



Department of
Environmental
Conservation

GUIDELINES AND APPLICATION INSTRUCTIONS

New York State

Department of Environmental Conservation

Invasive Species Grant Program 2023 Round 3

Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Boat Steward Education and Outreach/Voluntary Inspection – DEC01-ISGP1-2023

Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023

Invasive Species Early Detection/ Rapid Response and Control (Terrestrial and Aquatic) – DEC01-ISGP3 – 2023

Invasive Species Research – DEC01-ISGP4-2023

Lake Management Planning and Implementation – DEC01-ISGP5-2023

Invasive Species Education & Outreach – DEC01-ISGP6-2023

Timetable of Key Events:

| | |
|-------------------------------------|--|
| Application Period Begins | Wednesday, August 23, 2023 |
| Webinar | Wednesday, September 6, 2023, 9:00AM EST |
| Question & Answer Period Ends | Friday, October 27, 2023, 2:00PM EST |
| Applications Due | Wednesday, November 1, 2023, 2:00PM EST |
| Award(s) Announced By (anticipated) | January 2024 |

Join the Webinar Wednesday September 6, 2023 at 9:00am (approx. 2 hours):

Join from the meeting link

<https://meetny.webex.com/meetny/j.php?MTID=m38bbc18b4a59309cf0d5a50941f6ef0d>

Join by meeting number – Meeting number (access code) 161 737 6683. Meeting password ePWVgacd224

Join from a mobile device (attendees only) - +1-518-549-0500, 1617376683##

Join by phone - +1-518-549-0500

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1. Grant Information

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 applications must implement successful projects within one of six categories:

1. Aquatic Invasive Species Watercraft Spread Prevention, Boat Steward Education and Outreach/Voluntary Inspection – DEC01-ISGP1-2023
2. Aquatic Invasive Species Watercraft Spread Prevention- Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023
3. Invasive Species Early Detection/Rapid Response and Control - DEC01-ISGP3 – 2023
4. Lake Management Planning and Implementation - DEC01-ISGP4-2023
5. Invasive Species Research - DEC01-ISGP5-2023
6. Invasive Species Education and Outreach - DEC01-ISGP6-2023

APPLICATION DEADLINE AND SUBMISSION

All applications must be developed and submitted in the NYS Grants Gateway by 2:00 PM on Wednesday, November 1, 2023.

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 Winter 2023/24.

FUNDING

Approximately \$3,000,000 is available for Invasive Species Grants. Funding for this grant opportunity is provided from the Environmental Protection Fund (EPF). This is a reimbursement grant; all costs are paid by the applicant and then reimbursement is requested from DEC.

PROPOSED PROJECT TIMELINES

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 \$200,000.

1. Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Boat Steward Education and Outreach/Voluntary Inspection – DEC01-ISGP1-2023 - \$11,000 - \$200,000
2. Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023 - \$11,000 - \$100,000
3. Invasive Species Early Detection/ Rapid Response and Control (Terrestrial and Aquatic) – DEC01-ISGP3 – 2023 - \$11,000 - \$100,000
4. Invasive Species Research – DEC01-ISGP4-2023 - \$11,000 - \$100,000
5. Lake Management Planning and Implementation – DEC01-ISGP5-2023 - \$11,000 - \$100,000
6. Invasive Species Education & Outreach – DEC01-ISGP6-2023 - \$11,000 - \$100,000

APPLICATION LIMIT/AWARD 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.

2. 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 Profits: Such an eligible applicant must be a not-for-profit corporation (NFP) community-based organization, or a community-based organization may partner with a NFP that will serve as their fiscal sponsor.

For the purposes of this grant opportunity, a community-based organization is an organization that:

- Serves the residents of an area equal to or smaller than a town or city outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City; and
- Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and
- Is able to enter into legal agreements independent of any affiliated nonprofit organization, government body, university or other entity that would be ineligible to apply for this grant; and
- Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the applicant community group residing in the affected community.

For this grant opportunity, a NFP is subject to New York State's Not-For-Profit Corporation Law, is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code, has an IRS 501(c)(3) determination letter to be incorporated in New York State and is current in their charities reporting requirements with the Office of the Attorney General.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

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

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

A fiscal sponsor is a New York State nonprofit organization that applies to DEC on behalf of individuals or unincorporated organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a DEC-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the DEC grant process, including final reporting of grant activity. The unincorporated group completes the project activity.

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 in a single PDF under the appropriate Program Question for the application.

3. Inquiries & Designated Contact Information

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 2:00PM, Friday, October 27, 2023. All questions, and answers, will be uploaded in the Grants Gateway for all applicants to view.

For general information on completing this application and for clarification of application requirements, contractual terms and procedures, contact Michelle Higgins at michelle.higgins@dec.ny.gov.

For technical information regarding Grants Gateway, direct questions to: Help Desk Contact Information: grantsgateway@its.ny.gov.

4. Application Submission

Applications must be submitted through the NYS Grants Gateway <https://grantsgateway.ny.gov>. Using **Microsoft Edge** to access the Grants Gateway is recommended. Using other browsers may cause errors in the Work Plan section of the application.

Paper applications will NOT be accepted. Applicants are strongly encouraged to submit their applications prior to the application deadline. Late applications will not be accepted. Please note those logged in as Grantees may work on the application, only those logged in as a Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State. When the application is ready for submission, click the Status Changes tab, then click the “Apply Status” button under “Application Submitted”.

All Applicants must be Registered with Grants Gateway to apply. In addition to registration, not-for-profits, academic institutions and quasi-government entities must also be Prequalified at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED PREQUALIFICATION APPLICATIONS. PREQUALIFICATION APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO INVASIVE SPECIES GRANT PROGRAM 2023 ROUND 3 APPLICATION DUE DATE MAY NOT BE CONSIDERED.

