



## CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 • 423 E. St Charles St. • San Andreas, CA 95249  
info@CalaverasRCD.org

### REGULAR MEETING AGENDA

Thursday, July 11, 2024, 6:00 PM

#### LOCATION

**CCRCD Building - Top Floor. 423 E. Saint Charles St., San Andreas, CA 95249**

**This is an in person meeting only**

In compliance with the Americans with Disabilities Act (ADA), if you need assistance to participate in the meeting, please contact the District Secretary at 743-8799 at least 48 hours prior to the start of the meeting.

#### CALL TO ORDER: 6:00 p.m.

- **Roll Call**
- **Pledge of Allegiance**
- **Introductions**

#### PUBLIC COMMENT:

The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items not listed on the agenda.

#### REPORTS:

1. Executive Director Report – Walley – **Information**
2. Staff Reports – **Information**

**CONSENT AGENDA:** The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

1. Approval of Minutes of June 13, 2024. Attached
2. Approval of June 2024 Financial Report. Attached

#### OLD BUSINESS:

1. **Update on current CalFire grants:**
  - Forest Meadows-Wylderidge Fuels Reduction – Walley/Liechty – **Information**
  - Highway 108 Fuelbreak – Walley/Liechty – **Information**
  - Fricot City Fuelbreak – Walley/Liechty – **Information**
  - Mokelumne Hill Fuels Reduction Project – Walley/Liechty/Lambert – **Information**
  - NW Calaveras Fuels Reduction Project – Walley/Liechty – **Information**
  - Calaveras Unified School District Fuels Reduction & Demonstration Forest Project – Simpson – **Information**
2. **Update on current SNC Grants:**

- Bummerville/Blizzard Mine – Walley – **Information**

#### **NEW BUSINESS:**

1. Approve 2024-2025 Budget – Walley – **Action**
2. Approve formation of the Prescribed Burn Advisory Committee – Dvorak – **Action**
3. Approve the recommended Prescribed Burn Advisory Committee members – Dvorak – **Action**
4. Approve NRCS Agreement Grant Documents – Walley – **Action**
5. WaterSMART Cooperative Watershed Management Program Grant - Approve participating as a subcontractor to Mother Load Land Trust to create a Calaveras River Cooperative Watershed Group – Walley – **Action**
6. Approve Staffing Plan with Job Descriptions (Operations Manager, Project Coordinator, Archeologist and Resource Conservation Tech) – Walley – **Action**

#### **ANNOUNCEMENTS:**

1. Board Announcements – **Information**
2. Staff Announcements – **Information**

#### **ADJOURNMENT:**

***Next Regular Meeting to be held at 6:00 pm, August 8, 2024***

#### **Providing public comment**

The CCRCD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

If you wish to provide public comment please:

- The Chair will call each speaker in the order received
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- Each speaker is allotted 3 minutes to speak; the Chair has the discretion to amend this time based on the number of speakers
- The Chair will keep track of time and inform each speaker when his/her allotted time has concluded

**GENERAL UPDATES:**

- Attended monthly Central Sierra, ACT and CACRD meetings
- Attended new NRCS/UCCE/RCD Partnership meeting led by NRCS
- Worked with Prescribed Burn to get organized for committee formation
- Worked with Dana to get CalFIRE revisions done
- Received NRCS Contribution Agreement for \$149,934.31
- Attended June 26<sup>th</sup> Healthy Soils Field Day at Ironstone Vineyards

**FUTURE FOCUS:**

- Stakeholder/Outreach meetings with partners: July 30<sup>th</sup> @11:30am-1pm
- Introduction of Strategic Planning Process to board - August
- Staffing and Job Descriptions to fill vacancies once we know funds available:
  - o CalFIRE San Andreas Fuels Reduction (650K)
  - o BLM Stewardship Agreement (300K)
  - o NACD Climate Smart Commodity Planning (15K)
  - o CARCD Oak Restoration (580K)

**CALFIRE GRANT UPDATES:**

- Forest Meadows/Wylderidge: Waiting on certification of acres
- Highway 108 North Fuels Reduction Project: AERI terminated. Reviewing BIDS
- Fricot City Road Fuels Reduction Project: 59.1 ac certified. New acres submitted.
- Mokelumne Hill Fuels Reduction Project: Waiting on certification of acres
- NW Calaveras Fuels Reduction Project – Still fielding ROE calls. Added parcels.
- Calaveras Unified School District Fuels Reduction & Demonstration Forest Project  
– Dana – admin only – added Trina

**SNC GRANT UPDATES:**

- SNC Bummerville/Blizzard Mine Project: BLM started fire restrictions.
- SNC Regional Forest & Fire Capacity Program: Executed \$287K contract. Scheduling started, reaching out to stakeholders, partners and agencies.

**OUTREACH GRANT UPDATES:**

- Placer Healthy Soils Program (funded) – One-on-One outreach – 3 applications
- CCI Natural and Working Lands Program (funds received) – Hub development
  - o Resource Website created
- ACT Natural and Working Lands Program (pending funds) – Starting to plan
  - o ACT Partnership Agreement – adding shared grants and standard costs
- WCB Program (no funds) – Flyers ready



# Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

June 13, 2024

423 Saint Charles St, San Andreas, CA

**Call to Order:** The meeting was called to order by – J. Osbourn -Vice President @ 6:00 pm

**Board Members & Staff Present:** B. Dean; M. Dvorak; K. Lambert; S. Hodson; J. Osbourn-V.P; T. Walley, Executive Director; M. Cole-Admin; D. Simpson-Fiscal Director; D. Liechty, Project Mgr.

**Board Members & Staff Absent:** J. Marsili-President; B. Cook-Assoc. Director

**Others Present:** Kaylee Dillashaw; Jennifer Wood

**Introductions:** None

**Public Comment:** None.

## Reports:

1. Natural Resources Conservation Service, Ms. Wood – Report was attached and later reviewed.
2. Executive Director Report – Ms. Walley reviewed attached report.
3. Staff Reports – Ms. Simpson reported Common Ground has given notice to leave due to a lack of funding. Ms. Cole reported the website has been updated with the minutes as well as some project updates. HVAC units have been fully serviced and now have a maintenance contract on them.

## Consent Agenda Items:

1. **Motion to approve the minutes and financials as submitted by B. Dean and second by K. Lambert. Passed on a 4/0/2 (absent) vote.**

## Old Business:

1. Updates on Current CalFire Grants in addition to attached report:
  - Forest Meadows/Wylderidge: D. Liechty reported contractor has 30-40 acres complete.
  - Murphys to Forest Meadows Fuels Reduction: project is complete. Closeout was received.
  - Highway 108 North Fuels Reduction: D. Liechty reported AERI has decided they cannot complete the project so they will send a letter saying as much. We will now go out to bid this summer for another contractor.
  - Fricot City Road Fuels Reduction: D. Liechty reported West portion is finished. The East end has stopped work, being too dry to work. We received a citation from Public Works for an encroachment permit that was not filed by the contractor. T. Walley and Forester Struffenegger are handling this.
  - Mokelumne Hill Fuels Reduction: D. Liechty reported Krisman has left the project for fire season. They will return to fix an unmarked backroad issue that had too many chips left on

it. A slide show was presented showing the amount of quality work that has been completed so far with pictures by K. Lambert and D. Liechty.

- NW Calaveras Fuels Reduction: D. Liechty reported CEQA contractor is moving along. They have increased the size of the project for better road protection in the future.
- Calaveras Unified School District Fuels Reduction & Demonstration Forest: D. Simpson reported CEQA has been completed.

### **SNC Grants Update:**

1. Update on Current SNC Grants:

- SNC Bummerville/Blizzard Mine: D. Liechty reported Contractor will return to the project in the Fall.

### **New Business:**

1. **Motion to approve Bordges contract amendment to extend for another year** by M. Dvorak and second by K. Lambert. Passed on a 5/0/1 vote.
2. **Motion to authorize Executive Director to terminate contract with AERI if it becomes necessary** by B. Dean and second by M. Dvorak. Passed on a 5/0/1 vote.
3. M. Dvorak gave a presentation on starting a prescribed burn program by discussing the process, advantages, history, opportunities, concerns and responsibilities. **Motion was made to approve the formation of Calaveras Prescribed Burn Association as a program of CCRC and appoint Claire Rappaport as the volunteer program manager** by M. Dvorak and second by B. Dean. Passed on a 5/0/1 vote.
4. Appoint a Board Member to the Hardwood Advisory Committee – Tabled
5. **Motion to authorize changing bank signatory on all El Dorado accounts: Remove Dana Simpson; Add Trina Walley** by M. Dvorak and second by B. Dean. Passed on a 5/0/1 vote.
6. **Motion to approve Resolution 2024-3 to apply for Sierra Nevada Conservancy Regional Forest & Fire Capacity Program** by B. Dean and second by S. Hodson. Passed on a 5/0/1 vote.

### **Announcements:**

1. Board Member announcements – None
2. Staff announcements – D. Simpson reported next Friday will be her last day, and she will miss us. She will be working full-time at the Amador RCD. The auditor will give his audit report at the July meeting. M. Cole brought cupcakes in honor of D. Simpson's last meeting. T. Walley reported there will be a Stakeholder meeting on July 30 or 31. She will attend a Reforestation Camp.

**Adjournment of meeting** – Adjourned at 8:09pm.

Next meeting is scheduled for **Thursday, July 11, 2024 at 6:00 pm.**

Attest:

Vice President, John Osbourn \_\_\_\_\_

Date \_\_\_\_\_

Secretary, Mary Cole \_\_\_\_\_

Date \_\_\_\_\_

## Calaveras County Resource Conservation District

07/10/24

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Direct Public Support	4.93			
Indirect Public Support	365.00	0.00	365.00	100.0%
Investments	153.85	165.17	-11.32	93.1%
Other Types of Income	707.91			
Program Income	1,475,342.78	1,259,035.40	216,307.38	117.2%
Rental Income	16,838.86	18,000.00	-1,161.14	93.5%
<b>Total Income</b>	<u>1,493,413.33</u>	<u>1,277,200.57</u>	<u>216,212.76</u>	<u>116.9%</u>
<b>Gross Profit</b>	1,493,413.33	1,277,200.57	216,212.76	116.9%
<b>Expense</b>				
Advertising and Promotion	10.00			
Contract Services	1,327,720.57	805,350.21	522,370.36	164.9%
Facilities and Equipment	22,709.75	22,800.00	-90.25	99.6%
Insurance Expense	5,309.18	7,250.00	-1,940.82	73.2%
Operations	11,138.76	15,518.56	-4,379.80	71.8%
Other Types of Expenses	864.93	4,024.00	-3,159.07	21.5%
Payroll Expenses	150,946.83	148,171.15	2,775.68	101.9%
Professional Fees	3,200.00	15,000.00	-11,800.00	21.3%
Reconciliation Discrepancies	-42.80			
Travel and Meetings	2,245.36	3,262.51	-1,017.15	68.8%
<b>Total Expense</b>	<u>1,524,102.58</u>	<u>1,021,376.43</u>	<u>502,726.15</u>	<u>149.2%</u>
<b>Net Ordinary Income</b>	-30,689.25	255,824.14	-286,513.39	-12.0%
<b>Other Income/Expense</b>				
Other Expense				
Additions to Reserves	0.00	45,000.00	-45,000.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>45,000.00</u>	<u>-45,000.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	-45,000.00	45,000.00	0.0%
<b>Net Income</b>	<u><u>-30,689.25</u></u>	<u><u>210,824.14</u></u>	<u><u>-241,513.39</u></u>	<u><u>-14.6%</u></u>



**Calaveras County Resource Conservation District**  
**Balance Sheet**  
As of June 30, 2024

07/08/24

Accrual Basis

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	42,781.22
Savings 2420 - Forest Meadows	577.82
Savings 2421 - Wylderidge	662.07
Savings 2422-NW Calaveras	500.22
Savings 2423 - Hwy 108-Fricot	119,697.07
Savings 2485 - Bummerville	284,115.26
Savings 2514 Moke Hill	653.50
<b>Total Checking/Savings</b>	448,987.16
<b>Accounts Receivable</b>	
Accounts Receivable	145,660.31
<b>Total Accounts Receivable</b>	145,660.31
<b>Total Current Assets</b>	594,647.47
<b>Fixed Assets</b>	
Building Improvements	7,675.00
Buildings - Operating	219,210.49
Land - Operating	93,947.35
<b>Total Fixed Assets</b>	320,832.84
<b>Other Assets</b>	
Accum Depreciation	-28,010.23
Accumulated Depr - Bldg Improve	-1,183.23
<b>Total Other Assets</b>	-29,193.46
<b>TOTAL ASSETS</b>	<b>886,286.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	47,071.00
<b>Total Accounts Payable</b>	47,071.00
<b>Other Current Liabilities</b>	
Payroll Liabilities	4,777.35
Unearned or Deferred Revenue	504,031.95
<b>Total Other Current Liabilities</b>	508,809.30
<b>Total Current Liabilities</b>	555,880.30
<b>Total Liabilities</b>	555,880.30
<b>Equity</b>	
Net Investment in Capital Asset	307,020.92
Retained Earnings	54,074.88
Net Income	-30,689.25
<b>Total Equity</b>	330,406.55
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>886,286.85</b>

**Calaveras County Resource Conservation District**  
**Check Detail**  
**June 2024**

Type	Num	Date	Name	Account	Paid Amount
Liability Check		06/07/2024	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Li...	-5,980.18
TOTAL					-5,980.18
Liability Check		06/24/2024	QuickBooks Payroll Service	Checking	
			QuickBooks Payroll Service	Direct Deposit Li...	-5,401.08
TOTAL					-5,401.08
Check	ACH	06/01/2024	Comcast	Checking	
				Telephone, Tele...	-59.26
TOTAL					-59.26
Check	Debit	06/01/2024	Intuit Quickbooks	Checking	
				Computer Softw...	-60.00
TOTAL					-60.00
Check	Debit	06/01/2024	Comcast	Checking	
				Telephone, Tele...	-123.39
TOTAL					-123.39
Check	Debit	06/01/2024	Microsoft	Checking	
				Computer Softw...	-114.00
TOTAL					-114.00
Check	Debit	06/11/2024	Adobe	Checking	
				Computer Softw...	-29.99
TOTAL					-29.99
Check	Debit	06/28/2024	ParcelQuest	Checking	
			Cal Fire:Northwest Calaveras	Computer Softw...	-199.95
TOTAL					-199.95
Liability Check	E-pay	06/05/2024	EDD	Checking	
				Payroll Liabilities	-502.71
TOTAL					-502.71

## Calaveras County Resource Conservation District Check Detail June 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Liability Check</b>	<b>E-pay</b>	<b>06/05/2024</b>	<b>United States Treasury</b>	<b>Checking</b>	
				Payroll Liabilities	-1,636.00
				Payroll Liabilities	-765.69
				Payroll Liabilities	-765.69
				Payroll Liabilities	-179.09
				Payroll Liabilities	-179.09
TOTAL					-3,525.56
<b>Bill Pmt -Check</b>	<b>703</b>	<b>06/05/2024</b>	<b>Calaveras Public Utility District (CPUD)</b>	<b>Checking</b>	
Bill		06/05/2024		Utilities	-70.75
TOTAL					-70.75
<b>Bill Pmt -Check</b>	<b>704</b>	<b>06/05/2024</b>	<b>Claire Rappaport</b>	<b>Checking</b>	
Bill		06/04/2024	Sierra Nevada Conservancy:Bummerville	Contractor Servi...	-1,215.00
TOTAL					-1,215.00
<b>Bill Pmt -Check</b>	<b>705</b>	<b>06/05/2024</b>	<b>San Andreas Sanitary District</b>	<b>Checking</b>	
Bill		06/05/2024		Utilities	-102.58
TOTAL					-102.58
<b>Bill Pmt -Check</b>	<b>706</b>	<b>06/05/2024</b>	<b>Streamline</b>	<b>Checking</b>	
Bill		06/05/2024		Website	-216.00
TOTAL					-216.00
<b>Check</b>	<b>707</b>	<b>06/17/2024</b>	<b>Don O'Brien</b>	<b>Checking</b>	
				Facility Maintena...	-240.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>708</b>	<b>06/19/2024</b>	<b>Calaveras Public Power Agency (CPPA)</b>	<b>Checking</b>	
Bill		06/19/2024		Utilities	-228.00
TOTAL					-228.00
<b>Bill Pmt -Check</b>	<b>709</b>	<b>06/19/2024</b>	<b>Eddy Struffenegger</b>	<b>Checking</b>	
Bill	FC24...	05/31/2024	Cal Fire:Hwy 108 Fricot City	Contractor Servi...	-3,352.40
Bill		05/31/2024	Cal Fire:Wylderidge	Contractor Servi...	-2,679.84
Bill		05/31/2024	Cal Fire:Moke Hill 5GG21172	Contractor Servi...	-3,768.90
Bill		06/19/2024		Contractor Servi...	-5,562.50
TOTAL					-15,363.64
<b>Bill Pmt -Check</b>	<b>710</b>	<b>06/19/2024</b>	<b>Krisman Enterprises</b>	<b>Checking</b>	
Bill		06/19/2024	Cal Fire:Moke Hill 5GG21172	Contractor Servi...	-39,125.00
TOTAL					-39,125.00

3:13 PM

07/08/24

**Calaveras County Resource Conservation District**  
**Check Detail**  
June 2024

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	711	06/19/2024	PG&E- V	Checking	
Bill		06/19/2024		Utilities	-82.17
TOTAL					-82.17

## Calaveras County Resource Conservation District Deposit Detail June 2024

Type	Num	Date	Name	Account	Amount
<b>Deposit</b>		<b>06/19/2024</b>		<b>Checking</b>	<b>46,362.65</b>
Payment	1047...	06/19/2024	El Dorado RCD	Miscellaneous R...	-50.00
Payment	67-4...	06/19/2024	Cal Fire:Murphys Forest Meado...	Undeposited Fun...	-75.00
Payment	18884	06/19/2024	Common Ground	Undeposited Fun...	-45,687.65
					-550.00
TOTAL					-46,362.65
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2514 M...</b>	<b>0.50</b>
				Interest-Savings,...	-0.50
TOTAL					-0.50
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2422-N...</b>	<b>0.02</b>
				Interest-Savings,...	-0.02
TOTAL					-0.02
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2420 - ...</b>	<b>0.01</b>
				Interest-Savings,...	-0.01
TOTAL					-0.01
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2423 - ...</b>	<b>2.95</b>
				Interest-Savings,...	-2.95
TOTAL					-2.95
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2485 - ...</b>	<b>7.00</b>
				Interest-Savings,...	-7.00
TOTAL					-7.00
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2422-N...</b>	<b>0.02</b>
				Interest-Savings,...	-0.02
TOTAL					-0.02
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2421 - ...</b>	<b>0.02</b>
				Interest-Savings,...	-0.02
TOTAL					-0.02
<b>Deposit</b>		<b>06/30/2024</b>		<b>Savings 2514 M...</b>	<b>0.33</b>
				Interest-Savings,...	-0.33
TOTAL					-0.33

**Calaveras County Resource Conservation District**  
**Deposit Detail**  
June 2024

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Type	Num	Date	Name	Account	Amount
Deposit		06/30/2024		Checking	1.01
				Interest-Savings,...	-1.01
TOTAL					-1.01

