AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Acknowledgment of County Manager Approval to Submit; State Noxious Weed Fund Grant Application; Gunnison County Weed Management Program Seasonal Employee Funding; 4/1/15 thru 10/16/15; $23,760

Action Requested: County Manager Signature

Parties to the Agreement: Colorado Department of Agriculture & Gunnison County Weed Management Program

Term Begins: April 1, 2015 **Term Ends:** 10/16/2015 **Grant Contract #:**

Summary:
This is a grant request for funding for a seasonal employee for the Gunnison County Weed Management Program in 2015.

Fiscal Impact: $23,760 grant request

Submitted by: Jon Mugglestone **Submitter's Email Address:** jmugglestone@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

If awarded, will add to 2015 budget

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 1/7/2015

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 1/7/2015

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 1/13/2015 Follow Up Agenda Date:

Revised April 2013

STATE OF COLORADO

Colorado Department of Agriculture
Noxious Weed Management Program
305 Interlocken Parkway, Broomfield, CO 80021
Tel: (303) 869-9030 Fax:(303) 466-2860
www.colorado.gov/weeds

OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Reviewed by _____ Date _____

State Noxious Weed Fund Grant Application

Important: Before completing this application form, please read the instructions in the RFP.
Form Must Be Opened In Adobe Reader or Pro In Order To Save Responses

Project Name	Gunnison Basin Weed Commission Seasonal Employee
Project Manager/ Contact	Jon Mugglestone
Organization	Gunnison County Weed Management Program
Address	PO Box 915
City	Gunnison
State	CO
Zip Code	81230
Phone Number	9706414393
Fax Number	9706418653
Email	jmugglestone@gunnisoncounty.org

Project Overview

Proposed Start Date (*click in box to use drop down calendar*)	Apr 1, 2015	Proposed End Date (*click in box to use drop down calendar*)	Oct 16, 2015	Grant Request Amount (*no $ or, e.g. 12345*)	**$23,760**

Brief Description of Project *(one paragraph synopsis of the abstract)*

The Gunnison Basin Weed Commission consists of 12 federal, state, county and municipal agencies partnering to fund the integrated noxious weed control efforts Gunnison County Weed Management Program, which leads a multi-agency effort to manage noxious weeds on over 2 million acres of public and private lands in the Upper Gunnison River Watershed. Participating agencies (listed in decreasing order of annual funding contributions provided) include: Gunnison County, Colorado Department of Transportation, US Forest Service, Bureau of Land Management, Town of Mt. Crested Butte, Saguache County, National Park Service, Town of Crested Butte, Hinsdale County, City of Gunnison, Colorado Department of Parks & Wildlife, Town of Pitkin. Funding provided by the Gunnison Basin Weed Commission allows the Gunnison County Weed Management Program to implement a watershed-scale integrated weed management plan that unites and coordinates weed management efforts across jurisdictional boundaries. While funding from Weed Commission partners is sufficient to support the salaries of one full-time Coordinator and one 1/4 time office-based, administrative staff person at the Gunnison County Weed Management Program, ongoing and growing demand for the Weed Management Program's noxious weed control services during the growing season far exceeds current staff capabilities. Recognizing the importance of effective, efficient and timely "on-the ground" efforts to manage noxious weeds during growing season months, the Gunnison County Weed Management Program is requesting funding for a seasonal employee to augment noxious weed management efforts on lands managed by Gunnison Basin Weed Commission cooperating agencies. Our request for $23,760 is based on a $22 per hour wage (including workman's compensation insurance, etc.), 40 hours per week for 27 weeks between April 6 and October 16, 2015.

In the table below, please enter the species and total acres proposed for treatment in this grant. Don't worry about density, gross acres is fine. You can add as many rows as you need.

