

**Idaho State Department of
Agriculture
Noxious Weeds Cost Share
Program Handbook
2016
(Revised October, 2015)**

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NOTICE TO ALL COST SHARE PROGRAM APPLICANTS

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION FOR COST SHARE PROGRAM APPLICATIONS DUE DECEMBER 31, 2015

For Cost Share Program applications due December 31, 2015, any state listed noxious weed project will be considered for cost share funding, including aquatic projects. Please be aware that the 1:1 match requirement is required for all proposed priorities.

ISDA provides a Line Item Budget Form for the cost share year. All expenses will be listed on Exhibit 4, Line Item Budget Form – State and Federal Funding.

State general and federal fund disbursements given during the 2015 cost share will be disbursed in three payments. Second and third payments will be disbursed upon submission of a signed and dated ledger showing that at least 80% of the first disbursed payment has been expended on approved budget items, as well as submission of an in-kind match document showing match is 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.

Special notes and recommendations from the Cost Share Review Committee

ISDA will not fund:

- **Education, outreach, or awareness funding requests**

If a participant 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 15, 2016. For this reason, the 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.**

Special note: 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. Perpetual funding for management projects or projects that have no successful objective of ten years or less will NOT be considered.

The Cost Share Review Committee does not recommend giving free herbicide to landowners with cost share funds. The Cost Share Review Committee recommends instead that if herbicides are to be provided 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.

Chemical purchased with cost share funds may be purchased for private property only, not local, state or federal lands.

JUST A FEW THINGS TO REMEMBER...

ISDA received input from various Cost Share Program participants as well as input and discussion by the Cost Share Application Review Committee. In an effort to simplify the cost share process and yet maintain financial accountability, the following are the most significant changes made to the ISDA Cost Share Program Handbook, revised October 2015:

Four areas of cost share priority have been developed. Please note that these new priority descriptions have been included to bring the Cost Share Program into alignment with the 2012-2016 Idaho Invasive Species Strategic Plan.

1. New Invaders (EDRR at the CWMA level) Prevention. Priority will be given to _____: ¹

2. Invading Populations²: Limited: Priority will be given to those control strategies that include Integrated Plant Management (IPM) and sustainable elements will have the highest priority.

¹ Defined as any Idaho noxious weed listed as "Control or Contain" that is not currently found (or found in extremely small populations) in the CWMA. "Small population" is defined as less than 100 cumulative acres in the CWMA.

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: All elements will be mapped. Mapping data shall include: 1.) Action (treatment type, survey, biocontrol etc.); 2.) Date; 3.) Size (estimate); 4.) Target species; and 5.) Cover class (% density). ISDA will accept data in point, line or polygon format.

Once the Cost Share Review Committee's results have been compiled and a tentative amount to be allocated to each applicant has been determined, a packet containing the financial award letter and all documents that are required to be signed (including the disbursement agreement) 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. The disbursement amounts will be set forth in the disbursement agreement.

Per 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.

CWMAs that receive federal cost share funding are required to submit supporting documentation for all labor expenses, as approved on the Line Item Budget. Expenditure and match ledgers must be submitted on a term basis, as expenses are incurred. Ledgers showing "labor" must be accompanied by time cards or other documentation that show hours worked by each employee on CWMA projects and must be signed by the employee.

If a CWMA's budget is modified such that the *cumulative* amount of modifications exceeds 10% of the project's total budget as last approved by ISDA, a Grant Amendment Request and new Annual Operating Plan ("AOP") must be submitted to ISDA for approval.

The only type of grazing ISDA will fund is targeted grazing.

ISDA will not fund:

- **Education, outreach, or awareness funding requests**
- Any bio-control agent that is available for collection within the state. If the CWMA is requesting funding for bio-control agents, please specify the genus and species in the Line Item Budget, and also specify whether monitoring for those species has occurred to determine their presence/absence.

² Defined as those populations that are aggressively invading.

- Any County or other State Agency Right of Way (ROW) work. ROW work is the responsibility of the owner of that ROW.
- 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.
- A CWMA that does not have an active CWMA board or membership (meaning fewer than two agencies, departments, individuals or groups).