APPLICANTS SHOULD NOT ASSUME THAT THEIR PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY DO NOT ADHERE TO THIS TIMEFRAME.

a) Applicant Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the grant contract. Information on these initiatives can be found on the Grants Reform Website.

All Applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from nonprofit Applicants that have not registered and are not Prequalified in the Grants Gateway by the application due date and time listed at the beginning of this document cannot be evaluated. If you are not Prequalified at that time and date, your application will not be considered. Such applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and Prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements, and an online tutorial is available to further explain the process.

PLEASE NOTE: The information included here regarding Prequalification is not intended to be exhaustive, and Applicants should visit the Grants Management website <https://grantsmanagement.ny.gov/> or contact the Grants Management Team grantsgateway@its.ny.gov for more information about Grants Gateway and Prequalification. The Grants Management help desk/hotline can be reached at (518) 474-5595.

4.1.1 Register for the Grants Gateway

- On the Grants Management Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the NYS Grants Management Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- 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.

4.1.2 Complete your Prequalification Application

- Log in to the Grants Gateway. 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 SAVE.
- 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 Required Documents. This constitutes your Prequalification application. Optional Documents are not required unless specified in this document.
- Specific questions about the Prequalification process should be referred to your agency representative or to the Grants Management Team at grantsgatewayt@its.ny.gov. The Grants Management help desk/hotline can be reached at (518) 474-5595.

4.1.3 Submit Your Prequalification Application

- After completing your Prequalification application, click the Submit Document Vault link 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.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. Refer to Grants Reform Guide entitled Monitoring and Updating Your Organization's Prequalification Status. Expired documents will lead to the loss of Prequalification status.

If you are not familiar with Grants Gateway, there are many resources available to help you register and become Prequalified on the NYS Grants Management Website

<https://grantsmanagement.ny.gov/resources-grant-applicants> including:

- Video tutorials on Grants Gateway Registration or Applications
- Vendor User Manual includes walkthroughs for the Application process
- Biweekly Document Vault webinars

5. Grant Opportunity General Information and Conditions

Grant Application Requirements and Conditions

- The project must implement one of the specified eligible project types. Please ensure your application is completed under the corresponding Grants Gateway Application ID.
- 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 (see Eligibility question #5).
- Map of the current location of the site must be uploaded to the Grants Gateway (see Eligibility question #7).
- The project timeline uploaded in the Grants Gateway indicates completion within three years (see Eligibility question #8).
- 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 uploaded in the Grants Gateway (in a single PDF file). See Eligibility question #5. 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>.

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 include appropriate level of information for the breakdown of costs for each budget item (depending on the budget category this information is provided in the budget detail and/or budget

narrative) 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.

Project cost-effectiveness will account for at least 20% of an application score as identified in the evaluation criteria section of this RFA. (you may require applicants to answer a program question (and/or upload documentation that may support their claims of cost effectiveness, e.g., vendor quotes) in the Gateway that will support cost effectiveness criteria).

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 salary, 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 at least twenty-five percent (25%) of the requested amount of grant funding. For this program, the required match of 25% of the requested grant amount is equivalent to 20% of "total project", up to the maximum grant amount of \$200,000. 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.

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 performance measures associated with each task (performance measures can include desired project outcomes or deliverables). 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.

Project Estimates

Estimates are important for the applicant to understand the cost of the project and request a reasonable grant amount. At least one estimate (or "quick quote") on company letterhead is required as part of the application process. When soliciting estimates, the scope of work should be in line with Invasive

Species Grant Program guidelines. For secondary or smaller items in the budget (excluding salary and fringe), please upload estimates at Eligibility question #10 in the application for any individual item or service over \$1,000. If the municipality will be doing the work, the cost of that work by staff can be included as a quote.

Debriefing Request

In accordance with section 163 of the NY State Finance Law, DEC must, upon request, provide a debriefing to any unsuccessful offeror that responded to the Program Overview, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their proposal did not result in an award. Debriefings requested after fifteen calendar days may be denied.

Protest Procedure

DEC does not have a formal protest procedure, therefore an applicant may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director
at bidprotests@osc.ny.gov or
Bureau of Contracts
New York State Office of the State Comptroller
110 State Street, 11th Floor
Albany, NY 12236

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 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 to decline to fund projects that are determined to be inconsistent with NYS's Smart Growth Public Infrastructure Policy Act.
- The Department reserves the right to decline to fund projects that are determined to be inconsistent with the Climate Change Leadership and Community Protection Act or its' implementing regulations.
- Reject any or all applications in response to the RFA at the agency's sole discretion.

Sexual Harassment Prevention Certification

State Finance Law §139-l 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 there to 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. After review and consideration of such statement, the Department may reject the application or may decide there are sufficient reasons to accept the application without such certification.

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.

Executive Order 16

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities->

[contracting-businesses-conducting](#). The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Vendors responding to this solicitation are required to complete and submit the form entitled “Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia”. In the Grants Gateway pre-submission upload section of the application, ALL applicants must download, complete and save the Executive Order No. 16 Certification form, prior to uploading the completed form back into the Grants Gateway.

Partnerships/Stakeholder Engagement

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. Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded.

Local/Community Support

A letter of support is optional but encouraged. Applications with a letter of support from an elected official, government body, educational institution or other organization with knowledge or expertise related to the proposed project will receive additional points in the evaluation and score process. Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded. Support letters may be uploaded as a single pdf file in the Pre-Submission uploads section of Grants Gateway by the application due date.

