

California Department of Conservation



Watershed Coordinator Grant Program 2004 Request for Proposals



For further information, please contact:

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Division of Land Resource Protection

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Check the Resource Conservation District Assistance Program website for updates:

<http://www.consvr.ca.gov/dlrp/rcd>



DEPARTMENT OF CONSERVATION
STATE OF CALIFORNIA

September 25, 2003

Division of Land
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■ ■ ■
GRAY DAVIS
GOVERNOR

Dear Applicant:

Thank you for your interest in the Watershed Coordinator Grant Program. Recognizing the program's previous success, the California Bay Delta-Authority (CBDA) has partnered with the Department of Conservation (DOC) to provide \$9 million in funding for a three-year period, beginning Spring 2004. The purpose of the grant program is to fund watershed coordinator positions to facilitate watershed improvement efforts within the CALFED Solution Area. The Program offers organizations an opportunity to improve watersheds using a collaborative approach to planning and management.

DOC recently held a series of five informational workshops around the state. The purpose of the workshops was to gather local input to formulate a program that is responsive to local needs. Over 170 representatives from different agencies and organizations attended and offered their comments. A number of valuable ideas were expressed, many of which were incorporated into the grant program. These include:

- Allowing more than one watershed coordinator position per watershed;
- Creating a database to facilitate cooperation and coordination between applicants during proposal preparation;
- Authorizing costs for training, software, and testing equipment;
- Allowing part-time coordinator positions; and
- Providing electronic forms on the DOC website.

DOC looks forward to receiving applications from organizations throughout California. This grant program provides a valuable opportunity for local organizations to plan and develop critical watershed improvements through watershed coordinators.

Sincerely,

Darryl Young
Director

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Section 1: Program Overview and Application Process

I. Introduction

A. Background

In 2000, the California Legislature approved a \$2 million pilot grant program to fund watershed coordinators for Resource Conservation Districts. The Department of Conservation (DOC) was authorized to administer the program. State funding was approved for two years, and due to the success of the pilot program, the California Bay Delta-Authority (CBDA) partnered with DOC to extend the program for another 18 months. CBDA oversees the CALFED Bay-Delta Program. Since the importance of the program has become evident, DOC is working with the CBDA to expand the grant program in 2004 with CALFED funding from the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50). The 2004 grant program is open to additional organizations and will provide \$9 million for a three-year period, beginning Spring 2004.

B. Program Goals and Purpose

The pilot Watershed Coordinator Grant Program demonstrated that watershed coordinators are effective in facilitating collaboration, building consensus, obtaining project funding, and initiating watershed improvement projects. Using a coordinated approach to planning and management has resulted in successful and sustainable watershed improvements.

The goal of the 2004 Watershed Coordinator Grant Program is to continue to improve watersheds within the CALFED Solution Area by providing support for watershed improvement efforts. The CALFED Solution Area includes watersheds that contribute to or import water through the Bay-Delta system.

The purpose of this grant program is to fund watershed coordinator positions in order to facilitate watershed improvement efforts within the CALFED Solution Area. These positions must demonstrate a direct benefit to the Bay-Delta system and support the goals and objectives of the CALFED Watershed Program and at least one other authorized CALFED program (to be identified by applicant from those listed in Table 1 on page 2).

The Program offers organizations a unique opportunity to improve watersheds through a coordinated collaborative process. To ensure that grants are distributed throughout the CALFED Solution Area and cover as many watersheds as possible, no more than two full-time coordinator positions will be awarded within a watershed, as defined by the Watershed Map in Appendix A. DOC will ensure that each of the five CALFED regions within the Solution Area will be represented. A major goal of this Program is to foster collaboration and partnerships. Therefore, applicants are strongly encouraged to work cooperatively with other organizations to formulate a comprehensive proposal.

II. Eligibility Requirements

The Program is open to locally based, nonprofit groups with 501(c)(3) status, special districts, and local governments. Locally based groups are defined as those that maintain a local office and focus on issues within that watershed or community. The Program is not open to federal or state agencies. Each proposal may request no more than the equivalent of one full-time watershed coordinator position, and should only address one watershed, as defined by the Watershed Map in Appendix A. The Watershed Map is based on the United States Geological Survey (USGS) 8-digit Hydrological Unit Catalog (HUC) delineation. Sub-watersheds within the USGS-defined watershed will be eligible for funding; however, a maximum of two full-time coordinator positions will be funded per USGS 8-digit watershed (refer to the Watershed Map and list in Appendix A). Proposals must support CALFED Program goals for the Bay-Delta, which can be found at: <http://www.calwater.ca.gov>.

To be eligible for funding, the watershed must meet the requirements of one of the following conditions:

Condition 1 (green area on Watershed Map): The watershed is located within the CALFED Solution Area and drains to the Sacramento-San Joaquin Delta or San Francisco Bay. Proposals must clearly demonstrate a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and at least one other CALFED program as identified in Table 1 (below). Table 1 lists the additional *authorized* CALFED programs that may be addressed in proposals.

Condition 2 (gold area on Watershed Map): The watershed is located within the CALFED Solution Area, does not drain to the Sacramento-San Joaquin Delta or San Francisco Bay, and imports water through the Delta. Proposals must clearly demonstrate a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and the Water Use Efficiency Program. Proposals may also address additional CALFED programs as identified in Table 1.

Condition 3 (gray area on Watershed Map): The watershed is outside of the CALFED Solution Area. Proposals must clearly demonstrate, to the satisfaction of DOC, a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and at least one other CALFED program as identified in Table 1.

Table 1 – Additional Authorized CALFED Programs	
Water Use Efficiency	Storage
Drinking Water Quality	Water Transfers
Levee System Integrity	Conveyance
Science	Ecosystem Restoration

III. Cooperation Database

To facilitate cooperation within watersheds, DOC will maintain an online database of potential grant applicants. To be included in the database, send an email message to: rcd@consvr.ca.gov with the subject line: **Cooperation Database Registration**. Using the Watershed Map in Appendix A, list the name of your watershed(s), the watershed's USGS 8-digit HUC code, your organization's name, a contact person and a contact email address, within the body of the message. [Applicants that register by 5:00 p.m. October 24, 2003 will automatically receive five \(5\) points, per application, towards the cooperation criteria, if the application is eligible for scoring.](#) The Cooperation Database will be updated every three days and will be located at: <http://www.consvr.ca.gov/dlrp/rcd>. This database is provided to assist applicants in identifying potential partner organizations. Proposals that demonstrate cooperation within watersheds rather than competition will receive higher scores.

IV. Submission Requirements

Each proposal may request no more than the equivalent of one full-time watershed coordinator position; proposals requesting less than one full-time position are allowable (e.g. half-time, part-time). Proposals should only address one watershed, as defined by the Watershed Map in Appendix A. However, more than one watershed may be addressed if a watercourse crosses the HUC boundary lines. Proposals must designate a single, eligible entity as the legally and administratively responsible party.

To be considered for a grant, eligible applicants must fully complete and submit all items as listed on the Proposal Checklist (*Section 2*, page 14).

Proposal packets that are incomplete or do not include all of the items listed on the Proposal Checklist will be disqualified and not scored.

V. Authorized Costs and Matching Funds

A. Allowable Costs

The grants are authorized to only fund the salaries and directly associated costs of watershed coordinator positions for a period of three years, from the grant agreement start date through Spring 2007. Although there is no dollar limit on the amount of a grant request, coordinator salary rates and support costs must be reasonable, taking into consideration regional salary differences. All expenses or costs included in the budget must support the proposed work plan. All allowable costs may be used as match.

