

OREGON



WATER RESOURCES
DEPARTMENT

2024 GRANT SOLICITATION

WATER PROJECT GRANTS AND LOANS

GRANT APPLICATION INSTRUCTIONS

Document Purpose

This document explains how to fill out a **grant** application for the Oregon Water Resources Department's (OWRD) **Water Project Grants and Loans**. This funding source provides grants and loans to evaluate, plan, and implement instream and out-of-stream water supply projects that have economic, environmental, and social/cultural benefits. Eligible projects include conservation, reuse, flow restoration and protection, above-ground storage, below-ground storage, and water infrastructure.

Contact

If you have any questions about Water Project Grants and Loans, or wish to set up a pre-application conference, please contact us by email at OWRD.Grants@water.oregon.gov or by phone at 971-301-0718.

General Instructions

All answers to application questions should be prepared in a clear, comprehensive, and thorough manner. Your application should provide confidence that, if funded, the proposed project would be successfully completed and achieve the public benefits described. Incomplete applications will not be eligible for funding. Attention to accuracy and completeness in your answers will assist the Technical Review Team's evaluation of project proposals.

Applicants are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the application. Please note that eligible and complete applications will be posted on the [Water Project Grants and Loans webpage](#).

Pre-Application Conference

We encourage you to request a pre-application conference with OWRD before submitting your grant application. The purpose of a pre-application conference is to answer your questions, identify additional information needed or issues with project eligibility, and connect you to other resources. Potential applicants will also leave the conference with information on the procedural and substantive requirements of an application as well as the application scoring system. You must submit your draft application two weeks before the pre-application conference. Pre-application conferences will not be scheduled the week of the application due date. Learn more and download a grant pre-application conference checklist available at the Water Projects Grants and Loans, [Applications, Forms and Guidance](#) webpage.

Grant Application Instructions

Download the grant application and other program resources, at the [Water Projects Grants and Loans, Applications, Forms and Guidance webpage](#), and complete each section following the instructions.

I. Project Information

Project Name: Please choose a 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 project names

Avoid	Choose Instead
City of Somewhere Wastewater Reuse	[Geographic location] Wastewater Reuse Project
[Farm Name] Above-Ground Storage	[Location, Road, Nearest surface water name, or Landmark], Above-Ground Storage Project

Grant Funding Request: The grant funding request amount represents the total amount of grant funding you are applying for from the Department to complete a project. Write the grant funding request amount in the space provided.

Match Funding: Match funding is required. Match funds may be composed of in-kind or cash match funds and must be at least 25% of the grant funding request. Write the total amount of the match funding in the space provided.

Total Cost of Project: The total cost of the project is the full amount of funding (i.e., total of requested funds and matching funds) needed to complete the project. Write the total cost of the project in the space provided.

Please select your Project Type(s): Please choose the appropriate project type(s) for your project. Your application may include a combination of project types if applicable, for instance “Conservation” and “Above-Ground Storage.” Refer to Table 2 (below) for descriptions of the eligible project types.

Table 2. Examples of eligible project types

Project type description
Conservation – A project which <u>reduces</u> water use to achieve the same outcomes by modifying the technology or method of diverting, transporting, applying, or recovering water.
Reuse – A project that reuses wastewater for specific beneficial purposes such as irrigation of crops and pasturelands, irrigation of urban landscapes, industrial cooling, dust control, street sweeping, and artificial groundwater recharge. Sources of wastewater may include graywater (shower and bath wastewater, bathroom sink water, kitchen sink wastewater and laundry wastewater), recycled water (treated effluent from a municipal wastewater facility) and industrial wastewater (treated effluent from an industrial process, manufacturing, business, or the development/recovery of a resource). <i>Note:</i> Water Project Grants and Loans will fund the reuse portion of projects but will not fund the construction of new wastewater treatment facilities. For example, an applicant may apply for OWRD funding for the storage and pipe system needed to distribute recycled water and use match funding to construct the new treatment facility. Please contact OWRD with any questions.

Project type description
Above-Ground Storage – An above-ground storage project stores water in a reservoir. The project may expand an existing reservoir or develop a new reservoir. Projects that store water in ponds, lagoons, or water tanks are not above-ground storage projects but may be eligible as other project types. Please contact OWRD with any questions.
Below-Ground Storage – A below-ground storage project stores water in an underground aquifer. Techniques include injection of treated water through a well into an aquifer or passive infiltration of water into a shallow aquifer for later recovery of the water.
Flow Restoration and Protection – A project that restores instream flow to address needs like instream demands of aquatic species, ecological concerns, geomorphologic processes and water temperature issues. Flow restoration can be achieved by allocating water instream or altering reservoir releases.
Water Infrastructure – A project that creates new, expanded, or improved water distribution, conveyance or delivery systems for efficient water use. The project may use newly developed or existing water sources. Pump stations, water storage tanks, piping, and metering systems are included as qualifying projects.
Other – Other water resource development projects not captured in the categories above that result in economic, environmental, and social/cultural public benefits, such as the development of a seasonally varying flow, modifying project operations, etc.

