

**MODIFICATION #1  
JUNE 12, 2008**

**U.S. Fish and Wildlife Service  
Anadromous Fish Restoration Program  
Notice of Availability of Federal Assistance  
2008 Request for Proposals  
June 12 3, 2008**

**Program Overview Information**

**Federal Agency Name:**

Department of the Interior  
U.S. Fish and Wildlife Service (USFWS)  
Red Bluff Fish and Wildlife Office  
10950 Tyler Road  
Red Bluff, CA 96080  
Anadromous Fish Restoration Program

**Funding Opportunity Title: Antelope Creek Juvenile Fish Passage Improvement**

**Funding Opportunity Number: AFRP-08-N01**

**Announcement Type:**

Initial Announcement

**Funding Opportunity Number:**

**Catalog of Federal Domestic Assistance number (CFDA): 15.648**

**Dates:**

Application Deadline: Electronic copy applications must be received by Grants.gov by the close of business (COB) on **July 3, 2008** ~~June 24, 2008~~ (4:30 p.m. Pacific Standard Time). If it is discovered that the proposal cannot be submitted through Grants.gov, the proposal may be submitted to Brenda Olson at [Brenda\\_Olson@fws.gov](mailto:Brenda_Olson@fws.gov). Proposals received after the date and time will not be considered for funding.

**A Mandatory Walk-through will be scheduled for this project. Please call or e-mail Brenda Olson with your name and number as soon as possible so she can contact you once the date and time is established.**

# I. Funding Opportunity Description

## A. Legislative Authority and Background

1. *The Central Valley Project Improvement Act (CVPIA; Title 34 of Public Law 102-575, Section 3406(b)(1))*, authorizes and directs the Secretary of the Department of the Interior (DOI), in consultation with other State and Federal agencies, Indian tribes, and affected interests, to develop and implement a program which makes all reasonable efforts to at least double natural production of anadromous fish in Central Valley rivers and streams. Further, the *CVPIA* requires that this program give first priority to measures which protect and restore natural channel and riparian habitat values through habitat restoration actions, modifications to Central Valley Project operations, and implementation of the supporting measures mandated by the *CVPIA*. The DOI, is approaching implementation of this directive through development of an *Anadromous Fish Restoration Program (AFRP)*. The species and races of anadromous fish addressed by the *AFRP* include fall-run, late-fall-run, winter-run, and spring-run Chinook salmon; steelhead; striped bass; American shad; white sturgeon; and green sturgeon.

2. *The Service and Bureau of Reclamation (Bureau)* are the DOI agencies responsible for implementing the *CVPIA*. They are jointly and cooperatively implementing the *CVPIA*, with the *Service* assuming lead responsibility for the *AFRP*. The *CVPIA* also establishes a Restoration Fund of up to \$50 million annually to assist in implementation of the fish and wildlife restoration provisions. Of this sum, DOI allocates \$3 to \$12 million annually to the *AFRP*. The *AFRP* then leverages these funds with other funds provided by partners in restoration projects totaling \$12 to \$20 million annually.

## B. Purposes and Funding Priorities

The purpose for the *AFRP* can be found in the Final Restoration Plan [www.delta.dfg.ca.gov/afrp/restplan\\_final.asp](http://www.delta.dfg.ca.gov/afrp/restplan_final.asp) and other program documents for the *AFRP* (USFWS 2001). The objectives are:

1. Improve habitat for all life stages of anadromous fish through provision of flows of suitable quality, quantity, and timing, and improved physical habitat;
2. Improve survival rates by reducing or eliminating entrainment of juveniles at diversions;
3. Improve the opportunity for adult fish to reach their spawning habitats in a timely manner;
4. Collect fish population, health, and habitat data to facilitate evaluation of restoration actions;
5. Integrate habitat restoration efforts with harvest and hatchery management; and involve partners in the implementation and evaluation of restoration actions.

