

Grant Application



Oregon Department of Fish and Wildlife **Access and Habitat Program**

Return Application to:
Your A&H Regional Coordinator

For more information please call:
Access & Habitat Program Coordinator
(503) 947-6087

List of ODFW A&H Regional Program Coordinators

A&H State Program Coordinator

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A&H Regional Coordinators

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Deschutes/Klamath Region Andrew

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Project applicants unsure about which A&H Regional Coordinator to contact can contact the A&H State Program Coordinator at (503) 947-6087.

A&H Grant Project Application Instructions

1. **Project Title:** Name of the project. Use a title that helps describe the geographic area or the uniqueness of the project (e.g., Jones Ranch Access Project, Coyote Springs Habitat Project).
2. **Applicant:** If you are applying as an individual, this is *your name*. If you are applying as a group it is the *organization name*. Please include the mailing address and your signature, or the signature of the responsible person (e.g., Board of Directors', Chairperson, etc.) if applying as an organization.
3. **Location:** Use the map attached to the Project Proposal to determine the ODFW region and watershed district in which the project is located. Also, it is important to identify the county and legal location of the project. Your local Natural Resource Conservation Service office or County Planning Department can assist in determining the legal description.
4. **Type of Project:** Please check the appropriate box signifying the project type.

Habitat projects can include developing, and improving or maintaining food, water, hiding, and nesting cover.

Access projects can include opening private land to public access beyond current levels, promoting land exchanges, creating easements across private lands, and promoting proper hunting ethics.

Damage projects include anything that reduces wildlife damage.

5. **Number of Acres of Habitat to be Improved:** Indicate how many acres will be affected by the proposed habitat improvement, enhancement, or recreation activities.
6. **Number of Acres of Access to be Provided:** Indicate the number of acres to which public hunting access will be provided. Specify type: Welcome to Hunt; Open and Unrestricted; By Permission; By Permission Youth Only, etc.
7. **Proposed Start Date:** The approximate day when the project will begin. Note: As per OAR 635-090-0120 (1) *Project sponsors other than the department shall enter into a grant agreement with the department prior to initiating the access and habitat project.* Please plan your project start date accordingly.
8. **Proposed End Date:** The approximate day when the project will end.
9. **Estimated Cost of Project:** Your best forecast of the total cost to complete the proposed project.

10. **Access and Habitat Fund Request:** The dollar amount you are requesting from the Access and Habitat Board which will be used on this project.
11. **Briefly Explain What the Project Proposes To Do:** How will the completion of this project help wildlife or the public's access to enjoy wildlife? For example: *This project will allow hunters who have passed the Master Hunter Program access to the Jones Ranch which has been historically closed to all hunters; or, This project will enhance valuable mule deer winter range by providing a greater quality and quantity of forage through plantings and a change in cattle grazing rotation.*
12. **Habitat and Landscape:** In about a paragraph please describe the general character of the land and vegetation in the proposed project area. For example: *The Zurich Ranch is comprised of several hundred acres of irrigated pivot lines surrounded by rolling sagebrush rangelands. The Umatilla National Forest lies along the northern edge of the ranch with other ranch and farm operations on all other sides.*
13. **Background:** Describe the history that makes this an important project to you. For example: *Due to previous experiences with the public's lack of respect for my livestock, fences and roads, I closed all my land to public access.*
14. **Past History:** Describe any past project with A&H, particularly if this current proposal deals with a continuation or amendment to a past project.
15. **Hunter Use Data:** New Projects: Must give estimates of expected usage and how usage will be assessed. Old Projects: Use Access Area Permit data, vehicle or pedestrian counts, hunter interviews, etc.
16. **Project Objective:**
 - (a) What do you hope to achieve by completing this project? Example: *The objective is to allow the public the opportunity to hunt on my land without suffering undo economic loss (e.g., fence repair, road reconstruction, etc.)*
 - (b) What benefits will there be to wildlife or public access by completing this project? Example: *By changing the timing when cattle will be grazing in specific areas and planting bitterbrush as browse, more food and a higher quality of food, will be produced in the same area.*
 - (c) If damage related, how will the project alleviate/eliminate problem? Example: *Canada geese are wintering on my grass fields destroying the plants. I propose using hunters to deter use of fields through access and fertilizer to help increase plant growth to compensate for forage lost to geese.*
 - (d) Check the length of time benefits are provided. See examples of project benefit duration provided.
 - (e) Give the benefits of the public access and how many hunters will be permitted.
 - (f) Check all species that applies.
 - (g) For crop damage related projects, explain how you will alleviate or eliminate the problem.

