

**IDAHO STATE DEPARTMENT OF AGRICULTURE  
EURASIAN WATERMILFOIL PROGRAM  
APPLICATION INFORMATION SHEET  
PHASE III FUNDING  
JANUARY, 2008 TO NOVEMBER, 2008**

**Introduction:**

In response to the continuing economic and environmental crises created by the growing infestations of Eurasian watermilfoil (EWM) in Idaho's pristine waters, the Idaho Legislature authorized the Idaho State Department of Agriculture (ISDA) to fund projects for on-the-ground eradication of EWM in Idaho.

Applications for funds associated with this program shall be submitted only to ISDA. As the designated lead agency of the EWM Program, ISDA staff has conferred with the state and federal agencies that will coordinate and facilitate the processing, prioritization and approval of applications.

**Phase III project funds solicitation (open October 31, 2007 to January 31, 2008):**

1. Project solicitation announced October 31, 2007
2. Applications must be received by January 31, 2008
3. Awards will be announced March 2008
4. Project final reports must be received at ISDA no later than November 30, 2008

Funds will be allocated in an equitable and meaningful way to as many high-priority projects as possible throughout the state.

In the context of this program, "equitable" and "meaningful" are defined as:

**Equitable:** Selecting and providing assistance to as many stakeholder and partner projects as practicable based on careful evaluation, review and prioritization of EWM Program proposals.

**Meaningful:** Selecting and providing assistance to project proposals demonstrating effectiveness, results-orientation, innovation, focus on critical needs, collaborative efforts, sound economics and good environmental sense.

Individual projects may be modified by the Director of ISDA.

ISDA provides the following guidance to assist interested parties, stakeholders and partners in their Phase III requests to ISDA for eradication funds for use throughout the State of Idaho.

### **Phase III – 2008:**

- Applications must be **received** at ISDA on or before 5 p.m. Mountain Standard Time, January 31, 2008.
- Each project application submission must include a printed copy **and** an electronic copy of the entire application on CD, mailed or delivered to ISDA at one of the following addresses:

*Mailing Address:*

Idaho State Dept. of Agriculture  
Noxious Weeds Program  
Attn: Matt Voile, Agriculture Section Manager  
P. O. Box 790  
Boise, ID 83701

*Physical Address:*

Idaho State Dept. of Agriculture  
Noxious Weeds Program  
Attn: Matt Voile, Agriculture Section Manager  
2270 Old Penitentiary Road  
Boise, ID 83712

- Awards will be announced by ISDA with an award letter mailed during March 2008.
- A Disbursement Agreement between ISDA and Recipient must be signed and received at ISDA in Boise by April 1, 2008.
- Final project reports and documentation are due to ISDA in Boise by November 30, 2008.

### **Funding Caps:**

There will be no strict funding caps on disbursement amounts; however, all proposals will be evaluated against the Program objective of being equitable and meaningful. All awards will be subject to the availability of funds.

### **Eligibility:**

- The intent of funding is to support on-the-ground implementation projects with the goal of *eradication* of EWM.
- Applicants are encouraged to cooperate with any public or private organization involved in EWM treatment, education and mapping to enhance Idaho's EWM treatment efforts.
- Proposals will be accepted from individuals, groups of individuals, businesses and organizations.
- Proposals that involve collaboration or partnerships between lake management groups, homeowner groups, counties, Cooperative Weed Management Areas (CWMAs), industry groups, academics or other organizations are encouraged.
- Applicants should cooperate with any public or private organizations involving EWM treatment, education or mapping to enhance Idaho's EWM eradication efforts.
- If two or more individuals or organizations propose a joint project, they should submit one application as co-applicants.

## **Project Types:**

The following are a few examples of projects that could be considered for funding:

- EWM treatment projects using herbicide applications
- EWM treatment projects using vacuum assisted hand-pulling or bottom barriers
- Projects that increase public education and awareness
- Focused and applied research projects that further ISDA's goal of eradication.
- The Director may allow Early Detection/Rapid Response (ED/RR) projects to be submitted and reviewed.

