



Guidance: Federal Forest Restoration Collaborative Project Development Application

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Federal Forest Restoration Collaborative Project Development 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 and Oregon Department of Forestry Federal Forest Restoration Collaborative Project Development 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. Forest Collaborative grants are funded with Oregon Department of Forestry Federal Forest Restoration Program funds provided by the Oregon State Legislature which are managed by OWEB.

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 and Priorities of Federal Forest Restoration Collaborative Grant Program

The overarching goal of this grant program is to increase the number, acreage, and complexity of collaboratively planned restoration projects on federal lands in Oregon. Stemming from that goal, this grant solicitation will focus on strengthening forest collaborative organizations and advancing collaborative Zones of Agreement (ZOA) for restoration that include vegetation management on either USFS or BLM-managed lands.

Strong, capable collaborative organizations are needed to effectively develop agreements that are defensible, durable, and representative of public desires for federal forest lands. Collaboration is also increasingly required to utilize tools that can advance the pace, scale and quality of federal forest restoration, such as stewardship contracting and some expedited NEPA authorities. It is a priority of this grant solicitation to invest in Collaborative Governance projects to ensure that Oregon's forest collaborative organizations are robust and can effectively develop agreements and use all the tools available to them. Eligible Collaborative Governance projects will develop or update formal organizational structure elements for forest collaboratives in Oregon.

Development and expansion of ZOA by forest collaboratives has reduced conflict around forest management and allowed active restoration on tens of thousands of acres of federal forest to move forward in Oregon. Another priority of this grant solicitation will be to develop, expand or advance collaborative ZOA. In different regions of Oregon, different actions are needed to advance ZOA. Eligible projects may develop and/or expand ZOA through collaborative dialogue; communicate ZOA to a broader group of stakeholders or the public; improve the implementation of ZOA; monitor and

learn from the implementation of ZOA; or advance ZOA in other ways specified by the applicant. Proposals that identify an all-lands restoration approach will be given priority consideration during review.

Available Funding, Funding Priorities, and Timing

There is \$500,000 available for both Collaborative Governance (approximately \$200,000) and Zones of Agreement (approximately \$300,000) applications for this cycle. Applicants can complete work over an 18 month period. If necessary, a maximum of a 6 month extension may be requested.

Definitions

Collaborative Governance

Collaborative Governance projects will develop or update formal organization structure elements for forest collaboratives in Oregon.

The intent of this grant offering is to provide financial support to build, formalize, or update organizational structure elements that will enhance the effectiveness of forest collaboratives. **Each grant application must identify the organizational structure elements to be developed, formalized, or updated as the primary deliverable for the grant activities.** Collaborative applicants should describe how the organizational structure elements will support or enable work to increase the pace, scale, and quality of local restoration efforts.

Zones of Agreement

Zones of Agreement projects will develop and/or expand ZOA through collaborative dialogue; communicate ZOA to a broader group of stakeholders or the public; improve the implementation of ZOA; monitor and learn from the implementation of ZOA; or advance ZOA in other ways specified by the applicant.

The intent of this grant offering is to provide financial support to develop, expand, or advance **ZOA for project-level restoration work on National Forest and/or BLM lands.** Applicants may seek ZOA grants not just to develop or expand ZOA but also to support implementation of ZOA on-the-ground. For example, a collaborative group may agree on the type of treatments they would like to see in a landscape but the economics of implementation of the treatments may be challenging so a ZOA project focused on implementation efficiencies would be appropriate. In another example, a collaborative group may agree on the need to increase use of prescribed fire in a specific project area but public concerns about prescribed fire smoke or impacts to adjacent lands may necessitate intensive communications and outreach work for implementation to proceed.

Zones of Agreement (ZOA) can be built for specific project areas (ie. NEPA planning areas), Forest Plan allocation units (ie. Designated Old Growth), forest types (ie. Dry mixed conifer) and/or ecological function (ie. riparian areas). Each grant application must identify the ZOA to be developed, expanded or advanced as the primary deliverable for the grant activities. Collaborative applicants

should describe how advancing the ZOA contributes to an increased pace, scale and quality of local restoration efforts. Examples of the detail suggested for ZOAs include (these are not provided as a menu only as an example of the level of detail expected at the outset of this work):

- Refinement of existing ZOA for dry forest types
- Restoration treatments in riparian areas or Restoration treatments in oak woodlands
- Agreement on the Road 13 Project
- Commercial vegetation removal treatments in moist, mixed conifer stands
- Restoration priorities (issues and/or planning areas) for the Middle Fork Ranger District
- Aspen restoration principles for the Malheur National Forest
- Rogue Basin Cohesive Forest Restoration Strategy

Other grant deliverables will include social, economic and ecological goals defined by each collaborative applicant.

