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DWR TRIBAL COORDINATION RACI TABLES AND COMPANION MATERIALS

March 27, 2011

List of Contents:

1. Companion Materials
2. RACI Table Example Flow Charts
3. California FloodSAFE RACI Table
4. Central Valley Flood Protection Plan RACI Table
5. Statewide Flood Management Planning Program RACI Table
6. California Water Plan RACI Table
7. Integrated Regional Water Management RACI Table

RACI TABLE COMPANION MATERIALS

DWR Tribal Coordination

March 27, 2011

Table of Contents

1. Intended Use of the RACI Tables	1
2. RACI Definitions	1
3. RACI Flow Charts	2
4. DWR Program Points of Contact and Brief Monthly Coordination Calls	3
5. DWR Correspondence Manual and Protocols	3
6. Financial Assistance and Contracting involving Tribes	3
7. DWR Annual Tribal Events Calendar.....	3
8. DWR Tribal Contacts Database.....	3

1. Intended Use of the RACI Tables

RACI tables are commonly used to clarify relationships when numerous parties are linked to specific work products. They clarify who is responsible, who is ultimately accountable, who must be consulted during the development of a work product, and who must be informed about the development of a work product.

These RACI tables are designed to help DWR coordinate its Tribal engagement and communication efforts across five Programs:

1. California FloodSAFE
2. Central Valley Flood Management Planning (CVFMP)
3. Statewide Flood Management Planning Program (SFMP)
4. California Water Plan (CWP), and
5. Integrated Regional Water Management (IRWM)

2. RACI Definitions

1. **Responsible Party** – This is the DWR person who must ensure that the work gets done.
 - a. In all cases, the Responsible Party is a DWR employee, not a consultant. This is because DWR is the agency charged with implementing these programs, and must be directly represented in interactions with California Native American Tribes.
 - b. **The Responsible Party can assign work to other DWR staff or to consultants.** Many of the programs have consultants play important roles. However, DWR employees remain the Responsible Party.
 - c. A consultant may in turn assign work to a sub-consultant. However, such assignments must be consistent with a sub-consultant scope of work and tasks that have been pre-approved by the DWR Responsible Party. In other words

consultants cannot create new tasks for sub-consultants that DWR has not approved.

2. **Accountable Party** – This is the DWR person at a higher level of authority who is ultimately on the hook if the work is not done correctly or in a timely way, or incurs other criticism. This person oversees the Responsible Party.
3. **Consulted Party (including FAXCT)** – These are DWR staff or executives, or consultants, who should be involved in discussions about how to carry out specific work. These people typically have policy or technical expertise. These people may choose to get significantly involved or play a less active role, but nonetheless should always have the opportunity to provide input on and help craft work products.
 - a. California FloodSAFE and CVFMP have a Functional Area Cross-Coordination Team (FAXCT) dealing specifically with Communication and Engagement. This team facilitates internal program coordination and serves as a clearinghouse and regular venue for discussing any communication and engagement efforts, including those involving California Native American Tribes. For this reason the team is almost always included as a Consulted Party. In some cases where the team has already discussed a topic and the task involves follow-up, it is included simply as an Informed Party.
4. **Informed Party (including FAXCT)** – These are DWR executives or staff, or consultants, who should be informed about a specific work effort. This may mean being informed that a specific request has been received, and/or being informed that a specific request has been addressed or a specific decision has been made.
 - a. For example, when a request arrives for DWR to present at an external conference, the Responsible Party may choose to notify the Informed Party of the request. Once a decision has been made whether to present, the Responsible Party should notify the Informed Party.

3. Role and Support of the Regional Coordinators

The Regional Coordinator in each Regional Office is expected to be the first point of contact for inquiries and outreach tasks involving Tribal engagement in their areas. Coordinators should know about the various program activities that involve Tribes in their areas, and be prepared to route inquiries to the appropriate person if they cannot answer them. The FAXCT Communication and Engagement meetings are a primary venue for sharing information with Coordinators. Program staff are responsible for providing Coordinators with needed information and support in order to respond to inquiries and outreach tasks.

4. RACI Flow Charts

Four generic flow charts are attached at the end of these companion materials, one each for the following topics:

1. Information Requests
2. Correspondence Sent to DWR
3. Invitations to DWR to Attend or Present

4. Announcements and Invitations from DWR to Tribes

These do not correspond directly to every possible situation identified in the RACI tables. They nevertheless provide a sense of the sequencing and flow of action between the Responsible, Consulted, Informed, and Accountable Parties. When relevant they also identify a Signatory.

5. DWR Program Points of Contact and Brief Monthly Coordination Calls

Each program has a designated Point of Contact. Points of Contact can help to answer questions and respond to requests in a timely manner. For non-immediate issues, a brief (30 minute) monthly call will be scheduled to facilitate direct dialogue and coordination across the program's Tribal communication and engagement efforts, particularly issues that affect multiple programs. The calls will be scheduled, planned, and facilitated by the Tribal Coordinator from the Center for Collaborative Policy, CSUS.

6. DWR Correspondence Manual and Protocols

DWR has an existing correspondence manual. This manual should be consulted and used in the design of invitations and correspondence involving California Native American Tribes, including identification of appropriate signatories.

7. Financial Assistance and Contracting involving Tribes

Different programs have different capacities to involve Tribes in their planning, based on their mission and authorizing legislation or bond language. The IRWM program is developing a fact-sheet to answer common questions about how Tribes can get involved with associated planning.

