ODA Noxious Weed Grant
Online Grant Application Guidance

This document provides guidance for completing the
Oregon Watershed Enhancement Board - ODA Noxious Weed Grant online application.

Grantees apply online: https://apps.wrd.state.or.us/apps/oweb/oa/

OWEB

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Questions: Please direct questions to Tristen Berg, ODA Noxious Weed Grant Coordinator at 541-604-6580 or tristen.berg@oda.oregon.gov.

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ODA Noxious Weed Grant Program

Since 2010 the Oregon Watershed Enhancement Board (OWEB) and the Oregon Department of Agriculture have worked together to administer the ODA Noxious Weed Grant Program. It is a priority of the Oregon State Weed Board (OSWB) to fund projects that restore, enhance or protect fish and wildlife habitat, watershed function, and native salmonid or water quality. The implementation of a comprehensive watershed approach to integrated control of noxious weeds is the most effective strategy to minimize impacts and protect natural resources in Oregon from invasive noxious weeds. The goal of the OSWB is to fund as many high priority projects as possible with the available funding.

Application Offerings and Deadlines – closes December 15, 2022 at 5:00 pm

ODA Noxious Weed Grant
ODA County Noxious Weed Grant

Deadline is December 15, 2022 at 5:00 pm Pacific Time for the grant offering. Deadlines will be **posted on ODA's website and OGMS** (OWEB Grant Management System), and will be **announced by email in advance**.

ODA Noxious Weed and ODA County Noxious Weed Grant Timeline

RFP Open	October 25, 2022
Applications Close	December 15, 2022 at 5:00 pm
Grant Review/ Awards	February 2023 at OSWB Meeting
Grant Cycle for Approved Grants	February 2023 thru April 30, 2024

Eligible Applicants

A grant applicant must be a tribe, watershed council, soil and water conservation district, not-for-profit institution, school, community college, Oregon State institution of higher education, independent not-for-profit institution of higher education, or political subdivision of this state that is not a state agency. A state or federal agency may apply for funding only as a co-applicant with an eligible entity. An applicant must also have a Federal Employee Identification Number (FEIN). See OWEB Go Big Guidance on Budgeting in Grants for full requirements at https://www.oregon.gov/oweb/Documents/GoBIG.pdf.

How to Apply

OWEB no longer accepts paper applications for any grant offerings unless otherwise noted in the grant solicitation.

OWEB Grant Management System (OGMS) login

An OGMS login (username and password) is necessary to access the online grant application. An applicant must use his/her organization's login if one exists, as only one login per organization is allowed. If no login exists, the applicant may request one. OWEB verifies all username and password requests prior to creation.

Register and get information here: https://apps.wrd.state.or.us/apps/oweb/oa/Account/Register

Log in:
OWEB's online applications, including ODA Noxious Weed Grant application are available at
https://apps.wrd.state.or.us/apps/oweb/oa/Account/Login.aspx

ODA- Oregon Noxious Weed Grants

How to Define a Project

ODA/OWEB defines a project as all the related and relevant activities necessary for achieving the project's full ecological objectives, whether funded by OWEB or other sources. Applicants should not separate out OWEB and non-OWEB funded activities. Answers to all questions should reflect all proposed project activities regardless of funding source. The Budget and Match sections of the application provide space to designate funding sources for each activity.

Application Assistance

ODA Noxious Weed Staff are available to assist you in developing your proposal, feel free to contact anyone listed below.

Tristen Berg, OSWB Grant Program Coordinator- Tristen.BERG@oda.oregon.gov • 541-604-6580

Tim Butler, Program Manager- Timothy.BUTLER@oda.oregon.gov • 971-209-0423

Tom Forney, Projects Coordinator- Thomas.FORNEY@oda.oregon.gov • 503-986-4623

Joel Price, Biological Control Entomologist- Joel.PRICE@oda.oregon.gov • 503-385-6517

Regional ODA Noxious Weed Staff:

SE Oregon Bonnie Rasmussen • 541-493-2342 Patricia.RASMUSSEN@oda.oregon.gov Integrated Weed Management Specialist	SW Oregon Carri Pirosko • 541-291-2680 Carri.PIROSKO@oda.oregon.gov Integrated Weed Management Specialist
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Tips for Filling out an Application

- After you choose which application to fill out, you can download a template from the application homepage and fill out the template offline. You can then copy and paste narrative sections from the template into the online application. **The application template is only a tool and cannot be submitted in lieu of the online application**.

