



## Hawaii Invasive Species Council Proposal Guidelines Fiscal Year 2016

**Proposal Deadline:** 5:00 pm, May 29, 2015

**Contact:** Randy Bartlett, HISC Interagency Coordinator ([Randal.T.Bartlett@hawaii.gov](mailto:Randal.T.Bartlett@hawaii.gov))

### **Introduction**

The Hawaii Invasive Species Council (HISC) is a cabinet-level coordinating body comprised of the directors or designees of six state departments, including the Departments of Land & Natural Resources (DLNR), Agriculture (HDOA), Health (DOH), Transportation (DOT), Business, Economic Development & Tourism (DBEDT), and the University of Hawaii (UH). As a coordinating body, the HISC approves an annual budget that directs funds among state departments to strategically advance efforts regarding invasive species prevention, control, outreach, research, and planning.

The HISC requests proposals from government agencies within the State of Hawaii, including the University of Hawaii system, and county and federal partners, for projects in State Fiscal Year 2016. HISC-funded projects strategically complement existing agency programs by:

- Filling gaps between agency mandates or existing agency programs, and/or
- Advancing our collective knowledge and tools through research and innovation.

Funding is determined on a competitive basis through a public proposal, evaluation, and approval process described in this document. When preparing a proposal for HISC funding, please note:

- Funding is typically awarded for a maximum project duration of one year.
- There is no limit on the amount of funding requested by each proposal. In the final budget, proposed projects may be awarded full funding, partial funding, or no funding.
- For proposals selected to receive partial funding, project leaders will be asked to produce a Best and Final Offer (BAFO) to amend their scope of work to match the available funding.
- Organizations may submit multiple proposals and are encouraged to submit separate proposals for different projects. For example, a single entity may submit one proposal to participate in a control effort for little fire ant, and another to develop outreach materials or programs related to little fire ant.
- Late proposals may not be accepted, at the discretion of HISC support staff.
- Proposals submitted to the HISC are considered public documents and will be viewable online. Proposals will be reviewed and discussed at public meetings (details below).

## **Guiding Plans & Priorities**

The HISC utilizes both longer-term strategic plans and current funding priorities for each fiscal year in order to facilitate the evaluation of proposals and creation of a recommended budget.

Three documents are used to guide the FY16 proposal process:

- a) **Goals and strategies developed by the 2015-2020 strategic planning process:** While the final plan is still in draft form, the goals and strategies developed through stakeholder meetings were reviewed by the HISC at their October 28, 2014 meeting. Full list of goals and strategies are [available online](#) and are summarized below in Appendix 1.
- b) **Recommendations of the Regional Biosecurity Plan for Micronesia and Hawaii:** The HISC has endorsed this effort by the U.S. Department of Defense to strategically strengthen biosecurity in the Pacific, which includes recommendations for each of the jurisdictions addressed in the plan's scope of work. Full planning documents can be found on the HISC website. The recommendations endorsed through HISC Resolution 14-1 are [available online](#) and are summarized below in Appendix 1.
- c) **Ranked priorities for FY16 identified by Council members and stakeholders:** In addition to longer-term plans, HISC support staff solicit input on current priorities for the upcoming fiscal year from Council members and other stakeholders. Full report and rankings are [available online](#) and are summarized below in Appendix 1.

See Appendix 1 for more detail. Proposals submitted do not need to be limited to these topics, but proposals demonstrating applicability to these documents may score higher in quantitative evaluations (see evaluation criteria below). In the event of broken hyperlinks, visit <http://dlnr.hawaii.gov/hisc/projects/fy16/> to view any of the documents referenced above.

## **Proposal Submission Requirements**

Utilize the FY16 proposal template found at <http://dlnr.hawaii.gov/hisc/projects/fy16/> and follow the instructions below for submitting proposals. Do not update a proposal that was submitted previously, as the proposal template has changed. An electronic version of your proposal should be submitted via email by **5pm, May 29, 2015**, to Randy Bartlett, HISC Interagency Coordinator, at [Randal.T.Bartlett@hawaii.gov](mailto:Randal.T.Bartlett@hawaii.gov).

All pages should be 8.5"x11", have 1" margins and 12pt font. Please ensure sure your proposal file submitted by email is no larger than 1MB. Submitted proposals must include the following components:

1. Cover Page (Not to exceed 1 page)
  - a. Proposal title
  - b. Category: Identify one content area that best describes your proposal (Prevention, Control, Outreach, Research)
  - c. Applicant: Identify the applying agency and provide contact information. Within 1-3 sentences, describe 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. Project Summary (No more than 3 pages, excluding maps)

- a. Project Overview: Describe the project and the need.
  - b. Applicability to Guiding Plans & Priorities: Describe how your proposal addresses the documents described in Appendix 1.
  - c. Proposed timeline: Project timelines may be approximate. Due to length of the State funding release and encumbrance processes, projects should anticipate a start date no earlier than September 1, 2015. Projects should generally anticipate a completion date no later than December 31, 2016.
  - d. Deliverables: Provide a summary of specific products or outcomes of this project.
  - e. Metrics: List the quantitative metrics you will use to demonstrate success for this project. These may be used to track the quarterly progress of your project.
  - f. Maps: For proposed field projects, applicants are encouraged to include maps describing where proposed work will take place. Please make an effort to reduce the file size of maps (<1 MB, if possible) for email. Maps do not count toward page limits.
3. Budget Request and Existing Funds (1 page)
    - a. Provide a detailed budget using the categories provided in the template.
    - b. Overhead costs must be included as a line item in your budget request.
    - c. List any non-HISC funds (including in-kind services) being sought or previously awarded for FY16, and the sources of these funds.
    - d. Provide a brief justification statement for any unusual items (optional).
  4. Returning Project Demonstration (Does not count toward page limit)
    - a. If you have previously received HISC funds for a similar project, provide a list of all deliverables from your most recent HISC proposal and briefly describe the outcome.
  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 projects or programs supported by the HISC for educational purposes and for future budget discussions. Please provide an estimate of what your organization would ideally need on an annual basis to achieve its stated goals, assuming full staff capacity.

