

Spring 2024 OCRF Project Proposal

Oregon Department of Fish and Wildlife

Collaborate Instructions

The Collaborate button at the top of the page can be used to invite other people to work on this request.

From the Collaborate pop up, enter the email address of the person you wish to help you with the request.

Set the Permission to either View (the collaborator can only view forms in the request), Edit (the collaborator can view and edit the request), or Submit (the collaborator can view, edit, and submit the request).

Include a message about what you are asking your collaborator to do for you and select Invite. You can revoke permission at any time.

An email will be sent to the collaborator containing your message, their username, and a link to the log-on page. After clicking this link, they will be brought to the log-on page. If this is their first time logging onto the system, they will be asked to create a password.

After logging onto the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the Edit Application link and complete your instructions.

Collaborate Video Tutorial

Primary Contact and Lead Organization Information

Primary Contact Name*

Character Limit: 200

Primary Contact Phone Number*

Please enter in (xxx) xxx-xxxx format.

Character Limit: 20

Primary Contact Email*

Character Limit: 254

Lead Organization*

Character Limit: 200

Lead Organization Address*

Character Limit: 200

Lead Organization General Email

(if different than Primary Contact Email)

Character Limit: 254

Project Logistics

Project Title*

Character Limit: 200

Project Start Date*

Note: OCRF funding will not be awarded prior to August 15th 2024.

Character Limit: 10

Project End Date*

Note: OCRF funds must be expended prior to January 1st 2027.

Character Limit: 10

Project Location*

Provide the nearest city where project work will be completed, if multiple locations will be used provide them as a bulleted list.

Character Limit: 750

Location by County*

Provide the county or counties in Oregon where project work will be completed.

Choices

- Baker
- Benton
- Clackamas
- Clatsop
- Columbia
- Coos
- Crook
- Curry
- Deschutes
- Douglas
- Gilliam
- Grant
- Harney
- Hood River
- Jackson
- Jefferson

Josephine
Klamath
Lake
Lane
Lincoln
Linn
Malheur
Marion
Morrow
Multnomah
Polk
Sherman
Tillamook
Umatilla
Union
Wallowa
Wasco
Washington
Wheeler
Yamhill

Project Abstract*

Briefly describe project need/impact, location, work, partners, and the outcome/benefit. Include benefit to, if any, Oregon Conservation Strategy Species and/or Opportunity Areas .

Character Limit: 2000

Optional File Upload

Upload project photos, project maps, or any other file here. Additionally, you may insert files as a zipped folder.

Character Limit: 800 | File Size Limit: 5 MB

Project Implementation

Project Goal Statement*

Provide a 2-3 sentence high-level project goal statement including project location, primary goal, impact, and strategy species benefitted (if any).

Example: The project will restore a 20-acre parcel of land in the Umpqua Watershed in partnership with the County by removing invasive plants, resulting in the benefit of additional rearing habitat for (INSERT STRATEGY SPECIES). The project will also engage the local community through volunteer planting of native oak trees that will provide essential coverage for other Oregon Conservation Strategy Species (INSERT STRATEGY SPECIES).

Character Limit: 900

Project Objectives*

Provide a bulleted list of key project tasks and/or actions that will be completed during the project period - please denote objectives funded by OCRF funds compared to objectives funded by other sources.

Character Limit: 3500

Project Deliverables

List any deliverables tied to the project objective(s) above. List all dates as MM/YYYY. It is acceptable to list date ranges. Include the Responsible Party for each deliverable. If hiring a contractor, state that in the table. Include as a separate deliverable when the Final Completion Report will be submitted to ODFW.

A deliverable is any product, report, service, or result of a project. Documentation of deliverables must be provided to ODFW in progress reports as completed.

Examples:

- Objective - Restore 25 acres of floodplain
 - o An example deliverable would be photo monitoring or stream/canopy surveys.
- Objective - Install 4 miles of wildlife-friendly fencing
 - o An example deliverable would be photos of the installed fencing

Objective	Deliverable	Brief Description of Deliverable	Estimated Completion Date (MM/YYYY)	Responsible Party

Project Measures of Success*

Provide a bulleted list of key project outcomes that will result from the above listed project objectives and what evaluation metric will be used to determine success.

Character Limit: 3500

Project Timeline*

Provide project schedule as a bulleted list that includes the Month/Year when key project objectives/outcomes will be completed by (as well as project evaluation and reporting) - note project timelines can not start prior to August 15th 2024.

Character Limit: 3500

Anticipated Impact Value*

Provide the number of miles, acres, volunteers engaged, etc. that pertains to your project.

Character Limit: 10

Anticipated Impact Measurement Unit*

Choices

Miles

Acres

Acre Feet

Number of volunteers engaged

Other (please explain below)

Anticipated Impact Measurement Unit - Other

If you selected other above, please explain here.