**Preference will be given to projects that are eradication-oriented in nature and involve collaboration or partnerships.**

## **Program Policies:**

ISDA reserves the right to:

- Reject any or all proposals received.
- Waive or modify minor irregularities in proposals received, after prior notification and agreement with applicant.
- Provide partial funding for specific proposal components that may be less than the full amount requested in the application.
- Provide an opportunity for training and certification testing for professional aquatic pesticide applicators, as needed.
- Require a good-faith effort from the project sponsor to work with the ISDA subsequent to project completion to develop reporting data or implement the project results, where applicable.
- Withhold any payments that do not meet program conditions.
- Require forfeiture or return of monies used for disallowed or unauthorized expenditures.
- Provide guidance on program activities.

Recipient must agree to:

- Comply with all applicable federal, state and local laws, codes, regulations, rules and orders. The Disbursement Agreement will be governed by and construed in accordance with laws of the state of Idaho.
- Provide for an Idaho licensed professional aquatic pesticide applicator if the proposal includes the use of aquatic herbicide for EWM eradication and control.
- Be accountable for all funds awarded.
- Maintain books, records, receipts and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the Disbursement Agreement.
- Submit written monthly interim reports and a final report in a format required by ISDA.
- Provide monthly ledgers that document all expenditures.
- Make receipts, books and records available for audit or examination by ISDA or its designee.
- Maintain records for three years from after completion of the project.

- Obtain prior approval from ISDA if there is: 1) any major revision (defined as 5% of expenditure or proposed treatment acres) of the project scope or objectives after a project is funded; 2) a need to extend the project period; or 3) a change or changes in key persons associated with the project.
- Be eligible to sign a contract with ISDA.

### **Funding Allocation:**

For projects, funding will be disbursed in three allocations. After the initial allocation, Recipients are eligible for the next payment after the satisfaction of two conditions:

1. The recipient must submit a written ledger showing that at least 80% of previously-allocated funds have been spent on approved project expenses.
2. The recipient cannot be delinquent on submission of any interim written reports or monitoring data.

The initial 30 percent will be disbursed upon initial award and signing of the Disbursement Agreement.

A second allocation, tentatively scheduled for 60 percent of project funds, will be disbursed when the two conditions set forth above are satisfied.

A third allocation, tentatively scheduled for 10 percent of project funds, will be disbursed upon project completion, and after Recipient submits all requisite interim written and final reports and ledgers.

Allocations will not exceed the total of all actual project expenses.

Acceptable Expenses:

The program MAY cover the following expenses:

- Project start-up and organization costs
- Eradication or control technologies
- Consultant fees
- Subcontractors
- Supplies and materials
- Data processing
- Bookkeeping and clerical
- Telephone, fax and other communication expenses associated with the project

**The program WILL NOT fund the following expenses:**

- Paying off existing debt
- Substituting existing efforts or research already funded
- Purchase of land or buildings
- Business entertainment or business gifts
- Overhead or administrative staff in excess of 5% of total project cost

