



NOXIOUS WEEDS COST SHARE PROGRAM HANDBOOK 2024

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INTRODUCTION

This manual's intended purpose is to help guide you through the Idaho Cooperative Weed Management Area (CWMA) Cost-Share program. The CWMA Cost Share program is a joint cooperative effort coordinated by the Idaho State Department of Agriculture (ISDA), and the United States Forest Service (USFS), to help fund the control of Idaho listed aquatic and terrestrial noxious weeds throughout the State of Idaho.

The funds that are distributed through the CWMA Cost Share program are designated from the State of Idaho general fund and have been appropriated by the Idaho Legislature for the purpose of controlling noxious weeds.

Section 1: The Application Process

Please note that each referenced application document or exhibit is available for download here: <http://invasivespecies.idaho.gov/cost-share>

CWMA Cost Share Program Annual Calendar:

- **December 31 Current Year** – All CWMA's who received cost share funding for the current year, End of Year (EOY) reports are due to ISDA.
- **February 2, 2024** – All Cost Share Applications are due to ISDA.
- **February 9, 2024 Application Year** – All Late CWMA Cost Share Applications are due to ISDA. Applications received after this date will not be considered for funding.
- **February 28-29, 2024** – The CWMA Cost Share Review Committee meets to review the CWMA Cost Share Applications. CWMA presentations will be made and reviewed during this meeting, and funding decisions are made. Agendas with times and virtual attendance options will be sent out at least 1 week in advance of the meeting.
- **Spring Application Year** – The CWMA Cost Share Year first term begins. The start date of the CWMA's first term is based on the Director signature date of the CWMA's fully signed Cost Share Agreement. First disbursements will then be made.
- **June 30 Application Year** – The first term ends.
- **July 1 Application Year** – The second term begins.
- **July 15 Application Year** – First term reports are due to ISDA.
- **September 30 Application Year** – The second term ends.
- **October 1 Application Year** – The third term begins.
- **October 15 Application Year** – Second term reports are due to ISDA.
- **December 1 Application Year** – The third term ends, no further project spending can occur after this date.
- **December 15 Application Year** – Third term reports due to ISDA.
- **December 31 Application Year** – All CWMA End of Year (EOY) Reports are due to ISDA

For a CWMA to be considered for Cost Share funds, CWMA's must submit all of the documents listed below and as listed on Application Exhibit 1 – CWMA Application Checklist. All of these documents together comprise a completed application. All documents must be completed as described, or according to the exhibit template and submitted to ISDA via email, through the CWMA data portal, or by mail.

Any CWMA who submits an incomplete application after February 2, 2024 will be allowed five (5) business days to make changes in order to make the application complete. An automatic one percent (1%) deduction will be applied to the awarded amount for each consecutive business day that the CWMA uses to make these corrections. Once five (5) business days have passed the CWMA's application will be denied, and funds will not be awarded. CWMA's are encouraged to review applications to ensure they are complete and submitted on time. Any CWMA that initially submits their application late, after the application submission cut off date of February 9th will be denied, and funds will not be awarded.

Section 2- CWMA Cost Share Application Checklist:

A complete application must include the following items as specified by each corresponding current application year's exhibit, and must be submitted in the following order:

1. CWMA Application Checklist (Exhibit 1).
2. Application Part A and Part B (Exhibit 3 a & b).
3. Line Item Budget Form for State and Federal Funding (Exhibit 4).
4. Annual Operating Plan Form (Exhibit 5).
5. Strategic Weed Management Plan (Exhibit 6).
6. Current Map of Entire CWMA with a written boundary description (Exhibit 7).
7. Most recent version of the Memorandum of Understanding (Exhibit 9) or Cooperative Agreement applicable to the CWMA (Exhibit 8).
8. Conflict of Interest Form (Exhibit 16).

For all CWMA's applying who received funding in the previous Cost Share Program cycle, must submit the following as well:

9. End of Year Report (Exhibit 2) from the completed Cost Share Program cycle.
10. Financial Ledger (Exhibit 13), covering disbursement agreement period from the start date to December 1st.
11. Match summaries for both the 3rd term (Exhibit 14a) and the cumulative match summary (Exhibit 14b), for both State and Federal Grants, if applicable.
12. Previous cycles Post Treatment Monitoring Forms (Exhibit 17) from landowner reimbursement for either herbicide or service contracts. Can be submitted via paper record or Survey 123 app.
13. Mapping data for previous cycle, see GPS Mapping Section for guidance.
14. Reimbursement check for any unspent funds from previous year (if applicable).
15. Any additional reports as requested.

Section 3: Allowed and Disallowed Expenses

All expenses must be submitted in both the AOP form (*Exhibit 5*) and the Line Item Budget Form (*Exhibit 4*). Any single project expenditure or group of expenditures within a Line Item Budget category of ten thousand dollars (\$10,000.00) or more have additional bidding requirements to consider.

Applicants are required to obtain at least three (3) written bids for items above ten thousand dollars (\$10,000.00) that are either a single project expenditure or group of expenditures within a line item budget category, unless exempted as detailed in the awarded Cost Share Agreement. In the event that three (3) written bids are not received, proof that the Applicant/Recipient has solicited bids from at least three (3) vendors that can provide the requested service being bid will be required.

Contract work is defined as work done by an entity, independent from the CWMA, which is hired to perform the tasks specified in the approved AOP and line item budget form (examples of contract work include: contract spray work, contract bio-control work, and contract weed mapping and inventory). The following are project specific rules to consider when planning projects to apply for Cost Share funds.

General Allowable projects

In general the following project types are allowable for either state or federal funds and are subject to fund sources guidelines that will be described in detail in an awarded Cost Share agreement. For the purposes of applying for the Cost Share Grant CWMA's should consider keeping all projects as "project based" as possible rather than broad formless type projects. CWMA's should also rank projects based on priority that reflects both the CWMA's Strategic Plan (*Exhibit 6*) and/or the 2022-2027 Idaho Invasive Species Strategic Plan.

1. Weed Prevention Activity Projects
2. Early Detection Rapid Response or New Invader Projects
3. Herbicide Control Projects*
4. Biological Control Projects
5. Mechanical Removal Projects
6. Revegetation Projects
7. Contracts for services to conduct allowed expense activities
8. Weed Mapping/Survey Projects
9. GPS/GIS Projects*
10. Education Outreach Projects*
11. Grazing Projects*
12. Equipment Projects*
13. Labor Projects*

*-Project requirements are listed in greater detail below

Education, Outreach, Awareness Projects

CWMAs are eligible to receive up to \$500.00 total in funding for Education, Outreach, & Awareness type projects such as, weed book publication costs, mailers, etc. Poster or calendar contests, raffles, lotteries, competitions, or any event where cash is given out or used as a prize is prohibited. To submit for an Education, Outreach, or Awareness project, the CWMA needs to include a detailed project description and timeline (similar to other projects) in the Annual Operating Plan (*Exhibit-5*) and the Line Item budget (*Exhibit-4*) under the Education Category.

Funded Grazing Projects

ISDA will only fund targeted grazing projects. Targeted grazing is defined as animal grazing that is specifically implemented to abate noxious weed infestations.

Herbicide Projects

All chemicals purchased through the cost share can be used on private, local, state, and federal grounds if they are being used either directly by the CWMA or through a cooperative project with CWMA partners. The intent of this grant is not to supplement local, state, or federal programs.

Projects where herbicide or herbicide concentrate is given away to landowners on the assumption that they will use it to treat noxious weeds, without application oversight by the CWMA or follow-up post treatment monitoring, will not be funded. The recommendation is to instead provide an opportunity for shared work days (Spray Days) in which private landowners work with the CWMA and its partners to combat specific noxious weeds in a specific area and time. The land may or may not be their own, but all herbicides to be applied as a part of this kind of project are under the supervision of the CWMA to ensure proper and prudent application. At a minimum, the following information must be provided as a part of this type of project: hours of individuals participating, species being targeted and location, calibration of applicators, locations of all herbicide discharges, and follow up monitoring. Also, the Cost Share Review Committee recommends that if herbicides are to be provided directly to landowners, the landowners should purchase herbicide, and the CWMA could then reimburse landowners for a percentage of the original cost up to a set maximum per individual or project.