- The online application functions best with a high-speed internet connection.

- The online application currently supports the following web browsers:
  Internet Explorer (IE) 11   Firefox 45   Google Chrome   Safari

- You will need Adobe PDF Reader installed on your computer in order to view your completed proposal.

- Within the online system, the ⓘicon indicates that additional information is available. Click the icon to view the information.

- Some questions require you to click "Save." If you navigate away from a page before doing so, the data entered will not be saved and you will have to re-enter the information for that specific question. **When you click "save," the button will change from green to blue indicating that the information has been saved.**

- After 2 hours of inactivity, the application will time out and close. You will have to sign in again to return to your application.

- Some answers have character limits. There is a character counter in each text box where this applies. If you copy and paste from a word document/template, the text will be cut off at the character limit.

- Do not copy and paste any figures or tables into the text boxes. Instead, upload them as pdf to the "Uploads" section of the application.

- Do not upload large documents (e.g. monitoring plans), in the Uploads section. Instead, provide a link to the document within a relevant section of the application, such as the Problem Statement, Proposed Solution, or Wrap-Up.

- If you are looking for a particular term in the online application, use "Control + F" as a way to search on the page.

- To reduce duplicative reporting of proposed accomplishments, report each action under the most appropriate category based on the primary purpose of the action. Secondary purposes can be described in the Project Overview section, specifically under the Goal, Objectives, and Activities section.

- Do not report the same activity under multiple questions.

Chapter 2: ODA- Noxious Weed Grant Offerings

1. **ODA Noxious Weed Grants** -Projects are restricted to those that restore, enhance or protect fish and wildlife habitat, watershed functions, native salmonid populations or water quality. Grant applications are encouraged to be for on-the-ground weed control projects and must be for state listed noxious weeds. Applications may include research, survey, outreach or project design if required to complete the control portion of the project.

2. **ODA County Noxious Weed Grants-** To get access to county application - County applicants must contact Tristen Berg at tristen.berg@oda.oregon.gov with OGMS username to be added to the ODA County Noxious Weed Board applicant group.

Who is Eligible for Funding for County Funding:
- County Noxious Weed Programs (Preference may be given to counties with weed control districts under ORS 569).
- SWCD's and CWMA's may qualify if designated as the county weed entity by the County Commissioners.

ODA will continue to set aside a total of $500,000 a biennium for County Grants:
- Targeted for new innovative county noxious weed control projects, multi-phase projects are also allowed; or
- Support county noxious weed control programs in developing more innovative on-the-ground projects that will protect and restore water quality, fish and wildlife habitat and overall watershed health through active partnership building with SWCD's, watershed councils, and other state, federal and private land managers.

Goal for the ODA County Weed Control Grants is for counties to implement innovative projects that can help in building stronger county weed control programs, while meeting critical noxious weed control goals related to watershed health.

Project Requirements- for ODA Noxious Weed Grant

1. **The project must be for the management of state listed noxious weeds.** The OSWB establishes and maintains a list of "A" and "B" designated noxious weeds. ODA 2022 Noxious Weed Policy Classification https://oda.direct/NWPC

2. **Proposed projects shall include only plants listed on the State Noxious Weed List.** Examples of projects should include control, and may include survey, monitoring, prevention, restoration, and outreach.

3. **The project must demonstrate sound principles of integrated weed management to both protect and enhance watershed health.** Proposed activities should be proven methods that promote, enhance or protect natural resources.

4. **Projects should include on-the-ground control elements to be considered for funding.** Control must be completed within the timelines outlined within the grant cycle.

Project Criteria- for ODA Noxious Weed Grant

Noxious weed projects will be evaluated using the following criteria:

1. **Priority Weed-** Projects that relate to the control of weeds listed on the OSWB "A", "T", and "B" lists will be given priority. "A" and "T" listed weed projects will score higher than "B" designated weed projects, etc. *(Projects must be for state listed noxious weeds)*. Oregon Department of Agriculture Noxious Weed Policy and Classification https://oda.direct/NWPC.

