Restoration and Enhancement Program

Angling License Dollars at Work!

Project Proposal Informational Packet
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 (ODFW) 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 (R&E) 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 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 between 6 and 7 times to distribute around $4-5 million in funds. Deadlines are posted on the R&E website and change each year.

There is no minimum or maximum limit on R&E requests. Most request are under $200,000, with $60-150,000 most common. The Board has looked favorably on projects in the $15-25,000 range. While match or cost share is not required, preference may be given to projects with higher levels of match and 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).

Example of organizations that have to applied for 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 Program will consider funding any project throughout the state attempting to benefit recreational and/or commercial fisheries. In order to maximize program effectiveness, the Board considers whether projects are more appropriate for other funding sources, as well as if matching funds have been sought. No specific limits have been set on the size of a project grant.

Each project must have explicit goals, methods of achievement, beginning and ending date, estimated cost and estimate of contribution to recreational and/or commercial fisheries. The Board or 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 “grassroots” fishermen organizations such as STEP (Salmon and Trout Enhancement Program), creating new fishing opportunities, and, in addition to supporting salmonid fisheries, supporting diversified species fisheries (including those in saltwater, warm water, and lakes). Projects throughout the state in both urban and rural areas will be considered.

Local ODFW district 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 the Department’s management programs for the area.

Types of projects considered to be appropriate for funding by the R&E Program include those as defined as either Restoration or Enhancement as described below.

Restoration Projects

<table>
<thead>
<tr>
<th>RESTORATION PROJECTS (ORS 496.289(7)(b))</th>
</tr>
</thead>
<tbody>
<tr>
<td>The restoration program focuses on Department projects to replace fish liberation equipment, repair fish hatcheries, and repair fish passage facilities and screens.</td>
</tr>
</tbody>
</table>

| Modification of existing fishways and existing screens | Rehabilitate, restore, or modify existing fishways and screens to maintain safe and effective passage and screening. |
|--------------------------------------------------------|
| Hatchery restoration | Rehabilitate, restore, or modify existing hatchery facilities to maintain safe and effective hatchery operation and production levels. |
| Liberation equipment | Rehabilitate, restore, replace, or provide equipment for fish liberation. |
## Enhancement Projects

<table>
<thead>
<tr>
<th>ENHANCEMENT PROJECTS (ORS 496.289(7)(a))</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Angler access</strong></th>
<th>Improvement or creation of sites that allow anglers or commercial fishers access to fisheries (e.g., boat ramps, docks, trails, new ponds).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New fishways and screens</strong></td>
<td>Installing new fishways or screens at locations that historically have not had them.</td>
</tr>
<tr>
<td><strong>Habitat</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>New hatchery equipment and technology</strong></td>
<td>Hatchery equipment upgrades to increases the effectiveness and efficiencies of, or reduces the impacts of, hatchery operations.</td>
</tr>
<tr>
<td></td>
<td>Can include: Support a) short-term rearing programs for fish harvest, b) rearing programs for rehabilitation of wild fish populations (e.g., conservation propagation, short-term supplementation of depleted populations), and c) updated hatchery practices intended to achieve both conservation and utilization of fish resources (e.g., terminal fisheries, acclimation ponds, broodstock improvement).</td>
</tr>
<tr>
<td><strong>Aquatic Inventories</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Public Education</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

### Percent of Funds Awarded By Project Type (2011-2013)

- Access
- Education
- Habitat
- Hatchery Maintenance & Propagation
- Liberation
- Miscellaneous Enhancement
- Miscellaneous Restoration
- Monitoring & Research
Project Review and Funding Process

The timeframe between the R&E 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 Department policies or management plans will be disqualified.

Overview of the R&E application process:

1. **Applicants complete electronic R&E application form** (located at [https://nrimp.dfw.state.or.us/RE](https://nrimp.dfw.state.or.us/RE)). This becomes the “Project Proposal”. Applicants will need to 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 electronic application and all supporting materials must be submitted (mail, fax, or hand delivery) to the R&E Program Coordinator, 4034 Fairview Industrial Dr. SE, Salem, Oregon 97302 by 5:00 PM on the day of the application deadline in order to be included in a given review cycle. Electronic submission of proposals is preferred; however in certain cases a paper application may be requested.

