Agricultural Water Quality Support Grant Application Guidance

OREGON DEPARTMENT OF AGRICULTURE

Agricultural Water Quality Program
503.986.4700

Oregon is taking a coordinated streamside-management approach to address priority water quality concerns and improve streams for fish and wildlife. The Oregon Department of Agriculture (ODA) and other state agencies, local partners, and stakeholders are coordinating expertise, funding, and resources to improve water quality throughout the state. ODA's Strategic Implementation Area (SIA) initiative was selected to implement the coordinated approach.

Beginning with the 2021-23 biennium, ODA's Agricultural Water Quality (AgWQ) Program will have an open solicitation for grants of $20,000 to $149,000 for Soil and Water Conservation Districts (SWCD) and Watershed Councils (WC). These grants are intended to provide capacity to support voluntary agricultural water quality work in small watersheds and to meet the goals of the Agricultural Water Quality Management Area Plans (Area Plans) and the SIA initiative.

For this biennium only, selected proposals need to be completed by June 30, 2023. Proposals can begin a phase of work in 2021-2023 and continue into future biennia with the next phase (via a future open solicitation).

Other than monitoring, these funds cannot be used for implementation of on-the-ground restoration projects

Grants will be awarded based on ODA's AgWQ Program criteria and guidelines outlined in this document. The ODA grant review team will review and recommend grants for award. Grants will be awarded based on the availability of funds for a given grant cycle. ODA will only reimburse for eligible expenses with approved invoices that are accepted by ODA.

Timeline

Grant application opens:
Aug. 29, 2022

Grant applications close:
September 25, 2022

Grant review:
Sept. 26-30, 2022

Grant awards:
Oct. 1, 2022

Grant cycle for approved grants:
Oct. 1, 2022-June 30, 2023

Interim check-in:
Jan. 30, 2023

Final completion report due:
Aug. 30, 2023

Table of contents

**Agricultural Water Quality Support
Grant Application Guidance**

Goals for funding

The goals of 2021-23 ODA AgWQ Support Grants are to provide capacity to SWCDs and WCs that supports the goals of the AgWQ Program, Area Plans, and the SIA initiative that can be accomplished voluntarily. Partner proposals and outreach will assist to identify Management Area-wide assessments, development of measurable objectives, and to address specific measurable objectives, adaptive management, and/or goals from Area Plans that aren't already being achieved.   Many measurable objectives and goals from the Area Plans overlap with voluntary partner conservation efforts and can be used to meet partner strategic plans in conjunction with accomplishing the goals of this grant.

Find your Area Plan at: https://oda.direct/AgWQPlans.

ELIGIBLE PROPOSAL TYPES

ODA will award grant funds for proposals that include any or all of these proposal types:

A. Watershed Assessments. Assess conditions on agricultural lands. Design and or complete watershed assessments that track progress toward AgWQ Program goals or to inform adaptive-management decisions as outlined in your local area plan. (These goals often overlap with conservation partner goals, and can simultaneously identify future projects and meet partner's strategic plan goals.)

B. Technical Assistance Outreach and Engagement. Engage partners and landowners in workshops, tours, site visits, etc.; to address opportunities to improve AgWQ related to the applicable Area Plan (outreach around riparian health, soil health, nonpoint sources of pollution, Total Maximum Daily Loads [TMDLs], Focus Areas [FAs], SIAs, etc.).

C. Monitoring. Create monitoring plans specifically to address needs identified in the applicable Area Plans with stakeholder input to evaluate any of the following:

- Current conditions, mid-management conditions, long-term conditions; and then share results with stakeholders and constituents.

- Provide guidance to regional partners around AgWQ SIA monitoring protocol. Create a regional or statewide monitoring protocol. Participate in statewide conversation to guide AgWQ monitoring overarching goals and decisions.

- Plans can include funding for AgWQ monitoring equipment and/or testing results.

D. Collaboration: Develop strategic plans with other local conservation partners across Management Areas to advance the goals of the Area Plans (e.g at the scale of a Management Area or basin [four-digit HUC] collaborate with partners to develop AgWQ Monitoring plans, develop and conduct AgWQ assessments, write grants, prepare landowners in a region for an SIA, etc.).

Other than monitoring, funds cannot be used for implementation of on-the-ground restoration projects

2021-23 ODA Ag Water Quality Support Grant Program Policies

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

2. Match is not required.

3. Grant applications must identify *specific* proposal activities that will be accomplished by June 30, 2023.

4. Grant minimum is $20,000; grant maximum is $149,000, per grant or applicant.

5. Expenses can only be billed from the date of the grant award and *must* be incurred by June 30, 2023.

6. 2021-23 ODA AgWQ Support Grant applications will not be accepted after the due date. Clarification of information may be sought from the applicant during the evaluation process, but additional or new information may not be accepted after the application deadline.

7. ODA will review grant deliverables on an interim basis to ensure that identifiable results are being accomplished as part of the overall proposed objectives. Future project funding (after 2021-2023) will be subject to availability of funds, previous project performance, and priorities within each grant cycle.

