



Guidance: Small Grant Project Application

Oregon Watershed Enhancement Board

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Small Grant application forms and other items referred to in this document are available via [OWEB's website](#), unless otherwise indicated.

This document provides guidance for completion of the Oregon Watershed Enhancement Board Small Grant Application. The Guidance document and any attachments will be periodically updated by OWEB staff as needed.

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Oregon Watershed Enhancement Board

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's Definition of a Project

OWEB defines a project as all related and relevant activities necessary for achieving the project's full ecological objectives, whether funded by OWEB or other sources. You should not separate out OWEB and non-OWEB funded activities. Answer all application questions to reflect all proposed project activities, regardless of funding source. The Budget and Match sections of the application provide space for you to designate funding sources for each activity.



Goals of the Small Grant Program

The goals of the Small Grant Program are to support implementation of the Oregon Plan for Salmon and Watersheds through projects designed to improve water quality, water quantity, and fish and wildlife habitat. Program funds help treat the source of watershed health problems through technically sound projects that use proven techniques from one of the approved sources listed in OAR 695-035-0030(3), and that demonstrate benefits to aquatic species, wildlife, or watershed health across all land uses.

Eligible Project Activities

Per ORS 695-035-0050 the Small Grant Program will fund only those projects that:

- Demonstrate in the Small Grant Project application a clear watershed benefit to aquatic species, wildlife, or watershed health.
- Are consistent with the local Small Grant Team's priority watershed concerns, as identified in their program grant agreements with OWEB.
- Adhere to OWEB administrative rules, OAR 695-005-0010 through 695-005-0060 and 695-050-0010 through 695-050-0050.
- Implement a project to restore, enhance, or protect native fish or wildlife habitat, watershed or ecosystem functions, and/or water quality.
- Are implemented in a manner that follows professionally accepted restoration approaches resulting in ecological or watershed benefits.
- Use and clearly identify in the small grant application technical guidance from at least one of the approved sources in OAR 695-035-0030(3) and cite in the application the practice code(s), or the page number and paragraph, for the technical guidance source listed.
- Where applicable, have been approved for technical sufficiency by the appropriate state agency, or by the appropriate tribal government for projects on Tribal Trust Lands.

Eligible Project Types

- Instream Process and Function
 - Improve Instream Habitat: place large wood, boulders, or salmon carcasses;
 - Manage Erosion: bioengineer stream banks, slope stream banks, or develop water gaps, streambank barbs;
 - Eradicate or Control Exotic Aquatic Species.
- Fish Passage
 - Remove Irrigation or Push-Up Dams: install alternatives (e.g., infiltration galleries, point-of-diversion transfers) or convert from gravity diversion to pumps;
 - Remove and/or Replace Culverts
 - Remove or Replace Stream Crossings
- Urban Impact Reduction
 - Install Stormwater Runoff Treatments (e.g., create bioswales, pervious surfaces, native plant buffers, green roofs);
 - Create Off-Channel Flood Storage;
 - Employ Integrated Pest Management.
- Riparian Process and Function
 - Manage Nutrient and Sediment Inputs through managed grazing (e.g., fencing and developing off-channel watering) and plantings;
 - Manage Vegetation: plant or seed native riparian species, propagate native riparian plants, or control weeds in conjunction with a restoration project;
 - Employ Integrated Pest Management.
- Wetland Process and Function
 - Manage Nutrient and Sediment Inputs: fence out livestock or develop alternative watering sites;
 - Manage Vegetation: control weeds (in conjunction with a restoration project), or plant native wetland species;
 - Restore Wetlands: excavate or remove fill, or eliminate drainage structures;
 - Employ Integrated Pest Management.
- Upland Process and Function
 - Manage Erosion on Agricultural Lands: terrace land; employ laser leveling; create windbreaks; install water and sediment control basins (WASCBs); develop filter strips/grassed waterways; manage mud (e.g., gravel high-use areas, develop paddocks); seed bare areas; or reduce tillage.
 - Manage Nutrient and Sediment Inputs to Streams through the management of grazing, vegetation cover, animal waste, or irrigation runoff.
 - Manage Vegetation: prescribed burning, except when conducted as part of a commercial harvest; non-commercial thinning; control/remove juniper (except late-seral/old growth); plant or seed.
 - Manage Wildlife: install water guzzlers.
 - Employ Integrated Pest Management.
- Water Quantity and Quality/Irrigation Efficiency
 - Recharge Groundwater: roof water harvesting;
 - Implement Irrigation Practices (e.g., pipe existing ditch, install drip or sprinkler systems, install automated soil moisture sensors where water and electrical savings can be documented, recover or eliminate tail water).

