

**Idaho State
Department of Agriculture
Noxious Weeds Cost Share
Program Handbook**

2020

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Introduction

This manual is designed to help guide you through the Idaho Cooperative Weed Management Area (CWMA) Cost-Share program. The CWMA Cost Share program is a joint cooperative effort coordinated by the Idaho State Department of Agriculture (ISDA), and the United States Forest Service (USFS), to help fund the control of aquatic and terrestrial noxious weeds throughout the State of Idaho.

The funds that are distributed through the CWMA Cost Share program are designated from the State of Idaho general fund, and have been appropriated by the Idaho Legislature for the purpose of controlling noxious weeds.

Chapter 1: Important Notes and Deadlines

The following notes, terms, and subjects are important for you to understand while completing your CWMA Cost Share application and commitments.

Federal Funds

USFS cost share funding requires a minimum of 10% forest canopy coverage in the described CWMA to qualify for USFS cost share dollars. Due to the forest canopy coverage requirement for USFS funding, many Southern Idaho CWMAs will no longer qualify for Federal cost share dollars. For assistance in identifying your CWMA's qualifying percentage, please contact Jeremy Varley at ISDA.

State Funds

ISDA reminds applicants that there are restrictions on the utilization of State general fund dollars within cost share projects, and CWMAs should plan their cost share funding request accordingly. For additional information please refer to Chapter 3, Section 2 Allowed and Disallowed Expenses.

DUNS Number

Due to the Federal Funding Accountability and Transparency Act, federal cost share grant funds may only be awarded to a legal entity in possession of a Data Universal Numbering System (DUNS) number. ISDA therefore determined that all cost share grant funds (state and federal) for CWMA projects must be awarded to a legal entity (payee) in possession of a DUNS number, on behalf of the CWMA. The award letter(s), disbursement agreement(s) and financial reporting documents must be signed by authorized signatories for the project (in most cases this will be a county weed superintendent and county commissioner) as well as an authorized signatory for the payee, if different than the authorized signatory for the CWMA.

Sub-recipients of federal grant funding to ISDA will complete the "Financial Capability Checklist". The purpose of this checklist is to assist your organization in understanding the minimum requirements necessary to accept, manage, and spend federal funds.

Sub-recipients of federal awards must comply with the requirements in the Federal Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et seq. (the "Super Circular") and any other applicable OMB circulars. The ISDA will send a letter annually, based on the previous State Fiscal year, requesting certification from the sub-recipient organization that they are complying with the Super Circular. This certification is a condition of the agreement and must be received within 60 days of receipt of the letter.

Cost Share Fiscal Year

The cost share fiscal year will continue to be three (3) "terms" or the fixed periods for which the CWMAs will be recording and reporting their activities. The 3rd term is only 60 days long and will end on December 1st of the current cycle year. The 3rd Term Financial Ledger, 3rd Term Match Summary, and Cumulative Match Summary will be due on December 15th. The End of Year (EOY) report for the current year and the application for the following year will continue to be due on the last day of the year, December 31st.

Fund Disbursements

State general and federal fund disbursements awarded during the cost share year will be disbursed in up to three payments. Second and third payments will be disbursed upon submission of a signed and dated ledger showing **that at least 80% of the prior disbursed funds has been expended on approved budget items**, as well as submission of an in-kind match document showing match has been met. If the 1:1 match has not been met, the match document must show how it will be met before termination of the contract.

Late Applications

An applicant who submits an application after December 31st that is found to be incomplete will be allowed five (5) business days to make changes in order to make it complete. A one-percent (1%) reduction in approved total funding will apply for each business day (up to a maximum of five (5) business days) on any application or part of an application that is received at ISDA after December 31st. A delay longer than five (5) business days will result in a full denial of the application and funds will not be awarded.

Education, Outreach, Awareness Funding Requests

ISDA will not fund education, outreach or awareness funding requests.

Funded Grazing Projects

ISDA will only fund targeted grazing projects. Targeted grazing is defined as animal grazing that is specifically implemented to abate noxious weed infestations.

Contingency Projects

If a participant CWMA will not utilize a substantial part of the grant funding (50% or more of the award), ISDA must be informed in writing no later than the second term reporting deadline of October 15th.

For this reason, the Cost Share Committee is requesting that grant applicants submit an additional priority project. If there is an unforeseen event such as wildfire, where the applicant is not able to start or complete one of its major priorities, it is ISDA's desire to have alternate or contingency priorities approved by the Cost Share Review Committee. The alternate or contingent priority projects must account for at least 50% of the original total request, thus allowing quick approval and change of approved projects. Contingency projects must also comply with restrictions on the utilization of State general fund dollars within cost share projects.

Project Timelines

All projects must have a defined beginning and objective completion timeline. There must be a defined timeline for a treatment method outlined in the project proposal that establishes a beginning date for the project treatment and completion date with a measurable outcome. This will be required for grazing, mechanical, herbicide, biological and mapping projects. The objective must have a completion date of ten years or less from when the project was started. Projects that do not have a defined objective and completion date will not be funded.

Distributing Herbicides

The Cost Share Committee does not recommend giving free, un-accountable herbicide away. The recommendation is to instead provide an opportunity for shared work days (Spray Days) in which private landowners work with the CWMA and its partners to combat specific noxious weeds in a specific area and time. The land may or may not be their own, but all herbicides to be applied as a part of this kind of project are under the supervision of the CWMA to ensure proper and prudent application. At a minimum: hours of individuals participating, species being targeted and location, calibration of applicators, locations of all herbicide discharges, and follow up monitoring. Also, the Cost Share Review Committee recommends that if herbicides are to be provided directly to landowners, the landowners should purchase herbicide, and the CWMA could then reimburse landowners for a percentage of the original cost up to a set maximum per individual or project.

All chemicals purchased through the cost share can be used on private, local, state, and federal grounds as long as they are being used either directly by CWMA or through a cooperative project with the CWMA partners. The intent of this grant is not to supplement local, state, or federal programs.

Deadlines

The following outline displays important deadlines for CWMA Cost Share applications and submissions:

- **December 31, 2019** – All 2020 CWMA Cost Share applications are due to ISDA.
- **December 31, 2019** – All 2019 CWMA Cost Share EOY Reports are due to ISDA.
- **January 5, 2020** – All late CWMA Cost Share applications are due to ISDA. Applications received after this date will not be considered for funding.
- **January 29-30, 2020** – The CWMA Cost Share Review Committee meets to review the CWMA Cost Share applications. CWMA presentations will be made and reviewed during this meeting, and funding decisions are made.
- **Spring, 2020** – The CWMA Cost Share Year first term begins: effective date of agreement is the date ISDA director signs the agreement. First disbursements are made.
- **June 30, 2020** – The first term ends.
- **July 1, 2020** – The second term begins.
- **July 15, 2020** – State and Federal (if applicable) financial ledgers are due to ISDA for first term awards.
- **September 30, 2020** – The second term ends.
- **October 1, 2020** – The third term begins.
- **October 15, 2020** – The financial ledgers and match summary reports are due to ISDA for second term awards.
- **October 15, 2020** – Contingency Project Plans are due (if applicable).
- **December 1, 2020** – The third term ends.
- **December 15, 2020** – The final Financial Ledgers and Match Summary Reports are due to ISDA.
- **December 31, 2020** – The 2020 CWMA end of year reports are due to ISDA.
- **December 31, 2020** – 2021 CWMA Cost Share Applications are due.

Chapter 2: Priority Assignments

In an effort to simplify the cost share process and yet maintain financial accountability, four areas of cost share priority have been developed. These priority descriptions have been included to bring the Cost Share Program into alignment with the 2017-2021 Idaho Invasive Species Strategic Plan.

The following priorities are listed in order of importance:

- 1. New Invaders (Early Detection Rapid Response (EDRR) at the CWMA level)** Prevention. Priority will be given to control noxious weed species that are new invaders to the respective CWMA territory.
- 2. Invading Populations:** Limit. Priority will be given to those control strategies that include Integrated Pest Management (IPM) and sustainable elements. Invading populations are defined as noxious weed populations that are aggressively invading CWMA territory.
- 3. Landscape Infestations:** Abate. Priority will be given to biological control projects that address recurring widespread infestations through the use of sustainable practices such as traditional and non-traditional projects.
- 4. Mapping:** Record. Priority will be given to those projects that target more accurate and efficient ways of recording noxious weed infestations within the CWMA. Each of these priority project requests will be reviewed on a case-by-case basis.

Chapter 3: The Application Process

In order to be considered for Cost Share funds, CWMAAs must submit a hard copy as well as an electronic copy of the following documents. All of these completed documents together comprise a completed application. All documents must be completed as described above, or according to the exhibit template.

Mapping data must be submitted in electronic format. Electronic copies may be submitted on a compact disc (CD) or flash drive as part of the application packet.

Please note that each document references an exhibit. Each exhibit is available for download here: <http://invasivespecies.idaho.gov>

Some exhibits are meant to be used as templates for reporting purposes, and other exhibits are to be used as examples for CWMA reporting.

Section 1: CWMA Cost Share Application Checklist

Completed application must include the following documents, submitted in this order:

1. CWMA Application Checklist (*Exhibit 1*);
2. Application Part A (*Exhibit 3a*);
3. Application Part B (*Exhibit 3b*);
4. Line Item Budget Form – State and Federal Funding (*Exhibit 4*), if applicable;
5. Annual Operating Plan (*Exhibit 5*);
6. Strategic Weed Management Plan (*Exhibit 6*);
7. Current map of entire CWMA and written boundary description;
8. Most recent version of the Memorandum of Understanding (*Exhibit 9*) or Cooperative Agreement applicable to the CWMA (*Exhibit 8*);
9. List of all active cooperators in the CWMA including their roles.

