

**U.S. Fish and Wildlife Service
Anadromous Fish Restoration Program
Notice of Availability of Federal Assistance
2008 Request for Proposals Draft
June 19, 2008**

Program Overview Information

Federal Agency Name:

Department of the Interior
U.S. Fish and Wildlife Service (USFWS)
Red Bluff Fish and Wildlife Office
10950 Tyler Road
Red Bluff, CA 96080
Anadromous Fish Restoration Program

Funding Opportunity Title: Cottonwood Creek Sediment Budget

Funding Opportunity Number: AFRP-08-N05

Announcement Type:

Initial Announcement

Funding Opportunity Number:

Catalog of Federal Domestic Assistance number (CFDA): 15.648

Dates:

Application Deadline: Electronic copy applications must be received by www.Grants.gov by the close of business (COB) on July 10, 2008 (4:30 p.m. Pacific Standard Time). If it is discovered that the proposal cannot be submitted through Grants.gov, the proposal may be submitted to Brenda Olson at Brenda_Olson@fws.gov. Proposals received after the date and time will not be considered for funding.

I. Funding Opportunity Description

A. Legislative Authority and Background

1. *The Central Valley Project Improvement Act (CVPIA; Title 34 of Public Law 102-575, Section 3406(b)(1))*, authorizes and directs the Secretary of the Department of the Interior (DOI), in consultation with other State and Federal agencies, Indian tribes, and affected interests, to develop and implement a program which makes all reasonable efforts to at least double natural production of anadromous fish in Central Valley rivers and streams. Further, the CVPIA requires that this program give first priority to measures which protect and restore natural channel and riparian habitat values through habitat restoration actions, modifications to Central Valley Project operations, and implementation of the supporting measures mandated by the CVPIA. The DOI, is approaching implementation of this directive through development of an *Anadromous Fish Restoration Program (AFRP)*. The species and races of

anadromous fish addressed by the *AFRP* include fall-run, late-fall-run, winter-run, and spring-run Chinook salmon; steelhead; striped bass; American shad; white sturgeon; and green sturgeon.

2. The *USFWS* and *Bureau of Reclamation (Bureau)* are the DOI agencies responsible for implementing the *CVPIA*. They are jointly and cooperatively implementing the *CVPIA*, with the *USFWS* assuming lead responsibility for the *AFRP*. The *CVPIA* also establishes a Restoration Fund of up to \$50 million annually to assist in implementation of the fish and wildlife restoration provisions. Of this sum, DOI allocates \$3 to \$12 million annually to the *AFRP*. The *AFRP* then leverages these funds with other funds provided by partners in restoration projects totaling \$12 to \$20 million annually.

B. Purposes and Funding Priorities

The purpose for the *AFRP* can be found in the Final Restoration Plan and in other program documents associated with the *AFRP* (USFWS 2001). The objectives of *AFRP* are to:

1. Improve habitat for all life stages of anadromous fish through provision of flows of suitable quality, quantity, and timing, and improved physical habitat;
2. Improve survival rates by reducing or eliminating entrainment of juveniles at diversions;
3. Improve the opportunity for adult fish to reach their spawning habitats in a timely manner;
4. Collect fish population, health, and habitat data to facilitate evaluation of restoration actions;
5. Integrate habitat restoration efforts with harvest and hatchery management; and involve partners in the implementation and evaluation of restoration actions.

These objectives are addressed through implementation of projects associated with prioritized actions and evaluations in the Final Restoration Plan for the *AFRP*. *AFRP* funds proposals that seek to address the above objectives. Funding priorities are based upon the magnitude of the contribution of the restoration project to doubling natural production, the status of target species and races, and on Section 3406(b)(1)(A) of the *CVPIA*, which directs the *AFRP* to give first priority to: 1) measures which protect and restore natural channel and riparian habitat values through restoration actions; 2) modification to Central Valley Project operations; and 3) implementation of the supporting measures mandated by subsection 3406(b) of the *CVPIA*. The plan may be viewed at:

<http://www.delta.dfg.ca.gov/afrp/documents/FinalRestPlan.pdf>.

