# Oregon State Weed Board
# Grant Program
# 2019 Instructions


**Oregon State Weed Board**
**635 Capitol St NE • Salem, OR 97301-2532**
**Tristen Berg, Noxious Weed Grant Coordinator**
**503-986-4622 • tberg@oda.state.or.us**

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## Oregon State Weed Board

## Noxious Weed Control Grant Program

## 2017-2019 Biennium – 32-9 Cycle

# Dates to Remember

**Applications are due ..... December 14, 2018**
(Applications must be submitted on or before the above date for acceptance)

**Results available ..... end of February 2019**

If your application is approved:

**Interim progress report due..... September 30, 2019**

**Project completion ..... April 30, 2020**

**Project completion reporting due ..... June 30, 2020**

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Grant Eligibility - **A grant applicant must be an eligible legal entity -** Local or tribal government, Non-profit organization, Institution for Higher Education, or individual (individual is not eligible for indirect or administrative costs). **Eligible Legal Entities must have a FEIN number.** A state or federal agency may apply for funding only as a co-applicant with an eligible entity.

### Application Submission Requirements

**All documents must be uploaded to the FTP server and postmarked by December 14, 2018.**

1. **Submit an electronic version of application in workable format (Microsoft Word preferred) with all mandatory attachments through the FTP server upload:**
   http://files.oda.state.or.us/?login=oswb

2. **Submit by mail one SIGNED - single sided original version of your completed application. Mail to:**

   **Tristen Berg**
   **Noxious Weed Grant Program**
   **Oregon Dept. of Agriculture**
   **635 Capitol St NE**
   **Salem, OR 97301**

3. **Mandatory attachments: must be included or your application will automatically be rejected. These items include: Project Budget, Project Partner form, Racial and Ethnic Statement, photos of project area, maps of project area, and landowner lists for cost reimbursement projects.**

# Introduction

In the 2017-2019 biennium funds are available for the Oregon State Weed Board (OSWB) to fund noxious weed control projects through Oregon Lottery grant funds dedicated by Ballot Measure 76 (2010). The Oregon Watershed Enhancement Board (OWEB) is partnering in this effort and the two Agencies (ODA and OWEB) are working together to administer the Oregon State Weed Board Grant Program. It is a priority of the OSWB to fund projects that restore, enhance or protect fish and wildlife habitat, watershed function, and native salmonid or water quality. The implementation of a comprehensive watershed approach to integrated control of noxious weeds is the most effective strategy to minimize impacts and protect natural resources in Oregon from invasive noxious weeds. The goal of the OSWB is to fund as many high priority projects as possible with the available funding. The OSWB wants to make the process of developing a successful grant application as straight forward as possible.

- Grants will be awarded based on the availability of funds for a given grant cycle. The Board will pay only for completed work that is accepted by the Board.
- Grants will be awarded based on the OSWB's priorities.
- There will be one grant cycle per year and applications will not be held over from one grant cycle to the next.
- Information regarding the grantee and the project information will be made available to the public in OGMS.

**Project types**

Projects are restricted to those that restore, enhance or protect fish and wildlife habitat, watershed functions, native salmonid populations or water quality. Grant applications are encouraged to be for on-the-ground weed control projects and must be for state listed noxious weeds. Applications may include research, survey, outreach or project design if required to complete the control portion of the project.

# Project Requirements

1. **The project must be for the management of state listed noxious weeds.** The OSWB establishes and maintains a list of "A" and "B" designated noxious weeds (Appendix B). Proposed projects shall include only plants listed on the State Noxious Weed List. Examples of projects should include control, and may include survey, monitoring, prevention, restoration, and outreach.

2. **The project must demonstrate sound principles of integrated weed management to both protect and enhance watershed health.** Proposed activities should be proven methods that promote, enhance or protect natural resources.

3. **Projects will demonstrate site specific management objectives.** Projects demonstrating specific site analysis and project development are desirable. Projects supported by or identified in Weed Management Plans, Site Assessments, Action Plans, Watershed Plans and Federal Management Plans are desired.

4. **Projects should include on-the-ground control elements to be considered for funding.** Control must be completed within the timelines outlined within each grant cycle.

# Project Criteria

**Noxious weed projects will be evaluated using the following criteria:**

1. **Priority Weed-** Projects that relate to the control of weeds listed on the OSWB "A", "T", and "B" lists will be given priority. "A" and "T" listed weed projects will score higher then "B" designated weed projects, etc. *(Projects must be for state listed noxious weeds*).

2. **Cooperation-** Projects showing direct evidence of collaboration either by actual funds or in-kind funds between stakeholders and agencies may be given preferences over single-party projects. **A 25% match is required in order for projects to be eligible for funding. Other OWEB funding is not eligible for match toward OSWB grants.**

3. **Restoration-** Projects that include **not only control elements** but also elements of restoration will be given priority. An example would be to incorporate seeding and establishment of desirable vegetation on the control site.

4. **Planning-** Projects that are part a of weed assessment, comprehensive integrated action or monitoring plans are desirable. These plans can be for specific project or associated with existing Weed Management Areas, Weed Management Plans, Environmental Assessments, Watershed Restoration Plans, etc. Reference all plans and provide copies.

