

CHAPTER 4 – PREPARING A PROPOSAL SOLICITATION PACKAGE

This chapter describes the necessary steps to prepare a proposal under this PSP. Applicants are strongly encouraged to refer to the Draft Stage 1 Implementation Plan for additional information that will be useful in preparing their proposals.

4.1 MANDATORY SUBMITTAL REQUIREMENTS

Proposals to the CALFED Program 2002 PSP must be submitted electronically through the web site provided for this service:

http://www.calfed.water.ca.gov/ecosystem_rest.html

Proposals will be accepted through this web site beginning August 22, 2001. Hard copies of proposals will not be accepted.

The submittal process involves 5 steps:

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 August 3, 2001, at the web site shown above.

As part of the registration process, users will choose a username and password enabling future database access (e.g., for proposal submittal). Registration will also facilitate communication between CALFED Program staff, and registered users. Registration does not obligate the registrant to submit a proposal but applicants must be registered to submit their proposal.

2. **Proposal Preparation:** Proposals may be prepared using the word processing software of choice, and must closely follow the instructions provided in Chapter 4 of this PSP. Proposals must be converted to either .PDF or Postscript format prior to submittal. NOTE: Proposal preparation is a separate process from proposal submittal, and must be completed prior to proposal submittal.
3. **Proposal Submittal:** After the proposal has been completed, the file containing the proposal document will be “uploaded” into the CALFED Program Proposal database by the registered user responsible for proposal submittal. Note that Postscript files are converted into .PDF files during the uploading procedure. This process involves: (1) accessing the submittal system online using their username and password; (2) completing the required forms online (Project Information Form, Executive Summary, Environmental Compliance Checklist, Land Use Checklist, Conflict of Interest Checklist, and Budget Forms); and (3) selecting the file containing the proposal document from the registered user’s local disk and uploading it directly into the online database. You must complete all required entries on forms for your proposal to be accepted into the proposal database.

Proposals may be submitted incrementally, you need not complete the process during a single session, and may therefore provide information over multiple sessions as needed.

4. **Proposal Verification:** Once the proposal document has been accepted into the CALFED Program Proposal database, the registered user will be asked to verify the proposal by viewing it directly from the database, and acknowledging that the document was submitted as intended by pressing the Final Submit button.
5. **Fax Signature Page:** The signed signature page must be faxed to (916) 914-2043 by the submittal deadline. This page will be found with the other forms online. By signing this page, you are declaring the following:
 - The truthfulness of all representations in your proposal;
 - That you are entitled to submit the application on behalf of the applicant if the applicant is an entity or organization; and
 - That you have read and understood the conflict of interest and confidentiality discussion (Section 2.4) and waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant.

**Your proposal will be considered for funding
only if you have completed all five steps.**

REQUIRED FORMS

The following list shows the forms you will be required to fill out and submit online. All forms must be completed for your proposal to be considered for funding. You may wish to fill out a paper worksheet for each form and have them available while filling out the online forms. Attachment A provides information on where to view the forms.

- Project Information Form
- Executive Summary
- Environmental Compliance Checklist
- Land Use Checklist
- Conflict of Interest Checklist
- Budget Forms
- Signature Page (print from web, sign and fax)

Project Information Form. The Project Information Form provides key information for input into the CALFED Program Proposal and CVPIA databases.

Executive Summary Form. Provide a brief but complete summary description of the proposed project; its geographic location; project type (research and restoration, education, fish screen/ladder construction); project objective; approach to implement the proposal; hypotheses being tested and the related uncertainties; expected outcome; and relationship to CALFED ERP goals or CVPIA goals. The Executive Summary should be a concise but informative stand alone description of the proposed project.

Environmental Compliance and Land Use Checklists. Environmental Compliance and Land Use Checklists are included to assist applicants in determining environmental compliance needs and to provide accurate land use information. Depending on the funding source for the proposal, successful applicants must comply with State and/or Federal laws. Because the funding source for successful proposals will not be determined until after the proposals have been selected, all applicants must complete both State and Federal information with their proposals.

Conflict of Interest Checklist. The purpose of the Conflict of Interest Checklist is to help those assigning reviewers to avoid conflicts of interest between applicants, co-applicants or subcontractors and reviewers.

