

# **THIS IS A DRAFT OF THE DOCUMENT** **AND SUBJECT TO CHANGE.**

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1. **Project Start and End Dates.**
  - a. **NOTE: All projects must be completed within 5 years.**
2. **Project Information.**
  - a. Project start and end dates (*Note: Any project proposed longer than 5 years should be justified and details in this application as to why*)
  - b. Who is going to hold the easement, or water acquisition right, after purchase?
  - c. Property size (total acres)
  - d. Property Owner
  - e. Property Manager (for day to day questions)
  - f. Physical address of property
  - g. Desired closing month & year
  - h. Functional Name/Alias for Property (Do not use the landowner's name)
  - i. Are there any portions of the overall property which will not be included in the acquisition? (reserved by the seller, etc.?)
3. **Project Partners.** List any organizations or individuals collaborating on this project. Briefly describe each partner's role and how their contribution supports the project's goals (500 characters)
4. **Project location.** Specify the geographic location of your project. Describe nearby water bodies (streams, rivers, estuaries) and the project's position within the watershed (tributary, mainstem, nearshore, etc.). (1,000 characters)
5. **Tax Lot.** "Please provide the Tax Lot number and legal description of the property (including Section, Township, and Range).
6. **Map Upload.** upload two maps: (1) a close-up map clearly showing the project area or property boundaries, and (2) a zoomed-out map that shows the location of the property in relation to nearby cities or recognizable geographic features. Include any nearby properties under protection, sensitive habitat areas, and wildlife corridors.
7. **Assessors Property info.** Upload the most current version of the county assessor's property report for the parcel(s) included in this application.

8. **Regional Recovery Plan Alignment.** Explain how this project aligns with the goals of your regional aquatic-based recovery plan(s) or the local lead entity's strategy for habitat restoration or protection (2,500 characters) *Cite section and page number, do not attach the plan to the document.*
9. **Project Sequencing:** Is this project part of a larger, ongoing effort? If yes, describe how this specific project fits into the overall sequence of the larger focused restoration or protection effort. (1,000 characters)
10. **Project Summary.** Briefly describe your acquisition project. Indicate the location, overall goal (habitat protection/restoration), primary habitat type targeted, priority HCP-covered species benefitting, and specific actions planned using ODFW grant funds. (1,500 characters)
11. **Problem statement.** Identify the specific issues your project aims to address related to the HCP covered species anticipated to benefit from this project. Describe the source and scale of each problem, including details on site conditions, reach (stream segment), and overall watershed health. Explain how these issues negatively impact the targeted/HCP covered populations. Consider both current and historical factors contributing to the problems. (4,000 characters)
12. **Limiting Factors.** Describe the limiting factors (e.g., passage barriers, degraded streambank stability) and any ecological concerns you aim to address through this project. (1,000 characters)
13. **Project Goals.** Define the project's overall goal, which should be to address the identified problems and their root causes. Clearly outline the desired future condition for the habitat. Specify which salmonid species and life stages will benefit, and the timeframe for these improvements to be realized. (3,000 characters)
14. **Objectives.** Develop specific, measurable, achievable, relevant, and time-bound (SMART) objectives that support and refine your broader biological goals established for the project. These objectives should be clearly defined actions the project will undertake to achieve the stated goal. Work to align objectives with the PFA Priorities. (1,500 characters)
15. **Scope of work and deliverables.** (3,000 characters) Provide a detailed breakdown of each project task or activity. Explain how each task contributes to achieving the project objectives. Identify who will be responsible for each task, the deliverables produced, and the anticipated completion schedule.
16. **Assumptions & Constraints.** Outline any assumptions or physical limitations that could impact achieving your objectives. These might include ecological or geomorphic factors, land use restrictions, public concerns, potential delays, or other external influences. Explain how you plan to address these challenges if they arise. (2,000 characters)