**General Terms and Conditions**

- A. Recipient must submit written monthly interim reports, final report and ledgers in a format provided by ISDA.
- B. The final project report and each applicator's final treatment report will be submitted to ISDA electronically following project completion. In addition, all spatial (Geographic Information System, or GIS) information collected from the project (including shapefiles of treatment areas) as well as dissolved oxygen and chemical concentration data shall be provided to ISDA electronically upon project completion, or as requested.
- C. Educational materials generated from EWM Phase III Program funding must be submitted to ISDA for approval prior to public release. Approved educational materials also will be provided in electronic format to the Idaho Weed Awareness Campaign, to be available for future educational use throughout the state.
- D. All aquatic vegetation sampling and monitoring will be conducted following the ISDA Aquatic Plant Monitoring and Evaluation Protocol. Aquatic plant sampling will be required before and after treatments in order to gauge the effectiveness of treatments on the target species. Sampling and monitoring will be conducted by groups or individuals who are not affiliated with a contractor applying EWM treatments.
- E. All proposals must follow the guidelines outlined in the Statewide Treatment Strategy.
- F. Projects in water bodies that are 1,000 acres or larger must consult with ISDA for assistance with project planning and project approval.
- G. Treatment area prioritization: Proposed treatment areas will be prioritized in order to identify areas that have the highest need for treatment. Areas will be prioritized using the following ranking system: A. Docks and boat launches, B. High visibility and residential areas, C. Upstream areas (rank 1, 2, 3, etc., with 1 having the higher priority working downstream).
- H. EWM treatment with bottom barriers must follow regulations outlined in the Idaho Department of Lands Encroachment permit No. L-ID-EWM-01.

I. Biological Control of EWM Using Milfoil Weevils: The ISDA administers a program that provides financial assistance for EWM eradication programs in Idaho. One of the evaluation criteria the ISDA program uses for prioritizing projects is the “likelihood of success.” Based on extensive work conducted in other EWM impacted states such as Vermont and Minnesota, ISDA does not believe there is currently enough data to show that the North American milfoil weevil (*Euhrychiopsis lecontei*) or any other EWM insect agent can be used reliably or predictably in Idaho. At this time, ISDA considers the use of the weevil to be experimental and will not award funding for operational biocontrol using this insect. The use of state funds for operational biological control of EWM using this insect may be considered once it is demonstrated that this technique can be used successfully, and it is clear under what conditions success is likely to be achieved.

J. Chemical Application Requirements (applicable to projects that include herbicide applications):

1. Aquatic herbicide applicators shall be certified or licensed in the State of Idaho to use aquatic herbicides for aquatic weed control.

2. Aquatic herbicides used in waters of the state shall be approved for the specific use by the U.S. Environmental Protection Agency (EPA) and the ISDA.

3. **All applicable label instructions/restrictions must be followed. Special Note: For water use restrictions see chemical label.**

4. The timing of the herbicide application shall be within the range of the stated timeline in the approved EWM Program application. Any deviation from this time frame must be pre-approved by ISDA.

5. Public Notice Procedures:

a. *Affected Persons:*

i. Any Party receiving EWM Program funding shall directly notify at least one week prior to the treatment period, all affected persons who either: own waterfront property; use surface water from a discrete intake structure for domestic consumption or agricultural use; or operate a public water supply intake structure in the lake receiving treatment. Local lake, homeowner associations or other special interest groups specific to the affected water body shall also be contacted.

ii. Notification may be accomplished by mail or hand delivered to structural living units located on individual parcels. Any Party receiving EWM Program funding shall provide an address list for all recipients of notices upon submission of final report or as requested by ISDA.

- iii. The notification shall inform affected persons about the project in general and let them know which chemical will be used to treat aquatic weeds; when the application will occur; and any water use restrictions found on the label. The notification must also include contact information, such as the name and phone number of the project sponsor.
  
- b. *Public agencies:* Any Party receiving EWM Program funding shall notify the Idaho Department of Fish and Game and ISDA at least twenty-four hours prior to treatment activities.
  
- c. *General Public Notification:* Any Party receiving EWM Program funding shall publish notice in the legal notices section of a local newspaper and regional newspaper (i.e., Idaho Statesman or other local newspaper) at least one week prior to the official treatment period. A copy of the original affidavit from the legal department of the newspaper(s) shall be retained by the Party receiving EWM Program funding and will be supplied as a part of the final project report or upon the request of ISDA. Legal notices shall include the following information: 1) chemicals to be used (trade name and active ingredients); 2) approximate date of treatment; 3) approximate locations(s) to be treated; 4) any water use restrictions or precautions identified on the label or by ISDA; and 5) the name and phone number of the project sponsor.
  