C. Project

Funding is available through the U.S. Fish and Wildlife Service Anadromous Fish Restoration Program (*AFRP*) to complete a sediment budget for Cottonwood Creek. Land managers and owners need to predict how land management practices/land use has and will alter erosion and sedimentation rates. Also, they need to know the relative importance of different sediment sources in order to assign priority for erosion control. Where sediment will be deposited, how long it will be stored, and how it will be re-mobilized are also important questions to be answered.

Background

The Cottonwood Creek watershed lies within Shasta and Tehama Counties, on the west side of the Sacramento River. This 938-square mile (600,000+ acre) watershed, comprised of roughly 25% federal and 75% private land, and is home to large expanses of mixed conifer, chaparral, oak woodland, and grassland habitats, as well as long expanses of Great Valley riparian forests.

A considerable portion of the watershed is covered by ranches, with numerous ranchettes surrounding some of the small community centers. The watershed is home to several species of special interest including three runs of Chinook salmon—fall-run, late fall-run, and spring-run (*Oncorhynchus tshawytscha*) and Central Valley steelhead (*Oncorhynchus mykiss*). While the watershed is reasonably undeveloped, several key factors suggest that immediate implementation of appropriate watershed planning and restoration projects is critical to preserve and/or enhance the multiple ecosystem services provided by the watershed. Cottonwood Creek is the largest undammed tributary on the west side of the Sacramento Valley. The creek spans a broad elevational range and functions as an important regional wildlife corridor and neotropical bird habitat. Well-developed montane, foothill, and valley riparian forests are found throughout the Cottonwood Creek Ecological Management Zone, and these forests have good connectivity with the Sacramento River Ecological Management Zone. One of the most important ecological attributes of Cottonwood Creek is its role as the primary source of coarse sediments and spawning gravel for the Sacramento River, second only to that of Cache Creek. Cottonwood Creek supplies almost 85% of the gravel introduced into the Sacramento River between Redding and Red Bluff.

Severe streambank erosion along the main channels, particularly in the lower watershed, is prompting landowners to implement piecemeal “emergency” responses to reduce loss and damage of property. Implementation of these piecemeal projects, which can include significant bank armoring, may cause new problems or exacerbate existing problems elsewhere along the channel. A coordinated stream restoration/management effort that emphasizes watershed-wide processes and is supported by the most recent geomorphic analysis tools is needed now. A report that is understandable and accessible to individual landowners and the watershed group is a necessity for informed and appropriate restoration actions to take place.

D. Scope of Work

The goal of the project is to develop a sediment budget for Cottonwood Creek based upon geomorphological data from 1939 to present; quantify spatial and temporal characteristics of sediment supply, storage, and transport in the system, and to identify the effects of sediment transport dynamics on perceived channel and watershed changes. The project will include the collection of needed additional data; and synthesis of currently available data and the collected data needed to complete the sediment budget and answer the questions posed below.

A comprehensive synthesis of previously existing, in addition to supplemental, data would be conducted incorporating the most current geomorphic analysis methods. The interpretation would call on cross-disciplinary expertise and will target specific questions of practical interest to local stakeholders such as: 1) How “stable” is the stream channel given historic and

current natural conditions and land management?; 2) What roles do in-channel islands play and how might the practice of moving these islands affect the upstream and downstream channel and habitat conditions?; 3) Is current channel configuration a limiting factor to aquatic or terrestrial organisms of concern?; 4) Is the channel instability due to the amount of aggregate being removed by gravel mining?; and 5) Are current land use practices affecting the sediment budget in such a way as to create channel instability, and if so, how? The main concern is the channel instability of the lower watershed and how the bed material budget may be affecting channel response to differing flow events.

