

PRIVATE FOREST ACCORD

GRANT PROGRAM

OREGON DEPARTMENT OF FISH & WILDLIFE

2026

Grant Guidelines



Private Forest Accord Grant Program

OREGON DEPARTMENT OF FISH & WILDLIFE

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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 ITP is finalized.

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 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 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)
- 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 water transactions is eligible for the PFA Grants Program. That guidance document, Appendix X, can be found in the appendices of this document, or online at PFAGrants.com.

3. Habitat enhancement.

4. Reducing or eliminating threats to HCP-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
- Water Transactions – See separate guidance document. Appendix X
- Conservation Easement Transactions. Appendix Y

NOTICE TO APPLICANTS:

Standard Restoration Grants: If you are applying for a standard restoration project (including Planning, Implementation, or Research & Development), please proceed with this main guidance document.

Water Transactions or Conservation Easements: If you are applying for a Water Transaction project or a Conservation Easement project, please refer directly to Appendix X (Water Transactions) or Appendix Y (Conservation Easements).

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 that may include components such as:

- Applying restoration treatments in riparian conservation areas.
- Applying restoration treatments to stands of trees to enhance historic species diversity that benefits riparian function.
- Conserving, recruiting, or reintroducing beavers to restore aquatic landscapes.
- Developing or sustaining healthy riparian corridors or wet meadow complexes to reduce burn intensity during fires and protect streams from excess sediment after a fire.
- Installing fencing or otherwise excluding grazing in riparian areas or around seeps or springs.
- Installing off-stream stock water systems or hardened watering gaps to reduce the effects of grazing on aquatic organisms.
- Placing logs or other wood-based material in streams to promote natural stream functions.
- Removing structures that block the passage of aquatic organisms or repairing the structures to promote the passage of aquatic organisms.
- Undertaking other measures that effectively conserve or restore habitat for aquatic organisms addressed by a habitat conservation plan.

Additional examples of implementation projects may include, but are not limited to:

- Aquatic organism passage.

- Conserving land that benefits HCP-covered species.
- Developing or sustaining healthy watersheds, including riparian corridors, wet meadow complexes, springs, seeps, and forested uplands.
- Improving water quality or quantity.
- 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.
- Riparian thinning.
- Suppressing or eradicating nonnative species – plants and animals.
- Threat reduction or elimination.
- Translocating species.
- Treating riparian stands to restore historic tree species diversity that benefits riparian function.
- Wildfire risk reduction in critical watersheds, including 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.

Research and Monitoring

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

Research and monitoring projects should specify their path to future implementation. How will the findings be applied to practical conservation efforts, and what are the specific, measurable deliverables of the study. **Water Transactions**

The PFA Grant Program provides funding for water transaction grants for projects that benefit species covered by the anticipated Oregon Department of Forestry's Private Forest Accord Habitat Conservation Plan (HCP). Projects must demonstrate meaningful and lasting conservation outcomes and habitat benefits for the covered species. All water transactions must align with the broader goals of the PFA Grant

Program, specifically providing conservation benefits to species covered by the HCP. Proposals should demonstrate the return on investment and justify why water transaction is the best value for the investment.

Reference Appendix X for eligible Water Transaction Project Types and updated guidance.

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 to showcase previously funded projects.

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 PFA Grant project solicitation is listed below. This timeline is an estimate subject to updates, reviews, and revisions.

Annual project solicitation opens.	**Friday, November 12, 2026, at 6:00 a.m.**
Solicitation closes, project proposals due.	**Friday, January 8, 2027, at 5:00 p.m.**
Grant review period	January – March 2027
PFA Advisory Committee project review and recommendations.	March 2027
ODFW staff presents recommendations to the Fish & Wildlife Commission.	April 2027
Anticipated grant awards and eligible project start date	**April 2027**
Online Application Access/Link:	Online Application Link (Apply Here)

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, possible project delays, and application feedback requests.
Tiffany Caldwell – Private Forest Accord Staff Assistant **Tiffany.s.caldwell@odfw.oregon.gov**	Contact for project reimbursement requests, all reports, and administrative questions.
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	Use for all hard copy mailings.
Private Forest Accord Biologists 6 Regions across the State of Oregon: – Klamath Falls Watershed District – Umpqua Watershed District – South Willamette Watershed District – Grande Ronde Watershed District – Mid Coast Watershed District – North Coast Watershed District	Project development.

