

Attachment 2

2011 Planning/Assessment Project Narrative Instructions – CP Attachment A

In a separate attachment (Label as “CP Attachment A” in FFAST), provide up to four (4) pages to present an overview of your project and its relevance to this funding program. Pages in excess of the 4 page limit will not be reviewed. **Please use at least 12 point standard font, single line spacing with reasonable page margins, and include page numbers.** Attachment A must be organized in a manner that follows the outline below.

A. Relationship to Water Quality Goals and Program Preferences

1. Project Description – Briefly describe the project you are proposing and how it will contribute to the restoration of one or more of the impaired water bodies identified in Table 3 of the Program Guidelines. In addition, provide the following information:
 - a. Discuss how this project relates to the other watershed improvement activities in the watershed. What portion of the watershed does this project address (% of total stream miles, % of miles or area, treated miles/total miles, % of population, % of watershed, etc.) Identify, describe, and report on the success of similar project(s) that address similar issues within project area and/or other areas of the state.
 - b. Describe how the planning/assessment activities being proposed will clearly and directly lead to and/or help implementation projects that address TMDL load reductions. To the extent possible, identify the types of projects that the proposed planning/assessment work will lead to.
2. Describe the relationship of the proposed work to the applicable TMDL implementation plan(s), and how the project will contribute to environmental improvement goals identified in the TMDL and Watershed Plan(s). Discuss how the work proposed is expected to help achieve water quality goals identified in the TMDL(s). Guiding topics for this discussion include (please address the question in the order indicated below):
 - a. Discuss the progress of the implementation plan (e.g., to what extent have the relevant activities in the current TMDL implementation plan been completed?)
 - b. Describe how the proposed planning activities will provide necessary information to enhance and direct implementation activities (e.g.; help to determine causes and sources of nonpoint source pollution, identify implementation measures, help to

- control specific nonpoint source pollutants, etc.). Describe how the addition of the proposed planning project will improve, build upon, and coordinate with the existing watershed plan(s).
- c. Discuss how this project will contribute to restoration of impaired beneficial uses, watershed(s) and/or water body(ies).
 - d. Discuss if the work proposed will prioritize nonpoint source pollutant load reductions, and/or identify, characterize, prioritize and sequence appropriate management measures (MMs)/management practices (MPs) for implementation.
 - e. Discuss how the work proposed is called for in an existing watershed plan or TMDL.
 - f. Discuss how the proposed project will improve the ability of stakeholders to design and prioritize watershed restoration projects, (e.g.; help to determine causes and sources of nonpoint source pollution, identify which MMs to implement, determine the sequence and/or timing of MMs, locate where MMs should be placed etc.) and/or assist stakeholders to assess the effectiveness of implementation in achieving water quality goals.

B. Project Area

Briefly describe the Project Area and watershed characteristics (location, land use, stressors etc). Provide up to two (2) pages of maps showing the project in its watershed context. The map(s) will not count against the 4 page narrative limit.

C. Project Methods/ Technical Approach and Results. (Please address the questions in the order indicated below.)

1. Describe the approach the project is proposing to address a program preference and the technical basis for the selected approach.
2. Describe how you propose to monitor and track the progress of the project to completion (e.g.; identify milestones, decision points, project management methods and tools, etc.).
3. Describe when and how adaptive management will be employed in the project.
4. Describe the methods and criteria that will be used to determine project effectiveness and/or success of the project.
5. If water quality or biological data will be collected as part of the project or to assess project effectiveness, please identify the specific purpose of the data, describe the data collection methods, the responsible party(ies), data users, and methods for data analysis . Data formats and Quality Assurance Project Plan must be comparable to the Surface Water Ambient Monitoring Program (SWAMP) template. Information regarding SWAMP comparability is available at <http://swamp.mpsl.mlml.calstate.edu/swamp-comparability>.

D. Project Design

Indicate if the project design is complete. Discuss the completed tasks. If the project design is not yet complete, please describe what design tasks need to be completed. Indicate if these design tasks will be a part of the proposed work, and if they are to be paid for with grant or matching funds.

E. Sites Selection

Discuss the method used (or proposed) to select sites for carrying out any proposed planning/assessment activities. If appropriate, describe the process that will be used to obtain access to sites where assessment activities will be conducted. Also, if appropriate, indicate whether landowner agreements or permits are anticipated and/or will be obtained for site access, and the time necessary to obtain agreements and/or permits.

F. Work Tasks and Schedule

1. Identify major project work items and the associated schedules for their completion.
2. Briefly discuss how and by whom the project will be maintained after grant-funded work is completed.

G. Budget

Provide a budget table showing the costs of the major work tasks, budget categories (e.g.; personnel, consultants, laboratory, etc.), and anticipated sources of funding (319 grant or matching funds).