Species *(common name)*	List	Private Land	Local Gov't	State (CPW)	State (SLB)	National Forest	BLM	NPS	Other Federal	Tribal

Bouncingbet	List B eradicate		1							
Chinese clematis	List B eradicate	2								
Dalmatian toadflax	List B eradicate	2	1							
Leafy Spurge	List B eradicate				3					
Spotted knapweed	List B eradicate		2		1					
Salt cedar	List B eradicate		1					3		
Common tansy	List B eradicate	1	6							
Scotch thistle	List B eradicate	1	9		10					
Plumeless thistle	List B eradicate	3	15		3					
Diffuse kanpweed	List B eradicate	3	10		9					
Bull thistle	List B eradicate	4	18		1	1				
Black henbane	List B eradicate	3	20				2	1		
Perennial pepperweed	List B eradicate	10	10	5				5		
Wild caraway	List B eradicate	50	15							
Houndstongue	List B eradicate	2	40							
Hoary cress	List B eradicate	10	40		10			4		
Russian knapweed	List B eradicate	10	10		40	2		2		
Absinth wormwood	List B eradicate	20	59							
Oxeye daisy	List B eradicate	20	50		18	10	10			
Musk thistle	Other List B	20	50		10		10	28		
Canada thistle	Other List B	20	40	10	40	10	10	5		
Scentless chamomile	Other List B	20	107	5	100	40	20	30		
Yellow toadflax	Other List B	40	50		50					
	ACRE TOTALS	241	554	20	295	63	52	78		

Project Evaluation Criteria

The fields below will expand to fit the amount of text entered. However you must tab (or click) out of the box for it to expand and fully display the text entered.

Compliance with Noxious Weed Act:

For local governing entity applicants, are you currently in compliance with the Act, or do you plan to be in compliance with the Act by the end of the grant period?

Compliance With Noxious Weed Act		
Now	By End Of Grant Process	
☒	☐	Adopt and administer noxious weed management plan covering entire jurisdiction.
☒	☐	Appointed local advisory board.
☒	☐	Actively working on eradicating List A and selected List B species.
☒	☐	Directly or indirectly managing public ROWs.

Describe the importance of the project (locally, regionally, state-wide), the selected species, and why it should be considered a high priority for funding.

Current estimated acreage of state-listed noxious weed infestations within the Upper Gunnison River Watershed exceeds 1600 acres, including List B species and the List C species cheatgrass, all of which the Gunnison County Weed Management Program is actively managing in the Upper Gunnison River Watershed . During the 2014 growing season, one field-based staff person at the Gunnison County Weed Management Program utilized integrated weed management techniques to treat (both personally and through contracted work) just over 800 acres of these infestations. Ongoing annual shortfalls in the Gunnison County Weed Management Program's capacity to address approximately 50% of known noxious weed infestations in the watershed is resulting in the alarming spread of numerous noxious weed species. It's location at the headwaters of the Gunnison River Watershed makes the Upper Gunnison River Basin a particularly critical area in which to effectively manage noxious weeds in order to slow and prevent the spread of weeds downstream to neighboring counties and natural areas in the region. Two of the Gunnison Basin's primary economic drivers are recreational tourism and agriculture. The area is a destination for many recreational activities (skiing, fishing, hunting, mountain biking, 4 wheel driving, vacation home development, etc.). Hay and cattle production dominate much of the irrigated, privately-owned lands in the Basin, and federal grazing leases comprise thousands of acres of federal lands. These activities not only provide economic output, but are also among the primary vectors for the spread of noxious weeds in our area. The Gunnison County Weed Management Program's current funding and staffing levels are limiting our work to road rights of way and a few limited natural and agricultural sites, and we know that we are failing to properly address noxious weed problems on many agricultural lands, natural areas, and heavily-infested developments and municipal areas that are hubs for recreational access. Continuing to neglect noxious weed problems in these areas will have negative economic and ecological impacts, not only locally but regionally as well. Adding a seasonal employee to the staff of the Gunnison County Weed Management Program would greatly enhance the ability of the Gunnison Basin Weed Commission to improve weed management efforts on public and private lands within our watershed.

Describe management goals for List A species in this project. Please include your short- and long-term plans, timeline for elimination based on past and potential results,measurable milestones used to evaluate your progress towards elimination (for example, 25% population reduction by next year, 50% in the following, and elimination 3 years from now), and future efforts beyond the scope of this grant period. *(If not-applicable type N/A.)*

While monitoring for List A weed species is an ongoing activity of the Gunnison Basin Weed Commission, we do not believe there are currently any infestations of List A plants in the Gunnison Basin.