2. **Cooperation-** Projects showing direct evidence of collaboration either by actual funds or in-kind funds between stakeholders and agencies may be given preferences over single-party projects. **A 25% match is required in order for projects to be eligible for funding. Other OWEB funding is not eligible for match toward OSWB grants.**

3. **Restoration-** Projects that include **not only control elements** but also elements of restoration will be given priority. An example would be to incorporate seeding and establishment of desirable vegetation on the control site.

4. **Planning-** Projects that are part a of weed assessment, comprehensive integrated action or monitoring plans are desirable. These plans can be for specific project or associated with existing Weed Management Areas, Weed Management Plans, Environmental Assessments, Watershed Restoration Plans, etc. Plans can be uploaded as a pdf, as Other attachment or reference link.

ODA Noxious Weed Grant Program Policies

1. ODA will not fund Grant administration **indirect costs that** exceed **10% of Modified Total Direct Costs** project costs for the grant.

2. ODA will only consider grant applications that identify specific project activities.

3. ODA grant applications will be considered complete as submitted. **Clarification of information may be sought from the applicant during the evaluation process but additional or new information will not be accepted after the application deadline. Mandatory materials: budget, photos, maps, match form and landowner lists are due at time of application.**

4. ODA will only enter into new grant agreements with prior grantees if all terms of earlier grant agreements have been fulfilled. This includes all terms of OWEB agreements as well.

5. ODA will consider grant applications that fund private consultant personnel services, only when such services are included as a component of a project proposed.

6. ODA may support multi-year grants for noxious weed control projects if projects are broken into identifiable phases that fit the given grant cycles and are submitted with the appropriate cycle. Projects will be reviewed on an interim basis to ensure that identifiable results are being accomplished as part of the overall project objectives. Continued project funding will be subject to availability of funds. OSWB will also consider previous project performance and priorities within each grant cycle.

7. Awarded grants will be subject to monitoring by ODA Noxious Weed Control Program as follows:

    Level one: All grants are required to include all verification of reports, documents, receipts and invoices submitted for activities relating to the project. This monitoring will be throughout the duration of the contract.

Level two: Selected grants will include on the ground site monitoring done by ODA staff. Grantee agrees to contact assigned ODA staff and Grant Coordinator at start of on-the-ground activities, this can be done via email, phone, or written notification. This monitoring will be throughout the duration of the contract.

Level three: Monitoring is to include all follow up activities that may be completed after the duration of the contract.

8. Once a grant agreement has been signed between grantee, ODA and OWEB, any changes to the original submitted proposal must be approved by ODA & OWEB, and amendments to the agreement shall be required.

9. Applicant understands that information submitted with this proposal will be available on OGMS.

10. **Payment Schedule:**

- Upon execution of the Grant Agreement, the Grantee will receive 50% of the grant award.
- Upon receipt and acceptance of the Interim Progress Report by the Department on or before **September 30,** 2023, Grantee will receive 25% of the grant award, if 50% of the first payment has been spent.
- Upon completion, receipt and acceptance of Project Completion Report by the Department on or before June **30, 2024**, Grantee will receive 25% of the grant award.

Chapter 3: ODA Noxious Weed Grant Applications

In this chapter
- Administrative Information- Abstract, location, permits, Racial and Ethnic Impact Statement, Insurance information and Sage grouse sections.
- Problem statement
- Proposed solution
- Wrap-up
- Budget & Match
- Uploads
- Permits

Administrative Section- THIS SECTION OF THE ONLINE APPLICATION IS THE SAME FOR ALL APPLICATION TYPES.

Contact Information
Applicant
This should be the individual who receives all correspondence about the project. See page 4 for information on eligible applicants. If this information needs to be updated, please contact OWEB.

Payee
This should be the person and/or organization who will be responsible for tracking, accounting for project funds, and compliance with the grant agreement conditions. If this information needs to be updated, please contact OWEB.

Project Manager
Provide the name of the person who should be contacted on behalf of the applicant about the technical aspects of the project during evaluation and project implementation.

Abstract
The abstract statement provides important reference information for the project and will be the first place ODA/OWEB staff and technical reviewers look to understand the location and components of the proposed activities. In crafting your abstract, make an effort to be clear and concise and to keep your description of the

proposed activities succinct. Provide an abstract statement for the project in 2,000 characters or less, and take care to address all 4 main parts of the abstract statement.

Identify the project location
Include the names of rivers, or watershed(s) impacted by the project; the proximity of the nearest town; and the county in which the project is located.