Other Important Reminders

The Bureau of Land Management (“BLM”) no longer provides funding for the implementation of statewide CWMA projects in Idaho. United States Forest Service (“USFS”) cost share funding requires a minimum of 10% forest canopy coverage in the described CWMA to qualify for USFS cost share dollars. As a result of having no BLM funding this cost share cycle, and due to the forest canopy coverage requirement for USFS funding, many Southern Idaho CWMA’s will no longer qualify for Federal cost share dollars. ISDA reminds applicants that there are restrictions on the utilization of State general fund dollars within cost share projects, and CWMA’s should plan their cost share funding request accordingly. Contact Matt Voile at ISDA, for specified qualifying percentage for your specific CWMA.

The cost share fiscal year will continue to be three (3) “terms”. The 3rd term is only 60 days long and will end on December 1, 2016. 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 31.

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 31. **A delay longer than five (5) business days will result in a full denial of the application and no funds will be awarded.**

Please write the date on all CD(s) or flash drives submitted to ISDA to prevent confusion (about 30% of initial applications will need to send updated CDs or flash drives).

Please report all activities of the CWMA in the AOP (i.e. bio-control, education, etc.), not just the items for which funding is requested.

Please use the current year templates/forms listed on the ISDA website. Review committee members only have about 40 hours to review 33 applications. Applications should be written and submitted in a manner that will allow reviewers to quickly find and review the data.

GUIDELINE 1: THE APPLICATION PROCESS

I. WHAT IS A COMPLETE APPLICATION?

With the exception of mapping data, both a hard copy and electronic copy of the following documents **must** accompany each grant application. Mapping data must be submitted in electronic format. Electronic copies may be submitted via a CD included in the application packet sent to ISDA.

COOPERATIVE WEED MANAGEMENT AREA (CWMA) APPLICANTS

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. AOP (Exhibit 5) (Example is attached)
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 and their roles

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

10. End of Year Report (See Exhibit 2)
11. Financial Ledger (Exhibit 13), covering March 16 to December 1
12. 3rd Term Match Summary Exhibit 14a (for both State and Federal grants, if applicable) and Cumulative Match Summary Exhibit 14b (End of Year March 16 to December 1), for both State and Federal grants (if applicable). These are separate Summary reports.
13. Mapping data

II. WHERE TO SUBMIT A COST SHARE REQUEST APPLICATION

A hard copy of the application must be mailed or delivered to the address below by the deadline specified on the application, along with an electronic version of all application documents copied to a CD or flash drive.

Idaho State Department of Agriculture
Noxious Weeds Cost Share Program
P.O. Box 790
2270 Old Penitentiary Rd
Boise, ID 83701

NOTE: *FAXED Cost Share Request applications will not be accepted.*

For specific questions, refer to the ISDA Noxious Weed Cost Share Web page (<http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>), or contact ISDA by phone at (208) 332-8528 or by email at weeds@agri.idaho.gov.

III. HOW TO COMPLETE THE APPLICATION

The submission of a Noxious Weed Cost Share Application requires the involvement of all CWMA Steering Committee Members, a Grant Administrator (such as a Resource Conservation and Development Council (RC&D) or the county clerk's office), and the County Commissioners. Approval to submit a proposal must be secured by signature of the County Commissioner(s) or Authorized Certifying Official(s) (such as the County Weed Control Superintendent) on Exhibit 3b, Part B of the Application.

Applications should be completed using the electronic Excel spreadsheet (Application Part A and Part B) and list of exhibits provided by ISDA (application documents can be downloaded from the website <http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>). Please be sure to read and understand the conditions that are summarized on the application and in the *Cost Share Handbook* prior to submitting an application. **NOTE:** *To be approved by ISDA, all applications must demonstrate the ability to meet the minimum 1:1 match (one dollar received from ISDA must be matched with one dollar contribution of cash, volunteer time, and/or use of vehicles or equipment from the applicant).*