Equipment Projects

CWMAs are eligible to apply for equipment that are directly specific to noxious weed projects occurring during the grant period. It is recommended that for all Equipment projects that costs are shared between all partners of the CWMA and that the cost share grant is not the sole funding source. Larger items such as permanent structures or vehicles are not allowable. Each equipment project will need to describe the planned use to control noxious weeds, the life expectancy of the equipment, and the percentage of time the equipment will be used on direct

CWMA projects. Each equipment project will be reviewed on a case by case basis, by both the Review Committee and the Director of Agriculture for approval. The maximum allowable amount of equipment project purchases per cycle year is \$5,000.00.

GPS/GIS Projects

GPS/GIS projects will be considered on a case-by-case basis. Please contact ISDA ahead of time, if there are any questions as to what equipment and or software is needed. ISDA will not cover the costs associated with recurring use fees for software or user licenses.

Labor Projects

CWMAs seeking funding for Labor projects to accomplish noxious weed control projects, outside of a traditional contracted labor project where a separate vendor is hired to perform the control work must meet the following requirements to be considered. Identify which of the CWMAs Partnering entities seasonal staff that will be used for this Labor project. Only seasonal labor is allowable, no full-time benefited staff will be allowed. Labor projects must be directly related to CWMA noxious weeds projects being applied for during the grant period. The project description must include total number of man hours needed to accomplish project, planned number of seasonal staff to be used on the project, partnering entity that will be supplying seasonal staff, and all other pertinent information related to the CWMAs noxious weed project. As the only labor projects that will be approved will be those utilizing a partnering entities seasonal staff, Labor will only be billed based on a fully burdened hourly rate of up to \$45.00 per hour, based on actual costs, on the project as is set in CWMAs AOP (*Exhibit 5*). The maximum amount of labor expenses allowed per CWMA per grant cycle is \$10,000.00. All CWMAs applying for and awarded labor projects will have specific requirements for expense reporting that will be described in detail in the awarding Cost Share Agreement.

Project Timelines

All Projects applied for must have an individual timelines outlined in the AOP form (*Exhibit 5*). Timelines identify the projected start and end dates of the project for the applied for cost share grant period; Identify the measurable outcomes for the cost share grant period (acres treated, acres inventoried, etc.); For those projects that are consecutive or repetitive projects, a description of the overall goals and progress of the project over time, with the intent that the weed management program does not exceed a total duration of 10 consecutive years.

For projects that are repetitive in nature and inherently without an end date (landowner cost share, new invader detection projects, etc.), additional information explaining the nature of these projects and how they differ each year will need to be included in the additional details of the AOP. Any project not having a defined timeline, as described above, will not receive cost share funding.

Contingency Projects

These “what if” projects are a reserved project that should the CWMA face a circumstance that prevents a primary requested project from being completed that can be put in place to still accomplish CWMA’s goals of noxious weed control during the grant cycle.

For this reason, all grant applicants will submit an additional priority contingency project. If there is an unforeseen event such as wildfire, where the applicant is not able to start or complete one of its major priorities, it is ISDA’s desire to have alternate or contingency priorities approved by the Cost Share Review Committee. The alternate or contingent priority projects must account for at least 50% of the original total request, thus allowing quick approval and change of approved projects. Contingency projects must also comply as allowable expenses within cost share projects. Additional information related to contingency plans and enacting one during the grant cycle will be described within the awarded Cost Share Agreement. Should a CWMA not include a contingency project in their request, an automatic 10% cut will be applied to their total request.

Unallowable projects

- Education or outreach expenses not otherwise approved through the application process.
- Expenses such as essay contest cash awards, prizes, t-shirts, water bottles, or other such items (Swag).
- Meals and refreshments (allowed for in-kind match only).
- Activities which other state, local and federal agencies are required to perform (i.e. - County or other State Agency Right of Way (ROW) work. ROW work is the responsibility of the owner of that ROW).
- Activities not identified in the AOP.
- Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
- Interest on bonds, interim financing, and associated costs to finance projects.
- Legal expenses.
- Lobbying or expenses associated with lobbying.
- Ordinary operating expenses of state or local government.
- Personal injury compensation or damages arising out of the project, whether determined by adjudication, arbitration, negotiation or other means.
- Professional dues.
- Training which is unrelated to the project.
- Scientific research unrelated to a specific activity.
- Bio-control agents which are available for collection within the state (in the line item budget, if the CWMA is requesting funding for bio-control agents, please specify the genus species and whether or not monitoring for those species has occurred to determine their presence/absence).
- Fertilizer or the spreading of fertilizer.

- Organic herbicides, unless the organic herbicide is equivalent to traditional herbicides in cost and effectiveness.
- Certified weed free hay purchases.
- Labor expenses for full time/benefit-earning employees.
- Expenses for accounting or bid advertisements.
- Recurring fees for GPS, GIS software user licenses or agreements and maintenance.

Note: This is not a comprehensive list; other items may be added at the discretion of the funding agency.

Specific Funding Opportunities

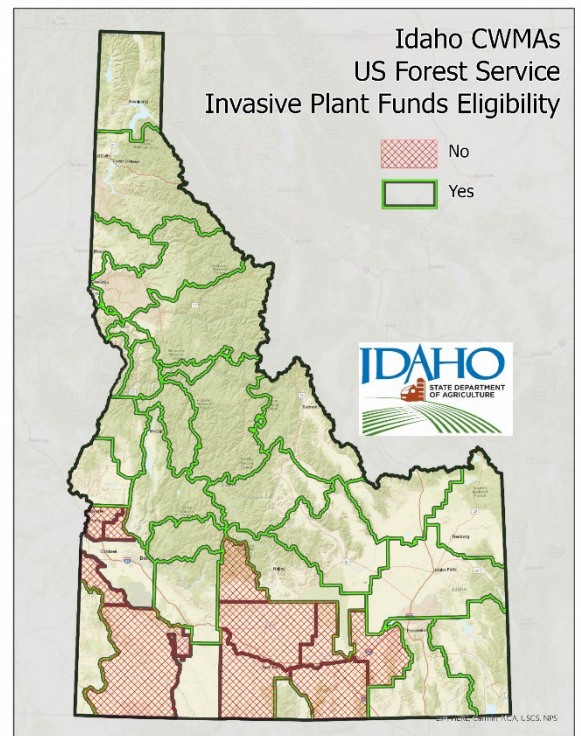
State Funds

ISDA reminds applicants that there are restrictions on the utilization of State general fund dollars within cost share projects, and CWMAs should plan their cost share funding request accordingly. All projects using State Funds require a 1:1 Match.

Federal Funds

USFS Cost Share Funding Requires a minimum of 10% forest canopy coverage in the described CWMA to qualify. Due to the forest canopy coverage requirement for USFS funding, many Southern Idaho CWMA will no longer qualify for Federal Cost Share Dollars.

1. USFS Invasive Plant Projects- Funding for these projects is made available through the US Forest Service. In addition to the regular cost share project application, projects utilizing this funding must meet the following requirements:
 - a. Project area must have 10% forest cover or consist of infested lands adjacent to or associated with weed threatened forested lands.
 - b. Projects must be for the control of Noxious Weeds by mechanical, chemical, and biological controls
 - c. Equipment and tools may be purchased with this funding but cannot cost more than \$5,000.00 per unit
 - d. Weed Mapping, Monitoring, and GIS data entry projects are eligible on a case-by-case basis.
 - e. Rehabilitation projects for noxious weed infested areas may be eligible



Section 4: Criteria for Evaluation

The Cost Share Review Committee is comprised of members from the Idaho Noxious Weed Advisory Committee and ISDA staff. Review committee members will determine whether the elements proposed in an applicant’s AOP will support and uphold the objectives outlined in the current *Idaho Invasive Species Strategic Plan* - i.e. priorities based on preventing, limiting, and abating. Review committee members will review each AOP and line item budget submitted, and provide recommendations to ISDA for each budget item. ISDA may use the average score to determine the final funding percentage. ISDA’s Director will review the recommendations and has final approval authority for all line items.

Applicants will have the opportunity to provide a 15-minute presentation to the review committee members, outlining their primary and alternate priorities during the review process. During this time, applicants will be allowed to clarify their proposal and answer any questions from review committee members that may arise. Presentations are optional and nonparticipants will not be penalized.

Once review results have been compiled from the review committee and approved by the Director, an award letter will be sent announcing a grant management training, and finally a packet containing the Disbursement Agreement and all applicable documents will be sent to successful applicants. Successful applicants must accept or decline the financial award by responding to ISDA. If the award is accepted, all required documents must accompany the returned Disbursement Agreement. ISDA will process the financial awards with available State and Federal funds.

