



SMALL GRANT PROGRAM

Small Grant Application Instructions 2019-21 Biennium

- **ALL applications for the 2019-21 biennium, must be on 2019-21 form. Old forms will not be accepted.**
- The application is formatted with text form fields. Click in the gray areas to enter information.
- The budget page is provided as a Word document and an Excel document – either one may be used.

Instructions:

Application Processing Information Box

Completed by the Small Grant Team (SGT) Contact.

Small Grant Application Numbering.

Assign each application a number, using the OWEB numbering system. **All applications, regardless of whether they are recommended or denied for funding by the SGT, should be numbered.** All applications received by the team must be retained by the team for five years. The first number is your SGT #, the center number is the biennium (for the 2019-21 biennium it will be -20-) and the three digits at the end represent the number of grants you have received (e.g. 29-20-001, 29-20-002, 29-20-003, etc.).

Date Received/Date Acted on.

Indicate the date the team received the application and the date the team actually decided whether to recommend the application for funding (Date Acted On). **Please note:** the date acted on plus 24 months will become the **completion date** in the project grant agreement (i.e., if the date *acted on* is July 16, 2020, the completion date in your Grant Agreement will be July 16, 2022.)

Recommended/Denied.

Indicate whether the SGT recommended or denied the application for funding.

SGT Contact Signature.

The team's authorized representative (Team Contact) signature is required in the box.

I. General Information

OWEB Funds Requested/Total Project Cost.

Fill in the amounts, rounded to the nearest dollar, **do not include cents.** The total project cost is the sum of the match (25% minimum required) plus the requested OWEB funding from the proposed project budget.

Name of Project.

Provide a name, five words or fewer, that can be used for the project on all related correspondence and agreements. Give the project a name that helps to define it, i.e., "Rock Creek Watershed Rehabilitation," or "JT Ranch Irrigation Efficiency." Do not include the word project as they are all projects.

Project Location.

Check whether your project occurs at a single site or at multiple sites. Identify the watershed(s) in which the project will occur. Identify the county or counties the project is located in. Identify the township, range, section (e.g., T1N R5E S12); if multiple TRS, include all. Identify the latitude, longitude coordinate (e.g., -123.789, 45.613) that represents the approximate center of your project area. Provide the 10-digit hydrologic unit code(s). The Oregon Explorer Map Viewer is a suggested online tool for acquiring all of this information, including creating a map. For guidance, go to <https://www.oregon.gov/oweb/Documents/OWRIO-OE-Tool-Guidance.pdf>.

1. Have you previously submitted an application to OWEB, either through the regular or small grant program, for this project or one similar to it on the same property?

Mark "Yes" if you have previously submitted a grant application, either through any of OWEB's grant programs, for this project or a *similar* one on the *same* property. If "Yes," note the grant number and briefly describe that grant.

2. Does this application propose a grant for a property in which OWEB previously invested funds for purchase of fee title or a conservation easement; or is OWEB currently considering an acquisition grant for this property?

Check whether the project will be conducted on property with OWEB investments, i.e., fee title purchase or conservation easement. If "Yes," note the grant number and briefly describe that grant.

II. Contact Information

Applicant.

A Small Grant applicant may be a tribe, watershed council, or soil and water conservation district ONLY. All applicants must be legal entities and supply a Tax Identification Number. These entities may act on behalf of private landowners, not-for-profit institutions, schools, community colleges, state institutions of higher education, independent not-for-profit institutions of higher education, local agencies, state agencies, or federal agencies. Enter all contact information including the contact person.

Landowner.

Provide the name of the landowner on whose property the project will be implemented. Enter all contact information. If there is more than one landowner, a cooperative landowner agreement is recommended. However, if a cooperative landowner agreement is not used, attach a separate sheet with contact information for each additional landowner, along with their signatures to attest to the conditions of the application. ALL landowners must either sign the application or a landowner agreement. A copy of the landowner agreement must be sent to OWEB with the application. If the application is recommended for funding **ALL landowners must sign the Grant Agreement.**

Project Manager for the Grantee.

Identify the person who will shepherd the project from start to finish. This person will serve as OWEB's main point of contact for the project, and in particular, will be responsible for securing signatures on the grant agreement, seeing that all signatories have copies, and making sure that all required attachments accompany the application and the Request for Payment form.

Payee.

Only those entities designated in the SGT bylaws/operating procedures are eligible to act as

Payee for a Small Grant project. All payees must be legal entities and supply a Tax Identification Number. Identify which entity will be responsible for tracking project income and expenses and for complying with the grant agreement terms. Enter all contact information.

