



OWEB *SMALL GRANT PROGRAM*

Small Grant Application Instructions 2011-13 Biennium

Revised August 2011

Applicants will likely not see big changes in the new application for the new biennium.

- **However, ALL applications for the 2011-13 biennium must be on this new form—old forms will not be accepted.**
- **Formatting**—Again this application is intended to be more user-friendly than the last biennium’s version. It has been formatted with text form fields. Just click in the gray area. They will expand as you type.
- **Duplication**—In an effort to eliminate duplication, some requests for information have been moved to the Restoration Metrics portion. However, in some cases, avoidance of duplication was not possible.
- **Budget**—The budget page is provided as a Word document and an Excel document—either one may be used.
- **Mapping**—In an effort to map Small Grant project locations as they’re funded, OWEB is requesting applicants to use specific mapping guidelines when providing your project site maps.

New Instructions:

Application Processing Information Box To be completed by the Small Grant Team (SGT) Contact

Small Grant Application Numbering—Assign each application a number, using the OWEB numbering system. **All applications, regardless of whether they are recommended or denied for funding by the SGT, should be numbered.** All applications received by the team must be retained by the team for five years. The first number is your SG Team #, the center number is the biennium (for the 2011-13 biennium it will be -12-) and the three digits at the end represent the number of grants you have received (e.g., 29-12-001, 29-12-002, 29-12-003, etc.).

Date Received/Date Acted on—Indicate the date the team received the application and the date the team actually decided whether to recommend the application for funding (Date Acted On). Please note—the date acted on plus 24 months will become the **completion date** in the project grant agreement (i.e., if the date acted on is 9-16-2011 the completion date in your Grant Agreement will be 9-16-2013.)

Recommended/Denied—Indicate whether the SGT recommended or denied the application for funding.

SGT Contact Signature: The team’s authorized representative (Team Contact) signature is required in the box.

I. GENERAL INFORMATION

OWEB Funds Requested/Total Project Cost—Fill in the amounts, rounded to the nearest dollar, do not include cents. The total project cost is the sum of the required match (25% minimum) plus the requested OWEB funding from the proposed project budget (**page 5** of the application).

Name of Project—Provide a name, five words or fewer, that can be used for the project on all related correspondence and agreements. Give the project a name that helps to define it. For example, “Rock Creek Watershed Rehabilitation,” or “JT Ranch Irrigation Efficiency.”

Project Location—Check whether your project occurs at a single site or at multiple sites. Identify the watershed(s) in which the project will occur. Identify the county or counties the project is located in. Identify the township, range, section (e.g., T1N R5E S12); if multiple TRS, include all. Identify the latitude, longitude coordinate (e.g., -123.789, 45.613) that represents the approximate center of your project area. Provide the 10-digit hydrologic unit code(s). The Oregon Explorer Advanced Mapping tool is a suggested online tool for acquiring all of this information, including creating a map. For guidance, go to <http://www.oregon.gov/OWEB/GRANTS/projectlocationguidance.shtml>.

1. Have you previously submitted an application to OWEB?—Mark “Yes” if you have previously submitted a grant application—either through OWEB’s Regular Grant Program or the Small Grant Program — for this project or a *similar* one on the *same* property. If “Yes,” note the grant number and explain.

2. Does this application propose a grant for a property in which OWEB previously invested funds for purchase of fee title or a conservation easement; or is OWEB currently considering an acquisition grant for this property? Check whether the project will be conducted on property with OWEB investments, i.e., fee title purchase or conservation easement. If yes, identify the project number assigned by OWEB.

II. CONTACT INFORMATION

Information in this section must be complete.

Applicant—ONLY tribes, watershed councils, or soil and water conservation districts are eligible to be Small Grant applicants. These entities may act on behalf of private landowners, not-for-profit institutions, schools, community colleges, state institutions of higher education, independent not-for-profit institutions of higher education, local agencies, state agencies, or federal agencies. Enter all contact information including the contact person.

Landowner—Provide the name of the landowner on whose property the project will be implemented. Enter all contact information. If there is more than one landowner, a cooperative landowner agreement is recommended. However, if a cooperative landowner agreement is not used, attach a separate sheet with contact information for each additional landowner, along with their signatures to attest to the conditions of the application. ALL landowners must either sign the application or a landowner agreement. A copy of the landowner agreement must be sent to OWEB with the application. If the application is recommended for funding ALL landowners must sign the Grant Agreement.