Budget Forms. Provide a detailed budget for each year of requested support in the Budget Table. Identify all budgeted costs requested for each task listed in the scope of work. ***Projects can be multi-year efforts if necessary and appropriate, but proposal timelines and budgets must not exceed three years.*** In addition, since funding may be awarded for only a portion of each submitted project, the applicant should clearly show in their scope of work which tasks could be funded separately.

All budgeted items must be justified on the Budget Justification Form. The proposal budget must be commensurate with the expected benefit of the work and with the effort required to complete the work. Under salaries provide estimated hours and the rate of compensation proposed for each

individual. Under benefits provide the overall benefit rate applicable to each category of employee proposed in the project. Provide purpose and estimated costs for all travel. The types of supplies (expendable materials) required should be indicated in general terms. Provide appropriate rationale for all service contracts. Identify the specific tasks for which these services will be used. List the names of consultant(s) and name of their organization(s), if known, and to the extent possible, a breakdown of the amount being charged to the award (e.g., salary, travel, supplies, etc.). Detail equipment purchases. Equipment is defined as an item of property that costs \$1000 or more per unit and has an expected life of three years or more.

Explain what is encompassed in the overhead rate (indirect costs). Overhead should include costs associated with general office requirements such as rent, phones, furniture, general office staff, etc., generally distributed by a predetermined percentage (or surcharge) of specific other costs. If overhead costs are different for State and Federal funds, please fill out two budget forms, one for each overhead rate. Agencies should include any internal agency costs associated with management of project funds.

The Project Management Task description should describe the specific costs associated with insuring accomplishment of a specific project, such as inspection of work in progress, validation of costs, report preparation, giving presentations, response to project specific questions and necessary costs directly associated with specific project oversight.

Please make sure that you budget for all tasks associated with your proposed project including post-construction monitoring of restoration projects.

Signature Page: The signed signature page must be faxed to (916) 914-2043 by the submittal deadline.

GENERAL INFORMATION AND ADDITIONAL REQUIREMENTS FOR ALL PROPOSALS

Local Government, Commissions and Tribal Notifications: This process reflects some changes to the previous year's process and requirements. This year applicants are NOT required to send copies of proposals to local entities at the time of proposal submission, though applicants are always encouraged to coordinate with local entities early in the process. The ERP staff assumes responsibility to notify potentially affected cities and counties of the proposed actions once all proposals have been received. Additionally, after the initial selection of proposed projects has been made, the ERP staff will notify the appropriate local governments of selections within their jurisdiction and provide information on where information on those proposals can be accessed. In addition, the ERP staff will notify the appropriate tribal government of restoration projects that are proposed on or adjacent to tribal lands. These entities will have an opportunity to provide feedback or comments after the initial project selections are completed prior to a final selection as described in Section 2.5.

Collaborative Projects. Applicants who wish to collaborate on a project may elect to use a contractor-subcontractor relationship or a joint venture partnership. Contracts will only be executed with one applicant. The proposal needs to clearly indicate which applicant will sign the contract and the nature of the agreement between the other applicants, as discussed below.

The contractor-subcontractor relationship approach requires that the proposal discuss the nature of the relationship, the names of subcontractors, if known, and how the applicant will comply with competitive bidding requirements for selecting subcontractors. Specific subcontractors do not necessarily need to be listed in the proposal, except to highlight the qualifications of the proposed team for evaluation. Some subcontractors may not be known until after the proposal has been selected for funding, and a subcontract has been put out for bid. The estimated costs for subcontract work, and any necessary overhead for managing subcontractors, must be included in the proposal.

Applicants that are joint venture partnerships must identify one partner as the contracting party responsible for payments, reporting, and accounting. The proposal must include a detailed description of how the partners will operate, including the allocation of decision-making authority and liability. The proposals should identify the tasks to be performed by the different entities and the costs at each task level.

4.2 REQUIREMENTS FOR FUNDED PROPOSALS

Once a proposal is selected for funding, applicants will be expected to comply with the following additional requirements. *These requirements should be budgeted into each proposal, as necessary.* These requirements will be part of the project contract.