II. Applicant Information

“Applicant” means the person, Indian Tribe, or non-profit organization applying for funds who would serve as the funding recipient and legally responsible entity in the event of a successful award.

“Person” includes individuals, corporations, associations, firms, partnerships, joint stock companies, public and municipal corporations, political subdivisions, the state and any agencies thereof, and the federal government and any agencies thereof [ORS 536.007].

“Indian Tribe” is a federally recognized Indian Tribe in Oregon that has members residing on a reservation or tribal trust lands in Oregon [ORS 541.659]

“Non-Profit Organization” is an organization that uses surplus revenues to achieve its goals rather than distributing them as profits or dividends [OAR 690-093-0020(9)].

“Co-Applicant” means a legally responsible entity partnering with the applicant on the project. In some cases, an organization may apply on behalf of or in partnership with a landowner or other group that holds a property easement (e.g., irrigation district). In these instances, the organization may serve as the applicant, coordinate construction of the project, and then turn over the project to another entity that will operate and maintain the project. In these cases, the Department recommends that prior to applying for funding, the applicant carefully consider common agreement conditions in order to determine they are willing to serve as the sole party legally responsible for all conditions or if the landowner/easement holder could be “Co-Applicant” and responsible for some/all of the conditions as well. Example conditions to consider include those found in Exhibit A of the example grant agreement, such as: Taxes and Assessments, Utilities; Annual Reports; Operation and Maintenance of the Project;

Measurement and Reporting; Signage; Inspections, Information; and Records and Inspection. Please contact the Department if you have any questions.

“Principal Contact” means the applicant or applicant representative to serve as the primary contact for all proposed project 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 [Water Project Grants and Loans, Applications, Forms, and Guidance webpage](#)), and is prepared to implement the project, if awarded funds. Please provide the date of signature, printed name, and professional title.

III. Eligibility

1. **Select applicant entity type for both applicant and co-applicant (if applicable).**
2. **Does the project address an instream and/or out-of-stream water supply need and result in project implementation?**

Check “Yes” or “No.” Please note that if you select “No” then the project is not eligible for this funding opportunity. To be eligible for funding, a project must address an instream and/or out-of-stream water supply need and result in project implementation.

3. **Provide a brief, one to two paragraph description of the water supply need that the project intends to address. Please reference (and attach) supporting data or reports that document the need.**

Describe in no more than 1-2 paragraphs what water supply need that the project will meet if implemented. Be specific in describing the instream and/or out-of-stream water need(s) to be addressed by the proposed project. 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. Please reference (and attach) supporting data or reports that document the need.

4. **Is either the Applicant or Co-Applicant required to have a Water Management and Conservation Plan?** Check “Yes” or “No.”

If yes, has the plan been submitted to the Water Resources Department and received approval?

Check “Yes” or “No.”



Pursuant to ORS 541.659, if an applicant is required to have a [water management and conservation plan](#), the plan **must be submitted** to OWRD and **receive approval** prior to department acceptance of an application for a loan or grant from the account. The application will be **ineligible** if a required plan has not been submitted and approved prior to the application deadline. Please contact wrd_dl_wmcp@water.oregon.gov with any questions about water management and conservation plans.


IV. Project Summary and Location

5. **Provide a brief, 4-5 sentence summary of the proposed project. Please include the goal and scope of the project and summarize project implementation (i.e., planned infrastructure or activity).**

Example: The proposed project would pipe 5 miles of irrigation ditch with 24-inch diameter steel pipe and upgrade irrigation methods from flood-irrigation to center-pivot on 1,000 acres in *Example* County within the *Example* River Basin. The project will improve agricultural production and enhance instream flows for Endangered Species Act listed chinook and steelhead. The project would legally protect a portion of the conserved water instream through the Oregon Water Resource Department’s Allocation of Conserved Water program.

6. **Please provide the following information on the project 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 project, 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 project 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.

7. **Please attach and label, Attachment #1, a site plan map(s) showing all the following items (✓ the corresponding box in the application when complete):**

- a. *Project area boundaries* – Outline the area on which the project would occur.
- b. *True north arrow* – Include an arrow that points north.