# OSWB Grant Program Policies

1. OSWB will not fund Grant administration **indirect costs,** that exceed **10% of Modified Total Direct Costs** project costs for the grant.
2. OSWB will only consider grant applications that identify specific project activities.
3. OSWB grant applications will be considered complete as submitted. **Clarification of information may be sought from the applicant during the evaluation process but additional or new information will not be accepted after the application deadline. Which means include all mandatory materials; photos, maps, match requirement forms and landowner lists.**
4. OSWB will only enter into new grant agreements with prior grantees if all terms of earlier grant agreements have been fulfilled. This includes all terms of OWEB agreements as well.
5. OSWB will consider grant applications that fund private consultant personnel services only when such services are included as a component of a project proposed.
6. OSWB may support multi-year grants for noxious weed control projects if projects are broken into identifiable phases that fit the given grant cycles and are submitted with the appropriate cycle. Projects will be reviewed on an interim basis to ensure that identifiable results are being accomplished as part of the overall project objectives. Continued project funding will be subject to availability of funds. OSWB will also consider previous project performance and priorities within each grant cycle.

7. Awarded grants will be subject to monitoring by ODA Noxious Weed Control Program as follows:

   **Level one: All grants are required** to include all verification of reports, documents, receipts and invoices submitted for activities relating to the project. This monitoring will be throughout the duration of the contract.

   **Level two: Selected grants** will include on the ground site monitoring done by ODA staff. Grantee agrees to contact assigned ODA staff and Grant Coordinator at start of on the ground activities, this can be done via email, phone, or written notification. This monitoring will be throughout the duration of the contract.

   **Level three:** monitoring to include all follow up activities that may be completed after the duration of the contract.

8. Once a grant agreement has been signed between grantee, ODA and OWEB any changes to the original submitted proposal must be approved by ODA & OWEB, and amendments to the agreement shall be required.
9. Awarded projects are subject to additional paperwork at time of agreement.
10. Applicant understands that information submitted with this proposal will be available on OGMS.

# ODA Noxious Weed Staff

Regional ODA staff members are available to assist you in developing your proposal, feel free to contact anyone listed below.

**Main Office:**

Oregon Department of Agriculture
Noxious Weed Control Program
635 Capitol St NE
Salem, OR 97301-2532
Phone: 503-986-4621

Tristen Berg, OSWB Grant Program Coordinator • 503-986-4622

Tim Butler, Program Manager • 503-986-4621

Tom Forney, Projects Coordinator • 503-986-4623

Joel Price, Biological Control Entomologist • 503-986-4624

Beth Myers-Shenai, Integrated Weed Management Coordinator • 503-986-4777

**Field Staff:**

| | |
|---|---|
| SE Oregon<br>Bonnie Rasmussen • 541-493-2342<br>Integrated Weed Management Coordinator | SW Oregon<br>Carri Pirosko • 541-291-2680<br>Integrated Weed Management Coordinator |
| All Central Oregon<br>Mike Crumrine • 541-604-6580<br>Integrated Weed Management Coordinator | NE Oregon<br>Mark Porter – 541-215-3912<br>Integrated Weed Management Coordinator |
| NW Oregon<br>Beth Myers-Shenai • 503-986-4777<br>Integrated Weed Management Coordinator | NW Oregon<br>Glenn Miller • 541-954-8293<br>Integrated Weed Management Coordinator |

# Application Instructions

Provide the Oregon State Weed Board with an electronic version submitted through FTP server upload: http://files.oda.state.or.us/?login=oswb. Submit by mail one SIGNED single-sided original of your completed application. All documents must be submitted and mailed by the application cut-off date listed on page 3. Applicants will receive an email upon acceptance of the application once that email is sent. The proposal is then considered complete as submitted (except when additional information is requested by ODA staff or OSWB Board member).

## Application information

**Project Title:** Provide a name using 6 words or less that can be used for the project on all related correspondence and/or agreements.

**County:** Provide the county or counties the project is located in.

**Type of Organization:** Please indicate the type of organization represented in the applicant line.

**OSWB Dollars Requested/Total Cost of Project:** Fill in the dollar figures as appropriate. Total cost of project includes all cash/in-kind match contributions plus the amount being requested from OSWB.

**Name of Applicant or Organization:** The name of the person or organization applying for funding. This should be the individual who receives all correspondence about the project. See page 3 for information on eligible applicants.

**Project Manager for Applicant or Organization:** The name and contact information for the applicant or organization- who is responsible to carry out the implementation of the project and is responsible for the documentation for the project.

**Payee for Organization:** The name of the person and/or organization that will be responsible for tracking and accounting for project funds, and compliance with the grant agreement conditions.

### Project Information

1. **Weed Species:** Within the table, list all weeds pertaining to this project use common name, plus genus and species**.** List the primary habitat (upland, riparian, wetland, instream, or estuary) for each weed, the method for treatment, net/gross acres per weed species, and for chemical control list which herbicides will be used, additionally list the timing for treatment activity. Remember to list only state listed noxious weeds. (Appendix B). Include estimated total number of acres (net/gross) for the project, to prevent double counting your acreage use (Appendix C) to help calculate the total treated acres.

