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October 2, 2017

File Number 1200300

MEMO TO: Interested Land Owners and Land Managers

FROM: Charles "Muggs" Stoll, Director of Land Use and Transportation Planning

SUBJECT: Call for Projects for the Ninth Cycle of the *TransNet* Environmental Mitigation Program Land Management Grant Program

MEMBER AGENCIES

Cities of  
Carlsbad  
Chula Vista  
Coronado  
Del Mar  
El Cajon  
Encinitas  
Escondido  
Imperial Beach  
La Mesa  
Lemon Grove  
National City  
Oceanside  
Poway  
San Diego  
San Marcos  
Santee  
Solana Beach  
Vista  
and  
County of San Diego

ADVISORY MEMBERS

Imperial County  
California Department  
of Transportation  
  
Metropolitan  
Transit System  
  
North County  
Transit District  
  
United States  
Department of Defense  
  
San Diego  
Unified Port District  
  
San Diego County  
Water Authority  
  
Southern California  
Tribal Chairmen's Association  
  
Mexico

On September 22, 2017, the San Diego Association of Governments (SANDAG) Board of Directors approved a competitive grant process to solicit land management proposals to implement regional habitat conservation planning efforts. The SANDAG Board allocated \$2.0 million of *TransNet* Environmental Mitigation Program funds for Land Management Grant Program projects that promote: (1) Threat Reduction Stewardship; and (2) Species and Habitat Recovery.

Enclosed with this memo are the Overview and Instructions containing the program description, eligible projects, process for allocating funds, evaluation criteria and weighting, and the proposed call for projects schedule (Enclosure 1); Grant Application Forms (Enclosures 2 and 3); and a Sample Grant Agreement and Invoice Template (Enclosure 4). Your organization will be required to enter into a contract and use the invoice template if your project is selected for funding by the SANDAG Board of Directors. Note that all organizations that require action by their governing body to accept funds will be required to provide a resolution or similar written authorization two weeks prior to the first SANDAG committee meeting at which a list of prioritized projects will be presented, tentatively scheduled in June 2018.

A pre-proposal meeting will be held on November 8, 2017, from 10 to 11:30 a.m. in the SANDAG Board Room to address any questions from applicants.

The Grant Application Form (Enclosure 2 or 3) and required supporting materials are due to SANDAG by **4 p.m. on January 12, 2018**. Please email one signed electronic file version to [sarah.pierce@sandag.org](mailto:sarah.pierce@sandag.org) or use SANDAG's WeTransfer site for large files: [sandag.wetransfer.com](http://sandag.wetransfer.com).

The grant proposal must be submitted by the land owner or representative that has the legal authority to manage the property. See Enclosure 1 for more information on submittal requirements.

For more information, please contact Sarah Pierce, Regional Planner II, at (619) 699-7312 or [sarah.pierce@sandag.org](mailto:sarah.pierce@sandag.org).

SPI/hbr

- Enclosures:
1. Call for Projects for the Ninth Cycle of the *TransNet* Environmental Mitigation Program Land Management Grant Program: Overview and Instructions
  2. Call for Projects for the Ninth Cycle of the *TransNet* Environmental Mitigation Program Land Management Grant Program: Grant Application Form — Threat Reduction Stewardship
  3. Call for Projects for the Ninth Cycle of the *TransNet* Environmental Mitigation Program Land Management Grant Program: Grant Application Form — Species and Habitat Recovery
  4. Call for Projects for the Ninth Cycle of the *TransNet* Environmental Mitigation Program Land Management Grant Program: Sample Grant Agreement and Invoice Template



**CALL FOR PROJECTS FOR THE 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 September 22, 2017, the SANDAG Board of Directors approved the call for projects for the ninth cycle of the EMP Land Management Grant Program with a budget of \$2 million. Two funding categories have been identified for the ninth cycle of EMP Land Management Grants. Approximately \$800,000 will be allocated to short-term threat reduction projects and approximately \$1,200,000 will be allocated to long-term (three- to five-year) 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 MSP 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 SL<sup>1</sup> and SO<sup>2</sup> species. Example stewardship activities include, but are not limited to: control of invasive plant<sup>3</sup> 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 SDMMMP 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.*

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<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> Invasive plant species: species that are 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.

**2. Species and Habitat Recovery (approximately \$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 SL<sup>1</sup> and SO<sup>2</sup> species. Example activities include, but are not limited to: habitat restoration including control of invasive plant<sup>3</sup> 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 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 \$1,200,000, but applicants are encouraged to phase their projects into discrete tasks because full funding 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: Competitive Grant Program Procedures, which can be found at [sandag.org/legal](http://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, indirect cost proposal, and matching funds confirmation, 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 Working Group (EMPWG), Regional Planning Committee, and Transportation Committee; for information and review for consistency with the *TransNet* Extension Ordinance to the Independent Taxpayer Oversight Committee; 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 EMPWG 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 the SANDAG Protest Administrator, Charles "Muggs" Stoll, at 401 B Street, Suite 800, San Diego, California 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 webpage available at [sandag.org/empgrants](http://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)

<b>Project Proposal Evaluation Criteria</b>	<b>Point Range</b>	<b>Maximum Score Possible</b>	<b>Total Score</b>
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	
<b>Total</b>		<b>70</b>	

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

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

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<sup>4</sup> 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)**

**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 webpage, [sandag.org/empgrants](http://sandag.org/empgrants).

**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 10 to 11:30 a.m. in the SANDAG Board Room.

**January 12, 2018** – Proposals are due to SANDAG. **One signed electronic file** must be **received by 4 p.m.** Email electronic submittal to: [sarah.pierce@sandag.org](mailto:sarah.pierce@sandag.org) or use SANDAG's We Transfer site for large files: <https://sandag.wetransfer.com/>

**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 EMPWG for consideration.

**May, 2018** – The EMPWG will recommend a list of prioritized project proposals to the Regional Planning and Transportation Committees.

**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.

**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.

**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 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<sup>1</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Email Address: \_\_\_\_\_

Name of Property: \_\_\_\_\_

General Location: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Total Acres: \_\_\_\_\_

Estimated Acres Requiring Management: \_\_\_\_\_

Owner(s) of Property<sup>2</sup>: \_\_\_\_\_

Land manager(s) of property (*include name[s]*): \_\_\_\_\_

**Brief Project Summary that includes your primary goal and objectives** (*200-word maximum*)

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<sup>1</sup> 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.

<sup>2</sup> 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.**

**Quantify Expected Results** (add bullets as necessary)

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**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 <sup>3</sup>	\$	All indirect charges (e.g., overhead) on the project, if any.
<b>Totals</b>	<b>\$</b>	

\*if applicable

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<sup>3</sup> 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](#) 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.

### 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://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.**

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

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**Applicant Signature**

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mm/dd/yyyy

**Date**

**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<sup>1</sup>: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Email Address: \_\_\_\_\_

Name of Property: \_\_\_\_\_

General Location: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Total Acres: \_\_\_\_\_

Estimated Acres Requiring Management: \_\_\_\_\_

Owner(s) of Property<sup>2</sup>: \_\_\_\_\_

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*)

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<sup>1</sup> 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.

