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**Grants for the Control of Aquatic Invasive Species Application Form**

**Part I: Applicant Information**

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| 1. Type of Applicant:  State Agency  Municipality  Not-for-profit organization  Applicant Name:  Mailing Address:  City/Town:  State:  Zip Code:  Phone:  \*E-mail:  2. Contact Name:  Mailing Address:  City/Town:  State:  Zip Code:  Phone:  \*E-mail:  \*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify DEEP if your e-mail address changes. |

**Part II: Project Information**

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| 3. Title of Project:  4. Brief description of Project:  5. Total project cost:  6. Total grant funding requested:  7. Total matching funds (must equal or exceed 25% of the total project cost: |

**Part II: Project Information (cont.)**

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| 8. Name and location of study/project waterbody (as applicable):    Please include map of study/project waterbody  Attached  N/A  9. Public Access and Use  Degree of access:    Facilities:  Please include map of facilities  Attached  N/A  Use patterns: |
| 10. Waterbody Ownership:  Supporting ownership documents attached (check all that apply):  Tax Maps  Other maps  Easement Information  Letters of Permission  11. Target Aquatic Invasive Species:  Supporting documents attached (check all that apply):  Photos  Maps  Survey Reports  Studies  12. State-Listed Species  *Consult with DEEP Natural Diversity Database (NDDB) Program at* [*https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests*](https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests)  NDDB map showing project waterbody  Attached  N/A (education/outreach projects)  NDDB Determination (if state-listed species present)  Attached  Pending (include documentation that indicates a review was requested)  Not Requested (but may require a review)  N/A  13. Describe the purpose and need for, and benefits of proposed project: |
| 14. Describe the scope of work (attach supporting documents if applicable): |
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**Part II: Project Information (cont.)**

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| 15. Define the schedule for completion of the scope of work for the proposed project:    16. Define the budget for implementation of the proposed project:   |  |  |  | | --- | --- | --- | | **Budget Summary** | | | | EXPENSES: | Grant Funds | Matching Funds | | **Personnel** | | | | Salaries: | $ | $ | | Fringe Benefits: | $ | $ | | **Materials/Supplies**: | $ | $ | | **Travel:** | $ | $ | | **Contractual/Consulting Fees (specify)**: | $ | $ | | **Printing and Copying**: | $ | $ | | **Office Expenses:** | $ | $ | | **Other (please specify\*\*):** | $ | $ | | **Total Grant Funds Requested:** | $ |  | | **Total Matching Funds Provided:** |  | $ | | **Total Project Costs:** |  | $ |   17. Describe the availability of alternative funding or matching funds or in-kind services: |

**Part III: Applicant Certification**

The applicant must sign this part. An application will be considered incomplete unless the required signature is provided.

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| “I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.  I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.  I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.” | | |
|  |  |  |
| Signature of Applicant or Authorized Representative | Date |
|  |  |  |
| Name of Applicant or Authorized Representative (print or type) | | Title (if applicable) |

Note: Please submit this completed application form and supporting documents to [deep.aisgrants@ct.gov](mailto:deep.aisgrants@ct.gov)

GRANT FUND APPLICATION INSTRUCTIONS

*These application instructions have been designed to apply to all activities eligible for funding. Please read these instructions in their entirety and provide answers to each question in order by number. These instructions have been designed to minimize the potential for incomplete applications.* ***Information required in items must be provided by filling out the attached application form using the space provided and additional sheets as needed.***

*The level of detail required to fully answer each question is related to the scale and scope of the proposed project. Applicants are requested to provide a thorough description of the proposed project and answer each question as it applies to the activity. Submission of complete and accurate information will enhance the chance of the proposal being selected for funding.*

An electronic version (PDF file format) of the application and other documentation must be submitted to via email to [deep.aisgrant@ct.gov](mailto:deep.aisgrant@ct.gov). Applicants should refer to the full RFP document for complete application instructions, scoring/review criteria, and a sample project scoring sheet.

DEADLINES: All applications and supporting documentation must be received via email by February 12, 2020. Applications or supporting documents received after that date and time will not be considered.

Note: All of the questions must be answered. If a question is not applicable to your particular proposal, please provide a brief explanation. **Do not leave the questions blank**.

1. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS OF APPLICANT:

Select the category that best describes the applicant. State agencies (including State Colleges and Universities), municipalities, and not-for-profit organizations are eligible to receive grants through this program. Local interest organizations such as unincorporated lake associations can develop project proposals in collaboration with municipalities or not-for-profit organizations but only the municipality in which the project water body is located or the not-for-profit organizations can apply for funding. Fill in the *legal name(s)*, mailing address(es), email address(es) and phone number(s) of the applicant agency, municipality, or organization. Phone number(s) must be a number(s) that is answered during business hours.

*If the water body is located in more than one municipality, two or more municipalities may apply jointly, and a lake authority as established under sec. 7-151a of the Connecticut general Statutes may act as the agent of the member towns for the purposes of this grant program. If multiple municipalities are involved with a single project, a lead municipality must be identified.*

1. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS OF CONTACT:

Fill in the name(s), mailing address(es), phone number(s), and e-mail address of the contact. Phone number(s) must be a number where the contact is reachable during business hours.

*The contact person is the individual who is familiar with the project details and who should be contacted for additional information or questions. Should the project be funded, this is also the person who will be the primary contact during the course of the project through final completion.*

1. TITLE:

State the title of the proposed project.

*The title should be concise and include project purpose/goal, target species, location and municipality all in one line (e.g. “Control of hydrilla from Happy Acres Park Pond, Wallingford, CT” or “Diagnostic Feasibility study of the yellow floating heart infestation in Shady Acres Lake, Enfield, CT”).*

1. BRIEF DESCRIPTION:

Provide a brief (200 words or less) description of the proposed study, control/management project, or educational/outreach program. Include target species, study or control methods, timeline & duration of study and expected receivables (for research studies), size of water body, degree of public access, any project partners, and size/extent of infestation/area to be treated (for control/management projects).

e.g. *The goal of this project is to control or eradicate water chestnut (Trapa natans) from a 20 acre pond. This plant was first found in this pond two years ago, and currently covers an estimated 5 acres. We propose to use herbicides (2, 4-d formulation) to initially treat the water chestnut. Additionally, a volunteer group will be established and trained to monitor the pond in subsequent years. Some Town staff will also attend training. The pond is an impoundment on a tributary to the “Big River”. Public access to the pond is through a town park located on the west shore of the pond. The park includes a boat launch suitable for canoes, kayaks and small boats, plus 500 feet of accessible shoreline for fishing.*

1. TOTAL PROJECT COST:

State the total cost of the project including both total grant funding requested and total matching funds

1. TOTAL GRANT FUNDING REQUESTED:

State the total amount of grant funding requested. For determination of such an amount, refer to question 17 for an explanation of how to provide the budget for the proposed project.

1. TOTAL MATCHING FUNDS:

State the total amount of matching funds committed for the proposed project. Please refer to questions 16 and 17 for a further explanation regarding matching funds. **The maximum grant award is $50,000 and the lower limit is $2,500**. Requests for larger grants (up to $75,000) may be considered, but only for exceptional and well-justified proposals. **Matching funds are required and must equal or exceed 25% of the total amount of funding received from DEEP under this grant program.**

8. NAME AND LOCATION OF STUDY/PROJECT WATERBODY (as applicable).

Provide the name (names) of the target water body and the names of all municipalities within which the water body is located. Provide a map clearly showing the location of the water body and a description of its location.

1. PUBLIC ACCESS AND USE

Provide the following information concerning public access to and use of the water body:

* Describe the degree of access (is the water body fully accessible, open to access only in some seasons or at certain times of day, restricted to local residents, closed to all use, etc.). If access is restricted, please explain.
* Describe the facilities (parking, roads, trails, boat launches, marinas, shoreline access, picnic areas, wildlife viewing structures, fishing piers, etc.). Please provide map of water body showing locations of these facilities.
* Describe the use patterns (what are primary/most popular uses of property/water body?).

1. WATER BODY OWNERSHIP

Provide information demonstrating any ownership or other legal interest in the water body, including:

* Copies of any Tax Map or Maps that show ownership (partial or full) of the affected water body.
* Copies of applicable conservation and other access easements.
* Letters of permission should be provided for any non-applicant properties which must be crossed to gain access to the water body.