Project Manager for the Grantee—Identify the person who will shepherd the project from start to finish. This person will serve as OWEB’s main point of contact for the project, and in particular, will be responsible for securing signatures on the grant agreement, seeing that all signatories have copies, and making sure that all required attachments accompany the application and the Request for Payment form.

Fiscal Agent—Only those entities designated by the Small Grant Team in their bylaws/operating procedures are eligible to act as Fiscal Agents for a SG. Identify which of these entities will be responsible for tracking project income and expenses and for complying with the grant agreement terms. Enter all contact information. If the fiscal agent is also the applicant, you may write in “Same as Applicant” and leave the contact information blank.

Technical Contact—Identify the person who can answer technical questions about the project; for example, the NRCS agent who has worked with the landowner or applicant to develop the project. Enter all contact information.

III. PROJECT INFORMATION

Priority Watershed Concern addressed by the project—Check one only.

Small Grant Team Priority Project Type(s) addressed by the project—Refer to the list of eligible project types for your Small Grant Team Area (contained in your bylaws/operating procedures) in which your proposed project is located. Fill in **all** the eligible project types that apply to your proposed project.

1-a,b,c. Is the project consistent with local plan(s)?—Indicate if the project is consistent with the local watershed assessment or action plan, Agricultural Water Quality Management Area Plan, and/or any local conservation or stewardship plan (e.g., NRCS conservation plan or agreement, or a Forestry Stewardship Incentives Plan).

2. Describe the current watershed PROBLEM(s) you are seeking to address—Describe the problems, not the solutions. Discuss any known watershed related problems (e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc.). Again, the click in the gray area which will expand to allow you to type in your full information.

3. Describe the SOLUTION(S) you are proposing to address the current problem(s)—attach a site map, color photos, and (if applicable) project drawings or designs.** Describe the proposed solutions or practices (e.g., selective burning, seeding, reforestation, juniper cutting, bioengineering, etc.) in sufficient detail to communicate to the reader (including members of the Small Grant Team and OWEB) what you are planning to do and how the practices will address the problem identified in item III. 2. The emphasis should be on how implementation of this project will benefit the watershed, water quality, water quantity or fish and wildlife habitat. Where applicable, include the number and type of units to be treated by the project. For example, for a fencing project include information on the type of fence, the fencing materials and the length of the fence.

**Attach a map of the project site with sufficient detail to show the location of the work to be performed. The Oregon Explorer Advanced Mapping tool is a suggested online tool for information to help create a map. See guidance at: <http://www.oregon.gov/OWEB/GRANTS/projectlocationguidance.shtml>.

Provide maps on 8½" x 11" pages and include a legend. For mapping assistance you may contact Ashley Seim, OWEB GIS Specialist, at 503-986-0186, ashley.seim@state.or.us

Attach color photographs of the site showing current conditions. If doing construction or other engineered work, attach copies of preliminary project drawings or designs.

4. Technical Guidance Source—The project must use one of the approved technical guidance sources listed in this question. Check the technical guidance source used to design and implement the project. Fill in the corresponding Practice Code, or page and paragraph. Information on approved technical guidance sources is found on OWEB’s Web site:

http://www.oregon.gov/OWEB/GRANTS/smgrant_applicants_main_page.shtml#Technical Assistance Projects

5. Maintenance and Post-Implementation Monitoring—Long-term maintenance is the responsibility of the landowner. However, in the short term, the grantee may have an arrangement with the landowner to maintain and monitor the project and this should be shown here. Refer to the sample chart below to help you complete the chart in the application.

a) What aspects of the project will be maintained?—Maintenance is the general upkeep and repair of a project.

Who will Maintain?	What will be maintained?	How will it be maintained?	# of years / # of times/year
Landowner	Riparian Plantings	Clear brush around new plants, water	3 years 3x/year

b) What aspects of the project, will be monitored Post-Implementation? Post-project implementation reporting is required for Small Grants. Two years after project completion, the applicant is required to submit a Year-Two Status Report on a standard OWEB form. This report will indicate the post-implementation success of maintaining and monitoring the project for the two years following completion. Note here what (if any) additional aspects of the project will be monitored post-implementation.