17. **Applying Past Knowledge.** Describe how lessons learned from completed projects or relevant monitoring studies have informed the development and approach of your current project? (1,500 characters)
18. **Alternative Approaches.** Explain the alternative approaches considered for this project and the rationale behind selecting the preferred option within the PFA framework.
19. **Stakeholder Involvement.** Describe how stakeholders were involved in developing this project. Identify the stakeholder groups, any concerns or feedback they raised, and how those considerations were addressed. (1,500 characters)
20. **Climate Change.** Does your project address or plan to accommodate the anticipated effects of climate change? If yes, explain how your project will be designed to be climate-resilient considering future conditions. (1,000 characters)
21. **Previous Experience.** Briefly describe the primary applicant's experience managing projects like this one. Highlight other projects where you've successfully used a similar approach.
22. **Budget.**
  - a. Explain how you determined the cost estimates. Discuss each budget category (1000 characters)
  - b. Discuss the cost of acquisition (i.e. ~\$3,500,000 (@ ~\$5,735/ac))
    - i. Break down the cost into categories:
    - ii. Purchase Price
    - iii. Appraisal
    - iv. Title
    - v. Survey
    - vi. Environmental Site Assessment
    - vii. Minerals report (if required)
    - viii. Escrow, recording, and other closing fees
    - ix. Taxes to be prorated at closing????
    - x. any other relevant categories
  - c. Upload a budget using Appendix G Comprehensive Budget Form. Costs discussed above in 18(b) should be lumped into the "Other Costs" section of the budget form.
  - d. If necessary, provide additional details here about your budget, including any "other cost" categories or significant line items requiring further explanation. (600 characters)
23. **Matching Funds.** Describe the matching funds on the project. If the funds are secured or not. If funds are not secured describe a plan incase match doesn't get secured. At least 25% matching funds are required to apply for the PFA Grant Acquisition Program.

24. **Long-term Sustainability.** Outline the long-term stewardship and maintenance plans for any acquired property. Describe who will be responsible for ongoing care and how you will ensure the project's sustainability along with how much funding may be needed and how the funding will be secured, or if it has already been secured. Be sure to consider ongoing operations like invasive weed control (and similar operations that occur on an annual or periodic basis). (5,000 characters)

Answer each question below for each "property/parcel" (regardless of worksite) you expect to acquire.

25. **Provide a description of the property.** Provide a detailed description of the property, including the habitat types (forested riparian, floodplain, wetlands, etc.), size, overall habitat quality, and any critical areas present. Highlight unique features such as specific stream types (tributary, mainstem), coastal features (bluff-backed beach, barrier beach), or estuary types (pocket estuary, estuarine delta). (5,000 characters)

26. **Property Context.** Describe the property's location relative to nearby publicly owned or protected lands and surrounding land uses. (800 characters)

27. **Other Property Considerations.** Answer each question below.

- a. Will the entire property be acquired (i.e. does the owner want to divide the property or exclude an area/areas)?
- b. Is this property already protected with an easement, covenant, or through a conservation program such as Wetlands Reserve Program, Conservation Reserve Program, Forest Stewardship Trust, etc.? Yes/No
- c. Is there a threat of this property going to auction or foreclosure?
- d. Has a Phase One environmental assessment been performed on the property? If so, please attach. If not, indicate when such assessment will be performed.
- e. Are there any known environmental issues such as toxic contaminants Underground Storage Tanks, etc.? Has any environmental cleanup occurred on the property? If so, when? Please describe.
- f. Please describe any debris present on the property, old cars, farm equipment, barrels, construction debris, etc.
- g. Are there any other environmental hazards in the immediate area that may affect this site, i.e. Superfund site, lead contamination, landfill, etc.
- h. Is the property now, and will it continue to be, under any sort of property tax deferral or exemption?

28. **Water Rights.** Answer each question below.

- a. Are there water rights associated with the property? If yes, what kind? (surface, well, or both)
- b. Have the water rights been used within the last 5 years?

- c. What has been the historic use of these water rights? (e.g. instream, aquaculture, domestic, municipal use, irrigation, stock watering, manufacturing, mining, hydropower, recreation, other)
  - d. Will ~~the~~ all of the described water rights be ~~excluded from~~ included with the acquisition? If ~~so~~ not, please explain why.
  - e. What are the planned use(s) for the water rights after acquisition? (e.g. instream, aquaculture, domestic, municipal use, irrigation, stock watering, manufacturing, mining, hydropower, recreation, other)
29. **Restoration Needs.** Does this property require restoration efforts? If yes, detail the specific needs, planned timeframe for implementation, and funding source for those activities. (1,000 characters)
30. **Current Use and Zoning.** Describe the current use of the property and its designated zoning classification. (500 characters).
31. **Zoning.** Will any of the proposed activities on the property violate zoning ordinances? Yes/No
32. **Floodplain Considerations.** Is any portion of the property located within the designated 100-year floodplain or floodway? If so, identify these areas on the attached aerial map from question 20 above, and explain the extent. (500 characters)
33. **Regulatory Justification.** Explain why existing federal, state, and local regulations are insufficient to adequately protect this property from degradation within the context of the PFA. (800 characters)
34. **Project Impact.** Describe the impact of the proposed project on the region. Discuss if the project will impact working lands, and if so, describe how. (800 characters)
35. **Access.** Does the property allow for full Legal and Public Access as defined in the PFA Grant Acquisition Appendix? **Yes/No. If no, please describe and justify whatever modified access terms are being requested.**
36. **Interim Land Use.** If applicable, describe any requests for interim land use (i.e. buildings, farming, etc.). See the Acquisition Manual, *Interim Land Use*, section for additional information.
37. **Upload COMPLETE Management Plan.** Applicants for PFA land acquisition grants must showcase their commitment to managing the acquired property according to an ODFW-approved plan and demonstrate the durability and permanence of the proposed acquisition. This plan ensures the long-term conservation value of the land resource. A complete management plan must be submitted with this application. Reference Appendix XX: Acquisition Management Plan, for guidance Appendix S: PFA Grant Acquisition Guidance. Upload a draft plan here.