A. APPLICATION PART A (EXHIBIT 3a)

Section A. Project Information

- **Date of Application** – Enter the date that the application is completed.
- **Name of Applicant** – Enter the name of the CWMA or other entity making the cost share request.
- **Contact Name** – Enter the name of the Chairperson or Lead for the Project who will be able to respond to inquiries from ISDA staff and others about the application or project.
- **Contact Phone #** – Enter the phone number of the Contact Person.
- **Contact E-Mail Address** – Provide the e-mail address of the Contact Person.
- **Contact Mailing Address** – Provide the mailing address of the Contact Person.
- **Financial Recipient Name (payee)** – Enter the name of the organization that will receive and manage the grant funds on behalf of the CWMA (for example, a county, RC&D, or one of the organizations participating in a CWMA).
- **Financial Recipient Phone #** – Enter the phone number of the Recipient organization.
- **Financial Recipient E-Mail Address** – Enter the e-mail address of the Recipient organization.
- **Financial Recipient Mailing Address** – Enter the mailing address of the Recipient organization.
- **Financial Recipient Federal ID #** – Provide the federal identification number of the Recipient organization.
- **Financial Recipient DUNS #** – Provide the Data Universal Numbering System number for the Financial Recipient (payee).

Section B. Estimated AOP Activity Summary – This should be a summary of the estimated AOP activities or measurable results, including: estimated number of acres that will be treated using chemical, mechanical or bio-control methods; estimated number of acres that will be mapped/inventoried; estimated number of acres that will be replanted; estimated number of acres of New Invaders; and estimated number of public contacts that will be made. Public contacts can be the number of brochures mailed, number of persons attending a workshop, etc. This summary is not to be more than five (5) pages long.

Section C. Chemical Storage - This information is necessary to ensure that a proper chain of custody and accountability is maintained for all chemicals purchased with grant funds.

1. Describe the chemical storage facility.
 - a. Please indicate whether or not the chemical storage facility is regularly locked when unattended and posted with proper warning signs.

- b. Please provide the names and titles of those who have access to the chemical storage facility.
 - c. Please indicate whether or not a log of items received, used, or distributed is maintained.
2. Please list anticipated chemical purchases (herbicides, surfactants and dyes) for the cost share year. Add rows if needed. Only include information for purchases that will be made with grant funds.

Section D. CWMA Steering Committee List - Please provide a list of all steering committee members, their titles and contact information. Add rows if needed.

Section E. CWMA Contributor's List - Please provide a list of all contributors. Do not include contributions originating from ISDA funds or ISDA personnel in this section. This information is needed to track match and in-kind contributions and verify interagency participation. The contact is the person who maintains the information needed to verify contributions.

B. APPLICATION PART B (EXHIBIT 3b)

Approval to submit a proposal must be secured by signature of the County Commissioner(s) or Authorized Certifying Official(s) on Part B of the application. An application will not be considered complete unless Part B is included.

C. LINE ITEM BUDGET FORM (EXHIBIT 4)

Expenses are listed in two documents in the application packet: the Line Item Budget Form (Exhibit 4) and the AOP (Exhibit 5). Together, the AOP and the Line Item Budget Form provide a description of all funding. The AOP will provide a list of tools or resources necessary to accomplish the goals of each priority. The line item budget provides the budgeted amount for each tool or resource listed in the AOP. Applicants may find it helpful to budget for each priority in the AOP before they complete the Line Item Budget Form.

List estimated expenditure amounts within each category on the Line Item Budget Form. Add rows as needed to insert budget items within categories. **The following information must be provided for each category:**

- **Description** – This should be a simple explanation of the expense (i.e. “herbicide,” “grazing contract” or “GPS units”).
- **Vendor** – Enter the vendor name, if known.
- **Priority** – Enter the priority from the AOP. If the planned purchase is for multiple priorities, enter all priorities.
- **Amount** – Enter the estimated amount of the expense. List only expenses that will be paid for with grant funds. **For any expenditure of \$10,000.00 or more, three written bids must be obtained and the purchase awarded to the lowest acceptable bid.**

D. ANNUAL OPERATING PLAN (AOP) (EXHIBIT 5)

The Annual Operating Plan (“AOP”) is a summary of planned activities for the year. **The AOP is limited to a maximum of five (5) pages.** Supporting documents may be submitted for additional consideration during the review and scoring process.

Together, the AOP and the Line Item Budget Form must provide a description of all requested funding. The AOP will provide a list of tools or resources (to be purchased with grant funds) necessary to accomplish the goals of each priority. The line item budget provides the budgeted amount for each tool or resource listed in the AOP.

