

**CALFED Bay-Delta Ecosystem Restoration Program
2002 Proposal Solicitation Package (PSP)
Questions and Answers**

The CALFED Bay-Delta Program is committed to assuring that all applicants have equal opportunity to seek funds through its programs. If you need help electronically filing a proposal in response to CALFED's 2002 Ecosystem Restoration Program Proposal Solicitation Package, please contact the University of California, Davis CALFED Proposal Review Office at (866) 752-2434 (toll-free), (916) 914-2043 via FAX, or calfed@ucdavis.edu. Staff members there can help you.

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Questions frequently asked about CALFED's 2002 Ecosystem Restoration Program Proposal Solicitation Package (PSP) are answered below.

AMOUNT, TIMING, AND CONDITIONS OF FUNDS

How much money is available?

At least \$150 million is anticipated for Year 2 implementation of the CALFED Bay-Delta Ecosystem Restoration Program (ERP), in conformance with the CALFED agencies' commitments in the August 2000 Record of Decision. This sum covers proposals funded through this PSP as well as directed actions initiated by the CALFED agencies and the costs of administering the program. As a result, proposals selected in response to this PSP may total less than the full \$150 million.

Is there a cost-share requirement?

No. CVPIA's fish screen projects require a non-federal share, but it may be provided with state CALFED funds.

When will a final funding package be approved? When will funds be available to successful proposals?

Final selection of projects is scheduled for March 2002. Contracts will probably not be signed before late August or early September 2002, if grant processes follow previous years' experience. The CALFED agencies are working to streamline these processes, which may speed up contract approvals. Projects with complex administrative requirements, however, may require additional time to release funds.

How many years of funding can I seek? What if the project encounters delays that require a longer schedule?

You can seek up to three years of funding. Schedule extensions, if needed, may be sought through amendment of grant contracts.

PSP PRIORITIES

Can I submit a one page pre-proposal to find out if CALFED is interested in our proposed project?

No. CALFED's Watershed Program recently experimented with one page pre-proposals, but the process is still being evaluated and has not yet been adopted in the ERP or other CALFED programs.

If my proposal doesn't reflect the priorities listed in the PSP, should I bother applying?

The PSP and the Ecosystem Restoration Program's Draft Stage 1 Implementation Plan identify actions that the CALFED agencies have determined are important to achieving their ecosystem restoration goals. But we don't know everything and always welcome innovative ideas. Proposals that seek funds for other actions will be judged on their merits, taking into account the selection criteria listed on pages 10-13 of the PSP.

I am developing a model for salmonid restoration in an ecosystem outside of the solution area for CALFED Bay Delta's ecosystem restoration program. Can I apply for CALFED grant funds?

Yes, you can apply. But all projects must help achieve the CALFED and CVPIA goals (see pages 9-19 of the Draft Stage 1 Implementation Plan). Projects within the Bay-Delta ecosystem are the CALFED agencies' priority. You need to be the judge of whether the effort of developing a proposal is worthwhile.

PROPOSAL CONTENT

How long should my proposal be?

The text of the proposal should be twenty pages or less, including the project description, discussion of the applicability to CALFED ERP and Science Program goals and implementation plan and the CVPIA priorities, qualifications, any cost-sharing information, local involvement plan, statement regarding compliance with standard terms and conditions, and literature cited. The page limit does not apply to application forms

completed on-line, including the executive summary, budget, and conflict of interest forms, or to maps, figures, other graphics, or attachments.

The entire proposal, including text maps, figures, other graphics, or attachments, should be combined in a single electronic file for submittal. The PDF format in which proposals will be filed can usually not be zipped or compressed electronically. Please contact the University of California, Davis CALFED Proposal Review Office (866/752-2434 toll free) if you anticipate submitting a file greater than 1 MB.

Can we refer to websites to present graphic or other information in the proposal, rather than including the graphics in the file that we submit?

Proposals will be evaluated based on information provided within their 20 pages, on-line forms, and attachments. To ensure that a map or graphic will be reviewed, include it with the file submitted. You may refer to a website, but a reference without including the pertinent information may not result in the website information/data being reviewed with the proposal. Make certain the sites are active, please. And remember that your proposal will be reviewed by busy people with many demands on their time.

Must we have landowners' consent for actions that will occur on property that we do not own?

If you are seeking funds for projects that involve physical actions (e.g., planting vegetation, grading, installing monitoring wells, etc.), you must submit evidence that the landowner is a willing participant in the action. Projects on private property or that depend on access to property other than owned by the applicant must provide written permission from the property owner. Letters from landowners and other evidence of landowners' permission may be submitted as attachments to the proposal. Projects such as field surveys for which specific locations are not identified at the time of the proposal will need to describe their access needs and demonstrate that they have the necessary property owners' approvals shortly after notification of approval.

We're a local agency that may seek CALFED funds to restore habitat on a military base that is closing and may be given to us. But ownership of the site will not be completely transferred until after a CALFED grant is approved. Can we still apply for a grant if the land is under an interim lease?

Your agency doesn't need to own the property at the time of submittal, but it clearly ought to be coordinating with the site's military owners, so that there are no surprises. Issues of site access, project implementation, and long-term maintenance should be addressed in the proposal's discussion of the project's feasibility. Discussing the schedule, process, and any outstanding barriers to securing the site would be helpful, too. The PSP requires that, once a project is selected for funding, "proposals that involve

physical actions on private or public lands must provide satisfactory evidence that the landowner is a willing participant in the action" (see p. 55). This will need to be done before a grant contract is signed.