<sup>2</sup> 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.**

**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.

<b>Budget Item</b>	<b>Requested Funding Amount</b>	<b>Proposed Matching Funds*</b>	<b>Description</b>
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 <sup>3</sup>	\$	\$	All indirect charges (e.g., overhead) on the project, if any.
<b>Totals</b>	<b>\$</b>	<b>\$</b>	

\*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).*

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<sup>3</sup> 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](#) 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 (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 proportionately<sup>1</sup>.* 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 <sup>1</sup>	Year 2 Grant Request	Year 2 Matching Funds <sup>1</sup>	Year 3 Grant Request	Year 3 Matching Funds <sup>1</sup>	Year 4 Grant Request	Year 4 Matching Funds <sup>1</sup>	Year 5 Grant Request	Year 5 Matching Funds <sup>1</sup>	Total Grant Request	Total Matching Funds	Total Project Cost
1		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$-
3		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
...	Administrative	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Sub Total</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$-	\$
<b>Indirect Cost ( _%)</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>PERCENTAGE</b>		%	%	%	%	%	%	%	%	%	%	%	%	%

- 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://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.**

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

---

**Applicant Signature**

---

mm/dd/yyyy

**Date**

**FOR INFORMATION ONLY DO NOT FILL OUT**

***TransNet* ENVIRONMENTAL MITIGATION PROGRAM CYCLE 9  
SAMPLE GRANT AGREEMENT [AGREEMENT NUMBER] BETWEEN  
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS  
AND [INSERT NAME] REGARDING [INSERT DESCRIPTION]**

THIS GRANT AGREEMENT ("Agreement") is made this [Day] day of [Month], [Year], by and between the San Diego Association of Governments ("SANDAG"), 401 B Street, Suite 800, San Diego, California, and [Land Management Organization], ("Grantee"), [address]. This Agreement expires on [Month] [Day], [Year], unless amended in writing by mutual agreement of the parties.

The following recitals are a substantive part of this Agreement:

- A.** The *TransNet* Extension Ordinance, which became effective April 1, 2008, contains provisions for the creation of an Environmental Mitigation Program (EMP).
- B.** The SANDAG Board of Directors has allocated EMP monies to a Regional Habitat Conservation Fund, and awards these monies through a competitive grant process to provide funding for regional habitat management and monitoring activities.
- C.** On [Month] [Day], [Year], SANDAG issued a request for proposals from entities wishing to apply for a portion of the *TransNet* EMP Regional Habitat Conservation funds for use on environmental land management grant projects meeting certain criteria.
- D.** On [Month] [Day], [Year], the Board of Directors approved the award of \$2.0 million in *TransNet* EMP Regional Habitat Conservation funds for this Cycle 9 program.
- E.** Grantee successfully applied for EMP Regional Habitat Conservation funds for the following project: [Project Name] ("Project").
- F.** The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Grantee with funding to implement the Project ("*TransNet* Ordinance Assistance").
- G.** Although SANDAG will be providing financial assistance to Grantee to support the Project, SANDAG will not take an active role in managing the Project or retain substantial control over any portion of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.
- H.** In January 2010, the SANDAG Board of Directors approved Board Policy No. 035, Competitive Grant Program Procedures ("Board Policy No. 035"), which is included as Exhibit D. This grant award, Agreement and the Grantee's performance thereunder is subject to Board Policy No. 035, which includes multiple "use it or lose it" provisions.

NOW, THEREFORE, it is agreed as follows:

**I. DEFINITIONS**

- A. **Application**** means the signed and dated grant application, including any amendment thereto, with all explanatory, supporting, and supplementary documents filed with SANDAG

by or on behalf of the Grantee and accepted or approved by SANDAG. All of Grantee's application materials, not in conflict with this Agreement, are hereby incorporated into this Agreement as though fully set forth herein.

- B. Agreement** means this grant agreement, together with all attachments hereto, which are hereby incorporated into this Agreement and which contain additional terms and conditions that are binding upon the parties.
- C. Approval, Authorization, Concurrence, Waiver** means a conscious written statement (transmitted in typewritten hard copy or electronically) of a SANDAG official authorized to permit the Grantee to take or omit an action required by this Agreement, which action may not be taken or omitted without such permission. Except to the extent that SANDAG determines otherwise in writing, such approval, authorization, concurrence, or waiver permitting the performance or omission of a specific action does not constitute permission to perform or omit other similar actions. An oral permission or interpretation has no legal force or effect. (See also Notice to Proceed, below at Paragraph G in this Section)
- D. Approved Project Budget** means the most recent statement of the costs of the Project, the maximum amount of assistance from SANDAG for which the Grantee is currently eligible, the specific tasks (including specific contingencies) covered, and the estimated cost of each task that has been approved by SANDAG.
- E. Grantee** means that, even if a single organization or division within a legal entity has executed this Agreement as the Grantee, the entire legal entity is the Grantee. If the Grantee is a consortium, partnership, or other multi-party entity, each participant in, member of, or party to that consortium, partnership, or multi-party entity is deemed "Grantee" for purposes of compliance with applicable requirements of the Agreement for the Project.

Note to SANDAG Contracts Staff: Please complete Section F. "Maximum Percentage of SANDAG Participation" only if grantee committed matching funds in its grant application. If grantee did not commit matching funds in its application, please delete Section F, and adjust the Section letters, below, accordingly. Thank you.

**F. Maximum Percentage of SANDAG Participation**

Grantee submitted an application and was evaluated based on its representation that it would provide matching funds for the Project. Grantee agrees to provide  percent, or \$ of the Approved Project Budget as matching funds from resources other than the EMP Regional Habitat Conservation funds. Therefore, the maximum percentage that SANDAG will pay Grantee for amounts invoiced under this Agreement is  percent, or \$, whichever is the lesser of these two amounts.

- G. Notice to Proceed** means a written notice from SANDAG issued to the Grantee authorizing the Grantee to proceed with all or a portion of the work described in the Scope of Work. Grantee shall not proceed with the work, and shall not be eligible to receive payment for work performed, prior to SANDAG's issuance of a Notice to Proceed.
- H. Subgrantee** means any contractor or consultant, at any tier, paid directly or indirectly with funds flowing from this Agreement for the Project.

## **II. PROJECT IMPLEMENTATION**

### **A. General**

The Grantee agrees to carry out the Project as follows:

1. Project Description

Grantee agrees to perform the work as described in the Scope of Work attached as Exhibit A.

2. Effective Date

The effective date of the Agreement or any amendment thereto is the date on which this Agreement is fully executed. The Grantee agrees to undertake Project work promptly after receiving a Notice to Proceed.

3. Grantee's Capacity

The Grantee agrees to maintain or acquire sufficient legal, financial, technical, and managerial capacity to: (a) plan, manage, and complete the Project and provide for the use of any Project property; (b) carry out the safety and security aspects of the Project, and (c) comply with the terms of the Agreement and all applicable laws, regulations, and policies pertaining to the Project and the Grantee, including but not limited to the *TransNet* Ordinance.

4. Project Schedule

The Grantee agrees to complete the Project in a timely manner. Nevertheless, SANDAG and the Grantee agree that milestone dates and other Project completion dates set forth in the Project Schedule attached hereto as Exhibit B are to be treated as good faith estimates rather than precise and firm legal requirements. Changes to Exhibit B or any other Exhibit to the Agreement, shall require written approval from SANDAG and compliance with Board Policy No. 035.

