



Request for Letters of Interest Place-Based Integrated Water Resources Planning Grant

About this Document

This request for letters of interest announces the availability of financial assistance for communities that seek to undertake place-based integrated water resources planning in Oregon. The Oregon Water Resources Department has \$750,000 available to distribute in the form of grants. This funding will be distributed on a competitive basis to a select number of successful applicants who will partner with the Department to build a collaborative process that pilots the Draft Place-Based Planning Guidelines and results in a place-based integrated water resources plan. The Department anticipates awarding 2-4 grants and will also be offering planning and technical assistance.

This document includes the following

- ✓ A summary of terms and written materials referenced in this document (Page 2)
- ✓ Background and overview of place-based planning, the pilot approach and eligibility (Page 3);
- ✓ A discussion of the grant application and selection process (Pages 4-5);
- ✓ A review of evaluation criteria (Page 6);
- ✓ A discussion of availability, disbursement and use of funds (Pages 7-8);
- ✓ A description of who can convene a place-based planning group (Appendix A);
- ✓ A guide for writing a letter of interest (Appendix B);
- ✓ An overview of the guiding principles from Oregon's Statewide Strategy (Appendix C).

Announcement Date:

October 8, 2015

Deadline: December 7, 2015

Total Amount Available:

\$750,000

Description: Grants will support place-based integrated water resources planning pilots in Oregon.

Duration of Grant: 2-3 years

Eligibility: Individuals or organizations who intend to convene place-based integrated water resources planning.

Awards Announced: March 15 (anticipated)

Contact:

Harmony Burright
Ph: 503.986.0913

For additional information, visit the place-based integrated water resources planning website:

http://www.oregon.gov/OWRD/Pages/Place_Based_Planning.aspx.

Feedback

Place-based integrated water resources planning is in a pilot phase, meaning that the Department is learning and adjusting as we implement this initiative. As a result, the Department is interested in gathering feedback on how to improve place-based planning efforts, including this grant solicitation process. The Department welcomes comments, suggestions and/or recommendations regarding place-based planning implementation. Feedback can be sent to:

Harmony Burright | 503.986.0913 | placebasedplanning@wrd.state.or.us

Key

- Words that are underlined with dashes in the document have a definition on this page.
- Words that are *in italics*, have an associated resource (see References below).
- Words that are red and underlined will send you to a link online.

Terms & Acronyms

Convener	An individual, a group of individuals, an organization or a team of organizations that bring(s) together a diverse group of people to undertake place-based planning (see Appendix A).
Consultation	A formal or informal meeting between a potential applicant and Oregon Water Resources Department staff to discuss the solicitation, evaluation and selection process.
Cost-share	The cash or in-kind contributions that an applicant will contribute to the planning process.
Department	Refers to the Oregon Water Resources Department.
Governance agreement	A document that records how a group of individuals or organizations will work together and make decisions during the planning process.
Grant agreement	A document that lays out how grant funding will be distributed and what is expected in return.
Hydro-geographic unit	A geographic area based on water features in the landscape, also referred to as watersheds, (sub) basins or groundwater areas.
Interagency review team	A team composed of representatives from multiple state agencies that review applications and reach agreement on recommendations.
Letter of interest	The document used to indicate interest in place-based planning and request grant funding (see Appendix B and C).
Commission	Shorthand for the Oregon Water Resources Commission, which is the citizen body that oversees the work of the Department.
Pilot	A focused approach to a project or program that allows for learning and experimentation before full scale implementation.
Place-based planning	A voluntary, locally initiated and led effort in which a balanced representation of water interests within a hydro-geographic area (e.g., basin or watershed) work in partnership with the state to pilot the <i>Place-Based Planning Guidelines</i> .
Work plan	A document developed by place-based planning groups that records what work will be executed and how.

References

Other resources referenced in this grant package are as follows:

Integrated Water Resources Strategy (August 2012) – bit.ly/owrdiwrs

Place-Based Planning Website – bit.ly/owrdplanning

Draft Place Based Planning Guidelines (February 2015) – bit.ly/owrdplanning

Senate Bill 266 (July 2015) – bit.ly/owrdplanning

Water Resources Development Program Website – bit.ly/owrdwrpd

1. Background

The 2012 Integrated Water Resources Strategy (IWRS) recommended that the Oregon Water Resources Department (Department) help communities undertake place-based integrated water resources planning. Place-based integrated water resources planning is a voluntary, locally initiated and led effort in which a balanced representation of water interests within a hydro-geographic area (e.g., basin, watershed, groundwater areas) work in partnership with the state to:

- Build an integrated and collaborative planning process;
- Characterize current water resources and issues (water quantity, water quality, ecosystem health);
- Understand current and future instream and out-of-stream water needs and demands (above and below ground);
- Identify and prioritize strategic solutions to address water issues and needs;
- Develop a place-based integrated water resources plan that informs the state-wide strategy.