Allowable costs include:

- Salary of the watershed coordinator;
- Benefits for the watershed coordinator (up to 32% of salary, based on actual costs);
- Rent;

- Required equipment, such as a personal computer;
- Operating expenses, such as transportation costs, telephone service, etc;
- Technical software (if supported by the work plan);
- Attendance at seminars, workshops, and conferences (up to \$2,400 total);
- Office supplies;
- Minor meeting expenses, such as printing and mailing costs (excluding food and drinks);
- Administrative costs (up to 15% of funding).

All costs must, to the satisfaction of DOC, support the work plan and be directly related to, and in support of, the watershed coordinator position.

B. Non-Allowable Costs

The purpose of this Program is to fund watershed coordinators and support costs that are absolutely necessary for watershed coordinators to complete their duties as identified in the work plan. The grant will not pay for project-related costs, or for coordinators to conduct tasks associated with office manager or administrative staff duties. Examples of non-allowable costs include:

- Project-related costs, such as construction materials, machinery, field tools, etc;
- Printing costs for project literature;
- Food and drinks;
- Project mailing costs;
- Heavy equipment rental;
- Major equipment purchases;
- Testing, sampling, and other similar expenditures that cumulatively exceed \$1500;
- Promotional items;
- Maintenance expenses.

C. Matching Funds

Applicants are strongly encouraged to provide matching funds. A significant goal of DOC and CBDA is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind contributions. Greater contributions will result in higher points being awarded. In addition, cash match is weighted higher than in-kind match.

Only watershed coordinator salaries and all allowable costs, as outlined in the list of allowable costs above, are eligible as match. Non-allowable expenditures cannot be used for match. If an expenditure is unallowable for reimbursement, it is also unallowable for match. The only exception is for technical support provided to the watershed coordinator in direct support of the work plan.

The following information is provided to assist in preparing the proposal:

- Cash: A transaction where the applicant makes the purchase using cash, a credit card or some other liquid asset.
- In-kind: Third party contributions to the applicant consisting of goods or services. A transfer of something of value, other than cash, such as volunteer time, equipment, use of facilities, supplies, etc.
- Match must come from a non-CALFED source such as private, city, county, state or federal contributions of time or money.
- Match must provide portions of salary or direct costs (refer to Example Budget in Appendix C).
- Cash includes money designated in a checking or savings account, or guaranteed cash contributions from a non-CALFED source. It may include city, county, private or other contributions. It must be a liquid asset and available for the express purpose of supporting the watershed coordinator's efforts as outlined in the work plan.
- Cash match contributions must be evidenced by a specific, designated bank account, a letter of grant award, or other binding financial documents.
- In-kind (or non-cash) contributions include the use of non-CALFED or third party contributed real or personal property or equipment that supports the grant. Documentation must exist to validate this connection.

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.

VI. Partnering and Cooperation

The CALFED Guiding Principles and DOC encourage partnering and cooperation within watersheds. To ensure a wide distribution of grants, no more than two full-time coordinator positions will be awarded per USGS 8-digit watershed. Proposals should demonstrate multiple, committed partnerships and extensive cooperation with other agencies, organizations, or entities. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the partner's contributions. Cooperation may be evidenced by letters of support, signed agreements, board resolutions, or other signed documents.

VII. Watershed Locations

Grants will be issued on a watershed basis using the Watershed Map (Appendix A). Each proposal should address no more than one watershed. More than one watershed may be addressed if a watercourse crosses HUC boundary lines. All proposals must indicate the name of the watershed(s), the HUC code(s), and include a USGS map of the watershed. For reference, Appendix A includes a list of California's watersheds and the corresponding HUC codes. The colored portion of the Watershed Map includes watersheds that are generally considered part of the CALFED Solution Area. Watersheds that are in the gray portion of the map may be eligible if the proposal can clearly demonstrate, to the satisfaction of DOC, a direct benefit to the Bay-Delta system.

VIII. Performance Measures

In order to ensure accountability, work plans must contain performance measures. Performance measures are quantifiable standards that measure the success of an objective and the objective's direct benefit to the watershed.

Each work plan objective must include a performance measure. Performance measures are developed to establish a benchmark that will allow applicants and grant administrators to evaluate the success of the coordinators' efforts.

For example, if an objective is to improve water quality in a river, a performance measure may be to reduce sediments entering the river by 10 percent. Performance measures are generally reported as numbers, ratios, or percentages. They should show that actions are directly benefiting the watershed; performance measures should go beyond counting meetings held, number of attendees, number of mailings, etc.

IX. Evaluation Criteria

Only proposals that meet the eligibility requirements and are complete will be reviewed and scored competitively. The following criteria will be used for scoring and selection. Concise proposals with strong detail and support will be given more points. A total of 150 points will be used for scoring. Each proposal must address the following criteria and provide supporting documentation.

A. Benefits to the Watershed (30 points)

Proposals must describe all potential benefits to the watershed and demonstrate the need for a coordinator position. Proposals that clearly explain and fully outline the following will receive more points:

- Current watershed conditions and need for a watershed coordinator position.
- Importance, impact, and direct benefits a coordinator would have on the watershed.
- Strong correlation between the proposed activities of the watershed coordinator and watershed-related goals and objectives of the applicant's long-range or strategic plan.

- Methods used to measure and evaluate the watershed coordinator's direct benefits to the watershed.

Points may also be awarded on the basis of originality and innovation.

B. Watershed Coordinator Work Plan (20 points)

Each proposal must include a comprehensive work plan. The work plan will be scored on the basis of completeness, manageability, feasibility, and how well goals, objectives, and tasks tie together. The work plan should identify specific tasks with anticipated outcomes and a realistic implementation schedule. More points will be awarded if tasks clearly show how objectives will be completed and how CALFED program goals will directly benefit. The budget and work plan (tasks, objectives, and goals) must tie together and address the needs of the watershed.

C. Performance Measures (15 points)

Proposals must contain well-designed performance measures. Proposals that provide quantifiable performance measures that clearly demonstrate the proposal's benefit to the watershed and CALFED goals will be awarded more points.

D. Sustainability (5 points)

DOC and CBDA are interested in funding proposals with the potential to result in long-term sustainable benefits. Proposals that provide feasible methods or plans to sustain the watershed coordinator position beyond the life of the grant will receive more points.

E. Support of CALFED Program Bay-Delta Goals (25 points)

Proposed work plans and coordinator activities must demonstrate support for the following CALFED Watershed Program criteria for the Bay-Delta. Proposals that demonstrate strong support for CALFED Program goals for the Bay-Delta will receive more points.

- Plans must collaborate with and be consistent with the CALFED Program. Plans shall:
 - Be consistent with the goals and objectives of CALFED;
 - Promote information exchange with CALFED; and
 - Promote local community involvement in CALFED.
- Goals and objectives must be community-based. Goals and objectives should:
 - Promote community and landowner involvement;
 - Have demonstrable community support;
 - Contribute to on-going local watershed management;
 - Foster the development and maintenance of local watershed efforts;
 - Reach out to and encourage participation of local leadership;
 - Reach out to and encourage participation of individuals with diverse interests; and
 - Foster collaboration among multiple interests.

- Plans should address multiple watershed issues. Plans should:
 - Address multiple ecosystem issues;
 - Be consistent with related resource protection activities and applicable regulations;
 - Contribute to beneficial environmental results;
 - Improve ecosystem values and watersheds that directly or indirectly impact the Bay-Delta system; and
 - Be consistent with general principles of good watershed management.
- Plans should be coordinated and supported at multiple levels. They should:
 - Enhance coordination between CALFED, government agencies, and local community groups.

Work plans must support one or more CALFED programs in addition to the Watershed Program. Please refer to Table 1 (page 2) for a list of these other programs.

Watersheds that import water through the Sacramento/San Joaquin Delta System, rather than draining to it, must address the Water Use Efficiency Program. To determine the guiding principles of this and other CALFED programs, please visit the CBDA website at <http://www.calwater.ca.gov> and click on programs.