Technical Contact.

Identify the person who can answer technical questions about the project; for example, the NRCS agent who has worked with the landowner or applicant to develop the project. Enter all contact information.

III. Project Information

Priority Watershed Concern addressed by the project. Check one only.

Small Grant Team Priority Watershed Concern addressed by the project.

Refer to the list of eligible priority watershed concerns for your Small Grant Team Area (contained in the Team's bylaws/operating procedures) in which your proposed project is located.

Small Grant Program Eligible Project Type(s) addressed by the project.

List **all** the eligible project types that apply to your proposed project. Please refer to Small Grant Program rule for list of eligible project types.

1. a,b,c. Is the project consistent with local plan(s)?

Indicate if the project is consistent with the local watershed assessment or action plan, Agricultural Water Quality Management Area Plan, and/or any local conservation or stewardship plan (e.g., NRCS conservation plan or agreement, or a Forestry Stewardship Incentives Plan).

2. Describe the current *watershed* **PROBLEM(s) you are seeking to address.**

Describe the current problems, not the solutions. Discuss any known watershed related problems (e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc.). To be eligible a project must address a current watershed problem.

3. Describe the **SOLUTION(s) you are proposing to address the current problem(s). Attach a site map, color photos, and (if applicable) project drawings or designs**.**

Describe the proposed solutions or practices (e.g., seeding, reforestation, juniper cutting, riparian fencing, etc.) in sufficient detail to communicate to the reader (including members of the Small Grant Team and OWEB) what you are planning to do and how the practices will address the problem identified in item III. 2. The emphasis should be on how implementation of this project will benefit the watershed, water quality, water quantity or fish and wildlife habitat. Where applicable, include the number and type of units to be treated by the project. For example, for a fencing project include information on the type of fence, the fencing materials and the length of the fence.

**Attach a map of the project site 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/Documents/OWRIO-OE-Tool-Guidance.pdf>.

Provide maps on 8½" x 11" pages and include a legend. For mapping assistance you may contact Paula Wills, OWEB GIS and Technology Specialist, at 503-986-0037, paula.wills@oregon.gov.

Attach color photographs of the site showing current conditions and setting post-project monitoring photo points. If doing construction or other engineered work, attach copies of preliminary project drawings or designs.

4. Insurance Information.

If any of the listed project activities are part of this proposal, check the appropriate box. OWEB considers these projects to carry a greater risk to the organization, organization's employees, volunteers, and the community. If boxes 1-5 are checked, the applicant must submit a DAS Risk Assessment. Additional information regarding the insurance policy and requirements can be in the Budget Categories: Definitions and Policies document..

6. Technical Guidance Source.

The project *must* use one of the OWEB approved technical guidance sources. Check the technical guidance source used to design and implement the project. List the corresponding Practice Code, or page and paragraph. Information on approved technical guidance sources is found in the Applicants section of OWEB’s Small Grant Program Web page.

6. Maintenance and Post-Implementation Monitoring.

Long-term maintenance is the responsibility of the landowner. However, in the short term, the grantee may have an arrangement with the landowner to maintain and monitor the project that should be listed in this section. Refer to the sample below to help you complete the section in the application.

a) What aspects of the project will be maintained?

Maintenance is the general upkeep and repair of a project.

Who will Maintain?	What will be maintained?	How will it be maintained?	# of years / # of times/year
Landowner	Riparian Plantings	Clear brush around new plants, water	3 years 3x/year

b) What aspects of the project, will be monitored Post-Implementation?

Post-project status reporting is **required** for Small Grants. Two years after project completion, the applicant is required to submit a Year-Two Status Report on a standard OWEB form. This report will indicate the post-implementation success of maintaining and monitoring the project for the two years following completion. Note here what, if any, *additional* aspects of the project will be monitored post-implementation.

Who will Monitor?	What will be monitored?	Cite monitoring protocols?	# of years / # of times/year
Name/Org.	Riparian veg. survival	Or. Riparian Assessment Framework; OWEB July, 2004	3 years Spring/Fall

7. Who will be responsible for writing the Year-Two Status Report?

Post-project monitoring (photo points and visual inspection) is required and must include photo points and visual inspection. A guide to photo point Monitoring can be found on the OWEB website. Provide the name and contact information of the individual who will take responsibility for documenting the condition of the project two years after **actual** project completion date. (This date may be found in the OWEB database.) The individual should generally be either the Project Manager for the Grantee or the Technical Contact. The budget allows this person to be compensated for the report. The report form can be found on the Applicants section of the OWEB Small Grant Program web page.

