



**Department of
Environmental
Conservation**

Division of Lands and Forests
Invasive Species Grant Program

NYS Grants Gateway Application ID Nos.:

Aquatic Invasive Species Spread Prevention DEC01-ISGP1a-2019

Terrestrial and Aquatic Invasive Species Rapid Response DEC01-ISGP2a-2019

Terrestrial and Aquatic Invasive Species Research DEC01-ISGP3a-2019

Lake Management Planning DEC01-ISGP4a-2019

Application Deadline:

Friday, February 15, 2019 at 3:00 PM

Available NYS Grants Gateway Training Webinar Information:

Topic: NYS DEC Invasive Species 2019 Application Webinar

Date: Thursday, January 17, 2019

Time: 10:00 am, Eastern Standard Time (New York, GMT-05:00)

Meeting Number: 641 395 298

Meeting Password: GG2019

To join the online meeting (Now from mobile devices!)

1. Go to <https://meetny.webex.com/meetny/j.php?MTID=m970bf93182749e4dfd31cbc715e275a3>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: GG2019
4. Click "Join".
5. After you join the webinar, you will see a button to join the audio conference from your phone.

NOTE: The phone conference may be muted when you join and you may not hear any sounds until the presenter begins at 10:00am. For assistance: please contact the Grants Gateway help desk at grantsgateway@its.ny.gov or 518-474-5595

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IMPORTANT INFORMATION FOR APPLICANTS

GRANTS REFORM

The State of New York launched a web-based grants management system, Grants Gateway, in 2013 to improve the way grants are administered by the state. The Grants Gateway allows organizations to browse, search and review anticipated and available grants opportunities.

Before applying for a grant, not-for-profits must register and prequalify in the Grants Gateway. Prequalification is a system that allows organizations to complete many of the administrative tasks that are included in applying for grants prior to the actual grant application process. Prequalification allows for the early identification and correction of any deficiencies or gaps in materials before competing for the RFA. Once organizations are registered in the Grants Gateway, they can begin the prequalification process.

Once prequalified, non-profits can store all of their documents and information in a secure data vault. Only the non-profit and other state agencies will have access to the information. This will eliminate redundant submission of this data for each NYS grant opportunity. All prequalification application information will be maintained in the vault for up to three years. Thereafter, the non-profit must set-up respective administrative roles in the Gateway to begin the development of an application.

For instructions on how to register for the Grants Gateway and to prequalify for upcoming grants, visit: <https://grantsmanagement.ny.gov>

GRANTS GATEWAY REGISTRATION AND PREQUALIFICATION

All NYS grant applicants must be registered in the NYS Grants Gateway to be eligible to:

- Apply for a NYS grant opportunity.
- Enter into a grant contract, amend an existing contract, or a letter of agreement.
- Apply for future grant payments.

In addition to registering, all not-for-profit organizations must also complete the Vendor Prequalification process in the Grants Gateway to be considered eligible to apply for any available grant opportunity. Government entities and public authorities are currently not required to complete the Vendor Prequalification Process.

CREATING ROLES IN THE GRANTS GATEWAY SYSTEM

Once your organization is registered and prequalified in the Grants Gateway, the user with the delegated administrator role must create additional roles to initiate, complete and submit the application in the Grants Gateway. Refer to Section 4.2 of the “Grantee User Guide” located on the Grants Reform website at <https://grantsmanagement.ny.gov> for instructions on creating user roles in the Grants Gateway system. This step **MUST** be completed to submit an application in the Grants Gateway.

Registration and prequalification instructions are provided on the following pages. Additional information and prequalification information, including a video tutorial, is available on the Grants Reform website at <https://grantsmanagement.ny.gov>

GRANTS GATEWAY REGISTRATION INSTRUCTIONS

Registration is NOT an online process. Register now to allow time for processing!!

1. On the Grants Reform Website at <https://grantsmanagement.ny.gov/register-your-organization> download a copy of the Registration Form for Administrator.
2. Complete the form according to the instructions provided. You must sign and notarize the completed form.
3. Mail the signed and notarized original form to: NYS Grants Reform, 99 Washington Avenue, Room 1530, Albany, NY 12210-2814.
4. After the form is received and reviewed, you will be provided with a username and password allowing you to access the Grants Gateway.
5. Log into the Grants Gateway at <https://grantsmanagement.ny.gov>. You will be prompted to change your password at the bottom of your profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.

If you have previously registered and do not know your username, please email grantsgateway@its.ny.gov. If you do not know your password, please click the 'forgot password' link from the main log in page and follow the prompts.

NOT FOR PROFIT PREQUALIFICATION INSTRUCTIONS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant application and contract processes. These initiatives require not-for-profit organizations to complete the Vendor Prequalification process to be considered eligible to apply for a grant.

Below is a summary of the steps to complete the prequalification requirements. The Vendor Prequalification Manual on the Grants Reform website at <https://grantsmanagement.ny.gov/get-prequalified> provides additional information and instruction.

1. Complete your Prequalification Application.

Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.

Click the Organization(s) link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.

Answer the questions in the Required Forms and upload the Required Documents. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at Grantsreform@its.ny.gov.

2. Submit Your Prequalification Application

- After completing your Prequalification Application, click the *Submit Document Vault* button located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted, the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Additional registration and prequalification information, including a video tutorial, is available on the Grants Reform website at <https://grantsmanagement.ny.gov/get-prequalified>

For technical information regarding Grants Gateway, direct questions to:

Help Desk Contact Information: grantsgateway@its.ny.gov or (518) 474-5595

SEXUAL HARASSMENT PREVENTION CERTIFICATION

State Finance Law §139-I requires all applicants of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule or regulation, every application submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law."

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made.

Applicants are required to sign and upload the Sexual Harassment Prevention Certification form **or** upload a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder.

Invasive Species Grant Program

The New York State Department of Environmental Conservation (DEC) is pleased to announce available Environmental Protection Fund (EPF) funding for state-wide invasive species grant programs. Grant projects must implement successful lake management planning, aquatic invasive species spread prevention, aquatic and/or terrestrial invasive species rapid response and control, or invasive species research.

I. GENERAL INFORMATION AND CONDITIONS

APPLICATION DEADLINE AND SUBMISSION

All applications must be developed and submitted in the NYS Grants Gateway by 3:00 PM on Friday, February 15, 2019.

Developing an on-line application includes answering program questions and uploading required program documents and forms. Paper applications will NOT be accepted. The DEC strongly encourages applicants to submit their applications prior to the application deadline.

AWARD ANNOUNCEMENT

The Department anticipates grant awards will be announced Spring 2019.

FUNDING

Approximately \$3,000,000 is available for Invasive Species Grants. Funding for this grant opportunity is provided from the Environmental Protection Fund (EPF).

PROPOSED PROJECT TIMEFRAMES

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a three-year contract period/term. Applicants should not begin their projects or incur costs until a Master Contract for Grants (MCG) has been fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller. The possibility of a one-year, no cost time extension (NCTE) beyond the MCG contract term end date will be determined by the Department based upon written justification from the Grantee. Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term.

MINIMUM AND MAXIMUM AWARD AMOUNTS

Minimum grant amount is \$11,000; Maximum grant amount is \$100,000.

APPLICATION LIMIT

Applicants may submit up to two applications. Multiple applications may not be for the same project or project location.

ELIGIBLE PROJECT LOCATIONS

Eligible projects for grant funding must be located completely within the political boundaries of New York State.

ELIGIBLE APPLICANTS

Governmental entities, academic institutions, and not-for-profit corporations (NFP) acting on behalf of a public ownership interest in the property or acting on behalf of a public property owner are eligible to apply.

The following entities are considered eligible applicants:

Governmental Entities: municipalities, including counties, cities, towns, villages; improvement district within a county, city, town or village; municipal corporations; soil and water conservation districts; and Indian nations or tribes recognized by the State or the United States with a reservation wholly or partly within the boundaries of New York State.

Academic Institutions: educational institutions dedicated to education and research, which grant higher education academic degrees. For-profit academic institutions are not considered eligible for this grant opportunity.

