



FOCUSED INVESTMENT PARTNERSHIPS

CAPACITY-BUILDING

Application: Instructions

GENERAL INSTRUCTIONS

1. Read these “Instructions for Completing the Capacity-Building Grant Application” before beginning your application.
2. Use Letter (8½" x 11") page size in your word processor. All materials included with the application should be **single-spaced** wherever possible.
3. The application form is **locked** and does **not** allow formatting changes. If you cut and paste text from another document into the form fields, bullets will be retained but bold and italic font face will not.
4. Complete application Sections I, II and III. **Section III of this application should be completed in 12 pages or fewer.**
5. Complete the required forms and attachments: Excel Budget Spreadsheet; Attachments A, B, C, and D.

SUBMISSION OF CAPACITY-BUILDING APPLICATION

Capacity-Building applications must be submitted to OWEB by the deadline of *November 2, 2015* via email only. OWEB is no longer accepting hard copy applications.

Email PDF of application and all attachments to:

gretchen.kirchner@state.or.us

IMPORTANT: The email subject line should begin “FIP Capacity-Building Application” followed by the Partnership name.

Applications must:

- Be compatible with Adobe Acrobat XI
- Have a maximum file size of 20 MB
- Include one PDF document with text recognizable by the computer (OCR, not just an image). Use the “Save As” function in Microsoft Word and choose “PDF” from the “Save as type” drop-down menu. If your version of Word does not support PDF, use a conversion program (such as pdfonline.com) to do so. For more information on text-recognizable PDFs, click here:
<http://computers.tutsplus.com/tutorials/how-to-ocr-text-in-pdf-and-image-files-in-adobe-acrobat-cms-20406>
- Be signed on page 1; print, sign, and scan this page. We prefer that this be included in the PDF document mentioned in the previous bullet, but you can send it as a separate attachment if needed.

When OWEB receives your emailed application, we will reply to confirm receipt. **Applicants are responsible for checking whether a response was sent by OWEB.** If you did not receive a confirmation email, please contact Gretchen Kirchner at 503-986-0105, or gretchen.kirchner@state.or.us.

Questions?

For assistance with creating pdfs, reducing file size, or submitting applications contact: Gretchen Kirchner, 503-986-0105, or gretchen.kirchner@state.or.us.

OWEB Staff Assistance

We encourage you to contact the program coordinator in your area for assistance in developing your proposal.

Central Oregon (Mid-Columbia region including the Deschutes basin) and Coast –
Juniper Davis, 503-986-0033 or juniper.davis@state.or.us

Willamette and Lower Columbia regions (Astoria to Hood River) –
Eric Williams, 503-986-0061 or eric.williams@state.or.us

Klamath Basin, Southern Cascades, and Eastern Oregon –
Eric Hartstein, 503-986-0029 or eric.hartstein@state.or.us

Focused Investment Partnerships – Capacity-Building

Focused Investment Capacity-Building funding is intended to support *existing* partnerships in their pursuit of building their capacity to partner at a high-performing level, and/or generate a new **strategic action plan** or enhance an existing one for an OWEB Focused Investment Priority. This support includes community engagement and outreach related specifically to these efforts. It does not include conducting new research, monitoring, and/or assessments. *Existing* partnerships are ones that include the necessary and sufficient partners ultimately to implement the partnership's **strategic action plan**. Partnerships may continue to evolve during the Capacity-Building period, but the core partners should have an existing working relationship prior to submitting a Capacity-Building application. Applicants must also demonstrate a strong commitment to meet Focused Investment Partnership criteria in the future, and clearly identify how this funding will help the partnerships meet those criteria. *Note: Receipt of Capacity funding does not guarantee Focused Investment Implementation funding from OWEB.*

Definitions (in bold throughout the application)

Core Partners – *Core partners* are defined as those who will bring substantial staff and/or resources to the partnership and will lead the implementation effort.

