



REQUEST FOR PROPOSALS (RFP)

This RFP provides program information about the Montana Noxious Weed Education Campaign and provides guidelines for submitting a proposal and how to apply for a grant through the Montana Department of Agriculture's Noxious Weed Trust Fund program.

NEEDED: Organization to manage and implement the Montana Noxious Weed Education Campaign or Montana Invasive Species Education Campaign.

Purpose of the RFP

The Montana Noxious Weed Education Campaign (MNWEC/Campaign) has been established since 1999 and is a critical piece of Montana's Early Detection program that prevents the introduction and spread of noxious weeds by coordinating state-wide education and cohesive messaging to all Montanans and visitors. Recently, the MNWEC coordinator and managing organization have decided to pursue other activities leaving the Campaign without a home and lead. Due to the transition, there is now an opportunity to expand the reach of the Campaign to include all taxa invasives if appropriate.

The Department of Agriculture is now accepting proposals for a new organization to manage the Campaign and coordinator into the future. All proposal entries are encouraged and will be reviewed by the program steering committee and Department's advisory council. Instructions on how to submit a proposal are included in this notice. Additional information can be found on the Campaign website (<https://weedawareness.org/>) or by contacting Jasmine Chaffee, Montana Department of Agriculture at jchaffee@mt.gov or 406-444-3140.

Who Should Submit a Proposal?

Organizations proposing to manage the program and coordinator should have a strong knowledge of the principles and practices of establishing, operating, noxious weed awareness and education projects and implementing such projects; the ability to develop and monitor program and grant budgets; experience managing several funding sources including federal funds; develop and maintain spreadsheet files; have a reputable accounting system and be able to provide past audits and prepare fiscal reports; and experience managing successful grant projects. Any non-governmental organization who wishes to submit a proposal must be registered and current with the Secretary of State's Office.

Submittal Process

To be eligible for consideration, an organization must complete and submit all required documents on or before **January 31, 2023, 11:59 p.m.** Proposals that do not meet the full intent of all requirements listed in this RFP may be deemed incomplete and will not be considered. The Department of Agriculture can withdraw a proposal at any time during the process if information surfaces that would result in the ineligibility of the organization. Proposals will be reviewed, and finalist selected by the Montana Noxious

Weed Education Campaign Steering Committee and the Noxious Weed Management Advisory Council in March 2023. If the finalist has also applied for grant funding through the Noxious Weed Trust Fund, approval of funds will be made by the Director of Agriculture in March 2023.

Points of Contact

Jasmine Chaffee, Noxious Weed Program Manager
Montana Department of Agriculture
Phone: 406-444-3140
jchaffee@mt.gov

Greta Dige, Noxious Weed Trust Fund Coordinator
Montana Department of Agriculture
Phone: 406-444-7882
Greta.dige@mt.gov

Dr. Jane Mangold, Professor
Montana State University
Phone: 406-994-5513
Jane.mangold@montana.edu

Preparation Costs and Ownership of Materials

The organization submitting a proposal is solely responsible for all costs it incurs prior to contract execution including travel to the Hearings. The Department of Agriculture shall own all materials submitted in response to this RFP.

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TIMELINE

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| December 14, 2022 | Official posting of the RFP |
| December 15, 2022 to January 30, 2023 | Technical assistance available Department of Agriculture staff |
| January 31, 2023 | All proposals, submitted through Montana Grants and Loans at http://funding.mt.gov <ul style="list-style-type: none">• Letter of Intent (LOI)• PDF of current SOS registration (non-government organizations only)• Current organizational chart• Completed proposal documents• Letters of Support |
| February 3, 2023 | Proposals opened to the Noxious Weed Management Advisory Council (Council) and Montana Noxious Weed Education Campaign Steering Committee for review |
| March 6 – 10, 2023 | Noxious Weed Trust Fund Grant Hearings – the Council will hear grant presentations from applicants and deliberate on funding recommendations |
| April 1, 2023 | Finalist will be announced by April 1st, and contract documents will be routed for signatures |
| May, 2023 | Organization will host Spring Steering Committee meeting |

PROPOSAL AND SUBMISSION INSTRUCTIONS

How to Submit a Proposal

Proposals must be submitted electronically through Montana Grants and Loans at <http://funding.mt.gov>. If organizations are submitting a proposal and not requesting grant funds, all documents must be exported to a .zip file and emailed as one file. It is strongly recommended that organizations initiate and begin the proposal process well before the deadline. The organization's authorized representative must be the person who submits the proposal and must be on the organizational chart and have authority to sign contract documents.

Proposal Content

Narratives (< 2,000 words/ea.)

- Program Description
- Educational Need
- Related Education
- Program Development
- Public Awareness
- Public Action
- Collaboration
- Program Impact
- Evaluation Methods
- Organizational Capability

Plan of Work and Schedule

- Objectives
- Activities and Events (3 yrs.)

Budget (3 yrs.)

- Prepared budget for all expenditures (3 yrs.) which may include NWTF grant funds

***Applying for grant funding is not required if other funds are available**

Cooperators & Support

- A Minimum of two letters of support

Proposal Documents

Additional information about the program, proposal, and/or grant funding can be accessed at <https://agr.mt.gov/NoxiousWeedTrustFund> or call one of the points of contact listed in this RFP.

Grant Guidelines

Information about the Noxious Weed Trust Fund, awarding process, and grant requirements can be found in the 2023 Grant Guidelines included on the Funding Opportunity Description page or the website here: <https://agr.mt.gov/NoxiousWeedTrustFund> and in Appendix B.

