

Trinity River Restoration Program  
Fiscal Year 2013 Solicitation Package

**Summary**

The Trinity River Restoration Program (Program) is seeking **Investigation Plans** from Program partners for Federal Fiscal Year 2013 (FY 2013; October 2012 through September 2013) projects. **Investigation Plans** must be submitted in a Microsoft Access file format by **February 15, 2012**. Program partners include the U.S. Bureau of Reclamation, U.S. Fish and Wildlife Service, Hoopa Valley Tribe, Trinity County, the Yurok Tribe, the U.S. Forest Service, the California Resources Agency (California Departments of Water Resources and Fish and Game), and the NOAA Fisheries Service.

FY 2013 Program information needs were prioritized based on input from Program technical work groups. Many of those information needs will be addressed through the solicited **Investigation Plans**. Additionally, the Program will address FY 2013 information needs through existing contracts, subgroup or staff assignments, or market research.

APPENDIX A provides summary information for each identified need and indicates through which path it will be addressed. APPENDIX B includes guidance on developing an **Investigation Plan**.

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**Program Overview**

The Program is seeking to restore and sustain natural production of anadromous fish populations downstream of Lewiston Dam to pre-dam levels. The Secretary of the Interior signed a [Record of Decision](#) (ROD) for the [Trinity River Fishery Restoration Final Environmental Impact Statement/Report](#) on December 19, 2000. This decision adopted a strategy for restoration and maintenance of the Trinity River's fishery resources that requires rehabilitating the river channel and restoring dynamic alluvial processes that maintain aquatic habitats as well as managing flows to meet biological needs of anadromous salmonids. The primary components of the restoration strategy are: mechanical channel rehabilitation, gravel augmentation, a variable flow regime to meet fluvial geomorphic and biological objectives, and watershed restoration. These management actions, in combination, are expected to increase habitat availability for anadromous salmonids, resulting in increased natural anadromous salmonid production, increased adult recruitment, and increased harvest opportunity in dependent fisheries. The ROD also established an adaptive management program to guide implementation of the restoration strategy. To allow for adaptive management, the Program's [Integrated Assessment Plan](#) identifies key assessments that rigorously assess the river's response to management actions and ultimately the response of fish and wildlife populations that depend on the river. The Integrated Assessment Plan served as the foundation for the identification of FY 2013 information needs. Findings from these FY 2013 activities will be used to refine future study designs and restoration actions.

### **Investigation Plan Guidance**

Solicited **Investigation Plans** are identified in APPENDIX A. **Investigation Plans** must follow the format put forward in the *Guidance for Developing Investigation Plans for the Trinity River Restoration Program, December 2011* (APPENDIX B).

### **Investigation Plan Evaluation**

**Overview:** All completed **Investigation Plans** received will undergo administrative review and a Program management review. Selected **Investigation Plans** will also undergo external scientific review based on the consistency of the proposed methods to those in previous plans and review history.

**Administrative Review:** Program administrative staff will conduct an initial review of **Investigation Plans** to ensure the following:

- all **Investigation Plan** components have been completed and a detailed budget has been submitted;
- **Investigation Plans** are from eligible applicants; and
- applicants have an acceptable past performance.

**External Scientific Review:** Independent external reviewers will be selected to review **Investigation Plan** based on their expertise in the subject areas of the **Investigation Plan**. The subject experts will also make overall recommendations as to whether **Investigation Plans** are superior, above average, sufficient, or inadequate, and explain their recommendations. The external scientific reviewers will thoroughly explain their reviews and base them on the following criteria:

#### *Project Purpose*

- Are the goals, objectives, hypotheses, and questions clearly stated and internally consistent?
- Is the idea timely and important? Is the study justified relative to existing knowledge?
- Are results likely to add to the base of knowledge?

#### *Background*

- Is a conceptual model clearly stated in the **Investigation Plan** and does it explain the underlying basis for the proposed work?
- Is other information needed to understand the basis for the proposed work included and well documented?

