



Appendix F: Project Grant Application

FOR REFERENCE ONLY. SUBJECT TO CHANGE



IMPORTANT. READ BEFORE PROCEEDING

This application serves as a reference guide and may be subject to change before the official application window opens, which is tentatively scheduled for September 11, 2024.

Don't fill out this form yet!

On September 11, 2024 please log in to the Grant Management System to access the official on-line [application form](#).

This reference guide includes all possible questions, regardless of project type. The actual on-line form will adapt to your specific project type, presenting only relevant questions.

- This is a reference guide only. All final decisions on opening and closing of the open solicitation will be made at the September 2024 Grants Advisory Committee Meeting.
 - **Applications tentatively open on September 11, 2024, at 8:00 a.m., through the Online Grant Management System.**
 - **Proposals are due November 13, 2024 by 11:59 p.m.**
- The on line form tailors questions to your project type. Not all questions here may be applicable to your project type.

Thank you for considering the PFA Grants Program for funding, we look forward to reviewing your proposal.

Private Forest Accord Grant - Fall 2024 Solicitation

Oregon Department of Fish and Wildlife

Project Information

Collaborate Feature

To invite others to collaborate on a request, use the "Collaborate" button at the top of the page.

Enter the collaborator's email address, set their permission level (View, Edit, or Submit), include a message with instructions, and click "Invite." You can revoke access at any time.

The collaborator will receive an email with your message, a link to log in, and instructions to create a password if it's their first time. Once logged in, they can access the request under the "Collaboration Requests" tab on their dashboard and follow your instructions.

Collaborate Video Tutorial

2024 Grant Guidelines

Project Type*

Select all that apply. Examples may be found on the PFAGrants.com webpage.

Choices

- Implementation
- Planning
- Research & Monitoring
- Community Engagement

Project Name/Title*

Project Names/Titles can be no more than 80 characters, including spaces.

Character Limit: 80

Total funding requested from ODFW?*

The requested funding amount from ODFW rounded to the nearest dollar. This amount does not include any matching funds you may be providing for the project. Ensure that Exhibit B: Budget, matches this funding request.

Character Limit: 20

Total Project Cost*

What is the total cost for this project including all project funds (i.e. ODFW funding requested, matching funds, other contributing funds, etc.).

Character Limit: 20

Project Start Date*

The estimated start date of ODFW funding being used.

Depending on the size and complexity of the project, it is recommended that the start date for work on approved projects should not be earlier than October 1st, 2025.

Character Limit: 10

Project End Date*

When ODFW funding will be completely used. Four year project timelines are encouraged.

Character Limit: 10

County of Project*

Select the primary county the project is to take place in.

Choices

- Baker County
- Benton County
- Clackamas County
- Clatsop County
- Columbia County
- Coos County
- Crook County
- Curry County
- Deschutes County
- Douglas County
- Gilliam County
- Grant County
- Harney County
- Hood River County
- Jackson County
- Jefferson County
- Josephine County
- Klamath County
- Lake County
- Lane County
- Lincoln County
- Linn County
- Malheur County
- Marion County
- Morrow County
- Multnomah County
- Polk County
- Sherman County
- Tillamook County
- Umatilla County

Union County
Wallowa County
Wasco County
Washington County
Wheeler County
Yamhill Count

Impacted Counties

Select any additional counties impacted by the proposed project.

Choices

Baker County
Benton County
Clackamas County
Clatsop County
Columbia County
Coos County
Crook County
Curry County
Deschutes County
Douglas County
Gilliam County
Grant County
Harney County
Hood River County
Jackson County
Jefferson County
Josephine County
Klamath County
Lake County
Lane County
Lincoln County
Linn County
Malheur County
Marion County
Morrow County
Multnomah County
Polk County
Sherman County
Tillamook County
Umatilla County
Union County
Wallowa County
Wasco County
Washington County
Wheeler County
Yamhill Count

Assessor Parcel Numbers or TAX number

May be the project center parcel or of every parcel involved in the project. If listing multiple, separate by a comma

Character Limit: 1000

HUC-10 Project Location*

List the most centered HUC-10 code that your project directly impacts. HUC stands for Hydrologic Unit Code. The unique code identifies watersheds.

