

---

# *Restoration and Enhancement Program*

---

## **Angling License Dollars at Work!**



---

## *Project Proposal Informational Packet*

---

## Table of Contents

---

Program History and Overview .....	3
The Restoration and Enhancement Board.....	3
Funding .....	3
Who Can Apply .....	4
Projects Eligible for Funding .....	4
Restoration Projects .....	4
Enhancement Projects .....	5
Project Review and Funding Process.....	6
Overview of the R&E application process:.....	6
Emergencies:.....	8
STAC mini-grants:.....	8
Grant Modifications .....	8
Application Instructions.....	9
Things to know before you apply .....	9
WHERE TO GET HELP.....	9
TIPS FOR PROJECT DESIGN.....	9
PROJECT MANAGEMENT, FISCAL ADMINISTRATION, & CONTINGENCY POLICY.....	10
REQUIRED ATTACHMENTS AND REVIEWS.....	11
Tips for using the electronic application.....	12
Who to contact .....	13
Example of Application & Questions .....	<b>Error! Bookmark not defined.</b>

*This document has been developed to answer common applicant questions. If you identify any areas that do not adequately address your questions please let us know so we can update the content.*

# Fisheries Restoration and Enhancement Program

## Program History and Overview

---

On June 29, 1989, the Oregon Fisheries Restoration and Enhancement Act of 1989 was signed into law. The Act allows the Oregon Department of Fish and Wildlife to undertake a comprehensive program to restore state-owned fish hatcheries, enhance natural fish production, expand hatchery production, and provide additional public access to fishing waters. The Department's program provides increased recreational fishing opportunities and supports and improves commercial salmon fisheries.

The program provides grants to implement fish restoration or enhancement projects throughout the state of Oregon. A surcharge is collected from all sport fishing licenses and commercial salmon fishing licenses and poundage fees. The monies collected from the surcharge are dedicated exclusively for the Restoration and Enhancement Program. Program expenditures are made in the same proportion as the revenues derived from the surcharges. Expenditures are evenly split between restoration and enhancement projects.

## The Restoration and Enhancement Board

---

The Fish and Wildlife Commission appoints the seven-member Restoration and Enhancement Board (R&E) to study potential projects and make recommendations for project funding. The R&E Board consists of citizens from around the state that represent the commercial fishing industry (3 positions), sports interests (3 positions) and one position that represents the public.

The R&E Board recommends a balance between restoration and enhancement type projects as well as ensures recommended projects benefit sport and commercial fisheries. As part of the review process, the Board holds quarterly public meetings throughout the state seeking public comment on projects being proposed. Projects recommended by the R&E Board will be forwarded to the Fish and Wildlife Commission for review and final approval.

## Funding

---

The R&E program operates on the state biennium (July 1 odd year through June 30 of odd year). Any approved funds need to be spent and reimbursement requested by the end of June of the odd year. During the biennium the Board will meet multiple times to distribute \$4 - 5 million in funds. Application deadlines are posted on the R&E website and change each year.

There is no minimum or maximum funding limit on R&E requests. While funding partners or cost share are not required, preference may be given to proposals with multiple community and funding partners. The Board may recommend conditions for project approval which includes funding a project in whole or in part.

The Board does limit the amount of funding for administration and overhead, as identified in the Project Management/Fiscal Administration/Contingency Policy section.

## Who Can Apply

---

Any public, private non-profit or STEP organization may request funds to implement fish restoration or enhancement projects. Private non-profit organizations must have tax-exempt status under the IRS Code Section 501(c)(3).

Organizations that have received funding are sport or commercial fishing groups, STEP groups, school districts, federal, state or local agencies, port districts, Watershed Councils, and Soil and Water Conservation Districts.

## Projects Eligible for Funding

---

The R&E Board will consider funding projects throughout the state attempting to benefit recreational and/or commercial fisheries. Each project proposal must identify goals, methods of achieving those goals, beginning and ending date, estimated costs and an estimate of the contribution to recreational and/or commercial fisheries. The Board or Fish and Wildlife Commission may require any additional information it deems necessary in order to evaluate the project proposal.

The R&E Board has an interest in supporting angler organizations, the Salmon and Trout Enhancement Program (STEP), creating new fishing opportunities, and supporting diversified species fisheries statewide (including those in saltwater, warm water, and lakes).

Local fishery biologists may also be aware of some enhancement opportunities your organization could undertake. You are encouraged to consult with the biologist to ensure your project is consistent with ODFW's management programs for the area.

## Restoration Projects

---

### Restoration Projects (ORS 496.289(7)(b))

The restoration program focuses on projects to replace ODFW fish liberation equipment, repair fish hatcheries, and repair fish passage facilities and screens.

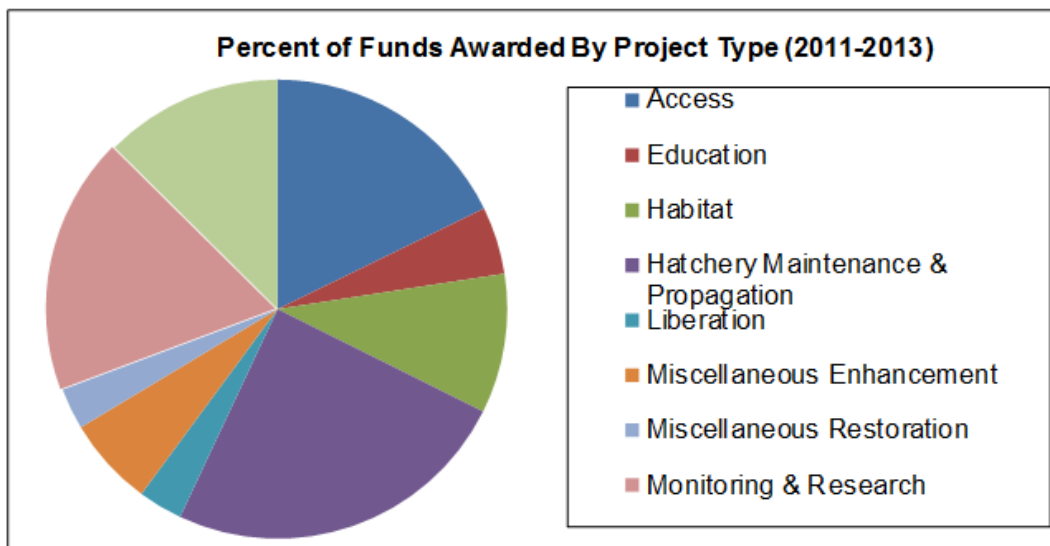
<b>Modification of existing fishways and existing screens</b>	Rehabilitate, restore, or modify existing fishways and screens to maintain safe and effective passage and screening.
<b>Hatchery restoration</b>	Rehabilitate, restore, or modify existing hatchery facilities to maintain safe and effective hatchery operation and production levels.
<b>Liberation equipment</b>	Rehabilitate, restore, replace, or provide equipment for fish liberation.