3. **Application processing (approximately 6 months)**. The timeframe between the R&E application deadline and the availability of funds for approved projects is approximately 6 months. This review timeframe must be allowed for in the project’s proposed starting application deadline. The process is composed of various review steps outlined below. The current deadlines for these steps is available at [http://www.dfw.state.or.us/fish/RE/board.asp](http://www.dfw.state.or.us/fish/RE/board.asp)
   - **Completeness Review.** Within a week after the deadline 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 cycle.
   - **Internal Review.** Complete proposals are reviewed approximately 30-45 days after the deadline by an ODFW review team. Proposals are reviewed to ensure they are consistent with the intent of the Act, use of appropriate methods, are biologically sound, are consistent with local land use plans, consistent with Department policies or management plans, and contain sufficient information for adequate review.
     1. Typically, applicants will be notified by e-mail within a week of the results of the internal review.
     2. Projects that do not meet the above criteria will be removed from further consideration for that cycle.
     3. The applicant will receive a sheet that contains:
        - Project scores 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.
        - Summarized and specific comments from the review team.
     4. Applicants will have approximately two weeks to respond in writing to the review team comments. These review team comments and applicant responses will be added to the application and sent to the R&E Board.
     5. Depending on the results of the internal review applicants can choose to withdraw the proposal from the current cycle in order to address the comments before the proposal is reviewed by the R&E Board.
• **R&E Board Review.** R&E Board members are sent proposals and ODFW rankings and comments 2-3 weeks prior to R&E Board meetings, which are open to applicants and the public. At the meetings, Board members discuss projects and decide which projects (or parts of projects), and with what conditions (if any), to recommend to the Oregon Fish and Wildlife Commission for approval. The Board reviews projects for consistency with fish management program objectives and for their contribution to recreational and/or commercial fisheries. Applicants or other members of the public may make brief statements regarding any project. Applicant presentations typically outline the project, its value, and responses to any known concerns. Although not required, applicants are encouraged to attend the Board meetings to answer any questions the Board might have. If unable to attend the meetings, it is a good idea for applicants to be available by phone in case the Board has any questions. Within about 2 weeks following the meeting applicants will be notified of the outcome of the R&E Board review. The outcome includes:

1. **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.
2. **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.
3. **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.

• **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.

4. **Applicants notified of Commission’s decision.** Successful applicants will be sent a grant agreement within about two weeks after the Commission meeting.

5. **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.

6. **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 30th.
- **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.**
7. **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](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.
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/passage/) [http://www.dfw.state.or.us/fish/screening/index.asp](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. 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 this.
2. Make sure all relevant fields are completed. If a field is not applicable to your project, please enter “N/A”.
3. The map function frequently does not work correctly, if you receive an error go ahead and check statewide and then add a map of the project site as an attachment.
4. Currently the application is formatted in such a way that responses may be redundant. We will be correcting that in the future. Please limit redundancy and rather ensure that the text is clear and sufficient to explain the project, the need, the tie to fishery (angler) benefit and R&E program, and address the questions in the application. You can summarize and refer to another section.
5. In cases where another party is filling out the application, make sure the account under which the application is set up is the account of the applicant. The applicant field is automatically set up based on the account that is used. For projects where ODFW is assisting another organization with filling out the form and the other organization will be undertaking the project and spending the funds the applicant must be the other organization. The ODFW staff can be listed as a technical contact.

Tips and instructions for each section of the electronic application.

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 benefits anglers.

**TAB 1 – TERMS AND CONDITIONS**

Please read all of the advisories and check the box at the bottom of the page that you acknowledge all of the information.

Click save and continue.