Describe management goals for proposed List B species subject to elimination in the county/counties affected by this project. *Please include your short- and long-term plans, timeline for elimination based on past and potential results, measurable milestones used to evaluate your progress towards elimination (for example, 25% population reduction by next year, 50% in the following, and elimination 3 years from now), and future efforts beyond the scope of this grant period.*
(If not-applicable type N/A.)

The addition of a seasonal employee to the staff of the Gunnison County Weed Management Program would greatly increase the acreage of all List B noxious weeds subject to elimination that can be treated on lands managed by cooperators of the Gunnison Basin Weed Commission. The Gunnison County Weed Management Program spends an estimated 60% of its current staff time during the growing season addressing List B species currently subject to containment in areas of the

Gunnison Basin (for example, Canada thistle, scentless chamomile and yellow toadflax) and List C species, primarily cheatgrass. An additional staff member would not only allow us to increase the frequency and intensity of current List B & C containment efforts in road rights of way and natural areas, but even more importantly, would increase the Program's capacity to increase time spent managing List B species subject to elimination. Increasing staff capacity would also increase the Gunnison County Weed Management Program's capacity to work with private landowners, agricultural producers and in backcountry areas we currently do not have the staff capacity to address. This is especially important, since many of the List B weed species subject to elimination in the Gunnison Basin occur largely on private lands.

Primary measurable management goals would be to:

1. Increase infested acreages treated by the Gunnison County Weed Management Program by 50% during the 2015 growing season, including expanding existing treatment areas to include heavily infested natural areas
2. Expand the Program's educational efforts for private landowners through expanding our availability for consultations and the development of educational programs focused on noxious weed management. Our goal would be to increase annual landowner consultations by 30% and to work with Gunnison Basin Weed Commission partners to develop a private-landowner focused formal educational conference on noxious weeds in Spring of 2015.
3. Establish effective and efficient mechanisms for enforcement of noxious weed laws on private lands. On a watershed-wide basis, current staff capacity does not allow for effective enforcement on all properties where it is needed.

Describe management goals for other List B species, and any List C species. Please include your long-term plans, timeline for elimination based on past and potential results,measurable milestones used to evaluate your progress towards elimination (for example, 25% population reduction by next year, 50% in the following, and elimination 3 years from now), and future efforts beyond the scope of this grant period. (If not-applicable type N/A.)

The Gunnison County Weed Management Program is effectively managing List B weeds subject to containment (such as Canada thistle, scentless chamomile, yellow toadflax) in road rights of way and some natural areas in the Gunnison Basin, and in some cases (yellow toadflax, Canada thistle), we are slowly, but successfully, reducing the size of our containment areas along roadways. With the addition of a seasonal employee, management goals for these List B species would be to continue to reduce the size of containment areas along rights of way by 25% during the 2015 growing season, while continuing to increase private landowner awareness and educational efforts in these areas. Cheatgrass, a List C species, is among the most rapidly increasing noxious weed species in Gunnison County. Short windows of time for effective treatment during the spring and fall have limited the ability of current Gunnison County Weed Management staff to sufficiently address populations and slow the spread of cheatgrass, with approximately 50% of existing populations in road rights of way being treated each year. With an additional staff member, the Weed Management Program's goal would be to increase acreage of cheatgrass infestations treated by 50% during the 2015 growing season, while increasing private landowner awareness of this noxious weed in affected areas.

Does your project include an integrated weed management strategy? If so, please describe the various management tools that you will use and how you decided that this strategy will be the most effective. (*If you are not using an IWM strategy type N/A.*)

The Gunnison County Weed Management Program does utilize integrated weed management techniques. While the bulk of our noxious weed management efforts utilize herbicide treatments, we also frequently utilize mechanical removal of plants and seed heads and mowing (in partnership with Gunnison County Public Works) to slow weed reproduction. We provide regular consultation to landowners on cultural practices, such as irrigation and grazing management, that help to slow the spread of weeds. The Weed Management Program is also heavily involved in Gunnison County's Reclamation Permitting Program, which requires reclamation of soil disturbances with desirable vegetation and management of noxious weeds, and provides consultative services to landowners on reclamation, re-vegetation and noxious weed management issues.

