



State of California - Natural Resources Agency
 DEPARTMENT OF FISH AND WILDLIFE
 P.O. Box 944209
 Sacramento, CA 94244-2090
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
CHARLTON H. BONHAM, Director



**PROPOSITION 1 WATERSHED RESTORATION GRANT PROGRAM
 EASTERN SIERRA PACE & SCALE ACCELERATOR
 GRANT AGREEMENT NUMBER – QXX96XXX**

GRANTOR: State of California, acting by and through the
 California Department of Fish and Wildlife
 P.O. Box 944209
 Sacramento, CA 94244-2090

GRANTEE: Eastern Sierra Council of Governments
 377 West Line Street
 Bishop, CA 93514

SECTION 1 – LEGAL BASIS OF AWARD

The California Department of Fish and Wildlife (CDFW or Grantor) developed the Watershed Restoration Grant Program(s) in response to the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1). Proposition 1 amended the California Water Code (CWC) to add Section 79737, authorizing the Legislature to appropriate funds to CDFW to fund multi-benefit ecosystem and watershed restoration and protection projects.

Pursuant to Fish and Game Code Section 1501.5(b), Grantor is authorized to enter into this grant agreement (Agreement) and to make an award to Eastern Sierra Council of Governments (Grantee) for the purposes set forth herein. Grantee accepts the grant on the terms and conditions of this Agreement. Accordingly, Grantor and Grantee (Parties) hereby agree as follows:

SECTION 2 – GRANT AWARD

2.01 Grant: In accordance with the terms and conditions of this Agreement, Grantor shall provide Grantee with a maximum of \$3,384,269 (Grant Funds) to financially support and assist Grantee's implementation of Eastern Sierra Pace & Scale Accelerator (Project).

2.02 Term: The term of this Agreement is September 1, 2021, or upon Grantor approval, whichever is later, through March 15, 2025 (Agreement Term).

SECTION 3 – ELIGIBLE USES OF GRANT

Only Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law, and made in accordance with this Agreement are eligible for reimbursement from the Grant Funds.

QXX96XXX

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SECTION 4 – GRANTEE’S REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to Grantor as follows:

- 4.01 Existence and Power:** Grantee is a public entity, validly existing and in good standing under the laws of California. Grantee has full power and authority to transact the business in which it is engaged and full power, authority, and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.
- 4.02 Binding Obligation:** This Agreement has been duly authorized, executed, and delivered on behalf of Grantee and constitutes the legal, valid, and binding obligation of Grantee, enforceable in accordance with the Agreement’s terms.

SECTION 5 – GENERAL TERMS

- 5.01 Purpose:** This Agreement is entered into by the Parties for the purpose of providing financial support to Grantee to complete the Project, specifically the activities identified within Section 6 - Project Statement.
- 5.02 Project:** Grantee shall complete the Project as set forth in Section 6 - Project Statement.
- 5.03 General Grant Provisions:** Public Entities General Grant Provisions (Exhibit 1.a), [OR] Non-Public Entities General Grant Provisions (Exhibit 1.b) is attached hereto and made a part of this Agreement.
- 5.04 Amendments; Budget Revisions:** Grantee shall submit any request to amend any term of this Agreement in writing to the CDFW Grant Manager. Grantee must include an explanation of and justification for any such request. This Agreement may only be amended in accordance with Section 2 of Exhibit 1.a, except that the CDFW Grant Manager may approve via email proposed revisions to the Budget (as defined in Section 9.01) to shift budgeted funds between existing line items or categories when those proposed revisions meet all of the following requirements:
- Are consistent with the purpose, objectives, and description of the Project as detailed in Section 6 - Project Statement;
 - Do not increase the total amount of Grant Funds;
 - Do not, in the aggregate, transfer more than 10% of the Grant Funds excluding Budget revisions previously approved by the CDFW Grant Manager;
 - Are not retroactive in effect.
- 5.05 Acknowledgement of Credit:** Grantee shall include signage, to the extent practicable, informing the public that the Project received funds through the California Department of Fish and Wildlife from the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1, CWC § 79707) Further, Grantee shall include appropriate acknowledgement of credit to the Watershed

QXX96xxx

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Restoration Grant Program and its implementing agency, the California Department of Fish and Wildlife, for Grantor's financial support when using any data and/or information developed under this Agreement (e.g., in posters, reports, publications, presentations).

