Document Purpose

This document describes how to fill out an application for the Oregon Water Resources Department’s (Department) Feasibility Study Grants. Feasibility Study Grants fund qualifying costs of studies that evaluate the feasibility of a proposed conservation, reuse, or storage project that appears to have merit but is lacking important details necessary to determine whether or not to proceed with implementation. The feasibility study focuses on helping to answer the essential question of, “should we proceed with the proposed project idea?”

Contact

If you have any questions about the Feasibility Study Grants application, or wish to set up a pre-application conference, please contact us at (503) 986-0869 or by email at WRD_DL_feasibilitystudygrants@oregon.gov.

General Instructions

We highly recommend that all answers to application questions be prepared in a clear, comprehensive, and thorough manner. Overall your application should provide confidence that, if funded, the proposed study would be successfully completed. Incomplete applications will not be eligible for funding. Attention to accuracy and completeness in your answers will be important for the Application Review Team’s evaluation of study proposals.

Grant Application Instructions

Download the application form from the OWRD Funding Opportunities, Applications, Forms, and Guidance webpage: https://www.oregon.gov/OWRD/programs/FundingOpportunities/Pages/default.aspx and complete the application using the following instructions.
I. Study Information

Study Name: Please choose a study project name which refers to the general location and describes the project type. Use of the applicant name/entity should be avoided (see Table 1 for suggestions).

Table 1. Tips for study names

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<tr>
<th>Avoid</th>
<th>Choose Instead</th>
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<tbody>
<tr>
<td>City of Somewhere Reuse Study</td>
<td>[Location in Town/Direction/River Name] Reuse Study</td>
</tr>
<tr>
<td>[Farm Name] Above-ground storage study</td>
<td>[Location, Road, Nearest surface water name, or Landmark], Above-ground storage study</td>
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Type of Feasibility Study: Please choose the project type(s) your feasibility study would evaluate. Your application may include a combination of project types used in conjunction to address your study goal. Refer to Table 2 (below) for a description of the eligible project types and example feasibility studies.

Please note: Applications for studies that are not directly related to water conservation, reuse, or storage are not eligible for funding.

Table 2. Examples of eligible project types

<table>
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<tr>
<th>Project type description</th>
<th>Example studies include but are not limited to</th>
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| **Water Conservation** – A project which eliminates waste or otherwise improves water use efficiency. Efficiencies may be achieved by modifying the technology or method of diverting, transporting, applying or recovering water. | • A study to quantify water losses associated with an open irrigation ditch including identification of solutions to reduce water loss  
• A study to assess the feasibility of installing more efficient irrigation methods such as conversion from flood irrigation to center pivot irrigation  
• A study evaluating methods to reduce water loss in a municipal system |
| **Water Reuse** – A project that reuses wastewater for specific beneficial purposes such as irrigation of crops and pastur... | • A study to assess the feasibility of using industrial cooling water to irrigate crops  
• A study to assess the feasibility of using municipal wastewater to irrigate a golf course |
Above-Ground Storage – A project for water storage in a reservoir. The study may assess a new above ground storage site or the feasibility of enlarging an existing reservoir. In most cases, the resulting project would require a water storage permit from the Oregon Water Resources Department.

- A study to evaluate construction of an off-channel reservoir for agricultural purposes
- A study to assess the feasibility of enlarging an existing municipal reservoir to meet future municipal water demand

Below-Ground Storage – Storage in an underground aquifer. Current techniques may include injection of treated surface water into aquifers for later recovery of the water for municipal or agricultural use or discharge to surface water to enhance stream flow.

- An assessment of an aquifer storage and recovery project for summertime municipal use or for eventual discharge to surface water

Other types of storage – A project that would result in water storage, but does not fit within the above-ground or below-ground storage study categories.