Ineligible Costs

- Application expenditures - developing proposals, grant hearing travel expense
- Purchase of biocontrol agents

- Equipment purchases
- Indirect costs
- Capital improvements
- Annual herbicide for cropland/CRP practices
- Re-seeding efforts for alfalfa fields, grain for wildlife habitat, or other cropland situations

Submission Date and Time

11:59 p.m. Tuesday, January 31, 2023 – Proposal Package due and submitted to <http://funding.mt.gov>

- This deadline applies to all organizations and includes all additional documents. The Department will

FUNDING.MT.GOV INSTRUCTIONS

not accept late or incomplete proposals.

Pro Tip:

- *Only use the Montana Grants and Loans “Back” button – do not use the browser back arrow*
- *Each form must be filled out completely before you can save, so type narratives in Word first*
- *The maximum file size of attached documents is 10 MB. Compress large files to 10 MB or less.*
- *“Edit” at top opens fields to enter text, “Save” must be done before you can “Mark Complete”*
- *All forms must be marked as compete (will have checkmark) before you can “Submit” the proposal*

Complete and Submitting Proposal

- Register on Montana Grants and Loans here: <https://funding.mt.gov/>; select Agriculture as program area. Once approved, you will receive two separate emails with a username and temporary password
- Click “Funding Opportunities” to view all available funding opportunities.
- Click on the Opportunity Title: **AGR 2023 Montana Education Campaign Proposals**
- Click “Start a New Application”. Instructions on how to enter, save, and edit information is included on each form
- Complete all forms and submit the proposal no later than **11:59 p.m. on January 31, 2023**

Additional resource materials and instructions can be found here under the Instructions tab here:

<https://agr.mt.gov/NoxiousWeedTrustFund>.

Please contact Jasmine Chaffee 444-3410, or Greta Dige 444-7882 if you need technical assistance.

PROPOSAL REVIEW AND DETERMINATION PROCESS

All proposals that are complete and submitted prior to the deadline will be reviewed by both the Montana Noxious Weed Education Campaign Steering Committee (Committee) and the Noxious Weed Management Advisory Council (Council). If grant funds are requested, Council recommendations will be sent to the Director of Agriculture for final approval.

During review, organizations may be asked to provide clarification on pieces of their proposal and timely responses are imperative. If grant funds are requested, the Department of Agriculture reserves the right to grant awards in an amount other than at the requested level of funding and will document the rationale for doing so.

Proposal Review

- Proposals are due 11:59p.m. Tuesday January 31, 2023
- Department staff review proposals for eligibility, completeness, and allowable costs
- Proposals will be passed through to the Committee and the Council on February 6th
- The Committee and Council will review proposals and complete evaluation criteria score sheet
- Organizations who submit proposals will be assigned a 15min slot during the Hearings March 6-9, 2023, at the Delta Hotel in Helena, MT. Deliberations will take place March 10, 2023
 - Each entity will have 10 minutes to present their proposal to Council and leave 5 min for questions from the Council
- If grant funds are requested, during Deliberations, the Council will provide a funding recommendation which will be sent to the Director of Agriculture for final approval
- Final awards will be announced mid- to late-March

Determination Process

Content in the proposal should address the assessment criteria. It is highly recommended that organizations use the evaluation criteria score sheet to review their proposals prior to submission. When making recommendations, reviewers will consider the score of the proposal, effectiveness of the program in addressing the education needs of Montana, capability of the organization to manage a statewide program, efficient use of funds, supporting partnerships, and the input from the Committee, Council, and program staff.

Evaluation Criteria Scoresheet

See scoresheet in Appendix C and here under the Instructions tab:

<https://agr.mt.gov/NoxiousWeedTrustFund>.

COMMITTEE CONTACTS

Montana Noxious Weed Education Campaign Steering Committee

| Committee Member Organization | Current Member | Email |
|---|-----------------|--|
| Montana Department of Agriculture (Chair) | Jasmine Chaffee | jchaffee@mt.gov |
| Montana State University | Jane Mangold | Jane.mangold@montana.edu |
| USDA Forest Service, Northern Region | Michelle Cox | Michelle.cox2@usda.gov |
| Montana Department of Transportation | Jason Allen | jallen@mt.gov |
| Montana Fish, Wildlife & Parks | Adam Sieges | Adam.sieges@mt.gov |
| Montana Weed Control Association (MWCA) Executive Director | Kelsey Miller | mwca@mtweed.org |
| MWCA Coordinator Support Chair | Karen Laitala | klaitala@powellcountymt.gov |
| Montana Invasive Species Council Administrator | Liz Lodman | Liz.lodman@mt.gov |
| MT Dept. of Natural Resources & Conservation | Parker Osterloh | Parker.osterloh@mt.gov |
| USDOI, Bureau of Indian Affairs | | |
| USDOI, Bureau of Land Management, MT/Dakotas | Wendy Velman | wvelman@blm.gov |
| US National Park Service | | |
| USDA Animal, Plant Health Inspection Service | Gary Adams | Gary.d.adams@usda.gov |
| USDA Natural Resources Conservation Service | Monica Pokorny | Monica.pokorny@usda.gov |

