



Oakland County Parks and Recreation Commission (OCPRC)/Oakland County Cooperative Invasive Species Management Area (OC CISMA) *Project Funding Guidance*

Introduction

Beginning in FY2022, a portion of the OCPRC- annual budget will be allocated to high priority invasive species related projects across Oakland County. These projects are intended to demonstrate best practices, treat high priority invasive species, increase awareness, and/or improve habitat ("Project"). These funds are not meant to be inclusive of all invasive species related projects in Oakland County and communities should strive to allocate dedicated funding to invasive species management and habitat improvement within their own jurisdictions.

Schedule for Fall 2023/Summer 2024 Project Requests

Microsoft Form sent to OC CISMA Members/posted online	Typically shared/posted in late summer/early fall
Project submittal deadline	Open September, 2023 – Close December, 2023
Project approvals	Community projects (Spring/Summer/Fall), will be approved in December 2023. Winter mowing projects are approved on a rolling basis until January 2024 or until project availability ends. Applicants will be notified with project approval.
Project selection announced	Rolling basis for winter mowing projects until filled, community projects will be publicly announced February 2024.
Projects completed	Within approved fiscal year which starts October 1 st – ends September 30 th of the next year

Overview

1. For FY2024, approximately \$150,000 has been allocated in the OCPRC budget for funding projects. Additional internal OCPRC projects may also be implemented by OCPRC staff.
2. OCPRC may use a portion of annual funds for projects that benefit OC CISMA strategic goals and will allocate those funds before the evaluation process.



3. Projects may be requested in three categories:

1) Biodiversity and Habitat Restoration

- Treatment of early detection species (terrestrial and aquatic)
- Treatment of priority invasive species and/or in critical natural areas
- Prescribed burning
- Invasive Species signs and boot brush stations (NAISMA, see example here: <https://shop.naisma.org/products/boot-brush-stations-with-interpretive-signage-panels>)

2) Climate Resilience and Green Infrastructure

- Native landscaping in urbanized areas
- Natural area management plans
- Green infrastructure planning and design (planting plans, engineer assessment, etc.)
- Green infrastructure installation (tree planting, rain garden installation, etc.)

3) Other: Site/Project Evaluation and Consultation

- This is a category for natural areas/spaces suitable for a potential improvement project, but uncertainty may remain around scope and specifics about what type of project should be implemented at the desired site
- Oakland County natural resource staff will work with you to consult and scope a project fitting the above categories
- Requires a scheduled staff field visit, and any applicant will still need to submit the revised/updated proposal after the staff field visit

4. Project applications must be submitted by OC Cisma members or with municipal sponsor but may be completed on public or private properties.

5. Each OC Cisma member or municipality may be considered for up to two Project applications per category per fiscal year.

6. Projects can be grouped to include the same type of activity at multiple locations (i.e., *Phragmites* treatment at multiple lake properties, native plant installation at multiple properties).

7. New Projects and Projects submitted by OC Cisma members in good standing will score higher. An OC Cisma member in good standing means one who has signed the OC Cisma MOU and attended at least 50% of the meetings in the most recent six-month period.

8. Funds will not be directly distributed to recipients. OCPRC will directly pay contractors for services to complete approved Projects according to the Project applications and budgets (see OCPRC responsibilities below).



9. Approved Projects may not be able to be completed due to weather issues, contractor issues, or other issues. Approved Projects not completed, as discussed in the previous sentence, will be prioritized in the following year's Prioritized Project List. If you need help or have questions about the application process, please contact:

- Patrick Canniff
Natural Resources and Environmental
Sustainability Outreach Coordinator
(248) 882-8643
CanniffP@oakgov.com

Process

1. Applicants must submit Projects online via the Microsoft Form distributed to OC CISMA members and available on the OCPRC Natural Resources webpage.
2. Projects will be evaluated and prioritized with OCPRC staff, project category scores and evaluation will be publicly available, more detailed information will be provided upon request.
3. OCPRC staff will divide eligible Projects into those to be completed internally with OC CISMA/OCP staff and those to be completed by OCPRC contractors. Some projects may have both contractor and OCPRC staff components.
4. Projects to be completed by OCPRC contractors will be bid to existing OCPRC contractors for pricing and evaluated by the OC CISMA Executive Committee to create a Prioritized Project List. The Prioritized Project List will be reviewed by the OC CISMA Executive Committee and receive final approval from the OCPRC.
5. Approved Projects will be completed, as funding allows, from the Prioritized Project List in order and will be communicated to the applicants and to OCPRC contractors by OCPRC staff. All Project management will be completed by OCPRC staff (see OCPRC Responsibilities below).
 - a. If approved Projects cannot be completed due to factors outside of the control of OCPRC or the applicant (weather, contractor issues, or other issues) those Projects will be prioritized in the following year's Prioritized Project List.
 - b. If approved Projects cannot be completed, subsequent approved Projects on the Prioritized Project List will be funded, at the discretion of OCPRC.
6. OCPRC retains discretion to adjust Projects due to OCPRC funding constraints and to maximize equity among applicants, as necessary.



Applicant Responsibilities

Applicants will:

1. Reply in a timely manner to communications from OCPRC staff;
2. Communicate and obtain necessary access/treatment permissions prior to application close date from the property owner(s) and/or neighbor(s) (if different from applicant) about the Project, including assisting with treatment notifications as requested. OCPRC shall provide an "Agreement for Property Access and Treatment of Invasive Species that must be completed by all property owners;
3. Attend project walk throughs;
4. Complete project maintenance such as sign installation and maintenance, watering of seeds/trees/native plants, and other maintenance (i.e., follow-up treatments). Specific guidance about required maintenance for each Project type will be provided by OCPRC; and
5. Install a sign provided by OCPRC at the Project location to indicate the funding source and promote the Project through newsletters, social media, or other relevant communication mediums.
6. Take photos for before and after project completion.

OCPRC Responsibilities

OCPRC will:

1. Retain contractor(s) and provide all Project related oversight in the areas of:
 - a. Bidding and payment;
 - b. Permitting;
 - c. Performance of Project work;
 - d. Scheduling; and
 - e. Adherence to best management practices.
2. Communicate all schedule requests to recipients in a timely matter for approval and discussion.