[Click here to identify your HUC-10](#) - *The webpage and layers bar will take a few minutes to load. Zoom level 10 will show HUC-10 codes. Only type in the 10-digit code that follows the "10-" signifier.*

Character Limit: 10

Impacted Basin*

Using [this map](#), state what basin your project takes place in. **Example) North Coast Basin 1**

Character Limit: 250

Latitude (Decimal Degrees)*

Project center point. Enter up to 6 digits right of the decimal.

Character Limit: 10

Longitude (Decimal Degrees)*

Project center point. Enter up to 6 digits right of the decimal.

Character Limit: 10

What is the ownership of the project site(s)?*

Please select all that apply.

Choices

- Private Land
- Tribal Land
- Public Land - Federal
- Public Land - State
- Public Land - Local

Landowner Information*

Does the project take place on land owned by the applicant?

Choices

- Yes
- No

Does the Project Propose Ground Disturbance*

Including any soil disturbance, capital improvement, engineering, site grading, or other construction.

Choices

- Yes
- No

Post-project maintenance*

Is this project requesting funding for post-project maintenance? *Note: Post-project maintenance is not a requirement for this funding round.*

Choices

- Yes
- No

Advancement Funding*

Does the project plan to request an advance payment?

Choices

- Yes
- No

Is Match Being Provided?

Match funding is not a requirement, and both cash and in-kind contributions are acceptable.

Choices

- Yes
- No

Herbicide*

Does your project include the use of herbicide?

Choices

- Yes
- No

Project Contact Information

Organization Type Applying*

Please choose the category that best describes your organization.

Choices

- State Agency
- Tribal
- Local Agency/Municipality
- County Government
- Community Service District

Water District
Private Company
Watershed Council
Corporation
Soil Conservation District
Non-profit 501c3
Special District
Land Trust
Federal Agency

Fiscal Sponsors*

Is your project using a fiscal sponsor to apply?

Choices

Yes
No

Applying Organization Name*

Character Limit: 250

Lead Organization Federal Tax ID Number*

Character Limit: 11

Physical Address*

Of the applying organization.

Character Limit: 250

Project Manager Title*

Character Limit: 200

Project Manager Name*

Character Limit: 200

Project Manager Email Address*

Character Limit: 254

Project Manager Direct Phone Number*

This will be used to contact the organization for any application related questions.

Character Limit: 20

Project Manager Extention

If applicable, list the extension for the Project Manager phone number

Character Limit: 50

Project Team Qualifications*

Summarize the project team's qualifications, experience, and capacity to execute the proposed tasks, including a brief statement for each team member. Provide examples of similar projects the organization has completed.

Character Limit: 5000

Project Overview & Purpose

Project Abstract*

Provide a brief summary that outlines the essential details of the proposed project

Character Limit: 1000

Project Overview*

In your response, please cover the following:

- **Project Summary:** Briefly describe the proposed project.
- **Project Location and History:** Outline the location, historical context, and relevant factors, including land use history.
- **Watershed and Resource Considerations:** Discuss other resource-related projects or issues within the watershed, such as forest health, wildfire risks, and water quality.
- **Habitat and Ecological Conditions:** Provide an overview of current habitat and ecological conditions.
- **Project Condition:** Describe the current state of the project, including public scoping and planning efforts.
- **Potential Challenges:** Identify any issues or conditions that may impact project completion.
- **Funding Necessity:** Explain why funding is crucial for the project's success.
- **Next Steps:** Detail any anticipated actions following project completion, if applicable.

Character Limit: 10000

Protections or Restrictions

Describe any protections or restrictions affecting the project in any form (such as easements, water rights, etc.).