In 2003, Graham Matthews & Associates completed “Hydrology, Geomorphology, and Historic Channel Changes of Lower Cottonwood Creek, Shasta and Tehama Counties, California” (<http://www.cottonwoodcreekwatershed.org/nodes/aboutwatershed/reports/>). The area analyzed in this report was focused on the lower portion of Cottonwood Creek, primarily on the mainstem. The analysis of historic channel changes was made using planform, cross-section, and longitudinal profile analyses. Conclusions made in this report include:

- 1) Channel alignments were quite stable in the 1939 – 1966 period, despite a number of fairly large flood events;
- 2) Beginning in 1972, more frequent and rapid shifts in the channel alignments occurred. Some of the larger shifts occurred during large floods while other substantial shifts occurred in relatively small years when no floods larger than a 5-year event took place;
- 3) Since the end of the 1987-1992 drought, substantial channel change and bank erosion have occurred at many sites along the river despite no storm flows exceeding an 8-year event;
- 4) The amount of channel migration generally diminishes with distance upstream of the South Fork confluence; and
- 5) Several of the alignment changes appear to have been initiated by activities associated with instream aggregate extraction.

Other documents available for background information on Cottonwood Creek include 2007 Cottonwood Creek Watershed Management Plan and the 2002 Cottonwood Creek Watershed Assessment, both located at the above link.

While the project covers a large geographic area, the location of the town of Cottonwood is as follows:

Latitude: 40.2309

Longitude: -122.1647

Cottonwood Creek Stream Number (EPA HUC Code designation): 18020102

2. General Methods:

Develop a sediment budget for Cottonwood Creek based upon data from 1939 to present; quantify spatial and temporal characteristics of sediment supply, storage, and transport in the

system; and identify the effects of sediment transport dynamics on perceived channel and watershed changes.

A comprehensive synthesis of previously existing, in addition to supplemental, data would be conducted, incorporating the most current geomorphic analysis methods.

Access to the project area and permission for inventory/verification must be obtained in writing, although this is not necessarily required prior to submitting a proposal. The majority of the area in the project area is private owned by a large number of private landowners. The headwaters of Cottonwood Creek are managed primarily by the Shasta-Trinity and Mendocino National Forests.

If your estimate is greater than the available funding amount, a proposal that is broken into phases with a detailed description of each phase and detailed budget for each phase is acceptable.

II. Award Information

As previously stated, the Recipient chosen through this competitive award process must be in a unique position to garner the support and cooperation of the landowners whose property will be used to access the stream where needed, and other “partners”. Successful awards will be made through a grant. *Proposals received under this request will be valid through the end of the fiscal year.* The AFRP anticipates approximately \$100,000 may be available for funding this project in Fiscal Year 2008 (fiscal year 2008 began October 1, 2007). A grant may be entered into between the successful applicant and the U.S. Fish and Wildlife Service-Anadromous Fish Restoration Program, Red Bluff, California (RBFOW).

Anticipated project start date could be initiated as early as possible (late in the fiscal year 2008), given the proposed timeline to prepare for obtaining landowner permission, and field data collection at the right time of year. Project must be completed within two years upon signing the grant agreement.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants are limited to those institutions, organizations or individuals with a background in watershed management and geomorphological/sediment budget analysis tools and methodologies and the ability to coordinate projects on private land. Applications from federal agencies or employees of federal agencies cannot be considered.

B. Cost Sharing or Matching

There is no cost-sharing or matching requirement for this award.

IV. Application and Submission Information

A. *This Announcement Contains All the Information Required to Submit an Application*

1. Electronic Applications Materials

The required Standard Form (SF) 424 form set may be accessed at <http://www.grants.gov> or by contacting Brenda Olson at Brenda_Olson@fws.gov for any other of the required forms as listed in 2. Supplemental Requirements, as listed below.

Grants.gov now supports the latest version of Adobe Reader (8.1.1), which is available for free download from the Adobe Website:

<http://www.adobe.com/products/acrobat/readstep2.html>. Grants.gov continues to support Adobe Reader version 7.0.9. **Only these two versions should be used when submitting grant applications.** Other Adobe Reader versions are not supported.

