2026 GRANT SOLICITATION

WATER PROJECT GRANTS AND LOANS

GRANT APPLICATION INSTRUCTIONS

Document Purpose

This document explains how to apply for a Water Project Grants and Loans **grant** from the Oregon Water Resources Department (OWRD). This funding source provides grants 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 503-979-9160.

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 about the funding process, identify any additional information that may be needed, discuss potential eligibility issues, and provide guidance on both the procedural and substantive requirements of the application, including how applications are scored. You must complete the sections identified in the grant pre-application conference checklist before requesting a pre-application conference and email a request at least two weeks prior to your desired pre-application conference date. Pre-application conferences will not be scheduled the week the application is due. See the grant pre-application conference checklist for more information.

Grant Application Instructions

Apply online at https://owrd.wizehive.app/program/wpgl. If you need assistance with the online portal, please contact grants staff at OWRD.grants@water.oregon.gov or 503-979-9160.

View a video introduction to the grant platform – *please note the video says grantees will be able to receive payments via ACH by entering the information in their profile. OWRD will not be using this feature of the platform.*

Other program resources are available on the Water Projects Grants and Loans, Applications, Forms and Guidance webpage. Complete each section in the online system following the instructions.

Application Sections

1. Project Information

Project Name: Please choose a project name which refers to the general location and describes the project type. Avoid using the applicant name/entity in the project name (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 requesting from OWRD to complete a project. Enter 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. Enter the total amount of the match funding in the space provided.

Match Funding %: This value will be automatically calculated based on your entries for Grant Funding Request and Match Funding.

Total Funding: This value will be automatically calculated based on your entries for Grant Funding Request and Match Funding.

Please select your Project Type(s): Please select 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.

If you select "Other" as a project type, please provide a short description of your project.

Table 2. Examples of eligible project types

Project type description
Conservation – A project which reduces 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). *Note:* 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

Project type description
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.
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.

2. Applicant Information

Please enter information for all required fields.

"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, OWRD 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 OWRD 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.

Select applicant entity type for both applicant and co-applicant (if applicable).

3. Eligibility 📋

Pursuant to Oregon Revised Statutes (ORS) 541.659, if an applicant is required to have a Water Management and Conservation Plan, it **must be submitted to OWRD** prior to department acceptance of a grant application. The application will be deemed ineligible if a required plan has not been submitted prior to the application deadline. The plan must **be approved by OWRD** before the project is awarded a grant. Please contact **wrd_dl_wmcp@water.oregon.gov** with any questions about Water Management and Conservation Plans.

Is either the Applicant or Co-Applicant required to have a Water Management and Conservation Plan? Select "Yes" or "No."

If yes, has the plan been submitted to OWRD? Select "Yes" or "No."

Has the Water Management and Conservation Plan been approved by OWRD? Select "Yes" or "No."

If no, do you anticipate the Water Management and Conservation Plan will be approved prior to the funding decision date? Anticipated funding decision date is June 2026

If you select "No" the project is not eligible for funding.

Provide a brief, one to two paragraph description of the water supply need that the project intends to address. 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 supporting data or reports that document the need. Attach supporting documents in the attachments section.

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.

4. Project Summary and Location 🗂️

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.

Please provide the following information on the project location.

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.

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

For the question below, please select the Watershed/Basin(s) for your project. Search here by address or coordinates for the HUC: *Statewide Hydrologic Unit Code Map*

Watershed/Basin HUC10. Select all that apply.

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 the ***Statewide Hydrologic Unit Code Map*** or OWRD's Water Rights Mapping Tool.

To find the information on OWRD's website, select *"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.

5. Project Details and Description

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, 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.

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.

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.

Project Tasks

Identify tasks necessary to implement the proposed project. If your proposed project receives grant funding, the tasks identified will be incorporated into your grant agreement.

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 for more information.

For each task address the following:

- Task #. Title. Please provide a title for the task (ex: Construction of XYZ)
- Task #. Schedule. State the approximate dates during which the task will be completed.
- Task #. Description. Provide a description of task activities: Include specific details of the task such as purpose, planned approach, and proposed methods.