Review Committee-

ISDA -Jeremy Varley -ISDA Noxious Weeds Region Specialist	USFS Representative	BLM Representative
North Region Weed Superintendent West Region Weed Superintendent	Central Region Weed Superintendent East Region Weed Superintendent	Noxious Weed Advisory Committee Member Representative 1 Noxious Weed Advisory Committee Member Representative 2

Section 5: Disbursement of Funds

ISDA will disburse CWMA cost share grant funds in up to three (3) payments, provided the CWMA complies with all terms and conditions of the CWMA Disbursement Agreement. The initial disbursement will be made for the majority of the grant awarded and the remaining funds will be split equally and paid in the subsequent (up to two) disbursements. The disbursement amounts will be provided in the Disbursement Agreement.

Funds Disbursement

- First disbursement is made upon a signed Disbursement Agreement by ISDA Director.
- Second and third disbursements require completion of the following, as reported on the Financial Ledger (Exhibit 13):
 1. At least 80% of the previously disbursed funds have been spent on the Approved Project, per the AOP and
 2. The Match Summary (Exhibit 14a) must reflect a minimum of 1:1 match. If the 1:1 match has not been met, the match document must show how it will be met before termination of the contract.

Tentative Disbursement Schedule for Funds

- 1st Disbursement: by approximately April 1st
 - 2nd Disbursement: Will be processed upon receipt and approval of term financial reports
 - 3rd Disbursement: Will be processed upon receipt and approval of term financial reports
- ISDA reserves the right to change this schedule, based on funding availability.

[Section 6: Grant Administration](#)

Administration

- Grant funds should be expended in a timely manner and according to the AOP and the approved line item budget.
- Cost share applications and mandatory reports should be processed well before the due dates in order to allow time for revisions and signatures.
- Budget modifications must be approved by ISDA prior to expenditures being made (Section 8). Amendment requests should be made well before the program end date in order to confirm approval of such amendments before the final report is due.
- If a project will not utilize a substantial part of the grant funding (50% or more), ISDA must be informed in writing no later than the second term reporting deadline of October 15. Plans should also be in place to utilize these funds through the approved contingency plan.
- CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related to weed management. Such situations pose a problem for a CWMA, since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. Any decision should err on the side of avoiding the appearance of a conflict of interest.

Expenditures

Expenditures must relate to the dates covered by the cost share grant (start date is the date of Director's signature on the Financial Disbursement Agreement). That is, no expenditure may be incurred before or after the grant beginning and end dates and should comply with approved project timelines stated in the AOP.

The CWMA is responsible for the maintenance of all records, including but not limited to requisitions, match documents, receipts, vouchers and in-kind matching funds related to all

purchases made during the grant period. These records must be kept for five years after the completion of the grant for auditing purposes and must be provided to ISDA upon request.

A. Grant Funds

1. Equipment purchased with state grant funds belongs to the county identified within the CWMA unless otherwise stated in the application. Equipment purchased with federal funds must comply with the requirements in 2 CFR 200, including ownership, retention and disposal. The equipment must be used for the benefit of CWMA projects. (Note: Even though the county may be listed as the "owner," equipment purchased with cost share funds may never be used as in-kind match on ISDA reporting on *Exhibit 14a*, Match Summary.) Storage, maintenance, and upkeep of purchased equipment are the responsibility of the county to which the equipment has been assigned.
2. Equipment and/or tools. Any expenditure for equipment, contracts, or tools must be in the approved AOP and Line Item Budget Form. For any item that will cost \$10,000.00 or more for any single project expenditure or group of expenditures within a Line Item Budget category of ten thousand dollars (\$10,000.00) or more and the purchase will be awarded to the lowest acceptable bid.
3. Contract work. Any expenditure for contract work must be in the approved AOP and Line Item Budget Form. For any contract that will cost \$10,000.00 or more, three (3) written bids must be obtained and the contract awarded to the lowest acceptable bid. Examples of contract work include contract spray work, contract bio-control work, and contract weed mapping and inventory. Contract work is defined as work done by an entity, independent from the CWMA, which is hired to perform the tasks specified in the approved AOP and Line Item Budget Form.

B. Matching Funds

1. Match for one project must not be used to match any other project. It is the grant administrator's responsibility to ensure that the minimum match documentation is being collected. See *Exhibits 11 and 12*
2. All planning related to budgeting and funding in-kind match sources for a grant should be discussed with and approved by the CWMA Steering Committee.
3. All matching funds should correspond and be in alignment with projects prescribed in the CWMA's Annual Operating Plan. With the understanding that should the CWMA be awarded Federal monies, matching those funds with Federal in-kind is prohibited. Federal in-kind is allowed to contribute towards match of State funds.
4. Refreshment and meals are not allowable expenses for State or Federal grant funds. However, to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided (and the expenses counted as match) to those attending CWMA-sponsored meetings and/or training sessions under the following criteria:

Refreshments

- a. The meeting or training session has a published agenda and attendance is mandatory;

- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees;
- d. The total cost of the refreshments, per day, will not exceed the amounts specified in the Idaho State Travel policy, <https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx> ; and
- e. Attendees sign a sign-in sheet.

Meals

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting’s business is furthered by speeches, presentations, or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees.
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement (specified in the Idaho State Travel Policy viewable at <https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx>); and
- g. Attendees sign a sign-in sheet.

C. Administrative Fees

The administrative fee is available to all Recipients, regardless of the type of entity that serves as a Recipient of cost share funds. The administrative fee must be approved by ISDA as submitted in the AOP and Line Item Budget before it can be reimbursed as an allowable expense.

Administrative fees are limited to 8% of approved budget expenses. ISDA reminds Cooperators that the practice of a Financial Manager taking the Administrative Fee upfront before funds are spent by the CWMA is not allowed. This practice causes accounting problems if the CWMA does not spend all the funds allocated.

The administrative fee will be calculated according to the total amount spent at the time of each expenditure on the financial ledger *Exhibit 13*:

$$\begin{aligned} & \text{CWMA expenditures for goods and services} \times 8\% = \text{administrative fee} \\ & \text{CWMA expenditures} + \text{administrative fee} = \text{ISDA distribution} \\ & \$28,571.43 \times 8\% = \$2,285.71 \\ & \$28,571.43 + \$2,285.71 = \$30,857.14 \end{aligned}$$

Section 7: Recordkeeping Requirements

Once a CWMA has received the grant, it is essential that it be effectively managed. In accepting the grant, the CWMA has agreed to accomplish the designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete

records, effectively managing the budget, and providing accountability for information and reports.

How to Manage the Records

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application and approved budget.
- B. Correspondence.
- C. Time documentation records (personnel timesheets and contracts).
- D. Herbicide application records for a CWMA-sponsored spray day. Follow IDAPA 02.03.03.100.05 records requirements if a professional applicator is present. If one is not present, and non-restricted pesticides are being applied, please use the application record example listed in *Exhibit 15a*. Applications of Restricted Use pesticides require a Professional Applicator license or Private Applicator license (please comply with USDA records requirements).
- E. Herbicide application records (*Exhibit 15a*) applied by landowners with or without CWMA supplied herbicides (excluding CWMA-sponsored spray day(s)): The CWMA can count the landowner's cost of herbicide, time, and equipment as in-kind match. Such records shall contain:
 1. Name of CWMA.
 2. Applicator name, address, and phone.
 3. Date of application.
 4. Hours (amount of time spent applying the herbicide for each date).
 5. Target noxious weed(s).
 6. Equipment used.
 7. Location of treatment (include GPS coordinates, legal description, or maps).
 8. Name of herbicide.
 9. Rate of application.
 10. Amount of herbicide (amount poured out of the container).
 11. Treatment acres (acres actually treated).
 12. Treatment area (Estimation of entire area covered in which treatment acres were contained).
 13. Total hours (total amount of time spent applying herbicides for the CWMA).
 14. Total in-kind match for the worksheet (this is to be calculated by the CWMA, not the landowner - refer to *Exhibit 7*).
 15. Signature of the applicator/landowner.
- F. Consultant contracts, invoices and reports.
- G. Copies of financial ledgers, match summaries and sufficient supporting documentation for all expenses incurred and matching funds contributed for project activities.

