



# Oregon Watershed Enhancement Board

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## OWEB Land Acquisition Application Review Process

### **Step 1: Applicant submits a grant application**

A complete application includes the following: applicant information, project summary, description of ecological benefits of project, description of capacity to sustain the benefits, description of educational benefits, description of project support, explanation of legal and financial terms of project, and required attachments (maps, letters of support, easement, conservation plan excerpts, budget and match form, legal requirements page, photographs, and land use form).

### **Step 2: Review by an OWEB Board Acquisition Subcommittee & appropriate Regional Review Team.**

- The Board Acquisition Subcommittee will evaluate each application and will either recommend proceeding with a due diligence review or recommend that the application be denied and no due diligence review of the application occur. If the Subcommittee recommends that the application be denied, skip to Step 6B.
- The appropriate Regional Review Team reviews the ecological and educational value of the proposed acquisition project.

### **Step 3: Due Diligence Review.**

If recommended by the Board Acquisition Subcommittee, OWEB will request due diligence materials (appraisal report, title report and exceptions, option, donation disclosure, environmental site assessment, and conservation easement). Once applicant has provided materials, OWEB will proceed with review.

### **Step 4: Board Acquisition Subcommittee Recommendation.**

After the due diligence review is complete, the Subcommittee will synthesize all aspects of a proposed acquisition project (application information, due diligence review, and Regional Review Team evaluation) into a funding recommendation to OWEB staff.

### **Step 5: OWEB Staff Funding Recommendation to the Board.**

Staff will consider the ecological and education benefits, capacity, support and partnerships, due diligence, Regional Review Team evaluation, Board Acquisition Subcommittee recommendation, and available funding resources to develop a funding recommendation to the Board.

### **Step 6: Board Decision.**

The Board will take all information provided by the applicant, reviewers, and staff, as well as competing projects and available funding into consideration when making its funding decision.

### **Step 6B: Board Decision.**

If the Board Acquisition Subcommittee does not recommend a due diligence review, applicants will have the opportunity to discuss this recommendation with the Board prior to its final decision on the grant application (denial or defer for due diligence review).