8. Have the required permits been obtained for the project?

Indicate whether required permits for the project have been obtained, or if permits are not needed. List the permits that have either been issued (attach copies), or remain to be obtained. If permits are needed, copies of the issued permits must be provided to OWEB prior to the release of funds.

9. Is the project required as a condition of local, state or federal permit, order, or enforcement action (e.g., a manure storage and management project required by ODA permit)?

Check appropriate answer. Please note: projects required as a condition of a local, state, or federal permit, order or enforcement action are **not** eligible for Small Grant Program funding.

10. Project Partners. Identify all anticipated funding sources—groups, volunteers, or agencies participating in the project and what they will do.

List any agencies, volunteers, or groups who will assist with the design or implementation of the project and describe briefly what they will do and the estimated value. For example, indicate that the landowner will purchase plants and donate the use of his equipment, an NRCS employee will design the project, or student volunteers will plant the trees.

11. Project Budget Estimate.

The budget is provided in both Word and Excel formats. You may use either. Fill in the information requested in ALL columns. Refer to the sample budget page in this document. List the items, amounts, and sources of funding for expenses associated with the project. Include the dollar value of donated services and supplies in this table under the “Cost Share (Match)” column. List all items requesting OWEB funds under the “OWEB Funds” column. **Fill in the amounts, rounded to the nearest dollar, please do not include cents.**

Cost Share (Match).

OWEB requires at least 25% match funding; the Small Grant Team may require a greater amount of match. Match funding sources may come from other **non-OWEB** grants, cash donations, donated labor or services, and donated supplies or materials. **Other OWEB grants may not be used to satisfy the match requirement.** The Secured Match form, with signatures, must be submitted to OWEB prior to release of funds.

Description of Budget Line Item Expense Categories.

Complete only the line items that apply to your project. Indicate the No. of Units and the Unit Cost wherever appropriate. Be sure to include information in the Description column. For information on eligible expenses, refer to the **Budget Categories: Definitions & Policy** document found in the Payments & Budget section of the OWEB website.

Salaries, Wages and Benefits.

List the costs associated with applicant staff (employees for whom payroll taxes are paid) performing work on an OWEB grant. Costs include: gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance.

Contracted Services.

Includes all acceptable costs, (i.e. labor, materials/supplies 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. Contract costs should be broken out and should match the scope of work described in the application.

Materials and Supplies.

List all the supplies and materials purchased by, or invoiced to the project applicant organization, such as fencing, pipe, seed, plants, boulders, logs, etc. that are typically “used up” in the course of the project. Indicate the Number of Units and the Unit Cost wherever appropriate. Teams have discretion in deciding appropriate costs for supplies and materials. However, supplies and materials must be directly related to the on-the-ground work; OWEB funding for film, education and outreach materials is not allowed.

Travel.

Travel mileage of applicant staff for project implementation. Put a separate line item for each person, or groups of people, for whom you will be tracking mileage. Estimate the number of miles to be traveled and the rate per mile. Current and past rates can be found in the Payments & Budget section of the OWEB website

Other.

Permit, Land Use form, equipment rental and other items that do not fit in the other budget categories. See Budget Categories: Definitions and Policies document

OWEB Subtotal.

Add up OWEB Funds column and enter the amount here (the Excel budget will do all subtotals automatically).

Indirect Costs.

Indirect costs may not exceed 10% of the grant award amount for direct project costs, showing in the **OWEB Modified Total Direct Cost (MTDC)** line. EXCEPTION: if the OWEB MDTC is \$2,000 or less, indirect costs may be funded up to **\$200**.

Post-Grant.

Year-Two Status Report. Up to \$200 may be requested for direct costs related to staff time and travel needed to complete required two-year status report reporting.

Post-Project Plant Establishment. Up to \$1,000 may be requested for activities necessary for long-term survival of project plantings for two years following project completion.

Project Totals.

Add up the “Match” column and enter the amount. Add up the “OWEB Funds” column and enter the amount (cannot exceed **\$15,000**). The total of the “Match” column must be at least 25% of the total “OWEB Funds” column.

PLEASE NOTE: Budgets may be submitted in either Word or Excel formats

Forms can be found on the OWEB Forms webpage.

Fill in the amounts, rounded to the nearest dollar, please **do not** include cents.