CCRCD Building Income/Expense Report

	2017	2018	2019	2020	2021	2022	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Dec-24	YTD 2024	Total All Dates	
<b>Income:</b>																													
CPUD	\$1,420.50	\$348.60																										\$1,769.10	
Common Ground	\$0.00	\$3,600.00	\$4,737.50	\$5,100.00	\$6,625.00	\$6,600.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$6,600.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$3,300.00	\$36,562.50
UCCE	\$0.00	\$1,261.34	\$3,724.18	\$3,540.50	\$3,581.92	\$6,931.42	\$939.22	\$950.84	\$1,025.14	\$1,059.97	\$977.07	\$835.17	\$814.02				\$871.91	\$875.75	\$8,349.09	\$1,053.81	\$1,190.51	\$1,332.41	\$1,179.55	\$1,050.11	\$920.79		\$6,727.18	\$34,115.62	
Multiple Use Managers																					\$100.00	\$400.00					\$500.00	\$500.00	
Motherlode Bonsai Club	\$0.00	\$0.00	\$0.00	\$240.00	\$375.00	\$75.00							\$300.00						\$300.00			\$150.00					\$150.00	\$1,140.00	
<b>Total Income</b>	<b>\$1,420.50</b>	<b>\$5,209.94</b>	<b>\$8,461.68</b>	<b>\$8,880.50</b>	<b>\$10,581.92</b>	<b>\$13,606.42</b>	<b>\$1,489.22</b>	<b>\$1,500.84</b>	<b>\$1,575.14</b>	<b>\$1,609.97</b>	<b>\$1,527.07</b>	<b>\$1,385.17</b>	<b>\$1,664.02</b>	<b>\$550.00</b>	<b>\$550.00</b>	<b>\$550.00</b>	<b>\$1,421.91</b>	<b>\$1,425.75</b>	<b>\$15,249.09</b>	<b>\$1,603.81</b>	<b>\$1,840.51</b>	<b>\$2,432.41</b>	<b>\$1,729.55</b>	<b>\$1,600.11</b>	<b>\$1,470.79</b>	<b>\$0.00</b>	<b>\$10,677.18</b>	<b>\$74,087.22</b>	
<b>Expenses:</b>																													
CPUD	\$177.38	\$672.06	\$709.63	\$988.51	\$927.41	\$901.58	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$77.36	\$69.30	\$70.58	\$71.10	\$133.95	\$70.58	\$957.03	\$69.71	\$69.92	\$70.10	\$69.97	\$70.14	\$70.75		\$420.60	\$5,754.20	
San Andreas Sanitary	\$282.59	\$1,009.61	\$1,280.41	\$1,391.33	\$1,192.97	\$1,206.83	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$105.51	\$102.58	\$102.58	\$102.58	\$102.58	\$102.58	\$1,251.47	\$102.58	\$102.58	\$102.58	\$102.58	\$102.58	\$102.58	\$102.58	\$102.58	\$615.48	\$8,230.69
CPA	\$44.80	\$1,353.60	\$2,009.80	\$1,618.80	\$1,743.60	\$2,218.48	\$168.32	\$260.00	\$260.00	\$260.00	\$220.00	\$228.00	\$300.00	\$420.00	\$604.00	\$348.00	\$212.00	\$252.00	\$3,532.32	\$252.00	\$277.00	\$354.00	\$263.00	\$207.00	\$228.00		\$1,581.00	\$14,102.40	
PGE	\$44.87	\$422.44	\$1,400.71	\$1,057.48	\$1,221.74	\$1,512.10	\$292.86	\$307.33	\$357.08	\$238.65	\$75.95	\$37.73	\$12.79	\$8.65	\$7.84	\$9.62	\$88.26	\$366.00	\$1,802.76	\$562.15	\$739.65	\$444.10	\$350.32	\$221.41	\$82.17		\$2,399.80	\$9,861.90	
Insurance				\$684.26	\$848.70									\$997.13					\$997.13								\$0.00	\$2,530.09	
Sewer Repairs	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$230.00													\$0.00								\$0.00	\$8,730.00	
A/C Repairs	\$0.00	\$142.16	\$0.00	\$2,039.02	\$145.19	\$1,088.99							\$1,589.70	\$625.00			\$225.00		\$2,439.70			\$900.00	\$2,830.37				\$3,730.37	\$9,585.43	
General Maintenance	\$0.00	\$27.57	\$406.89	\$295.47	\$272.68	\$1,151.75	\$24.74				\$530.00		\$450.00	\$1,606.33	\$640.00	\$349.18	\$498.03	\$360.00	\$4,458.28	\$180.00	\$819.99	\$81.73	\$280.29	\$456.82	\$270.00		\$2,088.83	\$8,701.47	
<b>Total Expenses</b>	<b>\$549.64</b>	<b>\$12,127.44</b>	<b>\$5,807.44</b>	<b>\$7,390.61</b>	<b>\$6,187.85</b>	<b>\$9,158.43</b>	<b>\$668.79</b>	<b>\$750.20</b>	<b>\$799.95</b>	<b>\$681.52</b>	<b>\$1,008.82</b>	<b>\$448.60</b>	<b>\$2,535.36</b>	<b>\$3,828.99</b>	<b>\$1,425.00</b>	<b>\$880.48</b>	<b>\$1,259.82</b>	<b>\$1,151.16</b>	<b>\$15,438.69</b>	<b>\$1,166.44</b>	<b>\$2,009.15</b>	<b>\$1,052.51</b>	<b>\$1,966.16</b>	<b>\$3,888.32</b>	<b>\$753.50</b>	<b>\$0.00</b>	<b>\$10,836.08</b>	<b>\$67,496.18</b>	
<b>Profit/Loss</b>	<b>\$870.86</b>	<b>(\$6,917.50)</b>	<b>\$2,654.24</b>	<b>\$1,489.89</b>	<b>\$4,394.07</b>	<b>\$4,447.99</b>	<b>\$820.43</b>	<b>\$750.64</b>	<b>\$775.19</b>	<b>\$928.45</b>	<b>\$518.25</b>	<b>\$936.57</b>	<b>(\$871.34)</b>	<b>(\$3,278.99)</b>	<b>(\$875.00)</b>	<b>(\$330.48)</b>	<b>\$162.09</b>	<b>\$274.59</b>	<b>(\$189.60)</b>	<b>\$437.37</b>	<b>(\$168.64)</b>	<b>\$1,379.90</b>	<b>(\$236.61)</b>	<b>(\$2,288.21)</b>	<b>\$717.29</b>	<b>\$0.00</b>	<b>(\$158.90)</b>	<b>\$6,591.04</b>	

Grant Tracking as of 5/31/2024

	<u>Grant Period</u>	<u>Amount Awarded</u>	<u>Direct Costs</u>	<u>Indirect Cost</u>	<u>Current Advance</u>	<u>Remaining Advance</u>	<u>Expended to Date</u>	<u>Invoiced</u>	<u>Amount Remaining</u>	
Murphys Forest Meadows (CalFire)	5/26/2020 - 3/15/2024	\$ 2,161,776.00	\$ 1,965,251.00	\$ 196,525.00	\$ -	\$ -	\$ 1,849,005.27	\$ 45,784.56	\$ -	complete
Pine Ridge (SNC)	4/15/2022 - 1/1/2027	\$ 405,605.00	\$ 352,700.00	\$ 52,905.00	\$ -	\$ -	\$ 400,942.90	\$ -	\$ -	complete
Wylderidge (CalFire)	11/23/2021 - 3/15/2025	\$ 440,608.30	\$ 400,553.30	\$ 40,055.00	\$ 66,106.00	\$ 58,404.20	\$ 151,212.21	\$ 66,106.00	\$ 289,396.09	
Fricot City/108 Direct Award (CalFire)	5/9/2022 - 3/15/2026	\$ 999,109.10	\$ 908,281.00	\$ 90,828.10	\$ 215,600.00	\$ 101,335.24	\$ 114,264.75		\$ 884,844.35	
Moke Hill (CalFire)	10/6/2022 - 3/15/2026	\$ 1,047,753.71	\$ 952,503.37	\$ 95,250.34	\$ 89,010.63	\$ (82,317.40)	\$ 171,328.03	\$ 81,022.33	\$ 876,425.68	
Bummerville/Blizzard Mine (SNC)	9/12/2022 - 1/1/2028	\$ 1,450,740.00	\$ 1,318,854.00	\$ 131,885.00	\$ 435,222.00	\$ 272,912.90	\$ 597,626.82	\$ -	\$ 853,113.18	
NW Calaveras (CalFire)	12/27/2023 - 3/15/2029	\$ 2,348,773.28	\$ 2,097,119.00	\$ 251,654.28	\$ 78,400.00	\$ 58,568.12	\$ 19,831.88	\$ 78,400.00	\$ 2,328,941.40	
Other A/R: Rent, TCRCD, CARCD								\$ 920.79		
<b>Total</b>		<b>\$ 8,854,365.39</b>	<b>\$ 7,995,261.67</b>	<b>\$ 859,102.72</b>	<b>\$ 884,338.63</b>	<b>\$ 408,903.06</b>	<b>\$ 3,304,211.86</b>	<b>\$ 272,233.68</b>	<b>\$ 5,232,720.70</b>	

\* Deferred Rev

\*Accounts Rec



**CCRCD 2024 - 2025 Draft Budget**

	Budgeted Annual Revenue	Building	CalFire - Wylderidge	Hwy 108	Fricot City	Moke Hill	Bummerville	NW Calaveras	RFFCP	DOC NWL	NRCS	Indirect
Rental Income	\$ 10,000.00	\$ 10,000.00										
CalFire - Wylderidge	\$ 269,583.60		\$ 245,076.00									\$ 24,507.60
Hwy 108	\$ 259,462.50			\$ 235,875.00								\$ 23,587.50
Fricot City	\$ 624,685.60				\$ 567,896.00							\$ 56,789.60
Bummerville	\$ 872,966.60						\$ 793,606.00					\$ 79,360.60
Moke Hill	\$ 846,835.00					\$ 769,850.00						\$ 76,985.00
NW Calaveras	\$ 841,344.00							\$ 751,200.00				\$ 90,144.00
RFFCP	\$ 167,857.80								\$ 152,598.00			\$ 15,259.80
DOC NWL	\$ 27,000.00									\$ 27,000.00		\$ -
NRCS Arch (pending)	\$ 71,301.90										\$ 64,934.00	\$ 6,367.90
BLM Stewardship	\$ -											
<b>Total Revenue</b>	<b>\$ 3,991,037.00</b>	<b>\$ 10,000.00</b>	<b>\$ 245,076.00</b>	<b>\$ 235,875.00</b>	<b>\$ 567,896.00</b>	<b>\$ 769,850.00</b>	<b>\$ 793,606.00</b>	<b>\$ 751,200.00</b>	<b>\$ 152,598.00</b>	<b>\$ 27,000.00</b>	<b>\$ 64,934.00</b>	<b>\$ 373,002.00</b>

**Direct Grant Costs:**

Executive Director/Liaison	\$ 92,093.00					\$ 8,000.00		\$ 4,000.00	\$ 50,980.00	\$ 25,000.00	\$ 4,113.00	
Fiscal/Operations Manager	\$ 40,484.00		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,500.00	\$ -	\$ 4,000.00	\$ 19,800.00	\$ 2,000.00	\$ 4,684.00	
Administrator/Liaison	\$ 9,200.00		\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ -	\$ 2,000.00	\$ 4,700.00			
Project Coordinator	\$ 48,500.00								\$ 48,500.00			
Project Manager	\$ 99,000.00		\$ 6,500.00	\$ 11,000.00	\$ 11,000.00	\$ 22,500.00	\$ 20,000.00	\$ 28,000.00				
Archeologist	\$ 84,193.00					\$ 20,106.00	\$ 20,106.00				\$ 43,981.00	
GIS/Resource Con Tech	\$ 61,901.00		\$ 6,000.00				\$ 5,000.00	\$ 28,000.00	\$ 12,000.00		\$ 10,901.00	
Mastication	\$ 2,980,670.00		\$ 219,726.00	\$ 221,400.00	\$ 543,400.00	\$ 704,644.00	\$ 727,500.00	\$ 564,000.00				
Contractor Services	\$ 4,800.00								\$ 4,800.00			
CEQA/Prescription Dev	\$ 164,700.00		\$ 10,000.00		\$ 10,700.00	\$ 6,000.00	\$ 20,000.00	\$ 118,000.00				
Software	\$ 4,668.00							\$ 1,600.00	\$ 3,068.00			
Supplies	\$ 5,536.00		\$ 850.00	\$ 600.00	\$ 346.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00			\$ 240.00	
Meetings/Trainings	\$ 8,400.00								\$ 8,400.00			
Travel	\$ 3,890.00		\$ -	\$ 875.00	\$ 450.00	\$ 600.00		\$ 600.00	\$ 350.00		\$ 1,015.00	

**Operating Costs:**

Executive Director/Liaison (30 hrs)	\$ 120,525.00					\$ 8,000.00		\$ 4,000.00	\$ 50,980.00	\$ 25,000.00	\$ 4,113.00	\$ 28,432.00
Fiscal/Operations Manager (21hrs)	\$ 70,334.00		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,500.00	\$ -	\$ 4,000.00	\$ 19,800.00	\$ 2,000.00	\$ 4,684.00	\$ 29,850.00
Administrator/Liaison (20hrs)	\$ 42,200.00		\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ -	\$ 2,000.00	\$ 4,700.00	\$ -		\$ 33,000.00
Project Coordinator (15hrs)	\$ 48,500.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,500.00	\$ -		\$ -
Project Manager (32hrs)	\$ 104,000.00		\$ 6,500.00	\$ 11,000.00	\$ 11,000.00	\$ 22,500.00	\$ 20,000.00	\$ 28,000.00	\$ -	\$ -		\$ 5,000.00
Archeologist (25 hrs)	\$ 84,193.00					\$ 20,106.00	\$ 20,106.00				\$ 43,981.00	
GIS/Resource Con Tech (30hrs)	\$ 63,821.00		\$ 6,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 28,000.00	\$ 12,000.00	\$ -	\$ 10,901.00	\$ 1,920.00
D&O Insurance	\$ 3,750.00											\$ 3,750.00
Property Insurance	\$ 1,000.00											\$ 1,000.00
Worker's Comp Insurance	\$ 3,500.00											\$ 3,500.00
Professional Fees (Audit, Legal, Engineer)	\$ 15,000.00											\$ 15,000.00
Property Taxes (Solid Waste Fee)	\$ 330.00	\$ 330.00										
Building Maint and Repairs	\$ 16,370.00	\$ 3,000.00										\$ 13,370.00
Utilities	\$ 9,300.00	\$ 6,510.00										\$ 2,790.00
Payroll Processing Fees	\$ 1,500.00											\$ 1,500.00
Website	\$ 500.00											\$ 500.00
Software	\$ 9,668.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	\$ 3,068.00	\$ -		\$ 5,000.00



## **CCRCD PRESCRIBED BURN PROGRAM**

### **COMMITTEE PURPOSE:**

Prescribed Burn Advisory Committee provides technical expertise to the CCRCD, makes recommendations for action to the CCRCD Board of Directors, and provides a public forum for discussion of technical issues that impact the CCRCD's role and responsibilities related to the CCRCD's Prescribed Burn Program.

### **PROPOSED COMMITTEE MEMBERS**

- Mike Dvorak: CCRCD Board Member - confirmed
- Wendy Harrison: Head of local CA Naturalist Program, retired State Park Interpreter – confirmed
- Dennis Buns: Contract Fire Behavior Analyst, retired Forest Service – confirmed
- John Fredrick: CAL FIRE Fuels Battalion Chief – pending
- 5th position pending response from a couple of different inquiries.

### **OUTREACH EVENT**

- July 30<sup>th</sup> from 11:30am - 1pm at the San Andreas Public Library
- Coordination of the event funded by the SNC Forest & Fire Capacity Building grant
- First of a series of events on Forest & Fire topics. Timing worked well to launch a prescribed burn event now and a fuels reduction event is in works for Fall.
- Outreach event will also satisfy the NRCS Local Workgroup request by August 7<sup>th</sup>

## STATEMENT OF WORK SECTIONS

These are the minimum required sections that will become the legal, binding document for the agreement. Points to remember:

- Each section covers a specific topic – in general, it is not necessary to repeat the same information in multiple sections.
- DO NOT repeat information already stated in the Notice of Award (e.g., Award amounts, contact information) or the General Terms and Conditions (e.g., modification terms, Section 1619 language).
- EzFedGrants prints in plain text only – tables should be converted to text in the sections below. DO NOT use graphics and other documents that cannot be converted. If absolutely necessary, reference any attachments and provide them in the Service Now new agreement request.
- Do not refer to the recipient by name or acronym in sections other than the purpose. Use the term “Recipient” instead.
- Do not use acronyms unless spelled out initially

**PURPOSE** – Introduction, reasons for the project, over-arching goals and relation to NRCS goals. Include who will benefit and geographic location.

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and **Calaveras County Resource Conservation District (CCRCD)** (Recipient), is to provide additional delivery of Farm Bill Programs with technical assistance, education and outreach that is of mutual interest to the District and NRCS specifically for increased capacity, sustainability, and economic vitality in rural and tribal communities.

**OBJECTIVES** – The objectives should flow from the Purpose section. Identify key strategies and project design, alignment of resources and activities, strategic partners and their roles, objectives and goals clearly identified. Objectives can be in narrative or list form.

This agreement is to provide the same level of support within the scope of work using additional funding and time to meet the needs of Calaveras and Amador County landowners and land managers.

1. Provide technical assistance to improve soil health, surface and groundwater quality on-farm through conservation planning and implementation.
2. Provide education to address air quality, climate resiliency and drought through workshops, training, and outreach materials.
3. Coordinate local workgroups for Calaveras County to prioritize natural resource concerns with intention to improve and enhance air and water quality, support soil and forest health, climate resiliency and enhance habitat for terrestrial and aquatic wildlife species.

The Sierra Nevada Foothills region that includes Amador and Calaveras counties is often described — by those not from the region — for its history, its scenic beauty, and its rural qualities. But these perceptions are only part of the story. They reveal little about the actual lives of the 85,657 residents who call any one of the many unique communities of Amador or Calaveras counties “home” including 4 federally recognized tribes and one without federal recognition. Calaveras and Amador Counties has a rich history beginning with Native Americans and continuing through the Gold Rush to the present. Each community has its own contribution to that history, and its own precious artifacts from bygone eras. As a result, the County has a bounty of cultural resources and historic sites. These historic and cultural resources help both residents and visitors to better appreciate our local and California history.

Project beneficiaries will be the farmers who adopt best management practices such as grazing management and compost application that improves soil health, pollinator habitat and water holding capacity on-farm. These land stewards will have access to educational materials, learned science-based knowledge from data collection, soil health researchers, and gained confidence in

## STATEMENT OF WORK SECTIONS

**OBJECTIVES** – The objectives should flow from the Purpose section. Identify key strategies and project design, alignment of resources and activities, strategic partners and their roles, objectives and goals clearly identified. Objectives can be in narrative or list form.

practical application through demonstrations and shared knowledge for effective implementation. Demonstration and technical assistance field days will provide a forum for technical staff, tribal leaders and land stewards to have knowledge, ideas, shared experience, and an interest in research.

In terms of the environmental benefits of incorporating conservation practices such as grazing management, forest management and compost application are often found to improve nutrient cycling and nutrient availability through increased cation exchange capacity, stabilization of pH, etc. However, these practices often require soil disturbance and thus cultural resource reviews. Calaveras and Amador Counties are rich in cultural history with opportunities to increase capacity to support sustainable forestry and habitat (plant and wildlife) management with cultural input.

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD's Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award.

Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

**TOTAL BUDGET \$299,868.62**

**TOTAL FEDERAL FUNDS \$149,934.31**

**PERSONNEL \$94,350.00**

Personnel expenses include direct hourly salary for District staff to deliver technical assistance related to agricultural irrigation evaluation and conservation/soil health planning and to coordinate and deliver associated implementation workshops. Anticipated maximum hourly compensation for the 3-year term of the Agreement is provided. Invoices will be based upon actual direct hourly salary of each position at the time work is completed.

