**2020 Pre-Application Guide**

**Description**

The Capital Mohawk PRISM (Partnership for Regional Invasive Species Management) is a not-for-profit quasi government agency hosted by Cornell Cooperative Extension of Saratoga County. The New York State Department of Environmental Conservation (NYSDEC) provides financial support to the Capital Mohawk PRISM via the Environmental Protection Fund. The Capital Mohawk PRISM is one of eight Partnerships for Regional Invasive Species Management or PRISMs in New York State.

Partner groups collaborating with the PRISM work to promote prevention, education, and outreach strategies, create early detection and rapid response networks, and execute best management practices for invasive species control. In addition, we support research involving studies pertaining to the ecological impact and effective control of invasive species. Work is also conducted to help train citizen scientists in these measures. The goal is to protect conservation targets within our communities and slow the spread of invasive species.

# Objectives

In order to supplement the great work that is already being done by our partners, we are able to offer sub-contracts on behalf of the NYSDEC through project Requests for Proposals (RFP). The process allows us in the PRISM to complete projects that further our 5 Year Strategic Goals as outlined in our 2020 Work Plan. The RFP is not a grant program and all project proposals are subject to NYSDEC approval prior to being awarded a final sub-contract.

# Awards

Request for proposals are generally awarded on feasibility aligned to the Capital Mohawk PRISM 2020 Work Plan. Applications should also demonstrate projects that follow a recommended framework of response to address priority objectives. Proposals demonstrating a framework of response for invasive species management will receive a greater consideration of funding. The PRISM will present prospective applications to a Steering Committee that governs work executed on our behalf. Selected RFP proposals will demonstrate the greatest feasibility and meet all selection criteria. The Steering Committee would especially like to encourage proposals for projects that, if selected, will address the goals, objectives, and outcomes as outlined in our 2020 Work Plan and Priority Examples posted at [*http://www.capitalmohawkprism.org/rfp.html*](http://www.capitalmohawkprism.org/rfp.html)

**Eligibility**

The Capital Mohawk PRISM welcomes members from academic institutions, local governments and municipalities, not-for-profit organizations, private preserves and parks, land trusts, conservancies, lake associations, agricultural institutions, local businesses, environmental groups, and citizen scientists from the community at large to apply. Awarded projects must be located or serving areas within the [*boundary*](http://www.capitalmohawkprism.org/about-us.html) of the Capital Mohawk PRISM. Capital Mohawk PRISM Steering Committee members may apply but will be required to recuse themselves from the selection process and the remaining Steering Committee members will make the project selection.

**Procedure and Requirements**

1. Review this document (*Pre-Application Guide*) in full, *Contractor Insurance Requirements, Capital Mohawk 2020 Work Plan*, and *PRISM Priority* *Examples* forms along with the *Application Request for Proposal* to determine eligibility. The documents are found on our RFP web page.
2. Complete and submit the application along with any relevant supporting materials as a PDF file no larger than 5MB in size. Send materials to Kristopher Williams at [kbw44@cornell.edu](mailto:kbw44@cornell.edu) (Indicate in subject line: ‘2020 Project RFP’). The attached application with all supporting materials must be received by **February 21st, 2020 by 1:00 p.m. eastern time.**
3. The Capital Mohawk PRISM is offering three levels of proposal requests in which potential applicants can apply for funding. Project requests can now fall within one of the three category levels below based on financial need of partners and proposed project work.

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| --- | --- | --- | --- |
| **Requirements under each level of funding** | **Level 1** | **Level 2** | **Level 3** |
| $2,500.00 or less |  |  |  |
| Up to $10,000.00 |  |  |  |
| $10,000.00 - $25,000.00 |  |  |  |
| Completed application by deadline |  |  |  |
| Projects designed to implement work relating to a form of prevention, education, outreach, early detection, rapid response, restoration, research, and/or other forms of invasive species management |  |  |  |
| iMapInvasives user registration; required to post survey and treatment reports <https://www.nyimapinvasives.org/> |  |  |  |
| Provide a brief report and presentation at the year-end Capital Mohawk PRISM Partners Meeting |  |  |  |
| Demonstrate the justifications and feasibility of successful outcomes that can be achieved in the application |  |  |  |
| Demonstrate project justifications and feasibility based on “Recommended Framework of Response” |  |  |  |
| Completion of a final written report Dec 5th 2020 |  |  |  |
| Inclusion of a Land/Lake Management Plan and/or Invasive Species Management Plan |  |  |  |