Noxious Weed Management Advisory Council

| Voting Members | | |
|---|----------------------|--|
| Council Member Representation | Current Member | Email |
| Montana Department of Agriculture (Chair) | Christy Clark | agr@mt.gov |
| Livestock Production | Dana Stillwater | stillwaterweeds@montana.net |
| Agricultural Crop Production | Jeff Brennan | Jeff.brennan6802@gmail.com |
| Recreationist / Wildlife Group | Jeanette Nordahl | Jnet7206@yahoo.com |
| Herbicide Dealer / Applicator | Karissa Floerchinger | floerchingerk@helenaagri.com |
| Consumer Group | Joel Farkell | jfarkell@hotmail.com |
| Biological Research & Control | Kenny Keever | Keever7cubs@gmail.com |
| Montana Weed Control Association | Amber Burch | aburch@beaverheadcounty.org |
| At-Large Member | Levi Tafafu | bigskyturfworx@mail.com |
| Western County Representative | Kellieann Morris | kmorris@rc.mt.gov |
| Eastern County Representative | Brian Ostwald | bostwald@co.carbon.mt.us |

| Advisory Members | | |
|---------------------------------------|----------------|--|
| Council Member Representation | Current Member | Email |
| Bureau of Indian Affairs | David Hopkins | David.hopkins@BIA.gov |
| Bureau of Land Management, MT/Dakotas | Wendy Velman | wvelman@blm.gov |
| Bureau of Reclamation | Jacob Bradford | jbradford@usbr.gov |

| | | |
|---|-----------------|--|
| MT Dept. of Natural Resources & Conservation | Parker Osterloh | Parker.osterloh@mt.gov |
| Montana Fish, Wildlife & Parks | Adam Sieges | Adam.sieges@mt.gov |
| Montana Department of Transportation | Jason Allen | jallen@mt.gov |
| Montana State University Agriculture Experiment Station | Mary Burrows | mburrows@montana.edu |
| Montana State University Cooperative Extension Service | Dan Lucas | Daniel.lucas@montana.edu |
| USDA Natural Resources Conservation Service | Monica Pokorny | Monica.pokorny@usda.gov |
| USDA Forest Service, Northern Region | Michelle Cox | Michelle.cox2@usda.gov |
| USDA Animal, Plant Health Inspection Service | Gary Adams | Gary.d.adams@usda.gov |
| USDA Agricultural Research Station-Sidney, MT | Natalie West | Natalie.west@usda.gov |

MT Department of Agriculture Staff

| Position Title | Name | Email | Phone |
|------------------------------------|------------------|--|----------|
| Director | Christy Clark | agr@mt.gov | 444-3144 |
| ASD Administrator | Ian Foley | ifoley@mt.gov | 444-9454 |
| ASB Bureau Chief | Kima Traynham | ktraynham@mt.gov | 444-9431 |
| Noxious Weed Section Supervisor | Jasmine Chaffee | jchaffee@mt.gov | 444-3140 |
| Noxious Weed Grants Coordinator | Greta Dige | Greta.dige@mt.gov | 444-7882 |
| Sustainable Ag. Section Supervisor | Brett Heitshusen | bheitshusen@mt.gov | 444-3271 |
| Hydrologist | John Peterson | John.peterson@mt.gov | 444-5422 |

APPENDIX A: Montana Noxious Weed Education Campaign Information

Mission Statement - *“To educate the people of Montana about the economic and environmental impacts of noxious weeds while encouraging the public to participate in ecologically based integrated weed management.”*

PURPOSE

Montana's natural resources are continually at risk from noxious weed invasions and spread. Noxious weeds degrade our ecosystems by displacing plant and animal populations that are essential to the ecological and economic stability of our state. To preserve our natural resources, Montanans and visitors must dramatically increase efforts toward preventing the further invasion of noxious weeds and develop and implement sustainable noxious weed management strategies. Therefore, it is critical that all Montanans and visitors become aware of the threat of noxious weeds and how people and ecosystems are negatively impacted by them.

The Montana Noxious Weed Education Campaign is designed to work for all state and federal agencies, local organizations, county weed management planners, and individuals in a coordinated effort to generate leaders and workers to protect Montana's native wildlife and plant populations. The benefit of the Campaign to all agencies is the efficient and effective use of combined dollars to reach a broader audience at less cost per agency. The need for dedicated program coordination is a key component of the Campaign success, providing direct professional and technical support to the public and natural resource managers, and leadership and consistency statewide.

BACKGROUND

In 1994 a statewide independent survey was conducted to gain insight into the level of public awareness and knowledge about noxious weeds. It was concluded that without the support of the people of Montana, a statewide effort would fail. With the information from the 1994 survey, it was decided in 1995 by the Noxious Weed Trust Fund Advisory Council that there was a need for statewide educational outreach with information about the impacts of noxious weeds on the state. The Montana Weed Control Association created an education sub-committee which progressively developed an integrated, cohesive education and awareness campaign strategy for the entire state of Montana. Eventually the Montana Statewide Noxious Weed Awareness and Education Campaign was launched in 1999 and moved to Montana State University for oversight.

Mirroring the national public awareness campaign, “Pulling Together against Noxious Weeds” became the motto for the Statewide Noxious Weed Awareness and Education Campaign Task Force. The Campaign brought together stakeholders and unified the message across the state of Montana and the United States. A logo of hands shaking was indicative of the Statewide Noxious Weed Education & Awareness Campaign until September of 2012 when the campaign was renamed the Montana Noxious Weed Education Campaign (MNWEC), and a new logo was created. A Memorandum of Understanding (MOU) and Charter were put forth in 1999 between Montanan State University, MSU Extension Service, the Bureau of Indian Affairs, Bureau of Land Management, USDA Forest Service, Animal and Plant Health Inspection Service, the Center for Invasive Species Management, the Montana Department of Agriculture, Montana Fish, Wildlife & Parks, Montana Department of Natural Resources and Conservation, the Montana Weed Control Association, and the Bureau of Reclamation. The Charter was revised in 2007, and once again in 2019.

MNWEC requires a full-time coordinator to implement and provide consistency in this statewide campaign and to serve as the main point of contact for all available weed education materials within the state. The Montana Noxious Weed Education Campaign Steering Committee consisting of

representatives from federal, state, and other non-governmental agencies is in place to oversee and guide the direction of the campaign and to provide the coordinator with advice and direction on projects. They operate under the established MOU which outlines the duties, mission, and organization of the steering committee. The committee meets once a year to discuss the direction of the campaign and educational materials they would like to see the campaign coordinator produce and serve as the voice for weed awareness efforts throughout Montana. The coordinator also serves as the education liaison for MWCA, PlayCleanGo (PCG), Montana Invasive Species Council, and Southwest MT Rural Advisory Council, and attends various stakeholder events to promote noxious weed education.