SECTION 6 – PROJECT STATEMENT

6.01 Introduction: The purpose of the Eastern Sierra Pace & Scale Accelerator is to conduct environmental analyses for the Eastern Sierra Climate & Communities Resilience Project (ESCCRP), a landscape-scale forest restoration project. Existing conventional approaches to environmental review are not working in this region. The United States Forest Service (USFS) does not anticipate having adequate personnel to complete environmental review for the ESCCRP. In order to keep pace with current and growing needs forest wide, this project was developed. Furthermore, contracting with large out-of-area environmental consulting firms is prohibitively expensive, puts additional burdens on the agency, often yields sub-par NEPA documents, and further slows the pace of projects due to exhaustive fundraising required. The Eastern Sierra Pace & Scale Accelerator will work to overcome these obstacles by working to build the local capacity to accomplish the work. This project will create an Interdisciplinary Team (IDT) that will conduct third party NEPA for the ESCCRP. The ESCCRP and the IDT are key components that address both forest restoration pace and scale needs of the eastern Sierra.

6.02 Objectives: Specific objectives of this Project are to:

- Streamline environmental planning to ensure more efficient and effective vegetation management implementation in the Eastern Sierra
- Environmental Assessment for 55,000 acres of project area
- Survey data and associated reports for 10,000 priority acres within the ESCCRP
- Facilitate and complete NEPA
- Create and improve Monitoring Plan for the ESCCRP
- Map priority areas for future implementation work
- Confirm CEQA Lead Agency and prepare total ESCCRP area for CEQA
- Plan for Long term financial security for the ESCCRP

6.03 Project Description:

6.03.1 Location: [Grantee will implement the Project **(for implementation projects) OR (for planning projects)** The Project is located on approximately 55,000 acres of privately-owned **and** publicly-owned land located at 37.639590, -118.966360 in Mono and Madera County, California (Project Site).

6.03.2 Materials and Equipment: Property acquisitions and equipment purchases must comply with Section 21 of Exhibit 1.a. All materials and

QXX96xxx
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equipment are included in subcontractor costs or will be provided as cost share by Grantee.

- 6.03.3 Project Implementation:** Consistent with Grantee’s proposal for the Project, Project Management subcontractor will complete the following tasks in accordance with Section 6.03.6 – Schedule of Due Dates and Deliverables:

Task 1 – Project Management and Administration

ESCOG Personnel & Project Management will work together to provide technical and administrative services associated with implementation of the Project, including managing this Agreement, assuring all permits are finalized, administering subcontracts, invoicing and payments, drafting and finalizing progress and final reports, and data management.

Subtask 1.1 – Data Management

Project Management will coordinate data management activities. Grantee shall submit a Data Management Plan. The CDFW Grant Manager will provide Grantee the Data Management Plan form upon request.

Project Management subcontractors, Environmental Planning subcontractors and the project implementation subcontractors are responsible for ensuring that Project data are collected using peer-approved methods, undergo a quality control and accuracy assessment process, include metadata that meet CDFW’s minimum standards (<https://www.wildlife.ca.gov/Data/BIOS/Metadata>) and include documentation of the methods and quality assessments utilized, and are properly stored and protected until the Project has been completed and data have been delivered as required under this Agreement.