F. Support of Overall Watershed Goals (10 points)

Proposals that demonstrate contributions towards existing published watershed goals of other organizations will receive more points. Proposals should illustrate a comprehensive understanding of existing issues and plans for the watershed as a whole. The narrative proposal should identify watershed goals from other agencies and watershed organizations, and explain how they will be supported by the proposal.

G. Partnering (10 pts)

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Proposals that demonstrate multiple, committed partnerships and extensive coordination with other agencies, organizations, or entities will be given more points. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the contributions.

H. Cooperation (10 pts)

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in agreement and are non-duplicative of each other's activities. Applicants are urged to work cooperatively with other groups and agencies to avoid multiple proposals for the same watershed. Applicants must demonstrate that their efforts are part of a larger plan to improve the overall watershed. Proposals that demonstrate that there was cooperation within the watershed will receive more points. Organizations that register on the DOC Cooperation Database by the Oct. 24 deadline will automatically receive five (5) points towards the cooperation criteria, if the application is

eligible for scoring. Proposals that demonstrate strong cooperation between registered groups within the same watershed will be given more points.

I. Budget (10 points)

The budget will be evaluated on completeness, accuracy, and how it supports the objectives, goals, and tasks as identified in the work plan. Budgets that clearly demonstrate a direct relationship between expenditures and the work plan will be given more points. Budgets that contain costs that appear to be unreasonably high or inflated will receive fewer points.

J. Matching Funds (15 points)

A major goal of CBDA and DOC is to ensure cooperation and collaboration between diverse groups throughout the watershed. It is also important for applicants to demonstrate a commitment by contributing matching funds. Proposals may include cash match, in-kind match or both. The greater the contribution, the higher the points awarded. Applicants can be awarded up to 15 points, if the maximum cash and in-kind matches are provided. The following charts will be used to award points. Separate points will be awarded for each match category.

Table 2 – Cash Match	
Match Contribution (% of DOC share)	Points
1% - 10%	2
11% - 15%	4
16% - 20%	6
21% - 25%	8
26% +	10

Table 3 – In-Kind Match	
Match Contribution (% of DOC share)	Points
1% - 10%	1
11% - 15%	2
16% - 20 %	3
21% - 25%	4
26% +	5

X. Reporting and Invoicing

A. Grant Administration

The grants will be administered through grant agreements, which will be prepared after the grants are awarded. Grant agreements consist of standard language, work plan, budget, reporting requirements, and an implementation schedule. All costs are reimbursed in arrears and are based on actual costs. Only costs approved in the grant agreement and supported by proper source documentation are eligible for reimbursement. Expenses incurred prior to the start date of the grant agreement and after the closing date of the agreement are not reimbursable. Reporting requirements are briefly summarized below, but will be detailed in the grant agreement.

B. Reporting

Grantees must provide DOC with quarterly written reports that demonstrate progress and compliance with the grant agreement. Additionally, at the end of each 12-month period, an annual report must be submitted. DOC will determine the format of the reports and the necessary documents that will be submitted with the reports.

1. Quarterly Reports: These reports will primarily focus on the tasks worked on and completed by the watershed coordinator over a three-month period, based on the approved work plan. Grantees shall provide evidence to demonstrate that objectives and tasks are being completed, or if not, provide justification. In addition to the quarterly report, the grantee must provide DOC with evidence that budgeted match is being used to support the grant. Grantees will be required to identify the source of the match, the amount of contribution, and provide supporting documentation.

2. Annual Reports: Annual reports will be required at the end of each 12-month period. These reports shall summarize the progress made that year. Grantees will be required to provide a detailed written report which shall include a description of:

- The direct benefits to the watershed and CALFED goals and objectives;
- The work plan(s) showing completion of tasks and objectives;
- Progress toward meeting performance measures to date;
- The grant's effectiveness;
- Additional benefits to the watershed as a result of coordination.

3. Final Report: At the end of the three-year grant period a final report will be required. This report must summarize the overall results of the grant and describe:

- The overall benefits (direct and indirect) to the watershed and compliance with CALFED's goals and objectives;
- Work plan accomplishments;
- Final results of performance measures and a discussion and evaluation of these measures;
- The grant's effectiveness;
- Sustainability of the watershed coordinator position;
- Financial status, including all match contributions;
- Conclusions.

C. Accounting

Invoicing: All costs are reimbursed in arrears and are based on actual costs. Grantees must submit quarterly invoices to DOC for reimbursement. Invoices must be sequentially numbered and prepared in triplicate with all supporting documents (receipts, cancelled checks, payroll stubs, paid bills, contract/subcontract award letters, cancelled warrants, etc). All submitted documents will require annotations that specifically link the expenditure to the approved work plan. DOC is ultimately the final approving authority on reimbursement of expenditures. DOC will also base payments on reports showing work completed and satisfactory progress.

XI. Deadlines

- **September 25, 2003** – Request for Proposals (RFP) release date
- **October 24, 2003, 5:00 p.m.** – Deadline to register to be included in the Cooperation Database
- **September 25 through October 24, 2003, 5:00 p.m.** – Question and answer period open. To ensure fairness to all potential applicants, questions pertaining to the RFP must be received by DOC staff by 5:00 p.m. on October 24, 2003. Questions and answers will be published on the DOC website shortly after the October 24th close date.
- **October 6 through October 21, 2003** – Regional RFP informational workshops held. Locations are listed below. Any changes will be announced prior to the workshop.
 - October 6, 2003; 1-5 p.m. in Merced at:
USDA Natural Resources Conservation Service
2135 Wardrobe Ave, Merced CA 95340
 - October 15, 2003; 1-5 p.m. in La Habra at:
La Habra Library
221 East La Habra Blvd., La Habra CA 90631
 - October 17, 2003; 1-5 p.m. in Redding at:
Western Shasta Resource Conservation District
6270 Parallel Rd., Anderson CA 96007
 - October 20, 2003; 1-5 p.m. in Oakland at:
Elihu Harris Building
1515 Clay Street, Room 11, Oakland CA 94612
 - October 21, 2003; 1-5 p.m. in Sacramento at:
Rancho Cordova Community Library
9845 Folsom Blvd., Sacramento CA 95827
- **November 17, 2003, 5:00 p.m.** – Proposal due date and time. Proposals must be physically received at the following address on this date by close of business (5:00 p.m.). Proposals received after the deadline will not be accepted. Proposals will not be accepted via fax or email. Submitted proposals will not be returned.

Please note the new mail and delivery addresses for the Division of Land Resource Protection as listed below. Although the Division is in the same building, the office is now on the 18th floor of the Renaissance Tower.

Drop-off Address:

**State of California
Department of Conservation
Division of Land Resource Protection
801 K Street, Room 1815
Sacramento, CA 95814**

Mailing Address:

**State of California
Department of Conservation
Division of Land Resource Protection
801 K Street, MS 18-01
Sacramento, CA 95814**

XII. DOC Contact Information

If you have any questions, please send an email to: rcd@consrv.ca.gov

Or contact the following DOC staff:

- Andrew Rush (916) 323-4163
- Jenny Di Stefano (916) 324-0774

Section 2: Instructions and Forms

- I. Proposal Checklist
- II. Proposal Cover Sheet
- III. Instructions for Preparing Narrative Proposal
- IV. Instructions for Preparing Work Plan
- V. Work Plan Form
- VI. Instructions for Preparing Budget Form
- VII. Budget Form

Proposal Checklist

Proposals must contain all required forms and documents as listed below. Submit documents in the order as listed. **Proposals received without all required documents will be disqualified and not scored, regardless of merit.** Letters and attachments will not be accepted under separate cover. DOC will not contact applicants after proposal submission to complete or improve proposals, and submitted proposals will not be returned. The following required documents must be fully complete and submitted to be eligible for consideration:

- Signed Proposal Cover Sheet
- Signed Proposal Checklist
- Narrative Proposal (6 page maximum)
- Work Plan Form
- USGS 8-digit Watershed Map identifying watershed location
- Budget and Footnote Forms
- Proof of Match
- Proof of Partners (if applicable)
- Organizational Long-Range or Strategic Plan (must contain watershed-related goals)
- Nonprofit Status Documentation (if Nonprofit)
 1. A copy of the organization's 501(c)(3) nonprofit status from the IRS
 2. A copy of the organization's Articles of Incorporation and Bylaws
 3. A statement from the organization's Board of Directors that certifies funding from DOC will not present a conflict of interest for the Board or any of its members
- Local Government or Special District Board Resolution authorizing the proposal (if Local Government or Special District)
- One (1) original of the complete proposal packet. The original should be printed in 12 point font, on 8.5 by 11 inch white paper, be single-sided, and clipped together (not stapled). Do not use covers or binders.
- Five (5) copies of the complete proposal packet. The copies should be printed in 12 point font, on 8.5 by 11 inch white paper, be double-sided, and clipped together (not stapled). Do not use covers or binders.