1. TARGET AQUATIC INVASIVE SPECIES

Provide information concerning target aquatic invasive species, including:

* The name(s) of target species. List both common names and scientific names.
* Names, contact information of individuals, consultants, businesses, organizations and agencies who identified or verified identification of these species.
* Documentation of the actual presence of the target species in the water body (*attach photos, data from professional plant surveys, copies of relevant sections of reports and/or studies, etc.*).

1. STATE-LISTED SPECIES

Applicants should determine whether state listed species (endangered, threatened and special concern species and significant natural communities) in Connecticut are present within or near the study/project water body, and if the proposed project will affect state listed species.

* Please provide the DEEP Natural Diversity Data Base (NDDB) map for applicant town (or a GIS map that includes the current NDDB layer) showing location of study/project water body (if necessary, the location can be drawn & names of water bodies can be written on the map with an arrow to the correct location on the map). Maps can be accessed from the following website: <https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests>
* If NDDB map data indicates that state-listed species and/or significant natural communities are known to be present, please see the following guidelines:
  + If the project has already been through the NDDB review process, please attach any current, non-expired NDDB determinations to your grant application.
  + If the project has not yet been through the NDDB review process, Applicants should NOT, at this time, request NDDB determinations solely in conjunction with this grant application. However, if you expect your project to move forward regardless of whether or not funding from this grant is awarded (i.e. other funding sources have been secured), you should proceed with your request for NDDB review.  For those projects dependent upon this grant for funding, the AIS Grants Oversight Committee may request NDDB determinations on behalf of applicants for projects that rate highly during the review process.
  + Education and outreach projects and some types of research projects (e.g. plant surveys) may not require an NDDB determination.
* Applicants are advised that the NDDB review process may transition to a new electronic review system during the grants application submission period. The AIS Grants Oversight Committee will adjust expectations accordingly to accept any maps and/or determinations provided by the new review system.

Note that during sampling, research studies may actually provide information relevant to the NDDB such as determining the presence of additional state-listed species,; and most control/management projects can be designed to avoid negative impacts to state-listed species and significant natural communities, and preference will be given to projects that can show a definite benefit to these species and communities.

1. DESCRIBE THE PURPOSE AND NEED FOR, AND BENEFITS OF PROPOSED PROJECT:

* Describe the purpose of, and need for the study or project, including a description of the extent of the infestation (as known at the time of submission) and its current or potential impact on native species, fish and wildlife habitat, recreational uses and aesthetic values.
* Describe the expected ecological and public benefits of the proposed project.
* Describe any past studies or efforts to control/eradicate the target species on the project water body.
* For education/outreach projects, describe how the project is designed to effectively reach the target audience.

1. DESCRIBE THE SCOPE OF WORK:

Describe the scope of work identifying each task, product and service. Where applicable, include site maps and/or other diagrams indicating location and features of specific study or project tasks. Please at a minimum include the following information:

**For all proposals-**

* Whether federal, state, municipal and/or other legal entities (for which coordination may be necessary, such as power utilities, dam owners, etc.) approvals, authorizations (i.e. permits) are needed (and the status of any requests for permits). **Preferred studies and projects have either obtained, or can obtain in a timely fashion all necessary approvals, authorizations and/or permits.** Attach copies of any permits already obtained. *Note that awardees will be required to submit copies of permits obtained following the awarding of funds*.

**For research studies:**

* + Study timeline.
  + Study methodology and field resources expected to be committed to the study.
  + Data analysis and mapping resources available to be committed to the study.
  + Expected study products.
  + Summary of ability of applicant to implement study findings and recommended actions.