5. Use It or Lose It Policy

Grantee agrees to comply with Board Policy No. 035, attached hereto as Exhibit D. The Project is subject to any amendments to Board Policy No. 035 occurring after the execution of the Agreement, which are incorporated herein by reference.

6. Media and Community Outreach Coordination

The Grantee agrees to notify SANDAG of any media and community outreach efforts, including presentations to community groups, other agencies, and elected officials. The Grantee agrees to assist SANDAG with media or community events related to the grant-funded project, such as ground breakings, and ribbon cuttings, and community workshops. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG and *TransNet* logos should be included in press materials and other project collateral, but may never be included in such documents without advance approval from SANDAG.



As part of the quarterly reports submitted to SANDAG, the Grantee agrees to provide project milestone information to support media and communications efforts. This includes before and after photos, project milestone photos, and photos taken throughout different planning or construction phases and throughout the length of the project. The photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and contain captions with project descriptions, dates, locations, and the names of those featured, if appropriate. Before and after photos should be taken from similar angles to showcase how a particular area has been transformed over time, or photos of plans (for planning projects) should be provided from various angles. SANDAG reserves the right to use the information provided by the Grantee for any combination of the following: social media posts, online photo albums, videos, press releases, PowerPoint presentations, web updates, newsletters, and testimonials. The Grantee agrees to release the rights to these photos to SANDAG.

**B. Application of Laws**

Should a federal or state law pre-empt a local law, regulation, or the *TransNet* Ordinance, the Grantee must comply with the federal or state law and implementing regulations. No provision of the Agreement requires the Grantee to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of federal, state, territorial, or local law, regulation, or ordinance. If compliance with any provision of the Agreement violates or would require the Grantee to violate any law, the Grantee agrees to notify SANDAG immediately in writing. Should this occur, SANDAG and the Grantee agree that they will make appropriate arrangements to proceed with or, if necessary, terminate the Project or affected portions thereof expeditiously.

**C. Notice Regarding Prevailing Wages**

SANDAG's EMP grants 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 Grantee's public works projects pay prevailing wages for workers. Grantee acknowledges that SANDAG has strongly encouraged Grantee to seek legal counsel regarding whether the Project will be subject to prevailing wage laws consistent with Labor Code Section 1720, *et seq.* This Agreement requires Grantee's compliance with all federal, state, and local laws and ordinances as applicable.

**D. Significant Participation by a Subgrantee**

Although the Grantee may delegate any or almost all Project responsibilities to one or more subgrantees, the Grantee agrees that it, rather than any subgrantee, is ultimately responsible for compliance with all applicable laws, regulations, and compliance with this Agreement.

**E. Third-Party Contracting**

1. Grantee shall not award contracts over \$3,000 on the basis of a noncompetitive procurement for work to be performed under this Agreement without the prior written approval of SANDAG. Contracts awarded by Grantee, if intended as local

match credit, must meet the requirements set forth in this Agreement regarding local match funds.

2. Any subagreement, lease, third-party contract or other legally binding document entered into by Grantee as a result of this Agreement shall mandate that travel and per diem reimbursements and third party contract reimbursements to subgrantees, lessees or third party contractors will be allowable as Project costs only after those costs are incurred and paid for by the subgrantee, lessee or third party contractor and only to the extent they do not exceed the rates found at: [www.dot.ca.gov/hq/asc/travel/ch12.htm](http://www.dot.ca.gov/hq/asc/travel/ch12.htm).

#### **F. Grantee's Responsibility to Extend Agreement Requirements to Other Entities**

1. Entities Affected

Grantee agrees to take appropriate measures necessary to ensure that all Project participants comply with all applicable federal laws, regulations, and policies affecting Project implementation. In addition, if an entity other than the Grantee is expected to fulfill any responsibilities typically performed by the Grantee, the Grantee agrees to assure that the entity carries out the Grantee's responsibilities as set forth in this Agreement.

2. Documents Affected

The applicable provisions of laws, regulations, and policies determine the extent to which those provisions affect an entity (such as a subgrantee) participating in the Project through the Grantee. Thus, the Grantee agrees to use a written document to ensure that each entity participating in the Project complies with applicable laws, regulations, and policies.

- a. Required Clauses

The Grantee agrees to use a written document (such as a subagreement, lease, third-party contract or other legally binding document) including all appropriate clauses stating the entity's responsibilities under applicable laws, regulations, or policies.

- b. Flowdown

The Grantee agrees to include in each document (subagreement, lease, third-party contract, or other) any necessary provisions requiring the Project participant (third-party contractor, subgrantee, or other) to impose applicable laws, Agreement requirements and directives on its subgrantees, lessees, third-party contractors, and other Project participants at the lowest tier necessary.

#### **G. No SANDAG Obligations to Third Parties**

In connection with the Project, the Grantee agrees that SANDAG shall not be subject to any obligations or liabilities to any subgrantee, lessee, third-party contractor, or other person or entity that is not a party to the Agreement for the Project. Notwithstanding that SANDAG

may have concurred in or approved any solicitation, subagreement, lease, or third-party contract at any tier, SANDAG has no obligations or liabilities to any entity, including any subgrantee, lessee, or third-party contractor at any tier, other than the Grantee.

#### **H. Changes in Project Performance (i.e., Disputes, Breaches, Defaults, or Litigation)**

The Grantee agrees to notify SANDAG immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event that may adversely affect the Grantee's ability to perform the Project in accordance with the terms of the Agreement, and as required by Board Policy No. 035. The Grantee also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect SANDAG's interests in the Project; and agrees to inform SANDAG, also in writing, before naming SANDAG as a party to litigation for any reason, in any forum. At a minimum, the Grantee agrees to send each notice to SANDAG required by this subsection to SANDAG's Office of General Counsel.

#### **I. Standard of Care**

The Grantee expressly warrants that the work to be performed pursuant to this Agreement shall be performed in accordance with the applicable standard of care. Where approval by SANDAG, the Executive Director, or other representative of SANDAG is indicated in the Scope of Work, it is understood to be conceptual approval only and does not relieve the Grantee of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Grantee or its subgrantees.

### **III. ETHICS [For Federal agency grantees, this section may be subject to modification]**

#### **A. Grantee Code of Conduct/Standards of Conduct**

The Grantee agrees to maintain a written code of conduct or standards of conduct that shall govern the actions of its officers, employees, board members, or agents engaged in the award or administration of subagreements, leases, or third-party contracts supported with *TransNet* Ordinance Assistance. The Grantee agrees that its code of conduct or standards of conduct shall specify that its officers, employees, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential subgrantee, lessee, or third-party contractor at any tier or agent thereof. Such a conflict would arise when an employee, officer, board member, or agent, including any member of his or her immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein has a financial interest in an entity competing for award. The Grantee may set de minimis rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. The Grantee agrees that its code of conduct or standards of conduct shall also prohibit its officers, employees, board members, or agents from using their respective positions in a manner that presents a real or apparent personal or organizational conflict of interest or appearance of personal gain. As permitted by state or local law or regulations, the Grantee agrees that its code of conduct or standards of conduct shall include penalties, sanctions, or other disciplinary actions for violations by its officers, employees, board members, or their agents, or its third-party contractors or subgrantees or their agents.

1. Personal Conflicts of Interest

The Grantee agrees that its code of conduct or standards of conduct shall prohibit the Grantee's employees, officers, board members, or agents from participating in the selection, award, or administration of any third-party contract or subagreement supported by *TransNet* Ordinance Assistance if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, board member, or agent, including any member of his or her immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein has a financial interest in a firm competing for award.