## Enhancement Projects

### Enhancement Projects (ORS 496.289(7)(a))

The enhancement program focuses on projects to increase fish production (either hatchery or natural production), increasing recreational or commercial angling opportunities or access to the fish resource, or improving fish management capabilities.

<b>Angler access</b>	Improvement or creation of sites that allow anglers or commercial fishers access to fisheries (e.g., boat ramps, docks, trails, new ponds).
<b>New fishways and screens</b>	Installing new fishways or screens at locations that historically have not had them.
<b>Habitat</b>	Improvements to fish habitat that directly or rapidly benefit fish by addressing items such as limiting factors, which include fish carcass placement, fish passage, habitat modification, and others.
<b>New hatchery equipment and technology</b>	Hatchery equipment upgrades to increase the effectiveness and efficiencies of, or reduce the impacts of, hatchery operations.  May include: a) short-term rearing programs for fish harvest b) rearing programs for rehabilitation of wild fish populations c) updated hatchery practices intended to achieve both conservation and utilization of fish resources
<b>Aquatic Inventories</b>	Studies that characterize populations, habitat, or the effectiveness of other projects in order to create, maintain, or enhance fish populations and therefore fishing opportunities. Includes collecting information on the physical and biological characteristics of stream, lakes, or estuaries or information on recreational or commercial use of fisheries.
<b>Public Education</b>	Literature, demonstrations, or displays for fishermen or landowners regarding fish, fishing, or habitat. The goal should be to increase Oregonian's connection to, and use of, fishery resources of this state.



## Project Review and Funding Process

---

The timeframe between the R&E Program application deadline and the time funds are available for approved projects takes approximately six-months. This review timeframe must be allowed for in the project's proposed starting date.

Proposals that are inconsistent with the intent of the Act, use inappropriate methods, are not biologically sound, are inconsistent with local land use plans, or violate ODFW policies or management plans will be disqualified.

### Overview of the R&E application process:

---

1. **Applicants complete the electronic R&E application form** (<https://nrimp.dfw.state.or.us/RE>). This becomes the "Project Proposal". Applicants must provide a description of the proposed project, the work to be undertaken, the benefits provided to recreational and/or commercial fisheries, a detailed budget, and any other pertinent information.

It is important that your proposal be written so that it is complete, sufficient, and can stand alone on its' own merit during the review process. The Project Proposal Information Packet is provided to assist in preparing a complete and sufficient application.

2. **Applicants submit the project proposal.** The application and all supporting materials must be electronically submitted through the R&E application website by 5:00 PM on the day of the deadline in order to be included in a given review cycle.
3. **Application processing.** The timeframe from the R&E application deadline and the availability of funds for approved project proposals is approximately 6 months. This review timeframe must be allowed for in the projects proposed starting and ending date. The process is composed of various review steps outlined below.
  - **Completeness Review.** Within a week after the deadline, project proposal applications will be reviewed by R&E staff for completeness. The applicant will be notified if additional information is needed. The applicant will be given five working days to provide this information or the application will be deemed incomplete and removed from consideration for that funding cycle.
  - **Internal Review.** Complete project proposals are reviewed 30-45 days after the application deadline by an ODFW review team. Proposals are reviewed to ensure they are consistent with the intent of the Act, use appropriate methods, are biologically sound, are consistent with local land use plans, consistent with ODFW policies or management plans, and contain sufficient information for adequate review.

Typically, applicants will be notified by e-mail within a week of the results of the internal review. Project proposals that do not meet the above criteria will be removed from further consideration for that cycle.

ODFW Review Team scores are based on 3 criteria; overall score, application/project sufficiency, and relevance to R&E mission. Please note these scores are developed independently and are not a project ranking. Applicants will have approximately two weeks to respond in writing to the review team comments. The ODFW review team comments and applicant responses will be added to the project proposal application and sent to the R&E Board.

4. **R&E Board Review.** R&E Board members are sent the project proposal application and ODFW review team scores and applicant comments 3 weeks prior to R&E Board meetings. At the meetings,

Board members discuss project proposal applications and determine which proposals and along with any funding conditions, to recommend to the Oregon Fish and Wildlife Commission for final approval.

The Board reviews project proposals for consistency with fish management program objectives and for their contribution to recreational and/or commercial fisheries. Applicants and members of the public may provide comments regarding any project proposal during the meeting or in writing prior to the meeting. Within two-weeks following the meeting applicants will be notified of the R&E Board's decision. The outcome includes:

- Recommend - Proposals recommended by the R&E Board will be brought before the Commission final approval. Proposals may be recommended for partial funding or with conditions.
- Deny (not recommend) - Projects not recommended by the R&E Board will be removed from further consideration and will not be brought before the Commission. Please note a denial is without prejudice. This means if you revise the project or address the Boards concerns you can reapply during a later cycle.
- Table – In certain cases when the board is not able to make a decision the action may be tabled. This typically occurs when there are unanswered questions, unresolved issues, or lack of sufficient funding for a project that might otherwise be funded. Applicants have two cycles to resolve the issues and bring the proposal back to the board, or the application will be administratively withdrawn.

5. **Fish and Wildlife Commission Review.** Approximately 45-60 days following the R&E Board meeting, R&E staff will present the recommended projects before the Commission for final approval. Projects are only funded if they are both recommended by the R&E Board and approved by the Commission. Commission meetings are public meetings where applicants or other members of the public may make brief statements regarding a project or board recommendation. Written comments may also be sent or delivered to the Commission. Typically, the Commission follows R&E Board recommendations and applicants do not make presentations. However, applicants are welcome to attend and be available to answer questions.
6. **Applicants notified of Commission's decision.** Successful applicants will be sent a grant agreement within about two weeks after the Commission meeting.
7. **Applicants read and sign agreement.** The agreement and enclosed information should be carefully read in order for the grantee (i.e., successful applicant) to understand the grant requirements, especially since some projects may be funded in part rather than as originally proposed. The agreement will include terms and conditions of project approval and funding commitments. The applicant is responsible for obtaining all local, state, or federal permits required for the project before grant funds will be awarded.
8. **Spend money.** Once the agreement has been signed by the applicant and returned to R&E program staff you may begin to accrue charges toward the grant.
  - R&E Funds and grants are managed on the state biennium. This means that funding runs from July 1 of an odd year until June 30 of the next odd year. All expenses, receipts, funds requests, and completion records must occur and be in hand of the R&E program prior to the June 30<sup>th</sup>.
  - R&E is a reimbursement based grant program and does not provide up front funding. When you are ready to claim partial of complete reimbursement please submit the provided request for funds form. Please note that payment processing may take up to 45 days once a request is received.
  - We recognize that not all entities may have the capital to cover the initial outlay; while our options are limited we may be able to accommodate your situation. If this is an issue please discuss the options with R&E staff prior to undertaking the project.
  - 10% of project funds are held back until project completion reporting has been completed.
- 9.

