



**CALL FOR PROJECTS FOR THE NINTH CYCLE OF THE  
TransNet ENVIRONMENTAL MITIGATION PROGRAM (EMP)  
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 (8) pages

Applicant Name: Otay Water District; Ms. Lisa Coburn-Boyd Environmental Compliance Specialist

Address: 2554 Sweetwater Springs Boulevard, Spring Valley, CA 91978-2004

Phone and Email Address: 619-670-2219; lisa.coburn-boyd@otaywater.gov

Name of Property: San Miguel Habitat Management Area

General Location: City of Chula Vista

Jurisdiction: Otay Water District

Total Acres: 240

Estimated Acres Requiring Management: 9.8

Owner(s) of Property?: Otay Water District

Land manager(s) of property (include name(s)): Otay Water District and HELIX Environmental Planning, Inc.

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

The primary goal of the proposed project is to retrofit existing artificial burrows with the most current design to maximize fledgling success for western burrowing owl (*Athene cunicularia hypugaea*) in the Otay Water District San Miguel Habitat Management Area (HMA). A secondary goal is to enhance the value of the native grassland habitat by removing invasive plants that surround most of the artificial burrows. The project would be phased as follows: (1) reconstruct existing burrows with the most current design to maximize fledgling success and (2) removal of invasive plants around burrows.

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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 (8) page maximum.**

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

- Provide retrofitted and improved artificial burrows within the HMA for use by migratory and/or resident burrowing owls
- Enhance 9.8 acres of native grassland habitat for use by burrowing owls through invasive plant removal
- Provide improved management of HMA lands surrounding the artificial burrows including control of non-native species, reduction of unauthorized human impacts, and increased educational and interpretive signage to inform the public of burrowing owl recovery efforts.

**Brief Description of dedicated staff and/or consultants that would work on Project** (200-word maximum)

Otay Water District owns and manages the San Miguel HMA and HELIX has an existing contract with the District for management and maintenance of the HMA; thus, no right-of-entry permit is needed. HELIX is a private environmental consulting firm, currently employed to provide professional environmental services (including long-term management) for the Otay Water District's (District) HMA. HELIX staff experience includes habitat mapping, conducting focused species surveys, artificial burrow construction and maintenance, and natural burrow scoping and collapsing. HELIX has extensive experience conducting protocol burrowing owl surveys, and has prepared and implemented several burrowing owl exclusion/relocation plans in accordance with CDFW approved plans and protocols. Additionally, HELIX's Construction Group is the current maintenance contractor for the HMA and is familiar with maintenance of existing artificial burrows and native grassland restoration. HELIX will be responsible, with restoration specialist oversight, for enhancing the native grassland surrounding the artificial burrows.

**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	\$55,868	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>\$55,868</b>	

\*Otay Water District's commitment to this project includes 5% matching funds

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<sup>3</sup> Indirect Costs are only allowable if: (1) applicant has an indirect cost allocation 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 MSP species and their habitats. Refer to the Management Strategic Plan for Conserved Lands in Western San Diego County (MSP).

In the MSP, Western burrowing owl is listed under management category "species at risk of loss from MSPA". The species is also listed as a species of special concern by California Department of Fish and Wildlife (CDFW) and a bird of conservation concern by the U.S. Fish and Wildlife Service (USFWS).

2. The proposed project will address an urgent need and includes actions that will reduce or manage an identified threat.

Primary threats to western burrowing owl include habitat loss and fragmentation primarily due to intensive agricultural and urban development, and habitat degradation due to declines in populations of colonial burrowing mammals. The proposed project will create and enhance suitable habitat for western burrowing owl.

