**Call for ProjEcts FOR THE Ninth Cycle Of the
*TransNet* ENVIRONMENTAL MITIGATION PROGRAM
LAND MANAGEMENT GRANT PROGRAM
species and habitat recovery Grant Application Form**

Grant Application Form and required supplementary materials (hereafter referred to as “proposal”) cannot exceed 12 pages.

|  |  |
| --- | --- |
| Applicant Name[[1]](#footnote-1):  |  |
| Address: |  |
| Phone and Email Address: |  |
|  Name of Property: |  |
| General Location: |  |
| Jurisdiction: |  |
| Total Acres:  |  |
| Estimated Acres Requiring Management: |  |
| Owner(s) of Property[[2]](#footnote-2): |  |
| Land manager(s) of property *(include name[s])*:  |  |
| **Brief Project Summary that includes your primary goal and objectives** *(200-word maximum)* |
|       |
| **Quantify Expected Results** *(add bullets as necessary)* |
|  |
| **Brief Description of dedicated staff and/or consultants that would work on Project** *(200-word maximum)*  |
|  |

**Funding Needs Summary**

Please indicate how much funding is being requested from SANDAG and any matching funding proposed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Requested Funding Amount** | **Proposed Matching Funds\*** | **Description** |
| Personnel Expenses Staff | $ | $ | Includes staff time for non-administrative work on the project |
| Personnel Administrative Expenses | $ | $ | Includes all staff time to administer the contract |
| Consultant Expenses | $ | $ | Includes all costs for consultant services |
| Other Direct Expenses | $ | $ | Includes all equipment, supplies, mileage, etc. |
| Indirect Costs[[3]](#footnote-3) | $ | $ | All indirect charges (e.g., overhead) on the project, if any. |
| **Totals** | **$** | **$** |  |

\*if applicable

Are there matching funds available? [ ]  Yes [ ]  No

|  |
| --- |
| If yes, how are the matching funds assured *(100-word maximum)*? |
|       |

*Attach a letter from the organization/partner that ONLY provides confirmation that they are committed to providing the matching funds proposed for this project. Letters confirming matching funds will not count toward the 12-page limit. (General letters of support not related to commitment of matching funds will NOT be accepted and will NOT be considered as part of the proposal).*

**PROJECT PROPOSAL**

The proposal will include (A) the purpose of the project, (B) the scope of work by tasks, (C) the proposed budget, including matching funds, by task, and (D) a schedule for each task. Applicants must clearly identify their proposed tasks in the scope of work, funding requested for each task (please identify staff hours and cost separately from consultant costs), start and end dates of the tasks, and deliverables. *Applicants are encouraged to identify phasing and prioritization of tasks in their proposal in case full funding for the project is not available.*

**A. Project Purpose**

Address the following in the proposal:

1. Describe the proposed management activity(ies) and how it relates to the Management Strategic Plan (MSP) for Conserved Lands in Western San Diego County. Is there current management occurring or has past management occurred on the property (please describe)? If the proposed management activity is based on the results from past field inspections of the species occurrence, describe the conditions and management needs identified and whether or not the data has been provided to the San Diego Management and Monitoring Program. If implementing fire management actions, describe the management technique being used and whether a fire plan currently exists.
2. Which MSP species and their habitats will benefit from the proposed management activity? Which specific MSP objective(s) and action(s) will be implemented? Name the specific MSP species occurrence(s) to benefit from the management activity, if applicable.
3. To be eligible for funding, the proposed project must be within the MSP area. In which Management Unit is the project located? *(Attach a map)*
4. Describe the stressors and/or threats to the MSP species and their habitats in the project area that will be addressed through implementation of this project proposal.
5. Describe the management techniques proposed, including whether they have been previously used successfully and where. Are there any negative effects to MSP and other sensitive species and their habitats that could result from the proposed management action?
6. What strategic approach will be used to ensure the successful, long-term outcome of the proposed project (e.g. upstream exotic removal prior to downstream, future on-going maintenance)? Which adjacent conserved lands will not be included and why?
7. What are the goals and objectives for the proposed project? What criteria/metrics will be used to measure success? If applicable, what quantitative monitoring data will be collected to evaluate success? Who will be collecting the monitoring data and what are their qualifications?
8. How will the applicant manage the data collected? What software will be used to house the data? Who will be responsible for compiling and transferring the data to SANDAG? Who will be preparing the required quarterly, final, and all other reports?
9. Has the proposed project received *TransNet* Environmental Mitigation Program (EMP) funds previously? If so, what was accomplished with the funds and why are additional funds being requested?
10. Is the proposed activity being done on land that was previously set aside as mitigation? If yes, please elaborate.