**Project Completion Reporting.** It is very important to submit the project completion report as soon after you are done spending R&E funds as possible. You do not need to wait until the larger project, of which R&E is a component, is completed before you submit the report. The Board does appreciate the larger reports even if submitted at a later date. The project completion report is used to determine when you are done spending R&E funds and close out the grant. Any unspent funds are made available to fund subsequent project requests.

### Emergencies:

---

The program does maintain a small emergency account that can be distributed quickly. There is a separate application form for these requests that is obtained by first contacting the R&E Coordinator. To be eligible for consideration these projects should be a result of an unexpected event, of a critical or urgent nature, and unable to be reviewed through a previous or subsequent process. Lack of planning, failure to apply, or deferred action does not constitute an emergency. Projects up to \$5,000 may be approved by the coordinator anything over \$5,000 is reviewed by the Board as soon as practical.

### STAC mini-grants:

---

A related grant opportunity is the STAC Mini-Grant program. This grant program is funded through a \$50,000 biennial grant from R&E and is used to fund projects that further the goals of the STEP program. Mini-grants are available up to \$2,000. The grant program is administered by the Salmon and Trout Advisory Committee (STAC), which approves the grant proposals at its quarterly meetings. The grant process takes between 30 and 60 days.

To be eligible for a mini-grant, projects should fall into one of these categories: Habitat restoration, Education, Monitoring and evaluation, Fish culture, or angler benefit. Preference will be given to proposals with strong matching funds and that encourage development of partnerships and use of volunteers. Except in certain circumstances, the following expenses are not usually funded: ongoing expenses, travel costs (e.g. mileage, fuel, vehicle rental), and staff time or administrative costs. However, these expenses are welcomed as project match.

More information is available at <http://www.dfw.state.or.us/fish/STEP/grants.asp>

### Grant Modifications

---

It is recognized that in some cases a project design or funding element may change following grant approval. Modifications can include shifting funds around in the grant, changing or adding a line item, or increasing the grant amount. Prior to expending any funds on those changes it is important to discuss the change with the RE Coordinator. In some cases a simple verification that the new charge is acceptable is okay. In others a simple form describing what has changed, why, and how it impacts the budget may be needed. Depending on the scope, modifications can be made by the RE coordinator or may require a board decision. Contact the RE coordinator as soon as you anticipate a need for a modification and they will instruct you on how to proceed.



## Application Instructions

---

### Things to know before you apply

---

#### WHERE TO GET HELP

The R&E Coordinator (503-947-6232) is available to answer any questions about the application system and application requirements. It is advised, to work on an application well in advance of the application deadline.

An ODFW fish biologist in the project area is generally included as a staff reviewer for a given proposal. It can be beneficial for applicants to consult with local ODFW staff when developing a proposal in order to work out possible issues and identify fishery benefits. Working with staff does not guarantee funding but can improve the proposal. Contact information for your local ODFW District Biologist is at the end of this document in the “who to contact” section. A letter of support can help support a project but is not required.

For education and volunteer based projects it is advisable to contact the local STEP Biologist. Contact information for your local ODFW STEP Biologist is at the end of this document in the “who to contact” section.

While not required, in many cases it is advisable to contact the R&E Board member closest to you to discuss the proposal. This is especially helpful for complex projects, projects that are difficult to describe the connection to the intent of RE or angler benefit, or any project that may be controversial

#### TIPS FOR PROJECT DESIGN

While any project that fits the definition of Restoration or Enhancement is eligible for funding the following project elements may help improve your chances of receiving funding. The most desirable projects would:

- Identify a clear and direct benefit to anglers (commercial or sport).
- Be an identified regional or statewide priority.
- Be for implementation based instead of design or planning.
- Clearly demonstrate the project is consistent with ODFW plans, policies and goals.
- Clearly demonstrate the project is, will be, consistent with local, state, and federal regulations.
- Not include staff time, except in cases where the outcome of the staff time is clearly tied to the project deliverable.
- Include minimal or no administrative, project management, or overhead costs.
- Not require a long term R&E funding commitment.
- Not obligate R&E to a future commitment without identifying the future need and costs.

The R&E Board has indicated a preference to fund on the ground projects and has been reluctant to fund certain budget items including, fiscal administration, project management, engineering, staff time, or transportation except in cases where they are a critical component of the project objective (temporary staff for a creel survey). While these budget items are not prohibited, your chances of success can improve if these costs can be covered by another grant or funding source and limit R&E funds to on the ground work. If you include these items make sure to clearly identify how they are necessary to accomplish the project objective.

## PROJECT MANAGEMENT, FISCAL ADMINISTRATION, & CONTINGENCY POLICY

R&E program funds are provided by anglers for on-the-ground projects that directly benefit fisheries and continued sport fishing. The intent is to supply government, non-profit and volunteer organizations the supplies and materials necessary to complete this mission. To maximize the amount of funding to on-the-ground efforts, the R&E Board discourages requests to pay for project management, fiscal/administrative, or organizational operating costs.

Projects that do not request project management and/or administrative dollars may receive a higher ranking in the funding review process by the R&E Board.

The R&E Board will typically not reduce a project management or administrative budget request. They reserve the right to reject the project in its entirety if the R&E Board does not fully understand and/or agree with the amount requested.

Project costs that are incurred prior to the grant effective date or after the grant completion date are not allowed.

### 1. Project Management Costs

In cases where it can be demonstrated that project management funding is necessary for completion, the applicant must provide a written detailed description in the grant proposal that identifies, by line item, why these funds are needed, how the hourly rate was calculated, and show alternative funding sources have been unsuccessful.

Project management costs must be broken out into specific line items related to achieving the R&E funded portion of the proposal. Cost based on a percentage of an overall project will not be supported. Project Management is defined as salary for personnel that employee taxes are paid on.

### 2. Fiscal/Administrative Costs

In cases where it can be demonstrated that administrative costs are necessary to project completion, the applicant may include no more than 10% of grant administrative overhead, or \$2,500, whichever is lesser of the two. Applicant must provide a written detailed description in the grant proposal that identifies, by line item, why these funds are needed. Only a Direct Cost Billing method will be accepted and receipts must be provided with final report. Cost based on a percentage of an overall project will not be supported.