2. Hard Copy Application Materials

If you do not have access to the web page or have trouble downloading material, and you would like a hard copy you may mail the request to Brenda Olson at RBFOW, 10950 Tyler Road, Red Bluff, CA 96080 or call (530) 527-3043. When calling the RBFOW, please indicate that you are requesting the RFP and associated application forms for RFP No. **AFRP-08-N05, Cottonwood Creek Sediment Budget.**

Materials may also be requested via Internet by sending an e-mail to Brenda_Olson@fws.gov. For all technical questions, call Ms. Olson at the number above.

B. Content and Form of Application Submission

1. Application Requirements

This announcement contains all the information needed to submit a proposal. The project proposal is a narrative description and the budgetary information of the project. Only information that is pertinent to the project should be included. The project proposal should also indicate whether partial funding of the project is practicable, and, if so, what specific portion(s) of the project could be implemented with what level of funding.

A project proposal that is part of a longer term initiative will be considered, however, the proposed project's objectives, benefits, and tasks must stand on their own, as there are no assurances that additional funding would be awarded in subsequent years for associated or complementary projects. An incomplete proposal will not be considered for funding.

Applications must be no smaller than 12 point font, preferably in Arial type, with 1-inch margins, double-spaced, no longer than 20 pages and submitted in single-sided, electronic or hard copy.

Complete applications must include:

- Applicant name, mailing address, phone and fax number, and email address
- Budgetary information (including necessary Federal Forms, i.e. SF-424 Application for Assistance)
- Background and need for proposed work

- Justification for proposed work
- Approach including study design, hypotheses, goals, methods, equipment and facilities, data collection, any statistical analysis and quality assurance procedures, tasks
- Feasibility of the described approach, any contingencies or requirements (e.g., dependence on outcome of other projects, environmental compliance or permitting)
- Performance measures related to project goals and objectives
- Data handling and storage
- Expected products and outcomes
- Deliverables for each task
- Work schedule, including estimated start and completion dates of each task
- Applicant qualifications and experience

2. Supplemental Requirements

The following table provides a summary of the supplemental forms and requirements that must be included in the application. The Dun & Bradstreet (DUNS number), Central Contractor Registration (CCR), and electronic funds transfer actions are a requirement. Potential applicants must complete these requirements before the award can be made.

What's required	Available at:	When to submit
Application for Federal Assistance, Standard Form SF424 Cover sheet, 424 A & B for Non-Construction; C & D for Construction awards	http://www.whitehouse.gov/omb/grants/grants_forms.html http://www.gsa.gov/forms http://www.fedforms.gov	By July 10, 2008
Dun & Bradstreet Number (DUNS)	www.dnb.com www.dnb.com/US/customer_service/index.html 1-800-234-3867. http://www.dnb.com/us/	Will need <u>before</u> registering with CCR
Registration in the Central Contractor's Registration (CCR)	http://www.CCR.GOV	In time to allow for processing if not already in the system.
Electronic funds transfer Form - ACH 3881	Form is available at the Stockton office of the U.S. Fish and Wildlife Service 209/946-6400 x340 Note: must be completed for funds transfer to occur. If your organization has a history of having received government funds/payments, you do not need to complete this form again.	By July 10, 2008
Registration Grants.gov <i>*Before applying for a grant opportunity on Grants.gov, an applicant must</i>	http://www.Grants.gov or support@Grants.gov , or you may call the Contact Center at: 1.800.518.4726 Registration is a 3-step process: 1. Register your organization, then; 2. Register yourself as an Authorized Organization Representative (AOR) then;	In time to allow for processing if not already in the system.

complete the registration process	3. Become authorized by your organization to submit applications Please note: It may take up to two (2) weeks to complete the registration process due to unexpected delays. It is highly recommended that you begin the registration process as soon as possible SEE THE GRANTS.GOV WEBSITE FOR COMPLETE DETAILS	
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3. Data Universal Numbering System Number (DUNS)