Work Commences Only When Funding Agreement Is Signed by Contracting Agency. Preparation of contracts or cooperative agreements will begin as soon as projects are approved by the appropriate State or Federal authority, depending on the source of funds. Depending on the complexity of each contract and the readiness of the applicant, it may take considerable time (from four to six months) to develop and finalize the contracts or cooperative agreements for the successful proposals. Applicants should not commence work on their projects until a funding agreement is signed. Work performed prior to the signing of a funding agreement is done at the risk of the applicant and without expectation of reimbursement. Funding agreements are not final until signed by the appropriate contracting agency. Depending on available funds, some monies may be allocated later in the fiscal year.

Proposal Complies with Applicable Laws and Regulations. All proposals must comply with applicable laws and regulations, including the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA), and other environmental permitting requirements. For proposals that include actions subject to NEPA and CEQA, funding for implementation is contingent upon the applicant providing copies of compliance documents when complete. Project compliance is the responsibility of the project proponent, and proposals may include in their budgets the funding necessary for compliance with legal and regulatory requirements. Recipients will be required to submit copies of NEPA/CEQA and other environmental compliance and permitting documents before work begins.

Permission for Access. Proposals that involve physical actions (e.g., planting vegetation, grading, installing monitoring wells) on private or public lands must provide satisfactory evidence that the landowner is a willing participant in the action. 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.

Public Outreach and Local Involvement. Project applications should be developed with support of local groups and participation of affected parties. Successful applicants will be required in their scopes of work to include a task which demonstrates how the public, adjoining property owners, and local governments will be informed or be allowed to participate in the project planning and development. Specifically, the proponents should describe:

1. The process and timing for notification of adjacent property owners;
2. The process and timing for coordination with local government;
3. The process and timing for coordination with existing watershed groups or local conservancies; and
4. The process and timing for notification and involvement of the general public.

Research projects conducted exclusively in a laboratory or office do not need to address all of the above statements but should be prepared to describe how information will be disseminated.

Standard Contract Terms and Conditions. Successful applicants must comply with either State or Federal standard contracting terms and conditions, depending on the funding source for the proposal. Because the funding source for the proposal will not be determined until after proposals have been selected, all applicants must state in their proposal that they will agree to both State and Federal standard contracting terms, or clearly identify any terms with which they cannot agree (see section 4.3). The funding agencies reserve the right to refuse to alter the standard terms. Information on standard State contracting terms is contained in Attachment D. Information on standard Federal contracting terms is contained in Attachment E.

Completion of Contracting Forms. Depending on the source(s) of funding awarded to a successful applicant, the applicant may be required to complete certain forms after receipt of an award letter from the funding agency. The award letter will identify the source(s) of funding and what forms will be required.

State Forms:

1. Nondiscrimination Compliance Statement (for public, private and nonprofit applicants only)
2. Proof of Contractor's License (for private and nonprofit applicants proposing construction projects)
3. Non-Collusion Affidavit (for public, private and non-profit applicants proposing construction projects)
4. Bidders bond (for private and non-profit applicants proposing construction projects).

Federal Forms:

1. Standard 424 for all applicants except Federal agencies

Performance Measures/Project Monitoring. All proposals are required to include a project performance evaluation/monitoring plan (see Section 4.3 and Attachment G). The plan must be adequate to allow determination of the success of the project in relation to its objectives and its contribution to CALFED Program or CVPIA goals. Successful applicants shall submit, at a minimum, annual project reports presenting findings and addressing project progress. Data for research, monitoring and restoration projects should be submitted annually in hard copy, as a PDF file and in an electronic format compatible with Microsoft Access. Staff will work with successful proponents to ensure appropriate measures have been identified and to assist with consistency of nomenclature and units.

Project Presentations. Successful applicants may be required to make oral presentations at annual review meetings. The purposes of the meetings will be to present project status, discuss working hypotheses and project data, discuss how projects are contributing to improved ecosystem health, and to share information among all the funding recipients. Newsletter articles and other summary documents may also be requested for purposes of distributing information on project status.

Quarterly Reporting. Successful applicants will be required to submit quarterly fiscal and programmatic reports due by the 10th day of the month following the end of each quarter (January, April, July and October). The information required to describe the financial status of the project includes: the amount invoiced to the contracting agency, the amount invoiced to cost share partners, a description of activities performed during the quarter, the percentage of each task completed, the deliverables produced, problems and delays encountered, and a description of any amendments or modifications to the contract. Sample fiscal and programmatic quarterly reports are included as Attachment F.