- d. *Posting Procedures:* Signs shall be posted adjacent to the treatment area(s) at least 24 hours prior to treatment. The signs shall provide a brief description of the project including: project purpose; chemical used; any applicable water use restrictions; and the name and phone number of the project sponsor. At a minimum, posting shall occur approximately every 200 feet along the shoreline of the treatment area or otherwise on trees or docks adjacent to the water body's treatment area. Signs shall also be posted at public access points around the water body. Signs shall be posted in visible locations and must be posted in a manner so that they will remain in place and visible throughout the treatment period.

6. Chemical and Dissolved Oxygen monitoring requirements:

- a. The applicator or trained volunteers shall conduct water quality monitoring of the applied aquatic herbicide and dissolved oxygen levels at specific locations following treatment. The purpose of the monitoring shall be: 1) to track the fate of chemical residues within relatively isolated treatment areas; 2) to determine if chemical residues are drifting outside of poorly isolated treatment areas and subsequently impacting non-target sites or open water areas; and 3) to determine if the decomposition of aquatic plant materials produces unacceptable oxygen levels in localized

areas. All test results will be supplied to ISDA in the final project report or upon request by ISDA.

b. Specifically, water quality monitoring shall be conducted within the areas subject to herbicide treatment as identified in the EWM Program application and where water circulation appears to be relatively minimal. Laboratory analysis of herbicide levels shall be in accordance with standard methods and with the ISDA "Quality Assurance Project Plan for Monitoring Eurasian Water Milfoil." Aquatic herbicide chemical monitoring frequency shall be at least every other day following the initial day of treatment or until chemical residues fall below limits specified on the chemical label for lakes with functional drinking water or irrigation intakes. Lakes with no drinking water or irrigation intakes must be sampled the day following treatment and then as needed to determine chemical concentrations. Dissolved oxygen (DO) monitoring shall be conducted twice weekly (either by the applicator or by citizen volunteers) for three weeks following treatment at the same sites selected for chemical sampling. Collect three DO samples per sampling event with a calibrated DO probe/sampler at a depth of one foot or more in the treatment area. Sample for DO in the morning hours and avoid sampling for DO in the late afternoon, when DO reaches its maximum. In general, DO levels should exceed 6 mg/l at all times.

c. Laboratory facilities shall be identified and arrangements made to receive samples prior to herbicide application. Monitoring results shall be compiled and sent electronically to ISDA within thirty (30) days following the herbicide application and incorporated into the final project report.

7. In accordance with the Idaho Hazardous Materials Response Plan, any unauthorized release of hazardous materials shall be immediately reported to the Idaho State Communications Center at 1-800-632-8000.

8. Prior to herbicide application, the applicator must submit a treatment plan to ISDA outlining: 1) The type of herbicide that is intended to be applied; 2) The intended concentrations of the herbicide; 3) A detailed map indicating areas of intended treatment; 4) A water sampling plan describing proposed sampling locations and sampling frequency. The Director may approve, disapprove or modify the treatment plan.

Employees of ISDA and members of their immediate families are not eligible to apply for or receive funds from the EWM Program.

**Selection Criteria:**

1. Identified EWM infestation.
2. Quality of project.
3. Soundness of eradication plan.
4. Adherence to the Statewide EWM Treatment Strategy for treatment selection.
5. Justification for treatment method / product selection.
6. Prioritized treatment areas.
7. Project leaders who are qualified by experience and/or training to manage the project and account for funding.
8. Overall environmental and economic benefit to Idaho water bodies.
9. Extent of collaborative efforts to leverage resources.
10. Match contributions are not required to qualify for funding, but will be considered as an additional positive evaluation criteria.

**Weighted Evaluation Process:**

- Minimum categories of selection criteria met.
- One to ten points for each of the ten items listed above.
- Extra consideration for item 4 above, adherence to Statewide Treatment Strategy (up to 10 additional points).
- Priority based on Statewide strategy and regional objectives.
- Award based on total points and/or evaluation.

