

## Entering Metrics into Oregon Watershed Enhancement Board Grant Management System (OGMS)

Congratulations on your OWEB grant award! Your grant agreement requires you to enter project metrics into OGMS. We hope the guidance below will help you through this process. If you have questions, please email the OWEB Reporting staff: [oweb.reporting@oweb.oregon.gov](mailto:oweb.reporting@oweb.oregon.gov).

### Steps to completing your metrics entry in OGMS:

1. Follow the link provided in the Metrics Request email you received to log into [OGMS](#).
2. Once logged in, you will see your awarded project(s). Navigate to your dashboard by selecting [Dashboard](#) at the top of the page.
3. Once in your Dashboard, Pending Requests will appear in a table with each awarded project that requires metrics. Select the [PCSRF Metrics](#) button beneath Request Details for the applicable project.
4. This page will provide a snapshot of that project's information. Beneath the project details, select [Fill Out Metrics](#).

Welcome to the new Metrics User Interface! Based on the category of your project, the required metrics for your project type will appear (for example, if you submitted a Restoration\_v2 application, you will be prompted with *Habitat Restoration: Salmonid Habitat Restoration and Acquisition [C.0]* metrics).

### Some helpful tips:

- These metrics should reflect your *entire* project, not just the portion of project activities funded with OWEB funds. Please provide metrics on *all activities to be completed*.
- Remember to answer the metrics questions that are required for *all* project types. Please begin with these questions labeled “Salmon or Steelhead Benefited” and “Project Benefit”.
  - Each species listed is accompanied by a drop-down list. Please select each species associated with your project and the appropriate ESU/DPS.
- Along with the guidance provided in blue italics beneath the metric heading, clicking the ⓘ symbol will provide guidance for answering that question. Please read each one.
- Sub-Category Funding
  - Each sub-category (B.1, C.2, C.3, etc.) has a metric (e.g., C.6.a) asking for the sub-category's funding percent. This percent represents the portion of the total project cost allocated towards this Work Type.
    - If this sub-category represents the *only* activities to be done, the percent should be 100. ALL sub-category funding percentages should sum to 100.
- Values entered will save *automatically*. You can exit and return to complete the metrics without having to re-enter each value.
- Please utilize the [Validate Metrics](#) button before hitting [Submit](#)! Any issues will appear up top beneath the header: **Fix these issues, then validate again.**
  - Each issue will be described in blue text, coupled with an embedded link that, once clicked, will navigate to the problematic entry. Please address each issue and [Validate Metrics](#) again before submitting.