TransNet Environmental Mitigation Program
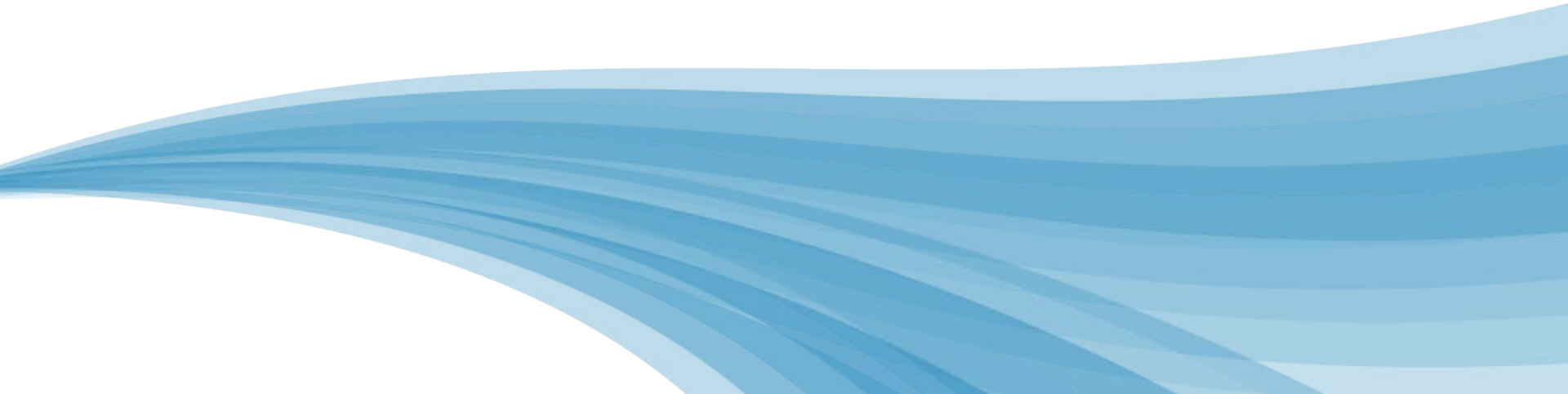
Land Management Grant Program: Eighth Cycle (FY 17) Call for Projects

Pre-Proposal Workshop| April 20, 2016

Pre-Proposal Workshop Agenda

- Background, Eligible Activities, Evaluation

- Technical Assistance and Tools

- Eighth Cycle (FY 17) Call for Projects

- Important Requirements

- Lessons Learned

- Important Dates

- Frequently Asked Questions

- Questions and Answers

Background

- $4 million annually for 10 years
- Assist regional land management efforts
- ~½ for land management grants
- 8th cycle of grants
- $1.8 million available
- Land owners and land mangers eligible

Funding Categories

- **Threat Reduction Stewardship**
  - ➤ $800,000
  - ➤ 18 month projects
  - ➤ Gap funding
  - ➤ $50,000 funding cap per grant

- **Species and Habitat Recovery**
  - ➤ $1,000,000
  - ➤ 3-5 year projects
  - ➤ Larger scale habitat restoration and enhancement
  - ➤ No funding cap (task phasing encouraged)

Threat Reduction Stewardship

- Eligible activities include management stewardship actions to **reduce threats** to MSP species and their habitats on existing conserved lands.

  ➢ Highest priority will be given to projects that focus on SL and SO species

  ➢ Examples Activities: Control of invasive plant and animal species, signage and directional fencing, enforcement, and access control.

Species and Habitat Recovery

- Eligible activities include habitat restoration and enhancement projects with a focus on MSP priority species and their habitats.

  ➢ Highest priority will be given to projects that focus on SL and SO species

  ➢ Examples Activities: Control of invasive plant and animal species and planting and seeding of areas with native vegetation; minimization of ignition and fuel sources to reduce intensity of spread and increase viability of MSP species; and management actions as identified through the implementation of inspect and manage (IMG) objectives to reduce impacts to SL or SO species.