PFA Biologist Boundaries Map PFA Biologist Contact Information by region	

Alignment with Statewide Action Plans & Priorities

It is important that projects work to ensure that funded projects contribute to a cohesive, landscape-scale conservation effort. To increase the technical merit and competitiveness of a proposal, applicants are encouraged to demonstrate how their project integrates with broader Statewide Action Plans and Priorities.

While all projects must fundamentally align with the Private Forest Accord Habitat Conservation Plan (HCP), proposals that address multi-agency conservation goals often demonstrate a higher degree of ecological urgency and strategic value.

Priority Frameworks for Reference

The following list identifies key state and regional frameworks. Applicants should reference these when building their application to show how their specific project site serves as a critical link in the state's broader conservation mosaic:

- **Oregon State Wildlife Action Plan**
- **Statewide Fish Passage Priority Barrier List**
- Oregon Coast Coho Conservation Plan
- **Oregon's Forest Action Plan**
- **Priority Wildlife Connectivity Areas**
- **ODFW Beaver Modified Landscapes**
- **Oregon Native Seed Strategy**
- **ODFW Natural and Working Lands**
- **Additional Conservation Plans**

Evidence of alignment with these statewide priorities suggests a project is well-leveraged and scientifically robust. Applicants should clearly articulate how their proposed activities simultaneously fulfill these broader state objectives with the PFA Grant Program objectives.

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.

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

No minimum or maximum funding requests exist, although most projects are expected to request at least $50,000.

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 project types may be exempt from this. See Appendix L: Template 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. 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.

Implementation Monitoring Plans

FOR IMPLEMENTATION PROJECTS ONLY. To ensure that funded projects are implemented as planned and comply with all applicable regulations, applicants must develop an Implementation Monitoring Plan, reference Appendix L: Template Implementation Monitoring Plan. This plan should describe how project

activities will be tracked during construction, how compliance with design specifications and environmental protections will be verified, and how any issues will be addressed.

Implementation Monitoring Plans should work to address the following at a minimum

- Project Oversight: Who will be responsible for monitoring the implementation of the project (e.g., agency staff, contractors, third-party monitors)?
- Monitoring Activities: What specific activities will be monitored during implementation (e.g., heavy equipment mobilization, material staging, structure installation, water quality protection, etc.)?
- Compliance Verification: How will compliance with permits, fire restrictions, landowner agreements, and environmental regulations be ensured?
- Data Collection & Documentation: What methods will be used to document monitoring results (e.g., site inspections, daily logs, photographs, turbidity readings, contractor checklists)?
- Adaptive Management: How will unexpected issues (e.g., equipment failures, regulatory concerns, environmental impacts) be handled?
- Reporting: Who will compile and submit monitoring reports, and what will be the timeline for reporting?

Reference Appendix L: Template Implementation Monitoring Plan.

Section 3 – Project Review Process and Selection Criteria

Role of ODFW

ODFW is the state agency responsible for administrating 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.

Please note, Letters of support from ODFW personnel or regional offices are not allowed in the PFA Grants Program.

Role of the Private Forest Accord 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 with consideration of evaluation criteria referenced in Appendix E: Technical Evaluation Worksheets.

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 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: Technical Evaluation Worksheets.

In addition to Appendix E, proposals will be evaluated against the following criteria below by the Technical Review Team ODFW Staff. And presented to the PFA Grants Advisory Committee based on the rankings they receive.

