

## Nationwide Candidate Conservation Agreement with Assurances (CCAA) for the Monarch Butterfly on Energy and Transportation Lands

### Frequently Asked Questions on Administrative Fees

Question	Response
Why is a fee required for CCAA participation?	The CCAA requires administrative fees to fund the role of Programmatic Administrator and to provide additional support for CCAA implementation. Administrative fees will be used to support UIC’s ongoing administration of the EOS Permit, compilation and reporting of compliance and effectiveness monitoring results to the Service, technical support to Partners, and other collaboration and coordination to support successful implementation of the Agreement.
How will the funds be used?	<p>Administrative fees will be used to support basic program administration duties such as:</p> <ul style="list-style-type: none"> <li>• Application review process and Certificate of Inclusion (COI) management,</li> <li>• Partner annual reports review,</li> <li>• Preparation and submittal of the comprehensive annual report to USFWS,</li> <li>• Annually processing of COI modifications,</li> <li>• Adaptive management / non-compliance reviews,</li> <li>• Meetings with partners and USFWS,</li> <li>• Facilitate the Advisory Committee,</li> <li>• General communications with enrolled partners,</li> <li>• Outreach and education with potential applicants, and</li> <li>• Maintain the resource website and the Monarch CCAA Toolbox.</li> </ul> <p>To the extent possible and as funding allows, the administrative fees will also support additional activities, such as:</p> <ul style="list-style-type: none"> <li>• Developing and updating training materials,</li> <li>• Providing technical assistance (e.g., application support, monitoring, implementation guidance, communications tools, etc.),</li> <li>• Maintaining ongoing geodatabase management and GIS analysis tools,</li> <li>• Supporting ongoing Rights-of-Way as Habitat Working Group activities (e.g. workshops, webinars, task forces, etc.),</li> <li>• Amending or modifying the CCAA with added ESA regulatory strategy development (other listed or at-risk species),</li> <li>• Implementing seed grants to encourage participation and/or support conservation actions,</li> <li>• Supporting a student internship program (e.g., monitoring or other research), and/or</li> <li>• Partner recognition and public outreach to build awareness and support.</li> </ul>
What is the typical cost?	Administrative fees are expected to range between \$5,000 and \$30,000 per year, with most Partners paying between \$10,000 to \$15,000 per year.
How was the fee structure developed?	The administrative fee was developed by Cardno and UIC with review and input from the CCAA Advisory Team. The administrative fees were calculated using a transparent and consistent method that is fair and equitable across Partners. The calculation of fees

Question	Response
	<p>considers a series of factors that relate to the administrative need as well as the net conservation benefit generated by each Partner.</p> <p>The expected range of costs is based on a range of potential participation and anticipated requirements of the Programmatic Administrator. Other factors may be considered as administrative needs and net conservation benefit contributions are evaluated in the future.</p>
<p>How are the fees calculated?</p>	<p>Each Partner will confer with the UIC to determine the applicable administrative fee required for participation in the Agreement. Administrative fees are calculated based on the size, complexity and the net conservation benefit of the enrolled lands. In addition, fees depend on the Partner’s upfront commitment to the development of the agreement in addition to anticipated administrative program costs. A greater sum of enrolled lands requires more implementation, tracking, monitoring, and reporting, which in turn may require additional technical or administrative support. Partners overseeing more complex operations, either operations across multiple sectors, or with consortium partnerships, may require additional technical or administrative support. The calculation also includes incentives to deliver adopted acres that exceed the standard sector targets and/or to implement supplemental measures that result in additional benefit.</p>
<p>When will a Partner know their individual organization’s administrative fee?</p>	<p>Administrative fees will be calculated at or before the time of initial Partner application based on estimates of enrolled lands and adopted acres. The fee will be determined by the calculation method maintained by UIC (as described above). UIC will provide a description of the fee calculation along with a 3 to 5-year forecast to assist Partners in budgeting.</p>
<p>When is payment due?</p>	<p>The first year’s administrative fee must be paid at the time of initial application and prior to the execution of the COI. Subsequent annual administrative fees will be renewed annually from the calendar date of initial payment, or on a schedule agreed upon between the Partner and UIC.</p>
<p>Can a Partner pay for multiple years up front?</p>	<p>Yes, a Partner may prepay more than the minimum calculated annual administrative fee in any given year in order to fully or partially cover future annual administrative fees.</p>
<p>How much funding does UIC need to administer the program?</p>	<p>UIC anticipates it will require at least \$200,000 annually to operate the Agreement and its implementation program. To achieve this operational budget, UIC expects to enroll at least 10 to 20 Partners with an average fee of \$10,000 to \$15,000.</p>
<p>How will UIC review funds and ensure program viability?</p>	<p>The fee structure will be reviewed annually. If the anticipated program participation and/or funding is not realized, then the adaptive management scenario described in Section 10 of the Agreement will be implemented to allow UIC, as the Programmatic Administrator, to modify the program or fee to accommodate the available funding. Any updates to the fee structure will be incorporated by UIC during the annual review period, i.e., following compliance reporting or as requests for Certificates of Inclusions are received.</p>