Who will Monitor?	What will be monitored?	Cite monitoring protocols?	# of years / # of times/year
Name/Org.	Riparian vegetation survival	Oregon Riparian Assessment Framework; OWEB July, 2004	3 years Spring/Fall

6. Who will be responsible for writing the Year-Two Status Report?— Post-project monitoring (photo points and visual inspection) is required of all OWEB restoration grants and must include photo points and visual inspection. See the OWEB Guide to Photo Point Monitoring: <http://www.oregon.gov/OWEB/publications.shtml> **Technical Guidance Information**

Provide the name and contact information of the individual who will take responsibility for documenting the condition of the project two years after actual project completion date. (This date may be found on the OWEB database.) The individual should generally be either the Project Manager for the Grantee or the Technical Contact. The budget allows this person to be compensated for the report. The report form can be found on the OWEB Web page: http://www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml

7. Have the required permits been obtained for the project?—Indicate whether required permits for the project have been obtained, or if permits are not needed. List the permits that have either been issued (attach copies), or remain to be obtained. If permits are needed, copies of the issued permits must be provided to OWEB prior to the release of funds. If you have questions about general permit requirements and permit contacts refer to “A Guide to Oregon Permits” <http://www.oregon.gov/OWEB/publications.shtml> **Technical Guidance Information**

8. Is the project required as a condition of local, state or federal permit, order, or enforcement action (e.g., a manure storage and management project required by ODA permit)? Check appropriate answer.

9. Project Partners:—identify all anticipated funding sources--groups, volunteers, or agencies participating in the project and what they will do—List any agencies, volunteers, or groups who will assist with the design or implementation of the project and describe briefly what they will do and the estimated value. For example, indicate that the landowner will purchase plants and donate the use of his equipment, an NRCS employee will design the project, or student volunteers will plant the trees.

10. Project Budget Estimate—The budget is provided in both Word and Excel (separate document on website) formats. You may use either one or you may substitute another format using the same categories. Fill in the information requested in ALL columns. Refer to the sample budget on page 7. List the items, amounts, and sources of funding for expenses associated with the project. Include the dollar value of donated services and supplies in this table under the “Cost Share/In-Kind” column. List all items requesting OWEB funds under the “OWEB Funds” column. Fill in the amounts, rounded to the nearest dollar, please do not include cents.

Cost Share/In-Kind/Cash (Match)—OWEB requires at least 25% match funding; the Small Grant Team may require a greater amount of match. Match funding sources may come from other *non-OWEB* grants, cash donations, donated labor or services, and donated supplies or materials. **Other OWEB**

grants may not be used to satisfy the match requirement. The Secured Match form, with signatures, may either be submitted with the project application, or submitted with the first payment request. Please note: this evidence of secured match must be submitted to OWEB before funds will be released.

Description of Budget Line Item Expense Categories—Complete only the line items that apply to your project. Indicate the No. of Units and the Unit Cost wherever appropriate. Be sure to include information requested in the Description column. Refer to the **Budget Categories list** for definitions found at: http://www.oregon.gov/OWEB/GRANTS/smgrant_forms.shtml

Pre-Implementation—List the costs associated with project pre-implementation (e.g., project design, permits for the project, inspection of the project, film development, etc.). **To be eligible for OWEB funding these costs must occur after the Grant Agreement is fully executed, with the exception of fees charged by a city or county for processing the required Land Use form.** Project Design may not exceed **\$1,000**. Indicate the No. of Units and the Unit Cost wherever appropriate. Teams have discretion in deciding appropriate costs for production with OWEB approval.

Project Management—Includes costs associated with managing the project on-the-ground. Refers to oversight required to ensure satisfactory project implementation and completion and may include staff or contractors who coordinate these activities. Because Small Grant funding is limited, this budget item should be kept to 20% or less than the total OWEB funding request.

In-House Personnel—In-house staff, i.e. applicant employees for whom payroll taxes are paid. These costs may apply to work done on this project only. Describe what they will do.