Evaluation

- Evaluation committee will be made up of members from EMP Working Group and/or qualified individuals with no affiliation to any proposed projects

- Evaluation criteria is specific to the funding category

- Applicants must be available to answer questions Evaluation Committee may have

Technical Assistance and Tools

- Contact Information
  - ➢ Yvonne Moore, San Diego Management and Monitoring Program:
  - ➢ evemoore99@gmail.com

- San Diego Management and Monitoring Website
  - ➢ www.sdmmp.com
  - ➢ MSP Map Viewer: http://usgs.maps.arcgis.com/apps/webappviewer/index.html?id=7ab5499929d4461f89924cc7ba4af0c2

Eighth Cycle (FY 17) CFP

- Applications Available:
  - ➤ www.sandag.org/empgrants or www.sdmmp.com

- Grant Proposal
  - ✓ Grant Application Form – Threat Reduction Stewardship (8 pg. max)
  - ✓ Grant Application Form – Species and Habitat Recovery (12 pg. max)
  - ✓ Supplementary Materials
    - ✓ Map (project **MUST** be located in MSP Area)
    - ✓ *Owner permission required (Signed Letter or ROE permit)
    - ✓ *Matching funds confirmation
    - ✓ *Indirect cost methodology
  - ✓ Must identify lead for contracting purposes
  - ✓ One (1) signed hard copy (SANDAG) **and**
  - ✓ One (1) signed electronic file version (sarah.pierce@sandag.org) required by June 10, 2016 4 p.m. local time

These required materials do not count toward maximum page limit

SANDAG

Eighth Cycle (FY 17) CFP - Exhibits

Exhibit A – Proposed Project Scope of Work

Exhibit A – Proposed Project Scope of Work			
Task #	Task Name	Task Description	Quantifiable Results/Deliverables
1	Name of Task	Describe Task	List the quantifiable results and deliverables
2			
3			
4			
5			
….			
….	Administrative		

Eighth Cycle (FY 17) CFP - Exhibits

Exhibit B – Proposed Project Budget

Task #	Task Name	Year 1 Grant Request	Year 1 Matching Funds[1]	Year 2 Grant Request	Year 2 Matching Funds[1]	Year 3 Grant Request	Year 3 Matching Funds[1]	Total Project Cost	Total Grant Request	Total Matching Funds[1]
1		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
….										
….	Administrative	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Indirect Cost (__%)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

SANDAG

Eighth Cycle (FY 17) CFP - Exhibits

Exhibit C – Proposed Project Schedule

Exhibit C – Proposed Project Schedule (Assumes winter 2016-2017 NTP)				
Task #	Task Name	Proposed Start Date	Months Needed to Complete Task	Task End Date
1	Example	"1" Month from NTP	"4" Months from NTP	05/01/17
2		"n" Months from NTP	"n" Months from NTP	MM/DD/YY
3		"n" Months from NTP	"n" Months from NTP	MM/DD/YY
4		"n" Months from NTP	"n" Months from NTP	MM/DD/YY
5		"n" Months from NTP	"n" Months from NTP	MM/DD/YY
…		"n" Months from NTP	"n" Months from NTP	MM/DD/YY
…	Administrative	"n" Months from NTP	"n" Months from NTP	MM/DD/YY

SANDAG

Eighth Cycle (FY 17) CFP - Indirect Costs

- Represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and conduct of activities it performs.

- Allowed: (1) indirect cost allocation audit by a qualified independent auditor, or (2) proposed method for allocating indirect costs submitted by applicant per OMB guidelines and approved by SANDAG.

- SANDAG will review all indirect cost methodologies.

Important Requirements

- Board Policy No. 035 (Attachment 4, Exhibit D)

  ➢ Resolution

  ➢ **Use-it-** (start project within 1 year of grant agreement execution) **or-Lose It** (grant agreement will be closed out)

- Prevailing wage may apply

  ➢ Must check acknowledgements on application form

SANDAG

Lessons Learned: Pre-Award

- Read and Understand Sample Grant Agreement

- Provide a Resolution – Sample included

- Identify clear Tasks and Phases in your projects.