In addition, applicants who received funding in the previous year must submit the following:

10. Previous year End of Year Report (*Exhibit 2*);
11. Financial Ledger (*Exhibit 13*), covering agreement start date to December 1 of previous year;
12. 3rd Term Match Summary (*Exhibit 14a*), for both State and Federal grants, if applicable, and Cumulative Match Summary-end of year (*Exhibit 14b*), March 16 to December 1, for both State and Federal grants (if applicable). These are separate Summary reports;
13. Mapping data, see *Appendix 4 for guidelines*;
14. Reimbursement check for any unspent funds from previous year (if applicable);
15. Any additional reports as requested;

Section 2: Allowed and Disallowed Expenses

All expenses must be submitted in both the AOP (as a list of resources needed) and the Line Item Budget Form (*Exhibit 4* “Line Item Budget Form – State and Federal Funding”).

ISDA will allocate allowable expenses by fund source (i.e. State and Federal) in accordance with fund source guidelines, providing a disbursement agreement for each separate set of funds. Expenditures and match for each set of funds must be tracked and reported separately.

I. ALLOWABLE EXPENSES FOR STATE AND FEDERAL COST SHARE FUNDS

Any expenditure must be in the approved AOP and Line Item Budget Form. For any item or contract that will cost \$10,000.00 or more, three (3) written bids must be obtained and the purchase awarded to the lowest acceptable bid. This also includes projects where the item(s) or contract(s) are on multiple project/line items, but the recipient is the same and all project/line item totals are \$10,000 or more.

Contract work is defined as work done by an entity, independent from the CWMA, which is hired to perform the tasks specified in the approved AOP and line item budget form (examples of contract work include: contract spray work, contract bio-control work, and contract weed mapping and inventory).

A. Allowable costs for state funds

1. Herbicide purchases
2. Seed purchases
3. Mechanical removal expenses
4. Hand pull expenses
5. Bio-control agent purchases
6. Tools and Equipment-on a case-by-case basis
7. Contracts for services to conduct allowable expenses activities
8. Administrative Fees (5% of approved budget expenses)

Note: direct labor costs are not an allowable expense for state funds

B. Allowable costs for federal (USFS) funds

1. Weed prevention activities
2. Early Detection/Rapid Response eradication of New Invaders
3. Chemical control
4. Biological control
5. Mechanical removal
6. Tools and Equipment
7. Weed mapping, monitoring and GIS data entry
8. Training and development of professional weed managers
9. Labor for part-time (seasonal) non-benefited employees
10. Rehabilitation of noxious weed infested areas
11. Development of demonstration areas to showcase integrated weed management
12. Administrative Fees (5% of approved budget expenses)

C. Purchase of GPS units and mapping software

ISDA will make mapping information available to local and regional partners through cooperation and submission of collected data to the EDDMaps system.

In order to satisfy these requirements, ISDA will consider cost share applications for purchase of GPS units and/or mapping software. Please contact ISDA if there are any questions as to what equipment and/or software is needed.

II. UNALLOWABLE EXPENSES FOR STATE AND FEDERAL COST SHARE FUNDS

- Education, outreach, or awareness program funding.
- Printing or publication of regional noxious weed booklets or calendars.
- Expenses such as essay contest cash awards, prizes, t-shirts, water bottles, or other such items.
- Meals and refreshments (allowed for in-kind match only).
- Activities which other state, local and federal agencies are required to perform (i.e. - County or other State Agency Right of Way (ROW) work. ROW work is the responsibility of the owner of that ROW).
- Activities not identified in the AOP.
- Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
- Interest on bonds, interim financing, and associated costs to finance projects.
- Legal expenses.
- Lobbying or expenses associated with lobbying.
- Ordinary operating expenses of state or local government.
- Personal injury compensation or damages arising out of the project, whether determined by adjudication, arbitration, negotiation or other means.
- Professional dues.
- Training which is unrelated to the project.
- Scientific research unrelated to a specific activity.
- Bio-control agents which are available for collection within the state (in the line item budget, if the CWMA is requesting funding for bio-control agents, please specify the genus species and whether or not monitoring for those species has occurred to determine their presence/absence).
- Fertilizer or the spreading of fertilizer.
- Organic herbicides, unless the organic herbicide is equivalent to traditional herbicides in cost and effectiveness.
- Certified weed free hay purchases.
- Labor expenses for full time/benefit-earning employees.
- Expenses for accounting or bid advertisements.

Note: This is not a comprehensive list; other items may be added at the discretion of the funding agency.

III. SPECIFIC FUNDING OPPORTUNITIES

- A. Greater Sage Grouse Habitat Improvement- Funding made available through the US Forest Service with the following project requirements that should be described in CWMA's AOP (*Exhibit 5*). Maps showing CWMA project eligibility can be found in *Appendix 8*:
1. Project must be on non-federal lands
 2. Project must be in Greater Sage Grouse (GSG) habitat areas
 3. Provide project location description to include lat/long centroid location

4. Must be for the control of Idaho listed noxious weeds by chemical, mechanical, biological, or cultural control methods.
 5. An explanation of how the project will benefit local GSG populations
 6. An explanation of how the project will benefit forest lands by either:
 - a. Having a 10% minimum forested canopy cover, 7CFR 1455.2 – Definitions – See definition in Glossary
 - b. Be adjacent to forested lands while illustrating connectivity ro forested lands based on GSG habitat or GSG movement
 7. Projects can be an addition to other GSG projects that may be ongoing in the respective CWMA
- B. Flowering Rush Control Projects- Funding for these projects is made available through the Army Corps of Engineers with the following requirements that should be described in the CWMA's AOP (*Exhibit 5*). Maps showing CWMA eligibility for projects can be found in *Appendix 9*. As of the publication date of the Cost Share Handbook all rules and requirements for Flowering Rush projects have not yet been set fully. All projects submitted may require further information to be provided to ISDA by the Army Corps.
1. Project must occur on non-Army Corps land
 2. Project must be for the control of Flowering rush (Mechanical or Chemical)
 3. Projects must be in known infested waterbodies
 4. Provide project location description to include lat/long centroid location
 5. An explanation of projects control efforts and timing and post treatment monitoring
 6. Projects for the inventory of waterbodies only, are not allowable

Section 3: Criteria for Evaluation

The Cost Share Review Committee is comprised of members from the Idaho Weed Control Association (IWCA), Idaho Weed Coordinating Committee (IWCC), Idaho Association of Weed Control Superintendents (IAWCS), United States Forest Service (USFS), an at-large position, and ISDA. Review committee members will determine whether the elements proposed in an applicant's AOP will support and uphold the objectives outlined in the current *Idaho Invasive Species Strategic Plan* - i.e. priorities based on preventing, limiting, and abating. Review committee members will review each AOP and line item budget submitted, and provide recommendations to ISDA for each budget item. ISDA may use the average score to determine the final funding percentage. ISDA's Director will review the recommendations and has final approval authority for all line items.

Applicants will have the opportunity to provide a 15-minute presentation to the review committee members, outlining their primary and alternate priorities during the review process. During this time, applicants will be allowed to clarify their proposal and answer any questions from review committee members that may arise. Presentations are optional and applicants that do not participate will not be penalized.

Once review results have been compiled from the Cost Share Review Committee and a tentative amount to be allocated has been determined, a packet containing the financial award

letter and all applicable documents will be sent to successful applicants. Successful applicants must accept or decline the financial award by responding to ISDA. If the award is accepted, all required documents must accompany the returned financial award letter. ISDA will process the financial awards with available State and Federal funds.

2018 Review Committee-

ISDA -Jeremy Varley -CWMA Region specialist	IWCA-Kali Sherril* -Michael LaRue*	IWCC -Vacant*
IAWCS-Chase Youngdahl* -Sharayh Krantz* Connie Jensen-Blythe- alternate	USFS –Todd Neal	At Large -Joey Milan -Vacant

*Two-year term

All appointed positions are subject to change based on appointments made by participating organizations.

Section 4: Disbursement of Funds

ISDA will disburse CWMA cost share grant funds in up to three (3) payments, provided the CWMA complies with all terms and conditions of the CWMA Disbursement Agreement. The initial disbursement will be made for the majority of the grant awarded and the remaining funds will be split equally and paid in the subsequent two disbursements. The disbursement amounts will be provided in the disbursement agreement.

Tentative Disbursement Schedule for Funds:

- 1st Disbursement: by April 1st
- 2nd Disbursement: Will be processed upon receipt and approval of term financial reports
- 3rd Disbursement: Will be processed upon receipt and approval of term financial reports

ISDA reserves the right to change this schedule, based on funding availability.

Section 5: Grant Administration

I. ADMINISTRATION

- A.** Efforts should be made to expend grant funds in a timely manner and according to the AOP and the approved line item budget.
- B.** Cost share applications and mandatory reports should be processed well before the due dates in order to allow time for revisions and signatures.
- C.** Budget modifications must be approved by ISDA prior to expenditures being made (Section 8). Amendment requests should be made well before the program end date in order to confirm approval of such amendments before the final report is due.
- D.** If a project will not utilize a substantial part of the grant funding (50% or more), ISDA must be informed in writing no later than the second term reporting deadline of October 15. Plans should also be in place to utilize these funds through the approved contingency plan.

