Chapter 3—The Proposal and its Submittal

What is in this chapter?

In this chapter you will find information to help you determine your eligibility to submit a proposal, to consider if you really want to apply for an ERP grant, what your proposal needs to contain, how to submit it using the PSP website, and the deadline for submission.

Who may apply?

Any public agency or a nonprofit organization as defined in Water Code Section 79505(g) and capable of entering into a grant agreement with the state or federal government may apply. This includes, but is not limited to: (1) local agencies; (2) private nonprofit organizations, as statutorily defined; (3) tribes; (4) universities; (5) state agencies; and (6) federal agencies. Water Code Section 79505(g) defines a nonprofit organization as a nonprofit corporation formed pursuant to the Nonprofit Public Benefit Corporation Law (Division 2 (commencing with Section 5000) of Title 1 of the Corporations Code) and qualified under Section 501(c)(3) of the United States Internal Revenue Code. Private for-profit entities, nonprofits formed pursuant to other statues or qualified under other tax code provisions, and private landowners are not eligible to receive funds from Proposition 50, the primary fund source for this PSP, and should not apply.

You do not need to have been the recipient of a prior CALFED Bay-Delta Program or CVPIA grant to submit a proposal. In some cases, monitoring and evaluation of restoration actions may more appropriately be undertaken by someone who is cooperating with the organization that implemented the action, rather than by the implementing organization itself.

Some Legal Considerations

Conflicts of Interest. All applicants and reviewers are subject to state and federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the proposal being rejected and/or any subsequent grant agreement being declared void. Other legal action may also be taken. Accordingly, before submitting a proposal, applicants are urged to seek legal counsel regarding potential conflict of interest concerns that they may have and requirements for disclosure. Applicable California statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

State and Federal Agencies. Applicants should also be aware that certain state and federal agencies may submit proposals that will compete for funding. Employees of state and federal agencies may participate in the review process as reviewers or panelists. All individuals who participate in the review process, however, are subject to conflict of interest laws and rules as set forth in Attachment 1.

Public Information. All proposals will become public information once the solicitation has closed and CALFED Bay-Delta Program staff has determined that they have abided by the mandatory submittal requirements. After the proposal due date has passed, all complete applications will be available for viewing on the CALFED Bay-Delta Program ERP web site. By submitting a proposal, the applicant agrees to waive any right to confidentiality of the proposal. After the Selection Panel's initial recommendation is made public, reviews from all levels of the review process will be available to the public. Proposals may be reviewed and discussed by members of the public. When an applicant signs a proposal and submits it for consideration, the applicant waives any rights to the confidentiality of the proposal.

Out-of-State Applicants. Applicants from outside California should be aware that California's law governs grant agreements entered into upon award of project funds. The venue for settling any disputes that may arise as a result of these grant agreements entered will be in Sacramento County, California.

Can you meet these requirements?

ERP grants may not be well suited to every applicant or problem. The grant proposal and review process is rigorous and time consuming. Those awarded grants must meet statutory grant agreement requirements, carefully manage funds and subcontracts, and report regularly and accurately on their progress. The first thing you need to ask yourself is, can I meet these requirements?

Answering yes to this question means you are willing to complete a full scope of work; develop a one to three year budget; have your proposal undergo a rigorous review; be prepared to consider amending your project as indicated in the reviews; and comply with all California laws, especially grant agreement conditions and environmental regulations. In addition, because California typically disburses grant funds only in response to invoices for work already completed, you may need an interim source of funds to maintain cash flows while you are waiting for reimbursement. The willingness and ability to comply with California law is essential, including for proposals coming from out-of-state applicants.

What does your proposal need to contain?

Your proposal is comprised of completed project application forms, the proposal text, and any attachments. Successful proposals are those whose proponents thoroughly and accurately complete the application forms and follow the prescribed format for the proposal text.

Proposal Forms. The forms are available online at https://solicitation.calwater.ca.gov. All forms are required for your proposal to be considered for funding. The forms are listed below, followed by a brief description of the information necessary to complete them.

Quick Checklist of Forms

- Project Information Form
- Executive Summary
- Environmental Compliance Checklist
- Land Use Checklist
- Conflict of Interest Checklist
- Tasks and Deliverables
- Budget Summary
- Budget Justification
- Signature Page

Project Information Form. This form gathers basic information about the project, its location, and its proponents.