17. **Project Location:** Attach a map indicating the location of the project. Use more than one map if necessary; a small-scale map to show major landmarks like cities, major highways, rivers, etc., and a large-scale map to more accurately locate the project like secondary roads, creeks, minor landmarks, etc.

18. **Procedure:** Describe how the project will be accomplished. What work needs to be done and how it will occur?

For example: *Approximately 122 acres of deserted farmland will be planted to a dryland pasture mix. The mixture will include blue bunch wheatgrass (2 lbs. per acre), alfalfa spreader II (3 lbs. per acre), Indian rice grass (1 lb. per acre), Great Basin wild rye (1 lb. per acre) and Regreen (4 lbs. per acre). The mixture will be applied by rangeland drill at 1/4-1/2" depth and at a rate of 11 lbs. per acre. Planting will occur in April as soil conditions allow.*

19. **Permits:** All necessary permits must be granted by appropriate agency. Note: OAR 635-090-0120 (2) *The department shall distribute no funds under a grant agreement until it receives satisfactory evidence that all necessary permits and licenses have been granted and the required documents submitted.*

20. **Scheduling:**

- a. Approximate dates when project work will begin and end (month/day/year).
- b. Approximate access agreement period - start date and end date (month/day/year).
- c. Briefly describe the activity and approximate time of occurrence.

For example:

- a. *Transport drill to site-----late March 1994*
- b. *Purchase and mix seed-----early April 1994*
- c. *Transport tractor and begin planting-----mid-April 1994*
- d. *Transport equipment back to farm-----late April 1994*
- e. *Project complete-----early May 1994*

21. **Participation and Funding:** List other organizations that will be assisting with the project. Do not list individuals, only those responsible for the actions of the groups (e.g., supervisors, project leaders, chairperson of the organization, appointed spokesperson, etc.). Also, list the activity that group will participate in.

For example:

- a. *Glen Ardt-----Donate range drill*
- b. *Jones Ranch, Mike Jones-----Tractor and operator*
- c. *Blue Ridge Hunters Club, Pete Smith-----Mix seed and transport to site*
- d. *BLM, Sarah Cox-----Provide lowboy and operator to transport equipment.*

If you have individuals, groups or organizations who have committed money to this project, please identify them here.

Example:

- a. Jones Ranch----in kind----- \$500.00
- b. Blue Ridge Hunters Club----in kind---- \$50.00
- c. BLM ----in kind (rangeland biologist consultation) -----\$750.00

Are the above funds contingent upon any factors?

For example: *The BLM lowboy and operator will only be available until June due to the need to respond to wildfires after that date.*

22. Project Maintenance and Monitoring:

- a. If the project will require maintenance, please indicate who will provide this service.
- b. How will the success of this project be measured and over what time interval?

For example: *A representative from the Jones Ranch will monitor the progress of the project each spring and fall over the next three years. We will notify the ODFW district biologist with the results from each visit.*

23. Project Budget Narrative: Please provide as much detail as you can on project funds. Describe how requested grant funds will be spent. Please describe any in-kind funding, habitat work, and other contributions to the project in the budget narrative. Non-itemized entries in the budget worksheet must be described in the narrative.