2. Organizational Conflicts of Interest

The Grantee agrees that its code of conduct or standards of conduct shall include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subagreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or subgrantee or impair its objectivity in performing the contract work.

**B. SANDAG Code of Conduct**

SANDAG has established policies concerning potential conflicts of interest. These policies apply to Grantee. For all awards by SANDAG, any practices which might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks, or other unlawful considerations. SANDAG staff is specifically prohibited from participating in the selection process when those staff have a close personal relationship, family relationship, or past (within the last 12 months), present, or potential business or employment relationship with a person or business entity seeking a contract. It is unlawful for any contract to be made by SANDAG if any individual board member or staff has a prohibited financial interest in the contract. Staff also is prohibited from soliciting or accepting gratuities from any organization seeking funding from SANDAG. SANDAG's officers, employees, agents, and board members shall not solicit or accept gifts, gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. By signing this Agreement, Grantee affirms that it has no knowledge of an ethical violation by SANDAG staff or Grantee. If Grantee has any reason to believe a conflict of interest exists with regard to the Agreement or the Project, it should notify the SANDAG Office of General Counsel immediately.

**C. Bonus or Commission**

The Grantee affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its *TransNet* Ordinance Assistance application for the Project.

**D. False or Fraudulent Statements or Claims**

The Grantee acknowledges and agrees that by executing the Agreement for the Project, the Grantee certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project.

#### **IV. Amount of Funding Assistance**

The Grantee agrees that SANDAG will provide *TransNet* Ordinance Assistance for the Project equal to the smallest of the following amounts: (a) the "Maximum SANDAG Amount Approved" of \$\_\_\_\_\_, or (b) the amount calculated in accordance with the "Maximum Percentage(s) of SANDAG Participation," which is \_\_\_\_\_ percent. SANDAG's responsibility to make payments under this Agreement is limited to the amounts listed in the Approved Project Budget for the Project. Grantee's estimate in its application for funding from SANDAG for the Project is the amount that forms the basis upon which SANDAG determines the "Maximum SANDAG Amount Awarded" and "Maximum Percentage(s) of SANDAG Participation."

Note to SANDAG Contracts Staff: If grantee did not commit matching funds in the grant application, please delete Section V. "Matching Funds" from the agreement, and renumber following sections accordingly. Thank you.

#### **V. MATCHING FUNDS**

Grantee has proposed to provide matching funds for the Project and therefore agrees as follows:

##### **A. Duty to Obtain Matching Funds**

The Grantee agrees to provide sufficient funds or approved in-kind resources, together with the *TransNet* Ordinance Assistance awarded, that will assure payment of the actual cost of each Project activity covered by the Agreement for the Project. The amount of matching funds and percentage(s) of matching funds Grantee shall provide are set forth in the Approved Project Budget. The Grantee agrees to complete all proceedings necessary to provide its share of the Project costs at or before the time the matching funds are needed for Project costs.

##### **B. Prompt Payment of Matching Funds**

The Grantee agrees to provide the proportionate amount of the matching funds promptly as it incurs Project costs or Project costs become due.

##### **C. Reduction of Matching Funds**

The Grantee agrees that no refund or reduction of the amount of matching funds may be made unless, at the same time, a reduction of the proportional amount of the *TransNet* Ordinance Assistance provided is made to SANDAG in order to maintain the Maximum Percentage(s) of SANDAG Participation.

#### **VI. APPROVED PROJECT BUDGET**

The Grantee and SANDAG have agreed to a Project budget that is designated the "Approved Project Budget." The Grantee will incur obligations and make disbursements of Project funds only as authorized by the Approved Project Budget. An amendment to the Approved Project Budget requires the issuance of a formal amendment to the Agreement, unless the reallocation of funds among budget items or fiscal years does not increase the total amount of the *TransNet* Ordinance Assistance awarded for the Project, does not negatively impact the benefits obtained from the Project and is consistent with applicable laws, regulations, and policies. However, a formal amendment to the Agreement is required for all amendments to the Approved Project Budget once

cumulative transfers of funds among budget items or fiscal years exceed 10 percent of the total budget. Prior SANDAG approval is still required for transfers of funds between non-construction and construction categories or when, in non-construction grants, cumulative transfers of funds between budget items or fiscal years amount to less than 10 percent of the total budget.

## **VII. PAYMENTS**

### **A. Grantee's Request for Payment When Matching Funds Are Required**

The Grantee will demonstrate or certify that it will provide adequate matching funds such that, when combined with payments from SANDAG, will cover all costs to be incurred for the Project. Except to the extent that SANDAG determines, in writing, that the Grantee may defer its provision of matching funds for the Project, a Grantee is required under the terms of this Agreement to provide matching funds for the Project and agrees that it will not:

1. Request or obtain matching funds exceeding the amount justified by the matching share previously provided, or
2. Take any action that would cause the proportion of *TransNet* Ordinance Assistance made available to the Project at any time to exceed the percentage authorized by the Agreement for the Project.

### **B. Payment by SANDAG**

Upon receiving a request for payment and adequate supporting information, SANDAG will make payment for eligible amounts to Grantee within 30 days if Grantee has complied with the requirements of the Agreement, has satisfied SANDAG that the *TransNet* Ordinance Assistance requested is needed for Project purposes in that requisition period, and is making adequate progress toward Project completion consistent with Board Policy No. 035. After the Grantee has demonstrated satisfactory compliance with the preceding requirements, SANDAG may reimburse the Grantee's apparent allowable costs incurred (or to be incurred in the requisition period), as set forth in the Approved Project Budget for the Project. Grantee shall use the Sample Invoice Template, attached hereto as Exhibit E, when submitting invoices to SANDAG. [For federal agency grantees, the following sentence will be removed] SANDAG shall retain 10 percent from the amounts invoiced until satisfactory completion of work. SANDAG shall promptly release retention amounts to Grantee following Grantee's satisfactory completion of work, receipt of Grantee's final invoice and all required documentation.

### **C. Costs Reimbursed**

The Grantee agrees that Project costs eligible for *TransNet* Ordinance Assistance must comply with all the following requirements, unless SANDAG determines otherwise in writing. To be eligible for reimbursement, Project costs must be:

1. Consistent with the Project Description, the Approved Project Budget, and other provisions of the Agreement
2. Necessary in order to accomplish the Project
3. Reasonable for the goods or services purchased

4. Actual net costs to the Grantee (i.e., the price paid minus any refunds, rebates, or other items of value received by the Grantee that have the effect of reducing the cost actually incurred, excluding program income)
5. Incurred for work performed after the Effective Date of the Agreement, and following Grantee's receipt of a Notice to Proceed from SANDAG
6. Satisfactorily documented
7. Treated consistently in accordance with accounting principles and procedures approved by SANDAG for the Grantee, and with accounting principles and procedures approved by the Grantee for its third-party contractors and subgrantees
8. Eligible for *TransNet* Ordinance Assistance as part of the EMP
9. Indirect Costs are only allowable with prior SANDAG approval. Grantee must submit the following documentation as part of the grant proposal: (1) an indirect cost allocation audit approved by a qualified independent auditor or (2) the proposed method for allocating indirect costs is in accordance with OMB guidelines. Indirect cost allocation plans must be reviewed and renewed annually.