All scientific data collection efforts are required to include metadata files or records indicating at a minimum:

1. Who collected the data;
2. When the data was collected;
3. Where the data was collected;
4. How the data was collected (description of methods and protocols);
5. The purposes for which the data was collected;
6. Definitions of variables, fields, codes, and abbreviations used in the data, including units of measure;
7. The terms of any landowner access agreement(s), if applicable;
8. References to any related CDFW permits or regulatory

actions;

9. Peer review or statistical consultation documentation; and
10. Data licensing and disclaimer language.

All data and associated metadata collected by or created under this Agreement are a required deliverable of this Agreement. All data deliverables should be budgeted for and included in the Project timeline as a part of this Agreement. A condition of final payment on this Agreement shall include the delivery of all related data assets. Geospatial data must be delivered in an industry-standard geospatial data format where applicable and documented with metadata in accordance with the CDFW Minimum Metadata Standards.

Data related to observation, occurrence or distribution of state or federal special status species or California Native Plant Society listed species shall be reported to the California Natural Diversity Database (CNDDDB) using the online field survey form or other digital method.

Water quality data generated by the Project will be collected in a manner that is compatible and consistent with the California Environmental Data Exchange Network (CEDEN, <http://www.ceden.org/>) (CWC § 79704). Grantee shall upload relevant data to CEDEN and provide a receipt of successful data submission, generated by CEDEN, to the CDFW Grant Manager prior to submitting a Final Invoice.

Task 2 - Interdisciplinary Team (IDT)

Project Management will oversee all subcontractors. The interdisciplinary team will be built by the Project Management subcontractor and Environmental Planning subcontractor, in partnership with the Inyo National Forest IDT team. The INF will mentor and work with the Interdisciplinary Team (IDT) to ensure early alignment. The INF will provide content and review of position descriptions, help recruit, and make hiring recommendations for IDT members. Once the IDT is hired, the INF will mentor, help train and support team building, to optimize the new IDT and INF IDT alignment. Grantee and INF will ensure that continued collaboration with the Inyo National Forest IDT occurs.

Task 3 –Surveys and Permits

Project Management and Environmental Planning subcontractors will be overseeing and working with INF to schedule and conduct surveys. Environmental Planning subcontractor will determine applicable Inyo National Forest land and resource management plan components and review for compliance and development of project

QXX96xxx
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design features for all assessments and surveys to be conducted. Environmental Planning subcontractor will use the data and research gathered to recommend project design features or proposed action modifications or alternatives. The INF will provide a forester to cover the silvicultural survey and reporting requirements contained within this project scope.

Subtask 3.1 - Botanical Assessment

Project Management and Environmental Planning subcontractors will submit the Botanical Assessment to the Grantee for submission to CDFW which will include but not limited to:

- Review known information about at-risk species habitat;
- Conduct vegetation mapping, biological surveys, and habitat assessments in priority areas;
- Prepare a Summary Survey Report and GIS---based maps;
- Prepare a Draft Analysis of At-risk Plants including habitat evaluation; and
- Prepare a Weed Risk Assessment Report and determine weed spread mitigations.

Subtask 3.2 - Archaeological Assessment

The Project Management and Environmental Planning subcontractors will obtain archaeological research permit from the Forest Service.

Grantee will:

- Survey priority areas that do not have existing up-to-date records. Record sites utilizing “Historic Property Recording Specifications”;
- Record all newly discovered prehistoric, ethnographic, and historical heritage resources encountered within and directly adjacent to the project area(s);
- Re-record or supplement existing site records as needed based on discrepancies, alterations and impacts observed;
- Record all heritage resource sites using State Historic Preservation Office (DPR-523) site forms; and
- Use USFS Region 5 standards to record all site boundaries (resource-grade Global Positioning System (GPS), no recreational GPS units will be allowed).

Grantee will then assign CA State Trinomial numbers for all sites in project area for inclusion in the Final Report. Grantee will Draft Project Effects Analysis Report. In-Situ Artifact Recording

QXX96xxx
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procedures will be followed during both inventory and site recording activities. Grantee will oversee subcontractor Forest Service who will consult with the State Historic Preservation Office (SHPO) for concurrence on eligibility and effects findings.

Subtask 3.3 - Silvicultural Assessment

The USFS will complete timber stand examinations and summary report of findings. As well as completing fire behavior modeling using a variety of fire modeling tools (Pyrogence, FlamMap, Behave) and summary report of findings. Develop Draft Silvicultural Prescription based on findings and Draft Project Effects Analysis Report.