#### *Approach*

- Is the approach well designed and appropriate for meeting the objectives of the project?
- Is this a cost effective approach to meeting objectives?

#### *Feasibility*

- Is the approach fully documented and technically feasible?
- What is the likelihood of success?
- Is the scale of the project consistent with the objectives and within the grasp of the authors?

### *Relevance to Program*

- Does the **Investigation Plan** clearly and directly address one or more of the priorities?
- How well does the **Investigation Plan** address the priorities stated in program needs?
- Does the **Investigation Plan** possess characteristics such as integration, syntheses, use of existing information, collaborations, or multiple disciplines?
- Will the information ultimately be useful to inform Program management actions?

### *Overall Evaluation Summary Rating*

- A brief explanation of a summary rating.

**Program Management Review:** The Executive Director, Science Program Coordinator, and Implementation Branch Chief will review the recommendations of technical experts whose expertise spans the range of issues covered by the submitted **Investigation Plans**. The management team will consider all reviewer comments in their overall evaluation of the **Investigation Plans**. Funding recommendations will be based on the quality of the **Investigation Plan**, its ability to meet Program objectives, and the amount of available funds. The management team may also recommend additional conditions for funding which may result in modifications of tasks and products.

### **Other Mechanisms for Addressing Identified Program Needs**

In addition to soliciting **Investigation Plans**, the Program will address FY 2013 information needs through the following paths:

- **Market Research** will be conducted for new initiatives estimated to cost more than \$25,000. This will entail a competitive process to determine the best value service provider. Prior to securing funding, **Market Research** will be performed to develop statements of work, cost estimates, and to assess qualifications of prospective bidders. *If a Program partner wants to compete to fill these needs, they must make their declaration prior to commencement of any Market Research activities.*
- **Existing Contracts** will be utilized for ongoing needs accomplished by service providers under established agreements.
- **Subgroup or Staff** assignments. Narrowly defined scopes and cost estimates will be developed for each item.

APPENDIX A provides summary information for each identified need and indicates which path will be utilized to address it.

### **Next Steps**

Information developed through preparation and review of **Investigation Plans** will be integrated with information assembled on meeting needs through **Existing Contracts**, **Market Research**, and **Subgroup or Staff** assignments into a draft Final Science Work Plan. The process will culminate in a budget recommendation for the Trinity Management Council.

## APPENDIX A

### Preliminary Fiscal Year 2013 Work Plan

*The following table includes a list of Fiscal Year 2013 Trinity River Restoration Program information needs as prioritized based on input from technical work groups. Each entry includes a brief descriptive title for the activity, identifies the primary point of contact, indicates how the need will be met (development of an investigation plan, utilization of an existing contract, assignment to staff, or market research), and names the technical work group that documented the need. Some efforts include multiple assessments or activities which are identified in “Included Activities”.*