TARGETED AUDIENCES

The Campaign communicates with the following targeted audiences to reach all Montana citizens: government groups (county/state/federal agencies and their employees); industry (developers, utilities, real estate, transportation); public at large (urban and rural); conservation and environmental community; youth and youth educators; recreationists/sportsmen; tourists; tribal nations and reservations; real estate professionals and developers; small tract landowners; and weed-related non-governmental organizations.

CAMPAIGN OBJECTIVES

- Expand knowledge of noxious weed identification
- Provide knowledge of how people and the environment are affected both economically and ecologically by noxious weeds
- Incorporate public awareness and education into agencies' noxious weed management efforts
- Improve understanding of why the public needs to support efforts to control noxious weeds within Montana
- Distribute educational materials that demonstrate weed management techniques
- Highlight successful weed management programs within the state of Montana

PREVIOUS ACCOMPLISHMENTS (~last 10 years)

- Statewide noxious weed survey and peer reviewed scientific journal article written from results,
- Invasive grasses of Montana brochure
- Weed Management on Small Acreages booklet
- Real estate professional online course
- Noxious weed and invasive species curricula (~7,000 copies distributed to schools to date)
- Billboards, tailgate wraps, ads in hunting and fishing guides, donated hay informational materials (for both drought and fire), PCG brochures, posters, rack cards
- Media including noxious or native videos, PCG themed television commercials and radio advertisements, materials for National Invasive Species Awareness Week and Montana Noxious Weed Awareness Week
- Adopt a Tailhead Montana (AATM): 77 kiosks installed and annual AATM Partner Newsletter
- Individual county requests: project design, development, and editorial assistance to various county weed districts and MWCA
- Survey for weed coordinators that included what types of promotional materials they would like to stock for educational events/booths.

COORDINATOR ROLES & DUTIES

Coordination

- Coordinate campaign activities, projects & events
- Contact various recreational/outdoor NGO's and provide educational outreach

Administration

- Take and distribute minutes from Executive Committee meetings
- Set up Executive Committee meetings, conference phone lines, etc.
- Accountable & responsible for all campaign owned equipment and budgeting
- Assess effectiveness and impacts of campaign activities
- Write grant proposals to support campaign activities and required status reports

Communications

- Attend events targeted toward promoting education and providing awareness to various interest groups
- Communicate with chairman and supervisor
- Answer questions/field calls and emails about statewide noxious weed education campaign
- Write and distribute quarterly reports to Executive Committee members
- Further campaign strength by seeking out agencies and organizations who are not currently partnered with the campaign, emphasis will be put on contacting those groups that have a vested interest in promoting noxious weed education to their public/membership
- Provide educational support to county, city, and federal noxious weed educational programs though out the state
- Send emails to Executive Committee members to alert them of projects, etc. and to also obtain their vote and comments if approval is needed to proceed on a project or to obtain funds for a certain project

On-going

- Produce brochures, presentations, displays, etc.
- Provide counties/agencies/NGO's with assistance on projects
- Write articles for newsletters, Monthly Weed Post, and other press
- Maintain website
- Maintain Facebook page
- Maintain online Montana Realtor Noxious Weed Training series

PAST FUNDING

Coordinator: Since 2013, the coordinator position at the Montana State University (salary + benefits) and some overhead for the Campaign (office space, supplies/materials, internet/phone) have been covered by a Montana Department of Agriculture Noxious Weed Trust Fund grant; totals have ranged from \$66,035 to \$75,000 per year. The grant proposal is submitted annually, reviewed by the Noxious Weed Management Advisory Council, and awarded funds are reimbursed as requested throughout the 18 months of the grant contract.

Projects: MNWEC has received 5-year cooperative agreements with the U.S. Forest Service and Bureau of Land Management for \$10K to \$15K. The Department of Transportation has contributed \$10K to \$15K per year. The Department of Natural Resources and Conservation has contributed \$2K to \$3K per year. Both MDT and DNRC operate on an annual basis through an MOU. In addition to annual support, other

entities have contributed funds to the Campaign when able or for specific projects including the Montana Weed Control Association, Montana Invasive Species Council, Department of Fish, Wildlife, and Parks, Animal and Plant Health Inspection Service, and several counties. Program budgets and projects are reviewed annually by the MNWEC Steering Committee.

MONTANA DEPARTMENT OF AGRICULTURE

Noxious Weed Trust Fund Grant Program

Grant Guidelines



PROGRAM INFORMATION

History

The Montana Noxious Weed Trust Fund (NWTF) grant program was established by the 1985 Montana Legislature to provide funding for the development and implementation of weed management programs. As required in the Montana constitution, there is a noxious weed management trust fund of \$10 million.

Interest or revenue generated by the trust fund is utilized to fund research, education, and local cooperative noxious weed management projects. Funding assistance is provided to counties, local communities, researchers, and educators in their efforts to solve a variety of weed problems in Montana.

An eleven-member Noxious Weed Management Advisory Council reviews grant applications submitted to the Noxious Weed Trust Fund and provides funding recommendations. The Council is appointed by the Director of the Montana Department of Agriculture.

All grant applications and proposals should complement and enhance the Montana Weed Management Plan. The [Montana Weed Management Plan](#) can be found on the Department website or by contacting the Department of Agriculture.