Not-For-Profit Corporations: an organization that is subject to New York State's Not-For-Profit Corporation Law and is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code.

A NFP must be registered and prequalified in the NYS Grants Gateway (<https://grantsmanagement.ny.gov>) portal by the due date of this RFA in order for an applicant to be considered eligible to apply. The NYS Grants Reform website provides detailed instructions on how to register and prequalify on the Grantees page (<https://grantsmanagement.ny.gov/resources-grant-applicants>).

All applicants must have a valid Federal Employee Identification Number (FEIN) and a New York State Vendor Identification Number (VIN) in order to complete their Grants Gateway registration.

MULTI-PARTNER AND INTER-MUNICIPAL PROJECTS

If a proposed project involves a cooperative agreement or partners, only one eligible, designated lead applicant can submit the application for grant funding. The lead applicant must assume the responsibility for the project application, performance of work consistent with this RFA, and the State of New York Master Contract for Grants. Letters substantiating the collaboration from each partner are required. These letters are to be uploaded to the Grants Gateway.

MATCH REQUIREMENT AND EXPENDITURES

Match is the portion of project expenditures not paid for with grant funds. Match can be from local and/or in-kind contributions. Local sources can include funding from other non-state and/or non-federal grant sources or from project partners. In-Kind contributions are non-cash donations provided by non-state and/or non-federal third parties which can include equipment, supplies, services, and other expendable property. Matching share contributions must support the objectives outlined in the work plan.

Eligible sources of match funds cannot come from other New York State or federal funding sources. Applicants will be required to provide the sources of all matching funds using the Match Worksheet in the Grants Gateway.

Applicants must match twenty-five percent (25%) of the requested amount of grant funding. For example, a \$50,000 grant would require \$12,500 in match for a total project cost of \$62,500; \$50,000 funded by grant.

QUESTIONS AND ANSWERS

Please email all grant opportunity questions to isinfo@dec.ny.gov. Include "Invasive Species Grant" in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until C.O.B. January 25, 2019. All questions, and answers, will be uploaded in the Grants Gateway for all applicants to view.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION OVERSIGHT

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of the RFA in accordance with the method of award, or withdraw of the RFA at any time at the Department's sole discretion.
- Award only one application for funding in the event there are multiple application submissions for a single project or for pieces of a single project.
- Award to the next highest scoring application in the event a grantee fails to negotiate a grant contract with the Department within 60 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project, or fails to receive the necessary permissions and permits for the project.
- The Department reserves the right not to fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.
- Reject any or all applications in response to the RFA at the Agency's sole discretion.

II. PROJECT ELIGIBILITY CRITERIA AND INFORMATION

GRANT OBJECTIVES

Invasive Species projects must be one of the following four project types detailed below. Each project type has different program objectives and requirements. Applicants should carefully review the project type information below, and the pass/fail eligibility and evaluation criteria contained in this RFA to avoid application disqualification and to score and rank high enough to be awarded grant funding.

PROJECT TYPES

1. Aquatic Invasive Species (AIS) Spread Prevention

There will be \$1 million dollars available for these projects. **(Use Grants Gateway Opportunity ID No: DEC01-ISGP1a-2019 to apply for Aquatic Invasive Species Spread Prevention Projects)**

Boat Steward Education and Outreach/Voluntary Inspection

Applicants may apply for projects to deploy watercraft stewards to conduct voluntary boat inspections and deliver education and outreach to recreational boaters to prevent the spread of AIS. Projects in focus areas that have a high public benefit impact will score higher in the evaluation process. Projects that address the following objectives are preferred and will receive a higher score:

- Prevent the spread of aquatic invasive species by:
 - strategically placing boat stewards in Focus Areas for Aquatic Invasive Species Spread Prevention (Focus Areas are the following watersheds: Niagara River/Lake Erie, Genesee River, Oswego River / Finger Lakes, Lake Ontario Tributaries, Delaware River, Susquehanna River, and Lower Hudson River).
 - developing regional boat steward programs. (<http://www.dec.ny.gov/animals/107807.html>)
 - deploying boat stewards to waters with high priority small bodied aquatic invasive species (i.e. spiny waterflea, Asian clam, zebra mussel) to deliver education and outreach and to conduct voluntary boat inspections.
 - delivering boat steward programs through cooperative partnering by one or more municipalities, non-government organizations or academic institution.
 - deploying boat stewards to multiple waterbodies.

- distributing education and outreach materials provided by the Department (AIS tip strips, hydrilla ID cards and sheets, watch cards, and PDFs of fact sheets).
- Participating in the Watercraft Inspection Steward Program app which involves working with the Department and New York Natural Heritage Program (NYNHP) and using a standardized app <http://www.nyimainvasives.org/wispa> to conduct surveys and uploading data to a centralized database managed by NYNHP. Purchase of tablets and ruggedized cases is recommended.
- Place standard NYS Clean, Drain, and Dry sign at boat launch (http://www.dec.ny.gov/docs/fish_marine_pdf/invstandardsign.pdf).
- Construct, install, and maintain an AIS disposal station where appropriate. <http://www.dec.ny.gov/animals/50626.html>

Boat Decontamination Stations to augment existing steward programs for education and outreach and voluntary boat inspections

Applicants proposing the most strategically located decontamination services, as described below, will score higher in the evaluation process. Project site layout and construction plans for each proposed station site and a letter of intent to cooperate from each project location landowner must be included in the application. (Specs for shed construction can be made available to applicants) Only applicants that have already implemented and are currently operating a steward education and outreach/voluntary boat inspection program may apply for funding to establish boat decontamination stations. Proof of an existing steward education and outreach/voluntary boat inspection program must be submitted at the time of application. Projects that address the following objectives are preferred and will receive a higher score:

- Prevent the spread of aquatic invasive species by:
 - strategically placing boat stewards operating decontamination stations in Focus Areas for Aquatic Invasive Species Spread Prevention (Focus Areas are the following watersheds: Niagara River/Lake Erie, Genesee River, Oswego River / Finger Lakes, Lake Ontario Tributaries, Delaware River, Susquehanna River, and Lower Hudson River).
 - developing regional programs.
 - siting decontamination stations on major road travel corridors or boat launches in the vicinity of waters with high priority small bodied aquatic invasive species developing regional programs.

- delivering boat steward programs through cooperative partnering by one or more municipalities, non-governmental organizations or academic institutions.

Note: Applicants submitting proposals for AIS spread prevention and decontamination station in waterbodies must have a lake management plan in place before beginning the project. Exceptions include the Great Lakes, Lake Champlain, and flowing waters. (See section 4 for grant opportunity for funding a lake management plan.)

Aquatic Invasive Species Spread Prevention Expenditures

Eligible expenditures for grant funding:

Personal Service: staff salaries, including fringe, directly devoted to the project. Itemize salaries according to job title and roles/responsibilities on the project. Grantees will be required to document time worked, tasks, pay ratio and payment. We recommend the payment of competitive hourly salaries for stewards in order to retain these employees for the duration of the season.

Contractual Services: the value of services provided by responsible, professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, report writing, etc.).

Travel: Directly required to implement the project. Travel costs cannot exceed federal travel rates. Please review the following website for information on current federal rates: <http://www.gsa.gov/mileage>.

Supplies and materials: directly necessary to implement the project. The Department will provide education and outreach materials (AIS tip strips, hydrilla ID cards and sheets, and PDFs for fact sheets) to steward programs. Contractors should work with the Department to have these materials in place before the season begins. Standardized AIS signage is required at public boat launches.

Equipment: equipment that is directly necessary to implement the project. This could include the purchase of tablets with ruggedized cases for stewards.

Ineligible expenditures for grant funding:

Indirect costs: indirect (overhead) expenses (i.e. utilities, rent, insurance, etc.).

Administrative salaries: administrative salaries are NOT eligible for grant reimbursement, but may be used as match funds. For the purposes of this RFA, administrative salaries are defined as follows:

- Preparation of equal employment opportunity and women and minority business enterprises documentation.
- Preparation of annual narrative and expenditure reports.
- Preparation of payment reimbursement request forms and backup cost documentation.