- E. CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related to weed management. Such situations pose a problem for a CWMA, since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. Any decision should err on the side of avoiding the appearance of a conflict of interest.

II. EXPENDITURES

Expenditures must relate to the dates covered by the cost share grant. That is, no expenditure may be incurred before or after the grant beginning and end dates and should comply with approved project timelines stated in the AOP.

The CWMA is responsible for the maintenance of all records, including but not limited to requisitions, match documents, receipts, vouchers and in-kind matching funds related to all purchases made during the grant period. These records must be kept for five years after the completion of the grant for auditing purposes and must be provided to ISDA upon request.

A. Grant Funds

1. Equipment purchased with state grant funds belongs to the county identified within the CWMA unless otherwise stated in the application. Equipment purchased with federal funds must comply with the requirements in 2 CFR 200, including ownership, retention and disposal. The equipment must be used for the benefit of CWMA projects. (Note: Even though the county may be listed as the "owner," equipment purchased with cost share funds may never be used as in-kind match on ISDA reporting on *Exhibit 14a*, Match Summary.) Storage, maintenance, and upkeep of purchased equipment are the responsibility of the county to which the equipment has been assigned.
2. Equipment and/or tools. Any expenditure for equipment, contracts, or tools must be in the approved AOP and Line Item Budget Form. For any item that will cost \$10,000.00 or more, three (3) written bids must be obtained and the purchase awarded to the lowest acceptable bid.
3. Contract work. Any expenditure for contract work must be in the approved AOP and Line Item Budget Form. For any contract that will cost \$10,000.00 or more, three (3) written bids must be obtained and the contract awarded to the lowest acceptable bid. Examples of contract work include: contract spray work, contract bio-control work, and contract weed mapping and inventory. Contract work is defined as work done by an entity, independent from the CWMA, which is hired to perform the tasks specified in the approved AOP and Line Item Budget Form.

B. Matching Funds

1. Match for one project must not be used to match any other project. It is the grant administrator's responsibility to ensure that the minimum match documentation is being collected. See *Exhibits 11 and 12*
2. All planning related to budgeting and funding in-kind match sources for a grant should be discussed with and approved by the CWMA Steering Committee.
3. All matching funds should correspond and be in alignment with projects prescribed in the CWMA's Annual Operating Plan.

4. Refreshment and meals are not allowable expenses for State or Federal grant funds. However, to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided (and the expenses counted as match) to those attending CWMA-sponsored meetings and/or training sessions under the following criteria:

Refreshments

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees;
- d. The total cost of the refreshments, per day, will not exceed \$12.25 per attendee, which is the allowable partial day per diem amount established for breakfasts;
and
- e. Attendees sign a sign-in sheet.

Meals

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations, or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees.
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement (\$12.25 for breakfast, \$17.15 for lunch, \$26.95 for dinner);
and
- g. Attendees sign a sign-in sheet.

C. Administrative Fees

The administrative fee is available to all financial recipients, regardless of the type of entity that serves as a financial recipient of cost share funds. The administrative fee must be approved by ISDA as submitted in the AOP and Line Item Budget before it can be reimbursed as an allowable expense.

Administrative fees are limited to 5% of approved budget expenses. ISDA reminds Cooperators that the practice of a Financial Manager taking the Administrative Fee upfront before funds are spent by the CWMA is not allowed. This practice causes accounting problems if the CWMA does not spend all the funds allocated.

The administrative fee will be calculated according to the total amount spent at the time of each expenditure on the financial ledger *Exhibit 13*:

CWMA expenditures for goods and services x 5% = administrative fee
CWMA expenditures + administrative fee = ISDA distribution

$$\begin{aligned} \$28,571.43 \times 5\% &= \$1,428.57 \\ \$28,571.43 + \$1,428.57 &= \$30,000.00 \end{aligned}$$

Section 6: Recordkeeping Requirements

Once a CWMA has received the grant, it is essential that it be effectively managed. In accepting the grant, the CWMA has agreed to accomplish the designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability for information and reports.

I. HOW TO MANAGE THE RECORDS

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application and approved budget.
- B. Correspondence.
- C. Time documentation records (personnel timesheets and contracts).
CWMA's receiving Federal cost share funding are required to submit supporting documentation for all labor expenses, as approved on the Line Item Budget. Documentation must be submitted on a term basis, as expenses are incurred. Documentation must show hours worked by each employee on CWMA projects and must be signed by the employee.
- D. Herbicide application records for a CWMA-sponsored spray day. Follow IDAPA 02.03.03.150.02 records requirements if a professional applicator is present. If one is not present and non-restricted pesticides are being applied, please use the application record example listed in *Exhibit 15a*. Applications of Restricted Use pesticides require a Professional Applicator license or Private Applicator license (please comply with USDA records requirements).
- E. Herbicide application records (*Exhibit 15a*) applied by landowners with or without CWMA supplied herbicides (excluding CWMA-sponsored spray day(s): The CWMA can count the landowner's cost of herbicide, time, and equipment as in-kind match. Such records shall contain:
 1. Name of CWMA.
 2. Applicator name, address, and phone.
 3. Date of application.
 4. Hours (amount of time spent applying the herbicide for each date).
 5. Target noxious weed(s).
 6. Equipment used.
 7. Location of treatment (include GPS coordinates, legal description, or maps).
 8. Name of herbicide.
 9. Rate of application.
 10. Amount of herbicide (amount poured out of the container).
 11. Treatment acres (acres actually treated).
 12. Treatment area (Estimation of entire area covered in which treatment acres were contained).
 13. Total hours (total amount of time spent applying herbicides for the CWMA).

14. Total in-kind match for the worksheet (this is to be calculated by the CWMA, not the landowner - refer to *Exhibit 8*).
15. Signature of the applicator/landowner.

- F. Consultant contracts, invoices and reports.
- G. Copies of financial ledgers, match summaries and sufficient supporting documentation for all expenses incurred and matching funds contributed for project activities.
- H. Related documentation such as client records, public notification, evaluation, before and after photos, maps, etc.
- I. Copies of all bids, quotes, requisitions and invoices.
- J. Project match documentation, including participant names and contact information.
- K. Grant records should be maintained for a minimum of **five years** from the grant closure date for auditing purposes or until a final agency review has been completed. Never discard documents sooner than five years without checking with ISDA.

II. HOW TO PROVIDE PROJECT IN-KIND MATCH DOCUMENTATION (*Exhibit 11, Exhibit 12, and Exhibit 14*)

All in-kind or matching contributions must be properly documented for each AOP receiving cost share dollars. It is critical that the match documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Match Summary (*Exhibit 14a*) as supporting documentation for the Financial Ledger (*Exhibit 13*). All documentation must be available for review upon the request of ISDA. For standard in-kind contribution rates, please refer to *Exhibit 8*.

III. HOW TO MANAGE THE BUDGET

The Budget Report should be reviewed during each CWMA meeting, or at least every three months, to accurately check expenditures and track progress of expenditures. Monitor the progress of each priority (i.e., if a project is 50% complete, then approximately 50% of the priority funds should be used). If not, then the priority budget should be amended (see Section 8).

Section 7: Reporting Requirements

Reporting deadlines are important! Review the application and reporting requirements (including the timeline, type, and content of the required reports) at the beginning of the grant period. Be sure to record due dates for the submission of term and annual reports to allow sufficient time for preparation. Pay particular attention to the reports due at project closing. The quality of reports and ability to meet deadlines can have a direct impact on future cost share funding.

Financial Ledger and Match Summary reports are required at the end of each term.

Term deadlines are as follows:

- 1st Term (March 16 – June 30), reports due July 15th.
- 2nd Term (July 1 – September 30) reports due October 15th.
- 3rd Term (October 1 – December 1) reports due December 15th.

Report preparation should be coordinated with the CWMA's financial recipient (payee) who should be provided with copies of all required documents. To receive the second and third

disbursements, the Financial Ledger (*Exhibit 13*) must reflect that at least 80% of previously-allocated funds have been spent on Approved Project expenses and the Match Summary (*Exhibit 14a*) must reflect a minimum of 1:1 match.

In addition, ISDA may request additional reports as needed during the grant period. These include narrative reports (detailing accomplishments) and evaluation reports. The financial manager should prepare financial ledgers/reports.

ISDA requires a Financial Ledger (*Exhibit 13*) and a Match Summary (*Exhibit 14a*) each term, whether or not funds have been received or spent during the term. ISDA prefers that the Financial Ledger always be a “running” ledger (showing all transactions for the grant cycle). A copy of the Financial Ledger is required to document the funds that have been spent. When submitting Term reports CWMA’s are required to include corresponding documentation for all charges reflected on the Financial Ledger (*Exhibit 13*) for the reporting term. The Financial Ledger (*Exhibit 13*) must reflect that at least 80% of previously-allocated funds have been spent on approved project expenses, and the Match Summary (*Exhibit 14a*) must reflect a minimum of 1:1 match to receive a second and third disbursement. A Match Summary is required as part of each term report and whenever reporting actual in-kind or matching money to ISDA.

Note: Both the Financial Ledger and the Match Summary must be signed and dated by an authorized signatory of the CWMA or statewide project. Financial reports may be submitted via email or fax, but the signed originals must be mailed or delivered to ISDA.