24. Project Budget Worksheet

- Category refers to funds requested from the A&H Board and funds donated by others. Funds which you are requesting from the A&H Board should be placed directly under the “A&H Funds” column. Funds donated to this project from other sources should be itemized and placed directly under “Cost Share” column. The “Total Cost” column is the line total of the contribution from both sources.
- Administration costs are those incurred during the implementation of the project.
- Construction Materials are the building components needed to complete the project. Please supply the cost per unit as well as the total cost per line.
- Supplies are the tools and equipment necessary to accomplish the project.
- Contract Services, identify subcontractors who will be paid for services rendered during the project.
- Equipment, list any equipment which will be purchased, used, and is necessary to the project.
- Total Costs are totals by column.

**If you have additional questions, please contact
Oregon’s A&H State Program Coordinator at (503) 947-6087**

APPLICATION FOR GRANT FUNDS

**Access & Habitat Program
Oregon Department of Fish and Wildlife
4034 Fairview Industrial Dr SE
Salem, OR 97302**

I/We, _____ of _____, Oregon, hereby make application for financial assistance under the terms and conditions of the Access and Habitat program in the amount \$_____.

The total cost of the project is \$_____.

I/We understand that if this project is approved for funding by the Oregon Fish and Wildlife Commission, before we receive project funds we will be required to:

- Sign a Grant Agreement containing the terms and conditions upon which funds will be released including submission of necessary permits;
- Obtain landowner and maintenance agreements if needed;
- Sign a certification to comply with state, federal and local regulations if needed;
- Submit a completion report to the Board on project performance.

I/We understand that if this application results in an access grant, ODFW will publicize my/our property via printed documents and internet for the purpose of helping hunters locate private lands that may be open to hunting. I/We will cooperate with ODFW to post signs indicating public hunting access at the project location.

I certify that either:

I am the sole landowner of the Property where the Access and Habitat Project will occur.

I am an authorized representative of the landowner of the property where the Access and Habitat project will occur.

I am leasing the property from the landowner and the lease allows me to enter into this agreement.

I have the legal authority to enter into a grant agreement for this Access and habitat project because: _____.

(Fill in details – for example: “The project is on three parcels; one is owned by me, one is owned by my wife, and one is owned by our family farm business”).

Grantee Signature: _____ Date: _____

Position: _____

ACCESS & HABITAT PROGRAM

Application for Grant Funds

1. **Project Title:** _____
2. **Applicant:** _____ **Phone:** _____
- Grantee:** _____ (As will appear on contract/payments)

If private nonprofit, attach IRS letter of 501(c) (3) status

Address: _____
City/State/Zip: _____ **Phone:** _____
Email: _____

3. **Location:** ODFW Region
Watershed District / Wildlife Management Unit: _____
County: _____ Township/Range/Section: _____

4. **Type of Project:**
 Habitat Improvement Access Damage

5. **Number of acres of habitat to be improved:** _____

6. **Number of acres of access to be provided:** _____
 Welcome to Hunt By Permission Other _____

7. **Proposed Start Date:** __/__/____

8. **Proposed End Date:** __/__/____

9. **Estimated Cost of Project:** \$ _____

10. **Access and Habitat Fund Request:** \$ _____

11. **Briefly explain what the project proposes to do:**

12. **Habitat and Landscape:** Describe the habitat and landscape of the project area.

13. **Background:** Describe the project area and explain the wildlife habitat and/or access challenge or opportunity this project will address. Address how current management actions benefit public access and/or wildlife and their habitat needs.

14. **Past A&H History:** Describe any past Access & Habitat project, especially if the proposed project deals with continuation or amendment to a past project.

15. **Hunter Use Data:** New Projects: Must give estimates of expected usage and how usage will be assessed. Old Projects: Use Access Area Permit data, vehicle or pedestrian counts, hunter interviews, etc.

16. **Project Objective(s):**

(a) What is the objective of the proposed project?

(b) How will the project benefit wildlife habitat?