Water Project Grants and Loans Application Instructions

- c. *Map title and legend* – Include a title describing the map and a legend identifying the meaning of map symbols.
- d. *Latitude and longitude of project location* – Identify the geographic coordinates of the project on the map area.
- e. *Property boundaries* – Include boundaries of property ownership.
- f. *Surface water bodies* – Include and label rivers, streams, lakes, etc.
- g. *Location of involved structures (existing or proposed)* – Identify where structures exist such as pipeline or reservoirs, or where they will exist after project construction.
- h. *Tax Map and Lot numbers of each property in project area boundary. Use the same Tax Lot No. on the map as is used in Question 8 below.* Identify on the site plan the tax map and lot number associated for each property identified for the project. Be sure to use the same Tax Lot No. on the map as is used in Question 8 below – different labeling approaches can result in incomplete applications.
- i. *Points of Diversion (POD) and Place(s) of Use (POU) associated with the project (if applicable)* – 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 project.

If you are uncertain of the POD and POU, OWRD has two sources for reviewing or incorporating this spatial data:

[Water Rights Mapping Tool](#) – allows the user to identify and view the POD and POU associated with each water right. If you use this option, simply submit an additional map, though be sure to identify which of the PODs and POUs are associated with the project.

[Water Rights GIS data](#) – allows the user to download spatial POD and POU datasets and incorporate them into other mapping elements. The dataset, titled, “Statewide Water Right Spatial Data with Metadata” can be accessed on OWRD’s webpage:

https://www.oregon.gov/OWRD/access_Data/Pages/Maps.aspx

- j. *Proposed measurement location(s) (if applicable)* – Identify where the proposed water measurement would occur if the project is completed.

See following page for an example map with all required elements:

8. **Complete the table in the application to identify any properties that will be impacted by project implementation. Indicate the types of activities that would occur on each impacted property. *Note: Each property identified in the table must be shown on the attached site map and you must include a corresponding landowner agreement form for each property or your application may be deemed incomplete.***

Identify the Tax Map Number (e.g., 12S06W-12714 or 12S06W as some maps may or may not have the last five digits) and Tax Lot Identification (ID's) (e.g., 100) of any properties impacted by the project. The Oregon Map (ORMAP) is tool that can be used to identify individual Tax Lot ID's and can be accessed at <http://www.ormap.net/>. OWRD recommends verification of Tax Lot IDs with the County Tax Assessor or applicable property owners.

Identify whether the property impacted is private or public. Private properties are those properties held by non-governmental legal entity. Public properties are properties held by a governmental entity (e.g., federal lands).

Identify what type of activity will occur on the site as part of project implementation. Check all boxes that apply for the property listed in the table:

- "Access site" includes any physical access of persons, materials, or equipment that involve moving across or onto the specified property. This includes lands that may have no project work on them and are only used to access the project.
- "Project work" includes any action related to the implementation of the project. Project work includes all activities including but not limited to those covered under "ground disturbing activities."
- "Ground disturbing activities" include construction activities, trenching, bulldozing, excavating, scraping, plowing, permanent easements, temporary construction easements, staging areas for supplies and equipment, and borrow pits. Ground disturbance can be caused by the use of hand tools (shovels, pick axe, posthole digger, etc.), heavy equipment (excavators, backhoes, bulldozers, trenching and earthmoving equipment, etc.), and heavy trucks (large four-wheel drive trucks, dump trucks and tractor trailers, etc.). Any projects that include the installation of utilities, culverts, temporary roads or structures, permanent roads, foundations, and footers all typically involve ground disturbing activities.

Verify that the landowner agreement form has been completed for each listed property and check the box in the table once completed.

Verify that the property has been identified and labelled on the map and check the box in the table once completed.

9. **For each property listed in Question 8, attach a [Landowner Agreement Form](#) and label Attachment #2.**

Attention – Your application will not be accepted without proper documentation from Landowners. The Landowner Agreement forms provide proof of compliance with two statutory requirements (ORS 541.666)

- Landowner is aware of and agrees to the proposal.
- Landowner is aware that monitoring information is a public record.

The Landowner Agreement form must be completely filled out and signed by the Landowner or their Authorized Representative. Include a brief description in Question #8 of all activities which would be conducted on the cited property.

- a. **You may list multiple properties on one form when the properties are owned by a single landowner entity.**
- b. **For *public* lands, attach the landowner agreement form or other documented authorization from the federal or state government property owner allowing project implementation or documentation that demonstrates such authorization is being pursued.**
- c. If your project is located within an easement, instead of providing Landowner Agreement forms for each property, you may include a map showing the easement boundaries and property boundaries and a copy of the easement. You must include documentation to indicate that landowners are aware of the project and that monitoring is a public record.

V. Project Details and Description

10. **Provide additional information (building on the project summary) to further describe the proposed project and how the project will achieve its goals.**

Building on the brief project summary (Question 5), further describe the purpose and nature of the project, including intended process and outcomes. Any additional information should be concise and large studies or extensive technical findings and figures should be summarized and citations provided.