**For control/management projects:**

* + Plans for pre-control monitoring.
  + Narrative of the distribution/concentration or areal extent of target species coverage and a description of the site(s).
  + Map(s) and photographs (when available) of the water body clearly showing the distribution of target species and areas targeted for control. Also clearly show on the same map locations of known populations of state-listed species.
  + Description of all control methods to be used, including where each method will be used and how frequently during the course of the project. Also indicate who will be performing the various controls (i.e., licensed applicator/consultant services, volunteers, municipal staff, NGO). Please list separately and be as specific as possible:
  + All pesticides and other chemicals to be used (if known at time of submittal).
  + All mechanical methods to be used (hand-pulling, suction harvester, hydroraking, etc.)
  + All bio-control measures (grass carp, “milfoil” weevil, etc.).
  + Discuss how state-listed species or significant natural communities will be protected during the project.
  + Expected outcome of control measures. Include an estimate of the reduction in population size/concentration and/or area (i.e., acres, square meters or feet) of, or length (i.e. feet, yards, meters, miles of river bank or lakeshore) of target species controlled or eradicated.
  + Discuss whether any changes in public access will occur due to this project.
  + Plans for notifying/educating users and general public.
  + A discussion of plans for rehabilitation/revegetation/restoration of targeted sites when such actions may be warranted.
  + Plans for post-treatment monitoring.
  + Long-term management plan including procedures for continued control and spread prevention the target aquatic invasive species, or if the goal is eradication, a long-term management plan to prevent the reestablishment of the target species (if goal was eradication).

1. DEFINE THE SCHEDULE FOR COMPLETION OF THE SCOPE OF WORK FOR THE PROPOSED PROJECT:

Provide a proposed schedule for completion of each phase of the project as it corresponds to the scope of work described and the total number of months needed to complete the project. Identify any seasonal constraints or specific requirements for work scheduling*.* For example, work times may need to be coordinated with target species growing season, observation of environmentally sensitive periods, or the receipt of required authorizations.

Please note that projects should generally be completed within **one year** from the contract execution date. It is anticipated that the contracts will be mailed to award recipients for review and signature within two months of the grant award announcement. Within approximately six weeks from the date DEEP receives the signed contract and all necessary resolutions or other attachments, the contract will be able to be fully executed, and funding can be made available for use by the recipient. Only expenses incurred following a properly executed contract will be deemed eligible expenses. Such a timeline should be taken into account in determining a proposed schedule for the project.

1. DEFINE THE BUDGET FOR IMPLEMENTATION OF THE PROPOSED PROJECT:

**Using the budget summary**, provide a list of the expenses for the proposed project. In addition, **on a separate sheet**, provide a brief narrative explaining each line item expense requested from the Grant Fund. **Indirect costs associated with projects may be used as matching funds. However, Grant Funds cannot be used for indirect costs.**

**The maximum grant award is $50,000.** For projects which are more expensive or in order to guarantee the continuation of the proposed project beyond the initial year of its implementation without Grant Fund support, matching funds or alternative funding should be considered. Requests for larger grants (up to $75,000) will be considered, but only for exceptional and well-justified proposals. Any work subcontracted must be arranged through a competitive selection process unless there is a demonstration of the need for a sole source.

A 50% payment of the grant amount will be initiated following execution of the contract with the remaining balance due after the applicant demonstrates expenses (including match) beyond the value of the execution payment. Following completion of the project, a report including documentation that all the elements of the project have been completed, the outcome of the project and a financial summary indicating expenses incurred must be submitted to DEEP. **Projects that come in under budget or fail to meet contract obligations are required to return all unused funds to DEEP.**

1. DESCRIBE THE AVAILABILITY OF ALTERNATIVE FUNDING OR MATCHING FUNDS OR IN-KIND SERVICES:

Provide a description of matching funds, in-kind services and the availability of alternative funding. Matching funds may consist of actual funds as well as other contributions such as in-kind services, materials and volunteer labor.

Applicants are encouraged to demonstrate a commitment to continue the proposed project beyond the initial year of its implementation without additional DEEP funds. Funding for well-matched projects will be viewed favorably, and a demonstration of a commitment of future funding for that purpose is strongly encouraged.

1. CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

State the name and title of the representative who, if the contract is awarded, is legally authorized to sign the contract on behalf of the municipality. Have this individual sign and date the application form in the space provided. **Applications which are not signed by a legally authorized individual shall not be accepted and will be deemed ineligible for further consideration.** The applicant must also supply a signature resolution indicating that the signer is authorized to sign legal documents and enter into contracts on behalf of the municipality.