Character Limit: 250

Additional Impact Value*

Do you have another anticipated impact value to enter for the project?

Choices

Yes

No

Additional Impact Value (2)

Anticipated Impact Value 2*

Provide an additional impact value. Can be anticipated miles, acres restored, volunteers engaged, or other.

Character Limit: 10

Anticipated Impact - Unit of Measure 2*

Provide the unit of measure for the anticipated impact value above.

Choices

- Miles
- Acres
- Acre Feet
- Number of volunteers engaged
- Other

Impact Value Description - Other

Provide a description if "other" was selected above.

Character Limit: 200

Project Narrative

Project Background*

What is the issue that you are addressing through this project, and why does it matter?

Character Limit: 4500

Project Implementation Plan*

How are project objectives and outcomes going to be accomplished and what tools/methods/actions are going to be used?

Character Limit: 4500

Project Justification*

Who / what is going to benefit from this project and how - please be as specific as possible when describing the types and numbers of communities of plants, animals, and humans impacted by and/or included in the proposed work.

Character Limit: 4500

Project Partners*

Provide a list of all committed project partners and what role they will play in the proposed project implementation plan.

Character Limit: 2500

Measures of Outdoor Equity

Engagement*

Does your project engage Oregonians in the solution to a key conservation issue or in recreational opportunities?

Choices

- Yes
- No

Engagement Description

If you answered yes, provide a brief explanation of how the project engages Oregonians, and what key conservation issues / recreation opportunities are being addressed

Character Limit: 700

Barriers*

Does your project reach out to and engage people to the natural world who have not participated in the past because of language barriers, financial barriers, access barriers, etc?

Choices

Yes

No

Removing Barriers Description

If you answered yes, please explain. What barriers are being removed and how?

Character Limit: 700

Youth / Underserved Engagement*

Does your project seek robust engagement with youth or underserved individuals?

Choices

Yes

No

Engaging with youth / underserved individuals description

If you answered yes, please explain.

Character Limit: 700

Gaps in Equitable Access*

Does your project seek to close gaps in equitable access to education and outdoor opportunities?

Choices

Yes

No

Equitable access description

If you answered yes, please briefly explain.

Character Limit: 700

Project Alignment

This information will help the Advisory Committee to evaluate how your project aligns with the purpose and priorities of the Oregon Conservation and Recreation Fund. This information also helps the Advisory Committee ensure that the program funds a diverse mix of conservation and recreation projects.

Geography/Ecoregion*

Consult the Oregon Conservation Strategy Ecoregions. Check all that apply.

<https://oregonconservationstrategy.com/ecoregions/>

Choices

Blue Mountains
Coast Range
Columbia Plateau
East Cascades
Klamath Mountains
Nearshore
Northern Basin & Range
Willamette Valley
West Cascades

Project Classification*

Based on the definitions in the OCRF Expenditure Framework, how would you classify your project?

The definition of **Conservation** is: Improving the health of Oregon's ecosystems and populations of fish and wildlife species.

The definition of **Recreation** is: Any activity undertaken to enjoy, appreciate, or support fish, wildlife, and their habitats.

Choices

Conservation
Conservation with a Recreation element
Even mix of Conservation and Recreation
Recreation with a Conservation element
Recreation

Project Type*

Check all that apply.

Choices

Monitoring
Research
Restoration

Community Engagement
Education and/or Awareness
Outdoor Access
Other

Other Project Type

If you chose "Other" in the field above, please explain here.

Character Limit: 250

OCRF Program Priorities

1. Conservation - Habitat restoration and improving habitat connectivity related to implementing the recommendations in the Oregon Conservation Strategy and evolving science.
2. Conservation - Science, research, and monitoring directly related to implementing the recommendations in the Oregon Conservation Strategy, especially through community science activities.
3. Recreation - Opportunities to engage and expand the number and diversity of Oregon's outdoor users.
4. Recreation - Opportunities to introduce Oregonians to wildlife-associated recreation.
5. Recreation - Educational materials and opportunities related to responsible recreation, ecology, and wildlife conservation for kids and adults.
6. Recreation - Research, planning, or organizational capacity that supports responsible recreational opportunities.
7. Recreation - Enhancement or restoration of trails and access to waterways in a way that preserves or enhances sensitive habitat or that resolves impacts related to informal or dispersed recreation in sensitive habitat.

OCRF Program Priorities*

Using the above list of OCRF Program Priorities, select all of the priorities that your project addresses.

Choices

- 1 - Habitat restoration & improving habitat connectivity
- 2 - Science, research, and monitoring...
- 3 - Opportunities to engage and expand the number and diversity of Oregon's outdoor users
- 4 - Opportunities to introduce Oregonians to wildlife-associated recreation

5 - Educational materials and opportunities related to responsible recreation...