- Critical Priority: The proposal demonstrates an exceptional alignment with PFA goals, offering high-certainty benefits to the covered PFA HCP species. It addresses a major limiting factor at a landscape scale, such as restoring a primary cold water refuge or activating a significant side-channel system. The technical design reflects the highest standards.
- High Priority: The proposal offers substantial ecological benefits and aligns well with program intents. It addresses key ecological processes like floodplain connectivity or riparian health. Most review areas are strong; any identified concerns are minor.
- Medium Priority: The proposal is functionally sound but may have a localized rather than landscape-scale impact. While it supports PFA HCP covered species, it may lack the urgency or strategic placement of higher-ranked projects. It ranks well in some areas but lacks detail or clear, tangible outcomes in others (e.g., monitoring plans or long-term viability data).
- Low Priority: The proposal provides minimal or unclear benefits to covered species. It may focus on areas not identified as high priority under the PFA or fail to demonstrate how it improves core ecological processes. Significant concerns exist regarding the project's feasibility, design, or alignment with the PFA Habitat Conservation Plan.
- Not Ready for Funding: The proposal is incomplete, technically flawed, or out of scope. It fails to demonstrate a clear link between the proposed activities and the restoration goals of the

PFA. The benefits are speculative, and the application does not provide the review team with enough confidence in its long-term native species population outcomes.

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

All 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. All applicants must register for the Grant Management System online to submit an 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 Appendix E: Technical Evaluation Worksheets. 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 with reference to Appendix E: Technical Evaluation Worksheets and recommend projects to the Department for funding and approval by the Commission.

Stage 4: Fish and Wildlife Commission funding decision

- ODFW staff will present final funding recommendations to the Fish and Wildlife Commission at a Spring meeting.

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 in 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?

Application Feedback Process

All submitted applications are eligible for feedback and must be requested by the applicant. Applicants interested in receiving feedback on their submitted proposal are encouraged to contact the Grant Coordinator at PFA.Grants@odfw.oregon.gov and initiate the request for feedback. Upon request, feedback will be provided in written form, and meetings may be scheduled if requested.

Project Start Dates & Award Process

Each spring, ODFW staff will present a suite of projects recommended for funding to the Oregon Fish and Wildlife Commission. Following Commission approval, ODFW staff will issue a Notice of Award Letter to successful applicants. Those applicants who receive the letter may begin project work and track expenses upon receipt of the Notice of Award Letter; however, no reimbursements can be made until a grant agreement has been fully executed with ODFW. Executing an agreement typically takes 4–6 months after the Notice of Award Letter is issued.

Applicants should be aware that choosing to begin project work prior to an executed agreement is done at their own risk and expense. The first reimbursement may not be processed until 6 months, or longer, after the Notice of Award Letter is delivered, depending on how long the Project Agreement takes to be executed.

No reimbursements will be distributed prior to an executed agreement with ODFW.

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 using the Amendment Request form, Appendix U: Amendment Request Form. Changes will not take effect until ODFW has executed a newly signed agreement between both parties with the project amendment attached.

Allowable amendments:

- Scope Changes: Modifications to the activities or objectives of the project.
- Budget Adjustments: Reallocation of funds between budget categories (of 10% of greater) or the need for additional funding.
- Timeline Extensions: Requests for more time to complete the project beyond the original deadline.

Any Grantee requesting an amendment must be prepared to provide a detailed justification of why the amendment is necessary, including unforeseen circumstances or changes in project conditions. Amendments require approval from PFA Grant staff, and in some cases, the PFA Advisory Committee, the ODFW Director, and/or the Fish and Wildlife Commission. The level of review may vary depending on the significance of the change and is at the discretion of the Department for denial. Amendments must be submitted at least 30 days prior to the proposed change, and may require a revised budget, project plan, or schedule to accompany the request.