- A study to evaluate a project enhancing natural storage through improved wetland function or flood protection
- A study to assess the feasibility of installing or replacing a municipal storage tank that would not require a water right permit

**Requested Grant Amount:** The requested grant amount, represents the total amount of funding requested from the Water Resources Department to perform a feasibility study. Per OAR 690-600-0200, applications for funding may not exceed $500,000 per project. The $500,000 per project limit is applicable to the total amount of grant funds received at a location or general area to address a common water need. Therefore, if you already received a $300,000 grant from the Department for a previous study of a project, you can request no more than $200,000 in your application.

**Total Cost of Feasibility Study:** The total of requested grant funds and matching funds needed to conduct the proposed feasibility study. Match funds may be composed of in-kind and cash match funds and must be, at a minimum, a dollar-for-dollar match to grant funds.

**II. Applicant Information**

“Applicant” means the primary local government, Indian tribe, or person applying for grant funds who would serve as the grantee [ORS 690-600-0010(5)] (legally responsible entity) in the event of successful grant award.

“Co-Applicant” means a partnering entity to the grant applicant, providing resources or assistance in the proposed feasibility study.

“Principle Contact” means the applicant or applicant representative to serve as the primary contact for all proposed feasibility study and application information.

“Fiscal Officer” means the individual tasked with the daily oversight on how the funds are spent and managed. This oversight includes ensuring funds are budgeted, processes and controls are in place, transactions are recorded and reported properly, and that expenditures are in conformity with the budget.
Certification: The person or people with authority to submit the application for funds should sign to indicate the application is complete and accurate. The signature also certifies that the applicant (and co-applicant, if applicable) is aware of the requirements to receive funding, has read and is aware of the conditions in the example grant agreement (available at the OWRD Funding Opportunities, Applications, Forms, and Guidance webpage: https://www.oregon.gov/OWRD/programs/FundingOpportunities/Pages/default.aspx), and is prepared to implement the project, if awarded funds. Please provide the date of signature, your printed name, and professional title.

III. Feasibility Study Summary

1. Please give a brief summary of the feasibility study and goal. Please keep this description to 4-5 sentences. Include the study type, goal, general location (e.g., county or watershed), and a description of the benefits of the project.

Example: The proposed study would assess the feasibility of piping or lining irrigation ditches and upgrading irrigation methods in the [insert name] basin. The study would assess the potential water savings, technical feasibility, and estimated costs with a goal of improving agricultural production and enhancing instream flows for Endangered Species Act listed chinook and steelhead. The study would yield a prioritized roadmap for future water conservation.

IV. Study Location

2. Please provide the requested information on the proposed study’s location.

   a. Latitude/Longitude – Identify latitude and longitude (GPS coordinates) expressed in decimal degrees. Record at least six decimal points (e.g., 44.944876, -123.028311). If necessary, multiple coordinates can be provided to identify key features of the study, but only one set of coordinates is required. Key features may include the location of a proposed dam, a point of diversion, the beginning and/or end points of an irrigation ditch that may be lined, etc. A simple way to collect latitude and longitude is to load Google Maps on your internet browser, zoom into your study location, click on the location of the key feature, and record the latitude and longitude on the screen for that point on the map.

   b. County – Identify the Oregon county or counties where the study would occur.

   c. Watershed/Basin – Identify the watershed within which the project would be completed. Report the USGS Hydrologic Unit Code (HUC) 10-digit number and name. This information can be found using OWRD’s Water Rights Mapping Tool, on OWRD’s website under “Access Data/Maps.” Then select “Maps” and finally, “Water Rights Mapping Tool.” To use the tool, first identify the location of and zoom in on your project area. Next, select, “Identify Non-Water Right Features” on the bar on the left, and then select the icon. Click once on the map in the center of your project area (you may need to zoom in to be able to select an area on the map) and data should appear in the box on the left. Select the “Hydrography” tab on
the menu. Here you will find the “HUC 10” number and the “HUC Watershed” values. Report these values in the “Watershed” field in the application.

