

Aquatic Invasive Species Eradication Grant Program

(State Fiscal Year 2005 - 2006)

Application and Instructions

Deadline: 5:00 PM, February 28, 2006



New York State Department of Environmental Conservation
625 Broadway, Albany, New York 12233-4756
www.dec.state.ny.us

George E. Pataki
Governor

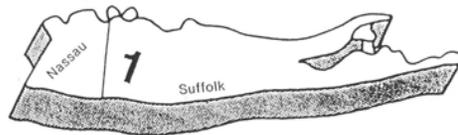
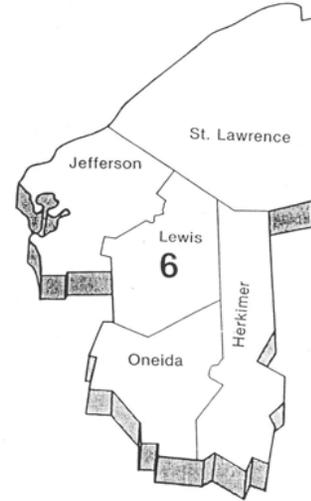
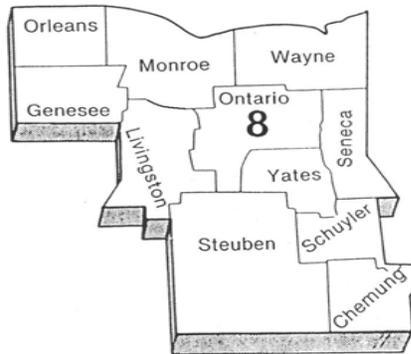
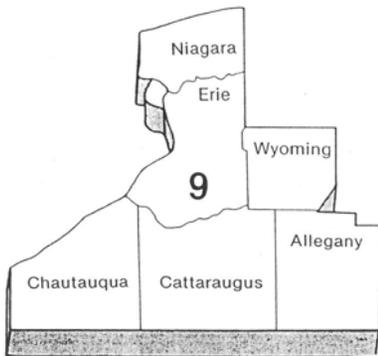
Denise M. Sheehan
Commissioner

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NYSDEC Regions



2005 Aquatic Invasive Species Eradication Grant Program Information for Applicants

NOTE: Appendix A contains definitions of words and phrases used throughout this document

Purpose

The Department of Environmental Conservation (NYSDEC or Department) will provide State assistance funding through reimbursement for projects to eradicate aquatic species identified as being invasive within water bodies and wetlands of New York State.

What types of projects will be eligible for funding?

Acceptable projects are proposals to kill and/or permanently remove plants or animals that meet the definition of aquatic invasive species or aquatic nuisance species (hereafter referred to as target species, see Appendix A) from water bodies or wetlands in New York State¹. Projects that kill or remove only a portion of the total population of a target species are eligible for consideration even though removal of only a portion of the target species population is something less than eradication. Projects that do not result in the immediate death or removal of the target species will be considered, as long as the project will result in the ultimate death or removal of the target species; for example, projects to release herbivorous insects to reduce or eliminate invasive aquatic plant target species such as Eurasian watermilfoil or purple loosestrife would be considered eligible. Projects that do not result in the death or removal of a target species as the main objective would not be eligible for funding assistance under this grant program.

Who may apply?

Eligible recipients include municipalities and Not-For-Profit Corporations (NFP). Other groups such as lake associations must apply through a municipality or NFP. Projects already receiving assistance from other New York State funding assistance programs for similar activities are ineligible for funding under this program.

Are matching funds required?

Yes, matching funds are required. Successful grant applicants must match State assistance grant funding on a 1:2 basis (one state dollar for every two applicant dollars); i.e.,

¹ The project site must lie completely within the political boundaries of New York State if the infested waterbody or wetland overlays the border between New York and an adjacent state or Canada.

New York State may reimburse up to 33.3 % of the approved project's total cost.

Is there a minimum or maximum grant amount?

A total appropriation of \$1,000,000 has been made available to the Department in State Fiscal Year (SFY) 2005/2006 for these grants. No individual grant will be awarded for less than the minimum amount of \$10,000 or exceed the maximum amount of \$100,000. The Department reserves the right to determine the amount of State assistance awarded for grant projects, and will make every effort to distribute grant funds in an equitable manner across the state. The Department also reserves the right to award a portion of the available funds, or none of the funding, if it is in the best interest of the State to do so.

What types of costs are eligible for reimbursement?

The following costs are eligible for reimbursement under the Aquatic Invasive Species Eradication Grant Program:

- ◆ Costs for special equipment (purchase/rental), supplies, materials, chemicals, and materials required to execute the project;
- ◆ Costs associated with the removal and disposal of dead plant or animal material produced as a result of the successful execution of the project;
- ◆ Costs for staff time directly devoted to the project;
- ◆ Costs for professional services for the development of surveys, plans and specifications, design and development of project (e.g. applicator fees);
- ◆ Costs associated with fulfilling regulatory obligations (e.g., public notification, providing alternative sources of drinking water, etc.) directly related with the execution of the project;
- ◆ Costs for directly related consultant and legal services;

If an eligible cost was incurred between April 1, 2005 and the effective date for an approved State Assistance contract, then that cost might be eligible either for reimbursement or for use as match, even though the expenditure predates the grant/contract effective date. The applicant must identify such expenses and document that they are directly related to the project that was ultimately approved for funding assistance under the Aquatic Invasive Species Eradication Grant Program. A final determination of which expenses incurred between April 1, 2005 and the State Assistance contract effective date will be made by the Department and the status of such expenditures will be integrated into the final State Assistance contract.

Ineligible Costs

The following costs are not eligible for reimbursement under the Aquatic Invasive Species Eradication Grant Program:

- ◆ Grant application expenses;

- ◆ Costs incurred prior to April 1, 2005 (see eligible costs, above);
- ◆ Costs defrayed by other outside funding;
- ◆ Costs related to long term post-project monitoring, education, research, or prevention (of re-infestation); however, these expenses can be used as match;
- ◆ Indirect (Personal Service-related) costs will neither be charged or reimbursed.

What are the criteria for review and selection of these projects?

Applications must be postmarked no later than February 28, 2006. Any application received by the Department after the deadline will not be considered for funding.

Only complete applications will be scored, evaluated, and ranked by a Department review panel in accordance with the criteria contained in Appendix B of this application. If an application is determined by the Department to be incomplete (see Application Checklist on page 25), the applicant will not have an opportunity to resubmit a project until the next grant cycle is announced, if funds are available. Applications will be ranked into four tiers based on the results of the scoring and evaluation. State assistance funds will be awarded first to projects in the two highest tiers. If funds are still available after grants have been awarded to all the projects in the two highest tiers, projects in the third tier will be funded. Projects ranked in the fourth tier will not be funded.

When can I start work?

Work may begin once the grant is officially awarded and a State assistance contract (including a budget, performance time line, scope of work, effective date, and appendices A and B) is formally executed between the applicant and the Department, and approved by the Attorney General’s Office (AG), and the Office of the State Comptroller (OSC). The Department expects projects to be completed within a three year term.

When are the grant monies available?

This is a reimbursement grant program and grantees must plan their financial arrangements accordingly. Reimbursement of grant funds will be made after the project has been successfully completed in accordance with the scope of work and budget identified in the grantee’s executed contract, including a final on-site inspection by a representative of the Department. For approved projects that are awarded a State grant of \$50,000 or more, one partial reimbursement request can be approved midway through the project period, provided that the costs to be reimbursed and the corresponding match requirement are both fully documented and are consistent with the project budget.

Do I need to comply with the State Environmental Quality Review Act (SEQRA)?

SEQRA is applicable to projects eligible for funding under the Aquatic Invasive Species

Eradication Grant Program. Applicants need to consult with NYSDEC Regional Permit Administrators and local governments to determine what SEQRA requirements need to be met. A list of Regional Permit Administrators can be found on page 9.

What assistance is available for preparing grant applications?