Is CALFED actively looking for letters of support?

No. If you have them, you can state this in the discussion of the project's feasibility or in discussing your plans for local involvement. Letters of support may be included as attachments to the proposal.

We are in the final stages of negotiating revisions to the Standard Terms and Conditions for awards we received from CALFED last year. We expect these negotiations to conclude in the next couple of weeks. Can we simply reference the renegotiated documents under the Compliance with Standard Terms and Conditions section, rather than attaching the actual documents?

You may either: 1) state simply that you will comply with the standard terms and conditions, or 2) state generally whatever reservations you have. For example, you could identify the terms in which you have previously negotiated changes and in which you intend to negotiate changes in any new contract. A sentence referencing the pending agreement on last year's grant to illustrate how you would like to resolve those reservations would be helpful, too. As explained in the PSP, applicants must disclose in their applications if they cannot comply with the standard terms and the funding agencies reserve the right to make no changes to the standard terms and conditions.

Is it possible to alter the standard contract term allowing the state to retain 10 % of the sum claimed in each invoice until a task or project is completed?

No. For State Proposition 204 funds, the State will pay 90% of each invoice until either a discrete task or the entire project is completed. The remaining 10 % will be paid when a discrete task is completed, or when the entire project is completed and the grantee has performed all final project closure requirements described in their contract.

If an applicant receives state funds, is it possible to get an advance?

No advance payments are permitted with state funds. All grant funds will be paid on reimbursable basis for costs incurred.

JOINT VENTURES

If we are the contracting party in a joint venture partnership, can the other partners: 1) incur their own expenses and get reimbursed by CALFED through

us; and, 2) enter into subcontracts and get those costs reimbursed through us as well?

The contracting party in a joint venture partnership can enter into subcontracts and other relationships with other joint venture partners and reimburse them for expenses authorized by its CALFED proposal/contract. Those subcontractor expenses may include reimbursement for invoices paid by the subcontractor to vendors and others. Please remember, however, that (1) the funding agency's payments will be made only to the contracting party, which will be responsible for submitting all invoices to the funding agency and for disbursement of funds to all subcontractors and joint venture partners, and (2) grantees may need to seek competitive bids for subcontracts when the contractor/subcontractor is not identified in the proposal.

Who assumes liability for projects handled through joint ventures or other partnerships?

The party that signs the contract assumes liability.

ELECTRONIC FILING OF PROPOSALS

Why can't I get to the correct web page?

Make certain you are using the full URL. It's possible that when you copied the URL, it broke up into two separate lines.

Why am I having problems opening a document?

It's possible that you need to upgrade your Acrobat Adobe reader. Download a free upgrade from CALFED ERP's web page (http://calfed.ca.gov.ecosystem_rest.html).

Can I select more than one region on the project information form? Is it possible to have multiple regions in a proposal?

Yes. You can have multiple regions.

Does the conflict of interest form apply to us? How do federal agencies complete the conflict of interest form? What if the proposal involves joint ventures or other multiple parties?

The conflict of interest forms are intended to identify and avoid potential conflicts of interest in the review of proposals by helping CALFED staff and potential reviewers

identify relationships with a grantseeker that could present a conflict. For that reason, joint ventures should identify all the agencies involved in a proposal to the best of the applicant's ability.

Am I limited to number of tasks on budget forms?

We've expanded the forms to allow up to 15 budget tasks, in response to requests. Please let us know if you need more tasks.

Our approved indirect rate differs for state and federal agencies. Is there a way to identify these differences on the budget form?

Identify the different indirect rates on the project information form. Choose one of these to complete the budget summary, indicating whether the indirect costs are calculated using the federal- or state-approved rate.

How do I submit the text of my proposal?

After you have registered in the system, log on by hitting the "Proposal Submission" function. Then hit the "Proposal Document Upload" function, browse through your computer's files to the document that contains your proposal, and upload it as indicated.

Can "color" be used in the proposal?

Yes. As long as it will also print in black.

Can I submit more than one proposal? Do we need different accounts for each proposal or do we submit to the same one?

You can submit more than one proposal. Initialize each proposal, and complete the forms for each one. Both can be submitted from the same user-name, which is assigned to an individual person/e-mail account, not to a proposal.

Can I change a proposal after uploading it?

Yes. Work offline on your proposal document in your word processor, make changes and then upload the new document. The new one will override your old document.

Will you receive confirmation that the forms, proposal, and signature page were received?

Yes. As each form is completed and the proposal is uploaded, green lights will replace the red ones that first appear on the proposal submittal web page. In addition, you will receive an e-mail confirming that your FAXed signature page has been received, although this confirmation may be delayed about a day because we need to manually match each signature page with its corresponding proposal.

How often can I make changes to my forms or proposal?

As often as you like. You can edit your forms or proposal up until the deadline.

Can you delete a proposal that has been submitted?

No, but it will not be considered if you have not completely filled out all of the required forms. If a proposal is not complete there will be red buttons next to incomplete forms on the web page, and the proposal will not be considered.

Will forms and proposals be available to the public after the deadline?

All proposals being considered will be available to the public.

September 4, 2001

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