



SMALL GRANT PROGRAM

Operating Procedures/Bylaws

2019-21 Biennium

I. Purpose

Small Grant Teams (teams) develop their own operating procedures/bylaws to establish the working conditions that best suit the needs of team members. Teams are required to re-visit their operating procedures/bylaws prior to the start of each new biennium to update members, define procedures, and identify roles. **All team members should receive a copy of this document once completed.** OWEB requires a copy of the document prior to making funds available to teams.

II. Small Grant Team

A. Membership

List the organizations invited to participate on the Small Grant Team for the 2019-21 biennium, and indicate if that organization is participating. Member organizations may be watershed councils (councils), soil and water conservation districts (districts), or tribes **only** and **all such organizations within the team area must be invited in writing to join**. Teams are required to have at least one council and one district member.

Watershed Councils		Soil and Water Conservation Districts	
Invited	Participating	Invited	Participating
South Coast	Y	Curry County	Y
Lower Rogue	Y		
Port Orford	Y		
Tribes			
Invited			Participating
Coquille Indian Tribe			Y
Confederated Tribes of the Grande Ronde			N
Confederated Tribes of the Siletz			N
Cow Creek Indian Tribe			N

B. Decision Making

The Small Grant Team will make decisions (check all that apply):

- By consensus. Consensus means (check all that apply):
- A unanimous decision by all the team members.
 - A decision where the concerns of all members have been addressed.
 - An agreement without any objections that blocks the decision; i.e., a member may have reservations or may not personally support the decision, but he or she is willing to go along with the group.

- Other: Should a team member obstruct the consensus process through an unwillingness to specify their objections and/or engage in dialogue about their objections, a simple majority vote shall prevail.
- By majority vote. Majority vote is defined as simple, super or other (circle one – describe super or other if selected): _____

C. **Quorum**

A quorum of the Small Grant Team is required to establish or change operating procedures, priorities, or project type lists. A quorum is also required to review and award small grants (see Part III). A quorum is defined as (check one):

- All members of the Small Grant Team.
- A simple majority of the members.
- A super majority of members (_____ of _____)
- Other _____

D. **Adding Members**

Organizations may be added to the Small Grant Team under the following conditions:

Required: If a new watershed council is established that meets the eligibility criteria and requests to participate on the Team.

Optional (check all that apply):

- If an invited but not participating district, council, or tribe requests to be added at a later date.
- Watershed councils not meeting the statutory definition, but who meet regularly, have bylaws, and/or are working on assessments or plans.
- Other: Watershed councils within the South Coast Small Grant Team Area that do not meet the statutory definition, but who meet regularly, have bylaws, and/or are working on assessments or plans, will be invited to appoint a representative to the Team after consensus approval has been obtained from the existing members of the Small Grant Team.

E. **Removal from the Small Grant Team (check all that apply)**

- A council, district, or tribe will not be removed from the Small Grant Team.
- Representatives of a council, district, or tribe will not be removed from the Small Grant Team.
- Member organizations may be removed for the following reasons:
- If the organization disbands and no longer exists
- Representatives may be removed for the following reasons:
- If a representative is repeatedly disruptive or blatantly obstructive of the process. Removal from the Team shall follow these steps:
1. The Team Contact will talk to the representative about the behavior.
 2. If the problem persists, the problem will be brought to the attention of the representative's organization and to the Small Grant Team members for discussion of the underlying problem

3. Once Step 2 has occurred, any Team member can request a vote to remove the representative. There must be a consensus of the remaining voting members to remove the representative.

F. Replacing a Representative (check all that apply)

Within 30 days 60 days 90 days

- If a representative resigns or is removed, then the alternate becomes a member of the Small Grant Team, and the Team will seek a new alternate from that organization.
- If a representative resigns or is removed, then a new representative from the same organization will be sought as a replacement.
- Other: If the organization already has an alternate representative to the Team, the alternate will immediately assume the role as primary representative for their organization

G. Relationship of Representatives to their Organizations (check one)

- Representatives of the districts, councils, and tribes on the Small Grant Team are authorized to make decisions about the team's priorities, project list, evaluation criteria, and operational procedures as a member of the team on behalf of their respective organization.
- Representatives of the districts, councils, and tribes on the Small Grant Team are *not* authorized to make decisions on behalf of their respective organization. Each member of the team will need to obtain their organization's approval of the proposed priorities, project list, evaluation criteria, and operational procedures before the team adopts them.

