



CALL FOR PROJECTS FOR THE **EIGHTH-NINTH** CYCLE OF THE
TransNet ENVIRONMENTAL MITIGATION PROGRAM
LAND MANAGEMENT GRANT PROGRAM
OVERVIEW AND INSTRUCTIONS

Program Description

The *TransNet* Extension Ordinance and Expenditure Plan, as approved by the voters on November 2, 2004, includes an Environmental Mitigation Program (EMP). The EMP is a funding allocation category for the costs to mitigate habitat impacts for regional transportation projects. The EMP is a unique component of the *TransNet* Extension in that it goes beyond traditional mitigation for transportation projects by including a funding allocation for habitat acquisition, management, and monitoring activities as needed to help implement regional habitat conservation plans.

On ~~February 26~~^{DATE}, ~~2016~~²⁰¹⁷, the San Diego Association of Governments (SANDAG) Board of Directors approved the call for projects for the **eighth-ninth** cycle of the EMP Land Management Grant Program with a budget of \$~~1.82~~ million. Two funding categories have been identified for the **eighth-ninth** cycle of EMP Land Management Grants. Approximately \$800,000 will be allocated to short-term threat reduction projects ~~by land managers~~ and approximately \$~~1,000,000~~^{1,200,000} will be allocated to long-term (three to five years) species and habitat recovery projects pursuant to the Management Strategic Plan for Conserved Lands in Western San Diego (MSP).

Eligible Project Proposals

To be eligible for funding, proposed projects must be located within the MSPA Area (MSPA) on lands conserved for habitat preservation and must include activities within one of the categories below:

1. **Threat Reduction Stewardship** (approximately \$800,000 available). Eligible activities include management stewardship actions to reduce threats to MSP species and their habitats on existing conserved lands. Projects must demonstrate that future funding is available (if needed) and that the project will maintain benefits long-term. Highest priority will be given to projects that focus on SL¹ and SO² species. Example stewardship activities include, but are not limited to: control of invasive plant³ and animal species; erosion control; trail maintenance needed to protect MSP species; signage and directional fencing; enforcement; linkage improvement, and access control. Applicants should use the SDMMP portal to research species-specific threats and management objectives (<https://portal.sdmmp.com/species.php>). Threats are noted in each species' profile.

Projects in the Threat Reduction Stewardship category should be short-term projects in need of one-time funding necessary to fill existing budget gaps for specific tasks. Projects should be completed within 18 months of receiving a notice to proceed (NTP). *The maximum amount of funding that can be awarded for a project in this category is \$~~80,000~~^{50,000}.*

¹ Category SL Species: species whose persistence in the MSPA is at high risk of loss without immediate management action above and beyond that of daily maintenance activities.

² Category SO Species: species whose persistence of one or more significant occurrences in the MSPA is at high risk of loss without immediate management action above and beyond that of daily maintenance activities.

³ Invasive plant species: species that are^{is} determined to be impacting MSP SL or SO species, as identified in the Management Priorities for Invasive Non-native Plants, A Strategy for Regional Implementation (IPSP).

2. **Species and Habitat Recovery** (approximately ~~\$1,000,000~~\$1,200,000 available). 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 SL¹ and SO² species. Example activities include, but are not limited to: habitat restoration including control of invasive plant³ and animal species and planting and seeding of areas with native vegetation; minimization of wildfire ignition and fuel sources to reduce intensity of spread and increase viability of MSP species; and management actions as identified through MSP Roadmap's Management Objectives ~~the implementation of inspect and manage (IMG) objectives~~ to reduce impacts to SL or SO species. These projects should promote the goals and objectives identified in the MSP for those species. Funding will not be granted to projects being pursued to fulfill a permit obligation.

Projects in the Species and Habitat Recovery category should be completed within three to five years of receiving a NTP. *The maximum amount of funding that can be awarded for a project in this category is ~~\$1,000,000~~\$1,200,000, but applicants are encouraged to phase their projects into discrete tasks ~~in case because~~ full funding ~~is not~~may not be awarded.*

Projects that are not ready to begin work within 12 months of submission of the proposal to SANDAG will not be eligible for this funding cycle. Project proposals approved by the SANDAG Board of Directors for funding that do not begin work within one year will be at risk of losing their funding. The total length of time funded should be appropriate to the proposed project. All requests for extensions to proposed project schedules within final executed grant agreements are subject to SANDAG Board Policy No. 035, which can be found at sandag.org/legal.

