



PFA GRANT SCOPE OF WORK

This Scope of Work must be filled out with the submission of your grant proposal.

EVERY QUESTION BELOW MUST BE ANSWERED FULLY IN ORDER FOR THE PROPOSAL TO BE CONSIDERED FOR FUNDING. PLEASE USE N/A IF APPROPRIATE & PROVIDE JUSTIFICATION. ALL APPLICATIONS MUST FOLLOW CHARACTER LIMITS.

Administrative Questions

Project

- Project Title:
- Start Date: [Click or tap to enter a date.](#)
- End Date: [Click or tap to enter a date.](#)
- Total Cost of Project (Include any match):
- Amount requested from ODFW:
- Project Type, choose one:
 - Planning
 - Implementation
 - Planning & Implementation
- Project Abstract. *Limit response to 1,500 characters including spaces.*

Applicant

- Organization Name:
- Organization Type, choose one:
 - State Agency
 - Tribal
 - Local Agency/Municipality
 - County Government
 - Community Service District
 - Water District
 - Private Landowner
 - Corporation
 - Soil Conservation District
 - Non-profit 501c3
 - Special District
 - Land Trust
- Primary Point of Contact
- Name and Title:
- Phone:



- E-mail Address:
- Mailing Address:
- Authorized Signatory Name and Title:

Landowner

- Primary landowner name and title:
- Primary contact phone:
- E-mail address:
- Signatory name and title:
- Signatory address:
- Signatory E-mail address:

Location

- Specific Location (County, Assessor Parcel Numbers or TAX lot numbers):
- Latitude (Decimal Degrees):
- Longitude (Decimal Degrees):
- Attach a project map denoting important information.

Please provide a brief description of the following:

- What is represented by the Latitude and Longitude coordinates.
- The project location and any important factors including historic and current land uses along with any other synergetic project within the watershed.

Limit response to 5,000 characters (including spaces).

Purpose

1. Describe the entire project, any issues the project is addressing, the ecosystem benefits, and how funding from ODFW would be used. Discuss the scientific merit of the approach.

(No character limit.)

2. Describe how the project aligns with the priorities of the Private Forest Accord Mitigating Fund, resulting in measurable ecosystem benefits for at least one more of the covered species in the Habitat Conservation Plan. List what HCP covered species will benefit from this project and how this project supports the Habitat Conservation Plan.

No character limit.

Approach *Limit response to 5,000 characters including spaces.*

3. Provide a project workplan with tasks. List any deliverables tied to those tasks and incorporate dates or date ranges of when the tasks are to be completed.

A deliverable is any product, service, or result of a project. Deliverables are to be handed into ODFW quarterly or upon grant completion.

4. Provide a project timeline or Gantt chart.

Applicant may submit the timeline as an additional attachment, if so, please note the attachment and name here.

5. Does the project involve any capital improvement, engineering, site grading, or other construction? If so, please describe.

Relation to Strategic Planning *Limit response to 5,000 characters including spaces.*

6. Does your project align with any local, state, or federal plan(s)? If so, please describe and cite the plan.
7. Does your project directly provide additional benefits and/or contributing outcomes that benefit conservation and recreation programs and goals in Oregon? *For example, a PFA MAC 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 but also provide improved recreational access.*
8. Does your project coordinate with or support outcomes and goals of other local, state, or federal natural resource programs such as OWEB, ODF, OWRD, ODFW, OPRD, USFWS, NOAA, etc?

Durability & Resiliency *Limit response to 5,000 characters including spaces.*

9. Describe the project in relation to long-term sustainable benefits that are resilient to climate change and other external pressures.
10. Describe any protections or restrictions affecting the project in any form (easements, water rights, etc.).

Management & Maintenance *Limit response to 5,000 characters including spaces.*

11. **For implementation**, describe the maintenance, monitoring, and restoration plan, including a discussion of adaptive management practices or strategies. Describe who is responsible for long-

term management, maintenance, and oversight. **For planning projects**, does the project include metrics to monitor success and have an implementation plan? If so, please describe.