Planning Principles

- **Voluntary tool**
- Locally initiated
- Conducted in partnership with state agencies
- Includes balanced representation of water interests
- Adheres to IWRS guiding principles and state laws
- Addresses instream and out-of-stream needs
- Does not infringe on existing water rights
- Builds upon existing plans and programs
- Results in a place-based integrated water resources plan

During the 2015 legislative session, the Department received \$750,000 and additional staff to support place-based planning in a select number of locations. These communities will work in partnership with the Department to pilot the *Draft Place-Based Planning Guidelines* (February 2015) and develop a place-based integrated water resources plan. The Department is issuing grants on a competitive basis from the available funding to assist with this effort.

2. Overview of Pilots

Pilot projects will be conducted consistent with the recommendations put forth in the *Integrated Water Resources Strategy* (August 2012), the *Draft Place-Based Planning Guidelines* (February 2015) and the requirements specified in *Senate Bill 266* (July 2015). The number of funded pilot projects and the amount of grant money awarded will depend on the level of interest, scale of proposed planning efforts, and funding requested by communities. Given limited funding and the fact that place-based planning is in a pilot phase, we will not be able to award grants to every community seeking funding, though the Department may be able to offer other forms of assistance (e.g., facilitation, technical support, data collection/sharing).

What is a pilot?

Simply put, a pilot is a small-scale, focused approach to a project or program that allows for learning and experimentation to determine if and how it can be implemented at a larger scale. A pilot approach will:

- Provide an opportunity to identify and address factors that enable or constrain planning efforts;
- Ensure that the program results meet expectations before making larger investments;
- Allow state agencies to identify and develop tools and processes that best support place-based efforts;
- Demonstrate the local and state-wide benefits of investing in place-based water planning efforts.

3. Eligibility

Grant funding is open to any individual or organization who 1) seeks to convene a place-based planning effort in the state of Oregon, 2) is an appropriate and capable convener as described in Appendix A of this document, 3) is seeking financial assistance from the Department to assist with a place-based planning effort, 4) has the ability to manage and distribute funds on behalf of a diverse network of partners, 5) is committed to developing a place-based integrated water resources plan. The Department will give preference to entities that can commit to at least a 25% match/cost-share in the form of cash or in-kind contributions.

4. Grant Application and Selection Process

To be considered for funding, letters of interest must be submitted by December 7, 2015. Entities are encouraged to contact the Department for an informal consultation prior to submitting a letter of interest to ensure its completeness.

Following submittal of letters of interest, the Department will conduct a preliminary internal review of materials, request follow-up interviews or information (as necessary), convene an inter-agency review team to review letters of interest and compile recommendations for consideration by the Oregon Water Resources Commission. Grant recipients will be selected by the Oregon Water Resources Commission.

What is a letter of interest?

A letter of interest is the document that notifies the Department that you wish to initiate a place-based water planning effort in your area. A letter of interest helps the Department understand a bit more about you and your partners, the water challenges in your geographic area of focus, and how place-based planning can help address these challenges. The letter of interest is also the first step in the process to apply for grant funding.

See Appendix B for more details.

a. Conduct Informal Consultation (optional)

Before submitting a letter of interest, it is recommended that conveners consult with the Department to understand the requirements and to make sure that place-based planning is a good fit for your needs. This will help you to develop a strong letter of interest.

⇒ To schedule a consultation call or email:

Harmony Burright | 503.986.0913 | placebasedplanning@wrd.state.or.us

b. Submit Letters of Interest (MUST BE RECEIVED BY COB December 7, 2015)

The Department is soliciting letters of interest from place-based planning (co-)conveners throughout the state. Letters of interest should be consistent with the outline provided in Appendix B. **Letters of interest must arrive by 5:00 pm PST on December, 7, 2015.**

⇒ Send electronic copies of your letter of interest to:

placebasedplanning@wrd.state.or.us

Subject: Place-Based Planning Letter of Interest – CONVENER NAME & ORGANIZATION

⇒ Send paper copies of your letter of interest to:

OREGON WATER RESOURCES DEPARTMENT

Attention: Place-Based Planning Grants

725 Summer Street NE, Suite A

Salem, OR 97301

c. Provide Additional Information (as requested)