Travel—Estimate the travel mileage for project implementation. Put a separate line item for each person, or groups of people, for whom you will be tracking mileage. Estimate the number of miles to be traveled and the rate per mile. For current rates go to: http://www.oregon.gov/OWEB/forms_linked.shtml#Regular_Grant_Forms_Documents Travel Rates

Contracted Services—List the labor that will be provided by *non-staff* (non-employees for whom you do not pay payroll taxes) for project installation, the estimated number of hours, and the cost per hour. State who will provide the work (**Expense Category column**) and what they will do (**Description column**). Examples of Contracted Services are equipment operators, **equipment rentals**, contracted work crews, tree planters, etc. *For planting projects only:* Labor associated with ensuring the plant establishment following project completion may be included in the project budget, not to exceed a total of **\$1,000** for two years. Teams have discretion in deciding an appropriate hourly rate for all contracted services with OWEB approval.

Supplies/Materials—List all the supplies and materials needed for the project such as fencing, pipes, seed, plants, boulders, logs, shovels etc. that are typically “used up” in the course of the project. Group similar supplies (e.g., boulders and logs, trees and shrubs) on the same line. Indicate the No. of Units and the Unit Cost wherever appropriate. Teams have discretion in deciding appropriate costs for supplies and materials. However, supplies and materials must be directly related to the on-the-ground work; OWEB funding for film, education and outreach materials, first aid kits, or interpretive signage is not allowed (funding up to \$200 for signs listing funding partners is allowed).

Equipment—Equipment purchases as defined in OWEB’s budget categories are ineligible costs in Small Grants. Equipment rentals belong in Contracted Services category. Purchases such as work gloves and shovels may be budgeted as Supplies and Materials.

OWEB Subtotal—Add up OWEB Funds column and enter the amount here (the Excel budget will do all subtotals automatically).

Fiscal Administration—The cost for fiscal administration may not exceed 10% of the grant award amount for direct project costs, showing in the **OWEB Project Subtotal** line. EXCEPT, if the OWEB Project Subtotal is \$2,000 or less, the fiscal administration may be funded up to **\$200**. Fiscal Administration also includes costs for film developing.

Year-Two Status Report—OWEB requires a post-implementation status report two years following the actual project completion date. (This date will be reflected on OWEB’s database, OGMS, after project completion.) This report may be budgeted for under the “OWEB Funds,” or the cost may be put toward the required 25% match funds. Enter the amount here, not to exceed **\$200**, for direct costs related to staff time needed to visit the project site once in year two and then to write the one-page report.

Project Totals—Add up the “Cost Share/In-Kind” column and enter the amount. Add up the “OWEB Funds” column and enter the amount (cannot exceed **\$10,000**). The total of the “Cost Share/In-Kind” column must be at least 25% of the total “OWEB Funds” column.

Signatures—***The applicant, landowner, and fiscal agent must sign the application.*** If more than one landowner is involved, the landowners may sign a team-generated cooperative landowner agreement instead. A copy of the landowner agreement must be included with the application to OWEB. **NOTE:** ALL landowners must sign the subsequent Grant Agreement.

Attachment Checklist—Include attachments as appropriate/required. Check the corresponding box once you have attached the item to the application.

OPTIONAL FORMS AT APPLICATION STAGE—Documents listed here (if applicable to your project) are **required**, but optional at the time the application and grant agreement are submitted.

However, it is recommended that they are obtained early in the process, as OWEB cannot release funds without the official sign-off on the appropriate documentation.

10. Project Budget- Itemize projected costs for each of the following "Expense Categories" that apply to your project. A minimum of 25% match--cost share--in-kind/cash (column 4) is required. See application

Sample Budget (Word)— Please Note: Either the Word or Excel (separate document on OWEB website) version of the budget may be used.

Fill in the amounts, rounded to the nearest dollar, please do not include cents.

