

October 5, 1998

To Cindy Darling and members of the Ecosystem Roundtable

From California State University, Chico, Research Foundation

Regarding Reporting requirements

As you are aware, the Research Foundation provides administrative support to many watershed organizations and other water related entities. It is with those relationships in mind that I send this letter intended to encourage CALFED and its associated contracting agencies to agree upon one reporting format that everyone can use for both budget and progress reports.

The different funding entities that we work with at CALFED are presently requiring overlapping and sometimes conflicting information. These different methods of tracking, both budgets and progress reports, impose excessive paper work on our project administrators in the Foundation office and on the project personnel, including grassroots watershed people, hired by the Foundation to manage these grants. I think we can agree that it is best for the project managers to spend their time on project management issues and less on administrative issues.

We are asking you to create one document for reporting, that would apply to both budgets and progress reports, and would be implemented by all of the agencies interwoven into your contracting process. We also ask that CALFED train the project personnel, hired to implement these projects, to use your agreed upon reporting document. We encourage you use the budget format in your Ecosystem Roundtable RFP's so that it can easily interface with the reporting document format once the project is funded. The 1997 Ecosystem Roundtable grant solicitations asked for one set of budgets, once the grants were awarded, the funding agency (EPA in this case) asked for a different format, now CALFED is asking for yet another format. Yet the individuals involved in the development of these grants did not receive any compensation for the many hours it has taken for them to complete these revisions.

Further, we make the following suggestions;

Allow a 10% variance allocation.

Report by line item or task (not both) and condense tasks when reasonable to do so.

Add a nine month project extension allocation.

If an agreement cannot be reached between all of the contracting entities, we would like to ask that fair compensation be provided to the project managers for any extra time they may need to meet

reporting requirements, both imposed by your associated agencies and by CALFED's Ecosystem Roundtable.

If you would like to discuss these ideas please contact Kristin Cooper Carter (530) 898-5026. Thank you for taking the time to meet with us. We look forward to working with the Ecosystem Roundtable in resolving these issues.

Kristin Cooper-Carter
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Office of Environmental Resources