Description	Point of Contact	Fate	Origin	Included Activities
Map and quantify the extent (area) of available fry/juvenile rearing habitat throughout the mainstem	Goodman	Inv. Plan	Fish	Fry/juvenile rearing habitat mapping at channel rehabilitation sites.
Monitor adult escapement of hatchery and naturally produced spring and fall Chinook, coho and fall steelhead	Sinnen Kautsky	Inv. Plan	Fish	Hatchery marking program for chinook, steelhead and coho.
Monitor smolt outmigrant numbers, Monitor smolt timing	Pinnix	Inv. Plan	Fish	Monitor smolt timing; pre-smolt/smolt size, condition and disease incidence at outmigration; monitor smolt outmigrant numbers - coho and steelhead; monitor size; monitor the proportion of hatchery reared to natural smolt outmigrants.
Annual Operations Process (Reservoir forecasting; Reservoir modeling; River modeling; River temperature tracking)	Wittler	Staff	Temperature	
Temperature Model Support	Wittler	Ex. Contract	Temperature	
Develop metric to define thermal heterogeneity and investigate the use of infrared thermal imaging (e.g., FLIR) as a tool to collect these data. What metric could be developed to capture existing thermal heterogeneity (e.g., simple channel vs. hyporrheic zones, alcoves that warm, etc.)	Wittler	Staff	Temperature	How are channel rehab projects impacting temperature?
Monitor redd distribution, abundance, and densities (includes carcass surveys)	Chamberlain	Inv. Plan	Fish	Monitor pre-spawning mortality to assess the number and proportion of un-spawned or partially spawned female Chinook and coho salmon.
Monitor harvest (tribal, sport and commercial) of naturally produced fall Chinook	Williams Kautsky Sinnen	Inv. Plan	Fish	
Implementation monitoring and analysis	Gaeuman	Inv. Plan	Physical	
Map and quantify changes in riparian floodplain vegetation (e.g., species, age-class, initiation success, structural attributes) at GRTS sites, including near-channel vegetation	Bair Hilton	Inv. Plan	Riparian / Wildlife	Compliance mapping of channel rehabilitation sites after 5 years; For FY13 also includes redrawing the “every 5 year” map that was last done in 2008.
Monitor abundance and composition (richness/diversity) of riparian bird species during breeding, post-breeding and migration periods	Clarke	Ex. Contract	Riparian / Wildlife	

Description	Point of Contact	Fate	Origin	Included Activities
Monitor fry density and abundance at GRTS sites across upper 40 miles	Pinnix	Inv. Plan	Fish	Monitor fry density and abundance at channel rehabilitation sites.
Monitor bed mobility and scour thresholds	McBain Hilton	Inv. Plan	Physical	
Sediment Monitoring	Krause	Ex. Contract	Physical	
Develop cohort reconstructions for Chinook and coho and evaluate cohort performance or year class strength, and population growth rate	Kautsky	Inv. Plan	Fish	Age composition project.
Monitor the abundance and distribution of FYLF egg masses throughout the forty mile system	Clarke	Ex. Contract	Riparian / Wildlife	
Monitor harvest (tribal, sport and commercial) of naturally produced spring Chinook	Williams Kautsky	Inv. Plan	Fish	
Monitor the distribution and abundance of WPT	Clarke	Ex. Contract	Riparian / Wildlife	
Assess design performance of specific design features (alcoves, side channels, lowered floodplains, etc)	Clarke	Market Research	Physical	
Riparian PITAs 3, 4, 5	Bair Hilton	Staff	Riparian / Wildlife	
Monitor variability in bed elevations	McBain Hilton	Inv. Plan	Physical	Retrospective evaluation of topographic changes at Rush Creek and Indian Creek deltas on the Trinity River
Map and quantify the extent (area) of available adult holding habitat at channel rehabilitation sites and throughout the mainstem	Clarke	Market Research	Fish	
Model how streamflow actions will affect the bank location of initiating seedlings	Bair Hilton	Inv. Plan	Riparian / Wildlife	
Monitor harvest (tribal, sport and commercial) of naturally produced coho	Williams Kautsky	Inv. Plan	Fish	
Monitor harvest (tribal, sport and commercial) of naturally produced steelhead	Williams Kautsky	Inv. Plan	Fish	
Macroinvertebrate assessments	Hemphill	Inv. Plan	Fish	
Trinity River Juvenile Chinook Salmon Disease Assessment	Foott Hayden	Inv. Plan	Fish	
Adult Fall-run Chinook Salmon Disease Assessment	Hayden	Inv. Plan	Fish	

## APPENDIX B

Guidance for Developing Investigation Plans for the Trinity River Restoration Program, December 2011

## Guidance for Developing Investigation Plans for the Trinity River Restoration Program, December 2011

### The TRRP Investigation Plan Database and Budget Package

For projects selected for further consideration in the Program review process (see FY 13 Investigation Plan Solicitation), the investigator must provide an Investigation Plan (IP) via the TRRP IP database and attach a project budget. The IP content is similar to last year's. In cases where there has been little change, much of the text may be copied and pasted directly into the database. Use of the database format will have numerous advantages:

- Work Planning
  - Standardized submission format
  - Output of both Executive Summary and full IP
  - Work Planning and budget development tools\*
  - Standardized reviews of submissions\*
  - Tracking of review activities and status\*
  - Tracking of reports and other deliverables\*
- Data coordination
  - Capturing the who, what, and where of data collection to foster collaboration and multipurpose-use of data
  - Automated output of draft metadata for Data Packages
- Contracts and agreements
  - Automated output of draft contracts with task lists\*
- Daylighting TRRP activities
  - Tools for exploring the TRRP work plan based on particular questions or adaptive management objectives\*
- General conveniences
  - Automated output of a report template with title page and draft methods section.\*

\* These tools are still being developed, so will not be accessible in the version distributed for IP input, December 2011.

The Database Package is available through the “Work Plan / Investigation Plans” section of the TRRP SharePoint site: <https://connect.doi.gov/bor/trrp/WorkPlan/SitePages/Home.aspx>. If you do not have a user account for this site, please contact Eric Peterson ([ebpeter@usbr.gov](mailto:ebpeter@usbr.gov); 530-623-1810) - setting up an account takes only a few minutes. The Database Package contains:

- Microsoft Access database file (built in Office 2007, but should be backward compatible to Office 2000).
- Microsoft Excel budget template.
- Two short instructional videos. These are less than 5 minutes each but are somewhat large downloads to ensure that you can clearly see the demonstration screen. **We strongly recommend taking the time to view these.**
- A version of last-year's recommended IP format with notes in red to cross-walk to this year's database.
- A copy of this IP development guide.



Guidelines for preparing your IP to meet the requirements of the Program are on the pages that follow. The principal investigator has the lead for the project and is responsible for submission of information for all co-investigators involved in the project and will be responsible for project deliverables, even when leadership on particular items is assigned to a co-investigator.

### **Submitting a completed Investigation Plan and Project Budget**


**Submit the completed IP and budget no later than February 15, 2012, 5:00 p.m.** If you need technical assistance or have any questions regarding writing and submitting these files, please contact the Data Steward, Eric Peterson (530-623-1810; [ebpeter@usbr.gov](mailto:ebpeter@usbr.gov)), or Science Program Coordinator, Ernie Clarke (530-623-1815; [ernest.clarke@fws.gov](mailto:ernest.clarke@fws.gov)).

The SharePoint site given above provides a location for you to submit your completed IP. Place your database, budget, and any other files into a zip-file, then use the “Add document” link under the **FY 2013 Submissions (incoming)** heading. *Please also notify Ernie Clarke and Eric Peterson when your materials have been uploaded.*

## Guidelines for Writing an Investigation Plan and Project Budget

The IP must be clear and concise. Some fields allow text formatting; use of the default fonts is recommended, however Times New Roman, 11 or 12 point, will be accepted.

The following indicates the information that you must enter into the database fields. The location (e.g. tab) is indicated in [brackets]. Fields are indicated in **bold**.

Enter data only into fields with a white background (fields with gray backgrounds are automatically filled). Information buttons  throughout the forms provide similar guidance to what is given below.

Many field can accept several pages of text, including formatting such as bold, italic, centering, bullets, and numbered lists. For these, it may be easier to write the text first in a word processor, then copy and paste it into the database field. Spell check is available by pressing F7, but note that it runs only on the currently visible fields, so it should be run for each tab in the database.

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### [Investigation Control Panel Header]

**Title:** Use a short, descriptive title that captures the study's purpose or goal. Limit title to no more than 10 words (location, species, method).

**WorkPlanID:** Pick the relevant item from the draft FY13 Work Plan.

**Status:** Change to "Submitted" when you have completed your IP.

### [tab: Who]

**Investigator List:** Enter names for each investigator. Check the box in the PI column for the Principal Investigator – only one Principal Investigator please. All other names will be Co-Investigators.

