

# Prince William Sound Regional Citizens' Advisory Council

## Unsolicited Requests for Support

### Administrative Policy Adopted 11.27.07

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) operates within the framework of a five year strategic plan. Under the plan, projects are carefully considered and linked to the overarching goals and objectives of the organization. However, the PWSRCAC also routinely receives requests from other organizations or entities to support projects that are not in the strategic plan. The purpose of this paper is to outline under what conditions PWSRCAC will consider an unsolicited proposal or request for support.

#### Levels of requests for support

There are three levels of requests for support that PWSRCAC will consider:

- **Request for full financial support of a proposal.** An entity may request full funding from PWSRCAC for an unsolicited proposal.
- **Request for partial financial support.** An entity may request partial financial support from the PWSRCAC. The entity will bring a significant percentage of the resources to the proposal (such as funding, staff time) and request that PWSRCAC provide other support or resources (such as funding, staff time). Partnerships may be proposed as well.
- **Request for letter of support.** An entity may request a letter of support from PWSRCAC (no financial support is requested). Typically this is requested as an attachment to a proposal that the entity is submitting to another funding organization or grantor.

#### Procedures

1. The requester should first consider whether or not the proposal has a direct link to PWSRCAC's mission and responsibilities. The work of PWSRCAC is guided by the Oil Pollution Act of 1990 and our contract with the Alyeska Pipeline Service Company. More information on our purpose, mandates, and goals can be found on our website at <http://www.pwsrcac.org/about/index.html>. The requester must demonstrate a direct link between the work proposed and PWSRCAC's core mission and responsibilities.
2. The request for support should be submitted to the Director of Administration or Director of Programs for an initial evaluation.
3. If the request demonstrates a direct link with our work, the Director of Administration or Director of Programs will forward the request to the appropriate program staff for further consideration. In most cases, the request will be evaluated by one of the four technical committees to PWSRCAC.
4. The program staff/committee will evaluate the proposal based upon the considerations outlined below.

### **Requests for full financial support, any amount.**

Any requests for full funding support to the PWSRCAC must be accompanied by a proposal including:

- Cover sheet. Name, address, telephone and e-mail address of proposer.
- Introduction. Include a brief general discussion of the problem and the proposed project.
- Goals and Objectives. Describe how the proposer intends to address the specific goals and objectives of the project. Describe how this project has a direct link to the mission and responsibilities of the PWSRCAC.
- Materials and Methods. Describe in detail the methods to be used and how they will accomplish the specific goals and objectives.
- Project Duration and Work Schedule. Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates and the timing of progress reports. Indicate what will be achieved by the completion of each milestone or phase of work.
- Management Scheme. Clearly describe the role of each key individual expected to be involved in the work. Provide names and resumes of each.
- Budget. Include information about the total costs, professional fees, expenses and contingencies. In case of overhead rates or administrative fees, PWSRCAC will not pay a rate over 12 percent. Provide a breakdown of hours per individual and rates per individual.
- Statement of Qualifications. Describe previous work experience, related technical accomplishments and educational background of each of the principal investigators and subcontractors if used. If multiple investigators are involved, describe the role of each individual.
- References. The names, contact persons, and telephone numbers of firms for which the respondent recently performed services shall be included. A minimum of three such references is required. Do not list PWSRCAC staff, board or committee members as references.
- Conflict of Interest. Describe all financial, business or personal ties contractor has to Alyeska Pipeline Service Company or members of the Alyeska consortium, excluding normal commercial purchases of petroleum products.

If the PWSRCAC agrees to full financial support, the requester will, at a minimum, provide PWSRCAC with a copy of the final work product resulting from the work that was supported and funded.

A PWSRCAC Project Manager will be assigned to coordinate fully supported projects and will negotiate the appropriate agreement to cover the work.

### **Request for full or partial financial support – greater than \$30,000.**

- If the amount being requested is monetary support (full or partial) of a proposal and is greater than \$30,000, then the requester must provide a full proposal by September 30<sup>th</sup>

for consideration during PWSRCAC's regular long range planning process. This process takes many months. The final outcome of the request will be made known when the next fiscal year's annual budget is approved in May. For example, if a request is received by September 30, 2007, the outcome of the request will be known in early May 2008.

**Request for full or partial financial support – less than \$30,000.**

- If the amount being requested is monetary support of a proposal (full or partial) and is less than \$30,000, then the requester must provide a full proposal to PWSRCAC for consideration. Depending upon when the proposal is submitted, it may be reviewed by the Executive Committee of the PWSRCAC Board, or the full Board at one of its three yearly regular meeting. In either case, expect the process to take up to two full months.

**Request for partial financial support, any amount.**

- The requester must provide a proposal or pre-proposal to the PWSRCAC when the request for support is made. We recognize that requests for partial funding are normally in response to requests for proposals issued by other organizations and entities.
- If PWSRCAC agrees to some level of support, PWSRCAC will negotiate an agreement with the following minimum requirements:
  - There will be an acknowledgement of PWSRCAC funding in the final work product.
  - PWSRCAC will receive a copy of the final work produce resulting from the work that was funded.
- **Request for letter of support.**
  - The request must be made at a minimum of 30 days before any due dates. For example, if the request is for a letter of support for a proposal submitted to another funding agency, the request for PWSRCAC support must be made one month prior to that agency's due date for proposal packets. The PWSRCAC has an internal process for approvals of unsolicited requests for support that requires a month, and in some cases the process may take longer.
  - The requester must provide a proposal or pre-proposal to the PWSRCAC when the request for support is made. At a minimum, the proposal or pre-proposal must indicated if the level of total funding being sought in total for the project as follows:
    - Under \$50,000
    - \$50,000 - \$100,000
    - Over \$100,000
  - The project must address the core responsibilities of PWSRCAC. Our work is guided by the Oil Pollution Act of 1990 and our contract with the Alyeska Pipeline Service Company. More information on our purpose, mandates, and goals can be found on our website at <http://www.pwsrcac.org/about/index.html>. The requester must demonstrate a direct link between the work proposed and PWSRCAC's core mission and responsibilities.

If PWSRCAC agrees to write a letter of support and it is included in a proposal, the requester must provide PWSRCAC a copy of the final proposal packet.