These objectives are addressed through implementation of projects associated with prioritized actions and evaluations in the Final Restoration Plan for the *AFRP*. The plan may be viewed at: <http://www.delta.dfg.ca.gov/afrp/documents/FinalRestPlan.pdf>.

Funding priorities are based on the magnitude of the contribution of the restoration project to doubling natural production, the status of target species and races, and on Section 3406(b)(1)(A) of the *CVPIA*,

which directs the AFRP to give first priority to: 1) measures which protect and restore natural channel and riparian habitat values through habitat restoration actions; 2) modification to Central Valley Project operations; and 3) implementation of the supporting measures mandated by subsection 3406(b) of the CVPIA <http://www.delta.dfg.ca.gov/afrp/documents/FinalRestPlan.pdf>.

### **C. Project**

Anadromous species known to occur in Antelope Creek include spring-run Chinook salmon (*Oncorhynchus tshawytscha*, federally and state listed as Threatened), Central Valley steelhead (*O. mykiss*, federally listed as Threatened), and fall-run Chinook salmon (*O. tshawytscha*, federal species of concern). Antelope Creek provides approximately 30 miles of anadromous habitat from its confluence with the Sacramento River upstream to 2 and 3 miles on North and South Forks of Antelope Creek, respectively.

There are two water diversions at the canyon mouth on Antelope Creek. One diversion is operated by the Edwards Ranch with a water right of 50 cfs, and the other by the Los Molinos Mutual Water Company with a water right of 70 cfs. Antelope Creek flow is typically diverted April 1 through October 31.

Funding is available through the U.S. Fish and Wildlife Service Anadromous Fish Restoration Program to complete environmental documentation, permits, ~~and design, and implementation~~ of a solution to minimize juvenile salmonid entrainment into the Edwards ~~and Los Molinos~~ diversion ditches at Edwards dam. Currently, the Los Molinos Mutual Water Company and Edwards diversion ditches are screened; however no system was installed during screen construction to minimize juvenile salmonid entrainment. The screens are located a fair distance down the diversions. One factor that complicates this facility is New Creek, an overflow channel, runs between the two diversion ditches. Edwards diversion (labeled New Creek ditch on attached 1912 drawing) is located on the far side of New Creek, away from the diversion dam. Coordination must occur with the two diversion managers, the private landowner on which the facility is located, and California Department of Fish and Game (CDFG). A copy of the 1912 irrigation dam and diversions drawing is attached at the end of the document. A location map is also attached at the end of the document.

### **D. Scope of Work**

In the AFRP Final Restoration Plan, “improve survival rates by reducing or eliminating entrainment of juveniles at diversions” is one of six objectives identified in achieving the AFRP program goal of doubling the natural production of anadromous fish in Central Valley rivers and streams on a sustainable and long-term basis.

Currently, the Edwards and Los Molinos Mutual Water Company diversion ditches are screened but do not have a system in which juveniles can return to the creek once they enter the diversion. If irrigation season begins before juvenile salmonids leave the Antelope Creek watershed, fish rescue at the screens needs to occur.

**A solution is sought to either keep juvenile salmonids in the creek; or bypass them back to Antelope Creek once they enter the diversion ditches. In addition to the solution design, an analysis as to why the proposed design is the best solution (physically, structurally, and biologically) to the problem is required. The analysis should include the proposed solution compared to other reasonable alternatives that could be implemented to solve the problem.**

### **General Methods**

The successful applicant will need to accomplish three tasks for the Antelope Creek Juvenile Fish Passage Improvement project; 1) design and grade control structure design (as needed), 2) environmental compliance, and 3) ~~implementation~~ **best solution analysis**. Design should also include electrical and short-term/long-term maintenance requirements, if necessary in design and implementation. The structure design must be durable and easily maintained.