Executive Summary Form. The Executive Summary needs to be a concise and informative stand-alone description of your proposed project, about one page. It needs to include a brief description of your proposed project, including location; objective; the restoration action(s) it will monitor and the approach to implement the proposal; expected outcomes; and relationship to the goals of the CALFED Bay-Delta Program ERP or the CVPIA.

Environmental Compliance Checklist. This checklist describes your environmental compliance needs. These may include permits required to install monitoring equipment, handle wild plants or animals, or use public lands or waters.

Environmental compliance is your responsibility, so determining your needs will help you budget and plan for any permits, assessments, or reports that may be necessary to complete your project successfully. In many cases environmental compliance costs can be included as part of your project proposal.

All projects must be reviewed for potential environmental impacts, which must be assessed and reported to comply with the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Because funding for your project could come from either state or federal sources, you should determine the environmental compliance obligations under both CEQA and NEPA. Many monitoring projects may not need any documentation; others may need to complete project specific environmental impact statements/reports. Projects funded through this PSP must incorporate applicable mitigation strategies described in the ROD to avoid or minimize the project's adverse environmental impacts and appropriate conservation measures to avoid impacts to at-risk species, as identified in the Multi-Species Conservation Strategy. Other environmental regulations, such as federal and state endangered species laws, must be complied with fully.

Further guidance is available in *The Guide to Regulatory Compliance for Implementing CALFED Activities*, available on the CALFED Bay-Delta Program website at http://calwater.ca.gov/CALFEDDocuments/GuideToRegulatoryCompliance.shtml.

Land Use Checklist. This checklist provides CALFED Bay-Delta Program agencies accurate land use information. The information is used to determine if a project will change land use, whether it conforms to local land use plans and ordinances, and if it affects agricultural land. Most monitoring projects will not change land uses. The checklist provides an easy way to confirm whether land use will remain unchanged or to indicate any changes the project will cause.

Conflict of Interest Checklist. This checklist helps the ERP in assigning reviewers to avoid conflicts of interest between applicants, co-applicants, or subcontractors and reviewers (see "Some legal considerations" and Attachment 1).

Tasks and Deliverables. List major tasks, key deliverables and the time to complete them (in months from the date the project's grant agreement is executed).

Budget Summary. Your proposal must include a detailed budget that shows the amounts sought from the ERP for each year of the project. The budget summary must identify all budgeted costs related to each task listed in your proposal. Budgets should include amounts sufficient to comply with the Requirements for Funded Proposals listed in Attachment 2. Identify other funding commitments, the status of these commitments, source, and any cost-sharing requirements in the space provided on the form. Projects can be multi-year efforts, but for this grant proposal timelines and budgets must not exceed three years. There may be opportunities for further funding in later PSPs.

Budget Justification. All budget items must be explained in the Budget Justification Form. Your proposed budget must be commensurate with the expected benefit and effort to complete the work.

Signature Page. Print this page from the website, sign it, and fax to the number listed on the form by proposal submittal deadline**.** This page is used to verify that you intended to submit your proposal and that you agree to the conditions of the grant solicitation and review process.

Proposal Text. Your proposal should follow the outline below.

A good strategy in preparing your proposal is to look at the requirements and criteria for project selection listed in Chapter 4 of this PSP before writing your proposal. Your proposal will be evaluated against these criteria and reviewers will want to see how the proposal addresses them, so you may want to refer to them as you write the proposal.

A. Project Description: Project Goals and Scope of Work. This is the first section of your proposal. Thoroughly and accurately address the subsections mentioned below.

1. **Problem, Goals, and Objectives** — Describe the previously-funded restoration action(s) that you propose to monitor and evaluate. Summarize each prior action briefly, including the restoration action's setting, with maps or photographs, if applicable. Explain the current status of the action(s), highlighting accomplishments to date. If restoration is not yet complete, describe the timeline for its completion and any outstanding implementation issues.

   Describe the problem that the restoration action(s) addresses. Cite relevant studies that document the problem. Clearly state the goals and objectives of the restoration action(s) that you propose to monitor. In most cases, problem statements and project goals and objectives can be drawn from earlier proposals for the restoration action(s) that you propose to monitor or evaluate. The objectives should be tangible and measurable, so that progress towards them can be assessed.

