



B A S M A A

Policy and Procedure #10

Title: Grant Proposal Development

This policy and procedure is related to the following BASMAA policies and procedures:

- *#1 Budgeting and Work Planning* – establishes BASMAA’s policy and procedure for all aspects of developing and approving BASMAA’s budgets and work plans, including schedule, project selection criteria, and decision-making.
- *#4 Consultant Selection and Contracting* – establishes guidelines for implementing a selection process to hire consultants to conduct BASMAA projects, including implementation of grant and loan funded projects.
- *#7 Financial* – establishes BASMAA’s accounting policies and procedures.
- *#8 Funding and Accounting for BASMAA Efforts* – defines and specifies financial elements of regional efforts conducted by BASMAA.
- *#9 Grant Administration* – establishes BASMAA’s policy and procedure for meeting the administrative requirements of federal or state grants received by BASMAA, which include administrative requirements above-and-beyond those already addressed by BASMAA’s other policies and procedures and/or that are specific to a particular grant.
- *#11 Project Management and Project Deliverable Approval* – establishes authorities, and roles and duties of BASMAA project officers and standing or ad hoc committee members overseeing projects.

Purpose

The purpose of this policy and procedure is to define how BASMAA addresses grant proposal development, including the use and standing of consultants involved in proposal development. This policy and procedure addresses proposal development for grants only and does not address project proposals developed following the Policy and Procedure: *Budgeting and Work Planning*.

Through this policy and procedure, BASMAA seeks to: ensure BASMAA is aware and prepared to respond to grant opportunities, promote competition, maintain the eligibility of the most experienced and knowledgeable consultants to conduct work for BASMAA, avoid perceived bias, and develop grant proposals as cost-effectively as possible.

Grant opportunities

To help ensure BASMAA is aware and prepared to respond to grant opportunities, BASMAA maintains a list (attached) of regular and one-time grant solicitations. The list of grants includes basic information on the grant programs relevant to BASMAA including title of the grant program, issuing organization, brief description, relevant permits provisions, relevant pre-qualified consultants category, total funding and amount / project available, schedule, and result of other BASMAA proposals to same program. The Board of Directors uses the list when setting annual priorities as part of the Policy and Procedure: *Budgeting and Work Planning*.

Effective Date: April 2018

Supersedes: January 2017

Proposal Development

BASMAA follows these key principles when developing proposals for grants:

Writing / Compensation

- BASMAA develops proposals using contract grant writers and/or contract staff.
- BASMAA may consult one or more consultants to provide information to help grant writers / staff to develop proposals. Consultants so engaged are compensated.

Consultant identification process

- If the topic of a grant is within the categories of topics for which BASMAA has pre-qualified consultants, BASMAA draws consultant help for proposal development from the appropriate category's list of pre-qualified consultants following its Policy and Procedure: *Consultant Selection and Contracting* to identify consultant help for proposal development. In identifying such help, BASMAA uses a competitive process to elicit more proposal ideas (e.g., Call for Ideas) and only uses the sole source option when necessary.
- If the topic of a grant is not within the categories of topics for which BASMAA has pre-qualified consultants, BASMAA follows its Policy and Procedure: *Consultant Selection and Contracting* to identify consultant help for proposal development. In identifying such help, BASMAA uses a competitive process to elicit more proposal ideas and only uses the sole source option when necessary.
- If a grant allows for a consultant to be named in the proposal, BASMAA would follow the key principles above and use a competitive step to select any consultant(s) to be named in a proposal.

Consultant eligibility

- Consultants selected by BASMAA to provide information for proposal development are eligible to be selected to conduct work on the grant project should the proposal be successful and a grant awarded. Such consultants are not guaranteed work on the grant project.

BASMAA follows these same principles for opportunities for which BASMAA does not solicit for proposal development.

BASMAA follows these same principles whether BASMAA is the lead proposer or a sub-proposer for a grant award.