3. Please attach a site plan map showing the following:

   a. Feasibility study area boundaries – Outline the area on which the study would occur.
   
   b. Project area (if project were to be implemented) – Outline the area on which the project would be located if the project were to be implemented.
   
   c. True north arrow – Include an arrow that points north.
   
   d. Map title and legend – Include a title describing the map and a legend identifying the meaning of map symbols.
   
   e. Latitude and longitude – Identify the geographic coordinates of the map area.
   
   f. Property boundaries – Include boundaries of property ownership.
   
   g. Surface water bodies – Include and label rivers, streams, lakes, etc.
   
   h. Sampling locations (if proposed) – Identify where sampling would occur if sampling is a component of the feasibility study.
   
   i. Points of Diversion (POD) and Place of Use (POU), labeled for each water right identified in tables 16 and 17. Identify the point(s) of diversion for each water right, and the place(s) of use for each water right. Label the PODs and POUs clearly so it is easy to determine which PODs are associated with which POUs. PODs and POUs should be included if the project has identified any specific water rights for the Feasibility Study.

   The map, at a minimum, must include items a.-f. But Items g.-i. may or may not be included based on the proposed study.

4. Check the box which best describes the properties involved in the proposed Feasibility Study.

   a. ☐ This Feasibility Study will not impact or access lands. Select this option if the proposed Feasibility Study will not impact or access lands as a part of the Feasibility Study.
   
   b. ☐ This Feasibility Study will impact or access lands. Complete the table below to identify any properties where access is required for the feasibility study or on which the study would occur. Add rows as needed. List the tax map and lot number, property owner of record, and indicate if the ownership is private or public for each parcel of land that may be accessed or impacted by the proposed feasibility study. Do not enter a property, if that property will ONLY be accessed or impacted during future project implementation.

5. Attach a signed Landowner Agreement form for each property listed in Question #4 where access to the property is required or on which the Feasibility Study would occur. Attach Landowner Agreement form(s) only for those properties involved in the Feasibility Study and label Attachment #2.
The Landowner Agreement form may be found on the Applications, Forms and Guidance webpage and must be completely filled out and signed by the Landowner(s) or their Authorized Representative. Be sure to include a brief description in question #3 of all activities which would be conducted on the cited property.

a. Where a single landowner entity is the owner of record for multiple properties, one form may list the multiple properties owned by that entity. Where there are slight variations in the name of the landowner for properties owned, a separate Landowner Agreement form is needed for each property. If multiple landowners are listed on the deed, and an Authorized Representative has not been designated, then all landowners must sign the Landowner Agreement form.

b. For public lands, attach the landowner agreement form or other documented authorization from the federal or state government property owner allowing feasibility study activities or documentation that demonstrates such authorization is being pursued.

6. Check the box which best describes the properties involved in future Project Implementation. Identify any lands that would be impacted or accessed during future project implementation. Check all that apply and provide the requested information.

a. ☐ The future project resulting from the Feasibility Study if implemented will only impact or access lands already identified in Question 4 (must have selected box b under question 4).

b. ☐ The future project, resulting from the Feasibility Study if implemented, will likely impact or access lands during implementation, but those lands likely to be accessed or impacted have not been identified, OR this question is not applicable. Do not complete the table below.

c. ☐ The future project, resulting from the Feasibility Study if implemented, is highly likely to impact or access lands during implementation. Complete the table below to identify any additional properties (those not already identified under question (4)) where access is required for future project implementation. Add rows as needed. No Landowner Agreement forms are required for lands reported only under this question. List the tax map and lot number, property owner of record, and indicate if the ownership is private or public for each parcel of land that may be accessed or impacted by the proposed feasibility study. If a property will ONLY be accessed or impacted IF the project is implemented, only list that project under Question 6.