If your project has a prevention or education function or component, please describe what it entails, and what outcomes you expect to achieve. *(If not-applicable type N/A.)*

Prevention and education is a critical part of the Gunnison County Weed Management Program's efforts. For example, during the 2014 growing season, the Gunnison County Weed Management Program:

1. Provided110 consultations were provided to landowners to provide information on noxious weed management
2. Assisted seven hay and livestock producers in accomplishing Weed-Free Certification of 589 acres of hay fields
3. Funded and hosted a free public education program on aquatic weed management in partnership with CSU Extension, .

Because some of the most severe noxious weed problems in the Gunnison Basin occur on private lands, educational efforts aimed at raising awareness of noxious weeds and preventing their spread are among the Gunnison County Weed Management Program's most important work. We recognize the need to increase these efforts, and believe that the addition of a seasonal staff position will significantly increase the time available for staff to focus on educational programming and consultations.

Describe any partnership/s that exist for this project, including the responsibilities and contributions of each partner. Please include how long the partnership/s have existed, and describe their value to you in terms of achieving your management goals. (*If this is a single-applicant project type N/A.*)

Current funding for the noxious weed control efforts of the Gunnison County Weed Management Program is provided by 12

participating agencies of the Gunnison Basin Weed Commission, including Gunnison County, Colorado Department of Transportation, US Forest Service, Bureau of Land Management, Town of Mt. Crested Butte, Saguache County, National Park Service, Town of Crested Butte, Hinsdale County, City of Gunnison, Colorado Department of Parks & Wildlife and Town of Pitkin. Though demand for the Gunnison County Weed Management Program's services has grown significantly among these cooperative funding agencies, participating agencies' ability to contribute funds has historically been limited by budgetary constraints, and funding levels have remained essentially stagnant since the Gunnison Basin Weed Commission's inception over 15 years ago. As a result, funding for staffing of the Gunnison County Weed Management Program has not kept pace with the Program's workload and the ever-increasing need to expand its weed management efforts. The addition of a seasonal staff member during the 2015 growing season would be a good first step in addressing the current staff shortage.

Do you have assurances from project participants that they are committed, formally or informally, to sustaining noxious weed control efforts on the lands they own or manage? This includes cost-share recipients and/or local, state or federal land managers? Please describe the types of agreements, if any, that are in place (including informal "handshakes" to MOUs, MOAs, to contracts). ***(If you have no formal or informal agreements type N/A.)***

All funding partners of the Gunnison Basin Weed Commission are expected to continue their financial support to the Gunnison County Weed Management Program in 2015. It is expected that funding in 2015 will remain at the same or similar levels as in years past.

Is this the first time you've applied for state weed funds as an organization, or for your county or jurisdiction? Please describe your start-up goals and funding needs (short-term, including this grant application, and longer-term needs as well). (*If this is an established program or partnership, type N/A.)*

The Gunnison County Weed Management Program received $2000 in funding from the Weed Fund in 2014, and successfully used that funding to complete the Blue Creek Oxeye Daisy Project west of Gunnison last year.

Please summarize the specific, measurable project objectives/activities that will be funded by this grant. These should be measurable objectives that can be used to evaluate your project's effectiveness at the end of the grant. (Example: We will complete two rounds of herbicide treatment (spring and fall) on all targeted weed species between June and September.)

With the addition of a season emplyee to the Gunnison County Weed Management Program's staff, we plan to achieve the following management goals:
1. Increase infested acreages treated by the Gunnison County Weed Management Program by 50% during the 2015 growing season, including expanding existing treatment areas to include heavily infested natural areas.
2. Expand the Program's educational efforts for private landowners through increasing our availability for consultations and the development of educational programs focused on noxious weed management. Our goal would be to increase annual landowner consultations by 30% and to work with Gunnison Basin Weed Commission partners to develop a private-landowner focused formal educational conference on noxious weeds in Spring of 2015.
3. Establish effective and efficient mechanisms for enforcement of noxious weed laws on private lands. On a watershed-wide basis, current staff capacity does not allow for effective enforcement on all properties where it is needed.

Please include any other information you wish us to consider in reviewing your grant application. (*optional*)

ATTESTATION

ALL APPLICANTS PLEASE SIGN:
Your electronic signature below indicates your agreement with the following statements.