Legal Authority

MCA Sections 80-7-801 – 80-7-823 (Montana Code Annotated)

ARM 4.5.101 – 4.5.113 (Administrative Rules of Montana)

Contacts

Montana Department of Agriculture
Noxious Weed Program
302 North Roberts
Helena, MT 59601
or
PO Box 200201
Helena, MT 59620-0201

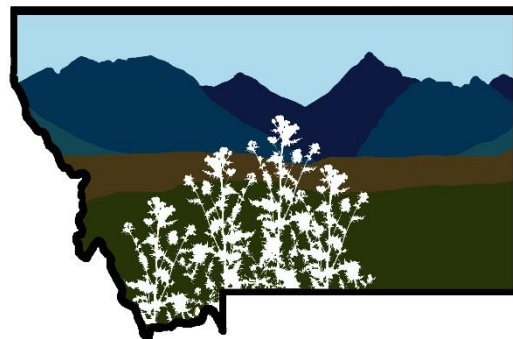
Phone: 406-444-7882 | 406-444-3140

Email: greta.dige@mt.gov | jchaffee@mt.gov

Website: <https://agr.mt.gov/NoxiousWeedTrustFund>

Noxious Weed Trust Fund

Montana Department of Agriculture



NOXIOUS WEED TRUST FUND APPLICATIONS AND GRANTS

Applications are submitted once per year to the Noxious Weed Trust Fund (NWTF) for Research, Education, Development, Local Cooperative (landowner cost share) projects, and Statewide Programs. Requested funds should be fully spent within one year, however for those projects eligible for Statewide Program grants, funds can cover up to three years. See *Statewide Programs* under **Specific Project Types** for more details.

All grant projects should complement and enhance the [Montana Weed Management Plan](#) and focus on state or county listed noxious weeds. **Grant funding is provided as reimbursement for completed project expenditures.**

**** Applications for NWTF grants are due January 6th of each year. ****

HOW TO APPLY

Grant applicants collaborate with an organization, such as those listed below, that will administer the grant and serve as the recipient for funding reimbursements from the NWTF.

- County Weed District
- Tribal Weed District
- Extension Service
- Educational Institution
- Conservation District
- Other Established Organizations

Apply Online - Application forms are submitted electronically and can be found at <https://funding.mt.gov/> using the online **WebGrants** system. Applications are available beginning in July / August. Information on using the WebGrants system and specific application instructions can be found in the links section of the Montana Department of Agriculture website at <https://agr.mt.gov/NoxiousWeedTrustFund>

GRANT PRESENTATIONS

Submitted applications are reviewed by Department staff and the Noxious Weed Management Advisory Council. Council members attend the NWTF Grant Hearings in February / March, where applicants provide a ten-minute presentation (PowerPoint, photos, etc.) for their project. An additional five minutes per application is allocated for questions from the Council.

Grant applicants will be notified of the date and time of their presentation following the application submittal deadline. **The grant hearings are held in March in Helena; please check the website for updated information.**

FUNDING DELIBERATIONS / PROJECT SELECTION

Selection of successful projects is a competitive process. Applications are evaluated based on the degree to which it addresses specific criteria found in these guidelines. Following applicant presentations at the grant hearings, the Noxious Weed Management Advisory Council provides their funding recommendations to the Director of the Montana Department of Agriculture. Final funding is approved by the Director.

GRANT AWARD PROCESS

Applicants selected for funding will be notified approximately three weeks after the NWTF grant hearings. Successful projects are funded through contractual agreements that outline each party's responsibilities. A contract will be developed to define all project terms, conditions, and responsibilities of the applicant. The contract will clarify all legal patents and proprietary rights that will result from the proposed activity and will incorporate the successful application among its provisions.

Once the contract is reviewed and signed by all applicable parties, the recipient will be able to request reimbursement for eligible costs incurred as outlined by the terms of the funding award. Costs incurred prior to final signing of the contract will not be reimbursed unless otherwise noted in the contract. The contract is effective upon the final signature(s) and date.

Projects must comply with all applicable federal, state, and local laws, licensing, and regulations for funds to be awarded. Evidence of such compliance may be required before grant reimbursement is issued.

Applicants not approved for funding will be notified in writing of the decision.

GRANT REPORTING REQUIREMENTS

Project status reporting is a condition of receiving grant funds. Award recipients are required to submit status reports, online through WebGrants, in April and November of each year that the grant is underway as specified in the grant contract. Status reports address project activities from the preceding time period and planned activities for the upcoming period. Grant recipients are required to submit a completed final report form summarizing the activities, impacts, and results of the project prior to the final claim being paid.

INELIGIBLE COSTS

Noxious Weed Trust Fund grant funds may not be used for:

- Application expenditures - developing grant proposals, grant hearing travel expense
- Purchase of biocontrol agents
- Equipment purchases
- Indirect costs
- Capital improvements
- Annual herbicide for cropland/CRP practices
- Re-seeding efforts for alfalfa fields, grain for wildlife habitat, or other cropland situations

SPECIAL FUNDING

Applicants meeting the requirements may request special funding. Choosing a special funding type will not have any effect on project evaluation or funding recommendations.

General Funding dollars are available to help mitigate the impact of noxious weeds on private lands due to the activities of the MT Department of Fish, Wildlife & Parks. Examples of areas impacted by FWP activities include wildlife grazing and wintering areas, recreation areas, and waterways.

Cooperative Forestry Assistance Funding dollars are available to help manage private, tribal, and non-federal public land noxious weed infestations. Requested funding must focus on state-listed noxious weeds and the project must be within an established Weed Management Area on private, tribal, and/or state lands in areas associated with federal lands with an active weed management program. The project area must have 10% forest cover or be lands with infestations adjacent to or associated with weed threatened forested lands.