(c) Select species that will benefit from **habitat** improvements:

Big Game

- Deer
- Elk
- Bear
- Cougar
- Pronghorn
- Bighorn Sheep
- Mountain Goat

Upland Bird

- Chukar
- Mountain Quail
- Valley Quail
- Pheasants
- Forest Grouse
- Turkey
- Gray Partridge
- Sage Grouse

Migratory Game Bird

- Ducks
- Geese
- American Coot
- Wilsons Snipe
- Mourning Dove
- Band Tailed Pigeon

(d) Length of time benefits provided <3yr 3-6yr >6yr

Examples of Project Benefit Duration

Noxious weed.....2yrs	Forage planting.....5yrs	Aspen fencing.....10yrs
Range fertilization...2yrs	Forest thinning.....5yrs	Aspen plant/fence.....10yrs
Rx Fire-grassland.....2yrs	Aspen (conifer removal)....5yrs	Road closure.....10yrs
Rx Fire-forested.....3yrs	Juniper removal.....7yrs	Road decommission....10yrs
Fence Removal.....10yrs	Water Dev/Enhancement.10yrs	

(Source: Blue Mountains Elk Initiative Project Evaluation Criteria)

(e) How will the project benefit public access? If limited access, how many hunters will be permitted? _____

(f) Select species for which public **access** will provided:

Big Game

- Deer
- Elk
- Bear
- Cougar
- Pronghorn
- Bighorn Sheep
- Mountain Goat

Upland Bird

- Chukar
- Mountain Quail
- Valley Quail
- Pheasants
- Forest Grouse
- Turkey
- Gray Partridge
- Sage Grouse

Migratory Game Bird

- Ducks
- Geese
- American Coot
- Wilsons Snipe
- Mourning Dove
- Band Tailed Pigeon
- Other: Coyote

(g) If damage related, how will the project alleviate/eliminate the problem?

17. **Project Location:** Attach a map and provide description of the location and how to get there from a major highway.

18. **Procedure:** Specifically describe how the project will be conducted--use separate page for additional information, drawings, or pictures.

19. **Permits:** Have all of the appropriate permits been secured or applied for? Examples: Water Resources Department for water rights, Division of State Lands for fill-removal or wetlands projects.

20. **Scheduling:** What is the estimated project schedule?

- a. Habitat Work Start Date: / /
 Habitat Work Completion Date: / /
- b. Access Agreement Start Date: / /
 Access Agreement End Date: / /
- c. List major project activities and time schedule for each:

<u>Activity</u>	<u>Time (month/year)</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

21. **Participation and Funding:** Will other organizations or individuals participate in the project? If so, list and describe participation, and attach letters of commitment or verification of grant awards. Costs listed here must be included in "Other Funds" column of the Project Budget (Section 20).

	Participant	Activity	Cost
1.	_____	_____.	\$ _____
2.	_____	_____.	\$ _____
3.	_____	_____.	\$ _____
4.	_____	_____.	\$ _____
5.	_____	_____.	\$ _____
6.	_____	_____.	\$ _____
7.	_____	_____.	\$ _____

Have any conditions been placed on the funds listed above which may affect the completion of the project? If so, identify and explain. YES NO

22. **Project Maintenance and Monitoring:**

(a) Who will maintain the project and fund long-term maintenance and/or operation if needed?

(b) What element(s) of the project will be monitored, how often, for how long?

23. **Project Budget Narrative:** (Provide details; describe in-kind funding; provide narratives here of non-itemized entries in your worksheet.)

Project Budget (Provide as much detail as possible)

Totals automatically round to the nearest dollar. Please do not include cents.			
Expense Category	A&H Funds	Cost Share In-Kind/ Cash (Match) ¹	Total Project Cost
ADMINISTRATION: Personnel and benefits @ ___%			
			\$ -
			\$ -
SUBTOTAL (1)	\$ -	\$ -	\$ -
CONSTRUCTION MATERIALS²			
			\$ -
			\$ -
			\$ -
SUBTOTAL (2)	\$ -	\$ -	\$ -
SUPPLIES			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
SUBTOTAL (3)	\$ -	\$ -	\$ -
CONTRACT SERVICES (itemize)³			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
SUBTOTAL (4)	\$ -	\$ -	\$ -
EQUIPMENT (itemize)			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
SUBTOTAL (5)	\$ -	\$ -	\$ -
Access Payment			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
PROJECT TOTALS	\$ -	\$ -	\$ -



