

Oregon Department of Fish and Wildlife

Private Forest Accord Grant Program



DRAFT Grant Guidelines



Fall 2024 Solicitation

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Section 1 – Program overview

Background

The Private Forest Accord (PFA) Grant Program was established by the 2022 Oregon Legislature (Senate Bills [1501](#) and [1502](#); [House Bill 4055](#)) to formalize a historic agreement between timber and conservation groups (Appendix A: Private Forest Accord Authors' Report). The PFA legislation amended Oregon's Forest Practices Act to increase protections for streams and aquatic species' habitats while allowing forest management practices to continue on private lands. The PFA legislation called for developing a Habitat Conservation Plan (HCP) and subsequent Incidental Take Permit (ITP). These documents apply to certain forest practices and identify conservation measures and protections for certain aquatic species in a way that is consistent with the federal Endangered Species Act.

To adequately offset any impacts to covered species from the implementation of the amended Oregon Forest Practices Act, the PFA called for the development of a mitigation fund administered by the Oregon Department of Fish and Wildlife (ODFW). As part of the 2022 PFA legislation, \$10 million in General Fund was directed into the subaccount of the existing Oregon Conservation and Recreation Fund. An additional \$10 million in General Funds was allocated to the PFA Grant Program in the 2023 legislative session. Also, during the 2022 session, HB 4055 allocated \$2.5 million in timber harvest tax revenue to the PFA Grant Program. This amount is slated to increase to \$5 million once the HCP is finalized by the Oregon Department of Forestry, the U.S. Fish and Wildlife Service (USFWS), and the National Marine Fisheries Service (NMFS).

As called for in the 2022 legislation, the Oregon Fish and Wildlife Commission adopted administrative rules to implement the PFA Grant Program in August 2023. The [Division 97 Private Forest Accord Mitigation Fund Grant Program Rules](#) can be found in Appendix C. For more information on the PFA, see Appendix A: Private Forest Accord Author's Report or visit the [Oregon Department of Forestry's \(ODF\) website](#). For additional information about this Grant Program and ODFW's role, visit [PFAGrants.com](#).

Program focus, priorities, and HCP-covered species

The PFA Grant Program purpose is to fund projects that benefit the species covered under the anticipated HCP. Eligible projects must benefit one or more of the HCP-covered species listed below and do not need to take place in a forested habitat. Appendix B contains a comprehensive list of HCP-covered species.

- All native salmon and trout (*Oncorhynchus spp.*)
- Bull trout (*Salvelinus confluent's*)
- 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*)
- Pacific eulachon/smelt (*Thaleichthys pacificus*)
- Southern torrent salamander (*Rhyacotriton variegatus*)

Projects should also align with the priorities outlined in management documents, such as:

- Appendix A: PFA Authors Report.
- [Species management and recovery plans](#).
- [Status reviews and assessments completed by the Services](#).
- Other [ODFW tools and resources](#) such as the [ODFW Fish Passage Barrier Prioritization List](#), the ODFW Aquatic Habitat Prioritization Tool (*in development*), and the [Oregon Conservation Strategy](#).

Seven Major Categories of Restoration Measures

The PFA Grant Program focuses on the following seven major categories of restoration measures, with priority given to categories 1 - 4 below. In all cases, proposals must demonstrate how the proposed project would address limiting factors for the recovery of one or more HCP-covered species.

1. Restoring degraded habitat to natural condition/function or a condition likely to improve climate resiliency.
2. Preserving land, water, and habitat.

Notes:

- *Funding for land and water acquisition projects will not be offered in the 2024 solicitation as the program continues to develop the offering.*

3. Habitat enhancement.
4. Reducing or eliminating threats to HPC-covered species.
5. Creating new habitats or new populations.
6. Translocating affected individuals or family groups to establish new or augment existing populations.
7. Translocating species to enhanced or formerly occupied and still suitable habitat.

Notes:

- *Any translocation of listed species would likely require consultation with the National Marine Fisheries Service (NMFS) until an Incidental Take Permit (ITP) is issued, which is not yet completed at the time of this Grant Guidelines release. Applicants that propose any translocation should consult with NMFS as soon as possible.*

Qualifying projects

Priority for this solicitation will be given to projects that emphasize implementation or a combination of implementation and planning, monitoring and research, or stakeholder engagement. Projects do not need to focus solely on one project type and may request funding for new or current projects. The following project types are eligible for funding under the PFA Grant Program:

- Implementation
- Research & Monitoring
- Planning
- Stakeholder engagement

Implementation

Implementation funding is intended to support projects ready to be implemented upon award (i.e., those not requiring extensive planning phases). Implementation projects should be based on the conservation needs of HCP-covered species. Below are examples of potential implementation-based projects:

- Conserving land that benefits HCP-covered species.
- Conserving, recruiting, restoring, or reintroducing beavers and their habitats to benefit HCP-covered species.
- Developing or sustaining healthy watersheds, including riparian corridors, wet meadow complexes, springs, seeps, and forested uplands.
- Improving water quality or quantity.
- Installing fencing or excluding grazing in riparian areas and around seeps or springs valuable to HCP-covered species.
- Installing off-stream stock water systems or hardened watering gaps to reduce the effects of grazing on HCP-covered species.
- Installing or upgrading stream-road crossings to safely pass the HCP-covered amphibian(s).
- Other measures that effectively conserve or restore habitat for species covered by the HCP consistent with the PFA Report dated February 2, 2022, may be considered.
- Removing structures that block the passage of aquatic organisms or repairing the structures to promote the passage of HCP-covered species.
- Restoring cold water refugia critical to the survival and persistence of HCP-covered species.
- Restoring complexity to aquatic systems, including restored stream geomorphology (stream bank stabilization, side channel reconnection, etc.), process-based restoration, and large-wood and gravel augmentation projects.
- Suppressing or eradicating nonnative species – plants and animals.
- Translocating species.
- Treating riparian stands to restore historic tree species diversity that benefits riparian function.
- Wildfire risk reduction in critical watersheds, including where ecologically appropriate thinning, fuel reduction, and use of prescribed fire.