**For each investigator:** Enter the requested details. As with FY12 proposals, for each investigator, provide descriptions of each investigator's:

1. Ability, including
  - a. **Education:** Education and training
  - b. **Experience:** Related work experience
  - c. **PubsReportsPres:** Publications, reports, and presentations (no more than five total)
2. **RelevantResources:**
  - a. Office and laboratory facilities
  - b. Technical and logistic support
  - c. Personnel and budget administration

Additional evidence of ability and resources, such as reprints and letters of support, may be included as an attachment.

**Coordination:** This field combines the FY12 sections on consultations, partnerships, and capacity building. Describe any coordination efforts for this IP, whether between investigations, between TRRP Partners, or with external entities. This may include discussion of consultations performed while preparing the IP. As per FY12 proposals, you may include:

- Consultations: Provide a summary of ongoing consultations with local communities, tribes, agencies and other organizations. Attaching letters of support for a project can strengthen an IP. The purpose of consultation is to ensure that regional and local communities and organizations are aware of, and support, the proposed project. To the greatest practical extent, consultations are also intended to identify opportunities for regional and local communities and organizations to participate in projects.
- Partnerships and Capacity Building: Describe the ways in which this study will develop partnerships and build the capability and expertise of the river community and tribal organizations to more meaningfully participate in management of Program. Describe specific plans to hire and train local residents and the type of skills that will be taught. Summarize how the project will promote interaction among local residents, agencies and other organizations in information gathering, data analysis, reporting, and information sharing.

**[tab: General]**

**Abstract:** This is a new field for the FY2013 solicitation, although it may match well with what you wrote in your executive summary last year. Please focus on objectives, methods, analysis, and reporting metrics. In addition to the Abstract field, the database's output of an executive summary will include big questions, hypotheses, IAP objectives, project coordination, history/future, abbreviated task list, and budget summary, so these additional topics need not be covered in the Abstract.

**History / Future:** Describe how this IP fits with any prior or future work. This is of greatest importance for monitoring projects that extend over many years. Also note any differences between this IP and prior work, or anticipated future work.

**[tab: Questions]**

**Big Questions:** Use the pick list to identify which of the program's 'big questions' your IP is designed to address. You may pick multiple questions. You may optionally add notes, such as a description of specifically how your IP addresses the question.

**Hypotheses:** List the hypotheses addressed by your IP. A pick list is available only for hypotheses already entered. You may enter your own. Please specify the source of each hypothesis in the source field (typically a document such as the Trinity River Flow Evaluation Study). You may optionally add notes, such as a description of specifically how your IP addresses the hypothesis.

**PITAs:** If your IP is designed to specifically address a PITA (Priority Issue To Address) from the IAP, then identify it here. The pick list includes the ~20 remaining PITAs. You may optionally add notes, such as a description of specifically how your IP addresses the PITA.

**IAP Objectives:** Check the box next to each objective that your IP addresses. The full list of first, second, and third level objectives is provided for you. If your IP addresses objectives at a high, general level (e.g. a second-level objective), then presumably all sub-objectives are included, so please check the second-level objective (number x.x.0 and all third-level objectives within: x.x.1, x.x.2, etc.)

**[tab: Project Design]**

**Problem Statement and Background:** The FY12 solicitation asked for a section on ‘background’; this is the same section but the text should specifically provide a problem statement as well. From last year:

Describe the ecological, fishery and/or physical context for the project. This information should provide the basis for defining key questions or hypotheses addressed by the study. The investigator should provide a concise review of pertinent information and past literature on the subject. This review should include information from published literature, agency and organization reports, as well as unpublished information, personal contacts, etc. All sources of published information must be cited in the text (author and year within parentheses) and listed in the References section (see below). All sources of unpublished information are cited in the text only (name, affiliation, and personal communication).

**ProjectStartDate** and **ProjectEndDate:** Enter start and end dates for the project. Start would be the soonest that actions in this IP begin while the end would be when the final report is expected to be approved.