11. **Provide a summary of evidence to demonstrate project feasibility. This summary may include the results of a feasibility study. Attach the results of the study or other evidence, as necessary to support the summary and reference relevant sections or page numbers.**

Evidence that demonstrates project feasibility provides confidence that, if funded, a proposed project would be able to achieve the objectives and public benefits described in the application. If a feasibility analysis has been completed for the project, summarize the findings.

Other elements that may be included when addressing project feasibility include, but are not limited to: preliminary plans and specification, feasibility of securing necessary local, state, and/or federal permits and/or authorizations, and the physical and regulatory availability of water. Consider attaching relevant sections of a feasibility study or other report if additional information beyond the summary of findings is needed to understand whether the project is feasible or not. Note that you are not required to submit a copy of the whole feasibility study.

12. **Describe partnerships and collaborative efforts associated with the planning or implementation of this project. Include a description of how parties of diverse interests worked, or will work, together to achieve a common goal.**

Describe any partnerships or collaborative efforts that identified, planned, or are implementing the project. Include explanations of how those involved worked together (or continue to work together) to identify and/or pursue the project.

13. List of letters of support for this project (name and/or affiliation of sender is sufficient). Attach copies of the letters to your application.

List the individuals, organizations, agencies, and/or tribes that submitted letters of support for your proposed project. Letters of support should demonstrate community support and commitment for the project. Letters may identify any collaborative water planning efforts undertaken to identify the project. Please ensure that the list matches the letters of support attached to the application and that letters refer directly to the proposed project. Remember to number this attachment.

Project Tasks

14. Identify tasks necessary for the proposed project using the following format. Include as many tasks as necessary to implement the project. If your proposed project receives grant funding, the tasks identified will be incorporated into your grant agreement as the “Project Description.”

Note: Project management and administration are common functions within specified project tasks and not a separate project task. All cost match and grant budget funds must apply to the tasks identified below. See the [Budget Procedures and Allowable Costs document on the Applications, Forms and Guidance webpage](#) for more information.

For each task address the following:

Task number. Task Title

- Task schedule: State the approximate dates during which the task would be completed.
- Description of task activities: Include specific details of the task such as purpose, planned approach, proposed methods and rationale for the proposed approach.

Task Examples:

Task 1. Installation of Irrigation System Infrastructure

- Task schedule: August – October 2025
- Description of task activities: Purchase pivot materials, pumping and power station materials, piping materials and electrical materials. Install pads and pivots, pumping and power stations, underground pipe and electrical facilities.

Task 2. Legally Protect Conserved Water Instream

- Task schedule: December 2025
- Description of task activities: Prepare and submit Notice of Completion and Request for Finalization to the Department for Allocation of Conserved Water Application CW-99. Respond to any information requests from the Department to facilitate Department issuance of Finalization Order and issuance of Instream Water Right Certificates.

15. Project Task Scheduling – Estimated total project duration: _____ months

Place an “X” in the appropriate column in the table in the application to indicate when each task would occur. Note that successful applicants will not receive their grant agreement until Q1 of

2025. OWRD cannot reimburse for costs incurred prior to the effective date of the grant agreement. Project tasks listed must match the tasks identified in Question 14.

Provide the estimated duration of the project in the space provided and complete the task table.

16. **Describe how you propose to measure and report the water diverted and used from the proposed project. Include a proposed method, timing, frequency, and location of measurement in your proposal. If you have questions, please contact OWRD for more information. Consider that many forms of measurement will incur additional costs.**

Note: Funded projects with any diversion of water are required by statute to “regularly measure and report the water diverted and used from the project” [ORS 541.692(3)]. OWRD makes the final determination on the method, timing, frequency, and location of measurement. Grant funds can be used to pay for measurement and reporting expenses during the life of the grant.

Common approaches for measuring water diverted and used include totalizing flow meters, stream gages, reservoir staff plates and water level sensors paired with volume-depth curves, and flumes.

Example: The project will replace flood irrigation with center-pivot irrigation. This will entail installation of a pumping station that will be equipped with a totalizing flow meter.

- Method: Totalizing Flow Meter (include manufacturer, model, and size if known).
- Timing: The meter would continuously measure water diverted during the irrigation season.
- Frequency: During the irrigation season, we would measure the instantaneous pumping rate daily, as well as the cumulative totals weekly, or as otherwise required by the Department.
- Location: The new pump station and totalizing flow meter would be located at GPS coordinates 45.000000, -123.000000.
- Reporting: Water diverted and used would be reported to the Department annually or more frequently as may be required by the Department.