The project design will have to comply with National Marine Fisheries Service (NMFS) requirements as found at <http://swr.nmfs.noaa.gov/sr/fishscrn.pdf> and CDFG screening criteria found at [http://www.dfg.ca.gov/fish/Resources/Projects/Engin/Engin\\_ScreenCriteria.asp](http://www.dfg.ca.gov/fish/Resources/Projects/Engin/Engin_ScreenCriteria.asp). Design approval should occur with a NMFS and/or CDFG fish passage engineer prior to the start of regulatory agency consultation. A California licensed engineer should be on the design team. A Basis of Design Report that includes 30% plans including, but not limited to a site plan, structure plan and sections, and electrical plans, shall be presented in a meeting to the Technical Advisory Committee (TAC) members (CDFG, NMFS, USFWS, land owner, and irrigation divertors) to discuss the report and to agree on the proposed design and any requested changes. Plans and specifications at 90% and 100% completion shall be submitted to the TAC for review and approval by a CDFG and/or NMFS hydraulic engineer. ~~before any implementation work or material purchases can commence.~~

Both State and Federal environmental compliance must be complete in order to implement the project designs. Applicable county permits may also be required. The successful applicant will be responsible for writing needed CEQA and NEPA documents, as well as regulatory documents, in order to complete consultation with regulatory agencies, such as the U.S. Fish and Wildlife Service, NMFS, CDFG, and the State Historic Preservation Office, to name a few. This includes completing consultation under Section 7 of the Endangered Species Act (ESA) and Section 106 of the National Historic Preservation Act (NHPA). Coordination with the USFWS will need to occur for Section 106 consultation completion. In addition, consultation with CDFG under the California ESA (CESA) will be required. It is the applicant's responsibility to develop a proposal that will avoid significant environmental impacts. ~~This includes budgeting sufficient time and/or funds in the proposal to implement reasonable and prudent measures that will be needed to complete the proposed project while avoiding and/or mitigation adverse environmental impacts.~~

## **II. Award Information**

The Red Bluff Fish and Wildlife Office, Anadromous Fish Restoration Program is soliciting proposals to complete Antelope Creek Juvenile Fish Passage Improvement, structure design, environmental compliance, obtain necessary permits, and construction. It is anticipated that as much as \$60,000 will be available for funding in Fiscal Year 2008 (fiscal year began October 1, 2007). A grant may be entered into between the successful applicant and the U.S. Fish and Wildlife Service-Anadromous Fish Restoration Program, Red Bluff, California. *Proposals received under this request will be valid through the end of the fiscal year.*

Anticipated project start date would be in FY 2008 after agreement establishment, approximately August 2008 with an expected completion date no later than December 15, 2009.

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Eligible applicants are limited to those institutions, organizations or individuals with a background in fish passage/fish screen/bypass design and completing Federal and California State environmental compliance documents and permitting needs. A California licensed engineer should be on the design team. Applications from federal agencies or employees of federal agencies cannot be considered.

#### **B. Cost Sharing or Matching**

There is no cost-sharing or matching requirement for this award.

### **IV. Application and Submission Information**

#### ***A. This Announcement Contains All the Information Required to Submit an Application***

##### **1. Electronic Applications Materials**

The required Standard Form (SF) 424 form set may be accessed at <http://www.grants.gov> or by contacting Brenda Olson at [Brenda\\_Olson@fws.gov](mailto:Brenda_Olson@fws.gov) for any other of the required forms as listed in 2. Supplemental Requirements as listed below.

Grants.gov now supports the latest version of Adobe Reader (8.1.1), which is available for free download from the Adobe Website: <http://www.adobe.com/products/acrobat/readstep2.html>. Grants.gov continues to support Adobe Reader version 7.0.9. **Only these two versions should be used when submitting grant applications.** Other Adobe Reader versions are not supported.

##### **2. Hard Copy Application Materials**

If you do not have access to the web page or have trouble downloading material, and you would like a hard copy you may mail the request to Brenda Olson at RBFWO 10950 Tyler Rd, Red Bluff, CA 96080 or call (530) 527-3043. When calling the RBFWO, please indicate that you are requesting the RFP and associated application forms for AFRP-08-N01, Antelope Creek Juvenile Fish Passage Improvement.