6 - Research, planning, or organizational capacity...

7 - Enhancement or restoration of trails and access to waterways...

Primary Taxa*

For projects that address a conservation priority, select all the primary taxa that will be affected.

Choices

Birds

Mammals

Fish

Reptiles

Amphibians

Invertebrates

Plants

Project does not address conservation priority taxa

Conservation Opportunity Area*

Does this project involve Conservation Opportunity Areas as defined in the Oregon Conservation Strategy? (consult the Oregon Conservation Strategy for locations of Opportunity Areas)

<https://oregonconservationstrategy.org/conservation-opportunity-areas/>

Choices

Yes

No

Conservation Opportunity Area Detail

List the project Conservation Opportunity Areas if applicable.

Character Limit: 800

Wildlife Priority Strategy Species*

Does this project relate to ODFW's Wildlife Priority Strategy Species List? (consult the Oregon Conservation Strategy for lists of species)

<https://oregonconservationstrategy.org/ocs-strategy-species/>

Choices

Yes

No

Strategy Species Detail

List the Strategy Species if applicable

Character Limit: 500

Key Conservation Issue*

Does this project address a key conservation need identified in the Oregon Conservation Strategy? <https://oregonconservationstrategy.org/key-conservation-issues/>

Choices

Yes

No

Key Conservation Issue Detail

If yes, then describe briefly.

Character Limit: 500

Project Aspects*

Does your project address any aspects of drought, and/or wildfire, and/or aquatic habitat resilience for the State of Oregon?

Choices

Yes

No

Drought Project Detail*

If yes, describe briefly how your project relates to drought, wildfire, and/or aquatic habitat resilience.

Character Limit: 750

Project Budget Drought

Requested Funds from the OCRF (drought funding)*

Round up to the nearest dollar amount. The maximum allowable drought project request from the OCRF is \$140,000.

Character Limit: 20

Project Budget - base program

Requested Funds from the OCRF*

Round up to the nearest dollar amount. The maximum allowable project request from the OCRF is \$50,000.

Character Limit: 20

Project Budget

Total Project Cost*

Provide a single value that includes the funds requested by the OCRF and all other funds needed for project completion - regardless of if funds have been raised / awarded at this time.

Character Limit: 20

Categories of Work*

Please select the categories of work that will be supported by the OCRF funds requested in this proposal.

Choices

Administration / Indirect Costs

Contract Services

Equipment (non-consumable items priced \$1,000 or more per item)

Personnel

Supplies / Materials / Food

Travel

Other (this can include project insurance, etc.)

Categories of Work Breakdown

Provide the dollar amount for each category of work that will be supported by OCRF funds. Enter 0 if none.

Category of Work	Amount
Administration / Indirect Costs	
Contract Services	
Equipment (non-consumable item > \$1,000)	
Personnel	
Supplies / Materials / Food	
Travel	

Other	
TOTAL	

Other Category of Work

Please elaborate on the other categories of work if you entered an amount for "Other" in the table Categories of Work above.

Character Limit: 500

OCRF Requested Funds Breakdown*

Provide a short description and amount of funds that will be allocated to each of the above budget categories - **note that there is a maximum of a 20% cap placed on Administration / Indirect rates.**

Character Limit: 2500

Total Matching Funds*

Total amount of matching funds that have been secured for this project prior to the submission of this grant.

Enter 0 if none.

Character Limit: 20

Matching Funds Breakdown

If known, please enter matching amounts here.

Category of Work	Match Amount
Administration / Indirect Costs	
Contract Services	
Equipment (non-consumable item > \$1,000)	
Personnel	

Supplies / Materials / Food	
Travel	
Other	
Total Matching Funds Breakdown	

Matching Funds Breakdown*

Provide the amount and source of matching funds and how it will be allocated to each of the above budget categories - note this should only include funds that have already been secured.

Character Limit: 2500

In-Kind Support*

Some project support does not easily translate into monetary values. In-kind can be goods, services, meeting space, volunteer time, etc. (anything other than money). Provide a short description and source of any additional resources that will be used to complete the project.

Character Limit: 2500

Applicant Track Record

Previous Grant Award*

Has the lead organization and / or project primary contact received a previous OCRF grant award?

Choices

- Yes
- No

Past Partnerships*

Has the lead organization and / or project primary contact partnered with ODFW staff or other regional resource managers, regional educational groups and /or initiatives on past projects?

If so, please provide a brief list of names, affiliations, and email contacts for past partners.

Character Limit: 5000

Work Examples*

Provide examples of past completed work or needed skills that demonstrate the project team can complete currently proposed work.

Character Limit: 3500

Past Work File 1

You may attach a file or zipped folder of any past work examples here.