17. **Provide suggestions for interim and long-term project performance benchmarks and how those benchmarks would be measured.**

Please suggest performance benchmarks for the project. A benchmark is a standard or point of reference against which project performance can be compared or assessed. Please consider performance targets for both the interim (implementation) phase as well as long-term project performance. One way to identify interim project performance benchmarks is to refer to the project tasks in Question 14 and identify deliverables for the construction/implementation phase.

After implementation, long-term performance benchmarks should identify what we can expect from the project in years to come, including quantifiable economic, environmental, and social/cultural public benefits that will directly result from project implementation.

Example of interim and long-term project performance benchmark for a hypothetical instream flow restoration project:

- Interim: All water rights are transferred instream and new certificates are issued for the instream water right.
- Long-term: During dry years, more water is instream than in prior years (water supply dependent).

18. Describe any issues, unknowns, or conditions that may affect the completion of the tasks or project. If applicable, describe any measures planned to mitigate them.

Describe any conditions that may affect the completion of the project. Examples include pending permits, authorizations, or circumstances that may impact project cost/schedule. If applicable, describe any measures planned to mitigate these conditions that may impact completion of tasks. If dam safety or water availability is unknown, consider conducting a feasibility study prior to applying to Water Project Grants and Loans. [Feasibility Study Grants](#) are available to investigate the feasibility of water conservation, reuse, and storage projects.

Permits and Regulatory Approvals

Attention – All current, pending, or planned water rights necessary to implement the proposed project must be listed below for the application to be accepted as complete.

19. Identify any current water rights needed to implement the proposed project below. Check all of the following that apply and provide the information requested:

- a. **The applicant holds the water right(s) required for the project. If checked, list all water rights required for the project in the table below, adding rows as needed. See the Application Instructions for further instruction, including how to find water right information.**
- b. **The applicant has legal access to a water right that will be required for the project and has been given permission to use the water right(s). If checked, list all water rights required for the project in the table below, adding rows as needed. See the Application Instructions for further guidance, including how to find water right information.**

See the below information for assistance in completing the table under Question 19.

- **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 OWRD’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. OWRD’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 document 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 Map/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 Watermaster. You can identify your Watermaster on OWRD’s website: <https://www.oregon.gov/OWRD/aboutus/contactus/Pages/RegionalOfficesandWatermastersDirectory.aspx>

20. **Identify any new water rights needed to implement the proposed project. Complete the table in the application adding any other essential information describing needed water rights or status. If**

your project is an above-ground storage project, please see Section IX for requirements related to newly developed water.

See the below information for assistance in completing the table under Question 20.

- **Type of Water Right** – Enter the type of new water right needed to implement the proposed project. This may include, but is not limited to surface water, groundwater, limited license, conserved water certificate, storage, secondary use permit, transfer, and instream lease.
- **Status** – Enter the status of the water right application and whether it has been submitted to the Department. If it has been submitted, include the date and application number.
- **Anticipated Water Right Amount** – Enter the amount of water associated with the anticipated water right for the applicable use.
 - Max volume (ac-ft) – The maximum volume of water that can be diverted or appropriated. 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.
 - 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 Map/Lot IDs within the anticipated Place of Use where water will be used to implement the proposed project** – Record the tax lot IDs associated with each anticipated Place of Use (POU) for the water right. Only list those tax-lot IDs associated with the project.

21. In the table in the application, provide a list of any permits and regulatory approvals needed to implement the project. Indicate the status and efforts to-date of each. Please attach copies of any secured permits/approvals.

Please complete the provided table including any local, state, or federal permits or regulatory approvals required to implement the proposed project. For assistance in identifying necessary permits please review the [State Water-Related Permits User Guide](#).

- a. **If no permits or regulatory approvals are required, please provide an explanation in the text box in the application.**

If no permits or regulatory approvals are required to implement the project, provide an explanation including identification of any State, Federal, or local agencies contacted to verify this determination.

VI. Public Benefits

Instructions: Describe how the project would provide public benefits in each of the three public benefit categories (economic, environmental, social/cultural). In your responses, describe current conditions and anticipated project outcomes and benefits. Please provide evidence to support your claims. Describe how the project outcomes will contribute to each anticipated public benefit. Descriptions should be quantitative when possible.

Applications are scored and ranked based on the descriptions of the economic, environmental, and social/cultural public benefits and the likelihood of the project achieving the claimed benefits. More specifically, the evaluation is based on the change in conditions expected to result from the project and demonstrated in the application.

Application Tip: Please read the Scoring Criteria document on the [Applications, Forms and Guidance webpage as you complete this section](#). This document includes definitions of each public benefit and a description of how the public benefits are evaluated. Applications that do not demonstrate public benefit in each of the three categories (economic, environmental, social/cultural) will be deemed incomplete. Applications must achieve a minimum score of seven in each of the three public benefit categories during the evaluation process to be eligible for funding.

