



**Cooperative Forestry Assistance
2023 Cooperative Invasive Plant Cost
Share Program
*Request for Proposals (RFP)***

Proposals due:
October 26th, 2023 by 5 p.m. PST

Noxious Weeds Program
Division of Plant Health and Compliance



Nevada Department
of Agriculture

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) Cooperative Invasive Plant Cost Share Program. This is a formal request for proposals, covering a seasonal project with a timeline of January 1st, 2024 through Dec 31st, 2025.

PROPOSALS DUE no later than 5 p.m. PST on October 26th, 2023.

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

Nevada Department of Agriculture
ATTN: Jake Dick
Noxious Weed Program
405 South 21st Street
Sparks, NV 89431

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

AWARD INFORMATION

Total amount of federal funding available for subaward:

\$28,109.00 (Federal agreement: USFS 23-DG-11046013-607)

There is a 1:1 cost share requirement for funded projects. Matching can come in the form of cash or in-kind; the table in Attachment A provides Western states examples of standard rates for in-kind contributions.

Award period

January 1st, 2024 through December 31st, 2025

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 Unique Entity Identifier (UEI), please note that DUNS was replaced by UEI April 4th, 2022. More information can be found at <https://sam.gov/content/home>.



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Additional project/funding criteria

- Each subrecipient 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.
- A dollar-for-dollar match is required for each project. This match can be in-kind or monetary contributions. Match must be from a non-federal source that is not already counted as match elsewhere, per 2 CFR 200.306. Western examples of in-kind match rates are included in Attachment A.
- 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.
 - “Forest Land” – forest land at least 10% stocked, or currently non-stocked 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).
 - 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.
 - 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.
- 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.
- 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. Data will need to meet the EDDMapS bulk upload mapping requirements.
- Subrecipients are responsible for reporting on project activities. Annual performance reports are due December 31st each year once funding has been awarded. Reports will include project activities, accomplishments, any problems that may be encountered and give notification if any modifications are needed. Metrics for reporting will include actual acres treated, acres restored, and species treated.



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- Request for reimbursements and fiscal reports on spending are required to be submitted **quarterly** but may be submitted more often if needed. If no spending on project activities have taken place for the quarter that information will still need to be reported and can be sent via email to jdick@agri.nv.gov. It is important to note that the NDA fiscal year ends June 30th. Requests for reimbursements for work performed towards the end of the fiscal year will need to be submitted prior to 7/15 the following fiscal year.
- 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
 - Revisitation of past EDRR reports
- Additional scoring awarded to proposals that focus on Nevada early detection and rapid response species and/or on treatments of riparian areas or riparian noxious species. A current list of Nevada's EDRR species is included in attachment D.

PROPOSAL REQUIREMENTS

Proposals will be scored and awarded on a competitive basis, see attachment B. 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.***

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

- ***Note, \$28,109.00 is the total amount of funding that will be available for any awarded proposal. Proposal requesting under this amount will be accepted but will not receive higher scoring when proposals are reviewed.***

C) Other resources - List any other sources of funding you have secured for the upcoming 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



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- Unique Entity Identifier (UEI) 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
- Early Detection Rapid Response (EDRR) species incorporated into the project will receive additional points in the scoring criteria.
- A component of the project focused on treating a riparian zone or riparian noxious weed species will receive additional points in the scoring criteria.

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?

- 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 table 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) Match**



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Attachment A – In-kind match contributions examples

Western states examples of standard rates for in-kind contributions

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

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

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.

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
	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		\$355		\$300			\$328



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Attachment B – Scoring rubric				
	8 – 10 Points	5 – 7 Points	2 – 4 Points	0 – 1 Points
Applicant Qualifications (Maximum 10 Points)	The applicant clearly meets the eligibility requirements and provides supporting documentation. The proposal clearly demonstrates that the applicant has the necessary expertise and organizational structure in place to successfully complete the project.	The applicant meets the eligibility requirements. The proposal demonstrates that the applicant has the necessary expertise and organizational structure in place to successfully complete the project.	The applicant meets a majority of the eligibility requirements. The proposal demonstrates that the applicant has most of the necessary expertise and organizational structure in place to successfully complete the project. There may be questions regarding some aspects of the applicant's eligibility, expertise, or structure.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.
	20 – 25 Points	14 – 19 Points	8 – 14 Points	0 – 7 Points
Project Need (Maximum 25 Points)	The project site is highly appropriate and meets the funding requirements. There are limited other funding sources in place to support the success of this project. The funding may be to assist in starting up a new CWMA, weed district, or weed group.	The project site is appropriate and meets the funding requirements. There may be other limited funding sources in place to support the success of this project.	At least part of the project site is appropriate. The majority of the funding requirements are met. There are additional funding resources in place to support the success of this project.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.