By typing my name in the following box I certify that to the best of my knowledge and belief, the statements and data in this application are complete, true, and correct. In addition, I have thoroughly read the instructions and guidelines described in the RFP.

Printed Name and position title	Jon Mugglestone, Coordinator, Gunnison County Weed Management Program
Signature (*type /s/ your name*)	
Date	

Deadline for receipt of applications is January 9, 2015 @ 5 p.m.

Please email all forms to:

steve.ryder@state.co.us

COLORADO
Department of Agriculture

The Colorado Department of Agriculture Announces Request for Proposals for the 2015 Noxious Weed Management Fund Grants

The Colorado Department of Agriculture (CDA) is accepting proposals for grants funded by CDA's Noxious Weed Management Fund for the 2015 field season. Application materials must be e-mailed to CDA. **Proposals are due January 9, 2015, by 5 P.M**. All signatures are required at the time of submittal.

Program Objectives

The primary objective of the CDA Noxious Weed Management Fund (WMF) grant program is to provide additional financial resources to counties, communities, weed control districts, or other entities engaged in cooperative efforts to eradicate and/or contain state, regionally, or locally rare noxious weed species populations and to prevent the spread of high priority weed populations. Organized private interests, non-profit organizations and local governments may also apply for assistance provided that awarded funds will be used for noxious weed management efforts within the State of Colorado.

Funding

This year, up to $500,000 will be available to fund projects targeting List A and List B noxious weed species. Funding for targeted List C species is also possible. All grant awards are subject to availability of funds and selection by a review committee. Our top priority is for proposals that address eradication of List A species and List B species subject to elimination. However, projects including any List B species are eligible for funding. Funding for List C species must be part of a project that also includes List A or List B species. All proposals must have a management orientation.

Priority of Project Areas and Species

Early Detection and Eradication of List A Species. CDA strongly encourages timely management responses to threats posed by infestations of noxious weeds that are found in discrete and manageable populations – the state's List A species. Immediate containment of known populations, intensive surveys of surrounding areas or susceptible lands, and initiation of multi-year eradication efforts should be the achievable goals of such proposals. For ongoing List A eradication projects, goals and objectives must address a plan and timeline for eradication.

List B species populations that are designated for elimination. Projects that address List B species populations designated for elimination that can be treated effectively and strategically are also a high priority. As indicated in the Rules Pertaining to the Administration and Enforcement of the Colorado Noxious Weed Act (8 CCR 1206-2), areas that have List B species that are designated for elimination may apply for funding to help implement the statewide noxious weed

management plans for these species. Projects should emphasize intensive eradication efforts on outlying populations. List B designations by counties can be found on the CDA website by selecting: Conservation/Noxious Weeds/County Weed Program/Colorado List B Weed Management Plans by Counties.

Other List B Species. Applicants may submit projects addressing List B species designated for containment or suppression. These projects must make significant progress managing List B species by:

- effectively shrinking containment areas along clearly determined lines;
- treating smaller, outlying populations;
- protectingvaluable resources;
- and/or controlling new or established populations along travel corridors and other areas of human disturbance in a comprehensive manner.

In your application, clearly describe why it is a priority to manage these selected species.

List C Species. If certain List C species are a high priority in your area, and effective, strategic treatment is possible, projects including List C species may be eligible for funding. The project application must show that the targeted List C species is/are localized such that treatment may eventually rid the species in a geographic area; and/or protect regionally valuable resources. The project must also include treatment of List A or B species.

Prevention and Education. Projects meeting any of the criteria above may include a prevention and/or education component. An education or outreach component should be a part of all projects, but projects that focus on education and/or outreach only will not be funded unless applicants discuss with CDA any special circumstances or unique opportunities prior to submitting a proposal.