Department staff will conduct a preliminary review of the letters of interest to identify if any additional information is needed. The Department may request additional documentation or a follow-up interview with the applicant or their partners. Field staff will be informed of the letters of interest submitted in their region and will provide feedback on the proposed effort. Any information from follow-up conversations or information gathering efforts will be summarized and considered during the selection process.

d. Inter-Agency Review & Evaluation (Anticipated: December – January 2016)

A review team composed of representatives from multiple state agencies will review the applications. The recommendations from the inter-agency review team will provide the basis for the Department staff to recommend applications to the Oregon Water Resources Commission. Applications may be recommended for full or partial funding.

e. Public Notice & Comment

Letters of interest will be posted online once the submission date closes. Department recommendations to the Commission will be posted online in advance of the Commission meeting (<http://www.oregon.gov/owrd/Pages/commis/index.aspx>) and the Department will provide an opportunity for the public to provide comments (both written and verbal). For updates on public comment opportunities related to this grant, please subscribe to our mailing list: http://listsmart.osl.state.or.us/mailman/listinfo/water_development.

f. Grant Selection & Notification (Anticipated: February – March 2016)

The Oregon Water Resources Commission will review the recommendations put forth by the Department and select the final grant recipients. A Commission decision is anticipated at the February 2016 Commission meeting. Following the Commission's decision, grant recipients will be notified in writing whether their application was successful and the results will be posted online. Notification is anticipated in early March 2016. Successful recipients will receive additional information about the necessary next steps to secure the place-based planning grant.

g. Contingency Management

Throughout this process, the Department seeks to be transparent and responsive. In line with this approach, there are several scenarios in which the Department may need to adjust the schedule or process. Such scenarios may include, but are not limited to the following:

- If the Department receives a large volume of letters of interest, more time may be needed to adequately review information and make a recommendation.
- If the Department determines there is not sufficient information to support a decision, a limited number of applicants may be invited to submit additional materials.
- If the Commission receives a large volume of public comments, more time may be needed to review and consider the comments.

In each of these scenarios, the schedule may be adjusted to allow for additional time. Any changes to the schedule or process will be documented online and will be communicated in writing to any entities that have submitted a letter of interest or subscribed to the mailing list: http://listsmart.osl.state.or.us/mailman/listinfo/water_development.

5. Evaluation Criteria

The letter of interest should be consistent with the goals/objectives in the *Draft Place-Based Planning Guidelines* and the *Integrated Water Resources Strategy* (see Appendix C for the Guiding Principles for the Statewide Strategy). The Department will prioritize funding in areas where 1) there is interest in and a commitment to piloting the place-based planning guidelines, 2) there are strong partnerships that already exist or are likely to exist, 3) there is a need for place-based planning, and 4) there is the greatest likelihood to develop a place-based integrated water resources plan/strategy with clear, actionable recommendations that are acceptable to diverse water interests. While developing your letter of interest, consider that the review team will be looking at the following:

Primary Considerations:

- The letter is consistent with the Place-Based Planning Guidelines and Statewide Strategy;
- The process will be or is initiated by a capable convener;
- Support of partners is evident or likely;
- There is a commitment to conducting place-based planning;
- The convener and partners are committed to working in partnership with the State;
- The letter of interest indicates a clear and immediate need to understand and address water quantity, water quality and ecological health issues using an integrated approach;
- The convener and partners have an ability to meaningfully engage and collaborate with a balanced representation of water interests;
- The convener and partners intend to integrate water planning between different uses and sectors;
- The convener and partners intend to address in-stream and out-of-stream water needs (above and below ground).

Additional Considerations:

- The convener has an understanding of the complexities of leading a collaborative effort;
- There is a track record of successfully implementing collaborative projects;
- There is local capacity to support collaborative planning efforts;
- There is likelihood of developing an integrated water resources plan in 2-3 years;
- The convener and partners demonstrate an openness to learning, experimentation and innovation throughout the pilot phase;
- Amount of resources that the conveners and partners can leverage and bring to the planning effort (at least 25 percent).

The Department is interested in piloting this program in areas with different characteristics. As a result, the Department may consider factors such as: planning scale; location/geography; nature of water issues; type of convener; local capacity (e.g., newly formed collaborative efforts vs longstanding collaborative partnerships); current funding profiles; and, planning history.

As mentioned above, the Department is seeking a 25 percent cost-share/match (cash or in-kind). The match demonstrates a local commitment of resources to the planning efforts. Applicants are encouraged to estimate the resources that will be contributed by them and their partners over the course of the project. Applicants that leverage resources above and beyond the 25 percent cost-share/match request may be more competitive in the evaluation process.