Character Limit: 1000

Habitat Conservation Plan Covered Species (anticipated)*

Check all of the Habitat Conservation Plan Covered Species the Project will benefit. **All eligible projects must demonstrate uplift of at least one or more of the following species:**

Choices

Bull trout (*Salvelinus confluentus*)
Coastal giant salamander (*Dicamptodon tenebrosus*)
Coastal tailed frog (*Ascaphus truei*)
Columbia torrent salamander (*Rhyacotriton kezeri*)
Cope's giant salamander (*Dicamptodon copei*)
Green sturgeon (*Acipenser medirostris*)
Mountain whitefish (*Prosopium williamsoni*)
Native salmon and trout (*Oncorhynchus* spp.) - Elaborate below.
Pacific eulachon/smelt (*Thaleichthys pacificus*)
Southern torrent salamander (*Rhyacotriton variegatus*)

Native Salmon or Trout Species (anticipated)

If applicable to your project, briefly specify the native salmon or trout species benefiting from the project, including Distinct Population Segments (DPS), or Evolutionary Significant Unit (ESU), as applicable.

Character Limit: 900

PFA HCP Covered Species Benefit*

Describe how the project will generate some form of measurable ecosystem benefit(s) for one or more [Habitat Conservation Plan \(HCP\) covered species](#).

In your response, please address the following points:

1. **Ecological Impact:** Explain the overall ecological impact of the project, highlighting the specific benefits for PFA HCP-covered species.
2. **Alignment with Mitigation Measures:** Describe how the project aligns with one or more of the seven major categories of restoration measures outlined in the Private Forest Accord Grant Program Guidelines.
3. **Long-Term Sustainability:** Discuss how the project will contribute to the long-term sustainability of the impacted HCP-covered species, extending beyond the grant period.
4. **Indirect Ecological Benefits:** Identify any indirect ecological benefits that may result from the project.

Character Limit: 10000

ESA-listed Species Impact*

Identify any populations of Endangered Species Act (ESA) listed species that may benefit from your proposed project and any specific limiting factors for the population or species that the project would address. Please reference relevant State and/or Federal recovery plans in your response.

To assist in this process, you may use the NOAA Fisheries Species and Habitat App, available at NOAA Fisheries Species and Habitat App.

Character Limit: 5000

Relation to Conservation and Recovery Plans*

Does your project align with any species conservation and recovery plan(s)? If so, describe any limiting factors and priority actions identified in the recovery plans that will be addressed in your project, and cite the plan. URLs may be inserted. Do not attach plans to this application.

If applicable, include how your project furthers any goals or priorities from any other relevant Local, State, Federal, or Tribal plans.

Character Limit: 5000

Community Impact*

Describe how your project will impact the community. In your response, please address the following points:

1. **Definition of Local Community:** Define what "local community" means in the context of your project.
2. **Community Impact:** Discuss any anticipated positive or negative impacts on the local community as a result of the project.
3. **Community Support and Engagement:** Describe how the project has worked to build community support or outline plans for future engagement with the community.

Character Limit: 5000

Goals, Objectives, & Deliverables

Project Goal Statement*

Provide a 2-3 sentence high-level project goal statement including project location, primary goal, impact, and target species.

Example: The project will restore a 25-acre parcel of forestland in the Umpqua Watershed in partnership with the County by removing invasive plants, resulting in the benefit of additional rearing habitat for (INSERT TARGET SPECIES). The project will also further enhance habitat by planting additional native oak trees that will provide essential coverage for other Habitat Conservation Plan Covered Species (INSERT TARGET SPECIES).

Character Limit: 500

Measurable Project Objectives

List up to the 5 most significant and measurable project objectives to achieve the project goal. Within each objective, use the *implementation* section below to describe how the objective

will be implemented. List all dates as MM/DD/YYYY or MM/YYYY. It is acceptable to list date ranges.

