



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/Summer Project Requests

Survey123 Form sent to OC CISMA Members/posted online	Typically shared/re-posted in early summer <ul style="list-style-type: none">Application form: bit.ly/chipsform
Project submittal deadline	Opens June – August 31 st
Project approvals	Community projects including forestry mowing projects (Spring/Summer/Fall), will be approved by August 31 st and start the fall/winter of the same year. Applicants will be notified with project approval.
Project selection announced	Community projects will be publicly announced in September.
Projects completed	Must be completed in the approved fiscal year which starts October 1 st , and ends September 30 th of the next year (example: 10/1/2024 – 9/30/2025)
Past CHIPs project case studies	View past project locations and descriptions here: <ul style="list-style-type: none">Case studies: bit.ly/chipsmaps

Overview

1. Annually 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 four categories (view examples of past project locations and descriptions here: bit.ly/chipsmaps):

A) 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
- Preformatted natural resource and educational signage (e.g., Invasive Species signs and boot brush stations NAISMA, see example here: <https://shop.naisma.org/products/boot-brush-stations-with-interpretive-signage-panels>)

B) 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.)

C) 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. Applicants may need to submit the revised/updated proposal after the staff field visit

D) Winter Forestry Mowing (projects are implemented from November – February, weather permitting)

- This is a category for large spaces (usually >.5 acre) that have heavy invasive shrub density, to start restoration work and will require follow up invasive shrub re-sprout treatment by applicant at site location
- Generally, these projects constitute approximately a week of work over multiple acres of dense shrubs on non-wetland sites (or must be sufficiently dry to prevent wetland impacts)
- Requires a scheduled staff field visit with applicant to identify site obstacles, sufficient acreage, and equipment logistics

4. Project applications must be submitted by OC CISMA members or with municipal sponsor but may be completed on public or private property. As a part of the evaluation, higher preference will be given to locations with clear public benefit and use, participation in conservation program/implementation of a natural resource management plan.



5. Each OC CISMA member or municipality may be considered for up to two Project applications per category per fiscal year. We recommend providing a ranked order of project preference if submitting multiple projects.

6. Projects can be grouped to include the same type of activity at multiple locations, or multiple treatment/project activities at a single site (*e.g.*, *Phragmites* treatment at multiple lake property 1 and 2, native plant installation at property 3 and 4, or buckthorn re-sprout treatment and seeding mix to be used at site 1).

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 with the previous rationale, will be prioritized in the following year's Prioritized Project List without the need to re-apply. If you need help or have questions about the application process, please contact:

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

Process

1. Applicants must submit Projects to the online link/form via the distributed information to OC CISMA members and through the available link/form on the OCPRC CHIPS webpage.

2. Projects will be evaluated and prioritized with OCPRC staff and an OC CISMA member representative, 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 automatically 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 and share to Canniffp@oakgov.com.

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.