



## General Fund Priority Noxious Weed Grant 2022 Application Guidance

In the 2021-2023 biennium the Oregon Department of Agriculture (ODA) Invasive Noxious Weed Control Program received \$400,000 of new Oregon General funds to award to priority noxious weed grant projects. The goal of the ODA is to fund projects that are restricted to the development of new innovative noxious weed projects, build on existing projects or for programs to build a CWMA or other partnerships. This funding will allow up to \$20,000 for equipment purchase that must be connected to the purposed project.

Grants will be awarded based on the Oregon State Weed Board (OSWB) priorities. The OSWB will review and recommend grants for award. ODA Director will review list of recommend grants and will make final decision on grant awards. Grants will be awarded based on the availability of funds for a given grant cycle. ODA will pay only for completed work with approved invoices that is accepted by ODA. This cycle will not approve any time extensions. There will be one-grant cycle with this funding.

### Grant timeline

RFP open	January 18, 2022
Applications close	March 15, 2022
Grant review & awards	April 2022
Grant cycle for approved grants	April 2022 thru June 30, 2023
Interim reporting	January 30, 2023
Final completion report due	August 30, 2023

### Application submission requirements

- Grant application is available at <https://oda.direct/WeedsPriorityGrants>
- Application must be uploaded to the FTP server by 5:00 pm on March 15, 2022.
- Submit a pdf of application and all mandatory attachments through the FTP server upload: <https://oda.direct/WeedGrant>
- Mandatory attachments must be included or your application will automatically be rejected. These items include: photo points, map, budget form, and match form.

**Questions:** Please direct questions to Tristen Berg, ODA Noxious Weed Grant Coordinator at 541-604-6580 or [tristen.berg@oda.oregon.gov](mailto:tristen.berg@oda.oregon.gov).

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### Goals for the Priority Noxious Weed Project Funding

The goals of ODA are to fund projects that are restricted to the development of new innovative noxious weed projects, build on existing projects or for programs to build a CWMA or other partnerships. The funding is to implement new innovative projects that can help in EDRR in weed control in areas impacted by invasive noxious weeds, while meeting critical noxious weed control goals in resource protection.

### Example of Priority Project Types

- Aquatic or riparian noxious weed control project that focuses on treatment to protect and restore water quality, fish and wildlife habitat and overall watershed health through active partnership building with SWCD's, CWMA's, watershed councils, or other state, federal, and local land managers.
- EDRR weed control in an area that was impacted by fire that focuses on noxious weed treatment to protect and restore fish and wildlife habitat and overall watershed health through active partnership building with SWCD's, CWMA's, watershed councils, or other state, federal, and local land managers.
- New innovative noxious weed control project or building on existing project through the development of a CWMA or other partnerships for more innovative on-the-ground projects.

## Project Requirements

1. **The project must be for the management of [state listed noxious weeds](#).** The OSWB establishes and maintains a list of “A” and “B” designated noxious weeds
2. **Proposed projects shall include only plants listed on the [state noxious weed list](#).** Examples of projects should include control, and may include survey, monitoring, prevention, restoration, and outreach.
3. **The project must demonstrate sound principles of integrated weed management to both protect and enhance watershed health.** Proposed activities should be proven methods that promote, enhance, or protect natural resources.
4. **Projects should include on-the-ground control elements to be considered for funding.** Control must be completed within the timelines outlined within the grant cycle.

## Project Criteria

**Noxious weed projects will be evaluated using the following criteria:**

1. **Priority Weed** – Projects that relate to the control of weeds listed on the OSWB “A”, “T”, and “B” lists will be given priority. “A” and “T” listed weed projects will score higher than “B” designated weed projects, etc. ([Projects must be for state listed noxious weeds](#)).
2. **Cooperation** – Projects showing direct evidence of collaboration either by actual funds or in-kind funds between stakeholders and agencies may be given preferences over single-party projects. **A 25% match is required for projects to be eligible for funding.**
3. **Restoration** – Projects that include **not only control elements** but also elements of restoration will be given priority. An example would be to incorporate seeding and establishment of desirable vegetation on the control site.
4. **Planning** – Projects that are part a of weed assessment, comprehensive integrated action or monitoring plans are desirable. These plans can be for specific project or associated with existing Weed Management Areas, Weed Management Plans, Environmental Assessments, Watershed Restoration Plans, etc.