I have read the attached proposal and verify that the information provided is true and accurate:

Grant Preparer (Print Name)

Signature and Date Signed

Authorized Organization Official
Print Name and Title

Signature and Date Signed

Proposal Cover Sheet (page 1)

Attach to front of proposal

Applicant: _____

Address: _____

Contact Person: _____

Email: _____ **Phone:** _____

Fax: _____ **Federal Employer ID #:** _____

Requested Amount \$: _____ **Match Amount \$:** _____

Watershed name(s) from Appendix A: _____

8-Digit Watershed Hydrological Unit Catalog (HUC) Code(s): _____

Check the box which best describes the location of the watershed:

- Watershed drains to the Bay-Delta (located within **green** area on map)
- Watershed imports water through the Bay-Delta (located within **gold** area on map)
- Watershed outside CALFED Solution Area (located within **gray** area on map)

Check all CALFED Programs supported in addition to the Watershed Program:

- | | |
|---|---|
| <input type="checkbox"/> Water Use Efficiency* | <input type="checkbox"/> Science |
| <input type="checkbox"/> Ecosystem Restoration | <input type="checkbox"/> Levee System Integrity |
| <input type="checkbox"/> Drinking Water Quality | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Conveyance | <input type="checkbox"/> Water Transfers |

* Watersheds that import water through the Bay-Delta must support the Water Use Efficiency Program

Proposal Cover Sheet (page 2)

State Senate District Number(s): _____

Senator(s): _____

State Assembly District Number(s): _____

Assembly Member(s): _____

Signature of Authorized Organization Official or Contracts & Grants Officer:

By: _____ **Date:** _____

Printed Name: _____

Title: _____

Instructions for Preparing Narrative Proposal

The narrative proposal should provide information that addresses the following areas completely and concisely in the sequence identified below. The narrative proposal must include the following information and must not exceed six pages. Attachments (e.g. maps and support letters) are not considered part of the six-page limit, but keep attachments to a minimum and do not include non-required documents.

A. Executive Summary (1/2 page maximum)

Concisely summarize the purpose and benefits of the proposal as related to CALFED goals for the Bay-Delta.

B. Watershed Location

Using the Watershed Map and list of watersheds (Appendix A), list the official name and the 8-digit USGS Hydrological Unit Catalog (HUC) Code of the watershed(s) in which the watershed coordinator will work. Also identify the county or counties in which the watershed coordinator will work.

Using the procedure below, submit a location map of your watershed. The U.S. Environmental Protection Agency's (U.S. EPA) Surf Your Watershed website provides location maps and information about USGS HUC codes.

1. Go to the U.S. EPA Surf Your Watershed website at:
http://cfpub.epa.gov/surf/locate/hucperstate_search.cfm?statepostal=CA
2. This URL will provide a list of California watersheds.
3. Find your watershed and click on the link next to the watershed's name.
4. The link will provide a small location map of your watershed.
5. Print the page, circle the area(s) in which the watershed coordinator will work, and attach the map to your proposal.

C. Current Watershed Conditions/Potential Benefit to the Watershed

1. Discuss the watershed's current condition and cite any formal studies, reports or research papers that support the description (e.g. CA Unified Watershed Assessment).
2. Discuss specific problems and issues on public and/or private land within the watershed. Briefly explain how a watershed coordinator would help to address these problems.
3. Describe the watershed-related goals in your organization's strategic or long-range plan. Explain how a watershed coordinator would help your organization achieve these goals.

D. Work Plan Discussion

The proposal must include a work plan that addresses issues specific to your watershed and supports CALFED program goals.

1. List the overall **goal(s)** that the watershed coordinator will focus on during the grant period. Goals are a statement of the long-term, broad vision for the watershed. Goals should exhibit significant

benefits for the watershed and may take a while to achieve. For example, a goal may be: To improve water quality in the XYZ River watershed.

2. Identify and discuss the **objectives** that will be used to support the goal(s). Each goal must have one or more objectives. An objective is a significant step that must be completed to achieve the goal(s). Objective statements should focus on the outcome rather than the methods used. For example, an objective related to the goal above may be: To reduce nonpoint source pollution entering XYZ River tributaries.

3. For each objective, discuss the critical **tasks** that will be completed. Describe why this approach was chosen to address issue(s) within the watershed. Describe the connection between tasks and objectives and how they will contribute to the completion of each goal.

4. **Performance Measures:** Explain the methods that will be used to measure the effectiveness of the watershed coordinator's efforts. Each objective must include a performance measure. Performance measures are quantifiable standards that measure the success of an objective and the objective's direct benefit to the watershed. Performance measures are verified through data or information collection. Performance measures are generally reported as numbers, ratios, or counts. Performance measures go a step beyond reporting the completion of activities, the number of meetings held, or the number of attendees at an event. Effective performance measures should quantify the direct benefit to the watershed. For example, the number of acres restored or the percent reduction of sediment entering the watershed could be used to measure direct benefits to the watershed.

5. **Sustainability:** Describe methods or plans to sustain the watershed coordinator position beyond the life of the grant. Include an explanation of how the organization will plan to maintain funding for the watershed coordinator position.

E. Support of CALFED Bay-Delta Programs

In addition to supporting the CALFED Watershed Program, proposals must support additional CALFED Programs. Refer to Table 1 (page 2) for a list of authorized CALFED programs. Each CALFED program has a program plan containing a unique set of goals for the Bay-Delta. Plans and goals for each CALFED program can be found on the CALFED website at <http://calwater.ca.gov>.

Using the Watershed Map (Appendix A) and the location of your watershed, determine which of the three conditions below your watershed falls under. Based on the condition category for your watershed, provide the required information.

Condition 1 (green area on Watershed Map): The watershed is located within the CALFED Solution Area and drains to the Sacramento-San Joaquin Delta or San Francisco Bay. Provide the following information:

- a. Watershed coordinator work plans must support the Watershed Program and at least one other CALFED program. List the additional CALFED programs that the watershed coordinator will support.
- b. For each of the CALFED programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

Condition 2 (gold area on Watershed Map): The watershed is located within the CALFED Solution Area, imports water through the Delta, but does not drain to the Bay-Delta. Provide the following information:

- a. At a minimum, the watershed coordinator work plan must support the CALFED Watershed Program and the CALFED Water Use Efficiency Program. List any other CALFED programs the watershed coordinator will support.
- b. For each of the CALFED programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

Condition 3 (gray area on Watershed Map): The watershed is located outside the CALFED Solution Area:

- a. Provide a detailed explanation of the watershed's current direct or indirect connection to the Bay-Delta. Proposals must describe how the coordinator's activities will result in direct benefits to the Bay-Delta system.
- b. Watershed coordinator work plans must support the Watershed Program and at least one other CALFED program. List the CALFED programs the watershed coordinator will support.
- c. For each of the CALFED programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

F. Support for Overall Watershed Efforts

Describe how the proposed work plan will help support published watershed goals identified by other entities, such as counties or cities, Regional Water Quality Control Boards, Coordinated Resource Management and Planning groups, watershed councils, EPA, etc.