- Preparation of Final Report upon project completion.

State and/or Federal funding: project-related costs paid from other available state and/or federal funding sources are not considered an eligible project cost for grant reimbursement.

2. Terrestrial and Aquatic Invasive Species Rapid Response and Control

There will be \$1 million dollars available for these projects. **(Use Grants Gateway Opportunity ID No: DEC01-ISGP2a-2019 to apply for Terrestrial and Aquatic Invasive Species Rapid Response and Control Projects)**

Physical and Mechanical Removal – Hand pull, drawdown, and mechanical harvesting

Terrestrial mowing and aquatic harvesting techniques, if done repeatedly and with proper timing and equipment, can be an effective method in controlling invasive vegetation. The unique phenology and physiology of the target species need to be carefully considered to ensure success. Some projects may be covered under the NYSDEC General Permit for Management of Invasive Species (GP-0-15-005) (<http://www.dec.ny.gov/permits/106121.html>) if implementing one of the permit's authorized activities.

Chemical Treatment - Herbicides and shading

There are many chemical products (pesticides, herbicides, insecticides) registered by the EPA and NYS for use in controlling invasive species. Strict adherence to label requirements and dosage thresholds is required for any proposed project. Impacts to non-target species must be considered. Treatment using chemical products may only be performed by a certified pesticide applicator. All aquatic treatments will require an Article 15 Aquatic Pesticide permit (<https://www.dec.ny.gov/chemical/8530.html>) from the regional NYSDEC office, as well as a completed Notice of Intent to obtain coverage under the SPDES Pesticide General Permit (<https://www.dec.ny.gov/chemical/70489.html>). Other permits may also be required, such as Article 24 Freshwater Wetlands permits (<https://www.dec.ny.gov/permits/6058.html>) for applications within regulated wetland areas.

Biocontrol Release- Grass carp and herbivorous insects

A number of successful biological control programs have been developed over the last few decades which may qualify for funding. The use of sterile grass carp (*Ctenopharyngodon idella*) to consume and control invasive submergent vegetation is an effective method if the site allows (i.e. barriers exist to prevent fish from escaping the target waterbody, etc). Proper ratios of fish to acre of water to plant density should be implemented and the presence of rare, threatened or endangered aquatic plants must be considered. A triploid grass carp Stocking Permit from the NYSDEC is required. See <http://www.dec.ny.gov/permits/25024.html>

There are three insect species that are approved for use in New York State to control purple loosestrife (*Lythrum salicaria*) as biocontrol agents: *Galerucella californiensis*, *Galerucella pusilla*, and *Hylobius transversovittatus*.

A stem-boring weevil, *Rhinocomimus latipes*, has demonstrated success as a biocontrol option for Mile a Minute (*Persicaria perfoliata*) in New York, following a thorough environmental assessment by USDA APHIS (https://www.fs.fed.us/foresthealth/technology/pdfs/FS_mam.pdf).

Other biocontrol programs exist for such invasive species as the hemlock woolly adelgid (*Adelgis tsugae*) (<https://blogs.cornell.edu/nyshemlockinitiative/>) and knapweed.

There is no license requirement from DEC for use of biocontrol. However, USDA APHIS requires a permit for state-to-state transport.

Note: Applicants submitting proposals for aquatic invasive species projects in waterbodies > 5 acres must have a lake management plan in place before beginning the project. Exceptions include the Great Lakes, Lake Champlain, and flowing waters. (See Section 4 for grant opportunity for funding a lake management plan.)

Terrestrial and Aquatic Invasive Species Rapid Response and Control Expenditures

Eligible expenditures for grant funding:

Personal Service: staff salaries, including fringe, directly devoted to the project. Itemize salaries according to job title and roles/responsibilities on the project. Grantees will be required to document time worked, tasks, pay ratio and payment.

Contractual Services: The value of services provided by responsible, professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, report writing, etc.) Contractors must have licenses and certified applicators to treat with herbicides or pesticides.

Travel: Directly required to implement the project. Travel costs cannot exceed federal travel rates. Please review the following website for information on current federal rates: <http://www.gsa.gov/mileage>.

Supplies and materials: directly necessary to implement the project.

Equipment: equipment that is directly necessary to implement the project.

Ineligible expenditures for grant funding:

Indirect costs: indirect (overhead) expenses (i.e. utilities, rent, insurance, etc.).

Administrative salaries: administrative salaries are NOT eligible for grant reimbursement, but may be used as match funds. For the purposes of this RFA, administrative salaries are defined as follows:

- Preparation of equal employment opportunity and women and minority business enterprises documentation.
- Preparation of annual narrative and expenditure reports.
- Preparation of payment reimbursement request forms and backup cost documentation.
- Preparation of Final Report upon project completion.

State and/or Federal funding: project-related costs paid from other available state and/or federal funding sources are not considered an eligible project cost for grant reimbursement.

3. Terrestrial and Aquatic Invasive Species Research

There will be \$500,000 dollars available for these projects. **(Use Grants Gateway Opportunity ID No: DEC01-ISGP3a-2019 to apply for Terrestrial and Aquatic Invasive Species Research Projects)**

Effective management of invasive species on New York's lands and waters requires science based policy and methodologies. The Bureau of Invasive Species and Ecosystem Health will provide funding to scientific researchers in support of the Bureau's aquatic and upland invasive species programs. Funded projects may vary from basic life-history studies to improving invasive species control methodologies. Specific objectives of the program are to 1) support projects that provide a foundation for new approaches to invasive species management, 2) document the impacts of invasive species on ecosystem function, 3) develop and test new management tools, and 4) synthesize and communicate research results to improve on the ground invasive species management.

Areas of current interest, but are not limited to, the following:

- Understand the life history of listed Prohibited and Regulated invasive species (https://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf).
- Researching impacts of invasive species to native plants, animals, water quality and environmental factors.
- Develop effective, selective control methodologies with long-term management strategies for natural areas.
- Collection of data and analysis to better understand the prevention, introduction, spread, management, and ecology of invasive species.
- Document viability of AIS under specific conditions, specifically time out of water.

Eligible expenditures for grant funding:

Personal Service: staff salaries, including fringe, directly devoted to the project. Itemize salaries according to job title and roles/responsibilities on the project. Grantees will be required to document time worked, tasks, pay ratio and payment.

Contractual Services: the value of services provided by responsible, professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, report writing, etc.).

Travel: Directly required to implement the project. Travel costs cannot exceed federal travel rates. Please review the following website for information on current federal rates: <http://www.gsa.gov/mileage>.

Stipend: student stipends directly related to the project.

Supplies and materials: directly necessary to implement the project.

Equipment: equipment that is directly necessary to implement the project.

Ineligible expenditures for grant funding:

Indirect costs: indirect (overhead) expenses (i.e. utilities, rent, insurance, etc.).

Tuition: student academic tuition charges are NOT eligible expenses, but may be used as match.

Administrative salaries: administrative salaries are NOT eligible for grant reimbursement, but may be used as match funds. For the purposes of this RFA, administrative salaries are defined as follows:

- Preparation of equal employment opportunity and women and minority business enterprises documentation.
- Preparation of annual narrative and expenditure reports.
- Preparation of payment reimbursement request forms and backup cost documentation.
- Preparation of Final Report upon project completion.

State and/or Federal funding: project-related costs paid from other available state and/or federal funding sources are not considered an eligible project cost for grant reimbursement.

4. Lake Management Planning

There will be \$500,000 dollars available for these projects. **(Use Grants Gateway Opportunity ID No: DEC01-ISGP4a-2019 to apply for Lake Management Planning Projects)**

Applicants may apply for a three-year grant to fund the development and finalization of a lake management plan for a priority waterbody. These grants are intended to promote addressing the underlying causes of aquatic invasive species infestations and to provide a context for the control and management of aquatic invasive species. Having a lake management plan in place before beginning AIS control and management ensures more effective project outcomes and lake-wide stewardship among stakeholders. Stakeholders can use the plan to organize, focus and coordinate efforts, consider a wide range of social, economic, political, and cultural aspects; define the desired results, determine what needs to change, and what steps are needed to achieve the desired results.

