



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 Project Requests/Applications

Google Form sent to OC CISMA Members/posted online	Mid-July and mid-November (annually)
Project submittal deadline	Mid-September and mid-January (annually)
Project approvals	November and March OCPRC meetings
Project selection announced	Mid-November and mid-March
Projects completed	Within approved fiscal year

Overview

1. For FY2022, approximately \$250,000 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:
 - a. Restoration (installation of native plant material, prescribed burning, etc.)
 - b. Treatment (invasive species control)
 - c. Prevention (signage, outreach, etc.)
4. Project applications must be submitted by OC CISMA members or municipalities but may be completed on public or private properties.
5. Each OC CISMA member or municipality may submit up to two Project applications per category per fiscal year.
6. Each Project can involve 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

- Sarah Cook-Maylen
OCPR Natural Resources Coordinator
(248) 343-1353
maylens@oakgov.com
- Kegan Schildberg
OCPR Crew Chief- Natural Areas Management
(248) 249-2801
schildbergk@oakgov.com
- Erica Clites
OC CISMA Director
(248) 660-0716
eclites@sixriversrlc.org

Process

1. Applicants must submit Projects online via the Google Form distributed to OC CISMA members and available on the OCPRC Natural Resources webpage.
2. OCPRC staff will divide eligible Projects into those to be completed internally with OCPRC staff and those to be completed by OCPRC contractors.
3. Projects to be completed by OCPRC contractors will be bid to existing OCPRC contractors for pricing and evaluated by the OC CISMA Treatment Subcommittee using the Project Prioritization Criteria 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.
4. 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.
5. 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 permissions 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.

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.