**Focus:** This is adapted from last year’s section on Scale. In light of the recent sampling design workshop, the pick list includes options for investigating *systemic responses* (typically long term trends), specific *restoration actions* (typically short-term feedback), or both. You may also enter your own brief description.

**Study Design:** Describe the overall study design. Keep in mind that some text may go under specific task descriptions (below). Also specific data collection protocols will be separately included in the Data Collections tab. However, it is OK to be a little repetitive among these sections. The point here is to provide the overview of study design. From last year:

For each objective, describe experimental and sampling designs and provide rationale for selecting them. Address sample sizes, sample dates, sampling effort, and methods of sampling. Cite references containing more detail. For example, the Ecological Handbook (Smith, 1998; available from California Department of Fish and Game, Division of Fisheries) is a source of widely accepted guidelines for designing and conducting competition studies.

**Task List:**

**Task ID:** enter an identifier for a specific task (e.g. “Task 1”).

**Title:** enter a brief descriptive title for the task.

**Lead Person:** pick which investigator has primary responsibility for the task. If you want to enter someone who is not in the pick list, you should consider adding them as a co-investigator.

**Description:** describe the task in full. The small space here is misleading; you may copy and paste several pages of formatted text into each description. Typically 1-2 paragraphs are most appropriate; consider what should be written into a contract or agreement.

#### **[tab: Data Collections]**

You will be asked to identify each data collection, or data set, within your IP. Some proposals may include only a single data set, while others may include many. Identification of each of these, along with some details we have added to the IP, sets the stage for a long awaited tool for coordination that identifies who, what, and where of data gathering on the river *and* sets the stage for you to conveniently provide Data Packages to the TRRP Information Repositories as per the nearly-complete Data Management and Utility Plan. Typically, separate ‘data sets’ within your investigation should be considered separate products and thus separate Data Packages.

The Data Collections tab includes several sub-tabs...

#### **[tab: Data Collections / subtab: Data Package List]**

**Data Collections:** List brief descriptive titles for each data collection, or data set, within your IP.

*On all subsequent sub-tabs, use the blue arrow buttons to switch through each of your data collections. Enter the information requested for each data collection.*

#### **[tab: Data Collections / subtab: Plan]**

**Data Type:** Identify what kind of data is in this collection. A pick list provides a recommended set of values, but you may type in your own kind.

**Abstract:** Provide a 1-3 paragraph description of the data collection. Text formatting is allowed, but is best avoided as it will not be carried forward into metadata for your Data Package.

**Purpose:** Briefly describe how and why this data set will be used in your IP, and perhaps how it might be multi-purposed across other TRRP investigations.

#### **[tab: Data Collections / subtab: Acquire]**

**Sampling Design:** Specify the sampling design (spatial and temporal) for this data collection. Citations to external documents are acceptable so long as those external documents are easily accessible and will remain so in the future. What you write here should be considered documentation for a researcher to use your data 50 years from now.

**Sampling Representation:** Pick the area that best applies to your data collection. This will provide a bounding box for mapping your data collection.

**Protocol:** Specify the sampling protocols (methods) for this data collection. Citations to external documents are acceptable so long as those external documents are easily accessible and will remain so in the future. What you write here should be considered documentation for a researcher to use your data 50 years from now.

**Start Date and End Date:** select the start and end dates for the data collection (the time span that the data collection is from).

**[tab: Data Collections / subtab: Maintain]**

**QCQA:** Specify the anticipated quality control and quality assurance procedures for this data collection.

**Anticipated Accuracy:** Indicate the anticipated accuracy for the data collection. Be as specific as reasonable. If power analyses or investigation reviews have been performed, then they should be discussed or cited.

**Update Frequency:** identify how often the dataset will be updated or revised. For many long-term monitoring projects, this should be annual, even if weekly updates of preliminary data are released.