Expense Category	No. of Units	Unit Cost	OWEB Funds	Match (In kind/Cash)	Description-what will be purchased and by whom or who will perform the work
SALARIES, WAGES AND BENEFITS Refers to in-house staff/applicant employees for whom payroll taxes are paid. List position titles; include only costs of employees charged to this grant.					
Project Mgmt.	10 hrs	\$20	\$200	\$0	SWCD
Planting and Fence Design	10 hrs	\$35	\$350	\$0	SWCD
SUBTOTAL(1)			\$550	\$0	
CONTRACTED SERVICES Labor, supplies, and materials to be provided by non-staff for project implementation					
Brush Hog Operation	8 hrs	\$25	\$0	\$200	Landowner's time for operating equipment
Tractor Operation	10 hrs	\$25	\$0	\$250	Landowner's time for operating equipment
Tree Planters	30	\$10	\$0	\$300	5 FFA students planting trees
Fencing Labor	150 hr	\$15	\$2250	\$0	3 contracted workers to install fence
Auger	8 hrs	\$40	\$320	\$0	
Volunteer Labor	16 hrs	\$15	\$0	\$400	
Tractor	10 hrs	\$40	\$400	\$	
SUBTOTAL(2)			\$2970	\$1150	
MATERIALS AND SUPPLIES Refers to items that are purchased by or invoiced to the applicant, and are "used up" in the course of the projects. Costs to OWEB must be directly related to the implementation of this grant.					
Trees and shrubs	600	\$0.50	\$300	\$0	24" seedlings / 2-year shrubs = bare root-grantee to purchase
Fencing Materials	1000 ft	\$1.20/ft	\$1200	\$0	4-strand barbed wire-grantee to purchase
SUBTOTAL(3)			\$1500	\$0	
TRAVEL. Mileage. For current rates see: https://www.oregon.gov/oweb/manage-grant/Pages/payments-budget.aspx					
District travel	93 mi	\$.535	\$50	\$0	For project mgmt. and planting
SUBTOTAL(4)			\$50	\$0	
OTHER. Land use signature costs, project permit costs, small equipment repair, commercial equipment rental.					
		\$0	\$0	\$0	
SUBTOTAL(5)			\$0	\$0	
MODIFIED TOTAL DIRECT COST (MTDC) (Add Subtotals 1-5)			\$5070	\$1150	
Indirect Costs Not to exceed 10% of Modified Total Direct Costs (MTDC). See the current Budget Categories: Definitions and Policies document for eligible costs.					
Indirect Costs.	Not to exceed 10% of MDTC		\$507	\$0	
POST-GRANT					
Year-Two Status Report			\$200	\$0	(Not to exceed \$200)

Post-Project Plant Establishment	\$0	\$0	(Not to exceed \$1,000)
PROJECT TOTALS	\$5777	\$1150	(Not to exceed \$15,000 in OWEB funds)

Signatures.

Signatures are required. Landowners may sign a team-generated cooperative landowner agreement in place or signing the application. A copy of the landowner agreement must be included with the application to OWEB. **NOTE:** ALL landowners must sign the subsequent Grant Agreement.

Attachment Checklist Box.

Include attachments as appropriate/required. Check the corresponding box once you have attached the item to the application.

Optional Forms at Application Stage.

Documents listed here (if applicable to your project) are **required**, but optional at the time the application and grant agreement are submitted. **It is recommended that they are obtained early in the process, as OWEB cannot release funds without the official sign-off on the appropriate documentation.**

Restoration Metrics Form

OWEB receives a portion of its funds from the federal government and is required to report how its grantees have used both federal and state funds. The information you provide in the Restoration Metrics form will be used for federal and state reporting purposes. Complete all portions of the form as they apply to your project and submit all pages (do not exclude any pages). Please provide specific values, do not enter values like “2-3” or “<100”. Enter your best approximation of what the project will accomplish. All of the data that you submit should be pre-project, and therefore, are proposed, not completed estimates of restoration metrics. If you have difficulty answering any of the questions, contact Ginger Loftus, OWEB Federal Reporting Assistant, 503-986-5372 or ginger.loftus@oregon.gov .

Section 1 Project Overview.

Answer all four questions in this section. Refer back to your answers in Section III of the application for consistency of response.

Section 2 Project Activities.

Provide values for each Project Activity applicable to your application. **Leave blank any Project Activity or metric line that is not appropriate to your application.** All data entered in this form should be what you **plan** to do with the project. Data about **completed** projects will be reported at the end of the project to the Oregon Watershed Restoration Inventory (OWRI). For each activity type where you enter metrics, **estimate** the percentage of the total cost of the project (OWEB and **all** other funding sources, shown on page 1 of this application) that applies to the activity. The sum of all of the activity cost percentages should equal 100%. Please distribute all administrative, project management and other general project costs among the various project activities when estimating percentages.