## ODA Noxious Weed Grant Program Policies

1. ODA will not fund Grant administration **indirect costs that exceed 10% of Modified Total Direct Costs** project costs for the grant.
2. ODA will only consider grant applications that identify specific project activities.
3. ODA will allow up to \$20,000 toward equipment purchase; per grant or applicant.
4. ODA grant applications will be considered complete as submitted. **Clarification of information may be sought from the applicant during the evaluation process, but additional or new information will not be accepted after the application deadline. Mandatory materials: budget, photos, maps, project partner form and landowner lists are due at time of application.**
5. ODA will review projects on an interim basis to ensure that identifiable results are being accomplished as part of the overall project objectives. Continued project funding will be subject to availability of funds, previous project performance and priorities within each grant cycle.
6. Awarded grants will be subject to monitoring by ODA Noxious Weed Control Program as follows:

**Level one:** All grants are required to include all verification of reports, documents, receipts, and invoices submitted for activities relating to the project. This monitoring will be throughout the duration of the contract.

**Level two:** Selected grants will include on the ground site monitoring done by ODA staff. Grantee agrees to contact assigned ODA staff and Grant Coordinator at start of on-the-ground activities, this can be done via email, phone, or written notification. This monitoring will be throughout the duration of the contract.
7. Once a grant agreement has been signed between grantee, ODA, any changes to the original submitted proposal must be approved by ODA and amendments to the agreement may be required.
8. Awarded projects are subject to additional paperwork at time of agreement.
9. Applicant understands that information submitted with this proposal could be public record.
10. The length of the funded project will follow the timeline for awards not extending past June 30, 2023. A summary report outlining the project's outcomes will be submitted to the ODA.

## Eligible Applicants

A grant applicant must be one of the **legal entities: local or tribal government, non-profit organization, institution for higher education** and have a Federal Employee Identification Number (FEIN). A state or federal agency may apply for funding only as a co-applicant with an eligible entity.

## How to Apply

The ODA Noxious Weed Grant application is available website:

<https://oda.direct/WeedsPriorityGrants>

Please direct questions on the ODA Priority Noxious Weed Grant Application to:

Tristen Berg at 541-604-6580 or [tristen.berg@oda.oregon.gov](mailto:tristen.berg@oda.oregon.gov).

## Application Assistance

**ODA Noxious Weed Staff** are available to assist you in developing your project and review of application before you submit. See below ODA Noxious Weed staff contact information.

Tristen Berg, OSWB Grant Program Coordinator • 541-604-6580 • [tristen.berg@oda.oregon.gov](mailto:tristen.berg@oda.oregon.gov)

Tim Butler, Program Manager • 503-986-4621 • [timothy.butler@oda.oregon.gov](mailto:timothy.butler@oda.oregon.gov)

Tom Forney, Projects Coordinator • 971-345-1756 • [thomas.forney@oda.oregon.gov](mailto:thomas.forney@oda.oregon.gov)

## REGIONAL ODA NOXIOUS WEED STAFF

<b>SE Oregon</b> Bonnie Rasmussen • 541-589-0977 Integrated Weed Management Coordinator <a href="mailto:patricia.rasmussen@oda.oregon.gov">patricia.rasmussen@oda.oregon.gov</a>	<b>SW Oregon</b> Carri Pirosko • 541-291-2680 Integrated Weed Management Coordinator <a href="mailto:carri.pirosko@oda.oregon.gov">carri.pirosko@oda.oregon.gov</a>
<b>All Central Oregon</b> Dan Son • 503-983-6791 Integrated Weed Management Coordinator <a href="mailto:daniel.son@oda.oregon.gov">daniel.son@oda.oregon.gov</a>	<b>NE Oregon</b> Mark Porter • 541-215-3912 Integrated Weed Management Coordinator <a href="mailto:mark.porter@oda.oregon.gov">mark.porter@oda.oregon.gov</a>
<b>NW Oregon</b> Beth Myers-Shenai • 503-580-1622 Integrated Weed Management Coordinator <a href="mailto:beth.myers-shenai@oda.oregon.gov">beth.myers-shenai@oda.oregon.gov</a>	<b>Statewide</b> Joel Price • 503-385-6517 Biological Control Entomologist <a href="mailto:joel.price@oda.oregon.gov">joel.price@oda.oregon.gov</a>

## ODA Priority Noxious Weed Grant Application

### Applicant

This should be the individual who receives all correspondence about the project.