**[tab: Data Collections / subtab: Access]**

**Data Repository:** indicate where the data will be deposited for current use within TRRP and for long-term storage.

**Access Constraints Prelim Data:** indicate the security level for distribution of preliminary data. Note that ‘sensitive’ and ‘restricted’ have particular meaning. Sensitive data may include information that should not be released publicly due to risks to resources (e.g. archeological data), or risk of public confusion (e.g. some preliminary datasets). Restricted data must be specifically limited by some legal mechanism (e.g. personal information regulated by the Privacy Act). As per the nearly complete TRRP Data Management and Utility Plan, sensitive data will be available for within-Program use.

**Access Constraints Final Data:** indicate the security level for distribution of final data. See notes above about preliminary data.

**Use Considerations:** describe known considerations for use of the data collection. Include assumptions made for their use, plus any caveats, cautions, or limitations for application of the data.

**Point of Contact:** pick the investigator who is appointed to be the point of contact for this data collection.

**Citation:** provide a citation for this data collection. Use the format given below under References and Attachments.

*Note: once these details are complete, a draft metadata file can be exported by clicking the **Export Draft Metadata**. This may become the primary documentation of the Data Package for use across the Program and for future researchers.*

**[tab: Analysis]**

**Anticipated data reduction and analysis:** Describe the anticipated data reduction and analysis. Be as explicit as possible; citations of external documents are acceptable. Data Reduction includes identifying which components of your Data Packages are to be used in final analyses. For example, temperature data may be collected at 15 minute intervals and the full dataset would be retained in a Data Package, but the data reduction may focus analysis only on the minimum and maximum values from each day.

This field combines two sections from the FY2012 submissions:

1) Data Reduction: in FY12 this was combined with Data Collection. Much of this field will have been captured within the Data Package fields. However, the following still applies...  
"Data [...] Reduction: [...] Identify data that is needed from other assessments or projects that are necessary for completion of this project (ie: flow data, temperature data, etc.)"

2) Data Analysis: Describe the analytical procedures to be used. Cite references as appropriate. There should be a description of the analysis that will provide estimates of each parameter identified in the objectives.

**[tab: Deliverables]**

**Deliverable List:** identify the category of each deliverable and provide a brief descriptive name for each.

For each deliverable (use the blue arrow buttons to move between deliverables):

**Deadline:** indicate a deadline for submitting the deliverable. Deliverables will be submitted to the TRRP Science Coordinator (cc the TRRP Data Steward for all draft or final Data Packages plus final project Reports – excluding quarterly update reports). *This is required by TRRP in addition to any submissions to contract or agreement oversight staff.*

**Description:** provide a description of the deliverable.

**Performance measures:** Identify developed or propose measures and associated targets. This was captured in the “Reporting Metrics” section of the FY 2012 submission. For each measure provide:

**UpdateFrequency:**

**Timing:**

**Description:**

**[tab: Budget]**

**Total Budget Request:** enter the total amount of TRRP funds requested.

**Breakdown by Organization:** enter the total amount of TRRP funds requested per organization participating in your IP. This is requested in the database for purposes of drafting contracts and agreements.

*Note: budget details will be entered into a separate spreadsheet.*

**Facilities and Equipment:** enter items to be used in conducting the investigation. Add a checkmark if a portion of the budget request will be used to obtain or maintain the item. Add any details or notes in the Details column.

**[tab: References and Attachments]**

A single table accommodates both references and attachments. Not all columns are required for every entry.

**DocType:** use the pick-list or enter your own document type. For external documents that have been cited within your IP, please select “Cited Document”; use “Supporting document” for letters of support, examples of prior work, and similar attachments.

**DocLink:** enter links to documents available online. Most prior reports on the Trinity River are now available in the Online Data Portal ( <http://odp.trrp.net> ).

**Filename:** if the document is provided as an attachment, then a file should be included with your submission of your IP. Please enter the filename here.