A successful lake management plan will:

- assess lake conditions;
- identify the water quality problems;
- determine management actions that will address short-term issues and long-term causes of lake problems;
- build local support to address lake issues;
- develop a funding base to support the implementation of these management actions; and
- educate lake residents, user groups, and other stakeholders about the lake.

We recommend reviewing Chapter 11 of A Diet for a Small Lake <https://www.dec.ny.gov/chemical/82123.html> Additional resources for lake associations can be found at <https://www.dec.ny.gov/chemical/81863.html>.

A list of Certified Lake Managers in New York and surrounding states can be found at: <https://www.nalms.org/our-members/certified/> .

Eligible expenditures for grant funding:

Personal Service: staff salaries, including fringe, directly devoted to the project. Itemize salaries according to job title and roles/responsibilities on the project. Grantees will be required to document time worked, tasks, pay ratio and payment.

Contractual Services: The value of services provided by responsible, professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, report writing, etc.)

Travel: Directly required to implement the project. Travel costs cannot exceed federal travel rates. Please review the following website for information on current federal rates: <http://www.gsa.gov/mileage>.

Supplies and materials: directly necessary to implement the project.

Equipment: equipment that is directly necessary to implement the project.

Ineligible expenditures for grant funding:

Indirect costs: indirect (overhead) expenses (i.e. utilities, rent, insurance, etc.).

Administrative salaries: administrative salaries are NOT eligible for grant reimbursement, but may be used as match funds. For the purposes of this RFA, administrative salaries are defined as follows:

- Preparation of equal employment opportunity and women and minority business enterprises documentation.
- Preparation of annual narrative and expenditure reports.
- Preparation of payment reimbursement request forms and backup cost documentation.
- Preparation of Final Report upon project completion.

State and/or Federal funding: project-related costs paid from other available state and/or federal funding sources are not considered an eligible project cost for grant reimbursement.

ANTICIPATED PROJECT TIMELINE

Applicants must provide a timeline for meeting project objectives and identified tasks between the anticipated Master Contract for Grants (MCG) term dates. Project expenditures prior to MCG start date and after the MCG end date are not eligible for reimbursement or match.

MINIMUM ELIGIBILITY (Pass/Fail criteria)

- The project must implement one of the specified eligible project types.
- The applicant must be eligible. A not-for-profit organization must also be prequalified in the Grants Gateway by the application due date to be determined eligible under this grant opportunity.
- The project must be located within the defined geographic boundaries of the State of New York.
- The applicant must provide proof of landownership, or formal written agreement from the landowner, or municipal endorsement or resolution, allowing the applicant to conduct the project on the landowner's property.
- Map of the current location and condition of the site must be uploaded to the Grants Gateway.
- The project timeline uploaded in the Grants Gateway indicates completion by April 2022.

- All project funding sources are eligible for grant funding and match.

APPLICANT PARTNERS

For multi-partner and inter-municipal projects, letters substantiating the commitment to collaborate with a designated lead applicant are required from each application partner. A single PDF file of all letters should be uploaded to meet this requirement.

KNOWLEDGE, SKILLS AND EXPERIENCE

Applicants must possess the knowledge, skills, and/or track record to successfully implement the project.

PROJECT COST EFFECTIVENESS

Project cost-effectiveness will account for at least 20% of an application score as identified in the evaluation criteria section of this RFA.

PERMITS

The applicant is responsible for assuring that any SEQR determinations, permits, approvals, lands, easements and rights-of-way that may be required to carry out the activities of the project are obtained.

LETTERS OF PERMISSION/MUNICIPAL ENDORSEMENT

The applicant must own the property, or obtain an applicable access agreement, for the proposed project site. Proof of property ownership and/or landowner permissions must be upload in the Grants Gateway (in a single PDF file). Proof must be one of the following:

- If the property is owned by the applicant – a copy of the current deed.
- If the property owner is a municipality – A resolution by the municipality supporting the project.
- If the property is not owned by the applicant – a formal written agreement between the applicant and landowner which allows the applicant access to the property, and represent the landowner, to accomplish the proposed project.
- If the applicant is a not-for-profit proposing a project on municipal property - a signed Municipal Endorsement. A municipal endorsement provides authorization for the not-for-profit to conduct the proposed project on municipal property. A sample municipal endorsement can be downloaded and viewed in the Pre-Submission Upload section in the Grants Gateway.
- If the property is owned by the Department (boat stewards and decontamination stations) – applicant must apply for a temporary revocable permit (TRP) with their Regional DEC office <https://www.dec.ny.gov/about/558.html>.

III. ADDITIONAL APPLICATION REQUIREMENTS AND INFORMATION

EXPENDITURE BASED BUDGET

Applicants must complete an itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising the match. The itemized budget should also indicate the component, the number of units to be completed and the estimated costs associated with each component. Eligible project types and their components, and eligible and ineligible costs are identified in this RFA. A project's reasonableness of costs is at least 20% of the evaluation factor in the scoring of the application; therefore, attention to budget accuracy will increase your project score.

WORK PLAN

Applicants must complete a work plan in the NYS Grants Gateway that provides a clear overview of the project. Applications must include proposed project objectives, tasks associated with meeting each objective, and the desired project outcome or deliverables accounted for in performance measures. The work plan may include anticipated time frames in meeting project objectives, tasks and deliverables. Time frames must be consistent with the timeline applicants are required to upload in the Grant Gateway.

Note: A Work Plan 'worksheet' is available for applicants in the Grants Gateway (under Pre-Submission Uploads). The 'worksheet' can be downloaded and used as a tool to help applicants organize their proposed project objectives, tasks and performance measures. A completed 'worksheet' should NOT be uploaded back into the Grants Gateway. The intent of the 'worksheet' is to assist applicants in developing their application work plan in the Grants Gateway.

QUALIFICATIONS AND PAST PERFORMANCE

Applicants should possess the knowledge, skills, and/or track record to successfully implement the project. Applicants will be asked to describe their qualifications and any history working with DEC's Invasive Species Program in the Grants Gateway program questions.

PARTNERSHIPS

Proposed projects that will build and/or sustain partnerships and/or volunteerism, including contribution or participation by appropriate stakeholders and municipal government, will receive points in the evaluation of their application. Applications that include a letter (or letters) of support from each partnering organization, which clearly states their role in the project, will receive additional points.

ENVIRONMENTAL JUSTICE

DEC demonstrates a commitment to Environmental Justice (EJ) and remedies for communities that may be burdened by negative environmental consequences. Environmental justice is

defined by the DEC as the fair treatment and meaningful involvement of all people, regardless of race, color or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. A proposed project that is located in an EJ community or will directly benefit an EJ community, or a project that gives appropriate consideration to under-served urban neighborhoods (all potential neighborhoods whose demographic, geographic, or economic characteristics impede or prevent their access to adequate canopy cover and other benefits of trees) will receive points in the evaluation of an application. Maps of EJ areas in New York State are available at: <http://www.dec.ny.gov/public/899.html>.

To qualify for EJ points, your application must include the following details:

- a.) The exact street location(s) where the project is to be implemented (no P.O. Box) or where the benefit will be provided.
- b.) A brief (few sentences) description of how the project will benefit minority or low-income populations that experience disproportionate adverse environmental impacts such as pollution from multiple industrial facilities, sub-standard water quality, concentrated diesel emissions from bus depots, or other heavy vehicle traffic, adverse health effects related to environmental impacts (high asthma), lack of access to green benefits such as open space, environmental education or parks, or other such impacts.

IV. APPLICATION EVALUATION, SCORING AND SELECTION

All applications will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this RFA. Applicants are strongly encouraged to read and address the Application Review and Scoring Standards in the process of developing an application. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. Scoring consists of:

STEP 1: APPLICATION AND PROJECT ELIGIBILITY DETERMINATION

Pass/Fail criteria – please refer to the Pass/Fail Checklist included on page 28 of this RFA. A failed response to any of these criteria will disqualify the application from further technical review.