Eligible Project Activities

Collaborative Governance (including but not limited to...)

- Development, updating, or formalization of statements of shared purpose, such as Mission or Vision statements, Declarations of Commitment, etc.
- Development or updating of Strategic Plans or Work Plans to focus and guide the activities of the collaborative in coming years.
- Development, updating, or formalization of operating guidelines for a collaborative, such as Charters, Operations Manuals, etc.
- Delineation or updating of a transparent and inclusive process to develop and deliver formal (written) input and/or recommendations about forest restoration activities to the Forest Service or BLM.
- 501(c)3 incorporation for a collaborative.
- Development or updating of a Participant/Stakeholder Engagement Strategy, which assesses current and desired collaborative stakeholder participation, identifies priorities for inclusion, and formulates strategies for engagement.

Zones of Agreement (including but not limited to...)

- Meeting planning and/or facilitation either contracted or staffed in-house related to specific on-the-ground projects or issues.
- Meeting and field tour expenses including expenses for guest speaker presentations.
- Communication activities including public outreach and stakeholder recruitment, direct mailing, meeting notices, and use of social media and traditional media outreach.
- Ecological, economic and social monitoring and evaluation of activities including collection of data necessary to demonstrate ecological, economic or social impacts of the project. Applicants should detail how monitoring activities funded will facilitate the practice of adaptive management and influence future project design.

- Data collection or analysis in supports of project planning to increase the number, size, or complexity of collaboratively planned forest restoration projects.
- Training or education for collaborative groups, their staff, or their committees that better equip the group to develop, expand or advance ZOA.
- Travel expenses to attend regional or statewide meetings of multiple collaboratives (i.e., coalition of collaboratives or CFLR Network meetings). Applicant must show the connection between attendance at these meetings with the project for which grant activities are proposed to advance. ***Note:** *All travel expenses should be calculated using State per-diem rates.*

Eligible Geography

The eligible geography for this grant program is for collaboration on **National Forests and BLM-managed forests statewide**. Proposals should specify the project geography applicable to the proposed work, identify the forest ecosystems addressed within the proposed scope of work, and justify the proposed work to restore forest ecosystems.

Eligible Applicants

This solicitation is open to local collaborative groups engaged in forest restoration and/or stewardship on federal forests in Oregon (forests managed by the USFS or BLM). Eligible grantees must have 501(c)3 status or a signed agreement with an eligible fiscal sponsor. This can be a non-profit community based organization, unit of local government or Tribal government. Applicants must be based in Oregon.

Grantees may have a maximum of one Zones of Agreement grant and one Collaborative Governance grant open **at a time**. Applicants with a current, open grant may apply for a new grant; however, if awarded, a new grant agreement will not be released, and expenses cannot be incurred, until the previous grant has been closed. **Successful applicants will have 6 months from the funding decision to wrap-up any current open grants and execute the new grant agreement. Applicants should be clear in their timeline for proposed activities that work will not begin until the previous grant has been closed.**

Collaborative Governance Grant

1. Collaborative groups that have operated for at least 6 months who do not yet have formal organizational structure documentation may apply to develop or formalize charters, operating guidelines, declarations of cooperation, strategic plans, 501(c)3 incorporation documents, stakeholder engagement strategies, or similar organizational structural document deliverables
2. Collaborative groups that already have formal organizational structure and have operated for at least six months may apply to update charters, operating guidelines, declarations of cooperation, strategic plans, 501(c)3 incorporation documents, stakeholder engagement strategies, or similar organizational structural document deliverables

Zones of Agreement Grant

Collaboratives who wish to apply should demonstrate that they have established agreements and/or guidelines on membership, leadership structure, decision-making procedures, and their mission or

shared purpose. These elements of organizational structure demonstrate baseline capacity to sustain collaborative dialogue among diverse perspectives. Charters, operating guidelines, declarations of cooperation, or other forms of documentation should be submitted at the time of application.

Applying for both types of Grants

Established collaborative groups that already have formal organizational structure may seek both a Collaborative Governance grant to update their organizational structure and a Zones of Agreement grant to advance Zones of Agreement. This type of collaborative group can still only have a maximum of one of each type of grant open at a time. If seeking both types of grants in this funding cycle, please provide responses to each section of the application.

Evaluation Process

Evaluation of grant applications will be based on the Oregon Watershed Enhancement Board (OWEB) Technical Assistance (TA) evaluation criteria established by [Oregon Administrative Rule \(OAR\) 695-030-0045\(3\)a-j](#). Supplemental criteria was added to tailor this process to forest collaborative grants.

The evaluation criteria are broken into four equally weighted categories: proposal clarity, technical soundness, organizational capacity, and stakeholder engagement. The evaluation criteria within the four categories are shown below.