Outreach and Education

Proposed projects are encouraged to include outreach and education in any aspect of environmental stewardship that will raise community awareness of the project, such as a presentation at a town board meeting, description of the project included in a newsletter, press event about the project, or a public information session.

Long-Term Support and Benefits

Proposed projects that include long-term support and promote future benefits are encouraged.

Projects are expected to be supported after the grant is completed. The project should be sustainable without substantial maintenance.

Historic Preservation Review Requirements

For projects that involve properties listed on the State or National Registers of Historic Places, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

Questions about or proposals for listing on the State or national Register should be directed to the OPRHP National Register Unit at (518) 237-8643. To ensure the public benefit from the investment of state funding, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.

Coastal Consistency Requirements

SEQR Type I and Unlisted actions located within the NYS Department of State's coastal zone boundaries must meet the consistency requirements of the Secretary of State's Coastal Management Program. This consistency determination will be performed by the Department as part of the grant review process. If the proposed project is located within a municipality that has an approved Local Waterfront Revitalization Plan (LWRP), the policies of that LWRP apply. Projects in other areas will need to be consistent with the State's 44 coastal policies. The coastal policies can be found at https://dos.ny.gov/system/files/documents/2020/02/coastal_policies.pdf. Applicants are encouraged to determine if their project is located within the coastal zone, and to include in their site plan or sketch map their project's location within the coastal zone boundaries if applicable. Maps of the coastal zone boundaries can be found at <https://dos.ny.gov/coastal-consistency-review>.

6. 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 six lists:

1. "Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Boat Steward Education and Outreach/Voluntary Inspection – DEC01-ISGP1-2023" 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 Invasive Species (AIS) Watercraft Spread Prevention - Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023" 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.
3. "Invasive Species Early Detection/Rapid Response and Control – DEC01-ISGP3-2023" applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Invasive Species Early Detection/Rapid Response and Control" is exhausted or no eligible "Invasive Species Early Detection/ Rapid Response and Control" applications remain.
4. "Lake Management Planning and Implementation - DEC01-ISGP4-2023" 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 and Implementation" is exhausted or no eligible "Lake Management Planning and Implementation" applications remain.
5. "Invasive Species Research – DEC01-ISGP05-2023" applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Invasive Species Research" is exhausted or no eligible "Invasive Species Research" applications remain.
6. "Education and Outreach – DEC01-ISGP06-2023" applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Education and Outreach" is exhausted or no eligible "Education and Outreach" applications remain.

7. Method of Award

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 still remains, the application first received within Grants Gateway will be awarded.

Scoring Thresholds: The Department reserves the right to not award funding to applicants that have a final score below 60 points out of a possible 100 points. The Department reserves the right to move funding between project categories as needed.

Funding may be transferred between categories, to award the highest scoring projects, using the following process:

- 1.) If all applications attaining the minimum threshold score of 60 points have been awarded with any applications below the minimum threshold non-awarded, and the category/opportunity funding has not been exhausted, then this “sending” category’s remaining funding may be reallocated to fund applications at any scoring level under the concurrent opportunities for other, “receiving”, categories.
- 2.) If all projects that attain a non-transferrable score of 60 points have been awarded in a particular category and funding remains un-awarded, the remaining un-awarded funds may be reallocated to applications attaining a score of at least 60 under the concurrent opportunities for other categories.
- 3.) Any reallocated funds will be awarded to the highest scoring application(s) in each “receiving” category that would not otherwise be awarded.
- 4.) Within the six available categories/opportunities, the Department may designate any number of “sending” categories (from 0 to 5) and “receiving” categories (from 0 to 5).
DEC also reserves the right to determine that there is a “non-sending” category in which all funds must be utilized; carrying out all possible awards in one category even if they score under the above stated thresholds and there are higher scoring proposals in another category, as long as funding remains in the amount originally allocated to the “non-sending” category plus any funds reallocated from under the minimum scoring threshold in other categories.

8. Grant Program Payment

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 the Office of the Attorney General and Office of the State Comptroller, as applicable.. Only not-for-profits are eligible to receive advance payments under 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.

9. Grant Program Reporting

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.

Optional - Quarterly Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, may 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.

Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

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 if applicable (daily average and total for the season)
- Last locations where boats had previous launched

- Number of boaters that took spread prevention measures

Invasive Species Early Detection/ 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 and Implementation projects must include a copy of the final Lake Management Plan.

Invasive Species Research projects must include a white paper outlining hypothesis, methods, results, discussion, and references. Publication is not required but is encouraged when possible.

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

10. Eligible and Ineligible Expenditures

Invasive Species projects must be one of the following six project types detailed below. Each project type has different program objectives, requirements and eligible and ineligible expenditures. 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) Watercraft Spread Prevention Boat Steward Education and Outreach/Voluntary Inspection (Use Grants Gateway Opportunity ID No: DEC01-ISGP1-2023 to apply for Aquatic Invasive Species (AIS) Watercraft Spread Prevention Projects)**

There will be \$750,000 dollars available for these projects

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

- Deploy boat stewards to waters with Prohibited aquatic invasive plants and invertebrates listed within 6 NYCRR Part 575 (https://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf) to deliver education and outreach and to conduct voluntary boat inspections.

- Deploy and deliver boat steward programs through cooperative partnering by one or more municipalities, non-government organizations or academic institutions.
- Develop a regional boat steward program across multiple waterbodies and/or watersheds. (<http://www.dec.ny.gov/animals/107807.html>)
- Deploy boat stewards at waterbodies without any current coverage by boat stewards
- Develop and distribute novel education and outreach materials focused upon AIS spread prevention via water-based activities
- Adopting the use of the Watercraft Inspection Steward Program App (WISPA) within programs for which it is not currently used. The purchase of tablets and ruggedized cases are eligible expenses.
- Installation of standard NYS Clean, Drain, and Dry signage at boat launches
- Construct, install, and maintain an AIS disposal stations where appropriate. <http://www.dec.ny.gov/animals/50626.html>

Eligible expenditures for grant funding or match:

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. Preparation of narrative and expenditure reports.