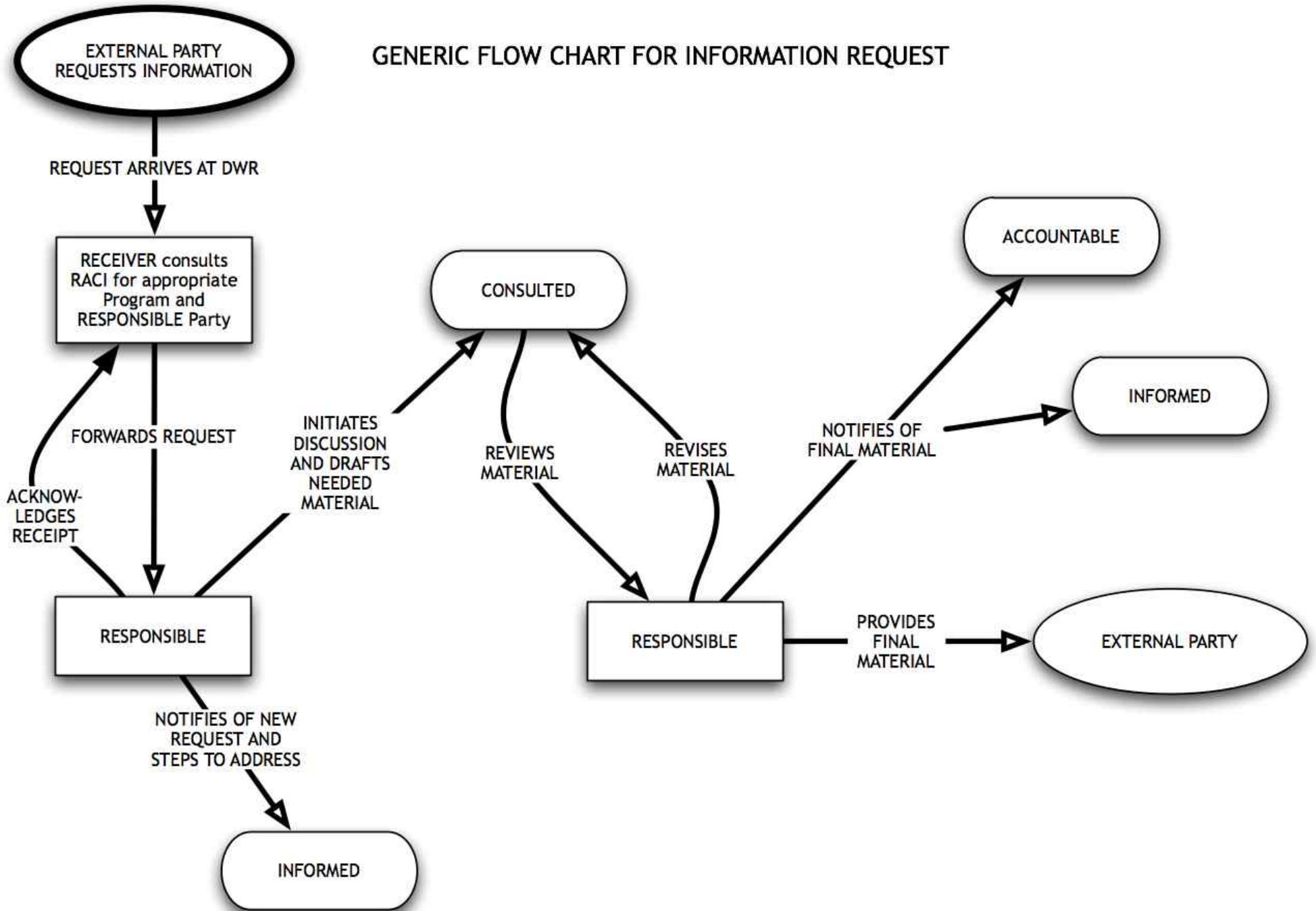
8. DWR Annual Tribal Events Calendar

Some Tribal events occur regularly on an annual basis, for example, the meetings of the U.S. EPA Region 9's Regional Tribal Operations Committee. DWR is planning to develop a list of annual Tribal events, which can help avoid scheduling conflicts, aid advance planning and the attendance approval process, and highlight opportunities for regular communication.

