



Capital Region Partnership for Regional Invasive Species Management 2025 Crew Assistance Program Application

Deadline: February 14th, 2025, by 9:00 a.m.

The deadline for project proposal requests is **February 14th, 2025, by 9:00 a.m.** Proposals should be no longer than two pages, 11-point font Calibri with 1-inch margins, not including appendices. Please complete in full as a PDF document and return via email to Sam Schultz, (ss986@cornell.edu) and cc Kristopher Williams (kbw44@cornell.edu). Indicate '2025 Crew Assistance Program Proposal' in the subject line. 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 3-4 consecutive days, with one of the days as a scheduled rain date. Notice of contract awards will be announced by **March 12th, 2025**. Certificates of insurance may be required or requested as needed.

The Crew Assistance Program is designed to address terrestrial based ecosystem needs. Small discreet populations of target invasive species are preferred. The CR-PRISM only conducts manual, mechanical, cultural, biological, and restorative controls. The PRISM does not conduct chemical applications. Control and restoration projects should be less than 1 acre in size. The CR-PRISM staff are available to work in collaboration with partners on new or on-going projects, free of charge. The CR-PRISM crew is available mid-June through mid-August and consists of three to four trained Invasive Species Technicians. Seasonal staff are available Tuesday-Friday, 8am-2pm to assist with projects. Please take travel time into account with your request. Our office is located at 50 West High Street in Ballston Spa, NY 12020. 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.

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:	

Please complete the following sections as a requested scope of work.

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 a local 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. Consecutive dates are required. Accepted applicants may be asked to modify their timeframe based on PRISM's schedule. At least one representative of the applicant will be required to meet on site the first day of the project.
- 3. Capacity/Partnership**
- a. Please describe the organization's additional support to perform the proposed work (site preparation, providing staff, 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. Please include it as an appendix.
- 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.
 - 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.
 - c. All permissions and permits will be forwarded to the Terrestrial Invasive Species 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.

Final Report & Data Sharing

The Capital Region PRISM staff will be responsible for capturing all detection, monitoring, response, restoration 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). 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 year end.

The awarded applicant will recognize the Capital Region PRISM with an acknowledgement statement in meetings, social media and/or other forms of print: *"The New York State Department of Environmental Conservation provides financial support to the Capital Region PRISM via the Environmental Protection Fund."*

