



Hawai'i Invasive Species Council Project Proposal Announcement and Guidelines for FY14

The Hawai'i Invasive Species Council (HISC) requests proposals from government agencies within the State of Hawai'i and the University of Hawai'i system for projects supporting the 2008-2013 HISC Strategic Plan. Any interested party that is not a government agency or associated with the University of Hawai'i should partner with such an agency to apply. Funding is typically awarded for a maximum project duration of one year.

Organizations may submit multiple proposals if requesting funds for multiple projects. For example, a group may submit one proposal to control mongoose on Kaua'i, and another to cover facilitation costs of developing a mongoose response plan.

Please utilize the proposal template found at <http://www.hawaiiinvasivespecies.org/hisc/> and follow the instructions below for submitting proposals. An electronic version of your proposal should be submitted via email by **5pm, June 5, 2013**, to Joshua Atwood, Invasive Species Coordinator at the Department of Land and Natural Resources (which administratively houses the interagency Hawai'i Invasive Species Council). Proposals may be sent to Joshua.P.Atwood@hawaii.gov. Please note that your proposal will be viewable to other applicants as well as proposal evaluators and Council members. Late proposals may not be accepted, at the discretion of HISC staff.

Please note that the total amount of funding available for FY14 will not be known until mid-June 2013. In FY13 HISC funding totaled \$1.8M. There is no limit on the amount of funding requested by each proposal.

Funding Priorities for FY14

Funding priorities for FY14 were solicited from Council members, as well as agency staff and partners involved in invasive species work. Proposals do not need to be limited to these topics, but proposals addressing one or more of these priorities may score higher in quantitative evaluations (see evaluation criteria below).

- **General FY14 Priorities:**

- Monitoring for invasive species at recovery sites for Japanese tsunami marine debris
- Biocontrol research, capacity, and/or infrastructure
- Projects relating to priority pests, including: Little Fire Ant, miconia, and vertebrate pests (particularly axis deer on Hawai'i Island and mongoose on Kaua'i)
- Reduction in interisland movement of pests
- Statewide coordinated outreach

- Development/maintenance of rapid response capacity for new pests, including snakes
- **Small Grants for Planning:** In FY14 the HISC is prioritizing the development of interagency invasive species response and management plans. Applicants interested in receiving small awards e.g., \$5,000 or less) relating to planning should prepare a standalone proposal separate from other funding requests. These proposals should cover planning-related costs such as travel costs for participants, facilitation costs, printing, etc.

Method of Evaluation and Award

The process of developing a recommended budget for the Council to review is comprised of four parts. See the Schedule of Events below for details on meeting dates and locations.

1. Proposal Review Meeting: (all working groups): Applicants and evaluators will be able to review and discuss all proposals at a proposal review meeting. HISC Working Group Chairs are invited to serve as content experts for proposals directed toward their respective content areas (Prevention, Control, and Outreach). The purpose of this meeting is to provide feedback to one another and to discuss, as a group, the most effective use of HISC funds. Based on feedback, applicants may adjust their requested funding amounts prior to the presentation of a recommended budget to the Council.
2. Quantitative Evaluations: Four evaluation committees are formed, one for each content area (Prevention, Control, Outreach, and Planning). Committees are composed of the DLNR Invasive Species Coordinator, the relevant Working Group Chair where applicable, and at least two individuals from the HISC network who have not submitted proposals. The quantitative scoring rubric below is used to evaluate proposals. The Working Group Chair and Invasive Species Coordinator work together to weigh qualitative discussions from the proposal review meeting and quantitative scores to create a suggested funding request to be reviewed by the Resources Working Group.
3. Recommended Budget: The Resources Working Group, consisting of the Prevention, Control, and Outreach Working Group Chairs and moderated by Leo Asuncion (DBEDT Office of Planning), will review suggested funding amounts and will produce a recommended overall budget to submit to the HISC for decision-making.
4. Council Decision-Making: The HISC will hold a public meeting to review, amend, and approve a final budget. Following Council approval, HISC staff will work on making any changes suggested by the Council and will award funds to selected projects. Award recipients will be required to adhere to the reporting schedule described in this document (see below).

Evaluation Criteria	Maximum Points
Applicant experience in similar projects	5
Potential for the proposed project to be carried out successfully	10
Addresses one or more FY13 priorities or HISC Strategic plan objectives	30

Inclusion of appropriate partners in carrying out the proposed project	10
Realistic timeframe	5
Cost-effectiveness of strategy (Is the potential impact of a successful project a good value?)	15
How important are HISC funds to accomplishing the project	10
Clear need for proposed deliverables	10
Appropriate measures of effectiveness	5
Returning projects: Previous demonstration of meeting deliverables	-5 to 5
Maximum total points	105

Proposal Requirements

Submitted proposals must include the components as described below. All pages should be 8.5"x11", have 1" margins and 12 pt font. Do not include images and **make sure your proposal is less than 1MB**. Please keep in mind that your proposal will be made available to HISC staff, evaluators, and other applicants, to be discussed at a public meeting.