H. Project Team

Please identify the members of the proposed project's team and their relevant expertise necessary for the successful completion of this project.

2011 Implementation Project Narrative Instructions – CP Attachment A

In a separate attachment (Label as “CP Attachment A” in FFAST), provide up to four (4) pages to present an overview of your project and its relevance to this funding program. Pages in excess of the four (4) page limit will not be reviewed. **Please use at least a 12 point standard font, single line spacing with reasonable page margins, and include page numbers.** Attachment A must be organized in a manner that follows the outline below.

- A. Project Description - Briefly describe the project you are proposing and its relationship to one or more of the Regional Board’s NPS Program Preferences shown in Table 3 of the Program Guidelines.
1. Discuss how this project fits in with other watershed improvement activities in the watershed, and what portion of the watershed or watershed this project addresses (% of total stream miles, % of area, % of population, % watershed etc.)
 2. Discuss how the implementation work proposed has been strategically focused and targeted to achieve water quality goals described in one or more TMDLs. Describe the relationship of the proposed project to achieving the water quality and related environmental restoration goals of the TMDL and associated Watershed Plan(s).
 3. Describe how the project is expected to benefit water quality and beneficial uses. Discuss how this project implements activities that contribute to watershed and/or water body(ies) restoration, enhancement, protection, etc.
 4. Discuss the anticipated pollutant load reductions that will be achieved, in relation to the load reductions called for in the TMDL and Watershed Plan(s). Identify how the anticipated load reductions have been calculated. If anticipated load reductions have not been calculated, discuss the method(s) you propose to develop this estimate. Discuss the estimated percent load reduction that your project will contribute towards in the total load reduction(s) identified in the TMDL(s); use models as appropriate.
 5. Discuss the method(s) proposed to determine and report load reductions.

Note to applicants: Applicants are requested to discuss anticipated load reductions within the context of the water quality goals specified in the TMDL(s) (e.g. “10% of the total reductions necessary to meet the TMDL”, or “1000 lbs sediment load reduction from the project site which accounts for 3% of the reductions called for in the TMDL.”) Appropriate TMDL water quality goals should be included in this discussion. Applicants are encouraged to consult with

their Regional Boards before preparing their anticipated load reduction responses.

B. Project Area

Briefly describe the Project Area and watershed characteristics (location, land use, stressors, etc.). Provide up to 2 pages of maps showing the project in its watershed context. Maps will not count against the 4 page narrative limit.

C. Project Methods/ Technical Approach and Results (Please address the questions in the order indicated below.)

1. Describe the approach the project is proposing to address a program preference and the technical basis for the selected approach.
2. Describe the methods and criteria to be used to determine project effectiveness and/or success of the project.
3. Describe how you propose to measure and document your project's benefits to water quality and beneficial uses (e.g., change in pollutant concentrations; improvements in ecological functions and services; stream miles or acres enhanced, protected, or restored; percent load reduced; number of dischargers educated; increased volumes banked or recharged; volume of stormwater captured, etc.)
4. If applicable, identify and describe similar projects that have been implemented to address a similar NPS issue. Describe how the previous work has been used to inform the proposed project.
5. Describe how you propose to monitor and track the implementation of the project (e.g., identify milestones, internal reporting, use of specific project management tools and techniques, etc.).
6. Describe how adaptive management (i.e., revising and/or amending the project plan as necessary and appropriate to achieve the desired water quality results) will be employed in the project.
7. If water quality or biological data will be collected to assess project effectiveness, please identify the purpose of the data, describe the data collection methods, the responsible party(ies), data users, and methods for data analysis. Data formats and Quality Assurance Project Plan must be comparable to the SWAMP template. Information regarding SWAMP comparability is available at <http://swamp.mpsl.mlml.calstate.edu/swamp-comparability>.

D. Project Design

Indicate if the project design is complete and describe the design. If the project design is not yet complete, please describe the percent of plan completion and what design tasks need to be completed. Indicate if these design tasks are to be a part of the proposed work, and if they are to be paid for with grant or matching funds.

E. Sites Selection

Discuss the method used (or proposed) to select implementation sites. If applicable, describe the process to obtain landowner agreement, and whether or not the process is in place. If applicable and if the process is in place, describe circumstances where the process has been used. Describe how the proposed grant project will manage landowner coordination. Include the names and affiliations of individuals expected to be involved in this coordination.

F. Work Tasks and Schedule

1. Identify major project work items and the associated schedules for their completion.
2. Briefly discuss how and by whom the project will be maintained after the grant-funded work is completed.

G. Budget

Provide a budget table showing the costs of the major work tasks, budget categories (e.g.; personnel, construction, legal, engineering, etc.), and anticipated sources of funding (319 grant or matching funds)

H. Project Team

Please identify the members of the proposed project's team and their relevant expertise necessary for the successful completion of this project.