Leave blank any public benefits that are not applicable to the proposed project.

22. Economic Benefits – ORS 541.673(2)

Please answer questions a through f. Refer to pages 5 through 7 of the Scoring Criteria document on the [Applications, Forms and Guidance](#) webpage for application tips and scoring information.

23. Environmental Benefits – ORS 541.673(3)

Please answer questions a through f. Refer to pages 8 through 10 of the Scoring Criteria document on the [Applications, Forms and Guidance](#) webpage for application tips and scoring information. See below for additional guidance on question 23.a.

a. Does the project result in measurable improvement in protected streamflows? If so, complete the subquestions below and explain.

i. Complete the table in the application:

- List the existing water right information of the source water right to be moved, protected, or transferred instream, and
- Name the legal means proposed to permanently dedicate and protect water instream by the Oregon Water Resources Department.

***IMPORTANT Note:** You MUST include the legal protection of water instream to receive a score for this public benefit. Projects which permanently dedicate water instream will receive extra points. If awarded funding, the legal protection of water instream will be a condition of funding. If your project is an above-ground storage project, please see additional requirements that may be included in the grant agreement in Section IX. Contact the Grant Coordinator for any questions about for any questions about these grant conditions.*

If water will be legally protected instream, fill in the “Legal Protection of Water Instream” table provided. Below are additional instructions regarding each field in the table.

- **Water right permit or certificate number to be used in transaction for instream protection (e.g., irrigation, reservoir, or AR/ASR; S-####)** - State the identifying number of the water right that will be used for instream protection.
 - If using a *transfer or Allocation of Conserved Water*, state the certificate for the lands that will be dried up or where the conservation action will occur.

- If applying for secondary permit for *release of stored water*, name the storage permit that will be used to capture the water.
- If applying for an *AR/ASR limited license*, name the source water right that will be used in the limited license application.
- Note that if using an *existing storage permit or limited license*, it must include a use that allows for the release of stored water for flow augmentation. If a new permit will be established for the use in the transaction to legally protect water instream, state “new permit” in this column.
- **Rate(s) (cfs)/duty(ac-ft/ac) or volume(ac-ft) of the contributing water right**
 - If your project involves either an instream transfer, or Allocation of Conserved Water: Rate(s) (cfs)/duty (ac-ft/ac) of the water right – List the diversion rate associated with this water right and the duty per acre. If the rate varies over time, describe the rate associated with each time period (e.g., April to July – 2.7 cfs, August to September – 2.0 cfs). If there is no rate associated with the permit, state “no rate.”
 - If your project involves above or below ground storage: List the volume of water permitted under the existing storage right. If a new permit is sought, list the anticipated volume of water for storage.
- **Estimated rate (cfs)/duty (ac-ft/ac) or volume (ac-ft) of water to be legally protected instream** – Estimate the rate and duty or volume of water that will be protected instream. This value is **not** a condition of funding.
- **Percent (%) of right to be legally protected instream** – State the percentage of the water right rate/duty or volume described here that will be legally protected instream.
- **Transaction for Legal Means of Instream Protection* (chose one)** – Select the type of transaction that will be used to legally protect water instream. Options include:
 - Instream transfer – This is the transfer of the place and type of use a certificated water right, in whole or part, to an instream use for the life of the project.
 - Allocation of Conserved Water – If the project involves a conservation action, this is the transfer of the use, and place of use, of a portion of the conserved water from the original use to instream. In the paragraph noted below, enter the percentage of conserved water that will be dedicated instream.
 - Above-ground storage release – The release of stored water from an above-ground reservoir under a secondary permit for the use of stored water; the source storage right must include a use consistent with flow augmentation.
 - Below-ground storage release – The release of stored water from a below-ground project under a limited license or permit; the source limited license must include a use consistent with flow augmentation.
 - Other – Select this option if your proposed means of legally protecting water instream does not fit one of the other options. Clearly explain your proposed method of legally protecting water instream in sub-question iii.

- ii. **If using the Allocation of Conserved Water Program: Identify the percent of the conserved water that will be permanently dedicated instream and protected by the Oregon Water Resources Department: _____ %**

If the project will utilize the Allocation of Conserved Water program to dedicate water instream, please list here the percentage of the conserved water that will be permanently dedicated instream. Note that the Allocation of Conserved Water program requires that projects receiving over 25% of grant funds from state or federal sources dedicate that same percentage of conserved water instream (up to 75%) (OAR 690-018-0012).