Other Ranking Criteria

- Projects having specific, measurable objectives and outcomes are a high priority. In order for CDA to continue to receive state and federal funds for noxious weed management, we must be able to demonstrate to these funders that the allocated funds were put to good use. The more that projects can state exactly what they're going to do with the funds; how the project couldn't be done without these funds; and how your noxious weed situation has improved because of the project, the more likely it is that we can continue to receive funds for disbursement to support local noxious weed management activities.
- Partnerships and other cooperative arrangements are a high priority for funding, especially in circumstances where pooling resources can leverage Weed Fund dollars into areas having challenging noxious weed problems, but historically have lacked the infrastructure to effectively address them. CDA encourages the development of long-term, sustainable partnerships among counties, municipalities, conservation districts and others. Such partnerships may include formal or informal multi-county or multi-entity cooperative weed management areas (CWMAs) or weed prevention areas (WPAs), or other organizational arrangements that can effectively address specific noxious weed problems. Partnerships with state and federal public land management agencies are also

encouraged, although the use of state funds on federal lands is not allowed unless approved in advance by CDA.

- Management approaches including integrated weed management (IWM) and working within a watershed scale are also valued priorities. Projects that have analyzed the use of an array of tools, then decided to use the most effective approach, shows funders that their resources are being invested well.
- Preference will be given to applicants that secure some form of assurance that participating landowners and partners will continue to manage noxious weeds in a coordinated and effective fashion once state funds have been exhausted. Applicants should clearly describe the desired outcomes of proposed management projects and the degree to which landowners and partners have committed their future participation to achieve this outcome.

Requirements for all projects

- All counties, municipalities and towns receiving grant funding must be in compliance with the Colorado Noxious Weed Act prior to reimbursement, specifically the following:
    - Adopt and actively administer a noxious weed plan covering the entire jurisdiction (sections 105, 106);
    - Appoint a local advisory board (107);
    - Actively working to eradicate any List A and/or List B species subject to eradication in your county (108.5); and
    - Public ROWs in compliance with the Act (112).
- Funds allocated to the Weed Fund by the General Assembly in 2014 are available until June 30, 2015. However, CDA expects this limitation to be remedied in early 2015. CDA requests that all grantees keep ongoing track of expenditures and be prepared to submit an invoice by June 15, 2015 in the unlikely event that continuous spending authority is not granted for these funds.
- Eligible entities are limited to receiving funds from a maximum of one Weed Fund grant and one State and Private Forestry grant in 2015. The Fire-Flood RFP is separate from this RFP. Award letters or e-mails will be sent to grant recipients as soon as selections are made. These notices are for informational and project planning purposes only, and do not establish an agreement between CDA and grant recipients. A purchase order (or contract, for a non-governmental entity) and statement of work will be sent to recipients approximately a month after award letters are received.
- Reimbursable grant fund expenditures to support weed management activities include, but are not limited to: materials and supplies, seasonal labor, herbicides, advertising, meetings, training, publications, rentals, contract services, etc. Ineligible expenses include salary for full- and part-time employees, except in special circumstances (contact CDA for more information). OMB Circular A-87 describes in detail allowable costs for federally funded projects, and can be found below. Please use these as guidelines for Weed Fund projects as well, and contact CDA with any questions.

For government entities:
http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation_circulars_pdf/a87_2004.pdf

For non-profit organizations:

http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a122/a122_2004.pdf

- Eligible matching expenses include direct expenditure of applicant and/or partner funds for necessary project costs, including contracted professional services, minor equipment purchases, equipment rental, and in-kind staff support and services (including salary and volunteer time). Also included are any items defined under "reimbursable grant fund expenditures" (see above) that are not claimed for reimbursement as direct expenses, and are essential to complete the project.
- Grant recipients are required to contribute a 1-for-1 match which may be in the form of cash and/or in-kind expenses. If the final matching amount is reduced from the original amount proposed, the final grant reimbursement will not exceed the amount of the match provided.

