



REQUEST FOR PROPOSALS (RFP)
NDA and USFS cooperative weed
management cost share grant

Proposal submission deadline

January 15, 2018

Must arrive by 5 p.m.

Submit proposal by email or paper form to

Nevada Department of Agriculture

Plant Industry Division

Attn: Meghan Brown

4780 East Idaho Street

Elko, NV 89801

mbrown@agri.nv.gov

**NDA USFS cooperative weed management cost share
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The Nevada Department of Agriculture (NDA) announces the availability of funding from the United States Forest Service (USFS) State and Private Forestry Cooperative Cost-Share Program for the control of non-native invasive plants related to the protection, enhancement and restoration of greater sage grouse habitat.

PROPOSALS ARE DUE no later than 5 p.m. on January 15, 2018.

Proposals should be emailed to m.brown@agri.nv.gov or mailed hard copy to:

Nevada Department of Agriculture
ATTN: Meghan Brown
4780 East Idaho Street
Elko, NV 89801

For additional information or if you have any questions regarding this RFP, contact Dave Voith at dvoith@agri.nv.gov or (775) 738-8076.

Award information

Total amount of funding available: \$387,454.22 to be awarded evenly between three separate awards, each with a maximum award not to exceed \$129,151.40.

Award period: February 1, 2018 – February 1, 2019

Applicant eligibility

- Applicant must be a non-federal agency.
- Funds **cannot** be used on federal lands.
- Applicant must have or be in the process of applying for a Nevada state vendor number.
- 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.
- 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 database.

Additional project criteria

- Federal cost share is 50/50.
- Forest Service funding may be matched at the state, county, tribal, weed district or cooperative weed management area (CWMA) level (match can be either in-kind¹ or monetary).
- Funding can include a percentage of salary, labor, supplies and equipment (equipment consists of items \$5,000 or more in cost and must be tracked until depreciated).
- Administrative overhead/indirect charges must not exceed 10 percent.

¹ See Attachment A – In-kind match contributions examples

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- Project area must have 10 percent forest cover or consist of infested lands adjacent to or associated with weed threatened forested lands.
- Treatment acres will be reported annually. Treatment is defined as herbicide, biological control, cultural, mechanical and reseeding.
- A documentation of progress will be due July 1, 2018
- An annual report will be due by February 1, 2019.
- The recipient shall monitor the performance of the grant activities to ensure that performance goals are being achieved. Performance reports **shall** contain information on the following:
 - actual acres treated;
 - acres restored and /or protected;
 - a narrative of accomplishments that directly reflects the goals of the program narrative in the application package;
 - a success story of the project you would like to highlight, including pre- and post-treatment photograph;
 - a GIS map showing location of projects, treated weed species and treatment methods used;
 - sub-grantees funded to map treatments (including any biological control) shall enter mapping, treatment and biological control release data into the EDDMaps database (<http://www.eddmaps.org/biocontrol>).
- Title VI and non-discrimination clauses must be included in grants, sub-grants, contracts and on all publications.
- U.S. Forest Service supports shall be acknowledged in any sub-grants, publications, presentations, audiovisuals or other products developed as a result of this instrument.
- Grant fund expenditures must meet OMB Circular A-87 allowable costs.
- At a minimum, before and after pictures of the basic vegetative community are required for pre-and post-monitoring of the project area.

Additional funding criteria: Funding will be considered for projects that demonstrate any or all of the following criteria.

Program goals:

- Enhance, restore or protect habitat of the greater sage grouse through the management of invasive, non-native plants on a large scale.
- Special consideration will be granted to projects that affect large-scale efforts.
- Implement projects in identified priority habitat management areas (PHMA) or critical habitat or adjacent lands that protect or enhance PHMA or critical habitat.
- Promote and create habitat connectivity for the greater sage grouse across all land ownerships (private, non-governmental, county, intra- and inter-state, tribal and federal) through the control of invasive, non-native plants.
- Work cooperatively and across various landownership boundaries.

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To accomplish these goals, the program will be coordinated.

- Projects should align with and support existing state strategies/management plans for both invasive plants and the greater sage grouse and the U.S. Forest Service Greater Sage Grouse Record of Decision for Nevada.
- Projects will be coordinated across land ownerships, watersheds and boundaries and with national forests.

Projects will be integrated in approach and adaptive, to include:

- Ecologically appropriate control methods (not just herbicide applications, but a selection of treatments that provide the highest success rate while minimizing adverse ecological consequences);
- Education, awareness and limited studies regarding the efficacy of management activities (such studies will not involve a major portion of any state’s cost-share funding);
- Planning;
- Survey, mapping and inventory;
- Monitoring using recommended and appropriate protocols;
- Professional trainings and workshops; and
- Appropriate restoration practices.