6. Availability, Disbursement and Use of Funds

a. Available Assistance

The Department has \$750,000 available to award, in the form of competitive grants, to entities that wish to pilot place-based integrated water resources planning. Applicants are encouraged to think about and clearly document the funding needs for conducting place-based planning over a two to three year period. The Department has limited financial assistance to support these efforts, but is interested in understanding the current level of need for this type of collaborative water planning throughout the state. In order to undertake multiple pilots, the Commission may decide to award partial funding. In addition to financial assistance, the Department has staff available who will offer planning and technical assistance.

b. Disbursement of Funds

Funding will be distributed using a phased approach based on available funding and agreed upon milestones related to the planning steps outlined in the *Place-Based Planning Guidelines*. The phases will be discussed and agreed upon for each for each pilot project and will be documented in the grant agreement.

c. Use of Funds

Funds may be used for any reasonable activity that directly contributes to and supports the place-based planning effort. Examples include the following:

Planning/Coordination Support	Technical Support
<ul style="list-style-type: none"> • Facilitation services and support • Meeting space, food and materials • Project management • Strategic planning and process coordination • Document development • Communication and outreach materials and events • Web development and maintenance • Acquisition of equipment or software to support planning • Coordination and integration activities • Other activities as approved 	<ul style="list-style-type: none"> • Field investigations • Data gap analyses • Alternatives development and analysis • Data collection and analyses • GIS and modeling • Conservation assessments • Acquisition of equipment or software to conduct technical studies • Water rights analyses • Monitoring equipment • Social, legal or policy analyses Stakeholder polls or surveys • Other activities as approved

The use of funds will be discussed and agreed upon for each for each pilot project and will be documented in the grant agreement.

d. Performance Period

All funds must be expended within two to three years from the date the grant agreement is signed by the Department and the convener. The work to be completed within the two to three year period of performance will be discussed and agreed upon for each pilot project and will be documented in the grant agreement.

e. Reporting Requirements

Grant reporting requirements will be discussed and agreed upon for each pilot project and will be documented in the grant agreement.

f. Grant Tasks and Deliverables

Tasks and deliverables will be discussed and agreed upon for each pilot project and will be documented in the grant agreement. A summary of example outputs and outcomes by planning step is presented in Figure 1. For more information on the planning steps, see the *Place-Based Planning Guidelines*.

Overview of potential place-based planning tasks, outputs and outcomes.

	Tasks	Deliverables	Outcomes
Planning Step 1	<ul style="list-style-type: none"> • Convene & initiate the process • Invite & involve balanced water interests • Define planning scale • Develop work plan • Ensure a public process 	<ul style="list-style-type: none"> • Governance agreement (e.g., charter, MOU, etc.) • Work plan • Communication/outreach strategy • Meeting summaries 	<ul style="list-style-type: none"> • Collaborative group is formed & participants understand how they will be working together • Relationship building between groups that have diverse interests in water resources
Planning Step 2	<ul style="list-style-type: none"> • Characterize water resources, water quality and ecological issues • Compile & analyze existing information • Identify & fill information gaps 	<ul style="list-style-type: none"> • Repository of existing information • Information gap analysis • Technical studies/reports • Monitoring/modeling reports • Meeting summaries 	<ul style="list-style-type: none"> • Better coordination for information gathering • Information sharing between groups at different scales • Efficiencies gained by pooling expertise & resources
Planning Step 3	<ul style="list-style-type: none"> • Quantify existing & future needs/demands • Compile & analyze existing information • Identify & fill information gaps • Assess vulnerabilities 	<ul style="list-style-type: none"> • Summary of current needs/demands & projected future needs/demands for instream & out-of-stream uses • Modeling/scenario reports • Meeting summaries 	<ul style="list-style-type: none"> • Shared understanding of current & upcoming water challenges • Promotion of holistic thinking (understanding how complex water systems are connected)
Planning Step 4	<ul style="list-style-type: none"> • Develop integrated solutions for meeting long-term water needs • Identify & select alternatives for addressing needs • Prioritize actions & develop implementation strategy 	<ul style="list-style-type: none"> • Report discussing alternatives development & selection, prioritization of actions, delineation of roles & responsibilities, etc. • Meeting summaries 	<ul style="list-style-type: none"> • Shared vision for water solutions • Proactive identification and resolution of conflict • Identification of innovative approaches
Planning Step 5	<ul style="list-style-type: none"> • Develop Integrated Water Resources Plan • Approve the plan • Present the plan for Department approval • Begin implementation 	<ul style="list-style-type: none"> • Final Integrated Water Resources Plan • Alternatives analyses • Prioritization of actions • Project specific implementation plans/strategies 	<ul style="list-style-type: none"> • Clear strategy or road map for addressing water challenges • Improved coordination • Competitive grant applications • Implemented projects • Strong working relationships