**B. Scope of Work by Task**

Please break down the proposal into discrete tasks and include a task name, description of each task, quantifiable expected results, and discrete deliverables for each task. *Note: make sure to list tasks for quarterly reporting on the status of the grant project and a final report on the outcome of the grant project. You may add or subtract rows as needed.*

**Exhibit A – Proposed Project Scope of Work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Task Name** | **Task Description** | **Quantifiable Results/Deliverables** |
| 1 | Name of Task | Describe Task | List the quantifiable results and deliverables |
| 2 |  |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| 5 |   |   |   |
| …. |   |   |   |
| …. | Administrative |   |   |

**C. Budget by Task**

Please include a specific budget for each task described in the Scope of Work (Section B above). This should include both requested SANDAG funds and any matching funds proposed for each project year. *If matching funds are proposed, please distribute the match commitment proportionately1.* Applicants are encouraged to identify phasing in their proposal in case full funding for the project is not available. You may add or subtract rows and columns as needed. *This funding category is intended to fund restoration and enhancement projects taking place over a three- to five-year period and will not cover on-going annual costs within applicant’s organization.*

**Exhibit B – Proposed Project Budget**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No.** | **Task Name** | **Year 1 Grant Request** | **Year 1 Matching Funds1** | **Year 2 Grant Request** | **Year 2 Matching Funds1** | **Year 3 Grant Request** | **Year 3 Matching Funds1** | **Year 4 Grant Request** | **Year 4 Matching Funds1** | **Year 5 Grant Request** | **Year 5 Matching Funds1** | **Total Grant Request** | **Total Matching Funds** | **Total Project Cost** |
| 1 |  | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 2 |  | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $- |
| 3 |  | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 4 |  | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 5 |  | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| … | Administrative | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| **Sub Total** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$-** | **$** |
| **Indirect Cost (\_\_%)** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |
| **TOTAL** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |
| **PERCENTAGE** | **%** | **%** | **%** | **%** | **%** | **%** | **%** | **%** | **%** | **%** | **%** | **%** | **%** |

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1. Throughout the Project, Matching Funds must be proportionate to Total Project Costs (Grant Request and Matching Funds combined). For example, if a proposed project Year 1 Grant Request is $80,000 and proposed Year 1 Matching Funds are $20,000, the Total Year 1 Project Costs are $100,000. Therefore, the required proportionate matching funds to provide per invoice during Year 1 of the project are 20 percent (e.g. invoice submitted for $8,000 grant amount reimbursement and $2,000 matching funds submitted). However, if the Year 2 Grant Request is $70,000 and proposed Year 2 Matching Funds are $30,000, while the Total Year 2 Project Costs also are $100,000, the required proportionate matching funds increases per invoice during Year 2 of the project to 30% (e.g. invoice submitted for $7,000 grant amount reimbursement and $3,000 matching funds submitted). Retention will be withheld beyond the 10 percent retention for each invoice submittal that does not meet the proportionate matching funds requirement. These additional matching funds retained will not be released until the proportionate matching funds are reached for the project to-date.

**D. Project Schedule**

Please include start and end dates relative to the anticipated Notice to Proceed (assumes Fall 2018) for each task described in the Scope of Work (Section B above). Please list tasks for quarterly reporting on the status of the grant project and a final report on the outcome of the grant project. You may add or subtract rows as needed.

**Exhibit C - Proposed Project Schedule**

*(Assumes Fall 2018 Notice to Proceed [NTP])*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task No.** | **Task Name** | **Proposed Start Date** | **Months Needed to Complete Task** | **Task End Date** |
| 1 |  | "n" Months from NTP | "n" Months  | MM/DD/YYYY |
| 2 |  | "n" Months from NTP | "n" Months  | MM/DD/YYYY |
| 3 |  | "n" Months from NTP | "n" Months  | MM/DD/YYYY |
| 4 |  | "n" Months from NTP | "n" Months  | MM/DD/YYYY |
| 5 |  | "n" Months from NTP | "n" Months  | MM/DD/YYYY |
| … |  | "n" Months from NTP | "n" Months  | MM/DD/YYYY |
| … | Administrative | "n" Months from NTP | "n" Months  | MM/DD/YYYY |

Please explain why and how much additional time would be needed in the event of any delays due to NTP being provided beyond Fall 2018 and/or unexpected weather conditions such as drought that could occur during the proposed project implementation.

**NOTICE REGARDING PREVAILING WAGES**

SANDAG’s EMP Land Management Grant Program projects are funded with *TransNet* revenues consistent with the *TransNet* Extension Ordinance adopted by the voters in November 2004 (SANDAG Ordinance 04-01). Although SANDAG Ordinance 04-01 does not require payment of prevailing wages, California law may require that public works projects pay prevailing wages for workers.