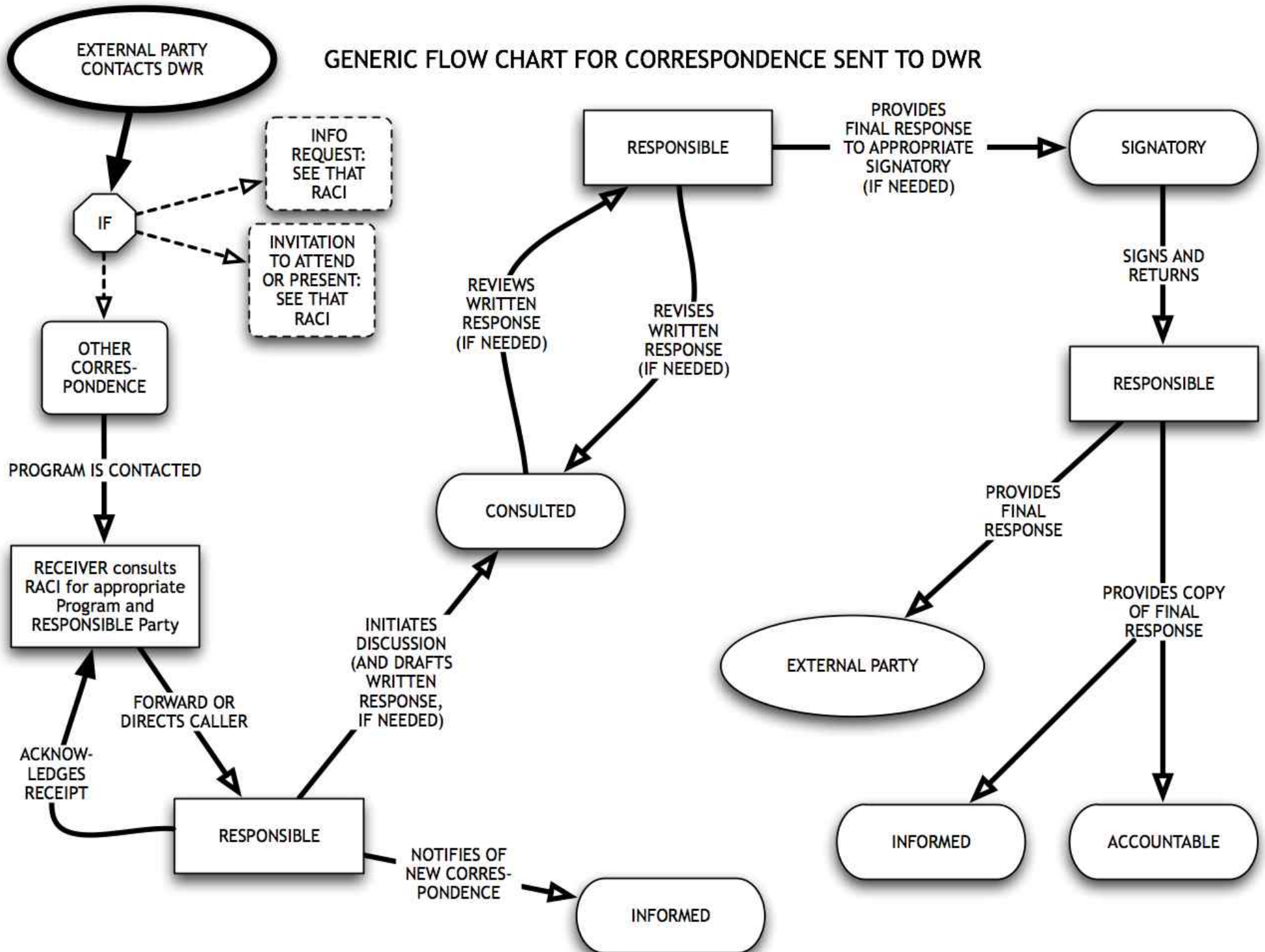
9. DWR Tribal Contacts Database

DWR is planning to develop a common database for Tribal contacts. The database would incorporate the specific needs of individual Programs; provide for flexible searching and outputs that could be used for mailing and other purposes; streamline the updating and management of contact information; and eliminate redundancies.