Planning:

Funding for planning is intended to support the development of project plans, strategies, or initiatives. Planning projects should result in the completion of a structured plan of action, product, program design, or solution and may include the following:

- Capacity building to support project implementation.
- Design and permitting for project implementation.
- Developing translocation feasibility assessments and implementation plans.

Monitoring and research

Funding for monitoring and research projects will cover scientific research-based projects that help to further the understanding of an identified problem. Below are examples of potential monitoring and research projects:

- Effectiveness monitoring of funded PFA mitigation actions.
- Monitoring and evaluating the status, distribution, and conservation needs of HCP-covered species.
- Paired research and implementation projects.

Stakeholder engagement

The purpose of stakeholder engagement funding is to communicate and engage with landowners, organizations, and the community about the need for, feasibility, and benefits of a specific eligible restoration, acquisition, or resource assessment/planning project(s) within an identified geography, to plan or implement the project successfully. A stakeholder engagement grant could help an applicant garner interest, support, engagement, and coordination with partners to develop a project proposal for submission to the PFA Grant Program.

Previously Awarded PFA Grant Projects

The PFA Grant Program encourages all applicants to explore [previously awarded projects](#). A valuable resource is available at PFAGrants.com, offering a searchable database of successful projects.

This comprehensive database provides valuable insights for all applicants, including:

- **Project Titles:** Gain a clear understanding of the program's funding priorities by reviewing the types of projects typically funded.
- **Funding Amounts:** Analyze the range of funding awarded for projects of varying scope and complexity.
- **Project Goal Statements:** Learn how successful projects effectively communicated their goals and objectives in a concise and impactful manner.
- **Project Abstracts:** Obtain a high-level summary of the methodologies and approaches that have yielded positive results in funded projects.
- **Lead Organizations:** Discover the diverse range of organizations that have been successful in securing PFA Grants.

By reviewing these past successes, you can gain valuable knowledge and develop a more competitive application for the next funding cycle. An interactive [Story Map](#) is available.

Eligible applicants

- Colleges and Universities
- Federal agencies
- Local governments and political subdivisions
- Non-profit
- Private corporation or limited liability corporation
- Soil and Water Conservation Districts
- State agencies
- Tribes as recognized by the State of Oregon
- Watershed Councils

Individuals are not eligible to apply independently but may partner with an eligible applicant.

Timeline for project solicitation

The timeline for the 2024 PFA project solicitation is listed below. This timeline is an estimate subject to updates, reviews, and revisions.

Annual project solicitation opens.	Wednesday, September 11, 2024, at 8:00 a.m.
Solicitation closes, and project proposals are due.	Wednesday, November 20, 2024 at 11:59 p.m.
The review process begins.	December 2024.
PFA Mitigation Advisory Committee project review and recommendations.	Winter 2024.
ODFW staff presents recommendations to the Fish & Wildlife Commission.	Spring 2024.
Anticipated grant awards and contracts.	Summer 2025*

***All project start dates should not be prior to July 1, 2025.**

Program Contacts

ODFW contact	Contact Areas of Focus
Program Questions PFA.Grants@odfw.oregon.gov	Contact for general inquiries, including specific project questions, project amendments, and possible project delays.
Tiffany Caldwell – Private Forest Accord Staff Assistant	Contact for project reimbursement requests, all reports, and administrative questions.

Tiffany.s.caldwell@odfw.oregon.gov	
<p>Andy Spyrka – Private Forest Accord Grant Coordinator Andrew.j.spyrka@odfw.oregon.gov Oregon Department of Fish and Wildlife, Habitat Division. 4034 Fairview Industrial Drive SE Salem, OR 97302</p>	Use for all hard copy mailings.
<p>Private Forest Accord Biologists 6 Regions across the State of Oregon:</p> <ul style="list-style-type: none"> – Klamath Falls Watershed District – Umpqua Watershed District – South Willamette Watershed District – Grande Ronde Watershed District – Mid Coast Watershed District – North Coast Watershed District <p>PFA Biologist Boundaries Map PFA Biologist Contact Information by region</p>	Project development.

Section 2 – Grant funding pathways and project requirements

Grant funding pathways & requirements

All applicants should review the ODFW PFA webpage for the most up-to-date information regarding grant solicitations, forms, and processes: [PFAGrants.com](https://pfaodfw.com).

The ODFW PFA Grant Program will offer a competitive solicitation at least once yearly. Applicants are encouraged to review Appendix C: [PFA Oregon Administrative Rules 635-097-0000 through 635-097-0110](#).

An implementation monitoring plan to quantify and measure the project's performance during the project timeline is required for all implementation projects. See *Appendix L: Template Implementation Monitoring Plan* for an example, which should be modified to fit specific project types and needs. Post-project monitoring is optional for the 2024 solicitation.