Materials may also be requested via Internet by sending an e-mail to [Brenda\\_Olson@fws.gov](mailto:Brenda_Olson@fws.gov). For all technical questions, call Brenda Olson at (530) 527-3043.

#### **B. Content and Form of Application Submission**

##### **1. Application Requirements**

*This announcement contains all the information needed to submit a proposal.* The project proposal is a narrative description and the budgetary information of the project. Only information that is pertinent to the project should be included. The project proposal should also indicate whether partial funding of the project is practicable, and, if so, what specific portion(s) of the project could be implemented with what level of funding.

A project proposal that is part of a longer term initiative will be considered, however, the proposed project’s objectives, benefits, and tasks must stand on their own, as there are no assurances that additional funding would be awarded in subsequent years for associated or complementary projects. An incomplete proposal will not be considered for funding.

Applications must be no smaller than 12 point font, preferably in Times New Roman type, with 1-inch margins, double-spaced, no longer than ~~25~~ 20 pages and submitted in single-sided, electronic or hard copy.

*Complete applications must include:*

- Applicant name, mailing address, phone and fax number, and email address
- Budgetary information (including necessary Federal Forms, i.e. SF-424 Application for Assistance)
- Background and need for proposed work
- Justification for proposed work
- Approach including study design, hypotheses, goals, methods, equipment and facilities, data collection, any statistical analysis and quality assurance procedures, tasks
- Feasibility of the described approach, any contingencies or requirements (e.g., dependence on outcome of other projects, environmental compliance or permitting)
- Performance measures related to project goals and objectives
- Data handling and storage
- Expected products and outcomes
- Deliverables for each task
- Work schedule, including estimated start and completion dates of each task
- Applicant qualifications and experience

**2. Supplemental Requirements**

The following table provides a summary of the supplemental forms and requirements that must be included in the application. The Dun & Bradstreet (DUNS number), Central Contractor Registration (CCR), and electronic funds transfer actions are a requirement. Potential applicants must complete these requirements before the award can be made.

<b>What’s required</b>	<b>Available at:</b>	<b>When to submit</b>
Application for Federal Assistance, Standard Form SF424 Cover sheet, 424 A & B for Non-Construction; C & D for Construction awards	<a href="http://www.whitehouse.gov/omb/grants/grants_forms.html">http://www.whitehouse.gov/omb/grants/grants_forms.html</a> <a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a> <a href="http://www.fedforms.gov">http://www.fedforms.gov</a>	By <del>June 24</del> , <b>July 3, 2008</b>
Dun & Bradstreet Number (DUNS)	<a href="http://www.dnb.com">www.dnb.com</a> <a href="http://www.dnb.com/US/customer_service/index.html">www.dnb.com/US/customer_service/index.html</a> 1-800-234-3867. <a href="http://www.dnb.com/us/">http://www.dnb.com/us/</a>	Will need <u>before</u> registering with CCR

Registration in the Central Contractor's Registration (CCR)	<a href="http://www.CCR.GOV">http://www.CCR.GOV</a>	In time to allow for processing if not already in the system.
Electronic funds transfer Form - ACH 3881	Form is available at the Red Bluff Office of the U.S. Fish and Wildlife Service 530/527-3043 Note: must be completed for funds transfer to occur. If your organization has a history of having received government funds/payments, you do not need to complete this form again.	By <del>June 24</del> , <b>July 3, 2008</b>
Registration Grants.gov <i>*Before applying for a grant opportunity on Grants.gov, an applicant must complete the registration process</i>	<a href="http://www.Grants.gov">http://www.Grants.gov</a> or <a href="mailto:support@Grants.gov">support@Grants.gov</a> , or you may call the Contact Center at: 1.800.518.4726 Registration is a 3-step process: <ol style="list-style-type: none"> <li>1. Register your organization, then;</li> <li>2. Register yourself as an Authorized Organization Representative (AOR) then;</li> <li>3. Become authorized by your organization to submit applications</li> </ol> Please note: It may take up to two (2) weeks to complete the registration process due to unexpected delays. It is highly recommended that you begin the registration process as soon as possible  <b>SEE THE GRANTS.GOV WEBSITE FOR COMPLETE DETAILS</b>	In time to allow for processing if not already in the system.