Task Examples:

Task 1. Title: Installation of Irrigation System Infrastructure

Task 1. Schedule: 08/2026 to 10/2026

Task 1. Description: 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. Title: Legally Protect Conserved Water Instream

Task 2. Schedule: 12/2027 to 09/2028

Task 2. Description: Prepare and submit Notice of Completion and Request for Finalization to OWRD for Allocation of Conserved Water Application CW-99. Respond to any information requests from OWRD to facilitate issuance of Finalization Order and issuance of Instream Water Right Certificates.

If funded, when do you anticipate construction for the project will begin?

Provide the month and year you anticipate beginning construction.

If funded, when do you anticipate completing the project?

Note that successful applicants will not receive their grant agreement until Q3 of 2026. OWRD cannot reimburse for costs incurred prior to the effective date of the grant agreement. Projects should be completed within 3 years of the grant agreement's effective date.

Provide the month and year you anticipate completing the project.

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.

Project Measurements

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.

- Describe the method: Briefly describe what you will measure and what tools you will use. State the medium (pipe flow, reservoir releases, streamflow, tank levels) and the device or approach you will use—e.g., "electromagnetic meter on the intake pipe," "pressure transducer in a stilling well," or "SCADA stream-gage tied to the outlet valve." If more than one device is needed, list each one separately.
- Describe the timing: Explain when during the year measurements will occur. Typical phrases are "year-round," "irrigation season only (April 1 – October 31)," or "off-season winter monitoring." Mention any periods of special focus, such as "extra checks during peak-demand summer months."
- Describe the frequency: State how often the device records data and how often you will retrieve or summarize it. Common wording is "continuous 15-minute logging, downloaded monthly," "daily readings written in a logbook," or "semi-continuous (hourly) with quarterly data pulls." Make it clear that "continuous" refers to the device's logging interval, not the retrieval schedule.
- Describe the location: Identify where each measurement point sits in the project area. Reference recognizable features— "X River diversion pump," "Y Reservoir outlet," "Z-water tank"—and add coordinates or mile-markers if available. If multiple meters are involved, pair each description with its device so anyone can find and verify it on the ground. Measurement devices must be accessible to watermasters at all times.
- Reporting: Water diverted and used would be reported to OWRD annually or more frequently as may be required by OWRD.

Permits and Regulatory Approvals

Attention – All current, pending, or planned water right(s) needed or involved in implementing the proposed project must be identified for the application to be accepted as complete.

For assistance on querying water rights, please click here to access the Water Rights Information System (WRIS) help page.

Please identify which of the following statements apply to the water rights needed or involved in the project. Select all that apply:

- **Applicant holds the water right(s) needed or involved in the project**
- **Applicant has legal access to a water right needed or involved in the project and has been given permission to use the right(s)**

Water Right(s)

List all water right(s) needed or involved in the project in the table in the application, adding rows as needed. (If your project has more than 10 water right(s), please attach a table with this information in the attachments section).

See the information below for assistance in completing the table.

- **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.

Please indicate how the Place of Use for the water right(s) relates to the parcels that will benefit from the proposed project.

Select all that apply:

- **The project will benefit a subset of Tax Map/Lot IDs within the authorized Place of Use.**

  Select this option if your project will benefit some but not all of the tax lot IDs associated with each Place of Use (POU) for the described water right(s). 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 in Section 4 above.

- **The project will benefit all or most of the Tax Map/Lot IDs within the authorized Place of Use (e.g., district-wide project).**

  Select this option if your project will benefit all or most of the tax lot IDs associated with each Place of Use (POU) for the described water right(s). 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 in Section 4 above.

- **The project will deliver water to new Tax Map/Lot IDs outside the current Place of Use. If you select this option, please fill out Question 21.**

  Select this option if your project will benefit tax lot IDs that are **not currently** associated with the Place of Use (POU) for the described water right(s). 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 in Section 4 above.

Does your project require any new water right(s) for implementation? Select "Yes" or "No."