Appendix A. Identifying a Convener

The following information contains excerpts from the Policy Consensus Initiative's document entitled, "The Role of a Convener." For the full version or to find more information or resources visit: http://www.policyconsensus.org/publicsolutions/ps_6.html.

1. What does it mean to be a convener?

A convener may be an individual, a group of individuals, an organization or a team of organizations that brings together a diverse group of people to collectively examine issues, pool resources and develop effective solutions to problems or challenges. Conveners get people involved in finding effective solutions together; they do not seek to impose their own solutions. Experience over the past 25 years has demonstrated that conveners are often essential to achieving successful outcomes in collaborative processes, especially when the solutions reached require action by many actors across different sectors and scales.

In this context, an appropriate convener:

- Has a demonstrable interest in long-term water planning and management;
- Has an understanding of local water systems, interests and issues;
- Serves a broad public interest;
- Is perceived as non-partisan;
- Has demonstrated an ability to engage with a balanced representation of water interests;
- Demonstrates dedication to the collaborative process, not just the outcomes;
- Has an interest in and the capacity to guide local stakeholders through a multi-year planning process;
- Is committed to conducting place-based planning in a transparent manner that is open to the public;
- Understands and can help to address power imbalances within a planning group.

Experience has shown that public officials and other respected civic leaders can be very effective as conveners or co-conveners of collaborative processes, so long as they act in impartial ways. Widely respected community based organizations can also be effective conveners because of their position in the community and their internal capacity to manage the logistics of collaborative planning.

If the convener is requesting funding, they should be able to receive and distribute grant funding for the place-based planning group or should identify a partner organization that can co-convene.

2. How is a convener selected?

The process for selecting a convener needs to be transparent, so that the parties and the public understand who made the selection and how the selection was made. In an instance where a convener is self-selected, the convener needs to be clear about why they are stepping forward as a convener.

The most important criteria for selecting a convener is that the person(s) or group(s)/organization(s) be highly respected—an individual or entity with a reputation for serving the public interest, with no particular ax to grind or perspective to push on the issue at hand. Sometimes people will come to the table primarily because of the convener’s status—because the stature of the convener makes them feel they are doing something important and worthwhile.

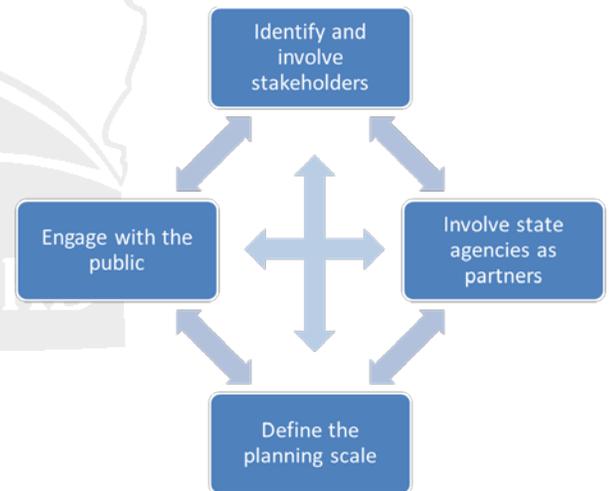
The role of the convener will be discussed and potentially revised during Planning Step #1 to ensure that all stakeholders understand and support the role of the convener moving forward.

3. What does it mean to be a co-convener?

In some areas it may be appropriate for different individuals or organizations to co-convene the planning process, which means they share the responsibility of initiating and guiding the planning process. A co-convener can supplement the skills or resources of an existing convener and may help to increase the credibility of a planning process. A co-convener may also be a part of a different network of partners who are integral to the planning effort. A local partner may invite the Department to be a co-convener and should indicate this in the letter of interest.

4. What is the role of a convener

The most important roles of the convener are to: generate support for place-based planning; work with partners to initiate place-based planning with the Department; conduct a stakeholder analysis to convene the original planning group; guide the group through Planning Step #1; and serve as a guardian of the overall planning process. During Planning Step #1 the planning group will discuss and potentially re-define the role of the convener. Throughout the planning process the role of the convener may change depending on the needs of the planning group.



