**State Natural Resource Agency Review Procedures, Transmittal & Form**

Submit the required forms and attachments to the list of State Natural Resource Agencies to assure compliance with state and federal laws and that project proposals do not have a significant impact on the environment. Upload copies of any comments from State Natural Resource Agencies. If you do not receive a response to your solicitation for comments, include a copy of your request to the State Natural Resource Agency with your grant application and notate that a response was not received.

* Use the Sample Transmittal Memo as a cover sheet when contacting the Natural Resource Agencies.
* Provide the Natural Resource Agencies a copy of the State Agency Review form. Fill out the form with your project information and a brief description of the project. Have the form returned to you, then provide the forms to OPRD with your grant application. **Allow at least 30 days for the review comment period.** Keep copies of the requests made and note the date they were sent and when you expect to receive the forms back.
* Attach the **A&R Form** completed for a New Project Application. The NEPA Pathway Recommendation does not need to be complete in order to solicit Natural Resource Agency comments.
* Attach Park Boundary Map (include project elements).
* When the forms are returned, you will need to contact the agency if additional information is needed or if there are any adverse effects or if the agency requires additional information to evaluate your proposal.
* **The State Historic Preservation Office (SHPO) will be contacted by OPRD** after you have submitted your application and before you may receive grant funding to assure that the project proposal complies with state laws regarding archaeology on lands or historic properties.
* Any project element calling for alteration, rehabilitation, renovation, or demolition of a historically, culturally, or architecturally significant property or property contributing to the integrity of a cohesive older neighborhood or historic district needs to be cleared by SHPO.
* Include photographs of properties 45 years or older.
* With limited exception, it is illegal to disturb an historical, cultural, or archaeological site or to remove an archaeological object from public or private lands unless that activity is authorized under a permit issued by OPRD.
* If human remains are found during an excavation, the local State Police office must be contacted to determine if they are Indian or are evidence of a crime scene. If the remains are Indian, contact the Legislative Commission on Indian Affairs (503) 986-1067 for a list of appropriate tribal contacts.
* If other archaeological materials are found during a ground disturbing activity, contact SHPO. The SHPO can check to see if your project area has been surveyed and can give you a list of archaeological consultants. Only professional archaeologists may apply for an archaeological permit. ORS 97.750, 358.905 and OAR 736-051-0080

Request the reviewing agency to send original form **to your agency.** Keep a copy for your records and submit copies of all comment forms to OPRD.

**State of Oregon Natural Resources Agency Mailing List**

**For Review of Proposed Federal Actions**

**Mandatory Contact List: *Submission to these 5 agencies required.***

DLCD  DSL  ODF&W  DEQ  SHPO\*

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| **AGENCY** | **CONTACT** | **SPECIAL REQUIREMENTS** |
| **❒ Oregon Dept. of Land Conservation & Development (DLCD)** | **Jon Jinings**  Community Service Specialist  1011 SW Emkay STE 108  Bend, OR 97702  541-325-6928  [jon.jinings@state.or.us](mailto:jon.jinings@state.or.us) | • Submit by email  • Contact if a dispute arises between the applicant and Planning Official completing the Land Use Compatibility Statement (LUCS).  • Jon will forward your packet to the appropriate Regional Rep. |
| **❒ Oregon Department of**  **State Lands (DSL)** | **Chris Stevenson**  Jurisdiction Coordinator  775 Summer ST NE STE 100  Salem, OR 97301  503-798-7622  [christine.stevenson@dsl.state.or.us](mailto:christine.stevenson@dsl.state.or.us) | • Submit by email  • Allow 4 weeks for review  • Only submit projects with  ground alteration  • No resubmittals please  Please include the following info:  • County  • Latitude/Longitude  • Township  • Accurate Site Map  • Range  • Tax Lot(s)  • Section |
| **❒ Oregon Dept. of Fish &**  **Wildlife (ODF&W)** | **Joy Vaughan**  Land Use & Waterway Alterations Coordinator  4034 Fairview Industrial DR SE  Salem, OR 97302  503-947-3796  [joy.r.vaughan@odfw.oregon.gov](mailto:joy.r.vaughan@odfw.oregon.gov) | • Submit by email  • Allow 4 weeks for review  • Joy will forward your review request to the appropriate district biologist. |
| **❒ Dept. of Environmental**  **Quality (DEQ)**    **Northwest Region** | **Melyssa Graeper**  4301 3rd St, Suite 206  Tillamook, OR 97141  503-509-4636  [melyssa.graeper@deq.state.or.us](mailto:melyssa.graeper@deq.state.or.us) | • Submit by email  • Allow 4 weeks for review  • Serving Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties. |
| **Western Region** | **Mary Camarata**  165 E 7th Ave STE 100  Eugene, OR 97401  541-687-7435  [mary.camarata@deq.state.or.us](mailto:mary.camarata@deq.state.or.us) | • Submit by email  • Allow 4 weeks for review  • Serving Yamhill, Polk, Marion,  Lincoln, Benton, Linn, Lane,  Douglas, Coos Curry, Jackson,  and Josephine Counties. |
| **Eastern Region** | **Greg Svelund**  475 NE Bellevue DR, #110  Bend, OR 97701  541-633-2008  [svelund.greg@deq.state.or.us](mailto:svelund.greg@deq.state.or.us) | • Submit by email  • Allow 4 weeks for review  • Serving Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath, and Lake Counties. |
| **Eastern Region** | **Randy Jones**  475 NE Bellevue Dr, #110  Bend, OR 97701  541-734-4193  [jones.randy@deq.state.or.us](mailto:jones.randy@deq.state.or.us) | • Submit by email  • Allow 4 weeks for review  • Serving Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties. |
| **State Historic Preservation**  **Office (SHPO)\*** | **OPRD** will submit your packet to SHPO for you if your project is selected for funding. | In the Attachments section of the online application (Map for SHPO), please include:  • a 7.5 minute USGS topography map, or  • a one-square mile map that includes roads or geographical features.  • SHPO Submittal Form - Below ground  • SHPO Clearance Form – Above ground |