All implementation monitoring plans should strive to include the following:

- Clear objectives and goals
- Indicators and measures
- Data collection methods
- Analysis and reporting
- Evaluation and adaptation

No minimum or maximum funding requests exist, although most projects are expected to request at least \$50,000. Proposals requesting more than \$500,000 should be prepared to present to the PFA Mitigation Advisory Committee as requested at in person meeting in Fall.

Mandatory requirements for all projects

During the proposal review process, an eligible proposal must meet the following mandatory requirements:

- Be proposed by an eligible applicant.
- Demonstrate a conservation benefit for one or more HCP-covered species.
- Address one or more of the seven major PFA restoration categories.
- Address one or more of the priorities identified and outlined in these Grant Guidelines, the PFA legislation, and the PFA Authors Report.
- Demonstrate a connection to HCP-covered species management and recovery plans, the Oregon Conservation Strategy, or other strategy planning documents.
- Demonstrate the capacity and skills to complete project objectives and a good performance record on similar projects and timelines.

- Perform project reporting.
- Provide a detailed project implementation timeline.
- An implementation monitoring plan to quantify and measure the project's performance during the implementation timeline. Planning and Stakeholder Engagement project types may be exempt from this. See *Appendix M: Implementation Monitoring Plan* for an example template that may be used. Reference Appendix L: Template Implementation Monitoring Plan.
- Well-defined and measurable goals with implementation measures tied to project goals.
- Hydrologic Unit Code 8 location of the project ([Identify your HUC here](#))
- A description of other conservation or natural resource benefits, if any, that may stem from the proposed project.
- Estimated project costs, including the amount to be funded by the PFA Grant Program and other funding sources if applicable.
- The location and duration of the project, including the start and end dates.
- A list of project proponents with collaborating and participating partners.
- A list of necessary project permits, copies of already approved permits, or the actions and timelines needed to collect the required permits.
- **All projects must meet the minimum insurance requirements referenced in Appendix P: Insurance Guidance Document**

All proposals must include basic program information such as, but not limited to, detailed scope of work, implementation monitoring plans, current site condition/baseline data, metrics of success, cultural and archeological considerations, comprehensive budget, community involvement, detrimental short-term impacts from the project and how the long-term benefits outweigh the short-term impacts, project resilience, and the project proponents' capacity and experience to manage and implement the project.

Projects recommended for funding shall use the best available science and management practices, including but not limited to the following:

- Complying with state land use planning goals and compatible with acknowledged comprehensive plans as required under ORS 197.180.
- Demonstrating sound principles of watershed and species management.
- Following professionally accepted practices for ecological or watershed management.
- Using methods adapted to the unique project location.

All proposals are competitive, and all proposals submitted during the solicitation period will be reviewed and ranked against one another. Proposals with the most significant benefit will be presented to the Oregon Fish and Wildlife Commission for funding.

Applicants are encouraged to review the program priorities and qualifying projects described in these Grant Guidelines and the Review Team Evaluation worksheets (Appendix E). Applicants should also be prepared to explain how their work aligns with [relevant local, state, or federal strategic planning document\(s\)](#).

Applicants can request funding for both new and ongoing projects, and project readiness should be considered when applying, as it is a selection criterion in the review process. Projects may be eligible for

advancements, reimbursable costs, or post-project monitoring funding, discussed in *Section 4* of this document, *Project Costs*. All requests are funded at the discretion of the Advisory Committee, Oregon Department of Fish and Wildlife, and the Oregon Fish and Wildlife Commission and rely on available funding.

DRAFT. REFERENCE ONLY

Section 3 – Project review process and selection criteria

Role of ODFW

ODFW is the state agency responsible for administering the PFA Grant Program. The PFA Grant Coordinator reviews project applications for completeness and eligibility and leads the grant review process. Questions about the grant application or review process should be directed to the PFA Grant Coordinator via PFA.Grants@odfw.oregon.gov.

Once projects have been reviewed by ODFW and the Review Teams and recommended by the PFA Advisory Committee (Advisory Committee), ODFW presents the selected projects to the Oregon Fish and Wildlife Commission (Commission) for their approval. Grant agreements, invoice payments, project performance tracking, and program reporting are the responsibility of ODFW's PFA Staff Assistant, Tiffany.s.caldwell@odfw.oregon.gov.

Role of the Private Forest Accord Mitigation Advisory Committee & Technical Review Teams

The Advisory Committee advises the Commission and ODFW on grant expenditures from the PFA Grant Program. The Advisory Committee also reviews and selects projects to recommend to the Commission for funding based on Exhibit G: Advisory Committee Scoring Matrix

The Advisory Committee consists of 12 members, 7 of whom are voting members. Each voting member serves a four-year term after the initial appointment and can be appointed for up to two terms. The seven voting members consist of:

- Three members who represent nongovernmental organizations promoting freshwater aquatic habitat conservation, appointed by the Governor.
- Three members who represent the timber industry and small woodland owners, appointed by the Governor.
- One [Oregon Conservation and Recreation Fund](#) Advisory Committee member, as selected by their Committee.