Planning Step #1 Overview

The convener may also play some of the following roles:

- Facilitate group conversations;
- Assess stakeholder involvement and suggest changes in membership;
- Assess the planning and decision-making processes and suggest changes to the governance agreement;
- Guide and oversee the planning process;
- Provide varying levels of day to day support;
- Develop documents;
- Mediate conflicts between planning group members with a trained mediator;
- Be the main point of contact with state, regional and federal partners;
- Ensure transparency and public involvement in the planning process;
- Solicit public feedback on the planning process;
- Coordinate and oversee funding agreements on behalf of the planning group.

5. What are the best practices for a convener?

To be effective, conveners should abide by the following key guidelines:

- **Be inclusive.** Conveners should be sure that a wide variety of people from different perspectives are involved. They should welcome participants from all interests—not just those with obvious interests, but also those with the economic, political, or technical resources that will help make for successful outcomes.
- **Establish a neutral meeting place.** When the issue is complex and divisive, the convener must establish an impartial process and a safe space for people to open up about their beliefs and opinions. It is often helpful to get assistance from an experienced facilitator to plan and conduct the process.
- **Be impartial to the solution.** Participants must believe that the convener is not predisposed to one side or another and is trying to find a solution that all sides can embrace. The convener may need to work in a bipartisan fashion with a co-convener from the other side of the aisle, to ensure the perception of impartiality.
- **Direct, rather than dominate, the discussions.** The convener must enable people to talk with each other, rather than talking only to the convener. It is often useful for someone else to facilitate the discussions so the convener can listen and ask questions.
- **Frame the meeting and the issue.** The convener must establish a purpose for each meeting and help to ensure that the issue is framed in a way that enables all people to work together productively. Defining and naming the issue jointly can ensure that everyone is willing to contribute to the solution.
- **Keep people moving and working together.** The convener should provide feedback to the group on their progress. Where institutional impediments or red tape crop up, the convener should consider using his or her own capabilities to overcome them.
- **Demonstrate ongoing visible commitment.** The convener can help keep participants at the table by demonstrating that they care about the progress the group is making. Even if the convener cannot be present at every meeting, he or she should send signals demonstrating on-going interest.
- **Make sure there is an outcome.** The convener can help a group get to closure by establishing timetables for the process and reminding people of those timetables. The best outcome involves written agreements that spell out an action and implementation plan, including specifying different people's responsibilities.

Appendix B. Writing a Letter of Interest

1. What is a letter of interest?

A letter of interest is the document that notifies the Department that you wish to initiate a place-based integrated water resources planning effort in your area. A letter of interest helps the Department understand a bit more about you and your group or organization, the water challenges in your geographic area of focus, and how place-based planning can help address these challenges. A letter of interest gets the conversation started. The letter of interest is also the first step in the process to apply for grant funding.

2. What are the formatting requirements for a letter of interest?

Your letter of interest should be organized according to the following sections (a through g) and should be between two and nine single-spaced pages (including the cover page). Please try to be as concise as possible while considering the elements contained in the following section.

All pages should have page numbers in the footer a document title in the header. Applications may be submitted electronically or in hard copy. If submitting a hard copy, please submit 8 ½" x 11" unstapled pages. Provide any attachments to the application on 8 ½" x 11" unstapled pages. If submitting electronically, please submit as one PDF document.

You may attach additional documents that help to strengthen your letter, including the optional attachments indicated below. ***Please limit the total package to 30 pages or less.***

3. What are the essential elements of a letter of interest?

A letter of interest should consider each of the components listed below. The letter of interest should include something for each section (a through g), though the actual content of each section will vary from place to place depending on the scale and context of planning efforts in your area. You should determine the appropriate amount of information and tailor the letter of interest accordingly. Contact the Department with any questions or concerns.

a. Cover Page (≤ 1 pg)

The cover page should include:

- Applicant Identification: Provide the name and contact information of individual(s) and/or organization(s) submitting the letter of interest.
- Location: Provide an overview of the area that the proposed planning process will cover (cities, counties, basins/watersheds).
- Key Project Partners: Provide names of current or anticipated partners (key individuals and organizations that have agreed to participate or have expressed interest).
- Executive Summary: A 250 word summary that describes why you want to initiate place-based planning, why your basin/watershed is ready, and how place-based planning will help address the water challenges in your basin/watershed.

b. Description of the Convener (≤ 1 pg)

This section may include a brief description of:

- How you or your group/organization have been involved in water planning efforts in your area (past and present);
- How you or your group/organization intend to be involved in future water planning efforts in your area;
- Your target population and geographic area (specific basins or watersheds you plan to address through place-based planning);
- Why you and/or your group/organization are appropriate conveners of a place-based planning effort (see Appendix A);
- What resources and skills you or your group/organization will bring to the place-based planning effort.

c. Integration, Partnerships & Stakeholder Engagement (≤ 1 pg)

This section may include a brief description of:

- The partners you work with and what resources/skills they will bring to the effort;
- How this effort will integrate with and build on other plans, projects and processes;
- How you plan to meaningfully engage and collaborate with a balanced representation of water interests;
- How you will ensure a transparent and open process;
- An example of how you have worked with varied partners and conducted public outreach successfully in the past.

Attachment(s) *(optional)*:

- ✓ Timeline of what water planning activities and projects you have been involved in;
- ✓ List of partner organizations that will likely participate in the planning process, with signatures or letters of support if possible;
- ✓ Existing governance agreement that memorializes a collaborative processes with partners (e.g., charter, compact, memorandum agreement, etc.);
- ✓ List/table of plans, projects and groups working on water planning in your area of interest and how you intend to either build on these and/or integrate with them;
- ✓ Summary of your communication plan or outreach strategy (if you have one).

d. Statement of Need (≤ 1 pg)

This section may include a brief description of:

- The current and anticipated water issues or challenges in your area of interest (e.g., basin or watershed), touching specifically on water quantity, water quality and ecological health;
- How these challenges are currently being addressed.

Attachment(s) *(optional)*:

- ✓ Table summarizing existing or past data collection efforts used to understand water needs;
- ✓ List with links to reports or findings from your area of interest that are relevant to your place-based efforts.

e. Proposed Approach(≤ 1-2 pgs)

This section may include a brief discussion of:

- How your planned approach will be consistent with the principles described in the *Integrated Water Resources Strategy* and the *Place-Based Planning Guidelines*;
- The major activities you plan to undertake to meet the goals laid out in the *Guidelines*;
- The rough timeline for accomplishing the planning steps laid out in the *Guidelines*.

Attachment(s) (optional):

- ✓ List and description of tasks or activities to be accomplished.
- ✓ Anticipated schedule or timeline with benchmarks or milestones.

f. Anticipated Results (≤ 1 pg)

This section may include a brief discussion of:

- How place-based planning will help to solve water challenges in your area of interest;
- The anticipated short-term and long-term outcomes or benefits to your community that are expected to result from the proposed process.

g. Request for Department Resources (≤ 1-2 pgs)

In this section please estimate the amount of funding you will need to 1) conduct up to three years of collaborative water planning, and 2) produce a place-based integrated water resources strategy. Please specify the amount of funding you are requesting (not to exceed \$750,000) and provide justification for the request. Consider organizing your funding request by planning step since each planning step will require different inputs and areas of expertise. The Department will consider your full request but may decide to award partial funding. The Department is trying to balance meeting the needs of individual planning groups and supporting multiple planning efforts to ensure the pilot phase is successful.

In this section discuss how you intend to meet the 25 percent match/cost-share. At the time of application, match funding does not have to be secured, but you must show that you are seeking at least 25 percent match funding. 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 contributions. The more match that is secured, the stronger the application.

If you receive funding, the Department will (at a minimum) serve in an advisory capacity, meaning that the Department will provide guidance and review outputs/deliverables as they are produced. However, it is also important to think about what other resources you would like to request from the Department to support your efforts. In addition to specifying the amount of funding being requested, this section should also describe the level of involvement and other forms of assistance you seek from the Department (see the summary table on the next page). Please indicate if you would like the Department to consider serving as a co-convenor of the process.

Attachment(s) (optional):

- ✓ Proposed budget that shows how funding might be allocated to different tasks/activities within each planning step;
- ✓ Summary of at least 25 percent match/cost-share (cash and/or in-kind);
- ✓ List of other past, current and anticipated funding sources to support planning.

Potential Department Assistance

Financial Assistance	Planning Assistance	Technical Assistance	Information Assistance
\$750,000 is available in the form of competitive grants to assist with planning efforts in select areas. The Department expects to award 2-4 grants.	The Department can be invited to serve as a co-convenor or can assist with coordination, facilitation, project management, public outreach, etc.	Place-based groups can request technical assistance, such as technical studies, water rights analyses, modeling, scenario planning, GIS support, etc.	OWRD has a wealth of information on water resources across the state and can tailor it to assist with your place-based planning efforts.