- iii. **If you selected “Other,” please describe the legal means by which you propose to permanently dedicate and protect water instream:**

****Attention: If awarded funding, the legal protection of water instream will be a condition of funding. The grant agreement will identify the percent of conserved water identified above that will be permanently dedicated instream.***

24. Social/Cultural Benefits – ORS 541.673(4)

Please answer questions a through f. Refer to pages 11 through 13 of the Scoring Criteria document on the [Applications, Forms and Guidance](#) webpage for application tips and scoring information.

VII. Project Budget

Instructions: Please answer the following questions about the proposed project budget using the tables provided. All Grant and Match Funds must be allowable costs as described in the OWRD’s Grant Budget Procedures and Allowable Costs document.

- 25. **Please provide an estimated line-item budget for the proposed project. Please note that indirect costs are not an allowable grant expense. See the Budget Procedures and Allowable Costs on the OWRD Applications, Forms, and Guidance webpage for descriptions of the budget categories and further guidance.**

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

VIII. Match Funding

- 26. **Fill out the table in the application and attach the appropriate documentation for both secured and pending match (add rows as needed). Label the documentation as Attachment #3. Applications must demonstrate match that equals at least 25% of the grant funding request.**

Fill in the table provided, keeping in mind that for ALL funding requests an applicant must demonstrate a minimum 25% match based on the grant funding request. 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 other documentation*** from the match funding source (including match from your own organization) that:

- Specifies the dollar amount identified for this project,
- Equals the dollar amount shown in the “Amount/Dollar Value” column in the table, and
- Describes the work to be accomplished through the match.

For pending resources, you must attach ***other written documentation showing a request*** for the match funding. Documentation must:

- Include the amount of match funding requested or anticipated,
- Include the project name,
- Note the date on which a future funding application will be submitted,
- Identify the funding program from which funds are pending, and
- Provide evidence that the project is eligible for the funding program identified.

See the OWRD’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 grants from OWRD).
- Volunteer services.
- In-kind labor, goods, or services.

IX. Storage-Specific Project Requirements (if not a storage project skip this section)

Instructions: If your proposal is for a storage project that will divert water under an existing or new storage water right or limited license, answer questions 27 through 29 in this section. If your proposal is for above-ground storage, also answer question 30 through 32. All other projects can skip this section.

27. Identify Storage Project Type

See descriptions of above-ground and below-ground storage in Section I (Project Type) above.

28. Indicate the capacity of the storage project and any new-developed water below:

- a. What will be the *total* capacity of the storage project in acre-feet after project implementation?**

One acre-foot is the volume of one acre of surface area to a depth of one foot. Total capacity is the full amount of water a project can store. For those projects that seek to expand an existing storage project, *total capacity* will total both existing authorized storage as well as the newly- developed water that the project proposes to develop.

- b. What will be the volume of the *newly-developed* water in acre-feet?**

The volume of *newly-developed* water is the new increment of water stored for a project providing new or expanded storage. The volume of *newly-developed* water is the increment that may be subject to storage-specific project requirements (i.e., development of a seasonally varying flow and dedication of a minimum 25% of the newly developed water to instream use).

29. Answer the following “Yes/No” questions about the storage project.

- a. **Will the project divert more than 500 acre-feet of surface water annually?** Check “Yes” or “No.”
- b. **Will the project impound surface water on a perennial stream?** Check “Yes” or “No.”
- c. **Will the project divert water from a stream that supports sensitive, threatened or endangered species?** Check “Yes” or “No.”

See Appendix A for instructions related to questions 29 a-c.

If you answered “yes” to any of the questions above, (a), (b), or (c), the project will need a *Seasonally Varying Flow (SVF) Prescription*, determining the duration, timing, frequency and volume of flows (including ecological base flow), necessary for protection and maintenance of biological, ecological, and physical functions outside of the official irrigation season.

OWRD will establish the SVF prescription after funding is awarded. For more information about this requirement see the *Seasonally Varying Flows* document on the [Applications, Forms, and Guidance webpage](#), or contact the Grant Coordinator, Adair Muth, at 971-301-0718.

- 30. Above-Ground Storage Only: If you answered “yes” to Question 30 (a), (b), or (c) above, your proposed project is above-ground storage, and you are requesting grant funding then a minimum of 25% of the newly developed water must be dedicated to instream use. This is separate from the SVF Prescription. *If awarded funding, the percentage identified in Question 31 will be identified in the grant agreement as a condition of funding.***

Note: Any storage project which permanently dedicates at least 25% of the newly developed water instream will receive a scoring increase in the environmental public benefit category.

Please identify the percentage of newly-developed water to be dedicated to instream use. Indicate what percent of the volume of newly-developed water will be dedicated to instream use (e.g. 25%).