Non-voting ex-officio members include representatives from:

- Oregon Watershed and Enhancement Board (OWEB)
- Oregon Department of Fish and Wildlife (ODFW)
- Oregon Department of Forestry (ODF)

- United States Fish and Wildlife Service (USFWS)
- National Marine Fisheries Service (NMFS – NOAA)

Committee meetings are public and held at least four times a year, with more meetings as needed and defined by the Committee Chair and Co-Chair. Previous meeting recordings may be viewed on the [PFA Mitigation Advisory Committee webpage](#). Additional information regarding the Committee can be found in Appendix D: PFA Advisory Committee Operating Procedure.

The Technical Review Teams may comprise representatives from local, state, and federal agencies, the Advisory Committee, and academic institutions. In addition, ODFW PFA stream biologists or other ODFW staff with necessary expertise and others with relevant expertise deemed appropriate by ODFW may serve on Review Teams. The role of the Review Teams is to provide technical expertise to the Advisory Committee, ODFW, and the Commission while also elevating local conservation priorities for funding. The evaluation criteria used to evaluate project proposals can be found in Appendix E: Review Team Evaluation Worksheet.

Applicants are encouraged to work with their local ODFW PFA Stream Biologists when preparing an application. Contact information for the PFA Stream Biologists may be found on the [ODFW PFA webpage](#) and in the regional map, found in Appendix R: PFA Review Region Map.

Project proposal submission and review process – *REGULAR GRANT FUNDING*

All Regular Grant proposals shall be submitted through the application portal found on the [ODFW PFA webpage](#), which will become active on the date of the Grant Solicitation opening; applicants must register in advance to access the online application.

Review Teams, the Advisory Committee, ODFW, and the Commission will evaluate proposals. The review process for Regular Grants has four stages. Proposals advance to the next stage based on the review criteria described in this document.

Stage 1: Quality control and assessment review

- ODFW's PFA Grant Coordinator will review all project proposals for completeness. See Section 5, Submittal instructions, for a complete checklist of what is required to be submitted.
- Incomplete applications will be disqualified from the funding round and returned to the applicant with an explanation.

Stage 2: Review Teams

- The Regional Review Teams will evaluate project proposals based on the *Review Team Evaluation Worksheets* in Appendix E. Project evaluations will be submitted to the Advisory Committee for funding considerations.

Stage 3: Advisory Committee review and recommendation

- The Advisory Committee will review all project proposals along with the evaluations from the Regional Review Teams. After ensuring projects meet PFA Grant Program priorities, the Committee will score and rank proposals using Appendix E: Evaluation Worksheets and recommend projects to the Department for funding and approval by the Commission.
- **Proposals requesting more than \$500,000 should be prepared to present to the PFA Mitigation Advisory Committee as requested at an in-person meeting.**

Stage 4: Fish and Wildlife Commission funding decision

- ODFW staff will present final funding recommendations to the Fish and Wildlife Commission.
- **All applicants should assume at least 6 months from Fish and Wildlife Commission approval to agreement/contract execution. Projects should not list a start date prior to July 1, 2025.**

Any organization with questions or concerns about the Advisory Committee's recommendations should detail their concerns in an email to the PFA Grant Program Grant Coordinator (PFA.Grants@odfw.oregon.gov). The PFA Grant Team and Department will provide a written response and may suggest a meeting for additional discussion if needed.

The Review Teams, the Advisory Committee, and ODFW may consider these additional factors when evaluating project proposals. Does the proposal:

1. Demonstrate conservation benefits for one or more of the HCP-covered species.
2. Identify the project's focus and plan for implementation with clear objectives, goals, methodology, and milestones.
3. Address one or more of the major restoration categories.
4. Create or propose measures for long-term, lasting benefits for HCP-covered species and Oregon's watersheds.
5. Support resiliency against the threat of climate change.
6. Display community support through letters or written testimony.
7. Include public engagement in planning phases.
8. Leverage partnerships to maximize the scale of benefits for species, watersheds, and people.

Section 4 – Project implementation policies, guidelines, and application requirements

Amendments

Any requests for a grant agreement amendment, such as changes to the budget, timeline, or scope of work, must be approved by ODFW. Grantees shall submit requests to the ODFW PFA Grant Coordinator on the Grantee's letterhead (with signature) for ODFW's review and approval. Changes will not take effect until ODFW has executed a newly signed agreement between both parties.

Accounting requirements

The Grantee must maintain an adequate and up-to-date accounting system that adheres to generally accepted accounting principles throughout the term of the grant agreement. ODFW reserves the right to request and audit accounting documents at any time for any reason. The Grantee's records should reflect all transactions, including source documents, invoices, payments, timecards, etc. Grantees should expect an audit and be prepared to respond with up-to-date records.

Advance payments

Based on need and available funding, advance payments may be considered case-by-case at the discretion of the Advisory Committee and ODFW. Applicants must request advance payment in the original project application and detail how and when advanced funding will be used, including any price quotes, expected charges, etc.

Advancement requests cannot exceed 25 percent of the total grant award at any one time, and at least 75 percent must have been spent before requesting another advance payment. Grantees receiving an advance must submit to enhanced reporting and specific benchmarks for performance, as defined in the advancement agreement, or the Grantee risks returning the advanced funds to ODFW. **All advance payments must be entirely spent within 120 days of receiving advance funding, or the Grantee must return the advancement to ODFW.** ODFW recommends that all proposals be prepared if the advancement request is not awarded or is reduced.