- H. Related documentation such as client records, public notification, evaluation, before and after photos, maps, etc.
- I. Copies of all bids, quotes, requisitions and invoices.
- J. Project match documentation, including participant names and contact information.
- K. Grant records should be maintained for a minimum of **five years** from the direct recipient grant final payment date. If you have questions regarding record retention requirements for grant files, please contact ISDA.

How to Provide Project In-Kind Match Documentation (*Exhibit 11, Exhibit 12, and Exhibit 14*)

All in-kind or matching contributions must be properly documented for each AOP project receiving cost share dollars. It is critical that the match documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Match Summary (*Exhibit 14a*) as supporting documentation for the Financial Ledger (*Exhibit 13*). All documentation must be available for review upon the request of ISDA. For standard in-kind contribution rates, please refer to *Exhibit 7*.

Budget reports

The Budget Report should be reviewed during each CWMA meeting, or at least every three months, to accurately check expenditures and track progress of expenditures. Monitor the progress of each priority (i.e., if a project is 50% complete, then approximately 50% of the priority funds should be used). If there are projects that are unable to be expended as planned, then the priority budget will need to be amended.

[Section 8: Term Reporting Requirements and Guidelines](#)

Term reporting deadlines are important! Review the application and reporting requirements (including the timeline, type, and content of the required reports) at the beginning of the grant period. All of these details are included in the awarded Cost Share Grant Agreement. Be sure to record due dates for the submission of term and annual reports to allow sufficient time for preparation. Pay particular attention to the reports due at project closing. The quality of reports and ability to meet deadlines can have a direct impact on future cost share funding. It is the responsibility of the CWMA to read and understand the reporting requirements described in the awarded agreement as the requirements may be different than what is referenced below.

Term Reporting Roles

- Recipient – Is the legal entity which has agreed to receive funds for the Approved Project. The “Recipient” will be responsible for receiving and disbursing funds, and for providing the required ledgers, reports, and backup documentation to ISDA.
- Applicant – Is the Cooperative Weed Management Area (“CWMA”) or other group or entity which will be carrying out the Approved Project. The Applicant is designated as the primary point of contact regarding performance of the Cost Share agreement.
- Landowner – The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel. Or the

person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.

Due Dates and Deadlines

Term reports are required at the end of each term as outlined in the award agreement. Report preparation should be coordinated with the CWMA (Applicant) and Recipient, the financial manager should prepare financial ledgers with supporting documentation and in-kind term reports. In addition, ISDA may request additional reports as needed during the grant period. These include narrative reports (detailing accomplishments) and evaluation reports.

Term deadlines are typically as follows:

- 1st Term (~March 16 – June 30), reports due July 15th.
- 2nd Term (July 1 – September 30) reports due October 15th.
- 3rd Term (October 1 – December 1) reports due December 15th.

Term Reports

The following list is a guideline of what each term report will include, however the most accurate term report details will be directed within the award agreement:

- Running Financial Ledger (*Exhibit 13*) from date of Disbursement Agreement (Director's signature date) to end of current Term. Showing all transactions for the grant cycle. *
- For all individual expenditures on the Financial Ledger, backup documentation must be provided (As described in awarded Cost Share Agreement).
- In-Kind Match Summary (*Exhibit 14a*) for the period of the term, not a running total. *

*Required for term reports whether funds have been received or spent during the term

Supporting Documentation

Supplemental and supporting documentation for all expenditures during the grant period must be provided at the same time as the term reports and ledgers Recipient and Applicant must also be able to provide these documents within five business days of a request by ISDA. This supporting documentation must reflect, at minimum, the following:

- The amount of each expenditure
- Provide a detailed description of the expenditure/service provided
- The name of the source, provider, or vendor of the expenditure
- Date the Expenditure was made
- Approval of expenditure by Applicant Representative's signature
- For each individual expenditure, verify the amount reported on the term reports by including in the term report (in which the expenditures occurred) the following items for each expenditure:
 - Actual or copy of receipt /invoice of services/supplies purchased (Monthly account statements will not be accepted)
 - Proof of approval by the Applicant and how the expenditure ties to approved line item budget

- Proof of payment for services/supplies by the Recipient (Copy of check/ Check detail)
Proof of Payment must include:
 - Name of payee and date must match invoice and financial ledger
 - Name of Payee must match invoice
- For all Applicants who have been awarded Education funds as a part of their approved project, a copy of the education outreach material generated utilizing these funds will need to be provided to ISDA with the term report in which the education funds were utilized. For those purchasing the Idaho Noxious Weed Book, published by the University of Idaho, only send an image of the booklets purchased with a valid date stamp
- Landowners must provide a purchase receipt for herbicides or herbicide services and an herbicide application report to Recipients/Applicants, or the party from whom the landowner is seeking reimbursement. These receipts must be provided to the ISDA during the reporting term by the Recipient/Applicant. For each reimbursement to a landowner, the Recipient must provide the following supporting documentation before consideration for reimbursement from the CWMA:
 - Landowner original, copy of receipt, or invoice for herbicide or herbicide services
 - Proof of processed payment by the landowner, in the form of a check, warrant, or credit card receipt for each invoice submitted by a landowner
 - Proof of payment by the Recipient, in the form of a Check or Warrant from the Recipient to the landowner
 - The name of the individual landowner receiving the reimbursement must match the name on the invoice name on the proof of payment and name on the Recipient reimbursement
 - For landowner partnerships or related parties with one or more of the landowner names on an invoice, documentation describing the relationship is required.
 - In the case of a Landowner representing a group of landowners in a given area, additional documents will be needed to verify expenditures and reimbursement
 - Coversheet naming the point of contact for the group of landowners and listing all participants and the amount that each is seeking reimbursement for.
 - When Landowner contact receives reimbursement from the Recipient, they will need to provide proof that reimbursement to the additional members of the group have been reimbursed by the Landowner contact of the group.
 - Herbicide application report, for herbicides purchased or professional applicator services hired
 - Proof of payment by the Recipient, in the form of a Check or Warrant from the Recipient to the landowner

- Landowner In-Kind Match form (*Exhibit 11 & 12*)
- Digital map with treatment area indicated
- Post-treatment monitoring report. At a minimum 15% of total landowner reimbursement projects must have post treatment monitoring performed.

Reporting for Expenditures/Purchases \$10,000.00 or Greater

Obtain three written bids for:

Any single project expenditure or group of expenditures within a Line Item Budget category of ten thousand dollars (\$10,000.00) or more.

Applicants are required to obtain at least three (3) written bids for the items above unless exempted as detailed below. If three (3) written bids are not received, proof that the Applicant/Recipient has solicited bids from at least three (3) vendors that can provide the requested service being bid.

Applicants must choose the lowest cost, qualified bidder. ‘Qualified’ means fitted (as by training or experience) for a given purpose; competent; and/or having complied with the specific requirements or precedent conditions necessary to complete work.

To help CWMAs know which projects that will require a bid process to be followed will be listed on an exhibit to the Agreement, ‘Acknowledgement of Project to be Bid’ form. All other details regarding the bid process and the required supporting documentation will be specifically outlined within the award agreement. Also, for those projects that may qualify for bidding exemptions (Land Owner Cost Share or opting onto a statewide contract- <https://purchasing.idaho.gov/statewide-contracts/>) are addressed specifically in awarded agreements. For reference of what is typically required to be contained in documentation of a bid process the following is an example of what is needed.

- Bid announcement- How the CWMA notified the vendors that they are seeking bids for projects (sent to at least 3 qualified vendors or announced as a public bid)
- Bid award notification- How the CWMA notified the vendor that they have won the bid
- Winning contractors submitted Bid- the vendors actual bid
- Documentation of selection by CWMA and or CWMA Steering Committee- Copy of meeting notes in which Vendor bids where selected based on lowest qualified price Or a signature and date of applicant or recipient on awarded bid with a note of approval/acceptance

Section 9: Amending a Cost Share Application/Budget

It is sometimes necessary to amend an existing cost share allocation. All efforts should be made to use pre-approved contingency projects. Notification prior to the use of a contingency is required. Any request to amend is generally initiated by the grantee, although occasionally ISDA may initiate the amendment. Changes that need to be submitted to ISDA for approval include,

but are not limited to: additions or subtractions to the AOP, deviation from the priority of accomplishing the AOP, and/or any other changes that may impact the completion of the originally funded AOP. Grant Amendment Requests (*Exhibit 10*) must be submitted and approved prior to purchase or performance of the requested activity. Approved amendments will become addenda or exhibits to the original disbursement agreement.