### Project Manager

Provide the name of the person who should be contacted on behalf of the applicant about the technical aspects of the project during evaluation and project implementation.

### Payee

This should be the person and/or organization who will be responsible for tracking, accounting for project funds, and compliance with the grant agreement conditions.

## 1. Summary

The summary provides important reference information for the project and will be the first place ODA staff, OSWB and technical reviewers look to understand the location and components of the proposed activities. In writing your summary, try to be clear and concise and to keep your description of the proposed activities succinct. Provide an abstract statement for the project in 1,500 characters or less and address all 4 main parts of the abstract statement.

- **Identify the project location**

The proximity of the nearest town; and the county in which the project is located.

- **Briefly state the project need - state the noxious weed issue, problem, limiting factor(s) to be addressed.** List the noxious weed issues/problems the project addresses, such as fish and wildlife species, habitat access, or water quality/quantity.
- **Briefly describe the proposed work,** include a list the noxious weeds planned for treatment, number gross and net acres.
- **Identify project partners.** List partners directly involved in the project. For example, partner involvement could be by contributing technical advice, materials, labor or cash match. Using acronyms is acceptable.

## 2. Weed Species Table

List all [state listed noxious weeds](#) pertaining to this project. Use common name plus genus and species. If your project has more weeds than the allowable space, please duplicate this table on a separate sheet and attach to the application. Create a separate entry per weed species.

**Habitat: Only list one habitat type per noxious weed species. Select from the below:**

- **Riparian:** within the “riparian buffer”. Projects above the ordinary high-water mark of the stream, and within the floodplain of the stream, designed to improve habitat conditions.
- **Upland:** projects designed to reduce erosion, improve water quality, increase stream flow, promote native vegetation growth, and other watershed benefits. Projects such as urban, rangeland and forest outside of riparian buffers should fit within this designation.
- **Instream:** channel activities designed to improve aquatic habitat conditions.
- **Estuary:** is a partly enclosed coastal body of water with one or more rivers or streams flowing into it, and with a free connection to the open sea. Activities that are designed to restore, protect, or improve estuary habitat conditions fit this designation.

**Treatment method**

How are you planning on treating the noxious weed? List treatment methods that are planned. Some examples include herbicide, biocontrol, manual or other. If selecting “other” method, explain what is being proposed for treatment.

**Net treatment acres**

Please report net acreage by weed species that are planned for treatment. Avoid double counting acres where species overlap, estimate the acres of each species. For example: 20 total project acres were treated. Within this area 3 acres of only diffuse knapweed and 2 acres of only spotted knapweed were treated. In an area where the populations overlap, an additional 3 acres were treated. About half of the overlapping area was spotted and the other diffuse knapweed. Report: Total Project Area (Gross): 20 acres by Species (Net) - Spotted knapweed: 4.5 acres; Diffuse knapweed: 3.5 acres

**Gross treatment acres**

What are the total gross acres of the project area?

**Herbicide(s) and rate?**

List the types of herbicide(s) and rates that will be used for treatment.

**Treatment timing**

List the month or range of months when the treatment activity is planned for project. Example June-July.

**3. Project location: (directions to the site) *Include short directions to site***

Latitude: Longitude: (include at least one lat/long location)

*Map the point that best represents the approximate center of the project area where the most significant portion of the work will take place.*

**4. Is this project part of a designated weed district?**

Indicate if the project exists within an established weed district as authorized under ORS 569, if you do not know the answer to this question contact any member of the ODA Noxious Weed staff.

**5. Is this part of an established Cooperative Weed Management Area?**

Yes  No If Yes provide name:

**6. Is the project part of an existing weed management plan?**

Explain whether the work or site where work is proposed is specifically identified in an existing management plan. If yes, please be sure to include plan name, author, and date.

**7. Identify your integrated pest management methods:** all activities must be directly related to the proposed project.

**8. Did you consult with ODA staff?** It is recommended that you consult with ODA staff in your region to discuss your prospective grant project before you start writing your proposal. Please list the name of the ODA staff member(s) that you spoke with.