**Evaluation Team:**

An Independent Scientific Review Team (“Team”) will be appointed by the Director to evaluate and to provide prioritized funding recommendations to the Director. The Team may consist of representatives from groups such as: independent scientists, university scientists specializing in the control of aquatic invasive species, or other specialists in the control of aquatic species. Additionally, the Director may retain members from the Idaho Weed Awareness Campaign, Idaho Department of Environmental Quality, Idaho Department of Fish & Game, Idaho Department of Parks and Recreation, Idaho Department of Lands, county commissioners, county weed superintendents, ISDA staff, and other technical advisors as technical advisory members to the Team, as the Director deems appropriate.

The Team will be facilitated by the Idaho State Weed Coordinator (Agriculture Section Manager, Noxious Weeds Program, ISDA).

**Team Responsibilities:**

1. Evaluate proposals based on the Selection Criteria.
2. Recommend funding level.
3. Review recommendations for negotiated project changes.

## **Application Instructions:**

1. Cover Sheet: Please complete one Application Cover Sheet for each project.
2. Narrative and Short-Term Activity Exemption: Please write a narrative project proposal of three pages or less that includes the Narrative Questions and Short-Term Activity Exemption Worksheet sections. Questions are used as guidelines to assist you in writing the proposal.
3. Budget: Please attach a budget detailing how the funds will be utilized.
4. Support Letters: Please enclose letters of support and evidence of any match commitments, along with the application materials.
5. Submission: Please submit one (1) printed copy **and** a CD containing a copy of the entire application package for each proposed project, mailed or delivered to ISDA at one of the following addresses:

*Mailing Address:*

Idaho State Dept. of Agriculture  
Noxious Weeds Program  
Attn: Matt Voile, Agriculture Section Manager  
P. O. Box 790  
Boise, ID 83701

*Physical Address:*

Idaho State Dept. of Agriculture  
Noxious Weeds Program  
Attn: Matt Voile, Agriculture Section Manager  
2270 Old Penitentiary Road  
Boise, ID 83712

## **Narrative Questions to Answer in Application:**

### Background and Justification:

- What is the EWM problem that your project will address?
- Why is the project important and timely?
- What has the community already done to assess the need or address the problem?
- What evidence is there that the project is a high priority for the water body?

### Goals and Objectives:

- What are the goals and objectives of this activity?
- Other.

### Activity Plan:

- Describe the activity(ies) that will take place through this project, how they will be executed, and how they are related to the Statewide Treatment Strategy.
- What are the timelines and milestones?
- Who will be involved in the project and what are their roles and responsibilities?
- What is the licensed professional applicator's name and license number?
- What are the manufacturer's name, brand name and EPA Reg. No. of the aquatic herbicide(s) you intend to use?

- How does the proposed activity address the problem?
- How will the applicant select successful bidder(s), if any?

**Expected Outcomes:**

- What evaluation criteria will be used to measure the success of this project?
- What will be the tangible benefits to the water resources community and to Idaho waters?
- What is the probability of the project achieving its goals?

**Project Plan or Budget Amendment Requests:**

If, after initiation of the EWM treatment project(s), the Recipient determines that project objectives and/or budget adjustments are necessary, Recipient may:

- Submit needed project or budget amendments in written form to ISDA, Attention Matt Voile, Agriculture Section Manager (ASM), for review. The request must include a summary of what the prior proposed plan intended to do, why it cannot be completed as planned, and what the proposed changes to the project and budget (if any) are.
- Upon receipt, the ASM will forward the proposed changes to members of the Team for consideration.
- Upon receipt of comments showing a majority decision by the Team, the ASM will make a corresponding recommendation to ISDA's Director.
- The Director reserves the right to approve or refuse the recommendations of the Team.

For additional information you may call: (208) 332-8528, or send an email to Matt Voile, Agriculture Section Manager, at [weeds@idahoag.us](mailto:weeds@idahoag.us).