



Feasibility Study Grants



Application Instructions

Document Purpose

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

Contact

If you have any questions about the Feasibility Study Grants Application, or wish to set up a pre-application conference, please contact the Grant Program Specialist, Becky Williams at (503) 986-0928 or Jon Unger at (503) 986-0869 or by email at fsgrants@wrd.state.or.us.

General Instructions

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

Grant Application Instructions

Download the application form [here](#) and fill in the application following the instructions below.

I. Study Information

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

Table 1. Tips for study names

Avoid	Choose Instead
City of Somewhere Reuse Study	[Geographic location] Reuse Study
[Farm Name] Above-ground storage study	[Location, Road, Nearest surface water name, or Landmark], Above-ground storage study

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Type of Feasibility Study: Please choose the project type(s) your feasibility study would evaluate. Your application may include a combination of project types used in conjunction to address your study goal. Refer to Table 2 (below) for a description of the eligible project types and example feasibility studies.

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

Table 2. Examples of eligible project types

Project type description	Example studies include but are not limited to
<p>Water Conservation – A project which eliminates waste or otherwise improves the water use efficiency. Efficiencies may be achieved by modifying the technology or method of diverting, transporting, applying or recovering water.</p>	<ul style="list-style-type: none"> • A study to quantify water losses associated with an open irrigation ditch including identification of solutions to reduce water loss • A study to assess the feasibility of installing more efficient irrigation methods such as conversion from flood irrigation to center pivot irrigation • A study evaluating methods to reduce water loss in a municipal system
<p>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 (e.g., shower and bath wastewater, bathroom sink water, kitchen sink wastewater and laundry wastewater), recycled water, (e.g., treated effluent from a municipal wastewater facility) and industrial wastewater (e.g., treated effluent from an industrial process, manufacturing or business, or from the development or recovery of a natural resource).</p>	<ul style="list-style-type: none"> • A study to assess the feasibility of using industrial cooling water to irrigate crops • A study to assess the feasibility of using municipal wastewater to irrigate a golf course
<p>Above-Ground Storage – A project for water storage in a reservoir. The study may assess a new above ground storage site or the feasibility of enlarging an existing reservoir. In most cases, the resulting project would require a water storage permit from the Oregon Water Resources Department.</p>	<ul style="list-style-type: none"> • A study to evaluate construction of an off-channel reservoir for agricultural purposes • A study to assess the feasibility of enlarging an existing municipal reservoir to meet future municipal water demand
<p>Below-Ground Storage – Storage in an underground aquifer. Current techniques may include injection of treated surface water into aquifers for later recovery of the water for municipal or agricultural use or discharge to surface water to enhance stream flow.</p>	<ul style="list-style-type: none"> • An assessment of an aquifer storage and recovery project for summertime municipal use or for eventual discharge to surface water
<p>Other types of storage – A project that would result in water storage, but does not fit within the above-ground or below-ground storage study categories.</p>	<ul style="list-style-type: none"> • A study to evaluate a project enhancing natural storage through improved wetland function or flood protection • A study to assess the feasibility of installing or replacing a municipal storage tank that would not require a water right permit

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

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

II. Applicant Information

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

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

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

III. Feasibility Study Summary

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

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

IV. Study Location

- 2. Please provide the requested information on the proposed study’s 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 study, but only one set of coordinates is required. Key features may include the location of a proposed dam, a point of diversion, the beginning and/or end points of an irrigation ditch that may be lined, etc. A

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simple way to collect latitude and longitude is to load Google Maps on your internet browser, zoom into your study location, click on the location of the key feature, and record the latitude and longitude on the screen for that point on the map.

- b. *County* – Identify the Oregon county or counties where the study would occur.
- c. *Watershed* – Identify the watershed within which the study would be conducted. The term “watershed” is sometimes used interchangeably with the term “drainage basin.”
- d. *Water Rights* – Please identify all water rights (applications, permits, certificates, transfers, leases, limited licenses, etc.) associated with the proposed study. For assistance identifying water right information, please visit the Department’s [Water Rights Information Query](http://www.oregon.gov/owrd/pages/WR/wris.aspx) page (<http://www.oregon.gov/owrd/pages/WR/wris.aspx>) or [Water Rights Mapping Tool](http://apps.wrd.state.or.us/apps/gis/wr/Default.aspx) (<http://apps.wrd.state.or.us/apps/gis/wr/Default.aspx>).

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

- a. *Feasibility study area boundaries* – Outline the area on which the feasibility study would occur
- b. *Project area (if project were to be implemented)* – Outline the area on which the project would be located if the project were to be implemented
- c. *True north arrow* – Include an arrow that points north
- d. *Map title and legend* – Include a title describing the map and a legend identifying the meaning of map symbols
- e. *Latitude and longitude* – Identify the geographic coordinates of the map area
- f. *Property boundaries* – Include boundaries of property ownership
- g. *Surface water bodies* – Include and label rivers, streams, lakes, etc.
- h. *Sampling locations (if proposed)* – Identify where sampling would occur if sampling is a component of the feasibility study

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

4. List who owns the lands on which the study would occur and would be impacted by implementation of the project in the table below. Provide evidence that you have authorized access to the lands on which the study would occur.

