



Land Acquisition Grant Program Budget Guidance

Oregon Watershed Enhancement Board
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Under OAR 695-045-0165, land acquisition grant funds may be applied to:

- The purchase price and the purchase option fees associated with the property or conservation easement;
- The interest on loans;
- The staff costs incurred as part of the acquisition process related to the property;
- The cost of due diligence activities, including appraisal, environmental site assessment, survey, title review and other customary due diligence activities;
- The cost of baseline inventory preparation;
- The cost of preparation of the initial management plan, including consideration of any restoration needs;
- The legal fees incurred; and
- The closing fees, including recording and title insurance costs.

Budget guidelines include:

- For 2016 grant applications, OWEB will only reimburse costs which were incurred after April 18, 2015.
- OWEB will reimburse costs only if all grant requirements are met and the land transaction closes.
- OWEB will reimburse only for actual, allowable costs under OAR 695-045-0165 and in the following budget categories: Salaries, Wages, and Fringe Benefits; Contracted Services; Travel; Supplies and Materials; Other Expenses; and Grant Administration. These categories are explained in OWEB's document entitled *January, 1, 2014 Budget Categories: Definitions and Policy*, available at: http://www.oregon.gov/OWEB/GRANTS/Pages/budget_categories_changes.aspx
- The land acquisition grant administration form must be completed and submitted online with the application regardless of whether an applicant requests OWEB funds for grant administration. Indirect costs are calculated on the modified total direct cost less capital assets costs such as land and water rights. Information about grant administration costs is available at the web site indicated above.
- OWEB will require copies of receipts, invoices or supporting documents for costs over \$250. Mileage logs will be required for all mileage reimbursement. Purchase orders, account statements, and credit card statements are not considered proof of purchase.
- Invoices and receipts must be legible and include dates, amounts, and descriptions of items purchased or work performed. OWEB may request copies of contracts if invoices do not provide adequate details. Dates may be handwritten on invoices.
- At OWEB's discretion, grant funds may be wired to an escrow for use in closing a purchase and reimbursing project costs, or may be released in the form of a check to reimburse purchase price and other costs of a previous purchase.

- OWEB grant funds will not exceed 75 percent of the OWEB-approved project budget or 75 percent of the final project cost, whichever is less.
- OWEB's contribution to the property's purchase price will be capped at OWEB's intended contribution under the approved grant application budget or 75 percent of the OWEB-approved appraised value of the property, whichever is less.
- Purchase price savings, if any, can be applied to all other approved project expenses, subject to the actual OWEB contribution to these costs being capped at 110 percent of the OWEB contribution in the approved grant application budget.
- OWEB grant funds may not be applied to property taxes.

Any questions should be referred to Miriam Hulst at 503-986-0026 or miriam.hulst@state.or.us.