More specifically, the AOP is a list of the description of priorities and goals to be completed within a given year. It must include the information described in the outline below and must follow that outline. Whether simple or complex, the AOP should clearly identify the CWMA’s annual priorities and associated work

priorities. It is important to remember that the AOP is a report of the CWMA's plan, to prospective grantors, administrators, and the CWMA Cost Share Review Committee.

AOP Elements (please provide the requested information):

1. List each priority in order of importance (**with number 1 being the top priority**) of funding allocation. The following should be addressed for each priority:
 - a. Provide a general summary of activities, such as whether the work involves mapping, monitoring, prevention, New Invaders (any Idaho noxious weed listed as "Control or Containment" that is **not** currently found or is found in extremely small populations in the CWMA), rehabilitation, or chemical, mechanical or biological weed treatments. Please answer the following five questions in the general summary:
 - Who is doing the work?
 - Where will the work take place?
 - When will the work take place?
 - What are the benefits of doing this work?
 - What are the consequences of not doing this work?
 - b. What are the measurable outcomes? These should include at least the following estimates (as applicable to the activities):
 - Total estimated acres to be treated – chemical.
 - Total estimated acres to be treated – mechanical.
 - Total estimated acres to be treated – grazing. (ISDA will only fund targeted grazing.)
 - Total estimated acres to be treated – bio-control.
 - Number of acres to be inventoried.
 - Number of acres to be replanted.
 - Number of acres for New Invaders (the response must **not** address species on the statewide EDRR list).
 - Total number of public contacts.
2. What tools or resources are required for this priority? (i.e. – truck sprayer, GPS, ATV, backpack sprayer, herbicides, seed)
3. What tools or resources will be purchased with grant funds for this priority? This may include things such as herbicides and seed, but does not include tools and equipment that the CWMA and/or its members already own. Please make sure that any budget projections provided can be correlated with the line item budget(s) submitted for the project.
4. What is the total cost of each priority?
5. What is the amount requested from ISDA for this priority? This is labeled in the AOP example as the "ISDA Request."
6. What is the estimated match? Each priority does not require equal match; however, ISDA requires equal match (1 to 1) or higher for all priorities combined.
7. What is the total cost of all priorities?
8. What is the amount requested from ISDA for all AOP priorities? This is labeled in the AOP example (in the Priorities Totals) as "ISDA Request." This should be the same as the Subtotal (VI.) listed on Exhibit 4 (Line Item Budget Form – State and/or Federal Funding).
9. What is the administrative fee for the amount being requested from ISDA? This should be the same as the Administrative Fee (VII.) listed on Exhibit 4 (Line Item Budget Form – State and/or Federal Funding).
10. What is the total request to ISDA for all AOP priorities? This should be the amount requested plus the 5% administrative fee. This should be the same as the Total Request (VIII.) listed on Exhibit 4 (Line Item Budget Form – State and/or Federal Funding)
11. What is the total estimated match for all AOP priorities? This should be the same as the Estimated Match (IX.) listed on the last page of Exhibit 4 (Line Item Budget Form – State and/or Federal Funding). The total estimated match must equal or exceed the total request.

E. STRATEGIC PLAN (CWMA APPLICANTS ONLY) (EXHIBIT 6)

A copy of the CWMA's Strategic Plan must be submitted each year, even if no changes have been made to the document from the previous year. The Strategic Plan must be updated every five years. Please make sure that Strategic Plans (as they are rewritten) coincide with "The Idaho Invasive Species Strategic Plan 2012-2016", focusing on prevention, limiting spread, and abatement of widespread infestations.

The Strategic Plan's purpose is to identify concerns, quantify the scale and scope of problems, and establish criteria for the CWMA's operations. The Strategic Plan should identify long-term weed management goals and set forth the use of all available and feasible weed control techniques in an organized, coordinated, and mutually supportive manner. Major components of the Plan include: education, plant inventory and survey work, weed problem prioritization, review for all available weed control techniques for each weed problem, control technique selection and integration, control efficacy monitoring, and control technique evaluation and monitoring, as necessary.