**Oregon Department of Fish & Wildlife
Access & Habitat Program**

Attn: A&H Program Coordinator
4034 Fairview Industrial Dr. SE
Salem, OR 97302

**GRANTEE'S
REQUEST FOR FUND RELEASE**

Project Name: _____ Project Number: _____

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

In accordance with the terms of the Agreement on my Access & Habitat project, I request the release of funds. Attached are receipts (copies) for material and/or services paid. I am requesting funds for reimbursement of the expenses for the purposes indicated on each receipt. All checks will be made out to and sent to the Grantee who is responsible for paying the project bills.

Ten percent of the total A&H grant is withheld until the project completion report has been received.

<i>Company/Service or Number of Acres</i>	<i>Purpose of Expense or Rate per acre</i>	<i>Total Amount</i>
	Total	

Please note: If you are requesting more than 90% of the total grant amount, you must include the Project Completion Report with this request.

I declare that this is, to the best of my knowledge, true, correct and complete.

Grantee Signature

Date



Oregon Department of Fish & Wildlife
Access & Habitat Program
Access & Habitat Project Completion Report

Project Number: _____

Project Title: _____

Grantee / Project Manager: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Location:

County: _____

ODFW Region: _____

ODFW Wildlife Management Unit: _____

Township/Range/Section: _____

Type of Project (check):

Access Other (specify) _____

Habitat Improvement

Date Completed:

Project Area Size (Acres): _____

Wildlife Species Benefited: _____

Acres of Access Provided: _____

Acres of Habitat Enhanced / Improved: _____

Landowner: (Please list all private landowners of property where the work was done.)

Participation: List and describe participation of other organizations that participated in this project.

Equipment and Supplies: List all A&H equipment & supplies that are on hand after completion of this project.

Funding:

Access and Habitat Funds Utilized:

Matching Dollars Utilized:

Final Payment Request:

If final A&H payment is needed, indicate requested A&H fund amount: \$

(Note: this should correspond to attached invoices, Fund Release Form & budget summary table)

1. Briefly describe the project objective(s):

2. Describe the project accomplishments *(indicate any changes from proposed to actual accomplishments in scheduling, treatment methods, treatment acres, miles of fence, plantings, seeding, patrol efforts, cooperator activities, etc. – if applicable)*

3. Summarize how Access & Habitat and Cooperator funds were spent on this project (indicate any changes from proposed to actual spending activities):

Expenditure Category (i.e. materials, labor, equipment)	A&H Funds	Cooperator(s)	Total Cost

4. Summarize the public access provided through this project (if applicable):

Recreation Activity	Number of Individuals	Number of Recreation Days	Season (Fall/Winter/Spring)	Is this a New Access?	Was Access Provided Pre-Project?
Deer hunting				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Elk hunting				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Game bird hunting				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency hunts				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Damage hunts				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other hunting				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Angling				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Viewing/Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Describe the education opportunities provided through this project (if applicable):

6. Describe how the project has benefited fish and wildlife and/or fish and wildlife habitat:

7. Describe how the project has benefited you as a landowner (...or conservation group, association, agency, cooperater, etc.):

8. Were photographs or slides taken of the completed project?

- Yes No Photos/slides are included with this report

*Please attach a color photo(s) or slides of the completed project with the date, location and project number.

9. Additional comments (i.e. other information that may be helpful in evaluating the project, your comments/impressions of the Access & Habitat Program):

Grantee Signature: _____ Date: _____

If you need additional space to respond, please continue answers on the back of these pages. These reports are very important for program evaluation. Your time spent completing this form is appreciated!

Send Report to: Oregon Department of Fish & Wildlife
Attn: A&H Program Coordinator
4034 Fairview Industrial Drive SE
Salem, OR 97302