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	20 – 25 Points	14 – 19 Points	8 – 14 Points	0 – 7 Points
Project Management Plan (Maximum 25 Points)	The project proposes to implement an integrated weed management plan that is appropriate for the targeted noxious species. The project has a clear mapping and data collection component that enters data into EDDMapS. Revegetation is addressed if applicable. The plan is thorough, well thought out, complete, and feasible.	The project proposes to implement an integrated weed management plan that is appropriate for the targeted noxious species. The project includes a data and mapping component that utilizes and enters data into EDDMapS to some extent. The plan is well thought out and feasible but may not include all the components of an integrated weed management plan that might be possible to address the target species.	The project proposes a weed management plan that is appropriate for the targeted noxious species but does not include enough elements to be classified as an integrated weed management plan. The project includes a mapping and data component that does not use EDDMapS. The plan is feasible but not fully complete.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.
	15 – 20 Points	10 – 14 Points	5 – 9 Points	0 – 4 Points
Project Goals and Outcomes (Maximum 20 Points)	The weed treatment data from this project is quantifiable. Species and area treated will be captured. Pre-treatment monitoring data is available to establish a baseline. A system is in place to gather treatment and post-treatment data to show change over time and the effectiveness of the project.	The majority of weed treatment data from this project is quantifiable. Species and area treated will be captured. Some pre-treatment monitoring data is available to establish a baseline. A system is in place to gather treatment and post-treatment data to show the effectiveness of the project, but there may be some questions regarding data collection.	The majority of weed treatment data from this project is NOT quantifiable. Some treatment data will be collected. The process of gathering data is vague and more information is needed. Pre-treatment data is missing or incomplete. There are questions regarding the effectiveness of the proposed treatment and plan.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.



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	15 – 20 Points	10 – 14 Points	5 – 9 Points	0 – 4 Points
Budget (Maximum 20 Points)	Budget items clearly support the proposed project. Adequate details are provided, and expenditures are broken down. Sources providing quotes for supplies and contractual are provided.	Budget items support the proposed project. Most details are provided, and expenditures are broken down. The budget appears to be practical and reasonable. Some questions remain on feasibility.	Budget is vague and additional information is needed. The budget is not detailed or practical for the proposed project. Some details are lacking, and expenditures are not broken down. Improvement is needed.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.
Bonus Scoring 10 Points Maximum				
	5 Points	3 – 4 Points	1 – 2 Points	0 Points
Early Detection and Rapid Response (Maximum 5 Points)	The project focuses on treating one or more EDRR species. The EDRR species are located in sensitive sites or priority treatment areas that serve as vectors for spread.	The project includes treatment of one or more EDRR species. The EDRR species may be partially located in or near sensitive sites or priority treatment areas that may serve as vectors for spread.	The project includes treatment of at least one EDRR species. The EDRR species may be located near a sensitive or priority site.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.
	5 Points	3 – 4 Points	1 – 2 Points	0 Points
Riparian Focus (Maximum 5 Points)	The project focuses on treating within a riparian area. The area is sensitive or a priority treatment area where the riparian function may be heavily impacted by the presence of weeds or that serves as a vector for spread.	The project focuses on primarily treating within a riparian area. The area is sensitive or a priority treatment area where weeds may impact riparian function or where the area may serve as a vector for spread.	The project treats partially in or near a riparian area. The area may be partially sensitive or a vector for the spread of weeds. Riparian areas may be impacted by the result of the treatment.	Insufficient, incomplete, or missing information, or does not meet proposal requirements.



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<u>Attachment C - Itemized budget table example</u>			
<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 (\$0.58/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			



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Attachment D – Nevada Early Detection and Rapid Response Species

African rue	<i>Peganum harmala</i>
Austrian fieldcress	<i>Rorippa austriaca</i>
Austrian peaweed	<i>Sphaerophysa salsula</i>
Barbed goatgrass	<i>Aegilops tricuncialis</i>
Bufflegrass	<i>Pennisetum ciliare</i>
Black henbane	<i>Hysocyamus niger</i>
Camelthorn	<i>Alhagi psedualhagi</i>
Carolina horse nettle	<i>Solanum corlinense</i>
Common crupina	<i>Crupina vulgaris</i>
Curly-leaf pondweed	<i>Potamogeton crispus</i>
Dalmatian toadflax	<i>Linaria damatica</i>
Desert knapweed	<i>Volutaria tubuliflora</i>
Dyer's woad	<i>Isatis tinctoria</i>
Eurasian watermilfoil	<i>Myriophyllum spicatum</i>
Flowering rush	<i>Butomus umbellatus</i>
Giant reed	<i>Arundo donax</i>
Giant salvinia	<i>Salvinia molesta</i>
Goats rue	<i>Galega officinalis</i>
Green fountain grass	<i>Pennisetum setaceum</i>
Houndstongue	<i>Cynoglossum officinale</i>
Hydrilla	<i>Hydrilla verticillate</i>
Iberian starthistle	<i>Centaurea iberica</i>
Jointed goatgrass	<i>Aegilops cylindrica</i>
Klamath weed	<i>Hypericum perforatum</i>
Leafy spurge	<i>Euphorbia esula</i>
Malta starthistle	<i>Centaurea melitensis</i>
Mayweed Chamomile	<i>Anthemis cotula</i>
Mediterranean sage	<i>Salvia aethiopsis</i>
Medusahead	<i>Taeniatherum caput-medusae</i>
Purple loosestrife	<i>Lythum salicaria</i>
Purple starthistle	<i>Centaurea calcitrapa</i>
Rush skeletonweed	<i>Chondrilla juncea</i>
Sow thistle	<i>Sonchus arvensis</i>
Squarrose knapweed	<i>Centaurea virgata</i>
Sulfur cinquefoil	<i>Potentilla recta</i>
Syrian bean caper	<i>Zygophyllum fabago</i>
White horse nettle	<i>Solanum elaeagnifolium</i>
Yellow starthistle	<i>Centaurea solstitialis</i>
Yellow toadflax	<i>Linaria vulgaris</i>