Strategic Action Plan – The *strategic action plan* is the partnership's best articulation of your aspirations over the long term and what will be required to achieve ecological uplift in your area. In essence, the strategic action plan will serve as the road map, or blueprint, for the partnership's restoration activities.

Restoration Actions – *Actions* refer to ecological restoration treatments that have specific aims, such as juniper treatment, culvert replacement, fish passage enhancement, or acquiring interest in land or water. *Restoration actions* contribute to producing **ecological outputs**, which in turn generate **ecological outcomes**.

Ecological Outputs – *Outputs* consist of the specific, measurable products or yields resulting from a **restoration action** or series of actions. Ecological outputs are typically achieved in the near term. For instance, outputs may include (but are not limited to) the total cfs restored to instream flow, the number of stream miles restored, the number of plants employed in re-vegetation, the number of fish barriers removed or fish screens installed. Collectively, *ecological outputs* contribute to positive changes in ecological process and function that lead to the achievement of **ecological outcomes** over the long term.

Definitions continued...

Ecological Outcomes – *Outcomes* constitute the broader vision of ecological uplift that may be attained through the achievement of an **ecological output** or series of outputs. Ecological outcomes are typically achieved over the long term. Outcomes may include (but are not limited to) water quality improvement, habitat connectivity, fish passage and reintroduction, and fish population increase.

Project – For purposes of this application, the *project* refers to the work for which you are seeking OWEB Capacity-Building funding.

For review purposes, OWEB will attach your partnership's letter of intent and associated map(s) attachments as part of the full application packet for reviewers to evaluate.

- If any of these items have changed since the submission of your letter of intent, attach updated materials and a letter with a brief explanation of the change(s).

Instructions: Section II

PROJECT SUMMARY

1. Project Summary

Upon completing your application, write a brief **project** summary (**200 words or fewer**). Organize the summary to address the following four points (see example below):

- Identify all core partners
- Identify the partnership's ecological outcomes
- Briefly state what the partnership intends to do with Capacity-Building funding, and
- State how the goals of the Capacity-Building funding align with the OWEB Board-approved Focused Investment Priorities.

Your summary is an overview of these points and is used by OWEB as a reference for the partnership and application. It is recommended that applicants complete this **Project Summary** following the completion of the application questions in Section III.

Example (179 words):

- *The Oregon Partnership consists of four core partners – ABC Land Trust, XYZ Watershed Council, LMN Soil and Water Conservation District, and the USDA Forest Service. All of these organizations and agencies have extensive experience operating in XX Watershed and possess the resources necessary to implement programmatic conservation work in the future.*
- *Ecological outcomes identified by the partnership include improved fish passage and water quality in XX Watershed to support the recovery of several listed resident and anadromous fish species.*
- *The partnership will finalize a strategic action plan outlining priority reaches and projects within the XX Watershed. Capacity-Building funds will be used to support travel for the partners, a literature search for determining priority reaches, and contracting for enhancing and finalizing the strategic action plan. Once the strategic action plan is complete, the partnership intends to apply for Focused Investment Partnership Implementation funding.*
- *The goal of finalizing the strategic action plan will ultimately support restoration of priority streams in XX Watershed, which in turn, will address the OWEB Board-approved Focused Investment Priority for Inland Aquatic Habitat for Native Fish Species.*

2. What does the partnership intend to do with Capacity-Building funding?

Check all boxes that apply as there may be overlap among these primary functions of Capacity-Building funding.

3. What type of support are you seeking?

Check one box only. Check whether you are applying for part- or full-time staff support, part- or full-time outside contract support, or both.

4. What are the proposed start and end dates?

Show the proposed start and end dates for the capacity-building **project**. DO NOT show start and end dates for any subsequent restoration projects.