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 on a case-by-case basis 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, 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 Performance and Project Completion reports to ODFW. 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 ODFW can disburse funds to any Grantee. Grant agreements detail the Grantee's responsibilities in implementing the project. Reference Appendix H: Grantee Standard Agreement for a template example.

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

Landowner Acknowledgement Form

For any project occurring on land not owned by the Grantee, a Landowner Acknowledgement Form (Appendix T) must be submitted. This form is not legally binding, but it serves to document the landowner's awareness of the proposed work and identifies who will be carrying it out.

Landowner Acknowledgement Forms must be secured prior to executing an agreement with the Department, It is recommended that all landowner acknowledgement forms be filled out and submitted at the time of the grant application to demonstrate landowner commitment.

Project Reporting & Payment of Grant Funds

Grants are reimbursement-based unless an advance payment is requested. All successful Grantees are required to submit an annual performance report and a separate performance report with each request for reimbursement. Projects may request reimbursements quarterly, if projects are requiring more frequent reimbursements than quarterly, they should file an advancement request with the application or during the contract creation phase.

Annual Performance Reports

The goal of the Annual Performance Report, Appendix N: Annual Performance Report, is for ODFW staff to work with project proponents to assess successes and pitfalls to ensure projects meet their goals. Annual performance reports are due by December 31st for all projects, even if no fiscal activity has occurred. Grantees should plan for this and build the necessary staff time into the project budget. Grantees should expect to prepare the following for ODFW staff review in annual performance reports:

1. Comprehensive budget update.
2. Update on goals, milestones, and objectives.
3. Detailed list of overall successes and potential pitfalls.
4. Documentation and summary of any data collected.
5. Match update (if applicable).

6. Evidence to demonstrate the ability of the applicant to complete the project on time and within budget.
7. Option for an ODFW in-person field tour.

For all implementation projects, the first yearly progress report should include plans for implementation monitoring and baseline data and the submission of the Implementation Monitoring Plan, reference Appendix L: Template Implementation Monitoring Plan. 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.).

Reimbursement Requests

All requests for reimbursements can only be filed quarterly and are due within 30 days (no sooner, no later, unless a special request is made and approved by ODFW) following the end of the fiscal quarterly schedule outlined below:

- Quarter 1. Due by April 30
- Quarter 2. Due July 31
- Quarter 3. Due by October 31
- Quarter 4. Due by January 31 (following calendar year)

***If your organization requires funding more frequently than quarterly, it is strongly recommended to request advanced payment during the project application process.**

Each request for reimbursement requires a progress report that 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: Request for Reimbursement Form and Appendix K: Request for Reimbursement 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. Any performance report requesting reimbursement of funds must include proof of purchase, and documentation of any payroll expenses, reference Appendix V: Expense Reporting Template and Guidance.

Final Project Completion Report

A final project completion report will also be required; a template is provided in Appendix O: Final 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.

Ten percent of project funds will be held until the final invoice and final 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 must 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 into 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.**

Project costs breakdown – NEW DOCUMENT FORMAT

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.**
    - Please Note, the budget sheet is now in a **NEW FORMAT** this year.

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 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 and 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 may cover the cost of leasing equipment. 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.

When grant funds or other state funds are used to purchase equipment for a project, the following conditions apply:

- **Rental Fee Prohibition: PFA Grants will not reimburse or allow grant funds to be used for rental fees, usage fees, or internal rate charges associated with equipment previously purchased with state funds. State-funded equipment cannot be leased or rented back to PFA Grants.**

- **Allowable Staff Time: PFA Grant funds may be used to cover actual staff labor hours, operator time, and associated direct operational costs (such as fuel or routine maintenance) directly required to operate the equipment for approved project activities.**

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
- Contractual Costs
    - Note:
        - Indirect for all contractual costs is capped at 15% of the total contract cost.
- Other Costs

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. **If a federally negotiated indirect rate is to be used the letter must be uploaded with your application. It is the responsibility of the grantee to ensure the budget correctly reflects the federally negotiated rate upon submission of your application. ALL APPLICATIONS ARE CONSIDERED COMPLETE UPON SUBMISSION.**

Other costs

Other costs 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

  Notes:

  - Please be advised that PFA Grants strongly recommends applicants include premiums for general activity insurance types under "Indirect Costs" in your grant proposal Project Budget. If your project requires additional specialized activity insurance coverage, these costs may also be allocated to the "Other Costs" category in the proposed Project Budget. For detailed information on potential insurance requirements, please refer to Appendix P: Insurance Guidance Document.