**TAB 2 - APPLICANT INFORMATION**

**Project Details**

**Project Number** - Please leave the blank. This will be assigned at a later date.

**Title** - Provide a concise title detailing the work to be done. Generally a description of the type of project, location, and fish species (if applicable) provides the briefest and most detailed title (e.g., “Boxler Creek Fish Passage Improvement” or “Young’s Bay Net Pen Acclimation – Coho”).

**Start Date** – This is the date you plan to start spending R&E funds and must be after the scheduled Commission meeting for the cycle your project will be reviewed in.

**End date** - This is the date after which you will no longer need to spend R&E funds. End dates need to be no later than June 15 of an odd numbered year.

**Landowner**

Make sure to “add landowner” for each landowner that is in the project site. It is a good idea to also attach letters of support from each landowner.

**Technical Contact**

If an entity other than the applicant is leading the project please add their information.

Click save and continue.
TAB 3 - MAP

Location Information
Please note that the mapping feature is frequently non-functional. You can attempt to create a map but if any errors occur you are encouraged to check the box for “entire state” and then add a project map as an attachment.

TAB 4 - GRANT SUMMARY

Project Summary
Activity – please contact R&E staff if you have questions on the activity type to use

25-yr angling plan – only check if the project includes improved angling access, opportunity, or education designed to recruit or retain anglers

Summary - Provide a thorough yet concise description of the project including project purpose, goals and elements requested for funding. This summary will be used to describe your project in subsequent review documents so make sure it tells your story. This field is limited to 100 words.

- Example: “RE Funds will be used to purchase 200’ of pipe and hire a contractor to construct a new 10’ x 20’ rearing pond at the Hatchery “X”. This will add disease free rearing space necessary to meet hatchery production goals. Match funds are for existing staff that will install the new plumbing and the contracted site preparation, grading, and post construction resurfacing.”

Objectives – Given the broad range of project types and complexity responses to this will vary. It is a good idea to the objective of this grant to an overall goal such as implementing a management plan or action. It is also good to ensure that objective meet the SMART (Specific, Measurable, Achievable, Realistic and Time scaled) objective format.

Recreational/Commercial and Watershed Benefits – These can be difficult question to answer but are 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.

Things to keep in mind when responding, especially for the recreational/commercial benefit, are:
- Describe the angling opportunities at the project location or in close proximity.
- What species will benefit? How much will they benefit?
- Is there any angling on those species in that waterway or vicinity? If so, how much use is there currently or could there be because of this project?
- Will it noticeably improve access or opportunity for anglers?
- Are fish from that run intercepted by Oregon’s commercial fleet?

Suggestions for passage and habitat projects to improve the connection to RE:
- Was the project passed over/denied by OWEB? If so, you may not want to come to RE unless there is a tangible benefit to the angler. In these situations, it is best to discuss with the coordinator before applying.
- Will this help restore a run to a level where angling can once again occur or improve conditions to secure existing angling opportunities?
- How significant is the contribution of the project area to the watershed/fishery that it serves? What is the anticipated improvement to the population?
- Can angling access be a part of the riparian and stream enhancement project? Can an easement, trail, parking area, or access points be added to a project?
Example:
- Weak Fishery Benefit - A project that will improve a couple miles of marginal spawning habitat for one salmonid species in a small tributary of a major river system. The stream is closed to angling.
- Strong Fishery Benefit - A project that will open up or restore several miles of prime spawning habitat for multiple sport species in a small-medium coastal river system that has angler use. One species is coho and the population level has been just below the threshold to open a fishery. Fish will now be able to consistently reach additional public land that is open to angling.

Current situation – This is your opportunity to describe not only how things are now but how they got there. Go ahead and explain what has led to this situation including previous grant funded projects, especially if this will add to, remove, or modify something that was previously funded by R&E.

Schedule / participants / permits / monitoring / maintenance
This is one of the most frequently overlooked sections please make sure to add in dates for all major actions like obtain permits, go out to bid, purchase item, construction start/end, and when you plan to complete the project.