2. **Justification (including conceptual model and hypotheses**) — Present a conceptual model that explains your understanding of the key ecosystem components and

Proposal development tools

The following resources are available on the PSP website to assist you with proposal development.

- A spreadsheet of prior ERP-funded restoration actions that you can download.
- Essays on conceptual models, performance evaluation, and monitoring prepared by ERP Science Board members.
- Draft ecosystem restoration performance measures.
- Information about important monitoring programs and data management and quality control/quality assurance efforts, such as the Surface Water Ambient Monitoring Program and the California Rapid Assessment Method for Wetlands (CRAM).

functions that are relevant to the restoration action(s) that you propose to monitor or evaluate. The model should show your hypotheses regarding the cause and effect relationship between the restoration action(s) and its expected outcomes. These expected cause-and-effect relationships identified in the conceptual model should inform your selection of the attributes and indicators (i.e., performance measures) that you propose to measure in your monitoring program. You may need to show more than one conceptual model to convey important aspects of the system's hypothesized response to the restoration actions (for example models for different scales, different attributes, different species, etc).

The model or models should explain, based on the best current information, how the key components of the ecosystem respond to limiting factors, stressors or other aspects of the ecosystem that the project is investigating. Information sources should be cited. Uncertainties in the model should be revealed, clearly delineating what is known about the system from what is unknown. Models can be presented graphically or as a narrative.

In many cases, conceptual models can be drawn from earlier proposals for the restoration action(s) that you propose to monitor or evaluate, updated to reflect new understanding since the original proposals' preparation. Proposals for restoration actions funded prior to 2001, however, sometimes lacked conceptual models. For these, you will need to develop new ones.

Explain how your project's experimental design may change, if necessary, as monitoring data are gathered and synthesized, in order to periodically refocus testing of your previous hypotheses or of new hypotheses that you develop based on information that you gather.

3. **Previously Funded Monitoring** — Describe previous monitoring of the restoration action(s) that you propose to study, including analytical and statistical methods, current status, links to the conceptual models and performance measures used in your proposal, accomplishments to date, information generated, findings, and, if previously-funded aspects of these studies are not complete, any outstanding regulatory or implementation issues, the funds remaining from prior grants to complete them, and the timeline for their completion.

What is a conceptual model?

The following analogy may be helpful:

> Remember your high school algebra teacher telling you that it was not enough to come up with the correct answer, but that you had to "show your work" too?

That is what conceptual models are like. It is "showing your work" by describing how you think your ecosystem operates. How much of this do you know, and how much of it is just a well-informed guess? What information and assumptions about your ecosystem did you use to come up with your model?

More information on conceptual models is available at the PSP website: https://solicitation.calwater.ca.gov.

4. **Approach and Scope of Work** — Describe the approach and each major task you will undertake to complete your project; if appropriate, include planning, sampling or

other monitoring protocols, and evaluation methods. These should be the same tasks that appear in the project's tasks and deliverables form and its budget forms. Include specific information about methods and techniques, equipment and facilities, data collection, statistical analysis and quality assurance procedures. Explain the criteria you will use to test your hypotheses.

Your proposal must include a list of representative, project-specific performance measures that you will be using to assess how well the restoration action(s) you propose to monitor and evaluate are achieving their goals and objectives. The rationale for selecting these performance measures should be derived from your conceptual model. Your proposal should include enough detail that the reviewers can determine if the performance measures are likely to accurately assess this restoration action's success. The types of performance measures and corresponding monitoring and evaluation plans will differ depending upon the kind of restoration action(s) you propose to assess.

Identify any changes from monitoring plans initially developed for the restoration action(s) that you are monitoring and explain why these changes are proposed.

Clearly state how your approach will increase what is known about the ecosystem and how that knowledge may be applied in other systems, too. Explain how this information will be useful to people who make decisions about managing the ecosystem, and how it will be communicated to them and the ERP's implementing agencies.

5. **Feasibility —** Show how your approach is both feasible and appropriate for the proposed work and can be completed in the time allotted, given variables such as weather conditions. Thoroughly address any contingencies or requirements such as dependence upon outcome or timing of other projects, upon natural or operational conditions, and on environmental compliance or permitting processes.

