



**PRIVATE FORESTRY COOPERATIVE
WEED MANAGEMENT COST SHARE**
Request for Proposals (RFP)

Proposals due: June 30, 2018 by 5 p.m. PST

Noxious Weeds program
Plant Industry Division



Weed Management Cost Share RFP

Plant Industry Division

The Nevada Department of Agriculture (NDA) announces the availability of funding from the United States Forest Service (USFS) State and Private Forestry Cooperative Weed Management Cost Share Program. This is a formal request for proposals, covering seasonal projects from 2018 through 2020.

PROPOSALS DUE no later than 5 p.m. PST on June 30, 2018.

Proposals should be emailed to Sgephart@agri.nv.gov or mailed hard copy to:
Nevada Department of Agriculture
ATTN: Noxious Weed Program
405 South 21st Street
Sparks, NV 89431

For additional information, or if you have any questions regarding this RFP, contact Sean Gephart at Sgephart@agri.nv.gov or 775-353-3640.

AWARD INFORMATION

Total amount of federal funding available for subaward

\$54,396.00

(Federal agreement: USFS 17-DG-11046000-614)

Two proposals for \$27,198.00 each will be selected for the above listed amount, totaling \$54,396.00. Two proposals can be submitted from the same entity spread over two projects.

There is a cost sharing match requirement for each project totaling \$27,198.00 for each federal award.

Award period

July 1, 2018 – June 30, 2020

Applicant eligibility

- Applicant must be an active Cooperative Weed Management Area (CWMA), Conservation District (CD) or County Weed District (WD) in Nevada.
- Applicant must have or be in the process of applying for a Nevada Vendor Number. http://controller.nv.gov/VendorServices/Forms/KTLVEN-01_Registration_Substitute_IRS_Form-W-9.pdf.
- Applicant must have a mechanism for receiving, documenting and reporting on grant funds and activities in place. Reporting accurate financial records is required.
- Applicant must not be in default on any other grants with the NDA or USFS.
- Applicant must have a www.eddmaps.org username and log in. Project site data must be entered into www.eddmaps.org, which houses the Nevada EDDMapS GIS databases.

Additional project/funding criteria

- Each recipient must expend and account for the federal award in accordance with state laws and procedures for expending and accounting for the funds, per 2 CFR 200.302.
- Funds may not be used on federal lands.
- The project sites must be in an area with a minimum 10% forested land or have a direct impact on an area with a minimum 10% forested land.^{1,2,3}
- A dollar-for-dollar match is required for each project. This match can be in-kind⁴ or monetary contributions. Match must be from a non-federal source that is not already counted as match elsewhere, per 2 CFR 200.306.
- Administrative overhead/indirect charges cannot exceed 10%.
- Grant fund expenditures must meet 2 CFR 200 uniform administrative requirements, cost principles and audit requirements for federal awards for allowable costs per 2 CFR 200.403.
- Pre- and post-monitoring of the project area by collecting before and after pictures of the basic vegetative community is required per 2 CFR 200.328.
- Funding will be considered for projects that demonstrate any or all of the following:
 - Early detection rapid response species control
 - Biological control monitoring
 - Education/outreach
 - New CWMA start up projects
 - Re-vegetation/restoration
 - Landowner cost shares
 - Mapping/data collection

PROPOSAL REQUIREMENTS

Proposals will be scored and awarded on a competitive basis.⁵ Projects may be funded fully, partially or not funded at all based on scoring committee decision. ***All of the following must be included in the proposal.***

¹Forest Land – forest land at least 10% stocked, or currently nonstocked but formerly having such stocking, with timber and/or woodland trees, and where human activity on the site does not preclude natural succession of the forest (i.e. the site can be naturally or artificially regenerated).

² Timberland – forest land where timber species constitute at least 5% crown cover; or forest land with sufficient timber species reproduction (minimum of 40 saplings and/or established seedlings per acre). Timber species can be of any size and includes all species of conifers (except junipers and yew) and aspen, cottonwood, and paper birch hardwood species.

³ Woodland – forest land with at least 10% crown cover in woodland trees; forest land with timber species and woodland species but less than 5% crown cover in timber species; forest land with sufficient woodland tree species reproduction (with the same reproduction criteria as timberland above). A woodland species can be classified as either a shrub or a tree and includes juniper, yew, mountain-mahogany, Rocky Mountain maple, and bigtooth maple.

