



SMALL GRANT PROGRAM

Application Review Process for Team Contacts 2025-2027

Application Processing Steps

The 2025-2027 Small Grant Program application is submitted through the OWEB online application system and may be reviewed through the [Application Review Module](#) (ARM). Log in information will be provided.

1. Team Contact checks the ARM for submitted applications at the closing of each application window set by the Small Grant Team.
2. Team Contact creates an Application Evaluation Worksheet for each application.
 - Record the application name and OWEB-assigned number.
 - Records the received date for the application. Typically, this is the window closing date.
3. Team Contact reviews each application, confirms the following.
 - The project site is within the Team's Small Grant Area
 - The application is consistent with the Team's eligible project types identified for the biennium, and OWEB [Small Grant Program Administrative Rule](#).
 - All required uploads are included
 - Signed landowner agreement or landowner-signed application signature page.
 - Project location map
 - Color photos of the project site.
4. **For juniper treatment, culvert or stream crossings, or irrigation efficiency projects**, the applicant/grantee must complete, and submit the appropriate form below. This form may be submitted along with the Small Grant application, or with the first payment request. However, it is advisable to obtain this signature before beginning the project as OWEB will terminate grant agreements for projects determined to be inadequate.
 - [Juniper Project Review Form](#)
 - [Proposed Culvert or Stream Crossing Project Review Form](#)
 - [Proposed Irrigation Efficiency Project, Watermaster Review Form](#)

If the application package is *incomplete*:

- Contact the applicant regarding the missing information, and
- Email OWEB Small Grant Program Coordinator with request to open the application for editing. Include application name and number with a brief description of what edits are needed.

If the application package is *complete*:

- Notify Small Grant Team application reviewers of upcoming application review meeting. In addition to information on meeting logistics, consider providing details on accessing the ARM and supplying a copy of the Application Evaluation Worksheet. NOTE: To support the Small Grant Program goals, it is recommended that Small Grant Teams process applications within 30 days – voting to recommend the proposal to OWEB or denying the application.

Small Grant Team Application Review Meeting

- Team Contact completes the [Application Evaluation Worksheet](#) form.
 - Record the date the Team acted on the application.
 - Check the box to indicate the result of the Team review.
 - Team Contact takes notes of the application review discussion.
 - Sign the form. Note: signature must be that of the Small Grant Team Contact identified in the Operating Procedures and Bylaws approved by the Team.
- Team Contact logs all reviewed applications ([recommended](#) and [denied](#)) on the tracking spreadsheets.
- Team Contact collects and files all Application Evaluation Worksheets for each application and emails to OWEB's Small Grant Project Coordinator. **Teams are required to retain records five years.**

Small Grant Application Approval/Denial Process *If the Small Grant Team recommends the application for OWEB Funding, Team Contact emails Application Evaluation Worksheets for each application and emails to OWEB's Small Grant Project Coordinator.*

OWEB staff then:

- Reviews the application package to ensure it is consistent with the Team's Priority Watershed Concerns and Small Grant Program Administrative Rules
- Approves or asks for clarification in the application to support the team's recommendation (with the potential to deny an award if inconsistent with the above)
- Secures the signature of the OWEB Grant Program Manager for the Board
- Emails a pdf of the signed agreement to the Team Contact for distribution to signatories
 - The Team Contact files a copy of the grant agreement.

If the Small Grant Team *does not recommend* the application for OWEB funding, the Team Contact will:

- inform the applicant of the reasons for denial and the Team's process for resubmission, if applicable, and
- Submit Small Grant Program Application Evaluation Worksheet form to OWEB Small Grant Program Coordinator.

Grantee/Team Reporting Responsibilities and the OWEB Database

Grantees and Teams should use the online OWEB database to keep track of report deadlines. The system provides a query that provides a “Forward Looking Days” feature to allow Grantees to anticipate which project reports are coming due.

<https://apps.wrd.state.or.us/apps/oweb/fiscal/nselectoutstanding.aspx>

Note: Any outstanding report on any OWEB grant will hold up that Grantee’s new grant agreements.

Project Completion Reports/Documentation

Grantee:

- Submits Project Completion Report with color photos uploaded ONLINE
<https://www.oregon.gov/oweb/manage-grant/Pages/report-to-oweb.aspx>
- Submits a Restoration Reporting form (OWRI) and map ONLINE
<https://www.oregon.gov/oweb/data-reporting/Pages/owri.aspx>
- Submits project invoices and receipts to Payee

Payee:

- Submits electronically to OWEB’s Project Manager to the Board:
 - OWEB’s [online payment request system](#)
 - Actual Expenditure Tracking Spreadsheet
 - Receipts and invoices for expenses over \$250

Year-Two(Y-2) Status Report

Due two years after OWEB approval of the Project Completion Report

The online OWEB Database should be used to keep track of report deadlines.

- The Grantee should contact the individual/organization listed in the application as responsible for the [Year-Two Status Report](#). **The report should be submitted on or about two years after the completion report is submitted.**
- The designated report writer submits the Year-Two Status Report (with color photos including a caption with date taken indicated) to the OWEB Project Manager for the Board (found on page 1 of the project grant agreement), the Regional Program Representative for your area and to the Small Grant Team Contact
- The Team should review the report at the next Team meeting and may also require follow-up information
- A copy of the report should be kept in the Team project file

Team Reporting Responsibilities

A Team Project Completion Report is due by August 30, of each odd numbered year (60 days after the end of the biennium). The 2025-2027 report is due on or before August 30, 2027. It must be received and approved before a new Team grant agreement for the next biennium will be approved.

Required forms are available on the OWEB Web page.