Project objectives should be:

- *Tangible and measurable*
- *Achievable, realistic, and can be completed within the time allowed*
- *Attainable, time-bound, specific goals you can measure at the end of your project*
- *Related to your broader project goal(s)*

Objective number	Measurable Objective	Estimated Completion Date	Responsible Party

Project Deliverables

List any deliverables tied to the measurable project objective(s) above. List all dates as MM/DD/YYYY. *A deliverable is any product, service, or result of a project. Documentation of deliverables must be provided to ODFW in progress reports as completed. The responsible party for all deliverables to be handed in must be the Applying Organization/Grantee.*

All projects must include the following deliverables at a minimum:

- *Mid-project performance report (due halfway through project timeline)*
- *Draft project completion report (due 30 calendar days prior to project expiration date)*
- *Final project completion report (due 30 calendar days following the project expiration date)*
- *Implementation projects only: Include an Implementation Monitoring Plan deliverable in the table below, with a due date by the first progress report.*

- Conduct fish salvage.
- The Contractor (*or partner*) will:
 - Use excavator to restore/re-grade Channels X,Y, and Z, and leave 1 miles of channels A,B, and C in their current functioning condition.
 - Shape channels and set to grade to drain during each tidal cycle to prevent fish stranding and mosquito issues.

Measurable Objective 2: Protect restored tidal channels and wetlands

- The (*Insert Lead Organization name*) will:
 - Oversee the placement of bridges.
 - Ensure bridges are installed according to designs.
 - Oversee and assist with erosion control measures.
- The Contractor (*or partner*) Will:
 - Place four (4) bridges on 20-foot-long by 2.5-foot-wide by 1.25-foot thick monoblock abutment sills (one per side) with crushed aggregate surfacing at the approaches.
 - Emplace erosion control measures as per plans.

Character Limit: 10000

Project Schedule*

Provide a detailed project schedule below, or upload a timeline here, outlining the timeline for your proposed project. The timeline should help reviewers assess the feasibility and realistic nature of your project.

When creating a timeline, consider including the following key points:

- **Project Phases**
- **Major Milestones**
- **Task Breakdown**
- **Resources**
- **Deliverables**
- **Review and Approval Points**
- **Contingency Plans**
- **Final Reporting and Evaluation Timelines**

Character Limit: 10000 | File Size Limit: 8 MB

Compliance & Permitting

Compliance Documents*

Describe any necessary compliance documents such as permitting, approvals, or access agreements associated with the proposed project and if they've already been secured or if they are planned to be secured upon award. It is not required for projects to have secured permits prior to applying for funding.

It is the responsibility of the grantee to secure any compliance documents necessary for project implementation and provide documentation to ODFW. If permits are already secured or applied for, please attach proof to this application.

Character Limit: 1500

Federal Services Consultation*

Describe if the project plans to, or already has, consulted with the Federal Services (National Marine Fisheries Service, U.S. Fish & Wildlife Service, Army Corps of Engineers Section 404, etc.). If not, describe why. Include any dates when consultation has or is planned to start and end, or when you expect a signed decision, if applicable.

Also include in your discussion how your project will address, has already addressed, or does not plan to address consultation regarding potential impacts on Endangered Species. ESA consultation is mandatory for all projects that could affect ESA-listed species.

Character Limit: 5000

Budget

Budget Upload*

Upload a copy of your budget using the most current form of the [Budget Template](#) found in the Grant Guidelines.

Upload as an excel document.

File Size Limit: 5 MB

You can now claim up to 15% of the budget for indirect costs. If you have a Federally Negotiated Indirect Rate (FNIR) letter, please upload in the "Project Attachments" section at the end of this application. Learn more about our indirect rates and policies by reading [Appendix Q](#) of the Grant Guidelines.

ODFW Funding*

Briefly describe how funding from only ODFW is planned to be used for this project. Only discuss ODFW-related funding in this response.

- Define any and all acronyms used.
- Do not cite any documents

Character Limit: 4000

Budget Justification*

Provide a brief justification for each budget category requesting funding from ODFW.

Be sure to describe any undefined or "other" cost(s), indirect costs, equipment costs over \$5,000 & justification, along with any requests for Advance Payment, Pre-project Reimbursement requests, and Post-Project Maintenance funding.