On June 27, 2003, The Office of Management and Budget (OMB) published a Federal Register notice (68 FR 38402) that announced final policy issuance on the use of a universal identifier by grant applicants. The policy requires applicants applying for Federal grants or cooperative agreements on or after October 1, 2003 to acquire a Data Universal Number System (DUNS) number. It is the responsibility of the organization seeking Federal funds to obtain a DUNS, as necessary. Grant and cooperative agreement applicants need to ensure they have a DUNS number. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-877-753-1444 or on the web at <http://smallbusiness.dnb.com/manage>

C. Submission Dates and Times Electronic applications must be received by Grants.gov by the close of business on July 10, 2008 (4:30 p.m. Pacific Standard Time). If the proposal cannot be submitted via Grants.gov, it may be submitted to Brenda_Olson@fws.gov. If the electronic application cannot be submitted, a hard copy must be received by the RBFOW, Anadromous Fish Restoration Program (address as above in section IV A. 2.), attention Brenda Olson, by July 10, 2008 (4:30 pm Pacific Standard Time). Hard copy applications should be printed on one side only and should not be bound in any manner. Proposals received after the date and time will not be considered for funding.

D. Intergovernmental Review

This program is not covered by Executive Order 12372. Review process is not required.

E. Funding Restrictions:

Awards will not allow reimbursement of pre-award costs. ***Funding is contingent upon the RBFOW Anadromous Fish Restoration Program's receipt of an adequate implementation project budget for FY 2008.***

V. Application Review and Selection Information

A. Criteria

Applications are sought that show the applicants expertise and ability in geomorphological analyses and developing sediment budgets. In addition ability to work with private

landowners and partners, such as watershed groups, will also be rated.

Proposals will be reviewed by a team of Federal staff based on the following criteria:

- Addresses high priority need as described in I-B of this RFP "Purposes and Funding Priorities": Collect habitat data to facilitate evaluation of restoration actions; and measures which protect and restore natural channel and riparian habitat values through restoration actions.
- Possess experience and qualifications in completing sediment budgets and geomorphological assessments,
- Approach is valid and technically sound,
- Primary Investigators and/or sub-recipients record of performance and expertise,
- Budget is reasonable and provides good value for funds requested, and
- Past performance on projects; working knowledge of sediment budgets and working with private landowners/partners.

B. Review and Selection

The purpose of our proposal review process is to acquire a range of opinions about incoming proposals while reducing paperwork and minimizing the amount of time between when project proposals reach us and when selected proposals are funded. Our goal is to ensure efficient, effective, and responsible project management and to promote fair, inclusive, and open participation. All proposals will be reviewed internally by two Anadromous Fish Restoration Program (AFRP) Habitat Restoration Coordinators (HRCs). This will comprise the entire review process for proposals seeking funding less than \$50,000, as the smaller dollar amount is indicative of simple, short duration projects that can be fairly easily evaluated.

The core of the review process for proposals seeking funding greater than \$50,000 is our external reviewers who play a role similar to that of an editorial board at scientific journals. External reviewers advise us on the quality of proposals we receive and help us solicit additional reviews if necessary. To benefit from diverse expertise and achieve broad exposure, we have purposely recruited highly competent experts from applicable fields to act as advisors for proposals in their areas of expertise.

Upon receipt of proposals seeking funding greater than \$50,000, AFRP will contact two external reviewers and provide them with criteria for review and response forms. The external review process is blind; the external referees will review proposals without knowledge of the identity of potential user. Internal reviewers will know the identities of applicants so that they can use that information to make sure all proposals receive fair consideration. They will weigh the information provided on the response forms to make the final selection for funding.

Potential external reviewers for the Cottonwood Creek Sediment Budget could include experts from the Department of Water Resources, California Bay Delta Authority (CALFED Programs), California Department of Fish and Game, U.S. Forest Service, and/or National Marine Fisheries Service.

The selection recommendations of the Federal staff will be provided to the RBFOW Project Leader, who is the Selection Official. The Selection Official will make the final award decision. All applicants will be notified of the results of the selection process by the Grants/Agreements Assistant.