Projects will focused on:

- weed districts or cooperative weed management areas (CWMAs) with active Forest Service participation;
- implementation of existing state/federal invasive plant management strategies and greater sage grouse management plans (meeting identified priorities); and
- cooperative projects that focus on protecting, enhancing and restoring habitat of the greater sage grouse impacted by invasive plants, while encouraging landscape scale habitat connectivity and multiple use where feasible.

Proposal requirements

Proposals will be scored and awarded on a competitive basis.² Projects may be funded fully, partially or not funded at all based on the scoring committee decision. All of the following must be included in the proposal.

- I. **Project narrative:** Maximum of 3 pages (minimum 11 point font). Should include brief descriptions of the following sections.
 1. **Project summary:** (150-word limit)
 2. **Contact information**
 - a. Organization name
 - b. Project manager name
 - c. Address

² See Attachment B – Proposal scoring criteria

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- d. Phone number
- e. Email address
3. **Total grant funding requested**
4. **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.
5. **Financial management contact information**
 - a. Financial manager name
 - b. Address
 - c. Phone number
 - d. Email
 - e. Tax identification number
 - f. DUNS number
 - g. Nevada state vendor number
6. **Project site description**
 - a. Location (GPS coordinates, map of project area and size of project area)
 - b. Confirmation that the site is within identified SGMA or critical habitat
 - c. Landownership(s)
 - d. Why is this area in need of enhancement, restoration or protection?
 - e. Targeted weeds
 - f. How does this project enhance, restore or protect sage grouse habitat?
7. **Project goals and expected outcomes**
 - a. What do you expect to accomplish with this funding?
 - b. Estimated acres to be enhanced, restored or protected
 - c. Number of people reached through outreach
8. **Work plan:** How will you use this funding on-the-ground?
 - a. Weed control strategies to be used
 - b. How is integrated weed management being implemented?
 - c. What technologies will be used for mapping and infestation data collection?
 - d. How will the data be implemented into EDDMapS?
 - e. Is there an educational or outreach component?
9. **Project timeline**
 - a. Anticipated start date of project
 - b. Anticipated completion of project
10. **Monitoring and maintenance**
 - a. How will the success of the project be measured?
 - b. Will the project area continue to be monitored after this grant has run its course?
 - c. What kind of maintenance will be required after the initial project is completed?
 - d. How will future maintenance be funded?
11. **Contingency plan**
 - a. Is there a plan to offset unforeseen costs?

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- b. Is there a plan to continue this project should it extend beyond the anticipated completion date?
- 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 table³ attached to this request for proposal **must** be used.
- III. **Budget detail:** In addition to an itemized budget table, a budget detail document to support the itemized budget is required. The budget detail must describe how figures were estimated for each of the budget categories below.
 - a. Personnel
 - b. Travel
 - c. Supplies
 - d. Equipment
 - e. Contractual
 - f. Indirect

³ See Attachment C – Itemized budget table

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Attachment A: Western states examples of standard rates for in-kind contributions⁴⁵

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
	3-wheelers and motorcycles					\$56		\$56
Boat	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

⁴ 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.**

⁵ 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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	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

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Attachment B: Proposal scoring criteria

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?	5
Project need	Max Pts
Is the site appropriate and does it meet funding requirements? Are there other funding sources currently in place to support viability and success of this project?	20
Project management plan	Max Pts
Does this project propose to implement an integrated vegetation management plan that is appropriate for the 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?	20
Project goals and 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?	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?	15
Monitoring and maintenance	Max Pts
Is there a pre-and post-monitoring plan above and beyond the minimum before and after pictures? Is there a plan for monitoring and maintenance after this grant funding is done?	10
Size and scale of project	Max Pts
Does the project take over large scale(s) of sage grouse habitat?	10
Total	100

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Attachment C: Itemized budget

Budget item	NDA grant amount	Matching amount	Total project cost
<i>Personnel - Expenses incurred from labor/time of crews or staff within your organization and not contracted out work</i>			
Labor wages/salary			
Fringe benefits			
Personnel total			
<i>Travel - Expenses incurred due to travel for project</i>			
Mileage/gas (\$0.535/mile)			
Other per diem (meals and lodging)			
Travel total			
<i>Equipment - Any piece of equipment purchased for project that is more than \$5,000</i>			
Equipment type (must be a justified purchase detailed in budget detail)			
Equipment total			
<i>Supplies - Any supplies purchased to support project that are less than \$5,000</i>			
Herbicides			
Seed/shrubs			
Mulches/top soil/rock for			
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)			
Personal protection equipment			
Replacement parts (spray rig)			
Other (include item name and			
Supplies total			
<i>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</i>			
Herbicide application (private licensed pesticide)			
Printing (brochures/handouts that require outside printing)			
Other (include item name/description)			
Contractual total			
<i>Indirect Costs - for financial management of grant (not to exceed 10% of direct costs of the award)</i>			
Indirect cost			
GRAND TOTAL			