- Be clear on your desired outcomes

- Do not apply for grant if you cannot perform work

- Sign Grant Application Form and meet June 10th deadline

SANDAG

Lessons Learned: Post-award

- Contract Execution
- Quarterly reports *and* invoices required:
  - ➤ within 3 weeks after periods January 1 to March 31; April 1 to June 30; July 1 to September 30; October 1 to December 31
  - ➤ 10% retention until project completion
  - ➤ Proportionate matching funds by tasks required or additional retention will be withheld
  - ➤ Backup documents on **ALL** costs required
- Proposed Amendments under Board Policy No. 035
  - ➤ Contact SANDAG early if behind schedule
  - ➤ Extensions up to 6 months require SANDAG Executive Director approval
  - ➤ Over 6 months require ITOC recommendation and Regional Planning Committee approval

Important Dates

- Call-for-Projects (March 7, 2016 – June 10, 2016)
  - ➤ Proposal Due to SANDAG
    (**June 10, 2016 by 4:00 p.m.**)
- Evaluation Committee (July 2016)
- EMP Working Group (September 2016)
- SANDAG Policy Committees (October – November 2016)
- SANDAG Board Approval (November 2016)

Policy Committees and Board meeting dates subject to change

SANDAG

Frequently Asked Questions

- Are there any restrictions to applying for multiple project proposals and/or total amount of funds available for this CFP?

  ➢ Prospective applicants are welcome to submit as many applications for projects and funding as they would like.

Frequently Asked Questions

- If an organization is working on a project site that has multiple property owners, and the organization believes that they have a right of entry from all of the owners, but one ends up being forgotten, can that right of entry be added to the contract later?

  ➢ Yes.

- Is a Memorandum of Agreement (MOA) with another organization sufficient as evidence for a right of entry?

  ➢ Yes, as long as the MOA is current throughout the proposed project period and allows applicant the right of entry.

Frequently Asked Questions

- Can mitigation funding count as matching funds?
  - ➢ There is no specific language that restricts applicants from including mitigation as part of their proposed project's matching funds.
  - ➢ However, the evaluation committee members may have detailed questions regarding this that the applicant will need to respond to.
- Do prevailing wages apply?
  - ➢ Applicants should seek council to determine if they should use prevailing wages for their proposed project.
  - ➢ If applicants believe that prevailing wages apply, those rates must be included in proposed budget.

Frequently Asked Questions

- Can the Grant Application Form be reformatted via font size, etc. to help fit our application within the 8 or 12 pg maximum limit?

  - ➢ Formatting cannot be changed to the extent that the application is difficult to read or understand.

  - ➢ Can reduce the font size for the questions or refer to the section and questions, while leaving answer font size as is.

  - ➢ Example: under Section A. Project Purpose of the Grant Application Form, remove the questions, but reference the question by listing answers as A1, A2, A3, etc.

Frequently Asked Questions

- On the Required Statements from Applicant Section, there is a requirement regarding submitting a resolution, is this due with the application submission?

  - ➢ IF an applicant's project is selected, they must provide a resolution to SANDAG two weeks prior to recommendation of the list of top-ranked projects to the Regional Planning Committee.

  - ➢ Likely not be needed until September 2016.

  - ➢ Read Sample Grant Agreement (Attachment 4), which contains both the Sample Resolution (Exhibit F of agreement) and Board Policy 35 (Exhibit D of agreement).

Frequently Asked Questions

- What is the expected Notice to Proceed for awarded project proposals?
  - Winter 2016-2017
- How can the contract process be expedited?
  - The Grant Agreement is between SANDAG and the entity applying for the grant.
  - A Sample Grant Agreement (Attachment 4) has been provided in the call for projects, and is generally non-negotiable.
  - All prospective applicants should read thoroughly in order to understand all the agreement terms.
  - There are very few cases where contract changes are allowable.

Questions

- Sarah Pierce, Environmental Planner
  - ➤ 619-699-7312
  - ➤ sarah.pierce@sandag.org

- Yvonne Moore, San Diego Management and Monitoring Program
  - ➤ evemoore99@gmail.com