Rights in Data, Acknowledgments, and Peer Review. All data and information obtained and/or received under contract shall be in the public domain, including both draft and final data. Successful applicants shall have the right to disclose, disseminate and use, in whole or in part, any final form data and information received, collected, and developed under this Agreement. Successful applicants must obtain prior approval from the CALFED Program or CVPIA, depending on the source of funds, to use draft data and must acknowledge that the data are preliminary and subject to change. Permission to use draft data will not be unreasonably withheld and may be granted for some uses (i.e., university or department-sponsored events) at the outset of the project.

Successful applicants must include appropriate acknowledgment of credit to the contracting agency, to the CALFED Program, or appropriate CVPIA program, and to all cost-sharing partners for their financial support when using data and/or information developed under this Agreement. All presentations, posters, publications, web sites, or other forums for sharing information must provide appropriate acknowledgment to the CALFED Program or CVPIA. Successful applicants shall not sell or grant rights to a third party who intends to sell such product as a profit-making venture.

All data and information submitted to the CALFED Program or CVPIA will be deemed in draft form. The CALFED Program may submit information and/or data to a peer review process prior to requesting the applicant to finalize the information and/or data. Applicants should be aware that the CALFED Program will not disseminate draft data, but may make draft data available to the public upon request with an explanation that the data have not been finalized.

Final Reporting. Successful applicants are required to submit a final report to the CALFED Program or CVPIA at the end of their project.

4.3 PROPOSAL FORMAT AND CONTENT

General Instructions: Concise yet thorough proposals under the page limitations are encouraged. Keep in mind that your proposal will be submitted electronically, so all parts of your proposal must be converted to an electronic format.

Page limits - The proposal should be no more than 20 pages not including maps, photographs, figures, tables or attachments. Applicants may provide attachments that will assist reviewers in their evaluations. However, all critical information regarding the project should be contained within the body of the proposal. **The proposal text must be combined with all maps, figures, tables, etc. into one electronic file.**

Format - The proposal should be completed in a word processing software that can be converted into either .PDF or Postscript format. Postscript files will be converted to PDF when uploaded to the ERP proposal database website. Text should be no smaller than 12 point and text for tables and graphics should be no smaller than 10 point.

Maps, Photographs, Figures, Tables – If you need help incorporating maps, photographs and figures into your proposal file, please seek assistance through the helplines described in this document. Each map, photograph, figure or table should be individually numbered.

Page numbering - Each page of the proposal should be consecutively numbered.

Proposal Format

The following forms will be completed online. (Applicants are encouraged to use forms as worksheets before submitting the electronic version of their proposal).

- Project Information Form
- Executive Summary
- Environmental Compliance Checklist
- Land Use Checklist
- Conflict of Interest Checklist
- Budget Forms
- Signature Page (print from web, sign and fax)

The following information will need to be developed offline and then uploaded during the online application process. Develop the body of your application using the following format.

A. Project Description: Project Goals and Scope of Work

Content requirements and review criteria vary for different types of proposals. Please make sure that you have addressed all appropriate review criteria in your proposal, even if those criteria are not specifically highlighted in the following descriptions of proposal sections.

For Research or Restoration projects that include engineering aspects – In addition to the sections listed below, specifically respond to the criteria listed in Section 2.5 for the External Engineering Review. This includes the engineering approach and feasibility as well as the post-construction evaluation. Other than large engineering design drawings, materials necessary to evaluate the engineering criteria should be included with the proposal. Large engineering design drawings should be available to external engineering reviewers upon request.

For Environmental Education proposals - For those environmental education proposals, specifically respond to the criteria listed in Section 2.5 for the Education Panel. Clearly state educational goals and provide justification for the project. Show linkages to existing programs and discuss replicability and dissemination of the program.

For Fish Screen and Ladder Construction proposals - For fish screen and ladder construction proposals, specifically respond to the criteria listed in Section 2.5 for the Fish Screen and Ladder Construction Technical Panel. ***Skip all of item 2 below and listing hypotheses in item 1.*** Clearly state diversion location, implementability of the action, partnerships and cost/benefit aspects of the project. Large engineering design drawings should be available to the Fish Screen and Ladder Construction Technical Panel upon request.

