



2024 SOLICITATION

WATER PROJECT GRANTS AND LOANS

GRANT APPLICATION

APPLICATION DEADLINE: 5:00 PM ON JULY 10, 2024

Application must be received by this date and time

Send application electronically to: OWRD.Grants@water.oregon.gov

Mail application to: **OREGON WATER RESOURCES DEPARTMENT**
Attention: Grant Coordinator
725 Summer Street NE, Suite A
Salem, OR 97301

Application Assistance – Instructions, Scoring Criteria and Pre-Application Conferences

We encourage all applicants to review the Water Project Grants and Loans *Application Instructions* and *Scoring Criteria* while drafting their application and to request a *Pre-Application Conference* before applying. OWRD will review your draft application and provide feedback. You must submit your draft application two weeks before the pre-application conference. Pre-application conferences will not be scheduled the week of the application due date. To learn more, check out the [Water Project Grants and Loans, Applications, Forms and Guidance webpage](#).

APPLICATION SUBMISSION INSTRUCTIONS

1. Complete Sections I through IX in the spaces provided. **Use the Grant Application Instructions and Scoring Criteria documents when completing your application.** All resources are available at the [Water Project Grants and Loans webpage](#).
2. Complete the application checklist.
3. Submit the application on the form provided by OWRD. Do not alter the application for the purpose of formatting or changing the document structure.
4. Please ensure that the Certification portion of Section II is signed with a live signature by the Applicant and, if applicable, the Co-Applicant.
5. Submit the completed application and all attachments via email or in hard copy. Electronic application submission is the preferred method. You may scan a copy of the signed signature page and submit it with your application as long as both documents are included in the same email.
6. If the application is submitted in hard copy, use 8 ½" x 11" single sided, unstapled pages. Provide any attachments to the application on 8 ½" x 11" single-sided, unstapled pages.
7. Applicants are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the application. Please note that eligible and complete applications will be posted on the [Water Project Grants and Loans webpage](#).
8. Contact OWRD at 971-301-0718 or OWRD.Grants@water.oregon.gov if you have any questions.



WATER PROJECT GRANTS AND LOANS

2024 GRANT APPLICATION

I. Project Information

Project Name: _____

Grant Funding Request: \$ _____

Match Funding (must be at least 25% of the Grant Funding Request): \$ _____

Total Cost of Project (Grant Funding Request + Match Funding): \$ _____

Please select your Project Type(s):

- Conservation Reuse Flow Restoration and Protection
 Above-Ground Storage Below-Ground Storage
 Water Infrastructure Other: _____

II. Applicant Information

Applicant Name:	Co-Applicant Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Principal Contact:	Fiscal Officer:
Address:	Address:
Phone:	Phone:
Email:	Email:

Certification: I certify that this application is a true and accurate representation of the proposed work and that I am authorized to sign as the Applicant or Co-Applicant. By the following signature, the Applicant and Co-Applicant (if applicable) certify that they are aware of the requirements of an Oregon Water Resources Department funding award, have read and are aware of conditions within the [example grant agreement](#) on the OWRD’s website and are prepared to implement the project, if awarded.

Signature of Applicant/Authorized Person: _____ Date: _____

Print Name: _____ Title: _____

Signature of Co-Applicant/Authorized Person: _____ Date: _____

Print Name: _____ Title: _____

III. Eligibility

1. Select applicant entity type for both applicant and co-applicant (if applicable).

<input type="checkbox"/>	City	<input type="checkbox"/>	Oregon County
<input type="checkbox"/>	Port	<input type="checkbox"/>	Irrigation District
<input type="checkbox"/>	Drainage District	<input type="checkbox"/>	Water Improvement District
<input type="checkbox"/>	Water Control District	<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Soil and Water Conservation District	<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Sole Proprietorship
<input type="checkbox"/>	Cooperative	<input type="checkbox"/>	Indian Tribe
<input type="checkbox"/>	State of Oregon Agency	<input type="checkbox"/>	Individual
<input type="checkbox"/>	Federal Agency	<input type="checkbox"/>	Other:

2. Does the project address an instream and/or out-of-stream water supply need and result in project implementation? Yes No

Attention - If the answer is "No" to this question, your project is not eligible for this funding.