G. Partnering

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Identify all organizations and entities that have committed cash or in-kind contributions. Describe in detail each partner's contribution, the history of the partnership, and how the contribution will support the work plan and the watershed coordinator position. Attach supporting documents after the Budget Form.

H. Cooperation

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in harmony and do not duplicate efforts.

1. Describe existing or planned watershed-related cooperation with other organizations operating within the watershed.
2. Describe in detail efforts taken to ensure cooperation within the watershed.

Instructions for Preparing Work Plan

1. Proposals must include a complete, detailed work plan(s).
2. A blank work plan form is attached (page 21) and electronic copies are available at: <http://www.consrv.ca.gov/dlrp/rcd>
3. Use the following instructions to complete the work plan form. Additional guidance is included throughout the RFP, particularly in the evaluation criteria section.
4. A goal may contain more than one objective. Each objective should have a separate work plan that identifies all critical tasks. An example work plan is provided in Appendix B.

ITEM INSTRUCTIONS

- (A) List the single organization that is administratively and legally responsible for the grant.
- (B) Using the watershed list in Appendix A, list the official watershed name.
- (C) Identify the watershed goal the watershed coordinator will work to accomplish. A goal may have more than one objective.
- (D) List the objective, as described in the narrative proposal that supports the goal. If there is more than one objective per goal, each objective should be outlined on a separate work plan. Objectives should be well conceived and planned.
- (E) Identify the performance measure that will determine the benefit to the watershed of meeting the goal and objective. Performance measures are identified using counts, percentages, or ratios. Performance measures are quantifiable standards that measure the success of the objective and the objective's direct benefit to the watershed.
- (F) List and number critical tasks sequentially with the first digit corresponding with the objective number and the subsequent digits identifying the task number. For example, task number 1 of objective 1 would be written as "1.1." The next task would be numbered as "1.2" and so forth. Objective 2 would be numbered 2.1, 2.2, etc.
- (G) Write a short sentence with sufficient detail to describe the task. Tasks should capture critical activities that ensure completion of the objective. Tasks help determine if the objectives are being accomplished. Identify sufficient tasks under each objective to clearly explain how the objective will be met.
- (H) Describe the desired results/outcomes for each task. For example, if the watershed coordinator will recruit volunteers for water-quality monitoring, the completion of the task may be indicated by the recruitment of 10 volunteers. Therefore, "10 volunteers recruited" would be written in the task completion column.
- (I) Provide realistic time periods for each task. The time periods may vary depending on the task. For example, they may span several months, a month, or a day (e.g. January – March, September, September 15, 2004, etc.).



Work Plan Form

Applicant: **(A)** _____

Watershed Name: **(B)** _____

Watershed Goal: **(C)** _____

Objective #__: **(D)** _____

Performance Measurement: **(E)** _____

Task Number	Description of Task	Task Completion	Implementation Schedule
(F)	(G)	(H)	(I)

Instructions for Preparing Budget Form

1. A completed budget form must be submitted.
2. A blank form is attached and electronic copies are available at: <http://www.consrv.ca.gov/dlrp/rcd>.
3. This is a 3-year grant program. Therefore, budgets must outline all anticipated costs and match funding for years 1 – 3.
4. Use the following guidelines to complete the form. Additional guidance is also included throughout the RFP. *An example is provided in Appendix C.*
5. **All costs and match must directly support the watershed coordinator position and the work plan.**

ITEM INSTRUCTIONS

- (A) The single organization that is administratively and legally responsible for the grant.
- (B) Total dollars required to achieve the goals and objectives. Item (B) includes grant amount requested from DOC and matching funds, both in-kind and cash.

$$\text{Item (B)} = \text{Item (C)} + \text{Item (D)} + \text{Item (E)}.$$

- (C) Amount of funding being requested from DOC to support the watershed coordinator and associated direct costs.

6. A significant goal of DOC and CALFED is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind match contributions. The greater the match contribution, the more points awarded. More points will be awarded for cash contributions (refer to tables on page 9). Match must come from non-CALFED sources. Examples include private, city, county, state or federal contributions of time or money. Only allowable costs, such as salaries, benefits or directly associated expenses, are eligible to be used as match. Partners may provide in-kind, cash or both.

- (D) Identify all sources of in-kind matching funds. In-kind (non-cash) contributions may include the use of non-CALFED, or third party contributed, real or personal property or equipment. The formula used to compute in-kind expenditures must be reasonable. Describe in the footnotes “description/explanation” section (item O) the method used to calculate the value of in-kind amounts.
- (E) Cash includes money designated in a checking or savings account or guaranteed cash contributions from a federal grant or other non-CALFED source. It may include city, county, private, federal, state or other contributions. It must be a liquid asset and available to support the watershed coordinator position. It must be supported by evidence of a specific, dedicated bank account, a letter of grant award or other binding financial documents.

(F) For each budget item, indicate if there is a footnote. If not, leave this space blank. Footnotes must be in numerical sequence and identified on both pages 1 and 2 of the budget.

7. **Grant only pays for watershed coordinator salary and direct support costs.** Budgets may include salaries, benefits, rent, required minor equipment, operating expenses, and technical software (see *Section V. Authorized Costs and Matching Funds* on page 3). This list is not exhaustive and other items not identified on the list may be included in the budget, if justified in the work plan.

Costs that are project driven and do not directly support the watershed coordinator position are not reimbursable nor allowable as match. Costs associated with projects are **not** fundable. Non-allowable costs include: construction materials; machinery, field tools, printing costs for project literature, project mailing costs; heavy equipment rental; major equipment purchases (see *Section V. Authorized Costs and Matching Funds* on page 3). This list is not exhaustive.

If a proposal contains funding for an item that is not allowable, or contains an item that costs more than the norm, DOC may elect to fund the grant at a lower level, after consultation with the applicant.

All expenditures must be justified and support the coordinator position and the work plan. For all expenditures (except personnel), provide a brief explanation of the need for the expenditure and how it will enable the watershed coordinator to accomplish the work plan.

ITEM **INSTRUCTIONS**

(G) This includes the watershed coordinator’s salary. List the total hours for three years and the hourly rate used to calculate the total amount. This applies to consultants, contractors or employees. No other salaries will be reimbursed. The total number of hours for the watershed coordinator shall not exceed 6,240 hours.

Volunteers donating time can only be included as an in-kind contribution.

Time donated by a technical expert is considered an in-kind contribution, if paid for by a partner. If the applicant pays the technical expert for his or her time, it is considered a cash match.

Match contributions of time by volunteers or technical experts must be broken down to reflect total hours and an hourly wage rate. Wages should be based on geographical area, the type of work being performed and the expertise required. The rate must be reasonable. To qualify as match, volunteers or technical experts must support the watershed coordinator’s duties and the work plan.

(H) DOC will reimburse actual benefits, but benefits cannot exceed 32% of the salary identified for the watershed coordinator. Benefits may include health insurance, retirement, employer’s portions of social security and Medicare, worker’s compensation, etc. Benefits exceeding 32% are not allowable for reimbursement or for match. Provide an itemized

breakdown of all benefits in the footnotes. Benefits will not be reimbursed for any other position.

- (I) 1. Identify any equipment that will be reimbursed using DOC funds or used as an in-kind match. Equipment listed must support the watershed coordinator position and tasks identified in the work plan.