8. Awarded grants will be subject to review by the ODA AgWQ Program as follows: For all grants, ODA may request verification of reports, documents, receipts and invoices submitted for related activities.

9. After a grant agreement has been signed between grantee and ODA, any changes to the original submitted proposal must be approved by ODA and amendments to the agreement may be required.

10. Applicant understands that information submitted with this proposal is subject to laws pertaining to public records.

11. The length of the funded project will follow the timeline for awards not extending past June 30, 2023. A final report outlining the project's outcomes will be submitted to ODA no later than August 30, 2023.

Eligible Applicants

A grant applicant must be one of these legal entities: State of Oregon Soil and Water Conservation District, recognized Watershed Council or their fiscal sponsor. The applicant also must carry appropriate liability insurance and have a Federal Employee Identification Number (FEIN) or current non-profit tax ID status.

Please direct questions on the 2021-23 ODA Ag Water Quality Support Grant Application or proposal development to Amanda Robinson: amanda.robinson@oda.oregon.gov, 503.551.8448 or Karin Stutzman: karin.stutzman@oda.oregon.gov or call 971.304.8312.

Proposal Development Assistance

ODA Regional Water Quality Specialists (RWQSs) are available to assist you in developing your proposal before you submit an application. See staff contact information at: https://oda.direct/AgWQManagementMap.

2021-23 ODA AG Water Quality Support Grant Application Instructions

Applicant

This should be the individual who receives all correspondence about the proposal, except as noted below.

Project Manager

Provide the name of the person who should be contacted on behalf of the applicant about the technical aspects of the proposal during application review and proposal implementation.

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.

PROPOSAL INFORMATION

1. Summary

The summary provides important reference information for the proposal and will be the first place ODA staff and technical reviewers look to understand the location and components of the proposed activities. In writing your summary, be clear and concise, and keep your description of the proposed activities succinct. Summary should be 1,500 characters or less and address all four main parts listed. (Project location, problem statement, proposed work, project partners).

2. Project location

Describe the general geographic area (e.g name of Management Area Plan, watersheds [HUCs], region, etc.) for which the applicant plans to conduct activities for this grant.

3. Problem Statement

Briefly describe the challenge this proposal seeks to address toward achieving Area Plan goals. For example: The watershed assessment will identify XXX AgWQ concerns; outreach and engagement workshop series will address AgWQ soil health concerns and teach best management practices to improve; monitoring plan will establish current conditions to address Area Plan and TMDL listings; collaboration across management areas will more effectively address progress towards meeting basin-wide Area Plans and TMDL goals.

4. Proposed work

Briefly describe proposed activities that will support the problem statement. For example: Explain the proposals goals, objectives, and measurable results.

Goal – Goal statements should articulate desired outcomes (the vision for desired future conditions on ag lands, increased partner and land manager knowledge, and/or desired outcomes from monitoring, etc.) and the AgWQ benefit. A goal is a broad statement of what you wish to accomplish. A goal is about the final impact or outcome that you wish to accomplish with this proposal.

Objectives – List specific and measurable objectives or adaptive management goals that will be supported from the local Area Plan. Objectives support and refine these goals by breaking them 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 *time-bound* terms.
- Objectives should be stated in terms of *specific* deliverables, products, or 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 *achieved* within the grant period.
- Objectives support and refine the proposal goal by breaking it down into smaller steps or components. Objectives must be worded in a specific, *measurable* manner demonstrating progress toward achieving the proposals goals.

Each objective should be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.

5. Project partners.

List partners directly involved in the proposal. List additional partners- Almost all proposals 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 proposal? Are you planning to seek more partners in future funding cycles to reach more people?

6. Did you consult with regional ODA ag water quality staff to help develop your proposal? It is recommended that you consult with ODA RWQS to discuss your prospective grant proposal before you start writing it. Please list the name of the ODA RWQS staff member(s) that you spoke with if any.

7. Does your proposal meet one or more of the following? Check all that apply.

_____A. Watershed Assessments. Assess conditions on agricultural lands. i.e. Complete watershed assessments designed to track progress toward AgWQ Program goals or to inform adaptive management decisions as outlined in your local area plan. (These goals often overlap conservation partner goals and can simultaneously identify future projects and meet partner's strategic plan goals.)

_____B. Technical Assistance Outreach and Engagement. ngage partners and landowners in workshops, tours, site visits, etc; to address opportunities to improve AgWQ related to the applicable Area Plan (outreach around riparian health, soil health, non-point sources of pollution, Total Maximum Daily Loads (TMDLs, FAs, SIAs, etc.)

_____**C. Monitoring.** Create monitoring plans specifically to address needs identified in the applicable Area Plans with stakeholder input to evaluate any of the following:

- Current conditions, mid-management conditions, long-term conditions; and then share results with stakeholders and constituents.

- Provide guidance to regional partners around AgWQ or SIA monitoring protocol. Participate in statewide conversation to guide AgWQ monitoring overarching goals and decisions. Create a regional or statewide monitoring protocol.