3. Success criteria have been identified and will be monitored and reported.

Success will be measured by 1) observation or detection of burrowing owl utilization of reconstructed burrows and 2) documentation of reconstructed burrows being used by burrowing owl during the breeding season. Monitoring will be conducted by a qualified biologist and completed in conjunction with monthly HMA monitoring visits. Monitoring will consist of checking the artificial burrows for signs of burrowing owl and noting any maintenance recommendations specific to the artificial burrows and adjacent native grassland. The artificial burrows will be inspected to determine maintenance needs using the regional IMG protocol and maintenance and monitoring data will be submitted to the regional MSP web portal. All maintenance and monitoring activities will be performed according to the MON-RES ATHCUN-3 and ATHCUN-4 IMP objectives. In addition, two motion-detection wildlife cameras have already been installed near two of the existing artificial burrows to document wildlife usage of the burrows. These will aid in determining whether burrowing owls visit or use the burrows when humans are not present.

4. Success of the proposed project is likely with clear, measurable, proven results that will promote conservation.

Success of the proposed project is likely due to HELIX's previous experience installing the improved design for BUOW burrows in other project locations. The burrow plans to be used on this proposed project were developed by the San Diego Zoo Institute for Conservation Research and the California Department of Transportation. HELIX recently completed installation of 12 artificial burrows, according to the plans developed by the San Diego Zoo Institute for Conservation Research and the California Department of Transportation, within the Lonestar Ridge Mitigation Site located in Otay Mesa, California. These same plans will be implemented for the proposed project. In addition, wildlife cameras have documented a single burrowing owl using up to three of the nine existing artificial burrows during winter months. Reconstruction and enhancement of five artificial burrows is anticipated to encourage burrowing owl to use the site during breeding months.

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.

Maintenance and monitoring of artificial burrows and surrounding grassland will continue as part of the overall long-term management for the HMA. Maintenance and monitoring is completed monthly and summarized in annual reports provided to the wildlife agencies.

6. To be eligible for funding, the proposed project must be on lands conserved for native habitat within the MSP area (MSPA). Where is the project located? (*Attach a map*)

The proposed Project is within the MSPA, in Management Unit (MU) 3. The HMA is within preserved lands that border the Salt Creek Golf Course and San Diego National Wildlife Reserve.

### 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	Artificial Burrow Reconstruction	Reconstruction to existing artificial burrows with the most current design to maximize fledgling success within the HMA. Includes improvements to 5 burrows and installation of 3 interpretive signs identifying burrowing owl recovery efforts.	Installation report and photo documentation
2	Maintenance and Monitoring	Regular control of non-native plant and animal species to prevent re-invasion; regular monitoring of artificial burrows for signs of use; regular maintenance of the surrounding grasslands in the HMA to provide foraging habitat for burrowing owls.	Quarterly reports, final report

### 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	Artificial Burrow Reconstruction	\$ 10,997
2	Maintenance and Monitoring	\$ 44,871
	<b>Sub Total</b>	\$ 55,868
	<b>Indirect Cost (0%)</b>	\$ -
	<b>TOTAL</b>	\$ 55,868

**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 #	Task Name	Proposed Start Date	Months Needed to Complete Task	Task End Date
1	Artificial Burrow Reconstruction	9/17/2018	0.5 months	10/1/2018
2	Maintenance and Monitoring	9/17/2018	18 months	3/17/2020

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.

Artificial burrow reconstruction would occur outside the burrowing owl breeding season (February 1 – July 15) to avoid potential impacts to breeding owls. The proposed project schedule would be revised, as needed, to reflect a delayed NTP. Artificial burrow reconstruction can occur anytime outside the breeding season and maintenance and monitoring would continue for 18 months from the date of the NTP.

**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 is also on SANDAG's website at the following link: [http://www.sandag.org/organization/about/pubs/policy\\_035.pdf](http://www.sandag.org/organization/about/pubs/policy_035.pdf)
- Yes  No The applicant understands that ten percent (10%) 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.***

Lisa Coburn-Boyd/Environmental Compliance Specialist  
Applicant Name/Title (print or type)

Lisa Coburn-Boyd  
Applicant Signature

mm/dd/yy 01/11/18  
Date

-  San Miguel HMA
-  Eastern Grassland Restoration Area
-  Artificial Burrowing Owl Burrow
-  Burrowing Owl Camera Location



Source: Aerial (SanGIS, 2014)

# Burrowing Owl - Artificial Burrows and Monitoring Areas

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