  For example, if the grant amount is $15,000, the minimum matching amount is an additional $15,000 for a total project amount of $30,000. If the final report shows a final matching amount of $8,000, the final grant reimbursement will not exceed $8,000.
- The amount of the grant that can be used for administrative/overhead purposes is limited. For grant amounts of $10,000 or less, the maximum amount of administrative expenses is ten percent; above $10,000, administrative expenses cannot exceed five percent of the awarded grant amount. Administrative expenses must be directly related to the management of the grant, and do not include on-the-ground project work. Applicant or partner salaries not specifically related to grant administration are not administrative expenses and are not eligible grant expenses, although they may be used as in-kind match (Exceptions to these limits may be considered for new weed management programs or for first-time applicants.). Hiring of seasonal employees for on-the-ground weed control work is not an administrative expense, but it is an eligible grant expense.
- Prior to reimbursement, applicants must provide updated species distribution information to the state's online mapping system, or to the local county weed manager if unable to access the system directly. This information includes annual reports for targeted List A species (and any updates to the polygon site boundaries or hotspots), quarter quad acreage values for any List B species that were targeted by the project, and any sightings or other information on Watch List species encountered during the field season.
- A final project completion report must be submitted to CDA upon completion of the project, but **no later than the contracted date of expiration.** A final report form will be provided to grant recipients.

AWARD PROCESS

Applications will be accepted until **5 p.m. on January 9, 2015**. Until this time, CDA staff will be available to advise potential applicants on the preparation of applications. Applications will be

reviewed by an evaluation team and ranked on merit against other proposals. Applicants may be contacted by a member of the evaluation team during the evaluation process if additional information or clarification of existing information is required. Final selection of projects and grant amounts will be made by the Commissioner of Agriculture. Every effort will be made to ensure that awards from the Fund are made equitably and distributed broadly around the state, provided that proposals of sufficient quality are available from all areas of the state. An announcement of award decisions will be made in writing or via e-mail by February 18, 2015.

Project activities funded by these grants must take place within the period specified in the CDA purchase order or contract.

Additional information may be included or required with each application. For example, local government weed management plans, intergovernmental agreements among partners, and an outline of the project's timeline and objectives will be helpful in presenting a detailed picture of the project and its participants to the evaluation team.

APPLICATION INSTRUCTIONS FOR STATE WEED MANAGEMENT FUND PROJECT PROPOSALS

All project applications must be emailed. Application materials must contain a project abstract, a map (or maps) of the proposed project area(s), a completed 2015 Project Application form (found on the CDA Noxious Weed program website), and the 2015 Budget form. Submissions must be made as described in the application instructions. Proposals must be received no later than **January 9, 2015 at 5:00 p.m.** to Steve Ryder at steve.ryder@state.co.us.

Please arrange your application materials in the following order:

1. Project abstract
2. Map(s) of proposed project area(s)
3. Project application form
4. Budget form.

Project Abstract: The project abstract (1-2 paragraphs) describes the proposed project (background and importance of the project, description of project, specific management goals and objectives, and general timeline) and demonstrates that it is an efficient and effective means of achieving effective noxious weed control.

Maps: Attach a detailed map or maps that depict the lands on which management will be carried out. A vicinity map of the project area and specific site area maps (as needed) are preferred. Maps should be no larger than 8 ½" x 11".

Project Application: See fillable application form provided separately. The fill-in blanks will expand and there is no word limit. Please be concise yet complete with your responses. Proposals should include specific, measurable outcomes (deliverables).

For example, an overall, long-term management goal might be the elimination of all List A species in your county, and management activities may include surveying, treating, outreach, monitoring, etc. In addition to these goals, please include a deliverable, such as:

- In 2015 no plants within all known populations of yellow starthistle will be allowed to go to seed. This amounts to 50 total acres/10 infested acres; or
- In 2015, as a result of our community outreach program (including door hangers, local media and resident contact), 150 or more local residents will remove myrtle spurge from their properties. This would be double the number of resident removal from 2014.

Budget: A budget form is provided separately. Please review the example sheet (below) before filling out the form, and if you have questions please contact CDA. On the budget form, please list expenses in priority order. Doing so will ensure that if your project receives partial funding, you will receive your highest-priority funds. If applicants or partners are providing a cash match, list those amounts in the "Matching Funds" section. Below your projected expenses, list the in-kind resources including staff time, volunteer labor, donated equipment, etc. Give a dollar figure for each, and include specific items, hours of time or use (if applicable), and dollar value.