Financial ledgers must be completed using the current year’s electronic Excel spreadsheet provided by ISDA, available here:

<http://invasivespecies.idaho.gov/2020-cost-share-app>

Use of this format should reduce the number of mathematical errors. Please check addition and subtraction to ensure that everything is summarized correctly.

Note: For the final financial report, any unspent funds must be returned to ISDA.

Section 8: Amending a Cost Share Application/Budget

It is sometimes necessary to amend an existing cost share allocation. All efforts should be made to use pre-approved contingency projects. Notification prior to the use of a contingency is required. Any request to amend is generally initiated by the grantee, although occasionally ISDA may initiate the amendment. Changes that need to be submitted to ISDA for approval include, but are not limited to: additions or subtractions to the AOP, deviation from the priority of accomplishing the AOP, and/or any other changes that may impact the completion of the originally funded AOP. Grant Amendment Requests (*Exhibit 10*) must be submitted and approved prior to purchase or performance of the requested activity. Approved amendments will become addenda or exhibits to the original disbursement agreement.

Amendment requests fall into two categories: requests of less than 10% (cumulative) of total approved budget and requests of 10% or more (cumulative) of total approved budget.

Amounts listed in the line item budget will be the maximum amount reimbursable through the Noxious Weed Cost Share Program. Once an application is approved, a grant amendment request must be submitted and approved before budget amounts can be increased or before expenditures for resources can be added to the budget.

If approved by ISDA, budget changes will result in an amendment to the participant's disbursement agreement. This process will take several days to complete.

NOTE: To be approved by ISDA, all changes (including purchases and contracts) must maintain the minimum 1:1 match and/or in-kind service for the funded AOP.

A. AMENDMENT REQUESTS OF LESS THAN 10% OF TOTAL APPROVED BUDGET

For amendment requests of less than 10% of total budget, which affect items already approved in the line item budget and the AOP, participants must submit a Grant Amendment Request (*Exhibit 11*). The Grant Amendment Request can be submitted in hardcopy format or as an attachment to an email from the CWMA's authorized signatory to ISDA. The request must provide the detail of any changes affecting the AOP and appropriate Line Item Budget Form. Once submitted, ISDA will review the amendment request and notify the CWMA of approval or denial of the request.

B. AMENDMENT REQUESTS OF 10% OR MORE OF TOTAL APPROVED BUDGET

For amendment requests of 10% or more (cumulative) of total budget, or amendment requests that add new budget line items, participants must submit a Grant Amendment Request (*Exhibit 11*) as well as a new AOP. The Grant Amendment Request and new AOP may be submitted in hardcopy format or as an attachment to an email from the CWMA's authorized signatory to ISDA. The request must provide the detail of any changes affecting the AOP and Line Item Budget Form. Once submitted, ISDA will review the amendment request and notify the CWMA in writing of approval or denial of the request.

Section 9: Returning Unspent Funds

Any unspent portion of grant funds must be returned to ISDA no later than December 15th, and no carry-over of funds from one cost share year to the next is allowed without a written request being submitted to ISDA and written permission received from ISDA prior to October 15th.

Approval for carry-over funds will be based on the approval of a future project plan. The first distribution of funds for new awards will not be released until all unspent funds from the previous year have been returned

Section 10: Performance Review

ISDA's goal is to assist cost share participants in the implementation of the current *Idaho Invasive Species Strategic Plan*. The Cost Share Fiscal and Performance Review process will be conducted in a positive and helpful manner so that information derived from the reviews will be useful in strengthening the programs for both ISDA and grant recipients.

A. WHAT IS THE MISSION FOR THE REVIEW?

1. To determine if the objectives of the cost share funded projects were accomplished.
2. To ensure adequate and accurate accounting for ISDA cost share funds and that public funds are used for the program's specified purposes.

3. To conduct periodic on-site reviews with cost share grant recipients to evaluate whether cost share funds are being used to implement the AOP and/or weed management projects.
4. To evaluate whether the applied cost share projects, measures, and programs are effective in stopping the spread of noxious weeds in Idaho.
5. To evaluate base map development and year-to-year progress effectiveness.

B. WHAT TO EXPECT FROM AN ON-SITE REVIEW

1. ISDA personnel will travel to conduct on-site reviews. Cost share grant recipients will be contacted in advance to schedule a mutually acceptable date and time. Prior to the visit, grant recipients will be expected to:
 - a. Notify all responsible parties for participation in the review; and
 - b. Organize and prepare all documentation and supporting data required for the review, including match documentation.
2. Typically, two types of reviews will be utilized by ISDA with cost share grant recipients, although they may occur at different times of the year:
 - a. **Fiscal Review.** A fiscal review will generally be conducted by an ISDA representative. Reviews will usually be conducted following the submission of the End-of-Year Report. The major focus will be to track the total grant sum of ISDA funds that were allocated based on the cost share application and to verify the financial ledgers and in-kind match documentation.
 - b. **Performance Review.** A performance review team will generally consist of an ISDA representative, the CWMA Chairperson, County Weed Superintendent(s) and others who wish to be involved. Performance reviews are generally conducted in the summer or fall following the associated fiscal review. Performance reviews are done to determine if project goals were accomplished. If a CWMA was not reviewed in the previous year and funding was received in the previous year, both years' projects may be reviewed.

NOTE: Following the reviews, an ISDA review team member will prepare a written report of the findings and provide it to the county or CWMA leaders. Any deficiencies will be noted and, if necessary, remedial actions prescribed. ISDA will also note “successes” of the reviewed program.

C. WHAT IS THE FOCUS OF THE REVIEW?

Fiscal reviews

1. Reviewer will need the following information:
 - a. Organization name, phone, contact person, and driving directions;
 - b. Copies of the financial ledgers, match summaries, and supporting documentation.
2. The recipient should have the following ready for examination:
 - a. The approved and paid invoices for projects;
 - b. Documentation for in-kind match (see *Exhibit 11*, *Exhibit 12*, and *Exhibit 15*), including a match summary totaling amounts of in-kind submitted as match.
3. Review will consist of the following:

- a. Review invoices to verify separation of duties (invoices must be approved by someone other than the individual who has issued the payment);
- b. Provide detail from invoices to verify that amounts paid were correctly reported on the financial ledger. If there is a discrepancy between what was reported and the invoice, make a note of the reason why;
- c. Provide match from documentation to verify that amounts documented were correctly reported on the match summary. If there is a discrepancy between what was reported and the documentation, make a note of the reason why.

Additional questions that may be asked regarding the cost share funds:

1. Is there a procedure in place for approval and payment of bills?
 - a. Process should be documented and included with the review notes.
 - b. Reviewer will check for consistency with the procedure and note any irregularities or lack of procedure.
 2. Are revenues and expenses accounted for?
 - a. Do ledgers show date, check number, vendor name, description, and amount paid?
 - b. Do the beginning and ending balances reconcile with those provided to ISDA?
 - c. Is any invoice over \$10,000.00 copied and included with the review notes?
 - d. Are payments made to compensate individuals copied and included with the review notes?
 - e. Are missing invoices noted in the review notes?
 - f. Were any administrative fees charged to ISDA funds? If so, was the amount calculated correctly?
 - g. Were activities within the agreed upon period?
 - h. Did you include Proper documentation to support contract agreements or costs that exceed \$10,000?
 3. Is the use of cooperator matching funds in completing cost shared projects and programs documented?
 - a. Were federal monies properly used as match?
 - b. Who were volunteered vehicles used by? Dates? Vehicle make/model/license? Was the mileage use recorded? (*Exhibit 12*)
 - c. Are match amounts based on those shown on the ISDA standardization schedule (*Exhibit 7*)? If not, other documentation needs to be provided to validate the costs submitted.
 - d. Are match amounts prepared and validated by the contributing person/organization?
 - e. Are sign-in sheets being used for volunteer events to document in-kind contributions of labor? (*Exhibit 11*)
 4. Are Individual Landowner Herbicide Application Records & In-Kind Contribution Reports being submitted to the CWMA to document in-kind contributions of herbicide, labor, and equipment? (*Exhibit 15a*)
- A. Performance reviews**
1. Description and details of the outcome of AOP priority work.
 2. Estimate of the project success, including acres treated by weed species, number of acres inventoried, number of educational contacts, number of contributors, number of participants, etc.
 3. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.

4. Confirm purchase and location of capital equipment purchased with cost share funds.

Additional emphases or questions that may be asked regarding the mapping projects:

1. A request for a demonstration of mapping procedures, data integration, map development (if available), and other mapping related protocols and procedures.
2. Description and details of the outcome of AOP priority work; for example:
 - a. Number of individuals mapping,
 - b. Tools used, and
 - c. General rating of achievement of yearly mapping goals.
3. Confirmation that procedures/protocols will interface with the state database and expected time of data delivery to ISDA.

D. HOW ARE REVIEW RESULTS REPORTED AND HOW ARE THEY USED?

Review results are used to determine if follow-up action is necessary and the nature and extent of needed follow-up action. The review results will be considered when reviewing subsequent cost share funding requests. In cases where deficiencies are noted, ISDA will recommend corrective actions. If the review finds: 1) gross misuse or misrepresentation of funds by a recipient; 2) failure to implement the recommended corrective actions; and/or 3) non-compliance with the policy guidelines for the ISDA Cost Share Program, the CWMA may be deemed ineligible to participate in the ISDA Cost Share Program. ISDA may also seek repayment of funds, and/or pursue legal action.

