

## **GUIDELINES**

### **PRISM Pilot for NW Conservation Districts Education & Outreach Sub-Grants**

Protecting PA from Invasive Species: Building Partnerships for Regional Invasive Species Management

The program will pilot Partnerships for Regional Invasive Species Management (PRISMs) in 13 Northwestern counties in Pennsylvania. The PRISM program will address the critical need to manage invasive species that threaten Pennsylvania's economy, environment, and human and animal health by developing strong, diverse stakeholder partnerships. By bringing together many partners, the program will lessen the burden of invasive species management and increase restoration of the native landscape.

PACD is offering conservation districts up to \$2,000 to implement educational and outreach activities that focus on invasive species detection and management.

#### **Timeline**

- Applications will be accepted on a rolling basis until funds are expended
- Deadline for final reports: April 30, 2027

#### **Target Audience**

The education & outreach projects should be offered to the public and include a variety of stakeholders including farmers, gardeners, hikers, hunters, fishermen, grassroots organizations, partner groups and organizations, scientists and academics, public and private industry, and other outdoor enthusiasts.

PACD recommends working with underserved populations and/or organizations.

#### **Project Examples**

- Project Tours – Show off your invasive species management projects by inviting partners and the public to the site.
- Guided Walks – Take a little stroll with folks to show them how to identify invasive species and report findings to iMapInvasives.
- Invasive Visuals and Factsheets – Be creative! Develop your own factsheets and informational pieces on invasive species. OR use existing information. Please feel free to share your work with other districts!
- Photo Gallery – Create a space for people to upload invasive species images so they can be shared widely for ID and management.
- Workshops and Trainings – Provide classroom or in the field workshops to teach the community to identify and combat invasive species.

- **Community Science Projects** – Recruit volunteers to help record data or help remove invasive species. Collect and share the results of pulling in a network of volunteers!

### **Eligible Expenses**

Grants pay for eligible expenses on a reimbursement basis. Please submit your reimbursement request with your final report. The following items are NOT considered reimbursable expenses: food & drink; novelty items including t-shirts, magnets, pens, etc. Mileage will be reimbursed at the current approved state rate.

**Match:** A 50:50 match is required for this grant. The following partner organizations have graciously pledged match and PACD strongly encourages including them in your E&O efforts.

PA Department of Conservation & Natural Resources  
PA Department of Agriculture  
Allegheny Hardwood Utilization Group  
Allegheny Forest Health Collaborative  
Western PA Conservancy  
Penn State Extension Master Watershed Stewards

### **Materials Review**

All project related materials, including brochures, signs, presentations, etc. must be reviewed by PACD's Program Manager prior to publication/presentation.

### **Evaluation & Reporting**

Evaluations are required. Grantees are also required to submit a mid-term and final report to PACD. Templates for the evaluation, mid-term and final reports are available on PACD's website.

### **Application**

Please submit applications to Holly Miller at [hmiller@pacd.org](mailto:hmiller@pacd.org).

### **Nondiscrimination Statement – Printed, electronic, or audiovisual material**

The following statement should be included, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)*

*Program information may be made available in languages other than English.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the*

*Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; o*
- (2) Fax: (833) 256-1665 or (202) 690-7442; or*
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

**\*\*If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:  
"This institution is an equal opportunity provider."**

**Notifications**

Any subrecipient under this award must be notified that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.331 through .333.

The sub-recipient also certifies that they do not have any active exclusions in the System for Award Management (sam.gov).

**Contact**

Holly Miller, Program Manager  
[hmillier@pacd.org](mailto:hmillier@pacd.org)  
(717) 794-6105

*By signing these Guidelines, you certify that the proposed projects are eligible, meet the requirements stated, and that the landowner(s) are committed to the project(s).*

\_\_\_\_\_  
***Signature of Conservation Dist. Rep***

\_\_\_\_\_  
***Title***

\_\_\_\_\_  
***Date***