R&E Administrative Costs will cover:

- Grant and contract management, postage, bookkeeping, financial services, and legal review of construction contracts. These items must be specific to the project and may not be included in an organizations general operating budget.

R&E Administrative Costs will not cover:

- Rent, overdraft fees, penalties, interest, phone/internet, travel, mileage/vehicle costs.

### 3. Contingencies

Contingencies are allowed for items that fluctuate in price. Contingency funding may not exceed 5% of a specific item and must be identified as a line item in the application budget. The need must be detailed in the application. Any contingency funding not used must be immediately returned to the R&E Board and is not transferrable to other budget items. No generic contingency requests will be allowed and will be removed from the application budget by the R&E Board if they feel there is lack of sufficient reason to justify contingency.

## REQUIRED ATTACHMENTS AND REVIEWS

1. **Project submitted by a 501c3 or 501c4** organization must provide proof of their tax-exempt status with a letter from the IRS.
2. **Projects on land of another** must have a letter or official agreement with the landowner which states that said project (as outlined in the application) can occur on their property.
3. **Projects with construction and engineering** – Applies to projects with capital improvement, ground disturbance, or construction related work.
  - a. R&E applications that include any kind of capital improvement, ground disturbance, or construction work, are required to obtain designs or plans for the project that are or can be approved by an "Oregon licensed professional engineer". This applies to both ODFW and non-ODFW applicants. Applicants should consult with the ODFW Engineering Department prior to submitting the application as ODFW engineering staff time may need to be included in the project budget (including time needed for design work, bid specifications, project inspection, and design approval).
  - b. Engineering for R&E projects can be performed by ODFW Engineering staff or by a private consulting engineer. If engineering is performed by a consultant, design documents may need to be reviewed by ODFW engineering before the project can begin.
  - c. If the proposal does not include funding for design work, please include a copy of the engineering plans as an attachment to the application.
  - d. If the proposal includes ODFW Engineering staff time, an ODFW Engineering Work Order form must be included as an attachment to the application. (See "Additional Materials" tab/page in the application.)
4. **Fish Passage and Screening Projects** must have: Official ODFW Fish Passage Approval documentation, especially if the project proposal is considered a fish passage "trigger".
  - a. ODFW is legally responsible to review and approve fish passage at artificial obstructions when replacement, major maintenance, abandonment, or a change in permit status occurs. All projects with a fish passage component must be approved by ODFW fish passage program prior to construction and the utilization of R&E funds.
  - b. Prior to applying, applicants need to contact ODFW District or Fish Passage Program staff about the project. In the application please document the status of your fish passage review or approval (e.g. Has it been started; Are you working with the local District; Is it approved?). Specifically,
    - i. Include official documentation of ODFW Fish Passage Approval; OR
    - ii. Include correspondence from ODFW (Headquarters) Fish Passage Program staff or ODFW District staff that acknowledges their involvement with the project and assures that all fish passage criteria will be met in the final design.
    - iii. For more information, contact your local ODFW District Biologist and/or visit these sites:  
<http://www.dfw.state.or.us/fish/passage/>  
<http://www.dfw.state.or.us/fish/screening/index.asp>
5. **Hatchery maintenance or improvement projects** that are not on the hatchery priority list must have written support from Scott Patterson prior to applying. This letter should include some recognition that the project is a priority in terms of hatchery needs around the state, and information on how it relates to hatchery production or reducing the possibility of fish loss.
6. **Any STEP project that requires use of water under STEP** must have a STEP Project Approval.
7. **Project with multiple funding sources** should attach proof of funding approval from other agencies/non-profits/etc. for the project if funding has been approved and it is critical to complete actions that are being requested from RE.
8. **Any project for which permits are required must provide** proof that the permits have been acquired prior to expending fund. Proof or expected approval must be provided in the application.

## Tips for using the electronic application

---

The R&E Program application (i.e., your project proposal) is submitted via an online form. If you need assistance please contact R&E staff for help.

1. Please use word processing software to develop and edit content, then cut and paste into the online form. This will prevent loss of information and time spent rewriting when there is an error.
2. In the electronic form, you can only enter information into specific “fields”. Please note that some of these fields have character limits or require clicking an “add” button before they are successfully uploaded. If errors occur please check that you are completing the form correctly.
3. Make sure all fields are completed. For projects where one entity is assisting another with filling out the form the application must be set up under the account of the organization that will be undertaking the project and spending the funds. The other entity must have an account and can then be selected as an “authorized agent” . .

## Who to contact

Any of the Department's fish biologists or STEP biologists can provide assistance to project applicants. If you do not know how to contact these individuals, call the Oregon Department of Fish and Wildlife's Fish Division for the name of the biologist serving your area.

Any questions regarding the Restoration and Enhancement Program can be directed to R&E program staff:

R&E Program Coordinator	503-947-6232
R&E Program Assistant	503-947-6211
R&E Program	<a href="http://www.dfw.state.or.us/fish/RE/">http://www.dfw.state.or.us/fish/RE/</a>
Oregon Department of Fish and Wildlife	<a href="http://www.dfw.state.or.us">www.dfw.state.or.us</a>



## Oregon Department of Fish and Wildlife

### Fish District Offices

Region	Watershed	Fish District	Phone
Northwest	North Willamette Watershed	Coast Range	971-673-6000
Northwest	North Willamette Watershed	Cascade Unit	971-673-6000
Northwest	North Coast Watershed	North Coast	503-842-2741
Northwest	North Coast Watershed	Mid Coast	541-265-8306
Northwest	South Willamette Watershed	Mid-Willamette	541-757-4186
Northwest	South Willamette Watershed	Upper Willamette	541-726-3515
Southwest	Umpqua Watershed	Umpqua	541-440-3353
Southwest	Umpqua Watershed	Coos-Coquille	541-888-5515
Southwest	Rogue Watershed	Upper Rogue	541-826-8774
Southwest	Rogue Watershed	South Coast	541-247-7605
Northeast	Grande Ronde Watershed	La Grande	541-963-2138
Northeast	Grande Ronde Watershed	Wallowa	541-426-3279
Northeast	John Day Watershed	Umatilla	541-276-2344
Northeast	John Day Watershed	John Day	541-575-1167
Central	Deschutes Watershed	Mid-Columbia	541-296-4628
Central	Deschutes Watershed	Deschutes	541-388-6363
Central	Klamath Watershed	Klamath	541-883-5732
Southeast	Malheur Watershed	Southeast	541-573-6582

# Example Restoration and Enhancement Program Application Form

Please note this form is a copy of content from the website and represents the May 2017 version of the application form. Updates after this date are not reflected on this document. Formatting changes and additional fields are possible.