1. Problem - Describe the problem that the project is designed to address including a brief narrative of the project location. Provide 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.

2. Justification (including conceptual model, hypotheses and selection of project type)-

Include a clearly articulated conceptual model that describes the causal interconnections among key ecosystem components and explains the underlying basis for the proposed work. The model should be based on the best currently available information, and should demonstrate how physical and biotic system components respond to anticipated stressors or limiting factors. Models can be presented graphically or as a narrative, and should list the source(s) of available information. Clearly delineate how your proposed project is designed to test your hypotheses. Identify the key uncertainties addressed and explain how the proposed work will reduce uncertainty.

Relate the proposal to the adaptive management diagram presented in Chapter 2 of the Draft Stage 1 Implementation Plan. Each proposal must identify and justify whether the described project is a research or monitoring project, a pilot or demonstration project, or a full-scale restoration project (Figure 2 in the Draft Stage 1 Implementation Plan) based on the degree of scientific understanding or uncertainty. Proposals for pilot or full-scale projects must explain the scientific knowledge of the topic that justifies taking action. Conversely, proposals for research or monitoring projects must state why the scientific uncertainty is too great to allow resolution in the context of a pilot or other implementation project. It is important to be clear as to how the experimental design would change, if necessary, as data are gathered, in order to periodically re-focus on the best test of the hypothesis(es) or develop new hypotheses if warranted.

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

4. 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.

Consistent with the Environmental Compliance Checklist, explain what permits or agreements are necessary to proceed with the tasks described. Explain the current status of each permit or agreement. Explain any other constraints that could impact the schedule and implementability of the project such as zoning regulations or county planning ordinances. Identify the nature and approach to resolving other outstanding implementation issues.

Proposals that involve physical actions (e.g., planting vegetation, grading, installing monitoring wells) on private or public lands must provide satisfactory evidence that the landowner is a willing participant in the action. 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.

5. Performance Measures - All proposals must include a plan for project performance evaluation. The plan should include a list of project-specific performance measures that will be used to assess project success in relation to its goals and objectives, and should provide enough detail of how these performance measures will be quantified for reviewers to effectively evaluate the performance evaluation plan. The types of performance measures and corresponding performance evaluation plan will vary depending on the type of project (Attachment G). For restoration projects the performance evaluation plan is often called a *monitoring plan*. For most types of projects, project success is determined by measuring activities, outputs, or outcomes. Restoration project monitoring plans generally also include measures of environmental change, which may not be applicable to other types of projects. Please refer to Attachment G for additional discussion of performance measures that should help you develop your performance measure/monitoring plans.

6. Data Handling and Storage - Describe how the data and other information will be handled, stored, and made accessible.

7. Expected Products/Outcomes - Provide a list of planned reports, presentations, advances in technology, and information transfers via workshops, seminars, education programs, etc.

8. Work Schedule - Identify the start and completion dates of each of the tasks discussed above as well as other key milestones (decisions, testing, etc.). 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 an annual time line with expected start and stop dates, and accomplishment of major milestones. Tasks identified in the work schedule should match those shown in the budget.

B. Applicability to CALFED ERP and Science Program Goals and Implementation Plan and CVPIA Priorities

1. ERP, Science Program and CVPIA Priorities. The proposal must specifically identify which, if any, of the draft Stage 1 PSP priorities (outlined in Section 3) are addressed by the proposed project. Clearly describe which of the ERP or Science Program goals and CVPIA priorities are targeted and for what species, life stages, habitats, or stressors. Describe how the project will result in progress toward the selected priorities and goals.

2. Relationship to Other Ecosystem Restoration Projects. Explain the relationship to past and future projects. Explain how this project relates to other previously funded projects including CALFED Program, CVPIA and other ecosystem restoration activities.

3. Requests for Next-Phase Funding. Proposals that are requesting next-phase funding for an existing ecosystem restoration project currently funded by the CALFED Program or CVPIA must clearly state the relationship of the proposal to previously funded phases of the project.