- Private Road Impact Reduction
 - Decommission Roads;
 - Improve Surface Drainage: surface road drainage improvements, gravel surfacing, stream crossings.

Eligible Applicants

A grant applicant must be one of the **legal entities** identified below and have a Federal Employee Identification Number (FEIN).

Watershed Council: a voluntary local organization, designated by a local government group convened by a county governing body, to address the goal of sustaining natural resource and watershed protection, restoration, and enhancement within a watershed.

Soil and Water Conservation District: a political subdivision of the state as described in ORS 568.550.

Tribe: A federally recognized Indian tribe in Oregon.

Documents and Guidance

Small Grant forms and other items referred to in this document are available at www.oregon.gov/OWEB/pages/index.aspx, unless otherwise indicated.

OWEB's online applications, including the Small Grant application, are available at <https://apps.wrd.state.or.us/apps/oweb/oa/>.

How to Apply

The Small Grant application is available via OWEB's online application website: <https://apps.wrd.state.or.us/apps/oweb/oa/>.

An OWEB Online Grant Management System (OGMS) login is required to access the online grant application. Only one login per organization is allowed. If no login exists for the applicant's organization, please email Leilani Sullivan at leilani.sullivan@oweb.oregon.gov to request one.

Include the following in your email:

- Organization name and address.
- Grantee Contact information: name, title, email address, and phone number for the person who will receive all communication from OWEB and sign any grant agreements.
- Payee Contact Information: name, email address, and phone number for the person who keeps records and submits payment requests and documentation.
- FEIN (Federal Employer Identification Number). OWEB may enter into agreements only with legally established entities. OWEB will review potential applicants prior to creating an OGMS login.
- **Per federal guidance, all OWEB grantees must be registered at the System for Award Management (SAM) before receiving a grant agreement. Entities will receive a non-proprietary identifier (called the Unique Entity Identifier (UEI).) This identifier is assigned by SAM and entities must update their registration annually.**

Link to sam.gov to obtain a UEI. *Note: this is a free program, any requests for payment are a scam.*

Please direct questions on the Small Grant Project Application to Kathy Leopold at 971-345-7017 or kathy.leopold@oweb.oregon.gov.

Application Cycles and Deadlines

Each Small Grant Team sets application cycles at the beginning of a biennium. Information on cycles

and deadlines is available from the Small Grant Team Contact. Information about your Small Grant Area's Team Contact is available at <https://www.oregon.gov/oweb/grants/small-grants/Pages/teams.aspx>.

Filling out the Application

This section outlines instructions for the Small Grant online application. Instructions may not be included for sections of the application that are self-explanatory.

The application must be completed regardless of whether there are applicable instructions below.

Administrative Information

THIS SECTION OF THE ONLINE APPLICATION IS THE SAME FOR ALL APPLICATION TYPES. Use the information below to help guide your answers.

The information in this section of the application form will be used to:

- 1) Enter the project in OWEB's database;
- 2) Create a grant agreement if the project is funded; and
- 3) Meet State of Oregon legal requirements.

Application Name

Provide a name that can be used for the project on all related correspondence and agreements. Giving the project a name helps to define it. Try to keep the project name to seven words or fewer.

Applicant Contact Information

Provide the name of the organization submitting the application and to whom the grant agreement will be addressed.