This form is provided for application development purposes only and may not be used to submit a project request. All requests must be submitted on-line.

The RE program recommends you use this to develop written responses in word processing software and then cut and paste the content into the web based form.

Each section is based on a tab in the application form.

## Contents

---

Terms and Conditions .....	15
Applicant Information.....	16
Location Information .....	18
Project Summary.....	21
Project Description.....	29
Project Funding .....	31
Project Budget .....	32
Additional Materials (Files, Photos, Etc.).....	34

*The key to filling out the RE grant application is to make sure someone who has no idea of the project, design, need, location, facility, fisheries, or management practices will know specifically what you are doing, why it is needed, and how it will benefit fishermen.*

## Terms and Conditions

### RULES FOR R&E APPLICATION ACCEPTANCE

(Please read and check the box below before proceeding with your application.)

Please be aware that applications may be removed from the funding process if they do not contain accurate or sufficient information for an informed review or decision. Problem areas frequently include the following: project goals, project designs/plans, project benefit to Oregon fisheries, project schedule, required and acquired permits, or the planned use of funds (i.e. line item project budget details).

Certain additional materials are required depending on the project type and must be attached to the application (on the "Additional Materials" page/tab) or submitted via mail by the application deadline. No additional materials will be accepted, or major changes allowed, after the application deadline (except as needed for technical issues).

If the R&E Coordinator or the ODFW Internal Review Team find(s) that an application lacks sufficient detail or does not include the required additional materials, the application will be classified as incomplete and will be removed from further consideration during that cycle.

The R&E Coordinator (503-947-6232) is available to answer any questions about the application system and application requirements. It is advised, to work on an application well in advance of the application deadline.

**CONSTRUCTION AND ENGINEERING-** Applies to projects with capital improvement, ground disturbance, or construction related work.

R&E applications that include any kind of capital improvement, ground disturbance, or construction work, are required to obtain designs or plans for the project that are or can be approved by an "Oregon licensed professional engineer". This applies to both ODFW and non-ODFW applicants. Applicants should consult with the ODFW Engineering Department prior to submitting the application as ODFW engineering staff time may need to be included in the project budget (including time needed for design work, bid specifications, project inspection, design approval).

Engineering for R&E projects can be performed by ODFW Engineering staff or by a private consulting engineer. If engineering is performed by a consultant, design documents will need to be reviewed by ODFW engineering before the project can begin.

If the proposal does not include funding for design work, please include a copy of the engineering plans as an attachment to the application.

If the proposal includes ODFW Engineering staff time, an ODFW Engineering Work Order form must be included as an attachment to the application. (See "Additional Materials" tab/page in the application.)

**FISH PASSAGE-** Applies to in-stream activities that involve a trigger event.

The owner or operator of an artificial obstruction located in waters in which native migratory fish (includes native salmon, trout, lamprey, sturgeon, and suckers, as well as a few other species) are currently or were historically present must address fish passage requirements prior to certain trigger events. Trigger events include installation, major replacement, a fundamental change in permit status (e.g., new water right, renewed hydroelectric license), or abandonment of the artificial obstruction. Further details concerning triggers can be requested from the Oregon Department of Fish and Wildlife (ODFW).

Prior to applying, applicants need to contact ODFW District or Fish Passage Program staff about the project. In the application please document the status of your fish passage review or approval (e.g. Has it been started?; Are you working with the local District?; Is it approved?). Specifically,

- Include official documentation of ODFW Fish Passage Approval; **OR**
- Include correspondence from ODFW (Headquarters) Fish Passage Program staff or ODFW District staff that acknowledges their involvement with the project and assures that all fish passage criteria will be met in the final design.

Visit these sites for more information on Oregon Fish Passage/Screening requirements:

<http://www.dfw.state.or.us/fish/passage/>

<http://www.dfw.state.or.us/fish/screening/index.asp>

#### **ADDITIONAL REQUIRED MATERIALS:**

All project proposals must include:

- The appropriate signature authorization form (see "Additional Materials" tab/page);

All project proposals from 501c3/501c4 organizations must include:

- A copy of letter from the IRS acknowledging the organization's tax-exempt status.

Project proposals which require landowner consent or a landowner agreement must include:

- Letter(s) of consent or official landowner agreement including property location information and landowner's contact information.

Project proposals for which land use permits, water rights or other permits (DEQ, SHPO approval etc.) are required to complete project goals must include:

- A copy of the required permit(s); **OR**
- Acknowledgement of required permit(s) in application (if funds are still needed for permit fees).

Project proposals from STEP groups or other non-profit organizations which include the use of water not covered under an existing water right must have:

- Copy of the official STEP Project Approval Form with all required signatures.

**The following additional materials are not required, but are strongly encouraged:**

- Photo(s) of the current project site or of expensive equipment or supplies included in the project budget.
- Price quote(s) for expensive items or contracted services included in the project budget.
- Letter(s) of funding approval from organizations or programs providing secured matching funds (cash) to the project.
- Small scale map(s) of project site(s) including location of proposed structure improvements and current structures (i.e. for access improvement projects).
- A letter of support from an ODFW Biologist (preferably the local District Fish Biologist) describing how the project will benefit fisheries and/or ESA-listed or native fish species (certain exceptions to this requirement may apply); **OR**
- A letter of support from the Regional Hatchery or Propagation Program Manager which recognizes that the project is a priority in terms of hatchery needs around the state and explains how it will help sustain or improve hatchery efficiency or production.

**I have read and understand the requirements that must be met for this application to be accepted into the Restoration and Enhancement Program funding consideration process.**

## Applicant Information

Project Name:

### Applicant Organization

#### Type of Entity

- ODFW
- Government
- Non-profit (501c3)

Name of Organization

-- Select an Organization --

Federal Tax ID #

Box

Mailing Address or PO

Town/City

State

Zip Code

Phone number

Fax number

To update this Organization's information, make the desired changes and then select Update  
To add a new Organization, select Add

### Applicant Information

Name of Applicant



Phone  
number

Email

---

## Authorized Agents

By identifying an authorizing agent, I authorize that person to act in my behalf in the processing of this application and to furnish, upon request, supplemental information in support of this permit application. Authorized agents will be provided access to, and the ability to modify, this online application. Only the applicant may submit a completed application.

