



2024 Crew Assistance Program Application Capital Region Partnership for Regional Invasive Species Management (CR-PRISM)

Deadline: February 29th, 2024, by 9:00 a.m.

The purpose of the CR-PRISM Crew Assistance Program is to increase the response capacity for partners across the region. During the 2023-2027 Strategic Planning process, Capital Region PRISM partners expressed one of their largest challenges to conducting invasive species management is a lack of capacity. The CR-PRISM is offering through a formalized Crew Assistance Program the opportunity for partners to leverage resources to respond to present invasive species. The PRISM would like to offer a multi-stage program. One part is to offer technical training for staff and/or volunteers on the identification and proper management of invasive species. The second part will be the provision of dedicated staff time to provide assistance with the management of those identified invasive species. If interested, the CR-PRISM staff can offer an additional day of volunteer training and engagement. The CR-PRISM will provide one to four seasonal staff members to execute invasive species management actions limited to detection, monitoring, control/response, restoration, and research efforts.

The mission of the Capital Region PRISM is to prevent, detect, and respond to harmful invasive species in the region through collaboration, resource sharing, strategic messaging, and education. Projects must be inside the [PRISM Boundary](#). Project proposals should be aligned to the Goals and Objectives of the [CR-PRISM Five-Year Strategic Plan 2023-2027](#). Selected projects will be based on sites with the highest conservation values to protect unique habitats and/or rare, threatened, or endangered species and target high threat invasive species for management through a prioritization process.

The deadline for project proposal requests is **February 29th, 2024, by 9:00 a.m.** Proposals should be no longer than two pages, 11-point font Calibri with 1-inch margins. Please complete in full as a PDF document and return to Kristopher Williams, the CR-PRISM Coordinator, via email to kbw44@cornell.edu. Proposals will be reviewed and selected by the CR-PRISM Conservation Committee. Selected applicants will demonstrate the greatest possible justifications and feasibility while meeting the highest levels of selection criteria. The CR-PRISM anticipates awarding 3-4 projects each lasting up to 5 days. If the applicant has designated the property as an [Invasive Species Prevention Zone](#), they can apply for up to 8 days of Crew Assistance. Notice of contract awards will be announced by **March 29, 2024**. Projects will be reviewed and selected by staff and conservation committee members. The CR-PRISM is not obligated to select proposals. Certificates of insurance may be required or requested as needed.

Project Information:

Organization/Entity Applying:	
Project Contact Person:	
Telephone Number:	
Email:	
Business Mailing Address:	
City/ State/ Zip:	





Project Overview:

Project Location (Address/County):	
Target Species & Size of Infestation (acres):	
Brief summary (2-3 lines):	
Proposed Start and Completion Dates:	
Total days requested:	

1. Statement of Need and Importance

- a. A summary of the proposed project, a statement of the problem, proposed solution(s), and expected outcomes of work action(s).
- b. List the target species and describe the size (acres), abundance (trace, sparse, dense, monoculture) and percent cover (5-25%, 26%-50%, 51%-75%, 75%-100%) of the infestation, if applicable or known.
- c. Please summarize any previous detection, monitoring, control/response, restoration, or research work that has been conducted at the proposed work site. Share any data collected at the site as an appendix, data tables, reports, or iMapInvasives uploads.
- d. Please list any additional invasive species surrounding the proposed work area (including any on neighboring properties).
- e. Is this site designated as an Invasive Species Prevention Zone?

2. Timeframe *[Clearly identify timeline of activities and deliverables.]*

- a. Include two proposed timelines (month, number of days) for work to be executed. Final scheduling will be determined by CR-PRISM staff based on scheduling of high priority work actions on internal work projects and/or species phenology.

3. Capacity/Partnership

- a. Please describe the organization’s additional support to perform the proposed work (site preparation, providing staff and/or volunteers, providing supplies/equipment, etc.). Identify and describe partners involved in this project and their expected contribution.

4. Measures of Success

- a. State future plans for continued monitoring and response actions to ensure treatment success as residual populations of plants will need to be controlled. In some cases, this may include grant applications and/or development of a management plan.

5. Project Map(s)

- a. Map(s) should include the entire property and property boundaries, project site, parking/access, nearby trails, waterbodies and/or other invasive species vector pathways.





6. Permits & Permissions

- a. If the proposal is awarded, applicants will be required to provide written permission or letters of documentation from municipalities, boards, and/or private property owners stating that the scope of work to be performed on the property and any necessary right-of-way access is approved. All permissions and permits will be forwarded to the Coordinator of the Capital Region PRISM four weeks prior to the start of the project. This documentation is not required at the time of submission of the proposal, but it will be required and reviewed before the commencement of work.
- b. When applicable, identify and include all needed state, county, or town permits to execute work. Please procure permitting months in advance. All permits need to be acted on and approved before executing work. It is the responsibility of the applicant to obtain any necessary permits, but CR-PRISM may be able to assist with permit applications.

Final Report & Data Sharing

Reporting: The Capital Region PRISM staff will be responsible for capturing all detection, monitoring, response, and post-treatment monitoring data to upload it to iMapInvasives. The applicant will provide written permission to the Capital Region PRISM to share and upload this data into the New York State Invasive Species Database (iMapInvasives). Additionally, all restoration and volunteer activities associated with the proposal will be documented. Capital Region PRISM staff will compile a final report that will summarize the work completed and recommendations for adaptive management practices. A brief report will be shared with the applicant by the final quarter of that project year.

The awarded applicant will recognize the Capital Region PRISM and acknowledge funding for services as provided by New York State Department of Environmental Conservation in newsletter or other media when possible.

“The New York State Department of Environmental Conservation provides financial support to the Capital Region PRISM via the Environmental Protection Fund.”