3. Provide a brief, one to two paragraph description of the water supply need that the project intends to address. Please reference (and attach) supporting data or reports that document the need.

4. Is either the Applicant or Co-Applicant required to have a Water Management and Conservation Plan? Yes No

If yes, has the plan been submitted to the Water Resources Department and received approval? Yes No



*Pursuant to ORS 541.659, if an applicant is required to have a water management and conservation plan, the plan **must be submitted** to OWRD **and receive approval** prior to department acceptance of an application for a loan or grant from the account. The application will be ineligible if a required plan has not been submitted and approved prior to the application deadline. Please contact wrd_dl_wmcp@water.oregon.gov with any questions about water management and conservation plans.*

IV. Project Summary and Location

5. Provide a brief, 4-5 sentence summary of the proposed project. Please include the goal and scope of the project and summarize project implementation (i.e., planned infrastructure or activity). Please refer to the Water Project Grants and Loans Application Instructions for additional information on what to include in your project summary.

Instructions: Please answer the following questions about the location of the proposed project.

6. Please provide the following information about the project location.

- a. Latitude, Longitude (in decimal degrees): _____ , _____
- b. County: _____
- c. Watershed/Basin: _____

7. Please attach and label, Attachment #1, a site plan map(s) showing all the following items:

- a. Project area boundaries
- b. True north arrow
- c. Map title and legend
- d. Latitude and longitude of project location
- e. Property boundaries
- f. Surface water bodies
- g. Location of involved structures (existing or proposed)
- h. Tax Map and Lot numbers of each property in project area boundary. Use the same Tax Lot No. on the map as is used in Question 8 below. **Note: Each property where project work is planned must be identifiable on the map or your application will be deemed incomplete.**
- i. Point(s) of Diversion and Place(s) of Use associated with the project (if applicable)
- j. Proposed measurement location(s) (if applicable)

8. Complete the table below to identify any properties that will be impacted by project implementation. Indicate the types of activities that would occur on each impacted property. **Note: Each property identified below must be shown on the attached site map and you must include a corresponding landowner agreement form for each property or your application may be deemed incomplete. Add rows as needed.**

Tax Map No. (e.g. 12S06W-12714)	Tax Lot No. (e.g. 100)	Ownership Type (✓ One)	Property Owner of Record	What type of activity occurs on this site as part of project implementation? (✓ all that apply)	If applicable, identify the type and extent of ground disturbing activity (e.g. test pits, borings, new road construction, excavation, etc.).	Landowner Agreement Form Attached (✓ when complete)	Property identified and labelled on the map (✓ when complete)
		<input type="checkbox"/> Public <input type="checkbox"/> Private		<input type="checkbox"/> Access site <input type="checkbox"/> Project work <input type="checkbox"/> Ground disturbing activity <input type="checkbox"/> Other impact: _____		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Public <input type="checkbox"/> Private		<input type="checkbox"/> Access site <input type="checkbox"/> Project work <input type="checkbox"/> Ground disturbing activity <input type="checkbox"/> Other impact: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. For **each** property listed in Question 8, attach a [Landowner Agreement Form](#) and label Attachment #2. **Attention – Your application will not be accepted without proper documentation from Landowners. The Landowner Agreement forms provide proof of compliance with two statutory requirements (ORS 541.666)**
- **Landowner is aware of and agrees to the proposal**
 - **Landowner is aware that monitoring information is a public record**
- a. You may list multiple properties on one form when the properties are owned by a single landowner entity.
- b. For *public* lands, attach the landowner form or other documented authorization from the federal or state government property owner allowing project implementation or documentation that demonstrates such authorization is being pursued.

V. Project Details and Description

Instructions: Please answer the following questions.

10. Provide additional information (building on the project summary) to further describe the proposed project and how the project will achieve its goals.