5. In the table below indicate *estimated* funding requested for partnership Capacity-Building actions.

Show all anticipated funding sources, and indicate the dollar value for cash or in-kind contributions. Be sure to provide a dollar value for each funding source. The totals in this table should equal the totals requested in Section I of this application. **Funding estimates should be rounded to the nearest \$5,000.** In the “Leveraged Funding” column, indicate in parentheses whether the leverage is secured (S) or pending (P).

Capacity-Building funding is guided by the following parameters:

- \$150,000 maximum funding amount.
- Two-year maximum funding duration.
- Applicants must provide at least 25% match funding (cash or in-kind). Match funding should be directly related to the actions planned under the Capacity-Building project.
- A grant award for Capacity-Building funding does not guarantee future Focused Investment Partnership Implementation funding.

7. Have any conditions been placed on match funds from other sources that may affect project completion?

Indicate, for example, whether another funding source requires OWEB funds to be spent first or whether other funds are available only under certain conditions.

Instructions: Section III

PROJECT DESCRIPTION

These application questions and their answers are designed to guide applicants and reviewers through a logical process of understanding the structure and intent of the proposed Capacity-Building proposal.

Use the application form to respond to the questions. The text form fields will expand as you type.

Your answer to this section should not exceed 12 pages.

Capacity-Building Context

1. Identify the primary OWEB Board-approved Priority(ies) that the proposed Capacity-Building funding intends to address.

This answer should:

- Indicate all that apply (check all applicable boxes). Capacity-Building applications must address the OWEB Board-approved Priority(ies).
- *Note: Your partnership is not bound to only the Priority(ies) identified in this Capacity-Building application if you choose to submit a future Focused Investment Partnerships Implementation application.*

2. How do the ecological outcomes the partnership seeks to achieve following the completion of this Capacity-Building grant align with the OWEB Board-approved Focused Investment Priorities?

This answer should:

- Describe how each of the core partners demonstrates a relationship to the ecological issues in their area.
- Demonstrate a strong commitment of the partnership to meet Focused Investment Partnership criteria in the future, and how this funding will help the partnership achieve the next steps to meet those criteria.

3. Describe the partnership's working relationship, including communication and operational norms. If the partnership has any completed formal agreements (e.g. memorandum of understanding, management plan, or other guidance document), summarize the substance of the document(s), explain what the document(s) does for the partnership, and attach a copy of the document(s) to this application.

This answer should:

- Demonstrate how the partnership will avoid overlap and duplication of efforts and sort out appropriate institutional niches and implementation roles.
- Demonstrate that each partner has clear roles and responsibilities and accountability for both.
- Describe how the partners will provide for technology and knowledge transfer between partners and through key staff turnover.
- Describe the process by which a common vocabulary and communication norms has developed from continuous communication within the partnership.

4. Describe the lessons learned of individual core partners working in other partnerships and in partnership together, including current and past partnerships (it is not necessary to list the members of each partnership discussed). How have these lessons informed the current partnership's structure?

This answer should:

- Reflect the partner's ability to apply lessons learned from past experiences, either in other partnerships or in the current partnership related to this application.
- Illustrate that the partnership includes the 'right' partners to meet its objectives.
- Describe the degree of each individual partner's capacity to work in a collaborative partnership.

5. How do the goals of Capacity-Building funding build upon and address issues related to the core partners' partnership experiences in the past? How will the Capacity-Building funding strengthen the partnership?

This answer should:

- Demonstrate the partnership history and formal commitment and trust among partners.
- Explain why and how the current core partners were decided upon.
- Demonstrate an understanding of each partner's capacities.
- Demonstrate a balance among the capacity and resources that each partner is able to bring to the partnership.
- Demonstrate leadership within individual organizations and among the partnership.

Partnership Challenges

6. Discuss the challenges (not the solutions) facing the partnership that will be addressed with Capacity-Building funding. These challenges may relate to building the capacity to partner, elevating the partnership's current level of performance, generating or enhancing a strategic action plan, pursuing or strengthening community outreach and engagement, and/or other challenges related to the partnership's capacity to implement programmatic restoration actions.