Process for Allocating Funds

SANDAG will accept project proposals from land managers in San Diego County that will benefit regional conservation planning under the Natural Communities Conservation Planning Program. The applicant must own the land, or be designated to manage the land by the land owner under a contract or other written form of legal documentation, and should have any applicable state and federal permits prior to the initiation of work. The land must be conserved as open space for natural resources. Representatives of the land owner and land manager must be identified on the Grant Application Form (Attachment 2 or 3) and be authorized in writing to enter into a grant agreement with SANDAG.

Applicants applying for funding in the **Threat Reduction Stewardship** category must complete a Grant Application Form (Attachment 2) that does not exceed eight pages. The project proposal will include the purpose of the proposed project, the scope of work, costs, and schedule. Applicants must clearly identify (1) their proposed tasks in the scope of work, (2) funding requested for each task, (3) start and end dates of the tasks, and (4) deliverables. Any required supplementary materials (with the exception of right-of-entry permit and indirect cost proposal, if applicable) will be counted toward the eight-page maximum. Letters of support should NOT be included with the project application materials.

Applicants applying for funding in the **Species and Habitat Recovery** category must complete a Grant Application Form (Attachment 3) that does not exceed 12 pages. The project proposal will

include the purpose of the proposed project, the scope of work, costs, and schedule. Applicants must clearly identify (1) their proposed tasks in the scope of work, (2) funding requested for each task, (3) start and end dates of the tasks, and (4) deliverables. Any required supplementary materials (with the exception of right-of-entry permit [and indirect cost proposal](#), if applicable) will be counted towards the 12-page maximum. Letters of support should NOT be included with the project application materials.

All project proposals will be reviewed for eligibility, ranked, and prioritized as described below. A list of recommended project proposals will be submitted for review and recommendation to the Environmental Mitigation Program (EMP) Working Group, Regional Planning Committee (RPC), and Transportation Committee (TC); for information and review for consistency with the *TransNet* Extension Ordinance to the Independent Taxpayer Oversight Committee (ITOC); and for final approval by the SANDAG Board of Directors.

Successful applicants will then be required to enter into a grant agreement with SANDAG for grant funding. The grant agreement signed by the parties will be in substantially the same form as the Sample Grant Agreement (Attachment 4) included in the call for projects. Successful applicants will be required to submit quarterly invoices and reports on their progress. In addition, a final report of the project's contribution to promote habitat conservation in the region along with the final invoice and all remaining deliverables will be submitted at the conclusion of the grant term. Quarterly report and final report templates will be sent to the grantee after the contract agreement is executed and a notice to proceed is issued.

Who Will Score the Project Proposals?

An evaluation committee made up of EMP Working Group members and/or other qualified individuals who do not have an affiliation with any of the proposed projects will score and rank the proposals, in conformance with the criteria and values listed below. The committee will be comprised of individuals with knowledge of the regional preserve system and land management.

Protests

A protest by any adversely affected applicant must be made in writing and must be mailed or hand delivered to SANDAG's Protest Administrator, Charles "Muggs" Stoll, at 401 B Street, Suite 800, San Diego, CA 92101, within five business days after an applicant is notified by SANDAG that its proposal is not being recommended for funding. A protest which does not strictly comply with the SANDAG protest procedures will be rejected. The Competitive Grant Program Protest Procedures can be found at the SANDAG EMP Grants website available at sandag.org/empgrants.

Project Proposal Evaluation and Ranking

The following evaluation and ranking criteria will be used by the evaluation committee.

Eligible Activity: 1. Threat Reduction Stewardship (18-month Projects)

| Project Proposal Evaluation Criteria | Point Range | Maximum Score Possible | Total Score |
|---|--------------------|-------------------------------|--------------------|
| Proposed project addresses a high-priority MSP species and their habitats. SL or SO species will be given higher priority. | 0-20 | 20 | |
| Proposed project will address an urgent need and includes actions that will reduce or manage an identified threat. | 0-20 | 20 | |
| Success criteria have been identified and will be monitored and reported. | 0-10 | 10 | |
| Success of proposed project is likely with clear, measurable, proven results that will promote conservation. | 0-10 | 10 | |
| 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. | 0-10 | 10 | |
| Total | | 70 | |

