

Proposal Template

Section 1: Summary Information

1. Project Category : <i>State whether the project is Fine Sediment Reduction and Prevention, Fish Habitat Connectivity Improvements or Both</i>	
2. Project title:	
3. Applicant name:	
4. Contact person:	
5. Address:	
6. City, State, Zip:	
7. Telephone #:	
8. Email address:	
9. Type:	Public Agency ☐ Nonprofit Organization ☐ Indian Tribe ☐ Other ☐
10. Amount requested: <i>Amount requested from TRRP, from budget detail.</i>	
11. Total project cost: <i>Sum of amount requested plus all cost share funds and services, from budget detail. If project requests funds for multiple years, indicate amounts by year.</i>	
12. Project objectives: <i>Summarize specific measurable project objectives and expected results in a few sentences. Maximum of 255 characters.</i>	
13. Time frame: <i>Provide estimated time line (start and end dates) for the project from project initiation to completion.</i>	
14. Stream: <i>Name all streams which will be directly affected by the project.</i>	

Section 2: Location Information

1. Township, Range, Section:	
2. Latitude, Longitude (in decimal degrees, Geographic, NAD83): <i>Program now needs latitude/longitude for CVPIA reporting. Use center of location as point.</i>	
3. Location description: <i>Provide a general description of the project location and the nature of the work site in relation to known landmarks, with reference to attached drawings and maps. Include the number of miles upstream of the mouth of the creek/river (mainstem) and number of miles upstream of a confluence (tributary). Maximum 2,048 characters</i>	
4. Directions: <i>Provide driving directions to the project site, with needed landowner contacts and indicate if locked gates exist. Indicate if there are restrictions to road use. Maximum 2,048 characters</i>	

Section 3: Watershed Information

1. Watershed name: <i>Name the watershed or subwatershed which best identifies the habitat area benefited by the project</i>	
2. Total Watershed Area: <i>Watershed area in square miles within which the project is located. Use acres.</i>	
3. Background Information: <i>Provide background information, referencing</i>	

historical land use, past practices, local conditions, watershed plans, studies and other sources. Reference attached figures, tables, maps and photos if necessary. Do not describe the project here. Maximum of 3,000 characters	
4. Land use: Describe current and anticipated future (next 10 years) land uses in the watershed. Maximum of 2,000 characters	
5. Need for Project (1 page maximum): Briefly summarize the need for the project based on historic or existing conditions and/or limiting factors that affect anadromous populations. Do not describe project here. Maximum of 8,000 characters.	
6. Watershed Plan(s): List any watershed plan(s) or recovery plan(s) in which the proposed project is recommended.	

Section 4: Project Description:

- 1. Detailed project description including all tasks to be performed:** Write a detailed project description, including all tasks to be performed. Also describe who will be implementing the project and who will be completing each project task. If personnel are not discussed in this section they cannot be included in the personnel section of the budget. This description should be detailed enough to write a Statement of Work. There is no character limit.
- 2. Describe how project accomplished listed priority category or categories:** Specifically identify how the proposal's objectives will successfully address the category identified (Fine Sediment Reduction and Prevention or Fish Habitat Connectivity Improvements or Both). Maximum of 2,000 characters.
- 3. Deliverables:** Project proposals must include a clear list of the deliverables and a clear list of quantifiable expected results. List and describe all reports, maps, databases and other products to be prepared and delivered to TRRP. All completed projects must submit a Final Report as a deliverable.

Section 5: Expected quantitative results as defined in Section 1 of the RFP:

Write NA for those not applicable to your projects.

1. Predicted fine sediment reductions (cubic yards):	
2. Number of priority sediment delivery treatments:	
1. Length of road treated or decommissions (miles):	
2. Number of large wood pieces used:	
3. Number of instream wood structures:	
4. Extent of vulnerable watershed areas (e.g. upslope, floodplain, and riparian areas) converted to land types that intercept and sequester fine sediment (specify linear feet or acres):	
5. Extent of area in which access was provided or enhanced (linear feet or acres):	
6. Number of habitat features or pools created to enhance connected habitats:	
7. Estimates of improved instream flow contributions during target period (cfs or acre feet):	

Applicant's qualifications and experience:

Describe how the applicant or the organization is qualified to perform the proposed work.

Section 6: Landowners, Access and Permits

1. Landowners Granting Access for Project (Names):

2. Required Permits: *List all government permits known to be needed to complete project. Indicate which permits the applicant will secure*

Section 7: Project Budget

Each proposal must contain a detailed line item budget. The budget must identify the amount being requested from TRRP, the amount being provided by the applicant, the amount being provided by cost share partners and the total cost for each line item. The amount requested from each source must be divisible by the listed hours or unit cost. The total project budget and task budget must contain all project costs. It is recommended you calculate, create, and save your budget in Microsoft Excel® or similar spreadsheet program, as doing so will avoid budget errors; then export your budget to Microsoft Word® or compatible word processing program with the rest of your written proposal. Please attach your detailed budget here along with filling out the below summary information.

1. Summary project costs (Please attach detailed budget[s]):

Sources of Funds	Cash	In-kind (if applicable)	Status S,P,U (secured, pending, unknown)	Anticipated award date	Total
Trinity River Restoration Program					
State Agencies <u>Name(s) and amount(s) of each:</u>					
Federal Agencies <u>Name(s) and amount(s) of each:</u>					
Applicant:					
Other Sources <u>Name(s) and amount(s) of each:</u>					
Total					

Estimated Project Cost by Task

Title _____			
Type of Work	Amount Requested	Cost Share	Total
Planning and Design			
Implementation			
Monitoring			
Reports			
Total			

3. Budget justification:

Explain any unusual cost items or lump sum costs which will aid in the evaluation of the project. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented. Maximum 3,000 character limit.

4. Administrative overhead:

Provide an approved letter from the IBC or one comparable stating the agreed upon indirect cost rate for the organization.