Subtask 3.4 - Wildlife Habitat Assessment

The Project Management and Environmental Planning teams will review known information about at-risk species habitat in the project area. Grantee will conduct habitat mapping, wildlife surveys, and habitat assessments to the level necessary, to include State listed species as necessary preparation for CEQA. As well as oversee the USFS who will consult with the US Fish and Wildlife Service to produce a Biological Opinion for species with Federal status.

The Project Management and Environmental Planning teams will submit to the CDFW Grant Manager the following:

- Summary Survey Report and Geographic Information System (GIS)---based maps.
- Draft Analysis of Species of Conservation Concern, which will include habitat evaluation
- A Draft Biological Assessment for species with Federal status, including threatened, endangered, or proposed threatened or endangered
- Biological Opinion

Subtask 3.5 - Recreation Assessment

The Project Management and Environmental Planning teams use existing GIS and other information to identify recreational facilities and activities within the project area. Grantee will be responsible to ensure public outreach regarding recreational concerns to the local communities and visitors. The Project Management and Environmental Planning teams will identify facilities and/or activities that have the potential for beneficial or adverse effects from wildfire as well as possible effects to the Project. Project Management will submit to CDFW Grant Manager a Recreational Effects Analysis for the project.

Subtask 3.6 – Environmental Assessment, Conduct NEPA Scoping & Facilitate Decision Process

The Project Management and Environmental Planning teams will oversee and complete all necessary actions to produce National Environmental Policy Act (NEPA) compliance documents for review and finalization by the Inyo National Forest Responsible Official. The Project Management team's role will include facilitation of stakeholder group public engagement, scoping, comment period, and tribal consultation. Public and tribal participation for NEPA compliance is the responsibility of INF Responsible Official. The Project Management and Environmental Planning teams will work with the INF to complete a Draft Environmental Assessment (EA) and Finding of No Significant Impact (FONSI) document for public comment, to allow the INF Responsible Official to determine whether there are possible significant or unknown effects that would require an Environmental Impact Statement (EIS). If a FONSI cannot be completed, and an EIS is required, any necessary additional funding needed will be obtained outside this grant and will be an in-kind match for this grant. Grantee will work with the INF to finalize all NEPA compliance documents and facilitate the public participation and notification process for the final decision.

The Project Management and Environmental Planning teams will submit all draft and final copies of NEPA documents to the CDFW Grant Manager.

Task 4 - Prepare Eastern Sierra Climate & Communities Resilience Project (ESCCRP) for Implementation

The Project Management Team will oversee the Implementation Subcontractor Implementation Prep, who will work on the following Subtasks to ensure the ESCCRP is ready for implementation once the NEPA planning is complete.

Task 5 - Preparations for CEQA Planning Needs

Based off private lands identified for inclusion, as well as to prepare Federal lands to be eligible for future State grant funds, ESCOG Personnel, the Project Management team and Environmental Planning Team would assess additional CEQA planning needs, work with partners to identify an appropriate lead agency for CEQA, review current legislation to identify CEQA planning needs for Federally owned property, prepare a draft budget for CEQA planning needs for ESCCRP, and identify funding opportunity to support CEQA

QXX96xxx
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compliance work as needed. The Project Management subcontractor will submit to CDFW Grant Manager CEQA Lead Agency documentation, maps of non-federal lands to be included in ESCCRP, and a Draft Scope and Budget for CEQA planning.

Task 6 - Monitoring Plan

The Project Management team, in partnership with the INF ID Team and the Implementation Preparation team, will establish additional baseline monitoring requirements, in addition to the already established monitoring in the INF Land Management Plan. Grantee will work with partners to maximize the learning opportunity the ESCCRP provides. The Project Management team will work with INF to determine how the standard monitoring required covers the project area and develop a Monitoring plan that will include but is not limited to:

- Identify established protocols and monitoring efforts by partners, adjacent landowners, and collaborating agencies.
- Work with Project Management and Project Implementation subcontractors and INF ID Team to implement Monitoring Guidance.
- Ensure the monitoring developed is within technical, financial, and staffing capability of the INF and partners.
- Develop performance measures to be included with Monitoring Plan.