C. Applicant's and the USFWS responsibilities

1. Applicant's Responsibilities and Deliverables

The successful applicant will submit requests for reimbursement using Standard Form 270, Request for Reimbursement, no more frequently than monthly. A breakdown of funds spent, by task, must accompany each invoice. Requests for reimbursement will be made on the basis of submission by recipient of acceptable documentation and deliverables as defined by the Service. Ten percent of the total amount of the agreement may be withheld until all requirements of the agreement are accomplished. If 10% is withheld, a final invoice may be submitted for the 10% withheld once all the requirements are approved.

Successful applicants shall ensure that the project complies with all applicable Federal, State and local laws and regulations. A successful applicant is ultimately responsible for obtaining all applicable Federal, State and local permits for work to be performed under the award. In addition:

- a) Selected applicant (Cooperator) will provide a proposal and cost breakdown (per detailed instructions in Section VIII).
- b) Responsibilities will include data collection, data transfer, maintenance and analysis, conducting data tabulation and analysis, interpretation, and reporting.
- c) Cooperator will supply all major field and office supplies (computer, office, and sampling gear) to conduct the assessment.
- d) Cooperator will complete and provide written permission for access onto private land.
- e) Cooperator will provide the following deliverables:
 - 1) quarterly status updates in electronic PDF format that track contract progress and expenditures by task,
 - 2) a final report in hardcopy, Rich Text Format and PDF Format. The final report will include a) a discussion on the methods and results of the sediment budget analysis; b) answers to questions posed in Section ID.; c) as applicable, results of meetings with stakeholders and landowners involved with the project; d) final report will include the raw data submitted in an appendix; and e) a draft report will be provided to USFWS within 60 days of the completion of data collection and a final report provided 30 days after receiving final comments from the USFWS. (See VI (C) for more information on reporting requirements).

2. USFWS Responsibilities

- a) USFWS will provide a science-based technical review of selected proposal, may provide technical information, and may be available for assisting with products such as peer-reviewed publications.
- b) USFWS-AFRP will provide funding for the project as proposed in the schedule and budget attached.

VI. Award Administration Information

A. Award Notice

The successful applicant will be notified after selection and confirmation of available funding by August 20, 2008 via letter. This letter is not an authorization to begin performance. An applicant should not initiate a project in expectation of USFWS funding, nor should they purchase materials or begin work until such time as they receive the final award document signed by an authorized USFWS/Service official.

B. Administrative and National Policy Requirements:

Federal awards are subject to Federal financial administrative requirements. Please see the following for a particular application.

<u>Type of Recipient</u>	<u>Applicable Guidance</u>
Institutions of Higher Education	2 CFR Part 215 Administrative Requirements 2 CFR Part 220 Cost Principles for Higher Education 43 CFR Part 12, Subpart D – Government-wide Debarment and Suspension (Nonprocurement) And Government-wide Requirements for a Drug Free Workplace 43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs 43 CFR Part 18 – New Restrictions on Lobbying 48 CFR Part 31.2 – Contracts with Commercial Organizations (if work will be subcontracted out) 48 CFR Part 52.215.2 – Audit and Records

Non-Profit Organizations	2 CFR Part 215 Administrative Requirements 2 CFR Part 230 Cost Principles for Non-Profits OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations 43 CFR Part 12, Subpart D – Government-wide Debarment and Suspension (Nonprocurement) And Government-wide Requirements for a Drug Free Workplace 43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs 43 CFR Part 18 – New Restrictions on Lobbying 48 CFR Part 31.2 – Contracts with Commercial Organizations (if work will be subcontracted out) 48 CFR Part 52.215.2 – Audit and Records Negotiation
For profit, individuals and others excluded from coverage with OMB Circular A-122	Federal Acquisition Regulations, full text of appropriate clause may be found at http://www.arnet.gov/far 43 CFR Part 18 – New Restrictions on Lobbying 48 CFR Part 31.2 – Contracts with Commercial Organizations 43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs
Governments – State, Local, and Federally Recognized Indian tribal governments	OMB Circular A-102 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations 43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs 43 CFR Part 18 – New Restrictions on Lobbying 43 CFR Part 12, Subpart D – Government-wide Debarment and Suspension (Nonprocurement) And Government-wide Requirements for a Drug Free Workplace 48 CFR Part 52.215.2 – Audit and Records Negotiation