For information and technical assistance related to the process by which an applicant can apply for the Aquatic Invasive Species Eradication Grant Program, contact staff members from the NYSDEC at the telephone numbers listed below:

Timothy Sinnott
NYSDEC
625 Broadway
Albany, New York 12233-4756
Telephone: (518) 402-8970
txsinnot@gw.dec.state.ny.us

Timothy Preddice
NYSDEC
Hale Creek Field Station
182 Steele Avenue Extension
Gloversville, New York 12078
Telephone: (518) 773-7318 ext 3006
tlpreddi@gw.dec.state.ny.us

This document, including the enclosed application form, is available on-line and can be downloaded at: <http://www.dec.state.ny.us/website/dfwmr/habitat/erad.html> . Applications may not be filed electronically. Additional information, changes and updates will be posted on the Department web site as they occur.

- ◆ For information regarding Article 11 permits, contact Chris Vonschilgen, NYSDEC, Division of Fish, Wildlife and Marine Resources, Special Licences Unit, 625 Broadway, Albany, New York 12233-4752 (518) 402-8985
- ◆ For information regarding SEQRA, and wetland and other permits (except aquatic pesticide permits) and regulatory matters in general, contact the Regional Permit Administrator for the NYSDEC region where the project is located (see page 9).
- ◆ For information regarding pesticides and aquatic pesticide permits, see the Regional Pesticide Control Specialist for the NYSDEC region where the project is located (see page 9).
- ◆ For information regarding Grass Carp Stocking Permits and matters related to fisheries or aquatic habitat, contact the Regional Fisheries Manager for the NYSDEC region where the project is located² (see page 9).

² There are limits on the locations where triploid grass carp can be stocked. Before submitting a proposal, applicants interested in pursuing grass carp projects should consult the NYSDEC Bureau of Fisheries policy regarding grass carp at <http://www.dec.state.ny.us/website/dfwmr/fish/triploidcarp.html#grasscarppolicy>

- ◆ For information and assistance regarding landowners, permission to enter, ownership of streambeds and/or the beds of waterbodies, contact the Real Property Supervisor for the NYSDEC region where the project is located (see page 9).
- ◆ For information regarding verification of the identification of an aquatic invasive species targeted for eradication, contact:

Scott Kishbaugh
NYSDEC, Division of Water
625 Broadway
Albany, New York 12233-3508
(518) 402- 8282

- ◆ For information regarding Rare, Threatened or Endangered Species, contact:

Information Services
New York Natural Heritage Program
625 Broadway, 5th Floor
Albany, NY 12233-4757
Phone: (518) 402-8935

or go to: <http://www.dec.state.ny.us/website/dfwmr/heritage/inforeq.htm>

NYSDEC Point of Contact Matrix (as of 09/01/05)

NYSDEC Region	Regional Permits Administrator	Regional Pesticide Control Specialist	Regional Fisheries Manager	Regional Real Property Supervisor
1	John Pavacic (631) 444-0365	Vincent Palmer (631) 444-0340	Chart Guthrie (631) 444-0280	Heather Amster (631) 444-0300
2	John Cryan (718) 482-4976	Sharon Heath (718) 482-4994	Jim Gilmore (718) 482-4875	Nanci Auletto (718) 482-4900
3	Margaret Duke (845) 256-3059	Thomas DeChillo (845) 256-3123	Wayne Elliott (845) 256-3066	Charles Antzak (845) 256-3008
4	William Clarke (518) 357-2455	Ralph Scalzo (518) 357-2352	Steve Lorence (607) 652-2620	Phil Haskins (518) 357-2149
5	Tom Hall (518) 897-1234	John Bennett (518) 623-1200	William Schoch (518) 897-1333	Les Eggleton (518) 897-1276
6	Brian Fenlon (315) 785-2246	Tom Beschle (315) 785-2263	Frank Flack (315) 785-2622	Mike Contino (315) 785-2270
7	John Feltman (315) 426-7438	Richard Rima (315) 426-7468	Dan Bishop (607) 753-3095	Glenn Wolford (315) 426-7476
8	Peter Lent (585) 226-5390	Ed Hanbach (607) 776-2165 x21	Web Pearsall (585) 226-5339	David Mager (585) 226-5406
9	Steven Doleski (716) 851-7165	Glenn Reinhardt (716) 851-7220	Paul McKeown (716) 372-0645	Jeff Nyitrai (716) 372-0645

2005 Aquatic Invasive Species Eradication Grant Program Application Instructions

An eligible applicant may apply to the New York State Department of Environmental Conservation for State assistance funding. Please read this entire packet of information and include all required documentation at the time the application is submitted. If an application is determined by the Department to be incomplete, the applicant will not have an opportunity to resubmit until the next grant cycle. Applications must be typed or printed legibly, however, Attachments A, C, and F must be typed or word processed. The format for the application, including the budget page, is to be used as it appears in the application package. The following elements are required for a complete application: Application Form and Attachments A, B, C, D, E, and F and other requirements as described below and listed in the checklist on page 25.

Deadline: Applications must be postmarked no later than February 28, 2006.

Instructions for Completing Application Package

REMINDER: Appendix A contains definitions of words and phrases used on the application form as well as in this document.

1. Application Form

Part A. Applicant Information

Applicant: Enter the name and address information for the Municipality or Not-for-Profit Corporation that is sponsoring the project. All applicants must include their Federal Employer ID numbers.

Authorized Official: The person authorized by Resolution to sign legal documents. This person will receive official notification about decisions regarding this application.

Contact Person: Person who should be contacted for additional information or questions about this application.

Part B. Project Summary

Project Name: Should concisely state project purpose and location (e.g. “Eradication of Water Chestnut from Mud Lake” or “Application of Herbivorous Insects to Purple Loosestrife in the Town of XXXXXXXXXX”).

Target Species: Identify the species targeted for eradication. If more than one species is targeted, check the box labeled “Multiple”. List both the common and scientific names

of the target species. Identify the name, title, and agency/business of the recognized expert who verified the identity of the target species. See Appendix C for the list of recognized aquatic invasive species in New York State.

Project location: Complete the entries for question 3 regarding the location of the waterbody or wetland, and the proposed project site. If the waterbody or wetland crosses county and/or town boundaries, record the county and town of the portion that includes the project site or the largest portion of the project site. Latitude/longitude or UTM coordinates are optional, although they can be easily obtained with a hand-held GPS unit. If coordinates are recorded, they should be for the approximate center of the project site.

Owner(s): If the waterbody in which the project is proposed is solely owned, or is the joint property of a small number of owners (i.e., two or three), and there is no requirement to cross private land for access to the waterbody, then enter the names and addresses in the space provided in question 3 of the project summary (page 19). Otherwise, enter “See Attachment G” and provide the ownership documentation as required in the instructions for Attachment G, Ownership Documentation and Permission (see page 16).

Public access, infestation history, and extent of infestation and project: Answer questions 4 - 10 to the best of your ability.

Use Impairments: Use the check boxes in blocks 11.A - 11.D to indicate your estimate of the level of impact of the target species on recreation, habitat value, and aesthetic appeal. The Recreation category encompasses numerous activities, such as swimming, boating, and fishing. Select the activity that is experiencing the most severe impact to represent the Recreation category. For example, if swimming is impaired but boating is stressed, then check the box (in block 11.A) marked impaired, and justify that choice in the “Narrative Description of Impairment” column (note that detailed descriptions of the levels of impact; precluded, impaired, stressed, and threatened, can be found in Appendix A). The “Other” block (11.D) is available to identify one additional use of the waterbody or wetland that is being impacted by the target species, such as potable water supply, non-potable water supply, flood protection (wetland use), etc. To use the Other block, name the use, select a level of impairment, and justify the level of impairment in block 11.D. Do not duplicate uses or activities (e.g., “waterskiing” is not a different use or activity than “Recreation”). Explain your estimate of the level of impact in the “Narrative Description of Impairment” column. The level of impact applies to the total waterbody, not just the project area. For example, if a swimming beach in the project area is completely blocked with vegetation, but other swimming beaches in other parts of the lake are not, then “Recreation” should be checked as Stressed or Threatened. If, on the other hand, the entire shoreline of a small pond is ringed with a thick barrier of target aquatic vegetation, then “Recreation” might be Precluded.