**D. Excluded Costs**

1. In determining the amount of *TransNet* Ordinance Assistance SANDAG will provide for the Project, SANDAG will exclude:
  - a. Any Project cost incurred by the Grantee before the Effective Date of the Agreement or applicable Amendment thereto
  - b. Any cost that is not included in the latest Approved Project Budget
  - c. Any cost for Project property or services received in connection with a subagreement, lease, third-party contract, or other arrangement that is required to be, but has not been, concurred in or approved in writing by SANDAG
  - d. Any cost ineligible for SANDAG participation as provided by applicable laws, regulations, or policies
2. The Grantee understands and agrees that payment to the Grantee for any Project cost does not constitute SANDAG's final decision about whether that cost is allowable and eligible for payment under the Project and does not constitute a waiver of any violation by the Grantee of the terms of the Agreement for the Project. The Grantee acknowledges that SANDAG will not make a final determination about the allowability and eligibility of any cost until the final payment has been made on the Project or the results of an audit of the Project requested by SANDAG or its Independent Taxpayers' Oversight Committee (ITOC) has been completed, whichever occurs latest. If SANDAG determines that the Grantee is not entitled to receive any portion of the *TransNet* Ordinance Assistance requested or paid, SANDAG will notify the Grantee in writing, stating its reasons. The Grantee agrees that Project closeout will not alter the Grantee's responsibility to return any funds due to SANDAG as a

result of later refunds, corrections, or other similar transactions; nor will Project closeout alter SANDAG's right to disallow costs and recover funds provided for the Project on the basis of a later audit or other review.

**E. Federal Claims, Excess Payments, Disallowed Costs, including Interest**

**1. Grantee's Responsibility to Pay**

Upon notification to the Grantee that specific amounts are owed to SANDAG, whether for excess payments of *TransNet* Ordinance Assistance, disallowed costs, or funds recovered from third parties or elsewhere, the Grantee agrees to promptly remit to SANDAG the amounts owed, including applicable interest, penalties, and administrative charges.

**VIII. ACCOUNTING RECORDS**

In compliance with applicable laws, regulations, and policies, the Grantee agrees as follows:

**A. Project Accounts**

The Grantee agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The Grantee also agrees to maintain all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents related in whole or in part to the Project so that they may be clearly identified, readily accessible, and available to SANDAG upon request and, to the extent feasible, kept separate from documents not related to the Project.

**B. Documentation of Project Costs and Program Income**

Except to the extent that SANDAG determines otherwise, in writing, the Grantee agrees to support all costs charged to the Project, including any approved services or property contributed by the Grantee or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges, including adequate records to support the costs the Grantee has incurred underlying any payment SANDAG has agreed to participate in based upon a "payable" milestone.

**IX. Reporting, Record Retention, and Access**

**A. Types of Reports**

The Grantee agrees to submit to SANDAG all reports required by law and regulation, policy, this Agreement, and any other reports SANDAG may specify.

**B. Report Formats**

The Grantee agrees that all reports and other documents or information intended for public availability developed in the course of the Project and required to be submitted to SANDAG must be prepared and submitted in electronic and/or typewritten hard copy formats, as SANDAG may specify. SANDAG reserves the right to specify that records be submitted in particular formats.



**C. Record Retention**

During the course of the Project and for three years thereafter from the date of transmission of the final expenditure report, the Grantee agrees to maintain, intact and readily accessible, all data, documents, reports, records, contracts, and supporting materials relating to the Project as SANDAG may require.

**D. Access to Records of Grantees and Subgrantees**

The Grantee agrees to permit, and require its subgrantees to permit, SANDAG or its authorized representatives, upon request, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Grantee and its subgrantees pertaining to the Project.

**E. Project Closeout**

The Grantee agrees that Project closeout does not alter the reporting and record retention requirements of this Agreement.

**F. Quarterly Reports**

It shall be the responsibility of Grantee to advise SANDAG on a quarterly basis of the progress of its work, expenditures incurred, and information regarding whether the Project is projected to comply with the fee payment schedule and Project budget limits. The quarterly progress report shall be submitted in writing to SANDAG within three weeks after the periods covering January 1 to March 31; April 1 to June 30; July 1 to September 30; and October 1 to December 31. Grantee shall document the progress and results of work performed under this Agreement to the satisfaction of SANDAG and, if applicable, to the satisfaction of any government agency as directed by SANDAG. This may include progress and final reports, plans, specifications, estimates, or other evidence of attainment of the Agreement objectives, which are requested by SANDAG or ITOC. Grantee may be required to attend meetings of SANDAG staff and committees, including but not limited to ITOC, the Regional Planning Committee, and the SANDAG Board of Directors, to report on its progress and respond to questions.

**X. PROJECT COMPLETION, AUDIT, SETTLEMENT, AND CLOSEOUT**

**A. Project Completion**

Within 90 calendar days following Project completion or termination by SANDAG, the Grantee agrees to submit a final certification of Project expenses and audit reports, as applicable.

**B. Audit of Grantee**

The Grantee agrees to have financial and compliance audits performed as SANDAG may require. If performed, these financial and compliance audits must comply with the provisions of OMB Circular A-133, dated March 2014, and any further revision or supplement thereto. The Grantee also agrees to obtain any other audits required by SANDAG. The Grantee agrees that these audits will be conducted in accordance with U.S. Government Accountability Office "Generally Accepted Government Auditing Standards." The Grantee agrees that Project closeout will not alter the Grantee's audit responsibilities. Audit costs are allowable Project costs.

**C. Performance Audit**

The Grantee agrees to cooperate with SANDAG or ITOC with regard to any performance audit that is performed on the Project pursuant to the *TransNet* Ordinance.

**D. Project Closeout**

Project closeout occurs when SANDAG notifies the Grantee that SANDAG has closed the Project, and either forwards the final *TransNet* Ordinance Assistance payment or acknowledges that the Grantee has remitted the proper refund. The Grantee agrees that Project closeout by SANDAG does not invalidate any continuing requirements imposed by the Agreement or any unmet requirements set forth in a written notification from SANDAG.

**XI. TIMELY PROGRESS AND RIGHT OF SANDAG TO TERMINATE**

- A.** Grantee shall make diligent and timely progress toward completion of the Project within the timelines set forth in the Project Schedule (Exhibit C) and consistent with Board Policy No. 035. If timely progress is not achieved, SANDAG may review the status of the Project to determine if the funds should be reallocated to another eligible project. Grantee understands and agrees that any failure to make reasonable progress on the Project or violation of the Agreement that endangers substantial performance of the Project shall provide sufficient grounds for SANDAG to terminate the Agreement for the Project.
- B.** Upon written notice, the Grantee agrees that SANDAG may suspend or terminate all or any part of the *TransNet* Ordinance Assistance to be provided for the Project if the Grantee has violated the terms of this Agreement, or if SANDAG determines that the purpose of the laws or policies authorizing the Project would not be adequately served by the continuation of *TransNet* Ordinance Assistance for the Project.
- C.** In general, termination of *TransNet* Ordinance Assistance for the Project will not invalidate obligations properly incurred by the Grantee before the termination date to the extent those obligations cannot be canceled. If, however, SANDAG determines that the Grantee has misused *TransNet* Ordinance Assistance by failing to make adequate progress, failing to make reasonable and appropriate use of Project property, or failing to comply with the terms of this Agreement, SANDAG reserves the right to require the Grantee to refund the entire amount of *TransNet* Ordinance Assistance provided for the Project or any lesser amount as SANDAG may determine.
- D.** Expiration of any Project time period established in the Project Schedule will not, by itself, automatically constitute an expiration or termination of this Agreement for the Project; however, Grantee must request and SANDAG may agree to amend the contract if the Project Schedule will not be met. An amendment to the Project Schedule may be made at SANDAG's discretion, consistent with Board Policy No. 035, if Grantee provides documentation that the Project is delayed due to factors external to the control of Grantee.