This answer should:

- Describe the challenges (not the solution) facing the partnership. The challenges should be relevant to the partnership, not to individual partners.
- Explain the challenges related to the partnership, **strategic action plan**, and/or community limiting factor(s) that the capacity-building actions for which you are seeking support will address.
- Explain the process by which the partnership identified the problems to be addressed with Capacity-Building funding.

Capacity-Building Solutions

7. Summarize how the partnership will use Capacity-Building funding to address the challenges described in Question 6 above.

This answer should:

- Provide evidence of the commitment of the partners to work together to build the capacity identified in this proposal.
- Illustrate that the partnership has a clear vision and purpose for the Capacity-Building funding and that the proposed solutions are appropriate for achieving that vision and purpose.
- Demonstrate that the **project** is well defined and the funding need clearly articulated.

8. What criteria will the partnership employ to evaluate the success of the completed Capacity-Building period?

This answer should:

- Explain how the success of the completed capacity-building period will be determined.
- Describe how success will be measured.
- Demonstrate that the capacity-building approach is thorough and viable.
- Describe how the partnership will ensure the sustainability of its capacity-building goals.

9. Describe the deliverables that the partnership will generate and how they will help the partnership better achieve the ecological outcomes described in Question 2. How will these deliverables empower the partnership to implement future restoration at a programmatic or landscape-scale, as opposed to at the project scale?

This answer should:

- Describe the deliverables that the partnership will generate and how they will help the partnership better achieve the ecological outcomes described in Question 2.
- Explain how, with the completion of the Capacity-Building efforts, the partnership will be ready to begin program implementation.
- Describe briefly the process and schedule for implementing the restoration initiatives that will result from a FIP Capacity-Building grant.

For question 10, only one is required but answer all that apply:

10A. If the partnership intends to use Capacity-Building funding to elevate the partnership's current level of performance, describe how that will occur (i.e., specific actions, assistance, tools, etc.).

This answer should:

- Demonstrate that Capacity-Building needs have been accurately identified.
- Demonstrate that the proposed use(s) have a clear purpose and will be effective for this goal.

10B. If the partnership intends to produce a strategic action plan, describe the partnership's vision for that plan. Explain how Capacity-Building funding will be used to develop the strategic action plan. How will the partnership's strategic action plan align with other plans locally, regionally, and statewide?

This answer should:

- Demonstrate that Capacity-Building needs have been accurately identified.
- Demonstrate that the proposed use(s) have a clear purpose and will be effective for this goal.
- Explain how the development of a **strategic action plan** will align with future restoration that works to achieve the ecological outcomes described in Question 2.

10C. If the partnership intends to *enhance* a strategic action plan, describe the current status of the existing plan. Explain how Capacity-Building funding will be used to enhance the strategic action plan. How will the partnership’s strategic action plan align with other plans locally, regionally, and statewide?

This answer should:

- Demonstrate that Capacity-Building needs have been accurately identified.
- Demonstrate that the proposed use(s) have a clear purpose and will be effective for this goal.
- Explain how the development of a **strategic action plan** will align with future restoration that works to achieve the ecological outcomes described in Question 2.

10D. If the partnership intends to address community engagement and outreach relative to any of its capacity-building pursuits, describe the community engagement and outreach actions to be employed and who the partnership needs to engage in order to be successful. Explain how these actions will ultimately help the partnership pursue its desired ecological outcomes.

This answer should:

- Demonstrate that Capacity-Building needs have been accurately identified.
- Demonstrate that the proposed use(s) have a clear purpose and will be effective for this goal.
- If community engagement and outreach is related to development of a strategic action plan, explain how the development of a **strategic action plan** will align with future restoration that works to achieve the ecological outcomes described in Question 2.