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>.

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

Other – (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.

Ineligible expenditures for grant funding or match:

- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.

- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

2. Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023, to augment existing steward programs for education and outreach and voluntary boat inspections

There will be \$500,000 dollars available for these projects.

Boat decontamination stations are locations where boaters may receive no-cost cleaning and disinfection services for boats and equipment to provide compliance with 6 NYCRR Part 576. Preferred decontamination services incorporate the use of high pressure/hot water equipment. 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.

Strategically located decontamination services, as described below, which address the following objectives are preferred and will score higher in the evaluation process

- Prevent the spread of aquatic invasive species by:
 - Deploy and utilize high pressure hot water decontamination equipment
 - Deliver boat steward programs through cooperative partnering by one or more municipalities, non-government organizations or academic institutions.
 - siting decontamination stations on major road travel corridors or boat launches in the vicinity of waters with high priority small-bodied aquatic invasive species.

Eligible expenditures for grant funding or match:

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. Preparation of narrative and expenditure reports.

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>.

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

Other – (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.

Ineligible expenditures for grant funding or match:

- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.
- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

3. Invasive Species Early Detection/ Rapid Response and Control (Terrestrial and Aquatic) (Use Grants Gateway Opportunity ID No: DEC01-ISGP3-2023 to apply for Invasive Species Early Detection/ Rapid Response and Control Projects)

There will be \$1 million dollars available for these projects.

Individual project applications may include any combination of the following response and control categories.

(A) Physical and Mechanical Removal

Applicants may apply for projects which utilize physical removal techniques to control or eradicate invasive species. These may include but are not limited to hand pulling, tarping, mechanical harvesting, or burning. Repeated control efforts are commonly required when managing invasive species and will be supported within the available term of a grant award. 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-0-21-004) (<http://www.dec.ny.gov/permits/106121.html>) if implementing one of the permit's authorized activities.

(B) Chemical Treatment - Herbicides and shading

Applicants may apply for projects which utilize chemical application techniques to control or eradicate invasive species. 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 proposed projects must comply with any necessary laws, regulations or permitting standards as applicable. 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.

(C) Biocontrol Release- Insectivorous or Herbivorous insects and Grass carp

Several successful biological control agents of invasive species have been developed over the last few decades which may qualify for funding. Projects which utilize these agents may be eligible for funding and include the following project types:

- Approved insects to control purple loosestrife (*Lythrum salicaria*) with biocontrol agents: *Galerucella californiensis*, *Galerucella pusilla*, or *Hylobius transversovittatus*.
- The stem-boring weevil, *Rhinocomimus latipes*, which has demonstrated success as a biocontrol option for Mile-a-Minute Weed (*Persicaria perfoliata*) in New York, per USDA APHIS (https://www.fs.fed.us/foresthealth/technology/pdfs/FS_mam.pdf).
- Other biocontrol agents for such invasive species as the hemlock woolly adelgid (*Adelgis tsugae*) (<https://blogs.cornell.edu/nyschemlockinitiative/>), Japanese knotweed, swallow-wort, and knapweeds.
- 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 NYS DEC is required.

Note, there is no license requirement from DEC for use of insect biocontrol. However, USDA APHIS may require a permit for state-to-state transport.

To best document successful projects, all Invasive Species Early Detection/ Rapid Response and Control proposals should include survey and monitoring components within their objectives. As appropriate, these efforts should utilize the NY State Invasive Species Database (iMapInvasives) to collect and report data for presence, treatment and post-project monitoring.

Evaluation criteria of Invasive Species Early Detection/ Rapid Response and Control (Terrestrial and Aquatic) projects will consider the following objectives:

- Projects which target priority invasive species identified in Appendix A.
- Projects which adequately describe and address the unique phenology and biology of target invasive species as it pertains to the proposed control action.
- Projects which deploy control methods that are tested, widely used and likely to succeed.

- Projects which target nascent and or smaller areas of infestation.
- Projects which address invasive species present in areas accessible to the public.
- Projects which incorporate aspects of public education and outreach.
- Projects which demonstrate consideration of long-term success by incorporating post-treatment monitoring and/or restoration & resiliency components.

Eligible expenditures for grant funding or match:

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, licensed herbicide applicators, 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>.

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

Other – (Supplies and materials): directly necessary to implement the project.

Ineligible expenditures for grant funding or match:

- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.
- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

4. Invasive Species Research (Use Grants Gateway Opportunity ID No: DEC01-ISGP4 to apply for Invasive Species Research Projects)

There will be \$250,000 dollars available for these projects.

Effective management of invasive species on New York's lands and waters require methodologies developed from scientifically derived process. Goals of this grant category 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 upon applied invasive species management.

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

- Elucidating the life history of Prohibited and Regulated invasive species listed under 6 NYCRR Part 575 (https://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf).
- Research impacts of invasive species on native plants, animals, water quality, and the environment.
- Developing effective control methodologies with long-term management strategies for natural areas.
- Documenting empirically based risks of introduction

Eligible expenditures for grant funding or match:

Personal Service: staff salaries, student stipends, 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>.

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

Other – (Supplies and materials): directly necessary to implement the project.

Ineligible expenditures for grant funding or match:

- Tuition: student academic tuition charges are NOT eligible expenses, but may be used as match.
- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.
- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

5. Lake Management Planning and Implementation (Use Grants Gateway Opportunity ID No: DEC01-ISGP5-2023 to apply for Lake Management Planning and Implementation Projects)

There will be \$250,000 dollars available for these projects.