H. Team Meeting Arrangements

The team will meet (check whichever apply): electronically in person

Miranda Gray (name) will initiate email reviews or call and arrange team meetings.

If meeting in person, locations (e.g., district office, council office) may include:

Curry Watersheds Partnership office, Gold Rush Center meeting room, OSU Extension office, public libraries, Team members' homes, miscellaneous field locations

I. Program Grant/Team Contact

The following person(s) is authorized to sign the program (Team) grant application and agreement on behalf of the Small Grant Team, and will serve as OWEB staff's main program contact.

PLEASE NOTE: This person **must** be willing to respond to OWEB queries in a timely manner via email.

Name Kelly Timchak

Organization Lower Rogue Watershed Council

Phone (541) 247-2755 ext 4#

Email kelly@currywatersheds.org

Name Miranda Gray

Organization South Coast Watershed Council

Phone (541) 247-2755 ext 8#

Email miranda.gray@currywatersheds.org

III. Project Evaluation Committee

A. Small Grant Applications will be Reviewed and Approved by (choose one):

- The Small Grant Team. By unanimous vote, the team decides that it will be the Project Evaluation Committee to review and award small grants. ***Skip to Part IV.***
- A Project Evaluation Committee. The team will form a committee with equal district and council representation to review and award small grants.

B. Membership

Members of the Project Evaluation Committee are:

Name
Organization
Phone
Email

Name
Organization
Phone
Email

Name
Organization
Phone
Email

Name
Organization
Phone
Email

C. Adding/Removing Project Evaluation Committee Members (check all that apply)

- Project Evaluation Committee members may be removed for the following reasons:

- If a representative of a district, council or tribe resigns, then their alternate or another representative from that same organization will be appointed to serve on the Project Evaluation Committee.
- The following district or council representatives will be appointed to the Project Evaluation Committee in case a similar organization resigns or is removed.

Representatives will be replaced within: 30 days 60 days 90 days

D. Decision Making

The Project Evaluation Committee will make decisions:

- By consensus. Consensus means (check all that apply):
 - A unanimous decision by all the Committee members.
 - A decision where the concerns of all members have been addressed.
 - An agreement without any objections that blocks the decision, i.e., a member may have reservations or may not personally support the decision, but he or she is willing to go along with the group.
 - Other: _____
- By majority vote. Majority vote is defined as simple, super or other (circle one – describe super or other if selected): _____

E. Quorum

A quorum of the Project Evaluation Committee is required to award small grants. A quorum is defined as (check one):

- All members of the committee.
- A simple majority of all members.
- A super majority of all members (_____ of _____)
- Other: _____

F. Meeting Arrangements

The committee will meet (check one): electronically in person

The following member of the team will initiate email reviews or call and arrange committee meetings:

Name
Organization
Phone
Email

If meeting in person, locations (e.g., district office, council office) may include:

G. Meeting Notes (check one)

- The committee will designate a note taker at each meeting to record grant award decisions and rationale.
- The committee will designate _____ (name) to take notes of each meeting to record grant award decisions and rationale.
- Other:

IV. Technical Advice on Program Elements and Small Grants

A. Technical Advisors – Program Elements/Priority Setting (check one)

- No advisors will be asked to help develop the Small Grant Team’s program and priorities.
- Advisors from the following agencies or organizations will be asked to help develop the team’s program and priorities:

Kelly Timchak, Lower Rogue Council Coordinator; Frank Burris, OSU Extension Agent for Coos and Curry counties

B. Technical Advisors – Grant Application Review (check one)

- No advisors will be asked to review grant applications.
- Advisors from the following agencies or organizations will be asked to review grant applications and give advice to the Project Evaluation Committee:

The Team has in-house expertise, but technical advice will be sought as needed from OSU Extension Service, Oregon Department of Forestry (ODF), Oregon Department of Fish and

Wildlife (ODFW), Department of Environmental Quality (DEQ), the Bureau of Land Management (BLM), the Lower Rogue Watershed Council, and the South Coast Watershed Council.