## Defining habitat type:

**Riparian:** activities within the "riparian buffer". Projects above the ordinary high-water mark of the stream, and within the floodplain of the stream, designed to improve habitat conditions.

**Upland**: projects designed to reduce erosion, improve water quality, increase stream flow, promote native vegetation growth, and other watershed benefits. Projects such as urban, rangeland and forest outside of riparian buffers should fit within this designation.

**Instream:** in-channel activities designed to improve aquatic habitat conditions

**Wetland**: a land area saturated with water either permanently or seasonally. Activities that are designed to restore, protect, or improve wetland habitat conditions fit this designation.

**Estuary:** is a partly enclosed coastal body of water with one or more rivers or streams flowing into it, and with a free connection to the open sea. Activities that are designed to restore, protect, or improve estuary habitat conditions fit this designation.

2. **Project location:** Identify where the proposed project is located, regardless of the type of project. Provide at a minimum; county project is located in, and one latitude and longitude point of the project site(s).
3. **Does this project exist within a designated weed district?** Indicate if the project exists within an established weed district as authorized under ORS 569, if you do not know the answer to this question contact any member of the ODA Noxious Weed staff listed on page 7.
4. **Is this part of an established Cooperative Weed Management Area (CWMA)?** Indicate if the project exists within a CWMA and provide the name of the CWMA, if you do not know the answer to this question contact any member of the ODA Noxious Weed staff listed on page 7.
5. **Identify your integrated pest management methods:** All activities must be directly related to the proposed project. Use these activities to help guide you in identifying your activities in the weed activities table as well.
    - Check which type of control activities that you are proposing and check all that apply.
    - Check any additional activities outside of control activities.

6. **Have you consulted with an ODA staff about this proposal?** It is recommended that you consult with ODA staff in your region to discuss your prospective grant project before you start writing your proposal. **Please list the name of the ODA staff member(s) that you spoke with. It is recommended the grant application and budget be reviewed by ODA staff in your region and Grant Coordinator.**

7. **Is this a landowner reimbursement project?** Projects that partially reimburse landowners for the cost of implementing weed control. A landowner list including name of landowner, acreage by weed species must accompany the proposal.
8. **Project summary:** Provide a summary in 200 words (1000 characters) or less describing what the project accomplishes and what problems will be addressed. The information you provide will be used for project review and OWEB reporting purposes and will be displayed to the general public in OGMS.

9. **What are you proposing to do? Give an overview of the project (It is important to be concise and keep this to limit of 1,300 words.)** Proposal should include: is this an extension of a previously funded project if so, include details of past treatments such as successes and failures • estimated acreage for treatment • method of control • restoration component • how does this project relates to other projects within the area.

   It is important be concise, but also give enough details as outlined above. During application review, review team members appreciate having historical context for proposed projects. Information on past treatments should also be shown in graphs and good photo points. **This portion is essential in the overall review process as it is shown to the Oregon State Weed Board in advance of full review of the proposal process.**

10. **Using a bulleted list: Explain the project goals and objectives**
    - What Is a Goal? A goal is a broad statement of what you wish to accomplish. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about.
    - What Is an Objective? A goal is only as good as the objectives that go with it. The objective represents a step toward accomplishing a goal. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured.
        - Beverly A. Browning, in her *Grant Writing for Dummies*, suggests using the **S.M.A.R.T.** method of writing your objectives. Make them **Specific**, **Measurable**, **Attainable**, **Realistic**, and **Time-bound**.
        - Keep the following in mind when preparing your objectives:
            - State your objectives in quantifiable terms.
            - State your objectives in terms of outcomes, not process.
            - Objectives should specify the result of an activity.
            - Objectives should identify the target audience, community being served or natural resource benefit.
            - Objectives need to be realistic and capable of being accomplished within the grant period.

11. **Is the project part of an existing weed management plan?** Explain whether the work or site where work is proposed is specifically identified in an existing management plan. If yes, please be sure to include plan name, author, and date.

12. **Are there additional partners (agencies, landowners, volunteers)? Who are the additional partners and what are their roles and responsibilities?** Almost all projects have the cooperation of landowners, professional advisors, organizations, and/or volunteers. Identify these entities, approximately how much time/materials they are contributing and what their role is in completing the project. Be sure to list the amounts of other funds and the dollar value of donated services and supplies.

13. **Which elements of the project will OSWB funds be used for?** Be specific on the activities and timing of the project (**include month and year**). Describe in detail which elements of your project the Oregon State Weed Board funding will be used toward.

14. **How does this project relate to other projects (BLM, USFS or local projects) completed or planned?** If the project is related to work funded in part with another grant from OWEB (i.e. restoration, land acquisition, or technical assistance), list the OWEB grant number and briefly describe the relationship to this proposal. Note how the project relates to other watershed activities to demonstrate that the project is appropriate.

