Idaho State Department of Agriculture Noxious Weed Cost Share Program End-of-Year Report Instructions

A. What is the End-of-Year (EOY) Report and when is it due?

The purpose of the EOY Report is to document and summarize CWMA accomplishments. This information will be provided to the public, legislators, and agency leaders. EOY Reports are due by December 31st of the same year the grant was received.

Note: All components of the report should be submitted together.

B. What are the components of the EOY Report?

- 1. Brief Introduction
 - a. What is the name of your CWMA, and who are the members?
 - b. What are your goals and mission? (Refer to your Strategic Plan.)
 - c. What area is encompassed by the CWMA?
 - d. What are the major noxious weeds in the area, and why are they a problem?
 - i. New invaders (EDRR)
 - ii. Most problematic or prolific
 - e. Who are the CWMA leaders/advisors/cooperators?
- 2. What work was accomplished this year?
 - a. Who did the work?
 - b. Where did the work take place?
 - c. What were the measurable outcomes?
 - i. Total acres treated chemical
 - ii. Total acres treated mechanical
 - iii. Total acres treated grazing (NOTE: ISDA will only fund targeted grazing)
 - iv. Total acres treated bio-control
 - v. Total acres inventoried.
 - vi. Total acres replanted.
 - vii. Total number of public contacts made.
 - d. Please provide a list of products (herbicides, surfactants and dyes) purchased with grant funds and the purpose it was used for.

Chemical or Product	Quantity	Purpose

- e. Summary of the integrated "tools" used during the year to control noxious weeds. This summary should be broken down into categories, as appropriate for the projects conducted: prevention, education (public & professional), inventory/mapping, eradication, containment, control, replanting, etc.
- f. Highlight specific projects: highlight successes, state weed problems, and outline the solutions implemented. "This is what we planned, and this is what we accomplished."

- g. Insert pictures and maps as appropriate. Remember, "A picture is worth a thousand words."
- 3. Breakdown of financial contributions to the CWMA. Exact dollar amounts are not required in this part of the report. Please separate Cost Share funds; do not include ISDA funds in total unless specified.
- 4. Summary of the CWMA's plans for next year.
- 5. **Appendices** (Optional)
 - a. Maps: CWMA area, weed locations
 - b. Press Releases: newspaper clippings, media outreach
 - c. Publications, reports, and papers: brochures, papers on the project, etc.
 - d. Weed Information Sheets
 - e. Invitations for public involvement
 - f. A "Thank You" letter from a county commissioner, weed board or CWMA Chairperson

Note: Mapping data from all CWMA projects must be submitted following the guidelines set by Appendix 2 in the Cost Share Handbook and must be submitted in an <u>approved electronic format</u>. All mapping data will be incorporated into the statewide mapping database.