WEBGRANTS TIPS

- Always use the navigation buttons within the Web Grants screen for Back, Add, Delete, Edit, Save, etc. Do not use the web-browser buttons at the top of the window.



- All fields marked with a red asterisk are required.
- Forms can be edited after being marked as complete.
- Hold down the CTRL key and use your mouse to select multiple items.

SPECIFIC PROJECT TYPES

DEVELOPMENT PROJECTS

Development projects should develop or enhance existing or new tool(s), skill(s), or technology for weed management, or develop new and innovative programming that may include mapping, monitoring, and/or planning. Creative proposals for investigating new weed management techniques are encouraged. Matching funds are not required for research projects but can be included in budget information. In-kind matches or forgone indirect costs can be noted in the application. Maximum request of \$75,000 per year.

Applicants should contact the [State Biological Control Coordinator](#) to discuss and collaborate on biological control components of the project.

Development projects should:

- support the state in accomplishing Coordination, Prevention, Detection, Rapid Response, or Control goals outline in Appendix A, and/or the Research Plan of Action section of the [State Weed Management Plan](#),
- increase knowledge of noxious weeds and/or improve an important aspect of noxious weed management,
- provide the foundation for a positive long-term effect on threatened natural resources,
- explore new technologies or tools to increase the efficacy of noxious weed management,
- develop biocontrol agents prior to release, or
- provide capacity for planning, mapping, and developing future programming and/or cooperative projects.

RESEARCH PROJECTS

Research projects may include chemical, non-chemical, biological, and integrated approaches to weed control. Research projects use experiments and other techniques to answer a specific research question or test a hypothesis. Matching funds are not required for research projects but can be included in budget information. In-kind matches or forgone indirect costs can be noted in the application. Maximum request of \$75,000 per year.

Research projects should:

- support the research needs listed in the Research Plan of Action section of the [State Weed Management Plan](#),
- be developed in cooperation with land managers to address land management needs,
- increase knowledge of noxious weeds and/or improve an important aspect of noxious weed management,
- enhance a new or existing method of weed management,
- provide the foundation for a positive long-term effect on threatened natural resources,
- effectively disseminate project results to end users, and
- be managed by or cooperatively with a university or educational institution.

EDUCATION PROJECTS

Projects are not required to have a 50:50 match on the budget form, but some match is suggested. Maximum request of \$75,000 per year.

Applicants should contact the State Education Coordinator to discuss and collaborate on educational components of the project.

Education projects should:

- support the state in accomplishing Coordination, Prevention, Detection, Rapid Response, or Control goals outline in Appendix A, in the [State Weed Management Plan](#),
- build coalitions and partnerships with available weed management resources,
- provide events and opportunities for the public to gain knowledge about noxious weeds and their impacts,
- create opportunities for the public to act, and
- impact a large number of participants and/or benefit future weed managers.

LOCAL COOPERATIVE PROJECTS (Continuing and New)

Local Cooperative projects involve on the ground treatment of noxious weeds within a Cooperative Weed Management Area (CWMA) and **require the participation of a minimum of three adjacent landowners**. Participating landowners must have a committed dollar amount for the acres to be treated prior to application submission, map noxious weeds in the project area, and develop long term weed control plans. This is not a maintenance program and continued grant support is not guaranteed in subsequent funding cycles.

Local Cooperative projects are **required to have a minimum of 50% cash match for commercial application, herbicide, and revegetation costs**. Projects are funded only if matching funds are available from grantees. All matching funds that are part of another government cost-share program must be specifically outlined in the grant proposal.

A current tribal noxious weed management plan or county weed management plan, of the reservation or county the project will take place in, must be on file with the Department of Agriculture. Tribes may submit a management plan from the county where they are located, multiple county plans, or their specific tribal weed management plan.

Local Cooperative projects (new and continuing) may request **administrative costs up to 3% of the grant total**, maximum of \$1,000, for organizations not receiving a County/Reservation Program Enhancement grant. Maximum total grant request of \$75,000 per year.

Local Cooperative projects should:

- support the state in accomplishing Coordination, Prevention, Detection, Rapid Response, or Control goals outline in Appendix A, and meet Cooperative Weed Management Area (CWMA) criteria as described in the [State Weed Management Plan](#),
- be a large landscape scale management effort,
- effectively use grant funds for the short-term with a goal of getting to a maintenance phase manageable by landowners with minimal inputs,
- adhere closely to herbicide costs listed in the State Term Contract for agricultural chemicals. See vendors and prices here: [State Bid](#),
- have measurable objectives that describe how renewable resources will be enhanced,

- have completed weed mapping of target noxious weed infestations and completed one year of cooperative work within the weed management area,
- utilize appropriate integrated management techniques,
- incorporate an annual monitoring plan to effectively track progress, and
- provide educational opportunities for land managers.

New Local Cooperative projects require completion of an **environmental assessment** (EA) for the project area. It is important to allow enough time to complete the requirements of the EA. Requests for information required to complete the EA section of the application should be started by October. EA requirements under the Noxious Weed Trust Fund Final Programmatic Environmental Impact Statement (May 2010) include:

- **Chemical Weed Control Projects**
Vegetation type, soil type, water resources, air quality, habitat of fish & wildlife, threatened, endangered and species of concern, and historical and archeological sites.
- **Non-Chemical Weed Control Projects** (grazing, cultural, and mechanical projects)
Vegetation types, habitat of fish & wildlife, threatened, endangered and species of concern, and historical and archeological sites.
- **Maps**
Surface and groundwater (identify all surface waters by name on the surface and groundwater maps), and soil property maps.
- **Letters**
MT Natural Heritage Program and MT Historical Society.