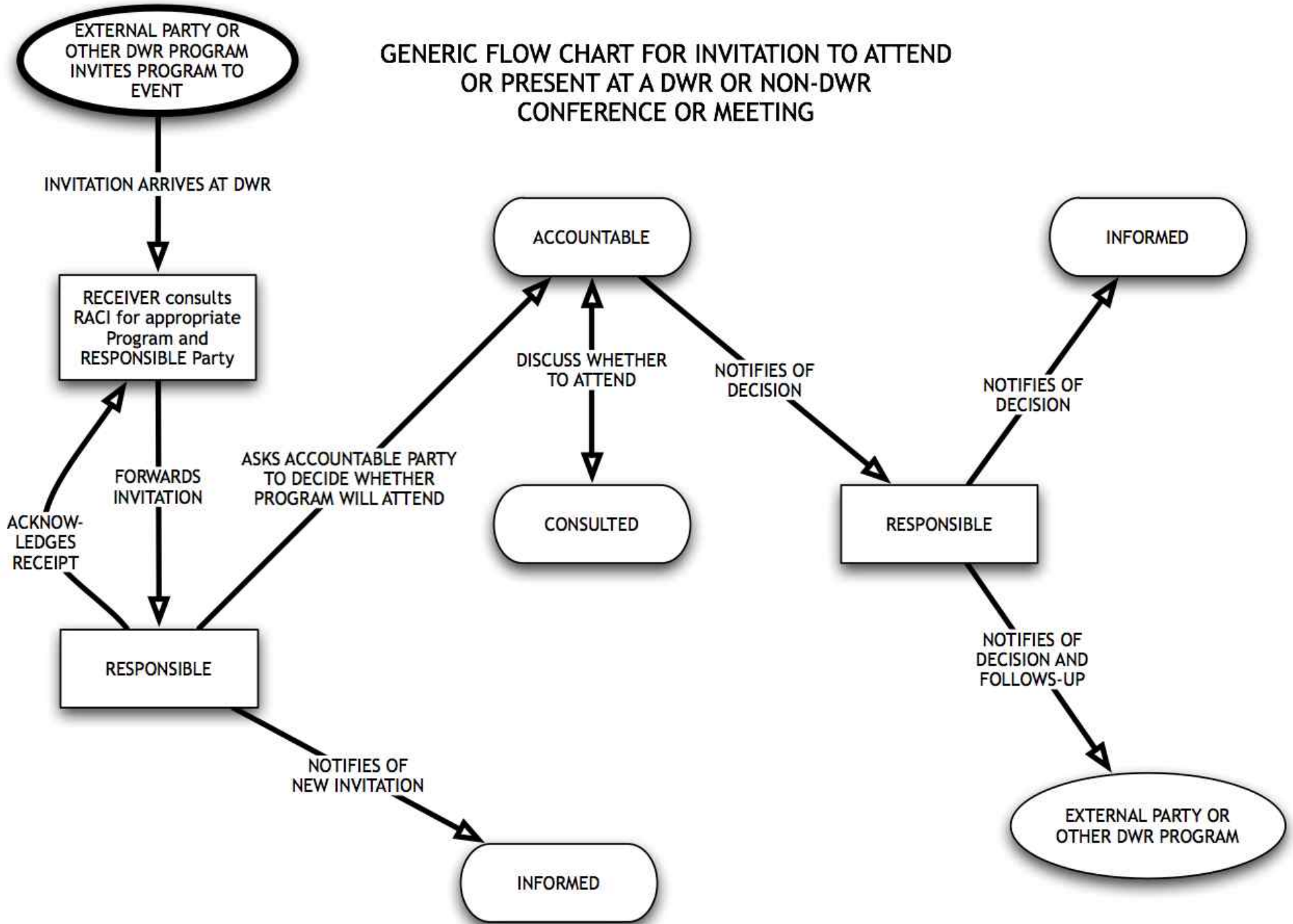
GENERIC FLOW CHART FOR INFORMATION REQUEST



GENERIC FLOW CHART FOR CORRESPONDENCE SENT TO DWR



GENERIC FLOW CHART FOR INVITATION TO ATTEND OR PRESENT AT A DWR OR NON-DWR CONFERENCE OR MEETING



California FloodSAFE		Program Point of Contact (PPOC): FloodSAFE Communications Lead (Cait Plantaric)			
WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED, INCLUDING FAXCT	INFORMED, INCLUDING FAXCT
Information Requests from and Direct Correspondence with a Tribe (see Note below)					
	Writing and sending a response to policy or program questions, or initiating or responding to related correspondence	FloodSAFE Communications Lead (Cait Plantaric)	FloodSAFE Communications Lead (Ann Parkin)	FAXCT Communication & Engagement	Relevant Regional Office Tribal Lead, DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
	Writing and sending a response to data or technical questions, or initiating or responding to related correspondence	FloodSAFE Communications Lead (Cait Plantaric)	FloodSAFE Communications Lead (Ann Parkin)	FAXCT Communication & Engagement, Appropriate Program staff	Relevant Regional Office Tribal Lead, DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
Invitations and Announcements to Tribes					
	Writing and sending a letter or announcement	FloodSAFE Communications Lead (Cait Plantaric)*	FloodSAFE Communications Lead (Ann Parkin)	FAXCT Communication & Engagement, DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	Regional Coordination Lead (Scott Woodland), Relevant Regional Office Tribal Leads, All program points of contact
	Writing and sending a letter or announcement in partnership with another agency (federal or local)	FloodSAFE Communications Lead (Ann Parkin)	FloodSAFE Communications Lead (Ann Parkin)	FAXCT Communication & Engagement, DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	Regional Coordination Lead (Scott Woodland), Relevant Regional Office Tribal Leads, All program points of contact
	Forwarding to other DWR Programs a general email announcement (not tailored to Tribes)	FloodSAFE Communications Lead (Cait Plantaric)*	FloodSAFE Communications Lead (Ann Parkin)	FAXCT Communication & Engagement	Include as cc: Relevant Regional Office Tribal Leads, DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)
Invitations for FloodSAFE to Attend and/or Present at a DWR or Non-DWR Conference or Meeting					
	Approving attendance (by staff or consultant)	FloodSAFE Communications Lead (Ann Parkin)	n/a	DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères), Regional Coordination Lead (Scott Woodland), Relevant Regional Office Tribal Lead(s)	FAXCT Communication & Engagement, All program points of contact
	Writing and sending response to invitation (see Note below)	FloodSAFE Communications Lead (Cait Plantaric)*	FloodSAFE Communications Lead (Ann Parkin)	n/a	n/a
Presentation at a DWR or Non-DWR Meeting					
	Designating speaker	FloodSAFE Communications Lead (Ann Parkin)	n/a	Regional Coordination Lead (Scott Woodland)	FAXCT Communication & Engagement, Relevant Regional Office Tribal Lead(s), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères) All program points of contact
	Preparing speaker	FloodSAFE Communications Lead (Cait Plantaric)	FloodSAFE Communications Lead (Ann Parkin)	CCP Tribal Coordinator (Dorian Fougères) Other Program staff as necessary	n/a

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED, INCLUDING FAXCT	INFORMED, INCLUDING FAXCT
	Developing materials	FloodSAFE Communications Lead (Cait Plantaric)*	FloodSAFE Communications Lead (Ann Parkin)	Appropriate Program staff	n/a
Website, Listserves, and Contacts					
	Posting materials	FloodSAFE Communications Lead (Nikki Blomquist)*	FloodSAFE Communications Lead (Ann Parkin)	n/a	n/a
	Maintenance of listserves	FloodSAFE Communications Lead (Cait Plantaric)*	FloodSAFE Communications Lead (Ann Parkin)	n/a	n/a
	Maintenance of contact database	FloodSAFE Communications Lead (Cait Plantaric)*	FloodSAFE Communications Lead (Ann Parkin)	n/a	n/a
<p>Note: Response format should at minimum be commensurate with request, i.e., written requests receive written responses, telephone and email requests get at least telephone or email responses. Signature level for invitations or in response to information or presentation requests should be at commensurate with the person being invited making the request. (An invitation to Tribal leaders should come from the relevant Deputy Director or higher. Responses to information request from a Tribal leader should be from a division chief or above. Responses to information requests from Tribal staff should be from the Regional Office Tribal Lead or above.)</p>	<p>* Indicates a task that can be designated by the Responsible Party to a consultant. See the Companion Materials for further explanation.</p>				