Character Limit: 8000

Additional Information

Additional Conservation and Recreation Benefit

If applicable, does your project directly provide additional benefits and/or contributing outcomes that benefit conservation and recreation programs and goals in Oregon?

For example, a project designed to improve water quality in a specific watershed might also have the co-benefit of improving municipal drinking water quality. Or a new bridge crossing over a fish bearing stream might benefit both the identified fishery and also provide improved recreational access.

Character Limit: 2500

Project Partners*

Provide a brief list of all project partners involved and their respective roles. Include any contractors or consultants in your response.

Character Limit: 2500

Timber Harvest Impact*

Does the project have an impact on current and/or future timber harvest?

Character Limit: 1000

Public Access*

Does the project impact public access by enhancing or limiting it?

Character Limit: 1500

Project Match

Total Match Provided*

This includes the comprehensive dollar value of all match types being provided.

Character Limit: 20

Secured or Unsecured matching funds?*

Are matching funds secured or unsecured?

Please note: Any match indicated, secured or not, in the application is considered a commitment upon agreement approval.

Choices

Secured

Unsecured

Unsecured Matching Funds

If matching funds are unsecured, please explain how the project will be affected if the matching funds are not ultimately secured.

Character Limit: 500

Is ODFW providing match?*

If the Oregon Department of Fish and Wildlife is providing any match please describe in the "Project Match Narrative" below and upload an ODFW letter of commitment in your project attachments. Letters must be on ODFW letterhead describing the match type, amount, and the project name match is provided for.

Choices

Yes

No

Project Match Narrative*

If providing match, briefly list all match amounts and their funding source(s), expiration date(s), and role.

Character Limit: 2000

Implementation Monitoring

Implementation Monitoring Plan*

Upload here a document that describes plans to measure the implementation of the project. Be sure to describe how data will be gathered throughout the project to prove benefits, and be consistent with any Measurement Units identified above in this application. Be as detailed as

possible at this stage.

It's encouraged that applicants reference [Appendix L: Template Implementation Monitoring Plan](#) in the most current form of the Grant Guidelines to ensure your Implementation Monitoring Plan adheres to programmatic requirements.

File Size Limit: 12 MB

Anticipated Benefit Summary

Briefly detail in the table below the quantitative measurement of the anticipated extent of habitat improvement or restoration, such as:

- Miles of stream opened above barriers,
- Acres of habitat restored,
- Cubic feet of flow restored,
- etc.

If the benefits of the proposed action would not be habitat-based in nature, describe the metrics that will be used to characterize the beneficial effects of the proposed project on the covered species, such as the number of individuals translocated or the number of installed culvert devices or pond levelers.

For any units not listed below or for qualitative metrics of success, use *"Other unit."*

Project Action	Anticipated Number
CFS Restored	
Roads Repaired	
Miles of Stream Habitat Restored	
Miles of Stream Opened	
Culverts Retrofitted	

Other Unit 1 (Undefined)	
Other Unit 2 (Undefined)	
Other Unit 3 (Undefined)	

Define Other Unit

If "Other Unit 1,2 or 3" was selected as a unit, please define it.

Character Limit: 500

Advance Payment Request

Advance Payment*

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

Reference "Advance payments" in the Grant Guidelines for additional guidance.

Character Limit: 20

Advancement Detail*

Discuss in detail, listing the dollar value(s), what the advancement will be used for (staff hours, equipment purchases, consultants, material development, planning, etc.).

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

Character Limit: 5000 | File Size Limit: 5 MB

Post-project Maintenance

Please reference the "Post-Project Maintenance Funding Conditions" in the [Grant Guidelines](#). All requested post-project funding should be listed in the budget under the "other" budget category as "post- project maintenance funding" as one line-item.

How much post-project maintenance is being requested?*

Character Limit: 20

Maintenance funding use*

Describe how post-project maintenance funding will be used.