### **3. Data Universal Numbering System Number (DUNS)**

On June 27, 2003, The Office of Management and Budget (OMB) published a Federal Register notice (68 FR 38402) that announced final policy issuance on the use of a universal identifier by grant applicants. The policy requires applicants applying for Federal grants or cooperative agreements on or after October 1, 2003 to acquire a Data Universal Number System (DUNS) number. It is the responsibility of the organization seeking Federal funds to obtain a DUNS, as necessary. Grant and cooperative agreement applicants need to ensure they have a DUNS number. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-877-753-1444 or on the web at <http://smallbusiness.dnb.com/manage>

**C. Submission Dates and Times** Electronic applications must be received by Grants.gov by the close of business on **July 3 ~~June 24~~**, 2008 (4:30 p.m. Pacific Standard Time). If the proposal cannot be submitted via Grants.gov, it may be submitted to [Brenda\\_Olson@fws.gov](mailto:Brenda_Olson@fws.gov) by 4:30 pm Pacific Standard Time, **July 3 ~~June 24~~**, 2008. If the electronic application cannot be submitted, a hard copy must be received by the RBFWO

Anadromous Fish Restoration Program (address as above in section IV A. 2.), attention Brenda Olson, by **July 3 June 24**, 2008 (4:30 pm Pacific Standard Time). Hard copy applications should be printed on one side only and should not be bound in any manner. Proposals received after the date and time will not be considered for funding.

#### **D. Intergovernmental Review**

This program is not covered by Executive Order 12372. Review process is not required.

#### **E. Funding Restrictions:**

Awards will not allow reimbursement of pre-award costs. *Funding is contingent upon the RBFWO Anadromous Fish Restoration Program's receipt of an adequate implementation project budget for FY 2008.*

## **V. Application Review and Selection Information**

### **A. Criteria**

Applications are sought that show the applicants expertise and ability in fish passage/screen/bypass design, writing regulatory documents for local, state, and federal agencies (eg. NEPA, CEQA, ESA, CESA), obtaining necessary permits, and **project proposal analysis** ~~construction of fish passage/screen/bypass projects~~.

Proposals will be reviewed by a team of Federal staff based on the following criteria:

- Addresses high priority need as described in I-B of this RFP "Purposes and Funding Priorities", to develop a design to improve survival rates by reducing or eliminating entrainment of juveniles at diversions that meets NMFS and CDFG criteria,
- Possess experience and qualifications in writing regulatory documents for local, state, and federal agencies,
- Experience in construction of fish screens, bypasses, or similar structures,
- Approach is valid and technically sound,
- Primary Investigators and/or sub-recipients record of performance and expertise, and inclusion of a California licensed engineer on the design team,
- Budget is reasonable and provides good value for funds requested, and
- Past performance on projects; working knowledge of fish passage/screen/bypass design and regulatory documents and processes.

### **B. Review and Selection**

The purpose of our proposal review process is to acquire a range of opinions about incoming proposals while reducing paperwork and minimizing the amount of time between when project proposals reach us and when selected proposals are funded. Our goal is to ensure efficient, effective, and responsible project management and to promote fair, inclusive, and open participation. All proposals will be reviewed internally by two Anadromous Fish Restoration Program (AFRP) Habitat Restoration Coordinators (HRCs). This will comprise

the entire review process for proposals seeking funding less than \$50,000, as the smaller dollar amount is indicative of simple, short duration projects that can be fairly easily evaluated.

The core of the review process for proposals seeking funding greater than \$50,000 is our external reviewers who play a role similar to that of an editorial board at scientific journals. External reviewers advise us on the quality of proposals we receive and help us solicit additional reviews if necessary. To benefit from diverse expertise and achieve broad exposure, we have purposely recruited highly competent experts from applicable fields to act as advisors for proposals in their areas of expertise.

