

**INVASIVE PLANT PROGRAM GRANT APPLICATION
ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT,
FORESTRY DIVISION**

Updated: 2/3/2023

PROGRAM OVERVIEW

The State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Forestry Division) accepts grant applications for invasive plant management projects year-round. The U.S. Department of Agriculture, Forest Service (Forest Service) regularly provides funds specifically to address areas where invasive plants threaten forested acres. Eligible applicants are non-federal governmental entities, including tribes (as long as other federal money is not involved). Successful applicants shall be required to provide 1:1 matching funds.

Projects must emphasize prevention and treatment of invasive plants and address any or all of the following:

- awareness and education;
- prevention and early detection;
- inventory and mapping;
- planning and coordination;
- integrated weed management; or
- monitoring and evaluation.

Applications may request a minimum of \$5,000.00 and a maximum of \$40,000.00. Purchase of items such as backpack sprayers, storage cabinets, storage tanks, or trailers are limited to a maximum of \$5,000.00.

The Forestry Division shall give the highest priority to projects that apply integrated management practices and demonstrate partnerships and monitoring results and for projects that address priority species on the New Mexico Noxious Weed List:

<https://www.emnrd.nm.gov/sfd/wp-content/uploads/sites/4/Weed-List-memo-and-weed-list-2020.pdf>

Projects involving invasive plant species other than those on the state's noxious weed list may be considered on a case-by-case basis. The Forestry Division encourages cooperation with federal agencies, although their efforts may not be included as match and federal agencies are not eligible to receive funds for treatment. When listing the partnerships, applicants shall provide the name of any agencies that will be participating and a contact person who will be representing the agency for the purpose of this project. The Forestry Division may contact listed partners during application review to verify their involvement.

ADDITIONAL NOTICES

- All applicants must complete and submit a [Financial Capability Questionnaire](#) and submit it with their Application.
- All applicants must review the criteria indicated on the [Federal Eligibility Checklist](#). Successful applicants will be required to comply with the Federal Eligibility Checklist.
- Award of agreements is contingent upon sufficient appropriations and authorization being made by the Forest Service and the State of New Mexico.
- Where applicable, applicants must factor in Governmental Gross Receipts Tax (GGRT) as part of their responses. Any response that does not clearly indicate GGRT is included in the cost section may be deemed non-responsive and rejected.
- The Forestry Division may reject any and all applications when it is in the State of New Mexico's best interest.
- The Forestry Division may conduct discussions with applicants who submit applications but may also accept applications without such discussions.
- This program does not reimburse indirect costs. The Forestry Division shall not allow more than 10% in administrative costs.
- The last funded project may receive only partial funding if the Forestry Division lacks sufficient monies to fully-fund that project. Project contacts will be notified by the Forestry Division Program Manager before any partial funding is approved.

SUBMISSION AND REVIEW

Applications are batch-reviewed periodically according to available funds and program demand and scored according to criteria listed below. The latest information on expected review timelines is updated on the Forestry Division's Invasive Plants Program webpage, here: <https://www.emnrd.nm.gov/sfd/forest-health/invasive-noxious-plants/>

To submit an application, complete Attachment 1, Application, and email to Ash Taylor, Invasive Plant Program Coordinator, at ashley.taylor@emnrd.nm.gov.

Attachment 1

INVASIVE PLANT PROGRAM APPLICATION FORM

| Applicant Information | | | | | | | | | |
|---|--|--------------------------|--|--------------------------|---------------------------|----------|--------------------------|--------|--------------------------|
| Applicant Name | | | | | | | | | |
| Contact Person | | | | | | | | | |
| Address | | | | | | | | | |
| City/State/Zip Code | | | | | | | | | |
| Telephone (Work/Cell) | | | | | | | | | |
| E-mail | | | | | | | | | |
| Fax | | | | | | | | | |
| Project Summary | | | | | | | | | |
| Project Name | | | | | | | | | |
| County/Counties | | | | | | | | | |
| Does this Project address weed issues in or threatening forested areas? (check one) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | | | | | |
| Project Type (Check all that apply) | | | | | | | | | |
| <input type="checkbox"/> | Awareness and education | <input type="checkbox"/> | Prevention and early detection | <input type="checkbox"/> | Planning and coordination | | | | |
| <input type="checkbox"/> | Inventory and mapping | <input type="checkbox"/> | Integrated weed management (treatment) | <input type="checkbox"/> | Monitoring and evaluation | | | | |
| Land Ownership Where Project is Proposed to Occur (check all that apply): | | | | | | | | | |
| Federal: | <input type="checkbox"/> | State: | <input type="checkbox"/> | Tribal: | <input type="checkbox"/> | Private: | <input type="checkbox"/> | Other: | <input type="checkbox"/> |
| Landowner Eligibility & Selection Criteria (For private lands only. Enter any additional criteria) | | | | | | | | | |
| 1. | Minimum criteria 1: Class A, B, or C noxious weeds present | | | | | | | | |
| 2. | Minimum criteria 2: Noxious weeds threaten forested acres | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |

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|--|--|
| 5. | |
| Landowner Selection Methodology (how you will ensure the opportunity is open to all eligible parties) | |
| 1. How did/will you advertise the opportunity to the public? (Example: notice at post office, newspaper ad, website notification) (500 characters) | |
| | |
| 2. How did/will you rank applications according to the above criteria (note that Class A species must be ranked above class B, etc.) (500 characters) | |
| | |
| Problem Statement (2,000 characters) | |
| Provide a concise written statement of the problem and your approach, with clearly stated goals and objectives. Must clearly show how the project will address weed issues impacting forested areas: | |
| | |

Methodology (2,000 characters)

Briefly describe the methodology. Measurable activities and tasks must include the following:

- (a) Weed species to be addressed (only species from New Mexico Noxious Weed List are eligible)
- (b) Number of acres to be mapped or treated (treatment includes activities such as spraying, mowing, seeding after treatment, etc.)
- (c) Per acre cost of treatment (dollar amount, ex. \$75/acre)
- (d) Activities and tasks
- (e) Who will perform work
- (f) Monitoring plans

Project Timeline (not to exceed two years)

| Month/year | Major Tasks/Deliverables |
|------------|--------------------------|
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Proposed Project Completion Date:

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|--|
| |
|--|

amount of each contribution. Please DO NOT show requested funds in this section. his section is for matching share only.)

Proposed in-kind/hourly volunteer match Rate: _____

| Contributor name: | Dollars (hard match) | In-kind (soft match) | Total |
|-------------------|----------------------|----------------------|-------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |

Program Budget (break down matching share totals from Project Contributors Section above)

| | \$ Amount requested | Match (from Project Contributors Section) | | Total |
|---|---------------------|---|---------|-------|
| | | Dollars | In-kind | |
| Administrative Costs (no more than 10% of total project cost) | \$ | \$ | \$ | \$ |
| Treatment (cost per acre x number of acres) | \$ | \$ | \$ | \$ |
| Travel | \$ | \$ | \$ | \$ |
| Contractual services | \$ | \$ | \$ | \$ |
| Equipment | \$ | \$ | \$ | \$ |
| Other (explain in detail in budget narrative) | \$ | \$ | \$ | \$ |
| Total | \$ | \$ | \$ | \$ |

| Administrative Requirements | |
|--|---|
| By signing this application, applicant certifies the following: | |
| | |
| If the applicant's application substantially adds to, subtracts from, or otherwise changes the provisions of this RFA, the application shall be void. | |
| Applicant has examined all contract documents, noting particularly all stipulations that in any way affect contract work. The Forestry Division will not consider applicant's failure to acquaint itself fully with the amount and nature of the work required to fulfill all terms of the contract documents as a basis for extra compensation after a contract has been awarded. | |
| Applicant certifies that all entities responsible for authorizing the activities of the applicant have agreed that this application should be submitted as written. | |
| Applicant certifies that that funds awarded to applicants by EMNRD through any contract issued pursuant to this RFA will not be used to supplant funds that the applicant may have at its disposal from other sources. | |
| Application Package Checklist | |
| Application package MUST include digital copies of the documents listed below. If all the required information is not provided, the Forestry Division will deem the application package as non-responsive. | |
| <input type="checkbox"/> | Application – Electronically completed and signed. |
| <input type="checkbox"/> | Letters of support from all contributors listed in the Project Contributors Section above. |
| <input type="checkbox"/> | Map/maps showing project area and proposed treatment locations and acreage. If project is targeting existing noxious weed infestations, then map must include previously inventoried/mapped weed areas and clearly identify target species. |

Submitted by:

By: _____ Date: _____
 Authorized Representative Signature

 Printed Name and Title

| Applications will be scored based upon: | | |
|---|----------------------------|-----------------------------|
| Meets the 1:1 match requirement | Yes = Eligible for scoring | No = Ineligible for scoring |
| Does project target invasive weeds threatening forested areas? | Yes = Eligible for scoring | No = Ineligible for scoring |
| Is the problem statement clearly written? (20 points possible) | Yes = 20 | No = 0 |
| Methodology | | |
| A. Are the weed species clearly listed in the application, are they species linked to the New Mexico Noxious Weed List? (5 points possible) | Yes = 5 | No = 0 |
| B. Does the application clearly indicate the number of acres to be mapped and/or treated? (5 points possible) | Yes = 5 | No = 0 |
| C. Does the application clearly state the per acre cost of treatment? (5 points possible) | Yes = 5 | No = 0 |
| D. Does the application clearly explain Project activities and tasks? (10 points possible) | Yes = 10 | No = 0 |
| E. Does the application include a clear explanation of who will perform the work? (10 points possible) | Yes = 10 | No = 0 |
| F. Is there a qualitative or quantitative monitoring plan to track the results? (5 points possible) | Yes = 5 | No = 0 |
| Does application include a clear timeline, with achievable goals? (5 points possible) | Yes = 5 | No = 0 |
| Are the partner organizations clearly named with their contribution detailed? (10 points possible) | Yes = 10 | No = 0 |
| Does the budget include match and sources? Does the budget narrative clearly explain all costs associated with the proposed project? (15 points possible) | Yes = 15 | No = 0 |
| Has the applicant had successful past contract performance with this program? New applicants will receive full points in this category. (5 points possible) | Yes = 5 | No = 0 |