If yes, **Identify any new water rights needed for the proposed project.**

Complete the table adding any essential information describing needed water rights or status. If your project is an above-ground storage project, please see Section 10.a for requirements related to newly developed water.

See the information below for assistance in completing the table.

- **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 OWRD.
- **Application Number** – If the application has been submitted, enter the 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.

Are any permits or regulatory approvals needed to implement the proposed project? Select "Yes" or "No."

If yes, **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 in the attachments section.**

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.

If no permits or regulatory approvals are required, please provide an explanation.

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.

6. Public Benefits Instructions 📜

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. Provide evidence to support your claims. 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 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 five in each of the three public benefit categories during the evaluation process to be eligible for funding.

6.a Public Benefits: Economic Benefits 🌎

Economic Benefits – ORS 541.673(2)

Please answer questions 1 through 6. Refer to pages 6 through 8 of the Scoring Criteria document for application tips and scoring information.

6.b Public Benefits: Environmental Benefits 🌎

Environmental Benefits – ORS 541.673(3)

Please answer questions 1 through 6. Refer to pages 9 through 11 of the Scoring Criteria document for application tips and scoring information. See below for additional guidance on question 2.a.

2a. Does the project result in measurable improvement in protected streamflows? (Does the project propose to legally protect water instream?) Select "Yes" or "No."

Legal Protection of Water Instream

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. Projects are required to permanently dedicate water instream to score points for this question**. If awarded funding, the legal protection of water instream will be a condition of funding and part of the grant agreement.** If your project is an above-ground storage project, please see additional requirements that may be included in the grant agreement in Section 10.a. Contact the Grants Analyst for any questions about these grant conditions.

If yes, **Please select the transaction for the legal protection of water instream from the options below and complete the resulting table.**

- **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 the sub-question.

If yes, **Complete the table in the application and list the existing water right information of the source water right to be moved, protected, or transferred instream.**

Below are additional instructions regarding each field in the table.

- **Transaction for Legal Means of Instream Protection** – This should be the same option selected in the previous question (instream transfer, allocation of conserved water, above-ground storage release, below-ground storage release, or other).
- **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**
    - <u>If your project involves either an instream transfer, or Allocation of Conserved Water</u>: 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.

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 the percentage of 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).

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.

6.c Public Benefits: Social/Cultural 🌎

Social/Cultural Benefits – ORS 541.673(4)

Please answer questions 1 through 6. Refer to pages 12 through 14 of the Scoring Criteria for application tips and scoring information.

7. Project Budget Instructions 📜

Direct Costs are those that are assigned to the project tasks identified in the grant agreement. Please note that indirect costs are not an allowable grant expense.

Direct Costs fall into seven categories:

1. **Staff Salary/Benefits**
2. **Contractual/Consulting**
3. **Supplies**
4. **Materials**
5. **Travel**
6. **Equipment *(must be approved)***
7. **Other**

Matching Funds are the grantees' investment in a project. Match may be pending or secured at the application stage. Before grant funds are released, grantees must provide proof of secured match. Applications must demonstrate match that equals at least 25% of the grant funding request. Match can take two forms: cash match and in-kind match.

Instructions: Please fill out the tables below with information about the grant funds requested and match funds. Refer to the Grant Budget Procedures and Allowable Costs document for a description of budget categories, cash vs. in-kind match, and further guidance.

Notes:

- **In the column "Type of Match" please indicate whether the match is cash or in-kind**
- **In the column "Match Description" please include the match source name and whether match is pending or secured**

Example tables:

Staff Salary/Benefits:

Line Item	Description	Amount Requested	Justification	Match Amount	Type of Match	Match Description	Project Amount
Staff salary/ benefits	**Project administration**	**$5,000**	**Staff time for project implementation**	**$5,000**	**In-kind**	**ABC Organization - secured**	**$10,000**

Materials:

Line Item	Description	Amount Requested	Justification	Match Amount	Type of Match	Match Description	Project Amount
Pipe	**10,000 ft of HDPE pipe**	**$35,000**	**Convert 15 miles of open earthen canal to pressurized pipe**	**$15,000**	**Cash**	**NRCS WaterSmart Grant - pending**	**$50,000**

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.