Payee Contact Information

Provide the name of the organization and organization's staff person who will be responsible for tracking and accounting for project funds.

Project Manager Contact Information

Provide the name of the organization and organization's staff person who will receive all correspondence about the project, including technical aspects of the project during evaluation and project implementation.

Abstract

The abstract statement provides important reference information for the project and will be the first place OWEB staff and Small Grant Team 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 and take care to address all four main parts of the abstract statement.

Identify the project location.

Include the names of streams, rivers, or watershed(s) impacted by the project; the proximity of the nearest town; and the county in which the project is located.

Briefly state the watershed issue, problem, limiting factor(s) to be addressed.

List the watershed issues/problems the project addresses, such as challenges to fish and wildlife species, habitat access, fish passage, altered or degraded habitat, water quality/quantity, invasive species or other concerns associated with addressing ESA-listed

species, TMDL's or other issues identified in guidance documents.

Identify and briefly describe the restoration component(s) to be implemented.

Briefly list the kind(s) of restoration actions being proposed (such as planting, tree thinning, weed removal, fencing, culvert replacement, habitat structure placement, irrigation piping, etc.) and at what scale (number of miles, acres, culverts, etc.).

Identify project 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.

Location Information

Mapping project

Map the point that best represents the approximate center of the project area where the most significant portion of the work will take place. Be sure to map the project within the correct OWEB Region (<https://www.oregon.gov/oweb/Documents/RPR-Contact-Map.pdf>). If the project includes a sensitive location, such as sage-grouse habitat, use the applicant's address as the map point. For projects that occur over multiple sites, place the point on one of multiple sites where work will be conducted (ideally, a site centrally located in the project area).

Ownership

Check the boxes that apply to the project and provide the information requested. OAR 695-005-0030(4) states that "All applications that involve physical changes or monitoring on private land must include certification from the applicant that the applicant has informed all landowners involved of the existence of the application and has also advised all landowners that all monitoring information obtained on their property is public record.

Permits

Applicants are responsible for verifying applicable permits, licenses, and General Authorizations required for the project, and can update information at grant agreement execution. The required Land Use Form is not considered a permit, nor are other Small Grant project-specific review forms including those for irrigation efficiency, culvert or stream crossing, or prescribed burn projects.

Racial and Ethnic Impact Statement

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

Insurance

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 drinking water well, 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

Sage-Grouse

At its April 2015 meeting, the OWEB Board adopted a policy to support projects benefitting sage-grouse habitat in Oregon's sage-steppe ecosystem. The policy makes available at least \$10 million in grants over ten years. This question allows OWEB to track these dollars. If the project includes a sensitive Sage-grouse location, use the applicant's address as the map point.

Problem Statement

Project History

Respond yes or no to each question. Provide additional information when prompted.

Assessment/Plans and Salmon Benefit

Respond yes or no to each question. Provide additional information when prompted.

Problem Statement

Describe the current **watershed** problem that this project seeks to address. Include information on the current state of the project site. Do not discuss the proposed solution here. To be eligible, a project must address a current watershed problem.

Proposed Solution

Project Information

Choose the appropriate **Priority Watershed Concern** for your project. Then choose the Eligible Project Type within that concern. Complete the proposed metrics for the Eligible Project Type.

Note: Eligible project types are defined by rule [695-035-0050(4)]. If your proposed project is not listed within the appropriate priority concern, it is not eligible for Small Grant Program funding. Additionally, each Small Grant Team chooses which of the OWEB defined eligible project types it will fund each biennium. Please consult with the Small Grant Team Contact to determine if your project type is eligible.

Technical Guidance Source

Choose the technical guidance source to be used when designing and implementing the proposed project. Cite the appropriate practice code number, or page and paragraph, when prompted.