Amendment requests fall into two categories: requests of less than 10% (cumulative) of total approved budget and requests of 10% or more (cumulative) of total approved budget. If approved by ISDA, budget changes will result in an amendment to the participant's disbursement agreement. This process will take several days to complete.

Amounts listed in the line item budget will be the maximum amount reimbursable through the Noxious Weed Cost Share Program. Once an application is approved, a grant amendment request must be submitted and approved before budget amounts can be increased or before expenditures for resources can be added to the budget.

NOTE: To be approved by ISDA, all changes (including purchases and contracts) must maintain the minimum 1:1 match and/or in-kind service for the funded AOP.

Amendment Requests of Less Than 10% Cumulative

For amendment requests of less than 10% of total budget, which affect items already approved in the line item budget and the AOP, participants must submit a Grant Amendment Request (*Exhibit 10*). The Grant Amendment Request can be submitted in hardcopy format or as an attachment to an email from the CWMA's authorized signatory to ISDA. The request must provide the detail of any changes affecting the AOP and appropriate Line Item Budget Form. Once submitted, ISDA will review the amendment request and notify the CWMA of approval or denial of the request.

Amendment Request of More than 10% Cumulative

For amendment requests of 10% or more (cumulative) of total budget, or amendment requests that add new budget line items, participants must submit a Grant Amendment Request (*Exhibit 10*) as well as a new AOP. The Grant Amendment Request and new AOP may be submitted in hardcopy format or as an attachment to an email from the CWMA's authorized signatory to ISDA. The request must provide the detail of any changes affecting the AOP and Line Item Budget Form. Once submitted, ISDA will review the amendment request and notify the CWMA in writing of approval or denial of the request. Upon approval the CWMA will receive an official addendum to their award agreement that will require additional signatures before the amendment can go into effect.

[Section 10: Returning Unspent Funds](#)

Any unspent portion of grant funds as verified by ISDA, must be returned to ISDA no later than December 15th, and no carry-over of funds from one cost share year to the next is allowed without a written request being submitted to ISDA and written permission received from ISDA

prior to October 15th. Approval for carry-over funds will be based on the approval of a future project plan. The first distribution of funds for new awards will not be released until all unspent funds from the previous year have been returned

Section 11: Performance Review

ISDA's goal is to assist cost share participants in the implementation of the current *Idaho Invasive Species Strategic Plan*. The Cost Share Fiscal and Performance Review process will be conducted in a positive and helpful manner so that information derived from the reviews will be useful in strengthening the programs for both ISDA and grant recipients.

Purpose of a Review

- To determine if the objectives of the cost share funded projects were accomplished.
- To ensure adequate and accurate accounting for ISDA cost share funds and that public funds are used for the program's specified purposes.
- To conduct periodic on-site reviews with cost share grant recipients to evaluate whether cost share funds are being used to implement the AOP and/or weed management projects.
- To evaluate whether the applied cost share projects, measures, and programs are effective in stopping the spread of noxious weeds in Idaho.
- To evaluate base map development and year-to-year progress effectiveness.

What to Expect From an On-Site Review

1. ISDA personnel will travel to conduct on-site reviews. Cost share grant recipients will be contacted in advance to schedule a mutually acceptable date and time. Prior to the visit, grant recipients will be expected to:
 - a. Notify all responsible parties for participation in the review; and
 - b. Organize and prepare all documentation and supporting data required for the review, including match documentation.
1. Typically, two types of reviews will be utilized by ISDA with cost share grant recipients, although they may occur at different times of the year:
 - a. Fiscal Review. A fiscal review will generally be conducted by an ISDA representative. Reviews will usually be conducted following the submission of the End-of-Year Report. The major focus will be to track the total grant sum of ISDA funds that were allocated based on the cost share application and to verify the financial ledgers and in-kind match documentation.
 - b. Performance Review. A performance review team will generally consist of an ISDA representative, the CWMA Chairperson, County Weed Superintendent(s) and others who wish to be involved. Performance reviews are generally conducted in the summer or fall following the associated fiscal review. Performance reviews are done to determine if project goals were accomplished.

If a CWMA was not reviewed in the previous year and funding was received in the previous year, both years' projects may be reviewed.

NOTE: Following the reviews, an ISDA review team member will prepare a written report of the findings and provide it to the county or CWMA leaders. Any deficiencies will be noted and, if necessary, remedial actions prescribed. ISDA will also note "successes" of the reviewed program.

What is the Focus of the Review

Fiscal reviews:

1. Reviewer will need the following information:
 - a. Organization name, phone, contact person, and driving directions;
 - b. Copies of the financial ledgers, match summaries, and supporting documentation.
2. The recipient should have the following ready for examination:
 - a. The approved and paid invoices for projects;
 - b. Documentation for in-kind match (see *Exhibit 11*, *Exhibit 12*, and *Exhibit 15*), including a match summary totaling amounts of in-kind submitted as match.
3. Review will consist of the following:
 - a. Review invoices to verify separation of duties (invoices must be approved by someone other than the individual who has issued the payment);
 - b. Provide detail from invoices to verify that amounts paid were correctly reported on the financial ledger. If there is a discrepancy between what was reported and the invoice, make a note of the reason why;
 - c. Provide match from documentation to verify that amounts documented were correctly reported on the match summary. If there is a discrepancy between what was reported and the documentation, make a note of the reason why.

Additional questions that may be asked regarding the cost share funds:

1. Is there a procedure in place for approval and payment of bills?
 - a. Process should be documented and included with the review notes.
 - b. Reviewer will check for consistency with the procedure and note any irregularities or lack of procedure.
2. Are revenues and expenses accounted for?
 - a. Do ledgers show date, check number, vendor name, description, and amount paid?
 - b. Do the beginning and ending balances reconcile with those provided to ISDA?
 - c. Is any invoice over \$10,000.00 copied and included with the review notes?
 - d. Are payments made to compensate individuals copied and included with the review notes?
 - e. Are missing invoices noted in the review notes?

- f. Were any administrative fees charged to ISDA funds? If so, was the amount calculated correctly?
 - g. Were activities within the agreed upon period?
 - h. Did you include Proper documentation to support contract agreements or costs that exceed \$10,000?
3. Is the use of cooperator matching funds in completing cost shared projects and programs documented?
 - a. Were federal monies properly used as match?
 - b. Who were volunteered vehicles used by? Dates? Vehicle make/model/license? Was the mileage use recorded? (*Exhibit 12*)
 - c. Are match amounts based on those shown on the ISDA standardization schedule (*Exhibit 7*)? If not, other documentation needs to be provided to validate the costs submitted.
 - d. Are match amounts prepared and validated by the contributing person/organization?
 - e. Are sign-in sheets being used for volunteer events to document in-kind contributions of labor? (*Exhibit 11*)
 4. Are Individual Landowner Herbicide Application Records & In-Kind Contribution Reports being submitted to the CWMA to document in-kind contributions of herbicide, labor, and equipment? (*Exhibit 15a*)

Performance reviews:

1. Description and details of the outcome of AOP priority work.
2. Estimate of the project success, including acres treated by weed species, number of acres inventoried, number of educational contacts, number of contributors, number of participants, etc.
3. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.
4. Confirm purchase and location of capital equipment purchased with cost share funds.

Additional emphases or questions that may be asked regarding the mapping projects:

1. A request for a demonstration of mapping procedures, data integration, map development (if available), and other mapping related protocols and procedures.
2. Description and details of the outcome of AOP priority work; for example:
 - a. Number of individuals mapping,
 - b. Tools used, and
 - c. General rating of achievement of yearly mapping goals.
3. Confirmation that procedures/protocols will interface with the state database and expected time of data delivery to ISDA.

How Are Review Results Reported and How Are They Used

Review results are used to determine if follow-up action is necessary and the nature and extent of needed follow-up action. The review results will be considered when reviewing subsequent cost share funding requests. In cases where deficiencies are noted, ISDA will recommend corrective actions. If the review finds: 1) gross misuse or misrepresentation of funds by a recipient; 2) failure to implement the recommended corrective actions; and/or 3) non-compliance with the policy guidelines for the ISDA Cost Share Program, the CWMA may be deemed ineligible to participate in the ISDA Cost Share Program. ISDA may also seek repayment of funds, and/or pursue legal action.