**Reference:** enter the full citation of the document. Please follow these format examples:

- Cardno Entrix (2011) Trinity River Modeling Memo, Lorenz Gulch - Goat Hole. Report to the U.S. Bureau of Reclamation, Trinity River Restoration Program.
- Peterson, E (2011) Aerial Photography from April 2011 for Lowden Ranch and Trinity House Gulch. Trinity River Restoration Program Data Package.
- Gaeuman, D and Krause, A (2011) 2010 bed-material sediment budget update, Trinity River, Lewiston Dam to Douglas City, California. Trinity River Restoration Program technical report TR-TRRP-2011-2.
- Van Kirk, R W and Naman, S W (2008) Relative Effects of Climate and Water Use on Base-Flow Trends in the Lower Klamath Basin. Journal of the American Water Resources Association (JAWRA) 44(4):1-18.
- McCarthy, S G; et al. (2009) Linking Habitat Quality with Trophic Performance of Steelhead along Forest Gradients in the South Fork Trinity River Watershed, California. Transactions of the American Fisheries Society 138:506–521.



## **Project Budget Guidelines**

The project budget is evaluated for consistency and cost effectiveness. Detailed descriptions must be provided to justify the projected costs. The budget should be prepared in the Microsoft Excel *Budget Detail Workbook*, closely following the instructions.

If more than one investigator will be working on the project, provide a separate budget for the principal investigator and each co-investigator as provided for in the *Budget Detail Workbook*.

Direct costs, indirect costs, and matching funds are defined as follows:

- Direct costs can be specifically identified with conducting the proposed project. Direct costs need to be itemized and generally include personnel, travel, contractual, materials and supplies, and equipment. Personnel costs should include the sum of salary and benefit costs. Personnel costs should be divided into permanent fulltime positions, temporary/seasonal positions, and local hires. Each position should be listed independently. Costs for personnel must be broken down into months budgeted and the monthly cost.
- Indirect costs cannot be specifically identified with conducting the proposed project, but would be incurred by the investigating agency as a result of administering the project. Indirect costs generally include space rental, utilities, postage, data processing, training, safety management, affirmative action programs, administrative support, and supervisory oversight. Since indirect costs cannot be itemized, they are computed as a percentage of the total direct costs. The percent, or indirect rate, should be stated as well as the actual request for indirect costs.
- State agencies and Tribes should use their provisional rate. Provide a copy of each agency/organization's Indirect Cost Negotiation Agreement for the current approved indirect rate. We suggest closely coordinating with your organization's finance officer. Finance Officers should coordinate with BOR contracting officer when they receive new approved indirect rates. Failure to notify the BOR of indirect cost rate increases could result in the BOR not being able to accommodate requests for additional monies in future years funding. The composition of items included in the indirect costs need to be described in the comment section after the Budget Summary Table.

Several reports are required for Program projects: status, annual, final, and significant development. Timeline for these reports are described in the table below. Financial status, and sub-contract procurement reports may also be required depending on the type of contract and those time frames will be built directly into the financial agreement.

Costs for conference attendance to present project results, and report publication costs, may be supported if identified in proposed budgets. Costs for presenting project information at Program meetings, if planned, should also be budgeted.

### **Successful applicants must be committed to the timely submission of all required reports.**

Delinquency or non-submission of any of the reports cited above which are applicable to a particular award may result in: non-payment of invoices, suspension of award(s), or termination. In addition, it should be noted that past performance is a ranking factor for IPs, meaning that a record of failure to

submit reports or delinquent submittal of reports will be taken into account in the review of new requests for funding.

**Submit all reports by email to the Program Data Steward (ebpeterson@usbr.gov).**

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**Significant Development**

<b>Who Must Submit:</b>	<b>When:</b>
All investigators	As soon as events or changes occur that impact the project

**Status**

<b>Who Must Submit:</b>	<b>When:</b>
All investigators	Start of each quarter

**Annual**

<b>Who Must Submit:</b>	<b>When:</b>
Investigators with multi-year projects	May 1

**Final**

<b>Who Must Submit:</b>	<b>When:</b>
All investigators	A draft final report must be submitted 60 days prior to the end of the performance period. The approved final report must be submitted by the last day of the performance period