Upon receipt of proposals seeking funding greater than \$50,000, AFRP will contact two external reviewers and provide them with criteria for review and response forms. The external review process is blind; the external referees will review proposals without knowledge of the identity of potential user. Internal reviewers will know the identities of applicants so that they can use that information to make sure all proposals receive fair consideration. They will weigh the information provided on the response forms to make the final selection for funding.

Potential external reviewers for the Antelope Creek Juvenile Fish Passage Improvement project could include experts from the National Marine Fisheries Service, CDFG, and/or Natural Resource Conservation Service.

The selection recommendations of the Federal staff will be provided to the RBFWO Project Leader, who is the Selection Official. The Selection Official will make the final award decision. All applicants will be notified of the results of the selection process by the Grants/Agreements Assistant.

## **C. Applicant's and the USFWS responsibilities**

### **1. Applicant's Responsibilities and Deliverables**

Successful applicants shall ensure that the project complies with all applicable Federal, State and local laws and regulations. A successful applicant is ultimately responsible for obtaining all applicable Federal, State and local permits for work to be performed under the award.

The successful applicant will submit requests for reimbursement using Standard Form 270, Request for Reimbursement, no more frequently than monthly. A breakdown of funds spent, by task, must accompany each invoice. Requests for reimbursement will be made on the basis of submission by recipient of acceptable documentation and deliverables as defined by the Service. Ten percent of the total amount of the agreement may be withheld until all requirements of the agreement are accomplished. If 10% is withheld, a final invoice may be submitted for the 10% withheld once all the requirements are approved.

In addition, the applicant will provide the following deliverables:

- a) A Basis of Design Report that includes 30% plans including, but not limited to a site plan, structure plan and sections, and electrical plans, and results of the TAC meeting.
- b) Plans and specifications at 90% and 100% completion that were submitted to the TAC for review and approval.

- c) An analysis of the proposed design as to why it is physically, structurally, and biologically the best alternative for the solution. A comparison to other reasonable alternatives that could be implemented to solve the problem is required. ~~Construction and installation of the fish passage improvement structure on the Edwards diversion ditch and/or headgate.~~
- d) Copies of all planning documents and permits in PDF format.

**2. USFWS Responsibilities**

- a) USFWS will provide a science-based technical review of selected proposal, may provide technical information, and may be available for assisting with products such as peer-reviewed publications.
- b) USFWS-AFRP will provide funding for the project as proposed in the schedule and budget attached.
- c) USFWS-AFRP may provide NEPA/CEQA preparation support, depending on agency staff workload.
- d) USFWS-AFRP, in partnership with CDFG, will coordinate access and permission to design the juvenile fish passage improvement project at Edwards **and Los Molinos** diversions on Antelope Creek

**VI. Award Administration Information**

**A. Award Notice**

Successful applicant will be notified after selection and confirmation of available funding, by **August 15 July 30, 2008**. An applicant should not initiate a project in expectation of USFWS funding, nor should they purchase materials or begin work until such time as they receive the final award document signed by an authorized Service official.

**B. Administrative and National Policy Requirements:**

Federal awards are subject to Federal financial administrative requirements. Please see the following for a particular application.

<u>Type of Recipient</u>	<u>Applicable Guidance</u>
Institutions of Higher Education	2 CFR Part 215 Administrative Requirements 2 CFR Part 220 Cost Principles for Higher Education 43 CFR Part 12, Subpart D – Governmentwide Debarment and Suspension (Nonprocurement) And Governmentwide Requirements for a Drug Free Workplace 43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs 43 CFR Part 18 – New Restrictions on Lobbying 48 CFR Part 31.2 – Contracts with Commercial Organizations (if work will be subcontracted out) 48 CFR Part 52.215.2 – Audit and Records