Following a review, a Review Letter summarizing the results or other documentation will be provided to the CWMA Chairman, Grant Administrator, Project Lead, or another authorized representative. In cases where deficiencies are noted, ISDA will recommend corrective actions to be taken and the deadline by which the actions must be completed. If the corrective actions are not completed to the satisfaction of ISDA by the deadline, a Violation Letter will be issued and provided to the CWMA Board and/or County Commissioners. If a final evaluation finds a failure to implement the recommended corrective actions, a second Violation Letter will be issued. At this time, ISDA may request repayment of funds and/or initiate legal action, and the CWMA may be ineligible to participate in the Cost Share Program for a minimum of one calendar year.

Appendices

APPENDIX 1 - Recommendations for Monitoring Sub-Recipients

A sub-recipient is a third-party organization performing a portion of a project or program. Examples of sub-recipients include counties, Resource Conservation & Development Councils (RC&D), USFS, BLM, TNC, Grant Administrators, CWMA Administrators, etc. The terms of the relationship must be documented in a subcontract. These guidelines are intended to assist responsible Grant Administrators and/or CWMA Steering Committees in ensuring that the sub-recipient is conducting its portion of the project in compliance with ISDA award guidelines and conditions, and that the sub-recipient's portion of the project costs is reasonable and allowable.

A. Roles and Responsibilities:

1. CWMA Steering Committee Boards have primary responsibility for the monitoring of sub-recipients to ensure compliance with ISDA guidelines and conditions.
2. Grant Administrators have responsibility for assisting the Steering Committee in discharging their monitoring responsibilities, for reviewing invoices from sub-recipients, questioning expenditures if necessary, and for maintaining documentation of monitoring efforts as outlined by ISDA.
3. Sub-recipient responsibilities are stipulated in the content of the sub-contract.

B. Methods Available to the Grant Administrator Monitoring of Sub-Recipient for Sub-Contract Compliance:

1. The routine receipt and review of Technical Performance Reports;
2. The routine review of expenses-to-budget;
3. The periodic performance of on-site visits, as necessary;
4. It is also important to note that there may be additional project-specific requirements that mandate collection and documentation of other kinds of assurances during the course of a project.

C. Sub-Recipient Monitoring/Oversight Guidelines:

1. The responsible Grant Administrator and/or CWMA Steering Committee Board should determine the frequency and intensity of monitoring procedures jointly with the sub-recipient.
2. Details should be included in the sub-contract.
3. Examples of Administration Actions for Sub-Recipient Monitoring/Oversight by CWMA or other organizations receiving Cost Share Funds:
 - a. Collection of Technical Performance Reports – Project Performance Reports for each project should be reviewed and evaluated on a timely basis by the CWMA

Steering Committee and/or responsible party. Unusual or unforeseen items should be investigated and documented.

- b. Review of Invoices and Expenses-to-Budget – Sub-recipient’s invoices showing both the current period and the cumulative expenses-to-budget are generally required. Grant Administrators should compare sub-recipient invoices to established sub-award budgets. Evidence of the regular review of invoices by both the CWMA Steering Committee and the Grant Administrator should be in place and retained on file. “Evidence” can be in the form of CWMA Steering Committee Board member initials or authorizing signature on invoices, e-mail communications, notes of meetings with the Grant Administrator, etc.
- c. Clarification of Invoiced Charges – Grant Administrators should request explanations for “unusual”, “miscellaneous”, “other”, or apparently excessive charges invoiced by the sub-recipient. If the explanations received are not sufficient to render a prudent judgment on the ability of the cost to be allowed, Grant Administrators may request detailed justifications from sub-recipients. Examples of detailed justifications that may be requested from sub-recipients are:
 - i. Personnel time records/data;
 - ii. Copies of paid invoices showing the cost of items purchased and in-kind match documentation (with proper signatures);
 - iii. Descriptions of services rendered by consultants including hourly rates and time reports;
 - iv. Detail of travel charges incurred stating the purpose, airfare, meals, ground transportation, etc.;
 - v. Costs determined to be unallowable or unreasonable should be disallowed. In circumstances where questionable costs remain unresolved, it may become necessary to conduct a more definitive audit. In these cases, Grant Administrators may contact ISDA for coordination of subsequent actions.

APPENDIX 2 – Data Recording Requirements

CWMA activities that will be mapped are:

- All inventory/survey projects;
- All control efforts of noxious weeds related to CWMA Cost Share;
 - Chemical
 - Biological
 - Mechanical
 - Cultural
- All restoration projects related to CWMA Cost Share.

The Survey123 app is a free and easy solution for collecting your CWMA data and is what we recommend. If you would like to use the Survey123 option, please reference the *Idaho Noxious Weed Survey How-to* PDF instructions. The 2024 survey link will be provided to you when it is available. In addition, we can provide you access to your data through ArcGIS Online.

In circumstances where the Survey123 option is not the best fit for you, we encourage you to use the ESRI file geodatabase option outlined in the *Idaho Noxious Weed Data How-to* PDF instructions. Please reference Option 1 in that document. The *Idaho_Noxious_Weeds_2023_Survey_template.gdb* ESRI file geodatabase will be provided to you if you choose this option. It is recommended that the person utilizing the ESRI file geodatabase option have some familiarity using ESRI desktop GIS programs. If neither the Survey123 nor ESRI file geodatabase option will work for you, please let us know the reasons why.

If the two options mentioned above are not viable for you then you may submit your data in shapefile, KML/KMZ, or Excel spreadsheet in that order of preference. Any data submitted this way must conform to the *Idaho_Noxious_Weeds_2024_Survey_template* data dictionary which is an Excel worksheet that specifies how data must be submitted to us. Please reference Option 2 in the *Idaho Noxious Weed Data How-to* PDF instructions.

ISDA will accept data in point, line, or polygon format. If submitting in shapefile format, please use the NAD 1983 Idaho Transverse Mercator (Meters) projected coordinate system.

Mapping data shall include the following fields at a minimum. The below 9 fields are shown for overview purposes only. Please reference exact field names and their acceptable values in the *Idaho_Noxious_Weeds_2024_Survey_template* data dictionary which is referenced above. If you are using the preferred options of either Survey123 or ESRI file geodatabase, the following fields and their acceptable values are already included.

1. Date
2. Is this a CWMA Cost Share project? (Yes/No).

- a. If Yes, what is the project priority number?
3. Target species, common name only
4. Size of the infestation (estimate) in acres with 0.1 being the smallest.
5. Cover class (% density) at 10% increments.
6. Action (treatment type, survey, re-vegetation etc.).
7. Dominant Vegetation Type (meadow, rangeland, forest, riparian, etc.).
8. Land ownership (Private, Federal, State, Local Govt).
9. Location

The data that is gathered by the CWMA will be due to ISDA as a part of the EOY report and cost share application. This submission should contain at a minimum 2 files titled:

1. Xxxx CWMA 2024Cost Share projects – Entries should follow the mapping data minimums for all cost share related activities for the reporting period.
1. Xxxx CWMA 2024Noxious Weed Inventory- this information will be used as a reference for only listed noxious weed infestations across the CWMA.

Step by Step Uploading Instructions for the use of ISDA’s CWMA Data portal

1. Navigate to the cost share section of the ISDA’s Invasive Species webpage (<http://invasivespecies.idaho.gov/cost-share>)
2. Set up online account
 - a. Click on button “CWMA DATA/REPORT UPLOAD PORTAL”

ISDA'S NOXIOUS WEED COST SHARE PROGRAM

The centerpiece of Idaho's Strategic Plan for Managing Noxious Weeds is the creation of Cooperative Weed Management Areas to mobilize all landowners in an area to work together in stopping the spread of invasive weeds. To accomplish this, the cooperators will use an integrated approach through the development of Integrated Weed Management Plans, to bring available resources and effective weed-fighting techniques to combat the growing invasive weed problem.

The primary purpose of the Idaho State Department of Agriculture's (ISDA's) noxious weed cost share grant program is to accelerate the attack on invasive weeds by supplementing local funds and resources, not replacing them. Cost sharing is also intended to provide additional incentives for local landowners, officials, and citizens to work collaboratively to develop a more comprehensive and effective noxious weed management program. Through strengthening on-the-ground management the major economic and environmental impacts can be more effectively mitigated, improving the quality of life for all Idahoans.