- 31. Above-Ground Storage Only: Into which stream(s) will the project release water?**

State the name of the stream or streams that the above-ground storage project will release water into. If you are uncertain of the stream that the project is diverting or releasing water into, see the map viewer provided by the US Geological Survey (<https://www.usgs.gov/tools/national-map-viewer>).

- 32. Above-Ground Storage Only: How does the project control the outflow from the reservoir? Please address a through e:**

a. What infrastructure governs changes to reservoir outflow rates?

Describe what controls the reservoir outflow rates, including a brief description of typical operations.

b. Whether changes to the outflow rate are made automatically or by hand.

Describe the way that changes to the outflow rate are made, including typical operations.

c. If water is released into more than one stream, what controls the rate of release and how much water goes to which stream?

Describe the device or operational means controlling how water is split between release points. If the water is only released into a single stream, leave blank.

d. What are minimum and maximum release rates to each water source?

Quantify the minimum (assumed all releases can be shut, so minimum when open) and maximum release rates into each stream. If there are multiple release points, clarify if the release rates are limited by operation of one or both release points.

e. Any other factors that limit the rate at which water is released from the reservoir.

Describe any other factors (e.g. snow, road conditions, other infrastructure constraints) that may impact the rate at which water is released from the reservoir.

Application Checklist Instructions

Use the checklist provided in the application document to ensure that your application is complete. An incomplete application will be deemed ineligible for further review and consideration.

All attachments to the application must be numbered and clearly labeled and should be included in the checklist. Ensure attachments meet the criteria identified in the application instructions or Guidance on Budget Procedures and Allowable Costs. For all attachments ensure documentation meets any criteria identified in the application instructions or Guidance on Budget Procedures and Allowable Costs. For “other” optional attachments in excess of the three required, include a supplemental list. Consider including optional attachments only if the document is referenced specifically in the application or if it provides specific information needed to supplement an answer to the application questions.


Appendix A –For Storage Projects Only, Question 29

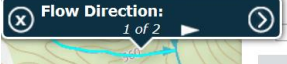
A. Divert more than 500 acre-feet of surface water annually

The first trigger, “*divert more than 500 acre-feet of surface water annually,*” means the project would divert more than 500 acre-feet of surface water from a stream for storage during a 12-month period. An acre-foot is the volume of water necessary to fill one acre to a depth of one foot. One acre-foot equals 325,851 gallons. To estimate the quantity of water diverted for an above-ground storage project, multiply the number of acres to be inundated by the estimated depth of the reservoir in feet.

B. Impound surface water on a perennial stream

The second trigger, “*impound surface water on a perennial stream,*” means that the project would store water on the channel of a “perennial stream” (a continuous stream with flow year-round). To determine if the proposed storage is located on a perennial stream, applicants may use a map viewer provided by the US Geological Survey¹. To use the map viewer:

1. Open the website <https://www.usgs.gov/tools/national-map-viewer> and zoom in to the stream and area where the project would be located.
2. Click on the “Layers List” icon  on the top bar and select the check-box next to “National Hydrography Dataset.”
3. Next, click on the stream in the area of your project. This will bring up a pop-up menu with the

words, “Flow Direction” . Select the > symbol on the right-hand side of this box, and records the FCode Hydrographic Category of perennial, intermittent, or ephemeral.

If you are not able to access this website and are unsure whether the stream is classified as a perennial stream, contact the Department for assistance.

C. Divert water from a stream that supports STE fish species

The third trigger, “*divert water from a stream that supports sensitive, threatened or endangered fish species,*” means that the project would withdraw water from a stream supporting specific fish species, or would withdraw water from a tributary to a stream that supports these specific fish species.

“Threatened or endangered fish species” refers to fish species listed as threatened or endangered under State or Federal Endangered Species Acts. A full list of these species can be found on the Oregon Department of Fish and Wildlife’s (ODFW) website, located at:

http://www.dfw.state.or.us/wildlife/diversity/species/threatened_endangered_candidate_list.asp.

“Sensitive fish species” refers to fish species listed under Oregon’s Sensitive Species rule (OAR 635-100-040). A full list of these species can be found on ODFW’s website located at:

http://www.dfw.state.or.us/wildlife/diversity/species/sensitive_species.asp

If you are unsure whether your project diverts water from a stream that supports sensitive, threatened, or endangered fish species, please contact ODFW’s Habitat Division

(<https://www.dfw.state.or.us/habitat/water/>).

¹ The category of streamflow (i.e., perennial, intermittent, or ephemeral) is generally derived from the National Hydrography Dataset (NHD), maintained by the US Geological Survey, and updated by multiple federal, state, and local agencies nationwide. To learn more about the map viewer and the data it uses, visit <http://nhd.usgs.gov/>.