STEP 2: PROJECT EVALUATION, SCORING AND SELECTION

If your application meets all eligibility pass/fail criteria it will be further evaluated and scored by at least three technical review team members in accordance with the Evaluation and Scoring Standards contained in this RFA. Applications will be scored on the following criteria:

- Project Type-Specific Criteria (Technical Review) - 75 Points
- Cost Effectiveness Criteria - 20 Points
- Statewide Priority Points - 5 Points

All Level 1 Technical reviewers' scores will be averaged for each application. The Level 2 reviewers will evaluate and score Cost-Effectiveness and Statewide Priority. The Level 2 score will be added to the Level 1 average score to determine an application's final score.

All applications will be sorted by project type and grouped into four lists, "Aquatic Invasive Species Spread Prevention", "Aquatic and Terrestrial Invasive Species Rapid Response and Control", "Lake Management Planning" and "Aquatic and Terrestrial Invasive Species Research" projects as defined in this RFA.

1. "Aquatic Invasive Species Spread Prevention" applications will be selected for funding beginning with the highest down to the lowest ranked project until available funding for "Aquatic Invasive Species Spread Prevention" projects is exhausted or no eligible "Aquatic Invasive Species Spread Prevention" applications remain.
2. "Aquatic and Terrestrial Invasive Species Rapid Response and Control" applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Aquatic and Terrestrial Invasive Species Rapid Response and Control" is exhausted or no eligible "Aquatic and Terrestrial Invasive Species Rapid Response and Control" applications remain.
3. "Lake Management Planning" applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Lake Management Planning" is exhausted or no eligible "Lake Management Planning" applications remain.
4. "Aquatic and Terrestrial Invasive Species Research" applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Aquatic and Terrestrial Invasive Species Research" is exhausted or no eligible "Aquatic and Terrestrial Invasive Species Research Control" applications remain.

Note: The Department reserves the right to not award funding to applicants that have a technical review score below 52 points out of a possible 75 points. The Department reserves the right to move funding between project categories as needed.

Tie breaker - If there is a numerical tie in the final score, the application that scores the highest in "project type-specific criteria" will determine placement on the ranked list. If a tie remains, the application that scores the highest in "project success criteria" will determine placement on the ranked list.

V. GRANT PROGRAM PAYMENT AND REPORTING

PAYMENT AND REPORTING

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a Master Contract for Grants (MCG) has been fully approved by all applicable State agencies. Municipalities are not eligible to receive advance payments pursuant to State Finance Law.

Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

Quarterly Narrative Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarter. Quarterly reports shall be submitted in the NYS Grants Gateway.

Quarterly Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. These reports must correlate to subsequent vouchers submitted for payment.

Quarterly MCG payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request. Approved project design, required permits and landowner permissions must be in place to submit a reimbursement request.

Final Report must be submitted and approved by the DEC prior to the release of the final contract payment to the Grantee. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the program and detail how the use of grant funds were utilized in achieving the goals set forth in the approved MCG Attachment C Work Plan. Copies of appropriate documents (i.e. inventory and/or management plan) must be submitted and approved by the DEC.

For all projects, the following components must be included in the Final Report where applicable:

- Describe any partnerships and/or collaborative efforts
- Describe education and/or outreach components
- Provide a summary of work completed and methodology
- Quantify area(s) treated/managed
- Discuss results and evaluate success
- Recommendations for future work/conclusions

Aquatic Invasive Species Spread Prevention Program and Decontamination Station projects must include the following:

- Number of boat inspections (daily average and total for the season)
- Number of interactions with public
- Number of AIS intercepted (out of total boat inspections)

- Number of decontaminations performed (daily average and total for the season)
- Locations where launching boats had previously been

Aquatic and Terrestrial Invasive Species Rapid Response and Control projects must include the following:

- Data from pre- and post-treatment monitoring and summary comparison of these data for each season (GPS referenced points with standard protocol for data collection each season)
- Outline of response schedule and treatments used per season
- Number of acres treated each season and in total
- Plan for continued monitoring
- Plan for restoration

Lake Management Planning projects must include a copy of the final Lake Management Plan.

Aquatic and Terrestrial Invasive Species Research projects must include a white paper.

A DEC on-site inspection may be required to confirm all work was completed in accordance with the approved project work plan.

Projects already receiving funds from another NYS or Federal assistance grant program are not eligible to receive funding for the same project activities identified in this RFA.

VI. WHAT TO EXPECT IF YOU RECEIVE AN AWARD

NOTIFICATION OF AWARD

Applicants selected to receive a grant award will be notified by email and in an official Department award letter. The NYS Grants Gateway will also provide you with an award status.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS (MCG)

Applicants selected to receive a grant award will be required to execute a MCG **within 60 - 90 days** from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be

prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the Grants Gateway HRE application under the screen named 'Contract Document Properties.' The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment A-2 Federally Funded Grant Terms and Conditions (*optional*)
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail*)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project-related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

CONTRACTORS SHOULD BE PREPARED TO COMPLY WITH THE FOLLOWING MCG REQUIREMENTS:

- **Insurance Requirements**

Contractors will be required to carry appropriate insurance as specified in the MCG, Attachment A-1 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor's public liability and property damage insurance, contractor's contingency liability insurance, "all-risk" insurance and workers compensation/disability benefits coverage for the project.

- **Permit Requirements (if applicable)**

Contractors agree to obtain all required permits including, but not limited to, local, state and federal permits prior to the commencement of any project-related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

- **State Environmental Quality Review (SEQR) Documentation**

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

- **Vendor Responsibility Questionnaire**

Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions available at <http://www.osc.state.ny.us/vendrep/>, or go directly to the VendRep System at <https://portal.osc.state.ny.us>

- **Iran Divestment Act**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

- **Minority/women Business Enterprises (M/WBE) and Equal Employment Opportunities (EEO) Requirements**

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Applicants subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be

deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.

Failure to comply with M/WBE and EEO requirements may result in a Department finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages or enforcement proceedings.

Please refer to the NYS Master Contract for Grants - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review M/WBE and EEO requirements. Required M/WBE and EEO related forms can be found at <http://www.dec.ny.gov/about/48854.html>

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.
- A list of certified M/WBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/ VendorSearchPublic.asp?TN=ny&XID=9885>
- Contracts which meet the established M/WBE-EEO thresholds require the Contractor to submit Quarterly Reports, http://www.dec.ny.gov/docs/administration_pdf/quarterlyversion7.pdf , detailing payments made by the Prime Contractor to NYS Certified M/WBEs.
- The following M/WBE-EEO “Fair Share” goals are established as follows:

Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:

Construction/Engineering – 20%

Commodities – 20%

Services/Technologies – 20%

Equal Employment Opportunity (EEO) Participation Goals:

EEO Minority Workforce Participation Goals (DEC Regions 1- 9) 0%

EEO Female Workforce Participation Goals (DEC Regions 1-9) 0%

● **DEC M/WBE Contact Person**

Marta Castillo, Compliance Specialist
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Phone: (518) 402-9240
Fax: (518) 402-9023

PROCUREMENT OF CONTRACTORS/SUBCONTRACTORS

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

AMERICANS WITH DISABILITIES ACT

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards> .

SIGNAGE REQUIREMENT

The Department will require project signs for projects under this RFA, and a template will be provided to successful applicants. The cost of the signage is a reimbursable project cost, and should be included in the “other” category in the expenditure-based budget. The Department may, in its discretion, waive this requirement if the sign cannot be reasonably maintained, the sign is not consistent with other laws, or the location of the sign would not provide a public purpose. In addition, recipients of a grant will be required to communicate that project funding was provided by The Environmental Fund as administered by the Department of Environmental Conservation in any communication with the public, which includes plans presented to the public, press releases and meeting notices, plus any web resources and signage funded by the grant.

CONTACT INFORMATION

For general information on completing this application and for clarification of application requirements, contractual terms and procedures, contact Vicky Wagenbaugh at vicky.wagenbaugh@dec.ny.gov or (518) 402-9405.

