**Call for ProjEcts FOR THE ninth Cycle Of the**

***TransNet* ENVIRONMENTAL MITIGATION PROGRAM**

**LAND MANAGEMENT GRANT PROGRAM**

**Threat Reduction Stewardship Grant Application Form**

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

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Requested  Funding Amount** | **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

**PROJECT PROPOSAL**

The proposal will include (A) the purpose of the project, (B) the scope of work by tasks, (C) the proposed budget 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.

**A. Project Purpose**

Please describe how the proposed project meets the following criteria:

1. The proposed project addresses a high-priority Management Strategic Plan (MSP) species and their habitats. Refer to the MSP for Conserved Lands in Western San Diego County.
2. The proposed project will address an urgent need and includes actions that will reduce or manage an identified threat.
3. Success criteria have been identified and will be monitored and reported.
4. Success of the proposed project is likely with clear, measurable, proven results that will promote conservation.
5. Any activities necessary to maintain the proposed project after the 18-month grant period have been identified and funding for those activities has been secured. Please explain what source of funding (if any) has been used to fund this activity in the past and what kind of funding is available to support this work in the future (if needed).
6. To be eligible for funding, the proposed project must be on lands conserved for native habitat within the MSP area. Where is the project located*? (Attach a map)*

**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 funding category is intended to fund short-term threat reduction projects in need of one-time funding necessary to fill existing funding gaps for specific tasks and will not cover on-going annual costs within applicant’s organization.*

**Exhibit B – Proposed Project Budget**

|  |  |  |
| --- | --- | --- |
| **Task No.** | **Task Name** | **Grant Request** |
| 1 | Name of Task | $ |
| 2 |  | $ |
| 3 |  | $ |
| 4 |  | $ |
| 5 |  | $ |
| …. |  | $ |
| …. | Administrative | $ |
| **Subtotal** | | $ |
| **Indirect Cost (\_\_%)** | | $ |
| **TOTAL** | |  |

**D. Project Schedule**

Please include start and end dates relative to the anticipated Notice to Proceed (NTP) (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. *All tasks must be completed within 18 months of the NTP.*

**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 Environmental Mitigation Program (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 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 toward eight-page maximum.** [↑](#footnote-ref-2)
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/boc/dcd/#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 included with the application does not count toward eight-page maximum** [↑](#footnote-ref-3)