15. **How does this project fit into the statewide and/or local weed management objectives? Identify the county weed listing priority if known.** Refer to the Oregon Noxious Weed Strategic Plan for a list of statewide priorities as well as the state weed policy and classification system for noxious weed listing priorities:
http://www.oregon.gov/ODA/shared/Documents/Publications/Weeds/NoxiousWeedPolicyClassification.pdf

16. **How will restoration be a part of your project?** If restoration is not a component of this project please briefly explain why. Example of restoration- re-seeding of a control site.

17. **Does this project protect a high priority species or habitat? Please give a brief description of the species or habitat/land use designation.** For example, protection of habitat for federally listed threatened and endangered plant species. If you do not know how to answer this question contact an ODA staff member.

18. **Salmon/steelhead or salmon/steelhead habitat**

☐ This project is NOT specifically designed to benefit salmon or steelhead.
- If you check this box do not answer supplemental question 18(A)

- If your project has a direct benefit to a salmon producing stream indicate this here, check all streams that apply to your project area

**18(A) Expected Benefits: Write a brief description of the goals and purpose of the project and how it is expected to benefit salmon/steelhead habitat.** If your project has a direct benefit to a salmon producing stream indicate this here, name the stream and if its highlighted in a plan somewhere such as the Oregon Conservation Strategy.

19. **At the end of the project, how will it be determined whether the goals and objectives listed in question 10 have been met? What elements will be monitored/ evaluated and by whom, how often and for how long?** Having a monitoring plan in place is important to the success of all projects, provide here the plan you have for monitoring your project. How will it be determined whether the goals and objectives listed in Q10 have been met, (or: how will it be determined if the project is successful at the end of the project period

20. **What is the long-term plan for this project? Who will maintain the project after the grant and for how long?** Is there a plan for maintaining area/ project after grant funding has ended?

# OWEB Insurance and Policy Requirements

21. **What type of work will be done on this project? If applicable, select all the activities that are part of your project (check all that apply)**

☐ Pesticide or herbicide application
☐ Aircraft Aerial application of chemicals
☐ Transporting individuals on the water
☐ Grantee's staff or volunteers will work with children related to project

**OWEB Insurance and Policy Requirements-** The OWEB insurance requirements are split into two categories, 1) general insurance requirements and 2) specialized insurance requirements. General insurance refers to coverage considered best practices for organizations conducting activities often implemented by OWEB grantees. Specialized insurance refers coverage types and amounts which fall outside the normal operations of an organization conducting activities normally funded by OWEB. The premiums for general insurance types described in Table 1 can be charged to OWEB's "Grant Administration" budget category for all grants except OWEB Operating Capacity grants, which should charge these costs to the "Other" budget category. If additional insurance coverage is required for a project see Table 2, the costs may be charged to OWEB's "Other" budget category.

General insurance requirements apply to all grantees receiving restoration, technical design, assessment or monitoring project funds from OWEB. In addition, grantees must ensure all contractors and consultants hired under these projects to complete restoration, assessment or monitoring activities will also carry the minimum insurance types and amounts described below. The minimum insurance requirements do not apply to contractors engaged in the following types of activities facilitation, data analysis, web design, etc. Contractor insurance limits do not apply to landowners when the grantee is contracting with the landowner to perform work on the landowner's property.

**Insurance Types and Coverage Amounts required for all restoration, assessment or monitoring projects receiving funds from OWEB.**

Table 1

| Insurance Type | Minimum Amount |
|---|---|
| General liability | $1,000,000 per occurrence, $2,000,000 aggregate |
| Auto liability (maybe included as an endorsement on a commercial general liability policy) | $1,000,000 combined single limit |

**Specialized Insurance Requirements**
Some projects carry a greater risk to the organization, organization's employees, volunteers, and the community. Often on these more complex projects grantees are contracting all or most of the technical work out to experienced contractors. When a grantee is contracting out the technical work the grantee will only be required to meet the minimum OWEB insurance requirements, described in Table 1. The contractor hired by the grantee must carry both the minimum OWEB insurance requirements plus any required specialized insurance. Specialized insurance requirements are

described in Table 2 and the process for determining the insurance level is described below the table.

**Table 2. Insurance Types and Coverage Amounts required for grantees and/or contractors depending on the project type and who is doing the work.** *Insurance coverage that may be purchased as a stand-alone policy or included as an endorsement on a commercial general liability policy.

Table 2

| Insurance Type | Minimum Amount | When Required |
|---|---|---|
| *Pesticide or herbicide applicator coverage | $250,000 per occurrence, $500,000 aggregate | All projects that involve applying pesticide and/or herbicides. |
| *Abuse or Molestation Coverage | $100,000 per occurrence and $300,000 aggregate | All projects when grantee employees or volunteers for the grantee are working with children. |
| *Transporting volunteers on water | Should be explicitly called out as covered under the commercial general liability policy. | When the grantee transports stakeholders on the water as a part of the grant. |
| Aircraft Aerial Application Liability | $1,000,000 combined single limit. | All projects that include aerial application of pesticides or herbicides. |

**Process** - For all grants except small and acquisition grants ODA/OWEB will create a new Insurance Exhibit in all of its grant agreements covering both insurance and policy requirements. Grantees will fill out the table and sign the Exhibit to document that the necessary types of insurance are in place.

