

**PROCESS FOR  
REQUESTS FOR FUNDING  
FROM  
SANTA CLARA VALLEY HABITAT AGENCY**

### **Eligible Applicants**

Applicants must either be or partnering with (1) a governmental agency, (2) a quasi-governmental agency, or (3) non-profit organization. Non-profit and community-based organizations, or their partners, must provide evidence of current 501(c)(3) status at the time of proposal submittal to be eligible for funding through this RFP.

### **Eligible Projects**

All eligible projects must advance the Santa Clara Valley Habitat Plan (Habitat Plan) conservation strategy (Chapter 5), monitoring and adaptive management program (Chapter 6), or the biological goals and objectives (Chapter 5). The types of projects that may be funded is based upon available funds and relevance to Habitat Agency needs. The following list is not all-inclusive, and additional detailed requirements apply to each type of project:

- A. Habitat creation, restoration, and enhancement;
- B. Species or Natural Community surveys and monitoring;
- C. Scientific research that promotes Habitat Plan biological goals and objectives; and
- D. Outreach and educational activities specified in the Habitat Plan.

### **Matching Funds**

The Habitat Agency has limited funds. Projects providing 25% or more of the project cost as matching funds may be ranked above those that provide less than 25% matching funds. Matching fund sources may include contributions derived from other available funding sources, program fees, and/or the value of third-party in-kind services (i.e., volunteer and staff services or pro-bono professional services).

### **Submittal Instruction and Review Process**

Organizations must demonstrate that their proposals, if funded, would meet one or more of the biological goals and objectives of the Habitat Plan, which is available online at: <http://scv-habitatagency.org>.

Each proposal must include a project schedule detailing approximate dates of task(s) completion with milestones. Every 6 months, an update via email of project progress must be provided to the Habitat Agency. An alternative schedule may be proposed to align with project milestones. A final report will be due at project completion. The maximum term of the grant agreement will be 2-years unless otherwise agreed to by both or all parties to the agreement.

Requestors are urged to read the instructions carefully. Before submitting the request, check all calculations and ensure that items on the proposal checklist are submitted. Inaccuracies and omissions will be grounds for rejection. All proposals will become part of the Santa Clara Valley Habitat Agency's official public records and will be available for public review.

### **Proposal Submittal**

Proposals must be submitted in standard 8½" x 11" paper and have consecutively numbered pages. Narrative should be formatted in 12 point typed font and minimum margins of 1 inch.

**Submit four (4) copies of the proposal.** All proposals must:

1. Include information describing the project, what it entails and its anticipated duration.
2. Include information on how the project assists in furthering the goals and objectives of the Habitat Plan, with specific references to provisions of the Habitat Plan.

March 4, 2015

3. Detail how much funding is requested and the proposed use of the funds.
4. Provide relevant information on any matching funds.
5. Provide status CEQA review and/or any local, state or federal permit clearances, where applicable.

Incomplete proposals will not be considered.

For more information please contact:

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**Review Process**

The review process consists of a review by Habitat Agency staff, and review by the Technical Advisory Committee (TAC). The TAC was established to provide advice to the Agency regarding land management, monitoring and other Habitat Plan Activities in the Reserve System. Depending upon the level of funding requested, Agency Implementation Board review and approval also may be required.

Staff review verifies that the proposal is an eligible project and that the proposal is complete. If a proposal is determined to be ineligible or incomplete, the applicant is informed and the proposal is withdrawn from consideration. Staff will evaluate proposals based on information provided in the submittal.

The TAC will then review the eligible proposals received, evaluating the merits of the proposals and need for the project proposed. The TAC's review provides a mechanism by which endangered species or natural community needs may be recognized and prioritized by the Wildlife Agencies, and recommended to the Habitat Agency for funding.

The annual schedule will be as follows:

Date	Action
2 <sup>nd</sup> Monday in July	Proposal due
July – August	Habitat Agency reviews and ranks proposals; drafts funding recommendation.
4 <sup>th</sup> Thursday in August	Habitat Agency provides recommendations to the Technical Advisory Committee (TAC).
3 <sup>rd</sup> Thursday in September	Habitat Agency provides recommendation of approval to the Agency's Implementation Board.

March 4, 2015

**Criteria for Decision-Making**

Proposals will be evaluated on the following criteria, with points awarded up to the following maximum points per criteria:

Organizational Capacity and Relevant Experience	10 points
Evidence Project Supports Biological Goals and Objectives of the Habitat Plan	25 points
Project Contributes to a Targeted Study Identified in the Habitat Plan or Addresses a Data/Information Gap	10 points
Budget Narrative and Financial Management/ Percentage of Project Cost Provided by Applicant's Matching Funds	30 points
Project readiness – extent that the organization has completed initial planning and permitting requirements and approvals.	25 points

The Habitat Agency is not committed to award a contract for any costs incurred in the preparation of a funding request. Furthermore, the Habitat Agency reserves the right to accept or reject or modify the requests received.

## Proposal Checklist

- Contact information for Proposal lead.
- Project description, schedule, and budget.
- Demonstrate understanding of Habitat Plan biological goals and objectives and identify how your proposed project furthers them. Provide specific references to provisions of the Habitat Plan.
- Detail how much funding is requested and the proposed use of the funds.
- Provide relevant information on any matching funds. Specify funding requested vs. matching funds.
- Provide status CEQA review and/or any local, state or federal permit clearances, where applicable.
- Qualifications of organization and key staff. Provide resumes for key staff.
- Proof of insurance.
- Evidence of current 501(c)(3) status (non-profit and community-based organizations, or their partners)