Herbicide Applicator Licenses

All commercial and governmental pesticide applicators must be properly licensed to apply herbicides. All landowners must have a farm applicator license if they will be using a restricted use herbicide, such as Tordon, in the project area. Verification of proper licensing will be required in project status reports.

308 Authorization

Montana water quality standards require state waters to be free from toxic or harmful substances to aquatic life. The 308 Authorization allows a short-term exemption from these water quality standards to apply pesticides to a state water body. If an aquatic herbicide is going to be applied in or over the water, contact the Montana Department of Environmental Quality, Water Protection Bureau at 406-444-3080 or visit their website at <http://www.deq.mt.gov/wqinfo/othercert/308Authorization.mcp> for more information on this permitting process.

Grazing Projects

All sheep/goat grazing projects are required to consult with the Montana Fish, Wildlife and Parks Department (FWP) prior to project implementation due to possible conflict in areas associated with bighorn sheep or predators (i.e., grizzly bears and wolves); special preventative action and caution must be taken with grazing projects. If bighorn sheep, grizzly bears, or wolves are observed in or near your grazing project area, FWP must be notified immediately.

Mapping and Monitoring

All local cooperative grant recipients are required to use, or share data with, Early Detection Distribution Mapping System (EDDMapS) to map all weed infestations within the project boundaries. If you are currently using an alternative mapping or GIS program, please use the link below to access an upload service so the data can be incorporated into EDDMapS.

For more information about EDDMapS visit: <https://www.eddmaps.org>

Data Upload Link: <https://www.eddmaps.org/tools/>. Access information and procedures under Bulk Data Resources.

STATEWIDE PROGRAMS

The Statewide Program funding opportunity is only for specific Education and Early Detection, Rapid Response programs that benefit the entire state and regional partners and work in several or all counties. Programs are funded for three years and can apply for funds up to \$225,000, not to exceed \$75,000 per year.

Eligibility Information

- Applicants must work with and apply through an organization, such as a weed district, conservation district, extension office, non-profit, or tribal weed district
- Those interested in applying for this opportunity must have previously been awarded a Noxious Weed Trust Fund grant for the project for a minimum of **1 year** and be in good standing
- Contact the Grant Coordinator at 406-444-7882 for questions about eligibility

Statewide Education Programs – 3 YEARS

These programs include the Montana Noxious Weed Education Campaign and Montana Biocontrol Project. Programs require a minimum of three collaborating partners.

All awarded funds are reimbursable and may provide wages, supplies, communication, and travel expenses at state rates. All programs should support the state in accomplishing Coordination, Prevention, Detection, Rapid Response, or Control goals outline in Appendix A, in the [State Weed Management Plan](#).

Education projects should

- support local and county education or biocontrol programs,
- build coalitions and partnerships with other Montana and regional education or biocontrol organizations,
- create opportunities for the public to act, both locally and statewide,
- assist weed managers in hosting events, opportunities, and creating materials to increase landowner knowledge of noxious weeds and their impacts, and
- create opportunities for weed managers and the public to identify needs and gaps in noxious weed education.

Statewide EDRR Programs – 3 YEARS

These programs include EDRR programs managing new invaders either state listed Priority 1 noxious weeds or county listed noxious weeds. Many include using strike-teams to focus on a single high priority noxious weed in several counties. Programs require a minimum of three collaborating partners.

All awarded funds are reimbursable and may provide wages, supplies, communication, travel at state rate, contract work, and 50:50 cost-share for commercial application, herbicides, and revegetation costs. Herbicide costs listed in the State Term Contract for agricultural chemicals are found here: [State Bid](#). All programs should support the state in accomplishing Coordination, Prevention, Detection, Rapid Response, or Control goals outline in Appendix A, in the [State Weed Management Plan](#).

Applicants should contact the [State EDRR Coordinator](#) to discuss and collaborate on components of the program.

EDRR programs should:

- include collaborative resources from private, state, and/or federal sources,
- work across boundaries both locally and regionally to have a large landscape scale impact,
- participate in bi-annual partner meetings,
- utilize integrated management techniques that are both appropriate and applicable for the noxious weed species to be treated,
- track annual progress through annual monitoring and map weed infestations by using or sharing data on EDDMapS,
- include a current Weed Management Plan (taskforce, county, or statewide),
- focus on a single high priority noxious weed or more if capacity and management needs allow, and
- provide education for landowners and partners.

APPENDIX C: Evaluation Criteria Scoresheet

| STATEWIDE PROGRAM EVALUATION CRITERIA | | Scoring Range |
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| <p>1) The project assists the state in accomplishing Coordination, Prevention, Detection, Rapid Response, or Control goals, outlined in Appendix A of the State Weed Management Plan, by carrying out specific tasks listed for this project.</p> <ul style="list-style-type: none"> • 0 = Applicant did not identify any tasks as requested. • 1-3 = Applicant identified one or two tasks but did not describe how the project would accomplish them. • 4-6 = Applicant identified one or two tasks, but the description of how the project would accomplish them was vague and lacked detail. • 7-9 = Applicant identified more than two tasks, but the description of how the project would accomplish them needs more detail. • 10 = Applicant identified more than two tasks and described how the project would accomplish them very well. | 0 - 10 | |
| <p>2) The project differs from other related educational tools (groups, materials, etc.) that has been previously developed will increase knowledge of noxious weeds and/or improve an important aspect of noxious weed management.</p> <ul style="list-style-type: none"> • 0 = Applicant did not list any related educational tool or listed non-related educational tools. • 1-3 = Applicant identified one related education tool but the description of how the proposed project differs and/or how it would increase knowledge or improve management was lacking. • 4-6 = Applicant identified at least two related educational tools but the description of how the proposed project differs and/or how it would increase knowledge or improve management was vague. • 7-9 = Applicant identified more than two related educational tools, description of how the proposed project differs and/or how it would increase knowledge or improve management needs more detail. • 10 = Applicant identified more than two related educational tools and described how the proposed project differs and how it would increase knowledge or improve management very well. | 0 - 10 | |
| <p>3) The project was developed using several steps such as conception, planning, resource gathering, solicitation of funding and/or cooperators, etc.</p> <ul style="list-style-type: none"> • 0 = Applicant did not include any steps of development. • 1-3 = Applicant included only one or two steps of development and the explanation may lack detail. • 4-6 = Applicant included more than two steps of development, but the explanation lacks detail. • 7-9 = Applicant included more than two steps of development and some detail. | 0 - 10 | |