11. Provide a summary of evidence to demonstrate project feasibility. This summary may include the results of a feasibility study. Attach the results of the study or other evidence, as necessary to support the summary and reference relevant sections or page numbers below.

12. Describe partnerships and collaborative efforts associated with the planning or implementation of this project. Include a description of how parties of diverse interests worked, or will work, together to achieve a common goal.

13. List letters of support for this project (name and/or affiliation of sender is sufficient). Attach copies of the letters to your application.

Project Tasks

14. Identify tasks necessary for the proposed project using the following format. Include as many tasks as necessary to implement the project. If your proposed project receives grant funding, the tasks identified will be incorporated into your grant agreement as the “Project Description.”

Note: Project management and administration are common functions within specified project tasks and not a separate project task. All cost match and grant budget funds must apply to the tasks identified below. See the Budget Procedures and Allowable Costs document on the [Applications, Forms and Guidance webpage](#) for more information.

For each task address the following:

Task number. Task Title

- Task schedule: State the approximate dates during which the task will be completed.
- Description of task activities: Include specific details of the task such as purpose, planned approach, and proposed methods.

Task 1.

- Task schedule:
- Description of task activities:

Task 2.

- Task schedule:
- Description of task activities:

Task 3.

- Task schedule:
- Description of task activities:

Copy and paste additional tasks as needed.

15. Project Task Scheduling – Estimated total project duration: _____ months

Place an “X” in the appropriate column to indicate when each task would occur. Note that successful applicants will not receive their grant agreement until Q1 of 2025. OWRD cannot reimburse for costs incurred prior to the effective date of the grant agreement. Project tasks listed must match the tasks identified in Question 14.

Tasks <i>(Add more rows as needed)</i>	Calendar year				Calendar year				Calendar year			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Describe how you propose to measure and report the water diverted and used from the proposed project. Include a proposed method, timing, frequency, and location of measurement in your proposal. If you have questions, please contact OWRD for more information. Consider that many forms of measurement will incur additional costs.

Note: Funded projects with any diversion of water are required by statute to “regularly measure and report the water diverted and used from the project” [ORS 541.692(3)]. OWRD makes the final determination on the method, timing, frequency, and location of measurement. Grant funds can be used to pay for measurement and reporting expenses during the life of the grant.

17. Provide suggestions for interim and long-term project performance benchmarks and how those benchmarks would be measured.

18. Describe any issues, unknowns, or conditions that may affect the completion of the tasks or project. If applicable, describe any measures planned to mitigate them.

Permits and Regulatory Approvals

Attention – All current, pending, or planned water rights necessary to implement the proposed project must be listed below for the application to be accepted as complete.

19. Identify any current water rights needed to implement the proposed project below. Check all of the following that apply and provide the information requested in the table below:

- a. The applicant holds the water right(s) required for the project. If checked, list all water rights required for the project in the table below, adding rows as needed. See the Application Instructions for further instruction, including how to find water right information.
- b. The applicant has legal access to a water right that will be required for the project and has been given permission to use the water right(s). If checked, list all water rights required for the project in the table below, adding rows as needed. See the Application Instructions for further guidance, including how to find water right information.

Water Right Number (Include prefixes, if applicable, e.g., G 00010)	Is this an application, permit, certificate, limited license, special or final order, transfer, decree, lease, or claim?	Water Right Amount			Tax Map/Lot IDs within the Place of Use where water will be used to implement the proposed project
		Max Volume (ac-ft)	Max Rate (cfs)	Duty (ac-ft/ac)	

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20. Identify any new water rights needed for the proposed project. Complete the table adding any essential information describing needed water rights or status. If your project is an above-ground storage project, please see Section IX for requirements related to newly developed water.