ATTN: ISDA ADDRESS CHANGE -
PLEASE SEND COST SHARE
APPLICATION MATERIALS TO P.O.
BOX 7249 BOISE, ID 83707

2019 COST SHARE APPLICATION INFORMATION

CWMA DATA/REPORT UPLOAD PORTAL



CWMA FILE UPLOAD INSTRUCTIONS

Please bookmark this page or the file upload page. If you bookmark the shared sign-in screen, automatic redirects n

- Steps for uploading files:
- [Create ISDA account](#)
 - [Read and follow file upload instructions](#)

Create an ISDA account.

1. Click the "Set Up Online Access" link and create an ISDA account if you don't already have one. See images to the right.

- [Open Register Screen](#)
- [Open Sign-in Screen](#)



- b. Click on hyperlink “Open Register Screen”

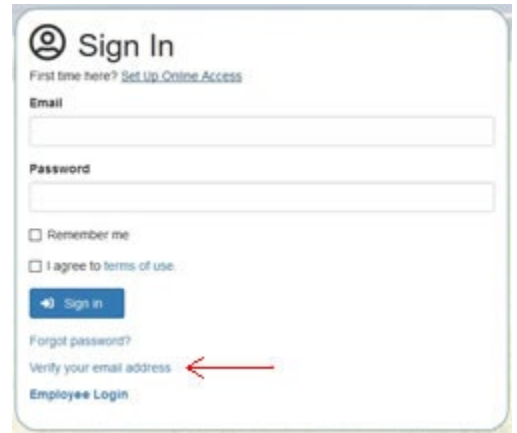
- c. Enter your email and chosen password that fits the listed requirements



- d. Open email sent to your account email address to complete verification process

3. How to proceed after account registration

- a. Sign in to account (should have already been done if you had just registered)



- b. Upload files based on guidelines listed

- -All files submitted through this portal must follow the outlined naming guidelines to ensure accurate reporting and tacking.
- -File Name – All files will begin with the CWMAs name, followed by an underscore and the name of the file.
 - Example: “HappyValley_1TermReport” (All file names should be kept as short as possible and no date is required as one will be assigned)

- -File Type- the following file types can be uploaded: Adobe Acrobat, Microsoft Excel and Word, most image files, shapefiles (dbf, prj, sbn, sbx, shp, shx,cpg), kmz, and compressed zip files.
- -File Size – files cannot be larger than 200 MB.
- -To ensure all files were uploaded please send an email to Jeremy.varley@isda.idaho.gov as notification of your CWMA uploads.

APPENDIX 3 - Glossary

Administrative Fee	Costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Such costs include maintaining the physical plant, library resources and general administration. These costs are generally calculated as a percentage of the total direct costs of the project. Some portion of these costs may be eligible for reimbursement.
Agency	<p>(a) In the case of the federal government, any authority which exercises administrative control over defined areas of federal lands within the state of Idaho;</p> <p>(b) In the case of the state of Idaho, any department, board, commission, or institution;</p> <p>(c) In the case of local government, cities, counties and any legal subdivisions thereof, drainage districts, irrigation districts, canal companies, highway districts or any special taxing district.</p>
Annual Operating Plan	Each CWMA will be required to submit an Annual Operating Plan (AOP) with their application. The AOP will outline the planned weed control activities for the proposed year, as well as the priorities where funding is requested. The AOP should be organized by priority, and should be limited to 5 pages in length. Please see <i>Exhibit 5</i> for an example of an AOP.
Applicant	Applicant” means the Cooperative Weed Management Area (“CWMA”) or other group or entity which will be carrying out the Approved Project. The Applicant is designated as the primary point of contact regarding performance of the Cost Share agreement.
Average Density of Each Weed Species	This is the density of the actual weed infestation, cover-class or canopy density. This is represented in the form of a percent (%). Tracking this allows ISDA to monitor any increase or decrease of the density of the infestation.

Budget

The financial plan for operation of the project that includes an estimate of the income and expenditures associated with operating the project for an identified period of time, often a year.

7CFR 1455.2

*§ 1455.2 Definitions.

(a) The definitions in part 718 of this chapter apply to this part and all documents issued in accordance with this part, except as otherwise provided in this section.

(b) The following definitions apply to this part:

Appropriate wildlife habitat means habitat that is suitable or proper, as determined by the applicable State or tribal government, to support fish and wildlife populations in the area.

Farm land means the land that meets definition of “farmland” in § 718.2 of this title.

Forest land means land at least 120 feet wide and 1 acre in size with at least 10 percent cover (or equivalent stocking) by **live trees of any size, including land that formerly had such tree cover and that will be naturally or artificially regenerated**. Forest land includes transition zones, such as areas between forest and non-forest lands that have at least 10 percent cover (or equivalent stocking) with live trees and forest areas adjacent to urban and built-up lands. Roadside, streamside, and shelterbelt strips of trees must have a crown width of at least 120 feet and continuous length of at least 363 feet to qualify as forest land. Unimproved roads and trails, streams, and clearings in forest areas are classified as forest if they are less than 120 feet wide or an acre in size. Tree-covered areas in agricultural production settings, such as fruit orchards, or tree-covered areas in urban settings, such as city parks, are not considered forest land.

Privately-held land means farm, ranch, or forest land that is owned or operated by an individual or entity that is not an entity of any government unit or Tribe.

Ranch land means land that meets the definition of “farmland.” State or State government means any State or local government, including State, city, town, or county government.

Tribal government means any Federally-recognized Indian tribe, band, nation, or other organized group, or community, including pueblos, rancherias, colonies and any Alaska Native Village, or

regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601-1629h), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Wildlife-dependent recreation means a land use involving hunting, fishing, wildlife-observation, photography, environmental education and interpretation, or other activities as determined by CCC.”

2CFR 200 et seq.

Uniform administrative requirements, cost principles, and audit requirements for federal awards. Federal code of regulation guidance provided by the Office of Management and Budget (OMB) on government-wide policies and procedures for the award and administration of grants and agreements.

Containment

To confine a weed to an identified area of infestation; halting the spread of a weed infestation beyond specified boundaries.

Contributor List

The Contributor List is the list of those partner entities that are providing matching or in-kind contributions to support the CWMA AOP. The contributor list will be included in Part A of the application packet.

Control

Any or all of the following: prevention, rehabilitation, eradication or modified treatments specified in a cooperative weed management area.

Cooperative Agreement or Memorandum of Understanding (MOU)

A Cooperative Agreement or MOU is the document specifying terms of agreement for the participating landowners of the CWMA that is agreed to and signed by the participants. The purpose of a Cooperative Agreement or MOU is to eliminate administrative barriers, thus allowing the sharing of resources across all jurisdictional boundaries. The document facilitates cooperation and flexibility in CWMA operations and minimizes unnecessary controls. The agreement should identify: who the participants are; the legal

authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a steering committee and its responsibilities, Strategic Plan, AOP, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, accountability, etc. Please see *Exhibits 8, 9* for reference.

Cooperative Weed Management Area (CWMA)

A distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate or human-use patterns. CWMA's may be composed of a portion of a county, a county, portions of several counties or portions of one (1) or more states. (See Section 22-2402, Idaho Code).

Cost Share Review Committee

The Cost Share Review Committee is comprised of members from the Idaho Noxious Weed Advisory Committee and ISDA staff. The Cost Share Review Committee provides recommendations to ISDA regarding CWMA funding decisions. ISDA's Director will review the recommendations and has final approval authority for all line items.

Deadlines

Due dates for submission of proposals and grant reporting requirements.

Director

The Director of the Idaho State Department of Agriculture or an authorized designee.

Disbursement Agreement

Sets forth the relative rights and responsibilities of ISDA, Applicant, and Recipient. Also referred to as 'Agreement'.

Early Detection/Rapid Response (EDRR)

Finding invasive plant species listed as EDRR on the Idaho State Noxious Weed List during the initial stages of colonization and then responding within the same season to initiate eradication of the invasive plant species.