Proposed Solution

Describe the proposed solutions or practices (e.g., selective burning, seeding, reforestation, juniper cutting, bioengineering, etc.) in sufficient detail to communicate to the reader (including members of the Small Grant Team and OWEB) what you are planning to do and how the practices will address the problem identified in the Problem Statement. The emphasis should be on how implementation of this project will benefit the watershed, water quality, water quantity or fish and wildlife habitat. Where applicable, include the number and type of units to be treated by the project. For example, for a fencing project include information on the type of fence, fencing materials to be used and the length of the fence.

Wrap-Up

Project Maintenance

Long-term maintenance is the responsibility of the landowner. However, in the short term, the grantee may have an arrangement with the landowner to maintain and monitor the project.

Information on project maintenance should be listed in this section.

Required Year-Two Status Reporting (Year-Two Status Report)

Provide the name and contact information of the individual who will take responsibility for documenting the condition of the project two years after the actual project completion date. The due date for the Year-Two Status Report may be found in OGMS. The responsible individual should generally be either the Project Manager for the grantee or the Technical Contact. The budget allows this person to be compensated for this reporting work.

Additional Monitoring (beyond required Year-Two Status Report)

Post-project status reporting is required for Small Grants (see above). Note here what, if any, additional aspects of the project will be monitored post-implementation.

Project Schedule

Identify specific project elements and the activity and time necessary to implement each element. Explain how the applicant will adapt to any challenges that may affect the proposed schedule in order to complete the scope of work outlined in this grant application

Budget

Small Grant proposals may request up to \$15,000 and may only use the 10% de minimis Indirect Cost rate.

Application Budget Form

Before filling out the application budget, review OWEB's budget guidance document found on the OWEB website.

Salaries, Wages, and Benefits

For in-house staff only, show each position title, estimated number of hours, and the cost per hour (including gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance).

Contracted Services

This budget category is for labor, supplies and materials, and travel associated with hiring consultants, construction firms, or other outside firms. Landowners performing work for the grant are also to be paid from this category. All costs must follow state rates and policies. Do not lump all contract costs into one row, except when a contractor bids a lump-sum amount for a discrete deliverable. Contract costs should match the scope of work described in the application.

Materials and Supplies

Materials and supplies are consumable items purchased by the grantee and use up during the course of the project. This includes small equipment costing less than \$2,500.

Travel

These are expenses you, as the grantee, will incur getting to and from the project location, including mileage and per diem rates. You must use current State of Oregon rates which can be found on the OWEB website.

Other

This refers to items that do not fit in the other budget categories, such as, permit fees. OWEB will not reimburse any costs associated with an individual's license or permit.

Indirect Costs

Indirect costs are overhead or administrative costs that cannot be readily attributed to a specific project or function but are actually incurred by the grantee organization. They include expenses like facilities, rent, administrative time, electricity, and telephone. Small Grant projects must use the Federally Accepted 'de minimis' Indirect Cost Rate (up to 10% of direct project costs).

Budget Narrative

Small Grant Teams and OWEB staff carefully review application budgets and may question how costs were developed. Use this section of the application to explain how project costs were estimated. Contract costs should be broken out and should match the scope of work described in the application.

If the budget includes unusually high costs and/or rates, provide justification for those costs and/or rates.

Funding and Match

Outside Funding Sources

Any additional sources of funding not being sought from OWEB can be categorized as either match or leveraged resources. Match is defined as additional resources expended to further the grant objectives, as required by OAR 695-005-0060(3). At the time of application submission, your match funding does not have to be secured. More information about match is in OWEB's budget guidance document available on the OWEB website.

IMPORTANT: Match claimed for one OWEB grant may not be claimed for any other grant (from either OWEB or another grantor). It is your responsibility to ensure that you meet the match requirements of other funding sources.

Example: Grantee has a \$50,000 grant from U.S. Fish and Wildlife Service. A portion up to \$50,000 may be used as match for a single OWEB grant, or a portion of the \$50,000 may be used as match for one OWEB grant and another portion as match for a second OWEB grant.