File Size Limit: 5 MB

Past Work Link 1

You may insert a link to any past work materials here.

Character Limit: 2000

Past Work File 2

You may attach a file or zipped folder of any past work examples here.

File Size Limit: 5 MB

Past Work Link 2

You may insert a link to any past work materials here.

Character Limit: 2000

Past Work Supporting Materials

If applicable, please provide a short description of any online materials that the lead organization and / or primary applicant attached above as examples of past related work.

Character Limit: 850

Insurance

The Oregon Department of Fish and Wildlife requires that contracts and grant agreements include base level insurance (Worker's Compensation, General Liability, and Automobile Liability Insurance). Please answer the following questions to aid the Department in assessing project risk if this project is selected for funding.

Please refer to [OCRF Insurance Requirements](#) for additional information on project insurance

Worker's Compensation Insurance*

Does the lead organization currently carry workers compensation insurance?

Choices

Yes

No

General Liability Insurance*

Does the lead organization currently carry commercial general liability insurance?

Choices

Yes

No

Automobile Liability Insurance*

Does the lead organization currently carry automobile liability insurance?

Choices

Yes

No

Insurance Supplement*

Would the lead organization require additional financial support to help supplement the costs of insurance requirements?

If additional funds are needed, please refer to the [Insurance Requirements Guidelines](#) and include the expected insurance costs in the project budget under administration/indirect costs. The OCRF Board is dedicated to not having this be a barrier to applicants and will have some additional funds available to subsidize costs. However, the OCRF program encourages applicants to include expected insurance costs in their project budgets.

Choices

Yes - My lead organization will likely need additional funds to supplement insurance costs

No - My lead organization has budgeted insurance costs into our OCRF project funding request

No - My lead organization already carries insurance and will likely not need additional assistance

Conflict of Interest*

Does the primary applicant and / or the lead organization have a known or perceived Conflict of Interest associated with the OCRF Advisory Board or the Oregon Department of Fish and Wildlife?

Choices

Yes

No

COI Detail*

Please briefly describe the conflict, if no conflict is declared then type "NA".

Character Limit: 750

Advancement*

Will the primary applicant and/or lead organization require an advancement if OCRF funds are awarded? Any request for advance pay MUST be justified in this application.

Choices

Yes

No

Advancement Funding

Advance Payment Amount*

If your project is requesting an advancement, please state the amount requested for the first advancement.

Character Limit: 20

Advancement Detail*

Discuss in detail, listing the dollar value(s), what the advancement will be used for (staff hours, equipment purchases, consultants, material development, planning, etc.), and anticipated expenditure date(s) (listed as month/year).

Attach any supporting documentation such as quotes, expected invoices, screenshots of expected equipment purchases with costs, to the application. Multiple files can be combined as needed into one attachment.

Character Limit: 1500

Advancement Supporting File 1

File Size Limit: 5 MB

Advancement Supporting File 2

File Size Limit: 5 MB

Advancement Supporting File 3

File Size Limit: 5 MB

Grant Administration Considerations

The below information will aid the Department in developing contracts in the event the proposed project is selected for funding.

Public Entity*

Is the lead organization considered a public entity?

Choices

Yes

No

Lead Organization Federal Tax ID Number**Character Limit: 10***Public Land***

Will the proposed project be conducted on or adjacent to publicly owned land?

Choices

Yes

No

Land Owner Detail*

Provide the name of the person(s) or entity(s) that own the land on which the project will be conducted. (This will include restoration sites, camp sites, outdoor education sites, survey sites, construction sites, trail sites, etc.)

*Character Limit: 3500***Permits***

Does this project require permits (e.g. collection permits, access permits, transport permits, building permits, land leases, etc.) in order to be accomplished?

Choices

Yes

No

Applicant is unsure if permitting is required.

Permit Status*

Are all required project permits already in place to begin work?

Note: Permits do not have to be secured at time of application. However, if project permits are required it is the responsibility of the applicant to have them secured before project work begins.

Choices

Yes

No

No permits are required for this project.

Permit Status Detail*

Provide a bulleted list of the project permits required and their current status (secured, pending, or yet to apply). Insert N/A if no permits required.

*Character Limit: 600***Ground Disturbance***

Does the project work include ground disturbance? Including capital improvement, engineering, site grading, or other construction. If so, has the applicant consulted with the Oregon State Historic Preservation Office ?

Choices

No, project work does not include ground disturbance.

Yes, project includes ground disturbance and applicant consulted with SHPO

Yes, project includes ground disturbance; applicant has yet to consult with SHPO

Certification

Certifying Statement*

I certify that I have approval from my organization to submit this application and that the above and attached information is true and accurate.

Choices

Yes

Authorized Representative Name*

Character Limit: 200

Authorized Representative Title*

Character Limit: 200

Date of Signature*

Character Limit: 10