**XII. CIVIL RIGHTS**

The Grantee agrees to comply with all applicable civil rights laws, regulations, and policies and shall include the provisions of this Section XII in each subagreement, lease, third-party contract or other

legally binding document to perform work funded by this Agreement. Applicable civil rights laws, regulations and policies include, but are not limited to, the following:

**A. Nondiscrimination**

SANDAG implements its programs without regard to income level, disability, race, color, and national origin in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act. Grantee shall prohibit discrimination on these grounds, notify the public of their rights under these laws, and utilize a process for addressing complaints of discrimination. Furthermore, Grantee shall make the procedures for filing a complaint available to members of the public and will keep a log of all such complaints. Grantee must notify SANDAG immediately if a complaint is lodged that relates to the Project or program funded by this grant.

**B. Equal Employment Opportunity**

During the performance of this Agreement, Grantee and all of its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, denial of pregnancy disability leave, veteran status, or sexual orientation. Grantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by this reference and are made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

**XIII. OWNERSHIP OF WORK PRODUCT**

SANDAG shall own any deliverables created in whole or in part for SANDAG's benefit pursuant to the Scope of Work for the Project. The term "deliverables" includes, but is not limited to, all original drawings, reports, photos, and other documents, including detailed calculations and other work product developed for the Project or services performed on the Project.

**XIV. DISPUTES AND VENUE**

**A. Choice of Law**

This Agreement shall be interpreted in accordance with the laws of the State of California.

**B. Dispute Resolution Process**

In the event Grantee has a dispute with SANDAG during the performance of this Agreement, Grantee shall continue to perform unless SANDAG informs Grantee in writing

to cease performance. The dispute resolution process for disputes arising under this Agreement shall be as follows:

Grantee shall submit a statement of the grounds for the dispute, including all pertinent dates, names of persons involved, and supporting documentation, to SANDAG's Project Manager. The Project Manager and other appropriate SANDAG staff will review the documentation in a timely manner and reply to Grantee within 20 calendar days. Upon receipt of an adverse decision by SANDAG, Grantee may submit a request for reconsideration to SANDAG's Executive Director. The request for reconsideration must be received within ten calendar days from the postmark date of SANDAG's reply. The Executive Director will respond to the request for reconsideration within ten working days. The written decision of the Executive Director shall be final.

**C. Venue**

If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, litigation and collection expenses, witness fees, and court costs as determined by the court.

**XV. ASSIGNMENT**

Grantee shall not assign, sublet, or transfer (whether by assignment or novation) this Agreement or any rights under or interest in this Agreement

**XVI. INSURANCE**

Grantee shall procure and maintain during the period of performance of this Agreement, and for 12 months following completion, policies of insurance from insurance companies authorized to do business in the State of California or the equivalent types and amounts of self-insurance, as follows:

**A. General Liability**

Combined single limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate for personal and bodily injury, including death, and broad form property damage. The policy must include an acceptable "Waiver of Transfer Rights of Recovery Against Others Endorsement." The policy must name SANDAG as an additional insured in the endorsement. A deductible or retention may be utilized, subject to approval by SANDAG.

**B. Automobile Liability**

For personal and bodily injury, including death, and property damage in an amount not less than \$1,000,000.

**C. Workers' Compensation and Employer's Liability**

Policy must comply with the laws of the State of California. The policy must include an acceptable "Waiver of Right to Recover from Others Endorsement" naming SANDAG as an additional insured.

#### **D. Other Requirements**

Grantee shall furnish satisfactory proof by one or more certificates (original copies) that it has the foregoing insurance. The insurance shall be provided by an acceptable insurance provider, as determined by SANDAG, which satisfies the following minimum requirements:

1. An insurance carrier qualified to do business in California and maintaining an agent for service of process within the state. Such insurance carrier shall maintain a current A.M. Best rating classification of "A-" or better, and a financial size of "\$10 million to \$24 million (Class V) or better," or
2. An insurance carrier qualified to do business in California and a policy provision for an agent for service of process in California.

Certificates of Insurance (COI) shall be filed with SANDAG. These policies shall be primary insurance as to SANDAG so that any other coverage held by SANDAG shall not contribute to any loss under Grantee's insurance. Insurance policies shall not be canceled without first giving thirty days advance written notice to SANDAG. For purposes of this notice requirement, any material change in the policy prior to its expiration shall be considered a cancellation.

#### **E. Insurance Certificate Submittal**

Grantee shall submit proof of insurance directly to SANDAG. If Grantee is a self-insured entity, Grantee will work directly with SANDAG regarding all insurance coverage. If Grantee is not a self-insured entity, SANDAG will use myCOI to track and verify insurance coverage. The Agreement between Grantee and SANDAG shall not be executed unless Grantee is registered with myCOI and compliant (COIs have been received). Grantee shall ensure its insurance agent(s) will comply with requests for updated information from myCOI. Grantee is responsible for ensuring that its agents send SANDAG updated certificates of insurance throughout the term of the Agreement via myCOI. Grantee shall include the Agreement number and/or task order number on all insurance-related correspondence submitted to myCOI (i.e., the insurance certificate itself).

[For federal agencies, the following language will be used in place of the language above:

The [name of federal agency] is self-insured. Its employees are compensated for injuries on the job by the Federal Employees' Compensation Act, codified as 5 U.S.C. 8101 et seq.

### **XVII. INDEMNIFICATION AND HOLD HARMLESS**

#### **A. Generally**

With regard to the Grantee's performance in connection with or incidental to the Project, the Grantee agrees to defend, indemnify, protect, and hold SANDAG and its Board of Directors, agents, officers, and employees harmless from and against any and all claims, including, but not limited to, prevailing wages claims against the Project, asserted or established liability for damages or injuries to any person or property, including injury to the Grantee's or its subgrantees' employees, agents, or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Grantee and its subgrantees and their agents, officers, or

employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Grantee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of SANDAG, its Board of Directors, agents, officers, or employees.

**B. Intellectual Property**

Upon request by SANDAG, the Grantee agrees to indemnify, save, and hold harmless SANDAG and its Board of Directors, officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Grantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Grantee shall not be required to indemnify SANDAG for any such liability caused solely by the wrongful acts of SANDAG employees or agents.

**XVIII. INDEPENDENT CONTRACTOR**

**A. Status of Grantee**

Grantee shall perform the services provided for within this Agreement as an independent contractor, and not as an employee of SANDAG. Grantee shall be under the control of SANDAG as to the result to be accomplished and not the means, and shall consult with SANDAG as provided for in the Scope of Work. The payments made to Grantee pursuant to this Agreement shall be the full and complete compensation to which Grantee is entitled. SANDAG shall not make any federal or state tax withholdings on behalf of Grantee. SANDAG shall not be required to pay any workers' compensation insurance on behalf of Grantee. Grantee agrees to indemnify SANDAG for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which SANDAG may be required to make on behalf of Grantee or any employee of Grantee for work done under this Agreement.