C. Reporting Requirements

1. Progress Reports

The successful applicant shall submit a written progress report to the project contact listed in VII on a quarterly basis in Adobe PDF or Microsoft Word format presenting the activities that occurred and provide a description of the project accomplishments during each quarter of the

calendar year beginning with the quarter immediately succeeding the project start date. The reports shall be submitted within 30 days following the end of each quarter.

2. Final reports

Draft final reports are due no later than 60 days after completion of the project. Final reports will be due 30 days after receipt of Service comments on the draft report. The successful applicant shall submit, within 90 calendar days of completion of the project, a final invoice. The successful applicant shall account for any real and personal property acquired with Federal funds or received from the Federal Government according to requirements of regulations referenced in the award. The final report will be provided in hardcopy and electronic copy, using Adobe PDF or Microsoft Word format, and sent to: (Anadromous Fish Restoration Program Assistant's mailing and e-mail address. See Section VII.).

VII. Agency Contact(s)

For technical questions associated with this project contact Anadromous Fish Restoration Program Habitat Restoration Coordinator Ms. Brenda Olson; 10950 Tyler Road, Red Bluff, CA 96080; telephone 530-527-3043; fax: (530) 529-0292; email: brenda_olson@fws.gov; for questions of an administrative content such as forms completion and for sending hard copies such as the signature page contact Brenda Olson, at telephone 530-527-3043; fax: (530) 529-0292; email Brenda_Olson@fws.gov.

VIII. Other Information

Please note that the Federal Government is not obliged to make any awards as a result of this announcement, and only official Service grant officers can bind the Government to the expenditure of funds. If you are selected as a Federal grant recipient, the funds you receive may be subject to Federal and other taxes.

A. Proposal preparation instructions and format:

In addition to the required forms identified in Section IV, a narrative proposal is also required. The following is the format of the proposal, as well as instructions on how to complete the proposal.

1. Project information page

This proposal (title of proposal) is for the fiscal year 2008: 1) name; 2) proposal title; 3) project duration; 4) lead organization name; 5) enter the name of the agency or institution to whom funds would be awarded; 6) organization contact (please provide information for the primary person responsible for oversight of the project's operation, management, and reporting requirements at the lead institution, social title, first name, last name, street address, city, state or province, ZIP Code or mailing code, telephone (include area code and e-mail); 7) lead investigator (is the lead investigator the same as the main contact person? If not please provide information for the primary person responsible for oversight of the award operation, management, and reporting requirements at the lead institution, social title, first name, last name, street address, city, state or province, ZIP Code or mailing code, telephone number and e-mail); and, 8) provide information about additional investigators (last name,

first name, organization).

2. Summary or abstract page

Provide a summary of your project including the following: a brief description of your proposed project, including location, goals, objectives, the actions to be implemented, and the approach to implement the proposal, expected outcomes, and relationship to high priority need to ...

3. Proposal description text

a. **Problem-** describe the problem that the project is designed to address including a brief narrative of the project location. Provide background, including a review of relevant past studies of and solutions (if any) to the problem, here and elsewhere, with appropriate citations of relevant reports. Clearly state the goals, objectives and hypotheses of your proposed study.

b. **Approach** (scope of work) - Provide study design. Describe (if applicable) all sampling, analytical, planning, and construction procedures for each objective as appropriate. Include details about methods and techniques, equipment and facilities, data collection, statistical analysis and quality assurance procedures, performance measures, and describe the criteria to be used in hypothesis testing. Clearly identify how your approach maximizes the information richness and value to decision-makers.