Briefly state the noxious weed issue, problem, limiting factor(s) to be addressed.
List the noxious weed issues/problems the project addresses, such as fish and wildlife species, habitat access, fish passage, altered habitat, water quality/quantity, invasive species or other concerns associated with addressing ESA-listed species.

Identify and briefly describe the restoration component(s) to be implemented. Briefly list the kind(s) of restoration actions being proposed (such as planting, reseeding or weed removal) and at what scale (number of miles or acres).

Identify project partners.
List partners directly involved in the project. For example, partner involvement could be by contributing technical advice, materials, labor or cash match. Using acronyms is acceptable.

Location Information
Mapping project
Map the point that best represents the approximate center of the project area where the most significant portion of the work will take place. Be sure to map the project within the correct OWEB Region (https://www.oregon.gov/OWEB/Documents/RPR-Contact-Map.pdf). If the project includes a sensitive location, such as sage-grouse habitat, use the applicant's address as the map point. For projects that address or include removal of fish barriers, place the map point on the location of the fish barrier to be addressed. For projects that occur over multiple sites, place the point on one of multiple sites where work will be conducted (ideally, a site centrally located in the project area). If no individual sites can be identified (i.e. habitat scoping or monitoring activities that occur over the extent of a watershed), then place the point in the center of the project area.

Ownership
Check the boxes that apply to the project and provide the information requested. OAR 695-005- 0030(4) states that "All applications that involve physical changes or monitoring on private land must include certification from the applicant that the applicant has informed all landowners involved of the existence of the application and has also advised all landowners that all monitoring information obtained on their property is public record. If contact with all landowners was not possible at the time of application, explain why."

Permits
Other than the land-use form, do you need a permit, license or other regulatory approval of any of the proposed project activities?   ODA Pesticides License is needed for herbicide applications.

Racial and Ethnic Statement

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a Racial and Ethnic Impact Statement.

Insurance Information

OWEB considers some projects to carry a greater risk to the organization, organization's employees, volunteers, and the community. These projects include working with hazardous materials, earth moving work around the footprint of a well, aerial application of chemicals, transporting individuals on the water.

- If Applicant's staff are applying herbicides or pesticides, a DAS Risk assessment tool is not required, but additional insurance is required.
- If Applicant is hiring a contractor for aerial application a DAS Risk assessment tool is not required, but additional insurance is required by the contractor.
- If an applicant's staff or volunteers are working with kids related to the project or staff are applying herbicides, additional insurance is required but a DAS risk assessment is not.

General insurance requirements apply to all grantees receiving construction, restoration, technical design, assessment, or monitoring project funds from OWEB. **Grantees must ensure all contractors and consultants hired under these projects to complete construction, restoration, technical design, assessment, or monitoring activities will also carry the minimum insurance types and amounts described below**. The minimum insurance requirements do not apply to contractors engaged in facilitation, data analysis, or website design. Contractor insurance limits do not apply to landowners when the grantee is contracting with the landowner to perform work on the landowner's property.

The insurance industry offers many types of insurance that can be purchased as add-ons to an organization's existing commercial general liability policy. Other types of coverage need to be purchased as stand-alone policies. Grantees may purchase specialized coverage as a stand-alone policy or as an existing policy rider.

TABLE 4: Insurance Required for OWEB Projects

Insurance Type	Minimum Amount
General liability	$1,000,000 per occurrence, $2,000,000 aggregate
Auto liability (maybe included as an endorsement on a commercial general liability policy)	$1,000,000 combined single limit

Specialized Insurance Requirements-

Some projects carry a greater risk to the organization, organization's employees, volunteers, and the community. On these more complex projects, grantees often contract the technical work out to experienced contractors. When contracting out the technical work, the grantee will only be required to meet the minimum OWEB insurance requirements, described in Table 4: Insurance Required for OWEB Projects. The contractor must carry both the minimum insurance requirements plus any required specialized insurance

TABLE 5: Insurance Types and Coverage Amounts

Insurance/Project Type	Minimum Amount	When Required
Pesticide or herbicide applicator coverage*	$250,000 per occurrence, $500,000 aggregate	All projects that involve applying pesticide and/or herbicide.
Abuse or molestation coverage*	$100,000 per occurrence, $300,000 aggregate	All projects when grantee's employees or volunteers for the grantee are working with children.
Transporting volunteers on water*	Should be explicitly called out as covered under the commercial general liability policy.	When the grantee transports stakeholders on the water as a part of the grant.