**B. Actions on behalf of SANDAG**

Except as SANDAG may specify in writing, Grantee shall have no authority, express or implied, to act on behalf of SANDAG in any capacity whatsoever, as an agent or otherwise. Grantee shall have no authority, express or implied, to bind SANDAG or its members, agents, or employees, to any obligation whatsoever, unless expressly provided for in this Agreement.

**XIX. INTEGRATION**

This Agreement represents the entire understanding of SANDAG and Grantee as to those matters contained in it. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by SANDAG and the Grantee.

## **XX. SEVERABILITY**

If any provision of this Agreement is determined invalid, the remainder of that Agreement shall not be affected if that remainder would continue to conform to the requirements of applicable laws or regulations.

## **XXI. NOTICE**

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, registered or certified, postage prepaid, addressed to:

San Diego Association of Governments  
Attention: Sarah Pierce  
401 B Street, Suite 800  
San Diego, CA 92101

Grantee:

Attention: [Grantee Project Manager]  
[Grantee's Address]  
[City, State, ZIP]

and shall be effective upon receipt thereof.

## **XXII. SIGNATURES**

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

**SAN DIEGO ASSOCIATION OF GOVERNMENTS**

**[GRANTEE]**

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**KIM KAWADA**  
**Chief Deputy Executive Director**

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**[FULL NAME]**  
**[Title]**

APPROVED AS TO FORM:

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Office of General Counsel

**EXHIBIT A**  
**SCOPE OF WORK**

<b>Task No.</b>	<b>Task Name</b>	<b>Task Description</b>	<b>Quantifiable Results / Deliverables</b>
<b>1.</b>	Name of Task	Describe Task	List the quantifiable results and deliverables
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>....</b>			
<b>....</b>	Administration		



## EXHIBIT B PROJECT BUDGET

Grantee agrees to submit invoices to SANDAG 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; covering the costs of the work done by task during that time period. Invoices should include backup material on the matching funds and the requested *TransNet* funds.

Task No.	Task Name	Year 1 Grant Amount	Year 1 Matching Funds <sup>1</sup>	Year 2 Grant Amount	Year 2 Matching Funds <sup>1</sup>	Year 3 Grant Amount	Year 3 Matching Funds <sup>1</sup>	Total Grant Amount	Total Matching Funds	Total Project Cost
1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
...		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
...		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Total</b>										
<b>Indirect Cost ( _ %)</b>										
<b>TOTAL</b>										
<b>PERCENTAGE</b>		%	%	%	%	%	%	%	%	%

1

<sup>1</sup> 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 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.

**EXHIBIT C  
PROJECT SCHEDULE**

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<b>Task No.</b>	<b>Task Name</b>	<b>Start Date</b>	<b>Months Needed to Complete Task</b>	<b>Task End Date</b>
<b>1.</b>		"n" Months from NTP	"n"	MM/DD/YYYY
<b>2.</b>		"n" Months from NTP	"n"	MM/DD/YYYY
<b>3.</b>		"n" Months from NTP	"n"	MM/DD/YYYY
<b>4.</b>		"n" Months from NTP	"n"	MM/DD/YYYY
<b>5.</b>		"n" Months from NTP	"n"	MM/DD/YYYY
<b>...</b>		"n" Months from NTP	"n"	MM/DD/YYYY
<b>...</b>	Administration	"n" Months from NTP	"n"	MM/DD/YYYY

Assumes Notice to Proceed (NTP) is Fall 2018.

**EXHIBIT D**  
**SANDAG BOARD POLICY NO. 035**

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**BOARD POLICY NO. 035**

**COMPETITIVE GRANT PROGRAM PROCEDURES**

**Applicability and Purpose of Policy**

This Policy applies to all grant programs administered through SANDAG, whether from *TransNet* or another source, including but not limited to the Smart Growth Incentive Program, Environmental Mitigation Program, Bike and Pedestrian Program, Senior Mini Grant Program, Federal Transit Administration grant programs, and Active Transportation Grant Program.

Nothing in this Policy is intended to supersede federal or state grant rules, regulations, statutes, or contract documents that conflict with the requirements in this Policy. There are never enough government grant funds to pay for all of the projects worthy of funding in the San Diego region. For this reason, SANDAG awards grant funds on a competitive basis that takes the grantees' ability to perform their proposed project on a timely basis into account. SANDAG intends to hold grantees accountable to the project schedules they have proposed in order to ensure fairness in the competitive process and encourage grantees to get their projects implemented quickly so that the public can benefit from the project deliverables as soon as possible.

**Procedures**

**1. Project Milestone and Completion Deadlines**

1.1. When signing a grant agreement for a competitive program funded and/or administered by SANDAG, grant recipients must agree to the project delivery objectives and schedules in the agreement. In addition, a grantee's proposal must contain a schedule that falls within the following deadlines. Failure to meet the deadlines below may result in revocation of all grant funds not already expended. The final invoice for capital, planning, or operations grants must be submitted prior to the applicable deadline.

1.1.1. Funding for Capital Projects. If the grant will fund a capital project, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary construction contract must be awarded within two years following execution of the grant agreement, and construction must be completed within eighteen months following award of the construction contract. Completion of construction for purposes of this policy shall be when the prime construction contractor is relieved from its maintenance responsibilities. If no construction contract award is necessary, the construction project must be complete within eighteen months following execution of the grant agreement.

1.1.2. Funding for Planning Grants. If the grant will fund planning, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary consultant contract must be awarded within one year following

execution of the grant agreement, and the planning project must be complete within two years following award of the consultant contract. Completion of planning for purposes of this policy shall be when grantee approves the final planning project deliverable. If no consultant contract award is necessary, the planning project must be complete within two years of execution of the grant agreement.

1.1.3. Funding for Operations Grants. If the grant will fund operations, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary services contract for operations must be awarded within one year following execution of the grant agreement, and the operations must commence within six months following award of the operations contract. If no services contract for operations is necessary, the operations project must commence within one year of execution of the grant agreement.

1.1.4. Funding for Equipment or Vehicles Grants. If the grant will fund equipment or vehicles, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary purchase contracts for equipment or vehicles must be awarded within one year following execution of the grant agreement, and use of the equipment or vehicles for the benefit of the public must commence within six months following award of the purchase contract.

## 2. Project Milestone and Completion Deadline Extensions

2.1. Schedules within grant agreements may include project scopes and schedules that will identify interim milestones in addition to those described in Section 1 of this Policy. Grant recipients may receive extensions on their project schedules of up to six months for good cause. Extensions of up to six months aggregate that would not cause the project to miss a completion deadline in Section 1 may be approved by the SANDAG Executive Director. Extensions beyond six months aggregate or that would cause the project to miss a completion deadline in Section 1 must be approved by the Policy Advisory Committee that has been delegated the necessary authority by the Board. For an extension to be granted under this Section 2, the following conditions must be met:

2.1.1. For extension requests of up to six months, the grantee must request the extension in writing to the SANDAG Program Manager at least two weeks prior to the earliest project schedule milestone deadline for which an extension is being requested. The Executive Director or designee will determine whether the extension should be granted. The Executive Director's action will be reported out to the Board in following month's report of delegated actions.