-- Select an Authorized Agent --



---

## Fiscal Agent

First Name

Last Name

Mailing Address or PO  
Box

Town/City

State

Zip Code

Phone number

Cell number

Fax number

Email

## Location Information

### Where is it?

- The project will occur Statewide
- The project will not occur on any property
- The project will occur on public land owned or managed by the applicant
- The project will occur on public land owned or managed by another party
- The project will occur on private land owned or managed by the applicant
- The project will occur on private land owned or managed by another party

### Landowner Information

Complete the following table or provide a copy of a letter or agreement that provides permission to access and conduct the proposed activities. If the project includes many properties, public property, or limited access to those properties you may submit a list or other documentation that you have worked with the affected parties and have the legal ability to undertake the project.

Name of Landowner	<input type="text"/>
Affiliation	<input type="text"/>
Mailing Address or PO Box	<input type="text"/>
Town/City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone number	<input type="text"/>
Cell number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>
<a href="#">delete</a>	

Add another Land Owner

### Site Description

Street Address, nearest intersection, or other descriptive location.

Directions to the site from the nearest highway junction.

Following project completion, public anglers will be allowed the following level of access to the project site:

- Full access
- Limited access
- No access

Please describe what leases, easements, agreements are in place to ensure angler access to the project site, and what is the length of each agreement?

Dominant Land Use Type:

- Forest
- Range/pasture
- Cropland
- Wetland
- Urban industrial/commercial
- Urban residential
- Rural residential
- Other

Please indicate if any of the following occur in or near the project area.

- Recreational activities (none)
- Recreational activities (unknown)
- Fishing
- Camping
- Wildlife viewing
- Hunting
- Resorts/tourism
- Park
- Kayaking/canoeing
- Motorized boating
- Rafting/non-motorized boating

- Other

## Project Location Information

You can use the Map Application to obtain the information for this section or you can enter it manually.

Start Map Application

### Project General Location

County

Town/City

ODFW Dist

Stream/Lake/Estuary  
Name

Sub-basin  
Enter 4th field HUC name (preferred)  
or main waterbody name.

Tributary of

### Project Specific Location

If the project will occur in more than 1 location, please add specific coordinates for each location.

If you did not use the Map Application above to get your coordinates you can obtain the Lat/Long of your project site by visiting <https://nrimp.dfw.state.or.us/compass>. Click "Agree" on the disclaimer to enter the map. You will need to turn off (uncheck) the layers in the Crucial Habitat box to see the base map. Close all three green boxes on the left side of the screen and the one in the bottom right. Zoom in to your desired location and scroll the mouse over the project location. The Latitude and Longitude will be displayed in the lower left corner of the screen. If desired, you can change the basemap by selecting the icon in the upper right of the screen and then selecting the desired map.

Latitude

Decimal degree format (DDD.DDDD)

Longitude

Decimal degree format (DDD.DDDD)

[delete](#)

Add another location

# Project Summary

## Cycle Request [?](#)

Requested funding cycle:	<input type="text" value="17-3"/>	
Project Name: <a href="#">?</a>	<input type="text"/>	
Anticipated R&E project spending period: <a href="#">?</a>	Start date: (mm/yy/yyyy) <input type="text"/>	End date: (mm/yy/yyyy) <input type="text"/>
Overall Project timeline: <a href="#">?</a>	Start date: (mm/yy/yyyy) <input type="text"/>	End date: (mm/yy/yyyy) <input type="text"/>

## Project Summary

Please provide a couple sentence summary of the proposal. This summary should touch on the goal of the project, what is being done, why it is being done, and what the results will be. This description will be used to summarize the proposal to the commission or any other overview documents. (50 word limit)

## Overall Project Goals

Describe the primary goals or outcomes of the entire project, including elements not requesting funding from R&E. (50 word limit)

Goal:

[Add another goal](#)

## Primary objectives of R&E funding

Please describe the measurable objectives for the R&E portion of the funding request. These will be used during the completion report so ensure they are S.M.A.R.T. (specific, measureable, assignable, realistic, time related). (40 word limit)

Objective:

[Add another objective](#)

## Current Situation/Justification [?](#)

Please describe the current situation and explain why this funding is needed. (200 word limit)

### Recreation and Commercial Benefit [?](#)

This can be a difficult question to answer but is important to judging the “value” of a project. Provide as much information as you have and don’t be afraid to provide your estimates of what likely will benefit. It is best to tie your response to any existing plans or goals.

It is a good idea to discuss the potential benefits with your local District Fish Biologists as they may be able to help set context, provide known fishery information, and provide some sort of professional judgment.

Contact your District Fish Biologist if you need assistance in filling out this section.

This project will provide benefits to (check all that apply):

- Recreational fisheries
- Commercial fisheries
- There are no anticipated recreational or commercial fishery benefits

Explain how this project will contribute to current (and/or potential) fishing opportunities, access, or fisheries management. If possible, please include specific information on the current and expected use by recreational anglers and/or commercial fishers (i.e. number of angler days or hours, quotas, limits, catch rates, etc) If specific quantifiable information is not available, you may provide a subjective evaluation based on current observations, expected use, feedback from public, or other sources. (200 word limit)

R&E funding is intended to benefit both Recreational and Commercial anglers in the proportion of revenues received. Many projects will have some level of benefit to both sport and commercial anglers. Please use the following questions to explain how each contributor will benefit from this project.

<input type="text"/>	% benefits to Commercial anglers. (Round value to the nearest 5%)
50	% benefits to Recreational (Sport) anglers

Please explain, or justify, how the percentage split was determined.(200 word limit) [?](#)

Is this project part of an approved Salmon-Trout Enhancement Program (STEP) activity?

- Yes

- No

This project has been identified as a priority for: [?](#)

- Local/watershed
- Basin/regional
- Statewide
- Not identified

Identify any plan or other document that identifies this priority (i.e. existing watershed plan, fishery management plan, ESA recovery plan, or other plan) and explain the importance of this project. Please attach excerpts from the plan that relates to this project and if available a link to the full plan. (30 word limit)

Plan:

Add another plan

This project is intended to benefit the following species: (check all that apply):

- Fall Chinook Salmon
- Spring Chinook Salmon
- Coho Salmon
- Lamprey
- Winter Steelhead
- Summer Steelhead
- Cutthroat Trout
- Rainbow Trout
- White Sturgeon
- Largemouth Bass
- Smallmouth Bass
- Yellow Perch
- Marine Fish Species
- Other Fish Species
- Other Species

This project will benefit anglers or fishery by providing: (Check the **primary** benefit for the project. If the primary benefit is split you may select up to one additional benefit.) [?](#)

- Angler Access [?](#)
- Angling Opportunity [?](#)
- Education/Outreach [?](#)
- Monitoring/Research [?](#)

- Habitat Enhancements [?](#)
- Fish Screening [?](#)
- Fish Passage [?](#)
- Hatcheries/Propagation/Liberation [?](#)

The following sections will appear based on the one or two check boxes selected above.