If a project includes any of these activities, the applicant must upload the DAS Risk Assessment found at https://www.oregon.gov/DAS/Risk/pages/index.aspx. See policy for additional information at https://www.oregon.gov/oweb/Documents/GoBIG.pdf.

Additional Information
Sage-grouse. If the project includes a sensitive sage-grouse location, use the applicant's address as the map point.

Drone Use-

A "drone" is as an unmanned aerial vehicle (UAV) and all equipment attached to it for safe and efficient operation. The combination of UAV and equipment is also known as an unmanned aerial system (UAS).

Drones are a recognized method for surveying restoration project locations, planning restoration projects, tracking progress during implementation, and monitoring results post-implementation. OWEB funds are eligible for drone-related expenses based on the guidelines outlined in this document.

Applicants/grantees must include a justification for drone-related expenses when applying. This includes explaining why the applicant/grantee needs drone-related expenses to enhance the project and the reason why purchasing or contracting drone expenses was chosen. See **OWEB Go BIG Guidance for more information**

Problem Statement
Weed species: List only state listed noxious weeds pertaining to this project. Create a separate entry per weed species.
Habitat: Only list one habitat type per noxious weed species. Select from the below:
- Riparian: within the "riparian buffer". Projects above the ordinary high-water mark of the stream, and within the floodplain of the stream, designed to improve habitat conditions.

- Upland: projects designed to reduce erosion, improve water quality, increase stream flow, promote native vegetation growth, and other watershed benefits. Projects such as urban, rangeland and forest outside of riparian buffers should fit within this designation.

- Instream: channel activities designed to improve aquatic habitat conditions.

- Estuary: is a partly enclosed coastal body of water with one or more rivers or streams flowing into it, and with a free connection to the open sea. Activities that are designed to restore, protect, or improve estuary habitat conditions fit this designation.

Treatment method
How are you planning on treating the noxious weed? List treatment methods that are planned. Some examples include: herbicide, bio-control, manual or other. If selecting "other" method, explain what is being proposed for treatment.

Net treatment acres
Please report net acreage by weed species that are planned for treatment. Avoid double counting acres where species overlap, estimate the acres of each species. For example: 20 total project acres were treated. Within this area 3 acres of only diffuse knapweed and 2 acres of only spotted knapweed were treated. In an area where the populations overlap, an additional 3 acres were treated. About half of the overlapping area was spotted and the other diffuse knapweed. Report: Total Project Area (Gross): 20 acres by Species (Net) -Spotted knapweed: 4.5 acres; Diffuse knapweed: 3.5 acres

Gross treatment acres
What are the total gross acres of the project area?

Herbicide(s) and rate?
List the types of herbicide(s) and rates that will be used for treatment.

Treatment timing
List the month or range of months when the treatment activity is planned for project. Example June-July
Have you consulted with an ODA staff about this proposal?
It is recommended that you consult with ODA staff in your region to discuss your prospective grant project before you start writing your proposal. Please list the name of the ODA staff member(s) that you spoke with.

Has this project previously funded by Oregon State Weed Board?
If yes what year(s) and provide the grant number. Provide an overview of past grants: past treatment successes and failures, need for additional treatment, estimated acreage for treatment over past grants, method of control and how this project relates to other projects within the area?

If no- If this is a new noxious weed project, provide an overview of your project. What does your project plan to accomplish? What noxious weed problems will be addressed. Include need for treatment, estimated acreage for treatment, method of control and how this project relates to other projects within the area?

Proposed Solution – Proposed Noxious Weed Project Overview

Identify your integrated pest management methods:
Select the integrated pest management methods that are planned for this project. All activities must be directly related to the proposed project. Check which type of control activities that you are proposing and check all that apply.

Is this project part of a designated weed district?
Indicate if the project exists within an established weed district as authorized under ORS 569, if you do not know the answer to this question contact any member of the ODA Noxious Weed staff.

Is the project part of an existing weed management plan?
Explain whether the work or site where work is proposed is specifically identified in an existing management plan. If yes, please be sure to include plan name, author, and date.

