



Memorandum

Oregon Department of Fish and Wildlife

Date: September 29, 2021

To: Oregon Conservation and Recreation Advisory Committee Members

From: Davia Palmeri, Oregon Department of Fish and Wildlife

Subject: Request for OCRF expenditure to support OCRF support position

The Oregon Conservation and Recreation Fund (OCRF) and the associated Oregon Conservation and Recreation Advisory Committee (Advisory Committee) were created in 2019 by House Bill 2829. The OCRF was scheduled to be abolished on July 1, 2021 and the Advisory Committee was scheduled to end by January 2, 2022. These sunset dates were removed by the legislature via House Bill 2171 in the 2021 session. The legislature also appropriated money to the OCRF program for the 2021-2023 biennium, including:

- \$545,000 general fund to match the total private funds raised in the 2019-2021 biennium;
- \$1 million general fund to match private contributions made to the OCRF in the 2021-2023 biennium (renewing the fundraising challenge); and
- \$1 million from Oregon's apportionment of federal American Rescue Plan Act funds.

So, once again, the Department has been tasked with raising one million dollars of private funds for the OCRF to help implement the Oregon Conservation Strategy and fulfill its broad mandate for engaging Oregonians in the outdoors.

The Oregon Conservation and Recreation Program was created in 2019 without any upfront funding because of the need to generate \$1,000,000 from non-state sources to kick-start the program. Because of this, managing the fundraising, managing the Advisory Committee, and OCRF grant management has been absorbed by the Natural Resource Special 5 position in the Director's Office. This position is responsible for leading efforts to generate alternative funding for implementing the Oregon Conservation Strategy among multiple other conservation policy efforts.

Now that the OCRF program has matured to a program with at least \$2,545,000 to spend this biennium, the workload is comparable to the department's other grant making programs. These programs are supported by full time Natural Resource Specialist 3 positions. ODFW is requesting the Committee's approval for expenditure of up to \$181,000 from the OCRF to administer the program, including support for hiring a full-time Natural Resource Specialist 3 for the rest of the 2021-2023 biennium. This would cover the salary, benefits, and other services and supplies costs for this position as well as the costs of at least one in-person meeting for the

Advisory Committee. The department will seek to incorporate this position in to the ODFW base budget for the 2023-2025 biennium and into the future.

Budget

Category	Request
Salary and Other Payroll Expenses (18 months)	\$163,000
Supplies & Services (Laptop, cell phone, etc.)	\$3,500
Occasional In-State Travel	\$2,500
Travel for Committee Members to one in-person meeting	\$11,000
Food & Beverage for one in-person meeting	\$1,000
Total request	\$181,000

Job Description

Percent of Time	Tasks	Duties
40%	Grant Management	<ul style="list-style-type: none"> • Administer existing OCRF grants, all of which are active through 1/2/2022. • Oversee development, implementation, and administration of OCRF grantmaking opportunities throughout the 2021-2023 biennium, seeking to optimize a process for grant administration. • Liaise with existing and potential OCRF grantees, including ODFW staff from across the agency, to assist with project development, implementation, and payment. • Update the Oregon Conservation & Recreation Advisory Committee on project status, timelines, and deliverables • Prepare and monitor budgets for the OCRF program
30%	Committee Management	<ul style="list-style-type: none"> • Organize, plan, and facilitate meetings of the Oregon Conservation & Recreation Advisory Committee. • Work with the Committee Chair and Vice Chair to set agendas, schedules, and timelines for Committee meetings and Committee expenditures • Work with the Governor’s office to fill vacancies on the Committee as they arise. • Guided by the Oregon Conservation Strategy, work with the Committee to update the framework and priorities for OCRF expenditures. • Present the Committee’s expenditure recommendations to the Fish and Wildlife Commission on a regular basis.

20%	Fundraising	<ul style="list-style-type: none"> • Liaise with members of the OCRF Coalition and the Oregon Conservation and Recreation Advisory Committee to develop and implement strategic fundraising opportunities for the OCRF. • Track and report on private funds available to the OCRF program through time. • Work with Management Resources Division staff to request apportionment of the OCRF program's general fund dollars from the emergency board on appropriate timelines.
5%	Monitoring	<ul style="list-style-type: none"> • Develop a process for monitoring the success of OCRF expenditures as well as the whole portfolio of OCRF projects. • Produce reports, web materials, and other tools for promoting the outcomes of the OCRF.
5%	Communication	<ul style="list-style-type: none"> • Frequent internal and external communication about OCRF grant opportunities, activities of the advisory committee, and fundraising initiatives. • Produce a biennial report to the legislature on the Oregon Conservation & Recreation Fund.