V. Application Processing

A. Application Packets

Packets for public distribution must consist of the following information as applicable. All forms can be found on the OWEB website:

<https://www.oregon.gov/oweb/manage-grant/Pages/forms.aspx>

- ✓ Application and guidelines for completing the application
- ✓ Land use and match funding forms
- ✓ Culvert/Stream Crossing form
- ✓ Irrigation Efficiency form
- ✓ Team’s priority watershed concerns and list of eligible project types
- ✓ List of ineligible project types
- ✓ Team evaluation criteria or evaluation form

The following member of the team will distribute application materials and information, and accept small grant applications for the team. This person will be listed on OWEB’s website and in informational materials.

Name Liesl Coleman
Organization Curry SWCD
Phone (541) 247-2755 ext 0#
Email liesl.coleman@currywatersheds.org

B. Application Deadlines

The Oregon Administrative Rules require Small Grant Teams, or their Project Evaluation Committees, to establish two-week windows throughout the OWEB fiscal year (July 1-June 30) during which they will receive applications. **At a minimum, the window will be open quarterly**, or a minimum of eight times in the biennium when funding is available.

Column 1 below shows the team’s windows for receipt of applications through the end of the OWEB biennium (June 30, 2021). Column 2 shows corresponding team or evaluation committee meeting dates to evaluate applications. **Teams and evaluation committees must act upon applications within 30 days of receipt.** **Note:** The team’s last application window should be no later than April 15, 2021.

Two-week windows for receipt of applications (insert dates)	Application review meeting dates (must be within 30 days of each two-week window date shown in column 1)
October 1 -15, 2019	November 6, 2019
January 1-15, 2020	January 29, 2020
April 1-15, 2020	April 29, 2020
July 1-15, 2020	July 29, 2020
October 1-15, 2020	October 28, 2020

Two-week windows for receipt of applications (insert dates)	Application review meeting dates (must be within 30 days of each two-week window date shown in column 1)
January 4-18, 2021	February 3, 2021
April 1-15, 2021	April 29, 2021

C. Project Grant Agreements

Kelly Timchak (name) will develop project grant agreements for the team, using the OWEB template, and will sign on behalf of the team. **Note: This person should be the same as the Team Contact in Section II./I.** Teams decide who is responsible for collecting signatures on grant agreements (this may be one person, or may be different for different grants), and for sending the original to OWEB (along with the full application). **All grant agreement signatures must be secured within 90 days of first signature.** OWEB will sign the original, make copies, file the original at OWEB, and return copies to the Team Contact (see Section II./I). The Team Contact, in turn, is responsible for distributing the copies to the other signatories.

D. Record Keeping

Team meeting records are required to be kept for **five years**. All applications for the Small Grant Program (including unsuccessful applications) will be logged, using the forms provided by OWEB (or a variation of the form), and kept on file by the Small Grant Team for five calendar years. If a project is funded, a copy of the grant agreement should be filed with the application. The record keeper should periodically compare the team's records with OWEB's OGMS database and contact OWEB if there are any discrepancies. The record keeper is generally the best person to compile the Biennial Report (see Section IX). The following member will keep records of team meetings, and maintain the application logs and keep copies of all applications, grant agreements, and status reports:

Name Liesl Coleman

Organization Curry SWCD

Phone (541) 247-2755 ext 0#

Email liesl.coleman@currywatersheds.org

VI. Project Evaluation Criteria and Conflict of Interest Policy

OWEB provides a standard evaluation form for Teams to use when evaluating applications. Teams may add to the form, but not subtract from it. Evaluation criteria must be part of an application package so that applicants understand how their proposed projects are to be evaluated. Teams will provide OWEB with a copy of their evaluation form along with the Bylaws and Local Priorities.

1. Conflicts of Interest:

OWEB policy is that grant reviewers will not rank or vote on project(s) for which they have a financial conflict of interest. Reviewers are encouraged, however, to participate fully in all project discussions. OWEB's conflict of interest criteria are listed below. Teams may add additional criteria to their decision making policy and attach it to the end of this document.

