



# ***SMALL GRANT PROGRAM***

## **Information for Teams for 2013-15**

### **Review the Application Package (Team Contact)**

*The New 2013-15 Application Form is required and is available on the OWEB website*  
[http://www.oregon.gov/OWEB/GRANTS/pages/smgrant\\_forms.aspx](http://www.oregon.gov/OWEB/GRANTS/pages/smgrant_forms.aspx)

### **Application Processing by Team Contact—**

- Fill in the box on page 1 of the application:
- Number all applications received by the team, using the OWEB numbering system (Two digit team #—biennium 14—three digit project #, beginning with 001)

**Example: XX-14-001**

- Record the date the team received the application.

### **Confirm—**

- The project site is within the Team's Small Grant Area.
- The application is consistent with the team's Priority Watershed Concerns, eligible project types and OWEB *Small Grant Program Administrative Rules*
- The project administration does not exceed 10% of direct costs, OWEB subtotal (see budget page)
- A minimum of 25% match is proposed on page 4 and the budget page
- The Applicant and Fiscal Agent (if different) have signed the application
- The Landowner(s) has also signed the application or has signed a Cooperative Agreement (if so, a copy should be included with the application package)
- The Applicant has included with the application package all required attachments including a location map, color photos (see box on page 5 of the application).

**The following documents are optional at the application stage, but required prior to release of funds and may be included with the application package:**

- Secured Match Form, with signatures from authorized representatives for the required 25% match
- Land Use Form
- Copies of Permits, Irrigation Efficiency, Culvert/Stream Crossing forms, as required

## **Disposition of the Application**

### **If the application package is *incomplete*:**

- Contact the applicant regarding how and when to submit the missing information, OR
- Return it to the applicant with instructions regarding how and when to resubmit.

### **If the application package is *complete*:**

- Make a copy for each reviewer of the application, the project location map and photos, and, if applicable, site drawings/diagrams
- Attach the Team Evaluation form to the front of each package
- For juniper applications include the Juniper Checklist
- Remind team members of the next review team meeting date
- Send the package to each reviewer via mail or electronically
- Teams must act within 30 days of receiving the complete application

## **Team Application Review Meeting**

### **In the Application Processing Information box on page 1 of the application:**

- Record the date the team acted on the application
- Record whether the application was recommended or denied
- Sign at the bottom of the box (must be the contact person authorized in the Team Bylaws to sign off on applications on behalf of the Team)
- Teams must fill out the Juniper Checklist for all juniper applications and include it in the packet
- Take notes of the Team discussion
- Log all reviewed applications (recommended and denied) on the tracking spreadsheets
- Collect and attach Evaluation forms to every application, recommended and denied

- File recommended and denied applications, Evaluation forms, and discussion notes  
**Teams are required to retain these records for five years.**

### **Notify applicants of the team's action.**

- *If denied*, inform the applicant of the reasons for denial and the Team's process for resubmission, if applicable.

### **If the Team Recommends the Application for OWEB Funding**

#### **The Team writes the Grant Agreement:**

- Prepare the Grant Agreement, using the OWEB Small Grant boilerplate
- Remember the Project Completion Date on pages 1 & 7 must be 24 months after the Team "Acted on" date listed in the upper right box on the first page of the application. For example: An acted on date of November 9, 2013 would mean the completion date would be November 9, 2015
- Make two copies of the Grant Agreement. Obtain the necessary signatures (by rule all signatures must be obtained within 90 days of the first signature)
- Send the SIGNED Grant Agreement to OWEB along with the application package. At this time, the Grantee, in consultation with the project fiscal agent, may also send a first payment request. (See also Fiscal Agent Information.) ***However, OWEB can make no payments on the project until the Grant Agreement is fully executed (OWEB is the last signer).***

#### **OWEB Staff:**

- *Reviews the application package to ensure it is consistent with the Team's Priority Watershed Concerns and as well as with the Small Grant Program Administrative Rules,*
- *Approves or questions the team's recommendation (with the potential to deny an award if inconsistent with the above),*
- *Secures the signature of the Project Manager for the Board listed on page 1 of the Grant Agreement and files the original Grant Agreement,*
- *Sends signed copies to the Team Contact for distribution to the signatories.*

The Team Contact files a copy of the Grant Agreement with the corresponding application.

### **Grantee/Team Reporting Responsibilities and the OWEB Database**

Grantees and Teams should use the online OWEB database to keep track of report deadlines. The system provides a query that provides a “Forward Looking Days” feature to allow Grantees to anticipate which project reports are coming due.

<http://apps.wrd.state.or.us/apps/oweb/fiscal/default.aspx>

***Please note: Any outstanding report (Regular or Small Grant) will hold up a Grantee’s new Grant Agreements.***

## **Project Completion Reports/Documentation**

**Grantee provides the Fiscal Agent with:**

- A Completion Report with color photos including captions
- An Final Total Project Funding/Match form (replaces the Actual Match form)

*OR these forms may be submitted online*

[http://www.oregon.gov/OWEB/GRANTS/pages/final\\_report\\_guidance.aspx](http://www.oregon.gov/OWEB/GRANTS/pages/final_report_guidance.aspx)

- Invoices/receipts

AND

- Submits a Restoration Reporting form (OWRI) and map ONLINE

: <http://www.oregon.gov/OWEB/MONITOR/pages/owri.aspx>

**The Fiscal Agent adds the items listed below to these documents and mails the packet to OWEB:**

- A Payment Request form
- A Spreadsheet
- Any additional receipts/invoices

## **Year-Two(Y-2) Status Report**

Due two years after submission of the project Completion Report

***Again the online OWEB Database should be used to keep track of report deadlines.***

- The Grantee should contact the individual/organization listed in the application as responsible for the Year-Two Status Report. The report should be on or about two years after the completion report is submitted. ***It cannot be accepted after only one year.***
- The designated report writer submits the Y-2 Status report (with color photos) to the OWEB Project Manager for the Board in Salem, the Regional Program Representative for your area and to the Small Grant Team. OWEB may request follow-up information from the Team.

- The Team should review the report at the next Team meeting and may also require follow-up information.
- A copy of the report should be kept in the Team project file.

### **Team Reporting Responsibilities**

**A Team Biennial Report is due by August 30 of each odd numbered year (60 days after the end of the biennium). The 2013-15 report is due on or before August 30, 2015. It must be received and approved before a new Team Grant Agreement for the next biennium will be written.**

The form is available on the OWEB Web page.

[http://www.oregon.gov/OWEB/GRANTS/pages/smgrant\\_forms.aspx](http://www.oregon.gov/OWEB/GRANTS/pages/smgrant_forms.aspx)