The Project Management team will work with the INF and Implementation Prep subcontractor to determine what additional monitoring specific to this project will be required under the terms of the INF Land Management Plan. The Project Management team will work with United States Forest Service (USFS) (in-kind) and academic researchers to develop monitoring protocols.

Task 7 - Education & Outreach

The Project Management and Implementation Preparation teams will work with the Education & Outreach Coordinator to prepare and implement the Ad Hoc team workplan. This coordinator will also work with Regional Forest and Fire Capacity Planning (RFFC) Program and ESCCRP stakeholders to develop outreach and education strategy for the ESCCRP. Grantee will create printed materials and media content which will include but not limited to:

- Fliers and mailings
- Dedicated project social media and web content
- All content will be translated into Spanish

QXX96xxx

EASTERN SIERRA COUNCIL OF GOVERNMENTS

- The Education and Outreach staff including in the Implementation Team budget will prepare an Outreach and Education workplan during Phase 1 of the project that will be submitted to CDFW

The Project Management and Environmental Planning teams will hold real time group chats adapted for various target audiences and scientific lectures focused on forest restoration aimed at both residents and visitors. The Project Management team will submit to the CDFW Grant Manager all final copies of education and outreach documents.

Task 8 Local Workforce Development

The Project Management and Implementation Planning teams will meet with local contractors and community leaders to identify business opportunities to meet the pace and scale needs of the ESCCRP. Grantee will develop a Local Workforce Matrix that will but is not limited to:

- Identify State and local assistance programs to aid in business expansion.
- Develop, with Subcontractor INF ID team, long term fuels contracts to incentivize investments by local businesses.
- Work with local tribes to develop workforce programs.
- Identify contractors for implementation work based on the ESCCRP

The Project Management team will submit to the CDFW Grant Manager a copy of the finalized Local Workforce Matrix.

Task 9 - Finance & Marketing Plan

The Project Management team, in partnership with the Project Implementation Team, will develop a Long Term Financial and Marketing Plan for ESCCRP. Project Management and the Implementation team will oversee Subcontractor INF and LADWP expand ecosystem services pilot project to include the Upper Owens River Watershed fuels work within the ESCCRP. This pilot project, formally adopted in June 2021 between the Los Angeles Department of Water and Power (LADWP), National Fish and Wildlife Foundation (NFWF) and the United States Forest Service (USFS) is the first-of-its-kind partnership in the Eastern Sierra. The pilot program consists of numerous projects aimed at improving forest resiliency, increasing carbon capture, decreasing wildfires, and enhancing wildlife habitats and watersheds in the Eastern Sierra in recognition of the importance of Inyo National Forest lands to the City of Los Angeles The Project

QXX96xxx

EASTERN SIERRA COUNCIL OF GOVERNMENTS

Management team and Implementation Prep Team will work with local water district, fire district and Town Council to identify development of local measures or similar tools which will be used to support fuels management. Grantee will identify funding support ESCCRP long term by working with the Chamber of Commerce to create a program from which local businesses can support implementation of the ESCCRP. In addition, the Project Management, and the Project Implementation teams will work with Mammoth Mountain Ski Area and Southern California Edison to identify appropriate investments from those entities based on benefits received.