Consistent with the Environmental Compliance Checklist, explain what permits or agreements are necessary to complete the tasks in your proposal. Explain the current status of each permit or agreement, as well as any other constraints that could impact the schedule and your ability to complete your project. Zoning laws or other local ordinances, Williamson Act contracts, or other land use restrictions may affect few monitoring projects, but should be considered as you assess these constraints. Identify any other issues that may affect your ability to carry out your proposal. Describe how you will resolve those issues.

For projects that require access to private property, you must provide written permission from the property owner. If the specific locations of monitoring activities have yet to be determined, you will be required to explain your access needs and demonstrate that you have the appropriate permission for access to these properties shortly after you are notified of the grant's approval. Failure to include written permission from the property owner may result in your proposal being disqualified.

Identify landowners, facility owners or operators, other potentially affected parties, and organizations such as environmental groups, conservancies, landowner groups and other interested organizations that are aware of your project, and indicate their level of support or opposition. Identify any third party impacts that may result from your proposal and the principal measures proposed to mitigate them.

6. **Expected Outcomes and Products** — List outcomes, products, and other key deliverables that your project will produce. Expected outcomes and products may include such items as publications, presentations, workshops, seminars, and educational programs. This section can describe more fully, if needed, the deliverables you list in the Tasks and Deliverables form.

7. **Data Handling, Storage, and Dissemination** — Describe how you will handle, store, and share the data and other information generated by your projects. This should include a description of how your project will integrate with other monitoring efforts in its area or handle and store information in coordination with long-term programs such as the Interagency Ecological Program, the CVPIA's Comprehensive Assessment and Monitoring Program, the Surface Water Ambient Monitoring Program, the San Francisco Bay integrated regional wetland monitoring program, or endangered species recovery programs.

8. **Public Involvement and Outreach** — Proposals must describe a plan for public outreach to groups or individuals that may be informed by the project or affected by the restoration action(s) it monitors. This plan may include the reports and presentations that the project produces, local meetings, tours of restoration sites, or other local involvement in monitoring and evaluation activities. Researchers should consider opportunities to inform appropriate stakeholders, such as landowners, watershed groups, farm or sportsmen's organizations, affected local governments and special districts, or local news media about findings from studies in their area, in order to increase understanding about the ecosystems and restoration action(s) under study.

Local Government, Commissions and Tribal Notifications

You are not required to send copies of your proposal to local entities at the time you submit the proposal to the ERP, but you are encouraged to coordinate with local entities early in the process. ERP staff will notify potentially affected cities, counties, and tribes of proposed actions, once all proposals have been received. After the initial proposals are selected, the ERP staff will notify appropriate local governments of recommendations about projects proposed within their jurisdiction. ERP staff also will notify tribal governments of restoration projects that are adjacent to or proposed on tribal lands. These entities have an opportunity to provide comment during the public review period.

9. **Work Schedule —** Identify the duration in months of each task of the project's approach/scope of work, including public involvement and outreach activities and project management, as well as any other key milestones supporting those tasks (e.g., testing, decisions). For projects longer than one year, provide an annual time line that

identifies when milestones will be accomplished. This section can describe more fully, if needed, the schedule you portray in the Tasks and Deliverables form.

Clearly indicate which tasks are inseparable as well as tasks that can be funded incrementally, in case only part of the project is funded.

Explain whether monitoring of the restoration action(s) that you propose to study will need to extend beyond the maximum three year duration of ERP grant agreements. This may include describing how many years of monitoring may be needed to adequately understand the project's effects and the interval between periodic monitoring activities.

B. Applicability to CALFED Bay-Delta Program ERP Goals, the ERP Draft Stage 1 Implementation Plan, and CVPIA Priorities. In this section of your proposal explain how the outcomes of your project relate to the goals and priorities of the CALFED Bay-Delta Program, the ERP, and the CVPIA.

1. **ERP and CVPIA Priorities —** Your proposal must specify how it addresses priorities of one or more of following: the ERP, including the *Draft Stage 1 Implementation Plan*, *Ecosystem Restoration Program Plan (Vol. I and II*), ecosystem water quality elements of the *Water Quality Program Plan*, or the *Multi Species Conservation Strategy*, or the CVPIA. Highlight whether the project will monitor actions in one of the ecosystems listed in Chapter 2, one or more "big R" species listed in the *Multi Species Conservation Strategy*, or the habitats, processes, or stressors that affect them. Explain whether the project will measure progress toward important goals, objectives, milestones or priorities identified in ERP and CVPIA documents.