The Strategic Plan outlines the basic characteristics of a county or CWMA. It often includes a description of the area, CWMA landownership, a summary of past and current weed control efforts in the area, maps and location information of weed infestations, and an outline, description and general timeline for long-term weed management goals. For example, each CWMA will need to develop a general map of the CWMA, map known noxious weed infestations, determine management implications (including the establishment of management areas or zones), establish criteria for prioritization of noxious weed management activities, and identify integrated pest management techniques and resources available to the CWMA. The Plan will also include the cooperative agreement statements of all parties involved.

F. COOPERATIVE AGREEMENT (EXHIBIT 8) OR MEMORANDUM OF UNDERSTANDING (EXHIBIT 9) (CWMA APPLICANTS ONLY) (

CWMA Applicants must submit the most recent version of their Memorandum of Understanding (MOU) or Cooperative Agreement (CA) with this year's application packet. Please see Guideline 2(IV) for further information on this topic. A sample Cooperative Agreement and a sample MOU are shown in Exhibits 8 and 9, respectively.

G. MAP AND WRITTEN DESCRIPTION

ISDA requires a current map and description of the CWMA boundary. Note: ISDA must be notified before CWMA boundaries are changed.

H. REPORTING REQUIREMENTS FOR APPLICANTS WHO RECEIVED FUNDING IN THE PREVIOUS YEAR

All applicants who received funding in the previous year must also submit the following required reports for approval: an end of year (EOY) report (see Exhibit 2); Financial Ledger (Exhibit 13) and 3rd Term Match Summary (Exhibit 14a), for both State and Federal grants, if applicable; Cumulative Match Summary (Exhibit 14b - End of Year 3-16 to 12-31) for both State and Federal grants, if applicable; a check for any funds that will not be spent from the previous cycle ending December 15; and an electronic copy of mapping data.

I. MAPPING DATA (REQUIRED FOR CWMA APPLICANTS)

CWMA applicants who received funding in the previous year must submit mapping data. Mapping data must be in digital form (examples: Excel spreadsheet, GPS points with descriptions, or GIS files). All priority elements will be mapped. Mapping data shall include: 1) Action (treatment type, survey, biocontrol etc.); 2) Date; 3) Size (estimate); 4) Target species; and 5) Cover class (% density). ISDA will accept data in point, line, or polygon format. Hard copies of this data are not required. Any questions regarding this requirement should be directed to Stephen Cox, GIS Analyst, at (208) 332-8529 or stephen.cox@isda.idaho.gov.

GUIDELINE 2: SUPPLEMENTAL APPLICATION INFORMATION

I. WHAT IS A COOPERATIVE WEED MANAGEMENT AREA (CWMA)?

A Cooperative Weed Management Area (CWMA) is a distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate or human-use patterns. CWMA's should strive to integrate all noxious weed management resources across jurisdictional boundaries, utilize agreements to facilitate cooperation, and have a local steering committee that develops and implements a strategic plan. CWMA's may be composed of land managed by a person, city, county, state, country, or parts of such areas.

II. WHAT IS A STEERING COMMITTEE (SC)?

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 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.

III. WHAT IS A 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.

IV. WHAT IS A COOPERATIVE AGREEMENT (CA) OR MEMORANDUM OF UNDERSTANDING (MOU)? (Exhibits 8 and 9)

A CA 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 CA 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 SC 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.

GUIDELINE 3: ALLOWABLE AND UNALLOWABLE 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.

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
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 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. Rehabilitation of noxious weed-infested areas
10. Development of demonstration areas to showcase integrated weed management
11. Administrative Fees (5% of approved budget expenses)

D. 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

1. Education, outreach, or awareness program funding
2. Printing or publication of regional noxious weed booklets or calendars.
3. Expenses such as essay contest cash awards, prizes, t-shirts, water bottles, or other such items.
4. Meals and refreshments (allowed for in-kind match only).
5. 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).
6. Activities not identified in the AOP.
7. Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
8. Interest on bonds, interim financing, and associated costs to finance projects.
9. Legal expenses.
10. Lobbying or expenses associated with lobbying.
11. Ordinary operating expenses of state or local government.
12. Personal injury compensation or damages arising out of the project, whether determined by adjudication, arbitration, negotiation or other means.