Expense Category	No. of Units	Unit Cost	Cost Share In-Kind (Match)	OWEB Funds	Description-- <i>what will be purchased and who will provide it.</i>
PRE-IMPLEMENTATION (Design, permits, inspection, land use form — see application instructions)					
Planting and Fence Design	10 hrs	\$35	\$	\$350	Council
		\$	\$	\$	
PROJECT MANAGEMENT (Oversight of project implementation and completion)					
SWCD	10 hrs.	\$20	\$	\$200	
		\$	\$	\$	
IN-HOUSE PERSONNEL (Includes time devoted to <u>this project only</u> by applicant employees for whom payroll taxes are paid)					
		\$	\$	\$	
TRAVEL For current rates go to: http://www.oregon.gov/OWEB/forms_linked.shtml#Regular_Grant_Forms_Documents					
Planting crew	89 mi.	\$0.55	\$	\$49	Travel between office and project site
		\$	\$	\$	
CONTRACTED SERVICES (Work crews, establishing plants, equipment operation, equipment rentals etc.)					
Brush Hog Operation	8 hrs	\$25	\$200	\$	Landowner's time for operating equipment
Tractor Operation	10 hrs	\$25	\$250	\$	Landowner's time for operating equipment
Tree Planters	30 hrs	\$10	\$300	\$	5 FFA students planting trees
Fencing Labor	150 hrs	\$15	\$	\$2,250	3 contracted workers to install fence
Auger	8 hrs	\$40	\$	\$320	Rent auger to dig holes for trees.
Brush Hog	8 hrs	\$30	\$240	\$	Borrow from neighbor
Tractor	10 hrs	\$40	\$400	\$	Landowner's own equipment
SUPPLIES/MATERIALS (Seed, fencing, pipes, gravel, logs, plants, etc.)					
Trees and shrubs	600	\$0.50	\$	\$300	24" seedlings / 2-year shrubs = bareroot
Fencing Materials	1000 ft	\$1.20/ft	\$	\$1,200	4-strand barbed wire
		\$	\$	\$	
		\$	\$	\$	
SUBTOTAL			\$1,390	\$4,669	
FISCAL ADMINISTRATION (optional)				\$467	(\$200, or not to exceed 10% of subtotal)
YEAR 2TWO STATUS/POST IMPLEMENTATION REPORT (optional)			\$	\$200	(Not to exceed \$200)
PROJECT TOTALS			\$1,390	\$5,336	(Not to exceed \$10,000 in OWEB funds)

RESTORATION METRICS FORM

OWEB receives a portion of its funds from the federal government and is required to report how its grantees have used both federal and state funds. The information you provide in the Restoration Metrics form will be used for federal and state reporting purposes. Complete all portions of the form as they apply to your project and submit all pages (do not exclude any pages). Please provide specific values, do not enter values like “2-3” or “<100”. Enter your best approximation of what the project will accomplish. All of the data that you submit should be pre-project, and therefore, are proposed, not completed estimates of restoration metrics. If you have difficulty answering any of the questions, contact Cecilia Noyes (OWEB Monitoring - Performance Analyst and Reporting Specialist) at 503-986-0204.

Section 1 Project Overview. Answer all four (4) questions in this section. Refer back to your answers in Section III of the application for consistency of response.

Section 2 Project Activities. Provide values for each Project Activity applicable to your application.

Leave blank any Project Activity or metric line that is not appropriate to your application.

All data entered in this form should be what you **plan** to do with the project. Data about **completed** projects will be reported at the end of the project to the Oregon Watershed Restoration Inventory (OWRI). For each activity type where you enter metrics, **estimate** the percentage of the total cost of the project (OWEB and all other funding sources, shown on page 1 of this application) that applies to the activity. The sum of all of the activity cost percentages should equal 100%. Please distribute all administrative, project management and other general project costs among the various project activities when estimating percentages.

Example: A project will remove a fish passage barrier, place large boulders instream, and plant a riparian buffer. You would enter the appropriate metrics into the Fish Passage, Instream Habitat, and Riparian Habitat activity sections of this form. Then estimate the percentage of the total cost of the project for each activity. For instance: 20% towards Fish Passage activities, 25% towards Instream Habitat activities, and 55% towards Riparian Habitat activities.

Fish Passage Improvement: Additional instructions are provided for the fish passage metrics because they have been modified recently to meet state and federal reporting requirements. The fish passage metrics are separated into five sections (A through E). Sections A and B are metrics for road crossings that affect fish passage. Sections C and D are metrics for non-road crossing fish passage barriers and treatments. Section E summarizes the passage barriers and improvements reported in sections A-D.