Archeologist: will provide 25% Effort under agreement for a duration of 35 months.  
\$45/hr. x 1400 hours = **\$63,000**

Resource Conservation Technician: will provide 10% Effort under agreement for a duration of 35 months.  
\$30/hr. x 520 hours = **\$15,600**

Operations Manager: will provide 2.5% Effort under agreement for a duration of 35 months.  
\$45/hr. x 150 hours = **\$6,750**

Director: will provide 2.5% Effort under agreement for a duration of 35 months.  
\$60/hr. x 150 hours = **\$9,000**

**FRINGE BENEFITS \$37,122.10**

Fringe benefits include paid leave, medical stipend, retirement, and payroll contributions to SSI and Medicare. Fringe benefits are calculated each year based upon actual costs.

## STATEMENT OF WORK SECTIONS

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD’s Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

Archeologist: \$17.83/hr. x 1400 hours = **\$24,962.00**

Resource Conservation Technician: \$11.90/hr. x 520 hours = **\$6,203.60**

Operations Manager: \$17.45/hr. x 150 hours = **\$2,617.50**

Director: \$22.26/hr. x 150 hours = **\$3,339.00**

### TRAVEL \$3,015.00

Travel included mileage reimbursement, calculated at the annually approved federal reimbursement rate. The current reimbursement rate is \$0.67. It is anticipated that mileage reimbursement will include travel within the District to provide technical services. Approximately 128.6 mi./mo. x 35 mo. x \$0.67/mi. = \$3,015.67 (rounded to **\$3,015**)

### SUPPLIES \$2,300.00

Miscellaneous supplies necessary for workshop implementation, irrigation evaluations and field assessment (soil health, etc.) for producers.

General office Supplies to support field work \$20/mo. x 35 mo. = **\$700**

Expenses necessary for general technical assistance, workshop implementation, irrigation evaluations and field assessment (soil health, etc.) for producers.

1 computer for Resource Conservation Technician - **\$900**

Software for computer = **\$700**

**TOTAL DIRECT COSTS \$136,787.10**

### INDIRECT COSTS \$13,147.21

Recipient has elected to use the de minimis indirect cost rate and voluntarily waive a portion of indirect cost. A rate of 9.61% will be used.

$\$136,787.10 \times 9.61\% = \$13,147.21$

**TOTAL NON-FEDERAL FUNDS \$149,934.31**

Personnel expenses include direct hourly salary for District staff to deliver technical assistance related to agricultural irrigation evaluation and conservation/soil health planning and to coordinate and deliver associated implementation workshops. Anticipated maximum hourly compensation for the 3-year term of the Agreement is provided. Invoices will be based upon actual direct hourly salary of each position at the time work is completed.

Archeologist: will provide 25% Effort under agreement for a duration of 35 months.

\$45/hr. x 1400 hours = **\$63,000**

Resource Conservation Technician: will provide 10% Effort under agreement for a duration of 35 months.

\$30/hr. x 520 hours = **\$15,600**

Operations Manager: will provide 2.5% Effort under agreement for a duration of 35 months.

\$45/hr. x 150 hours = **\$6,750**

**Commented [WDFNC1]:** Moved from other to supplies  
Unless the software is a reoccurring subscription expense, it would fall under supplies. If not, then it can go back under other. The computer would be considered a supply.

## STATEMENT OF WORK SECTIONS

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD’s Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

Director: will provide 2.5% Effort under agreement for a duration of 35 months.  
 $\$60/\text{hr.} \times 150 \text{ hours} = \mathbf{\$9,000}$

### **FRINGE BENEFITS \$37,122.10**

Fringe benefits include paid leave, medical stipend, retirement, and payroll contributions to SSI and Medicare. Fringe benefits are calculated each year based upon actual costs.

Archeologist:  $\$17.83/\text{hr.} \times 1400 \text{ hours} = \mathbf{\$24,962.00}$

Resource Conservation Technician:  $\$11.90/\text{hr.} \times 520 \text{ hours} = \mathbf{\$6,203.60}$

Operations Manager:  $\$17.45/\text{hr.} \times 150 \text{ hours} = \mathbf{\$2,617.50}$

Director:  $\$22.26/\text{hr.} \times 150 \text{ hours} = \mathbf{\$3,339.00}$

### **TRAVEL \$700**

Travel included mileage reimbursement, calculated at the annually approved federal reimbursement rate. The current reimbursement rate is \$0.67. It is anticipated that mileage reimbursement will include travel within the District to provide technical services.

Approximately  $1045 \text{ mi./mo.} \times \$0.67/\text{mi.} = \$3,015.67$  (rounded to **\$700**)

**Commented [WDFNC2]:** Updated to match value in the SF424A

### **SUPPLIES \$2,300.00**

Miscellaneous supplies necessary for workshop implementation, irrigation evaluations and field assessment (soil health, etc.) for producers.

General office Supplies to support field work  $\$20/\text{mo.} \times 35 \text{ mo.} = \mathbf{\$700}$

Expenses necessary for general technical assistance, workshop implementation, irrigation evaluations and field assessment (soil health, etc.) for producers.

**1 computer for Resource Conservation Technician - \$900**

**Software for computer = \$700**

**Commented [WDFNC3]:** Moved to supplies.

### **OTHER \$2,315.00**

Tribal stipends provided by Sierra Nevada Conservancy **\$2,315**

**Commented [WDFNC4]:** Updated to only include the 3<sup>rd</sup> party stipends. If Software is a subscription that will be re-occurring it can go back into other - it is currently moved to supplies.

### **TOTAL DIRECT COSTS \$136,787.10**

### **INDIRECT COSTS \$13,147.21**

*Recipient has elected to use the de minimis indirect cost rate and voluntarily waive a portion of indirect cost. A rate of 9.61% will be used.*

$\$136,787.10 \times 9.61\% = \mathbf{\$13,147.21}$

**Commented [WDFNC5]:** Will need to have a letter of commitment to submit to the business center with award package.

## STATEMENT OF WORK SECTIONS

**RESPONSIBILITIES OF THE PARTIES** – Actions to be taken by each party. Do NOT repeat funding or contact information (these are stated on the Notice of Award) and do NOT include items addressed in the General Terms and Conditions of the agreement. This section will list the responsibilities **other** than providing funding that are needed for the successful completion of the project. If it is a cooperative agreement, there should be substantial involvement of NRCS, so describe who and/or what tasks or roles are required to complete the project. For grants, there will be minimal or no other NRCS responsibilities. Reporting and payment frequency must be stated. Template language is provided below. If NRCS is providing resources (office space, vehicles, etc.) include that language in this section.

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

### NRCS RESPONSIBILITIES

1. Provide, as needed, technical assistance as available and approved by NRCS.
2. Provide availability to NRCS technology and technical tools to the maximum extent possible and provide quality assurance.
  - a. NRCS review and approval of one stage of work before another may begin.
  - b. Collaboration or joint participation.
  - c. Having direct NRCS operational involvement or participation during the activity.

### RECIPIENT RESPONSIBILITIES

Perform the work and produce the deliverables as outlined in this Statement of Work.

Comply with the applicable version of the General Terms and Conditions.

Submit reports and payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to [FPAC.BC.GAD@usda.gov](mailto:FPAC.BC.GAD@usda.gov) as outlined in the applicable version of the General Terms and Conditions. Reporting frequency is as follows:

Performance reports: *<pick one: quarterly, semi-annual (recommended option), or annual>*

SF425 Financial Reports: *<pick one: quarterly (pick if advance payments are permitted), semi-annual, or annual>*

**EXPECTED ACCOMPLISHMENTS AND DELIVERABLES (also include MILESTONES)** – List each deliverable and subtask. Describe what will be done, when it will be done, and how it will be measured.

1. Conduct field checks for engineering or agronomic conservation practice certification of NRCS standards for cultural resource and environmental evaluation reviews. Approximately 40 Cultural Resource Reviews completed. **(Ongoing through September 2027)**
2. During conservation program application periods. Approximately 40 applications assisted. **(Ongoing through September 2027)**
  - a. Participate in the screening and ranking process.
  - b. Determine applicant eligibility based on federal guidelines.
3. While working with NRCS participants under the direction of NRCS staff (Approximately 40 applications and 20 contracts assisted.) **(Ongoing through September 2027)**
  - a. Complete steps 1-4 of the conservation planning process to assist in the development of conservation plans.
  - b. Perform cultural resources and environmental evaluations reviews.
  - c. Enter Cultural Resource Reviews and inventory maps into CD.
  - d. Manage contracts within ProTracts, Conservation Desktop or CART.

**Commented [DW6]:** These are some common items to include, please adjust as needed for clarity on how we will work together. You can also add items to the responsibilities of the recipient section below, as-needed. IF NEEDED, you can also add in language for GOV use or space sharing here. If so, I've included the language that must be used on a separate attachment.

**Commented [DW7]:** Please pick which frequency you'd like to provide/receive reports on progress meeting the deliverables.

**Commented [DW8]:** Please pick which frequency you'd like to provide/receive reports on how much funding has been used/is left.

**Commented [WDFNC9]:** Tried to combine the separate sections in the submitted proposal into one deliverables section. Please check that we have the number of each deliverable correct, and please verify the milestone after each deliverable.



## STATEMENT OF WORK SECTIONS

**EXPECTED ACCOMPLISHMENTS AND DELIVERABLES (also include MILESTONES)** – List each deliverable and subtask. Describe what will be done, when it will be done, and how it will be measured.

4. Conduct practice implementation workshops for soil health, forestry management, water management, and hedgerow and habitat establishment. Approximately 4 implementation workshops completed. **(Ongoing through September 2027)**
5. Orchestrate outreach activities to identify potential participants for NRCS Farm Bill programs including but not limited to a Forest and Watershed Management workshop with partners. Approximately 6 outreach events completed. **(Ongoing through September 2027)**
6. Coordinate events aimed at educating NRCS program participants, specifically for practice implementation with cultural resource management consideration. Approximately 2 events annually. Approximately **X events** completed. **(October 2024-March 2027)**
7. Coordinate outreach events in Calaveras and Amador Counties to increase implementation of conservation plans and conservation program contracts on private lands. Approximately **X events** completed. **(Ongoing through September 2027)**
8. Coordinate local cultural workgroup meetings for Calaveras and Amador Counties, one annually. **(October 2024-March 2027)**

**Commented [WDFNC9]:** Tried to combine the separate sections in the submitted proposal into one deliverables section. Please check that we have the number of each deliverable correct, and please verify the milestone after each deliverable.

**RESOURCES REQUIRED** – This section is no longer required. If necessary, add any elements to the Responsibilities of the Parties section.

See the Responsibilities of the Parties section for required resources, if applicable.

**MILESTONES** – This section is no longer required. Milestones should be listed in the Expected Accomplishments and Deliverables section.

See the Expected Accomplishments and Deliverables section for milestones.

Optional Notes:

**ADDITIONAL AWARD PROVISIONS** – if there are attachments to incorporate into the agreement, cite them here and attach them to the Service Now ticket.

Attachments – “Title of Attachment”

*[used when NRCS is providing office space to the Recipient:]*

NRCS will: Supply office space and use of government office equipment, including computers, software, technologies, applications, and supplies as needed to perform the work outlined in this agreement. Recipient will have reserved work space in NRCS offices or spaces, as well as access to common spaces such as conference rooms, kitchens, etc.

All resources provided by NRCS are subject to availability of funds. In the event of a lapse in appropriations and Government shutdown, the recipient will not be permitted to use NRCS resources.

*[used when NRCS vehicles will be shared with the Recipient:]*

1. The furnishing of Government-owned vehicles (GOVs) vehicles is contingent upon the availability of vehicles and appropriations.
2. The Recipient may only use GOVs for NRCS official business specified under this agreement, if available and needed. Operators must avoid, when possible, any situation that may convey an impression to the public that the vehicle operator is using the assigned vehicle for an unofficial purpose. GOVs must not be used to support any revenue-generating activity for the Recipient.
3. The Recipient must immediately report any safety or mechanical deficiencies to local NRCS representative and must not operate the vehicle with known mechanical problems or safety deficiencies. NRCS is responsible for correcting deficiencies.
4. The Recipient must obtain prior written approval from NRCS for using vehicles at irregular hours or under circumstances which may create an unfavorable public reaction (for example, during Federal holiday or after business hours). Home-to-work transportation by Recipient employees is prohibited.
5. NRCS will bear the cost of maintenance of vehicles used by the Recipient. Except in the case of an accident caused by a Recipient driver (see vehicle accident provisions below), the NRCS will make repairs as necessary for safety and as needed to keep vehicle in safe operating condition.
6. The Recipient must ensure that each vehicle operator has a valid state driver's license and instruct operators to carry a valid state driver's license while operating a GOV.
7. The Recipient must ensure vehicle operators use all safety devices and follow appropriate motor vehicle manufacturer safety guidelines when operating GOVs. Seat belts must be used when operating or riding in a GOVs.
8. The Recipient must ban all vehicle operators from text messaging and using tobacco (smoke and smokeless) while using GOVs.
9. The Recipient must utilize the NRCS-provided fleet card to pay for all fuel and repairs, with the exception of accident repairs for which the Recipient is paying an auto repair facility directly (see accident provisions below). The Recipient must comply with all NRCS fleet card policies, including but not limited to the use of unique driver PINs, receipt retention requirements, fleet card training requirements, and prohibitions against using the card for unofficial purposes. Recipient drivers must safeguard the fleet card at all times to prevent it from potential unauthorized use.

10. The Recipient must immediately report all vehicle accidents and traffic violations to NRCS and complete all required documents to report accidents. The Recipient must reimburse NRCS or pay an auto repair company directly for any and all repairs to the GOV needed as a result of an accident caused by the Recipient operator and pay all traffic violation citations incurred by Recipient operators.

11. The Recipient assumes responsibility for claims arising from accidents caused by Recipient operators. The Recipient will be responsible for receiving, processing, and paying tort claims that are submitted due to an accident caused by a Recipient driver.

12. The Recipient will notify the NRCS immediately of any loss, theft, or damage to a GOV, GOV license plates, or fleet cards.

13. It is prohibited for individuals other than federal employees or Recipient employees performing official NRCS business under this agreement to ride as passengers in GOVs. Any other passengers must be approved through the passenger approval process described in NRCS vehicle policy.

14. The use of GOVs may be suspended or revoked by NRCS if it determines that corrective action is needed to meet these conditions for GOV usage.

15. The vehicle use conditions outlined in this agreement do not contain all Federal, Departmental, and NRCS policies regarding the use of GOVs. This document is not intended to provide complete details, and the NRCS and the Recipient must abide by all other appropriate policies governing GOV use.



— BUREAU OF —  
RECLAMATION

**Notice of Funding Opportunity No. R23AS00362**

# **WaterSMART Cooperative Watershed Management Program Phase I for Fiscal Years 2023 and 2024**



## **Mission Statements**

The U.S. Department of the Interior protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated Island Communities.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

**Cover photo** - Rio Grande, New Mexico. (Reclamation/Alex Stephens)

# Synopsis

<b>Federal Agency Name:</b>	Department of the Interior, Bureau of Reclamation, Water Resources and Planning Office
<b>Funding Opportunity Title:</b>	WaterSMART Cooperative Watershed Management Program Phase I for Fiscal Years 2023 and 2024
<b>Announcement Type:</b>	Notice of Funding Opportunity
<b>Funding Opportunity Number:</b>	R23AS00362
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b>	15.554
<b>Dates:</b> (See NOFO Sec. D.4)	Application due Date: <ul style="list-style-type: none"><li>• First application period: Tuesday, December 5, 2023, 4:00 p.m. Mountain Standard Time</li><li>• Second application period: Tuesday, September 3, 2024, 4:00 p.m., Mountain Daylight Time</li></ul>
<b>Eligible Applicants:</b> (See NOFO Sec. C.1)	<p><b>New Watershed Groups</b></p> <p>Applicants eligible to receive an award as a New Watershed Group include states, Indian Tribes, local and special districts (e.g., irrigation, water districts, water conservation districts), local governmental entities, interstate organizations, and non-profit organizations. To be eligible, applicants must also (1) be sponsoring the development of a New Watershed Group, (2) significantly affect or be affected by the quality or quantity of water in a watershed, and (3) be capable of promoting the sustainable use of water resources.</p> <p><b>Existing Watershed Groups</b></p> <p>Applicants eligible to receive an award as an Existing Watershed Group include states, Indian Tribes, local and special districts (e.g., irrigation, water districts, water conservation districts), local governmental entities, interstate organizations, and non-profit organizations. To be eligible, applicants must also Be an Existing Watershed Group, which meets the definition of a watershed group as described above in Section A.3. Notice of Funding Opportunity Objectives and is legally incorporated as a non-profit entity; be a participating entity in an Existing Watershed Group; or be a fiscal sponsor of an Existing Watershed Group.</p> <p>Applicants (except non-profits organizations) must also be located in one of the following states or territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, the Virgin Islands, and Puerto Rico.</p>

	<p>Non-profit organizations must be located in the United States or one of the territories identified above and must be sponsoring the establishment or development of a watershed group located in one of the following states or territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, the Virgin Islands, or Puerto Rico.</p>
<p><b>Recipient Cost-Share:</b> (See NOFO Sec. C.2)</p>	<p>A non-Federal cost-share contribution is not required for Phase I CWMP activities funded under this NOFO.</p>
<p><b>Federal Funding Amount:</b> (See NOFO Sec. B.1)</p>	<p>Up to \$300,000 per applicant</p>
<p><b>Estimated Number of Agreements to be Awarded:</b> (See NOFO Sec. B.1)</p>	<p>Approximately 25 to 30 projects per application submittal period contingent on appropriations.</p>
<p><b>Intergovernmental Review:</b> (See NOFO Sec. D.5)</p>	<p>An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under <a href="#">Executive Order 12372</a>.</p>

# Application Checklist

The following table contains a summary of the information that you are required to submit with your application.

✓	<b>Mandatory Application Components:</b>	<b>Required Content</b>	<b>Page</b>
	Mandatory Federal forms: <ul style="list-style-type: none"> <li>• SF-424: Application for Federal Assistance (Office of Management and Budget (OMB))</li> <li>• SF-424A: Budget Information - Non-Construction Programs (OMB)</li> <li>• SF-424B: Assurances - Non-Construction Programs (OMB)</li> </ul>	See section D.2.2.1	16
	Unique Entity Identifier (UEI) and System for Award Management (SAM) registration	See Section D.3	22
	Technical Proposal (Use Project Narrative Attachment Form to upload in Grants.gov)	See Section D.2.2.2	17
	Budget Narrative (Use Budget Narrative Attachment Form to upload in Grants.gov)	See Section D.2.2.3	19
✓	<b>Recommended Application Components:</b>	<b>Required Content</b>	<b>Page</b>
	Environmental and cultural resources compliance	See Section D.2.2.4	20
	Required Permits and Approvals	See Section D.2.2.5	20
	Overlap or duplication of effort statement	See Section D.2.2.6	20
	Conflict of interest disclosure statement	See Section D.2.2.7	20
	Uniform audit reporting statement	See Section D.2.2.8	21
	SF-LLL: Disclosure of Lobbying Activities (required, if applicable) (OMB)	See Section D.2.2.9	22
	Letters of Support	See Section D.2.2.10	22
	Official Resolution	See Section D.2.2.11	22



# Acronyms and Abbreviations

ASAP	Automated Standard Application for Payments
ARC	Application Review Committee
CE	Categorical Exclusion
CEC	Categorical Exclusion Checklist
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CWA	Clean Water Act
CWMP	Cooperative Watershed Management Program
Department	U.S. Department of the Interior
DUNS	Data Universal Number System
EA	Environmental Assessment
EIN	Employer Identification Number
EIS	Environmental Impact Statement
E.O.	Executive Order
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FAPIIS	Federal Award Performance Integrity Information System
FGDC	Federal Geospatial Data Committee
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact
FY	fiscal year
GIS	Geographic information system
IBC	Interior Business Center
HUC	Hydrologic Unit Code
MDT	Mountain Daylight Time
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NRCS	Natural Resources Conservation Service
OMB	Office of Management and Budget
P.L.	Public Law
Reclamation	Bureau of Reclamation
SAM	System for Award Management
SF	Standard Form
SPOC	Single Point of Contact
UEI	Unique Entity Identifier
U.S.C.	United States Code
USACE	United States Army Corp of Engineers
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
WaterSMART	Sustain and Manage America's Resources for Tomorrow
West	Western United States

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# Section A. Funding Opportunity Description

## A.1. Authority

This Notice of Funding Opportunity (NOFO) is issued under the authority of Section 6002 of the Cooperative Watershed Management Act, Subtitle A of Title VI of the Omnibus Public Land Management Act of 2009, Public Law (P.L.) 111-11 (42 United States Code [U.S.C.] 10364).