Baseline data

Baseline data is required for all implementation-based projects. Minimum baseline data should include established photo points, ArcGIS/GPS data, and habitat surveys, etc. Additional baseline data relevant to the specific project also should be included. Regularly scheduled monitoring protocols should be incorporated into the baseline data to help measure success metrics and ensure accountability. All baseline and subsequent data must be submitted in the Mid-project Performance and Project Completion reports to ODFW if not already submitted in performance reports. Plans for baseline data should be submitted with the first request for reimbursement unless otherwise approved. See appendices N and O for template reports.

Sensitive species considerations

When conducting any ground-disturbing activity, Grantee's must comply with all applicable laws, regulations, restrictions, and recommendations concerning the protection of sensitive species and their habitats. A Grantee may not undertake any work or activities that may adversely affect sensitive species or their habitats. This includes, but is not limited to, construction, land modification, and any other project-related activities. The Grantee is responsible for obtaining and adhering to all necessary permits and approvals and shall implement all required mitigation measures to minimize environmental impacts. Failure to comply with this clause may result in suspension or termination of the grant and require remedial actions at the Grantee's expense.

Grant agreements

Successful grantees must enter into a grant agreement signed by the Grantee and ODFW before starting their project. ODFW cannot disburse funds until an agreement is in place. Grant agreements detail the Grantee's responsibilities in implementing the project.

If the guidance in this document conflicts with any part of the grant agreement, the grant agreement shall take precedence.

Payment of grant funds

Grants are reimbursement-based unless an advance payment is requested. Invoices are expected to be submitted after the 2nd and 4th fiscal quarters but may be accepted quarterly, depending upon the receipt of a progress performance report from the Grantee to ODFW. See *Project reporting and reimbursement* below for more information.

Ten percent of project funds will be held until the final invoice and report are submitted.

Performance Bonds

All ODFW PFA Grant Agreements do not require performance bonds for the Grantee, if the Grantee will be completing the project work themselves. If the Grantee plans to subcontract any portion of the project work, you may be responsible for obtaining performance bonds from those contractors per [Oregon Law and Oregon Revised Statute 279C.380](#).

Pre-project reimbursement requests

Applicants may request additional funding for project costs incurred before the grant execution. These funding requests must be submitted with the grant application for consideration and relate directly to the project objectives. Within the grant application, reimbursement requests must outline the funding used, why it wasn't covered under other funding, and why the reimbursement is urgent. Reimbursement funding is up to the discretion of ODFW and the Advisory Committee; a request for reimbursement does not assume approval. ODFW will work with the applicant to incorporate the additional funding in an agreement if awarded. Project applicants requesting pre-project reimbursement funding should have a contingency if pre-project reimbursement funding is not granted.

Examples of pre-project reimbursement requests may include staff time/consultant reimbursement for administrative costs leading to securing permits, planning meetings with partners, etc. **Costs associated with applying for the PFA Grant Program are not allowed as a reimbursable request, such as costs to plan and build the project application.**

Post-project maintenance and monitoring funding assistance

Applicants may include requests for funding for long-term post-project maintenance following the project completion date. Maintenance and monitoring funding requests must be submitted with the grant application. If awarded, extended maintenance and monitoring funding may require longer project performance and reporting periods. Project applicants requesting post-project maintenance funding should have a contingency if maintenance funding is not granted. Examples of post-project maintenance funding may include, but are not limited to, replacement plantings, irrigation repairs, and staff time to conduct maintenance and monitoring after the project is implemented. **Do not include post-project maintenance timelines in the initial application under *Project End Date*; instead, discuss the additional timeline in the *Budget Narrative* section and list the *Project End Date* with the assumption no post-project funding will be awarded.**

Post-project maintenance is not required, but a monitoring plan to quantify and measure the performance of the implemented project during the project timeline is required for all projects. See Appendix M: Template Restoration, Maintenance, & Monitoring Plan for an example.

Project costs breakdown

Additional descriptions of eligible costs based on the *Comprehensive Budget Sheet* found in Appendix G are listed below. To avoid confusion:

- List line-item costs as precisely as possible.
- Do not lump charges unless elaborated in the Scope of Work, *Budget Discussion* section.
- Equipment costs may be lumped together in the Comprehensive Budget Template to save space but must be detailed in the *Budget Discussion*.
- **Appendix G, Comprehensive Budget Sheet, is required to be used for all project budgets.**

Personnel costs (salaries & wages)

Salaries and wages and the associated benefits of grantee employees who are directly engaged in the execution of the grant project, limited to actual time spent on the grant project, including reporting and other grant-specific needs. List all staff by title who will be working on the grant as separate line items and, in the Grant narrative, a short qualification statement for each staff member.

Contractual

Direct consultant and contractual services necessary to achieve the grant objectives. Contractual costs include professional and consulting services directly related to achieving the grant goals, objectives, and milestones. List each contract as a separate line item. For all consultants on the project, a brief description of their experience, role in the project, and costs must be discussed in the Grant narrative.

Travel

Costs associated with travel to and from project sites, meetings, conferences, etc., directly related to the grant project. These must be considered reasonable and necessary for the completion of the project. Reimbursement rates will be based on the Grantee's written travel policy if established. If the Grantee does not have set reimbursement rates, they will follow the [United States General Services Administration Per Diem Rates for the State of Oregon](#). Mileage rates shall not exceed those allowed by the IRS. Travel costs may be lumped into one line item.

Supplies

Supplies used in direct support of the project. Supplies include items under \$5,000 per unit cost.