Central Valley Flood Mgmt. Plan		Program Point of Contact (POC): FloodSAFE Communications Associate (Cait Plantaric)			
WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED, INCLUDING FAXCT	INFORMED, INCLUDING FAXCT
Information Requests from and Direct Correspondence with a Tribe (see Note below)					
	Writing and sending a response to policy or program questions, or initiating or responding to related correspondence	FloodSAFE Communications Associate (Cait Plantaric)	CVFPP Project Manager (Merritt Rice)	FAXCT Communication & Engagement	Relevant Regional Office Tribal Lead DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
	Writing and sending a response to data or technical questions, or initiating or responding to related correspondence	FloodSAFE Communications Associate (Cait Plantaric)	CVFPP Project Manager (Merritt Rice)	FAXCT Communication & Engagement, Appropriate Program staff	Relevant Regional Office Tribal Lead DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
Invitations and Announcements to Tribes					
	Writing and sending a letter or announcement	FloodSAFE Communications Associate (Cait Plantaric)*	CVFPP Project Manager (Merritt Rice)	FAXCT Communication & Engagement, FloodSAFE Communications Lead (Ann Parkin), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	Regional Coordination Lead (Scott Woodland) Relevant Regional Office Tribal Leads All program points of contact
	Writing and sending a letter or announcement in partnership with another agency (federal or local)	CVFPP Project Manager (Merritt Rice)	CVFPP Project Manager (Merritt Rice)	FAXCT Communication & Engagement, FloodSAFE Communications Lead (Ann Parkin), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	Regional Coordination Lead (Scott Woodland) Relevant Regional Office Tribal Leads All program points of contact
	Forwarding to other DWR Programs a general email announcement (not tailored to Tribes)	FloodSAFE Communications Associate (Cait Plantaric)*	CVFPP Project Manager (Merritt Rice)	FAXCT Communication & Engagement	Include as cc: Relevant Regional Office Tribal Leads DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
Invitations for CVFMP to Attend and/or Present at a DWR or Non-DWR Conference or Meeting					
	Approving attendance by staff (or consultant)	CVFPP Project Manager (Merritt Rice)	n/a	FloodSAFE Communications Lead (Ann Parkin), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	FAXCT Communication & Engagement, Regional Coordination Lead (Scott Woodland) Relevant Regional Office Tribal Lead(s) All program points of contact
	Writing and sending response to invitation (see Note below)	FloodSAFE Communications Associate (Cait Plantaric)*	CVFPP Project Manager (Merritt Rice)	n/a	n/a
Presentation at a DWR or Non-DWR Meeting					

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED, INCLUDING FAXCT	INFORMED, INCLUDING FAXCT
	Designating speaker	CVFPP Project Manager (Merritt Rice)	n/a	FloodSAFE Communications Lead (Ann Parkin), Regional Coordination Lead (Scott Woodland)	FAXCT Communication & Engagement Relevant Regional Office Tribal Lead(s) DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères) All program points of contact
	Preparing speaker	FloodSAFE Communications Associate (Cait Plantaric)	CVFPP Project Manager (Merritt Rice)	CCP Tribal Coordinator (Dorian Fougères) Other Program staff as necessary	n/a
	Developing materials	FloodSAFE Communications Associate (Cait Plantaric)*	CVFPP Project Manager (Merritt Rice)	Appropriate Program staff	n/a
Website, Listserves, and Contacts					
	Posting materials	FloodSAFE Communications Associate (Nikki Blomquist)*	CVFPP Project Manager (Merritt Rice)	n/a	n/a
	Maintenance of listserves	FloodSAFE Communications Associate (Cait Plantaric)*	CVFPP Project Manager (Merritt Rice)	n/a	n/a
	Maintenance of contact database	FloodSAFE Communications Associate (Cait Plantaric)*	CVFPP Project Manager (Merritt Rice)	n/a	n/a
<p>Note: Response format should at minimum be commensurate with request, i.e., written requests receive written responses, telephone and email requests get at least telephone or email responses. Signature level for invitations or in response to information or presentation requests should be at commensurate with the person being invited making the request. (An invitation to Tribal leaders should come from the relevant Deputy Director or higher. Responses to information request from a Tribal leader should be from a division chief or above. Responses to information requests from Tribal staff should be from the Regional Office Tribal Lead or above.)</p>		<p>* Indicates a task that can be designated by the Responsible Party to a consultant. See the Companion Materials for further explanation.</p>			

Statewide Flood Mgmt. Png. Program		Program Point of Contact (POC): SFMP Project Support (Hoa Ly)			
WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Information Requests from and Direct Correspondence with a Tribe (see Note below)					
	Writing and sending a response to policy or program questions, or initiating or responding to related correspondence	SFMP Project Manager (Terri Wegener)	SFMP Program Manager (Paul Massera)	CCP Tribal Coordinator (Dorian Fougères)	Relevant Regional Office Tribal Lead, DWR Tribal Liaison (Barbara Cross)
	Writing and sending a response to data or technical questions, or initiating or responding to related correspondence	SFMP Project Manager (Terri Wegener)	SFMP Program Manager (Paul Massera)	Appropriate Program staff	Relevant Regional Office Tribal Lead, DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
Invitations and Announcements to Tribes					
	Writing and sending a letter or announcement	SFMP Project Manager (Terri Wegener)*	SFMP Program Manager (Paul Massera)	FloodSAFE Communications Lead (Ann Parkin), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	CVFMP Project Manager (Merritt Rice), Regional Coordination Lead (Scott Woodland), Relevant Regional Office Tribal Leads, SFMP Executive Facilitator (Lisa Beutler) All program points of contact
	Writing and sending a letter or announcement in partnership with another agency (federal or local)	SFMP Project Manager (Terri Wegener)	SFMP Program Manager (Paul Massera)	FloodSAFE Communications Lead (Ann Parkin), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	CVFMP Project Manager (Merritt Rice), Regional Coordination Lead (Scott Woodland), Relevant Regional Office Tribal Leads, SFMP Executive Facilitator (Lisa Beutler) All program points of contact
	Forwarding to other DWR Programs a general email announcement (not tailored to Tribes)	SFMP Project Manager (Terri Wegener)*	SFMP Program Manager (Paul Massera)	n/a	Include as cc: Relevant Regional Office Tribal Leads, DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)
Invitations for SFMP to Attend and/or Present at a DWR or Non-DWR Conference or Meeting					
	Approving attendance by staff (or consultant)	SFMP Program Manager (Paul Massera)	n/a	FloodSAFE Communications Lead (Ann Parkin), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	Regional Coordination Lead (Scott Woodland), Relevant Regional Office Tribal Lead(s), All program points of contact
	Writing and sending response to invitation (see Note below)	SFMP Project Manager (Terri Wegener)*	SFMP Program Manager (Paul Massera)	n/a	n/a
Presentation at a DWR or Non-DWR Meeting					
	Designating speaker	SFMP Project Manager (Terri Wegener)	n/a	FloodSAFE Communications Lead (Ann Parkin), Regional Coordination Lead (Scott Woodland)	Relevant Regional Office Tribal Lead(s), DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères) All program points of contact
	Preparing speaker	SFMP Project Manager (Terri Wegener)	SFMP Program Manager (Paul Massera)	CCP Tribal Coordinator (Dorian Fougères) Other Program staff as necessary	n/a
	Developing materials	SFMP Project Manager (Terri Wegener)*	SFMP Program Manager (Paul Massera)	Appropriate Program staff	n/a