## A.2. Background, Purpose, and Program Requirements

The U.S. Department of the Interior's (Department) WaterSMART (Sustain and Manage America's Resources for Tomorrow) Program provides a framework for Federal leadership and assistance to stretch and secure water supplies for future generations in support of the Department's priorities. Through WaterSMART, the Bureau of Reclamation (Reclamation) leverages Federal and non-Federal funding to work cooperatively with states, Tribes, and local entities as they plan for and implement actions to increase water supply sustainability through investments in existing infrastructure and attention to local water conflicts.

WaterSMART's Cooperative Watershed Management Program (CWMP) provides support for priorities identified in Presidential Executive Order (E.O.) 14008: *Tackling the Climate Crisis at Home and Abroad* and aligned with other priorities, such as those identified in E.O. 13985: *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*. The Cooperative Watershed Management Program will advance the Biden-Harris Administration's Justice40 Initiative. Established by E.O. 14008, the Justice40 Initiative has made it a goal that 40 percent of the overall benefits of certain Federal investments, such as climate, clean energy, and other areas, flow to disadvantaged communities.<sup>1</sup> The Cooperative Watershed Management Program also supports the goals of the Interagency Drought Relief Working Group established in March 2021 and the National Drought Resiliency Partnership.

Drought conditions across the West impact a wide range of communities and sectors, including agriculture, cities, Tribes, the environment, recreation, hydropower producers, and others. While waves of precipitation have hit Western United States since December of 2022, as of March 2023, the U.S. Drought Monitor indicates that more than 75% of the land in the seventeen Western states is still in abnormally dry to exceptional drought conditions. Through WaterSMART, Reclamation provides financial assistance to water managers for projects that seek to conserve and use water more efficiently and accomplish other benefits that contribute to sustainability in the Western United States.

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<sup>1</sup> For more information, see E.O. 14008, Tackling the Climate Crisis at Home and Abroad (Jan. 27, 2023), <https://www.federalregister.gov/documents/2021/02/01/2021-02177/tackling-the-climate-crisis-at-home-and-abroad>; Justice40 Initiative, <https://www.whitehouse.gov/environmentaljustice/justice40/>

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Through the CWMP, Reclamation provides funding to watershed groups to encourage diverse stakeholders to form local solutions to address their water management needs. By providing this funding Reclamation promotes water reliability and cooperation between stakeholders to reduce conflict, facilitate solutions to complex water issues, and stretch limited water supplies.

**This NOFO provides funding to watershed groups for Phase I projects for watershed group development, restoration planning, and watershed management project design.**

For further information on the CWMP, see [www.usbr.gov/watersmart/cwmp](http://www.usbr.gov/watersmart/cwmp).

### A.3. Notice of Funding Opportunity Objectives

The objective of this NOFO is to invite states, Indian Tribes, irrigation districts, water districts, local governmental entities, non-profit organizations, Existing Watershed Groups, and local and special districts (e.g., irrigation and water districts, conservation districts, natural resource districts) to submit proposals for Phase I activities to develop a watershed group, complete watershed restoration planning activities, and design watershed management projects. See Section C.4. Eligible Projects for a more comprehensive description of eligible activities.

A “watershed group,” as defined in Section 6001(6) of the Cooperative Watershed Management Act (see Section A.1. Authority for full citation) is a grassroots, non-regulatory entity that addresses water availability and quality issues within the relevant watershed, is capable of promoting the sustainable use of water resources in the watershed, makes decisions on a consensus basis, and represents a diverse group of stakeholders, including hydroelectric producers, livestock grazing, timber production, land development, recreation or tourism, irrigated agriculture, the environment, municipal water supplies, private property owners, Federal, state and local governments, Tribes, and disadvantaged communities.

### A.4. Other Related Funding Opportunities

**WaterSMART Environmental Water Resources Projects.** Reclamation provides up to \$3 million in cost-share funding for projects that provide ecological and watershed health benefits and were developed as part of a collaborative process. Project types may include efforts such as water conservation and efficiency projects that result in quantifiable and sustained water savings and benefit ecological values and watershed health; water management or infrastructure improvements to benefit ecological values and watershed health; and watershed management or restoration projects benefitting ecological values and watershed health that have a nexus to water resources or water resources management. The Federal share of the cost of an infrastructure improvement or activity may be up to 75 percent of the total project cost if certain conditions are met.

**WaterSMART Aquatic Ecosystem Restoration Projects.** Reclamation provides funding on a 65/35 cost share basis for the study, design, and construction of projects that restore or protect aquatic ecosystems. Projects benefit aquatic ecosystems across multiple basins, build habitat and

## Section A. Funding Opportunity Description

systems resiliency, support threatened and endangered species, and provide broad environmental benefits. For information on the Aquatic Ecosystem Restoration Program, visit the WaterSMART Program website at <https://www.usbr.gov/watersmart/aerp/index.html>.

**WaterSMART Drought Resiliency Project Grants.** Reclamation provides funding on a 50/50 cost share basis for projects that will increase the reliability of water supplies or improve water management to build long term resilience to drought and are supported by an existing drought contingency plan. For information on the Drought Resiliency Projects, visit the WaterSMART Program website at <https://www.usbr.gov/drought/projects.html>.

**WaterSMART Grants: Water and Energy Efficiency Grants.** Financial assistance is provided on a 50/50 cost share basis for the construction of projects that conserve and use water more efficiently; increase the production of hydropower; mitigate conflict risk in areas at a high risk of future water conflict; and accomplish other benefits that contribute to water supply reliability in the West. For information on the Water and Energy Efficiency Grants, visit the WaterSMART Program website at <https://www.usbr.gov/watersmart/weeg/index.html>.

**WaterSMART Small-Scale Water Efficiency Projects.** Financial assistance is provided on a 50/50 cost share basis for small-scale water management projects (up to \$100,000 in Federal funding for each project) that have been identified through previous planning efforts. Reclamation has developed a streamlined selection and review process to reflect the small-scale nature of these projects. For information on the Small-Scale Water Efficiency Projects, visit the WaterSMART Program website at <https://www.usbr.gov/watersmart/swep/index.html>.

**Planning and Project Design Grants.** Reclamation provides up to \$400,000 in cost-share funding for collaborative planning and design projects to support water management improvements. This includes funding for comprehensive Drought Contingency Plans; Water Strategy Grants to investigate and develop activities and projects supporting water marketing, water conservation, drought resilience, and ecological values; and Project Design Grants to conduct project-specific design for projects supporting water conservation, drought resilience, and ecological values. The Federal cost share of a project may be up to 50 or 75 percent depending on the project type.

**Native American Affairs Technical Assistance Program (TAP).** Reclamation's Native American Affairs TAP provides technical assistance to assist Indian Tribes to develop, manage, and protect their water and related resources. Cost sharing is not required, and technical assistance requests must satisfy "Program Criteria". Proposals are solicited via notices of funding opportunity, and successful proposals approved for funding can be found on Reclamation's website at the address below.

# Section B. Award Information

## B.1. Total Funding

This NOFO will allocate available program funds, including fiscal years (FY) 2023 and 2024 enacted appropriations for the Cooperative Watershed Management Program and funding made available for the Cooperative Watershed Management Program under the Bipartisan Infrastructure Law (BIL).

The amount of funding available for awards under this NOFO will depend on the demand for funding under this and other WaterSMART programs. Any awards are subject to a determination by Reclamation that appropriations and/or BIL funds are available. Applications submitted under this NOFO may also be considered if other funding becomes available in FY 2023 or subsequently.

## B.2. Expected Award Amount

Maximum Award: \$300,000

Minimum Award: \$10,000

A total of up to \$300,000 in Federal funds may be awarded to an applicant over the three-year period, with no more than \$100,000 to be available per year. A non-Federal cost-share contribution is not required for Phase I activities funded under this NOFO. For each year of the grant, Reclamation must determine whether a recipient has made sufficient progress on the project to justify additional funding (see Section F.3.4. Determination of Sufficient Progress for additional information).

## B.3. Expected Award Funding and Federal Award Date

This funding opportunity has two application submittal periods (See Section D.4. Submission Date and Time). For proposals submitted under the first application period, Reclamation expects to contact potential award recipients and unsuccessful applicants in spring 2024 (or later if necessary). The anticipated award and completion dates for the first submittal period are as follows:

*Anticipated Award Date:* December 31, 2024

*Anticipated Project Completion Date:* December 31, 2027.

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For proposals submitted under the second application period, Reclamation expects to contact potential award recipients and unsuccessful applicants in winter 2024/2025 (or later if necessary). The anticipated award and completion dates for the second submittal period are as follows:

Anticipated Award Date: September 30, 2025

Anticipated Project Completion Date: September 30, 2028

### **B.4. Number of Awards**

Approximately 25 to 30 awards, per application submittal period, depending on the amount requested by each applicant and the amount of funding available.

### **B.5. Type of Award**

Project awards will be made through grants or cooperative agreements as applicable to each project. If a cooperative agreement is awarded, the recipient should expect Reclamation to have substantial involvement in the project.

Substantial involvement by Reclamation may include:

- Collaboration and participation with the recipient in the management of the project and close oversight of the recipient's activities to ensure that the program objectives are being achieved.
- Oversight may include review, input, and approval at key interim stages of the project.

### **B.6. Technical Assistance**

By request, Reclamation can provide technical assistance **after** award of the project. If you plan to receive Reclamation's assistance, you must account for these costs in your budget. Technical assistance should be discussed with Reclamation staff prior to applying. To discuss available assistance and associated costs, contact the Program Coordinator identified in Section G. Agency Contacts.

# Section C. Eligibility Information

## C.1. Eligible Applicants

Applicants eligible to receive an award under this funding opportunity are described below.

Applicants (except non-profits organizations) must also be located in one of the following states or territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, the Virgin Islands, and Puerto Rico.

Non-profit organizations must be located in the United States or one of the territories identified above and must be sponsoring the establishment or development of a watershed group located in one of the following states or territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, American Samoa, Guam, the Northern Mariana Islands, the Virgin Islands, or Puerto Rico.

### C.1.1. Applicant Eligibility for New Watershed Groups

Applicants eligible to receive an award as a New Watershed Group include states, Indian Tribes, local and special districts (e.g., irrigation, water districts, water conservation districts), local governmental entities, interstate organizations, non-profit organizations, and institutes of higher education sponsoring a watershed group. To be eligible, applicants must also meet all the following requirements:

1. Be sponsoring the development of a New Watershed Group
2. Significantly affect or be affected by the quality or quantity of water in a watershed
3. Be capable of promoting the sustainable use of water resources

### C.1.2. Applicant Eligibility for Existing Watershed Groups

Applicants eligible to receive an award as an Existing Watershed Group include states, Indian Tribes, local and special districts (e.g., irrigation, water districts, water conservation districts), local governmental entities, interstate organizations, non-profit organizations, and institutes of higher education sponsoring a watershed group. To be eligible, applicants must also be an Existing Watershed Group, which meets the definition of a watershed group as described above in Section A.3. Notice of Funding Opportunity Objectives and is legally incorporated as a non-profit entity; be a participating entity in an Existing Watershed Group; or be a fiscal sponsor of an Existing Watershed Group.



### **C.1.3. Applicant Category Guidance**

In general, applicants should apply as a New Watershed Group if the group is just getting started, has completed little or no watershed restoration planning, and requires more substantial support for building the capacity of the watershed group and completing outreach to stakeholders. Groups that have been active in the watershed for several years and have previously conducted some watershed planning should apply as an Existing Watershed Group, even if the group is not incorporated as a legal entity. Entities that have previously received funding through CWMP Phase I should apply as an Existing Watershed Group and explain how their new project differs from and builds on their past Phase I project(s). Although New and Existing Watershed Groups will be scored using the same evaluation criteria (see Section E.1. Evaluation Criteria), they will be ranked separately to ensure fairness. Note: The Application Review Committee (ARC) (see Section E.2.2. Application Review Committee) has the discretion to change the Applicant Category when they deem appropriate.

### **C.1.4. Ineligible Applicants**

Those not eligible include, but are not limited to, the following entities:

- Federal Governmental entities
- Individuals
- Institutes of higher education, unless they are serving as a sponsor for a watershed group.

## **C.2. Cost Sharing or Matching**

There is no requirement for a non-Federal cost-share contribution for Phase I activities, and an application will not receive additional priority under the evaluation criterion (see Section E. Application Review Information) for providing non-Federal cost-share. If the applicant is voluntarily providing a non-Federal cost-share this must be noted in the budget proposal (see Section D.2.2.3. Project Budget).

### **C.2.1. Cost Share Regulations**

All cost-share contributions must meet the applicable administrative and cost principles criteria established in 2 Code of Federal Regulations (CFR) Part 200, available at [www.ecfr.gov](http://www.ecfr.gov).

### **C.2.2. Third-Party In-Kind Contributions**

Third-party in-kind contributions may be in the form of equipment, supplies, and other expendable property, as well as the value of services directly benefiting and specifically identifiable to the proposed project. Applicants may not include as part of their cost-share for projects funded under this NOFO the cost or value of third-party in-kind contributions that have been or will be relied on to satisfy a cost-sharing or matching requirement for another Federal

financial assistance agreement, a Federal procurement contract, or any other award of Federal funds. Applicants should refer to 2 CFR §200.434 *Contributions and donations* for regulations regarding the valuation of third-party in-kind contributions.

### C.3. Other

#### C.3.1. Multiple Applications

Multiple applications for funding may be submitted for consideration under this funding opportunity, provided that the project scopes are not duplicative. However, only one award will be made per watershed group.

#### C.3.2. Excluded Parties

Reclamation conducts a review of the [SAM.gov Exclusions database](#) for all applicant entities and their key project personnel prior to award and ineligibility condition apply to this Federal program. If entities or key project personnel are identified in the [SAM.gov Exclusions database](#) as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, Reclamation cannot award funds to them.

### C.4. Eligible Projects

Applicants can apply for funding for activities within one or more of the following three Task Areas. It is acceptable and expected for an applicant not to address all three Task Areas. For example, a New Group might focus exclusively on Task A: Watershed Group Development or an Existing Group might focus exclusively on Task C: Watershed Management Project Design. An application will not receive more points simply because they are addressing more than one Task Area. In addition, applicants are not required to complete all activities identified under a certain Task Area. Developing *articles of incorporation, bylaws, and business practices* are eligible activities for both New and Existing Watershed Groups. See Section C.1.3. Applicant Category Guidance for a description of New and Existing Watershed Groups.

Reclamation funding can be used to support one full-time salary for a watershed group coordinator; however, most of the watershed group coordinators time that is funded by Reclamation should be spent on eligible activities specifically identified in the technical project description. Under the Section 6002 of the Cooperative Watershed Management Act administrative costs are limited to 20% of the grant award (see Section D.6.2. Project Cost Restrictions).

**1. Task A: Watershed Group Development:** Watershed group development activities include, but are not limited to:

- Developing a mission statement, vision statement, and goals for the watershed group.
- Developing articles of incorporation, bylaws, and business practices
- Conducting outreach activities including, but not limited to, development of informational materials about the watershed and the purpose of the watershed group community (e.g., brochures, advertisements, website, videos), creation of an outreach plan, conducting stakeholder meetings to establish broad-based and diverse membership, hiring a facilitator to assist with outreach and coalition building, tabling at community events, targeted outreach to specific groups and individuals (e.g., attending meetings of other groups, meeting with individual land owners, and tours of past watershed management projects).
- Gathering information about issues and needs related to water quality, water quantity and restoration needs within the watershed (e.g., through literature research and talking to government agencies, local universities, and stakeholders).
- Conducting pre-planning activities, including outlining a watershed restoration plan, reviewing existing plans related to the watershed, and collecting baseline information.

**2. Task B: Watershed Restoration Planning:** Watershed restoration planning activities may include, but are not limited to:

- Completing a watershed restoration plan, updating an existing restoration plan.
- Developing general watershed management project concepts or performing an analysis of the watershed to identify and prioritize watershed management projects. For example, creating a matrix within the watershed restoration plan that outlines and prioritizes watershed management projects.
- Conducting monitoring activities (e.g., water quality studies, water quantity studies, vegetation surveys, invertebrate surveys) needed to provide baseline information about the current condition and needs of the watershed to inform a broader watershed planning effort (see Section C.4.2. Eligibility of Monitoring, Measurement, and Field Work for additional information).
- Conducting mapping and other technical analyses, including obtaining data, performing modeling, or developing goals and benchmarks for the watershed restoration plan.
- Obtaining project management services or software technology required to formulate the watershed restoration plan.
- Interviewing watershed group members and stakeholders to gain an idea of projects that would improve the watershed.
- Working with watershed group members, landowners, Federal agencies, and state or local governments to determine how the watershed can be improved.

- Reviewing watershed-specific best management practices established by Federal, state, and local government agencies.
- 3. Task C: Watershed Management Project Design:** Project design activities can include, but are not limited to:
- Completing an analysis to identify specific project locations.
  - Completing site-specific project design and engineering, including but not limited to:
    - Preparing design drawings and specifications for the construction of the project.
    - Developing a basis of design document (a report that documents the major design criteria and includes recommended project elements, planning level drawings, preliminary schedules, and cost estimates.)
    - Analyzing the means and methods for construction at the project site and identify constraints (necessary equipment, site access, etc.)
  - Developing project timelines and milestones.
  - Researching what type of site-specific environmental compliance will be necessary to implement a project, particularly if the applicant intends to seek Federal funding to implement the project in the future (e.g., under The WaterSMART Environmental Water Resource Projects or Aquatic Ecosystem Restoration Projects). We recommend contacting your local Reclamation office ([www.usbr.gov/main/offices.html](http://www.usbr.gov/main/offices.html)) as part of such research, to discuss the required environmental and cultural resource compliance and costs associated with potential projects. If a potential project is located on land owned by a different Federal agency, other than Reclamation, we also recommend contacting that agency.

### C.4.1. Watershed Restoration Plan Guidance

A watershed restoration plan is a tool designed to help a watershed group plan for and implement restoration activities in their watershed. A watershed restoration plan should describe the issues of concern related to water resources within the watershed and identify potential solutions. Reclamation understands that watershed restoration plans may take different forms depending on their purpose. Rather than prescribing specific requirements, Reclamation encourages recipients to develop a restoration plan that best meets the needs of the watershed. However, recipients should consider that the WaterSMART Environmental Water Resources Projects funding opportunity, which provides funding to watershed groups for on-the-ground watershed management projects, prioritizes projects that are identified and prioritized in a strategy or planning document that was developed collaboratively by a diverse set of water users and addresses water supply reliability for ecological value. You can find watershed restoration plans completed by previously selected CWMP Phase I recipients on Reclamation's website, [www.usbr.gov/watersmart/cwmp/plans.html](http://www.usbr.gov/watersmart/cwmp/plans.html)

### **C.4.2. Eligibility of Education and Training Activities**

To be considered eligible activities, all outreach activities, training, and conferences must be specifically linked to the proposed watershed group development, watershed restoration planning, or watershed management project design activities. General education activities (e.g., K-12 educational programs) or general staff training are not eligible under this NOFO. Note: The ARC (see Section E.2.2. Application Review Committee) has the discretion to determine whether a specific education/outreach activity, training, or conference is eligible.