Applicants may apply for the development and implementation of a lake management plan of priority waterbodies. These grants are intended to promote identifying and 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. Applicants should demonstrate how the proposed plan will ultimately be implemented or adopted after completion. Please note that watershed management plans and 9 element plans are not eligible for invasive species grants.

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 long-term strategies for preventing the introduction of aquatic invasive species and addressing aquatic invasive species in a lake;
- develop a funding base to support the implementation of these management actions; and,
- educate lake residents, user groups, and other stakeholders about the lake.

Examples of these criteria can be found within Chapter 11 of A Diet for a Small Lake <https://www.dec.ny.gov/chemical/82123.html> Additional resources for lake managers can be found at <https://www.dec.ny.gov/chemical/81863.html>.

Eligible expenditures for grant funding or match:

Personal Service: staff salaries, student stipends, 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>.

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

Other – (Supplies and materials): directly necessary to implement the project.

Ineligible expenditures for grant funding or match:

- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.
- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

6. Invasive Species Education & Outreach (Use Grants Gateway Opportunity ID No: DEC01-ISGP6-2023 to apply for Aquatic Invasive Species Spread Prevention Projects)

There will be \$250,000 dollars available for these projects.

Effective education and outreach efforts are key towards increasing knowledge and awareness to better understand and address invasive species. The most successful of these efforts also inspire and motivate the public to engage in activities that prevent the spread of invasive species or to manage their control. Eligible applications will include projects within the following categories:

a. Outreach Product Creation and Distribution

Applicants may apply for projects to create and distribute outreach products pertaining to the biology, impacts, spread prevention, and management of invasive species. These may include but are not limited to the creation of print materials such as brochures, booklets, door hangers, watch cards and signs. These may also include the production of video or audio products intended to be used for public outreach.

b. Educational Workshops and Trainings

Applicants may apply for projects to create and facilitate public workshops or trainings on topics relevant to invasive species management, biology, spread prevention, or impacts. Topics covered may include but are not limited to workshops and trainings on: invasive species control methods, species identification, habitat restoration, reporting, and prioritization.

Eligible expenditures for grant funding or match:

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>.

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

Other – (Supplies and materials): directly necessary to implement the project.

Ineligible expenditures for grant funding or match:

- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.
- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement

11. Application Evaluation and Scoring Standards

PROJECT PASS/FAIL CRITERIA

A “Fail” response to any of the following criteria will disqualify the application from further technical review

1. Project Type: Does the application address an eligible project type (*Pass/Fail*):

Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Boat Steward Education and Outreach/Voluntary Inspection – DEC01-ISGP1-2023,

Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023,

Invasive Species Early Detection/ Rapid Response and Control (Terrestrial and Aquatic)
– DEC01-ISGP3 – 2023,

Invasive Species Research – DEC01-ISGP4-2023,

Lake Management Planning and Implementation – DEC01-ISGP5-2023,

Invasive Species Education & Outreach – DEC01-ISGP6-2023

2. **Project Summary:** Please provide a brief description of the scope of work your project will implement. Is the project summary of tasks and objectives appropriate based on the proposed project type? *(Pass/Fail)*
3. **Applicant Type:** Is the applicant an eligible municipality, 501(c)(3) NFP organization, or an academic institution? NFP's, government entities and academic institutions must be prequalified by the Application Due date of this RFA (November 1, 2023) in order to be reviewed *(Pass/Fail)*
4. **Project Location:** Is the project located wholly within the political boundaries of New York State? *(Pass/Fail)*
5. **Proof of Landownership:** 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. **Other Funding:** 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. **Project Map:** Did the applicant upload a map that clearly identifies the project area?
(Pass/Fail)
8. **Time Frame:** Does the project timeline demonstrate completion of project objectives, tasks and deliverables within a three-year contract term? *(Pass/Fail)*
9. **Match:** Are project funding sources eligible and has at least 25% in eligible matching funds been accurately identified? *(Pass/Fail)*
10. **Project Estimates:** Has the applicant uploaded at least one estimate for each expense greater than \$2,500 (e.g. Contractual, equipment) on letterhead with company address and credentials?
11. **Sexual Harassment:** 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)*

12. Executive Order 16: Executive Order No. 16: Did the applicant sign and upload the document associated with Executive Order No. 16 in Pre-Submission Uploads? (*Pass/Fail*)

13. Smart Growth Infrastructure Policy Act: New York State's Smart Growth Public Infrastructure Policy Act (ACT), Environmental Conservation Law Article 6, requires the Department and all State infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance is impracticable, before making any commitment to fund such project(s).
In the Grants Gateway pre-submission upload section of the application, ALL applicants must download, complete and save the Smart Growth Assessment form, prior to uploading the completed form back into the Grants Gateway. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded and is completed as required.

SCORING CRITERIA (MAXIMUM 100 POINTS)

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.

A. PROJECT TYPE-SPECIFIC CRITERIA – Total Number of Points Per Project Type: 75

1. Aquatic Invasive Species Watercraft Spread Prevention Boat Stewards - Education and Outreach / Voluntary Inspection – DEC01-ISGP1-2023 (75 Points)

AIS Spread Prevention Summary & 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 (2) or more waterbodies with Prohibited aquatic invasive plant or invertebrate species present (see https://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf for Prohibited Invasive Species listed under 6 NYCRR Part 575). Each waterbody must have a public trailered boat launch. 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 one (1) waterbody with Prohibited aquatic invasive plant or invertebrate species present (see https://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf for Prohibited Invasive Species listed under 6 NYCRR Part 575). Each waterbody must have a public trailered boat launch. 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 Prohibited aquatic invasive plant or invertebrate species and at least one (1) public trailered launch. 20 pts.