- Please provide a detailed schedule of major activities for the project, indicating who will be conducting the work (“Participant”) and funding information. For “Participant”, include other organizations participating in the project, although you do not need to include individuals.
- If the R&E project is part of a larger project please include information relevant to the large project, but clearly indicate the specific time-frame for the R&E work.
- Clearly indicate when necessary permits will be obtained, critical completion points, and subsequent monitoring/maintenance. Note that the R&E project completion can occur before long-term monitoring and maintenance. Also, please be conservative in estimating the time-frame for the R&E work as project extensions beyond the contract period are discouraged, must be formally requested, and require approval by the R&E Board.

Alternatives - In most cases it is not acceptable to state that the proposal is the only alternative. It is important to think outside the box and view all options for funding or completing the projects both desirable and undesirable. Common alternatives that should be explained in context to the chosen design could include; No Action; Alternative Funding Source; Alternative Designs; Partial Completion; Reusing Existing Equipment From Another Facility; and Buying Used Instead Of New.

Designer – List the staff and organizations involved in the project selection and design. Identify their roles.

Methods, procedures, and references – In essence this is asking you to describe what are you doing and how are you going to do it. You can also use this to describe the supporting information for the selected design. Specifically describe how the project will be conducted. Attach additional information such as drawings or pictures.

Inspector – who is responsible to make sure the project will be completed as described in the application.

Describe RE funded elements – Don’t just be redundant with earlier parts. Specifically identify the components, staff, or tasks that RE funds will be used to support and how those elements tie into the larger project and other funding.

Click save and continue.
**TAB 5 - GRANT SUMMARY (Cont’d)**

**Affected Species**
List the specific species of fish this project is intended to benefit. If no specific species is targeted, list the fish species present. If the species you are

**Project Permits**
Please list any and all permits you have or will have before the project is initiated. Please so not leave blank date expected.
Click on “Add New”. Then after you enter the information click “Add +” to enter the information. Any errors will be identified when you click “Add +”. The fields are limited to 50 characters

**Project Monitoring**
It is a good idea to add at least basic information that describes who will monitor or inspect the project or equipment over time.
This demonstrates there will be continued investment after the project is completed.
Click on “Add New”. Then after you enter the information click “Add +” to enter the information. Any errors will be identified when you click “Add +”. Some fields are limited to 50 or 100 characters.

**Project Maintenance**
Who will maintain the project and fund long-term maintenance and/or operation if needed? It is a good idea to add at least basic information that describes how the project or equipment will be maintained over time. This demonstrates there will be continued investment after the project is completed.
Click on “Add New”. Then after you enter the information click “Add +” to enter the information. Any errors will be identified when you click “Add +”. Some fields are limited to 50 or 100 characters.

Click save and continue.

**TAB 6 – TOTAL PROJECT FUNDING**

**Total Project Funding**
This table is used to provide a summary of the overall project funding sources and partners for the project.
Please add a new line for each funding source. Include all RE requests in the preexisting line - do not add another line labeled R&E Request.
To add another funding source click on “Add New”. Complete the information for each column related to that funding source. Then after you enter the information click “Add +” to enter the information. Any errors will be identified when you click “Add +”. Some fields are limited to 50 characters.

- While projects with match and numerous partners is preferred, match is not required as part of the application or approval process. The match provided is used to set context of the RE request and show how the RE funds would be leveraged against other support.
- If due to funding source restrictions you are not able to identify certain expenditures as match and thus it will not be in the table it is a good idea to explain that and identify that contribution in the project description so the other support is at least known.
- Staff time can be used as match but contributions of time should be identified as part of “normal duties” or as duties that are specifically funded or directed at this project.
- For secured funding, please attach letters of commitment. For non-secured funding, please attach a summary page of submitted applications. Non-R&E funding critical for completion of the R&E work must have documentation.
- In-kind match can be for the participating group’s time and expenses of volunteers or staff; these do not need any further documentation.
- R&E funding (STAC Mini-Grants, previous R&E Grants) cannot be listed as match but should be identified in the project description.