The proposal for next-phase funding must accurately state the current status of the project and the progress and accomplishments of previous phases. Applicants for next-phase funding must include a 2-page summary of the existing project status (as an attachment to the proposal) including:

- A brief project description, including maps and photographs if applicable.
- A summary of the scientific merit of the project including hypotheses, conceptual model, and adaptive management framework.
- Current status of the project, accomplishments to date, information generated, fiscal status, and any outstanding regulatory or implementation issues.
- A summary of the existing data collection and monitoring program.

4. Previous Recipients of CALFED Program or CVPIA funding. Applicants who have been the recipients of previous funding from CALFED Program or CVPIA must identify the project for which they received previous funding. The applicant must identify the project title and CALFED Program or CVPIA project number (if applicable) and accurately state the current status of the project and the progress and accomplishments of the project to date.

5. System-Wide Ecosystem Benefits. Identify any synergistic, system-wide ecosystem benefits. Describe how the proposal complements projects or programs in other areas or within the watershed. Examples of proposals with synergistic, system-wide ecosystem benefits might include a fish passage project on a stream that opened up habitat in the upper watershed, and a second proposal to develop a watershed plan and implement restoration activities that would benefit the fish.

6. Additional Information for Proposals Containing Land Acquisition. Section 2.5 contains supplemental criteria that will apply to any proposal with a land acquisition component. These criteria are intended to reflect the 2002 priority for restoration on publicly owned lands and land already acquired with CALFED Program funds in prior years, over acquisition of new private property. Address the following in your proposal:

- Willing seller;
- Consistent with county/city general plan or evidence of local government support;
- Prioritize land not mapped as Prime, of Statewide Importance, or Unique Farmland, or where use remains agriculture;
- Ecological criteria: biological richness, connectivity, historic biological importance, unique habitat opportunity in relation to meeting CALFED or CVPIA goals and;
- Time-sensitive acquisition opportunity.

C. Qualifications

Provide brief biographical sketches of the principal participants that identify qualifications (education, relevant experience) and contributions (completed projects, published reports on the same topic, etc.) consistent with their roles and responsibilities in the proposed project. Disclose

and discuss any potential conflicts of interest, and potential problems with availability to do the work within the proposed timeline.

In particular, proposals for demonstration or restoration projects must indicate who will conduct the scientific portions of the project (e.g., monitoring, evaluation). Describe the planned organization of staff and other resources to be used in implementing this project. Identify the nature and extent of other collaborating participants in the implementation of this project. Identify specific individual responsibilities covering technical, administrative and project management roles.

D. Cost

1. Budget. The detailed budget for each year of requested support and budget justification are included in the web forms and do not need to be included within the text of your proposal.

2. Cost-Sharing. Your proposal text must identify other funding commitments, the status of these commitments (tentative approval, contract, etc.), source, and any cost-sharing requirements. Successful proposals that commit cost sharing funds must have the commitment of those funds within 30 days of notification of approval. If an applicant fails to secure the cost share funds identified in the proposal, and as a result has insufficient funds to complete the project, the CALFED Program or the appropriate CVPIA program manager (depending on the source of funds) has the option to amend or terminate the award.

E. Local Involvement

Applicants are encouraged to coordinate prior to submitting a proposal with county and local governments, and other local entities such as watershed groups. Proposals must describe a plan for public outreach to the groups or individuals that may be affected by the project. Identify which local groups including environmental groups, conservancies and Coordinated Resource Management Plans, landowner groups, or other interested organizations are aware of the project and their level of support or opposition. Identify which adjacent or affected landowners, facility owners, facility operators or other affected parties are aware of the project and if they are supportive or opposed. Identify any potential third party impacts.

F. Compliance with Standard Terms and Conditions

The proposal must state whether the applicant will comply with the standard State and Federal contract terms described in Attachments D and E. All applicants should carefully review and understand the standard State and Federal contract terms. If an applicant cannot agree to any standard clauses, the applicant must disclose the disagreement in the proposal or the standard terms will be deemed non-negotiable. The funding agencies will determine whether to alter the standard terms and reserve the right to refuse to alter any standard contract language as disclosed herein.

G. Literature Cited

All proposals must include references to related research studies, project reports, scientific reports, and other supporting information cited in the proposal.