**9. Is this a landowner reimbursement (cost share) project?** Remember to attach a list of landowners with acreage by weed species. Updated landowner lists are required with your progress reporting.

**10. Does your project meet one of the following? *Check all that apply***

Aquatic or riparian noxious weed control project that focuses on treatment to protect and restore water quality, fish and wildlife habitat and overall watershed health through active partnership building with SWCD's, CWMA's, watershed councils, or other state, federal, and local land managers.

EDRR weed control in an area that was impacted by fire that focuses on noxious weed treatment to protect and restore fish and wildlife habitat and overall watershed health through active partnership building with SWCD's, CWMA's, watershed councils, or other state, federal, and local land managers.

New innovative noxious weed control project or building on existing project through the development of a CWMA or other partnerships for more innovative on-the-ground projects.



**11. Does this project expand the capacity of a recently funded 2022 OSWB grant?**

Where you recently awarded a 2022 OSWB Grant/ODA Noxious Weed Grant

**12. Give an overview of the project.** Include details of treatments • estimated treatment acres • method of control • how this project relates to other projects within the area. (It is important to be concise and keep this to 1,500 words or less.)

**13. Using a bulleted list: Explain the project goals and objectives.**

Applicants are encouraged to build from the problem statement and explain the vision and specific objectives for the proposed restoration project.

**Goal** – Goal statements should articulate desired outcomes (the vision for desired future condition) and the watershed benefit. A goal is a broad statement of what you wish to accomplish. Goals are broad, general, intangible, and abstract. A goal is about the final impact or outcome that you wish to accomplish with this project.

**Objectives** – List specific and measurable objectives. Objectives support and refine the goal by breaking it down into steps for achieving the goal. The objective represents a step toward accomplishing a goal. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. Keep the following in mind when preparing your objectives:

- State your objectives in quantifiable terms.
- State your objectives in terms of outcomes, not process.
- Objectives should specify the result of an activity.
- Objectives should identify the target audience; community being served or natural resource benefit.
- Objectives need to be realistic and capable of being accomplished within the grant period.
- Objectives support and refine the goal by breaking it down into smaller steps. They must be worded in a specific, measurable manner demonstrating progress toward achieving the project goal.
- Objectives support and refine the project goal by breaking it down into smaller steps or project components. Objectives must be worded in a specific, measurable manner demonstrating progress toward achieving the project goal.

☺**HELPFUL HINT:** Each objective should be **SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.**

**14. Are there additional partners?**

List additional partners- Almost all projects have the cooperation of landowners, professional advisors, organizations, federal, state, county and/or volunteers. Identify these entities, approximately how much time, and/or materials are they contributing? What is their role in completing the project? Be sure to list the amounts of other funds and the dollar value of donated services and supplies in the Match Funds section.

**15. Which elements of the project will ODA funds be used for? Be specific to activity and specific timing of the activity.**

List activities the grant funds will be used for, describe in detail those elements or parts of the project. List the activities and timing of the project include month and year.

**16. How does this project relate to other projects (BLM, USFS or local projects) completed or planned? Is the project related to work funded in part with another grant from OWEB (i.e. restoration, land acquisition, or technical assistance)? List the OWEB grant number and briefly describe the relationship to this proposal.**

**17. How does this project fit into the statewide and/or local weed management objectives? Identify the county weed listing priority if applicable.**

Refer to the Oregon Noxious Weed Strategic Plan for a list of statewide priorities as well as the state weed policy and classification system for noxious weed listing priorities.

**18. How will restoration be a part of your project? If restoration is not a component of this project, please explain.**

If seed is being purchased for restoration, an all-states noxious weed seed test is required for reimbursement. A copy of the test results is required with the invoice. The cost of the test can be included in the budget under other expense. If restoration is not a component of this project, please briefly explain why. Examples of restoration: planting native plants or re-seeding of a control site.

**19. Does this project protect a high priority species or habitat? Please give a brief description of the species or habitat/land use designation for this project.**

Please give a brief description of the species or habitat. For example, protection of habitat for federally listed threatened and endangered plant or insect species.

**20. How have you accounted for climate-impact considerations in your project planning, design or implementation? Please describe briefly.**

## Project Partners

List agencies/organizations from which funding is anticipated for the proposed project.