7. a Project Budget 💲

Please enter all your project budget information in the tables below for Staff Salary/Benefits, Contractual/Consulting, Supplies, Materials, Travel, Other Direct, and Equipment respectively. The values of the Grant Budget, Match Budget, and Project Budget totals will be automatically calculated based on your entries in the respective tables.

After verifying the budget totals in section 7.a Project Budget, please ensure that these totals match the Grant Funding Request and Match Funding amounts you entered in Section 1 and the calculated Total Funding amount.

Note: The information you enter in section 7.a Project Budget will not automatically update the information in Section 1. Project Information.

8. Letter of Support Request ✉️

You have two options to provide letters in support of your application. You may either request an individual or organization to upload a letter of support on your behalf using this form or attach the letter(s) of support directly in the attachments section.

Note: If you request someone else to upload a letter via this form, your application will remain incomplete, and you will not be able to submit it until the letter is received. You can delete the request or send reminders by revisiting this section before submitting your application.

To use this form, click "Add Request", enter the name, role or title, and email address of the contact(s) in the form, then click "Send Request". You may request up to 10 letters of support. The system will send the following email to each contact:

> *Dear **[Contact Name]**,*
>
> ***[Organization Name]** is applying for a **Water Project Grants and Loans** grant from the **Oregon Water Resources Department** with applications due on **Wed, 21 Jan 2026 04:59:59 GMT**.*
>
> ***[Organization Name]** is seeking letters of support from community partners, stakeholders, or individuals who can speak to the value and impact of their proposed project.*
>
> *Please click the button below to upload a copy of your letter on their behalf before **Wed, 21 Jan 2026 04:59:59 GMT**.*

9. Attachments 📎

All attachments to the application must be numbered and clearly labeled. Ensure attachments meet the 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.

Required Attachments

Properties Impacted by the Project.

Please download this excel template, identify any properties that will be impacted by project implementation, add property ownership information, and indicate the types of activities that would occur on each property. Add rows to the template as needed. Please save the document to your computer, then upload the completed template.

Note: Each property impacted by the project must:

- **be identified on the Properties Impacted template,**
- **be shown on the site map you attach for the project, and**
- **have property access documentation provided.**

If you do not identify every property on the Properties Impacted template and map and attach the corresponding access documentation, your application will be deemed incomplete.

Below are additional instructions regarding each field in the Excel template.

Tax Map Number and **Tax Lot Number**– enter the Tax Map No. (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.

Ownership Type – Select 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).

Property Owner of Record – Enter the first and last name of the property owner of record. OWRD will verify this information with the County Assessor.

Activity – Identify what type of activity will occur on the site as part of project implementation. Select "yes" or "no" for "Access site," "Project Work," and "Ground Disturbing Activity." If there will be another impact on the site, please describe in the space provided under "Other Impact."

- "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.

- If applicable, identify the type and extent of ground disturbing activity in the space provided.

Did you attach the landowner agreement form? Verify that the landowner agreement form has been completed for each listed property.

Did you identify and label the property on the map? Verify that the property has been identified and labelled on the map.

1. Properties Impacted by the Project. Attach the completed excel template.

Site Plan Map

Please attach a site plan map(s) showing all the following items:

a. **Project area boundaries** – Outline the area on which the project would occur.

b. **True north arrow** – Include an arrow that points north.

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 the table identifying properties impacted by the project. Note: Each property where project work is planned must be identifiable on the map or your application will be deemed incomplete. -** 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 Attachment 1 – different labeling approaches can result in incomplete applications.

i. **Point(s) of Diversion and Place(s) of Use associated with the project (if applicable) –** Identify the point(s) of diversion (POD) for each water right, and the place(s) of use (POU) 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:

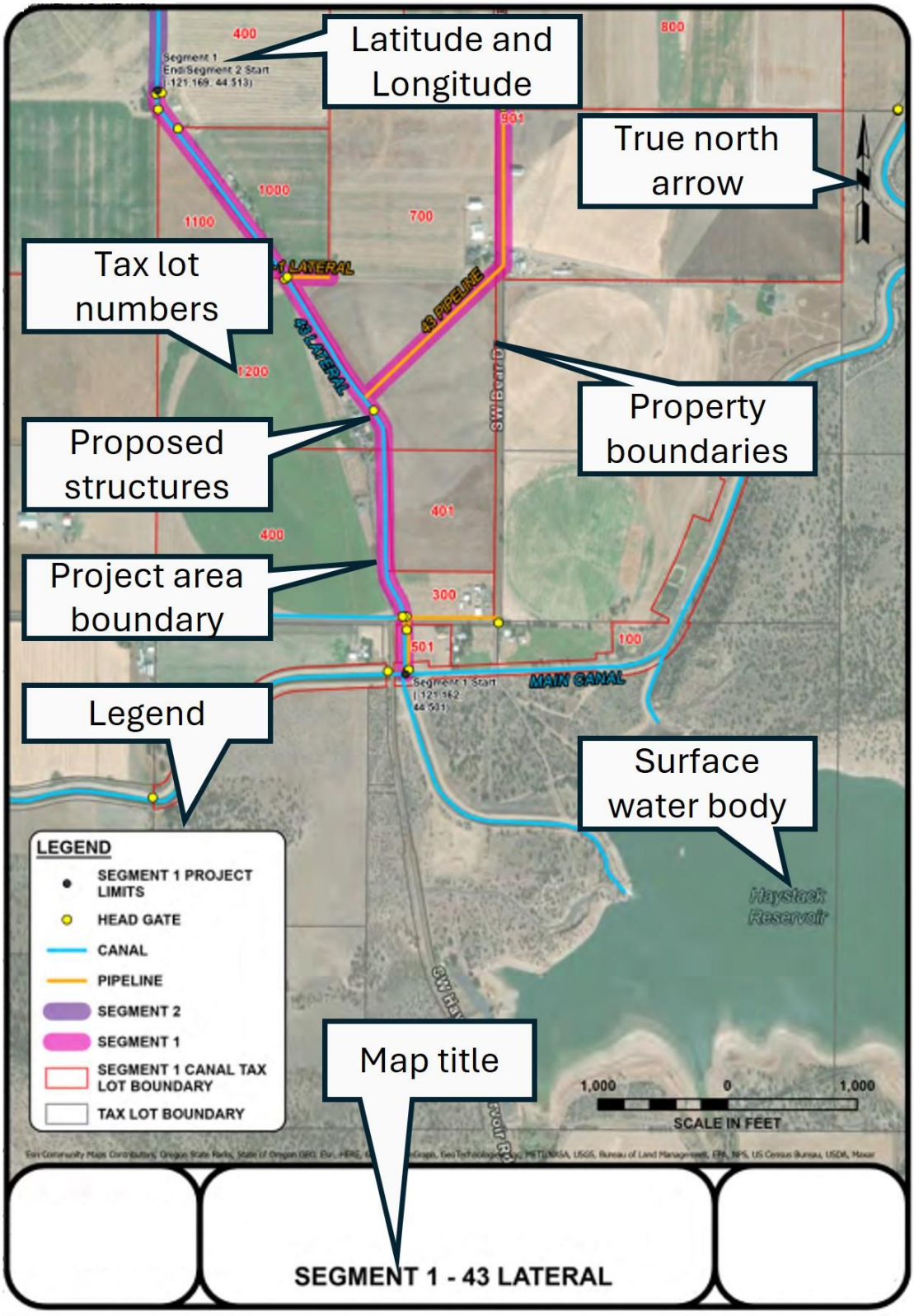
Water Rights Mapping Tool – allows the user to identify and view the POD and POU associated with each water right. If you use this option, simply submit an additional map, though be sure to identify which of the PODs and POUs are associated with the project.

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.