Is this a landowner reimbursement (cost share) project?
If this project will partially reimburse landowners for the cost of implementing noxious weed control, then a landowner list including name of landowner and acreage by weed species must be upload. If not all landowners have been identified at time of application, list landowners that have been identified and comment that full list will be provided at time of time reporting. Load document in .pdf format.

Goal, Objectives, and Activities

Applicants are encouraged to build from the problem statement and explain the vision and specific objectives for the proposed restoration project.

Goal

Goal statements should articulate desired outcomes (the vision for desired future condition) and the watershed benefit. A goal is a broad statement of what you wish to accomplish. Goals are broad, general, intangible, and abstract. A goal is about the final impact or outcome that you wish to accomplish with this project.

Objectives

List specific and measurable objectives. Objectives support and refine the goal by breaking it down into steps for achieving the goal.
The objective represents a step toward accomplishing a goal. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. Keep the following in mind when preparing your objectives:
• State your objectives in quantifiable terms.
• State your objectives in terms of outcomes, not process.
• Objectives should specify the result of an activity.
• Objectives should identify the target audience, community being served or natural resource benefit.
• Objectives need to be realistic and capable of being accomplished within the grant period.
• Objectives support and refine the goal by breaking it down into smaller steps. They must be worded in a specific, measurable manner demonstrating progress toward achieving the project goal.
☺**HELPFUL HINT:** Each objective should be **SMART**: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

Which elements of the project will Oregon State Weed Board funds be used for? List specific activity and timing of the activity.

List activities the grant funds will be used for, describe in detail those elements or parts of the project. List the activities and timing of the project include month and year.

How does this project relate to other projects being completed or planned (BLM, USFS or local projects)?

Does this project relate to work funded in part with another grant from BLM, USFS, local projects or OWEB (i.e. restoration, land acquisition, or technical assistance)? List the OWEB grant number and briefly describe the relationship to this proposal.

How does this project fit into the statewide and/or local weed management objectives? Identify the county weed listing priority if known.

Refer to the Oregon Noxious Weed Strategic Plan for a list of statewide priorities as well as the state weed policy and classification system for noxious weed listing priorities.

Wrap Up

Are there additional partners?

List additional partners- Almost all projects have the cooperation of landowners, professional advisors, organizations, federal, state, county and/or volunteers. Identify these entities, approximately how much time, and/or materials are they contributing? What is their role in completing the project? Be sure to list the amounts of other funds and the dollar value of donated services and supplies in the Match Funds section. Volunteer rates can be found at http://www.independentsector.org/volunteer_time

How will restoration be a part of your project? If restoration is not a component of this project please explain.

If seed is being purchased for restoration, an all states noxious weed seed test is required for reimbursement. A copy of the test results is required with the invoice. The cost of the test can be included in the budget under other expense. Weed free certified straw is also required. If restoration is not a component of this project please briefly explain why. Examples of restoration: planting native plants or re-seeding of a control site.

Does this project protect a high priority species or habitat? Please give a brief description of the species or habitat.

Please give a brief description of the species or habitat. For example, protection of habitat for federally listed threatened and endangered plant or insect species.

At the end of the project, how will it be determined whether the goals and objectives listed in application have been met? What elements will be monitored and by whom, how often and for how long?

Having a monitoring plan in place is important to the success of all projects. Provide a summary of plan you have for monitoring your project. How will it be determined whether the goals and objectives listed in the application have been met, or how will it be determined if the project is successful at the end of the project period.

What is the long-term plan for this project? Who will maintain the project after the grant and for how long?
Is there a plan for maintaining area after grant funding has ended?

Have you noticed impacts to noxious weeds in this project area that might be attributed to climate change?
If yes, briefly describe what you've observed.

Chapter 4: Budget

Before filling out the application budget, review OWEB's financial guidelines in the *Budget Categories: Definitions and Policy* document. https://www.oregon.gov/oweb/Documents/GoBIG.pdf

Salaries, Wages and Benefits

For in-house staff only, show each position title, estimated number of hours, and the cost per hour (including gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance).

Contracted Services

These are services provided by a separate entity under a formal financial agreement or landowners performing work on their own land. Contract costs should be broken out and should match the scope of work described in the application. Materials and supplies purchased and provided by the contractor, as well as contractor travel, should be placed here. **Do NOT lump all contract costs into one row**.