Technical Information:

For technical information regarding work planning, direct questions to Dave Adams at david.adams@dec.ny.gov or (518) 402-9425.

For technical information regarding Grants Gateway, direct questions to:

Help Desk Contact Information: grantsgateway@its.ny.gov or (518) 474-5595

VII. APPLICATION EVALUATION AND SCORING STANDARDS

(Maximum 100 points)

PROJECT PASS/FAIL CRITERIA: a “Fail” response to any of the following criteria will disqualify the application from further technical review

1. Does the application address an eligible project type (Aquatic Invasive Species Spread Prevention, Terrestrial and Aquatic Invasive Species Rapid Response and Control, Terrestrial and Aquatic Invasive Species Research, Lake Management Planning)? *(Pass/Fail)* Is the project summary of tasks and objectives appropriate based on the proposed project type? Please provide a brief description of the scope of work your project will implement. *(Pass/Fail)*
 2. Is the applicant an eligible municipality, 501(c)(3) NFP organization, or an academic institution? *(Pass/Fail)*
 3. If applicant is a NFP organization, are they prequalified in the NYS Grants Gateway? (NFP’s must be prequalified by the due date of this RFA to be determined eligible under this grant opportunity.) *(Pass/Fail)*
 4. Is the project located wholly within the political boundaries of New York State? *(Pass/Fail)*
 5. Did the applicant provide proof of land ownership, or formal written agreement from the landowner, or municipal endorsement or resolution, allowing the applicant to conduct the project on the landowner’s property? *(Pass/Fail)*
 6. Is the proposed project already receiving funds from another New York State or federal assistance program for the same activities as those being proposed in this application? *(Pass/Fail)*
 7. Did the applicant upload a map that clearly identifies the project area? *(Pass/Fail)*
 8. Does the project timeline demonstrate completion of project objectives, tasks and deliverables within a three-year contract term? *(Pass/Fail)*
 9. Are project funding sources eligible and has at least 25% in eligible matching funds been accurately identified? *(Pass/Fail)*
 10. Did the applicant upload the Sexual Harassment Prevention Certification form **or** upload a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder? *(Pass/Fail)*
-

PROJECT TYPE SPECIFIC CRITERIA

Total Number of Points Per Project Type - 75

All eligible applications will be evaluated using the following sets of grant selection criteria: project type-specific criteria, project success factors, and cost effectiveness criteria. *(Applicants must identify on their application form the project type to be used by the review panel to score the type-specific portion of their application.)*

1. Aquatic Invasive Species Spread Prevention

a. Stewards - Education and Outreach / Voluntary Inspection 75 Points

Project Objectives, Methods and Aquatic Invasive Species Spread Prevention Impact

How well does the project, its location, statement of need, methods, and deliverables impact the objective of this RFA: to prevent the spread of aquatic invasive species by providing watercraft stewards to deliver education and outreach in high priority locations and with high public benefit?

- | | |
|--|---------|
| (A) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and provides education and outreach and voluntary boat inspections at two or more waterbodies with small-bodied, high priority aquatic invasive species present and each waterbody having one or more public trailered boat launches. | 40 pts. |
| (B) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and provides education and outreach and voluntary boat inspections at two or more waterbodies with high priority aquatic invasive plant species present and each waterbody having one or more public trailered boat launches. | 30 pts. |
| (C) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and provides education and outreach and voluntary boat inspections at one or more waterbodies having no known high priority aquatic invasive species and at least one (1) public trailered launch. The project location is within 20 miles via a well-used road travel corridor of a waterbody having high priority AIS and a public trailered boat launch. | 20 pts. |
| (D) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and provides education and outreach and voluntary boat inspections at, or in close proximity to, one or more waterbodies with no known high priority aquatic invasive species and having at least one public trailered boat launch. No known priority aquatic invasive species are present in waters within 20 miles via a well-used road travel corridor. | 10 pts. |
| (E) Project as scoped (location, method, deliverables, budget details) is located at or in close proximity to one or more waterbodies but the waterbodies have no public boat launch and no known high priority aquatic invasive species present in waters within 20 miles via a well-used road travel corridor. | 1 pt. |

Project in a Focus Area for Aquatic Invasive Species Spread Prevention

Is the proposed project in the following watersheds: (Focus Areas are the following watersheds: Niagara River/Lake Erie, Genesee River, Oswego River / Finger Lakes, Lake Ontario Tributaries, Delaware River, Susquehanna River, and Lower Hudson River)?

- | | |
|---------|---------|
| (A) Yes | 20 pts. |
| (B) No | 10 pts. |

Project Regional Scale

Is the proposed project part of a regional effort to provide spread prevention over a large geographic area?

- | | |
|---------|---------|
| (A) Yes | 10 pts. |
| (B) No | 5 pts. |

Project Public Benefit Impact

- | | |
|--|--------|
| (A) Project as proposed is located at or in close proximity to waters with shoreline that is at least 50% publicly owned. | 3 pts. |
| (B) Project as proposed is located at or in close proximity to waters with shoreline that is less than 50% publicly owned. | 0 pts. |

AIS Disposal Station Points

Does the project include installing and maintaining an AIS disposal station as described in Section II of the RFA? Construction plans must be included with the application. Standard construction plans can also be found on the DEC website at <http://www.dec.ny.gov/animals/50626.html>.

- | | |
|---------|--------|
| (A) Yes | 2 pts. |
| (B) No | 0 pts. |

b. Stewards - Boat Decontamination Programs 75 Points

Municipalities and organizations that are currently operating steward education and outreach/voluntary boat inspection programs without decontamination services are eligible to apply for stewards for boat decontamination programs. Proof of existing steward education and outreach/voluntary boat inspection program must be submitted with application. Applicants proposing the most strategically-located decontamination services will be ranked higher. Project site layout and construction plans for each proposed station site and a letter of intent to cooperate from each project location landowner must be included in the application.

Project Objectives, Methods and Aquatic Invasive Species Spread Prevention Impact

How well does the project, its location, statement of need, methods, and deliverables impact the objective of this RFA: to prevent the spread of aquatic invasive species through the construction of decontamination stations in high priority locations and with high public benefit?

- (A) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and is located on a major road travel corridor and is in the vicinity of a waterbody with at least one known small-bodied high priority aquatic invasive species present and has at least one public trailered boat launch. 40 pts.
- (B) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and is located on a major road travel corridor and is in the vicinity of a waterbody with at least one high priority aquatic invasive plant species present and has at least one public trailered boat launch. 30 pts.
- (C) Project as scoped (location, method, deliverables, budget details) clearly addresses the RFA objective and is located on a major road travel corridor and is in the vicinity of waterbodies that have no high priority aquatic invasive species present but have at least one public trailered boat launch. 20 pts.
- (D) Project as scoped (location, method, deliverables, budget details) addresses the RFA objective and is located on a major road travel corridor but is not in the vicinity of waterbodies that have high priority aquatic invasive species present and is not in the vicinity of a waterbody that has a public trailered boat launch. 10 pts.
- (E) Project as scoped (location, method, deliverables, budget details) is located on a major road travel corridor but is not in the vicinity of waterbodies that have high priority aquatic invasive species present and is not in the vicinity of a waterbody that has a public trailered boat launch. 1 pt.

Project in a Focus Area for Aquatic Invasive Species Spread Prevention

Is the proposed project in the following watersheds: (Focus Areas are the following watersheds: Niagara River/Lake Erie, Genesee River, Oswego River / Finger Lakes, Lake Ontario Tributaries, Delaware River, Susquehanna River, and Lower Hudson River)?

- (A) Yes 20 pts.
- (B) No 10 pts.

Project Regional Scale

Is the proposed project part of a regional effort to provide spread prevention over a large geographic area?

- (A) Yes 10 pts.
- (B) No 5 pts.

Project Public Benefit Impact

- (A) Project as proposed is located at or in close proximity to waters with shoreline that is at least 50% publicly owned. 3 pts.
- (B) Project as proposed is located at or in close proximity to waters with shoreline that is less than 50% publicly owned. 0 pts.