<p>Non-Profit Organizations</p>	<p>2 CFR Part 215 Administrative Requirements  2 CFR Part 230 Cost Principles for Non-Profits  OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations  43 CFR Part 12, Subpart D – Governmentwide Debarment and Suspension (Nonprocurement) And Governmentwide Requirements for a Drug Free Workplace  43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs  43 CFR Part 18 – New Restrictions on Lobbying  48 CFR Part 31.2 – Contracts with Commercial Organizations (if work will be subcontracted out)  48 CFR Part 52.215.2 – Audit and Records Negotiation</p>
<p>For profit, individuals and others excluded from coverage with OMB Circular A-122</p>	<p>Federal Acquisition Regulations, full text of appropriate clause may be found at <a href="http://www.arnet.gov/far">http://www.arnet.gov/far</a>  43 CFR Part 18 – New Restrictions on Lobbying  48 CFR Part 31.2 – Contracts with Commercial Organizations  43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs</p>
<p>Governments – State, Local, and Federally Recognized Indian tribal governments</p>	<p>OMB Circular A-102  2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments  OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations  43 CFR Part 12, Subpart E – Buy American Requirements for Assistance Programs  43 CFR Part 18 – New Restrictions on Lobbying  43 CFR Part 12, Subpart D – Governmentwide Debarment and Suspension (Nonprocurement) And Governmentwide Requirements for a Drug Free Workplace  48 CFR Part 52.215.2 – Audit and Records Negotiation</p>

## **C. Reporting Requirements**

### **1. Progress Reports**

The successful applicant shall submit a written progress report to the project contact listed in VII on a quarterly basis in Adobe PDF or Microsoft Word format presenting the activities that occurred and provide a description of the project accomplishments during each quarter of the calendar year beginning with the quarter immediately succeeding the project start date. The reports shall be submitted within 30 days following the end of each quarter.

### **2. Final reports**

Draft final reports are due no later than 60 days after completion of the project. Final reports will be due 30 days after receipt of Service comments on the draft report. The successful applicant shall submit, within 90 calendar days of completion of the project, a final invoice. The successful applicant shall account for any real and personal property acquired with Federal funds or received from the Federal Government according to requirements of regulations referenced in the award. The final report will be provided in hardcopy and electronic copy, using Adobe PDF or Microsoft Word format, and sent to: (Habitat Restoration Coordinator's mailing and e-mail address. See Section VII.).

## **VII. Agency Contact(s)**

For technical questions associated with this project contact **Brenda Olson**, Anadromous Fish Restoration Program Habitat Restoration Coordinator; 10950 Tyler Road; Red Bluff, CA 96080; telephone 530-527-3043; fax 530-529-0292; email:**Brenda\_Olson@fws.gov**. For questions of an administrative content such as forms completion and for sending hard copies such as the signature page contact Brenda Olson.

## **VIII. Other Information**

Please note that the Federal Government is not obliged to make any awards as a result of this announcement, and only official Service grant officers can bind the Government to the expenditure of funds. If you are selected as a Federal grant recipient, the funds you receive may be subject to Federal and other taxes.

### **A. Proposal preparation instructions and format:**

In addition to the required forms identified in Section IV, a narrative proposal is also required. The following is the format of the proposal, as well as instructions on how to complete the proposal.

#### **1. Project information page**

This proposal (title of proposal) is for the fiscal year 2008: 1) name; 2) proposal title; 3) project duration; 4) lead organization name; 5) enter the name of the agency or institution to whom funds would be awarded; 6) organization contact (please provide information for the primary person responsible for oversight of the project's operation, management, and reporting requirements at the lead institution, social title, first name, last name, street address, city, state or province, ZIP Code or mailing code, telephone (include area code and e-mail); 7) lead investigator (is the lead investigator the same as the main contact person? If not please provide

information for the primary person responsible for oversight of the award operation, management, and reporting requirements at the lead institution, social title, first name, last name, street address, city, state or province, ZIP Code or mailing code, telephone number and e-mail); and, 8) provide information about additional investigators (last name, first name, organization).