Projects that include funds in addition to OWEB funds and the required OWEB match utilize leveraged resources. Leveraged resources further grant objectives and are necessary to achieve the project's proposed outcomes but are above and beyond what the grantee is claiming for OWEB's required match.

Contributing Organizations

In the table provided with the application form, insert the following information for each organization/entity that is contributing project funds, regardless of whether the funds will be used to meet OWEB's match requirement. **If one organization/entity is providing multiple types of support, such as cash and in-kind services, each type must be entered on a separate line in the table.**

- The organization/entity type (e.g., federal, state, city, landowner).
- The name of the organization/entity (e.g., U.S. Forest Service). Do not use abbreviations.
- The contribution type (in-kind labor, in-kind materials, cash, or volunteer).
- A description of the contribution (e.g., technical design, mileage). For in-kind materials, describe the materials being donated (e.g., donated survey equipment).

- The status of the contribution (secured or pending).
- For volunteers, indicate the hours that will be contributed, and the hourly value of the contribution.
- The total amount of the contribution.
- The portion of the contribution being used as match, if any.

Uploads

Each application attachment must be in PDF format. Oversized maps, designs, or drawings should be reduced to a size that is appropriate for inclusion in your PDF. Include only attachments that are highly relevant to the project. Reviewers have limited time to read large documents, but links may be provided if desired, so that reviewers can access additional information if they have questions.

Application attachments that are required are denoted below with an asterisk (*). Other listed items may be required later, if your project is funded.

Pre-project Photos*

Attach color photographs of the site showing current conditions and setting post-project monitoring photo points.

Maps *

Attach a map of the project site with sufficient detail to show the location of the work to be performed. The Oregon Explorer Advanced Mapping tool is a suggested online tool for information to help create a map. See guidance at:

<https://www.oregon.gov/oweb/data-reporting/Pages/owri.aspx>

For mapping assistance, you may contact Paula Wills, OWEB GIS and Technology Specialist, at 971-345-7230, paula.wills@oweb.oregon.gov.

Cooperative Landowner Agreement*

Landowners must sign a cooperative agreement. All landowner agreements for projects shall include, but is not limited to:

- Landowner's certification that the landowner owns the land where the work will be carried out;
- Landowner's agreement to allow Grantee to carry out the work, or a portion of the work on the landowner's property;
- Landowner's agreement to allow maintenance of the work over a time period consistent with the grant application;
- Landowners' agreement to allow the OWEB Board and its representatives access to the site where the work is being carried out for inspection and evaluation; and
- Landowner's acknowledgement that he/she is aware of the application to OWEB and that information relating to the work, including effectiveness monitoring data, is public record.

Designs

If doing construction or other engineered work, attach copies of preliminary project drawings or designs.

Other

You may attach other documents to further support the explanation and understanding of the Problem Statement and Proposed Solution, provided your application does not exceed the size limit of 20 MB.

Secured Match Form

If you have secured match for the project, you may upload a signed and dated match funding form, which is available on the OWEB website. In lieu of a signature on the form you may include a signed letter, on letterhead, or agreements documenting secured match. The letters should state the nature of the match (cash or in-kind) and the dollar value. The letters must be signed by authorized representatives of the organizations contributing the match. Although the match funding form is not required at time of application, documentation of at least 25% of the OWEB award amount must be submitted prior to first payment.

Verify and Submit

An application must be verified before submittal. The verification process will identify application sections that still need to be completed. The applicant can navigate to those incomplete sections by clicking the links provided. Items that still need to be filled out on a page will be presented in big, bold type. **Once all items are resolved, a "submit" button will be presented.**

Upon submittal, a .pdf of the application may be accessed at the online application homepage. No changes can be made once the online application is submitted. If the applicant wishes to make changes after submittal, the application must be withdrawn and another application completed online. An applicant needs to contact the Small Grant Program Coordinator to withdraw an application.

Help with Your Application

For assistance with your application, please contact Kathy Leopold, OWEB Small Grant Program Coordinator, at 971-345-7017 or kathy.leopold@oweb.oregon.gov.