1. Cover Page (Not to exceed 1 page)
 - a. Proposal title
 - b. Identify **one** of four content areas that best describes your proposal:
 - i. Prevention
 - ii. Control
 - iii. Outreach
 - iv. Planning
 - c. Applicant: Identify the applying agency and provide contact information. Within 1-3 sentences, describe your (or your staff's) relevant qualifications and experience.
 - d. Partners: List any partners that will be participating in carrying out this project
 - e. Total amount of request
 - f. Executive summary: A single paragraph describing the project.
2. Proposal Text (No more than 3 pages)
 - a. Project summary: Please provide an overview of the project and the need.
 - i. For outreach projects, please describe what partners you would work with to take your message to a new audience.
 - b. Applicability: Describe how your proposal address the following:
 - i. FY14 priorities identified by the Council and partner agencies (provided above)
 - ii. Objectives described in the 2008-13 HISC Strategic Plan (available on the HISC website, www.hawaiiinvasivespecies.org/hisc)
 - c. Proposed timeline: Project timelines may be approximate. Projects should generally anticipate a completion date of December 31, 2014.
 - d. Deliverables: Provide a summary of specific products or outcomes of this project.
 - e. Measures of Effectiveness: Describe how you will quantify success for this project.
3. Budget Request and Existing Funds (1 page)

- a. Provide a detailed budget for HISC funds requested in table format (see template).
There is no limit on amount of funding requested by each proposal. Note that funding is limited and proposals may not be funded to the full amount requested.
- b. Be sure to include relevant overhead costs in your budget request
- c. List any additional non-HISC funds (including in-kind services) being sought or awarded for FY14, and the sources of these funds.
- d. Provide a brief justification statement for equipment purchases, travel, etc.
4. Returning Project Demonstration (Does not count toward page limit)
 - a. If you have previously received HISC funds for a similar project, please provide, in list format, **all** of the deliverables from your most recent HISC proposal and describe, briefly, how each of the deliverables were or were not met.
5. Total Need (optional, does not count toward evaluation score or page limit)
 - a. Estimate your total program need across all funding sources. This will not affect your evaluation score. We are looking to estimate the actual total need of the invasive species community for educational purposes and for future budget discussions.
Please provide:
 - i. An estimate of your organization's total annual budget, assuming your organization's current staff capacity
 - ii. An estimate of what your organization would ideally need on an annual basis to achieve its stated goals, assuming full staff capacity.

Schedule of Events for FY14 HISC Funds

The meeting dates below are tentative. Official meeting notices with finalized dates will be posted prior to meetings on the State calendar website and to the ALLISCS-ANNOUNCE listserv managed by www.hear.org.

- 4/22/13: Proposal Guidelines Released
- 6/5/13: Proposals due via email to Invasive Species Coordinator
- 6/7/13: Proposals made available online to evaluators and other applicants
- 6/18/13: Proposal Review meeting (all working groups), 9am-3pm, *Location TBA*
- 6/20/13: Voluntary adjustments to proposals due to Invasive Species Coordinator
- 6/21/13: Evaluation committees submit quantitative scores
- 6/25/13: Resources Working Group Meeting to discuss overall budget, 9am-12pm, *Location TBA*
- Early July: HISC Meeting to review and approve budget, *Date & Location TBA*.
Announcement of awards to follow.
- 7/15/13: All award recipients must submit required encumbrance paperwork (e.g., PCSU project proposal or journal voucher details) to the Invasive Species Coordinator by this date.
- Summer/Fall 2013: The length of the encumbrance process will depend on the dates of internal transfers and allotments within the Department of Land and Natural Resources. Funds are not guaranteed to be available by a specific date, but are typically available in the 2nd or 3rd quarter of the state fiscal year (roughly between October 2013 and January 2014).
- 12/31/14: It is suggested that projects are completed on or before this date.

Public Meeting Notices

All HISC working group and Council meetings are open to the public. Public meeting notices will be posted on the State calendar website and will be sent to the ALLISCS-ANNOUNCE listserve managed by the HEAR website (www.hear.org). Applicants will also be notified of relevant budget meetings using the contact information provided in their applications. Public comments are permitted on agenda items and actions.

Reporting

Award recipients will be required to report on progress and use of funds. There are several ways in which this information should be reported:

1. Recipients should submit brief (1-3 pages) quarterly updates on the use of funds throughout calendar year 2014, on the following dates:
 - a. 1st update due 3/30/14
 - b. 2nd update due 6/30/14
 - c. 3rd update due 9/30/14
 - d. 4th update due 12/31/14
2. A two page project summary highlighting key accomplishments, for inclusion in the 2015 HISC legislative report (due 8/31/14)
3. A comprehensive final project report (no page limit), due at the termination of the project
4. For projects receiving over \$200,000, a monthly conference call to discuss project progress and needs will be arranged by DLNR DOFAW. The purpose of this call is to ensure that project needs are being met and that effective coordination is being provided. These calls will happen on the first work day of each month, from 9am-10am, unless otherwise notified. Call-in details will be provided following notice of FY14 awards.