A maintenance, monitoring, and restoration plan template was provided with the Grant Guidelines. It is recommended that applicants reference that template and, in addition to a brief discussion here, attach a comprehensive plan to this project application.

12. Describe the project’s short and long-term benefits. Is long-term monitoring and maintenance required?

Funding can be requested to assist with long-term monitoring and maintenance costs. If your project meets the conditions outlined in the “Post-Project Maintenance Funding Conditions” document and you plan to request post-project maintenance funding, please provide the requested amount and justification here. Note requested maintenance funding in the budget under the “other” category.

13. Describe any plans to measure the effectiveness of the project, including if baseline data has been, or will be, gathered. How does the project plan to quantify metrics of success?

As gathered, any baseline data should be submitted with quarterly reports.

Compliance *Limit response to 2,500 characters including spaces.*

14. Briefly describe any necessary compliance documents such as permits, approvals, or access agreements associated with the proposed project. It is the responsibility of the grantee to secure any compliance documents necessary for project implementation and provide documentation to ODFW.

Qualifications *Limit response to 3,000 characters including spaces.*

15. Describe the project team’s qualifications, experience, and capacity to perform the proposed tasks to complete the proposed project. Provide specific examples of similar projects completed to date.

Project Readiness *Limit response to 5,000 characters including spaces.*

16. Is the project shovel-ready? If the project is not shovel-ready, describe the condition of the project (are permits still needed or in process, public scoping meetings, planning needed, etc.). Provide anticipated completion dates as applicable.

17. Describe any issues, unknowns, or conditions that may affect the completion of the tasks or project. If applicable, describe any measures planned to mitigate them.

18. If necessary, provide an additional budget discussion and justification here based on the budget categories in the template budget document provided. **Describe any indirect costs, a 10% de minimis rate is allowed, along with any requests for Advance Payment, Post-Project Maintenance funding, and Pre-Project Reimbursement Funding; all of which must be listed in**

the budget template as a line item in “*Other Costs*” category in the budget template. **No character limit for response.**

19. Describe any other funding sources contributing to this project, including the amounts. If the project proposes to use match, describe the matching funds, source, the use of the matching funds, and if matching funds are already secured, pending, or not yet applied.

Matching funds is not a requirement for this grant program, and any applicant that doesn't provide it won't be scored against. Although, any provided matching funds (dollar or in-kind) will be considered during the review process.

Community Support *Limit response to 2,500 characters including spaces.*

20. Describe the community support for the project and if and how stakeholders have been engaged.

Additional Information *Limit response to 2,500 characters including spaces.*

21. If the project proposes the use of herbicide fill out the additional questions below:
- 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.
 - Will your project be using an applicator that has an Oregon Pesticides Applicators License?
 - Please describe any chemical treatment measures proposed.
 - Have you considered using non-chemical treatments?
22. For planning projects, please describe future funding plans for implementation. Have implementation funds been secured or do you plan on securing funding, from who, and what is the anticipated timeline?
23. Does the project have an impact on current and/or future timber harvest? Please describe.
24. Does the project impact public access by enhancing or limiting it? Please describe.

Project Attachments

List any project attachments here, with the name.

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Certification

I certify that the above information is true and accurate to the best of my knowledge.



X: _____

Authorized Representative. Original Signature

X: _____

Signature Date

X: _____

Authorized Representative Title

END OF SCOPE OF WORK

Proposal Checklist

- Project Application is completed and signed (*Separate Document. Found Here*)
- Project Scope of Work is completed and signed
- Project Budget Sheet (*Budget Sample*)
- Resolution from the Applicant's governing board (*Resolution Sample*)
- Payee Data Record
- Project Support Letters with current and specific information regarding the project and the point of contact providing support
 - Letter of support from the landowner is also required, with acknowledgement of the project, the timeline, and overall commitment
- Project Location Maps
 - Regional Maps that delineate the relation of the project location
 - Site Specific Map(s) that delineate the project boundaries
- Mapping shapefiles (Preferred Map Package format if possible)
- Representative photographs of the project area
- Management and/or Restoration Plans
- Articles of Incorporation if applying as a non-profit 501c3