Example: A project will remove a fish passage barrier, place large boulders instream, and plant a riparian buffer. You would enter the appropriate metrics into the Fish Passage, Instream Habitat, and Riparian Habitat

activity sections of this form. Then estimate the percentage of the total cost of the project for each activity. For instance: 20% towards Fish Passage activities, 25% towards Instream Habitat activities, and 55% towards Riparian Habitat activities.

Fish Passage Improvement.

Additional instructions are provided for the fish passage metrics because they have been modified recently to meet state and federal reporting requirements. The fish passage metrics are separated into five sections (A through E). Sections A and B are metrics for road crossings that affect fish passage. Sections C and D are metrics for non-road crossing fish passage barriers and treatments. Section E summarizes the passage barriers and improvements reported in sections A-D.

Example 1: A project proposes to replace a culvert with a bridge and will improve fish passage to 1.5 miles of stream above the bridge. The culvert replacement is estimated to cost \$25,000; the estimated total project cost is \$75,000; you would enter the following:

Section A.1: Enter 1 culvert crossing barrier

Section B.2: Enter 1 bridge crossing installed/improved and 1.5 stream miles with improved access

Section E.1: Enter 33% of the total cost of the project for fish passage improvements

Section E.2: Enter 1.5 for the total miles of stream with improved access

Section E.3: Enter 1 for the total number of barriers removed or altered

Example 2: A project proposes to remove 3 culverts to improve passage to 5.5 miles of upstream habitat; replace a ford with a bridge to improve passage to 1.5 miles of upstream habitat; and replace a fish ladder at an irrigation diversion dam to improve passage to 20 miles of upstream habitat. Fish passage improvements are the only restoration activity to be conducted by the project; you would enter the following:

Section A.1: Enter 3 culvert crossing barriers

Section A.3: Enter 1 ford crossing barrier

Section B.2: Enter 1 bridge installed/improved and 1.5 stream miles with improved access

Section B.4: Enter 3 culvert crossings removed and 5.5 stream miles with improved access

Section C.1: Select Diversion Dam as the type of non-road crossing barrier to be treated

Section D.1: Enter 1 fish ladder installed/improved

Section E.1: Enter 100% of the total cost of the project for fish passage improvements

Section E.2: Enter 27 for the total miles of stream with improved access

Section E.3: Enter 5 for the total number of barriers removed or altered
(this is the sum of the 3 culverts replaced, 1 ford replaced,
and 1 diversion dam improved)

Section 3 Salmon/Steelhead Populations Targeted and Expected Benefits to Salmon/Steelhead

The information provided will be used by OWEB to better meet federal and state reporting requirements. Completion of this section is required but will not be used to evaluate this application for funding.

If this project is not specifically designed to benefit salmon or steelhead, **check the box and STOP here.**

Targeted Salmon/Steelhead Populations.

From the table, select one or more of the salmon ESUs (Evolutionarily Significant Unit) or steelhead DPSs (Distinct Population Segment) that the project will address or benefit. For species where the ESU/DPS name is not known or determined, use the species name with unidentified ESU. Additional information on the designation and location of the Chinook, Coho, chum and steelhead populations can be found at:

http://www.westcoast.fisheries.noaa.gov/maps_data/Species_Maps_Data.html

Expected Benefits.

Write a brief description of the goals and purpose of the project and how it is expected to benefit salmon/steelhead or salmon/steelhead habitat. This answer should be no longer than 2000 characters which is approximately 330 words.

Examples:

- a) This project will remove invasive weeds and plant native vegetation within the riparian zone of Spring Creek. These actions will reduce streambank erosion and sediment entering a stream that provides spawning habitat for summer steelhead. Excessive fine sediment has been identified as a factor limiting steelhead production in Spring Creek.
- b) This irrigation improvement project will reduce water removed from the Middle Fork Hood River. Low flows in this river negatively affect bull trout, winter steelhead, coho, and spring Chinook.
- c) This livestock manure management project will reduce nutrient run-off into a tributary of Calapooia River. The Calapooia River is a 303d listed stream and provides essential salmonid habitat.
- d) This project will replace a culvert that fully prevents upstream passage of adult and juvenile steelhead, juvenile spring Chinook and cutthroat trout to upstream habitat.
- e) This road improvement project will reduce sediment entering Cow Creek, Excessive sediment from roads have been identified as a factor in reduced coho production from this section of Cow Creek.
- f) This project will construct bioswales to filter sediments and pollution that enter Wolf Creek, a known salmon and steelhead stream. Water quality and excessive sediment have been identified as key habitat factors limiting salmonid production in Wolf Creek.