**Projects are required to have a 25% Match.**

**Show all anticipated funding sources and indicate the dollar value for cash and in-kind contributions.**

- Please state within the “use of contribution” column exactly what the cash/in-kind will be used for – include a separate line for **volunteers, labor, or materials**.
- Check the appropriate box to denote if the funding status is secured or pending.
- In the Amount/Value Column, provide a total dollar amount or value for each funding source.
- Match should be directly related to the noxious weed project. Other OWEB funding is not eligible for match.
- If your project is selected for funding your organization will be asked to provide signatures for 25% match at time of agreement .

**Questions with this requirement** – contact Tristen Berg, ODA Noxious Weed Grant Coordinator at [tristen.berg@oda.oregon.gov](mailto:tristen.berg@oda.oregon.gov) or 541-604-6580.

## Mandatory Attachments, Permits and Land Use

All uploads/attachments must be in .pdf format. Consolidate all documents into one pdf. Attach only the documents most relevant to the project. Reviewers have limited time to read large documents, but links may be provided if desired so reviewers can access additional information if they have questions.

- **Budget**
- **Project Partner Match Form**
- **Maps** - Attach at least one COLOR project location map. Additional detailed maps of the project site showing different project components help reviewers understand the whole project story.
- **Photos** - Provide photographs to support project description. Ideally, upload a single document with a compilation of photos with two photos on each page. Label each photo and note what it illustrates, including a GPS location for each photo if possible. (If the project is funded, pre-project photos will be required as part of the Project Completion Report. )
- **Charts, Figures and Tables – optional**  
Figures and tables may be provided to support further understanding of the Problem Statement and Proposed Solution uploaded as a .pdf.
- **Secured Match Form – optional**  
Applicants can submit a secured match form AND/OR letter(s) of support. Submit the ODA match form with signed letters or agreements documenting secured match. Signatures must be from an authorized match representative. Letters of support must state the nature of the match (cash or in-kind) and dollar value. <https://oda.direct/WeedsPriorityGrants>
- **Support Letters – optional**  
Provide letters from key partners, participating private landowners, or others. Letters demonstrating private landowner support are important.

## Application Submission Requirements

- Application must be uploaded to the FTP server by 5:00 pm on March 15, 2022.
- Submit a pdf of application and all mandatory attachments through the FTP server upload: <http://files.oda.state.or.us/?login=oswb>
- Mandatory attachments must be included or your application will automatically be rejected. **These items include: photo points, map, budget form, and match form.**

**No changes can be made once the application is submitted. For questions on application or receipt of application contact – Tristen Berg, ODA Noxious Weed Grant Coordinator at [tristen.berg@oda.oregon.gov](mailto:tristen.berg@oda.oregon.gov) or 541-604-6580.**

## Appendix A - Allowable Expenses Breakdown

**Volunteer \$28.54 hourly rate**

**Inkind under Contracted Services in the budget:**

[https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)

<b>Equipment</b>	<b>Per day/ hour expense</b>
ATV	\$100 per day/ \$10 hour for up to 8-hour day*
RTV, UTV	\$110 per day/ \$10 hour for up to 8-hour day day*
Spray equipment (all types except ATV, RTV, UTV – such as truck mounted spray unit)	\$25 per hour*
<b>Other expenses</b>	<b>Per day/hour/mile expense</b>
Overnight lodging (based on federal rates)	\$96 per day**
Meal per diem (based on federal rates)	\$55 per day**
Mileage (based on federal rates)	\$.585 per mile**