V. Feasibility Study Specifics

Study Description, Needs, and Goals

Please note:

- Questions 7 and 8 are worth 20% of the application evaluation
- Questions 9 and 10 are worth 20% of the application evaluation
- Questions 11, 12, and 13 are worth 10% of the application evaluation
7. **Describe the feasibility study goal.**

A feasibility study seeks to provide information to answer the question, “Should we proceed with the proposed project idea?” The goal should clearly describe and identify the question that the proposed feasibility study seeks to answer. For example the goal may be: “To determine project feasibility by conducting engineering and cost benefit analyses for a proposed [water conservation, reuse, or storage] project”; or, “To determine project feasibility by conducting a hydrologic study and determining the regulatory requirements for project implementation; or, “To analyze public benefits and water quality impacts of a proposed [water conservation, reuse, or storage] project.” Please address the water needs, the timeliness of the need, and the importance to meeting water needs of the project being studied.

8. **Describe how the proposed study would achieve the goal.**

Provide a clear and concise explanation of the proposed feasibility study process and how the results would answer the goal stated above.

9. **Describe the identified water need.**

Be specific in describing the instream or out-of-stream water need(s) to be addressed in the proposed study. Water supply needs may include, but are not limited to, economic development, environmental benefit, agriculture, municipal use, water quality protection, and augmentation of instream flows. Support your identified water need with data and/or a narrative describing current conditions, limiting factors, actions taken to date, and long-term demand/forecast information.

10. **Please provide evidence that water is available to meet the above described need.**

Evidence can include regulatory and physical information regarding water availability. Provide information about the water rights needed for the project, which may include documenting that the applicant holds the appropriate water right(s) and/or what additional rights are needed. Depending on the type of study include the following information:

- **Conservation** – Identify the associated water right (application, permit, lease, transfer, or certificate number) and the reliability of the current water supply.
- **Reuse** – Describe the source of reuse water that would be utilized and provide evidence that this source would be adequate to meet the water need.
- **Storage** – For storage projects that require a water storage permit verify that water is available for storage using the Department’s water availability information (see text box below).

See next page for call out box on “Surface Water Availability for New Allocations of Water.”
11. Describe the level of community support, collaboration, and commitment associated with the feasibility study.

Please describe efforts made to include, inform and solicit feedback from interested and potentially impacted parties. Describe the involvement and support from affected Indian Tribes. Detail the involvement of groups such as non-profits, local government, non-governmental organizations or neighborhood associations in the proposed study concept. This may include collaborative water planning efforts undertaken to identify the project proposed for study.

12. Describe how potential implementation of the project would benefit and/or impact the community.

Please include specific information regarding impacted parties. Detail any impacts from potential project implementation on affected or abutting property owners. Example benefits/impacts include but are not limited to: job creation, measurable improvement in protected streamflows, a measurable improvement in conditions for members of minority or low-income communities, economically distressed rural communities, or tribal communities, etc.
13. Provide a list of letters of support and attach copies of the letters to your application.

List the individuals, organizations, agencies, and/or tribes that submitted letters of support for your proposed feasibility study. Please ensure that the list matches the letters of support attached to the application and that letters refer directly to the proposed study.

Study Key Tasks

Please note: Questions 14 through 19 are worth 50% of the application evaluation.

14. Identify key tasks necessary to conduct the feasibility study using the following format and including as many key tasks as necessary to complete the feasibility study. In the event that your study receives grant funding, the key tasks identified will be incorporated into your grant agreement as the “Statement of Work.”

Please note: Project management and administration are commonly functions within a specified key task and not separate key tasks:

Task number. Key Task Title

- Task schedule: The approximate dates during which the key task would be completed.

- Description of key task activities: Key task descriptions represent the main body of information relative to the proposed study and how the goal is to be realized. Therefore, include specific details of the task such as task purpose, planned approach, appropriate technical information, proposed methods and rationale for the proposed approach.

- Qualified personnel that will complete task: Include a description of the experience, professional qualifications and licensure of personnel necessary to conduct the task.

Key Task Examples:

Task 1 - Water user project meeting

Task Schedule - August 2017

Task Activities - Applicant and Consulting firm XYZ will schedule a meeting for interested water users to describe the proposed study and goals. The meeting will be advertised on the irrigation district website and all members contacted via email. During the meeting Consulting firm XYZ will present the study background, purpose, process and goal. Water users will be informed on project scheduling and methods to inform them on final study results. Public questions and comments will be received.