Eligible Activity: 2. Species and Habitat Recovery (Three to Five Year Projects)

| Project Proposal Evaluation Criteria | Point Range | Maximum Score Possible | Total Score |
|---|--------------------|-------------------------------|--------------------|
| Proposed project addresses a high priority MSP species and their habitats. SL or SO species will be given higher priority. | 0-20 | 20 | |
| The degree to which actions proposed meet MSP objectives and will benefit targeted species | 0-30 | 30 | |
| Long-term success of management activities is likely. | 0-20 | 20 | |
| Success criteria have been identified and will be monitored and reported. | 0-10 | 10 | |
| Proposed project is synergistic with other larger and ongoing efforts to recover a priority species and/or sensitive habitat. | 0-10 | 10 | |
| Matching funds are available to implement the proposed project. ⁴ | 0-10 | 10 | |
| Total | | 100 | |

⁴ Scores for matching funds will be based on the following scale: 1 point for 1-10 percent match; 2 points for 11-20 percent match; 3 points for 21-30 percent match; 4 points for 31-40 percent match; 5 points for 41-50 percent match; 6 points for 51-60 percent match; 7 points for 61-70 percent match; 8 points for 71-80 percent match; 9 points for 81-90 percent match; and 10 points for 91-100 percent match. For example, if \$500,000 of grant funding is requested and \$200,000 in matching funds are identified, the project will receive 4 points because matching funds total 40 percent of the grant amount requested.

Proposed Timeline (dates proposed are subject to change)

~~March 7, 2016~~**October 2, 2017** – A call for projects is provided to interested stakeholders included in SANDAG’s *TransNet* EMP stakeholder database. A call for projects also will be posted on the SANDAG EMP Grants website, sandag.org/empgrants.

~~April 20, 2016~~**November 8, 2017** – A public workshop will be provided to address any questions related to the call for projects and proposal processes. SANDAG staff will provide information and address questions on the eligibility, approval, contracting, and specific requirements of this grant program. The meeting will be held from ~~9:30~~**10** to ~~11:30~~**10** a.m. in the SANDAG Board Room.

~~June 10, 2016~~**January 12, 2018** – Proposals are due to SANDAG. **One (1) signed hard copy and one (1) signed electronic file** must be **received by 4 p.m.** ~~Postmarks will not be accepted in lieu of this requirement.~~

Mail hard copy submittal to:

SANDAG

Attn: Sarah Pierce

401 B Street, Suite 800

San Diego, CA 92101

Email electronic submittal to: sarah.pierce@sandag.org ~~or use SANDAG’s We Transfer site for large files:~~ <https://sandag.wetransfer.com/>

~~June – July~~**March, 2018** – The evaluation committee will review and rank project proposals following the criteria above and forward the list of prioritized project proposals to the Environmental Mitigation Program Working Group (EMPWG) for consideration.

~~September~~**May, 2018** – The EMPWG will recommend a list of prioritized project proposals to the Regional Planning and Transportation Committees. ~~The list of prioritized project proposals also will be provided to the Independent Taxpayer Oversight Committee to review for consistency with the *Transnet* Extension Ordinance.~~

~~October~~**June, 2018** – The Regional Planning and Transportation Committees will be provided a list of prioritized project proposals for review and information. ~~The list of prioritized project proposals also will be provided to the Independent Taxpayer Oversight Committee to review for consistency with the *TransNet* Extension Ordinance.~~

~~November~~**July, 2018** – The Regional Planning and Transportation Committees will be asked to recommend a list of prioritized project proposals for funding to the SANDAG Board of Directors.

~~November, 2016~~**July, 2018** – The SANDAG Board of Directors will be asked to approve a list of prioritized project proposals for funding.



**CALL FOR PROJECTS FOR THE EIGHTH-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 Name¹: _____

Address: _____

Phone and Email Address: _____

Name of Property: _____

General Location: _____

Jurisdiction: _____

Total Acres: _____

Estimated Acres Requiring Management: _____

Owner(s) of Property²: _____

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) |
| <ul style="list-style-type: none"> • • • |
| Brief description of dedicated staff and/or consultants that would work on Project (200-word maximum) |
| |

Funding Needs Summary

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.

