



Land Acquisition Grant Program Grant Application Guidance – 2016 Other Required Documents

Oregon Watershed Enhancement Board
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The following documents are **required** attachments to the 2016 land acquisition grant application:

- 1. Project Budget.** Use the land acquisition budget form provided with the application materials.
- 2. Grant Administration Form.** Use the land acquisition grant administration form provided with the application materials.
- 3. Property Maps.**
 - Attach a vicinity map which shows the property and its relationship to nearby communities.
 - Attach an aerial photograph with the property boundary clearly depicted.
- 4. Evidence of Organization Eligibility.** Attach evidence of conservation mission that includes the acquisition of property for conservation purposes (e.g., applicable section of corporate charter, bi-laws, statute, or board resolution).
- 5. Accreditation Information.** If your organization is accredited, attach a copy of the accreditation letter.
- 6. Long-Term Holder Letter.** If your organization does not intend to hold and/or manage the property or conservation easement over the long-term, and has arranged for a long-term holder, attach a board resolution or letter from that entity which clearly demonstrates its intent and ability to accept long-term ownership, management, and/or monitoring and enforcement responsibilities for the property or conservation easement.
- 7. Fiscal Documents.** Attach documents appropriate to your organization (and the intended long-term holder/manager of the property, if different) which reasonably characterize its existing fiscal circumstances. Examples include: a copy of your organization's year-end-budget-to-actual-outcomes report for most recent fiscal year; a copy of the summary of your most recent annual fiscal audit or review for your organization; and a balance statement for your organization's existing stewardship or legal defense funds. If your organization is a political subdivision of the state, documents can include applicable parts of adopted budgets which dedicate sufficient funds to this project.

8. **Management Plan Outline.** Attach a draft outline of a proposed management plan for the property, using the OWEB management plan guidance provided with the application materials.

9. **Support Letters.** Attach two letters of community or partner support. The letters must be submitted online, with the application. Letters will not be accepted separately.

10. **Landowner Acknowledgement.** Attach a signed Landowner Acknowledgement Form. This form is provided with the application materials.

11. **Draft Conservation Easement.** If a conservation easement is being acquired, attach a draft copy.

12. **Landowner Letter for Conservation Easement Project.** If a conservation easement is being acquired, attach a letter from the landowner that: (i) approves the current form of easement; (ii) confirms the landowner's understanding that OWEB may require revisions to the easement as a condition of funding and legal review; and (iii) demonstrates the landowner's ability and commitment to fulfill the restoration responsibilities described in the grant application, including funding responsibilities, if applicable.

13. **Project Schedule.** Attach the project schedule, using the OWEB schedule template provided with the application materials.

14. **Preliminary Title Report.** Attach a preliminary title report for the property, including all documentation pertaining to exceptions shown in the report.

15. **Vesting Deed.** Attach the vesting deed for the property.

The following documents are optional attachments to the application. OWEB encourages applicants to provide these materials if they exist at the time of application. Most of these materials will later be required, if OWEB opts to fund the project. For information about OWEB's standards for these materials, refer to the guidance documents provided with the application.

1. Additional Property Information.

- Information not accommodated in the application form, such as extra information about ownership or location, or a description of a property that is part of the project but is not proposed for acquisition
- Topographic map(s)
- Habitat map(s)
- Tax map(s)
- Map(s) with urban growth boundary shown
- Map(s) which depict relationship to other conservation properties
- Soil map(s)
- Other maps as available
- Photo(s)

2. Due Diligence.

- Environmental site assessment
- Boundary survey
- Title investigation results
- Relevant land use restrictions or requirements
- Others as available

3. Sale Agreement.

- Option
- Purchase agreement
- Memorandum of Agreement
- Other agreements your organization has with the property owner

4. Purchase Price Information.

- Appraisal
- Broker's opinion of value
- Assessment records
- Comparable sale information
- Other documentation which clearly supports the purchase price line item in the project budget

5. OWEB Land Use Information Form. This form is provided with the application materials.