### Angler Access

This project will:

- Maintain/restore current angler access
- Improve access to existing angling opportunities
- Provide new access to existing angling opportunities
- Provide access to new angling opportunities
- Reduce barriers to fishing participation (i.e. ADA access, more parking, family friendly)
- Other

Choose the following that best describes the angling access provided by the project:

- Boat ramp
- Fish cleaning station
- Restroom facility
- Dock
- Bank
- Easement
- Land Acquisition
- Road
- Other

Do similar access sites, facilities, or fisheries exist within 10 miles of the project site?

- Yes
- No
- Unknown

### Angling Opportunity

This project will:

- Improve the opportunity for anglers to catch fish (better stocked fish, trapping)
- Provide new opportunity for anglers to catch fish (new pond, more fish to stock more areas, new species)
- Enhance natural production of fish stocks to levels that allow for recreational fishing opportunities
- Restore a degraded fishery
- Provide or improve enforcement
- Other



## Education/Outreach

This project will:

- Educate the public about angling opportunities and fisheries in Oregon
- Teach the public about fishing basics, fishing gear, fishing techniques, and/or fishing etiquette
- Teach the public about fish (ecology, life history) and/or fish habitat needs
- Teach the public about watershed health and it's relation to the health of fish populations
- Other

The main focus of this project is to:

- Create brochure/marketing
- Create educational material
- Create new educational program
- Support established education program
- Informational signage/kiosk
- Other

Is this education/outreach associated with ODFW efforts?

- Yes
- No

This education/outreach effort will target:

- Youth (< 18 years old)
- Adults (18 years old or more)
- Families (Youth and Adult family members/mentors)
- New anglers
- Current anglers
- Returning anglers (those who used to fish but don't currently)
- Underserved populations
- School groups
- Other

Number of people targeted by this proposal:

Estimate the average amount of time that each attendee will participate in the proposed effort.  
(Hours to the nearest .25)

Explain the duration/frequency of the proposed outreach effort. (150 word limit)

## Monitoring/Research

This project will be used to evaluate: (check up to 3)

- Hatchery releases and/or stray rates

- Hatchery production methods
- Out migrant/return rates
- Fishery contribution
- Fisheries to identify new opportunities
- Angler satisfaction/harvest (Creel)
- Disease/pathogen
- Habitat (i.e structure, passage, water quality)
- Distribution (i.e. presence, absence, abundance)
- Population composition (i.e age, species, survival, size, or genetics)
- Other

Has this project been reviewed or developed by an individual with appropriate qualifications (i.e ODFW biometrician, research professor)?

- Yes
- No

Please explain.

Is this study critical to fishery management decisions?

- Yes
- No

Is there a plan to repeat this monitoring or research in the future?

- Yes
- No

Will the data be reported or published?

- Yes
- No

### Habitat Enhancements

The primary purpose of this project is to improve/increase: (check up to 3)

- In water structure, complexity, and habitat
- Flow and/or connectivity
- Water quality
- Fish salvage or screening
- Fish passage
- Removal of aquatic non-native species
- Planting or vegetation management
- Riparian - reduce bank erosion

- Fencing
- Wetland - restoration or creation
- Other

### Fish Screening

This fish screening project will:

- Install screens at a new location
- Modify or repair an existing screening structure
- Replace an existing screening structure
- Remove a diversion that does not have an existing screening structure
- Remove a diversion with an existing screening structure
- Other

We have contacted or been working with:

- Local ODFW staff
- ODFW fish screening staff
- Neither, but will be
- Neither

### Fish Passage

This fish passage project will:

- Add a fishway/passage structure
- Modify or repair an existing fishway/passage structure
- Replace an existing fishway/passage structure
- Remove a barrier that does not have an existing fishway/passage structure
- Remove a barrier with an existing fishway/passage structure
- Purchase/installation of culvert or bridge
- Other

We have contacted or have been working with:

- Local ODFW staff
- ODFW fish passage staff
- Neither, but will be doing so
- Neither

### Hatcheries/Propagation/Liberation

Hatchery Name:

This is a:

- State hatchery
- STEP hatchery
- Other hatchery

As a result of this request hatchery production will:

- Increase
- Maintain
- Restore

This project will: (check all the apply)

- Address a need identified on the ODFW Hatchery Maintenance Priority list
- Restore, rehabilitate, modify, or replace existing production/acclimation facilities
- Restore, rehabilitate, modify, or replace existing liberation equipment
- Add new or upgrade production/acclimation facilities/capacity.
- Add new or upgrade liberation equipment
- Improve safety of hatchery operations
- Improve staff efficiency of hatchery operations
- Improve energy efficiency of hatchery operations
- Improve effectiveness of hatchery operations (i.e. improve survival or return to angler)
- Reduce the impacts of hatchery operations (i.e. reduce disease, stray rates or interbreeding)
- Other

Fish produced at this facility are for:

- Sport harvest
- Commercial harvest
- Mitigation
- Conservation

## Project Description

### Schedule

Please provide a schedule that identifies major milestones and project activities. General estimates for when the work will be conducted ("Date").

Activity/Milestone (30 word limit)	Date (mo, yr)	Includes R&E funding	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">delete</a>

Add

### Permits

Clearly indicate what permits will be necessary and when they will be obtained, critical completion points, and subsequent monitoring/maintenance.

- Applicant is responsible for securing all required local, state, and federal permits.
  - Examples include USACE/DSL Joint Permit, USACE RGP/DSL GA, ODF Forest Practices Notification, and NPDES
- See Application Instructions for further details.

Permit (30 word limit)	Secured	Date Expected	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<a href="#">delete</a>

Add

### Project Design and Description

Please describe in detail the methods or approach that will be used to achieve the project objectives. Be sure to include references to any technical guidance, commonly used procedures, and plans.

### Engineering

Does the project involve capital improvement, engineering, site grading or other construction?

- Yes
- No

Note: For capital improvement projects undertaken by ODFW staff or programs (STEP), ODFW engineering review, design, and budget line may be necessary. You need to contact ODFW engineering prior to submitting the application. If ODFW Engineering will be used please fill out

and attach an [ODFW Engineering Work Order](#) in the Additional Materials tab.

Note: If the project involves design and/or construction work, please include a copy of the proposed design or a basic schematic, and if possible, copies of quotes for supplies, equipment and services, etc.