For example, 5 chainsaws at \$1,500 per unit would be considered Supplies.

Equipment

The PFA Grant Program is funded by public resources, to ensure responsible use of funds, all projects proposing equipment purchases exceeding \$5,000 (defined as any singular, tangible asset) must develop a five-year Maintenance and Monitoring Plan (M&MP). This M&MP, outlined in Appendix S: Equipment

Maintenance & Monitoring Plan, ensures equipment remains in optimal working order, maximizes lifespan, and continues to serve its intended purpose for five years following project completion.

Grants also will cover the cost of leasing equipment, and the *Budget Narrative* must include a cost-benefit analysis showing the benefit of purchasing equipment over leasing if choosing to purchase. Equipment must be purchased on a competitive basis, and the budget analysis must include a price comparison of comparable alternatives. The grant application must describe the proposed use and maintenance plans for equipment after the grant period.

Indirect Cost Rates

General costs associated with doing the business required to implement the project, i.e., overhead costs. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, and janitorial, rent, utility supplies, etc. Unless a federally negotiated rate is described and provided in an attachment in the proposed Scope of Work, all indirect costs are capped at a 15 percent rate (15%) of the project costs requested from ODFW associated with the following budget categories:

- Personnel Costs
- Supplies Costs
- Equipment Costs
- Other Costs

Contractual, consultant, and travel costs are not eligible for indirect charges. All indirect costs must be requested at the time of the application to be considered for funding. Grantee must maintain all indirect costs receipts and records in the event of an audit and review. Any federally negotiated rate accepted by the PFA Grants Program, must adhere to the terms, conditions, and eligible budget categories discussed in this section, *Indirect Cost Rates*, and in *Appendix Q*.

Reference Appendix Q: Indirect Costs Definition and Policy for additional information if requesting any indirect costs.

Other costs

Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project and can include, but is not limited to, the following:

- Pre-application reimbursement requests
- Insurance costs
- Publication costs
- Advance payment
- Post-project maintenance funding requests

All "Other costs" must be line itemed in the Comprehensive Budget and discussed in the project *Budget Narrative* section of the Grant Application.

To be considered for funding, a proposal must include a comprehensive budget using the Template Comprehensive Budget Form (*Appendix G*). Reviewers will consider whether the proposed budget is fair and reasonable for the proposed project scope. When applicable, all budgets must consider prevailing

wage, which is the responsibility of the applicant to determine. Prevailing wage rate laws ensure local participation and community-established pay standards on publicly funded projects. Employers must pay prevailing wages for all covered occupations. Please reference the [Oregon Bureau of Labor and Industries](#) and [OAR 839-025-0004](#) for additional information on prevailing wage. The PFA determines construction as the following:

"Construction means the initial construction of buildings and other structures, or additions thereto, and of highways and roads. "Construction" does not include the transportation of material or supplies to or from the public works project by employees of a construction contractor or construction subcontractor." OAR 839-025-0004(6)

Match/Cost-share

Match is not a requirement for the PFA Grant Program, excluding Land Acquisition, although, projects that provide match will receive additional points when reviewed by the PFA Advisory Committee, reference Appendix E: Evaluation Worksheets, for additional details on Match scoring. Match is defined as additional resources expended to further the proposed grant objectives. Records must be maintained that support the cash match costs within the Grantee's accounting system and be available for audit and review. For third party contributions, the support for the value must be verifiable from Grantee records or the item must be maintained by the Grantee, including documentation of the methods used to determine the value. Match claimed for one grant may not be claimed for any other grant. The following are the types of allowable Match for the PFA Grant Program.

- Dollar/Cash Match: Actual cash paid by the Grantee for a service or product. This includes any cash funds that were donated to the Grantee to offset the costs of a specific item.
- In-Kind Match: Services or goods that are donated to the project by the Grantee or a third party.
 - **Any ODFW match must be accompanied by a commitment letter from the ODFW regional staff/office supplying the match. This letter should be submitted prior to the application but can be secured following any awards.**
- Partner Match: Match provided by project partners, in-kind or dollar.
- Unsecured Match: Match funds that are anticipated to be provided.

Eligible Match

- Cash and in-kind resources dedicated specifically for the project
- Cash and in-kind resources that are integral to the successful completion of the project and align with the proposed objectives

Ineligible Match

- Other ODFW Grants.
- Mitigation funds (see Ineligible Activities for Grants)
- Cash and in-kind resources that are not necessary to the successful completion of the project and do not complement the proposed objectives

Match funding does not have to be secured at the time of submitting a grant application, but applicants must document any anticipated match at the time of the application and note if it is secured or anticipated in the project budget sheet.

Ineligible costs

Ineligible costs include but are not limited to:

- Costs that are **not** directly associated with the project.
- Costs already funded or budgeted through another funding source.
- Cost of preparing a grant and application.
- Late fees, penalties, and bank fees.
- Establishing carbon credits.
- Education and outreach are not directly linked to stakeholder engagement.
- Project costs that are already required by the Private Forest Accord.

Project data

Data inventories

Prior to submitting the project completion/close-out report to ODFW, the Grantee must upload all required information to the designated restoration inventory system provided by the Department. Proof of successful submission is mandatory in the final report.