Following a review, a Review Letter summarizing the results or other documentation will be provided to the CWMA Chairman, Grant Administrator, Project Lead, or another authorized representative. In cases where deficiencies are noted, ISDA will recommend corrective actions to be taken and the deadline by which the actions must be completed. If the corrective actions are not completed to the satisfaction of ISDA by the deadline, a Violation Letter will be issued and provided to the CWMA Board and/or County Commissioners. If a final evaluation finds a failure to implement the recommended corrective actions, a second Violation Letter will be issued. At this time, ISDA may request repayment of funds and/or initiate legal action, and the CWMA may be ineligible to participate in the Cost Share Program for a minimum of one calendar year.

APPENDICES

APPENDIX 1 - Tips for Writing ISDA Cost Share Requests

Start early

Develop a timetable for developing and submitting the request. See the example timetable provided (Appendix 2).

Follow the instructions

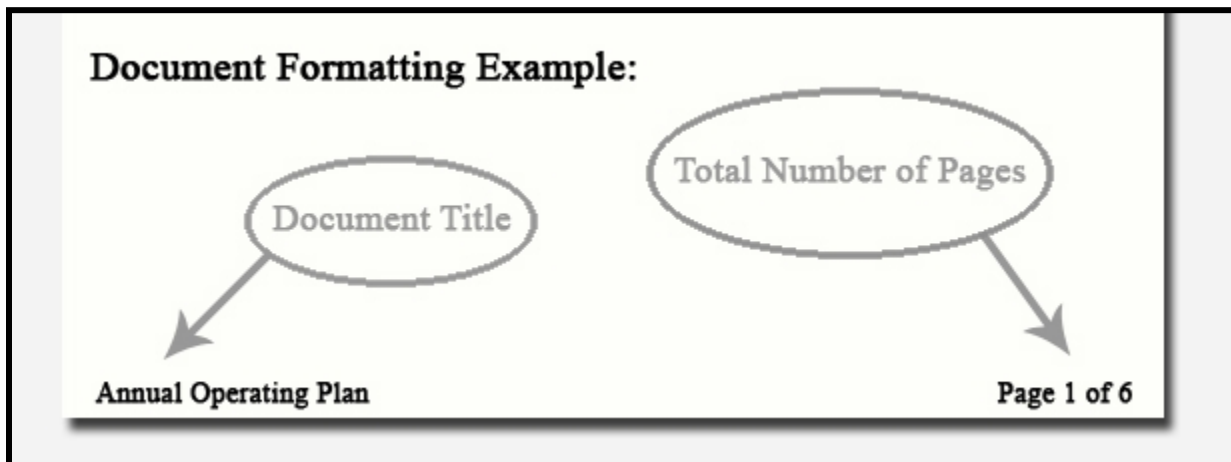
Read the application carefully and follow all the instructions! Applicants who do not follow the basic instructions risk having their applications rejected.

Organize for clarity

Follow the Application Process listed under Guideline 1. Provide all information in the order requested. Don't make reviewers hunt for information, even if this means repeating information or referencing a previous section. Applications should include introductions to orient the reviewer. Follow the AOP template, Exhibit 5. Boxes or stacks of documents will not suffice, especially in the event of a fiscal review.

Include footers on each page

All application documents must contain a document footer on each page indicating document title, page number, and total number of pages for the document.



Make it easy to read

Make sure there are no typographical errors in the proposal.

Communicate clearly

Describe what is planned and why; how it will be done and why it is the best approach; who will be involved and why they are qualified; what is needed to accomplish the tasks; what the timetable will be; and how to measure whether the goals have been met. Use plain English to define terms and avoid jargon.

Get feedback from others

Ask someone who is unfamiliar with the cost share request to read the proposal to verify that it is clear and understandable.

Pay attention to the budget

Account for all relevant items in the line item budget. Do not introduce elements in the line item budget that have not been discussed in the AOP. Carefully review the in-kind/matching guidelines to be sure of allowable costs. Make sure the budget numbers are accurately calculated.

Meet the deadline

Make sure the application is not late! Plan ahead and allow sufficient time for review at all stages. If an application is late, it may not be considered. Read the deadline information carefully. All Cost Share Application packages must be received by ISDA on or before December 31 of the year preceding the cost share request.

APPENDIX 2 - Recommendations for Monitoring Sub-Recipients

A sub-recipient is a third-party organization performing a portion of a project or program. Examples of sub-recipients include counties, Resource Conservation & Development Councils (RC&D), USFS, BLM, TNC, Grant Administrators, CWMA Administrators, etc. The terms of the relationship must be documented in a subcontract. These guidelines are intended to assist responsible Grant Administrators and/or CWMA Steering Committees in ensuring that the sub-recipient is conducting its portion of the project in compliance with ISDA award guidelines and conditions, and that the sub-recipient's portion of the project costs is reasonable and allowable.

A. Roles and Responsibilities:

1. CWMA Steering Committee Boards have primary responsibility for the monitoring of sub-recipients to ensure compliance with ISDA guidelines and conditions.
2. Grant Administrators have responsibility for assisting the Steering Committee in discharging their monitoring responsibilities, for reviewing invoices from sub-recipients, questioning expenditures if necessary, and for maintaining documentation of monitoring efforts as outlined by ISDA.
3. Sub-recipient responsibilities are stipulated in the content of the sub-contract.

B. Methods Available to the Grant Administrator Monitoring of Sub-Recipient for Sub-Contract Compliance:

1. The routine receipt and review of Technical Performance Reports;
2. The routine review of expenses-to-budget;
3. The periodic performance of on-site visits, as necessary;
4. It is also important to note that there may be additional project-specific requirements that mandate collection and documentation of other kinds of assurances during the course of a project.

C. Sub-Recipient Monitoring/Oversight Guidelines:

1. The responsible Grant Administrator and/or CWMA Steering Committee Board should determine the frequency and intensity of monitoring procedures jointly with the sub-recipient.
2. Details should be included in the sub-contract.
3. Examples of Administration Actions for Sub-Recipient Monitoring/Oversight by CWMA or other organizations receiving Cost Share Funds:
 - a. Collection of Technical Performance Reports – Project Performance Reports for each project should be reviewed and evaluated on a timely basis by the CWMA Steering Committee and/or responsible party. Unusual or unforeseen items should be investigated and documented.
 - b. Review of Invoices and Expenses-to-Budget – Sub-recipient's invoices showing both the current period and the cumulative expenses-to-budget are generally required. Grant Administrators should compare sub-recipient invoices to established sub-award budgets. Evidence of the regular review of invoices by both the CWMA Steering Committee and the Grant Administrator should be in place and retained on file. "Evidence" can be in the form of CWMA Steering Committee Board member initials or authorizing signature on invoices, e-mail communications, notes of meetings with the Grant Administrator, etc.
 - c. Clarification of Invoiced Charges – Grant Administrators should request explanations for "unusual", "miscellaneous", "other", or apparently excessive charges invoiced by the sub-recipient. If the explanations received are not sufficient to render a prudent judgment on the ability of the cost to be allowed, Grant Administrators may request detailed justifications from sub-recipients.

Examples of detailed justifications that may be requested from sub-recipients are:

- i. Personnel time records/data;
- ii. Copies of paid invoices showing the cost of items purchased and in-kind match documentation (with proper signatures);
- iii. Descriptions of services rendered by consultants including hourly rates and time reports;
- iv. Detail of travel charges incurred stating the purpose, airfare, meals, ground transportation, etc.;
- v. Costs determined to be unallowable or unreasonable should be disallowed. In circumstances where questionable costs remain unresolved, it may become necessary to conduct a more definitive audit. In these cases, Grant Administrators may contact ISDA for coordination of subsequent actions.

APPENDIX 3 - Steps in the Cost Share Application Process

Below are the steps in the ISDA Noxious Weed Cost Share application approval process. These include an estimated timeline for completion of the approval process.

		<u>Process</u>	<u>Timeline</u>
Step 1	Cost Share Applicant	Submit a complete application packet on time to ISDA. Must be received by ISDA no later than December 31st.	December 31
Step 2	ISDA	ISDA conducts a preliminary review to determine that all application exhibits are included. The application is logged into a database and notification is sent to applicant via email of any missing application documents.	December 31
Step 3	ISDA	Cost Share Program personnel verify the match requirements and conduct other reviews to determine completeness of all exhibits, based on the criteria for application. Summary information related to the application is entered into the ISDA Noxious Weeds Cost Share database.	Within 5 business days of December 31
Step 4	ISDA	If an application is complete and meets all the necessary requirements, it will be sent to the Cost Share Review Committee to be reviewed. Any application that is found to be incomplete will be allowed five (5) business days to make changes. A one-percent (1%) reduction in approved total funding will apply for each business day (up to a maximum of five (5) business days) on any application or part of an application that is received at ISDA after the 31 st of December. A delay longer than five (5) business days will result in a full denial of the application and no funds will be awarded.	Within 10 business days of December 31
Step 5	ISDA and Cost Share Review Committee	<u>Day 1:</u> Meetings are held to allow applicants a 15-minute presentation before the Cost Share Review Committee members. During this time, applicants will be allowed to clarify their proposal and answer any questions that may arise. Presentations are optional and applicants that do not participate will not be penalized. <u>Day 2:</u> Committee reviews and evaluates all applications, submits evaluations and recommendations to ISDA.	Approximately 4 th week of January
Step 6	ISDA	Compile all recommendations from Cost Share Review Committee. Determine funding level for each applicant based on the Review Committee's recommendations and available funds.	February 10

Step 7	Cost Share Applicant	Accept or decline the financial award offer by responding to ISDA.	March 15
Step 8	ISDA	Process financial awards to successful applicants as funding is made available to ISDA.	Ongoing from April 1 until completed

APPENDIX 4 – Data Recording Requirements

CWMA activities that will be mapped are:

- All inventory/survey projects;
- All control efforts of noxious weeds related to CWMA Cost Share;
 - Chemical
 - Biological
 - Mechanical
 - Cultural
- All restoration projects related to CWMA Cost Share.