For more insurance information visit: https://www.oregon.gov/oweb/Documents/Insurance-Requirements.pdf.

# Racial and Ethnic Impact Statement

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons, "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.

Please check if the proposed grant project policies or programs could have a disproportionate or unique positive impact on the minority persons. If you checked numbers 1 or 2 on the Racial and Ethnic Impact Statement, attach on a separate sheet of paper, with the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

If the proposed grant project policies or programs will have no disproportionate or unique impact on minority persons, then check the appropriate box.

**Sign and certify at the bottom of the page.**

# Project Partners

**List agencies/organizations from which funding is anticipated for the proposed project. The Oregon State Weed Board requires 25% match for projects. If you have questions with this requirement please contact Tristen Berg, ODA Grant Program Coordinator at 503-986-4622.**

- Show all anticipated funding sources, and indicate the dollar value for cash and in-kind contributions.
- For all funding please state within the "use of contribution" column exactly what the cash/in-kind will be used for- **include a separate line for volunteers, labor, or materials**. This will help the OSWB gain a better understanding of the roles and responsibilities the partners will have with the project.
- Volunteer rates can be found at http://www.independentsector.org/volunteer_time
- Check the appropriate box to denote if the funding status is secured or pending.
- In the Amount/Value Column, provide a total dollar amount or value for each funding source. Match should be directly related to the noxious weed project.
- **Other OWEB funding is not eligible for match toward OSWB grants.**

# NOTICE of Grant Award Conditions

**Initial each category and submit along with your completed proposal.**

If this proposal is funded, you will be required to:

- Sign a Grant Agreement containing the terms and conditions for the project implementation, release of funds, and documentation of completion.
- Payments will be made only for work started after the effective date of the grant agreement, unless special conditions have been placed by ODA/OWEB.

Before ODA/OWEB releases the Grant Agreement, you will be required to:

- Resolve all outstanding Final OWEB/ OSWB Reports from other grants.

Upon signing the Grant Agreement, you will be required to:

- Certify in the Grant Agreement that prior to starting work on private land, you have or will obtain cooperative agreements with the private landowner(s). Exhibit D of the ODA/OWEB Grant Agreement may also require you to submit copies of those agreements to ODA/OWEB prior to the release of funds.
- Agree that monitoring information resulting from projects is public domain.
- Determine what permits and licenses are required.

Before ODA/OWEB releases any payments, you will be required to:

- Document that 25% match funding has been secured.
- Submit an OWEB Metrics Form.
- Submit copies of all applicable permits and licenses from local, state, or federal agencies or governing bodies, or certify that permits and licenses are not needed.

Upon completing the project, you will be required to:

- Submit an OGMS Project Completion Report as required in the Grant Agreement, http://apps.wrd.state.or.us/apps/oweb/fiscal/default.aspx.
- Submit your Oregon Watershed Restoration Inventory report(s) electronically http://apps.wrd.state.or.us/apps/oweb/owrio/default.aspx. New weed site data will be pulled from OWRI to meet Weedmapper requirements.

# Project Budget

Itemize projected cost in each category:

**SALARIES, WAGES AND BENEFITS.** List position titles for in-house staff/applicant employees for whom payroll taxes are paid. Include only costs charged to this grant. Include number of hours, hourly rate and total.

**CONTRACTED SERVICES.** Labor, supplies, materials and travel to be provided by *non-staff* for project implementation. Include number of hours or acres, hourly rate and total.

**TRAVEL.** Mileage, per diem, lodging, etc. Must use current State of Oregon rates.
http://www.gsa.gov/portal/category/100120

**MATERIALS and SUPPLIES.** Refers to items that are purchased by, or invoiced to the applicant and are "used up" in the course of the project. Costs must be directly related to the implementation of this grant.

**EQUIPMENT/SOFTWARE.** List portable equipment costing **$1000** or more per unit. Must remain property of a governmental entity, tribe, watershed council, SWCD, institution of higher learning or school district.

**OTHER**. Grantee or landowner-owned equipment costs, small equipment repair, project-specific printing, and items that do not fit other categories. (Use Appendix A to help guide you in allowable rates).

**Grant administration- INDIRECT COSTS.** Not to exceed **10% of Modified Total Direct Costs**. Choose **ONE** of the indirect cost methods- 10% indirect rate requested or No reimbursement for indirect costs requested.