For question 11, answer 11A and 11B if you answered either question 10B or 10C above:

11A. What recovery, conservation, and/or other key plan(s) will the partnership use to assess baseline conditions that will inform the desired ecological outcomes that the partnership will seek to achieve?

This answer should:

- Incorporate a review of the Focused Investment Priorities adopted by the OWEB Board at the April 2015 Board meeting and reference the appropriate recovery, conservation, and/or other key plan(s) cited within the Priority summaries, in addition to any other sources applicants may have available.

11B. How will the partnership use this baseline information to inform its desired ecological outcomes and strategic action plan?

This answer should:

- Explain how the status of baseline information regarding ecological conditions in their geography informs the ecological outcomes that the partnership will address in its **strategic action plan** and seek to achieve in the future.
- Explain how baseline information will be used to track the progress of programmatic conservation work in the partnership’s geography.

12. Provide a detailed timeline of steps for partnership Capacity-Building actions. Be sure to state the month (or season) and year for each action shown in the timeline. Note that Capacity-Building grants have a maximum two-year funding period.

This answer should:

- Consider using a table similar to the one below that outlines the major steps of the **project**. You may provide more detail than is represented in this example.
- Feature a timeline that is realistic and demonstrates that the appropriate steps for achieving the Capacity-Building goals have been addressed.
- Demonstrate that the sequence of capacity-building actions is appropriate for achieving the goals of the **project**.

Example for Strategic Action Plan Development and Outreach:

Project Stage and Phases	Start Date	Description
OUTREACH		
Phase 1	Fall 2015	Develop RFP and select contractors for facilitation
Phase 2	Winter 2016	Contract for facilitation, initial meetings held with key local organizations
Phase 3	March 2016	Initial outreach meeting with local community
STRATEGIC ACTION PLAN DEVELOPMENT		
Phase 4	August 2016	First draft of Strategic Action Plan developed; partnership roles and responsibilities identification complete
Phase 5	September 2016	Outreach mailings and second meeting with community
Phase 6	November 2016	Strategic Action Plan presented to participating Boards; Board members sign off on roles and responsibilities development
Phase 7	January 2017	Strategic Action Plan final draft complete – sent to Boards for review and signature
Project Completion	March 2017	Strategic Action Plan complete. Begin work to implement plan and apply for FIP Implementation funding

13. What specific Capacity-Building expertise will be required? If you are using outside expertise (e.g., a facilitator), how will the provider be selected and supervised? If your expertise is in-house (e.g., provided by one of the core partners), describe how the internal staff meets the requirements needed and how staff will be supervised.

This answer should:

- Discuss how guidance and supervision will be ensured (e.g., weekly meetings, team review of and feedback on drafts, etc.).
- Demonstrate to reviewers that there is a plan for assuring quality control for the design phase and/or timely delivery of products and services.
- Demonstrate that the partnership has accounted for all areas of needed assistance and has clearly researched and determined the optimal level of expertise.

For question 14, **after completing** the Budget Tables in Section IV of this application answer each of the sub-questions below:

14A. Explain the rationale for why funding is distributed among the Capacity-Building actions shown in the budget as it relates to expanded partnership capacity.

This answer should:

- Demonstrate that the partnership is pursuing the appropriate actions to achieve Capacity-Building goals and that funding request amounts are appropriate for those actions.

14B. Describe potential sources of leveraged funding that the partnership might pursue and the funding that might be obtained from those sources. This response should align with the budget table information outlined above.

This answer should:

- Demonstrate the partnership's capacity to procure leveraged funding.
- Illustrate the degree of support that the proposed capacity-building funding effort is receiving from sources other than OWEB, as well as the partnership's commitment to the capacity-building effort.
- Demonstrate that the partnership has the capacity to leverage funding for implementation beyond the capacity-building funding period.

14C. Address any details or nuances of this funding allocation that might not be apparent in the table but are important for OWEB staff and reviewers to know.