ISDA will accept data in point or polygon format and can provide a template in the form of an editable geodatabase or excel spreadsheet based on the request of the CWMA. Data submitted to ISDA can be an excel spreadsheet (provided it has xy location data), .kmz file (google earth), .shp file(ESRI), or Geodatabase.

Mapping data shall include at a minimum:

- 1.) Action (treatment type, survey, biocontrol etc.).
- 2.) Date.
- 3.) Size (estimate) in acres with 0.1 being the smallest.
- 4.) Target species, common name only
- 5.) Cover class (% density) at 10% increments.
- 6.) Dominant Vegetation Type (meadow, rangeland, forest, riparian, etc.).
- 7.) Land ownership (Private, Federal, State, Local Govt).
- 8.) Were cost share dollars used for this element (yes/no).
 - a.) if yes, specify AOP project.
- 9.) Location

The data that is gathered by the CWMA will be due to ISDA as a part of the EOY report and cost share application. This submission should contain at a minimum 2 files titled:

1. Xxxx CWMA 2020Cost Share projects – Entries should follow the mapping data minimums for all cost share related activities for the reporting period.
2. Xxxx CWMA 2020Noxious Weed Inventory- this information will be used as a reference for only listed noxious weed infestations across the CWMA.

Step by Step Uploading Instructions for the use of ISDA's CWMA Data portal:

1. Navigate to the cost share section of the ISDA's Invasive Species webpage (<http://invasivespecies.idaho.gov/cost-share>)

2. Set up online account

- a. Click on button “CWMA DATA/REPORT UPLOAD PORTAL”

ISDA'S NOXIOUS WEED COST SHARE PROGRAM

The centerpiece of Idaho's Strategic Plan for Managing Noxious Weeds is the creation of Cooperative Weed Management Areas to mobilize all landowners in an area to work together in stopping the spread of invasive weeds. To accomplish this, the cooperators will use an integrated approach through the development of Integrated Weed Management Plans, to bring available resources and effective weed-fighting techniques to combat the growing invasive weed problem.

The primary purpose of the Idaho State Department of Agriculture's (ISDA's) noxious weed cost share grant program is to accelerate the attack on invasive weeds by supplementing local funds and resources, not replacing them. Cost sharing is also intended to provide additional incentives for local landowners, officials, and citizens to work collaboratively to develop a more comprehensive and effective noxious weed management program. Through strengthening on-the-ground management the major economic and environmental impacts can be more effectively mitigated, improving the quality of life for all Idahoans.

ATTN: ISDA ADDRESS CHANGE - PLEASE SEND COST SHARE APPLICATION MATERIALS TO P.O. BOX 7249 BOISE, ID 83707

2019 COST SHARE APPLICATION INFORMATION

CWMA DATA/REPORT UPLOAD PORTAL

- b. Click on hyperlink “Open Register Screen”



CWMA FILE UPLOAD INSTRUCTIONS

Please bookmark this page or the file upload page. If you bookmark the shared sign-in screen, automatic redirects r

Steps for uploading files:

- Create ISDA account
- Read and follow file upload instructions

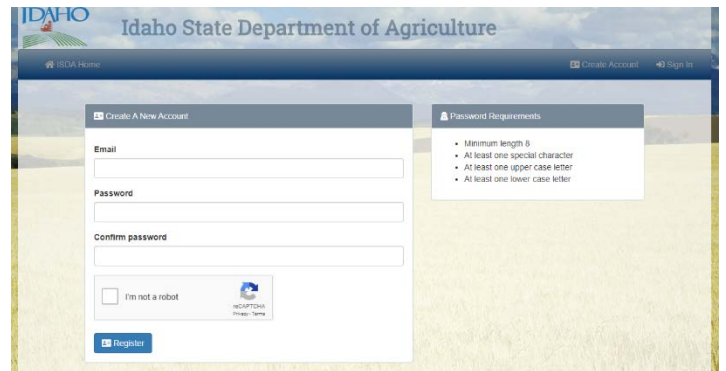
Create an ISDA account:

1. Click the “Set Up Online Access” link and create an ISDA account if you don't already have one. See images to the right.

- Open Register Screen
- Open Sign-in Screen



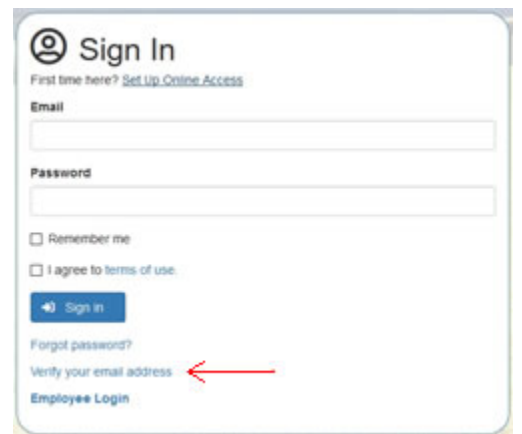
- c. Enter your email and chosen password that fits the listed requirements



- d. Open email sent to your account email address to complete verification process

3. How to proceed after account registration

- a. Sign in to account (should have already been done if you had just registered)



b. Upload files based on guidelines listed

- -All files submitted through this portal must follow the outlined naming guidelines to ensure accurate reporting and tacking.
- -File Name – All files will begin with the CWMA's name, followed by an underscore and the name of the file.
 - Example: "HappyValley_1TermReport" (All file names should be kept as short as possible and no date is required as one will be assigned)
- -File Type- the following file types can be uploaded: Adobe Acrobat, Microsoft Excel and Word, most image files, shapefiles (dbf, prj, sbn, sbx, shp, shx,cpg), kmz, and compressed zip files.
- -File Size – files cannot be larger than 200 MB.
- -To ensure all files were uploaded please send an email to Jeremey.varley@isda.idaho.gov as notification of your CWMA's uploads.

APPENDIX 5 - Acronyms

AOP	Annual Operating Plan
CWMA	Cooperative Weed Management Area
DUNS	Data Universal Numbering System
EDDR	Early Detection Rapid Response
EOY	End of Year
GIS	Geographic Information System
GPS	Global Positioning System
ISDA	Idaho State Department of Agriculture
MOU	Memorandum of Understanding
USFS	United States Forest Service

APPENDIX 6 - Glossary

Administrative Fee	Costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Such costs include maintaining the physical plant, library resources and general administration. These costs are generally calculated as a percentage of the total direct costs of the project. Some portion of these costs may be eligible for reimbursement.
Agency	(a) In the case of the federal government, any authority which exercises administrative control over defined areas of federal lands within the state of Idaho; (b) In the case of the state of Idaho, any department, board, commission, or institution; (c) In the case of local government, cities, counties and any legal subdivisions thereof, drainage districts, irrigation districts, canal companies, highway districts or any special taxing district.
Annual Operating Plan	Each CWMA will be required to submit an Annual Operating Plan (AOP) with their application. The AOP will outline the planned weed control activities for the proposed year, as well as the priorities where funding is requested. The AOP should be organized by priority, and should be limited to 5 pages in length. Please see <i>Exhibit 5</i> for an example of an AOP.
Applicant	A project sponsor – must be a CWMA, city, county, state agency, conservation district, tribe, or special purpose district.
Average Density of Each Weed Species	This is the density of the actual weed infestation, cover-class or canopy density. This is represented in the form of a percent (%). Tracking this allows ISDA to monitor any increase or decrease of the density of the infestation.
Budget	The financial plan for operation of the project that includes an estimate of the income and expenditures associated with operating the project for an identified period of time, often a year.
7CFR 1455.2	*§ 1455.2 Definitions. (a) The definitions in part 718 of this chapter apply to this part and all documents issued in accordance with this part, except as otherwise provided in this section. (b) The following definitions apply to this part: Appropriate wildlife habitat means habitat that is suitable or proper, as determined by the applicable State or tribal government, to support fish and wildlife populations in the area. Farm land means the land that meets definition of “farmland” in § 718.2 of this title. Forest land means land at least 120 feet wide and 1 acre in size with at least 10 percent cover (or equivalent stocking) by

live trees of any size, including land that formerly had such tree cover and that will be naturally or artificially regenerated. Forest land includes transition zones, such as areas between forest and non-forest lands that have at least 10 percent cover (or equivalent stocking) with live trees and forest areas adjacent to urban and built-up lands. Roadside, streamside, and shelterbelt strips of trees must have a crown width of at least 120 feet and continuous length of at least 363 feet to qualify as forest land. Unimproved roads and trails, streams, and clearings in forest areas are classified as forest if they are less than 120 feet wide or an acre in size. Tree-covered areas in agricultural production settings, such as fruit orchards, or tree-covered areas in urban settings, such as city parks, are not considered forest land. Privately-held land means farm, ranch, or forest land that is owned or operated by an individual or entity that is not an entity of any government unit or Tribe. Ranch land means land that meets the definition of "farmland." State or State government means any State or local government, including State, city, town, or county government. Tribal government means any Federally-recognized Indian tribe, band, nation, or other organized group, or community, including pueblos, rancherias, colonies and any Alaska Native Village, or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601-1629h), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Wildlife-dependent recreation means a land use involving hunting, fishing, wildlife-observation, photography, environmental education and interpretation, or other activities as determined by CCC."