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Website, Listserves, and Contacts					
	Posting materials	SFMPP Project Manager (Terri Wegener)*	SFMPP Program Manager (Paul Massera)	n/a	n/a
	Maintenance of listserves	SFMPP Project Manager (Terri Wegener)*	SFMPP Program Manager (Paul Massera)	n/a	n/a
	Maintenance of contact database	SFMPP Project Manager (Terri Wegener)*	SFMPP Program Manager (Paul Massera)	n/a	n/a
<p>Note: Response format should at minimum be commensurate with request, i.e., written requests receive written responses, telephone and email requests get at least telephone or email responses. Signature level for invitations or in response to information or presentation requests should be at commensurate with the person being invited making the request. (An invitation to Tribal leaders should come from the relevant Deputy Director or higher. Responses to information request from a Tribal leader should be from a division chief or above. Responses to information requests from Tribal staff should be from the Regional Office Tribal Lead or above.)</p>		<p>* Indicates a task that can be designated by the Responsible Party to a consultant. See the Companion Materials for further explanation.</p>			

California Water Plan		Program Point of Contact (PPOC): CWP Tribal Facilitator (Stephanie Lucero)			
WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Information Requests from and Direct Correspondence with a Tribe (see Note below)	Writing and sending a response to policy or program questions, or initiating or responding to related correspondence	*CWP Tribal Lead/Coordinator (Emily Alejandrino)	CWP Tribal Lead (Kamyar Guivetchi)	DWR Tribal Liaison (Barbara Cross), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler), CWP Tribal Lead (Kamyar Guivetchi)	CWP Program Manager (Paul Massera) CWP Project Manager, (Lew Moeller) CCP Tribal Coordinator (Dorian Fougères) Relevant Regional Office Tribal Lead
	Writing and sending a response to state-wide data or technical questions, or initiating or responding to related correspondence. [NOTE: Most technical questions may be regional in nature and thus forwarded to the relevant Regional Office Tribal Lead].	*CWP Tribal Lead/Coordinator (Emily Alejandrino & Hoa Ly)	CWP Analytical Tools and Data Team Lead (Rich Juricich), CWP Program Manager (Paul Massera)	DWR Tribal Liaison (Barbara Cross), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler),	CWP Program Manager (Paul Massera) CWP Project Manager (Lew Moeller) CWP Tribal Lead (Kamyar Guivetchi) CCP Tribal Coordinator (Dorian Fougères) Relevant Regional Office Tribal Lead
Invitations and Announcements to Tribes	Writing and sending a letter or announcement	*CWP Tribal Lead/Coordinator (Emily Alejandrino)	CWP Tribal Lead (Kamyar Guivetchi)	DWR Tribal Liaison (Barbara Cross), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler), CCP Tribal Coordinator (Dorian Fougères)	CWP Program Manager (Paul Massera) CWP Project Manager, (Lew Moeller) CWP Regional Facilitator (Judie Talbot) Regional Coordination Lead (Scott Woodland) CCP Tribal Coordinator (Dorian Fougères) Relevant Regional Office Tribal Leads All program points of contact
	Writing and sending a letter or announcement in partnership with another agency (federal or local)	* CWP Tribal Lead/Coordinator support (Hoa Ly)	CWP Program Manager (Paul Massera)	DWR Tribal Liaison (Barbara Cross), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler), CWP Tribal Lead (Kamyar Guivetchi)	CWP Program Manager (Paul Massera) CWP Project Manager, (Lew Moeller) CWP Regional Facilitator (Judie Talbot) Regional Coordination Lead (Scott Woodland) CCP Tribal Coordinator (Dorian Fougères) Relevant Regional Office Tribal Leads All program points of contact
	Forwarding to other DWR Programs a general email announcement (not tailored to Tribes)	* CWP Tribal Lead/Coordinator support (Hoa Ly)	CWP Program Manager (Paul Massera)	n/a	Include as cc: Relevant Regional Office Tribal Leads DWR Tribal Liaison (Barbara Cross) CWP Tribal Facilitator (Stephanie Lucero) CCP Tribal Coordinator (Dorian Fougères)
Invitations for CWP to Attend and/or Present at a DWR or Non-DWR Conference or Meeting					