(D) 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 Prohibited aquatic invasive plant or invertebrate species present. 5 pts.

Project in a Focus Area for Aquatic Invasive Species Spread Prevention

Is the proposed project in the following watersheds: Niagara River/Lake Erie, Genesee River, Oswego River / Finger Lakes, Lake Ontario Tributaries, Delaware River, Susquehanna River, Mohawk River, or Tidal Hudson River?

(A) Yes 20 pts.

(B) No 10 pts.

Project Collaboration

Does the proposed project deploy and deliver boat stewards through cooperative partnering by one or more municipalities, non-government organizations or academic institutions?

(A) Yes 3 pts.

(B) No 0 pts.

Project Regional Scale

Is the proposed project part of a regional effort to provide spread prevention over a large geographic area (multiple waterbodies and/or multiple watersheds)?

(A) Yes 3 pts.

(B) No 0 pts.

Project Coverage

Is the proposed project located on a waterbody without any current coverage by boat stewards?

(A) Yes 4 pts.

(B) No 0 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?

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

2. Aquatic Invasive Species (AIS) Watercraft Spread Prevention - Stewards - Boat Decontamination Programs – DEC01-ISGP2-2023 (75 Points)

AIS Spread Prevention/Decontamination Summary & 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 adjacent to or is placed at a waterbody with at least one known Prohibited aquatic invasive plant or invertebrate species present (see https://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf for Prohibited Invasive Species listed under 6 NYCRR Part 575) and is in the vicinity of at least one public trailered boat launch. (A list of launches can be found at: https://www.dec.ny.gov/docs/fish_marine_pdf/nyboatlaunching.pdf) 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 adjacent to or is placed at a waterbody with no known Prohibited aquatic invasive plant or invertebrate species present and is in the vicinity of at least one public trailered boat launch. (A list of launches can be found at: https://www.dec.ny.gov/docs/fish_marine_pdf/nyboatlaunching.pdf) 30 pts.

(C) 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 with known Prohibited aquatic invasive plant or invertebrate species present and is not in the vicinity of a waterbody that has a public trailered boat launch. 10 pts.

Project in a Focus Area for Aquatic Invasive Species Spread Prevention

What form of equipment is proposed for decontamination services?

- (A) Equipment utilizing high pressure and hot water (140* F water) 20 pts.
(B) Equipment using cold high-pressure water 15 pts.
(C) All other equipment types 10 pts.

Project Regional Scale

Is the proposed project part of a regional effort to provide spread prevention over a large geographic area (multiple waterbodies and/or multiple watersheds)?

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

Project Public Benefit Impact

Is the proposed project located at or in close proximity to waters whose shoreline is at least 50% or more in public ownership? If so, please give a detailed description of where the project is in relation to the shoreline.

- (A) Project as proposed is located at or in close proximity to waters with shoreline that is at least 50% publicly owned. 5 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.

3. Invasive Species Early Detection/ Rapid Response and Control (Terrestrial and Aquatic) – DEC01-ISGP3 – 2023 (75 Points)

Target Species

What is the Tier Ranking of invasive species addressed by this project? List both the common and scientific names of all target species (See Appendix A to identify necessary tier lists).

- (A) Within the proposed project site or applicable geography, the project addresses one or more species of the applicable PRISM region's tier one or two list. 10 pts.
(B) Within the proposed project site or applicable geography, the project addresses one or more species on the PRISM region's tier three list. 5 pts.
(C) The project does not address a tier one, two or three species. 1 pt.

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 as it relates to control techniques. 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 a report in iMapinvasives 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.
- (C) 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. 1 pt.
- (C) The applicant proposes to treat less than 50 percent of the infested area. 0 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. 3 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. 2 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 by including post-treatment monitoring, habitat restoration/resiliency where appropriate and other re-infestation prevention strategies?

- (A) The applicant has provided a long-term restoration/resiliency, and monitoring plan. 10 pts.
- (B) The applicant has provided a post-treatment monitoring plan only. 5 pts.
- (C) The applicant has not effectively discussed what measures will be undertaken to prevent re-infestation and/or promote resistance post-treatment. 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 include a detailed description of how all partners will be involved. (Applicants must upload at least one letter of support from a partner to receive points) | 2 pts. |
| (B) The proposed project will be cooperatively delivered by at least one partner and 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) | 1 pt. |
| (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, New York State Invasive Species Comprehensive 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 relevance 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. |

4. Invasive Species Research – DEC01-ISGP4-2023 (75 Points)

Focus Species

Are the species of focus through this research project listed a Prohibited or Regulated invasive species under 6 NYCRR Part 575 (<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

Target Species

What is the Tier Ranking of invasive species addressed by this project? List both the common and scientific names of all target species ((See Appendix A to identify necessary tier lists).

- (A) Within the proposed project site or applicable geography, the project addresses one or more species of the applicable PRISM region's tier one or two list. 10 pts.
- (B) Within the proposed project site or applicable geography, the project addresses one or more species on the PRISM region's tier three list. 5 pts.
- (C) The project does not address a tier one, two or three species. 1 pt.

Experience & Collaboration

What is the experience of the Primary Investigator(s)?

- (A) The experience of the PIs is relevant to the proposed project and the PI has demonstrated exceptional capacity to effectively undertake the research proposal. 15 pts
- (B) The experience of the PIs is moderately relevant to the proposed project and the PI has demonstrated capacity to effectively undertake the research proposal. 10 pts
- (C) The experience of the PIs is not relevant to the proposed project. 0 pts

Institution Experience

The PI is undertaking the research project works as part of an institution capable of effectively contributing to this project?