Containment	To confine a weed to an identified area of infestation; halting the spread of a weed infestation beyond specified boundaries.
Contributor List	The Contributor List is the list of those partner entities that are providing matching or in-kind contributions to support the CWMA AOP. The contributor list will be included in Part A of the application packet.
Control	Any or all of the following: prevention, rehabilitation, eradication or modified treatments specified in a cooperative weed management area.
Cooperative Agreement or Memorandum of Understanding (MOU)	A Cooperative Agreement or MOU is the document specifying terms of agreement for the participating landowners of the CWMA that is agreed to and signed by the participants. The purpose of a Cooperative Agreement or MOU is to eliminate administrative barriers, thus allowing the sharing of resources across all jurisdictional boundaries. The document facilitates cooperation and flexibility in CWMA operations and minimizes unnecessary controls.

The agreement should identify: who the participants are; the legal authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a steering committee and its responsibilities, Strategic Plan, AOP, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, accountability, etc. Please see *Exhibits 8, 9* for reference.

Cooperative Weed Management Area (CWMA)

A distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate or human-use patterns. CWMA's may be composed of a portion of a county, a county, portions of several counties or portions of one (1) or more states. (See Section 22-2402, Idaho Code).

Cost Share Review Committee

The Cost Share Review Committee is comprised of members from the Idaho Weed Control Association (IWCA), Idaho Weed Coordinating Committee (IWCC), Idaho Association of Weed Control Superintendents (IAWCS), United States Forest Service (USFS), an at-large position, and ISDA. The Cost Share Review Committee provides recommendations to ISDA regarding CWMA funding decisions. ISDA's Director will review the recommendations and has final approval authority for all line items.

Deadlines

Due dates for submission of proposals and grant reporting requirements.

Director

The Director of the Idaho State Department of Agriculture or an authorized designee.

DUNS Number

A unique nine digit identification number, for your business. **D-U-N-S Number** assignment is for all businesses required to register with the US Federal government for contracts or grants.

Early Detection/Rapid Response (EDRR)

Finding invasive plant species listed as EDRR on the Idaho State Noxious Weed List during the initial stages of colonization and then responding within the same season to initiate eradication of the invasive plant species.

Effective Date

The date on which a cost share agreement becomes effective, which is the date it is signed by the ISDA Director.

End-of-Year (EOY) Reports

CWMA's that receive state or federal funding must submit an End-of-Year Report. EOY Reports summarize the weed control activities performed by the CWMA during the funded year. This information will be provided to the public, legislators, and industry leaders. EOY Reports are due to

ISDA by December 31 of the year the funding was received. Please see *Exhibit 2* for an example of an EOY Report.

Eradicate	To eliminate a weed within an area of infestation.
Federal Identification Number (FIN)	The identifying number assigned to an organization by the federal government.
Financial Ledgers	Financial Ledgers are used to account for the funds you receive. Ledgers must show the financial disbursements that are distributed to the CWMA, as well as the expenses incurred by the CWMA. The expenses that are incurred must be accounted for according to priority, as described in the AOP. There are two types of ledgers: State Financial Ledgers, and Federal Financial Ledgers. The State Ledgers should account for the State funds that are disbursed to the CWMA. The Federal Ledgers should account for the Federal funds that are distributed to the CWMA. The Federal funds have specific requirements that are to be met before funds can be disbursed. Not all CWMA's will qualify for Federal funds. Financial Ledgers must be submitted to ISDA at the end of each term.
Financial Recipient (Payee/Awardee)	A legal entity in possession of a DUNS number who will be awarded, will receive, and manage cost share grant funds on behalf of a CWMA (for example, a county, RC&D, or one of the organizations participating in a CWMA).
Fiscal Year (FY)	The 12-month period for financial operations for an organization or government. The fiscal year of the State of Idaho is July 1 – June 30, while that of the Federal government runs from October 1 – September 30. The Cost Share Fiscal Year is March 16 – December 31.
GIS	Geographic Information System.
GPS	Global Positioning System.
Grant Administrator	The person responsible for administering the grant.
Grantee	The organization who is the recipient and administrator of a grant.
Gross Acres	The area of land occupied by a weed species. The acres are defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The gross acres may contain significant parcels of land that are not occupied by the weed species. Gross acres are generally used in describing large infestations. This perimeter can be any size.
Herbicides	A chemical that is used to control a plant; one of many pesticides.

In-Kind Contributions	The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project.
Integrated Weed Management	The use of all available strategies to manage weed populations in a manner that is economically and environmentally sound. Such strategies may include cultural, mechanical, chemical and biological methods.
Integrated Weed Management Plan	A vegetation management plan that considers all weed management options and selects one or a combination of options for implementation.
Inventory	Actual acres mapped.
ISDA Cost Share Program	A funding program administered by ISDA, developed to establish weed control to help create and/or maintain structured weed control programs in all geographic areas in Idaho.
Land	All soil, water, or other growing medium.
Landowner	(a) The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel; (b) A person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.
Mapping	Information submitted to ISDA reflecting actual areas infested, as well as actual areas showing no infestation. Location may be presented by points or polygons if less than one acre.
Matching Funds	Cash or "in-kind" support contributed to carry out the project. The recommended minimum match for ISDA Cost Share Requests is 1:1 (one dollar matched for every dollar received from ISDA). This may be donated time, machinery etc. or cash.
Match Summary Forms	A 1:1 match is required for all proposed CWMA priorities, both Federal and State. That means that for every dollar that is awarded to a CWMA, a dollar must be spent by the CWMA or its partners in cooperation with the weed control activities. The Match Forms account for the funds that are received by the CWMA, as well as the matching funds or in-kind donations made to the CWMA weed control efforts by the CWMA or its partners. Match forms must be submitted to ISDA at the end of every term.
Monitoring	Follow-up inspection later in the same year following treatment or release of bio-control agents.

New Invaders	Any Idaho noxious weed listed as “Control or Containment” that is not currently found or that is found in extremely small populations in the CWMA.
Noxious Weed	(a) Any plant having the potential to cause injury to public health, crops, livestock, land or other property; and which is designated as noxious by the Director of Idaho State Department of Agriculture (Section 22-2402, Idaho Code). (b) Any weed listed on the Idaho State Noxious Weed List (IDAPA 02.06.22).
Percent of Gross Acres Infested	An estimation of the actual infested acres within the defined gross acres perimeter, represented by a percentage.
Person	Any individual, partnership, firm, agency, corporation, company, society or association.
Prevent	To deter the spread of invasive, non-native weeds.
Prevention	(a) Any action that reduces the potential for the introduction or establishment of a plant species in areas not currently infested with that species (See Section 22-2402, Idaho Code). (b) To deter the spread of invasive, non-native weeds.
Project	A weed management activity for which a Cost Share grant is awarded by ISDA.
Proposal	An application submitted to a funding agency requesting funding for a specified period of time to carry out a specified project.
Public Body	The State of Idaho or any state agency, county, city, town, conservation district, special purpose district or tribe.
Rehabilitation	The process of reconditioning formerly weed-infested land to a productive or desirable condition.
Scope of Work	A detailed description of the project, including measurable objectives, useful for determining successful completion. The scope of work is negotiated between ISDA and the grant recipient.
Service Contract	Funds that are received through a contractual agreement to provide specified services, such as training courses or an educational program. Typically, a simple proposal is prepared that includes a cost justification for the services provided.
Steering Committee	The SC will organize, set priorities, make assignments, and accomplish the goals for the CWMA. This group should provide direction in CWMA operations. The SC’s functions may be defined within the Strategic Plan or through CWMA bylaws. A well-

functioning SC will include broad representation that reflects the CWMA's landownership and must include at least one private landowner. Rotating membership and leadership can provide active participation opportunities for all partners. A Chairperson and Vice Chairperson should lead the SC. The SC's responsibilities include creating and updating the Strategic Plan, preparing the Annual Operating Plan (AOP) and applying for grants, including the ISDA Cost Share Program.