**38. Relocation.** ~~Does the project need to provide~~ **Will the acquisition or any proposed activities on the property trigger federal regulations requiring** any relocation assistance? Does anyone currently live on the property? Describe any time, effort, and costs related to relocation fees and add them to the budget under "Other Costs." Reference the Acquisition Manual, *Relocation Procedures*, for more information.

**39. Landowner Information. Answer each question below.**

- a. **Upload Landowner Acknowledgement Form.** To ensure landowner awareness and transparency, applications require a completed Landowner Acknowledgement Form to be uploaded at the time of the application submission. This form may be found in the appendix of the latest PFA Grant Program Grant Guidelines. Upload the form to this question to proceed.
- b. Describe the current status of negotiations with the landowner? (have the sponsors made contact, discussed terms, is there a negotiated price, is the property currently on the open market or is the sponsor only dealing with landowners, etc.)
- c. Does the sponsor have a purchase and sale agreement or option agreement with the landowner? Yes/No
- d. For conservation easement acquisitions, what rights/activities does landowner want to retain (i.e. building envelope, grazing, farming, mining, etc.)?

**40. Public Notification.** Describe the plan to notify publicly of the acquisition. If no plan exists, please describe why.

- a. Public notifications should include:
  - i. Neighboring landowners
  - ii. Project support/partners
  - iii. Project opponents
  - iv. Link to the PFAGrants.com webpage for public comment
  - v. Show any flood plains, soil layers or other relevant layers

**41. Property Background.** Answer each question below.

- a. What has been the historic use of the land?
- b. Are there any known or presumed cultural uses of the property?
- c. Are there known or suspected cultural resources on the property?
- d. Are there any burial sites or cemeteries present on the property?

**42. Appraisals.** Answer each question below.

- a. Has a yellow book appraisal already been ordered and/or paid for? If not, please discuss what sort of valuation discussions have occurred with the property owner and provide an estimate of when the yellow book appraisal will be obtained. Does the owner understand that the program can only purchase property at the yellow book valuation?
- b. If an appraisal has been done, please describe any hypothetical conditions or extraordinary assumptions identified by the appraiser and affecting the appraised value.

**43. Property Rights.** Answer each question below.

- a. Are there any above or below-ground utility rights-of-way on the property and will these interfere with the future use of the property (i.e. restoration, etc.)?
- b. Do all mineral rights accompany this sale?
- c. If the landowner does not hold all of the mineral rights, What steps will be taken to ensure that any such rights will not affect the uses for which this grant is being requested? Do you intend to negotiate for purchase or otherwise reacquire these rights somehow?
- d. Are there levee rights or other types of flood protection rights held by a third party? Do these rights include the ability to use materials from the property?
- e. Does an irrigation district own any facilities on the property?

**44. Additional documents to upload prior to submission.**

- a. **Ecological Review Form**
- b. **Land Use Information Form** – *Only applies to land acquisition.*
- c. **Appraisal Forms, preliminary title reports, and encumbrance documents, as applicable.**
- d. **PRELIMINARY TITLE REPORT for the property.** List each title exception (aside from the first typically 6 “standard” exceptions). Discuss how each title exception affects the property, which title exceptions will be allowed to remain, and which will be eliminated and how.
- e. **Project Map(s).**
  - i. Attach an aerial map illustrating these relationships, including any relevant waterways and significant geographic features along with a north arrow, scale, and any proposed restoration activities
  - ii. Show the general locations of any easements noted on the title report or any reservations of property to be withheld by seller.
  - iii. Show/note any uses of adjoining property which might cause concern, now or in the future.
  - iv. Show the property location relative to nearby points of interest (towns/cities, rivers, other conservation properties, etc.)