2.1.2. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes.

2.1.3. If the Executive Director denies an extension request under this Section 2, the grantee may appeal within ten business days of receiving the Executive Director's

response to the responsible Policy Advisory Committee by sending the appeal to the SANDAG Program Manager.

2.1.4. Extension requests that are rejected by the Policy Advisory Committee will result in termination of the grant agreement and obligation by the grantee to return to SANDAG any unexpended funds within 30 days. Unexpended funds are funds for project costs not incurred prior to rejection of the extension request by the Policy Advisory Committee.

### 3. Project Delays and Extensions in Excess of Six Months

3.1. Requests for extensions in excess of six months, or that will cause a project to miss a completion deadline in Section 1 (including those projects that were already granted extensions by the Executive Director and are again falling behind schedule), will be considered by the Policy Advisory Committee upon request to the SANDAG Program Manager.

3.2. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes. The grantee must provide the necessary information to SANDAG staff to place in a report to the Policy Advisory Committee. If sufficient time is available, and the grant utilized *TransNet* funds, the request will first be taken to the Independent Taxpayer Advisory Committee (ITOC) for a recommendation. The grantee should make a representative available at the meeting to present the information to, and/or answer questions from, the ITOC and Policy Advisory Committee.

3.3. The Policy Advisory Committee will only grant an extension under this Section 3 for extenuating circumstances that the grantee could not have reasonably foreseen.

### 4. Resolution and Execution of the Grant Agreement

4.1. Two weeks prior to the review by the Policy Advisory Committee of the proposed grants, prospective grantees must submit a resolution from their authorized governing body that includes the provisions in this Subsection 4.1. Failure to provide a resolution that meets the requirements in this Subsection 4.1 will result in rejection of the application and the application will be dropped from consideration with funding going to the next project as scored by the evaluation committee. In order to assist grantees in meeting this resolution deadline, when SANDAG issues the call for projects it will allow at least 90 days for grant application submission.

4.1.1. Grantee governing body commits to providing the amount of matching funds set forth in the grant application.

4.1.2. Grantee governing body authorizes staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG.

4.2. Grantee's authorized representative must execute the grant agreement within 45 days from the date SANDAG presents the grant agreement to the prospective grantee for

execution. Failure to meet the requirements in this Subsection 4.2 may result in revocation of the grant award.

5. Increased Availability of Funding Under this Policy

- 5.1. Grant funds made available as a result of the procedures in this Policy may be awarded to the next project on the recommended project priority list from the most recent project selection process, or may be added to the funds available for the next project funding cycle, at the responsible Policy Advisory Committee's discretion. Any project that loses funding due to failure to meet the deadlines specified in this Policy may be resubmitted to compete for funding in a future call for grant applications.

Adopted: January 2010

Amended: November 2014

## EXHIBIT E SAMPLE INVOICE

### TRANSNET EMP GRANT PROGRAM ITEMIZED INVOICE

To: **Sarah Pierce**  
SANDAG  
401 "B" Street, Suite 800  
San Diego, CA 92101-4231

From:

Grant Number:

Project Name:

Grant Invoice Number:

Billing Period: FROM TO

Invoice Date:

	PROJECT TASK	EXPECTED MATCHING FUNDS	PREVIOUS EXPENDED MATCHING FUNDS	CURRENT EXPENDED MATCHING FUNDS THIS PERIOD	EXPENDED MATCHING FUNDS TO DATE	REMAINING MATCHING FUNDS	BEGINNING GRANT BALANCE	PREVIOUS GRANT EXPENDITURE S	CURRENT GRANT EXPENDITURES THIS PERIOD	GRANT EXPENDITURE S TO DATE	REMAINING GRANT BALANCE
1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
...		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Indirect Cost % (IF any)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Current Expenditures:	\$ -
10% Retention Withheld	\$ -
Total Amount Due this Invoice:	\$ -

#### CERTIFICATION OF GRANTEE

I hereby certify that the above costs were incurred in performance of the work required under the arrangement of the grant and are consistent with the amounts evidenced by supporting documents and expenditures.

Signature

Printed Name and Title

Date

Summary of Deliverables Provided with Invoice

**EXHIBIT F**  
**SAMPLE RESOLUTION**

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**RESOLUTION NO. NUMBER**  
**AUTHORIZING AN APPLICATION FOR**  
**ENVIRONMENTAL MITIGATION LAND MANAGEMENT GRANT PROGRAM FUNDS TO**  
**THE SAN DIEGO ASSOCIATION OF GOVERNMENTS**  
**FOR PROJECT NAME, COMMITTING TO PROVIDE MATCHING FUNDS, AND AUTHORIZING STAFF**  
**TO ACCEPT GRANT FUNDS AND EXECUTE GRANT AGREEMENT**

WHEREAS, in November 2004, the voters of San Diego County approved SANDAG Ordinance 04-01, which extended the *TransNet* 1/2 cent sales and use tax through 2048 (*TransNet* Ordinance); and

WHEREAS, the *TransNet* Extension Ordinance contains provisions for the creation of an Environmental Mitigation Program (EMP), which began being funded by the *TransNet* Ordinance on April 1, 2008; and

WHEREAS, in Month Day, Year, SANDAG issued its Cycle 9 call for projects from entities wishing to apply for a portion of the EMP Regional Habitat Conservation grant funds for use on environmental land management projects meeting certain criteria; and

WHEREAS, Name of Organization wishes to receive \$Insert Amount in EMP Regional Habitat Conservation grant funds for the following project: Project Name; and

WHEREAS, Name of Organization understands that the EMP Regional Habitat Conservation grant funding is fixed at the programmed amount, and therefore project cost increases that exceed the grant awarded will be the sole responsibility of the grantee.

NOW, THEREFORE, BE IT RESOLVED by Governing Board Name that Name of Organization is authorized to submit an application to SANDAG for Name of the Grant Program funding in the amount of \$Insert Amount for Project Name; and

BE IT FURTHER RESOLVED that, if a grant award is made by SANDAG to fund Project Name, Governing Board commits to providing \$Insert Amount Even if Zero of matching funds and/or in-kind contributions as set forth in its grant application; authorizes Name of Organization staff to accept the grant funds; and authorizes execution of the Grant Agreement included in the Cycle 9 call for projects with SANDAG without exceptions.

PASSED AND ADOPTED by Name of Organization's Governing Board this Insert Date of Insert Month and Year.

Ayes: \_\_\_\_\_

Nayes: \_\_\_\_\_

Absent/Abstention: \_\_\_\_\_

\_\_\_\_\_  
Signature of Governing Board's Chair/Director

ATTEST:

Clerk or Secretary of the Governing Board of Name of Organization



**Note to Grant Applicant:** This Sample Resolution satisfies the requirements of SANDAG Board Policy No. 035, Competitive Grant Program Procedures, Sections 4.1.1 and 4.1.2.

Failure to submit a resolution that includes all of the provisions above, including those from Sections 4.1.1 and 4.1.2 of SANDAG's Board Policy No. 035, will result in rejection of the application and the application will be dropped from consideration with funding going to the next project as scored by the evaluation committee. Board letters, minute orders, meeting minutes, or any other document that is not a resolution, will not satisfy Sections 4.1.1 and 4.1.2 of Board Policy No. 035.

Please delete these three paragraphs before presenting this resolution to your governing body. Thank you.