**Online Drinking Water Source Protection Application Template**

**This application template is ONLY A TOOL and CANNOT BE SUBMITTED in lieu of the online application.**

*Template Version: Drinking Water Source Protection v33 (generated 10/3/2024 from 'dev')*

# Administrative

## Abstract

Provide an abstract statement for the project. Include the following information: 1) Identify the project location; 2) Briefly state the project need; 3) Describe the proposed work; 4) Identify project partners. (2000 character limit)

[2000 character limit] The abstract statement provides important reference information for the project and will be the first place OWEB staff and technical reviewers look to understand the location and proposed activities. In crafting the abstract, make an effort to be clear, concise, and keep the description of the proposed activities succinct. See Guidance document for additional detail.

## Location Information

Current Location:

What is the ownership of the project site(s)?

Select all that apply

 ☐ Public land (any lands owned by the Federal government, the State of Oregon, a city, county, district or municipal or public corporation in Oregon)

What agency(ies) are involved? (1000 character limit)

 ☐ Tribal lands (any lands owned/managed by a Tribal government)

 ☐ Private (land owned by non-governmental entities)

Please select one of the following Landowner Contact Certification statements:

 ☐ I certify that I have informed all participating private landowners involved in the project of the existence of the application, and I have advised all of them that all monitoring information obtained on their property is public record.

Please include a complete list of participating private landowners (8000 character limit)

 ☐ I certify that contact with all participating private landowners was not possible at the time of application for the following reasons: Furthermore, I understand that should this project be awarded, I will be required by the terms of the OWEB grant agreement to secure cooperative landowner agreements with all participating private landowners prior to expending Board funds on a property.

Please List your reasons (8000 character limit)

 ☐ Not applicable to this project

 ☐ This grant will take place in more than one county.

List the counties affected: (8000 character limit)

## Permits

Other than the land-use form, do you need a permit, license or other regulatory approval of any of the proposed project activities?

 ☐ Yes

 ☐ No

Go to Permit Page

I acknowledge that I am responsible for verifying applicable permits, licenses, and General Authorizations required for the project, and can update information at grant agreement execution.

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.

 ☐ Yes

## Racial and Ethnic Impact Statement

Racial and Ethnic Impact Statement

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement.

 ☐ The proposed grant project policies or programs could have a disproportionate or unique POSITIVE impact on the following minority persons. (indicate all that apply)

 ☐ Women

 ☐ Persons with Disabilities

 ☐ African-Americans

 ☐ Hispanics

 ☐ Asians or Pacific Islanders

 ☐ American Indians

 ☐ Alaskan Natives

Please provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons. (8000 character limit)

Please provide evidence of consultation with representative(s) of affected minority persons. (8000 character limit)

 ☐ The proposed grant project policies or programs could have a disproportionate or unique NEGATIVE impact on the following minority persons. (indicate all that apply)

 ☐ Women

 ☐ Persons with Disabilities

 ☐ African-Americans

 ☐ Hispanics

 ☐ Asians or Pacific Islanders

 ☐ American Indians

 ☐ Alaskan Natives

Please provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons. (8000 character limit)

Please provide evidence of consultation with representative(s) of affected minority persons. (8000 character limit)

 ☐ The proposed grant project policies or programs WILL HAVE NO disproportionate or unique impact on minority persons.

## Insurance Information

If applicable, select all the activities that are part of your project - These require a risk assessment tool unless otherwise noted (check all that apply).

Link to Insurance Requirements: https://www.oregon.gov/das/Risk/Documents/RATool\_GS.xls

 ☐ Working with hazardous materials (not including materials used in the normal operation of equipment such as hydraulic fluid)

 ☐ Earth moving work around the footprint of a drinking water well

 ☐ Removal or alteration of structures that hold back water on land or instream including dams, levees, dikes, tidegates and other water control devices (this does not include temporary diversion dams used solely to divert water for irrigation)

 ☐ Applicant’s staff or volunteers are working with kids related to this project (DAS Risk assessment tool not required, additional insurance is required )

 ☐ Applicant’s staff are applying herbicides or pesticides (DAS Risk assessment tool not required, additional insurance is required)

 ☐ Insurance not applicable to this project

## Additional Information

 ☐ This project affects Sage-Grouse.

At the April 2015 Board meeting the Board adopted a policy to make available at least $10 million through its granting programs, over ten years, in support of projects located in Oregon's sage steppe ecosystem directed to improve Greater Sage Grouse habitat. This question allows OWEB to track these dollars. If the project includes a sensitive Sage-grouse location. Use the applicant's address as the map point.

# Risks and Benefits to Drinking Water

## Risks to Drinking Water

Public Water System name: (100 character limit)

Public Water System ID number: (10 character limit)

You can find your PWS ID number here: https://yourwater.oregon.gov/inventorylist.php.