2. Equipment that will be used for specific projects is not allowable.

3. For certain costs, there is a maximum authorized amount that may be budgeted, if fully justified and supports the work plan:
 - (a) Testing, sampling, and other similar expenditures - \$1,500 (cumulative total)
 - (b) Computers: desktop - \$1,500; or laptop - \$2,000
 - (c) Digital Camera plus accessories – \$500
 - (d) GIS software - \$1,500
 - (e) Attendance at watershed related seminars, workshops, and conferences is limited to \$800/year (total not to exceed \$2,400)

- (J) Only operating costs that support the watershed coordinator position are eligible. Mileage is based on actual miles traveled, but is authorized up to 34 cents per mile.

- (K) Subtotal all the columns.

- (L) Administrative costs are authorized for reimbursement or as a match up to a maximum of 15% of DOC's contribution (15% of Subtotal in the "DOC Grant" column). These costs do not need to be separately justified. Typical administrative costs include secretarial assistance, supervision of the coordinator, accounting costs, financial management, liability insurance, etc. Therefore, these types of costs should not be listed separately.

Contractor or consultant administrative costs will be deducted to reflect the allowable 15% administrative cost authorized. Administrative costs exceeding the authorized 15% are not allowable for reimbursement or for match.

- (M) Total all the columns.

- (N) Calculate the "Match Percentage Provided" using the following process:
 - 1. In-kind: $(\text{total in-kind match provided by applicant}) / (\text{total amount being requested from DOC})$

 - 2. Cash: $(\text{total cash match provided by applicant}) / (\text{total amount being requested from DOC})$

- (O) 1. All line item expenditures, except administration, must be justified in this section. Identify and describe the method used to compute the cost (including benefits). This

requirement applies to all costs; those being reimbursed by DOC, as well as line items being used for match, both in-kind and cash.

2. Each source of match (partner) must be identified by name. Use footnotes to identify which specific expenditure(s) was provided by that partner's contribution (see Appendix C for an example). Partner contributions must be broken down into two categories: in-kind and/or cash.

(P) 1. Attach support documents to the budget that clearly demonstrate the partner's financial commitment and validates the contribution. Support documents include letters of intent, grant agreements, letters of commitment, Memorandums of Understanding, etc. An individual authorized to financially bind the organization must sign the documents.

2. In-kind or cash contributions from the organization submitting the proposal must be documented in a commitment letter authorized by the organization's senior leadership and signed by the authorized officer. The letter must specifically describe the amount of the cash match and certify that the money is from a non-CALFED source. The letter must also describe the in-kind contributions and assign a monetary value to each.

8. **Any expense that is not specified in the budget is not eligible for funding. DOC reserves the right to eliminate any expenditure that does not support the watershed coordinator's position or is not fully justified.**

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.



Budget Form (page 1)

Applicant: (A)

	Total Budget (B)	DOC Grant (C)	In-Kind Match (D)	Cash Match (E)	Footnote (F) [Explain on page 2]
Salaries and Wages (G) <i>For each position list: _____ hours @ \$ __/hr</i>					
Watershed Coordinator (Only authorized position for funding)					
Benefits (H)					
Equipment (I)					
Operating Costs (J)					
Subtotal (K)					
Administration (L)					
TOTAL (M)					
Match Percentage Provided (N)	N/A	N/A			N/A

Budget Form - Footnotes (page 2)

Footnote (F)	Description/Explanation (O)	Support Documents Attached (Yes/No) (P)

Section 3: Appendices

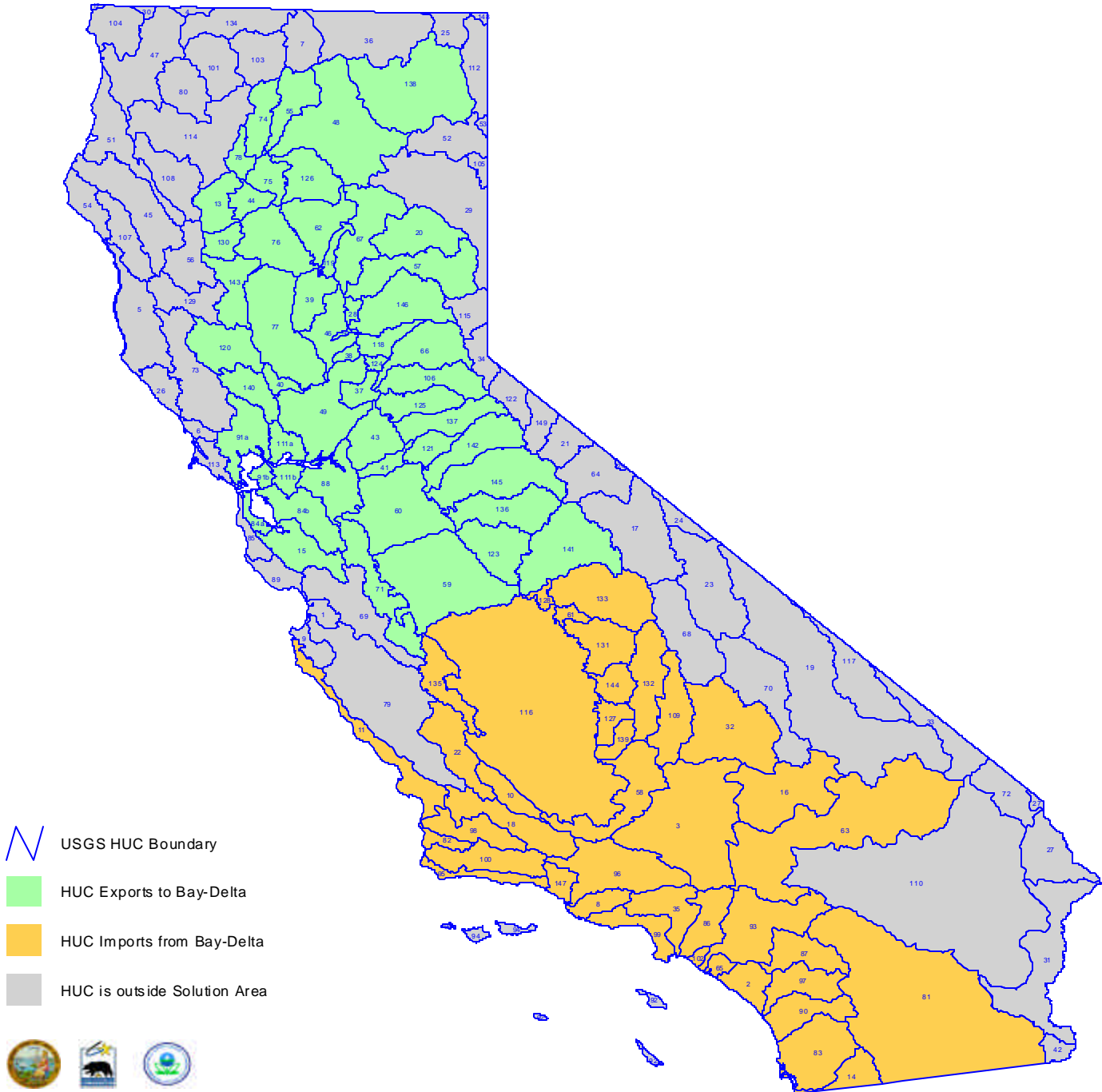
Appendix A – Watershed Map and List of Watersheds

Appendix B – Sample Work Plan

Appendix C – Sample Budget

Appendix A: Watershed Map (8-Digit USGS HUC)

Watershed Coordinator Grant Program Hydrological Unit Catalog



Watersheds are delineated by USGS using a nationwide system based on surface hydrologic features. This system divides the country into 21 regions, 222 subregions, 352 accounting units, and 2,262 cataloging units. A hierarchical hydrologic unit code (HUC), consisting of 2 digits for each level in the hydrologic unit system is used to identify any hydrologic area. The 6 digit accounting units and the 8 digit cataloging units are generally referred to as basin and sub-basin. It is defined as the Federal Information Processing Standard (FIPS) and generally serves as the backbone for the country's hydrologic delineation. A watershed is Surf Your Watershed is the 8 digit cataloging unit.