- 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: Technical 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 associated with activities satisfying any existing legal regulation(s) or obligation(s).
- 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 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 project completion 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, permits are not required at the time of proposal submission. 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.
It is the responsibility of the Applicant/Grantee to ultimately determine which permits, licenses and General Authorizations are required for the Project.

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 Appendix M: Archaeological and Cultural Information.

Grant agreement conditions and important points

1. Projects must provide measurable and realized benefits consistent with the purposes of the PFA Grant Program. Proposals requesting more than $500,000 should be prepared to present to the PFA Advisory Committee as requested at an in-person meeting in Fall.
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 Advisory Committee as requested at an in-person meeting in Fall.
3. Grants can only be made 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 performance reports and any project completion report.
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 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.

Signage, 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.

All projects involving on-the-ground construction or earthwork must install a semi-permanent sign at the project site, or another approved location, recognizing the Oregon Department of Fish and Wildlife and the PFA Grant Program, using logos provided in the Grant Agreement. Signs must be at least 24 inches by 36 inches in size (2 ft by 3 ft) to ensure visibility, with 18 x 24 inches acceptable for smaller or limited-access sites. Each sign must be constructed of weather-resistant materials such as aluminum or HDPE with UV-protected printing and securely mounted on 4x4 treated posts or equivalent framing. The sign must remain in place and be maintained for the duration of the project. Signs may be combined with other project or partner signage if the PFA Grant Program and Oregon Department of Fish and Wildlife logos are included at equal size and prominence relative to other funders, and the text clearly acknowledges PFA Grant Program support.

SECTION 5 – Project Application, Access Link, 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, 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.

***New* Letters of support from ODFW personnel or regional offices are not allowed in the PFA Grants Program.**

Submittal instructions

All proposed projects must log in to the Online PFA Grant Program Online Submission portal to create a username and password, more information may be found on the "How to apply" webpage at PFAGrants.com, and below.

Online Application 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.

The application portal (linked here) will close at the deadline listed above in this Grant Guidelines Document, 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. Applications cannot be revised once submitted.

Submittal list for PFA Grants Restoration Projects, minimum requirements:

1. Project Grant Application (Online Form)
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.
4. Landowner Acknowledgement Form, Appendix T

Appendices

Appendix A: Private Forest Accord Authors' Report
Appendix B: Proposed Comprehensive HCP Covered Species List
Appendix C: Oregon Administrative Rules Division 97 – PFA Grant Rules
Appendix D: PFA Advisory Committee Operating Procedure
Appendix E: Technical Evaluation Worksheets
Appendix F: Project Grant Application

*For reference only and subject to change until launch. It is recommended applicants login online through the Online Grant Portal and access the most current version of the Grant Application.

Appendix G: Comprehensive Budget Sheet

For Reimbursement funding:
Appendix H: Grantee Standard Agreement
Appendix I: Request for Reimbursement Form

For Advanced funding:
Appendix J: Grantee Advancement Agreement
Appendix K: Request for Reimbursement Form
Appendix L: Template Implementation Monitoring Plan
Appendix M: Archaeological and Cultural Information
Appendix N: Annual 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
Appendix T: Landowner Acknowledgement Form
Appendix U: Amendment Request Form
Appendix V: Expense Reporting Template and Guidance
Appendix X: Water Transaction Guidance
Appendix Y: Conservation Easement Guidance

All appendices are posted on the ODFW PFA Grants webpage.