Will other Public Water Systems benefit from this proposal?

 ☐ Yes

 ☐ No

Provide the name(s) of other Public Water Systems that will benefit from this proposal. (200 character limit)

Is your drinking water source supplied by surface water, groundwater, or both?

One or both may be selected.

 ☐ Surface water

Water body name(s) (200 character limit)

Provide the names of water bodies that supply your drinking water.

 ☐ Groundwater

Indicate groundwater source type (well, spring) and provide well depth. (200 character limit)

Upload a copy of your well log. (Upload image type = Other)

Please contact your local watermaster if you need support accessing your well log.

Describe the hydrologic and/or soil characteristics of the source area that potentially allow for the transport of contaminants to the well. (2000 character limit)

This information can be summarized from the original Source Water Assessment.

Upload a map of the hydrologic and/or soil characteristics of the source area that potentially allow for the transport of contaminants to the well or spring which supplies water to the water system. (Upload image type = Map)

Your original Source Water Assessment may have a map that you can use. Otherwise, Oregon Explorer Map Viewer offers soil and hydrology layers that you can use to create this map: https://tools.oregonexplorer.info/OE\_HtmlViewer/Index.html?viewer=oe.

Describe the current and anticipated future threats to your drinking water source including which pollutants, land uses, and/or activities may pose a significant threat to water quality and/or water storage capacity or baseflow. Please provide a list of references, assessments, or data that support these claims and connect your answer to risks identified in your original and updated Source Water Assessments and the sensitive areas in the source area. (4000 character limit)

You can find your surface water Source Water Assessment on this DEQ website under Statewide assessment reports, results and methods: https://www.oregon.gov/deq/wq/dwp/Pages/DWPAssessments.aspx. Groundwater Source Water Assessments are not available online and can be obtained from Oregon Health Authority. For instructions visit: https://www.oregon.gov/deq/wq/dwp/Pages/DWPAssessments.aspx.

Provide the hyperlink(s) to your original Source Water Assessment and any Updated Source Water Assessments. (500 character limit)

You can find your surface water Source Water Assessment on this DEQ website under Statewide assessment reports, results and methods: https://www.oregon.gov/deq/wq/dwp/Pages/DWPAssessments.aspx. Groundwater Source Water Assessments are not available online and can be obtained from Oregon Health Authority. For instructions visit: https://www.oregon.gov/deq/wq/dwp/Pages/DWPAssessments.aspx.

Upload a map that shows the location of current and anticipated future threats to water quality and/or water storage capacity within your Drinking Water Source Area, as well as other potentially sensitive areas for the drinking water source. Examples of threat considerations include potential timber harvest, erosion from roads, land use changes that could increase erosion, 303(d) listed streams, and other known sources of pollution. (Upload image type = Map)

Please use a topographic map as your basemap. For threats that are more regional in nature (e.g., drought), you do not need to place it on this location-specific map. As with the above questions, your Source Water Assessment will help inform this map.

Discuss the degree and urgency of risk to the land and the drinking water source if this land protection project were to not happen. (2000 character limit)

Describe how the property was prioritized and selected for protection. If the applicant has any policies or procedures related to land protection, please discuss those here. (2000 character limit)

## Climate Considerations

Has drought or low water supply impacted your drinking water system or source area, or do you expect it to in the future?

 ☐ Yes

 ☐ No

Describe the current or future impacts of drought to your drinking water system or source area (including impacts from nutrient loading and harmful algal blooms) and how the proposed project could result in increased resiliency. (2000 character limit)

Has wildfire or extreme weather events recently impacted your drinking water source, or do you expect it to in the future?

 ☐ Yes

 ☐ No

Describe the recent, current, or future impacts of wildfire or extreme weather events to your Drinking Water Source Area and how the proposed project could result in increased resiliency. (2000 character limit)

If wildfire has impacted your Drinking Water Source Area, please upload a map indicating fire perimeters. (Upload image type = Map)

If you don't already have a map of wildfires within your Drinking Water Source Area, you can create one at this Oregon Department of Forestry website: https://www.oregon.gov/odf/fire/pages/firestats.aspx. To do so, click on the layers button on the left side of the map. Turn off "Active Incidents", "Satellite Fire Detections", and "Weather Stations". Leave on "Basemap" and "Current Year Wildland Fire Perimeters to Date". Turn on "Fire History - Current Decade." Then zoom into your watershed and take a screenshot of that view.

Describe how changing climate conditions are incorporated into the project. (2000 character limit)

For this question, you can reference or build upon your answers to the drought and wildfire questions, in addition to expanding your answer into other aspects of climate change. The OWEB climate webpage can provide you with additional guidance to develop an answer to this question: https://www.oregon.gov/oweb/resources/Pages/Water%20and%20Climate.aspx.