The Totals and RE request from this table must equal the amounts in the Tab 7 – Budget.

Click save and continue.
**TAB 7 – PROJECT BUDGET**

**Project Budget**

Please break the budget into line items and specify the level of contribution by funding source (RE or match). Most budgets seem to fit one of two schools of thought “lumping” or “splitting”.

- **Lumping** is easier to add and provides a good summary but is usually problematic as it can raise questions such as “what exactly is being funded?” and “what is the per item cost?” If these questions are not addressed in the application it can lead to denial or tabling.
- **Splitting** is harder to fill out but is usually preferred by the Board. However, getting too specific can lead to questions about, or removal, of single line items.

It is recommended that you use something in the middle that gives enough detail to know what is being funded and how much it costs but not so much that you know every single item that will be purchased. You can always attach an explanation of the types of items that could be purchased through a single line item without the need to price out each item.

- Please give a detailed itemization of the budget for the project. Use the budget categories given.
- For any project management, fiscal administration or contingency funding items please refer to the next section for guidance.
- Please identify the quantities of budget items by specifying a “unit” (e.g., month, year, each, miles, etc…), a unit cost, and the number of units. Multiplying the unit cost by the number of units should equal the amount in the “Total” column.
- Volunteer or in-kind effort, donated services, supplies, equipment or mileage, and matching funds go under “match Funds”. Please identify as such.
- “Equipment” is any single item costing more than $100.
- Make sure contract service estimates are described in an attached letter from the contractor, in the same format as this budget.

If you are not sure how far to break down the budget please contact the coordinator.

To add each line item click on “Add New”. Complete the information for each item. Then after you enter the information click “Add +” to enter the information. Any errors will be identified when you click “Add +”. Some fields are limited to 50 characters.

The Total and RE Request Total from this table must equal the amounts in the Tab 6 – Total Project Funding.

Click save and continue.

**TAB 8 – ADDITIONAL MATERIALS**

**Additional material**

You must attach the appropriate signature page.

This is the place to attach documentation related to the required engineering review or fish passage compliance.

Project photos, maps, and drawings are encouraged to clearly demonstrate current and or proposed conditions.

If possible we request that attachments be limited to 7. If necessary you can add more but they may not be available to those who review the application electronically. Combining related documents into a supplement is a recommended approach and then individually attaching required documentation.
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 http://www.dfw.state.or.us/fish/RE/
Oregon Department of Fish and Wildlife www.dfw.state.or.us

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### Oregon Department of Fish and Wildlife

#### Fish District Offices

<table>
<thead>
<tr>
<th>Region</th>
<th>Watershed</th>
<th>Fish District</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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<td>North Willamette Watershed</td>
<td>Coast Range</td>
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</tr>
<tr>
<td>Northwest</td>
<td>North Willamette Watershed</td>
<td>Cascade Unit</td>
<td>971-673-6000</td>
</tr>
<tr>
<td>Northwest</td>
<td>North Coast Watershed</td>
<td>North Coast</td>
<td>503-842-2741</td>
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<tr>
<td>Northwest</td>
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<td>Mid Coast</td>
<td>541-265-8306</td>
</tr>
<tr>
<td>Northwest</td>
<td>South Willamette Watershed</td>
<td>Mid-Willamette</td>
<td>541-757-4186</td>
</tr>
<tr>
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<td>Upper Willamette</td>
<td>541-726-3515</td>
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<td>Southwest</td>
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<td>Coos-Coquille</td>
<td>541-888-5515</td>
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<td>Upper Rogue</td>
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<tr>
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<td>La Grande</td>
<td>541-963-2138</td>
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<td>Deschutes Watershed</td>
<td>Mid-Columbia</td>
<td>541-296-4628</td>
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<tr>
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<td>541-883-5732</td>
</tr>
<tr>
<td>Southeast</td>
<td>Malheur Watershed</td>
<td>Southeast</td>
<td>541-573-6582</td>
</tr>
</tbody>
</table>
Oregon Department of Fish and Wildlife
Salmon and Trout Enhancement Program (STEP) Program Staff

