

Trinity River Restoration Program
Fiscal Year 2015 Solicitation Package

Summary

The Trinity River Restoration Program (Program) is seeking **Investigation Plans** from Program partners for Federal Fiscal Year 2015 (FY 2015; October 2014 through September 2015) projects. **Investigation Plans** must be submitted ONLINE in the Program's investigation plan database by **May 23, 2014**. 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 Wildlife), and the NOAA Fisheries Service.

FY 2015 TRRP science and monitoring priorities are:

1. *Monitoring data collection and analysis*
2. *Decision Support System implementation*

These are the same as the priorities described in the FY 2014 Solicitation Package.

APPENDIX A provides a list of projects prioritized with input from technical workgroups. Most of the projects will be addressed through the solicited **Investigation Plans**. Additionally, the Program will address FY 2015 information needs through existing contracts or subgroup or staff assignments.

APPENDIX B provides instructions for submitting **Investigation Plans** through the **TRRP Online Data Portal**.

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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 juvenile 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](#) (IAP) (TRRP and ESSA Technologies Ltd. 2009) identifies key assessments of the river's response to management actions and ultimately the response of fish and wildlife populations that depend on the river. The IAP served as the foundation for the identification of FY 2015 information needs. Findings from these FY 2015 projects 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 and Submitting Investigation Plans via the ODP – FY2015 Solicitation* (APPENDIX B).

Investigation Plan Evaluation

Overview: All completed **Investigation Plans** received will undergo administrative 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 (see [TRRP Peer Review Guidelines](#)).

Administrative Review: Program management 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;
- applicants have sufficiently addressed recommendations of past reviews; and
- applicants have an acceptable past performance.

External Scientific Review: Independent external reviewers will be selected to review **Investigation Plans** 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 to meeting the Program objectives? Is the study justified relative to existing scientific knowledge base of the Program?
- Are results likely to add to the scientific base of knowledge for the Program that will inform future management actions?

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 current capabilities of the authors?

Relevance to Program

- Does the **Investigation Plan** clearly and directly address one or more of the priority information needs for the Program as identified in the IAP?
- 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.

SAB preliminary workplan review: After **Investigation Plans** have been submitted, the entire proposed body of work will be compiled and summarized for the SAB. The SAB will review and evaluate the preliminary FY 14 workplan and recommend revisions to the prioritization of the proposed projects. The SAB will be asked to consider whether the suite of proposed projects addresses the TRRP programmatic goals and whether the prioritized projects would improve the Program's ability to adaptively manage its available restoration actions. The SAB will be asked to consider the following list of questions in their review:

- Are there linkages between proposed projects that are being missed? Please identify and make recommendations on how to achieve those linkages.
- Are there duplications between projects that should be eliminated?
- Are there deficiencies in the overall program of work to achieve program objectives?
- Are there projects, or subordinate tasks, that should be elevated or lowered in priority?
- Are there projects, or subordinate tasks, that should be expanded or reduced in scope?
- What are the primary projects or tasks that are necessary to address the program objectives and what would be considered secondary component tasks or projects in achieving these objectives (either between projects or within projects)?
- Identify any inefficiency in projects or tasks when considered in context of a unified work plan and how they might be remedied.

Next Steps

Information developed through preparation and review of **Investigation Plans** will be assembled into a comprehensive, integrated, preliminary workplan. That workplan will be evaluated by the SAB to ensure the suite of proposed projects address the TRRP programmatic goals. Following their review, SAB will provide their recommendations on revisions to the Trinity Management Council for consideration.

References

TRRP and ESSA Technologies Ltd. 2009. Integrated Assessment Plan Version 1.0.

APPENDIX A

Preliminary Fiscal Year 2015 Work Plan

The following is a list of Fiscal Year 2015 TRRP projects as prioritized with input from the Program's technical workgroups.