Describe how greenhouse gas emissions or long-term carbon sequestration or storage has informed the project. (2000 character limit)

The OWEB climate webpage can provide you with additional guidance to develop an answer to this question: https://www.oregon.gov/oweb/resources/Pages/Water%20and%20Climate.aspx.

## Proposed Benefits

Describe how the proposed project will benefit your Drinking Water Source Area and, as a result, your drinking water supply. (4000 character limit)

Describe the significance of proposed project with respect to sensitive areas, potential pollutants, and potential sources of pollution identified in the Source Water Assessment for the Drinking Water Source Area. This includes but is not limited to water quality benefits, water storage and baseflow benefits, reduced risk to the land and water, and long-term protection of the land and water.

Does the property or Protective Instrument include noncontiguous tracts of land?

 ☐ Yes

 ☐ No

Describe how each tract contributes to the protection of the drinking water source. (2000 character limit)

Are there other protected lands, whether owned or conserved by the water supplier or another entity, or plans for future land protection within your Drinking Water Source Area?

Examples of other entities whose land ownership or conservation (e.g., conservation easement) may protect the Drinking Water Source Area would be a water supplier, a land trust, a soil and water conservation district, a Tribe, or the local, state, or federal government.

 ☐ Yes

 ☐ No

Describe the other lands and the potential connectivity and/or larger scale protection that they provide when paired with your proposed project. Include approximate acreage of the other protected lands, landowner, and type of protection. (2000 character limit)

If available, upload a map indicating the location of other protected lands within your Drinking Water Source Area and any plans for future land protection. (Upload image type = Map)

# Property and Protective Instrument Details

## Property Details

Property name (100 character limit)

If you have not yet named the property, you can create a simple identifier for it. Please consider avoiding proper nouns and avoiding naming the project after the landowner.

Township/range/section, tax lot number(s), and tax lot(s) acreage (500 character limit)

Provide the township/range/section, tax lot number(s), and respective acreage(s) for the properties proposed for acquisition. For Protective Instruments that cover less than the entire tax lot, provide the acreage for the entire tax lot here. You will be given the opportunity in a later question to provide the acreage of the Protective Instrument.

Describe the current land cover for the property (e.g. % forested, field, wetlands, surface water, etc.) and summarize how the land is currently being used and managed, including information on the location, size, and type of agriculture (cropland, hay fields, pasture, orchard, etc.), forestry practices, and/or recreational activities. (2000 character limit)

What is the zoning designation of the property? (200 character limit)

Upload a watershed map that indicates the location of the point of diversion (POD) for your drinking water intake and/or well location; the location of the proposed Protective Instrument; the legal/physical access to the proposed Protective Instrument; a stream layer; and the boundary your Drinking Water Source Area. (Upload image type = Map)

Please use satellite imagery as the basemap for this watershed map. Make sure that boundaries are just lines and not shaded in. Oregon Explorer Map Viewer has layers for streams and Drinking Water Source Areas: https://tools.oregonexplorer.info/OE\_HtmlViewer/Index.html?viewer=oe. In the Layers, select “Water and Air” --> “Water Quality --> “Drinking Water Source Areas” --> “Groundwater Drinking Water Source Areas” or “Surface Water Drinking Water Source Areas”.

## Vested Owner

Landowner name(s) (500 character limit)

Provide the name(s) of the landowner(s) in the vesting deed. If you already own the land and are requesting funds for a loan repayment, your organization will likely be the landowner listed in the vesting deed.

Street address (500 character limit)

OWEB recognizes that rural properties may not have a street address in rural areas, so a mailing address is sufficient.

Upload vesting deed. (Upload image type = Other Due Diligence)

Other than the owner(s) of the property, are persons or companies using, renting, or leasing the property for residential or business purposes?

 ☐ Yes

 ☐ No

Identify the user(s). (500 character limit)

Describe the use(s). (500 character limit)

Estimate the length of time the use(s) has occurred on the property. (500 character limit)

If the use is intended to continue after your acquisition or Protective Instrument is in place, explain if the nature of the use will remain the same or if it is expected to change. (500 character limit)

## Protective Instrument Details and Due Diligence

Protective Instrument type

For an explanation of the different types of Protective Instruments that can be funded by this program, please see the DWSP Program Manual.

 ☐ Fee simple

Acreage of property

 ☐ Conservation easement

Acreage of conservation easement

Upload a draft or final version of the conservation easement. (Upload image type = Conservation Easement)

See the DWSP Program Manual for guidance on Protective Instrument requirements that must be included in the conservation easement.