Personnel - Applicant principle contact [name] and consulting firm XYZ project manager [name] will conduct meeting planning and facilitation activities. As manager of the irrigation district, [Principal contact] for applicant is responsible for overseeing district activities. Consulting firm XYZ has xx years of experience in [water project work].
Task 2 – Field Survey of Current Irrigation System

Task Schedule – 4th quarter of 2019

Task Activities - Consulting firm ABC staff members will coordinate and obtain access from property owners to conduct a field survey of the current irrigation system. A complete survey will be conducted on the network of ditches to document the layout, slope, identify turnouts, and all lateral lines. An assessment of ditch substrates will also be conducted to provide information to develop lining alternatives. Additionally, an evaluation and inventory of irrigation methods and current practice will be conducted to inform an assessment of alternative practices and efficiency improvements. Findings of the current irrigation system evaluation will be presented in the final report, along with results of the alternative assessment and recommendations.

Personnel - Consulting firm ABC has xx years of [type of consulting work]. The project manager is a licensed land surveyor in the State of Oregon and assigned staff members have between x and x years of relevant work experience.

15. Key Task Scheduling

Provide the estimated duration of the feasibility study and complete the key task table. Be sure that key tasks listed match the key tasks identified above in Question 12.

Permits and Regulatory Approvals

16. Identify any water rights required needed to complete the proposed feasibility study below. Check all of the following that apply and provide the information requested:

a. ☐ No water rights are required to complete the proposed study.

b. ☐ The proposed study requires a new water right or other water right transactions. If checked, list the transaction(s) required (e.g., new right, transfer, etc.):

c. ☐ I have legal access to a water right that will be used to conduct the study. The proposed study requires a water right, and the applicant holds or has been given permission to utilize the water right(s) for the proposed study. If checked, list all water rights required for the study in the table below, adding rows as needed.

See the guidance below for assistance in completing the table under question 16.

- **Water Right Number** – The location of this number and its applicable prefix (e.g., CW 12345) depends on the type of document:
  - Application (includes all application types – conserved water, lease, transfer, new water right) – This is assigned when the application is filed. Since an application does not yet grant the applicant legal access to water, there is not an official document that can be accessed until the Proposed Final Order is issued. You can find an application number under the Department’s WRIS Query (see directions on how to access the query tool below).
  - Permit/Certificate – Bottom, right hand corner
  - Special or Final Order (associated with leases, transfers, conserved water, limited licenses) – Bottom, right hand corner
Feasibility Study Grant Application Instructions

- Decree – Please list the decree name, and the volume and page number that the right being discussed is listed. If a certificate has been issued, please list the certificate instead of the decree.
- Registration/Claim – See legal documentation and WRIS database for the Registration or Claim number.

- **Is this an application, permit, certificate, limited license, special or final order, transfer, decree, lease, or claim?** - Most water rights have several documents associated with them depending on the process used to establish the water right. The Department’s preference is for you to list the most recent document, but because these documents are linked, only one of the water right documents needs to be included and listed here. Acceptable documents types are applications, permits, certificates, limited license, special or final order, transfer, decree, lease, registration, or claim. If you are looking at a document and are uncertain which type of document it is, please contact your watermaster for assistance.

- **Tax Lot IDs within the Place of Use where water will be used to complete the proposed feasibility study** – Record the tax lot IDs associated with each Place of Use (POU) for the described water right. Only list those tax-lot IDs associated with the proposed feasibility study. To identify which tax lot IDs intersect with the POU for the water right, see OWRD’s Water Right Mapping Tool described under the Watershed/Basin section above.

