

4.2 Additional Requirements for Successful Proposals

Successful applicants will be expected to comply with the additional following requirements. These requirements should be budgeted into each proposal, as necessary. Some of the requirements listed below pertain to issues that applicants must address in their proposals, as described in more detail in Section 4.3.

Work Commences Only When Funding Agreement Signed by Agency.

Applicants with successful proposals should not commence work on their projects until a funding agreement is signed by the appropriate agency. Work performed by successful applicants prior to execution of a funding agreement is done at the applicant's own risk. Successful applicants should not expect reimbursement of monies spent prior to the signing of a funding agreement. Due to their complexity, the development of funding agreements may take considerable time.

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. Proposals may include in their budgets the funding necessary for compliance with legal and regulatory requirements, as described in Section 4.3. Recipients will be required to submit copies of NEPA/CEQA and other environmental compliance and permitting documents upon their completion.

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 to prepare a plan which indicates 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 plan should include:

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

Project Monitoring/Data Collection and Analysis. Successful applicants will be required to submit and comply with a Project Monitoring/Methods Plan, in order to show progress toward the intended ecological/biological objectives and to provide input to the adaptive management process of the CALFED program. The term

monitoring is not restricted to pure restoration implementation activities, but includes all data collection projects such as with planning, research and education projects. While the emphasis of the monitoring methods plan is demonstration of local project effectiveness, the data collected will be used to evaluate system level progress.

The level of detail to be contained within the monitoring plan submitted during the proposed project will depend on the nature and status of the project, but all projects will need to provide monitoring information. The plan needs to be developed prior to any data collection, including pre-project field work. The plan may be tentative in the early stages, dependent on early field surveys and evaluations. A feasibility study would present more general statements on methodology. As final designs are developed, so too would the project develop and present final details of the monitoring/data collection and analysis methodology. If existing data has or is going to be utilized, then summary/references are appropriate.

The successful applicant shall submit, at a minimum, annual monitoring reports presenting findings and addressing progress of the project toward the ecological and biological objectives. Data will be submitted in hard copy and in a specified electronic format, in a relational data base system compatible with MS Access. CALFED staff will work with successful proponents to ensure consistency of nomenclature and units.

Project Presentations. Successful applicants may be required to make oral presentations at annual review meetings. The purpose of the meetings will be to present project status, discuss working hypotheses and project data testing the hypotheses, discuss how projects are contributing to improved ecosystem health, and to share information among all the CALFED contract recipients.

Quarterly Reporting. Successful applicants will be required to submit quarterly reports due by the 10th day of the month following the end of each quarter. 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. A sample quarterly report is included as Attachment C.

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