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<b>GENERAL INFORMATION</b>	
<b>Project Title</b>	<b>Project Administration</b>
<b>Abstract</b>	This project is the administrative function coordinating all activities of the Proposal. The Sierra Fund will provide vital and required grant activities for the overall Proposal and contract with DWR including: project administration, financial oversight and controls, labor compliance, project coordination, field oversight and project reporting.
<b>Organization</b>	The Sierra Fund (TSF)
<b>Partner Organizations</b>	Primary Partners include: American Rivers, Camptonville Community Service District, South Yuba River Citizens League, The Sierra Fund, Nevada Irrigation District, City of Placerville, El Dorado Irrigation District.
<b>Disadvantaged Community</b>	N/A
<b>Grant Funds Requested</b>	\$277,152.00
<b>Non-State Match</b>	N/A
<b>Total Budget</b>	\$277,152.00
<b>Watershed</b>	Cosumnes, American, Bear and Yuba River watersheds
<b>County</b>	Nevada, Placer, El Dorado
<b>Status of Project Design</b>	Administrative plan is developed and ready for implementation
<b>Titles of Plans and Specifications submitted in hard copy format</b>	N/A
<b>Status of CEQA, NEPA, and other environmental laws</b>	N/A

<b>Work that will be completed prior to October, 2013 (assumed contract date)</b>	No work will begin until the grant is awarded and the contract development begins.
<b>Procedures for coordination with partner agencies and organizations</b>	Organizations participating in this grant will form a CABY subcommittee that will meet or have conference calls quarterly, or more frequently if needed, to review progress/quarterly reports, grant reimbursement or invoicing issues, and resolve outstanding matters. The Committee would at a minimum include a TSF grant manager, plus one designated representative for each participating entity.
<b>Description of synergies or linkages between other CABY IRWMP projects</b>	The Sierra Fund is the Applicant for this Project and will perform all necessary Administrative functions to ensure that all seven projects included in the Proposal are completed on-time and within budget.
<b>Status of acquisition of land or rights of way if applicable</b>	No land purchase or easements are necessary to implement this project.
<b>If project is part of a multi-phased project, describe how the project can operate as a stand-alone project</b>	This project is the administrative function coordinating all activities of the Proposal. It cannot stand alone.
<b>SPECIFIC GOALS AND OBJECTIVES OF THE PROJECT</b>	
<b>Goal</b>	<b>Measurable Objectives</b>
Provide effective grant administration and reporting for this project consistent with applicable laws and grant conditions.	<ul style="list-style-type: none"> <li>• Executed contract with the State for this project.</li> <li>• Development of financial and administrative procedures.</li> <li>• Executed Implementation Agreements/contracts with project partners.</li> <li>• Quarterly and final financial and project reports.</li> <li>• Implementation of a Labor Compliance Program.</li> <li>• Documentation of local cost share for each participating project.</li> <li>• Creation of an effective Oversight and Coordination Committee to provide project leadership and problem solving.</li> <li>• Documentation of project completion, including photos of completed projects.</li> </ul>

## PURPOSE AND NEED OF THE PROJECT

Grant administration including financial and project oversight is vital to ensure that projects are completed on-time and on-budget. The reporting and communication protocols established by this project will ensure that problems are identified early and resolved in a timely manner. This function is required to fulfill DWR grant contract terms and to protect the public investment in this project.

## DESCRIPTION OF THE PROJECT

This project will provide vital and required grant activities including: project administration, financial oversight and controls, labor compliance, project coordination, field oversight and project reporting.

## PROJECT WORK TASKS

### Introduction

The Sierra Fund, a 501 (c) (3) non-profit organization serving the Sierra Nevada, will serve as the grant administrator for this project. This section describes the steps that will be taken by The Sierra Fund (TSF) to ensure that grant funds are properly managed and administered for the Consumnes, American, Bear, Yuba (CABY), Integrated Regional Water Management Program (IRWMP) projects described in the proposal being submitted.

### Grant Overview

The CABY IRWMP grant consists of seven coordinated projects that collaboratively cover four major watersheds and combines the efforts of a wide array of organizations including four water agencies, two Gold County towns, five conservation organizations, two federal agencies, a community services district and the Native Youth Conservation Corps. Presuming that the grant period will begin on October 1, 2013 activities will be wrapped up by September 30, 2016.

### Grant Administrator and Grant Recipients

TSF will serve as the fiscal administrator for the proposal. Established in 2001 as a community foundation for the Sierra Nevada TSF has extensive experience in grant management as well as working in collaborative partnerships around specific projects. For example, TSF recently completed a \$1.3 million trail and bridge project in Nevada City working with nearly a dozen partners, bringing the project in on-time and on-budget. Another \$1.3 million in grants to build a second bridge and trail system and acquire property for Nevada City was just awarded to TSF by the California Resources Agency River Parkways Program.

Each of the agencies and organizations participating in this proposal is an eligible entity with grant experience. Each of these grant recipients are responsible for cost matching required under the grant.

### **Oversight and Coordination**

Organizations participating in this grant will form a subcommittee of CABY that will meet or have conference calls quarterly, or more frequently if needed, to review progress/quarterly reports, grant reimbursement or invoicing issues, and resolve outstanding matters. The Committee would at a minimum include a TSF grant manager, plus one designated representative for each participating entity.