This answer should:

- Address any considerations that may not be well represented in the questions or budget tables requested in this application format.

Instructions: Section IV

Budget

Capacity-Building Budget:

As of December 26, 2014, the Federal Government released the Uniform Administrative Requirements (OMB Super Circular) that combines eight grant related circulars into one document (2 CFR). This document applies to federal agencies that make federal awards to non-federal entities which can flow down to sub recipients. In light of these changes, please review OWEB's Budget Categories Definitions and Policies before filling out your application budget. Review the full list of OWEB budget categories, definitions, ineligible activities and policies by going to our website and navigating to the [forms page](#).

Application budgets must justify line item costs by including appropriate unit costs shown. For all budget categories and associated line items, OWEB reserves the right to make adjustments. If you have questions or seek clarification, contact your OWEB Project Manager.

Calculating Payroll Costs for Salaries, Wages and Benefits

If you are requesting actual payroll costs, see the example below to calculate the budgeted payroll costs. For more information, go to our website and navigate to the [forms page](#) to view the Employee Payroll Budgeting and Billing Instructions.

Example

First, calculate hours *actually* worked in a year:

365 days in a year
Less 104 weekend days
Less 14 vacation days
Less 10 days sick leave
Less 8 holiday/personal days
Equals 229 work days, or **1,832 hours actually worked in a year**

Next, calculate annual direct payroll costs:

Direct Payroll Categories	Annual Direct Payroll Costs
Wages	\$30,000.00
Medical insurance	\$7,200.00
Dental insurance	\$1,200.00
Retirement benefits	\$1,200.00
Workers' comp premiums	\$600.00
Employer State Unemployment (2.4%)	\$720.00
Employer Federal Unemployment (0.8% on first \$7,000)	\$56.00
Employer Medicare taxes (1.45%)	\$435.00
Employer Soc Sec taxes (6.2 %)	\$1,860.00
TOTAL ANNUAL DIRECT PAYROLL COSTS	\$43,271.00

Finally, divide the Total Annual Direct Payroll Cost (\$43,271.00) by the total number of hours actually worked in a year (1,832) to get an hourly rate of \$23.62 (This rate will allow you to charge for payroll accruals and have the money available when the employee actually takes sick, vacation, or holiday/comp time leave.) Rates may be recalculated as actual payroll costs change.

Completing the Budget Worksheet

An Excel budget is now available and will calculate your totals and round the totals to the nearest dollar. **Download the Excel budget, complete it, create a pdf of it, and insert the budget into the application after Section III Project Description.**

Columns. Itemize **project** costs under each budget category in Column A. Identify units used (number of items, length, volume or weight of item) in Column B. In Column C provide the unit cost for each item listed. Show the amount you are requesting of OWEB in Column D. Show the amount of *cash* match (Column E) and show dollar values for *in-kind* funds (Column F). Refer to the Match Funding Form in the application for an explanation of allowable match. Add Columns D, E, and F to arrive at total costs for each line item in Column G.

Rows. Under each budget category (shown in bold in the first Column), insert itemized **project** costs, as applicable. Work across Columns, showing costs, as appropriate. After all rows are completed, total the amounts in Columns D, E, and F, and show the total costs in Column G (the last Column). Be sure that the totals for Columns D and G (shown in the last row “GRANT BUDGET TOTAL”) are the same as for the “OWEB funds requested” (Column D) and the “Total cost of project” (Column G) shown in Section I of the application.

Selecting a Grant Administration Billing Method (Attachment C of the Application)

As of December 26, 2014, the Federal Government released the Uniform Administrative Requirements (OMB Super Circular) that combines eight grant related circulars into one document (2 CFR). This document applies to federal agencies that make federal awards to non-federal entities which can flow down to sub recipients. Non-federal entities must comply with the Super Circular whether they are recipients or sub recipients. OWEB has worked with its primary federal agency, NOAA, to clarify the Circular for the treatment of indirect costs, matching funds and eligible grantees.