### **C.4.3. Eligibility of Monitoring, Measurement, and Field Work**

Monitoring, measurement, and fieldwork (e.g., water quality monitoring, vegetation surveys) to collect baseline information regarding the current conditions and needs of the watershed is eligible under this funding opportunity if they will inform a broader planning or design effort being completed as part of the same grant project and costs do not exceed 50 percent of the Reclamation grant Reclamation funding. Applicants should also be aware that these on-the-ground activities may require more substantial environmental and cultural resources compliance.

## **C.5. Ineligible Projects**

Projects not eligible for funding under this NOFO include, but are not limited to, scientific research and the project types identified immediately below.

### **C.5.1. Other Planning Projects**

Proposals for developing planning efforts other than collaborative watershed restoration plans developed by watershed groups are not eligible for funding under this NOFO. This includes proposals for developing drought plans, appraisal investigations, feasibility studies, special studies, Basin Studies, or studies authorized under the Title XVI Water Recycling and Reuse Program, through P.L.102-575, as amended (43 U.S.C. 390h et seq.), or under the Rural Water Program, pursuant to the Rural Water Supply Act of 2006, P.L.109-45. Applicants interested in completing similar planning efforts that do not involve a collaborative watershed group should consider the WaterSMART Planning and Project Design Grant funding opportunity (see Section A.4. Other Related Funding Opportunities for additional information).

### **C.5.2. Implementation On-the-Ground Watershed Management Projects**

Implementation of on-the-ground watershed management projects are not eligible under this funding opportunity. Implementation of on-the-ground watershed management projects that improve ecological value and watershed health are funded under the Environmental Water Resources Projects NOFO. On-the-ground watershed management projects include, but are not limited to, removing fish passage barriers, or installing fish passage structures, streambed and streambank modifications, invasive species removal, vegetation restoration, installing fences, and water conservation and efficiency projects (e.g., canal lining and piping).

### **C.5.3. Water and Land Purchases and Easements**

A project that proposes using Federal funding primarily for the purchase of water or land, or to secure an easement, is not eligible under this NOFO.

### **C.5.4. Building Construction**

A project that proposes to construct a building is not eligible for Federal funding under this NOFO (e.g., a building to house administrative staff or to promote public awareness of water conservation).

### **C.5.5. On-Farm Irrigation Efficiency Improvements**

Projects to conduct on-farm irrigation efficiency improvements are not eligible under this NOFO. Applicants interested in on-farm irrigation efficiency improvements should contact the U.S. Department of Agriculture's (USDA) Natural Resources Conservation Service (NRCS) to investigate opportunities for Federal assistance. For more information on NRCS programs, including application deadlines and a description of available funding, please contact your local NRCS office or visit [www.nrcs.usda.gov](http://www.nrcs.usda.gov) for further contact information in your area.

### **C.5.6. Pilot Projects**

A project that proposes to conduct a pilot study to evaluate technical capability, economic feasibility, or viability for full-scale implementation or to test an unproven material or technology is not eligible for Federal funding under this NOFO.

# Section D. Application and Submission Information

## D.1. Address to Request Application Package

This document contains all the information, forms, and electronic addresses required to submit an application. If you are unable to access this information electronically, you can request paper copies of any of the documents referenced in this NOFO by emailing the Financial Assistance NOFO Operations Section staff at [sha-dro-fafoa@usbr.gov](mailto:sha-dro-fafoa@usbr.gov).

## D.2. Content and Form of Application Submission

All applications must conform to the requirements described in this section.

### D.2.1. Application Format and Length

The technical proposal and criteria section (defined below) shall be limited to a maximum of **25** consecutively numbered pages. If this section of the application exceeds **25** pages, only the first **25** pages will be evaluated. **The full application, including attachments, cannot exceed 75 pages. If the application exceeds 75 pages, only the first 75 pages will be considered in the evaluation.**

The font shall be at least 12 points in size and easily readable. Page size shall be 8½ by 11 inches, including charts, maps, and drawings. Margins should be standard 1-inch margins. Oversized pages will not be accepted.

Applications will be prescreened for compliance to the above page number limitation. Excess pages will be removed and not considered in the evaluation of the proposed project.

### D.2.2. Application Content

The application should include the items identified as Mandatory Application Components in the Application Checklist to be considered complete. To facilitate fair and timely reviews by the ARC, it is highly recommended that application packages be structured in the order identified in the Application Checklist.

Applications will be screened for completeness and compliance with the provisions of this funding opportunity. A complete application must include all the items identified as Mandatory Application Components in the Application Checklist. Any application which fails to include these items will be deemed ineligible and will not be considered for funding.

## **Notice of Funding Opportunity No. R23AS00362**

Following awards of funding, Reclamation may post successful applications on the Reclamation website, [www.usbr.gov/watersmart](http://www.usbr.gov/watersmart) after conducting any redactions determined necessary by Reclamation, in consultation with the successful applicant. See Section F.6. Freedom of Information Act.

### **D.2.2.1. Mandatory Federal Forms**

The application must include the following standard Federal forms. Questions regarding forms should be referred to the Financial Assistance Point of Contact under Section G.1 Reclamation Financial Assistance Contact.

**Mandatory Federal Forms Note:** Applications submitted by consultants must contain an SF-424 and SF-424B that is manually signed by an authorized representative of the entity applying. These forms are available at [www.grants.gov/web/grants/forms/sf-424-family.html](http://www.grants.gov/web/grants/forms/sf-424-family.html).

#### **SF-424: Application for Federal Assistance**

A fully completed SF-424: Application for Federal Assistance form signed by a person legally authorized to commit the applicant to performance of the project must be submitted with the application. Applications that fail to include a SF-424 by the submission deadline will be considered ineligible and will not pass initial screening.

If you request more than \$100,000 in Federal funding, you must certify that all statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying are true. The Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

*Failure to submit a signed SF-424 with a valid UEI number will result in the elimination of the application from further consideration.*

#### **SF-424A Budget Information Form.**

A fully completed SF-424A Budget Information – Non-construction must be submitted with the application.

*Failure to submit an SF-424A will result in the elimination of the application from further consideration.*

#### **SF-424B Assurances Form.**

A SF-424B – Assurances – Non-construction Programs signed by a person legally authorized to commit the applicant to performance of the project must be submitted with the application.

*Failure to submit a signed SF-424B will result in the elimination of the application from further consideration.*



**D.2.2.2. Technical Proposal**

Submission of a technical proposal (limited to 25 pages) is mandatory and must be received by the application deadline.

While an application will not be removed from consideration if the technical proposal does not address each of the following, it is highly recommended that applicants address each component listed below to ensure that your proposal is competitive.

**Title Page**

Provide a brief, informative, and descriptive title for the proposed work that indicates the nature of the project. Include the name and address of the applicant, and the name and address, e-mail address, and telephone of the Project Manager.

**Table of Contents**

List all major sections of the proposal in the table of contents.

**Executive Summary**

The executive summary should include:

- The date, applicant name, city, county, and state.
- A one paragraph project summary that briefly describes the location of the watershed area in which the group will work, the activities that will be carried out, any partners involved, watershed concerns in the watershed area, and how the activities completed through this grant are expected to help alleviate impacts of those concerns. This information will be used to create a summary of your project for our website if the project is selected for funding.

***Example:** The East Moloka'i Watershed Partnership, in collaboration with the State of Hawai'i, Department of Land and Natural Resources, will update their existing watershed management action plan. The Partnership is a collaborative of landowners and land managers, including the Nature Conservancy, the State of Hawai'i, the County of Maui, the Kamehameha Schools, and the Kapualei Ranch, on the east side of the island of Moloka'i. This effort is part of a larger vision to care for East Moloka'i's remaining native forests. These forests sit atop and help recharge Moloka'i's main aquifers, the source of residential water supplied by the County of Maui. As part of this project, the Partnership will complete design work for a fence to protect the native forests in the Kamalō-Kapualei area from non-native feral pigs, deer, and goats, which roam wild and trample and devour vegetation, and spread weeds. The Partnership will also draft the Pua'ahala watershed management plan for a recently acquired 800-acre property.*

- State the length of time and estimated completion date for the proposed project (month/year).

## Notice of Funding Opportunity No. R23AS00362

- Whether or not the proposed planning efforts are focused on a Federal facility or will involve Federal land.

### **Project Location**

Provide specific information on the geographic location of the area in which the watershed group will work including a map showing the geographic location. For example, {watershed area} is located in {state and county} approximately {distance} miles {direction, e.g., northeast} of {nearest town}. If applicable, please provide the United States Geological Survey (USGS) Hydrologic Unit Codes (HUC) in which the group will work. If you are selected for funding, Reclamation may request additional detail regarding your project location. If the project will focus on site-specific planning or watershed management project design, please identify both the watershed area the watershed group works in and the location the site-specific planning or project will focus on.

### **Applicant Category**

Please identify whether you are seeking funding as a New or Existing Watershed Group and explain why you chose to apply under that Applicant Category. As part of this discussion, please provide a brief history of the group, including discussion of (1) when and how the group was initiated, and (2) ongoing projects or efforts (e.g., previous watershed planning activities).

### **Eligibility of Applicant**

Please write a narrative summary indicating how the applicant meets the eligibility requirements, as described in Section C.1. Eligible Applicants. Please include an explanation of the applicant's role in the New or Existing Watershed Group.

### **Project Description**

Provide a detailed description of the activities that will be completed under this grant and the overall goals of the project.

- Please identify which of the Task Areas described in Section C.4. Eligible Projects you will address as part of this project, including a detailed discussion of what activities you will undertake within each Task Area.
- If the watershed group previously received a CWMP Phase I grant, please explain how the scope of work of this project differs from and builds upon the past grant. This section provides an opportunity for the applicant to provide a clear description of the technical nature of the project and to address any aspect of the project that reviewers may need additional information to understand.

*Please do not include your project schedule and milestones here; that information is requested in response to the Readiness to Proceed criterion described in Section E.1.3. In addition, please avoid discussion of the benefits of the project, which are also requested in response to evaluation criteria described in Section E.1. This section is solely intended to provide an understanding of the technical aspects of the project.*

**Evaluation Criteria**

Section E.1. Evaluation Criteria provides a detailed description of each criterion and sub-criterion and points associated with each. The evaluation criteria portion of your application should thoroughly address each criterion and sub-criterion in the order presented to assist in the complete and accurate evaluation of your proposal.

*Copying and pasting the evaluation criteria and sub-criteria in Section E.1. Evaluation Criteria into your applications is suggested to ensure that all necessary information is adequately addressed.*

**D.2.2.3. Project Budget**

The total project cost is the sum of all allowable items of costs, including all required cost sharing and voluntary committed cost sharing, including third-party contributions, that are necessary to complete the project. Please include the following chart (Table 1) to summarize all funding sources. Denote in-kind contributions with an asterisk (\*).

Table 1. —Summary of Non-Federal and Federal Funding Sources

FUNDING SOURCES	AMOUNT
<b>Non-Federal Entities</b>	
1.	\$
2.	\$
3.	\$
<b>Non-Federal Subtotal</b>	\$
<b>REQUESTED RECLAMATION FUNDING</b>	\$

Submission of a budget narrative is mandatory. The budget narrative provides detailed information on the items included in the budget Object Class Categories on the SF-424A (Task A projects) or Cost Classification categories identified on the SF-424C (Task B projects). The budget narrative must clearly identify *all* items of cost (**total estimated project cost**), *including those that will be contributed as non-Federal cost share by the applicant (required and voluntary), third-party in-kind contributions, and those that will be covered using the funding requested from Reclamation*, and any requested pre-award costs. The types of information to describe in the narrative may include, but are not limited to, those identified in the Budget Narrative Guidance attached to this NOFO (Attachment A). Applicants may elect to use the Budget Detail and Narrative spreadsheet (Attachment B to this NOFO) for their budget narrative. Costs, including the valuation of third-party in-kind contributions, must comply with the applicable cost principles contained in 2 CFR Part 200, available at the electronic CFR ([www.ecfr.gov](http://www.ecfr.gov)).

**Please note: The Budget Narrative Attachment Form in Grants.gov is to be used to upload the budget proposal.**

*Failure to submit a budget proposal will result in the elimination of the application from further consideration.*

**D.2.2.4. Environmental and Cultural Resources Compliance**

You should answer the questions from Section H.1. Environmental and Cultural Resource Considerations in this section.

**D.2.2.5. Required Permits or Approvals**

You should state in the application whether any permits or approvals are necessary and explain the plan for obtaining such permits or approvals.

Note that improvements to Federal facilities that are implemented through any project awarded funding through this NOFO must comply with additional requirements. The Federal government will continue to hold title to the Federal facility and any improvement that is integral to the existing operations of that facility. Please see P.L. 111-11, Section 9504(a)(3)(B). Reclamation may also require additional reviews and approvals prior to award to ensure that any necessary easements, land use authorizations, or special permits can be approved consistent with the requirements of 43 CFR Section 429 and that the development will not impact or impair project operations or efficiency.

**D.2.2.6. Overlap or Duplication of Effort Statement**

Applicants should provide a statement that addresses if there is any overlap between the proposed project and any other active or anticipated proposals or projects in terms of activities, costs, or commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application for review.

Applicants should also state if the proposal submitted for consideration under this program does or does not in any way duplicate any proposal or project that has been or will be submitted for funding consideration to any other potential funding source—whether it be Federal or non-Federal. If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (Agency name and Financial Assistance program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be duplicative of the funding requested from Reclamation, applicants must notify the NOFO point of contact or the Program Coordinator immediately.

**D.2.2.7. Conflict of Interest Disclosure Statement**

Per 2 CFR §1402.112, “Financial Assistance Interior Regulation” applicants should state in the application if any actual or potential conflict of interest exists at the time of submission. Submission of a conflict-of-interest disclosure or certification statement is mandatory prior to issue of an award.

## **Applicability**

This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict-of-interest provisions in 2 CFR §200.318 apply.

## **Notification**

Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR §200.112.

Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The successful applicant is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.

## **Restrictions on Lobbying**

Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR §18 and 31 USC §1352.

## **Review Procedures**

The Financial Assistance Officer will examine each conflict-of-interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it. Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR §200.339, Remedies for noncompliance, including suspension or debarment (see also 2 CFR §180).

### ***D.2.2.8. Uniform Audit Reporting Statement***

All U.S. states, local governments, federally recognized Indian Tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian Tribal governments, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the Employer Identification Number (EIN) associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

**D.2.2.9. SF-LLL: Disclosure of Lobbying Activities (if Applicable)**

If applicable, a fully completed and signed SF-LLL: Disclosure of Lobbying Activities form is required if the applicant has made or agreed to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. *This form cannot be submitted by a contractor or other entity on behalf of an applicant.*

**D.2.2.10. Letters of Support**

You should include any letters from interested stakeholders supporting the proposed project. To ensure your proposal is accurately reviewed, please attach all letters of support as an appendix. Letters of support received after the application deadline for this NOFO will not be considered in evaluating your proposed project.

**D.2.2.11. Official Resolution**

If selected, the applicant must provide prior to award an official resolution adopted by your organization's board of directors or governing body, or, for state government entities, an official authorized to commit the applicant to the financial and legal obligations associated with receipt of a financial assistance award under this NOFO, verifying:

- The identity of the official with legal authority to enter into an agreement
- The board of directors, governing body, or appropriate official who has reviewed and supports the application submitted
- That your organization will work with Reclamation to meet established deadlines for entering into a grant or cooperative agreement

An official resolution meeting the requirements set forth above is mandatory before an award of funding will be made.

**D.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)**

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110 (b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110 (d) is required to:

- Be registered in SAM before submitting an application. Instructions for registering are available at <https://sam.gov/content/home>
- Provide a valid UEI in its application
- Maintain an active SAM registration with current information at all times during which it has an active Federal award or plan under consideration by a Federal award agency

Meeting the requirements set forth above is mandatory.

### **D.3.1. Register with the System for Award Management**

Each applicant must be registered in SAM before submitting its application. Register on the [SAM.gov](https://sam.gov) website. The “Help” tab on the website contains User Guides and other information to assist you with registration. The [Grants.gov “Register with SAM” page](#) also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM.gov, entities must renew and revalidate their SAM.gov registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity’s Internal Revenue Service information.

See the “Submission Requirements” section of this document below for more information on SAM.gov registration.

**There is no cost to register with SAM.gov.** There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; **please be aware you can register and request help for free.**

NOTE: An organization’s SAM.gov registration process may take several weeks to complete, so please allow sufficient time to ensure applications are submitted before the closing date. *Applicants that do not have an active SAM registration will not be able to submit an electronic application in Grants.gov.*

### **D.3.2. Obtain a Unique Entity Identifier**

You are required to register in SAM.gov and obtain a [Unique Entity Identifier](#) (UEI) prior to submitting a Federal award application. A UEI will be assigned to entities upon registering in SAM.gov.

Please see Section D.4.2.2, Applications Submitted by Mail, Express Delivery or Courier Services, if you are unable to submit an application electronically.

## D.4. Submission Date and Time

This NOFO covers two submittal periods and will remain open until September 3, 2024.

- Applications received by **December 5, 2023, at 4:00 p.m. Mountain Standard Time (MST)**, will be considered under the first submittal period.
- Applications received after December 5, 2023, at 4:00 p.m. MST and before **September 3, 2024, 4:00 p.m. Mountain Daylight Time (MDT)** will be considered for the second submittal period.

Applications must be submitted no later than this due date and time identified for each submittal period.

Proposals received after the application deadline will not be considered unless it can be determined that the delay was caused by Reclamation or there were technical issues with the [Grants.gov](https://www.grants.gov) application system. *Note that difficulties related to an applicant's Grants.gov profile (e.g., incorrect organizational representative), uploading documents to Grants.gov, or an applicant's SAM.gov registration are not considered technical issues with the Grants.gov system.*

If for any reason applicants are unable to submit their application through Grants.gov, they may provide a paper copy of their full application by mail or courier.

### D.4.1. Application Delivery Instructions

Applications may be submitted electronically through Grants.gov ([www.grants.gov](https://www.grants.gov)) or a paper application may be submitted to the following addresses. **We strongly encourage you to use grants.gov to submit your proposal if possible.** Under no circumstances will applications received through any other method (such as e-mail or fax) be considered eligible for award.

By mail or United States Postal Service overnight services:

Bureau of Reclamation  
Financial Assistance Operations Section  
Attn: NOFO Team  
P.O. Box 25007, MS 84-27133  
Denver, CO 80225

By all other express delivery and courier services:

Bureau of Reclamation mail services  
Attn: NOFO Team  
Denver Federal Center  
Bldg. 67, Rm. 152  
6th Avenue and Kipling Street  
Denver, CO 80225



## Section D. Application and Submission Information

If you are submitting a paper application, please notify Christina Munoz at [CMunoz@usbr.gov](mailto:CMunoz@usbr.gov) for approval no later than 2:00 p.m. Mountain Daylight Time on December 5, 2023, for the first submittal period and 2:00 p.m. Mountain Daylight Time on September 3, 2024, for the second submittal period.

### D.4.2. Instructions for Submitting the Project Application

Each applicant must submit an application in accordance with the instructions contained in this section.