AIS Disposal Station

Does the project include installing and maintaining an AIS disposal station as described in Section II of the RFA? Construction plans must be included with the application. Standard construction plans can also be found on the DEC website at <http://www.dec.ny.gov/animals/50626.html>.

- (A) Yes 1 pt.
- (B) No 0 pts.

Bonus Point

Applicants with current programs placing stewards for education and outreach / voluntary boat inspections at two or more waterbodies will rank higher.

- (A) Applicant currently deploys education and outreach / voluntary inspection stewards without decontamination at two (2) or more waterbodies. 1 pt.

2. Terrestrial and Aquatic Invasive Species Rapid Response and Control 75 Points

Target Species

Please identify the species targeted for control (List both the common and scientific names of all target species)?

- (A) The project primarily addresses two or more target species listed in Appendix A. 5 pts.
- (B) The project primarily addresses at least one target species listed in Appendix A. 3 pts.
- (C) The project primarily addresses a target invasive species not listed in Appendix A. 0 pts.

Phenology and Biology of Target Species

Does the applicant demonstrate an understanding of the unique phenology and biology of the target species?

- (A) The applicant demonstrates a clear understanding of the unique phenology and biology of the target species. 3 pts.
- (B) The applicant fails to demonstrate a clear understanding of the phenology and biology of the target species. 0 pts.

Method of Control

What type of method of control does the applicant intend to use? (applicants must provide justification in the form of an upload or text).

- (A) The applicant proposes to use a method of control that is tested, widely used and accepted. 5 pts.
- (B) The applicant proposes to use an unconventional or experimental method of control and provides sufficient justification for its use. 3 pts.
- (C) The applicant does not use an acceptable method of control. 0 pts.

Rapid Response- Initial Discovery

When was the infestation first detected? Please upload documentation or a testimonial indicating when the infestation was discovered or the report iMapinvasives that was made. Controlling a new infestation in a portion of a larger infested waterbody or land would not be eligible for rapid response points.

- (A) The infestation first occurred within the last 3 years. 10 pts.
- (B) The infestation has been ongoing for 4-5 years. 5 pts.
- (B) The infestation has been ongoing for more than 5 years. 0 pts.

Rapid Response- Size of Area Infested

What is the total area of the infestation (provide sum if multiple outbreaks on the same waterbody or land)? (please upload a map showing size of area infested)

- (A) The total area of the infestation is 5 acres or less. 5 pts.
- (B) The total area of the infestation is more than 5 acres. 0 pts.

Rapid Response- Percent of Area Infested

What percentage of the waterbody or property in question is infested? (please upload a map showing percent of area infested)

- (A) Five percent or less of the proposed water body or property is infested. 5 pts.
- (B) More than 5 percent of the proposed water body or property is infested. 0 pts.

Rapid Response- Percent of Area Treated

What percent of the infested area does the applicant propose to treat? (please upload a map showing percent of area treated)

- (A) The applicant proposes to treat 100% of the infested area. 5 pts.
- (B) The applicant proposes to treat 50% or more of the infested area. 3 pts.
- (C) The applicant proposes to treat less than 50 percent of the infested area. 1 pt.

Public Access

Does the proposed project take place on public land or a water body that provides access to the public? Please upload a map depicting all public access sites including trailheads, boat launches, fishing access points, etc.

- (A) The proposed project takes place on public land or a water body with at least one public access site. 5 pts.
- (B) The proposed project does not take place on public land or a waterbody that provides access to the public (i.e. private property). 0 pts.

Education and Outreach

Does the proposed project provide opportunities for public participation and engagement?

- (A) The applicant proposes to engage the public through at least one of the following elements: public meetings, presentations, direct mailing to residents, field trips, and/or volunteer opportunities. 5 pts.
- (B) The applicant proposes to engage the public through at least one of the following elements: social media updates, newsletter articles, content on the organization's webpage, newspaper notices and/or blog posts. 3 pts.
- (C) The applicant does not propose to engage in any public education or outreach. 0 pts.

Long Term Success

Does the proposal provide measures to ensure the long-term success of the project such as post-treatment monitoring, habitat restoration where appropriate and other re-infestation prevention strategies?

- (A) The applicant has provided a long-term restoration or monitoring plan. 10 pts.
- (B) The applicant has effectively discussed what measures will be undertaken to prevent re-infestation. 5 pts.
- (C) The applicant has not effectively discussed what measures will be undertaken to prevent re-infestation. 0 pts.

Partnerships

How well does the project involve partners in program delivery? Projects with active participation and delivery by two or more partners will be ranked higher.

- (A) The proposed project will be cooperatively delivered by two or more different partners and the applicant includes a detailed description of how all partners will be 5 pts.

involved. (Applicants must upload at least one letter of support from a partner to receive points)

- (B) The proposed project will be cooperatively delivered by at least one partner and the applicant and includes a detailed description of how the partner will be involved. (Applicants must upload at least one letter of support from a partner to receive points) 3 pts.
- (C) The proposed project will solely be delivered by the applicant and will not engage in any partnerships. 0 pts.

Knowledge, Skills and Experience

Does the applicant demonstrate the knowledge, skills, and track record to implement the proposed project? The applicant should discuss any past relatable projects that they have completed as well as demonstrate their ability to manage a multi-year project (i.e. meeting benchmarks, timely submission of reports, staying within budget, etc.) to be awarded the full amount of points. (If the applicant plans on hiring a contractor, please describe their knowledge, skill and track record)

- (A) Applicant described their/the contractor's qualifications in great detail and has a proven track record for this type of project. 7 pts
- (B) Applicant adequately described their/the contractor's qualifications. 4 pts.
- (C) The Applicant/contractor is not qualified or fails to explain their qualifications adequately. 0 pts.

Link to Other Existing Plans

Does the project support implementation of the New York State Aquatic Invasive Species Management Plan or support objectives identified in the project location's Partnership for Regional Invasive Species Management's five-year strategic plan, landscape-level AIS spread prevention plans, or watershed plans?

- (A) Applicant has adequately described links to other existing plans. 5 pts.
 - (B) Project is not linked to existing plans or applicant failed to adequately describe connection to existing plans. 0 pts.
-

3. Terrestrial and Aquatic Invasive Species Research 75 Points

Focus Species

What are the focal invasive species?

- (A) The focal invasive species include invasive plants **and** animals. 5 pts
- (B) The focal invasive species include invasive plants **or** animals. 3 pts.

Is at least one focal species on the Prohibited and Regulated List (<https://www.dec.ny.gov/animals/99141.html>)?

- (A) Yes, at least one focal species is on the Prohibited and Regulated List. 5 pts
- (B) No, none of the focal species are on the Prohibited and Regulated List. 0 pts

Is at least one focal species on the Focus Species List (Appendix A)?

- (A) Yes, at least one focal species is on the Focus Species List. 5 pts
- (B) No, none of the focal species are on the Focus Species List. 0 pts

Collaboration

How many Principle Investigators/ Project Managers are involved in the proposed project?

- (A) There are more than three PIs/PMs involved in the proposed project. 5 pts
- (B) There are two or three PIs/PMs involved in the proposed project. 3 pts
- (C) There is one PI/PM involved in the proposed project. 1 pts

How many institutions are involved in the project?

- (A) There are more than three institutions involved in the proposed project. 5 pts
- (B) There are two or three institutions involved in the proposed project. 3 pts
- (C) There is one institution involved in the proposed project. 1 pts

Background Experience

What is the experience of the PI(s)?

- (A) The experience of the PIs is relevant to the proposed project. 10 pts
- (B) The experience of the PIs is not relevant to the proposed project. 0 pts

Relevance

Is there a demonstrated connection between the proposed research project and manager's needs?

- (A) Yes, there is a connection between the proposed research project and manager's needs. 10 pts.
(B) No, there is not a connection between the proposed research project and manager's needs. 0 pts.

Does the proposal reflect an understanding of existing data and current state of knowledge in NYS?