Project	Point of Contact
01 Fish population dynamics model development	Polos
02 Rearing habitat assessment	Goodman
04a Map and quantify the extent (area) of available fry/juvenile rearing habitat at rehab sites	Goodman
04b Map and quantify the extent (area) of available fry/juvenile rearing habitat throughout the mainstem	Goodman
04c Characterize and quantify fish habitat throughout the Trinity mainstem and major tributaries in support of the juvenile fish production model	Goodman
03 Outmigrant monitoring	Pinnix
06a Monitor smolt outmigrant numbers, Monitor smolt timing - Chinook	Pinnix
06b Monitor pre-smolt/smolt timing, size, condition and disease incidence at outmigration - Chinook	Pinnix
06c Monitor the proportion of hatchery reared to natural Chinook smolt outmigrants	Pinnix
04 Monitor redd distribution, abundance, and densities (includes carcass surveys)	Chamberlain
07a Monitor pre-spawning mortality to assess the number and proportion of un-spawned or partially spawned female Chinook salmon	Chamberlain
05 Monitor adult escapement of hatchery and naturally produced fall Chinook	Sinnen
08a Coded wire tagging (fall Chinook)	Kautsky
06 Monitor harvest of naturally produced fall Chinook	Various
09a Yurok tribal fisheries monitoring	Williams
09b Hoopa tribal harvest survey	Kautsky
09c Lower Trinity sport harvest survey	Kautsky
09d Lower Klamath creel	Borok
07 Conduct age -composition analysis for fall Chinook	Williams, Kautsky
08 Gravel implementation monitoring	Gaeuman
09 Riparian vegetation monitoring	Lee
10 Sediment monitoring	Bandrowski
11 Avian monitoring	Clarke
12 Herpetological monitoring	Clarke

Notes:

1. The TRRP has existing agreements for certain projects (e.g. *Fish population dynamics model development*). Investigation plans will not be submitted for these projects.
2. The majority of the projects have been funded through the TRRP Science Program. Exceptions do exist (e.g. *Avian monitoring*).
3. TRRP staff or subgroup activities (e.g. temperature modeling, cohort reconstruction) are not included in this list.

APPENDIX B

Guidance for Developing and Submitting Investigation Plans via the ODP – FY2015 Solicitation

Investigation Plans (IPs) will be submitted to TRRP online through the Program’s Online Data Portal. The IP content is similar to last year’s, and plans from FY14 can be copied forward to FY15, then revised.

The online database format will have numerous advantages:

- Work Planning
 - Standardized submission format
 - Collaborative drafting of IPs – all investigators on an IP may edit
 - Output of IPs for both “Brief” and “Review” PDFs
 - Work Planning and budget development tools
 - Tracking of review projects and status
 - Tracking of reports and other deliverables
 - Reviewing the status of your 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
- Sharing TRRP projects
 - All participants may view previously submitted plans
 - Tools for exploring the TRRP work plan based on particular questions or adaptive management objectives

Connecting to the Investigation Plan Data Base

The IP database is available online within TRRP’s Online Data Portal, under a special “Planning” tab. A user account is required for access to the IPDB. If you do not have a user account for this site, please contact Eric Peterson (ebpeter@usbr.gov; 530-623-1810) - setting up an account takes only a few minutes.

A video that introduces the online database can be accessed from the online database and from http://www.trrp.net/?page_id=4182 - Other reference items may be posted there as well. Specific components of the investigation plans described after the first 4 minutes of the video may have changed, but the general interaction with the database remains the same.

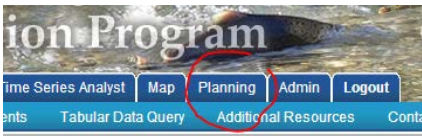
To connect:

- Start at <http://odp.trrp.net/>
- Click on the “Login” tab



- Login using your email address for your username, and the password you have established.
 - If you are logging in for the first time, you need to set a password. Click the link “Forgot your password?”, enter your email address, then follow the instructions.
Your email address is also used for you user name.