- a. The reviewer is related to the applicant, or the work will be done on a relative's property, or a relative will benefit financially from the award of the application (i.e., a relative will be paid to work on the project).
- b. The reviewer or a member of the reviewer's family will benefit financially from the award of the application.
- c. The reviewer is a staff or board member of the organization applying for the grant or of an organization that will financially benefit from the grant.

2. Not Considered Conflicts of Interest:

- a. The reviewer is a staff or board member of the council, district, tribe, agency or organization that is donating time or services to the project.
- b. The reviewer advised the applicant on project development and/or provided feedback on the grant application prior to submittal.
- c. The reviewer wrote the application.
- d. The reviewer sits on a technical review team that reviewed the project prior to the application being submitted.
- e. The reviewer is a volunteer (non-board member) of the council, district or tribe applying for the grant
- f. The reviewer participated in the design of the project.
- g. The reviewer's council, district, tribe, agency or organization is helping to fund the project described in the application.

VII. Payee

Small Grant payees are responsible for managing all accounting associated with a small grant and for reporting expenses to OWEB in a manner consistent with OWEB's fiscal reporting standards. Payees may be councils, districts, tribes, or entities designated eligible by the team and that have the capacity to meet OWEB's reporting standards. The following are eligible to serve as payees for small grant projects:

Name Liesl Coleman
Organization Curry SWCD
Phone (541) 247-2755 ext 0#
Email liesl.coleman@currywatersheds.org

Name
Organization
Phone
Email

Name
Organization
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VIII. Small Grant Outreach

Local outreach is an important way to let the public know about the small grant program and the availability of funds. Outreach may occur in the form of a press release (examples can be found on the OWEB website), information on local organizational websites, and handouts at local organizational offices. The following person(s) will be responsible for handling Team outreach:

Name Miranda Gray
Organization South Coast Watershed Council
Phone (541) 247-2755 ext 8#
Email miranda.gray@currywatersheds.org

Name Kelly Timchak
Organization Lower Rogue Watershed Council
Phone (541) 247-2755 ext 4#
Email kelly@currywatersheds.org

IX. Biennial Report

The Small Grant Team is responsible for providing OWEB and the Soil and Water Conservation Commission (through OWEB) with a summary report within 60 days of the end of each biennium (by August 30). This person is generally, but not necessarily, the team record keeper. A copy of the reporting form is on the website. The following member(s) is responsible for compiling and submitting the report to OWEB:

Name Liesl Coleman
Organization Curry SWCD
Phone (541) 247-2755 ext 0#
Email liesl.coleman@currywatersheds.org

Name Kelly Timchak
Organization Lower Rogue Watershed Council
Phone (541) 247-2755 ext 4#
Email kelly@currywatersheds.org

X. Member Organization Authorized Signatures

Adopted: 9/5/2019
Date


Signature

Type/Print Name John Wilson

Organization Curry SWCD


Date 9/5/19


Signature

Type/Print Name Kristopher Murphy

Organization Coquille Indian Tribe

Date 9/5/19


Signature

Type/Print Name Gary Grotrian

Organization Lower Rogue Watershed

Council


Date 9/5/19

Signature

Type/Print Name

Organization

Date


Signature

Type/Print Name Lynne Dewald

Organization South Coast Watershed

Council

Date 9/5/19

Signature

Type/Print Name

Organization

Date


Signature

Type/Print Name Linda Tarr

Organization Port Orford Watershed

Council

Date 9/5/19

Signature

Type/Print Name

Organization

Date

Requirements

Teams are required to provide OWEB with a Biennial Report for the recently completed 2017-19 biennium no later than **August 30, 2019**.

In addition, to be granted use of team funds for the 2019-21 biennium, the following documents (also known as the Small Grant Team Application) should be submitted to OWEB as soon as possible after the start of the new biennium:

- New Operating Procedures/Bylaws, Exhibit A (this form)
- New Local Priorities/Eligible Project Types, Exhibit B
- Application Evaluation Worksheet

The Biennial Report and the other forms listed above should be submitted together. All forms may be found on the OWEB website:

<https://www.oregon.gov/oweb/manage-grant/Pages/forms.aspx>