 ☐ Covenant, equitable servitude, or other Protective Instrument

Acreage of covenant, equitable servitude, or other Protective Instrument

Upload a draft or final version of the covenant, equitable servitude, or other Protective Instrument. (Upload image type = Other Due Diligence)

See the DWSP Program Manual for guidance on Protective Instrument requirements that must be included in the agreement.

Is the proposed Protective Instrument a perpetual agreement?

While perpetual agreements are not required, the administrative rules OAR 695-048 for this program state that preference will be given to longer term agreements.

 ☐ Yes

 ☐ No

Enter the length of the proposed Protective Instrument and provide justification for a non-perpetual agreement. (2000 character limit)

Explain why the proposed type of Protective Instrument is the best choice for this property and for protecting the Drinking Water Source Area. For non-fee simple Protective Instruments, please describe the terms of the agreement that will lead to protection of drinking water sources. (2000 character limit)

Does your Protective Instrument include terms that require a private timber landowner to leave riparian buffers larger than required by the Private Forest Accord (PFA)? (For fee simple purchases, please check “no”. For reimbursement/loan repayment projects, that closed prior to the effective date of the PFA, you may check “no”. The PFA went into effect on 7/1/2023 for landowners with greater than 5,000 acres and on 1/1/2024 for those with less than 5,000 acres.)

The Private Forest Accord (PFA) requires private timber landowners to leave larger riparian buffers than previously required by the Oregon Forest Practices Act. For details on buffer requirements, please review the PFA: https://www.oregon.gov/odf/aboutodf/documents/2022-odf-private-forest-accord-report.pdf. For questions about the PFA, please contact your local stewardship forester: https://www.oregon.gov/odf/working/pages/findaforester.aspx.

 ☐ Yes

 ☐ No

For each stream or water body within the Protective Instrument boundaries, please provide: stream/water body name; riparian buffer width required by Protective Instrument; and riparian buffer width required by Private Forest Accord. (2000 character limit)

The Private Forest Accord (PFA) requires private timber landowners to leave larger riparian buffers than previously required by the Oregon Forest Practices Act. For details on buffer requirements, please review the PFA: https://www.oregon.gov/odf/aboutodf/documents/2022-odf-private-forest-accord-report.pdf. For questions about the PFA, please contact your local stewardship forester: https://www.oregon.gov/odf/working/pages/findaforester.aspx.

Are you requesting grant funds to repay a loan?

Please note that due to multiple sources of funding for the DWSP Grant Program, there is only $1,000,000 of grant funds available for loan repayments out of the total $5,000,000 in the program.

 ☐ Yes

 ☐ No

Provide details on the loan including name of loan program, who holds the loan, amount of the loan, interest rate, if any of the loan is forgivable, and any other pertinent details. (2000 character limit)

Upload a copy of the fully executed loan agreement if in place or a draft of the agreement if the loan is not yet incurred. (Upload image type = Contract)

If you are requesting grant funds to reimburse the prior purchase of a fee simple interest, upload a copy of the warranty deed and title insurance policy. (Upload image type = Other Due Diligence)

What is the expected purchase price of the Protective Instrument? Describe the basis for the anticipated purchase price. For loan repayments, please provide the actual purchase price and the basis for arriving at that value. (2000 character limit)

A current appraisal is not a required component of the application; however, the applicant must provide support for the acquisition value identified in the application. This support may be in the form of a preliminary or complete appraisal, or a detailed estimate for the anticipated cost of the acquisition, and material to support the valuation estimate, including an understanding of the rights the property owner will relinquish under the proposed Protective Instrument, such as specific development, timber cutting, or mineral rights. Include a description of the supporting data or document. A third-party demonstration of market value of the Protective Instrument is not required for loan repayments during this first grant solicitation cycle.

Has an appraisal or other third-party verification been used to support the expected purchase price?

 ☐ Yes

 ☐ No

Upload the appraisal or other third-party verification of expected purchase price. (Upload image type = Appraisal)

Is there a contract or other agreement in place for the purchase of the Protective Instrument?

 ☐ Yes

Upload the Contract or Other Agreement. (Upload image type = Contract).

 ☐ No

Describe the level of commitment between the parties as to the terms of the transaction. (2000 character limit)

For all prospective projects (i.e., not reimbursement or loan repayment), please upload a Landowner Acknowledgement Form. (Upload image type = Other Due Diligence)

See the DWSP Program Manual for guidance on the Landowner Acknowledgement Form and a template.