OWEB no longer considers grant administration a direct cost; grant administration charges must be paid for from indirect charges. When applying for funding, an applicant must check only one box on Attachment F to indicate which billing method will be used for this grant.

Federally Negotiated Indirect Cost Rate: Organizations that have previously negotiated or currently have an approved indirect cost rate with a Federal (cognizant) agency will be allowed to use it for their grants.

Federally Accepted de minimis indirect rate: Organizations that have never received a federally negotiated indirect cost rate will charge a flat de minimis indirect cost rate of 10% of modified total direct cost (MTDC) with no receipts required.

OWEB Negotiated Indirect Cost Rate: Organizations that do not currently plan to obtain a federally negotiated indirect rate will be allowed to negotiate a rate of up to 15% of modified total direct costs (MTDC) with OWEB. Receipts will be required for rates above 10%.

Instructions: Attachments

Attachment A: Match Funding Form

OAR 695-005-0030(3) states that “All applicants shall demonstrate at least 25% match is being sought on a form prescribed by the Board, based on the total Board grant request, at the time of application.” An applicant may not use *another OWEB grant* to match an OWEB grant; this includes ODA Weed Board projects because they are funded through OWEB grants. Match funding for OWEB funds requested need not be *secured* at the time of application, but you must show that you have *sought* at least 25% of match funding. However, the ability to document secured funding strengthens your application.

Use the Match Funding Form to document that you have sought the funding shown in Section III Project Information and on the budget page (Columns E and F). Identify the type of match (cash or in-kind), the status of the match (secured or pending), and either a dollar amount or a dollar value (based on local market rates) of the in-kind contribution.

If you indicate leveraged funding is “Secured” for any match funding source, you must provide either the signature of an authorized representative of the match source in the final Column, or attach a letter of support from the match funding source that specifically mentions the dollar amount you show in the **Dollar Value** column. Signatures/letters are not required for pending sources.

Attachment B: Racial and Ethnic Impact Statement Form

Chapter 600 of the 2013 Oregon Laws requires applicants to submit with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

Attachment C: Grant Administration and Indirect Cost Selection Form

To comply with the Federal Uniform Administrative Requirements (2 CFR), OWEB requires all applicants to complete this form. Part One will certify that the applicant is a legal entity. Part Two selects the type of indirect rate the applicant is requesting in the application. Part Three applies only if you select an OWEB Negotiated Indirect Cost Rate.

Attachment D: Metrics Form

OWEB receives a portion of its funds from the federal government and is required to report how its grantees propose to use both federal and state funds. The information you provide in the following form will be used for federal and state reporting purposes.

Completion of this form is required of all applicants; it will not be used to evaluate the merit of your funding request. Complete all portions of the form below as they apply to your project. Provide specific values; do not enter values like “2-3” or “<100”. Enter your best approximation of what the project will accomplish.

NOTICE

Conditions of Capacity-Building Grant Award

If this proposal is funded:

- ✓ You will be required to sign a Grant Agreement containing the terms and conditions for the **project** implementation, release of funds, and documentation of completion.
- ✓ No payments will be made for work on the grant until all parties have signed the Grant Agreement.
- ✓ Payments will be made only for work started after the effective date of the Grant Agreement.

OWEB will not release the Grant Agreement:

- ✓ If the applicant has outstanding issues from existing OWEB grants.

Upon signing the Grant Agreement, you will be required to:

- ✓ Agree that informational and outreach products resulting from the OWEB grant are public domain.

Before OWEB releases any payments, you will be required to:

- ✓ Document that 25% match funding (cash or in kind) has been secured.

Upon completing the project, you will be required to:

- ✓ Submit a Project Completion Report as required in the Grant Agreement, including a Match Form that documents at least 25% actual match. OGMS Online Project Completion Reporting is now available to assist you with your agreement's completion reporting requirements.