Wrap-up
- ✓ Permits
- ✓ Budget
- ✓ Funding and Match
- ✓ Uploads

## **General Program Information**

### **Goal and Priorities of Grant Program**

The goal of this grant program is to support local delivery of conservation programs as presented in the Farm Bill. The Farm Bill has generated more need for technical and administrative assistance than NRCS can provide landowners. Therefore, NRCS, in partnership with OWEB, seeks to award funding to local partners to assist with local conservation efforts.

### **Available Funding**

There is \$500,000 available for this program.

**Maximum Request:** \$50,000

### **Review Process**

NRCS staff, facilitated by OWEB, will review the applications and make funding recommendations.

Applications must be developed in collaboration with local NRCS Office staff. Local staff will provide information on administrative and technical assistance needs, which will help applicants develop applications. Applications must include a letter of intent or concurrence from the local NRCS office.

## Administrative Information

The information captured in this section is the same for all OWEB Online Applications. Use the information below to answer the questions.

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

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The abstract statement is required for all OWEB applications and can be viewed in our Online Grant Managements System (OGMS). The abstract statement provides important reference information for the project and will be the first place OWEB staff and technical reviewers look to understand the location and components of the proposed activities. In crafting your abstract, make an effort to be clear and concise and to keep your description of the proposed activities succinct. Provide an abstract statement for the project in 2,000 characters or less.

## Contact Information

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### 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

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Use the SWCD'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

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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".

## 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".

## Problem Statement

**This section is required for all online applications.**

Provide information on the administrative and or technical challenges that will be addressed through the application. Also, provide information on any previous NRCS TA applications that the applicant has received.

## Proposed Solution

**This section is required for all online applications.**

In this section the applicant will indicate what type of funding you are applying for, Administrative, Technical Assistance or both. You will also upload the NRCS Metrics form and letter of concurrence from the NRCS Basin Team Leader and District Conservationist.

## Wrap-up

**This section is required for all online applications.**

In this section the applicant will provide information on the key individuals involved in the project and information on the project schedule.

## Budget

This guidance document contains a chapter about the budget, which contains important information on completing the budget section. **Travel and Training Costs are not eligible and that row will not show up in this application.**

Before filling out the application budget, review OWEB's Guidance on Budgeting in Grants: [GoBIG document](#).

## Funding and Match

This guidance document contains a chapter about the funding and match, which contains important information. Only \$1.00 of match is required.

## Uploads

The following documents are required uploads.

### Required Uploads

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The documents listed below must be uploaded with your application. Both will be uploaded using the "Other" upload option.

- ✓ NRCS TA Metrics Form
- ✓ Letter of concurrence from the NRCS Basin Team Leader and District Conservationist

### Optional Uploads

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The documents listed below may be uploaded with your application.

- ✓ Secured Match Form

## Permits

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