6.03.4 Schedule of Due Dates and Deliverables:

<u>Task</u>	<u>Description</u>	<u>Deliverables</u>	<u>Estimated Completion Dates</u>
1	Project Management and Administration	Quarterly Progress Reports	Due within 30 days following each calendar quarter (March, June, September, December) following grant execution.
		Quarterly, Invoices	Due within 30 days following each calendar quarter (March, June, September, December) after grant execution.
		Copies of Executed Subcontracts	With following Quarterly Progress Report upon completion
		Submit Data Management Plan Submit Project Description Data to EcoAtlas Project Tracker Submit Project Data	

**QXX96XXX
EASTERN SIERRA COUNCIL OF GOVERNMENTS**

<u>Task</u>	<u>Description</u>	<u>Deliverables</u>	<u>Estimated Completion Dates</u>
		Draft Final Report	2/1/2025
		Final Report	3/1/2025
		Project Close-out Summary Report	3/15/2025
		Final Invoice	4/30/2025
2	[Task Name]		[Insert Date]
3	[Task Name]		[Insert Date]
4	[Task Name]		[Insert Date]

SECTION 7 – CONTACTS

A point of contact may be changed at any time by either party by providing a 10 day advance written notice to the other party. The Parties hereby designate the following points of contact during the Agreement Term:

CDFW Grant Manager:		Grantee Project Manager:	
Name:		Name:	Elaine Kabala
Title:		Title:	Executive Director
Address:		Address:	377 West Line Street
Phone:		Phone:	323-652-0390
Email:		Email:	ekabala@escog.ca.gov

Direct all administrative inquiries to:

CDFW Grant Coordinator:		Grantee Project Coordinator:	
Name:		Name:	Elaine Kabala
Title:		Title:	Executive Director
Address:		Address:	377 West Line Street
Phone:		Phone:	323-652-0390
Email:		Email:	ekabala@escog.ca.gov

SECTION 8 – REPORTS

8.01 Progress Reports: Grantee shall submit **quarterly**, progress reports that comply

QXX96xxx

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with the requirements below to the CDFW Grant Manager. The CDFW Grant Manager will provide Grantee with progress report templates.

Requirements:

1. Grantee name, the Project title, this Agreement number, and dates progress report covers;
2. Activities and tasks performed and/or completed, a summary of progress to date including progress since the last report, and a brief outline of upcoming work scheduled for the subsequent quarter;
3. Documentation of all subcontractor activities;
4. Updates on progress towards meeting Project objectives, output and outcome performance measures;
5. Document delivery of any intermediate work products;
6. Costs incurred during the subject period, total of costs incurred to date, and the remaining balance;
7. Any problems encountered while performing the tasks and proposed solutions, timeline for resolution, and status of previously unresolved problems; and
8. Grantee must submit Quarterly Progress Reports, electronically in PDF or Microsoft Word compatible format and conform to the templates provided by the CDFW Grant Manager.

8.02 Draft and Final Reports: Grantee must submit a draft final report and final report electronically to the CDFW Grant Manager by the dates listed in Section 6.03.6 – Schedule of Due Dates and Deliverables (Draft Final Report and Final Report). The Draft Final Report and Final Report must summarize the life of the Agreement and describe the work and results pursuant to Section 6 - Project Statement. The CDFW Grant Manager will provide Grantee a sample final report template.

8.03 Project Close-Out Summary Report: Grantee must submit a Project close-out summary report to the CDFW Grant Manager in either PDF or Microsoft Word compatible format by the date listed in Section 6.03.6 – Schedule of Due Dates and Deliverables (Project Close-Out Summary Report). Grantee's Project Close-Out Summary Report must summarize the Project's accomplishments consistent with the Watershed Restoration Grants Program goals. Grantee shall include a Final Invoice (as defined in Section 9.02.2 of this Agreement) with the Project Close-Out Summary Report. The CDFW Grant Manager will provide Grantee with a Project Close-Out Summary Report template.

8.04 Document Accessibility: Grantee must submit all documentation required as part of this agreement to the CDFW Grant Manager in a format that meets web content accessibility standards (<https://www.wildlife.ca.gov/Accessibility>).

SECTION 9 – BUDGET AND PAYMENT

9.01 Budget Details and Funding Summary: Grantor will provide an amount not to

QXX96xxx

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exceed \$3,384,269 as detailed in the Line Item Budget Detail (Budget) below. Grantee will provide \$XX,XXX in funds or in-kind services as cost share to complete the tasks described in Section 6 – Project Statement. Other funders will provide up to \$XX,XXX in funds or in-kind services as cost share to complete tasks described in Section 6 - Project Statement. Grantee will provide Grantor accurate records of all cost share with the Final Invoice.