- Plans can include funding for AgWQ monitoring equipment and/or testing results.

_____**D. Collaboration.** with other local conservation partners across Management Areas to advance the goals of the Area Plans (e.g at the scale of a Management Area or basin [four-digit HUC] collaborate with partners to develop AgWQ Monitoring plans, develop and conduct AgWQ assessments, write grants, prepare landowners in a region for an SIA, etc.).

8. Will this project be completed in phases over a number of biennia? Describe what objectives will be accomplished in the current biennia, and what may need to be phased into future biennia. Deliverables in current biennium must be accomplished by June 30, 2023. Each biennium is subject to current funding conditions.

9. Which elements of the proposal will ODA funds be used for? Be specific to activity and specific timing of the activity.

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

10. Is this proposal related to work funded in part with another grant program? If yes, briefly describe the other proposal(s).

11. Describe any aspects of the proposed work that may relate to climate change mitigation or adaptation.

12. Describe how these grant funds will be used differently than or in addition to what you are already committed to doing with existing funds? This question would only apply where there is an existing SIA.

13. Insurance information. If applicable, select all the activities that are part of your proposal. Below activities will require additional insurance.

Racial and Ethnic Impact Statement

Attachments

All uploads/attachments must be in .pdf format. Consolidate all documents into one pdf. Include only relevant documents, choose optional attachments below if it supports your proposal. 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.

- **Budget (required).**

- **Maps (optional).** Attach at least one-COLOR area location map for any/all proposal types including watershed assessments, where outreach and engagement will be delivered, or monitoring plans. Minimum requirements for maps: who created, date, scale, north arrow, HUC boundaries of the area and what delineation was used (e.g. HUC's, management areas, SWCD's, WC's, and/or etc.), area plan name associated with, identifiers that help demonstrate location (e.g. major highways, major towns, county lines). Additional detailed maps of the proposed site(s) showing different proposal components help reviewers understand the whole story.

- **Photos (optional).** Provide photographs to support area descriptions as needed. Ideally attach 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 needed.

- **Charts, Figures, and Tables (optional).** Figures and tables may be provided to support further understanding of the Problem Statement and Proposed Solution uploaded as a .pdf.
- **Support Letters (optional).** Provide letters from key partners, participating private landowners, or others.

Appendix A: Allowable Expenses

Examples of Allowable Costs for 2021-23 ODA AgWQ Support Grants: An expense tracking sheet and request for release of funds will need to be turned in for payment/reimbursement.

Salaries, wages and benefits

- In-house staff of grantee
- Hours worked for this proposal
- Gross wages, payroll taxes, health insurance, retirement benefits
- Accrued leave liability.
- Workers compensation insurance

Contracted services:

- Non-grantee employee and their travel
- Contracted bookkeeping (for the tracking of this grant)
- Contracted drone-related expenses
- Engineering and technical consulting
- Proposal specific website development

Materials and supplies (consumable items- used up during the grant, anything less than $2,500):

- General office supplies (e.g., paper, pens, printing costs, etc.)
- Postage
- First aid kits and refills
- Promotional items (flyers, newspaper articles, brochures, etc.)
- Monitoring materials (cost under $2,500; e.g., temperature logger, soil moisture probe, stakes, etc.)
- Food, room rental, remote meeting equipment and software

Travel: A travel log will need to be turned in if a line item is more than $250

- Mileage, lodging, per diem, parking,

Monitoring Equipment (has to be owned by the District or WC)(cannot be a contractor cost)

- Cost of $2,500 or more per item, e.g., SOND

Other:

- Meeting refreshments, meeting room rental
- Insurance (workers comp belongs in salaries)
- Social media or newspaper advertisements

Appendix B: 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. ODA 2021-23 AWQ Support Grant funds are eligible for drone related expenses. Funds cannot be used for the purchase of a drone, but for related expenses.

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 contracting drone expenses was chosen.

Agreements, Notifications, and Rules

Language must be included in landowner agreements or public land agreements for projects involving drones. Landowner agreements are required for any landowner or public land whose property is being directly flown over and/or recorded. The agreement shall demonstrate that the landowner/public land manager and grantee mutually agree when a drone may be flown over the property and record images; shall include a description of where resulting photos, videos, or other products will be stored; and shall include how this data will be used.

Flight Path Notification

Grantees should consider notifying landowners who may be able to see the drone while in flight. This consideration is different from a landowner agreement. This refers to notifying landowners who will likely be able to see the drone at times during its flight path, although their property will not be directly flown over and/or recorded during the flight. For example, a notification may include, but is not limited to, speaking to landowners, distributing handouts/postcards, and/or posting information on a website or in a newspaper.

Federal Aviation Administration Rules

Grantees using ODA 2021-23 AWQ Support Grant funds are required to follow the Federal Aviation Administration (FAA) Part 107 rules and regulations. Grantees must also comply with any state, county, local, or tribal laws and regulations related to the use of drones.