Part C. Project Timing and Costs

Project Start and Completion Dates: Enter estimated start and completion dates. Generally, up to three years will be allowed for project completion.

Total Project Cost: Total amount of funding required to complete the project. Includes State assistance grant funds requested as well as funding provided by the applicant.

2. Attachments

Attachment A. Project Narrative

Provide a narrative description of the project. The size and format of the narrative description must not exceed eight 8.5" x 11" pages (2 pages to a sheet) with 1" margins, double spaced, using any common 12 point font such as Times New Roman, Arial, etc. Discuss the following points in order. Be sure to address each item listed:

1. Clear statement of the goals and objectives of the project.
2. Site Description - Describe in detail the waterbody or wetland for which the project is proposed, to specifically include:
 - A. Location;
 - B. Type (e.g., reservoir or impoundment, natural lake, marsh, etc.);
 - C. Size;
 - D. Mean and maximum depths;
 - E. Description of shoreline;
 - F. Public and private access facilities;
 - G. Extent of shoreline development (e.g. public, private, commercial, undeveloped);
 - H. Habitat (e.g. cold water, warm water, two-story, etc.).
3. The work proposed - Provide a detailed description of the activities to be conducted as part of the project.
 - A. Identify the species targeted for eradication;
 - B. List the adverse impacts that the target species is causing to human activities and the ecological quality of the waterbody/wetland;
 - C. Discuss how the goals and objectives of the proposed project will be accomplished (i.e., discuss methods);
 - D. Explain how the project will reduce or eliminate the impairment to human uses/activities or threat to the ecosystem of the waterbody/wetland caused by the target species;
 - E. Carefully explain why the method selected for eradication is the most

effective method for achieving the project objectives.

4. Describe the role of those involved with the project. Include the people who will be involved with the design and execution of the project and state their qualifications, experience and individual roles.
5. Discuss the relationship of the proposed project to any significant resources on the property and how those resources will be protected from any project-related impacts:
 - A. State whether there are any significant habitats or regulated habitats (freshwater or tidal wetlands, other streams or lakes) that might be impacted by the project;
 - B. State whether there are any significant or unresolved environmental issues associated with this project or property;
 - C. Describe whether or not the project will affect any specific rare, threatened, or endangered species present and explain how and why.
6. Describe past efforts, if any, over the preceding 10 years to prevent, control, or eradicate the target species:
 - A. Include both chemical and non-chemical treatments;
 - B. Summarize the level of success or failure achieved by past treatments;
 - C. If past control efforts were relatively unsuccessful, indicate why the proposed treatment is likely to succeed.
7. Long term monitoring plan. Describe the monitoring and reporting efforts that will occur following the implementation of the project to evaluate the success of the project and to detect future reinfestations:
 - A. Describe the monitoring and reporting that will occur over the three to five years (or more) after the project is completed, to evaluate whether or not eradication was successful or if re-infestation occurred;
 - B. The monitoring section must also discuss pre-treatment monitoring used to quantify the presence and abundance of the target species, and which functions as the baseline to which post treatment is compared.
8. Provide adequate documentation that your organization has the financial resources available to complete its portion of the project.
9. Identify and describe any potential SEQRA issues, Federal or State permits, or county/municipal/local permits or approvals that apply to their proposals. A list and description of some of the potential permit requirements can be found in Appendix D of this document. Attach copies of any project-related permits already obtained, permit applications already submitted, or a narrative description of anticipated permit requirements as a separate attachment to the application (see page 17).

Attachment B. Project Budget - see Budget Summary Form on page 22.

1. See page 5 for lists of eligible and ineligible costs.
2. Describe all anticipated expenses on the Budget Summary Form (Attachment B). Indicate the funding source for each proposed budget item as coming from state funds or applicant funds. Break expenses down into the following expenditure classes:
 - A. Professional Service and Paid Staff: Individuals paid directly by the applicant for work done exclusively for the project. Value is the employee's regular hourly rate of pay plus fringe benefits for the hours directly applicable to the project.
 - B. Volunteer Service: Individuals performing work exclusively for the project that are not reimbursed in any manner. Volunteer services are valued at New York State minimum wage as of the time the volunteer service was provided. The New York State minimum increased to \$6.00 per hour as of January 1, 2005. It will increase to \$6.75 per hour as of January 1, 2006 and to \$7.15 per hour as of January 1, 2007. Volunteer services cannot include fringe benefits.
 - C. Supplies and Materials: Costs for expendable items that are consumed during the implementation of the project.
 - D. Equipment: Costs for non-expendable materials that are not consumed and continue to retain value beyond the duration of the project.
 - E. Travel: Costs related to travel that is directly related to the project.
 - F. Contractual Service: Costs related to contracts for professional services that are paid a fixed amount via a project-specific contract.
3. Match. The terms of the Aquatic Invasive Species Eradication Grant program require that the applicant "match" State funds on a 1:2 basis; that is, every dollar of State assistance funding toward the total project cost must be "matched" by two dollars of applicant funding. Match is documented on the Budget Summary Form by listing the cost of specific budget items in the "Applicant Funds" column.

In each Expenditure class on the Budget Summary Form, describe anticipated expenditures in the first column of the budget. If the expense will be paid by the applicant as part of project match, then list the amount in the "Applicant Funds" column. If the expense will be paid by State Grant funds, list the amount in the State Funds Column. The final total costs listed in the last column for State Funds and Applicant Funds must match Lines three (Grant amount requested) and Line four (Applicant's total match funds) in Part C of the application form. The total Applicant's Funds must equal or exceed the amount in State Funds times two.

Acceptable match includes:

- A. Any expenditure of funds towards any component of the project that meets the criteria as an “eligible cost”.
- B. In-kind service, i.e., staff time for work done on the project. For in-kind service match, provide the number of hours and hourly salary/wage for each person providing in-kind service.
- C. Actual expenditures and in-kind service related to long term monitoring and education/outreach efforts to prevent re-infestation can be used as match.
- D. Expenditures toward the actual implementation of the project made after April 1, 2005 (see page 5 “Eligible Expenses”).

Attachment C. Project Schedule

Provide a detailed schedule for the project. Estimate when each component of the project will begin, be completed, and the associated costs for each component. Projects must be completed within three years of the official notification by the Department of a grant award, with the exception of Long Term monitoring.

Attachment D. Resolution of Support/Endorsement

A resolution authorizing the Not-For-Profit Corporation or municipality to sponsor/conduct the project as described in the application must be passed at an official meeting of the governing body for the applicant. The resolution must be prepared on the applicant’s stationery. The name and title of the person authorized to sign the contract must be included in the resolution. A signed original or certified copy of the resolution should be submitted with this application or within 60 days of the application deadline. See Sample Resolution in Appendix E. Use the appropriate phrase in bold and brackets, depending on whether the applicant is a not-for-profit corporation or municipality.

Attachment E. Maps and Photographs

The application must include a drawing of the wetland or waterbody wherein the project is proposed:

- A. The drawing must accurately represent the contours or the waterbody as shown on an original USGS topographic map;
- B. The drawing must be at least 8 ½" x 11", and the contours of the wetland or waterbody itself should fill the page to 1 - 1 ½ " margins (that is, the drawing of the waterbody itself should be at least 5 ½ " x 8" on an 8 ½ " x 11" sheet of paper);

- C. A photocopy of a portion of a USGS topographic map showing the waterbody or wetland wherein the project is proposed is acceptable, or even preferable, if it has been enlarged to meet the size specified above;
- D. The map drawing must show the location of the project site(s);
- E. If the target species is vegetation, all vegetated areas should be clearly marked, and labeled as target vegetation or non-target vegetation;
- F. The map should also show:
 - 1. Public, private or commercial boating access sites;
 - 2. Swimming beaches;
 - 3. Any other important features.
- G. Photographs of the project site(s) should be submitted if possible. Photos should be keyed to the maps;
- H. It is permissible to use USGS on-line topographical sheets. For information on obtaining maps, contact the NYS Office for Technology Center for Geographic Information at (518) 443-2042 or at <http://www.nysgis.state.ny.us> or visit www.topozone.com.