c. **Feasibility-** Demonstrate that the described approach is both feasible and appropriate to the proposed work, and that the project can be completed in the time allotted, allowing for weather and other exigencies. Any contingencies or requirements (e.g., dependence on outcome or timing of other projects, dependence on natural or operational conditions, environmental compliance and permitting) must be thoroughly addressed.

d. **Permits and agreements-** If applicable, explain what permits are necessary to proceed with the tasks described. Explain the current status of each permit. Explain any other constraints that could impact the schedule and the ability to implement the project. Identify the nature and approach to resolving other outstanding implementation issues.

e. **Private property access and landowner permission and participation-** Projects proposed on private property or that require access of private property owned by someone other than the applicant must provide written permission from the property owner. Projects conducted in the field for which specific locations have not been identified in the proposal will be required to provide access needs and permission for access shortly after notification of approval. Failure to include written permission from the property owner may result in disqualification of the proposal. This is another hard copy item that should be sent, along with other hard copy items (such as the signature page), to the RBFWO Anadromous Fish Restoration Program contact person (See Section VII, Agency contacts).

f. **Data handling and storage** - describe how the data and other information will be handled, stored, and made accessible.

g. **Expected products/outcomes** - Provide a list of planned deliverables such as; reports, presentations, advances in technology, and information transfers via workshops, seminars,

education programs, etc. and timing of each.

h. Qualifications. Provide brief biographical sketches of the principal participants, identifying education and relevant experience as well as contributions (e.g., completed projects, published reports on the same topic) consistent with their roles and responsibilities in the proposed project. Explain how these participants provide the range of expertise in sciences or other disciplines needed to achieve the project's objectives.

Specify individual roles and responsibilities regarding technical, administrative, and project management. When sub-recipients are identified, explain briefly how they were or will be selected and why. Disclose or discuss any potential problems regarding the principal participants' availability to complete their work within the projected timeline.

4. Work Schedule page

Identify the start and completion dates of each of the tasks and associated deliverables discussed above as well as other key milestones. Clearly identify which tasks are considered to be inseparable if only a portion of the project were to be funded. Identify the potential to incrementally fund and implement the proposed scope of work.

Identify how payments would relate to milestones, as applicable. Please identify project management as an independent task. Provide a time line with expected start and stop dates, and accomplishment of milestones. Tasks identified in the work schedule should match those shown in the budget.

5. Budget

Provide a detailed budget showing how requested funds will be used to carry out the project's scope of work. Costs for each major task described in the "Approach (scope of work)" section of your proposal must be presented. A task for project management should include the specific costs associated with insuring accomplishment of a specific project, such as inspection of work in progress, validation of costs, report preparation, response to project specific questions and necessary costs directly associated with specific project oversight. Applicants should also include costs associated with managing project funds, including preparation of quarterly and final reports to the funding agency. Tasks for environmental compliance, monitoring, project design, data handling, storage, and dissemination, and public outreach should also be included as appropriate for your project. Include information related to cost sharing and in-kind contributions.

Suggested Budget Format:

Months 1 to 12

task	labor	benefits	Travel	supplies and expendables	services and consultants	equipment	lands and rights of way	other direct costs	direct total	indirect costs	total
totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

6. Signature page: *If the applicant is unable to submit the proposal via Grants.gov they then must provide a signature page with the following instructions. A one page sheet with an original signature, the sheet may have a scanned-in signature, otherwise it must be followed up with a faxed or mailed copy. This declaration must be submitted to Brenda Olson, AFRP HRC, 10950 Tyler Road, Red Bluff, CA 96080; telephone 530-527-3043; fax: (530) 529-0292 ; email Brenda_Olson@fws.gov, as identified in Section IV .B. Section 2 by July 10, 2008.*

This signature page should declare that all representations in this proposal are truthful, and the individual signing the form is authorized to submit the application on behalf of the applicant (if applicant is an entity or organization). Include proposal title and submitter. Failure to sign and submit this information will result in the application not being considered for funding.

Cottonwood Creek Watershed