- Click on the new “Planning” tab that appears once you are logged in



- This Planning home page for Investigation Plans lists all IPs that you have access to.
 - For regular “Planner” accounts, that means all plans with a status of “Submitted” or greater – you will only see plans in “Draft” status if you created the plan to start with, or have been added as one of the investigators.
 - For regular “Planner” accounts, only plans within “Draft” status may be edited. Once “Submitted”, you will no longer be able to edit your plans.
 - ODP Accounts of “Data Steward” and “Planning Administrator” (currently Eric Peterson and Ernie Clarke) have full access to everything and can return a submitted plan to draft status if need be.
- Some items of note on Planning home page:
 - Clicking on an IP’s title will take you to pages for viewing that IP (see Investigation Plan Details Page, below).
 -  = plan that you may edit;  = read-only access
 -    = deliverable status:
 - Red = at least one item outstanding; past due date
 - Green = at least one item marked as received
 - Gray = at least one outstanding item; *not* past due date
 - You have access to submitted plans from prior fiscal years



- The printer icon will take you to a page for printing out an Investigation Plan



This icon allows you to create a new Investigation Plan.

Creating an Investigation Plan

As of the FY2015 solicitation, information needed to complete each section of the Investigation Plan is described at the top of the section page in a gray box. Please read these to ensure you are completing the Investigation Plan appropriately.

All fields that provide formatting controls will accept very long text entries (many pages worth of text if you need). For long entries, it may be easier to write the text first in a word processor, then copy and paste it into the database field.

Printing an Investigation Plan currently exports an HTML file. Current versions of Chrome will have a built-in Print to PDF option; with other browsers, use your PDF printer driver. If the HTML file does not automatically open in a web browser, then it should be easy to double click the file to open it.

A log section is provided for your convenience, particularly for developing an Investigation Plan with multiple editors. It allows you to see who edited what and when. It will be visible to all investigators on your plan while it is being drafted, but will be hidden from view after submission, thus it is not visible to others.

Procedure:

- From the Planning home page, you have two options for starting a plan:
 - If you want to copy a plan from a previous year into the current FY planning, then click on the title of the prior plan, to view its details, and use the copy button  in the upper left
 - To begin with a blank plan, click the Add button  from the Planning home page.

- Investigation Plan Details Page

- This page is available for each Investigation Plan
 - A provides a series of icons for printing, copying, or deleting an IP.
 - B provides access to the various components of an IP
 - C is a headline of the IP title, status, etc.
 - D provides instructions for this page.
 - E displays the various components of an IP (*this is where you will do all your editing*)

Note: Investigator details shown in this example (Organization, Education, etc.) are automatically drawn from the user account. Contact the Data Steward (Eric Peterson) to add these details.
- Once a new plan is started, you will be able to edit items within the Plan’s “Details” page. Watch for:
 - edit
 - save
 - cancel an edit
 - delete
- The Video that introduces the new database (see inset box above) should cover the general principals of entering your plan. But just few items of note:

- You must add anyone who will edit your plan to the Investigator list. The list of available Investigators is based on people with user accounts. If someone's name is not already available, contact Eric Peterson to provide them a user account.
- You can copy and paste pre-formatted text from MS Word into many of the edit fields. We have had good luck including simple tables and characters used in mathematical formulas. But we recommend downloading your Review PDF periodically to check how your text is coming across.
- Graphical figures, complex tables, and complex mathematical formulas may best be placed into a wordprocessing document and attached (see the Attachments section).
- Many fields can accept several pages of text, including formatting such as bold, italic, centering, bullets, and numbered lists.
- Budget details will go into a special Excel spreadsheet that you will save as an appendix.
- Once you change a plan's status to "Submitted":
 - You will no longer be able to edit it (Eric Peterson and Ernie Clarke can revert it if necessary)
 - Everyone with a Planner account will be able to read your plan

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), or Science Program Coordinator, Ernie Clarke (530-623-1815; ernest.clarke@fws.gov).

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 Science Program Coordinator (ernest_clarke@fws.gov and copy the Data Steward (ebpeter@usbr.gov).

Significant Development

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

Status

Who Must Submit:	When:
All investigators	Start of each quarter

Annual

Who Must Submit:	When:
Investigators with multi-year projects	May 1

Final

Who Must Submit:	When:
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