Attachment F. Invasive Species Management Plan

The Invasive Species Management Plan is a narrative document that describes efforts to control aquatic invasive species present in the subject wetland or waterbody, and to prevent re-infestation of the wetland or waterbody once the aquatic invasive species has been controlled or eradicated. The same Invasive Species Management Plan is a requirement for a permit to use pesticides to control aquatic vegetation. The format for the Invasive Species Management Plan can be found in Appendix F on page 39.

Attachment G. Ownership Documentation and Permission

NOTE: Documents required as a part of Attachment G must be included even if owners are identified in the response to Question 3 on the application form.

Landowners, Permission To Enter, Ownership Of Streambeds and the beds of Waterbodies. The Department requires the applicant to determine who owns the bed of the waterbody that is the subject of the application and provide that information with the application. The applicant may need to obtain permission from landowners whose property will be affected by the invasive species control. The applicant may also need to cross private property or public land in order to carry out the invasive species control. The applicant must demonstrate that they have received written permission to use private or public property for that purpose. Please provide the following:

- A. A copy of the Tax Map or Maps, showing the land ownership for the affected waterbody. As an example, if a stretch of stream will be affected by some treatment, the Map would show the owners on both sides of the portion of the stream. The applicant should also show how they intend to access the stream, such as over a specific parcel of private or public land.
- B. A list of the names and addresses of the landowners. This information is available for public use at the County Clerk's Offices.
- C. Copies of written agreements with the landowners, showing their consent to access their property and consent to the invasive species control.

If the applicant is also the owner, for the purposes of the information requested above, the applicant must provide copies of relevant deeds with the application.

If the bed of the waterbody belongs to the People of the State of New York, please state this in the application. For those cases where the People of the State of New York own the bed of the waterbody, the applicant does not need to provide the materials requested in (2), above, but should state how they intend to access the waterbody and if riparian owners will be affected. Even though the People may own the bed of a waterbody, the applicant may need to obtain written permission from a private or municipal landowner to cross their property to access the waterbody. In many cases, the applicant may need to work closely with the Department to assure that the application is complete and contains all relevant information. The applicant is encouraged to contact the Department as soon as possible to discuss the ownership of the affected waterbody and how the applicant will obtain access.

Other Requirements

- A. Include a letter from a recognized expert verifying the identification of the target species.
- B. Documentation of Applicant's funding. List source(s) and amount(s) and indicate whether these funds are existing or proposed. Letters of commitment from alternate/supplemental funding sources must be included.
- C. Copies of any project-related permits already obtained, permit applications already submitted, or a narrative description of anticipated permit requirements as a separate attachment to the application (see page 13, item 9).

Aquatic Invasive Species Eradication Grant 2005/2006 Application

Part A. Applicant Information

APPLICANT (name of municipality or not-for-profit)

Name:			
Mailing address: (street, suite, PO Box)			
City, State, Zip:			
Classification of Applicant: (municipality, not-for-profit)			
Federal ID # :		Charities Registration # :	

AUTHORIZED OFFICIAL

Name:			
Title:			
Telephone # :		FAX # :	
E-mail address:			
Business address: (Name, Bldg)			
Street, Suite, PO Box:			
City, State, Zip:			

CONTACT PERSON (If different than above)

Name:			
Title:			
Telephone # :		FAX #:	
E-mail address:			
Business address: (Name, Bldg)			
Street, Suite, PO Box:			
City, State, Zip:			

Part B. Project Summary

1. Project Name: _____

2. Target Species: Plant Animal Multiple

A. Common/Scientific name(s): _____

B. Verified by: _____

3. Project Site/ Location: lake or pond river or stream wetland

Name:		Size of wetland or waterbody, in acres:		Size of project site, in acres	
County:		Town:			
Coordinates, if available, for the project's center of mass:	Latitude:		Longitude:		
	UTM Easting:		UTM Northing:		
Owners*					

* If more space is required, enter "See Attachment G"

4a. Public Access (Waterbody only)

No public access

Single unimproved public access site

Single, improved public access site

Multiple public access sites, at least one improved

Is the project proposed for a waterbody whose **primary function** is to serve as a drinking water source/reservoir? YES NO

4b. Public Access (wetland)

Is the project proposed for a wetland that is on public land?

YES

NO

If not, does the wetland connect to adjacent wetlands on public land?

YES

NO

5. Did the invasive species first appear within the past 1 - 3 years?

YES

NO

6. If 5. is YES, is there any record of the same species being present in the wetland or waterbody at any time in the preceding 10 years?

YES

NO

7. Will the proposed project treat:

A. The entire infestation within the waterbody or wetland

B. Only a portion of the infestation within the waterbody or wetland

C. If B is checked, what percentage of the total waterbody or wetland is infested? _____

D. If B is checked, what percentage of the total infestation will be treated? _____

8. Is the waterbody upstream of uninfested, connected waters? YES NO
9. Is the waterbody downstream of infested, connected waters? YES NO
10. Will the project correct an identified impairment of a DoW priority waterbody? YES NO

11. Summarize level of impairment to human uses caused by the infestation:

Use/Activity	Level of Impact (Check one - see Appendix D for explanation of terms)	Narrative Description of Impact: Briefly defend or explain the level of impact selected. Level of impact applies to the entire waterbody, not just the area of the proposed project. For example, 3 - 4 acres of Eurasian watermilfoil in a 25 acre lake could not cause a "Precluded" level of impact under most any circumstances.
A. Recreation (swimming, boating, hunting, and fishing)	<input type="checkbox"/> Precluded <input type="checkbox"/> Impaired <input type="checkbox"/> Stressed <input type="checkbox"/> Threatened	
B. Habitat value, Biodiversity	<input type="checkbox"/> Precluded <input type="checkbox"/> Impaired <input type="checkbox"/> Stressed <input type="checkbox"/> Threatened	
C. Aesthetic appeal	<input type="checkbox"/> Precluded <input type="checkbox"/> Impaired <input type="checkbox"/> Stressed <input type="checkbox"/> Threatened	
D. Other: Identify _____	<input type="checkbox"/> Precluded <input type="checkbox"/> Impaired <input type="checkbox"/> Stressed <input type="checkbox"/> Threatened	

12. Project is part of and/or consistent with a larger state, regional, interstate Aquatic Nuisance Species (ANS) Management Plan, or Program such as Lake Champlain Opportunities for Action, Adirondack Park Invasive Plant Project (APIPP), etc.: YES NO

If yes, identify and describe the relationship _____

13. Will the project utilize and/or train volunteers for controlling target aquatic invasive species, and monitoring for and responding to reinfestation?

14. Has a permit for this or a similar project ever been denied or deemed incomplete?: YES NO

Part C. Project Timing and Costs

1. Proposed project start date: _____
2. Proposed project completion date: _____
3. Grant amount requested: _____
4. Applicant's total match funds: * _____
5. Total Project Cost: _____ (Equal to grant amount + applicant's match funds)

* Applicant's match funds may include cash, billed labor, volunteer labor, professional services, equipment expenditures, supplies and materials, and donated services from public and private sources. Donated professional services are valued at the professional rate per hour. Volunteer, non-professional services are valued at New York State minimum wage, as of the time the volunteer service was provided. The New York State minimum increased to \$6.00 per hour as of January 1, 2005. It will increase to \$6.75 per hour as of January 1, 2006 and to \$7.15 per hour as of January 1, 2007.

Part D. Include the Following Attachments:

- Attachment A - Project Narrative
- Attachment B - Project Budget
- Attachment C - Project Schedule
- Attachment D - Resolution of Support/Endorsement
- Attachment E - Maps and Photographs
- Attachment F - Invasive Species Management Plan
- Attachment G - Ownership Documentation and Permission
- Other requirements (see page 17):

1. Target species identification verification letter;
2. Documentation of Applicant funding sources;
3. Copies of permits.