Applicant acknowledges that SANDAG has strongly encouraged Applicant to seek legal counsel regarding whether the Proposed Project will require applicant to pay prevailing wages and agrees that SANDAG will have no liability for conducting this analysis. [ ]  Yes [ ]  No

Applicant acknowledges that if awarded an EMP Land Management Grant, the grant agreement between SANDAG and the grantee requires grantee’s compliance with all federal, state and local laws and ordinances applicable to the Agreement. [ ]  Yes [ ]  No

**REQUIRED STATEMENTS FROM APPLICANT**

[ ]  Yes [ ]  No The applicant has read and understands the Sample Grant Agreement (Agreement) and Invoice Template (Attachment 4).

[ ]  Yes [ ]  No If the SANDAG Board of Directors approves the proposed project proposal, the proposed applicant agrees to sign and return the Agreement to SANDAG, without exceptions or amendments, within 45 days of receipt.

[ ]  Yes [ ]  No The applicant agrees to comply with SANDAG’s Board Policy No. 035, Competitive Grant Program Procedures, which outlines “Use-it-or-lose-it” project milestone and completion deadlines. Board Policy No. 035 is included in the Agreement, and also is on SANDAG’s website at the following link: [sandag.org/organization/about/pubs/policy\_035.pdf](http://www.sandag.org/organization/about/pubs/policy_035.pdf)

[ ]  Yes [ ]  No The applicant understands that 10 percent of all invoices will be retained until the completion of the proposed project.

[ ]  Yes [ ]  No The applicant understands that for proposed projects with matching funds, retention will be withheld beyond the 10 percent retention for each invoice submittal that does not meet the proportionate matching funds requirement. These additional matching funds will not be released until proportionate matching funds are reached for the project to-date.

[ ]  Yes [ ]  No The applicant understands that all invoices must be accompanied by written, documented support of the charges for requested reimbursement of grant funds and payment will not be made by SANDAG until all documents are satisfactorily submitted.

[ ]  Yes [ ]  No The applicant understands that invoices and reports must be submitted on a quarterly basis within three weeks after the period covering January 1 to March 31; within three weeks after the period covering April 1 to June 30; within three weeks after the period covering July 1 to September 30; and within three weeks after the period covering October 1 to December 31.

[ ]  Yes [ ]  No The applicant understands that the EMP quarterly report template (to be sent to the grantee after NTP is issued) must be used to document quarterly progress and that invoices with errors will be returned to the grantee for correction prior to being processed by SANDAG staff.

[ ]  Yes [ ]  No The applicant understands that the final invoice must be accompanied by written, documented support of the charges for requested reimbursement of grant funds; a final report (prepared in accordance with the final report template to be sent to grantee after NTP is issued); and all outstanding deliverables in order to receive final payment and have retained funds released.

[ ]  Yes [ ]  No The applicant understands that to be considered eligible for funding, a resolution complying with the requirements of Board Policy No. 035, Section 4.1, must be submitted to SANDAG at least *two weeks* prior to the recommendation by the Regional Planning Committee of the list of prioritized project proposals. SANDAG will provide applicants with advance notice of the Regional Planning Committee’s anticipated meeting date.

[ ]  Yes [ ]  No The applicant agrees to submit all project data/information to SANDAG in a format compatible with the regional management database.

**I have the authorization to submit this proposal (Grant Application Form and required supplementary materials) on behalf of my organization.**

|  |
| --- |
|        |
| **Applicant Name/Title** (print or type) |

|  |
| --- |
|       mm/dd/yyyy |
| **Applicant Signature Date** |

1. While collaboration is encouraged in the development of the grant proposal, the proposal must identify one organization as the lead entity that will enter into an Agreement with SANDAG. [↑](#footnote-ref-1)
2. If the applicant is not the landowner, please submit a letter or right-of-entry permit from the land owner granting permission to perform the land management duties as outlined in the proposal. Failure to provide the letter or right-of-entry permit will lead to disqualification of the proposal. **Attached letter or right-of-entry permit (if applicable) does not count towards 12-page maximum.** [↑](#footnote-ref-2)
3. 3 Indirect Costs are only allowable if: (1) applicant has an indirect cost allocation plan audit approved by a qualified independent auditor or (2) the applicant’s proposed method for allocating indirect costs is submitted with the proposal in accordance with [OMB guidelines](http://www.dol.gov/oasam/programs/boc/costdeterminationguide/main.htm#toc) and approved by SANDAG. Indirect costs will not be reimbursed until one of the two conditions above are satisfied and indirect cost allocation plans must be renewed annually. **The indirect cost methodology (if applicable) included with the application does not count toward the 12-page maximum.** [↑](#footnote-ref-3)