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| <ul style="list-style-type: none"> • 10 = Applicant included a detailed description of how the project was developed using several steps. | |
| <p>4) Participants and/or the public will become more knowledgeable about noxious weeds and their management by attending listed events and venues for information dissemination.</p> <ul style="list-style-type: none"> • 0 = Applicant did not describe how participants and/or the public will become more knowledgeable about noxious weeds and their management. • 1-3 = The events or venues, as well as how participants and/or the public will become more knowledgeable about noxious weeds and their management is unclear and lacks detail. • 4-6 = Applicant provides one example of how participants and/or the public will become more knowledgeable about noxious weeds and their management. Details, events, and venues are unclear or not included. • 7-9 = Applicant provides two examples of how participants and/or the public will become more knowledgeable about noxious weeds and their management. Some details, events and venues are included. • 10 = Applicant includes a clear plan which includes three or more examples for how participants and/or the public will become more knowledgeable about noxious weeds and their management and lists specific events and venues to share the information. | 0 - 10 |
| <p>5) The project will create opportunities for the public to take action against noxious weeds.</p> <ul style="list-style-type: none"> • 0 = The project does not target the public and/or create opportunities for the public to act. • 1-3 = Applicant did not describe any opportunities for the public to act. • 4-6 = The description of how the project will create opportunities for the public to act is unclear and lacks detail. • 7-9 = Applicant provides some detail for how the project will create opportunities for the public to act, but it is unclear if it will be implemented. • 10 = Applicant describes how the project will create opportunities for the public to act in detail and has a clear plan for how it will be implemented. | 0 - 10 |
| <p>6) The project will build coalitions and partnerships with available weed management resources.</p> <ul style="list-style-type: none"> • 0 = The project is not meant to build coalitions and partnerships. • 1-3 = Applicant did not describe how the project builds coalitions and partnerships. • 4-6 = The description of how the project will build coalitions and partnerships is unclear and lacks detail. • 7-9 = Applicant clearly describes how the project will build coalitions and partnerships but with which available weed management resources is unclear and lacks detail. • 10 = Applicant clearly describes how the project will build coalitions and partnerships and lists available weed management resources used. | 0 - 10 |

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| <p>7) The plan of work for this project is detailed and appropriate and will be achieved through objectives. Objectives should be specific, measurable, attainable, relevant, and timely (SMART).</p> <ul style="list-style-type: none"> • 0 = Applicant did not include any clear objectives. • 1-3 = Applicant included only one or two objectives, but they did not include SMART descriptions or descriptions lacked detail. • 4-6 = Applicant included more than two objectives, but they did not include SMART descriptions or descriptions lacked detail. • 7-9 = Applicant included more than two objectives, and all have SMART descriptions but the plan of work lacks detail or is not efficient to accomplish the project. • 10 = Applicant included a detailed plan of work; all objectives have SMART descriptions; and the plan of work is efficient to accomplish the project. | <p>0 – 10</p> |
| <p>8) Many participants or members of the public will be impacted and/or benefit from this project and aspects of this project could be used in the future by weed managers.</p> <ul style="list-style-type: none"> • 0 = The project will not directly interact with participants or members of the public. • 1-3 = Applicant was vague and lacked detail when describing the impact or benefit to the public. • 4-6 = The project will impact or benefit a small local group (5-50), and applicant provided some detail. • 7-9 = The project will impact or benefit a large local group (50-200), and applicant provided some detail. • 10 = The project will reach many participants or members of the public across the state (500-2000), and applicant described the impact and/or benefits well. | <p>0 – 10</p> |
| <p>9) The project has an appropriate evaluation process that will be used to determine the effectiveness, impacts, and benefits of the project.</p> <ul style="list-style-type: none"> • 0 = Applicant did not describe how the effectiveness, impacts, and benefits of the project will be analyzed or evaluated. • 1-3 = Applicant only described how one outcome (effectiveness, impacts, or benefits) will be evaluated, not all three. • 4-6 = Applicant only described how two outcomes (effectiveness, impacts, or benefits) will be evaluated, not all three. • 7-9 = Applicant described how all three outcomes (effectiveness, impacts, or benefits) will be evaluated, but they were unclear and lacked detail. • 10 = Applicant includes a clear plan for evaluating the effectiveness, impacts, and benefits of the project. All three outcomes are explained in detail. | <p>0 – 10</p> |
| <p>10) This application was well prepared, the group is well organized, and the project reflects a likelihood of success in meeting the goals and objectives set forth.</p> <ul style="list-style-type: none"> • 0-3 = Application was not well prepared, was missing information, lacked detail, methods and evaluation is not organized or appropriate, and it is unlikely the developer will meet the goals and objectives set forth. | <p>0 – 10</p> |

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| <ul style="list-style-type: none">• 4-7 = Application included all necessary information but lacked detail, methods and evaluation was not clear and/or appropriate, and the developer may struggle meeting the goals and objectives set forth.• 7-10 = Application included detailed and specific information including clear and appropriate methods and evaluation, and there is confidence that the developer will meet the goals and objectives set forth. | |
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