Materials and Supplies

Consumable items purchased by the applicant and used up during the course of the project go here. **Includes equipment costing less than $2,500**.

Travel

These are grantee expenses incurred getting to and from the project location, including mileage and per diem rates, and necessary conferences or training workshops related to the project. Current State of Oregon rates must be used. Out of state travel must have been pre-approved by OWEB's project manager.

Equipment and Software

This category includes portable, nonexpendable items with a useful life of two or more years, and a per unit **cost of $2,500 or more**. Equipment purchased with OWEB funds must be retained by Grantee after the grant closes. Grantee may request approval from the OWEB Project Manager to transfer the equipment to another entity.

Other

This refers to items that do not fit in the other budget categories, land use form signature costs, including meeting rental costs, permit fees, and project-specific printing. If additional insurance coverage is required for a project, the costs may be charged to Other. OWEB will not reimburse any costs associated with an individual's license or permit.

Indirect Costs

Indirect costs are overhead or administrative costs that cannot be readily identified to a specific project or function, but are actually incurred by an organization. They include expenses like facilities, rent, administrative time, electricity, and telephone.

10% *de minimus* rates

Oregon State Weed Board Grantees can select this option for an indirect cost rate. Grantees that select this method are not required to submit receipts for Grant Administration costs. If you are charging 10%, then you should select the 10% *de minimus* button and leave the override amount blank. If you are charging less than 10%, select the OWEB negotiated indirect cost rate button and fill in the correct percentage. Match for administration costs should be provided in the 'other' budget category.

Budget Narrative

OWEB staff and application review teams carefully review application budgets and may question how costs were developed. Use this section of the application to explain how project costs were estimated. Contract costs should be broken out and should match the scope of work described in the application.

If the budget includes unusually high costs and/or rates, provide justification for those costs and/or rates.

If the budget identifies a contingency amount for specific line item(s) within the Contracted Services and Materials and Supplies budget categories, explain the specific reasons a contingency is needed for each line item. Contingencies are line-item specific and cannot be used for other costs.

Funding and Match

Outside Funding Sources

Any additional sources of funding not being sought from OWEB can be categorized as either match or leveraged resources. All OWEB grants have a match requirement. **Match is defined as additional resources expended to further the grant objectives, as required by OAR 695-005-0020(6).** If you have questions about the eligibility of a certain match source, contact your Project Manager.
IMPORTANT: Match claimed for one OWEB grant may not be claimed for any other grant (either OWEB or another grantor).

Example
Grantee has a $50,000 grant from U.S. Fish and Wildlife Service. A portion up to $50,000 may be used as match for a single OWEB grant, or a portion of the $50,000 may be used as match for one OWEB grant and another portion as match for a second OWEB grant.

Projects that include more than OWEB funds and the required match utilize **leveraged** resources. Leveraged resources further grant objectives and are necessary to achieve the project's proposed outcomes, but are above and beyond what the grantee is claiming for OWEB's required match.

Funding Sources

Report the organizations/entities providing additional project funds. Once an organization/entity has been added, this information will be populated in the accompanying tables below (Amounts and Match) where applicants will have the ability to provide additional details.

Amounts

Report the type (cash, in-kind, volunteer) and amount of funding each organization/entity is providing for this project. If one organization/entity is providing multiple types of support, such as cash and in- kind services, each type must be reported separately.
The "Contribution Total" equals the total of all the funding sources from the amounts column in the Amounts table.

The "Non-OWEB Budget Total" equals the total of the "Cash Match Amount" and "In-Kind Match Amount" columns from the Budget page.

☺**HELPFUL HINT:** This section represents a new approach for OWEB to capture match and leveraged resource information. We recommend reading these instructions while working through the fields online.

Match

Report the amount of funding that will be used as OWEB match for the project. The "Match Total" totals all of the columns listed under "Amount as OWEB Match".
The "Percentage of OWEB Budget Amount" calculates the percentage match based on the sum of the "Amount as OWEB Match" column and the OWEB funding request from the Budget page.

Instructions for adding Funding Sources, Amounts, and Match

Funding Sources- Select "Create New Project Funding Source" to add a new organization/entity type. Applicants are required to provide the type and name of the organization/entity. The short description is optional.

Amounts- Enter amounts in each funding source row by selecting the appropriate button. Once the applicant selects "Save Changes," the amount will show up in the Amounts table and, if indicated, the Match table.