Type of Water Right Surface water, Groundwater, Limited License, Conserved water certificate, Storage, Secondary Use permit, Transfer, Instream Lease, etc.	Status Application not yet submitted, Application submitted and in progress (if submitted include application number)	Anticipated Water Right Amount			Tax Map/Lot IDs within the anticipated Place of Use where water will be used to implement the proposed project
		Max Volume (ac-ft)	Max Rate (cfs)	Duty (ac-ft/ac)	

21. In the table below, provide a list of any permits and regulatory approvals needed to implement the project. Indicate the status and efforts to-date of each. Please attach copies of any secured permits/approvals. *Add rows as needed for additional permits.*

Project Activity Requiring Permit/Regulatory Approval	Permit/ Regulatory Approval Name and Entity Issuing	Status and Efforts to Date

a. If no permits or regulatory approvals are required, please provide an explanation below.

VI. Public Benefits

Instructions: Describe how the project would provide public benefits in each of the three public benefit categories (economic, environmental, social/cultural). In your responses, describe current conditions and anticipated project outcomes and benefits. Provide evidence to support your claims. Descriptions should be quantitative when possible.

Applications are scored and ranked based on the descriptions of the economic, environmental, and social/cultural public benefits and the likelihood of the project achieving the claimed benefits. More specifically, the evaluation is based on the change in conditions expected to result from the project as demonstrated in the application.

Application Tip: Please read the **Scoring Criteria** document on the [Applications, Forms and Guidance webpage](#) as you complete this section. This document includes definitions of each public benefit and a description of how the public benefits are evaluated and scored. Applications that do not demonstrate public benefit in each of the three categories (economic, environmental, social/cultural) will be deemed incomplete. Applications **must** achieve a minimum score of seven in each of the three public benefit categories during the evaluation process to be eligible for funding.

Leave blank any public benefits that are not applicable to the proposed project.

22. Economic Benefits – ORS 541.673(2)

- a. Does the project create or retain jobs? If so, explain.

- b. Does the project increase economic activity? If so, explain.

- c. Does the project result in increases in efficiency or innovation? If so, explain.

- d. Does the project result in enhancement of infrastructure, farmland, public resource lands, industrial lands, commercial lands or lands having other key uses? If so, explain.

- e. Does the project result in enhancement of economic value associated with tourism or recreational or commercial fishing, with fisheries involving native fish of cultural significance to Indian tribes, or with other economic values resulting from restoring or protecting water instream? If so, explain.

- f. Does the project result in increases in irrigated land for agriculture? (which may include increasing irrigated acres, agricultural economic value, or productivity of irrigated land) If so, explain.

23. Environmental Benefits – ORS 541.673(3)

a. Does the project result in measurable improvement in protected streamflows? If so, complete the subquestions below and explain.

i. Complete the table below:

- List the existing water right information of the source water right to be moved, protected, or transferred instream, and
- Name the legal means proposed to permanently dedicate and protect water instream by the Oregon Water Resources Department.

IMPORTANT Note: You **MUST** include the legal protection of water instream to receive a score for this public benefit. Projects which permanently dedicate water instream will receive extra points. **If awarded funding, the legal protection of water instream will be a condition of funding. If your project is an above-ground storage project, please see additional requirements that may be included in the grant agreement in Section IX. Contact the Grant Coordinator for any questions about these grant conditions.**

Legal Protection of Water Instream (add rows to table as needed)

Water right permit or certificate number to be used in transaction for instream protection (e.g., irrigation, reservoir, or AR/ASR; S-####)	Rate(s) (cfs)/duty (ac-ft/ac) or volume (ac-ft) of the contributing water right	Estimated rate (cfs)/duty (ac-ft/ac) or volume (ac-ft) of water to be legally protected instream	Percent (%) of right to be legally protected instream	Transaction for Legal Means of Instream Protection (chose one)
				<input type="checkbox"/> Instream transfer <input type="checkbox"/> Allocation of Conserved Water <input type="checkbox"/> Above-ground storage release <input type="checkbox"/> Below-ground storage release <input type="checkbox"/> Other (describe below)
				<input type="checkbox"/> Instream transfer <input type="checkbox"/> Allocation of Conserved Water <input type="checkbox"/> Above-ground storage release <input type="checkbox"/> Below-ground storage release <input type="checkbox"/> Other (describe below)

ii. **If using the Allocation of Conserved Water Program:** Identify the percent of the conserved water that will be permanently dedicated instream and protected by the Oregon Water Resources Department: _____%

iii. If you selected **“Other,”** please describe the legal means by which you propose to permanently dedicate and protect water instream:

- iv. Describe how the protected streamflows accomplish one or more of the following:
 - (A) Supports the natural hydrograph;
 - (B) Improves floodplain function;
 - (C) Supports state- or federally-listed sensitive, threatened or endangered fish species;
 - (D) Supports native fish species of cultural importance to Indian tribes; or
 - (E) Supports riparian habitat important for wildlife:

- b. Does the project result in water conservation? If so, explain.

- c. Does the project result in measurable improvement in groundwater levels that enhances environmental conditions in groundwater restricted areas or other areas? If so, explain.

- d. Does the project result in a measurable improvement in the quality of surface water or groundwater? If so, explain.

- e. Does the project increase ecosystem resiliency to climate change impacts? If so, explain.

- f. Does the project result in improvements that address one or more limiting ecological factors in the project watershed? If so, explain.

24. Social/Cultural Benefits – ORS 541.673(4)

- a. Does the project promote public health, public safety, and local food systems? If so, explain.

- b. Does the project result in measurable improvements in conditions for Oregon’s environmental justice communities (e.g., minority or low-income communities, economically distressed rural communities, tribal communities or other communities traditionally underrepresented in public processes)? If so, explain.

- c. Does the project promote recreation and scenic values? If so, explain.

- d. Does this project contribute to the body of scientific data publicly available in this state? If so, explain.

- e. Does this project promote state or local priorities, including but not limited to the restoration and protection of native fish species of cultural significance to Indian tribes? If so, explain.

- f. Does this project promote collaborative basin planning efforts, including but not limited to efforts under Oregon’s Integrated Water Resources Strategy? If so, explain.

VII. Project Budget

Instructions: Please answer the following questions about the proposed project budget using the table provided. All Grant and Match Funds must be allowable costs as described in the OWRD’s Grant Budget Procedures and Allowable Costs document.

25. Please provide an estimated budget for the proposed project. Please note that indirect costs **are not** an allowable grant expense. See the Budget Procedures and Allowable Costs on the OWRD [Applications, Forms, and Guidance webpage](#) for descriptions of the budget categories and further guidance.

OVERALL PROJECT BUDGET Budget Categories	In-Kind Match	Cash Match Funds	OWRD Grant Funds	Total Cost
Staff Salary/Benefits				
Contractual/Consulting				
Supplies				
Materials				
Travel				
Equipment (must be approved)				
Other:				
Totals				

VIII. Match Funding

26. **Instructions:** Fill out the table below and attach the appropriate documentation for both secured and pending match (add rows as needed). Label the documentation as Attachment #3. Applications must demonstrate match that equals at least 25% of the grant funding request.

For secured funding, you must attach a letter of support or other documentation from the match funding source (including match from your own organization) that:

- Specifies the dollar amount identified for this project,
- Equals the dollar amount shown in the “Amount/Dollar Value” column in the table below,
- Describes the work to be accomplished through the match.

For pending resources, you must attach other written documentation showing a request for match funding. Documentation must:

- Include the amount of match funding requested or anticipated,
- Include the project name,
- Note the date on which a future funding application will be submitted,
- Identify the funding program from which funds are pending, and
- Provide evidence that the project is eligible for the funding program identified.

The total match funds listed below must match the amounts in Section I and Question 25.

Match Funding Source (if in-kind, briefly describe the nature of the contribution)	Type (✓ only one)	Status (✓ only one)	Amount/ Dollar Value	Date Match Funds Available (Month/Year)
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	<input type="checkbox"/> secured <input type="checkbox"/> pending		
Total of Match Funds			= \$	

IX. Storage-Specific Project Requirements (if not a storage project skip this section)

Instructions: If your proposal is for a **storage** project that will divert water under an existing or new storage water right or limited license, answer questions 27 through 29 in this section. If your proposal is for **above-ground** storage, also answer question 30 through 32. All other projects can skip this section.