2. **Relationship to Other Ecosystem Restoration Actions, Monitoring Programs, or System-wide Ecosystem Benefits —** Explain any relationship between your proposal and restoration actions other than those you are monitoring. (For example, will your project provide information that improves understanding of other similar actions?) Describe whether your project's results will be easily integrated with those of other long-term monitoring efforts, such as the Interagency Ecological Program, the CVPIA's Comprehensive Assessment and Monitoring Program, the Surface Water Ambient Monitoring Program, the San Francisco Bay integrated regional wetland monitoring program, or endangered species recovery programs. Identify any synergistic, system-wide ecosystem benefits, including how your proposal complements projects or programs in other areas or within a watershed. An example of a synergistic proposal is a monitoring project that helps inform planning and design of imminent restoration actions proposed for nearby ecosystems or that supports creation of monitoring capacity that can be used to assess other restoration actions there.

3. **Additional Information for Proposals Containing Land Acquisition —** If you propose to acquire land, easements, or other rights of way for monitoring activities, your proposal must explain:

- Why these cannot be conducted on existing public land or on a right-of-way secured without fee title purchase;
- Whether you will be purchasing these lands from a willing seller;
- Why your project is consistent with the applicable county or city general plan, or that it has the support of the applicable local government support; and
- Whether the land has been mapped as Prime, of Statewide Importance, or Unique Farmland, and whether it will remain in agriculture or be converted to another use.

C. 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 projects. Explain how these participants provide the range of expertise in physical and environmental sciences or other disciplines needed to understand restoration outcomes and the associated ecosystem processes. Specify individual roles and responsibilities regarding technical, administrative, and project management. When subcontractors are identified, explain briefly how they were selected, and why. Disclose or discuss any potential problems regarding the principal participants' availability to complete their work within the projected timeline.

Describe the organizational structure for the staff and other resources for your proposal as well as how and to what degree collaboration will take place with other participants. Highlight links between (1) those currently monitoring the restoration action(s) or the ecosystem where it is located, (2) universities or other research institutions talented in synthesizing and evaluating information, and (3) agencies or organizations responsible for managing ecosystems in the project area.

Collaborative Projects

If you want to collaborate with others on a project, it may be easiest to do so through a contractor-subcontractor relationship. Grant agreements are typically made with only one applicant, so the proposal needs to clearly state which applicant will sign the contract. This person will be responsible for payments, reporting, and accounting. Other collaborators in the project will typically be subcontractors to the lead applicant.

Your proposal must explain how the collaboration will work, including how decision-making authority and liability is to be allocated.

Your proposal must also identify the tasks that will be performed by the different entities.

The names of known subcontractors must be identified. When subcontractors are identified, explain briefly how they were selected, and why. ERP is aware that some subcontractors may not be known until after the proposal is selected for funding and subcontracts are put out for competitive bidding, as required by California State law.

You may include the estimated costs of subcontract work and any costs for managing subcontractors in your proposal.

Some collaborative projects may need separate contracts for some participants, especially state agencies, which often have difficulty accepting roles as subcontractors to non-state organizations. Separate interagency agreements may be used in those cases.

Any conflicts of interest that cannot be satisfactorily described in the proposal forms should be explained here.

D. Cost. There are three elements to this section.

1. **Budget—**Use the PSP website's budget forms to provide a detailed budget for each year of the project. It does not need to be repeated in your proposal's text. Since funding may be awarded for only parts of a project, your proposal's text should explain which tasks could be funded separately.

2. **Cost sharing—**Identify other funding sources for your proposal, the status of these commitments (e.g., tentative approval, contract, etc.), source, and any cost-sharing requirements. Successful proposals identifying cost-sharing funds must have commitments of those funds within 30 days after being notified that their proposal has been approved by ERP. If you fail to secure the cost-share funds identified in your proposal, and as a result, have insufficient funds to complete your project, your award may be amended or terminated.

3. **Long-term funding strategy** – Describe plans for funding long-term monitoring, if necessary, after the term of the ERP grant for which you are applying.