Priorities for funding will be those projects that best meet the objectives and outcomes defined in the Capital Mohawk 2020 Work Plan. Selected RFP proposals will demonstrate the greatest possible justification of feasibility while meeting satisfactory levels of selection criteria. RFPs are selected by the Capital Mohawk Steering Committee. Please note the PRISM Priority examples below in which RFP projects that include these deliverables in the scope of work are more likely to be awarded. Proposals that combine multiple elements of prevention, education, outreach, early detection, rapid response, restoration, research, and/or other forms of invasive species management as out lined in the 2020 Work Plan will receive greater consideration.

**Capital Mohawk PRISM Priority Examples:**

* **Stop emerging invasive species infestations through Rapid Response**. All proposed control projects must outline project steps. Eradication and containment projects focused on Tier 1 or 2 species are preferred over suppression efforts. Proposals that address species other than Tier 1 or 2 Species will be considered but need justification on the feasibility of work.
* **Surveys for Early Detection Species.** Surveys for Tier 1 or Tier 2 Species beyond what is documented in iMapInvasives and EDDMaps.  Surveys for Tier 1 and/or 2 Species in areas where an introduction pathway exists. A survey methodology will be defined to determine highly probable areas that could support target species. Proposals that address species other than Tier 1 and 2 will be considered but need justification on the value of efforts.
* **Raise public awareness of Tier 1 and Tier 2 Early Detection/Prevention Species.** Address introduction pathways of forest pests, pathogens, or species approaching the region. Programs that focus on Prevention or Early Detection, or have broad application, will be preferred.
* **Improve the scientific understanding of the extent, ecological impact, and effective controls of invasive species in the Capital Mohawk Region through research.**

At the same time, the Capital Mohawk PRISM recognizes the unique circumstances that land

managers may have in relation to invasive species projects.  Be creative in submitting a proposal

that will apply to an invasive species-related project. In general, the projects can be derived from

the terrestrial realm including, but not limited to: forest, agriculture, riparian, disturbed areas,

and urban settings.  On the aquatic side, including, but not limited to: wetlands, tributaries, and

all other limnology environments.  The projects can relate to developing survey projects and

training, invasive species workshops, invasive species removal, restoration projects, or funding an

internship.  This is not a comprehensive list. If you have an idea for a project not listed, go ahead

and send it in!

1. Projects must be completed in 2020. Multi-year projects will be considered and may be acceptable on a limited basis. In the case that a multi-year project is awarded, funding for the second year will be contingent upon satisfactory progress on the project during 2020.
2. All projects will be ranked based on a scoring criteria and the proposals that best meet the PRISM’s outlined priorities will be selected by the members of the Capital Mohawk PRISM Steering Committee. Awards will be dependent on the merits of each project compared to other competing projects.  Projects do not require any matching funds, but documentation of outside matching funding will work in a proposal’s favor when ranked for selection of an award.
3. Groups submitting proposals that have been selected will be notified by March 30th, 2020 and will begin the agreement with Capital Mohawk PRISM through a ‘Contract for Services’ process immediately. Contract recipients will be required to attend two PRISM partner meetings and will attend a pre-meeting to outline invoice and reporting procedures.
4. Project expenses will be reimbursed upon satisfactory completion of deliverables and according to the terms of the contract with the Capital Mohawk PRISM and the Cornell Cooperative Extension of Saratoga County. Invoices will be accepted at the end of each month and/or quarterly. Projects shall be completed, all deliverables provided, and a final report delivered by December 5th, 2020 by 1:00 p.m. All recipients are required to report their findings or work completed at a PRISM Partners Meeting thereafter in December. **The final invoices will not be honored unless this requirement is met.** Final invoices for reimbursement will be released the week of December 16th, 2020.
5. Questions pertaining to this RFP must be emailed to Kristopher Williams at [kbw44@cornell.edu](mailto:kbw44@cornell.edu). Questions and answers will be posted on the PRISM website ([capitalmohawkprism.org](file:///\\SAR-S1\Users-Folders$\Gwendolyn.Temple\Documents\Capital%20Mohawk%20PRISM\2019\11.%20November\capitalmohawkprism.org)). Questions will not be accepted or answered a week before the deadline.