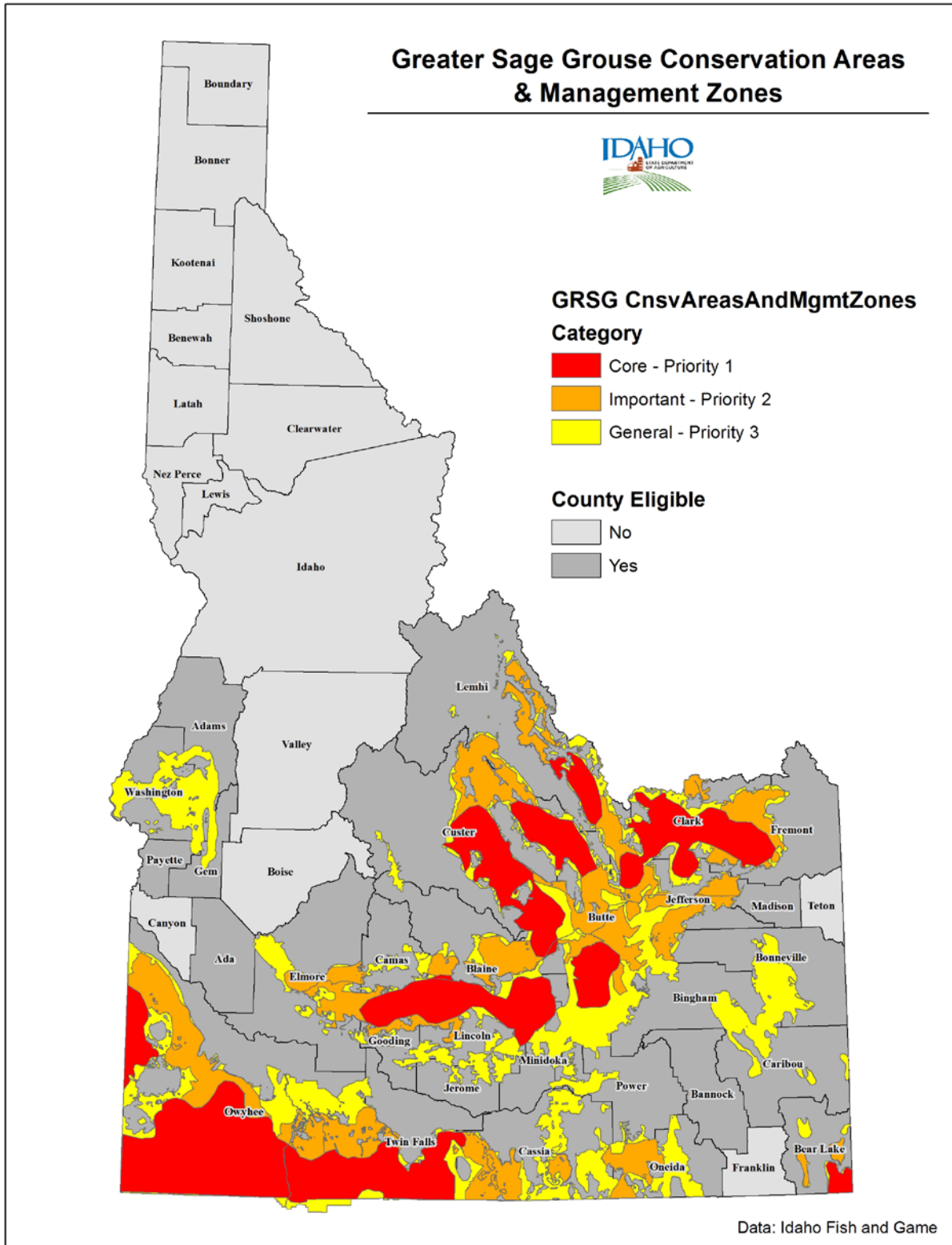
It is recommended that the SC meet a minimum of four times per year in order to effectively conduct CWMA business. The Steering Committee List, as required in Part A of the ISDA cost share application (*Exhibit 3a*), must include the names, business phone numbers, addresses, email and titles for the Chairperson, Vice-Chairperson, Grant Administrator and other officers, along with the names of all other SC members.

Strategic Plan	A plan that directs management actions to protect specific areas from the introduction of invasive plants, reducing the risk of new weed infestations.
Sub-contract	Funds received from a primary grant recipient to support the costs associated with carrying out a portion of the project. Typically, it is not necessary to submit a proposal to receive a sub-contract, although submission of a budget is often necessary.
Targeted Grazing	The application of a specific kind of livestock at a determined season, duration, and intensity to accomplish defined vegetation or landscape goals. (Launchbaugh, Walker)
Term	Fixed period of time for which the CWMA is responsible to record activities and make reports.
Total Project Cost	The sum of all costs associated with a noxious weed management project, including costs that are not eligible for ISDA cost share grant funding.
Treatment	Application of control technology to target control plant.
Treatment Acres	Acres actually treated: (a) Acres reported on pesticide use report; (b) Mechanical; (c) Bio-control (one release = five acres treated); (d) Targeted Grazing (actual acres grazed).
Treatment Area	Estimation of entire area covered in which treatment acres were contained.
Weed	Any plant that adversely affects animal populations, reduces habitat for desirable plant and wildlife species, decreases public recreational opportunities or causes economic hardship to the people of Idaho.

APPENDIX 7 - Exhibits

1. CWMA Application Checklist
2. End of Year (EOY) Report
3. a) CWMA Cost Share Application Part A
b) CWMA Cost Share Application Part B
4. Line Item Budget – Expenses to be Considered for State and Federal Funding
5. Annual Operating Plan (AOP)
6. Strategic Weed Management Plan
7. Standard Rates for In-Kind Match Contributions
8. Cooperative Agreement (CA)
9. Memorandum of Understanding (MOU)
10. Grant Amendment Request
11. In-Kind Match Personnel Verification
12. In-Kind Match Vehicle/Equipment Verification
13. Financial Ledger
14. a) Match Summary
b) Cumulative Match Summary (End of Year)
15. a) Landowner Herbicide Application Record and In-Kind Contribution Report
b) Example and Directions for completing the record and report
16. Conflict of Interest

APPENDIX 8 – Greater Sage Grouse Habitat Improvement Maps

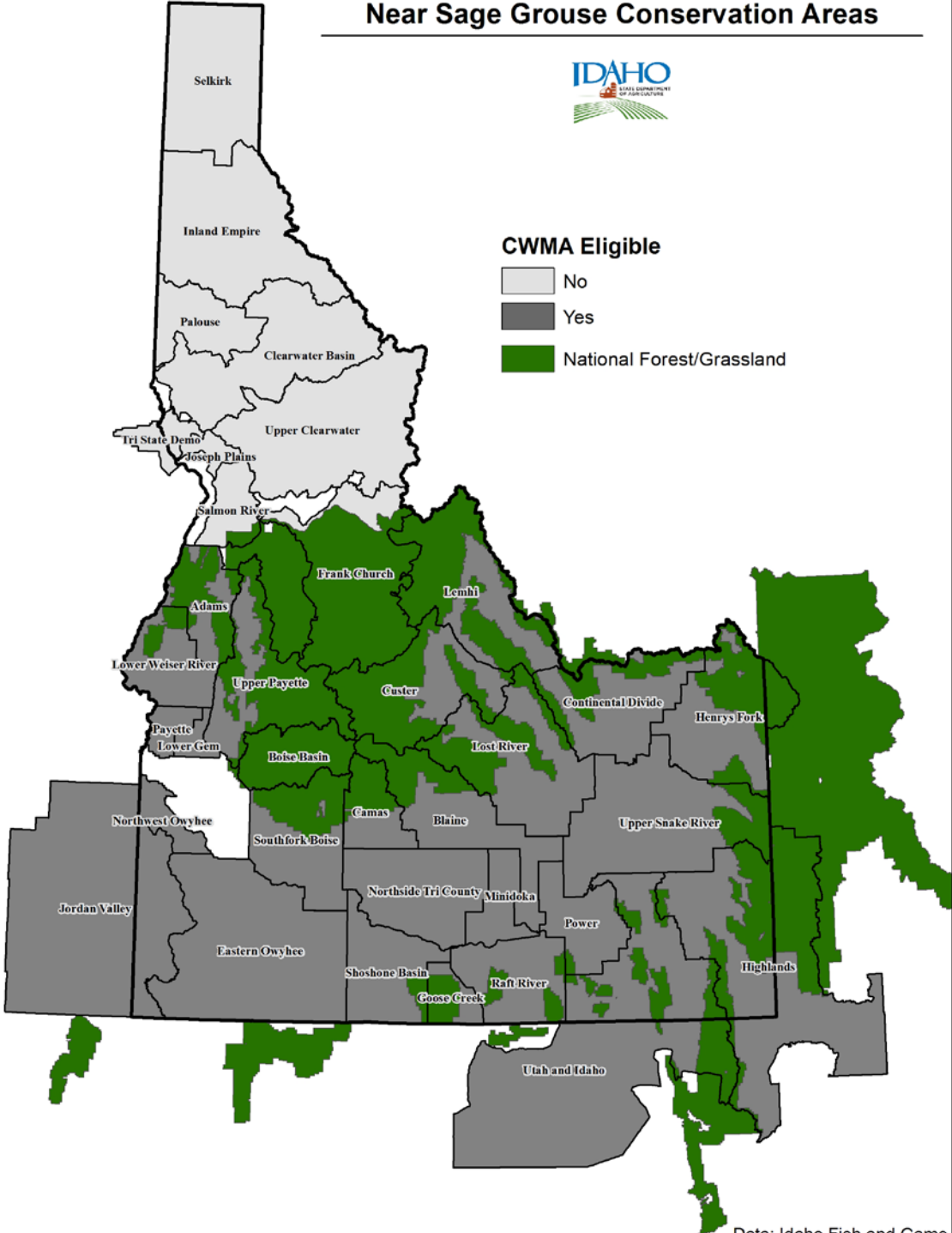


Forest Service Managed Land Near Sage Grouse Conservation Areas



CWMA Eligible

- No
- Yes
- National Forest/Grassland



Data: Idaho Fish and Game

APPENDIX 9 – Flowering Rush Eligibility Map