**OWEB budget guidance and budget definitions:**
https://www.oregon.gov/oweb/Documents/Budget-Categories-Definitions.pdf

**Budget questions contact:**
Tristen Berg, ODA at 503-986-4622 tberg@oda.state.or.us, or
Tara Choate, OWEB at 503-986-0184 tara.choate@oweb.state.or.us

# Mandatory Attachments

**Mandatory attachments- must be included or your application will automatically be rejected:**

- **Oregon State Weed Board Project Budget.**
- **Project Partner Form.**
- **Racial and Ethnic Statement.**
- **Maps highlighting specific area of project activities.**
- **Photos (please use the same photo points you will use on interim progress reporting and project completion reports should this project be awarded).**
- **For landowner reimbursement projects – landowner list with acreages, listed by weed species.**

# Appendix A - Allowable Expenses Breakdown

| **Equipment** | **Per day/ hour expense** |
|---|---|
| | |
| ATV | $90 per day/ $10 hour for up to 8-hour day* |
| RTV, UTV | $110 per day/ $10 hour for up to 8-hour day day* |
| Spray equipment (all types except ATV, RTV, UTV – such as truck mounted spray unit) | $25 per hour* |
| | |
| **Other expenses** | **Per day/hour/mile expense** |
| | |
| Overnight lodging (based on federal rates) | $94 per day** |
| Meal per diem (based on federal rates) | $55 per day** |
| Mileage (based on federal rates) | $.545 per mile** |
| | |

* These rates are a compilation of rates provided by various sources to the Nevada State Department of Agriculture for their US Forest Service State and Private Forestry Assistance Grants and The Oregon Department of Agriculture average daily use rate of like equipment. These rates are simply a recommendation, not standard set rates by any local, state or federal entity. The rates will be used to help guide the OSWB in determining if rates supplied within a proposal are inflated.

** These rates are taken directly from the Federal allowable per diem rates, the rates provided are merely the average rates for Oregon, the OSWB recognizes that some projects exist within higher cost counties additional rates for those counties can be found at: http://www.gsa.gov/portal/category/100120

# Appendix B –
# Noxious Weed Control Policy and Classification System

DEFINITION:

"Noxious Weed" means a terrestrial, aquatic or marine plant designated by the State Weed Board under ORS 569.615 as among those representing the greatest public menace and as a top priority for action by weed control programs.

Noxious weeds have become so thoroughly established and are spreading so rapidly on private, state, county, and federally owned lands, that they have been declared by ORS 569-350 to be a menace to public welfare. Steps leading to eradication, where possible, and intensive control are necessary. It is further recognized that the responsibility for eradication and intensive control rests not only on the private landowner and operator, but also on the
county, state, and federal government.

WEED CONTROL POLICY

Therefore, it shall be the policy of ODA to:

1. Assess non-native plants through risk assessment processes and make recommendations to the Oregon State Weed Board for potential listing.
2. Rate and classify weeds at the state level.
3. Prevent the establishment and spread of listed noxious weeds.
4. Encourage and implement the control or containment of infestations of listed noxious weed species and, if possible, eradicate them.
5. Develop and manage a biological weed control program.
6. Increase awareness of potential economic losses and other undesirable effects of existing and newly invading noxious weeds, and to act as a resource center for the dissemination of information.
7. Encourage and assist in the organization and operation of noxious weed control programs with government agencies and other weed management entities.
8. Develop partnerships with county weed control districts, universities, and other cooperators in the development of control methods.
9. Conduct statewide noxious weed surveys and weed control efficacy studies.

WEED CLASSIFICATION SYSTEM

The purpose of this Classification System is to:

1. Act as the ODA's official guideline for prioritizing and implementing noxious weed control projects.
2. Assist the ODA in the distribution of available funds through Oregon State Weed Board to assist county weed programs, cooperative weed management groups, private landowners, and other weed management entities.
3. Serve as a model for the private and public sectors in developing noxious weed classification systems.

## Criteria for Determining Economic and Environmental Significance of Noxious Weeds is Based Upon:

DETRIMENTAL EFFECTS

1. A plant species that causes or has the potential to cause severe production losses or increased control costs to the agricultural and/or horticultural industries of Oregon.
2. A plant species that has the potential to or does endanger native flora and fauna by its encroachment into forest, range, and conservation areas.
3. A plant species that has the potential or does hamper the full utilization and enjoyment of recreational areas.
4. A plant species that is poisonous, injurious, or otherwise harmful to humans and/or animals.

PLANT REPRODUCTION

1. A plant that reproduces by seed capable of being dispersed over wide areas or that is long-lived, or produced in large numbers.
2. A plant species that reproduces and spreads by tubers, creeping roots, stolons, rhizomes, or other natural vegetative means.

DISTRIBUTION

1. A weed of known economic importance which occurs in Oregon in small enough infestations to make eradication/containment possible; or not known to occur, but its presence in neighboring states makes future occurrence seem imminent.
2. A weed of economic or ecological importance and of limited distribution in Oregon.
3. A weed that has not infested the full extent of its potential habitat in Oregon.

DIFFICULTY OF CONTROL

A plant species that is not easily controlled with current management practices such as chemical, cultural, biological, and physical methods.

# Noxious Weed Control Classification Definitions

Noxious weeds, for the purpose of this system, shall be listed as either A or B, and may also be designated as T, which are priority targets for control, as directed by the Oregon State Weed Board.

- **A Listed Weed** – A weed of known economic importance which occurs in the state in small enough infestations to make eradication or containment possible; or is not known to occur, but its presence in neighboring states make future occurrence in Oregon seem imminent (Table I).