Match Commitment Agreements

When a grant solicitation includes a requirement for the prospective grantee to provide matching contributions, BASMAA establishes match commitment agreements with planned contributors that specify expectations, requirements, and details regarding the type, amount, value, schedule, tracking, documenting, and reporting of match contributions. BASMAA uses the match commitment agreement template (attached) to help develop agreements by identifying and

defining the proposed project. Development of the match agreements is started before proposals are submitted and execution of match agreements is completed before BASMAA executes agreements with granting agencies. Requirements and liabilities regarding matches set by the granting agencies or by generally accepted accounting principles (GAAP) are incorporated into the match agreements.



B A S M A A

Match Commitment Agreement

Alameda Countywide
Clean Water Program

Contra Costa
Clean Water Program

Fairfield-Suisun
Urban Runoff
Management Program

Marin County
Stormwater Pollution
Prevention Program

Napa County
Stormwater Pollution
Prevention Program

San Mateo Countywide
Water Pollution
Prevention Program

Santa Clara Valley
Urban Runoff Pollution
Prevention Program

Sonoma County
Water Agency

Vallejo Sanitation
and Flood
Control District

Effective Date:

In accordance with BASMAA Policies and Procedures *Grant Proposal Development* and *Financial* (excerpts attached), the following defines the elements and sets the conditions under which the Match Commitment by the Match Contributor to BASMAA (Grantee) for the subject Project will be accounted for and managed. In return for credit for the value of the Match contributed, the Match Contributor shall ensure the Scope is conducted in accordance with the requirements of the Grantor-Grantee Agreement, this Match Commitment Agreement, and to the extent there is no conflict with these aforementioned agreements, with BASMAA's Policy and Procedures *Grant Administration* and *Project Management and Project Deliverable Approval*.

Grantor:
Grantee:
Grant Term:
Grant ID:
Grant Source:
Grant Program:

Match Contributor:
Match Commitment: \$
Match Requirements:
Match Reporting:
Match Form:
Match Scope:
Match Schedule:
Match Benefits:

Any changes or adjustments in the Match Commitment requested by the Match Contributor must be approved, in advance and in writing, by the Grantee to have any effect.

Bay Area
Stormwater Management

Agencies Association

P.O. Box 2385

Menlo Park, CA 94026

510.622.2326

info@basmaa.org

Project:
Project Budget: \$
Project Officer:
Consultant:

Documentation: See Policy and Procedure *Financial* excerpt
Reporting: See Policy and Procedure *Financial* excerpt

Effective: April 2018

Supersedes: None

Reimbursement retention: If the Match Contributor is also receiving grant funds as reimbursement for work on the Project, the Match Contributor agrees that the Grantee may retain an amount equal to ten percent (10%) of the grant funds until the full amount of the Match Commitment is accepted by the Grantor. Any retained amounts due to the Match Contributor will be promptly disbursed to the Match Contributor, without interest, upon completion of the Project.

Benefit withholding: If the Match Contributor is not also receiving grant funds as reimbursement for work on the Project, the Match Contributor agrees that the Grantee may withhold any Match Benefits expected in exchange for the Match Commitment, until the full amount of the Match Commitment is accepted by the Grantor.

The Match Contributor accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents and the match requirements specified in the agreement between the Grantor and Grantee (see attachment), to maintain sufficient accounting records to meet Generally Accepted Accounting Principles (GAAP) standards, and to fulfill all assurances, declarations, representations, and commitments made by the Match Contributor in its application, accompanying documents, and communications filed in support of its Match Commitment. The Match Contributor shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies and regulations. The Match Contributor accepts and agrees that it may be audited by the Grantor.

I represent and warrant that I have full authority to execute this Agreement on behalf of the Match Contributor.

Name / Title
Agency / Program
Match Contributor

Date

Approved by:

Geoff Brosseau / Executive Director
BASMAA
Grantee

Date