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.**

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 | \$ | All indirect charges (e.g., overhead) on the project, if any. |
| Totals | \$ | |

*if applicable



³ Indirect Costs are only allowable if: (1) applicant has an indirect cost allocation 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](#) 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.](#)

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. ~~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

Please describe how the proposed project meets the following criteria:

1. The proposed project addresses a high-priority MSP species and their habitats. Refer to the Management Strategic Plan for Conserved Lands in Western San Diego County (MSP).
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 (MSPA). 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). **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 | | \$ - |
| 2 | | \$ - |
| 3 | | \$ - |
| 4 | | \$ - |
| 5 | | \$ - |
| | | |
| | Administrative | \$ - |
| | Sub Total | \$ - |
| | Indirect Cost (__%) | \$ - |
| | TOTAL | \$ - |

D. Project Schedule

Please include start and end dates relative to the anticipated Notice to Proceed (NTP) assumes ~~(assumes winterFall 20182016-2017~~ for each task described in the Scope of Work (Section B). 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 ~~winter 2016-2017~~Fall 2018 NTP)

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

Note: Please explain why and how much additional time would be needed in the event of any delays due to NTP being provided beyond ~~winter 2016-2017~~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 is also on SANDAG's website at the following link: http://www.sandag.org/organization/about/pubs/policy_035.pdf.
- Yes No The applicant understands that ten percent (10%) 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/yy

Applicant Signature

Date



**CALL FOR PROJECTS FOR THE EIGHTH 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 Name¹: _____

Address: _____

Phone and Email Address: _____

Name of Property: _____

General Location: _____

Jurisdiction: _____

Total Acres: _____

Estimated Acres Requiring Management: _____

Owner(s) of Property²: _____

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) |
| <ul style="list-style-type: none"> • • • |
| Brief Description of dedicated staff and/or consultants that would work on Project (200-word maximum) |
| |

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.

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.**

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 | \$ | \$ | All indirect charges (e.g., overhead) on the project, if any. |
| Totals | \$ | \$ | |

*if applicable

2. 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. (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).

³ Indirect Costs are only allowable if: (1) applicant has an indirect cost allocation 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](#) 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.](#)

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 for Conserved Lands in Western San Diego County (MSP). 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 SDMMP. 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 ~~(please reference the relevant MSP volume and page number)~~? 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 (MSPA). In which Management Unit (MU) 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* 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 | | |

DRAFT

C. Budget by Task

Please include a specific budget for each task described in the Scope of Work (section B). 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 proportionately ⁴. 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 Funds ¹ | Year 2 Grant Request | Year 2 Matching Funds ¹ | Year 3 Grant Request | Year 3 Matching Funds ¹ | Year 4 Grant Request | Year 4 Matching Funds ¹ | Year 5 Grant Request | Year 5 Matching Funds ¹ | Total Grant Request | Total Matching Funds | Total Project Cost |
|----------|---------------------------|----------------------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------------------|----------------------|------------------------------------|---------------------|----------------------|--------------------|
| 1 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 2 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 3 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Administrative | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Sub Total | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Indirect Cost (_%) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | TOTAL | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | PERCENTAGE | % | % | % | % | % | % | % | % | % | % | % | % | % |

⁴ 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% (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 ten percent (10%) retention for each invoice submitted 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 (NTP) (assumes ~~winter 2016-2017~~Fall 2018) for each task described in the Scope of Work (section B). 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 ~~winter 2016-2017~~Fall 2018 NTP)

| Task # | Task Name | Proposed Start Date | Months Needed to Complete Task | Task End Date |
|--------|----------------|---------------------|--|---------------|
| 1 | | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |
| 2 | | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |
| 3 | | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |
| 4 | | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |
| 5 | | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |
| ... | | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |
| ... | Administrative | "n" Months from NTP | "n" Months Months from NTP | MM/DD/YYYY |

Notes: Please explain why and how much additional time would be needed in the event of any delays due to NTP being provided beyond ~~winter 2016-2017~~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 is also on SANDAG’s website at the following link: http://www.sandag.org/organization/about/pubs/policy_035.pdf.
- Yes No The applicant understands that ten percent (10%) 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 ten percent (10%) 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.
- Yes No The applicant understands that all invoices must be accompanied by written, documented support of the charges for both requested reimbursement of grant funds and matching 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 both requested reimbursement of grant funds and matching 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/yy

Applicant Signature _____ **Date** _____