Attachment B. Budget Summary Form, Aquatic Invasive Species Eradication Grant

Expenditure Class	Applicant Funds	State Funds
1. Personal Service Expenditures (PS)		
A. Professional/Consultant/Legal/Service and paid staff support		
B. Professional/Consultant/Legal/Service Fringe		
C. Volunteer Service		
D. Total Personal Service (sum of 1A+1B+1C)		

Expenditure Class	Applicant Funds	State Funds
2. Non-Personal Service Expenditures (NPS)		
A. Supplies and Materials		
B. Equipment		

Expenditure Class	Applicant Funds	State Funds
C. Travel-related Expenses		
D. Contractual Service		
E. Total Non-Personal Service (NPS) (sum of 2A+2B+2C+2D)		
F. Total Personal Service (PS) (from Line 1D)		
TOTAL COSTS (2E + 2F):		

Mailing Address

Forward a total of 10 (**original plus 9**) copies of the application and all required attachments to:

Timothy Sinnott
NYSDEC
625 Broadway
Albany, New York 12233-4756

Each envelope should be clearly marked: **Invasive Species Eradication Grant**. If there is more than one envelope, each envelope should be numbered: 1 of 3; 2 of 3; 3 of 3; etc.

Application Checklist

Use the following checklist to review completeness of the application package, including required number of copies. The original plus 9 copies are required unless specified otherwise (total of 10 copies).

- _____ Application form
- _____ Attachment A. Project Narrative
- _____ Attachment B. Project Budget
- _____ Attachment C. Project Schedule
- _____ Attachment D. Resolution of Support/Endorsement
- _____ Attachment E. Maps and photos
- _____ Attachment F. Invasive Species Management Plan
- _____ Attachment G. Ownership Documentation and Permission

Other Requirements (page 17)

- _____ Target species identification verification letter
- _____ Documentation of applicant's funds
- _____ Copies of permits or permit applications

Appendix A. Definitions

The definitions stated below apply to the following terms as they are used in the Aquatic Invasive Species Eradication Grant Program.

Aquatic Species - A plant or animal that must spend at least a portion of its life cycle in water. For the purposes of this plan, the term “aquatic” is intended to include freshwater, marine, estuarine, and wetland species.

Biodiversity - a measure of the variety of plants and animals, their genetic variability, and their interrelationships and ecological processes within a given region, landscape, or watershed.

Control - measures to prevent an aquatic invasive species from spreading further within a water body or watershed into which it has been introduced, or from spreading into other water bodies or watersheds where it has not yet been introduced, or measures to reduce or eliminate an aquatic invasive species.

Ecosystem - a community of living organisms and their interrelated physical and chemical environment.

Eradication - permanent or long term elimination of a target aquatic invasive species from a particular wetland or waterbody by killing or physically removing, or introduction of a predator or other biocontrol agent into the target species habitat and proximity. For purposes of the Aquatic Invasive Species Grant Program, “eradication” need not indicate the total elimination of the target species from the entire wetland or waterbody. Eradication can include elimination of a target species within a more limited segment of a wetland or waterbody as long as the removal is permanent (or long term), and the project includes a plan to prevent re-infestation.

Invasive species - a nonindigenous plant or animal which is able to proliferate and aggressively alter or displace native biological communities. It threatens the diversity or abundance of native species or the ecological stability of infested waters, or commercial, agricultural, aquacultural, or recreational activities dependent upon such waters³ (NANPCA 1990). Also known as Aquatic Nuisance Species (ANS).

Level of Impact Definitions:

Precluded - The use is completely eliminated throughout the entire waterbody. Corresponds to a quantitative assessment of: 90% or greater of the use or use sites are adversely affected by the presence of the target aquatic invasive species.

³ From the Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990 (NANPCA).

Impaired - The use is eliminated throughout most of the entire waterbody. Corresponds to a quantitative assessment of: 50 - 90% or greater of the use or use sites are adversely affected by the presence of the target aquatic invasive species.

Stressed - The use is eliminated throughout less than half of the entire waterbody. Corresponds to a quantitative assessment of: 20 - 50% or greater of the use or use sites are adversely affected by the presence of the target aquatic invasive species.

Threatened - The target aquatic invasive species is causing adverse impacts to 20% or less of the use or use sites throughout the entire waterbody. It is a nuisance, but not as of yet actually eliminating a significant portion of the use or use sites.

Long term - For purposes of the Aquatic Invasive Species Eradication Grant Program, “long term” refers to a period of at least 5 years.

Municipality - means a local public authority or public benefit corporation, a county, city, town, village, school district, community college, supervisory district, district corporation, improvement district within a county, city, town or village, or Indian nation or tribe recognized by the State or the United States with a reservation wholly or partially within the boundaries of New York State, or any combination thereof.

Nonindigenous species - any species that enters an ecosystem beyond its historic range.

Not-for-Profit Corporation - means a corporation formed pursuant to the not-for-profit corporation law and qualified for tax-exempt status under the federal internal revenue code.

Public Access - An access site exists where the general public has the unhindered ability to reach the water for purposes of swimming, boating, fishing, or conducting other recreational activities.

Unimproved Public Access - Although a site for public access exists, no effort has been made to modify the site from its natural state to make access for the general public easier.

Improved Public Access - The public access site has been modified to include improvements such as: paving, installation of a public boat launch, parking facilities, handicap access, etc.

Recreation - As used in this document and in relation to the Aquatic Invasive Species Eradication Grant program, recreation refers to all manner of sport and leisure activities undertaken by people in or on waterbodies, including boating (to include but not limited to canoes, kayaks, jet skies), swimming, water-skiing, fishing, skin and SCUBA diving, punting, rowing, etc.

Appendix B. Evaluation of Project Proposals

Project Priorities

The rationale for scoring, evaluating, and ranking project proposals is derived from the following priorities:

1. Target Species: Greater priority will be given to projects that propose to eradicate target species identified as significant aquatic invasive species problems in New York State.
2. Public access: Greater priority will be given to projects on waterbodies with public access than to projects proposed for private lakes.
3. Rapid Response: Greater priority will be given to projects to eradicate new or recent infestations (within the past 3 years, no history within the preceding 10 years).
4. Level of eradication: Greater priority will be given to projects that will completely eradicate an infestation entirely from the water body instead of only a portion of the waterbody.
5. Level of impacts: Greater priority will be given to projects that will eradicate target species having a greater level of impairment, measured by:
 - a. Larger percent of shoreline infested;
 - b. Greater number of human uses affected;
 - c. Greater extent of impairment:
 1. Precluded;
 2. Impaired;
 3. Stressed;
 4. Threatened.
6. Ecological Benefits: Greater priority will be given to projects that have measurable, positive benefits to fish and wildlife habitat;
7. Rare, threatened, endangered species: Greater priority will be given to projects that directly benefit specific rare, threatened, or endangered species.
8. Effectiveness: Greater priority will be given to projects that are perceived to have the highest level of long term effectiveness:

- a. Proposes to use a method that is most likely to succeed;
- b. Has good potential for long term success and continued control (e.g., mowing purple loosestrife is probably not a long term control, but burning or tilling loosestrife beds might be considered as better long term control methods.);
- c. Project addresses sources for reinfestation such as seed beds, upstream infested waters, etc.

9. Other Considerations

- a. Project addresses multiple aquatic invasive species (AIS);
- b. Eradication has the potential to prevent infestation of other adjacent or downstream waters or wetlands;
- c. Eradication will correct an identified impairment of a Division of Water priority waterbody;
- d. Project is a component of a larger scale or longer term management plan;
- e. Project includes a component to train and utilize volunteers for both control and monitoring.

10. Monitoring: Greater priority will be given to projects that propose/include long term monitoring and rapid response provisions for preventing reinfestation.

11. Budget: Greater priority will be given to projects with budgets that balance expense with effectiveness and do not include extraneous expenditures.

12. Readiness: Greater priority will be given to projects that do not require permits, require fewer permits, or already have permits in hand.

Project proposals selected for funding will be those that best match the priorities listed above. Immediately after the deadline for the submission of proposals, all proposals received will be opened, and assessed for completeness and eligibility. Completeness will be assessed by comparing each proposal's contents with the Application Checklist on page 25, and by comparing the entire project proposal application with the application instructions on pages 10 - 17. If an application is found to be incomplete, no further consideration will be given to the proposal.