27. Identify Storage Project Type: Above-Ground Below-Ground

28. Indicate the capacity of the storage project and any new-developed water below:

- a. What will be the *total* capacity of the storage project in acre-feet after completion? _____
- b. What will be the volume of the *newly-developed* water in acre-feet? _____

29. Answer the following “Yes/No” questions about the storage project.

- a. Will the project divert more than 500 acre-feet of surface water annually? Yes No
- b. Will the project impound surface water on a perennial stream? Yes No
- c. Will the project divert water from a stream that supports sensitive, threatened or endangered species? Yes No

If you answered “yes” to **any** of the questions above, (a), (b), or (c), the project will need a *Seasonally Varying Flow (SVF) Prescription*, determining the duration, timing, frequency and volume of flows (including ecological base flow), necessary for protection and maintenance of biological, ecological, and physical functions outside of the irrigation season.

OWRD will establish the SVF prescription after funding is awarded. For more information about this requirement see the *Seasonally Varying Flows* document on the [Applications, Forms, and Guidance webpage](#), or contact the Grant Coordinator, Adair Muth, at 971-301-0718.

30. **Above-Ground Storage Only:** If you answered “yes” to Question 29 (a), (b), or (c) above, your proposed project is above-ground storage, **and** you are requesting grant funding then a **minimum of 25%** of the newly developed water must be dedicated to instream use. This is separate from the SVF Prescription. ***If awarded funding, the percentage identified below will be identified in the grant agreement as a condition of funding.***

Note: Any storage project which permanently dedicates at least 25% of the newly developed water instream will receive a scoring increase in the environmental public benefit category.

Please identify the percentage of newly developed water to be dedicated to instream use. _____%

31. **Above-Ground Storage Only:** Into which stream(s) will the project release water? _____

32. **Above-Ground Storage Only:** How does the project control the outflow from the reservoir? Please address a through e in the box below:

- a. What infrastructure governs changes to reservoir outflow rates?
- b. Whether changes to the outflow rate are made automatically or by hand.
- c. If water is released into more than one stream, what controls the rate of release and how much water goes to which stream?
- d. What are minimum and maximum release rates to each water source?
- e. Any other factors that limit the rate at which water is released from the reservoir.

WATER PROJECT GRANTS AND LOANS

APPLICATION CHECKLIST

Please use this checklist to ensure that your application is complete, and you have included required attachments with your application. We will not accept an application deemed ineligible or incomplete in any section.

Application:

- Section II is signed by Applicant/Authorized Person and Co-Applicant/Authorized Person (if applicable).
- All questions have been addressed.

Required Attachments:

- Attachment 1 – Site map (Question 7)
- Attachment 2 – Property access authorization (Question 9) includes the following:
 - a) Completed [Landowner Agreement form\(s\)](#) attached for each privately owned property listed.

Attention – Your application will be incomplete if you do not have proper documentation from Landowners. The Landowner Agreement forms provide proof of compliance with two statutory requirements (ORS 541.666):

- Landowner is aware of and agrees to the proposal
- Landowner is aware that monitoring information is a public record

- b) Attach authorization to implement the project for each publicly owned property, or documentation that such authorization is requested.
- Attachment 3 – Documentation of match funding (Question 26) includes the following:
 - a) Match documentation for **all** match funding sources listed in the match fund table.
 - b) Match funding documentation that clearly identifies the dollar amount and describes the work to be accomplished with the match.

Optional Attachments:

- Project feasibility documentation (Question 11): Attachment #
- Letters of support (Question 13): Attachment #
- Plans, designs, and/or engineering specifications: Attachment #
- Secured permits and regulatory approvals needed to implement the project (Question 21): Attachment #
- Other: Attachment #