A Watershed Protection Approach is a strategy for effectively protecting and restoring aquatic ecosystems and protecting human health. This strategy has as its premise that many water quality and ecosystem problems are best solved at the watershed level rather than at the individual waterbody or discharge level. Major features of a Watershed Protection Approach are: targeting priority problems; promoting a high level of stakeholder involvement; integrated solutions that make use of the expertise and authority of multiple agencies; and measuring success through monitoring and other data gathering.

Spatial and tabular data compiled and presented by the California Department of Conservation, Division of Land Resource Protection. Source for Hydrological Unit Code boundary coverage is the United States Geological Survey. County lines produced by the Department of Conservation, Farm and Mapping and Monitoring Program from United States Geological Survey 1:100,000 scale topographic quadrangle maps. Copyright (c) 2003, California Department of Conservation. The Department of Conservation makes no warranties as to the suitability of this product for any particular purpose.

List of California Watershed Names and United States Geological Survey (USGS) Hydrological Unit Catalog (HUC) Codes

1. 18060011 Alisa-Elkhorn Sloughs; state(s): CA
2. 18070301 Aliso-San Onofre; state(s): CA
3. 18090206 Antelope-Fremont Valleys; state(s): CA
4. 17100309 Applegate; state(s): CA, OR
5. 18010108 Big-Navarro-Garcia; state(s): CA
6. 18010111 Bodega Bay; state(s): CA
7. 18010205 Butte; state(s): CA, OR
8. 18070103 Calleguas; state(s): CA
9. 18060012 Carmel; state(s): CA
10. 18060003 Carrizo Plain; state(s): CA
11. 18060006 Central Coastal; state(s): CA
12. 17100312 Chetco; state(s): CA, OR
13. 18020113 Cottonwood Headwaters; state(s): CA
14. 18070305 Cottonwood-Tijuana; state(s): CA
15. 18050003 Coyote; state(s): CA
16. 18090207 Coyote-Cuddeback Lakes; state(s): CA
17. 18090102 Crowley Lake; state(s): CA, NV
18. 18060007 Cuyama; state(s): CA
19. 18090203 Death Valley-Lower Amargosa; state(s): CA, NV
20. 18020122 East Branch North Fork Feather; state(s): CA
21. 16050301 East Walker; state(s): CA, NV
22. 18060004 Estrella; state(s): CA
23. 18090201 Eureka-Saline Valleys; state(s): CA, NV
24. 16060010 Fish Lake-Soda Spring Valleys; state(s): CA, NV
25. 18020001 Goose Lake; state(s): CA, OR
26. 18010109 Gualala-Salmon; state(s): CA
27. 15030101 Havasu-Mohave Lakes; state(s): AZ, CA, NV
28. 18020124 Honcut Headwaters; state(s): CA
29. 18080003 Honey-Eagle Lakes; state(s): CA, NV

30. 17100311 Illinois; state(s): CA, OR
31. 15030104 Imperial Reservoir; state(s): AZ, CA
32. 18090205 Indian Wells-Searles Valleys; state(s): CA
33. 16060015 Ivanpah-Pahrump Valleys; state(s): CA, NV
34. 16050101 Lake Tahoe; state(s): CA, NV
35. 18070105 Los Angeles; state(s): CA
36. 18010204 Lost; state(s): CA, OR
37. 18020111 Lower American; state(s): CA
38. 18020108 Lower Bear; state(s): CA
39. 18020105 Lower Butte; state(s): CA
40. 18020110 Lower Cache; state(s): CA
41. 18040004 Lower Calaveras-Mormon Slough; state(s): CA
42. 15030107 Lower Colorado; state(s): AZ, CA
43. 18040005 Lower Cosumnes-Lower Mokelumne; state(s): CA
44. 18020102 Lower Cottonwood; state(s): CA
45. 18010105 Lower Eel; state(s): CA
46. 18020106 Lower Feather; state(s): CA
47. 18010209 Lower Klamath; state(s): CA, OR
48. 18020003 Lower Pit; state(s): CA
49. 18020109 Lower Sacramento; state(s): CA
50. 18020107 Lower Yuba; state(s): CA
51. 18010102 Mad-Redwood; state(s): CA
52. 18080002 Madeline Plains; state(s): CA, NV
53. 16040204 Massacre Lake; state(s): CA, NV
54. 18010107 Mattole; state(s): CA
55. 18020004 Mccloud; state(s): CA
56. 18010104 Middle Fork Eel; state(s): CA
57. 18020123 Middle Fork Feather; state(s): CA
58. 18030003 Middle Kern-Upper Tehachapi-Grapevine; state(s): CA
59. 18040001 Middle San Joaquin-Lower Chowchilla; state(s): CA
60. 18040002 Middle San Joaquin-Lower Merced-Lower Stan; state(s): CA

61. 18030008 Mill; state(s): CA
62. 18020119 Mill-Big Chico; state(s): CA
63. 18090208 Mojave; state(s): CA
64. 18090101 Mono Lake; state(s): CA, NV
65. 18070204 Newport Bay; state(s): CA
66. 18020128 North Fork American; state(s): CA
67. 18020121 North Fork Feather; state(s): CA
68. 18090103 Owens Lake; state(s): CA
69. 18060002 Pajaro; state(s): CA
70. 18090204 Panamint Valley; state(s): CA
71. 18040014 Panoche-San Luis Reservoir; state(s): CA
72. 15030102 Piute Wash; state(s): CA, NV
73. 18010110 Russian; state(s): CA
74. 18020005 Sacramento Headwaters; state(s): CA
75. 18020101 Sacramento-Lower Cow-Lower Clear; state(s): CA
76. 18020103 Sacramento-Lower Thames; state(s): CA
77. 18020104 Sacramento-Stone Corral; state(s): CA
78. 18020112 Sacramento-Upper Clear; state(s): CA
79. 18060005 Salinas; state(s): CA
80. 18010210 Salmon; state(s): CA
81. 18100200 Salton Sea; state(s): CA
82. 18060009 San Antonio; state(s): CA
83. 18070304 San Diego; state(s): CA
84. 18050004 San Francisco Bay; state(s): CA
85. 18050006 San Francisco Coastal South; state(s): CA
86. 18070106 San Gabriel; state(s): CA
87. 18070202 San Jacinto; state(s): CA
88. 18040003 San Joaquin Delta; state(s): CA
89. 18060001 San Lorenzo-Soquel; state(s): CA
90. 18070303 San Luis Rey-Escondido; state(s): CA
91. 18050002 San Pablo Bay; state(s): CA

92. 18070107 San Pedro Channel Islands; state(s): CA
93. 18070203 Santa Ana; state(s): CA
94. 18060014 Santa Barbara Channel Islands; state(s): CA
95. 18060013 Santa Barbara Coastal; state(s): CA
96. 18070102 Santa Clara; state(s): CA
97. 18070302 Santa Margarita; state(s): CA
98. 18060008 Santa Maria; state(s): CA
99. 18070104 Santa Monica Bay; state(s): CA
100. 18060010 Santa Ynez; state(s): CA
101. 18010208 Scott; state(s): CA
102. 18070201 Seal Beach; state(s): CA
103. 18010207 Shasta; state(s): CA
104. 18010101 Smith; state(s): CA, OR
105. 16040203 Smoke Creek Desert; state(s): CA, NV
106. 18020129 South Fork American; state(s): CA
107. 18010106 South Fork Eel; state(s): CA
108. 18010212 South Fork Trinity; state(s): CA
109. 18030002 South Fork Kern; state(s): CA
110. 18100100 Southern Mojave; state(s): CA
111. 18050001 Suisun Bay; state(s): CA
112. 18080001 Surprise Valley; state(s): CA, NV
113. 18050005 Tomales-Drake Bays; state(s): CA
114. 18010211 Trinity; state(s): CA
115. 16050102 Truckee; state(s): CA, NV
116. 18030012 Tulare-Buena Vista Lakes; state(s): CA
117. 18090202 Upper Amargosa; state(s): CA, NV
118. 18020126 Upper Bear; state(s): CA
119. 18020120 Upper Butte; state(s): CA
120. 18020116 Upper Cache; state(s): CA
121. 18040011 Upper Calaveras; state(s): CA
122. 16050201 Upper Carson; state(s): CA, NV