All projects should expect to submit a completed Oregon Watershed Restoration Inventory (OWRI) report. OWRI reporting and submittal instructions are available on the Oregon Watershed Enhancement Board (OWEB) website at <https://www.oregon.gov/oweb/data-reporting/Pages/owri.aspx>. Proof of submission must be provided in project completion/close-out reports.

Permitting

The Grantee must show ODFW they have obtained any necessary permits and licenses from local, state, or federal agencies or governing bodies before any ground disturbance. Applicants are encouraged to have a pre-application consultation with any relevant state, county, or local regulatory agency, including the federal services (i.e., USFWS, NMFS, Army Corps of Engineers, etc.), before submitting an application to ensure that proper permit pathways, timeline, and costs are incorporated into the project application.

Permits do not have to be secured before the project submission, although grantees will have to discuss anticipated permitting pathways in the project application.

Archaeological and cultural considerations

The Grantee is responsible for meeting any archeological and cultural permit requirements. All projects involving ground disturbance must undergo a review and compliance consultation with the Oregon State Historic Preservation Office (SHPO) to determine if a project will impact properties of historic significance. These include, but are not limited to, prehistoric or historic districts, sites, buildings, structures, objects, artifacts, records, material remains, and traditional, religious, spiritual, storied, or legendary places. To receive reimbursement of funds, all implementation/ground disturbance projects must provide proof of communication with SHPO in either the project application or the first reimbursement request. If SHPO requires certain conditions to be met for the project, the Grantee should contact ODFW immediately. If an inadvertent discovery occurs, the Grantee must follow the procedures in the grant agreement and immediately contact ODFW to develop an action plan.

All applicants are encouraged to consider the proposed project against possible SHPO requirements and incorporate potential compliance costs into the grant application. These costs may include personnel costs, consulting, monitoring, etc. Information on requirements for a project compliance review can be found on the [Oregon State Historic Preservation Office](#) webpage. Additional resources may be found [here](#) and in the *Appendices*.

Grant agreement conditions and important points

1. Projects must provide measurable and realized benefits consistent with the purposes of the PFA Grant Program.
2. No minimum or maximum funding requests exist, although most projects are expected to request at least \$50,000. Proposals requesting more than \$500,000 should be prepared to present to the PFA Mitigation Advisory Committee as requested at in person meeting in Fall.
3. Grants can be made only to eligible applicants.
4. Grantees must be able to plan, administer, and complete the project.
5. The Grantee must be responsible for all project permitting and reporting and document this in reports to ODFW.
6. GIS data files supporting the project must be delivered to ODFW in mid-project performance and final project completion reports.
7. All progress reports and requests for reimbursements are to be submitted within 30 days following the end of the 2nd and 4th fiscal quarters. Reimbursement requests may be submitted quarterly but must have a performance report.
8. All projects must follow the publicity requirements defined in *Section 4* of this procedural guide.
9. Funding will not be reimbursed until an agreement between ODFW and the Grantee is executed. An agreement is not fully executed until it is signed and approved by the Director of ODFW.
10. All projects and activities related to the project must be completed by the expiration date in the grant agreement.
11. No ground disturbance work shall commence until the Grantee satisfies all permit requirements.

12. All educational materials and planning documents created and used for a PFA Mitigation grant must be submitted to ODFW. ODFW reserves the right to keep copies of these and other submitted materials and use them at its discretion.
13. It is the responsibility of grantees with projects that involve implementation to secure access rights from the landowner for the Grantee to perform work and ODFW to conduct site visits if requested.

Project progress assessments and reporting

Project reporting and reimbursement

All projects must submit a performance report at a minimum of twice yearly, even if no fiscal activity has occurred. Any request for reimbursement or advancement of funds requires a progress report as agreed upon by ODFW and the Grantee. All performance reports are due within 30 days following the end of the fiscal quarters below, no sooner, no later. All projects must, at a minimum, submit two performance reports a year following this schedule:

- Quarter 2. Due by July 31
- Quarter 4. Due by January 31 (*following calendar year*)

At a minimum, the progress reports should summarize grant-funded activities since the last submitted report, such as implementation targets met (e.g., barriers removed, stream miles opened, restoration acres achieved, etc.), fiscal expenditures, invoices, proof of payment, project highlights, achieved milestones, and next quarter expectations. See *Appendix I: Performance Report & Request for Reimbursement Form* and *Appendix K: Performance Report Form — Advancement*. Performance reports should also discuss lessons learned, project shortcomings, and any adaptations necessary to keep the project on track, on budget, and on time.

For all implementation projects, the first progress report should include plans for implementation monitoring and baseline data. Subsequent reports should consist of updates and documentation demonstrating ongoing monitoring throughout the project to help measure success, such as baseline data, spatial data, and ongoing monitoring surveys (stream surveys, flow measurements, temperature response, etc.). **A final project completion report will also be required; a template is provided in Appendix O: Project Completion Report.** All final reports drafts are due 30 calendar days before the project completion date for review and comment by ODFW. Final reports are due 30 calendar days after the completion of the draft report, as approved by ODFW staff. Applicants should budget time for reporting. ODFW may request a site inspection upon close-out. Applicants should plan for this additional time.

Mid-project performance report

To ensure the effectiveness of public investment, funded projects are subject to a one-time review and evaluation halfway through the performance period. This review and evaluation may replace a standard performance report.