⁴ See attachment A – In-kind match contributions examples

⁵ See attachment B – Proposal scoring criteria

I. Project narrative – Maximum of 3 pages (min. 11 pt font) and should include brief descriptions of the following sections:

A) Contact information

- CWMA, CD or WD name
- Project manager name
- Address
- Phone number
- Email address

B) Total grant funding requested

C) Other resources - List any other sources of funding you have secured for the upcoming project season. This proposal may be used to supplement a larger project.

D) Financial management contact information

- Financial manager name
- Address
- Phone number
- Email
- Tax ID number
- DUNS number
- NV vendor number

E) Project site description

- Location (GPS coordinates or map of area and description of nearby towns or physical landmarks) and size
- Why is this area in need of a weed management project?
- Targeted weeds (proposals must target Early Detection Rapid Response (EDRR) species for your area)
- Sage-grouse benefits – Does this project benefit sage-grouse habitat? (Additional points will be awarded to projects that clearly benefit sage-grouse or are within sage-grouse leks.)

F) Project goals and expected outcomes

- What do you expect to accomplish with this funding? Estimated acres to be treated, inventoried, re-vegetated and number of people reached through outreach is preferred to be listed here.

G) Work plan – How will you use this funding on-the-ground?

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- Weed control strategies to be used (mowing, hand pull, herbicides, grazing, etc.) How is integrated weed management being implemented?
- What re-vegetation or reseeding will be done?
- What technologies will be used for mapping and infestation data collection? How will the data be implemented into EDDMapS?
- Is there an educational or outreach component?

II. Project budget – An itemized budget must be submitted with your proposal. All expected project expenses must be broken down and accounted for under each budget category. The itemized budget table⁶ attached to this request for proposals may be used as an example.

III. Budget detail In addition to itemized budget table, a budget detail narrative document to support the itemized budget is required. The budget narrative must describe how figures were estimated for each of the budget categories below.

A) Personnel

B) Travel

C) Supplies

D) Contractual

E) Indirect

⁶ See Attachment C – Itemized budget table example

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Attachment A – In-kind match contributions examples								
Western states examples of standard rates for in-kind contributions ^{7,8}								
Item	Description	Rates Per:	Idaho	Montana	Nevada	North Dakota	Utah	Average:
ATV:	4X4, 300-400 CC	Day	\$90		\$80	\$60	\$120	\$88
	4X4, 300-400 CC, with sprayer unit		\$112	\$50	\$100	\$75	\$20/hour	\$100
	4X4, >400 cc w/ sprayer					\$56		\$56
	6X6, with Sprayer				\$100			\$100
BOAT	3-wheelers and motorcycles					\$56		\$56
	Powered	Day	\$135	\$120	\$120	\$90	\$20/hour	\$115
	Un-Powered		\$56	\$45	\$50	\$38	\$10/hour	\$48
	Powered w/ Trailer						\$25/hour	\$25/hour
CONTRACTED SERVICE	Ground Broadcast (not including chemical)	Acre		\$20				\$20
	Ground Spot Treatment (other than backpack)			\$80				\$80
	Backpack Treatment			\$120				\$120
GPS UNITS	General Outdoor Use	Day	\$6	\$15	\$5	\$4	\$5/hour	\$7.50
	Attached to Handheld Computer	Day			\$12	\$8		\$10
	Post-Processing Differential Correction	Day	\$15	\$25	\$15	\$11	\$10/hour	\$17
LABOR	Standard (includes Admin)	Hour	\$22	\$20	\$20	\$15	\$22	\$20
	Volunteer Labor		\$20		\$20		\$20	\$20
LIVESTOCK	Horse/Mule	Day	\$50		\$50	\$38		\$46
	Horse/Mule with Sprayer Unit	Day	\$56		\$56	\$53		\$55
NETS	Biological Control – Sweep Nets	Day			\$6			\$6
PUMPS	Transfer w/ Hose	Day	\$56		\$50		\$5/hour	\$53
SPRAY EQUIPMENT	Average – All types except ATV	Hour	\$22.50	\$20	\$20	\$15	\$5/hour	\$20
	Backpack 3-gallons	Day	\$6	\$5	\$5	\$4	\$5/hour	\$5
	Backpack 5-gallons	Day	\$6	\$5	\$5	\$4	\$5/hour	\$5
VEHICLES (excluding ATVs, see above)	Sedans, Light Trucks (4X2)	Day	\$67					\$67
	Vans, 8-12 Passenger		\$100		\$85		\$25/hour	\$93
	Trucks < 1 ton w/sprayer		\$85	\$70	\$80			\$78
	Trucks 4X4, 1 ton or less		\$95		\$86			\$90
	Trucks, 1 ton		\$135		\$85			\$110
	Trucks, >1 ton w/sprayer		\$120	\$140	\$120			\$126
	Tanker Truck w/ Spray Equip		\$355		\$300			\$328