- (A) The institution is fully capable of contributing to this project 5 pts
- (B) The institution is partially capable of contributing to this project 3 pts
- (C) There is no complimentary institution involved in the proposed project. 0 pts

Relevance 1

Is there a demonstrated connection between the proposed research project and actionable control and management actions which can be employed in NYS?

- (A) Yes, the research will yield highly actionable techniques and knowledge in the control and management of invasive species. 5 pts
- (B) Yes, the research will yield limited actionable techniques and knowledge in the control and management of invasive species. 3 pts

(C) There is no connection between the proposed research project and the control and management of invasive species. 0 pts

Relevance 2

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 priority list in Appendix B?

- (A) Yes, the proposed project addresses a listed research priority. 10 pts.
(B) No, the proposed project does not address a listed research priority. 0 pts.

Publishing Goals

Will the proposed research project result in a public publication of findings? Are there plans to publish the research results in a peer-reviewed journal?

- (A) Yes, applicant plans to publish results of the project within a peer-reviewed journal. 5 pts.
(B) Yes, applicant plans to publish a publicly available white paper summarizing the project. 3 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. 15 pts
(B) The approach proposed is not completely clear or practical in the deliverables it may yield 10 pts
(C) No, approach proposed is unclear, impractical and/or will not yield deliverables. 0 pts.

5. Lake Management Planning and Implementation – DEC01-ISGP5-2023 (75 Points)

Focus Species

What is the Tier Ranking of invasive species addressed by this project? List both the common and scientific names of all target species. (See Appendix A to identify necessary tier lists).

- (A) Within the proposed project site or applicable geography, the project addresses one or more species of the applicable PRISM region's tier one or two list. 10 pts.

- (B) Within the proposed project site or applicable geography, the project addresses one or more species on the PRISM region's tier three list. 5 pts.
- (C) The project does not address a tier one, two or three species. 1 pts.

Invasive Species Type

What type of invasive species are addressed by the project (plants, animals or both)?

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

Focus Waterbody

How large is the focus waterbody (surface acreage)?

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

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 1

Is the waterbody near a waterbody with known aquatic invasive species present?

- (A) There is a known invaded waterbody within 1 mile. 15 pts.
- (B) There is a known invaded waterbody within 5 miles. 5 pts.
- (C) There is a known invaded waterbody within 10 miles. 3 pts.

Connectivity 2

Is the waterbody hydrologically connected to a waterbody with known aquatic invasive species present?

- (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.

6. Invasive Species Education & Outreach – DEC01-ISGP6-2023 (75 Points)

Justification

Did the applicant include a detailed outline or draft of the proposed project?

- (A) The included outline or draft was exceedingly detailed. 25 pts
- (B) The included outline or draft was sufficiently detailed. 15 pts
- (C) The included outline or draft lacked detail. 5 pts
- (D) The applicant failed to include a project outline or draft. 0 pts

Applicability

How well does the project, statement of need, methods and deliverables impact the objectives of this RFA: to educate the public on the biology, impacts, prevention, and/or control of invasive species?

- (A) Project as scoped clearly addresses the RFA objective to educate the public including two or more audience groups. 25 pts.
- (B) Project as scoped clearly addresses the RFA objective to educate the public including only one audience group. 10 pts.
- (C) The project as scoped does not clearly address the RFA objective to educate the public. 0 pts

Ranking

What is the Tier Ranking of invasive species addressed by this project? List both the common and scientific names of all target species. (See Appendix A to identify necessary tier lists).

- (A) Within the proposed project site or applicable geography, the project addresses one or more species of the applicable PRISM region's tier one or two list. 10 pts.
- (B) Within the proposed project site or applicable geography, the project addresses one or more species on the PRISM region's tier three list. 5 pts.
- (C) The project does not address a tier one, two or three species. 1 pt.

Regional Relevance

Is the proposed project part of a regional effort to educate the public on invasive species topics that effect a large geographic area?

- (A) Yes 15 pts
 - (B) No 5 pts
-

B. 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. 0pts.

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

Disadvantaged Communities

What portion of the project is in a disadvantaged community? For the purposes of this grant, “disadvantaged community” maps have been developed under the 2019 NYS Climate Act. To reference

these maps, use the DECinfo Locator <https://www.dec.ny.gov/pubs/109457.html>. Click on Search and enter a zip code, then click on the DEC Information Layers tab, then Public Involvement tab on the left side of the map. Check the box for Disadvantaged Communities (DAC) only. As you zoom in, the grey DAC areas will be clear. Use the Tools tab to print the map, or take a screen shot, and upload a copy showing the project area in relation to the DAC in Pre-submission Uploads. Include what percentage of the project is in the DAC.

- (A) The entire project is located in a DAC or is an eligible project location as per this RFA and completely surrounded by a DAC. Supporting information was clearly documented. 5 pts.
- (B) A portion of the project is located in a DAC, or directly adjacent to a DAC as described above, and applicant explained how the residents of the DAC will benefit from the project. Supporting information was clearly documented. 3 pts.
- (C) The project is not in a DAC or the applicant did not provide adequate documentation showing the area is in a DAC. 0 pts.

TOTAL ELIGIBLE POINTS100 points

12. 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) or purchase order 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.

Applicants (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following MCG Requirements:

Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MGC or LOA, 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, or log in at <https://onlineservices.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 and Women Business Enterprise (MWBE) and Equal Employment Opportunity (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 (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor’s demonstration of Good Faith Efforts (GFEs) 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 MWBE 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 MCG - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- 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 MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.newnycontracts.com/>.

All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract. These EEO forms are to be uploaded to the Grants Gateway in the grantee document folder.