Statewide
Kevin Herkamp STEP Program Coordinator
Email: Kevin.Herkamp@state.or.us
Phone: (503) 947-6232
Fax: (503) 947-6202

Eastern Oregon STEP
Jennifer Luke STEP Biologist - Bend
Email: Jennifer.A.Luke@state.or.us
Phone: (541) 388-6363
Fax: (541) 388-6281

North Coast STEP
Ron Rehn STEP Biologist - Tillamook
Email: Ron.F.Rehn@state.or.us
Phone: (503) 842-2741
Fax: (503) 842-8385

Mid Coast STEP
Christine Clapp STEP Biologist (Newport)
Email: Christine.M.Clapp@state.or.us
Phone: (541) 265-8306
Extension 253
Fax: (541) 265-9894

John Spangler STEP Biologist (Florence)
Email: John.J.Spangler@state.or.us
Phone: (541) 902-1384
Fax: (541) 997-2958

Umpqua STEP
Greg Huchko STEP Biologist (Roseburg)
Email: Greg.F.Huchko@state.or.us
Phone: (541) 440-3353
Fax: (541) 673-0372

Tenmile, Coos and Coquille STEP
Gary Vonderohe STEP Biologist - Charleston
Email: Gary.R.Vonderohe@state.or.us
Phone: (541) 888-5515
Fax: (541) 888-6860

Tom Rumreich STEP Biologist - Charleston
Email: Thomas.J.Rumreich@state.or.us
Phone: (541) 888-5515
Fax: (541) 888-6860

Lower Rogue STEP
John Weber STEP Biologist – Gold Beach
Email: John.A.Weber@state.or.us
Phone: (541) 247-7605
Fax: (541) 247-2321

Upper Rogue STEP
Chuck Fustish STEP Biologist – Central Point
Email: Chuck.A.Fustish@state.or.us
Phone: (541) 826-8774
Fax: (541) 826-8776

Lower Willamette STEP
Jeff Fulop STEP Biologist - Clackamas
Email: Jeff.S.Fulop@state.or.us
Phone: (971) 673-6034
Fax: (971) 673-6071

Mid-Willamette STEP
Karen Hans STEP Biologist - Corvallis
Email: Karen.M.Hans@state.or.us
Phone: (541) 757-4186
Extension 251
Fax: (541) 757-4252

Upper Willamette STEP
Shannon Richardson STEP Biologist - Springfield
Email: Shannon.E.Richardson@state.or.us
Phone: (541) 726-3515
Extension 28
Fax: (541) 726-2505
Example of Application & Questions

FISHERIES RESTORATION & ENHANCEMENT PROGRAM

Project Proposal

APPLICANT INFORMATION


2. **Federal Tax ID Number** (unnecessary for state agencies):

3. **Applicant:**
   - First
   - Middle I.
   - Last

4a. **Address 1:**

4b. **Address 2:**

5. **City:**

6. **State:**

7. **Zip:**

8. **County:**

9. **Phone:**

10. **Fax:**

11. **E-Mail:**

PROPOSAL SUMMARY

1. **Title** (Brief and Explicit):

2. **Hatchery** (if applicable):

3. **Basin:**

4. **Stream/Lake/Estuary:**

5. **Type of Project:**
   - Restoration
   - Enhancement
   - Liberation
   - Hatchery Maint.
   - Passage Maint.
   - Screen Maint.
   - Miscellaneous
   - Access
   - Education
   - Propagation
   - Monitoring
   - Research
   - Habitat
   - Passage
   - Screening
   - Miscellaneous

6. **Is project part of a Salmon-Trout Enhancement Program (STEP) initiative?**
   - NO
   - YES • if Yes, and a propagation project, attach STEP proposal

7. **Total Project Cost:** $

8. **R&E Funding Requested:** $

9. **Start Date** (for R&E work):

10. **End Date:**
11. **Quick summary** (75 word limit):

**PROJECT DESCRIPTION**

1. **Location**: you will use the map application for this part.
   a. **Nearest Town/City**:
   b. **Directions** (from nearest highway):

2. **Property Owner(s)** [attach letter[s] of consent if the owner[s] is [are] not the same as the applicant]: N/A

3. **Objectives**:

4. **Commercial and/or Recreational Fisheries Benefit**:

5. **Watershed benefits**?