- (A) Yes, an understanding is demonstrated in the proposal. 5 pts.
(B) No, proposal does not demonstrate an understanding. 0 pts.

Priority

Is the research project on the Invasive Species Research Institute (ISRI) priority list in Appendix B?

- (A) Yes, the proposed project is on the ISRI priority list. 10 pts.
(B) No, the proposed project is not on the ISRI priority list. 0 pts.

Publishing Goals

Are there plans to publish the research results in a peer-reviewed journal?

- (A) Yes, applicant plans to publish. 5 pts.
(B) No, applicant does not plan to publish. 0 pts.

Approach

Is the approach clear, practical, and will it yield the proposed deliverable?

- (A) Yes, approach proposed is clear, practical and will yield deliverables. 10 pts.
(B) No, approach proposed is unclear, impractical and/or will not yield deliverables. 0 pts.
-

4. Lake Management Planning 75 Points

Focus Species

How many focal invasive species are there?

- (A) There is one focal invasive species. 5 pts.
- (B) There are two to four focal invasive species. 3 pts.
- (C) There are five or more focal invasive species. 1 pts.

What are the focal invasive species?

- (A) The focal invasive species include invasive plants **and** animals. 5 pts.
- (B) The focal invasive species include invasive plants **or** animals. 3 pts.

Is at least one on the Focus Species List?

- (A) Yes, at least one focal species is on the Focus Species List. 10 pts.
- (B) No, none of the focal species are on the Focus Species List. 5 pts.

Focus Waterbody

How large is the focus waterbody?

- (A) Waterbody is five acres or less. 10 pts.
- (B) Waterbody is greater than five acres. 5 pts.

Organized Stakeholders

Is there an organized stakeholder group involved?

- (A) More than one organized stakeholder group involved. 10 pts.
- (B) At least one major organized stakeholder group involved. 5 pts.
- (C) No stakeholder groups involved. 0 pts.

Watershed Plans

Has a watershed plan been developed that includes the waterbody of interest?

- (A) Yes, a plan has been developed. 5 pts.
- (B) No, a plan has not been developed. 0 pts.

Public Meetings

Will there be public meetings involved in the planning process?

- (A) Yes, one or more public meetings are planned. 5 pts.
- (B) No, public meetings are not planned. 0 pts.

Connectivity

Is the waterbody near a known invaded waterbody?

- (A) There is a known invaded waterbody within $\frac{1}{4}$ mile. 10 pts.
- (B) There is a known invaded waterbody within $\frac{1}{4}$ to $\frac{1}{2}$ mile. 5 pts.
- (C) There is not a known invaded waterbody for more than $\frac{1}{2}$ mile. 3 pts.

Or connected by transport to a known invaded waterbody?

- (A) There is a direct connection to a known invaded waterbody. 15 pts.
- (B) There is an indirect connection to a known invaded waterbody. 10 pts.
- (C) There is no direct or indirect connection to a known invaded waterbody. 0 pts.

COST EFFECTIVENESS CRITERA – Total Number of Points 20

Cost Effectiveness 1: Budget Detail

Does the project contain a sufficient level of detail to assess the cost-effectiveness of the project?

- (A) The budget contains an exceptional level of detail to assess cost effectiveness. 3 pts.
- (B) The budget contains sufficient detail to assess cost effectiveness. 2 pts.
- (C) The budget contains an inadequate level of detail to assess cost effectiveness. 0 pts.

Cost Effectiveness 2: Reasonableness of Expenses

Does the budget contain reasonable expenses (i.e. fringe and indirect rates) for implementing the project? Include examples. Applicants are encouraged to provide detail on how they developed the proposed budget and upload any quotes requested.

- (A) Only reasonable implementation expenses are included in the budget. 14 pts.
- (B) Mostly reasonable implementation expenses are included in the budget. 7 pts.
- (C) Many unreasonable expenses are included and/or the applicant did not provide adequate explanation for budget expenses to determine reasonableness. 0 pts.

Cost Effectiveness 3: Eligible Costs

Does the budget contain eligible costs?

- (A) Budget includes only eligible costs. 3 pts.
 - (B) Budget includes one ineligible cost. 2 pts.
 - (C) Budget includes two or more ineligible costs or an inadequate level of detail was provided. 0 pts.
-

STATEWIDE PRIORITY POINTS – Total Number of Points 5

Environmental Justice

Would the proposed project provide specific benefits in a Potential Environmental Justice Area (<http://www.dec.ny.gov/public/899.html>) or an underserved population area?

- (A) The proposed project would benefit a Potential Environmental Justice Area. 5 pts.
- (B) The proposed project would benefit an underserved population area. 3 pts.
- (C) The proposed project would not benefit a Potential Environmental Justice Area or underserved population area or the applicant failed to adequately describe the location or social benefits. 0 pts.

TOTAL ELIGIBLE POINTS100 points

Appendix A -- Focal Species List for Invasive Species Control Grants

10/19/16

Aquatic:

Plants

- ✓ Brazilian waterweed
- ✓ Curlyleaf pondweed
- ✓ Eurasian watermilfoil
- ✓ European frogbit
- ✓ Fanwort
- ✓ Starry stonewort
- ✓ Water chestnut
- ✓ Water primrose
- ✓ Hydrilla
- ✓ Parrot-feather
- ✓ Broadleaf watermilfoil
- ✓ Yellow floating heart

Animals

- ✓ Asian clam
- ✓ Northern snakehead
- ✓ Round goby
- ✓ Rusty crayfish
- ✓ Tench
- ✓ Bighead carp
- ✓ Silver carp
- ✓ Chinese mitten crab
- ✓ New Zealand mudsnail

Terrestrial:

Plants

- ✓ Japanese knotweed
- ✓ Giant hogweed
- ✓ Phragmites
- ✓ Purple loosestrife
- ✓ Black swallow-wort
- ✓ Pale swallow-wort
- ✓ Japanese stiltgrass
- ✓ Kudzu
- ✓ Mile a minute weed
- ✓ Oriental bittersweet
- ✓ Wild parsnip
- ✓ Slender false brome
- ✓ Japanese barberry
- ✓ Small carpetgrass
- ✓ Cup plant
- ✓ Hardy kiwi

Animals

- ✓ Asian longhorned beetle
- ✓ Emerald ash borer
- ✓ Hemlock woolly adelgid
- ✓ Balsam woolly adelgid

Pathogens/diseases

- ✓ Oak wilt

Appendix B -- Invasive Species Research Institute (ISRI) Priority List

PRISM & iMAP

1. Impact of emerging invaders: Those unable to be assessed due to lack of information
2. Swallow-wort biocontrol development and release
3. HWA: Increased availability of biocontrol for management
4. Improving/Developing early detection techniques: Remote sensing/surveys, use of drone and aerial technology
5. Advancement of biocontrols for Japanese knotweed
6. Project to establish viable populations of each HWA Biocontrol in several locations throughout NYS
7. Development of eDNA tests for aquatic invasive plants, especially hydrilla
8. What species do we need to look out for either due to climate change or other factors?
9. Designing and implementing a protocol to assess the effectiveness of invasive species control measures. Project would involve scientist/manager partnerships and experiential learning
10. Impact of many nonnative, invasive plant species on ecosystem processes, and on abundance and health of native plant and animal species (including native insect herbivores; soil microflora and fauna). These are the questions we have the most difficulty answering in the NYS invasive plant assessment system. Assumptions about impacts are often made in the literature and in invasive management practice.

PRISM

1. Swallow-wort biocontrol development and release
2. Impact of emerging invaders

3. Advancement of biocontrols for Japanese knotweed
4. HWA: Increased availability of biocontrol for management
5. Development of eDNA tests for aquatic invasive plants, especially hydrilla
6. Improving/Developing early detection techniques: Remote sensing/surveys, use of drone and aerial technology
7. Project to establish viable populations of each HWA Biocontrol in several locations throughout NYS
8. What species do we need to look out for either due to climate change or other factors?
9. Hydrilla biocontrol or other alternatives to herbicides to control hydrilla
10. Water chestnut biocontrol: continue to support