Effective Date	The date on which a cost share disbursement agreement becomes effective, which is the date it is signed by the ISDA Director.
End-of-Year (EOY) Reports	CWMAs that receive state or federal funding must submit an End-of-Year Report. EOY Reports summarize the weed control activities performed by the CWMA during the funded year. This information will be provided to the public, legislators, and industry leaders. EOY Reports are due to ISDA by December 31 of the year the funding was received. Please see <i>Exhibit 2</i> for an example of an EOY Report.
Eradicate	To eliminate a weed within an area of infestation.
Federal/Employer Identification Number (FIN/EIN)	The identifying number assigned to an organization by the federal government.
Financial Ledgers	Financial Ledgers are used to account for the funds awarded to the Recipient. Ledgers must show the financial disbursements to the CWMA for direct expenses as well as reimbursement to landowners. The expenses that are incurred must be supported by the required documentation and accounted for according to priority, as described in the AOP. There are two types of ledgers: State Financial Ledgers, and Federal Financial Ledgers. The State Ledgers should account for the State funds that are disbursed to the CWMA and landowners by the Recipient. The Federal Ledgers should account for the Federal funds that are distributed to the CWMA and landowners by the Recipient. The Federal funds have specific requirements that are to be met before funds can be disbursed. Not all CWMA's will qualify for Federal funds. Financial Ledgers must be submitted to ISDA at the end of each term.
Fiscal Year (FY)	The 12-month period for financial operations for an organization or government. The fiscal year of the State of Idaho is July 1 – June 30, while that of the Federal government runs from October 1 –

September 30. The Cost Share Fiscal Year is March 16 – December 31.

GIS	Geographic Information System.
GPS	Global Positioning System.
Grant Administrator	The person within the Recipient’s organization responsible for administering the grant, including preparing and submitting the financial ledgers.
Grantee	The organization who is the recipient and administrator of a grant.
Gross Acres	The area of land occupied by a weed species. The acres are defined by drawing a line around the general perimeter of the infestation, not the canopy cover of the plants. The gross acres may contain significant parcels of land that are not occupied by the weed species. Gross acres are generally used in describing large infestations. This perimeter can be any size.
Herbicides	A chemical that is used to control a plant; one of many pesticides.
In-Kind Contributions	The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project. Also referred to as “match.”
Integrated Weed Management	The use of all available strategies to manage weed populations in a manner that is economically and environmentally sound. Such

strategies may include cultural, mechanical, chemical and biological methods.

Integrated Weed Management Plan

A vegetation management plan that considers all weed management options and selects one or a combination of options for implementation.

Inventory

Actual acres mapped.

ISDA Cost Share Program

A funding program administered by ISDA, developed to establish weed control to help create and/or maintain structured weed control programs in all geographic areas in Idaho.

Land

All soil, water, or other growing medium.

Landowner

(a) The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel;

(b) A person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.

Line Item Budget

Cost Share Application Exhibit 4- Line Item Budget form. This form breaks all proposed cost share requests into specific categories based on the type of request. These categories are: Service Contracts, Specific Use Supplies, Field supplies and Mapping Costs, Rental of Vehicles, Labor, and Education and Outreach.

Mapping

Information submitted to ISDA reflecting actual areas infested, as well as actual areas showing no infestation. Location may be presented by points or polygons if less than one acre.

Matching Funds	Cash or "in-kind" support contributed to carry out the project. The recommended minimum match for ISDA Cost Share Requests is 1:1 (one dollar matched for every dollar received from ISDA). This may be donated time, machinery etc. or cash.
Match Summary Forms	A 1:1 match is required for all proposed CWMA priorities, both Federal and State. That means that for every dollar that is awarded to a CWMA, a dollar must be spent by the CWMA or its partners in cooperation with the weed control activities. The Match Forms account for the funds that are received by the CWMA, as well as the matching funds or in-kind donations made to the CWMA weed control efforts by the CWMA or its partners. Match forms must be submitted to ISDA at the end of every term.
Monitoring	Follow-up inspection later in the same year following treatment or release of bio-control agents.
New Invaders	Any Idaho noxious weed listed as "Control or Containment" that is not currently found or that is found in extremely small populations in the CWMA.
Noxious Weed	<p>(a) Any plant having the potential to cause injury to public health, crops, livestock, land or other property; and which is designated as noxious by the Director of Idaho State Department of Agriculture (Section 22-2402, Idaho Code).</p> <p>(b) Any weed listed on the Idaho State Noxious Weed List (IDAPA 02.06.22).</p>
Percent of Gross Acres Infested	An estimation of the actual infested acres within the defined gross acres perimeter, represented by a percentage.
Person	Any individual, partnership, firm, agency, corporation, company, society or association.

Prevent	To deter the spread of invasive, non-native weeds.
Prevention	(a) Any action that reduces the potential for the introduction or establishment of a plant species in areas not currently infested with that species (See Section 22-2402, Idaho Code). (b) To deter the spread of invasive, non-native weeds.
Project	A weed management activity for which a Cost Share grant is awarded by ISDA.
Proposal	An application submitted to a funding agency requesting funding for a specified period of time to carry out a specified project.
Public Body	The State of Idaho or any state agency, county, city, town, conservation district, special purpose district or tribe.
Rehabilitation	The process of reconditioning formerly weed-infested land to a productive or desirable condition.
Recipient	Financial designee in the Disbursement Agreement, also referred to as 'Payee', 'Awardee'. A legal entity who will be awarded, will receive, and manage cost share grant funds on behalf of a CWMA (for example, a county, RC&D, or one of the organizations participating in a CWMA). To receive an award of Federal funds the entity must be in possession of an UEI.
Scope of Work	A detailed description of the project, including measurable objectives, useful for determining successful completion. The scope of work is negotiated between ISDA and the grant recipient.

Service Contract

Funds that are received through a contractual agreement to provide specified services, such as training courses or an educational program. Typically, a simple proposal is prepared that includes a cost justification for the services provided.

Steering Committee

The SC will organize, set priorities, make assignments, and accomplish the goals for the CWMA. This group should provide direction in CWMA operations. The SC's functions may be defined within the Strategic Plan or through CWMA bylaws. A well-functioning SC will include broad representation that reflects the CWMA's landownership and must include at least one private landowner. Rotating membership and leadership can provide active participation opportunities for all partners. A Chairperson and Vice Chairperson should lead the SC. The SC's responsibilities include creating and updating the Strategic Plan, preparing the Annual Operating Plan (AOP) and applying for grants, including the ISDA Cost Share Program. It is recommended that the SC meet a minimum of four times per year in order to effectively conduct CWMA business. The Steering Committee List, as required in Part A of the ISDA cost share application (*Exhibit 3a*), must include the names, business phone numbers, addresses, email and titles for the Chairperson, Vice-Chairperson, Grant Administrator and other officers, along with the names of all other SC members.

Strategic Plan

A plan that directs management actions to protect specific areas from the introduction of invasive plants, reducing the risk of new weed infestations.

Sub-contract

Funds received from a primary grant recipient to support the costs associated with carrying out a portion of the project. Typically, it is not necessary to submit a proposal to receive a sub-contract, although submission of a budget is often necessary.

Targeted Grazing	The application of a specific kind of livestock at a determined season, duration, and intensity to accomplish defined vegetation or landscape goals. (Launchbaugh, Walker)
Term	Fixed period of time for which the CWMA is responsible to record activities and make reports.
Term Report	Required reports due according to each Term and containing all required documents as described in Section 7: Reporting Requirements
Total Project Cost	The sum of all costs associated with a noxious weed management project, including costs that are not eligible for ISDA cost share grant funding.
Treatment	Application of control technology to target control plant.
Treatment Acres	Acres actually treated: (a) Acres reported on pesticide use report; (b) Mechanical; (c) Bio-control (one release = five acres treated); (d) Targeted Grazing (actual acres grazed).
Treatment Area	Estimation of entire area covered in which treatment acres were contained.
Unique Entity Identifier-UEI (formerly DUNS number)	Due to the Federal Funding Accountability and Transparency Act, federal cost share grant funds may only be awarded to a legal entity in possession of Unique Entity Identifier (UEI) created in SAM.gov. You no longer have to go to a third-party website to obtain your identifier as the case with the DUNS (Data Universal Numbering

System) Number. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov, your Unique Entity Identifier (UEI) has already been assigned and is viewable in SAM.gov. The UEI is currently located below the DUNS Number on your entity registration record. You must be signed to SAM.gov to view entity records. For more information and to register visit SAM.gov.

Weed

Any plant that adversely affects animal populations, reduces habitat for desirable plant and wildlife species, decreases public recreational opportunities or causes economic hardship to the people of Idaho.