Department’s WRIS Query: For assistance identifying water right information, please visit the Department’s website. Under “Water Rights” select “Find Water Rights” then select “WRIS Query.” You may also use the “Water Rights Mapping Tool” described under the Watershed/Basin section above. If you have questions or issues identifying water right information, please reach out to your watermaster. You can identify your watermaster on OWRD’s website: https://www.oregon.gov/OWRD/aboutus/contactus/Pages/RegionalOfficesandWatermastersDirectory.aspx

17. Identify any water rights needed to implement the future proposed Project below. Check all of the following that apply and provide the information requested:

   a. ☐ The applicant does not know what water rights or water right transactions are required for the project. That will be determined through this study or other effort at a future date.

   b. ☐ The proposed project requires a new water right or other water right transactions. If checked, list transaction(s) required (e.g., new right, transfer, etc.):

   c. ☐ The applicants holds the water right(s) required for the project. If checked, include list of rights below, adding rows as needed. See the Application Instructions for further instruction, including how to find water right information.

See the below information for assistance in completing the table under question 17.

- **Water Right Number** – The location of this number and its applicable prefix (e.g., CW 12345) depends on the type of document:
Feasibility Study Grant Application Instructions

- **Application** (includes all application types – conserved water, lease, transfer, new water right) – This is assigned when the application is filed. Since an application does not yet grant the applicant legal access to water, there is not an official document that can be accessed until the Proposed Final Order is issued. You can find an application number under the Department’s WRIS Query (see directions on how to access the query tool below).

- **Permit/Certificate** – Bottom, right hand corner

- **Special or Final Order** (associated with leases, transfers, conserved water, limited licenses) – Bottom, right hand corner

- **Decree** – Please list the decree name, and the volume and page number that the right being discussed is listed. If a certificate has been issued, please list the certificate instead of the decree.

- **Registration/Claim** – See legal documentation and WRIS database for the Registration or Claim number.

  - **Is this an application, permit, certificate, limited license, special or final order, transfer, decree, lease, or claim?** - Most water rights have several documents associated with them depending on the process used to establish the water right. The Department’s preference is for you to list the most recent document, but because these documents are linked, only one of the water right documents needs to be included and listed here. Acceptable documents types are applications, permits, certificates, limited license, special or final order, transfer, decree, lease, registration, or claim. If you are looking at a document and are uncertain which type of document it is, please contact your watermaster for assistance.

  - **Water Right Amount** – Enter the amount of water associated with the water right for the applicable use. These numbers may or may not apply to your water rights depending on the age of the water right and the use. For example, older irrigation water rights may only list a rate, and not a duty. Or, storage rights will only list a volume of water to be stored, but not maximum rate. Review your water right for information, and ask your watermaster if you have any questions or concerns about what is, or is not, included in your water right.

    - **Max volume** (ac-ft) – The maximum volume of water that can be diverted or appropriated under this water right. Typically, this is only reported on above and below-ground storage water rights.

    - **Max Rate** (cfs) – The maximum rate at which water can be diverted or appropriated. Most water rights have this value.

    - **Duty** (ac-ft/ac) - The duty is the depth of water that can be applied to each acre of water in a given year. Typically only irrigation water rights contain this value.

- **Tax Lot IDs within the Place of Use where water will be used to implement the proposed project** – Record the tax lot IDs associated with each Place of Use (POU) for the described water right. Only list those tax-lot IDs associated with the project. To identify which tax lot IDs intersect with the POU for the water right, see OWRD’s Water Right Mapping Tool described under the *Watershed/Basin* section above.

For assistance identifying water right information, please visit the Department’s website. Under “Water Rights” select “Find Water Rights” then select “WRIS Query.” You may also use the “Water Rights Mapping Tool” described under the *Watershed/Basin* section above. If you have questions or issues identifying water right information, please reach out to your...
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18. Provide a list of any permits and regulatory approvals needed to conduct the Feasibility Study and indicate the status of each in the table.