Example 1: A project proposes to replace a culvert with a bridge and will improve fish passage to 1.5 miles of stream above the bridge. The culvert replacement is estimated to cost \$25,000; the estimated total project cost is \$75,000; you would enter the following:

Section A.1: Enter 1 culvert crossing barrier

Section B.2: Enter 1 bridge crossing installed/improved and 1.5 stream miles with improved access

Section E.1: Enter 33% of the total cost of the project for fish passage improvements

Section E.2: Enter 1.5 for the total miles of stream with improved access

Section E.3: Enter 1 for the total number of barriers removed or altered

Example 2: A project proposes to remove 3 culverts to improve passage to 5.5 miles of upstream habitat; replace a ford with a bridge to improve passage to 1.5 miles of upstream habitat; and replace a fish ladder at an irrigation diversion dam to improve passage to 20 miles of upstream habitat. Fish passage improvements are the only restoration activity to be conducted by the project; you would enter the following:

Section A.1: Enter 3 culvert crossing barriers

Section A.3: Enter 1 ford crossing barrier

Section B.2: Enter 1 bridge installed/improved and 1.5 stream miles with improved access

Section B.4: Enter 3 culvert crossings removed and 5.5 stream miles with improved access

Section C.1: Select Diversion Dam as the type of non-road crossing barrier to be treated

Section D.1: Enter 1 fish ladder installed/improved

Section E.1: Enter 100% of the total cost of the project for fish passage improvements

Section E.2: Enter 27 for the total miles of stream with improved access

Section E.3: Enter 5 for the total number of barriers removed or altered (this is the sum of the 3 culverts replaced, 1 ford replaced, and 1 diversion dam improved)

Section 2 Salmon/Steelhead Populations Targeted and Expected Benefits to Salmon/Steelhead

The information provided will be used by OWEB to better meet federal and state reporting requirements. Completion of this section is required but will not be used to evaluate this application for funding.

If this project is not specifically designed to benefit salmon or steelhead, [check the box and STOP here](#).

Targeted Salmon/Steelhead Populations: From the table, select one or more of the salmon ESUs (Evolutionary Significant Unit) or steelhead DPSs (Distinct Population Segment) that the project will address/benefit. For species where the ESU/DPS name is not known or determined, use the species name with unidentified ESU (e.g., Chinook salmon – unidentified ESU). Additional information on the designation and location of the Chinook, coho, chum and steelhead populations can be found at <http://www.nwr.noaa.gov/ESA-Salmon-Listings/Salmon-Populations/Maps/Index.cfm>.

Expected Benefits: Write a brief description of the goals and purpose of the project and how it is expected to benefit salmon/steelhead or salmon/steelhead habitat. This answer should be no longer than 2000 characters which is approximately 330 words. The following instructions explain how to determine the number of words or characters in Microsoft Word.

Microsoft Word 2007 word and character count: select the expected benefits answer text; select the Review Tab; in the Proofing Group select the Word Count.

Microsoft Word 2003 word and character count: select the expected benefits answer text (if you don't select any text Microsoft Word counts the words in the whole document); on the Tools menu click Word Count.

Examples:

- a) *This project will remove invasive weeds and plant native vegetation within the riparian zone of Spring Creek. These actions will reduce streambank erosion and sediment entering a stream that provides spawning habitat for summer steelhead. Excessive fine sediment has been identified as a factor limiting steelhead production in Spring Creek.*
- b) *This irrigation improvement project will reduce water removed from the Middle Fork Hood River. Low flows in this river negatively affect bull trout, winter steelhead, coho, and spring Chinook.*
- c) *This livestock manure management project will reduce nutrient run-off into a tributary of Calapooia River. The Calapooia River is a 303d listed stream and provides essential salmonid habitat.*
- d) *This project will replace a culvert that fully prevents upstream passage of adult and juvenile steelhead, juvenile spring Chinook and cutthroat trout to upstream habitat.*
- e) *This road improvement project will reduce sediment entering Cow Creek, Excessive sediment from roads have been identified as a factor in reduced coho production from this section of Cow Creek.*
- f) *This project will construct bioswales to filter sediments and pollution that enter Wolf Creek, a known salmon and steelhead stream. Water quality and excessive sediment have been identified as key habitat factors limiting salmonid production in Wolf Creek.*

If you have any difficulty answering the questions please contact Cecilia Noyes (OWEB Monitoring - Performance Analyst and Reporting Specialist) at 503-986-0204.