Proposal Clarity

- Clearly describes partner roles and responsibilities
- Timeliness of the proposed work
- Budget aligns with proposed work
- Identifies a common vision of success and potential barriers to success

Technical Soundness

- Qualifications of the technical staff or consultants
- Likelihood project will succeed and lead to future restoration or acquisition projects

Organizational Capacity

- Engages appropriate partners
- Supplemental: Composed of balanced and diverse stakeholders necessary to develop agreement. Including but not limited to representation from forest industry, environmental organization, and local government
- Performance history and composition of the partnership

Stakeholder Engagement

- Effectiveness of communication among applicant and partners

- Demonstrates support and engagement from appropriate stakeholders
- Supplemental: Demonstrated engagement of collaborative group with federal agency

Documents and Guidance

Federal Forest Restoration Collaborative Project Development 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 Federal Forest Restoration Collaborative Project Development application, are available at <https://apps.wrd.state.or.us/apps/oweb/oa/>.

How to Apply

Federal Forest Restoration Collaborative Project Development applications are 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.

Please direct questions on the online application contact either Kathy Leopold at 971-345-7017 or kathy.leopold@oweb.oregon.gov or Eric Hartstein at 503-910-6210 or eric.hartstein@oweb.oregon.gov. For questions on project eligibility contact Kyle Sullivan at 541-285-8685 or Kyle.M.SULLIVAN-ASTOR@odf.oregon.gov.

Application Cycles and Deadlines

All deadlines referred to in this Guidance are **5:00 pm Pacific Time for each grant cycle**. Deadlines will be posted on OWEB's website and will be announced by email in advance.

Filling out the Application

This section outlines instructions for the Federal Forest Restoration Collaborative Project Development 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 technical 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.

Location Information

Mapping project

Map the point that best represents the approximate center of the collaborative's focal geography. 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. It is possible that a collaborative's geography spans multiple regions. In that case, select the region that encompasses the majority of the partnership's geography.

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. If contact with all landowners was not possible at the time of application, explain why.”

Permits

Answer No for this question.

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.

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

Background

Provide an overview of the proposed issue(s) to be addressed. Summarize the context and need for the Zone of Agreement and/or need to create, formalize or update the organizational structure of the collaborative. Explain why a formally organized collaborative or Zone of Agreement is needed. Proposals should include some high-level results of past collaborative work – including scale and complexity of successes to date and level of commitment among collaborative participants – and provide the context for the proposed project advancing the pace and scale of restoration of the collaborative’s work on the specific Federal forest area addressed in the proposal. Context may include details such as which specific forest restoration priority(ies), habitat limiting factor(s), socio-economic concerns, and benefit to which specific resource(s) the project will impact. The proposal should also detail the scale of the project (i.e. stand-level, watershed level, forest-level, landscape level). Narrative may include a succinct problem definition. If the project is identified in an existing watershed or larger assessment or action plan, the proposal should include a brief description of that plan. **Do NOT** explain the project here; instead, tell the background story to help reviewers understand why the project should be implemented.

History

During application review, review team members appreciate having historical context for proposed projects as well as information on future phases.

“Continuation” is defined as a project that previously received OWEB funding and did not yet result in completion of the project goal. Applicants need to explain why continuation is necessary to finish work funded under previous grants.

Proposed Solution

Collaborative Structure

Describe the collaborative's current structure including 1) frequency of meetings, 2) communication and decision-making processes, 3) Membership guidelines, and 4) committee and sub-committee structure (if any).

Upload all appropriate documents. See Upload section below.

Forest Collaborative Project Type

Select the appropriate type of Forest Collaborative project for your proposal and address the associated questions in the next section.

"Zone of Agreement" is defined as: Support for an existing collaborative to develop, expand, or advance Zones of Agreement for project-level restoration work on National Forest and/or Bureau of Land Management lands.

"Collaborative Governance" is defined as: Support to build, formalize, or update organizational structure elements that will enhance the effectiveness of the collaborative.

Zones of Agreement

Describe the details of the proposed approach, including specific activities to be funded through this grant. Include detail on what approach this application will enable that either leads toward or achieves a solution for the problem described in the problem statement. How do the solution and related activities proposed for funding relate to building support for an increased pace, scale and/or quality of restoration and/or expanding the zones of collaborative agreement? Please include information about the level of commitment among collaborative participants.

Identify the objectives for this project, the actions to be taken to achieve the objective, and an explanation of the success indicator for the objective. Application **must** include information on a social, economic, and ecological objective.

Collaborative Governance

Explain the proposed approach the collaborative will use to develop a formal organization structure, or update the current structure, include specifics.