Describe the property’s current ownership status and whether there are any anticipated changes to the ownership status during the acquisition phase of the project. If so, describe the approach to addressing the ownership change as it pertains to the execution of documents and negotiations relating to the acquisition. (2000 character limit)

If the property is owned by more than one individual discuss the decision-making authority among ownership interests and describe your plan for communicating and reaching agreement with all parties. (2000 character limit)

If the property is owned by a business entity, describe the entity. (2000 character limit)

Please list all title encumbrances (both recorded and unrecorded). For any encumbrances that are a threat to project outcomes, please explain the steps and timeline for resolving those. (2000 character limit)

Upload Title Documentation obtained from a recent Preliminary Title Report. Include documentation of any title encumbrances and exceptions, both recorded and unrecorded. (Upload image type = Other Due Diligence)

A preliminary title report is required at the application stage. If a preliminary title report is not currently available, please indicate in the previous question why not and when it will be available. Please note that unrecorded title exceptions, such as leases, may not be included in the Title Report. The Seller must provide unrecorded items.

Describe the boundary circumstances of the property, including any boundary uncertainties or encroachments, or if the Protective Instrument will cover less than the entire property described in the title report. If the property includes multiple, non-contiguous tracts, describe boundary circumstances for each discrete tract. (2000 character limit)

Examples of encroachments include but are not limited to fences, trees, ponds, or uses on the property that appear to be coming from, or spilling onto, a neighboring property. Examples of uncertainties include but are not limited to conflicting deeds or the legal descriptions in the chain of title do not appear to reference the same area of land, inaccurate land surveys or conflicting surveys, property descriptions in the deed are vague. Sometimes locations of fences can be an indicator of boundary uncertainty as well, and be considered an encroachment.

Is there a recent boundary survey for the property/Protective Instrument?

 ☐ Yes

Upload Boundary Survey. (Upload image type = Boundary Survey)

 ☐ No

Do you intend to survey and mark the boundary?

 ☐ Yes

 ☐ No

Does the property have existing legal and physical access?

 ☐ Yes

Describe the location and nature of the legal and physical access. For example, is the access via a public road, a deeded access right across private land, or on a Federal land management agency road network? (2000 character limit)

Please include the location of the access on your Watershed Map.

 ☐ No

Explain the process and timeline for securing the legal and physical access needed to ensure adequate maintenance and protection of the property. (2000 character limit)

Is there any known, or evidence of, current or past mining or mineral exploration on the property? If so, describe. (2000 character limit)

Summarize any known and possible hazardous materials issues that may be associated with the current and past uses of the property and describe any actions required to address the issues that have been identified. Please also include a summary of any old infrastructure that could cause issues for the successful management of the property and protection of drinking water sources. (2000 character limit)

Has an Environmental Site Assessment or an inquiry into the potential presence of hazardous materials been conducted on the property, or a portion of the property, in the last 18 months?

 ☐ Yes

 ☐ No

Upload Environmental Site Assessment. (Upload image type = Other Due Diligence).

Please upload any other due diligence information about the property/Protective Instrument that is in your possession. (Upload image type = Other Due Diligence)

## Water Rights Information

Will the proposed land acquisition also result in the applicant or the long-term holder gaining new water rights that are appurtenant to the property?

 ☐ Yes

 ☐ No

Upload a copy of the water rights certificate and its associated map for the water rights that will be acquired. (Upload image type = Water Rights Information)

Water rights certificates and maps can be found on the OWRD Water Rights Mapping Tool: https://apps.wrd.state.or.us/apps/gis/wr/Default.aspx. For support on finding water rights information, please contact your local Watermaster https://www.oregon.gov/owrd/aboutus/contactus/pages/regionalofficesandwatermastersdirectory.aspx.

Describe whether the additional water rights will benefit your water system. (2000 character limit)

## Long-Term Property Management

Do you have a long-term management plan for this property / Protective Instrument that incorporates measures targeted at maintaining or enhancing drinking water quality and/or quantity?

According to OAR 695-048-0090, applications must include documentation of an existing long-term management plan or the intent to develop a long-term management plan that incorporates measures targeted at maintaining or enhancing drinking water quality and/or quantity. Furthermore, OAR 695-048-0130 provides provisions that a long-term management plan must be developed for all fee simple acquisition projects. For other Protective Instruments, the need for a long-term management plan is dependent on the nature and complexity of the Protective Instrument. If a Long-Term Management Plan does not exist or is not proposed, justification and rationale must be provided in the application about why a long-term management plan is not necessary given the type of Protective Instrument proposed. OWEB staff will work with applicants/grantees to determine long-term management requirements for their proposed project. An example of a project that may not require a long-term management plan would be an agreement with a landowner that provides solely for a certain width of a riparian no-cut buffer and no other terms.