**Potential Contact List:** Submission to these State agencies is **not** required, but may be prudent for certain projects.

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| Kristin Ramstad  **Oregon State Dept. of Forestry**  2600 State Street  Salem OR 97310  503-945-7390  [kristin.ramstad@oregon.gov](mailto:kristin.ramstad@oregon.gov)  • Contact if your project would involve the Forest Practice rules relating to forest operations, stream protection, etc. | Jennifer Senner, Grants Officer  **Oregon State Dept. of Energy**  550 Capitol Street NE  Salem OR 97301  503-378-3767  [jennifer.senner@energy.oregon.gov](mailto:jennifer.senner@energy.oregon.gov) | Janine Belleque  Boating Facilities Manager  **Oregon State Marine Board**  435 Commercial Street NE  Salem OR 97301  503-378-2628  [Janine.belleque@oregon.gov](mailto:Janine.belleque@oregon.gov)  • Contact if your project is near or at an existing boating access site or if the project creates waterway access. |
| Susan D. White  NEPA Program Coordinator  **Oregon Dept. of Transportation**  4040 Fairview Industrial DR SE  Salem OR 97302  503-986-3519  [susan.white@odot.state.or.us](mailto:susan.white@odot.state.or.us)  • Contact if your project is near or adjacent to ODOT facilities. | Kim Ogren  Water Resource Development Program Manager  **Oregon Water Resources Dept.**  725 Summer St. NE, Suite A  Salem OR 97301  503-986-0873  [kim.l.ogren@oregon.gov](mailto:kim.l.ogren@oregon.gov)  Contact if your project:  • changes or requires new water rights,  • impacts groundwater levels, or  • impacts an Oregon Scenic Waterway. | James Johnson, Land Use & Water Planning Coordinator  Natural Resources Division  **Oregon Dept. of Agriculture**  635 Capitol Street NE  Salem OR 97301-2532  503-986-4706  [jjohnson@oda.state.or.us](mailto:jjohnson@oda.state.or.us)  • Contact if your project is located on lands zoned for exclusive farm use or borders other lands involving farm use. Conversion of agricultural lands and compatibility with area farming operations are other reasons to contact. |

Updated 3/2022

***TRANSMITTAL MEMO***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:

TO: (State/Federal Natural Resource Agencies)

FROM:

SUBJECT: **Intergovernmental Review** of Proposed Project for which Federal Assistance is being requested (Land and Water Conservation Fund Program).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached is a copy of:

1. an **Application & Revision (A&R) Form**,
2. a **project location map,**
3. a **project boundary map**, and
4. a blank **State / Federal Agency Review form** for the

(Project Name)                 project,

in (City or County) .

Brief Project Description:

We would appreciate your review of the project and the accompanying documents, as well as completion and return of the enclosed **State / Federal Agency Review form** to our agency. If concerns about this project are noted on the form, we will be in contact with the person signing the form to address those concerns.

Thank you!

*INTERGOVERNMENTAL CONSULTATION FORM*

***STATE AGENCY REVIEW***

*A REVIEW OF A PROPOSED OUTDOOR RECREATION PROJECT*

*FOR WHICH FEDERAL GRANT ASSISTANCE HAS BEEN REQUESTED.*

|  |
| --- |
| Project Name: |
| Applicant Agency: |
| Requested Return Date: *(INSERT DATE NO LESS THAN 30 DAYS FROM SUBMITTAL)* |

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**To Agency Addressed:** Comment is requested as part of a grant application for a federally funded program. Please reply within 30 days of receipt or notify me if additional time is needed. If no response is received, it is assumed that your agency has no comment.

**STATE AGENCY REVIEW AND COMMENT**

We have reviewed the project notice and have reached the following conclusions on its relationship to our plans and programs:

[ ] It has no effect.

[ ] We have a comment.

[ ] We have no comment.

[ ] Effects, although measurable, would be acceptable.

[ ] It has adverse effects. (Explain in Remarks Section.)

[ ] We are interested, but require more information to evaluate the proposal.

(Explain in Remarks Section.)

[ ] Additional comments for project improvement. (Attach if necessary).

**REVIEW AGENCY REMARKS:**

Agency:

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return to**: *(INSERT PROJECT SPONSOR NAME AND CONTACT INFORMATION HERE)*