Describe how success will be evaluated.

Wrap-Up

Project Management

Identify the project leaders and partners listing their credentials and related experience. Describe who will be responsible for various aspects of the project. If contractors will be used but have not yet been hired, provide only the desired qualifications.

If a contractor will be hired, describe how the assistance provider will be selected and who will provide guidance and supervision.

Schedule

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

Budget

Collaborative Governance proposals may request up to \$20,000. Zones of Agreement proposals may request up to \$65,000. If applying for both project types, up to \$85,000 may be requested.

Application Budget Form

Before filling out the application budget, review OWEB's guidance entitled "GoBIG Guidance on Budgeting in Grants" which may be 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 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 will purchase and use up during the course of the project. Include small portable electronic equipment costing less than \$2,500.

Travel

These are expenses you will incur getting to and from the project location, including mileage and per diem rates. You must use current State of Oregon rates.

Equipment and Software

This category includes portable, nonexpendable items with a useful life of two or more years, and a per-unit cost of \$2,500 or more. Equipment purchased with OWEB funds must reside with the grantee or another approved entity.

Other

This refers to items that do not fit in the other budget categories, including meeting costs, permit fees, and project-specific printing. 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 and application review teams 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.

Provide context and justification for how your budget was developed. Explain how project costs

and/or rates were determined.

If the budget identifies a contingency amount for any specific line items in the Contracted Services or Materials and Supplies budget categories, explain why a contingency is needed for each line item. Contingencies are line-item specific and cannot be used for other costs.

Funding and Match

Outside Funding Sources

Federal Forest Restoration Collaborative grants only require \$1 of match.

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. Applications must show that at least \$1 match, has been sought. Prior to any payment of grant funds, the grantee must provide proof that \$1 match has been secured. More information about match is contained in OWEB's guidance entitled "GO big Guidance on Budgeting in Grants" available at

<https://www.oregon.gov/oweb/Documents/GoBIG.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.

Federal Funds and Match Restrictions

OWEB receives a portion of its funds from the federal government. The federal funds must be expended sooner than state funds. The application questions pertaining to federal funding and match assist OWEB staff in determining if OWEB's federal funds can be used in support of some grants. Completion of this section is required, but will not be used to evaluate this application for funding.

Uploads

All application attachments must be in PDF format, and included with the application in a single PDF that does not exceed 20 MB in size. 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.**

Maps *

Attach at least one COLOR project location map, showing watershed context and proximity to the nearest town.

Federally Negotiated Indirect Cost Rate (FNICR)

Organizations that have previously negotiated or currently have an approved indirect cost rate with a Federal (cognizant) agency must use the approved rate for their grants. Attach a copy of your organization's most recent FNICR agreement, if applicable.

Formal Organizational Structure Documentation*

This documentation must contain a:

- List of collaborative membership (active and inactive), leadership structure, decision-making processes, and group bylaws.
- Statement of commitment or memorandum of understanding signed by collaborative members.
- Stated mission or shared purpose for the collaborative group.

Forest collaboratives applying for Collaborative Governance funds may not have all the required attachments; please attach any of the documents your collaborative has already developed.

Proof of Engagement with FS and BLM*

Upload documents that demonstrate the forest collaborative has directly engaged with USFS and/or BLM line officers or staff during the project planning or National Environmental Policy Act (NEPA) process. Examples are:

- NEPA scoping comment letters
- Memorandum of Understanding or other agreement with federal agency
- Written letters or other correspondence with the federal agency

Forest collaboratives applying for Collaborative Governance funds may not have engaged with USFS and/or BLM line officers or staff; please attach any of the documents your collaborative has already developed.

USFS and/or BLM Letter of Support*

Applicants are required to submit a letter of support from the appropriate Line Officer for the USFS or BLM.

Other Letters of Support

Applicants may provide up to 2 additional letters of support from key partners and technical service providers. Be sure the letters provide sufficient detail on the partner's proposed contributions (cash and in-kind).

Other

You may attach other documents to support further 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 Forms

If you have secured match for the project, you may attach the match funding form, which is available on the OWEB website. **The match funding form is not the same as the contributing organizations table.** You may accompany the match funding form with signed letters 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 when you submit the grant application, OWEB will not make any payment for the project until you provide the match funding form, indicating that at least \$1 match has been secured.

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 their project manager to withdraw an application.

Help with Your Application

For assistance with your application, please contact either of the following.

Eric Hartstein, OWEB Senior Policy Coordinator, at 503-910-6201 or Eric.HARTSTEIN@oweb.oregon.gov.

Kathy Leopold, OWEB Small Grant Program Coordinator, at 971-345-7017 or Kathy.LEOPOLD@oweb.oregon.gov.