#### D.4.2.1. Applications Submitted Electronically

Electronic applications must be submitted through Grants.gov. Applicant resource documents and a full set of instructions for registering with Grants.gov and completing and submitting applications online are available at: [www.grants.gov/applicants/apply-for-grants.html](http://www.grants.gov/applicants/apply-for-grants.html).

Application submission requires prior registration through Grants.gov, which may take 7 to 21 days. See the registration instructions available at [www.grants.gov/applicants/apply-for-grants.html](http://www.grants.gov/applicants/apply-for-grants.html). **In addition, please note that the Grants.gov system only accepts applications submitted by individuals that are registered and active in SAM as both a user and an Authorized Organizational Representative.**

Applicants have experienced significant delays when attempting to submit applications through Grants.gov. Applicants are encouraged to submit applications several days prior to the application deadline. If you are a properly registered Grants.gov applicant and encounter problems with the Grants.gov application submission process, you must contact the Grants.gov Help Desk to obtain a case number. This case number will provide evidence of your attempt to submit an application prior to the submission deadline. If you are unable to submit your application through Grants.gov, you may provide a paper copy of the full application by mail or courier, as described in Section D.4.2.2 below.

***Late applications will not be considered unless it is determined that the delay was caused by Reclamation mishandling or technical issues with the Grants.gov application system.*** Please note that difficulties related to an applicant's Grants.gov profile (e.g., incorrect organizational representative), uploading documents to Grants.gov, or an applicant's SAM registration are not considered technical issues with the Grants.gov system. To document a delay due to a technical issue in Grants.gov, you must furnish a Grants.gov helpdesk ticket number to [sha-dro-fafoa@usbr.gov](mailto:sha-dro-fafoa@usbr.gov) that validates the delay.

#### D.4.2.2. Applications Submitted by Mail, Express Delivery or Courier Services

Please follow these instructions to submit your application by mail, express delivery, or courier services.

- We request that applicants submitting their application by mail or courier include a brief explanation in their application regarding why they had to submit by mail rather than electronically using grants.gov.

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- Applicants should submit one copy of all application documents for hardcopy submissions. Only use a binder clip for documents submitted. Do not staple or otherwise bind application documents.
- Hard copy applications may be submitted by mail, express delivery, or courier services to the addresses identified in this NOFO.
- Materials arriving separately will not be included in the application package and may result in the application being rejected or not funded. This does not apply to letters of support, funding commitment letters, or official resolutions. Faxed and e-mailed copies of application documents will not be accepted.

### ***D.4.2.3. Acknowledgement of Application Receipt***

Applicants will receive an e-mail acknowledging receipt of the application from Grants.gov. In addition, you will receive an email acknowledgement when your application is successfully downloaded from Grants.gov. Applicants can confirm receipt of hardcopy through the tracking tools for their packages.

## **D.5. Intergovernmental Review**

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372.

## **D.6. Funding Restrictions**

### **D.6.1. Pre-award Costs**

Pre-award costs are those incurred prior to the effective date of a Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award.

Eligible pre-award costs associated with the proposed project must be incurred after the posting date of this funding opportunity. If the proposed project is selected, the pre-award costs will be reviewed to determine if they are consistent with program objectives and are allowable in accordance with the authorizing legislation. Proposed pre-award costs must also be compliant with all applicable administrative and cost principles criteria established in 2 CFR Part 200 and all other requirements of this funding opportunity.

Note: Any incurrence of costs in the performance of the project prior to the issuance of a financial assistance award is at the applicant's own risk. No legal liability on the part of Reclamation for any payment may arise until funds are made available, in writing, by a Reclamation Grants Officer.

### D.6.2. Project Cost Restrictions

**Proposal costs.** The costs for preparing and submitting an application in response to this funding opportunity, including developing data necessary to support the proposal, are not eligible project costs and must not be included in the project budget.

**Other project costs.** The costs for the purchase of water or land, or to secure an easement other than a construction easement are not eligible project costs under this funding opportunity.

**Administrative Costs:** Under the Section 6002 of the Cooperative Watershed Management Act administrative costs are limited to 20% of the grant award.

**Costs for Monitoring, Measurement, and Fieldwork:** Cost for monitoring, measurement, and fieldwork should not exceed 50 percent of the Reclamation grant funding.

### D.6.3. Environmental and Regulatory Compliance Costs

Depending on the potential impacts of the project, Reclamation may be able to complete its compliance activities without additional cost to the successful applicant. Where environmental or cultural resources compliance requires significant participation by Reclamation, Reclamation will add a line item for costs incurred by Reclamation to the budget during development of the financial assistance agreement and cost shared accordingly (i.e., withheld from the Federal award amount). Any costs to the successful applicant associated with compliance will be identified during the process of developing a final project budget for inclusion in the financial assistance agreement.

### D.6.4. Indirect Costs

You may include indirect costs that will be incurred during the development or construction of a Project, which will not otherwise be recovered, as part of your Project budget. Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the applicable cost principles for your organization. It is not acceptable to simply incorporate indirect rates within other direct cost line items.

If you have never received a Federal negotiated indirect cost rate, your budget may include a *de minimis* rate of up to 10 percent of modified total direct costs. For further information on modified total direct costs, refer to 2 CFR§200.68.

If you do not have a federally approved indirect cost rate agreement and are proposing a rate greater than the *de minimis* 10 percent rate, include the computational basis for the indirect expense pool and corresponding allocation base for each rate. Information on “Preparing and Submitting Indirect Cost Proposals” is available from the Department’s Interior Business Center, Office of Indirect Cost Services, at <https://ibc.doi.gov/ICS/icrna>.

If the proposed project is selected for award, the successful applicant will be required to submit an indirect cost rate proposal with their cognizant agency within 3 months of award. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of

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Management and Budget (OMB). If the Department of the Interior (DOI) is your organization's cognizant agency, the Interior Business Center (IBC) will negotiate your indirect cost rate. Contact the IBC by phone 916-930-3803 or email at [ICS@ibc.doi.gov](mailto:ICS@ibc.doi.gov). Visit their website [ibc.doi.gov/ICS/icrna](http://ibc.doi.gov/ICS/icrna), for information regarding email submission forms.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients may not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

# Section E. Application Review Information

## E.1. Criteria

The evaluation criteria portion should be addressed in the technical proposal section of the application. Applications should thoroughly address each criterion and any sub-criterion in the order presented below. **Applications will be evaluated against the evaluation criteria listed below.** If the work described in your application is a phase of a larger project, only discuss the benefits that will result directly from the work discussed in the project description and that is reflected in the budget, not the larger project.

<b>Evaluation Criteria Scoring Summary</b>	<b>Points:</b>
A. Watershed Group Diversity and Geographic Scope	30
B. Developing Strategies to Address Critical Watershed Needs	35
C. Readiness to Proceed	20
D. Presidential and Department of the Interior Priorities	15
<b>Total</b>	<b>100</b>

*Note: Projects may be prioritized to ensure balance among the program task areas and to ensure that the projects address the goals and objectives of this NOFO.*

### E.1.1. Evaluation Criterion A—Watershed Group Diversity and Geographic Scope (30 points)

Up to **30 points** may be awarded for this criterion. Proposals demonstrating that the New or Existing Watershed Group will represent the maximum diversity of interests, including representatives of the different sectors that exist within the watershed (e.g., hydropower production; livestock grazing; agriculture; industry; state or local governments; Tribes; disadvantaged communities; recreation; environmental interests), will receive the highest priority consideration under this criterion. For example, in previous years, successful applicants targeted a diverse array of stakeholders that included farmers, irrigators, tourist and recreation groups, industry, environmental organizations, universities, local governments, and disadvantaged communities.

Priority will also be given to those proposals that target stakeholders and project concepts for small to medium sub-basin sized watersheds (e.g., an approximate 8-digit USGS HUC [water.usgs.gov/GIS/huc.html](http://water.usgs.gov/GIS/huc.html)) and that represent the full extent of the watershed.

***E.1.1.1. Sub-criterion No. A1. Watershed Group Diversity***

Points shall be awarded to proposals based on the extent to which they encourage collaboration with a diverse array of stakeholders across the watershed.

Please describe the efforts that you will undertake to ensure that the watershed group will include a diverse array of stakeholders. If the watershed itself does not include a diverse set of interests and sectors, please also provide an explanation of this (e.g., some watersheds may not include affected stakeholders in all the sectors identified in the definition of a “watershed group” provided in Section A.2. Objective of this Notice of Funding Opportunity). If your proposed project is for site-specific planning or project design, rather than watershed wide planning, please still discuss the stakeholder diversity throughout the entire watershed in which the watershed group works. In responding to this sub-criterion, please include:

- For New and Existing Watershed Groups, a description of the stakeholder groups (e.g., agriculture, municipal, recreation, environmental, Tribal) within the watershed that affect or are affected by the quantity or quality of water within the watershed (“affected stakeholders”). Describe their role in the watershed and how they interact with the water resources and identify specific organizations, entities, or individuals that make up these groups.
- For New Watershed Groups, a description of the affected stakeholders within the watershed that already support the formation of watershed group. To the extent possible, please identify the specific stakeholders or groups that already support the formation of the watershed group, describe their interest in the watershed, what their involvement in the group entails, and reference any letters of support or pledges/donations from affected stakeholders.
- For Existing Watershed Groups, an explanation of the specific individuals, entities, and organizations already participating in the watershed group and whether the current participation is representative of the affected stakeholders within the watershed. In other words, if the watershed group is already diverse, please provide support demonstrating the diversity of the group. Provide a description of the stakeholders that are involved, what their involvement in the group entails, and reference any letters of support or pledges/donations from affected stakeholders. and how.
- For New and Existing Watershed Groups, if the group does not already represent the full stakeholder diversity of the watershed, provide details on how you plan to target affected stakeholders to ensure that your group will represent a diverse set of stakeholders within the watershed, such as engaging in outreach to include new members, or collaborating with different groups or partners (e.g., outreach or partnership activities, public meetings, newsletters, marketing materials, or recruitment of new members).

- For Existing Watershed Groups, a description of the structure of the watershed group, and for New Watershed Groups, a description of the anticipated structure of the watershed group. Is there a formal membership process or is participation more informal? If a formal membership process exists, ensure your responses under this criterion make it clear which watershed group participants are formal members and which act as partner organizations. How are decisions made within the watershed group? Does a board of directors make decisions or are decisions made on a consensus basis? If the watershed group has a board of directors, how are board members chosen?
- Any other support demonstrating that the watershed group will include a diverse membership.

***E.1.1.2. Sub-criterion No. A2. Geographic Scope***

Under this sub-criterion, higher priority will be given to Watershed Groups representing the full geographic extent of the watershed. Applicants will receive points based on the extent to which they intend to do work and include stakeholders from across the entire extent of the watershed.

In addition, proposals that target small to medium sub-basin sized watersheds, for example an approximate 8-digit USGS HUC, [water.usgs.gov/GIS/huc.html](http://water.usgs.gov/GIS/huc.html), will be given priority over large or very small watersheds.

Please provide the following information in response to this sub-criterion:

- Provide a map illustrating the geographic boundaries of the area in which the watershed group will work.
- The map should also identify the location or boundaries of the stakeholder groups within the area and indicate which stakeholders are currently involved in the group and which will be targeted through outreach. If a map of stakeholder locations cannot be provided, please describe the geographic scope of the area to the best of your knowledge, including where specific stakeholders are located within the watershed.
- Describe the extent to which the planned membership of the watershed group will represent the full geographic scope of the area in which the group intends to work. If applicable, describe the extent to which the watershed group already represents the geographic scope of the area.
- Describe the efforts that you will undertake to ensure that the watershed group will target stakeholders that represent the full geographic scope of the area in which the watershed group will work. For example, will outreach focus on stakeholders in a certain part of the watershed that have historically not been represented in the watershed group.
- Describe why you have chosen to work within the watershed area you described. For example, if the watershed group is only working along the river corridor, describe why they are not working within the larger watershed area.

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- If your proposed project is for site-specific planning (e.g., completing planning for a specific stream reach) or watershed management project design, rather than watershed wide planning, please first address the above question for the entire watershed area in which the watershed group works and then address the following related to the smaller area for which you are completing planning or design.
  - Provide a map illustrating the location of the planning or design.
  - Briefly describe why you have chosen to complete site-specific planning or project design in this location.

### **E.1.2. Evaluation Criterion B— Developing Strategies to Address Critical Watershed Needs (35 points)**

Up to **35 points** may be awarded under this criterion based on the extent of the critical issues or needs within the watershed that can be addressed by the New or Existing Watershed Group.

#### ***E.1.2.1. Sub-criterion No. B1. Critical Watershed Needs or Issues***

Please describe in detail the critical issues or needs of the watershed, for example: declining ecological resiliency, water supply shortages, wildfire risk or post-fire concerns, flooding, water quality impairments, endangered species concerns, drought impacts, aquatic and riparian ecosystem degradation, habitat fragmentation and degradation, conflicts over water supply, and other related issues faced by affected stakeholders.

Provide quantitative and qualitative support to describe the severity of the critical issues or needs. If the concerns are not yet severe, describe why it is important to address the concerns preemptively and explain the potential impacts of not addressing the concerns.

Applicants should consider contacting Federal, state, and local agencies; non-governmental organizations; and other affected stakeholders to discuss what critical issues are affecting the watershed.

#### ***E.1.2.2. Sub-criterion No. B2. Project Benefits***

Please respond to the following questions as applicable to your proposed project.

#### **All Applicants:**

- Linking your response to the critical watershed issues you identified in response to Criterion B1, please provide an explanation of why your proposed watershed group activities are an important next step for addressing the issues.
- Based on current information, what are the expected benefits of the proposed activities? To the extent possible, describe the anticipated benefits. Provide quantitative and qualitative support for the expected benefits (e.g., cite to relevant data sources or literature, provide examples where applicable).



- What stakeholders will benefit from the proposed project?

**Applicants proposing activities under Task C: Watershed Management Project Design**

- To the extent known, describe the project(s) for which the watershed group will complete a design.
- What type of site-specific project design and engineering will the watershed group complete?
- To the extent possible, describe and quantify the potential benefits of the watershed management project that would result from the design process.

**E.1.3. Evaluation Criterion C—Readiness to Proceed (20 points)**

Up to **20 points** may be awarded to proposals based on the extent to which the application demonstrates that the applicant understands program requirements, is able to proceed with proposed activities upon entering into a financial assistance agreement, and able to complete proposed activities within the required three-year time frame.

- Include a preliminary project schedule that shows the stages and duration of the proposed work including major tasks, milestones, and dates. For each task and milestone, indicate who will have the primary responsibility for completion. Proposals that provide a detailed project schedule broken down by tasks and subtasks with identified milestones will be prioritized.
- Proposals with a budget and budget narrative that provide a reasonable explanation of project costs will be prioritized.
- Describe any new policies or administrative actions required to implement the plan or project being designed.

**E.1.4. Evaluation Criterion D—Presidential and Department of the Interior Priorities (15 points)**

Up to **15 points** may be awarded based on the extent that the project demonstrates support for the Biden-Harris Administration’s priorities, including E.O. 14008: Tackling the Climate Crisis at Home and Abroad and E.O. 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, and the President’s memorandum, Tribal Consultation and Strengthening Nation-to Nation Relationships.

**E.1.4.1. Climate Change**

Points will be awarded based on the extent the project will reduce climate pollution; increase resilience to the impacts of climate change; protect public health; and conserve our lands, waters, oceans, and biodiversity. Address the following as relevant to your project.

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- Please provide specific details and examples on how the project will address the impacts of climate change and help combat the climate crisis.
- Does this proposed project strengthen water supply sustainability to increase resilience to climate change? Does the proposed project contribute to climate change resiliency in other ways not described above?

### ***E.1.4.2. Benefits to Disadvantaged, Underserved, and Tribal Communities***

Points will be awarded based on the extent to which the project directly serves disadvantaged, underserved, or Tribal communities. For the purposes of this criterion, Tribes and insular areas (American Samoa, Guam, the Northern Mariana Islands, or the Virgin Islands) are considered disadvantaged.

#### **Disadvantaged and Underserved Community Benefits:**

- Please use the White House Council on Environmental Quality’s interactive Climate and Economic Justice Screening Tool, available online at Explore the map – Climate & Economic Justice Screening Tool (<https://screeningtool.geoplatform.gov>) to identify the disadvantaged communities that will benefit from your project.
- If applicable, describe how the proposed project will serve or benefit a disadvantaged or underserved community, identified using the tool described above. For example, will the project improve public health and safety by addressing water quality, add new water supplies, provide economic growth opportunities, or provide other benefits in a disadvantages or underserved community?

#### **Tribal Benefits:**

- Does the proposed project directly serve and/or benefit a Tribe? Benefits can include, but are not limited to, public health and safety by addressing water quality, new water supplies, economic growth opportunities, or improving water management.
- Does the proposed project support Reclamation’s Tribal trust responsibilities or a Reclamation activity with a Tribe?

## **E.2. Review and Selection Process**

Reclamation reserves the right to remove applications that do not meet the objectives of this NOFO. Awards will be made for projects most advantageous to the Federal Government. Award selection may be made to maintain balance among the eligible projects listed in this NOFO. The evaluation process will be comprised of the steps described in the following subsections.

### **E.2.1. First Level and Threshold Screening**

Reclamation will conduct an initial review and threshold screening of each application submitted in response to this NOFO to determine whether the Applicant is eligible, and the application is complete and submitted on time. If Reclamation determines the Applicant is ineligible or non-responsive, Reclamation will notify the Applicant.

All application packages will be screened to ensure that:

- The application meets the completeness, eligibility and timeliness requirements stated in this NOFO.
- The applicant meets the unique entity identifier and SAM registration requirements stated in this NOFO.
- The application meets the content requirements of the NOFO package, including submission of a technical proposal and budget narrative.
- The application contains executed mandatory forms SF-424, Application for Financial Assistance and SF-424B, Assurances Form, and a completed SF-424A, Budget Information Form.

A complete application must include all requirements described in the above bullets. Any application which fails to include these requirements will be deemed ineligible and will not be considered for funding. Reclamation reserves the right to remove an application from funding consideration during the initial screening if it is not submitted on time; does not include a SF-424; does not include a technical proposal or does not include a budget narrative. In that event, Reclamation will send notification of elimination to the applicant. If an application is missing other information, Reclamation may reach back to request that information within a specified timeframe.

### **E.2.2. Application Review Committee**

The technical merit of the application will be reviewed by an Application Review Committee (ARC), made up of experts in relevant disciplines selected from across Reclamation. Evaluation criteria will comprise the total evaluation weight as stated in the Section E.1. Evaluation Criteria.

Applications will be scored against the evaluation criteria and the ARC will also review the application to ensure that the project is eligible and meets the objective of this NOFO.

During ARC review, Reclamation may contact applicants to request clarifications to the information provided, if necessary.

### **E.2.3. Red-Flag Review**

Following the results of the ARC review, Reclamation offices will review the top-ranking applications and will identify any reasons why a proposed project would not be feasible or otherwise advisable, including environmental or cultural resources compliance issues, permitting issues, legal issues, or financial position.

Positive or negative past performance by the applicant and any partners in previous working relationships with Reclamation may be considered, including whether the applicant is making significant progress toward the completion of outstanding financial assistance agreements and whether the applicant is in compliance with all reporting requirements associated with previously funded projects.

In addition, during this review, Reclamation will address any specific concerns or questions raised by members of the ARC, conduct a preliminary budget review, and evaluate the applicant's ability to meet cost share as required.

### **E.2.4. Managerial Review**

Reclamation management will prioritize projects to ensure the total amount of all awards does not exceed available funding levels. Management will also ensure that all projects meet the scope, priorities, requirements, and objectives of this NOFO. Management may also prioritize projects to ensure that multiple project types are represented. After completion of the Managerial Review, Reclamation will notify applicants whose proposals have been selected for award consideration.