List the tax lot ID and landowner name of each parcel of land that may be impacted by the proposed feasibility study and implementation of the project (if it were to occur). Provide evidence that you have authorized access to the lands on which the study would occur. Evidence may include noting that the applicant owns the lands or has an

easement on the lands or letters from other landowners indicating the applicant has permission to access their property for the study.

V. Feasibility Study Specifics

A. Study Description, Needs, and Goals

Please note:

- Questions 5 and 6 are worth 20% of the application evaluation
- Questions 7 and 8 are worth 20% of the application evaluation
- Questions 9,10, and 11 are worth 10% of the application evaluation

5. Describe the feasibility study goal.

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

6. Describe how the proposed study would achieve the goal.

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

7. Describe the identified water need.

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

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

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

- Conservation – Identify and the associated water right (application, permit, lease, transfer, or certificate number) and the reliability of the current water supply.

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- Reuse – Describe the source of reuse water that would be utilized and provide evidence that this source would be adequate to meet the water need.
- Storage – For storage projects that require a water storage permit verify that water is available for storage using the Department’s water availability information (see text box below).

Surface Water Availability for New Allocations of Water

The following are steps applicants can take to explore whether surface water is available for a new diversion of water for a storage project. Note that other rules and regulations may impact water availability, including surface water availability impacts on new groundwater allocations. If you have questions, please contact the Department.

1. Open the Department’s [Water Rights Mapping Tool](#). Zoom in to the project location on the map. Select “Identify Non-Water Right Features” from the tool bar on the left of the screen, select the  button and click on the location of the proposed Point of Diversion (not Place of Use) on the map.
2. From the same tool bar on the left side of the screen, choose the “Hydrography” tab. Select the link highlighted under “WAB Analysis.” This will open the Department’s Water Availability Analysis page. Record the Watershed ID # as shown on the upper left-hand portion of the screen and include the Watershed ID # as part of your response to Question 8 in your application.
3. To identify available water within that location first, change the “Exceedence Level” from the dropdown menu on the right-hand side of the screen to 50% to assess how much water is available for storage. Then select the “Limiting Watersheds” button – located in the middle of the page – to identify the net water available for storage during each month the project would store water in your selected WAB. Download the table and include in the application. Please note if the values listed are consistent with the anticipated project needs.

9. Describe the level of community support, collaboration, and commitment associated with the feasibility study.

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

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

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

11. Provide a list of letters of support and attach copies of the letters to your application.

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

B. Study Key Tasks

Please note: Questions 12 through 17 (Section V. B and C and Section VI) are worth 50% of the application evaluation.

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

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

Task number. Key Task Title

- Task schedule: The approximate dates during which the key task would be completed.
- Description of key task activities: Key task descriptions represent the main body of information relative to the proposed study and how the goal is to be realized. Therefore, include specific details of the task such as task purpose, planned approach, appropriate technical information, proposed methods and rationale for the proposed approach.
- Qualified personnel that will complete task: Include a description of the professional experience, professional qualifications and licensure of personnel necessary to conduct the task.

Key Task Examples:

Task 1 - Water user project meeting

Task Schedule - August 2017

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

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

Task 2 – Field Survey of Current Irrigation System

Task Schedule – 4th quarter of 2018

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

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

13. Key Task Scheduling

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

C. Permits and Authorizations

14. Provide a list of any permits and authorizations needed to conduct the *feasibility study* and indicate the status of each in the table.

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

- The Department of State Lands and the Department of Fish and Wildlife have been contacted. Verification has been received that no permits are required to conduct the proposed study. That verification from the two agencies is included in the attached email exchange.
- The majority of the study will be conducted remotely. The site visits will involve taking pictures and gathering location information and will not involve removal of material or in-water work. The study is on private property owned by the applicant. No permits or authorizations are needed to conduct the study.

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

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

VI. Storage-Specific Questions

STOP: Is your study a Storage Project?
Yes? Then continue.
No? Skip this section.

Please note: Any applicant for a storage feasibility study that does not properly address Questions 16 and 17 may have their application returned as incomplete.

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

The questions listed are used to determine if the proposed project is required to study additional storage-specific elements. For a discussion of these triggering questions and how to address the required Storage-Specific elements, please refer to [the Storage-Specific Study Requirements: Application Guidance](#) document.

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

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

VII. Feasibility Study Budget

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

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

19. If Grant amount requested is \$50,000 or greater, identify the budget for each key task.

Key Tasks identified in Question 19 should be the same as the Key Tasks identified in Questions 12 and 13. Project management and administration is generally a component of key tasks and not considered to be separate key tasks. As mentioned above, see the Department's Budget Procedures and Allowable Cost document for further guidance and detail.

VIII. Match Funding

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

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

For secured funding, you must attach a letter of support from the match funding source that specifically mentions the dollar amount identified for this study. The funding amount referenced in the letter must equal the dollar amount shown in the table.

For pending resources, written documentation showing a request for the matching funds must accompany the application.

See the Department's [Budget Procedures and Allowable Costs](#) document for further guidance and detail on match funds. Match funds may include but are not limited to:

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