Add Cash- Enter the cash amount, a short description (optional), the contribution status (secured or pending), and select 'Match' if some or all of the amount will be used as OWEB match. Select "Save Changes."

Add In-Kind- This includes all non-cash services except volunteer hours, which are reported separately. Enter the in-kind amount, in-kind contribution type (labor or materials), a short description (optional), the contribution status (secured or pending), and select 'Match' if some or all of the amount will be used as OWEB match. Select "Save Changes."

Add Volunteer- This is for donation of an individual's time. Enter volunteer hours, volunteer rate (https://www.independentsector.org/volunteer_time), a short description (optional), the contribution status

(secured or pending), and select 'Match' if some or all of the amount will be used as OWEB match. Select "Save Changes."

Match

If the applicant selected "Attribute some or all of this amount as OWEB match," then the match information will show up in the match table. The applicant must then edit the "Amount as OWEB Match" column to report the amount of the funding that will be applied toward match for the project.

Chapter 5: Uploads, Attachments, Permits and Land Use Form

<mark>All uploads/attachments must be in .pdf format</mark>. Consider consolidating like documents into one .pdf, e.g. all support letters. Attach only the documents most relevant to the project. Reviewers have limited time to read large documents, but links may be provided if desired so reviewers can access additional information if they have questions. Required uploads/attachments are denoted with an asterisk (*).

Maps - **Required for OSWB Grants**. Upload at least **one color pdf project location map**. Additional detailed maps of the project site showing different project components help reviewers understand the whole project story.

Photos - **Required for OSWB Grants**. **Upload photographs in pdf format** to support project description. Ideally, upload a single document with a compilation of photos with two photos on each page. Label each photo and note what it illustrates, including a GPS location for each photo if possible. If the project is funded, pre-project photos will be required as part of the Project Completion Report. Guidelines for photo point documentation are provided on the OWEB website at https://www.oregon.gov/OWEB/ "Resources" then "Field& Technical Guide" then choose "Photo Point Monitoring".

Charts, Figures and Tables – optional for OSWB Grants upload as other. Figures and tables may be provided to support further understanding of the Problem Statement and Proposed Solution **upload as a .pdf.**

Secured Match Form

Applicants can submit a secured match form AND/OR letter(s) of support. Submit the OWEB match form with signed letters or agreements documenting secured match. Signatures must be from an authorized match representative. Letters of support must state the nature of the match (cash or in- kind) and dollar value. Forms can be found here: https://www.oregon.gov/OWEB/manage- grant/pages/payments-budget.aspx.

Support Letters

Provide letters from key partners, participating private landowners, or others. Letters demonstrating private landowner support are important.

Permits

Permit and license information provided in the application will be imported into the final grant agreement for the awarded grant. Applicants are responsible for verifying applicable permits, licenses, and General Authorizations required for the project, and can update information at grant agreement execution.

Land Use Form- Ownership

Check the boxes that apply to the project and provide the information requested. OAR 695-005- 0030(4) states that, "All applications that involve physical changes or monitoring on private land must include certification from the applicant that the applicant has informed all landowners involved of the existence of the application and has also advised all landowners that all monitoring information obtained on their property is public record. If contact with all landowners was not possible at the time of application, explain why."

Chapter 6: Verify and Submit

An application must be verified before submittal. The verification process will identify application sections that still need to be completed. The applicant can navigate to those incomplete sections by clicking the links provided. Items that still need to filled out on a page will be presented in big, bold type. **Once all items are resolved, a "submit" button will be presented.** For each activity type shown, which is compiled based on the activities selected earlier in the application, applicants will need to estimate the percentage of the total cost of the project (OWEB and all other funding sources) that applies to the activity. The sum of all the activity cost percentages should equal 100%. Applicants should distribute all administrative, project management, and other general project costs among the various project activities when estimating percentages.

Upon submittal, a .pdf of the application can be accessed at the online application homepage. **No changes can be made once the online application is submitted**. **If the applicant wishes to make changes after submittal, the application must be withdrawn and another application filled out online.** An applicant needs to contact their project manager- Tristen Berg, Tristen.BERG@oda.oregon.gov to withdraw an application.

Assistance with Application

Contact: Tristen Berg, Tristen.BERG@oda.oregon.gov or 541-604-6580