2. Site Plan Map. Attach the site plan map with all required elements.

Example map with all required elements:


Latitude and Longitude
True north arrow
Tax lot numbers
Property boundaries
Proposed structures
Project area boundary
Legend
Surface water body
Map title
LEGEND
SEGMENT 1 PROJECT LIMITS
HEAD GATE
CANAL
PIPELINE
SEGMENT 2
SEGMENT 1
SEGMENT 1 CANAL TAX LOT BOUNDARY
TAX LOT BOUNDARY
1,000 0 1,000
SCALE IN FEET
SEGMENT 1 - 43 LATERAL
MAIN CANAL
43 LATERAL
43 PIPELINE
SW Bend Rd
Haystack Reservoir

Property Access Documentation

For each property listed in the table identifying properties impacted by the project, attach a Landowner Agreement Form below.

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):

1. **Landowner is aware of and agrees to the proposal**
2. **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 Attachment 1 of all activities which would be conducted on the cited property.

You may list multiple properties on one form when the properties are owned by a single landowner entity.

For public lands, attach the landowner 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.

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.

3. Property Access Documentation. Attach the property access documentation for all impacted properties. You may attach up to 10 documents.

Match Funding Documentation

Please attach documentation of match funding that includes the following for all matching funding sources listed in the budget section.

For secured funding, you must attach a letter of support or other documentation from the match funding source (including match from your own organization). Documentation must:

- **Specify the dollar amount identified for this project,**
- **Describe the work to be accomplished through the match.**

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

- **Include the amount of match funding requested or anticipated,**
- **Include the project name,**
- **Note the date on which a funding application was or 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.

Applicants 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.

4. Match Funding Documentation. Attach match funding documentation for all secured and pending funding.

Optional Attachments

5. Letters of Support

6. Project Feasibility Documentation

7. Plans, Designs, and/or Engineering Specifications

8. Secured Permits and Regulatory Approvals needed to Implement the Project

9. Other

Certification 🖋️

I certify that this application is a true and accurate representation of the proposed work and that I am authorized to sign as the Applicant or Co-Applicant. By the following signature, the Applicant and Co-Applicant (if applicable) certify that they are aware of the requirements of an Oregon Water Resources Department funding award, have read and are aware of conditions within the example grant agreement on OWRD's website and are prepared to implement the project, if awarded.

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.

10. Storage-Specific Project Requirements 💧

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 below. Storage-Specific Project Requirements. If your proposal is for above-ground storage, *also* answer Section 10.a Storage-Specific Project Requirements: Above Ground Storage.

Identify Storage Project Type

See descriptions of above-ground and below-ground storage in Section 1 (Project Type) above.

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

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.

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).

Answer the following "Yes/No" questions about the storage project.

Will the project divert more than 500 acre-feet of surface water annually? Select "Yes" or "No."

Will the project impound surface water on a perennial stream? Select "Yes" or "No."

Will the project divert water from a stream that supports sensitive, threatened or endangered species? Select "Yes" or "No."

See **Appendix A** for instructions related to the three questions above.

If you answered "yes" to any of the questions above, 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. Please review the Seasonally Varying Flows handout for additional information.

OWRD will establish the SVF prescription after funding is awarded. For more information about this requirement see the Seasonally Varying Flows document or contact the Grant Analyst, Louisa Mariki, at 503-979-9160.

10.a Storage-Specific Project Requirements: Above Ground Storage

If you answered "yes" to any of the questions in Section 10, 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 below 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 review the Water Dedicated Instream for Certain Above-Ground Storage Facilities handout for additional information.

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%). Number must be 25% or higher.

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).

How does the project control the outflow from the reservoir? Please answer the following questions:

What infrastructure governs changes to reservoir outflow rates?

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

Are changes to outflow rate made automatically or by hand? Select "Automatically" or "By Hand/Manually"

Please explain changes to outflow rate.

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

Is water released into more than one stream? Select "Yes" or "No."

If yes, **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.

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.

Any there any other factors that limit the rate at which water is released from the reservoir? Select "Yes" or "No."

If yes, **Please explain 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.

Appendix A – For Storage Projects Only, Section 10.

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 Survey[1]. 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 OWRD 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.

[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/.

"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/).