### **Implementation Agreements**

An implementation agreement between TSF and each participating entity will be established to ensure that matching funds are committed to and all pertinent grant conditions are satisfied, which will reduce risk exposure to TSF in executing a grant agreement with the State on behalf of the participants.

Each of the agreements will have similar general conditions and then be tailored to the specific funding and grant requirements particular to each project. Generally, the implementation agreements would be controlling with respect to issues affecting a specific project whereas the Oversight & Coordination Committee would be looking at issues affecting implementation of the entire suite of projects.

This work plan for grant administration is the best estimate of expected activities at the outset of the grant. In an undertaking as complex as this, with multiple projects of varying type and schedule funded from a single grant, unexpected issues or complications may arise during the grant period. The participants reserve the ability to modify the scope or budget to best meet administrative needs during the grant term, subject to approval by DWR.

If any of the funding allocated to administration is not needed for that purpose the project participants strongly favor redirecting this funding to expansion of other projects covered by the grant rather than reducing the total grant amount. The Oversight and Coordination Committee will review and agree on any proposal to change funding allocations among grant funded activities before submittal to DWR for review.

### **Project Administrative Tasks**

Based on conversations with the Department of Water Resources staff, Grant Administration is presented as a Project in order to account for the costs associated with grant administration.

## **TASK 1: DIRECT PROJECT ADMINISTRATION**

### **Subtask 1.1: Establish & Implement Administration and Management Protocols**

This task involves legal review of the proposed State grant agreement, coordinating with participating entities, negotiating final terms, and attaining TSF Board approval for the grant agreement. It includes fiscal management activities including finalizing work plans, and developing, managing and disseminating project information. Each participating agency will be expected to execute an implementation agreement before reimbursement is distributed. At minimum, each Implementation Agreement will cover standard formatting for reporting progress and requesting reimbursement, dispute resolution, and other conditions specified in the Grant Agreement between TSF and DWR. Finally this project includes coordinating with the DWR grant manager, and trouble-shooting any project financial, legal or administrative issues that may arise out of project implementation.

**Subtask 1.2: Project Accounting & Project Oversight**

The Sierra Fund will establish reporting protocols to ensure consistent and timely reporting to DWR of project activities and finances. Quarterly progress reports will include a narrative of accomplishments of the project as well as a summary of challenges experienced and how they were managed, and photos, data, or other information developed as part of the project activities.

Quarterly financial reports will include copies of all invoices paid, an accounting of funds used and funds remaining, and requests for any needed budget changes will be made in advance of any budget change approvals. The Sierra Fund will also submit final financial and project reports at the end of the project.

**Subtask 1.3: Labor Compliance**

Prior to awarding any contract for public works The Sierra Fund will create and submit to Department of Water Resources (DWR) a Labor Compliance Program that meets the standards set in Labor Code Section 1771.5(b). This Labor Compliance Program will become an obligation of The Sierra Fund and any sub-recipients under the terms of the grant agreement with the DWR.

This Labor Compliance Program will consider all relevant labor codes and the applicability of prevailing wage laws in developing the Budget as explained in Section IV of the 2012 Guidelines.

**Subtask 1.4: Coordination with partner agencies and organizations**

The Sierra Fund will establish sub-agreement contracts and/or MOUs with project partners, which will include reporting protocols for partners to ensure consistent and timely reporting of activities and finances.

The Sierra Fund will maintain active communication with partners on this collaborative project using two methods: semi-annual project partner meetings to ensure smooth coordination and allow for any needed time or activity adjustments; and regular reporting with point-person at each project partner organization or agency using email to ensure that project partners are kept informed about each other's activities, challenges and successes.

Quarterly project and financial reports will be circulated to the partners in this collaborative. Additionally, a list of project partners and others interested in receiving regular information about project progress will be maintained and used for distribution of the meeting announcements and emails.

**Subtask 1.5: Development of Financing**

This task includes the identification of the means of cost share for each project, and providing documentation of the local cost shares.

**Subtask 1.6: Field Verification**

Periodic job site visits will be conducted to verify progress on projects, particularly at the final inspection with DWR, which is a condition of successfully completing a project and subsequent release of retained funds.

Task	Task Title	Deliverables
1	<b>Direct Project Administration</b>	
1.1	Administration and Management Protocols	<ul style="list-style-type: none"> <li>• Finalized DWR Contract</li> <li>• Finalized Workplan and Budget</li> <li>• Finalized Subcontracts and Implementation Agreements</li> <li>• Financial and Performance Reporting Systems established</li> <li>• Management Systems in place</li> </ul>
1.2	Grant Accounting and Oversight	<ul style="list-style-type: none"> <li>• Established Accounting Systems and Invoicing Protocols</li> <li>• Quarterly Financial report</li> <li>• Quarterly Project Reports</li> <li>• Final Financial Report</li> <li>• Final Grant Report</li> </ul>
1.3	Labor Compliance	<ul style="list-style-type: none"> <li>• Submission of Labor Compliance Program</li> </ul>
1.4	Coordination with partner agencies	<ul style="list-style-type: none"> <li>• List of project partners and contacts</li> <li>• List of additional interested partners and individuals</li> <li>• Semi-annual meeting agendas and action minutes</li> <li>• Project reports to/from partners sent via email</li> </ul>
1.5	Development of Financing	<ul style="list-style-type: none"> <li>• Documentation of local cost share</li> </ul>
1.6	Field Verification	<ul style="list-style-type: none"> <li>• Project photographs and materials documenting progress</li> </ul>