  **Recommended action**: Infestations are subject to eradication or intensive control when and where found.

- **B Listed Weed** – A weed of economic importance which is regionally abundant, but which may have limited distribution in some counties (Table II).

  **Recommended action:** Limited to intensive control at the state, county or regional level as determined on a site specific, case-by-case basis. Where implementation of a fully integrated statewide management plan is not feasible, biological control (when available) shall be the primary control method.

- **T Listed Weed –** A designated group of weed species that are selected and will be the focus for prevention and control by the Noxious Weed Control Program. Action against these weeds will receive priority. T designated noxious weeds are determined by the Oregon State Weed Board and directs ODA to develop and implement a statewide management plan. T designated noxious weeds are species selected from either the A or B list.

## Table I: A Listed Weeds

| Common Name | Scientific Name |
|---|---|
| African rue (T) | *Peganum harmala* |
| Cape-ivy (T) | *Delairea odorata* |
| Camelthorn | *Alhagi pseudalhagi* |
| Coltsfoot | *Tussilago farfara* |
| Cordgrass | |
| Common (T) | *Spartina anglica* |
| Dense-flowered (T) | *Spartina densiflora* |
| Saltmeadow (T) | *Spartina patens* |
| Smooth (T) | *Spartina alterniflora* |
| Common frogbit | *Hydrocharis morsus-ranae* |
| Delta arrowhead | *Sagittaria platyphyla* |
| European water chestnut | *Trapa natans* |
| Flowering rush (T) | *Butomus umbellatus* |
| Garden yellow loosestrife (T) | *Lysimachia vulgaris* |
| Giant hogweed (T) | *Heracleum mantegazzianum* |
| Goatgrass | |
| Barbed (T) | *Aegilops triuncialis* |
| Ovate | *Aegilops ovata* |
| Goatsrue (T) | *Galega officinalis* |
| Hawkweed | |
| King-devil | *Pilosella piloselloides (Hieracium)* |
| Mouse-ear (T) | *Pilosella pilosella (Hieracium)* |
| Orange (T) | *Pilosella aurantiacum (Hieracium)* |
| Yellow (T) | *Pilosella floribundum (Hieracium)* |
| Hoary alyssum (T) | *Berteroa incana* |
| Hydrilla | *Hydrilla verticillata* |
| Japanese dodder | *Cuscuta japonica* |
| Kudzu (T) | *Pueraria lobata* |
| Matgrass (T) | *Nardus stricta* |
| Oblong spurge (T) | *Euphorbia oblongata* |
| Paterson's curse (T) | *Echium plantagineum* |
| Purple nutsedge | *Cyperus rotundus* |
| Ravennagrass (T) | *Saccharum ravennae* |
| Silverleaf nightshade | *Solanum elaeagnifolium* |
| West Indian spongeplant | *Limnobium laevigatum* |

(Continued) Table I: A Listed Weeds

| Common Name | Scientific Name |
|---|---|
| Squarrose knapweed (T) | *Centaurea virgata* |
| Starthistle | |
| Iberian (T) | *Centaurea iberica* |
| Purple (T) | *Centaurea calcitrapa* |
| Syrian bean-caper | *Zygophyllum fabago* |
| Thistle | |
| Plumeless (T) | *Carduus acanthoides* |
| Smooth distaff | *Carthamus baeticus* |
| Taurian (T) | *Onopordum tauricum* |
| Welted (Curly plumeless) (T) | *Carduus crispus* |
| Woolly distaff (T) | *Carthamus lanatus* |
| Water soldiers | *Stratiotes aloides* |
| White bryonia | *Bryonia alba* |
| Yellow floating heart (T) | *Nymphoides peltata* |
| Yellowtuft (T) | *Alyssum murale, A. corsicum* |

(T) T Designated Weed (See page 22)

## Table II: B Listed Weeds

| Common Name | Scientific Name |
|---|---|
| Armenian (Himalayan) blackberry | *Rubus armeniacus (R. procerus, R. discolor)* |
| Biddy-biddy | *Acaena novae-zelandiae* |
| Broom | |
| French* | *Genista monspessulana* |
| Portuguese (T) | *Cytisus striatus* |
| Scotch* | *Cytisus scoparius* |
| Spanish | *Spartium junceum* |
| Buffalobur | *Solanum rostratum* |
| Butterfly bush | *Buddleja davidii (B. variabilis)* |
| Common bugloss (T) | *Anchusa officinalis* |
| Common crupina | *Crupina vulgaris* |
| Common reed | *Phragmities australis ssp. australis* |
| Creeping yellow cress | *Rorippa sylvestris* |
| Cutleaf teasel | *Dipsacus laciniatus* |
| Dodder | *Cuscuta* spp. |
| Dyer's woad | *Isatis tinctoria* |
| Ivy | |
| Atlantic | *Hedera hibernica* |
| English | *Hedera helix* |
| Eurasian watermilfoil | *Myriophyllum spicatum* |
| False brome | *Brachypodium sylvaticum* |
| Field bindweed* (T) | *Convolvulus arvensis* |
| Garlic mustard (T) | *Alliaria petiolata* |
| Geranium | |
| Herb Robert | *Geranium robertianum* |
| Shiny leaf geranium | *Geranium lucidum* |
| Gorse* (T) | *Ulex europaeus* |
| Halogeton | *Halogeton glomeratus* |
| Houndstongue | *Cynoglossum officinale* |
| Indigo bush | *Amorpha fruticosa* |
| Johnsongrass | *Sorghum halepense* |
| Jointed goatgrass | *Aegilops cylindrica* |
| Jubata grass | *Cortaderia jubata* |