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
	Approving attendance by staff (or consultant)	CWP Project Manager (Lew Moeller)	n/a [Attendance will require employees following DWR approval process]	CWP Tribal Lead (Kamyar Guivetchi), CWP Program Manager (Paul Massera), DWR Tribal Liaison (Barbara Cross), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler),	Regional Coordination Lead (Scott Woodland) CCP Tribal Coordinator (Dorian Fougères) Relevant Regional Office Tribal Lead(s) All program points of contact
	Writing and sending response to invitation (see Note below)	CWP Project Manager (Lew Moeller)*	CWP Program Manager (Paul Massera)	n/a	n/a
Presentation at a DWR or Non-DWR Meeting					
	Designating speaker	CWP Tribal Lead (Kamyar Guivetchi)*	n/a	CWP Program Manager (Paul Massera), CWP Tribal Facilitator (Stephanie Lucero), Regional Coordination Lead (Scott Woodland),	Work Team Lead(s) Relevant Regional Office Tribal Lead(s) DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères) All program points of contact
	Preparing speaker	CWP Tribal Lead (Kamyar Guivetchi)* [Suggested CWP Tribal Facilitator Stephanie Lucero]	CWP Program Manager (Paul Massera)	CWP Tribal Facilitator (Stephanie Lucero), Other Program staff as necessary	
	Developing materials	CWP Tribal Lead/Coordinator (Emily Alejandrino)* †	CWP Program Manager (Paul Massera)	Appropriate Program staff	n/a
CWP Tribal Meetings					
	Meeting planning	CWP Tribal Lead (Kamyar Guivetchi)* [Suggested CWP Tribal Facilitator Stephanie Lucero]	CWP Tribal Lead (Kamyar Guivetchi)	CWP Tribal Lead (Kamyar Guivetchi), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler)	CWP Program Manager (Paul Massera) CWP Project Manager, (Lew Moeller) DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
	Meeting material development	*CWP Tribal Lead/Coordinator (Emily Alejandrino) [Suggested CWP Tribal Facilitator Stephanie Lucero]	CWP Tribal Lead (Kamyar Guivetchi)	CWP Tribal Lead (Kamyar Guivetchi) CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler)	CWP Program manager (Paul Massera) DWR Tribal Liaison (Barbara Cross)
	Meeting packets	*CWP Tribal Lead/Coordinator (Emily Alejandrino) [Suggested CCP Facilitation Support: Judie Talbot]	CWP Project Manager, (Lew Moeller)	CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler)	

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
	Meeting logistics	*CWP Tribal Lead/Coordinator (Hoa Ly/Chas Grant) [Suggested CCP Facilitation Support: Judie Talbot]	CWP Project Manager, (Lew Moeller)	CWP Tribal Facilitator (Stephanie Lucero), CCP Facilitation Support (Judie Talbot, Katie Cox)	CWP Executive Facilitator (Lisa Beutler)
	DWR representative at meetings	CWP Tribal Lead (Kamyar Guivetchi)	CWP Program Manager (Paul Massera)	CWP Tribal Facilitator (Stephanie Lucero)	CWP Executive Facilitator (Lisa Beutler)
	Tracking meeting RSVPs and staffing sign-in table	CWP Administrative Support (Chas Grant)	CWP Project Manager, (Lew Moeller)	CWP Tribal Facilitator (Stephanie Lucero), CCP Facilitation Support (Judie Talbot)	CWP Executive Facilitator (Lisa Beutler)
	Travel coordination and administration	CWP Administrative Support (Chas Grant)	CWP Project Manager, (Lew Moeller)	CWP Tribal Facilitator (Stephanie Lucero)	n/a
Other CWP Tasks					
	Internal training for work with Tribes	CWP Program Manager (Paul Massera)*	CWP Tribal Lead (Kamyar Guivetchi)	CWP Tribal Lead (Kamyar Guivetchi), DWR Tribal Liaison (Barbara Cross), CWP Tribal Facilitator (Stephanie Lucero), CWP Executive Facilitator (Lisa Beutler)	CCP Facilitation Support (Judie Talbot, Katie Cox) CCP Tribal Coordinator (Dorian Fougères)
	Incorporation of Tribal content into CWP, including associated one-on-one meetings with Tribes	CWP Tribal Lead/Coordinator (Emily Alejandrino) [Suggested CCP Facilitation Support: Stephanie Lucero]*	CWP Program Manager (Paul Massera)	Appropriate Program staff and Work Team Leads	CWP Executive Facilitator (Lisa Beutler) CWP Tribal Facilitator (Stephanie Lucero) CWP Project Manager (Lew Moeller), CCP Tribal Coordinator (Dorian Fougères) CWP Tribal Lead (Kamyar Guivetchi),
	General Monetary Resource management	CWP Project Manager (Lew Moeller)	CWP Program Manager (Paul Massera) or above, as needed	CWP Program Manager (Paul Massera) or above, as needed CWP Executive Facilitator (Lisa Beutler)	CWP Tribal Facilitator (Stephanie Lucero) CCP support Judie Talbot CCP Tribal Coordinator (Dorian Fougères) CWP Program Manager (Paul Massera)
	General Issues (Admin Resources) management	CWP Program Manager (Paul Massera) or above, as needed	CWP Program Manager (Paul Massera) or above, as needed	CWP Executive Facilitator (Lisa Beutler), CWP Tribal Facilitator (Stephanie Lucero) DWR Tribal Liaison (Barbara Cross),	DWR Tribal Lead (Kamyar Guivetchi) CWP Project Manager (Lew Moeller) CCP Tribal Coordinator (Dorian Fougères)
Website, Listserves, and Contacts					
	Posting materials	CWP Webmaster (Jennifer Kofoid & Emily Alejandrino)	CWP Project Manager (Lew Moeller)	CWP Tribal Facilitator (Stephanie Lucero)	n/a