 ☐ Yes

Describe the key actions and timeline in the plan such as property maintenance, habitat restoration, weed treatment, forest stewardship, etc. that will support the maintenance or enhancement of drinking water quality and/or quantity. (2000 character limit)

Upload a copy of the long-term management plan. (Upload image type = Property Management Plan)

Discuss the capacity and expertise of the applicant (or the long-term holder or contractors, as applicable) to conduct the activities described in the management plan (e.g., maintenance, restoration, stewardship, etc.). (2000 character limit)

 ☐ No

Describe your plan for developing a long-term management plan or provide justification for why a long-term management plan is not necessary given the type of Protective Instrument proposed. (2000 character limit)

According to OAR 695-048-0090, applications must include documentation of an existing long-term management plan or the intent to develop a long-term management plan that incorporates measures targeted at maintaining or enhancing drinking water quality and/or quantity. Furthermore, OAR 695-048-0130 provides provisions that a long-term management plan must be developed for all fee simple acquisition projects. For other Protective Instruments, the need for a long-term management plan is dependent on the nature and complexity of the Protective Instrument. If a Long-Term Management Plan does not exist or is not proposed, justification and rationale must be provided in the application about why a long-term management plan is not necessary given the type of Protective Instrument proposed. OWEB staff will work with applicants/grantees to determine long-term management requirements for their proposed project. An example of a project that may not require a long-term management plan would be an agreement with a landowner that provides solely for a certain width of a riparian no-cut buffer and no other terms.

If a long-term management plan will be developed, discuss the capacity and expertise of the applicant (or the long-term holder or contractors, as applicable) to conduct activities that will be proposed in the plan such as maintenance, restoration, stewardship, etc. (2000 character limit)

Do you have Baseline Inventory Documentation for the property/Protective Instrument?

Baseline Inventory Documentation (also known as Baseline Documentation Report) records a property’s existing physical conditions, natural and human-made, at the time the Protective Instrument is executed. The information provides the baseline for measuring changes in the condition of the property’s conservation values and other features. For more information, see the DWSP Program Manual.

 ☐ Yes

 ☐ No

Upload the Baseline Inventory Documentation. (Upload image type = Other Due Diligence)

Is public access planned for this property?

 ☐ Yes

 ☐ No

Describe the specific public uses that are anticipated and how they will be structured and managed to ensure they are consistent with the purpose of OWEB’s DWSP Grant Program. (2000 character limit)

Describe the capacity of the applicant (or the long-term holder, as applicable) to manage the intended public uses. (2000 character limit)

# Organizational and Partnership Capacity

## Applicant Capacity

Has the applicant's governing body authorized this acquisition project?

Documentation of authorization from the water supplier's governing body is an application requirement.

 ☐ Yes

 ☐ No

Upload the ordinance, order, or resolution by the applicant’s governing body authorizing the applicant to fulfill the obligations proposed in the applicant’s grant application. (Upload image type = Other)

Will the applicant be leading the land acquisition process including due diligence activities and/or holding and managing the Protective Instrument over the long-term?

If yes, the following questions will help the reviewers to evaluate the applicant's capacity to hold and manage the Protective Instrument.

 ☐ Yes

 ☐ No

Describe the applicant's processes for keeping accurate financial records. (1000 character limit)

Describe the applicant's written conflict of interest policy for ensuring that conflicts of interest, or the appearance of conflicts of interest, are appropriately avoided. (1000 character limit)

Oregon Government Ethics law defines two types of conflicts of interest: actual conflicts of interest (ORS 244.020(1)) and potential conflicts of interest (ORS 244.020(13)). A public official is met with a conflict of interest when, acting in their official capacity, they participate in making a decision or recommendation or taking an action which would (actual conflict of interest) or could (potential conflict of interest) result in a financial benefit or detriment for the public official, a relative of the public official, or any business with which the public official or their relative is associated.

Describe the applicant's most recent independent financial review or audit results and process. (1000 character limit)

Describe the applicant's records management system for safe storage of irreplaceable documents. (1000 character limit)

Successful applicants will be required to make records available to OWEB upon request, and will be required to retain project-related records for a minimum of six years, with additional duration required for projects funded with Lottery Revenue Bonds.

Describe the applicant's source of funding for monitoring, stewardship, and legal defense of this conservation property / Protective Instrument. (1000 character limit)

## Partnership Capacity

Is the applicant proposing a partnership with a Holder?

The applicant (a water supplier) may form a partnership with a Holder, as defined by ORS 271.715, other than a state agency. A partnership within the DWSP grant program means a collaboration between an eligible water supplier and a Holder that have agreed in writing to coordinating funding, expertise, materials, labor, or other assistance to a proposed Project. A Water Supplier may form a Partnership for the acquisition of any Protective Instrument.