Complete applications will then be evaluated for their eligibility. Criteria for eligible projects are as follows:

1. Applicant Status: Only Not-For-Profit corporations and municipalities are eligible to submit grant proposal applications.

2. Type of project: Does the project propose to eradicate an aquatic nuisance species from a waterbody or wetland? If the project does not expressly propose eradication, then the project is not eligible for funding support.
3. Match: Does the applicant's budget sufficiently match the amount of state funds requested? State funds can only be used for a maximum of 33% of the total eligible costs of the project. The Applicant must document all proposed eligible project costs, including the 67% match requirement.

Ineligible Projects

The following criteria will be used to identify projects that are deemed ineligible for funding under this program and would not be considered for support:

1. Projects that would not actually result in the eradication or permanent removal of the target species. For example, funds for mechanical harvesters for Eurasian watermilfoil control would generally not be supported, because they do not kill or permanently remove watermilfoil. However, the use of harvesters for water chestnut control may be deemed as acceptable.
2. Routine Maintenance Projects: Funds from the Aquatic Invasive Species Eradication Grant Program cannot be used to support, augment, or otherwise fund programs for the routine, year-to-year maintenance of aquatic vegetation. A proposal to upgrade routine use of a knock-down herbicide to systemic herbicide that could result in the permanent removal of a target species could be considered.
3. Projects with goals related predominantly to prevention, education and outreach, research, or other aspects of invasive species management other than direct control of a target species population.

Eligibility will be evaluated on a YES/NO basis. Proposals that receive a NO for any of the three eligibility factors or a YES for any of the three ineligibility factors would be dropped from further consideration for funding.

Projects that are found to be complete and eligible will then be scored and evaluated using a combination of scoring and evaluation factors.

Scoring and Scoring Factors

Each project proposal that was found to be complete and eligible will be scored. An objective numerical score will be assigned to each project proposal based on the responses to specific items listed on the application. The final numerical score assigned to each project proposal will be the sum of possible points determined from the scoring factors described below:

Item	Scoring Factor	Application Question #	Rationale	Score
1	Target Species	2.	One of the aquatic invasive species identified in Appendix B.	10
			Another species that meets the criteria as an aquatic invasive species, but not listed in Appendix B	5
2	Public Access	4.a	Multiple public access sites	15
			single improved public access	10
			single unimproved public access	5
			Source of public drinking water	5
			No public access site	0
4.b	Publicly-owned wetland or connected to publicly-owned wetlands	5		
3	Rapid Response (eradicating a new infestation in a portion of a larger infested water body would not be eligible for rapid response points).	5. - 6.	Infestation occurred in the past 3 years, no prior history	45
4	Level of Eradication proposed	7.	All	25
			Partial, ≥ 50%	10
			Partial, <50%	5
5	Impacts to Uses	11.A	Recreation - precluded	5
			Recreation - impaired	3
			Recreation - stressed	1
			Recreation - unaffected	0
		11.B	Habitat value, biodiversity - precluded	5
			Habitat value, biodiversity - impaired	3
			Habitat value, biodiversity - stressed	1
			Habitat value, biodiversity - unaffected	0

Item	Scoring Factor	Application Question #	Rationale	Score
		11.C	Aesthetic appeal - precluded	5
			Aesthetic appeal - impaired	3
			Aesthetic appeal - stressed	1
			Aesthetic appeal - unaffected	0
		11.D	Other - precluded	5
			Other - impaired	3
			Other - stressed	1
			Other - unaffected	0
6	Rare, Threatened, Endangered species	Att A	The project will have specific benefits to a rare, threatened, or endangered species documented as being present in the wetland or waterbody, and the benefits are described in the project narrative.	5
7	Other factors or considerations	2.	Multiple aquatic invasive species addressed	5
		8.	Eradication has the potential to prevent infestation of downstream waters or adjacent wetlands	5
		10.	Project will correct an identified impairment of a DoW Priority waterbody.	5
		12.	Project is part of a larger regional, state, or interstate ANS Management plan.	5
		13; B.1.B	Project will train and utilize volunteers.	5
8.	Cost Effectiveness	Att B	Budget is reasonable, well balanced, and does not contain extraneous expenses. Match funding is accurately described and fulfills project requirements (i.e., at least 67% of total project costs).	30
			Budget and match are balanced and meet project requirements, but the budget is not well thought out, has some extraneous expenses, or is overly generalized.	15

Item	Scoring Factor	Application Question #	Rationale	Score
			The budget is not balanced or contains math errors. Match is insufficient. Costs associated with budget items appear to be excessive. Role of some items in the budget aren't consistent with implementation of the project.	0

Evaluation and Evaluation Factors

After scoring, the projects will be evaluated by an Aquatic Invasive Species Eradication Grant (ISEG) Evaluation Team. Evaluation is a subjective process conducted by a team of Department Central Office and Regional staff with expertise in the area of water quality, pesticides, environmental permits, and natural resources using their best professional judgment. Each project proposal will be evaluated in five categories. An evaluation rating of “High”, “Medium”, or “Low” will be applied to each of the five categories. Then an overall project evaluation rating “High”, “Medium”, or “Low” will be assigned to the project as a whole, so each project will have a numeric score and an evaluation rating. The evaluation categories to be used by the proposal evaluation team, and general guidelines for assigning ratings, are as follows:

1. Ecological benefits: Projects will be reviewed and assessed regarding the potential ecological benefits to the waterbody or wetland likely to accrue from successful implementation of the project. Alternatively, more widespread benefits to the waters of New York State could be considered as well. For example, eradicating a small infestation of a new invasive (such as hydrilla or starry stonewort) might have little immediate benefit for the infested waterbody. However, by completely eradicating a new invasive species, significant benefits for the waters of the state as a whole could accrue.
2. Effectiveness: The methods proposed for accomplishing eradication of the target species will be carefully evaluated. The methods should have a high likelihood of being able to accomplish the goals and objectives proposed for the project.
3. Readiness: The proposal will be carefully evaluated to determine what permits or other regulatory requirements must be met before the project could be implemented. In consultation with appropriate staff experts, an assessment will be made of the level of difficulty that might be encountered in meeting all regulatory requirements.

4. **Monitoring:** Each project should include a monitoring component. Monitoring consists of systematic observations over time to detect changes in the physical, chemical, or ecological characteristics of the wetland or waterbody wherein an eradication project occurs. Monitoring will evaluate and report how well the eradication effort succeeded over time, to what extent the target species was able to respond to or survive the eradication effort, any level of reinfestation that might occur, and overall recovery of the system from any treatment-associated impacts.
5. **Reinfestation potential:** Each project will be evaluated as to how the potential for reinfestation after the project is completed was addressed. Efforts to prevent reinfestation can include prevention measures, education and outreach, and research. Such components of the project cannot be paid for with state funds, but such proposed expenditures can be used as match.

Project Ranking

Based on the results of the scoring and evaluation, projects will be placed into one of four tiers. Tier placement will be used to determine which projects will be selected for funding. Projects in the highest tier will be the first projects selected for funding. Within this tier, projects will be selected for funding based solely on merit without regard for geographic distribution. Projects will be funded in order based on the total numeric score received during the scoring and evaluation process.

Projects in the second and third tiers will be funded if money is available after the highest tier projects have been funded. Geographic distribution will be taken into account when prioritizing projects for funding. The State will be divided into three “super-regions” as follows: Super-region South will consist of NYSDEC Regions 1, 2, and 3. Super-region North will consist of NYSDEC Regions 4,5, and 6. Super-region West will consist of NYSDEC Regions 7,8, and 9. Projects ranked in the second and third tiers will be grouped together by super-region. Within each super-region, projects will be arranged in order based on the total numeric score received during the scoring and evaluation process. The project with the highest overall numeric score from the combined tiers will be the first selected for funding without regard for super-region. However, another project will not be selected for funding from that super-region until a project has been funded from each of the remaining two super-regions. The highest ranking project between the two remaining super-regions will be funded next, then the highest ranking project from the third remaining super-region will be selected for funding. The process will then be repeated for the second-highest ranking projects in each super-region. The process will be repeated iteratively until all projects are funded or until all the funds available are completely obligated.