Character Limit: 4000

Ground Disturbance

All award recipients are responsible for securing all required local, state, and federal permits and approvals to carry out the approved project. This includes, but is not limited to, fill/removal permits, tribal, historic, and cultural compliance (including the National Historic Preservation Act), in-water work permits, and any other necessary approvals.

Ground Disturbance*

Describe the capital improvement, engineering, site grading, or other construction and identify who is doing the work (Grantee, Partner, Contractor).

Character Limit: 3000

Oregon State Historic Preservation Office (SHPO) Consultation*

Has the project consulted with, or plans to consult with, the [Oregon State Historic Preservation Office](#)? If no, why?

Character Limit: 1000

SHPO Upload

If the project has consulted with the Oregon State Historic Preservation Office please provide proof of communication as an application attachment, email confirmation is acceptable.

File Size Limit: 3 MB

Projects with Herbicide

Vegetation*

Describe the current vegetation conditions and composition at project site. Provide a description or list of the dominant native and invasive plant species, any rare or sensitive species, percent cover of invasive species, and if they occur in monocultures or mixed communities with natives

Character Limit: 3000

Applicators License*

Will your project be using an applicator that has an Oregon Pesticides/Herbicide Applicators License?

Choices

Yes

No
Unknown

Chemical Treatment*

Please describe any chemical treatment measures proposed and why.

Character Limit: 1500

Project Attachments

Project may use this section to upload additional supporting attachments. If the proposal has many attachments, attachments may be uploaded as a zipped folder with clear and concise file name(s).

Example Attachments:

- Project feasibility documentation
- Plans, designs, and/or engineering specifications
- Secured permits and regulatory approvals needed to implement the project
- Letters of Support
- Letters of Commitment
- etc.

Supporting Project Attachment(s)

You may attach multiple files into a single submission. If possible, please include a table of contents or compress the files into a zip folder, ensuring that each file is appropriately named.

File Size Limit: 20 MB

Federally Negotiated Indirect Rate Letter

If you are requesting an indirect rate greater than 15% please upload your Federally Negotiated Indirect Rate Letter here.

File Size Limit: 5 MB

ODFW Letter of Commitment

For projects including matching funds from the Oregon Department of Fish and Wildlife, upload a commitment letter on ODFW letterhead detailing the specific match type, amount, brief description, and project name. Address all letters to the PFA MAC. Letters of Commitment are mandatory prior to any agreement being executed.

Label the file "ODFW Commitment Letter" and upload it here.

File Size Limit: 5 MB

Project Map Upload*

Project map(s) are required, uploaded here as a PDF. If you choose not to upload a map, please explain why in the text area below to "skip" this question.

At the minimum, all maps must delineate the following:

- Location(s) of proposed project activities(s), including any construction or research boundaries.
- Regional location and site-specific information such as property boundaries, work locations, survey areas, surface water bodies, and monitoring points.
- True north arrow
- Map title and legend
- Latitude and Longitude of Project Center Point
- Proposed measurement locations (if applicable)
- **Optional** - Tax Map and Lot numbers of each property in the project area boundary.

It is recommended that detailed project maps are uploaded so that grant reviewers can fully understand the project scope.

Character Limit: 250 | File Size Limit: 30 MB

Certification

Conflict of Interest (COI) Statement*

Does the primary applicant and / or the lead organization have a known Conflict of Interest (COI) associated with the PFA Mitigation Advisory Committee, the Oregon Department of Fish and Wildlife, or the Oregon Fish and Wildlife Commission?

Choices

Yes

No

If a COI is declared, please briefly describe the conflict.

Character Limit: 2000

Certification*

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

Choices

Yes

Authorized Representative Name*

Character Limit: 200

Authorized Representative Title*

Character Limit: 200

Authorized Representative Organization*

The lead organization.

Character Limit: 250

Certification Date*

Character Limit: 10

All proposals are considered final and complete at the time of submission. Once submitted, revisions, edits, or additions to your proposal will not be permitted. Please ensure that your proposal is fully complete before submitting.

Thank you for considering the PFA Grants Program. We anticipate announcing awards in the spring of next year.