⁷ Disclaimer: These rates are a compilation of rates provided by various sources via email and exchange throughout the west created in 2006.

These rates are simply a recommendation, not standard set rates by any local, state or federal entity.

⁸ For Match Rate Purposes, use Nevada state rate or average (whichever rate is greater) unless a rental rate is higher. The actual rental rate can be used for loaned or purchased items.

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ATTACHMENT B – Proposal scoring criteria	
2018 NDA USFS cooperative weed management cost share grants	
Applicant qualifications	Max Pts
Does the applicant meet the eligibility requirements? Is there a high level of commitment from applicant and participants? Does the applicant have the necessary expertise and organizational structure in place to successfully complete the project?	10
Project need	Max Pts
Is the site appropriate and meet funding requirements? Are there other funding sources currently in place to support viability and success of this project? Is this for starting up a new CWMA, weed district, or weed group?	20
Project management plan	Max Pts
Does this project propose to implement an integrated vegetation management plan that is appropriate for targeted invasive plant? Does the project have a mapping and data collection component using EDDMapS? Is re-vegetation addressed? Is the plan well thought out and feasible?	25
Project goals/outcomes	Max Pts
Are the short term and long-term goals of the project realistic and obtainable? Is the work plan adequate to meet the project goals and outcomes? Does the project indicate there will be long-term dedication and monitoring to continue maintenance or project success?	20
Budget	Max Pts
Are the arrangements for financial management appropriate? Are the category figures realistic and accompanied by breakdown details? Are there matching dollars included in this project?	20
Sage-grouse/other rangeland benefits	Max Pts
Is the project area in or near a sage-grouse lek or prime sage-grouse habitat? Is there a clear benefit to sage-grouse narrated in this proposal? Are there other complimentary rangeland health benefits highlighted from this project?	5
Total	100

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Attachment C - Itemized budget table example			
<i>Budget item</i>	<i>NDA grant amount</i>	<i>Matching amount</i>	<i>Total project cost</i>
Personnel – Expenses incurred from labor/time of staff within your organization and not contracted work.			
Labor wages/Salary			
Fringe Benefits			
Personnel Total			
Travel – Expenses incurred due to travel for project.			
Mileage/Gas (\$0.545/mile)			
Other Per Diem (Meals and lodging per GSA.gov rates)			
Travel Total			
Equipment – Any piece of equipment purchased for project that is >\$5,000.			
Equipment type (must be a justified purchase detailed in budget detail and proposal narrative)			
Equipment Total			
Supplies – Any supplies purchased to support project that are <\$5,000.			
Herbicides			
Seed/Shrubs			
mulches/top soil/ rock for restoration work			
Office Supplies (paper, ink, etc. For reporting or outreach activities)			
GPS unit/Mapping supplies			
Tools (shovels, rake, trash bags, etc. For mechanical removal or weeds treatments)			
Personal Protection Equipment			
Replacement parts (spray rig)			
Other (include item name and describe)			
Supplies Total			
Contractual – Service contracts that will be entered into for work for the project that will not be performed by your organization and will be paid for.			
Herbicide Application (Private Licensed Pesticide Company/partnering project entity)			
Printing (brochures/handouts that required outside printing)			
Other (include item name/description)			
Contractual Total			
Indirect costs – Financial management of grant (not to exceed 10% of direct costs of the award).			
Indirect cost			
GRAND TOTAL			