Please complete the provided table including any local, state, or federal permits or regulatory approvals required to perform the proposed study. Some studies involve actions that require a permit prior to conducting the study. For assistance in identifying necessary permits please review the State Water-Related Permits User Guide. If no permits or authorizations are required for the study, provide explanation. Example explanations are as follows:

   a. The Department of State Lands and the Department of Fish and Wildlife have been contacted. Verification has been received that no permits are required to conduct the proposed study. That verification from the two agencies is included in the attached email exchange and identified as Attachment #.

   b. The majority of the study will be conducted remotely. The site visits will involve taking pictures and gathering location information and will not involve removal of material or in-water work. The study is on private property owned by the applicant. No permits or authorizations are needed to conduct the study.

19. Provide a list of the permits and regulatory approvals that you anticipate would be needed to implement the project being studied.

List potential permits and regulatory approvals in the table provided. The list may include potential permits for which it is not certain if the permit is required. For assistance in identifying necessary permits please review the State Water-Related Permits User Guide. If permits/approvals are not required, please explain why and provide information regarding any State or Federal agencies contacted to verify this determination.

VI. Feasibility Study Budget

20. Please provide an estimated line item budget for the proposed feasibility study.

Fill in the table provided. The “Overall Study Budget” means the total of all requested and match funds for each budget category. Refer to the Department’s Budget Procedures and Allowable Costs document for further guidance and detail. Ensure that all direct cost items support key tasks and are
specific to the proposed study. Direct costs that are not specifically assigned to study project tasks will not be approved.

21. **Identify the budget for each key task below. Key tasks identified below should be the same as the key tasks identified in Questions 14 and 15.**

Key Tasks identified in Question 21 should be the same as the Key Tasks identified in Questions 14 and 15. Project management and administration is generally a component of key tasks and not considered to be separate key tasks. As mentioned above, see the Department’s Budget Procedures and Allowable Cost document, available at the OWRD Funding Opportunities Forms webpage, for further guidance and detail.

### VII. Match Funding

22. **Please fill out the table in the application and attach the appropriate documentation for both the secured and pending match.**

Fill in the table provided, keeping in mind that an applicant must demonstrate a minimum dollar-for-dollar match based on the total grant amount requested. Please note that a failure to meet this minimum requirement or to attach documentation of match will result in an incomplete application. Incomplete applications will not be considered for funding.

For secured funding, you must *attach a letter of support or award* from the match funding source that specifically mentions the dollar amount identified for this project and as shown in the “Amount/Dollar Value” column in the table and describes the work to be accomplished through the match.

For pending resources, *other written documentation showing a request* for the matching funds must accompany the application or documentation must identify the date on which a future funding application will be submitted, identify the funding program, and provide evidence that the project is eligible for the funding program identified.

See the Department’s Budget Procedures and Allowable Costs document for further guidance and detail on match funds. Match funds may include but are not limited to:

- Cash contributed by the applicant.
- Pending or secured grant funds (other than Water Resources Department).
- Volunteer services.
- In-kind labor, goods, or services.
VIII. Storage-Specific Questions

STOP: Is your study for a Storage Project?
Yes? Then continue.
No? Skip this section and leave it blank.

Please note: Any applicant for a storage feasibility study that does not properly address Questions 23 and 24 may have their application returned as incomplete.

23. Answer the “Yes/No” questions about the storage project to be evaluated in the proposed study.

The questions listed are used to determine if the proposed project is required to study additional storage-specific elements. For a discussion of these triggering questions and how to address the required Storage-Specific elements, please refer to the document on Storage-Specific Study Requirements available at the OWRD Funding Opportunities, Applications, Forms, and Guidance webpage. It is important to note that there are minimum standards for each of the Storage Specific elements in the Storage-Specific Study Requirements document.

24. For Above-Ground Storage Only: Describe whether or not the storage project would include provisions for using stored water to augment instream flows to conserve, maintain and enhance aquatic life, fish life or other ecological values.

As per statute and rule, above-ground storage projects that include these provisions receive preference for funding over other storage projects. If applicable, provide a narrative and/or data explaining if/how stored water from the project would be used to augment instream flows to conserve, maintain and enhance aquatic life, fish life or other ecological values. If there is no intent to use stored water to augment instream flows please state as such.