

GUIDELINES

PRISM Pilot for NW Conservation Districts Invasive Species Management Project 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.

Local Advisory Committees:

NW Conservation Districts must form local advisory groups consisting of partner organizations and community members who will identify and prioritize projects in the respective county. Names of partner organizations who provided match have been provided to the NW conservation districts. Please use this list when inviting individuals to participate in your advisory groups. Districts are encouraged to facilitate work with underserved populations and/or organizations.

Landowner Agreements:

It will be the conservation district's responsibility to have any necessary landowner agreements signed. A template will be provided by PACD. The conservation district may make additions to the template to fit their needs. The landowner agreements must be included in the application packet.

Eligible Expenses:

Ineligible: Costs not covered in the invasive species management projects include staff time for landowner outreach and education, legal or advertisement fees, and purchasing equipment. (Equipment is defined as having a fair market value of \$5,000 or more per unit and a useful life of over one year. Supplies are those items that are not equipment.) Projects on federal lands are also ineligible for grant funding.

Eligible: Staff time for invasive species treatment and management is covered by this grant as well as materials & supplies.

Budget

A written budget is required that estimates the cost of labor, travel, materials & supplies, and contractual services related to the site. The budget should include all cash and non-cash costs/match to be considered for this sub-grant.

Modifications:

Modifications to the project budget or project must be approved in writing by PACD to maintain funding eligibility. Submit requests for changes, indicating the reason for the change to Holly Miller, PACD Program Manager at hmiller@pacd.org .

Timeline

A written schedule for major project milestones such as plan development, site preparation, invasive species treatment and management, and monitoring or follow-up should be included on the application form.

Procuring Labor and Materials:

Grantees are reminded that labor and materials for all invasive species treatment and management projects included in the grant agreement scope of work must be procured openly and competitively. Recipients will need to ascertain that contractors have not been debarred from receiving federal funding.

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 advisory committees and project 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

Please contact the PSU Master Watershed Coordinator for your county to organize projects with Master Watershed Steward volunteers. Follow this link to find your county coordinator <https://extension.psu.edu/programs/watershed-stewards/counties>

Example: A district needs \$10,000 for an invasives species treatment project. The district applies for a \$10,000 sub-grant from PACD and is required to show \$10,000 in match in their application. Match can be conservation district and partner organization staff time, separate project expenses (related to the project being funding – same location, same invasive), materials and supplies, and non-cash volunteer time. Match is not limited to the list. Please reach out to Holly Miller hmiller@pacd.org with questions.

Payments:

The conservation district will receive 45% of grant funding upon approval of the application and receipt of all signed landowner agreements. 45% will be paid to the conservation district after submitting the mid-term report to PACD; and the final 10% after submitting the final report to PACD.

Refund:

Unused grant funds, cancelled grant projects, or funds used for ineligible expenses must be refunded to PACD within 60 days of the project end date.

Mid-Term Report:

A mid-term report is required at the estimated half-way point of your project. A report template will be provided by PACD.

Final Report:

A final report must be submitted within 60 days of the project end date. The final report must be submitted electronically. A report template will be provided by PACD.

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.*

****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

hmill@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