Line Item Budget Detail	
A. PERSONNEL SERVICES	
Administrative Assistant	\$48,000
Executive Director	\$69,750
Legal Counsel	\$6,040
Subtotal Personnel Services	\$123,790
Staff Benefits	\$0
Subtotal Personnel Services	\$123,790
B. OPERATING EXPENSES: GENERAL	
Field Supplies	\$0
Travel (Not to exceed State reimbursement rates)	\$0
Subtotal Operating Expenses: General	\$0
C. OPERATING EXPENSES: SUBCONTRACTORS	
Project Management	\$279,268
Environmental Planning Services	\$2,511,375
Inyo National Forest	\$228,629
Implementation Preparation	\$211,446
Biomass Planning Advancement	\$229,940
Subtotal Operating Expenses: Subcontractors	\$3,460,721
D. OPERATING EXPENSES: EQUIPMENT	
Equipment item	\$0
Subtotal Operating Expenses: Equipment	\$0
E. INDIRECT COSTS	
Indirect Charge Rate XX% (Applies to Sections A + B, and the first \$25K of each subcontractor)	\$49,758
F. GRAND TOTAL (A+B+C+D+E)	\$3,634,269

9.02 Payment Provisions

9.02.1 Disbursements: Grantor will disburse Grant Funds to Grantee not more

QXX96xxx
EASTERN SIERRA COUNCIL OF GOVERNMENTS

frequently than quarterly, in arrears, upon receipt of an original itemized invoice and any required mandatory documentation as identified in Section 6.03.6 – Schedule of Due Dates and Deliverables.

Disbursements will be mailed to the following Grantee address:

Grantee Name:	Eastern Sierra Council of Governments
Attention:	Janet Dutcher
Address:	PO Box 556 Bridgeport, CA 93517

9.02.2 Invoice Documentation: Each invoice for payment must be accompanied by a written description, not to exceed two pages in length, of Grantee’s performance under this Agreement since the time the previous such report was prepared. The report shall describe the types of activities and specific accomplishments during the period for which the payment is being made rather than merely listing the number of hours worked during the reporting period. The report may be in the form of a Quarterly Progress Report. The final invoice must include a budget summary of all cost share expenditures by fund source, as applicable (Final Invoice). The CDFW Grant Manager will provide Grantee with a sample invoice template. The Final Invoice is due in accordance with Section 6.03.6 – Schedule of Due Dates and Deliverables. The invoice package must be submitted through WebGrants to the CDFW Grant Manager.

Requirements: The invoice shall contain the following information:

1. The word “Invoice” should appear in a prominent location at the top of the page(s);
2. Printed name of Grantee on company letterhead;
3. Grantee’s business address, including P.O. Box, City, State, and Zip Code;
4. Name the CDFW Watershed Restoration Grants Branch as the entity being billed;
5. The invoice date and the time period covered; i.e., the term “from” and “to”;
6. This Agreement number and the sequential number of the invoice (i.e., Qxx96xxx-Invoice 1);
7. The invoice must be itemized using the categories and following the format of the Budget;
8. The total amount due. This should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice. The total amount due shall include all costs incurred by Grantee under the terms of this Agreement;
9. The original signature of Grantee; and

QXX96xxx

EASTERN SIERRA COUNCIL OF GOVERNMENTS

10. Grantee must provide supporting documentation for the invoice and actual receipts.

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QXX96xxx
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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of Grantor date set forth below the signature.

AUTHORIZED AGENT FOR GRANTEE

By:
Signature: _____
Printed Name: Elaine Kabala
Title: Executive Director
Date: _____

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

By:
Signature: _____
Printed Name: Matt Wells
Title: Chief, Watershed Restoration Grants Branch
Date: _____

This Agreement is exempt from DGS-OLS approval, per SCM 4.06.

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