The goal of the Mid-Project Performance Report, *Appendix O: Mid-Project Performance Report*, is for ODFW staff to work with project proponents to assess successes and pitfalls to ensure projects meet their goals. Grantees should plan for this performance review and build the necessary staff time into the project budget. Appendix N: Mid-Project Performance Report should be incorporated into project staff costs. Grantees should expect to prepare the following for ODFW staff review. Mid-project reviews should be more comprehensive than performance reports and should include the following:

1. Comprehensive budget update.
2. Update on goals, milestones, and objectives.
3. Overall successes and potential pitfalls.
4. Provide collected data and any data summaries.
5. Match update (if applicable).
6. Demonstrating the ability to complete the project on time and within budget.
7. Option for an ODFW in-person field tour.

To further help determine the status of a project, ODFW staff may request additional clarification, documentation, or a field trip to the project location. If a review suggests a project may not be completed as agreed upon, ODFW staff may work with the project Grantee to amend the grant agreement, restructuring timelines and deliverables to ensure the original project goals can be met.

Publicity and disclosure of funding source

All projects shall acknowledge project funders on any outreach and educational materials, publications, signs, postings, flyers, press releases, or all other public-facing communications. This statement about grant funds must be included in any public publication:

"This Project was funded in full or part by the Oregon Department of Fish and Wildlife Private Forest Accord Grant Program. A result of a landmark conservation initiative working to conserve Oregon's watersheds for current and future generations."

All published materials (electronic and printed) must also have the ODFW and PFA Grant Program logo and any other logo the Department deems appropriate. The size of the ODFW logo should be comparable to other logos on the published material. A shortened funding statement may be allowed if approved by ODFW staff. Logos should be requested by the Grantee when needed.

SECTION 5 – Project application and submittal instructions

Project application, scope of work and budget

To apply for funding, an applicant must complete and submit online a complete application, reference Appendix F: Project Grant Application for the most current version, which is for reference only and subject to change until the Grant Solicitation opens. Project proposals should be submitted through the [Online PFA Grant Program Submission portal](#), which will go live on September 11, 2024, at 8 a.m., and close on November 20, 2024 at 11:59 p.m., and include at the time of submission the Scope of Work and any required documents or related attachments discussed below in *Submittal Instructions*. Project applications should be prepared to discuss the project type, summarize the budget, and define the primary objectives and metrics for measuring success.

A Grant Guidelines Public Informational Video is available at [PFAGrants.com](#). [Sign up here](#) to receive notice of any updates.

Submittal instructions

All proposed projects must log in to the Online PFA Grant Program Online Submission portal to create a username and password, the portal link may be found on the “[How to apply](#)” webpage at PFAGrants.com, and below. You will have access to the application through the portal, starting **Tuesday, September 11, 2024 at 8 am**.

Application Portal Link: <https://www.grantinterface.com/Home/Logon?urlkey=odfw>

Once logged in and a user profile is created, applicants can access the documents required for a grant application. All applications must include, at a minimum, the required documents below. The documents below and in the appendices are for reference only and will be in an online form for the application, which may result in slight variations.

1. Project Grant Application Summary (*Appendix F*)
2. Comprehensive Budget Sheet (*Appendix G*)
3. Attachments to be submitted with application:
 - a. Detailed project maps highlighting work locations, impact acreage, land use, and other relevant information (*project maps should be in .pdf format*)
 - b. Any additional supporting documentation deemed appropriate by the applicant may be attached to the project Scope of Work such as:
 - i. Project feasibility documentation,
 - ii. Plans, designs, and/or engineering specifications,
 - iii. Secured permits and regulatory approvals needed to implement the project.

ALL PROJECTS MUST BE SUBMITTED BY Wednesday, October 20, 2024, at 11:59 p.m. The [application portal \(linked here\)](#) will close at the deadline, and late applications cannot be accepted. All applicants should request usernames and passwords well before the submission deadline to explore the application system and resolve technical difficulties before the deadline.

All-inclusive Application Deadline

All information submitted in association with the application (including attachments)), whether required or optional, must be submitted online with the application, by the application deadline. No material will be accepted separately. All proposals are considered complete and full once submitted.

Appendices

[Appendix A: Private Forest Accord Authors' Report](#)

[Appendix B: Proposed Comprehensive HCP Covered Species List](#)

[Appendix C: Oregon Administrative Rules Division 97 – PFA Mitigation Grant Rules](#)

[Appendix D: PFA Advisory Committee Operating Procedure](#)

[Appendix E: Evaluation Worksheets](#)

[Appendix F: Project Grant Application](#)

**For reference only and subject to change until launch. It is recommended applicants login online and to access the most current version of the Grant Application on September 11, 2024.*

[Appendix G: Comprehensive Budget Sheet](#)

For reimbursement projects:

[Appendix H: Grantee Standard Agreement](#)

[Appendix I: Performance Report & Request for Reimbursement Form](#)

For advanced funding projects:

[Appendix J: Grantee Advancement Agreement](#)

[Appendix K: Performance Report Form - Advancement](#)

[Appendix L: Template Implementation Monitoring Plan](#)

[Appendix M: Archaeological and Cultural Information](#)

[Appendix N: Mid-Project Performance Report](#)

[Appendix O: Project Completion Report](#)

[Appendix P: Insurance Guidance Document](#)

[Appendix Q: Indirect Costs Definition and Policy](#)

[Appendix R: PFA Review Region Map](#)

[Appendix S: Equipment Maintenance & Monitoring Plan](#)

All appendices are posted on the [ODFW PFA Grants webpage](#).