6. **Current situation**

7. **Alternatives considered**?

8. **Designer**

9. **Methods/Procedures/References** [be specific]:

10. **INSPECTOR?** (if applicable)

11. **What elements of the project will R&E funds be used for?**

12. **Other partners on the project?**

13. **Does this project relate to part of an existing watershed plan or other plan?**

14. **Were the affected parties contacted?**  Do they support your proposal? What were their comments?

16. **SCHEDULE / PARTICIPANTS / FUNDING**

   - Please provide a detailed schedule of activities for the project, indicating when the work will be conducted (“Date”) and by whom (“Participant”). Clearly indicate when necessary permits will be obtained, critical completion points, and subsequent monitoring/maintenance. See Application Instructions for further details.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date (mo, yr)</th>
<th>Participant(s)</th>
</tr>
</thead>
</table>

17. **Affected species/ fish species involved?**

8. **List required permits and when they were, or will be, obtained**:

<table>
<thead>
<tr>
<th>Permit</th>
<th>Date Secured</th>
<th>Date Expected</th>
</tr>
</thead>
</table>

19. **List sources of long-term Maintenance, Operation, and Funding by**:

20. **List elements, frequency, and longevity of project Monitoring by**:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Activity</th>
<th>Frequency</th>
</tr>
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</table>

21. **Previous R&E Funding** (list last 3 grants for Organization):

<table>
<thead>
<tr>
<th>Title</th>
<th>Project Number</th>
<th>Amount</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

22. **Previous, Non-Funded R&E Proposal Submissions** (list last 3 for Organization):

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Submitted</th>
</tr>
</thead>
</table>
23. FUNDING SOURCES
Please provide a list of all funding sources (e.g., R&E, OWEB, In-Kind Match, ODFW, etc.) and whether the funding has been secured. In-kind match can be for the participating group’s time and expenses of volunteers or staff; these do not need any further documentation. For secured funding, please attach letters of commitment. For non-secured funding, please attach a summary page of submitted applications. Non-R&E funding critical for completion of the R&E work must have documentation.

<table>
<thead>
<tr>
<th>Funding source</th>
<th>Cash amount</th>
<th>Secured?</th>
<th>In-kind</th>
<th>Other</th>
<th>Total</th>
<th>Conditions</th>
<th>Comments</th>
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</thead>
</table>

24: BUDGET
- Please give a detailed itemization of the budget for the project. See Application Instructions for further details and instructions on how to add more rows if needed.
- Make sure contract service estimates are described in an attached letter from the contractor, in the same format as this budget.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description (#, cost, etc.)</th>
<th>R&amp;E Funds ($)</th>
<th>Other Funds ($)</th>
<th>Total ($)</th>
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<tr>
<td><strong>Examples</strong></td>
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<tr>
<td>technician</td>
<td>12 months @ $2000/mo</td>
<td>12,000</td>
<td>12,000</td>
<td>24,000</td>
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<tr>
<td>gravel</td>
<td>5 yards @ $200/yd</td>
<td>1,000</td>
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<td>1,000</td>
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</table>

**Personnel**

**Personnel Benefits**

**Supplies/Services**

**Travel**

**Equipment**

**Contracts**

**TOTAL**

$ $ $

REQUIRED ATTACHMENTS MAY INCLUDE:
- Signature page
- Detailed maps
- Letter(s) of support
- Permits
- Landowner access agreements
- Other applications/grant documentation
- Price quotes
- Photos
- Fish Passage documentation
- Engineering documentation
- 501c3/c4 proof