Budget Form Instructions:

1. The grant amount proposed must equal the amount in the "Totals (by column)" of the first (leftmost) column of the budget form.
2. Itemize your prioritized expenses for the project down the left-hand side of the table, and then list from which source the expenses will be paid. Each column total is automatically summed on the bottom line of the table. The total of the first column will indicate the grant amount being requested in the application form.
3. In the bottom half of the table, list your items that can be described as "in-kind." Insert a dollar amount with each item and indicate which party will provide each amount of matching funds.
4. Greyed-out cells and summary cells cannot be edited. Descriptions and number amounts can be filled in and formulas imbedded in the form will calculate the rest.
5. On the form, the "proposed match" must be equal to or greater than the "required minimum match."
6. All rates must fall into the acceptable parameters for federal and state grants. (See page 4 of this RFP or contact CDA for details).
7. Please keep all receipts and timesheets for your records (this includes volunteer timesheets). CDA will not request them unless they are needed to verify unusual expenses, or in the case of an audit.

Please submit all materials electronically, in a pdf format (or Word/Excel document format if .pdf is not possible), to steve.ryder@state.co.us Electronic signatures on the application form are allowed for Weed Fund grant applications. Applications will be accepted until 5 p.m., January 9, 2015.

For assistance with WMF applications, please contact:

Steve Ryder
steve.ryder@state.co.us
303-869-9034 (office)
303-828-8329 (cell)

Cecily Mui
cecily.mui@state.co.us
303-869-9036 (office)
303-229-9254 (cell)

Budget Form Example

DESCRIPTION	NWF FUNDS REQUESTED	MATCHING FUNDS						MATCH TOTAL
		APPLICANT CASH	APPLICANT IN-KIND	PARTNER CASH	PARTNER IN-KIND	OTHER CASH	OTHER IN-KIND	
CASH EXPENSES								
Contracted Services (2 treatments, sites X, Y, Z)	$1,250	$1,250		$750		$500		$2,500
Seasonal labor (4 people x 400 hrs x $ 15 /hr)	$12,000	$12,000						$12,000
Equipment - GPS units, software, seasonal cell phone	$500							$0
Equipment - herbicide, adjuvants, sprayers, gloves, etc.	$750			$750				$750
Educational - doorhangers, brochures, weed books	$500			$500				$500
Mileage to/from sites (500 miles x .50/mile)				$125		$125		$250
								$0
								$0
								$0
								$0
IN-KIND ITEMIZATION								
Full time staff salary (2 people x 40 hrs x $ 25 /hr)			$1,000		$1,000			$2,000
Volunteer labor (8 people x 16 hrs x $ 22 /hr)			$2,816					$2,816
Equipment use: county GIS dept. services			$1,500					$1,500
								$0
								$0
								$0
								$0
								$0
								$0
								$0
TOTALS (BY COLUMN)	$15,000	$13,250	$5,316	$2,125	$1,000	$625	$0	$22,316

These cells will fill automatically:

AMOUNT OF NWF GRANT REQUEST:	$15,000
REQUIRED MINIMUM MATCH:	$15,000
PROPOSED MATCH:	$22,316

2015 BUDGET FORM FOR NWF PROPOSALS

PROJECT NAME: Gunnison Basin Weed Commission Seasonal Employee

Enter grant-paid expenses in left column, and all matching contributions in the remaining columns. Grey-out and summary cells cannot be edited.

		MATCHING FUNDS						
DESCRIPTION	NWF FUNDS REQUESTED	APPLICANT CASH	APPLICANT IN-KIND	PARTNER CASH	PARTNER IN-KIND	OTHER CASH	OTHER IN-KIND	MATCH TOTAL
CASH EXPENSES								
Seasonal employee wage ($22/hour x 1080 hours)	$23,760							$0
								$0
								$0
								$0
								$0
								$0
								$0
								$0
								$0
								$0
IN-KIND ITEMIZATION								
Personnel (1 full time, 1 1/4 time)			$83,087					$83,087
								$0
								$0
								$0
								$0
								$0
								$0
								$0
								$0
								$0
TOTALS (BY COLUMN)	**$23,760**	**$0**	**$83,087**	**$0**	**$0**	**$0**	**$0**	**$83,087**

These cells will fill automatically:

AMOUNT OF NWF GRANT REQUEST:	**$23,760**
REQUIRED MINIMUM MATCH:	**$23,760**
PROPOSED MATCH:	**$83,087**