 ☐ Yes

 ☐ No

What is the name of the Holder entity? (100 character limit)

Describe the nature of the partnership, including roles and responsibilities of the applicant and of the Holder, and how the partnership will assist with the long-term protection, restoration, or enhancement of drinking water sources. (2000 character limit)

Upload documentation of the formal partnership commitment between the applicant and the Holder that shows a shared mission to support the protection or restoration of natural resources and/or drinking water. (Upload image type = Partnership's Letter of Participation)

Upload Holder's by-laws to demonstrate eligibility as a Holder under ORS 271.235. (Upload image type = Other)

Will the Holder named above lead the due diligence activities and/or hold and manage the Protective Instrument over the long-term?

If yes, the following questions will help the reviewers to evaluate the Holder's capacity to conduct due diligence and to hold and manage the Protective Instrument.

 ☐ Yes

 ☐ No

Is the Holder accredited by the Land Trust Alliance?

 ☐ Yes

Upload LTA Accreditation Letter. (Upload image type = Other)

 ☐ No

Describe the Holder's processes for keeping accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP). (1000 character limit)

Generally Accepted Accounting Principles (GAAP) are specialized accounting principles for nonprofit organizations.

Describe the Holder's written conflict of interest policy for ensuring that conflicts of interest, or the appearance of conflicts of interest, are appropriately avoided. (1000 character limit)

Oregon Government Ethics law defines two types of conflicts of interest: actual conflicts of interest (ORS 244.020(1)) and potential conflicts of interest (ORS 244.020(13)). A public official is met with a conflict of interest when, acting in their official capacity, they participate in making a decision or recommendation or taking an action which would (actual conflict of interest) or could (potential conflict of interest) result in a financial benefit or detriment for the public official, a relative of the public official, or any business with which the public official or their relative is associated.

Describe the Holder's most recent independent financial review or audit results and process. (1000 character limit)

Describe the Holder's records management system for safe storage of irreplaceable documents. (1000 character limit)

Successful applicants and Holder partners will be required to make records available to OWEB upon request, and will be required to retain project-related records for a minimum of six years, with additional duration required for projects funded with Lottery Revenue Bonds.

If the Holder will hold and manage the Protective Instrument, describe the Holder's source of funding for monitoring, stewardship, and legal defense of this conservation property. (1000 character limit)

OWEB recommends that land trusts that own conservation property interests carry insurance to offset the legal costs of defending those property interests. As an option, accredited land trusts are eligible for Terrafirma coverage.

## Subsequent Conveyances

Will an entity other than the applicant or the Holder (if a partnership is proposed) be the long-term holder of the property?

For guidance on subsequent conveyances, please see OAR 695-048-0180.

 ☐ Yes

 ☐ No

Explain the plan for the future conveyance of the Protective Instrument including the name of the entity that will hold the interest long-term, when the conveyance is intended to take place, and how the entity will comply with the requirements of this grant program. (1000 character limit)

## Project Personnel and Key Milestones

Provide a list of key project personnel, including partners and volunteers, and their anticipated role and expertise.

Include project personnel that will participate in the land transaction, due diligence, office administration, property management, and other relevant activities.

This is a table… utilize online application system to insert records.

List key milestones that will help inform reviewers on the anticipated timeline to completing due diligence and closing the proposed transaction within OWEB's 18-month due diligence period.

Include the following due diligence tasks, as applicable: purchase and sale agreement, appraisal, resolution of title matters, confirmation of legal and sufficient access, environmental site assessment, boundary survey, finalization of Protective Instrument terms, and Baseline Inventory Documentation. Refer to the DWSP program manual for more information about program requirements.

This is a table… utilize online application system to insert records.

Identify factors that may delay the project schedule, and describe steps that will be taken as necessary, including bridge financing, to prevent or adapt to reasonable delays and account for the time necessary for the OWEB grant process. (1000 character limit)

If awarded funding, please estimate when you expect to request reimbursements from OWEB, including amounts and month/year. (1000 character limit)

OWEB will not hold the applicant to these dates; this is only an approximation for OWEB's planning purposes.

# Water System and Community Characteristics

## Water System Information

Please confirm that you (the water supplier) own the water system that will benefit from this project, and that you hold the pertinent water right(s) or have legal access to the pertinent water right(s) that provides water to your water system.

 ☐ Yes

 ☐ No

Upload documentation (water system ownership; water rights certificate) to confirm the above statement. (Upload image type = Other)

What is the classification of your public water system?

You can find information about your water system, including classification, at this Oregon Health Authority website: https://yourwater.oregon.gov/wssearch.php.

 ☐ Community

Please select which entity type applies to your organization.

 ☐ Local government

 ☐ Non-profit

 ☐ Transient Non-Community

Please select which entity type applies to your organization.

 ☐ Local government

 ☐ Non-profit

 ☐ Non-Transient Non-Community

Please select which entity type applies to your organization.