**Details on the PRISM Contracted Funds**

* A final report is required by December 5, 2020to the Capital Mohawk PRISM, which will be publicly available. A presentation to the PRISM Partners Meeting in December of the contract year is also required.
* Any products produced with PRISM funds for public use or display should include the PRISM logo and the Cornell Cooperative Extension of Saratoga County address. In addition to the PRISM logo the New York State Department of Environmental Conservation logo will be included with the following supporting statement, “The New York State Department of Environmental Conservation provides financial support to the Capital Mohawk PRISM via the Environmental Protection Fund.” All content will be approved by the PRISM Coordinator and/or the PRISM Steering Committee.
* Allowable expenditures include: salary, wages, fringe benefits, travel, supplies, and equipment.
* Reasonable Indirect costs are allowed according to the appropriate U.S. OMB circulars (A-122 (<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A122/a122_2004.pdf>), A-21, A87, etc.).
* PRISM funds may not be used to purchase food or beverages.
* Equipment purchased with PRISM funds is the property of the NYSDEC. As such, equipment is considered to be in the service of the PRISM and may be required to be provided to the PRISM Coordinator at the end of the contract or at such time in the future as is needed for PRISM projects. Equipment is considered durable goods, or lasting a number of years, while supplies are disposable goods.
* Project documents and data are the property of NYSDEC. The following language shall be included in the contract:
  1. All Services performed by the Contractor must conform to the Scope of Work, attached hereto as Schedule 1, and shall be subject to acceptance of the Department. Evidence of the Department's acceptance shall be a required document in all payment requests. The Contractor shall revise and correct, without additional compensation therefore, any required work of this Contract until the same shall be accepted by the Department.
  2. All accepted original and other drawings, as well as all notes computations, if applicable, and reports prepared by the Contractor, or other products of the services performed under this Contract, which are required deliverables under this Contract, shall become the property of the Department.
  3. The Contractor may publish papers or other material pertaining to the work performed or to be performed under the Contract after first providing the Department a copy of the proposed publication for review and comment. The Department will provide its comments within 30 days and the Contractor agrees to consider these comments. The Department has the right to require the Contractor to withhold from publication any data that impacts on enforcement issues until resolution of enforcement action. The Contractor will give the Department credit for the support provided to the Contractor in any publication or other copy resulting from this work.
  4. Title to, and the right to determine the disposition of any copyrights, or copyrightable material, first produced or created in the performance of this work shall remain with the Department; provided that the Department shall grant to the Contractor an irrevocable, royalty-free, non-exclusive right to reproduce, translate, and use all such copyrighted material for its own purposes.
  5. Any invention or discovery made or conceived in the performance of this Contract shall be the property of the Department. The Contractor shall be entitled to a non-exclusive royalty-free license under any patent.

Money will be awarded via contract which may be contingent on NYSDEC Invasive Species Coordination Unit approval of scope of work and budget. Reimbursement requests will be submitted to Capital Mohawk PRISM coordinator monthly or quarterly. Final invoices are due by December 5th, 2020. The Cornell Cooperative Extension of Saratoga County may request monthly reimbursements. Once received and accepted by CCE Saratoga, a payment to the Contractor will be made by check. This process is expected to result in reimbursement within 90 days. A mid-season progress report will be requested by the Capital Mohawk PRISM at the end of the second quarter. Future reimbursements will be contingent on the completion of a mid-season report.

As required by the Capital Mohawk PRISM contract, all those receiving funds from the PRISM through this process are considered subcontractors and will be required to show proof of insurance as follows prior to execution of the contract award:

* Workers Compensation for the benefit of such employees as are required to be covered by New York State Worker’s Compensation Law
* Disability coverage for the benefit of such employees as are required to be covered by New York State Disability Benefits Law

For further insurance information, refer to “PRISM Contractor Insurance Requirements” on the Capital Mohawk 2020 Request for Proposals tabs on the RFP page. www.capitalmohawkprism.org