13. Professional dues.
14. Training which is unrelated to the project.
15. Scientific research unrelated to a specific activity.
16. 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).
17. Fertilizer or the spreading of fertilizer.
18. Organic herbicides, unless the organic herbicide is equivalent to traditional herbicides in cost and effectiveness.
19. Certified weed free hay purchases.
20. Labor expenses for full time/benefit-earning employees (**labor expenses for part-time employees are allowed for federal funding only**).

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

GUIDELINE 4: CRITERIA FOR EVALUATION OF COST SHARE APPLICATIONS

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 ***Idaho Invasive Species Strategic Plan (2012-2016) - 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 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.

A complete list of steps in the application process is included in Appendix 2.

GUIDELINE 5: HOW TO AMEND A COST SHARE BUDGET (Exhibit 10)

It is sometimes necessary to amend an existing cost share allocation. Generally, the request to amend is 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 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.**

All 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.

I. 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.

II. Amendment Requests of 10% or more (cumulative) 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 of approval or denial of the request.

GUIDELINE 6: RETURNING UNSPENT FUNDS AT THE END OF THE COST SHARE YEAR

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. The first distribution of funds for new awards will not be released until all unspent funds from the previous year have been returned.

GUIDELINE 7: GENERAL GUIDELINES FOR GRANT ADMINISTRATION AND EXPENDITURES

I. ADMINISTRATION

- A. Efforts should be made to expend grant funds in a timely manner and according to the AOP and the 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, in accordance with Guideline 5. 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.
- 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.

The CWMA is responsible for the maintenance of all records, including requisitions, 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 grant funds belongs to the county identified within the CWMA unless otherwise stated in the application. 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.
2. All planning related to budgeting and finding in-kind match sources for a grant should be discussed with and approved by the CWMA Steering Committee.
3. Refreshments and Meals for Official Meetings as In-Kind Match: 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 refreshment break, will not exceed \$11.25 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 (\$11.25 for breakfast, \$15.75 for lunch, \$24.75 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:

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

\$28,571.43 x 5% = \$1,428.57
 \$28,571.43 + \$1,428.57 = \$30,000.00

GUIDELINE 8: KEEPING ACCURATE RECORDS

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 150.02 records requirements if a Professional Applicator is present. If one is not present and Non-Restricted pesticides are being applied, please follow the requirements listed in Exhibit 16a. Applications of Restricted Use pesticides require a Professional Applicator license or Private Applicator license (please comply with USDA records requirements in addition to the requirements of Exhibit 16a).
- E. Herbicide application records (Exhibit 16a) 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 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

NOTE: 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 Guideline 5, How to Amend a Cost Share Budget, for direction).

GUIDELINE 9: REPORTS

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 the due dates for submitting term and annual reports, allowing sufficient time to prepare the reports. 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

Federal 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.

I. END-OF-YEAR REPORT (EXHIBIT 2)

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

The purpose of the EOY is to document and **summarize 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: *Both a hardcopy and an electronic copy of the End-of-Year Report are required. All parts of the report should be submitted together to reduce separation or misplacement of the reports.*

B. What are the components of the EOY Report?

1. Brief Introduction
 - a. What is the CWMA or group name?
 - b. What are the goals and mission of the CWMA? (Refer to 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?
 - 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 – bio-control (NOTE: ISDA will only fund targeted grazing)
 - iv. Total acres inventoried
 - v. Total acres replanted
 - vi. Total acres for new Invaders (the response must **not** address species on the statewide EDRR list)
 - vii. Total number of public contacts
- d. What chemicals were purchased? Please provide a list of chemical purchases (herbicides, surfactants and dyes) made with grant funds.

chemical/description	quantity	purpose

- f. 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 and professional), inventory/mapping, eradication, containment, control, replanting, etc., Regardless of funding source, this is an opportunity to tell the "entire" story.
 - g. Highlight specific projects. Highlight successes, state weed problems, and outline the solutions implemented. “This is what was planned, and this is what was accomplished.”
 - h. 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. 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. Mapping data: CWMA area, weed locations, biological releases, etc. (all required)
 - 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: The report for a Mapping Project is the submission of the data points to ISDA in an approved electronic format. The mapping data will be incorporated into the statewide map database.