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
	Maintenance of listserves	CWP Tribal Lead/Coordinator (Emily Alejandrino) †	CWP Program Manager (Paul Massera)	CWP Tribal Facilitator (Stephanie Lucero)	n/a
	Maintenance of contact database	CWP Tribal Lead/Coordinator (Emily Alejandrino & Chas Grant) †	CWP Program Manager (Paul Massera)	CWP Tribal Facilitator (Stephanie Lucero)	n/a
<p>Note: Response format should at minimum be commensurate with request, i.e., written requests receive written responses, telephone and email requests get at least telephone or email responses. Signature level for invitations or in response to information or presentation requests should be at commensurate with the person being invited making the request. (An invitation to Tribal leaders should come from the relevant Deputy Director or higher. Responses to information request from a Tribal leader should be from a division chief or above. Responses to information requests from Tribal staff should be from the Regional Office Tribal Lead or above.)</p>	<p>* Indicates a task that can be delegated by the Responsible Party to a consultant. See the Companion Materials for further explanation.</p>				
	<p>† indicates a task that can be delegated by the Responsible Party to Administrative Support.</p>				

IRWM including Regional Offices		Program Point of Contact (PPOC): Regional Coordination Lead (Scott Woodland)			
WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Information Requests from and Direct Correspondence with a Tribe (see Note below)	Writing and sending response to financial assistance questions	Headquarters staff*	Financial Assistance Program (Tracie Billington)	Financial Assistance Program staff	Regional Coordination Lead (Scott Woodland)
	Writing and sending response to questions about regional planning efforts from a statewide perspective	Headquarters staff*	Regional Planning Program (Chris McCready)	Regional Planning Program staff	Regional Coordination Lead (Scott Woodland) DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères)
	Writing and sending response to questions about regional planning efforts from a regional perspective	Regional Office Tribal Lead*	Regional Office Chief	If needed: Regional Planning Program staff	n/a
Invitations and Announcements to Tribes	Writing and sending a regional letter or announcement	Regional Office Tribal Lead*	Regional Office Chief	Appropriate Regional Office staff	Regional Coordination Lead (Scott Woodland) CWP Tribal Facilitator (Stephanie Lucero) CWP Regional Facilitator (Judie Talbot) All program points of contact
	Writing and sending a regional letter or announcement in partnership with another agency (federal or local)	Regional Office Tribal Lead	Regional Office Chief	Appropriate Regional Office Staff, Division Chief, DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères)	Regional Coordination Lead (Scott Woodland) CWP Tribal Facilitator (Stephanie Lucero) CWP Regional Facilitator (Judie Talbot)
	Forwarding to other DWR Programs a general email announcement (not tailored to Tribes)	Regional Office Tribal Lead*	Regional Coordination Lead (Scott Woodland)	n/a	Include as cc: DWR Tribal Liaison (Barbara Cross), CCP Tribal Coordinator (Dorian Fougères) CWP Tribal Facilitator (Stephanie Lucero) CWP Regional Facilitator (Judie Talbot)
Invitations for IRWM to Attend and/or Present at a DWR or Non-DWR Conference or Meeting	Approving attendance by staff (or consultant)	Regional Coordination Lead (Scott Woodland)	n/a	Regional Office Chief	DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères) CWP Tribal Facilitator (Stephanie Lucero) CWP Regional Facilitator (Judie Talbot) All program POCs
	Writing and sending response to invitation (see Note below)	Regional Office Tribal Lead*	Regional Coordination Lead (Scott Woodland)	n/a	n/a
Presentation at a DWR or Non-DWR Meeting	Designating speaker	Regional Coordination Lead (Scott Woodland)	n/a	Regional Office Chief	DWR Tribal Liaison (Barbara Cross) CCP Tribal Coordinator (Dorian Fougères) CWP Tribal Facilitator (Stephanie Lucero) CWP Regional Facilitator (Judie Talbot) All program POCs
	Preparing speaker	Regional Office Tribal Lead*	Regional Coordination Lead (Scott Woodland)	CCP Tribal Coordinator (Dorian Fougères) Other Program staff as necessary	n/a
	Developing materials	Regional Office Tribal Lead*	Regional Coordination Lead (Scott Woodland)	Appropriate Division and/or Regional Office staff	n/a

WORK PRODUCT TYPE	SPECIFIC WORK PRODUCT	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
<p>Note: Response format should at minimum be commensurate with request, i.e., written requests receive written responses, telephone and email requests get at least telephone or email responses. Signature level for invitations or in response to information or presentation requests should be at commensurate with the person being invited making the request. An invitation to Tribal leaders should come from the relevant Deputy Director or higher. Responses to information request from a Tribal leader should be from a division chief or above. Responses to information requests from Tribal staff should be from the Regional Office Tribal Lead or above.</p>	<p>* Indicates a task that can be designated by the Responsible Party to a consultant. See the Companion Materials for further explanation.</p>				

Responsibility Assignment – RACI Matrix

Project Title: Climate Change Incorporation into CWP Update 2013

Date: 7-20-11

Project Mgr *EA* 8/11/11
 Project Sponsor *Elissa C. Quirk* 8/22/2011

Project Deliverables	Project Role/Name							Dependent Studies Teams
	Climate Hawks	CWP Work Team Leads	SWAN	Sponsors	CWP Public A/C	Elissa, Project Manager		
Responsibility Assigned								
R = Responsible A = Accountable C = Consulted I = Informed								
CC Vulnerabilities Chart	A	I	----	I	C	R		C
DWR Framework Guidance Document Synopsis	A/R/C	I	C	I	I	A		I or R
DWR Downscaled Data Toolbox Synopsis and Links	A/R/C	I	C	I	I	A		I or R
External Studies' Synopses	R	I	C	I	I	A		I or R
CWP Regional Reports	A/R	A/R	I	I	I	A		C (CCTAG)
CWP Resource Management Strategies	A/R	A/R	I	I	I	A		C (CCTAG)
CWP Highlights and Key Recommendations	A/R	A/R	I	C	I	A		C (CCTAG)
Climate Change Scenarios	C	A/R	C	I	I	C		C (CCTAG)

Responsibility Assignment – RACI Matrix

Project Title: _____

Date: _____

Project Deliverables	Project Role/Name						
	Responsibility Assigned R = Responsible A = Accountable C = Consulted I = Informed						