## Appendix B - Acreage calculation example

### Overlapping acreage calculations

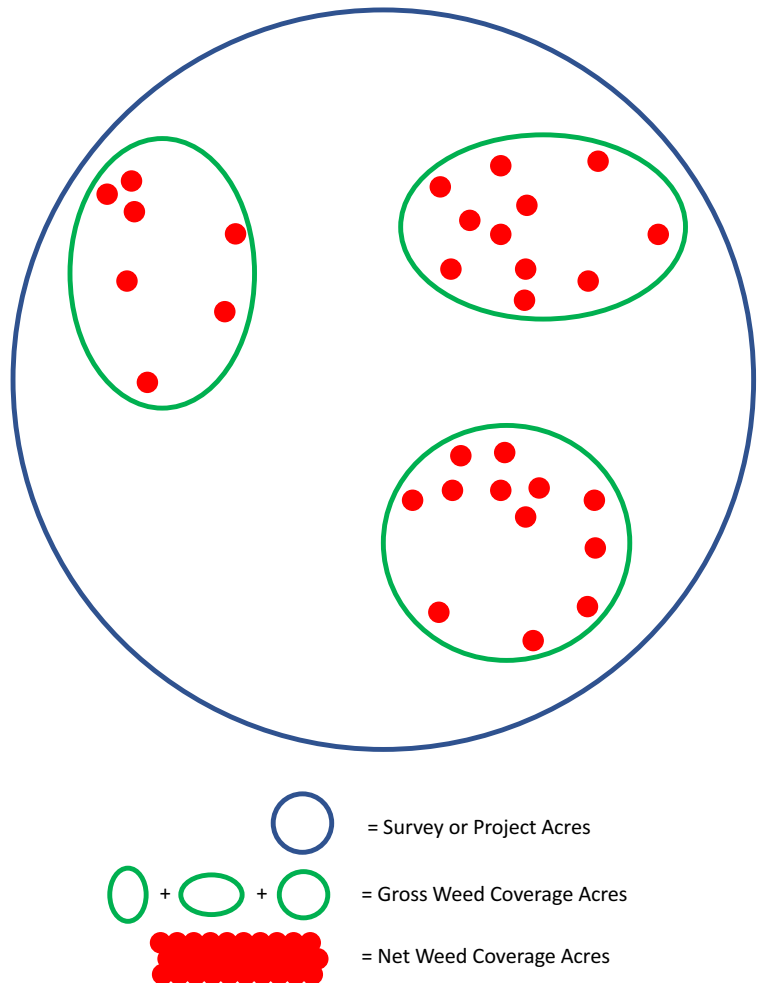
Please report acreage by weed species treated (net treated area) and total acres of the project area (gross). To avoid double counting acres where species overlap, estimate the acres of each species and use that for the totals.

For example: Twenty (20) total project acres were treated. Within this area, three (3) acres of just diffuse knapweed and two (2) acres of just spotted knapweed were treated. In an area where the populations overlap, an additional three (3) acres were treated. About half of the overlapping area was spotted and the other diffuse knapweed.

Report: Total Project Area  
(Gross): 20 acres

By Species (Net)  
-Spotted knapweed: 4.5 acres  
-Diffuse knapweed: 3.5 acres

### Calculating Acreage for OSWB Grants



## Appendix C - Drone Use

A “drone” is as an unmanned aerial vehicle (UAV) and all equipment attached to it for safe and efficient operation. The combination of UAV and equipment is also known as an unmanned aerial system (UAS).

Drones are a recognized method for surveying restoration project locations, planning restoration projects, tracking progress during implementation, and monitoring results post-implementation. OWEB funds are eligible for drone-related expenses based on the guidelines outlined in this document.

Applicants/grantees must include a justification for drone-related expenses when applying. This includes explaining why the applicant/grantee needs drone-related expenses to enhance the project and the reason why purchasing or contracting drone expenses was chosen.

### Agreements, Notifications, and Rules

Language must be included in landowner agreements or public land agreements for projects involving drones. Landowner agreements are required for any landowner or public land whose property is being directly flown over and/or recorded. The agreement shall demonstrate that the landowner/public land manager and grantee mutually agree when a drone may be flown over the property and record images; shall include a description of where resulting photos, videos, or other products will be stored; and shall include how this data will be used.

### Flight Path Notification

Grantees should consider notifying landowners who may be able to see the drone while in flight. This consideration is different from a landowner agreement. This refers to notifying landowners who will likely be able to see the drone at times during its flight path, although their property will not be directly flown over and/or recorded during the flight. For example, a notification may include, but is not limited to, speaking to landowners, distributing handouts/postcards, and/or posting information on a website or in a newspaper.

### Federal Aviation Administration Rules

Grantees using OWEB funds to purchase a drone are required to follow the [Federal Aviation Administration \(FAA\)](#) Part 107 rules and regulations. Grantees must also comply with any state, county, local, or tribal laws and regulations related to the use of drones.