E. Compliance with Standard Terms and Conditions. Clearly state whether you are willing and able to comply with the terms of standard ERP grant agreements, as described in this PSP's attachments. Carefully review and make sure you understand the standard grant agreement terms. If you cannot agree to any standard clauses, you must disclose the disagreement in the text of your proposal; otherwise the standard terms are considered to be non-negotiable. The funding agencies will review your disagreement and decide whether or not to alter the standard terms; the funding agencies reserve the right to refuse to alter any standard grant agreement language.

G. Literature Cited. All proposals must include a list of references for all research studies, project reports, scientific reports or other supporting information cited in the proposal.

H. Nonprofit Verification. Nonprofit organizations must append proof of nonprofit status, such as an Internal Revenue Service letter, to the proposal.

Proposal Format. Successful proposals will be well written, accurate, and concise. This proposal process requires that your proposal be submitted electronically, using the process described below. There are some formatting considerations that you need to keep in mind:

Page limits. The proposal text should be no more than 20 pages, excluding literature cited, maps, photographs, figures, tables, or attachments. You may include attachments that assist reviewers with their evaluations; however, it is essential that you present all critical information in the body of your proposal.

File size. The PSP website includes links to tools to help you manage the size of the file containing the proposal text and any attachments. Please contact the helpline early if you anticipate submitting a file greater than 2 MB. Large files are difficult to upload and sometimes cannot be viewed readily by reviewers or others who lack high-speed Internet connections.

Format. Body text must be 12 point in a readable typeface; text in tables and figures must be no smaller than 10 point in a readable typeface. Headings must be at least 14 point, but no larger than 18 point, bold typeface, flush left. Page margins are to be between three-quarters and one inch on all sides. All proposal pages, including diagrams, must be readable when printed on 8.5 x 11-inch paper.

Submission Format. You must submit your proposal as a PDF file.

Maps, Photographs, Figures, and Tables. Each map, photograph, figure, or table needs to be individually numbered and clearly titled. If you need help in incorporating these graphics into your proposal for submission as a .PDF, please ask for assistance through the helpline at (877) 408-9310 or by e-mailing help@solicitation.calwater.ca.gov**.**

Page Numbering. Each page of the proposal needs to be numbered sequentially.

How do you submit your proposal?

Proposals to the CALFED Program 2004 PSP must be submitted electronically through the web site (https://solicitation.calwater.ca.gov/) provided for this service. Proposals will be accepted through this web site beginning September 20, 2004. Hard copies of proposals will not be accepted.

If you need technical assistance please visit the PSP website's help page link. If you are unable to locate the information you need or require additional help, you can call our help line at (877) 408-9310 or e-mail help@solicitation.calwater.ca.gov. Special assistance is available through the help line to potential applicants without computers. The helpline will be open from 9:00 AM to 5:00 PM PST.

Your proposal will be considered for funding only if you have completed all four steps outlined below:

1. *User Registration***.** Prior to the submittal of a proposal, the individual responsible for submitting the proposal must complete a simple online registration process. Users may register starting September 20, 2004, at *https://solicitation.calwater.ca.gov*.

   As part of the registration process, users will choose a user ID and password that will enable them to access proposal forms and submit their proposal's text. Registration will also facilitate communication between Authority staff and registered users. Registration does not obligate the registrant to submit a proposal, but applicants must be registered to submit their proposal.

2. *On-line Forms.* The application forms available on the website must be completed before your proposal can be considered for funding. Detailed instructions for completing each form can be found on the forms themselves. Forms may be completed incrementally; you need not complete the process during a single session, and may therefore provide information over multiple sessions as needed.

3. *Proposal Document Composition, Upload and Verification.* Proposals may be prepared using the word processing software of your choice. Proposal documents must be converted to Adobe PDF prior to uploading. Instructions for uploading are available from the website. Once the proposal document has been accepted into the solicitation website, the registered user will be asked to verify the proposal by viewing it directly from the website and checking the “Proposal Complete” box to acknowledge that the document was submitted as intended.

4. *Fax Signature Page.* The signature page must be printed, signed, and faxed to the number on the page by the submittal deadline.

When must proposals be submitted?

The deadline for completing and submitting your proposal to the website is 3:00 p.m. Pacific time on November 19, 2004.