II. FINANCIAL REPORTING

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 ledger always be a “running ledger”, (i.e. 1st term ledger will cover the period of March 16 to June 30, 2nd term will cover March 16 to September 30, and 3rd term will cover March 16 to December 1). A copy of the Financial Ledger is

required to document the funds that have been spent. 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.

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 on the ISDA website at <http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>). 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.

A. FINANCIAL LEDGER (EXHIBIT 13)

The financial ledger must show deposits of cost share grant funds as well as expenditures, similar to a standard checking account register. The Financial Ledger form is an Excel spreadsheet. This report must be submitted on a term basis. There must be a financial ledger for each funding source (i.e. one for State and one for Federal). **They cannot be combined.**

1. Enter the name of the CWMA in the top cell and the dates covered by the report. Unless an interim report is being submitted, these dates should coincide with the term timeframes for federal reporting
 - 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
2. Enter the fund source: state funding or federal funding. Note that funding from each source must be tracked on separate ledgers.
3. Enter the check number (if applicable), date, and indicate that the transaction is a deposit (or enter the vendor name). The line item description (as listed on the line item budget) and priority number must also be included for all transactions other than deposits.
4. The amount of each "Deposit/Credit," "Payment/Debit," or "Admin. Fee" should be entered as a separate line item in the appropriate column.
5. Instead of creating a completely new ledger each term, continue to add on to the bottom of the previous term and file the new report showing current and previous transactions. This is commonly called a "running ledger."
6. Double-check all figures to ensure accuracy.
7. All term ledgers and in-kind match summaries must be signed and dated by a person authorized to do so on behalf of the CWMA.

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 15a) must reflect a minimum of 1:1 match to receive a second and third disbursement.

B. MATCH SUMMARY (EXHIBIT 14a, 14b)

ISDA requires a 1:1 in-kind match for all funds received through the Noxious Weed Cost Share Program. Match must be tracked separately for each fund source (i.e. - State and Federal).

1. Enter the name of the CWMA in the top cell and the dates covered by the report. Unless an interim report is being submitted, these dates should coincide with the term timeframes for reporting.
 - 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
2. Enter the fund source: state funding, federal funding. Note that funding from each source must be tracked on separate Match Summary forms.
3. For each contributor agency or organization, enter the amount contributed for the appropriate contribution category (federal, landowner/private, non-federal government, or other). The contact name listed will be the person within that agency or organization who could verify the amount contributed, including a list of all personnel whose time was donated.
For example, money contributed by State Department of Lands would be listed as a non-federal government contributor. John Smith is the name of the contact at that agency who could verify match in the event of a financial review. Do not list each employee with that agency as a separate contributor.
4. All term ledgers and in-kind match summaries must be signed and dated by a person authorized to do so on behalf of the CWMA.
5. Summarize contributions by category at the bottom of the document.

GUIDELINE 10: DISBURSEMENT OF FUNDS

ISDA will typically disburse CWMA cost share grant funds in 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 1
- 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.

GUIDELINE 11: FISCAL AND PROJECT PERFORMANCE REVIEW

I. WHAT IS THE GOAL OF REVIEW?

ISDA's goal is to assist cost share participants in the implementation of the *Idaho Invasive Species Strategic Plan (2012-2016)*. 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.

II. WHAT IS THE MISSION FOR THE REVIEW?

- A. To determine if the objectives of the cost share funded projects were accomplished.

- B. To ensure adequate and accurate accounting for ISDA cost share funds and that public funds are used for the program's specified purposes.
- C. 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.
- D. To evaluate whether the applied cost share projects, measures, and programs are effective in stopping the spread of noxious weeds in Idaho.
- E. To evaluate base map development and year-to-year progress effectiveness.

III. WHAT TO EXPECT FROM AN ON-SITE REVIEW

- A. 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:
 - 1. Notify all responsible parties for participation in the review; and
 - 2. Organize and prepare all documentation and supporting data required for the review, including match documentation.
- B. 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:
 - 1. **Fiscal Review.** A fiscal review will generally be conducted by an ISDA representative. Reviews will usually be conducted in the spring following the submission of the End-of-Year Report; generally February - April. 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.
 - 2. **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, as well as identifying individuals who deserve recognition for outstanding or extraordinary work.