Projects from the 4th tier are not funded. Based on the scoring and evaluation process, they are deemed to be sufficiently flawed and should not be implemented with state funds.

Appendix C. Recognized Non-indigenous Aquatic Invasive Species Present in New York State Waters and Wetlands

The following plant and animal species are species recognized as being non-indigenous, aquatic, invasive species present in New York State waterbodies and wetlands. Grant proposals to control other species will be considered as eligible for funding support providing there is sufficient documentation to demonstrate that the species meets the definition of non-indigenous invasive species found in the “Definitions” section of this document, and that the species is present in New York waters.

1) Aquatic Plant Species

- Curly-leaf pondweed - *Potamogeton crispus*
- Eurasian Watermilfoil - *Myriophyllum spicatum*
- European frog’s bit - *Hydrocharis morsus-ranae*
- Fanwort - *Cabomba caroliniana*
- Starry Stonewort - *Nitellopsis obtusa*
- Water Chestnut - *Trapa natans*

2) Wetland Plant Species

- Common reed (invasive strain) - *Phragmites australis*
- Flowering rush - *Butomus umbellatus*
- Purple loosestrife - *Lythrum salicaria*

3) Aquatic Animal Species

- Asiatic clam - *Corbicula fluminea*
- Fishhook water flea - *Cercopagis pengoi*
- Northern snakehead - *Channa argus*
- Quagga mussel - *Dreissena bugensis*
- Round goby - *Neogobis melanostomus*
- Rusty crayfish - *Orconectes rusticus*
- Spiny waterflea - *Bythotrephes cederstroemi*
- Tench - *Tinca tinca*
- Zebra /Quagga mussel - *Dreissena polymorpha* / *Dreissena bugensis*

4) Other Species not known to be present: The following species are not known to be present in New York State *at this time*. However, they are species known to have serious adverse impacts, and their eradication or control would be of high priority if their presence in New York waters were confirmed

- Hydrilla - *Hydrilla verticillata*
- bighead carp - *Hypophthalmichthys nobilis*
- silver carp - *Hypophthalmichthys molotrix*

Appendix D: Permits and Other Regulatory Requirements

The following guidelines apply to all applicants and projects. Permits do not need to be obtained prior to applying for a grant under the Aquatic Invasive Species Eradication Grant Program. However, such an approved grant can be withdrawn if necessary permits are not obtained. Following is a list of some of the additional requirements that might be encountered.

A. SEQRA-related: The following requirements are typically associated with SEQRA, and are more commonly associated with projects and activities that involve some sort of construction. Except for rare, threatened, or endangered species issues, they may not be applicable to the type of activities associated with invasive species eradication. The Regional Permit Administrator can provide project-specific guidance.

1. ***Rare, threatened, and endangered species (ECL 11-0535)*** Project proposals must make a determination whether or not rare, threatened, or endangered species are present at the project location, and if so, whether or not they are likely to be impacted by the project. Applicants can obtain assistance from the New York Natural Heritage Program at this Department (see page 9).
2. ***Historic Review Requirements*** For projects that involve properties listed on, or eligible for, the State/National Register, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Information on these standards and guidelines is available from the Regional Permits Administrator (see page 9).
3. ***Ground Disturbance*** Describe to what extent, if any, ground disturbance will be involved in the proposed project such as for grading, installation of underground utilities, etc. Submit any maps or site plans that show the areas to be disturbed. Describe the relevant sections of any archeological studies that have been conducted or archeological proposals that have been prepared for this project/property.
4. ***Coastal Consistency Requirements*** Projects located in coastal areas must meet the consistency requirements of the Secretary of State's Coastal Management Program. Coastal area means the State's coastal waters and the adjacent shorelands, including the shorelands of Lakes Erie and Ontario, the St. Lawrence and Niagara Rivers, the Hudson River south of the Federal dam at Troy, the East River, the Harlem River, the Kill van Kull and Arthur Kill, Long Island Sound and the Atlantic Ocean, and their connecting waterbodies, bays, harbors, shallows and marshes. Coastal consistency must be determined primarily for projects that require approval by federal agencies like the Army Corps of Engineers (ACE).

B. NYSDEC Permits: Activities related to eradication of aquatic invasive species are likely to trigger requirements for one or more of the following NYSDEC permits:

1. ***Aquatic Pesticide Permits [(ECL 15-0313(4)(a - c); 6NYCRR Part 326.2(H)]***
For projects that include or involve the eradication of invasive plant species with herbicides or other chemicals, the applicant is responsible for obtaining all necessary permits required for the use of such chemicals.
2. ***Fish and Wildlife Law ECL Article 11 Permits (ECL 11-0507(3))***
Environmental Conservation Law Article 11 states that: “No person shall willfully liberate within the state any wildlife except under permit from the department.” Herbivorous insects, such as those used as biological controls for purple loosestrife or Eurasian watermilfoil are defined as wildlife and an Article 11 permit must be obtained before such insects (or other wildlife) can be stocked or liberated.
3. ***Triploid Grass Carp Stocking Permits (ECL 11-0507(1))*** If a project proposes to stock triploid grass carp to eradicate aquatic vegetation, a Triploid Grass Carp Stocking Permit must be obtained from the Regional Fisheries Manager (see page 9).
4. ***Protection of Waters Permits (ECL Article 15)*** For any proposal that may impact the bed of a water body (or bed and banks of a water body classified C(T) or higher), for example, removal of aquatic vegetation by dredging or the use of a benthic barrier, or the construction of a temporary dam to allow for the holding of water for the duration of an herbicide treatment, the applicant will be responsible for obtaining any necessary Article 15 permits, and in the case of dredging, permits from the Army Corps of Engineers.
5. ***Freshwater Wetlands Permits (ECL Article 24)*** Environmental Conservation Law Article 24 regulates certain activities within state regulated freshwater wetlands and their adjacent areas. For more information, contact the Regional Permits Administrator for the NYSDEC region where the project is located (see page 9).
6. ***Tidal Wetlands Permits (ECL Article 25)*** Environmental Conservation Law Article 25 is similar in function to Article 24, but it applies to tidal wetlands rather than freshwater wetlands. For more information, contact the Regional Permits Administrator for the NYSDEC region where the project is located (see matrix on page 9).

C. Local, Municipal, or Federal Permits: Local permits, such as county or municipal permits, might also be required for activities proposed by applicants. It is also possible that federal permits might be necessary for projects such as dredging proposals, or proposals in federally regulated wetlands might require permits from the Army Corps of Engineers. It is the applicant’s responsibility to identify and address all other federal, state, and local permit requirements.

Appendix E. Sample Resolution of Support

Governing Body Resolution of Support Authorizing Submission of Grant Application

RESOLVED:

That ***(name)***, as ***(title)*** of ***[organization name] OR [municipality]*** is hereby authorized and directed to file an application for funds from the Aquatic Invasive Species Eradication Grant Program in an amount not to exceed \$ ***(grant amount)***, and upon approval of said request to enter into and execute a State Assistance Contract with the New York State Department of Environmental Conservation for such financial assistance to ***[organization name] OR [municipality]*** for ***(grant project name)*** and further, to carry out and comply with the terms of such project agreement.

Date _____

I, ***(name)*** , ***[the duly elected and qualified secretary] OR [the duly qualified and action clerk]*** of the ***(applicant)*** of ***(place)***, New York, do hereby certify that the preceding resolution was adopted at a ***[regular] OR [special]*** meeting of the ***(governing body)*** held on ***(date)***, and is ***[incorporated in the original minutes of said meeting] OR [on file and record]***, and that said resolution has not been altered, amended or revoked and is in full force and effect.