123. 18040007 Upper Chowchilla-Upper Fresno; state(s): CA
124. 18020127 Upper Coon-Upper Auburn; state(s): CA
125. 18040013 Upper Cosumnes; state(s): CA
126. 18020118 Upper Cow-Battle; state(s): CA
127. 18030005 Upper Deer-Upper White; state(s): CA
128. 18030009 Upper Dry; state(s): CA
129. 18010103 Upper Eel; state(s): CA
130. 18020114 Upper Elder-Upper Thomes; state(s): CA
131. 18030007 Upper Kaweah; state(s): CA
132. 18030001 Upper Kern; state(s): CA
133. 18030010 Upper King; state(s): CA
134. 18010206 Upper Klamath; state(s): CA, OR
135. 18030011 Upper Los Gatos-Avenal; state(s): CA
136. 18040008 Upper Merced; state(s): CA
137. 18040012 Upper Mokelumne; state(s): CA
138. 18020002 Upper Pit; state(s): CA
139. 18030004 Upper Poso; state(s): CA
140. 18020117 Upper Putah; state(s): CA
141. 18040006 Upper San Joaquin; state(s): CA
142. 18040010 Upper Stanislaus; state(s): CA
143. 18020115 Upper Stony; state(s): CA
144. 18030006 Upper Tule; state(s): CA
145. 18040009 Upper Tuolumne; state(s): CA
146. 18020125 Upper Yuba; state(s): CA
147. 18070101 Ventura; state(s): CA
148. 17120007 Warner Lakes; state(s): CA, NV, OR
149. 16050302 West Walker; state(s): CA, NV



Appendix B: Example Work Plan Form

Applicant: XYZ Watershed Group
 Watershed Name: XYZ River

Watershed Goal: Improve water quality in the XYZ River watershed

Objective 1: Reduce nonpoint source pollution entering watershed

Performance Measurement: Nonpoint source contaminants in watershed reduced by (blank)%

Task #	Description of task	Task Completion	Implementation Schedule:
1.1	Identify nonpoint source contaminants and establish baseline monitoring data	Database established	Month 2004
1.2	Identify nonpoint source pollution sources	Minimum of # sources identified	Month 2004
1.3	Work with partners to identify priority areas and develop action plan	Action plan completed	Month 2004 – Month 2005
1.4	Work with partners and landowners to develop management plans	Minimum of # plans developed	Month 2005
1.5	Write and submit grant proposals to fund implementation of best management practices	Submit a minimum of # proposals.	Month 2004 – Month 2006
1.6	Develop new partnerships to help fund and implement management plans	# partnerships developed and # dollars obtained	Month 2004 – Month 2006
1.7	Work with cities and other organizations to conduct nonpoint source workshops for homeowners	# workshops conducted	Month 2006
1.8	Recruit and train volunteers for water quality monitoring	# volunteers recruited and trained	Month 2004 – Month 2006
1.9	Evaluate effectiveness of best management practices and outreach workshops by collecting water quality data	3 years of monitoring data collected	Month 2004 – Month 2007

NOTE: This work plan is only a generic example; actual work plans should contain multiple objectives and address actual watershed issues.



Appendix C: Example - Budget Form (page 1)

Applicant: Eagle Nest River Watershed Council (ENRWC)

	Total Budget	DOC Grant	In-Kind Match	Cash Match	Footnote [Explain on page 2]
Salaries and Wages For each position list: ____ hours @ __/hr					
Watershed Coordinator (Only authorized position for funding) 6,240 hrs @ \$22/hour (3 yr avg)	137,280	102,960		34,320	1
Benefits for Watershed Coordinator	28,002	21,001		7,001	2
Hydrologist (Match Only) 200 hrs @ \$25/hour	5,000	N/A	5,000		3
GIS Technician (Match Only) 200 hrs @ \$20/hour	4,000	N/A	4,000		4
<i>Equipment</i>					
Computer (desktop)	1,500		1,500		5
Testing, sampling materials	250	250			6
Digital Camera	300			300	7
<i>Operating Costs</i>					
Mileage (.34 per mile)	5,100		5,100		8
Printing	1,000	1,000			9
Postage	1,850	1,850			10
Office Supplies	1,000			1,000	11
Rent	7,200		7,200		12
Workshop attendance	1,500	1,500			13
Reference materials	500			500	14
Telephone services	1,650			1,650	15
Subtotal	196,132	128,561	22,800	44,771	
Administration	19,284	19,284			16
TOTAL	215,416	147,845	22,800	44,771	
Match Percentage Provided	N/A	N/A	15%	30%	N/A

Example - Budget Form: Footnotes (page 2)

Footnote	Description/Explanation	Support Documents Attached (Yes/No)
1	Watershed coordinator salary for a 3-year period. Year 1: 2080 hours @ \$ 21hr; Year 2: 2080 hours @ \$22/hr; Year 3: 2080 hours @ \$23/hr. Will provide match using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
2	Social Security/Medicare - \$137,280 * 7.65% = \$10,502; Health Care 36 mo * \$200 - \$7,200; Worker's Comp - \$137,280 * 5.5% = \$7,550; State Unemployment Insurance - \$137,280 * 2% = \$2,750. Letter of commitment attached from XYZ Watershed Group. Total Benefits = \$ 28,002 (approximately - 28,002/137,280 = 20.4%)	Y
3	Hydrologist: 200 hrs @ \$25/hour (includes benefits). Letter of commitment attached from County.	Y
4	GIS Technician: 200 hrs @ \$20/hour (includes benefits). Letter of commitment attached from partner ABC.	Y
5	Will provide computer that the organization already owns. Contacted local computer shop. Rental cost is \$50/month. 36 months @ \$50 = \$1,800; Maximum authorized amount is \$1,500.	N
6	Water Quality Testing kits to be used by the watershed coordinator to conduct water testing and to provide training.	N
7	Purchase digital camera to document restoration efforts, workshops, meetings, etc. Letter of commitment attached from XYZ Watershed Group.	Y
8	15,000 miles @ 34 cents/mile. Letter of commitment attached from ABC federal agency who will provide a vehicle for the watershed coordinator	Y
9	10,000 copies printed @ .10 cents each = \$1,000	N
10	5,000 items (agendas, meeting notices, reports, etc.) mailed @ .37 cents = \$1,850	N
11	Will provide office supplies valued at \$1,000 over the 3-year period using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
12	Total office space = 2000 sq ft. Watershed coordinator will be using about 10% of the space or 200 square feet. Value is 200 sq ft @ \$1/foot = \$200/mo * 36 months = \$7,200. Letter of commitment provided by ABC federal agency.	Y
13	The watershed coordinator will be attending watershed related workshops and seminars every year. \$500/yr * 3 years = \$1,500	N
14	Will purchase reference materials valued at \$500 over the 3-year period using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
15	Will provide a telephone. 36 months @ \$50/mo = \$1,650 Will provide match using organizational funds. Letter of commitment attached from XYZ Watershed Group.	Y
16	\$128,875 (DOC Subtotal) * 15% (authorized maximum) = \$19,284	N