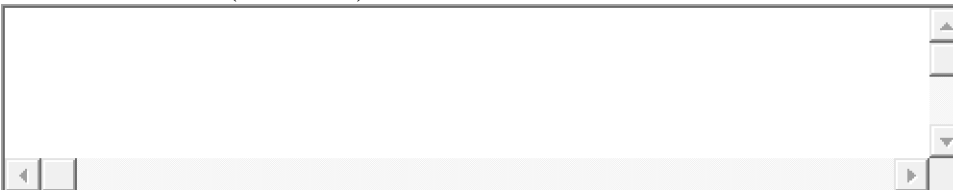
---

### Project Management and Maintenance ?

What is the life expectancy of R&E funded construction, structures, equipment, supplies, data or fishery? (i.e. How long will it take until the structure will have to be replaced or until the maintenance will need to be repeated; How long will the data be valid; How long will the equipment be used and where will it go following the project) (50 word limit)



Who is responsible for long term management, maintenance, and oversight of the project beyond what is funded by R&E. (i.e Who will make sure the structure stays in good repair, who will ensure the equipment/materials will be used into the future, who will pay for an make necessary repairs, who will update or replace the equipment materials) Please describe who will do what and how often it will be done. (200 word limit)



Will the project require ongoing maintenance?

- Yes
- No
- Unknown

Is there a plan to collect baseline data and to conduct monitoring efforts to measure the effectiveness of the project?

- Yes
- No
- Not necessary

## Project Funding

### Funding

#### Other Funding Sources

Please provide a list of all other sources of funding or support for the project (e.g., OWEB, ODFW, Volunteer Group, etc.) and whether the funding has been secured. Use multiple lines if one entity is providing multiple forms of support, such as both in-kind and cash.

- "Match" is not required to apply for R&E grants; however, projects with match funds are encouraged and typically have a higher likelihood of receiving funding.
- For secured funding, please provide any comments or limits on the funding.
- It is strongly advised that you provide documentation of secured funds for non-R&E funded elements that are critical to successful project completion.
- It is recommended that funding from other sources be secured prior to the R&E Board meeting, however it is not required.
  - In cases where major funding elements have not been secured, it is typical for the R&E Board to condition approval of R&E funds on receipt of the other funds. If the other funding is not secured at the originally intended opportunity, R&E funds must be returned in-order to be made available to other applicants
  - R&E grants are only funded through the end of the biennium (June 30 of odd year). If due to delays in securing funds project implementation is delayed past the end of the biennium you will need to return any funds and reapply during the following biennium.

#### OWEB

Have you applied for OWEB funding for this project?

- Yes
- No

#### Other funding sources

Other Funding Source (not R&E)	Type	Secured?	Dollar Value	Comments (30 word limit)
<input type="text"/>	<input type="radio"/> Cash	<input type="radio"/> Secured	<input type="text"/>	<input type="text"/>
	<input type="radio"/> In-Kind	<input type="radio"/> Pending		<a href="#">delete</a>
	<input type="radio"/> Other			
		Total	<input type="text"/>	

Add

## Project Budget

**IMPORTANT: Read the application instructions. Add additional lines if necessary.**

- Please give a detailed itemization of the budget for the project. <sup>?</sup>
  - Make sure to attach copies of bids, proposals or other estimates to support these funding elements.
- Round totals up to the nearest dollar.**

(10 word limit)	A	B	C	D	E	F
Itemize projected costs under each of the following categories	Unit Number (e.g., # of hours)	Unit Cost (e.g., hourly rate)	In-kind or non-cash contributions <sup>?</sup>	Funding from other sources <sup>?</sup>	R&E funds	Total Costs (add columns C, D, E)

Add **PROJECT MANAGEMENT**. Includes *actual in-house staff or contractors* who coordinate project implementation. Line items should identify who will be responsible for project management and their affiliation. <sup>?</sup>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">elete</a>
<b>SUBTOTAL (1)</b>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add **IN-HOUSE PERSONNEL**. Includes *only* staff costs portion of their time devoted to this project. <sup>?</sup>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">elete</a>
<b>SUBTOTAL (2)</b>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add **CONTRACTED SERVICES**. Labor, supplies, and materials to be provided by non-*staff* for project implementation. <sup>?</sup>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">elete</a>
<b>SUBTOTAL (3)</b>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add **TRAVEL**. Mileage, per diem, lodging, Motorpool, etc. Must use current State of Oregon rate. <sup>?</sup>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">elete</a>
<b>SUBTOTAL (4)</b>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add **SUPPLIES/MATERIALS**. Refers to items that typically are "used up" during the project. Costs to R&E must be directly related to project work. <sup>?</sup>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">elete</a>
<b>SUBTOTAL (5)</b>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add **EDUCATION/OUTREACH**. Informational and promotional activities, including design, video production,



printing, direct mail, etc. ?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[elete](#) !

**SUBTOTAL (6)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Add **EQUIPMENT**. Identify any tools/equipment (items with useful life of generally 2 years or more). Must be property of a governmental entity, tribe, watershed council, SWCD, institution of higher learning or school district, or non-profit organization. ?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[elete](#) !

**SUBTOTAL (7)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Add **FISCAL ADMINISTRATION**. Not to exceed 10%, or \$2500, of R&E funds total. Compute by multiplying by 0.10 or less. Costs associated with grant and contract management, postage, bookkeeping, financial services, and legal review of construction contracts. These items must be specific to the project and may not be included in an organization's general operating budget. ?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[elete](#) !

**SUBTOTAL (8)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

**BUDGET TOTAL (9)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

## Additional Materials (Files, Photos, Etc.)

You will need to attach any supplemental information and a signature page at this time.

- As a governmental agency, you will need to attach this form ([Signature Authorization Page-public.doc](#)).
- As a 501(c)3 organization, you will need to attach this page ([Signature Authorization Page-public.doc](#)) and proof of your tax exempt status from the IRS. We do not accept state of Oregon 501c(3) forms.
- As ODFW staff, you will need to attach this form ([Signature Authorization Page-ODFW.pdf](#)).
- If your project proposal includes capital improvement, construction, or grading you may need engineering review. You will need to attach this form for ODFW Engineering staff time ([ODFW Engineering Work Order](#)).

All Applicants must submit the "[Racial and Ethnic Impact Statement](#)" as required by state law.

When attaching forms or other documents, PDF is preferred. Files can be scanned or converted from most common software applications using a free PDF printer such as <http://www.primopdf.com>

[Add New](#)

Please Note: The maximum size file you can upload is 16 MB.

\* Item Name

Item Description

\* Item Type

\* Item File [?](#)

[Upload](#) [Cancel](#)

**Budget Information**

**Maps**

**Photos**

**Design Information**

**Management Plans and Supporting Documents**

**Permits and Reviews**

**Partnerships**

**Public Comment**

**Administrative Documents**