 ☐ Local government

 ☐ Non-profit

 ☐ Oregon Very Small

Please select which entity type applies to your organization.

 ☐ Local government

 ☐ Non-profit

 ☐ Tribal

How many users does your water system serve?

Eligible water suppliers for this grant program are those that serve 25,000 or fewer people. Size of population served can be found on this map: https://www.epa.gov/ground-water-and-drinking-water/community-water-system-service-area-boundaries.

If your system experiences seasonal variations in the number of users, please describe the fluctuation and the resulting impacts on the water system. (2000 character limit)

Please provide any additional information about your water system that would be helpful for reviewers to understand when evaluating your application. If no additional information is necessary, please write N/A. (2000 character limit)

## Community Characteristics

List the names of the towns/cities/unincorporated areas that you serve. (500 character limit)

Upload a map of your service area boundary. (Upload image type = Map)

Include location of neighboring communities for context. If you do not already have a service area map, you can create one with this mapping tool: https://www.epa.gov/ground-water-and-drinking-water/community-water-system-service-area-boundaries.

Describe how community characteristics such as small population size, lower income population, or rural population financially impact your ability to deliver services to users. (2000 character limit)

House Bill 2010, which established this grant program, specifically states that the funding shall be directed to “eligible water suppliers that serve rural communities, communities experiencing lower incomes or communities that are at or below a specified population level”. Please make sure to highlight how your community fits this requirement.

"Local Communities Disproportionately Impacted by Climate Change" includes communities such as Native American tribes, communities of color, rural communities, coastal communities, communities experiencing lower incomes, and other communities traditionally underrepresented in public processes, including seniors, youth, and persons with disabilities.

# Engagement

## Tribal Engagement

Do you anticipate interacting with a tribal government as part of your project? Please note tribal engagement is not a requirement of the DWSP program, but if it is occurring, OWEB would like to understand the nature of that interaction.

 ☐ Yes

 ☐ No

Describe your engagement with tribal government(s). (2000 character limit)

Include name of tribe, nature of interaction, approach to engaging with the tribe, and any other relevant information.

## Community Engagement

Describe community engagement completed to date for the project, including outreach to rate payers, neighbors, city and county government, and other potentially interested parties. If you have materials related to community engagement (e.g., press releases, website, social media posts), you may upload them as "Outreach Materials". (2000 character limit)

As part of your response, describe how engagement with local communities that are financially burdened and/or disproportionately impacted by climate change has informed or will inform identification of potential benefits. For suggestions on how to further incorporate community engagement in your project, please refer to “10 Best Practices in Community Engagement around Water Projects” developed by a State of Oregon interagency team in response to House Bill 3293: https://www.oregon.gov/owrd/programs/FundingOpportunities/Documents/HB3293%20Best%20Practices.pdf.

Describe community and partner support for the project. (2000 character limit)

If available, upload any letters of support for the project. (Upload image type = Letters)

Letters of support are not required but can help demonstrate the value of your project.

If there are known community concerns about this project, please describe those concerns and how the applicant, and the Holder if applicable, are addressing them. (2000 character limit)

# Budget

|  |
| --- |
| Type |
| Salaries, Wages and Benefits |
| Contracted Services |
| Travel and Training |
| Other |

# Funding Table

# Match Table

# Match Questions

Do match funding sources have any restrictions on how funds are used, timelines or other limitations that would impact the portion of the project proposed for OWEB funding?

 ☐ Yes

 ☐ No

Do you need state OWEB dollars (not Federal) to match the requirements of any other federal funding you will be using to complete this project?

 ☐ Yes

 ☐ No

If yes, please provide the amount of state dollars needed out of your total request and upload documentation indicating the amount of non-federal match that is needed.

Does the non-OWEB cash funding include Pacific Coast Salmon Recovery Funds?

 ☐ Yes

 ☐ No

# Upload

|  |  |  |
| --- | --- | --- |
| Type | Required | Restricted |
| Appraisal |  | Y |
| Boundary Survey |  | Y |
| Conservation Easement |  |  |
| Contract |  | Y |
| Federally Negotiated Indirect Cost Rate Plan |  |  |
| Letters |  |  |
| Map | Y |  |
| Other | Y |  |
| Other Due Diligence | Y | Y |
| Outreach Materials |  |  |
| Partnership's Letter of Participation |  |  |
| Property Management Plan |  |  |
| Title Insurance Policy |  | Y |
| Water Rights Information |  | Y |
| Watershed Assessment |  |  |

# Permit

If applicant is successful, the permit and license information provided will be imported into the final grant agreement. It is the applicant’s responsibility to verify and update which permits, licenses, and General Authorizations are required for the Project at the time of execution of the agreement and on an ongoing basis.

This is a table… utilize online application system to insert records.