## **2. Summary or abstract page**

Provide a summary of your project including the following: a brief description of your proposed project, including location, goals, objectives, the actions to be implemented, and the approach to implement the proposal, expected outcomes, and relationship to high priority need to provide adult fish passage.

## **3. Proposal description text**

a. **Problem-** describe the problem that the project is designed to address including a brief narrative of the project location. Provide background, including 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.

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

c. **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.

d. **Permits and agreements-** If applicable, explain what permits are necessary to proceed with the tasks described. Explain the current status of each permit. Explain any other constraints that could impact the schedule and the ability to implement the project. Identify the nature and approach to resolving other outstanding implementation issues.

e. **Private property access and landowner permission and participation-** 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. This is another hard copy item that should be sent, along with other hard copy items (such as the signature page), to the RBFWO Anadromous Fish Restoration Program contact person (See Section VII, Agency contacts). Please see section V. C. 2. of the Antelope Creek Juvenile Fish Passage Improvement project.

f. **Data handling and storage** - describe how the data and other information will be handled, stored, and made accessible.

g. **Expected products/outcomes** - Provide a list of planned deliverables such as; reports, presentations, advances in technology, and information transfers via workshops, seminars, education programs, etc. and timing of each.

h. **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 project. Explain how these participants provide the range of expertise in sciences or other disciplines needed to achieve the project's objectives. Specify individual roles and responsibilities regarding technical, administrative, and project management. When sub-recipients are identified, explain briefly how they were or will be selected and why. Disclose or discuss any potential problems regarding the principal participants' availability to complete their work within the projected timeline.

#### **4. Work Schedule page**

Identify the start and completion dates of each of the tasks and associated deliverables discussed above as well as other key milestones. 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 a time line with expected start and stop dates, and accomplishment of milestones. Tasks identified in the work schedule should match those shown in the budget.

#### **5. Budget**

Provide a detailed budget showing how requested funds will be used to carry out the project's scope of work. Costs for each major task described in the "Approach (scope of work)" section of your proposal must be presented. A task for project management should include the specific costs associated with insuring accomplishment of a specific project, such as inspection of work in progress, validation of costs, report preparation, response to project specific questions and necessary costs directly associated with specific project oversight. Applicants should also include costs associated with managing project funds, including preparation of quarterly and final reports to the funding agency. Tasks for environmental compliance, monitoring, project design, data handling, storage, and dissemination, and public outreach should also be included as appropriate for your project. Include information related to cost sharing and in-kind contributions.

*Suggested Budget Format:*

**Months 1 to 12**

task	labor	benefits	travel	supplies and expendables	services and consultants	equipment	lands and rights of way	other direct costs	direct total	indirect costs	total
<b>totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**6. Signature page:** *If the applicant is unable to submit the proposal via Grants.gov they then must provide a signature page with the following instructions.* A one page sheet with an original signature, the sheet may have a scanned-in signature, otherwise it must be followed up with a faxed or mailed copy. This declaration must be submitted to Brenda Olson, Habitat Restoration Coordinator at address 10950 Tyler Road, Red Bluff, CA 96080; telephone 530-527-3043; fax 530-529-0292; email [Brenda\\_Olson@fws.gov](mailto:Brenda_Olson@fws.gov), as identified in Section IV .B. Section 2 by **July 3** ~~June 24~~, 2008.

This signature page should declare that all representations in this proposal are truthful, and the individual signing the form is authorized to submit the application on behalf of the applicant (if applicant is an entity or organization). Include proposal title and submitter. *Failure to sign and submit this information will result in the application not being considered for funding.*





**Site Name: Edwards Dam (Antelope Creek)**

Prepared by: DeMar, D.

Prepared on: 04/27/2007

**Location Information:**

County: Tehama	FWS Unit: Private Lands	Township	Range	Section
State: California	USGS Topo: Red Bluff East	27N	2W	18