### **E.2.5. Pre-Award Clearances and Approvals**

The following pre-award clearances and approvals must be obtained before an award of funding is made. If the results of all pre-award reviews and clearances are satisfactory, an award of funding will be made once the agreement is finalized (approximately one to three months from the date of initial selection). If the results of pre-award reviews and clearances are unsatisfactory, consideration of funding for the project may be withdrawn.

#### ***E.2.5.1. Environmental Review***

Reclamation will forward the proposal to the appropriate Reclamation Regional or Area Office for completion of environmental compliance, if applicable. To the extent possible, environmental compliance will be completed before a financial assistance agreement is signed by the parties. However, in most cases, the award can be completed with the release of funds contingent on completion of environmental compliance and receipt of a written Notice to Proceed from the Reclamation Grants Officer. The financial assistance agreement will describe how compliance will be carried out. Ground-disturbing activities (e.g., installation of a stream gage, biological or water quality monitoring) may not occur until environmental compliance is complete and a notice to proceed is issued by the awarding Reclamation Grants Officer.

#### ***E.2.5.2. Budget Analysis and Business Evaluation***

A Reclamation Grants Officer will also conduct a detailed budget analysis and complete a business evaluation and responsibility determination. During this evaluation, the Reclamation Grants Officer will consider several factors that are important, but not quantified, such as:

- Allowability, allocability, and reasonableness of proposed costs
- Financial strength and stability of the applicant
- Past performance, including satisfactory compliance with all terms and conditions of previous awards, such as environmental compliance issues, reporting requirements, proper procurement of supplies and services, and audit compliance
- Adequacy of personnel practices, procurement procedures, and accounting policies and procedures, as established by applicable Office of Management and Budget circulars

### **E.3. Federal Award Performance Integrity Information System**

Prior to making an award with a Federal total estimated amount greater than \$150,000, Reclamation is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently Federal Award Performance Integrity Information System [FAPIS]) (see 41 U.S.C. §2313).

Applicants, at their option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about themselves that a Federal awarding agency previously entered and that is currently in the designated integrity and performance system accessible through SAM. Reclamation will consider any comments by the applicant, in addition to the other information in FAPIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

### **E.4. Anticipated Announcement and Federal Award Dates**

For applications received by the December 5, 2023, submission deadline, Reclamation expects to contact potential award recipients and unsuccessful applicants in spring 2024, subject to the timing and amount of final appropriations. For applications received by the September 3, 2024, submission deadline, Reclamation expects to contact potential award recipients and unsuccessful applicants in winter 2024/2025. Financial assistance agreements will be awarded to applicants that successfully pass all pre-award reviews and clearances. Award recipients will be contacted individually to discuss the time frame for the completion of their agreement.

# Section F. Federal Award Administration Information

## F.1. Federal Award Notices

Successful applicants will receive by electronic mail, a notice of selection signed by a Reclamation Grants Officer. This notice is **not** an authorization to begin performance.

## F.2. Administrative and National Policy Requirements

See the “[DOI Standard Terms and Conditions](#)” for the administrative and national policy requirements applicable to Department awards.”

### F.2.1. Automated Standard Application for Payments Registration

All applicants must also be registered with and willing to process all payments through the Department of Treasury Automated Standard Application for Payments (ASAP) system. All recipients with active financial assistance agreements with Reclamation must be enrolled in ASAP under the appropriate Agency Location Code(s) and the Unique Entity Identifier (UEI) prior to the award of funds. If a recipient has multiple UEIs, they must separately enroll within ASAP for each unique UEI and/or Agency. All of the information on the enrollment process for recipients, including the enrollment initiation form, will be sent to you by ASAP staff if selected for award.

Note that if your entity is currently enrolled in the ASAP system with an agency other than Reclamation, you must enroll specifically with Reclamation in order to process payments.

### F.2.2. Environmental and Cultural Resources Compliance

All projects being considered for award funding will require compliance with the National Environmental Policy Act (NEPA) before any ground-disturbing activity may begin. Compliance with all applicable state, Federal and local environmental, cultural, and paleontological resource protection laws and regulations is also required. These may include, but are not limited to, Clean Water Act (CWA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), consultation with potentially affected Tribes, and consultation with the State Historic Preservation Office.

*Note: Reclamation will be the lead Federal agency for NEPA compliance and will be responsible for evaluating technical information and ensuring that natural resources, cultural, and socioeconomic concerns are appropriately addressed.*

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As the lead agency, Reclamation is solely responsible for determining the appropriate level of NEPA compliance. Further, Reclamation is also responsible for ensuring that findings under NEPA, and consultations, as appropriate, will support Reclamation's decision on whether to fund a project.

*Under no circumstances may an applicant begin any ground-disturbing activities (e.g., grading, clearing, and other preliminary activities) on a project before environmental and cultural resources compliance is complete, and Reclamation explicitly authorizes work to proceed. This pertains to all components of the proposed project, including those that are part of the applicant's non-Federal cost share. Reclamation will provide a successful applicant with information once such compliance is complete. An applicant that proceeds before environmental and cultural resources compliance is complete may risk forfeiting Reclamation funding under this NOFO Approvals and Permits*

Recipients shall adhere to Federal, state, territorial, Tribal, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Recipients shall also coordinate and obtain approvals from site owners and operators.

### **F.2.3. Approvals and Permits**

Recipients shall adhere to Federal, State, territorial, Tribal, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Recipients shall also coordinate and obtain approvals from site owners and operators.

### **F.2.4. Geospatial Data and Data Tools**

All geospatial data collected for or produced through the use of the Department of the Interior financial assistance funds are required to meet all relevant standards established by the Federal Geospatial Data Committee (FGDC) as authorized by Geospatial Data Act of 2018, P.L. 115-254, Subtitle F – Geospatial Data, §751-759C, codified at 43 U.S.C. §2801–2811. the Department requires fully compliant metadata on all Geographic Information Systems (GIS) files developed for financial assistance projects. If a funded financial assistance project involves acquiring or collecting geospatial data, the successful applicant is required to search GeoPlatform.gov to determine that no existing Federal, state, local or private data meet the Government's needs and are available at no cost before acquiring or collecting additional geospatial data.

Any spatially explicit data or tools developed in the performance of an award made under this NOFO must be developed in industry standard formats that are compatible with geographic information system platforms.

### **F.2.5. Intangible Property (2 CFR §200.315)**

Title to intangible property acquired under a Federal award vests upon acquisition in the non-Federal entity (see §200.59 Intangible Property [of this CFR]). The non-Federal entity must use that property for the originally authorized purpose and must not encumber the property without

approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in §200.313(e) Equipment (of this CFR).

The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

The non-Federal entity is subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce at 37 CFR §401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements.”

### **F.2.6. Title to Improvements P.L. 111-11 §9504(a)(3)(D)**

If the activities funded through an agreement awarded under this NOFO result in a modification to a portion of a federally owned facility that is integral to the existing operations of that facility, the Federal government shall continue to hold title to the facility and the improvements thereto. Title to improvements, P.L. 11111 §9504(a)(3)(D) that are not integral to existing water delivery operations shall reside with the project sponsor.

## **F.3. Reporting Requirements and Distribution**

If the applicant is awarded an agreement as a result of this NOFO, the applicant will be required to submit the following reports during the term of the agreement. Recipients will also be required to have a system in place to comply with these reporting requirements (see 2 CFR §170.210 for additional information).

### **F.3.1. Financial Reports**

Recipients will be required to submit a fully completed SF-425 Federal Financial Report form on a semi-annual basis along with the final performance report. The SF-425 must be signed by a person legally authorized to obligate the successful applicant. The latest reporting forms are available at [www.grants.gov/web/grants/forms/post-award-reporting-forms.html](http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html).

### **F.3.2. Interim Performance Reports**

The specific terms and conditions pertaining to the reporting requirements will be included in the financial assistance agreement. Interim performance reports submitted on at least a semiannual basis, which include the following information:

- A comparison of actual accomplishments to the milestones established by the financial assistance agreement for the period
- The reasons why established milestones were not met, if applicable



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- The status of milestones from the previous reporting period that were not met, if applicable
- Whether the Project is on schedule and within the original cost estimate
- Any additional pertinent information or issues related to the status of the Project

### **F.3.3. Final Performance Report**

Recipients will be required to submit a final performance report encompassing the entire period of performance. The final performance report must include, but is not limited to, the following information:

- Whether the Project objectives and goals were met
- Discussion of the benefits achieved by the Project
- How the project demonstrates collaboration, if applicable
- If applicable, a copy of the completed Watershed Restoration Plan
- An industry standard map of the area in which the watershed group will work. Please provide this information in one of the following formats:
  1. Shapefile (.shp)
  2. KMZ/KML (.kmz or .kml) aka Google Earth File, not an exported Google Earth map
  3. AutoCAD (.dwg)
  4. PDF map (.pdf)
- Photographs documenting the Project are also appreciated

Note: Reclamation may print photos with appropriate credit to the applicant. Also, final reports are public documents and will be made available on Reclamation's website.

### **F.3.4. Determination of Sufficient Progress**

Only a portion of funding will be made available when the financial assistance agreement is initially signed. As required under Section 6002 of the Cooperative Watershed Management Act (see Section A.1. Authority for the full citation), for each year of the grant, Reclamation must determine whether a recipient has made sufficient progress on its project during the year to justify any additional funding. If the applicant is awarded an agreement under this NOFO, Reclamation will review the interim reports to determine whether the recipient has made sufficient progress each year of the grant. If it is determined that the progress during the year justifies additional funding, grant funds will be made available for subsequent years of the grant project.

## **F.4. Disclosures**

### **F.4.1 Conflict of Interest Disclosures**

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award.

#### **F.4.1. Other Mandatory Disclosures**

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, *Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters* are required to report certain civil, criminal, or administrative proceedings to SAM.gov. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 *Remedies for noncompliance*, including suspension or debarment.

## **F.5. Data Availability (2 CFR §1402.315)**

All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

The Federal Government has the right to:

1. Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and
2. Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

## F.6. Freedom of Information Act

Please note that any application submitted for funding under this NOFO may be subjected to a Freedom of Information Act (FOIA) request (5 U.S.C. §552, as amended by P.L. No. 110-175), and as a result, may be made publicly available.

In response to a FOIA request for research data relating to published research findings produced under a Federal award that were used by the Federal government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the non-Federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the Federal awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the Federal agency and the non-Federal entity. This fee is in addition to any fees the Federal awarding agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).

Published research findings mean when:

- Research findings are published in a peer-reviewed scientific or technical journal; or
- A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. “Used by the Federal government in developing an agency action that has the force and effect of law” is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.

Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This “recorded” material excludes physical objects (e.g., laboratory samples). Research data also does not include:

- Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
- Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.

## Section G. Agency Contacts

There will be no pre-application conference. Organizations or individuals interested in submitting applications in response to this NOFO may direct questions to the Reclamation personnel identified below.

### G.1. Reclamation Financial Assistance Contact

Questions regarding application and submission information and award administration may be submitted to:

**Name:** Christina Munoz  
**Email:** [bor-sha-fafoa@usbr.gov](mailto:bor-sha-fafoa@usbr.gov)  
**Phone:** 720-614-2192

Note that staff availability on the day of the NOFO closing will be limited. **Please include the NOFO number R23AS00362 in the subject.**

### G.2. Reclamation Program Coordinator Contact

Questions regarding applicant and project eligibility and application review may be submitted to the attention of Ms. Robin Graber, Program Coordinator, as follows:

**By mail:** Bureau of Reclamation  
Water Resources and Planning Office  
Attn: Ms. Robin Graber  
Mail Code: 86-6300  
P.O. Box 25007  
Denver, CO 80225

**By e-mail:** [rgraber@usbr.gov](mailto:rgraber@usbr.gov)

**By phone:** 303-445-2764

# Section H. Other Information

The following is a brief overview of NEPA, NHPA, and ESA. This information is only relevant to proposals that include measurement, monitoring and field work. While these statutes are not the only environmental laws that may apply, they are the Federal laws that most frequently do apply. Compliance with all applicable environmental laws will be initiated by Reclamation concurrently, immediately following the initial recommendation to award a financial assistance agreement under this NOFO. The descriptions below are intended to provide you with information about the environmental compliance issues that may apply to your projects.

## H.1. Environmental and Cultural Resource Considerations

To allow Reclamation to assess the probable environmental and cultural resources impacts and costs associated with each application, all applicants should consider the following list of questions focusing on the NEPA, ESA, and NHPA requirements. Please answer the following questions to the best of your knowledge. If any question is not applicable to the project, please explain why. The application should include the answers to:

- Will the proposed project impact the surrounding environment (e.g., soil [dust], air, water [quality and quantity], animal habitat)? Please briefly describe all earth-disturbing work and any work that will affect the air, water, or animal habitat in the project area. Please also explain the impacts of such work on the surrounding environment and any steps that could be taken to minimize the impacts.
- Are you aware of any species listed or proposed to be listed as a Federal threatened or endangered species, or designated critical habitat in the project area? If so, would they be affected by any activities associated with the proposed project?
- Are there wetlands or other surface waters inside the project boundaries that potentially fall under CWA jurisdiction as “Waters of the United States”? If so, please describe and estimate any impacts the proposed project may have.
- When was the water delivery system constructed?
- Will the proposed project result in any modification of or effects to, individual features of an irrigation system (e.g., headgates, canals, or flumes)? If so, state when those features were constructed and describe the nature and timing of any extensive alterations or modifications to those features completed previously.
- Are any buildings, structures, or features in the irrigation district listed or eligible for listing on the National Register of Historic Places? A cultural resources specialist at your local Reclamation office or the State Historic Preservation Office can assist in answering this question.
- Are there any known archeological sites in the proposed project area?

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- Will the proposed project have a disproportionately high and adverse effect on low income or minority populations?
- Will the proposed project limit access to, and ceremonial use of, Indian sacred sites or result in other impacts on Tribal lands?
- Will the proposed project contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area?

### H.1.1. National Environmental Policy Act

NEPA requires Federal agencies such as Reclamation to evaluate, during the decision-making process, the potential environmental effects of a proposed action and any reasonable mitigation measures. Before Reclamation can make a decision to fund an award under this NOFO, Reclamation must comply with NEPA. Compliance with NEPA can be accomplished in several ways, depending upon the degree and significance of environmental impacts associated with the proposal.

Some projects may fit within a recognized **Categorical Exclusion (CE)** to NEPA (i.e., one of the established categories of activities that generally do not have significant impacts on the environment). If a project fits within a CE, no further NEPA compliance measures are necessary. Use of a CE can involve simple identification of an applicable **Department CE** or documentation of a **Reclamation CE** using a **Categorical Exclusion Checklist (CEC)**. If a CE is being considered, Reclamation will determine the applicability of the CE and whether extraordinary circumstances (i.e., reasons that the CE cannot be applied) exist. That process can take anywhere from 1 day to about 30 days, depending upon the specific situation.

If the project does not fit within a CE, compliance with NEPA might require preparation of an **Environmental Assessment/Finding of No Significant Impact (EA/FONSI)**. Generally, where no CE applies but there are not believed to be any significant impacts associated with the proposed action, an EA will be required. The EA is used to determine whether any potentially significant effects exist (which would trigger the further step of an **Environmental Impact Statement (EIS)**, below). If no potentially significant effects are identified, the EA process ends with the preparation of a FONSI. The EA/FONSI process is more detailed than the CE/CEC process and can take weeks or even months to complete. Consultation with other agencies and public notification are part of the EA process.

The most detailed form of NEPA compliance, where a proposed project has potentially significant environmental effects, is completion of an **EIS and Record of Decision**. An EIS requires months or years to complete, and the process includes considerable public involvement, including mandatory public reviews of draft documents. It is not anticipated that projects proposed under this program will require completion of an EIS.

During the NEPA process, potential impacts of a project are evaluated in context and in terms of intensity (e.g., will the proposed action affect the only native prairie in the county? Will the proposed action reduce water supplied to a wetland by 1 percent? Or 95 percent?). The best

source of information concerning the potentially significant issues in a project area is the local Reclamation staff that has experience in evaluating effects in context and by intensity.

Reclamation has the sole discretion to determine what level of environmental NEPA compliance is required. If another Federal agency is involved, Reclamation will coordinate to determine the appropriate level of compliance. You are encouraged to contact your regional or area Reclamation office. See [www.usbr.gov/main/offices.html](http://www.usbr.gov/main/offices.html) with questions regarding NEPA compliance issues. You may also contact the Program Coordinator for further information (see Section G. Agency Contacts).

### H.1.2. National Historic Preservation Act

To comply with Section 106 of the NHPA, Reclamation must consider whether a proposed project has the **potential to cause effects to historic properties**, before it can complete an award under this NOFO. Historic properties are cultural resources (historic or prehistoric districts, sites, buildings, structures, or objects) that qualify for inclusion in the National Register of Historic Places. In some cases, water delivery infrastructure that is over 50 years old can be considered a historic property that is subject to review.

If a proposal is selected for initial award, the recipient will work with Reclamation to complete the Section 106 process. Compliance can be accomplished in several ways, depending on how complex the issues are, including:

- If Reclamation determines that the proposed project does not have the potential to cause effects to historic properties, then Reclamation will document its findings and the Section 106 process will be concluded. This can take anywhere from a couple of days to one month.
- If Reclamation determines that the proposed project could have effects on historic properties, a multi-step process, involving consultation with the State Historic Preservation Officer and other entities, will follow. Depending on the nature of the project and impacts to cultural resources, consultation can be complex and time consuming. The process includes:
  - A determination as to whether additional information is necessary.
  - Evaluation of the significance of identified cultural resources.
  - Assessment of the effect of the project on historic properties
  - A determination as to whether the project would have an adverse effect and evaluation of alternatives or modifications to avoid, minimize, or mitigate the effects.
  - A Memorandum of Agreement is then used to record and implement any necessary measures. At a minimum, completion of the multi-step Section 106 process takes about two months.
- Among the types of historic properties that might be affected by projects proposed under this NOFO are **historic irrigation systems** and **archaeological sites**. An irrigation system or a component of an irrigation system (e.g., a canal or headgate) is more likely to

qualify as historic if it is more than 50 years old, if it is the oldest (or an early) system/component in the surrounding area, and if the system/component has not been significantly altered or modernized. In general, proposed projects that involve ground disturbance, or the alteration of existing older structures, are more likely to have the potential to affect cultural resources. However, the level of cultural resources compliance required, and the associated cost, depends on a case-by-case review of the circumstances presented by each proposal.

You should contact your State Historic Preservation Office and your local Reclamation office's cultural resources specialist to determine what, if any, cultural resources surveys have been conducted in the project area. See [www.usbr.gov/cultural/crmstaff.html](http://www.usbr.gov/cultural/crmstaff.html) for a list of Reclamation cultural resource specialists. If an applicant has previously received Federal financial assistance, it is possible that a cultural resources survey has already been completed.

## **H.2. Endangered Species Act**

Pursuant to Section 7 of the ESA, each Federal agency is required to consult with the USFWS or the NOAA Fisheries Service to ensure any action it authorizes, funds, or carries out is not likely to **jeopardize the continued existence of any endangered or threatened species or destroy or adversely modify any designated critical habitat**.