4. Letter of Interest Checklist

- Did you include a cover page that provides names and contact information for the applicant(s), the location of the proposed planning effort, proposed partners and provides an executive summary of the proposed effort (Section 3a)?
- Did you include a description of the convener or co-conveners (Section 3b)?
- Did you include a description of how the planning process will build on existing plans and efforts and integrate a balanced representation of water interests (Section 3c)?
- Did you include a brief statement of why your area of interest needs place-based planning (Section 3d)?
- Did you include a proposed approach for undertaking place-based planning consistent with the planning steps contained in the *Place-Based Planning Guidelines* (Section 3e)?
- Did you include a description of the results and outcomes you anticipate from place-based planning (Section 3f)?
- Did you include a summary of the resources (financial, planning and technical assistance) that you are seeking from the Department (Section 3g)?
- Did you include associated attachments that help to strengthen your application, including a justification for your funding request?
- Did you make sure every page has the document title in the header and a page number in the footer?
- If sending as a hard copy, did you make sure all pages are 8.5"x11", single-spaced and unstapled?
- If sending via email, did you include all pages in one pdf document?
- Before you send us your letter of interest, please remember that it will be posted online for public review.**

Appendix C. Guiding Principles from Oregon's Statewide Strategy

The fifty-year vision and guiding principles from the 2012 Integrated Water Resources Strategy are reproduced below as a reference for planning groups. The guiding principles were developed to help shape the development and implementation of the Strategy. These principles should serve as a constant reminder to recognize the public interest in water, to include a meaningful process for public involvement, and to maintain a balanced representation of all interests.

Accountable and Enforceable Actions

Ensure that actions comply with existing water laws and policies. Actions should include better measurement and enforcement tools to ensure desired results.

Balance

The [place-based] strategy must balance current and future instream and out-of-stream needs supplied by all water systems (above ground and below ground). Actions should consider and balance tradeoffs between ecosystem benefits and traditional management of water supplies.

Collaboration

Support formation of regional, coordinated, and collaborative partnerships that include representatives of all levels of government, private, and non-profit sectors, tribes, stakeholders, and the public. Collaborate in ways that help agencies cut across silos.

Conflict Resolution

Be cognizant of and work to address long-standing conflicts.

Facilitation by the State

The State should provide direction and maintain authority for local planning and implementation. Where appropriate, the State sets the framework, provides tools, and defines the direction.

Incentives

Where appropriate, utilize incentive-based approaches. These could be funding, technical assistance, partnerships / shared resources, regulatory flexibility, or other incentives.

Everywhere in our State, we see healthy waters, able to sustain a healthy economy, environment, and cultures & communities.

Healthy waters...are abundant and clean. A healthy economy...is a diverse and balanced economy, nurturing and employing the state's natural resources and human capital to meet evolving local and global needs, including a desirable quality of life in urban and rural areas. A healthy environment...includes fully functioning ecosystems, including headwaters, river systems, wetlands, forests, floodplains, estuaries, and aquifers. Healthy cultures and communities...depend on adequate and reliable water supplies to sustain public health, safety, nourishment, recreation, sport, and other quality of life needs.

A Fifty-Year Vision for Oregon's Water Future
Policy Advisory Group
2012 Integrated Water Resources Strategy

Implementation

Actions should empower Oregonians to implement local solutions; recognize regional differences, while supporting the statewide strategy and resources. Take into account the success of existing plans, tools, data, and programs; do not lose a commonsense approach; develop actions that are measurable, attainable, and effective.

Interconnection/Integration

Recognize that many actions (e.g. land-use actions) in some way affect water resources (quality and/or quantity); recognize the relationship between water quantity and water quality; integrate participation of agencies and parties.

Public Process

Employ an open, transparent process that fosters public participation and supports social equity, fairness, and environmental justice. Advocate for all Oregonians.

Reasonable Cost

Weigh the cost of an approach with its benefits to determine whether one approach is better than another, or whether an approach is worth pursuing at all. Actions should focus on reducing the costs of delivering services to the state's residents, without neglecting social and environmental costs.

Science-Based, Flexible Approaches

Base decisions on best available science and local input. Employ an iterative process that includes "lessons learned" from the previous round. Establish a policy framework that is flexible. Build in mechanisms that allow for learning, adaptation, and innovative ideas or approaches.

Streamlining

Streamline processes without circumventing the law or cutting corners. Avoid recommendations that are overly complicated, legalistic, or administrative.

Sustainability

Ensure that actions sustain water resources by balancing the needs of Oregon's environment, economy, and communities.