



# Guidance: Wildfire Response Application

**Oregon Watershed Enhancement Board**

775 Summer Street NE, Suite 360

Salem OR 97301-1290

503-986-0178

[www.oregon.gov/OWEB](http://www.oregon.gov/OWEB)

---

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

## TABLE OF CONTENTS

Oregon Watershed Enhancement Board.....	3
OWEB’s Definition of a Project.....	3
Goals and Priorities of Wildfire Impact Response Offering.....	3
Eligible Project Activities .....	3
Eligible Applicants .....	4
How to Apply .....	4
Filling out the Application .....	3
Administrative Information .....	3
Problem Statement .....	5
Proposed Solution .....	5
Wrap-Up .....	5
Budget .....	5
Funding and Match.....	6
Uploads.....	7
Verify and Submit .....	8
Help with Your Application .....	9

# 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 Wildfire Response Grant Offering

---

The goal of the Wildfire Response Grant Offering is to support local efforts to address short-term needs on tribal lands or private lands (not including industrial forestlands) identified as high priority a federally led assessment through FEMA, BLM or the Forest Service, or other assessments with approval from OWEB.

## Eligible Project Activities

---

### Eligible implementation activities

- Conservation Cover (NRCS Practice Code 327).
- Cover Crop (NRCS Practice Code 340).
- Herbaceous Weed Treatment (NRCS Practice Code 315).
- Mulching (NRCS Practice Code 484).
- Range Planting (NRCS Practice Code 550).
- Woody Residue Treatment (NRCS Practice Code 384).
- Fence (NRCS Practice Code 382).
- Other stabilization practices designed to protect or restore habitat or water quality that are specified in a qualifying assessment and discussed in advance with OWEB.
- Log transport and stockpiling for future restoration.

### Other eligible activities

- Stakeholder engagement to secure landowner commitment and coordinate post-fire restoration action.
- Technical assistance to participate on local assessment teams and select restoration actions.

## Eligible Applicants

---

One lead entity may apply for funding within each of the eligible fire areas listed below.

- 242
- Alameda
- Archie Creek
- Beachie Creek
- Brattain
- Echo Mountain Complex
- Holiday Farm
- Indian Creek
- Lionshead
- Slater
- South Obenchain
- Riverside
- White River

A grant applicant must be one of the **legal entities** identified below and have a Federal Employee Identification Number (**FEIN**). A state or federal agency may apply for funding only as a co-applicant with an eligible entity.

### Eligible Legal Entities



Local or tribal government



Non-profit organization



Institution for Higher Education

## How to Apply

---

The Wildfire Response 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@oregon.gov](mailto:leilani.sullivan@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.

Please direct questions on the Wildfire Response Project Application to Kathy Leopold at 503-986-0187 or [kathy.leopold@oregon.gov](mailto:kathy.leopold@oregon.gov).

# Filling out the Application

---

This section outlines instructions for the Wildfire Response 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 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 actions being proposed and at what scale (number of miles, acres, individuals contacted, 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**

Permit and license information provided in the application will be imported into final grant agreements for awarded grants. Applicants are responsible for verifying applicable permits, licenses, and General Authorizations required for the project, and can update information at grant agreement execution.

### **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/payment-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

### Lead Entity Certification

Respond yes or no. Upload additional information when prompted. Only one grant will be awarded per fire area listed on page 4. Please consult with appropriate partners within the fire area to determine lead entity status.

### Location Information

#### Fire designation

Indicate the subject fire area addressed by the project.

#### Map of Project Area

Upload a map of the proposed project area

#### Site History

Respond yes or no. If the project proposes funds for a property in which OWEB has previously invested funds, indicate the project number and any relevant information.

### Current Status

Describe the status of assessments and response planning in the fire area.

## Proposed Solution

### Assessment

Identify the eligible assessment used to guide proposed actions. Eligible assessments include FEMA, BLM, or US Forest Service led assessments. Other assessments may be eligible, please contact OWEB for approval prior to submitting application.

### Project Activities

Indicate which eligible project activities are proposed. Check all that apply.

### Proposed Solution

Describe how the proposed activities are supported by the previously cited assessment. Proposed restoration actions must be listed as priorities in the assessment. If stabilization practices other than those listed in the checkboxes are proposed, describe the rationale for the practices based on a qualifying assessment and confirmation that the practices were discussed in advance with OWEB. OWEB encourages applicants to work with tribes to incorporate cultural resources considerations and potential applications of traditional ecological knowledge. OWEB also encourages applicants to consider engaging tribal and minority owned contractors for project work.

Briefly explain how this funding does not duplicate other funding opportunities.

## Wrap-Up

### Project Schedule

Provide a timeline for proposed activities. All funds must be expended by June 30, 2021.

## Budget

Wildfire Impact Response applicants may request up to \$75,000.

### Application Budget Form

Before filling out the application budget, review OWEB's guidance entitled "Budget Categories: Definitions and Policy" available at <https://www.oregon.gov/oweb/Documents/Budget-Categories-Definitions.pdf>

#### 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 you, as the grantee, will purchase and use up during the course of the project. This includes small portable electronic 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 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.

### **Budget Narrative**

OWEB staff will 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**

Match Requirement: Wildfire Impact Response grants will require a minimum of \$1 in match funding.

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 you submit an application, your match funding does not have to be secured. More information about match is contained in OWEB's guidance entitled "Budget Categories: Definitions and Policy" available at <https://www.oregon.gov/oweb/Documents/Budget-Categories-Definitions.pdf>

**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.**

### Letters Confirming Lead Entity Status\*

One entity will apply on behalf of organizations working within the fire area. Please upload confirmation of partner organization concurrence of lead entity status.

## Maps \*

Attach a map of the project area 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 503-986-0037, [paula.wills@oregon.gov](mailto:paula.wills@oregon.gov).

## Cooperative Landowner Agreement

Landowners must sign a cooperative agreement. The agreement must reference the application as the scope of work for the project, and contain acknowledgement that grant information is public record and that monitoring site visits are required.

## 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 \$1 must be submitted prior to first payment.

## Federally Negotiated Indirect Cost Rate (FNICR)

Organizations that have an approved indirect cost rate with a Federal (cognizant) agency must use this rate for their grants. Attach a copy of the applicant's most recent FNICR agreement.

## Risk Assessment

If a project has been identified as a high-risk activity under the Insurance section of the Administration Information, an applicant must upload the DAS Risk Assessment, <https://www.oregon.gov/DAS/Risk/pages/index.aspx>.

## 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 can 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 filled out online. An applicant needs to contact OWEB's Wildfire Impact Response Project Manager to withdraw an application.

## Help with Your Application

---

For assistance with your application, please contact Kathy Leopold, OWEB Project Manager, at 503-986-0187 or [kathy.leopold@oregon.gov](mailto:kathy.leopold@oregon.gov).