(Signature of Secretary)
Seal of Organization

OR

(Signature of Clerk)
Seal of Municipality

Appendix F. Format for Attachment F: Invasive Species Management Plan

- Problem Statement
 - **Map(s) Indicating Areas Infested or inhabited**
 - **Identification of Target Aquatic Invasive Species** (indicate how target species identification was verified- professional? Applicator? Part of monitoring program?....)
 - **History of Infestation** - include year of introduction if known, indication if invasive populations are increasing or stable
 - **Uses Impaired**- identify only major uses affected by aquatic invasive species and whether these are designated lake uses, including impact of target plants/ exotics on native plants and lake ecology (aquatic life impacts)
 - **Rare/Endangered Species of Concern?**- list

- Management History
 - **Description of Previous Management Efforts** (one paragraph per control strategy used).
 - **Evaluation of Successes and Failures** (Did previous management successfully control problem?)
 - **Lessons Learned** (re: use of specific control methods, including necessary treatment “conditions”)
 - **Existing Lake Management Plan** (one that addresses aquatic plant control)
 - **Description of Public Involvement in Management Efforts**- Lake Association? Local Government? Adoption of Prior Management Plans?

- Management Objectives
 - **Extent of Preferred Control** (partial vs. whole lake, seasonal vs. year-round, immediate vs. long-term, selective control vs. spatial eradication)- (summarize in one paragraph)
 - **Expected Use Benefits** (one paragraph summary)
 - **Critical Areas to Protect** (re: fisheries, wetlands, water intake)

- Management Alternatives- include information on “practical” use of these alternatives at this lake
 - **Local Control**- hand harvesting, benthic mats, herbicides- one paragraph for all methods
 - **Lakewide Control - examples:**
 - Physical/Mechanical control (drawdown, mechanical harvesting, shading- one paragraph for all methods)
 - Biological control (grass carp, herbivorous insects- one paragraph for all methods)

- Chemical control (herbicides- one paragraph for all methods)
 - **No Action Alternative** (one paragraph summary)
 - **Preferred Alternative(s)** (one paragraph summary)
 - **Integrated Management** (one paragraph summary of whether integrated approach is appropriate)
- Pre-, During- and Post Treatment Actions Planned
 - **Monitoring-**
 - **Aquatic Invasive Species** - describe on-going and future monitoring to support aquatic plant management plan
 - method (rake toss? point intercept? transects?)
 - frequency of monitoring? (monthly, annually,...?)
 - Conducted by? (professional or volunteer)?
 - Results reported by maps? Data tables? Presence/absence?
 - **Water Quality-** describe on-going and future monitoring to support aquatic plant management plan
 - water clarity and/or chlorophyll to evaluate shift from macrophyte-dominated to algae-dominated?
 - dissolved oxygen measurements to evaluate potential for fish kills during and after treatment?
 - Frequency of monitoring?
 - Professional or volunteer?
 - **Early Response-** describe planned activities (one paragraph each):
 - Actions: for example - hand pulling or benthic mats as individual plants or small beds of reinfested target species (frequency/schedule, identify how linked to monitoring)
 - Educational programs: for example - exotics and vectors of transport
 - **Source Management-** describe planned activities (one paragraph per)
 - signage/pamphlets at local launches
 - boat/prop inspections
 - strategies for reducing sediment load to lake (list and brief description of proposed strategies)- if not, indicate why this would not be efficient use of resources/effort (not contributing to invasive plant problem, etc.)
 - **Evaluation of Efficacy (Did it work?)-** brief (one paragraph summary)
 - will fisheries impacts be evaluated and how
 - user surveys planned? (did people think it was successful)

Appendix G: State Assistance Contract Information

Once an application has been selected for funding, the Department will notify the applicant of the need to provide the information necessary to complete the State Assistance Contract. Upon notice of a potential award, the responsive grantee may be required to submit, within 30 business days of receipt of the notice, any or all of the following items:

1. Vendor Responsibility Questionnaire ⁴
2. New York State Tax Law § 5-A Contractor Certification Forms (ST-220) ⁴
3. Successful grantees will be required to enter into a formal NY State assistance contract (which includes a project budget, schedule, effective date, and appendices A and B) and will be subject to all appropriate State rules, regulations, and reporting requirements

Authorizing Resolutions

As part of the application process, a resolution is required from the governing body of the municipality/not-for-profit corporation designating by title the individual delegated responsibility to act on behalf of the municipality/not-for-profit in all matters related to State Assistance, including authority to make application, execute the State Assistance Contract, submit Project documentation, and otherwise act for the Municipality's governing body in all matters related to the Project and to State assistance. If any changes have occurred that would result in the designated individual no longer having the authority to act on behalf of the municipality/not-for-profit, a new resolution must be submitted.

State Environmental Quality Review Act (SEQRA) and Other Permit Requirements

A New York State contract for an Aquatic Invasive Species Eradication Grant Project cannot be executed until the applicant, as sponsoring agency, has complied with the State Environmental Quality Review Act (6NYCRR, Part 617). Applicants will need to submit documentation that the requirements of SEQRA for the project have been met. If it is determined that the project is classified as Type II, **submit a letter** stating this determination to the Regional Permit Administrator. If it is determined that the project will not have a significant adverse impact on the environment (negative declaration), submit the negative declaration document to the Regional Permit Administrator. If an environmental impact statement was prepared for the project, submit a copy of the SEQRA findings statement. It is not necessary that all other permits be obtained before executing the contract. However, failure to obtain necessary contacts will result in the contract being voided.

Project Work Plan

The project work plan will form the basis for a contract between the applicant and the

⁴ Municipalities are exempt from this requirement.

appropriate agency that allows for payment for eligible project costs. The project work plan also provides a mechanism for tracking and evaluating progress of project implementation. The project work plan will require more detailed information than the project application submitted previously. Final approval of the contract for the selected project will be based on the completed project work plan. For all Aquatic Invasive Species Eradication Grants, the work plan **must** include completion and submission of a final report that describes the project and documents the results of the eradication effort.

Appendix H: Minority and Women-Owned Business Enterprises (M/WBE)/Equal Opportunity (EEO)

Pursuant to article 15-A of the Executive Law, and any applicable regulations promulgated thereunder, successful applicants for State assistance programs must implement a comprehensive Minority and Women- Owned Business Enterprises- Equal Employment Opportunity (M/WBE- EO) program when the requested assistance amount equals or exceeds \$25,000 for equipment services and supplies; or if the requested assistance amount equals or exceeds \$100,000 for the acquisition, construction, major repair or renovation of real property.

Additionally, applicants will ensure to the fullest extent possible that the Affirmative Action (A.A.) and EEO requirements of Title VI of the Civil Rights Act of 1964 and any applicable Federal Rules and regulations are applied to Federal Funds for prime contracts or subcontracts for Construction, Equipment, Supplies and Services. Note: There are no monetary thresholds for the implementation of an M/WBE-EEO program when the State assistance program is partially or wholly Federally funded.

The following M/WBE-EEO “Fair Share” goals have been established.

DEC Regions 1 and 2 (New York City and Long Island)

MBE	21.5 percent
WBE	13.7 percent
EEO (Minority)	10.0 percent
EEO (Female)	10.0 percent

DEC Regions 3 - 9

MBE	8.8 percent
WBE	8.8 percent
EEO (Minority)	10.0 percent
EEO (Female)	10.0 percent

The applicant must prepare and submit an M/WBE-EEO Work Plan at the time the project work plan is prepared for the State assistance contract. The M/WBE-EEO Work Plan consists of the following:

- Policy Statement

This is a statement that commits the applicant/recipient of the Federal/State assistance contracts to carry out the intent of the M/WBE-EEO Program as a result of the expenditure of public funds. This statement should acknowledge the intent of the Federal/State assistance contract applicant/recipient to develop a comprehensive M/WBE-EEO program that assures the meaningful participation of minority and women’s business enterprises in contracting. It

should also assure the meaningful participation of minorities and women in the workforce associated with the project. The program applicant/recipient is required to develop this brief policy statement.

- Affirmative Action Representative

The local government is responsible for administering a comprehensive M/WBE-EEO program and must designate someone to serve as the Affirmative Action (A.A.) representative. The governing body should make the designation through resolution or other official means.

- Project Description

The program applicant is to identify the nature of the work involved in the project funded by the assistance contract. A brief description of the component parts of the project to be funded will satisfy this element of the Work Plan. It is important that the Engineering/Construction components be included in the project description.

- Contact Person

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