IV. WHAT IS THE FOCUS OF THE REVIEW?

- A. **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. Re-create detail from invoices provided. 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. Re-create match from documentation provided. 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 potential 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. Any invoice over \$10,000.00 should be copied and included with the review notes.
 - d. Payments made to compensate individuals should be copied and included with the review notes.
 - e. Missing invoices should be noted in the review notes.
 - f. Were any administrative fees charged to ISDA funds? If so, was the amount calculated correctly?
- 3. Is the use of cooperator matching funds in completing cost shared projects and programs documented?
 - a. Were federal monies improperly or properly used as match?
 - b. Who were volunteered vehicles used by? Dates? Vehicle make/model/license? Was the mileage use recorded? (See 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? (See Exhibit 11)
- 4. Are Individual Landowner Herbicide Application Record & In-Kind Contribution Reports being submitted to the CWMA to document in-kind contributions of herbicide, labor, and equipment? (See Exhibit 15a)

B. 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 potential 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
 - 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.

V. 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 other 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

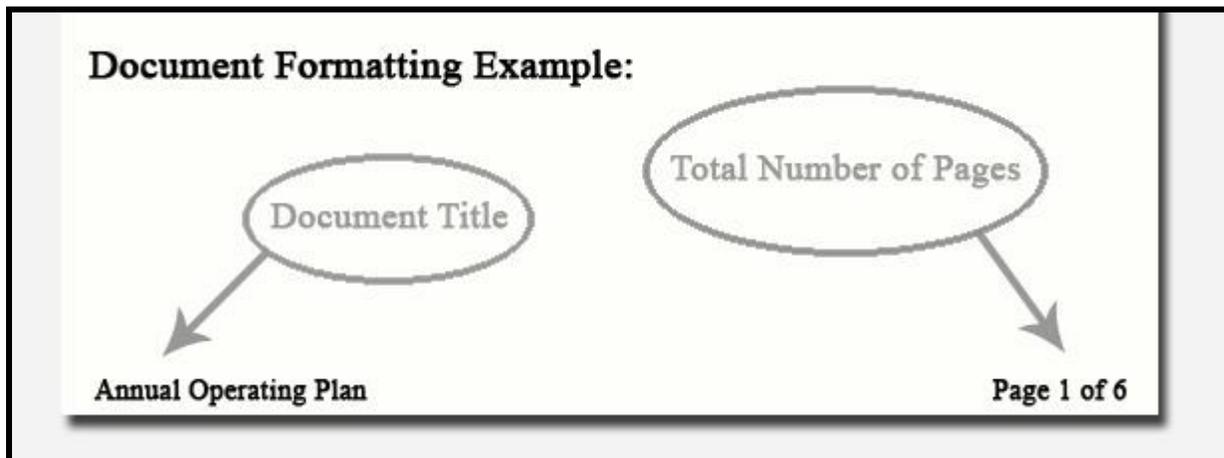
Read the application carefully and follow all the instructions! Applicants who do not follow the basic instructions risk having their applications rejected.

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, 2015.

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, RC&Ds, 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 SC 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 - Acronyms

AOP	Annual Operating Plan
CA	Cooperative Agreement
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
SC	Steering Committee
USFS	United States Forest Service

APPENDIX 5 - 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.
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.
Containment	To confine a weed to an identified area of infestation; halting the spread of a weed infestation beyond specified boundaries.
Control	Any or all of the following: prevention, rehabilitation, eradication or modified treatments specified in a cooperative weed management area.
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).
Deadlines	Due dates for submission of proposals and grant reporting requirements. When submitting proposals it is important to note whether the deadline is the due date for receipt at the agency or for postmark of the proposal.
Director	The Director of the Idaho State Department of Agriculture or an authorized designee.
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 Noxious Weeds Program Manager, unless

	otherwise stated in the agreement.
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 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. Responsibilities include 1) ensuring that the CWMA Cost Share funds are adequately and accurately accounted for; 2) requiring and maintaining proper matching documentation for all projects; and 3) ensuring that the funds are used for the purposes specified in the Cost Share Application.
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 developed to establish weed control to help create and/or maintain structured weed control programs in all geographic areas in Idaho and administered by the ISDA.

Land	All soil or 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.
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.
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)
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 plan.
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 6 - 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. Cost Share Application Evaluation Criteria