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://www.dec.ny.gov/about/61016.html#MWBE>.

The following MWBE “Fair Share” goals are established as follows:

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

- Construction/Engineering – up to 0%
- Commodities – up to 0%
- Services/Technologies –up to 0%

DEC MWBE Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Mwbe@dec.ny.gov
Phone: (518) 402-9240
Fax: (518) 402-9023

Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department is required to implement the provisions of New York State Veteran’s Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. Please upload all required forms to the Grants Gateway. In addition, all forms and guidance can be located at; [Division of Service-Disabled Veterans' Business Development Compliance and Reporting | Office of General Services \(ny.gov\)](#). Please contact the Department’s SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit

NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/SDVOB Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
SDVOB@dec.ny.gov
Phone: (518) 402-9240

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

For infrastructure projects, the contractor shall install signage on-site that identifies the site as a clean vehicle charging/refueling facility; promotes public use of the facility; and acknowledges rebate funding from the Department of Environmental Conservation through Title 15 of the New York State Environmental Protection Fund. Signage developed for use at a rebate-funded facility shall be subject to review and approval by the Department prior to installation.

Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at <http://www.dec.ny.gov/regs/2492.html>.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

Appendix A

Tier Rankings of Invasive Species for Invasive Species Grants

New York State has created and compiled a Tier Ranking system to guide management priorities of invasive species. This system assigns a ranking category (Tier 1-4) to individual species. An interactive table and description of these Tiers is found at [nynhp.org](https://www.nynhp.org/invasives/species-tiers-table/) or directly at <https://www.nynhp.org/invasives/species-tiers-table/>. As part of the 2023 IS Grant Program scoring system, Tier 1 & 2 species are of greater priority than Tier 3 and subsequently Tier 4.

The scoring of tier ranks also relies upon the geographic location of proposed projects. The scoring of all Grant categories will be made based upon the site specific PRISM region which encompasses a proposed project. The above referenced tier table can be utilized to identify the tier ranking of species relative to the boundaries of New York's Partnerships for Regional Invasive Species Management (PRISMs).

New York State Invasive Species Tiers

Overview

These invasive species tiers guide management priorities in each PRISM and across New York State. To generate tiers for hundreds of invasive species, the New York Natural Heritage Program (NYNHP) devised a new method that combines data from iMapInvasives and other sources with invasiveness assessments and expert feedback. A species will only receive a tier value if it is considered to have high negative impacts. Also, the tiers rely on accurate data. If you are aware of new locations for a species, please report it to iMapInvasives.

The official definitions for the tiers were formalized in 2017 by the NYS invasive species network of PRISMs, state agencies, and NYNHP. Simplified definitions can be viewed by clicking the ? icon next to the Tier Value filter below.

Use the filters below to generate tier lists for your region and use the search box to find a specific species. In the table, click on the common name to see its distribution in iMapInvasives.

Filters [Deselect All Filters](#)

Geography Statewide APFP CRP CRSP Finger Lakes Lower Hudson LIISMA SLELO WNY Select All Geographies

Taxa Type TP Terrestrial Plant TA Terrestrial Animal AA Aquatic Animal AP Aquatic Plant MO Microorganism Select All Taxa Types

Tier Value 1 2 3 4 M (Blank) Select All Tier Values In any selected geography In all selected geographies

Show 10 entries Search Table:

| Species Information | | | Invasiveness Ranks | | Regulatory Status | PRISM Tier | | | | | | | |
|---------------------------------------|---|------|--------------------|------------------------|-------------------|------------|----------------|-------|--------------|--------------|--------|-------|-----|
| Common Name | Scientific Name | Type | Ecological | Socio-Economic | NYS Part 575 | APFP | Capital Region | CRISP | Finger Lakes | Lower Hudson | LIISMA | SLELO | WNY |
| African clawed frog | <i>Xenopus laevis</i> | AA | Moderate | Insignificant Positive | Regulated | | | | | 1 | | | |
| African elodea | <i>Lagarosiphon major</i> | AP | High | Low Negative | | | 1c | | | | | | |
| Africanized honey bee | <i>Apis mellifera scutellata</i> x <i>A. m. ligustica</i> , <i>A. m. iberiensis</i> | TA | Not assessed | Not assessed | Prohibited | | | | | 1 | | | |
| Alewife | <i>Alosa pseudoharengus</i> | AA | Moderate | Insignificant Negative | | | 2 | | 4 | | | | 4 |

Appendix B -- Invasive Species Priority Research List

- a) Investigate and establish the phenology of invasive species present in NY.
- b) Development of improved and/or novel best management practices (BMPs) for invasive species. As applicable, these should utilize mechanical, organic and synthetic methods.
- c) Investigate and establish the source populations of invasive species infestations to better identify expansion limiting spread control actions. Projects would identify and control vectors of spread.
- d) Design and test protocols and develop metrics to assess the effectiveness of invasive species control measures.
- e) Develop methods of restoration which compliment invasive species control projects.
- f) Develop methods to create resiliency in existing habitats against invasive species establishment and/or following invasive species eradication projects.
- g) Investigation and evaluations of the range and expansion dynamics of known invasive species.
- h) Development of novel landscape survey techniques, such as remote sensing or eDNA.
- i) Development of strategies to prevent the spread of invasive species via travel corridors.
- j) Investigate and establish improved methods of aquatic invasive species decontamination in watercraft and water-based equipment.
- k) Continued identification of species, which include environmental and economic assessments, to establish invasive species for potential inclusion in 6 NYCRR Part 575 regulations and which are currently absent from but with potential for expansion into NY.
- l) Establish or expand horizon scanning techniques of invasive species in neighboring states.