Before Reclamation can approve funding for the implementation of a proposed project, it is required to comply with Section 7 of the ESA. The steps necessary for ESA compliance vary, depending on the presence of endangered or threatened species and the effects of the proposed project. A rough overview of the possible course of ESA compliance is:

- If Reclamation can determine that there are no endangered or threatened species or designated critical habitat in the project area, then the ESA review is complete and no further compliance measures are required. This process can take anywhere from one day to one month.
- If Reclamation determines that endangered or threatened species may be affected by the project, then a **Biological Assessment** must be prepared by Reclamation. The Biological Assessment is used to help determine whether a proposed action may affect a listed species or its designated critical habitat. The Biological Assessment may result in a determination that a proposed action **is not likely to adversely affect** any endangered or threatened species. If the USFWS/NOAA Fisheries Service concurs in writing, then no further consultation is required and the ESA compliance is complete. Depending on the scope and complexity of the proposed action, preparation of a Biological Assessment can range from days to weeks or even months. The USFWS/NOAA Fisheries Service generally respond to requests for concurrence within 30 days.
- If it is determined that the project **is likely to adversely affect listed species**, further consultation (**formal consultation**) with USFWS or NOAA Fisheries Service is required to comply with the ESA. The process includes the creation of a **Biological Opinion** by



the USFWS/NOAA Fisheries Service, including a determination of whether the project would **jeopardize** listed species and, if so, whether any **reasonable and prudent** alternatives to the proposed project are necessary to avoid jeopardy. Nondiscretionary **reasonable and prudent measures** and **terms and conditions** to minimize the impact of incidental take may also be included. Under the timeframes established in the ESA regulations, the Biological Opinion is issued within 135 days from the date that formal consultation was initiated, unless an extension of time is agreed upon.

The time, cost, and extent of the work necessary to comply with the ESA depends upon whether endangered or threatened species are present in the project area and, if so, whether the project might have effects on those species significant enough to require formal consultation.

ESA compliance is often conducted parallel to the NEPA compliance process and, as in the case of a CEC, documented simultaneously. The best source of information concerning the compliance with the ESA in a particular project area is the local Reclamation environmental staff that can be helpful in determining the presence of listed species and possible effects that would require consultation with the USFWS or NOAA Fisheries Service. Contact your regional or area Reclamation office, [www.usbr.gov/main/offices.html](http://www.usbr.gov/main/offices.html) with questions regarding ESA compliance issues.



## CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 • 423 E. St Charles St. • San Andreas, CA 95249  
info@CalaverasRCD.org

### **Title: Operations Manager**

### **Reports to: Board of Directors/Executive Director**

**Position Summary:** The Operations Manager is responsible for overseeing all agency finance and accounting functions including project oversight, cash flow management, grant allocation, preparation of monthly and year-end financial reports, audits, and payroll. The Operations Manager ensures compliance with changes in accounting standards and reporting requirements. Other significant responsibilities include human resources support to the Leadership Team and fiscal support for all grants and contract monitoring reviews. All activities should be performed in a timely and accurate manner, with a high level of quality and customer service.

### **Summary of Job Responsibilities:**

- Oversee project management
  - Oversee Project Bidding and Contracting Procedures
  - Oversee Project Implementation with Project Coordinator and Managers
  - Support Project Coordinator and Managers on budget management
- Oversee accounting operations
  - Manage accounts receivable
  - Manage accounts payable
  - Reconcile bank accounts
  - Prepare cash flow projections, analytics & forecasts as needed
  - Perform cost allocations across grants & functional expense categories
  - Track restricted vs unrestricted funds
  - Manage support staff as needed
  - Maintain database of fixed assets & calculation of depreciation expense
- Payroll
  - Prepare monthly and semi-monthly payroll
  - Support Directors and staff with payroll system
  - Reconcile and track benefits – paid time off accruals, retirement contributions
  - Complete all required payroll tax deposits

- Report preparation
  - Prepare monthly and annual reports to the Board of Directors, including:
    - Balance Sheet, Budget to Actual Profit and Loss Statement, Check Detail, Deposit Detail and other reports as needed.
  - Prepare & submit all payroll reports
  - Prepare grant reports as required by funders
- Audits Coordination & Tax Return Preparation
  - Coordinate with and support independent auditors for preparation of Audited Financial Statements including:
    - Reconciliation of all financial accounts
    - Preparation of support schedules as needed
    - Evaluation of recommended adjusting journal entries
  - Oversee worker's compensation & payroll audits as needed
- Administrative functions
  - Manage liability and other insurance policies
  - Problem solve administrative matters such as billing errors and service problems.
  - Assist Program Directors with budget analysis & best practices for compliance with state and federal laws
  - Recommend continual process improvements for all tracking & reporting functions
- Human Resources
  - Assist with all new staff hired
  - Wage and hour law compliance
  - Management of benefits and paid time off policies and programs
  - Recruit, hire, train, support and evaluate staff supervised by this position

**Job Requirements for all Staff:**

- Maintain confidentiality of those you work with and other staff members
- Be prompt in arriving at work sites, meetings, and workshops
- Submit accurate (pre-approved) invoices at the end of each pay period
- Attend and participate in staff meetings
- Assist other staff in meeting deadlines



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The job description covers major job requirements and is not meant to be the only source for what activities this position might be expected to assist with. There may be other duties as assigned. This position requires interaction with administrative staff and the public.

### **Pay:**

- \$35-45/ hour depending on education and experience
- 15-30 hours a week depending on availability and project needs.

### **Benefits:**

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCD Personnel Policies.
- No health care is provided at this time.





## **CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT**

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### **POSITION DESCRIPTION**

#### **Forest Health and Fire Resiliency Project Manager Calaveras County Resource Conservation District**

##### **Position Summary**

The Project Manager position is part-time, temporary, and funded by grants. The Project Manager will advance project(s) to improve wildfire resiliency for at-risk communities and critical infrastructure and/or improve ecological function and resiliency of terrestrial and riparian habitat types, including forests, shrublands, and grasslands. These activities are often designed to incorporate various natural resource management considerations and produce multi-beneficial outcomes. The work generally involves planning, designing, and implementing programs and projects.

##### **Duties**

- Manage projects with technical advisors, partners, and stakeholders to ensure satisfactory completion.
- Manage contracts with funders, consultants, and subcontractors.
- Manage bid processes for hiring contractors and developing contracts.
- Manage budgets, invoicing, and reporting.
- Manage communications between project partners and stakeholders.
- Manage and develop environmental documents and permits, sometimes with the support of consultants.
- Manage the development of project designs and logistics for project implementation.
- Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).
- Support and sometimes lead the identification of emerging fuel reduction and vegetation management opportunities through collaboration with key external partners such as fire agencies, public land managers, and private landowners.
- Contribute to overall RCD goals and mission through tasks and special projects as needed.
- Communicate regularly with partners and foster positive relationships.
- Engage with communities in need of wildfire resiliency support through individual communication, site-visits, and occasional after-hour community meetings.

- Promote the District's mission and contribute to a cohesive and functional work environment. Instill the spirit of teamwork with District employees and other District partners.

## **Qualifications**

- Knowledge in one or more of the following areas: wildfire behavior, fire ecology, forest health, watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, or similar field
- Demonstrated ability in or transferable to conservation, program management, or a related field
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including, Microsoft products, Adobe products, and GIS applications
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Valid California driver's license, clean driving record, and current auto insurance
- Experience with community engagement
- Familiarity with wildfire resiliency and forest health
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with watershed, restoration, or other conservation groups
- Experience with grant writing, contract management, and procurement procedures

## **Knowledge & Ability**

- Watershed concepts and conservation techniques.
- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic data analysis.
- Grant and/or contract management procedures.
- Computers, including ability to work with the full Microsoft Office Suite of programs and Geographic Information Systems (GIS).
- Correct English usage, spelling, grammar, and ability to read and write English.

## **Additional Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual



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labor. Ability to lift up to 35 lbs.; ability to sit and stand for intermittent periods of time and on a frequent basis; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to hike over rough terrain for long periods in possible inclement weather; ability to communicate on a telephone, via email, and in person. Ability to properly prepare and endure for long hours exposed to the elements. Calaveras County ranges from 20 to 8100 feet in elevation. Summer temperatures can be over 100 degrees at lower elevations. Snow and temperatures below freezing point are common above 5000 feet during several months of the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, poisonous insects, spiders and reptiles, poison oak/or odors. Other possible impediments include fences, mining sites, property without consent to access, aggressive pets and wild animals, and roads and trails made impassible by weather or geologic events.

### **Pay:**

- Pay & Hours dependent on specific grant funding available.

### **Benefits:**

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCD Personnel Policies.
- No health care is provided.







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### **POSITION DESCRIPTION**

#### **Forest Health and Fire Resiliency Project Coordinator Calaveras County Resource Conservation District**

##### **Position Summary**

The Project Coordinator position is part-time, temporary, and funded by grants. The Project Coordinator will advance project(s) to improve wildfire resiliency for at-risk communities and critical infrastructure and/or improve ecological function and resiliency of terrestrial and riparian habitat types, including forests, shrublands and grasslands. These activities are often designed to incorporate various natural resource management considerations and produce multi-beneficial outcomes. The work generally involves planning, designing, and implementing programs and projects.

##### **Duties**

- Coordinate with Administrative staff and Project Management staff for oversight of project(s).
- Coordinate efforts on regional project priorities and grant applications.
- Assist Project Manager with projects related to technical advisors, partners, and stakeholders to ensure satisfactory completion.
- Assist Project Manager with contracts for funders, consultants, and subcontractors.
- Assist Project Manager with bid processes for hiring contractors and developing contracts.
- Assist Project Manager with budgets, invoicing, and reporting.
- Assist Project Manager with communications between project partners and stakeholders.
- Assist Project Manager with and develop environmental documents and permits, sometimes with the support of consultants.
- Manage the development of project designs and logistics for project implementation.
- Oversee Project Managers for implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Oversee Project Managers for monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).
- Support and sometimes lead the identification of emerging fuel reduction and vegetation management opportunities through collaboration with key external partners such as fire agencies, public land managers, and private landowners.
- Contribute to overall RCD goals and mission through tasks and special projects as needed.

- Communicate regularly with partners and foster positive relationships.
- Engage with communities in need of wildfire resiliency support through individual communication, site-visits, and occasional after-hour community meetings.
- Promote the District's mission and contribute to a cohesive and functional work environment. Instill the spirit of teamwork with District employees and other District partners.

## **Qualifications**

- Knowledge in one or more of the following areas: wildfire behavior, fire ecology, forest health, watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, or similar field
- Demonstrated ability in or transferable to conservation, program management, or a related field
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including, Microsoft products, Adobe products, and GIS applications
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Valid California driver's license, clean driving record, and current auto insurance
- Experience with community engagement
- Familiarity with wildfire resiliency and forest health
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with watershed, restoration, or other conservation groups
- Experience with grant writing, contract management, and procurement procedures

## **Knowledge & Ability**

- Watershed concepts and conservation techniques.
- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic data analysis.
- Grant and/or contract management procedures.
- Computers, including ability to work with the full Microsoft Office Suite of programs and Geographic Information Systems (GIS).
- Correct English usage, spelling, grammar, and ability to read and write English.



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### **Additional Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 lbs.; ability to sit and stand for intermittent periods of time and on a frequent basis; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to hike over rough terrain for long periods in possible inclement weather; ability to communicate on a telephone, via email, and in person. Ability to properly prepare and endure for long hours exposed to the elements. Calaveras County ranges from 20 to 8100 feet in elevation. Summer temperatures can be over 100 degrees at lower elevations. Snow and temperatures below freezing point are common above 5000 feet during several months of the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, poisonous insects, spiders and reptiles, poison oak/or odors. Other possible impediments include fences, mining sites, property without consent to access, aggressive pets and wild animals, and roads and trails made impassible by weather or geologic events.

### **Pay:**

- Pay & Hours dependent on specific grant funding available.

### **Benefits:**

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCD Personnel Policies.
- No health care is provided.





## CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ 423 E. St Charles St. ♦ San Andreas, CA 95249  
info@CalaverasRCD.org

### **Title: Archeologist**

### **Reports to: Board of Directors/Executive Director**

**Position Summary:** The CCRCD Archeologist is responsible for consulting on all CCRCD projects that require cultural review including surveys, reports, examine and interpret resources, evaluate and identify sites, prepare maps, inventories, reports and records related to all aspects of the heritage and cultural resources for projects. The Archeologist ensures compliance with changes in local, state and federal requirements regarding cultural resources. Other significant responsibilities include project development and partnerships to support further work by the CCRCD in the region. All activities should be performed in a timely and accurate manner, with a high level of quality and customer service.

### **Summary of Job Responsibilities:**

- Defines areas of major cultural resource/environmental concerns, and designs and implements methodologies to address such concerns.
- Provides guidance and training on cultural resource issues to field office personnel in the assigned area of responsibility.
- Assists with the development of organization's cultural resource policy and procedures as requested.
- Serves as liaison to other federal, state, tribal, and local agencies.
- Responsible for technical quality of cultural resource reviews for all field office personnel in the assigned areas.
- Plans and executes surveys for the location and verification of archeological and historical sites. Evaluates sites and identifies which are appropriate for inclusion to the National Register of Historic Places.
- Administers archeological examinations of roads, reservoirs, recreation, and other ground disturbing projects where archeological materials may be subject to destruction or damage for protection and mitigation of cultural sites.
- Reviews reports to evaluate the quality of inventory, the completeness of the report, and the significance of heritage or cultural sites found.
- Directs the preparation of maps, inventories, reports, and records related to all aspects of the heritage and cultural resource program.
- Interprets heritage and cultural resources to the public and professional contacts through presentations at visitor facilities and professional conferences.
- Provides consultation and advice to unit personnel for problems in which cultural resources are involved.

### **Job Requirements for all Staff:**

- Maintain confidentiality of those you work with and other staff members
- Be prompt in arriving at work sites, meetings, and workshops

- Attend and participate in staff meetings
- Assist other staff in meeting deadlines

The job description covers major job requirements and is not meant to be the only source for what activities this position might be expected to assist with. There may be other duties as assigned. This position requires interaction with administrative staff and the public.

### **Education and/or Experience Requirements:**

#### **Education-**

**1. Degree** that included 3 semester hours each in the following course areas:

- History of archeology.
- Archeology of a major geographical area such as North America or Africa.
- Regional archeology, archeological cultures, or sites in a specific part or portion of a major geographical area to acquire or develop a foundation for regional specialization for professional development.
- Theory and methods of archeology. Methods include, but are not limited to, typology, classification, sampling, cultural evolution, diffusion, dating, and analytical techniques.
- Archeological field school, to provide a basic understanding of theoretical and practical approaches to research design implementation, field preservation techniques, and report preparation by participation in actual field work.

and

Six semester hours of related course work in:

- geography, geology, or cultural geography;
- history, historiography, or historical archeology;
- environmental studies;
- scientific writing (nonfiction English composition); and/or
- surveying; and
- Archeological field school.

**2. Related Curriculum:** degree in anthropology (with emphasis on ethnology, physical anthropology, or scientific linguistics), history, American studies, or a related discipline may be accepted as satisfying in full the educational requirements, provided the curriculum supplied academic course work sufficiently similar to the requirements in A.1.

or

#### **C. Experience**

Four years of archeological work experience that demonstrated a thorough knowledge of the fundamental principles and theories of professional archeology. The work experience must have included archeology field experience, which may include that gained in an archeological field



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school. Field experience should have included a combination of professional experience in archeological survey, excavation, laboratory analysis, and preparation of written materials. Applicants with such field experience should, after additional experience under the direction of a higher-grade archeologist, be able to demonstrate the ability to be a crew chief, directing the work of others at a single location as a part of a larger archeological project.

or

### **B. Combination of Education and Experience**

College-level education or training that provided knowledge equivalent to that described in A above, plus appropriate technical experience or additional education.

#### **Pay:**

- \$35-45/ hour depending on education and experience
- 15-30 hours a week depending on availability and project needs.

#### **Benefits:**

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCD Personnel Policies.
- No health care is provided at this time.







## **CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT**

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info@CalaverasRCD.org

### **Title: Resource Conservation Technician**

### **Reports to: Board of Directors/Executive Director**

**Position Summary:** The Resource Conservation Technician is responsible for supporting field work and all agency finance and accounting functions including site visits, mapping, preparation of sites for implementation, collecting GPS data for projects, and planning. The Resource Conservation Technician other significant responsibilities include supporting project managers and operations manager for all grants mapping reviews. All activities should be performed in a timely and accurate manner, with a high level of quality and customer service.

### **Summary of Job Responsibilities:**

- Gathers and compiles planning data on rural and/or urban sites, including physical features such as soil limitations, erosion, surface drainage, and sedimentation.
- Prepares basic natural resources conservation plans where soil survey information is available and precedent planning information is applicable.
- Compiles resource information, prepares maps, and interprets soil survey data for use in conservation planning.
- Schedules follow up with landowners or operators to check progress of conservation practices that are under construction.
- Aids with the implementation, checkout and certification of conservation practices, and assists in planning, designing, and layout.
- Maintains hardware, peripherals, GPS units, network, and GIS operating systems.
- Coordinates the acquisition and management of GIS data with other federal, state, and local resources
- Using integrating computer models and other tools with biological and physical scientific knowledge and resources management practices, conducts analysis of geo-referenced data to determine resources conditions and trends, models expected or predicted results of alternative management actions, and works to resolve management issues.
- Works cooperatively with land-use planners and others in the private sector on issues and GIS applications of mutual concern and application.

### **Job Requirements for all Staff:**

- Maintain confidentiality of those you work with and other staff members
- Be prompt in arriving at work sites, meetings, and workshops

- Attend and participate in staff meetings
- Assist other staff in meeting deadlines

The job description covers major job requirements and is not meant to be the only source for what activities this position might be expected to assist with. There may be other duties as assigned. This position requires interaction with administrative staff and the public.

**Pay:**

- \$20-30/ hour depending on education and experience for up to
- 20-30 hours a week depending on grant funding

**Benefits:**

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCD Personnel Policies.
- No health care is provided.

**Staffing Positions with Potential Hours for Fiscal Year 2024-25**

Billable Rates	\$ 75.53	\$ 40.90	\$ 57.41	\$ 57.41	\$ 61.82	\$ 61.82	\$ 51.72	\$ 61.82	\$ 40.90	Sustainability
	ED	Admin Asst	Fiscal Manager	Operations Manager	Project Coord	Dan - Project Mgr	Project Manager	Arch	Tech	
General Admin	520	520	520	520						
NWL DOC Grant	230									3 years
RCPP	32	17								3 years
BLM Grant (submitted)	*200	*130		*500					*130	3 years
RFFCP	675	116	116	230	786			80	294	2 years
San Andreas FB (submitted)	*40	*24	*60	*60	*200				*200	3 years
NRCS Contribution (pending)	75	10	75	75				700	260	2 years
Bummerville	10	10	44	44					180	2 years
NW Calaveras	30	30	100	100	120	200			300	3 years
Moke Hill	10	25	30	30	50	164				2 years
Fricot/108	30	30	60	60	120	160			240	Ends 6/30/25
Wyldeidge	0	10	0	0	0	90				Ends 12/31/24
CARCD Oak Restoration (development)	*75	*50	*75	*75	*150	*520		*300	*300	4 years
NACD Climate Smart (development)	*100	*50			*50					1 year
TCRCD Outreach Co-op Agreement	30	10		10						1 year
Non Billable	256		64							
<b>Total Hours</b>	<b>1898</b>	<b>778</b>	<b>1009</b>	<b>1069</b>	<b>1076</b>	<b>614</b>	<b>0</b>	<b>780</b>	<b>1274</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Part Time</b>	<b>3/4 Time</b>	<b>3/4 Time</b>	<b>1/2 Time</b>	<b>Unfunded</b>	<b>Part Time</b>	<b>3/4 Time</b>	

Creates one Full Time Executive Director Position pending all grants are selected for funding

Combines Fiscal Manager and Project Coordinator funds to create a NEW 3/4 time OPERATIONS Manager

Creates a NEW Project Coordinator Position to assist in management and in project development for future funding opportunities

Creates a NEW Archeologist position to work on NRCS contracts but makes available for arch CEQA needs on staff

Creates a NEW Resource Conservation Technician position to do NRCS site visits and assessments but makes available mapping capacity on staff