* Targeted for biocontrol (T) T Designated Weed (See page 22)

(Continued) Table II: B Listed Weeds

| Common Name | Scientific Name |
|---|---|
| Knapweed | |
| Diffuse* | *Centaurea diffusa* |
| Meadow* | *Centaurea pratensis* |
| Russian* | *Acroptilon repens* |
| Spotted* (T) | *Centaurea stoebe (C. maculosa)* |
| Knotweed | |
| Giant | *Fallopia sachalinensis (Polygonum)* |
| Himalayan | *Polygonum polystachyum* |
| Japanese | *Fallopia japonica (Polygonum)* |
| Kochia | *Kochia scoparia* |
| Lesser celandine | *Ranunculus ficaria* |
| Meadow hawkweed (T) | *Pilosella caespitosum (Hieracium)* |
| Mediterranean sage | *Salvia aethiopis* |
| Medusahead rye | *Taeniatherum caput-medusae* |
| Old man's beard | *Clematis vitalba* |
| Parrot feather | *Myriophyllum aquaticum* |
| Perennial peavine | *Lathyrus latifolius* |
| Perennial pepperweed (T) | *Lepidium latifolium* |
| Pheasant's eye | *Adonis aestivalis* |
| Poison hemlock | *Conium maculatum* |
| Policeman's helmet | *Impatiens glandulifera* |
| Puncturevine* | *Tribulus terrestris* |
| Purple loosestrife* | *Lythrum salicaria* |
| Ragweed | *Ambrosia artemisiifolia* |
| Ribbongrass (T) | *Phalaris arundinacea var. Picta* |
| Rush skeletonweed* (T) | *Chondrilla juncea* |
| Saltcedar* (T) | *Tamarix ramosissima* |
| Small broomrape | *Orabanche minor* |
| South American waterweed | *Egeria densa (Elodea)* |
| Spanish heath | *Erica lusitanica* |
| Spikeweed | *Hemizonia pungens* |
| Spiny cocklebur | *Xanthium spinosum* |
| Spurge laurel | *Daphne laureola* |

* Targeted for biocontrol (T) T Designated Weed (See page 22)

(Continued) Table II: B Listed Weeds

| Common Name | Scientific Name |
|---|---|
| Spurge | |
| Leafy* (T) | *Euphorbia esula* |
| Myrtle | *Euphorbia myrsinites* |
| St. Johnswort* | *Hypericum perforatum* |
| Sulfur cinquefoil | *Potentilla recta* |
| Swainsonpea | *Sphaerophysa salsula* |
| Tansy ragwort* (T) | *Senecio jacobaea (Jacobaea vulgaris)* |
| Thistle | |
| Bull* | *Cirsium vulgare* |
| Canada* | *Cirsium arvense* |
| Italian | *Carduus pycnocephalus* |
| Milk* | *Silybum marianum* |
| Musk* | *Carduus nutans* |
| Scotch | *Onopordum acanthium* |
| Slender-flowered* | *Carduus tenuiflorus* |
| Toadflax | |
| Dalmatian* (T) | *Linaria dalmatica* |
| Yellow* | *Linaria vulgaris* |
| Tree of heaven | *Ailanthus altissima* |
| Velvetleaf | *Abutilon theophrasti* |
| Primrose Willow | |
| Large-flower (T) | *Ludwigia grandiflora* |
| Water primrose (T) | *Ludwigia hexapetala* |
| Floating (T) | *Ludwigia peploides* |
| Whitetop | |
| Hairy | *Lepidium pubescens* |
| Lens-podded | *Lepidium chalepensis* |
| Whitetop (hoary cress) | *Lepidium draba* |
| Yellow archangel | *Lamiastrum galeobdolon* |
| Yellow flag iris | *Iris pseudacorus* |
| Yellow nutsedge | *Cyperus esculentus* |
| Yellow starthistle* | *Centaurea solstitialis* |

* Targeted for biocontrol (T) T Designated Weed (See page 22)

# Appendix C – Acreage calculation example

## Overlapping acreage calculations

Please report acreage by weed species treated (net treated area) and total acres of the project area (gross). To avoid double counting acres where species overlap, estimate the acres of each species and use that for the totals.

For example: 20 total project acres were treated. Within this area 3 acres of just diffuse knapweed and 2 acres of just spotted knapweed were treated. In an area where the populations overlap an additional 3 acres were treated. About half of the overlapping area was spotted and the other diffuse knapweed.

Report: Total Project Area (Gross): 20 acres

By Species (Net)
-Spotted knapweed: 4.5 acres
-Diffuse knapweed: 3.5 acres