### **Method of Evaluation and Award**

An interagency evaluation committee will review proposals in order to prepare a recommended budget for the HISC's approval. Each voting Council member has designated a representative of his or her agency to be a part of this committee. The members of the evaluation committee are responsible for reviewing all proposals and for representing their agency's proposals during evaluation committee meetings. Members of the committee are not disqualified from authoring proposals on behalf of their agencies, but will need to justify their proposals through the same process as all other proposals.

The evaluation committee will review submitted proposals, score them using a quantitative rubric (below), ask questions of applicants, and gather qualitative input through discussion at a public meeting of the Resources Working Group. Please note that the quantitative scores

assigned to proposals are only one factor used to create the recommended budget for Council review; applicant responses to questions and qualitative discussion also inform this process.

<b>Evaluation Criteria</b>	<b>Max Points</b>
Adequately addresses one or more of the goals and strategies developed by the HISC strategic planning process	25
Adequately addresses one or more of the recommendations of the Regional Biosecurity Plan	10
Adequately addresses the ranked items from the FY16 Priorities Survey (7pts for each Priority 1 item, 5pts for each Priority 2 item, 3pts for each Priority 3 item, 2pts for each Priority 4 item; up to 25pts total)	25
Cost-effectiveness of strategy (potential impact of project is a good value)	15
Potential for proposed project to be carried out successfully and on time	10
Evidence of matching funds from sources other than HISC	10
Returning projects: Previous demonstration of meeting deliverables	-5 to 5
<b>Maximum total points</b>	<b>100</b>

The evaluation process includes three meetings, described below. Times and locations are still being determined, but all meetings are likely to take place in June and July 2015. Final details will be announced via the HISC mailing list ([click here](#) to join) and the State Calendar.

1. **Proposal Review Meeting:** The Evaluation Committee will meet to review their initial scores on proposals and generate any questions they may have for applicants.
  - **Applicants please note:** Based on feedback from our FY15 evaluation process, the only required attendees for this meeting are the Evaluation Committee members. While all meetings are open to the public, applicant presence to answer questions is not necessary. Questions for applicants will be compiled and sent by email to applicants for response. This will allow applicants more time to compose their responses, and will avoid the previous practice of asking applicants to attend or call in to an all-day meeting to be on-hand in the event that the evaluation committee has questions.
2. **Resources Working Group Meeting:** After receiving responses to any questions generated in the Proposal Review Meeting, the evaluation committee will meet again to review their suggested award amounts and collaboratively generate a balanced, recommended budget for Council review. This meeting will be facilitated by the HISC Resources Working Group Chair (DBEDT) and is open to the public. Applicants are welcome to join this discussion.
3. **Council Review and 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. Funding recipients will be required to adhere to the reporting schedule described in this

document (see below). Encumbrance will be managed by DLNR as the administrative host of the HISC. The length of the encumbrance process will depend fund availability. Funds are not guaranteed to be available by a specific date.

### **Reporting**

Grant 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 quantitative quarterly updates using metrics agreed upon by project leads and HISC staff, most likely those provided in your original proposal. These reports should be in Excel format. Due to the length of the encumbrance process, the reporting schedule typically adheres to the 2016 calendar year. Unless otherwise noted, the quarterly update schedule for FY16 awards will be:
  - a. 1<sup>st</sup> update (Jan-Mar) due 4/15/16
  - b. 2<sup>nd</sup> update (Apr-Jun) due 7/15/16
  - c. 3<sup>rd</sup> update (Jul-Sep) due 10/14/16
  - d. 4<sup>th</sup> update (Oct-Dec) due 1/20/17
2. A comprehensive final project report (no page limit) narratively describing how deliverables were (or were not) met is due at the same time as the final project update (1/20/17). These reports will be posted on the HISC website.

All reports should be submitted to Randy Bartlett, HISC Interagency Coordinator at [Randal.T.Bartlett@hawaii.gov](mailto:Randal.T.Bartlett@hawaii.gov).

## Appendix 1: Guiding Plans & Current Priorities

Three documents are used in FY16 to assist in the evaluation of proposals:

- a) **Goals and strategies developed by the 2015-2020 strategic planning process.** Full list of goals and strategies [available online](#).
- b) **Recommendations of the Regional Biosecurity Plan for Micronesia and Hawaii:** The HISC has endorsed this effort by the U.S. Department of Defense to strategically strengthen biosecurity in the Pacific. Full documents, including recommendations for the State of Hawaii, [available online](#).
- c) **Current priorities identified by Council members and stakeholders:** In addition to longer-term plans, HISC support staff solicit input on which priorities are most important to address in the upcoming fiscal year. Full report and rankings are [available online](#).

While applicants and evaluators are encouraged to review the full documents hosted on the HISC website, a summary has been provided here for reference.

### 1a: Relevant Goals and Strategies developed by the 2015-2020 strategic planning process:

Goals	Strategies
<b>Prevention Goal 1:</b> Introduction of invasive species into Hawaii and their movement intrastate is prevented	Coordinate and promote the state's position on federal issues pertaining to invasive species prevention, in particular interstate and international movement of pests.
	Identify roles, responsibilities, and authorities by all agencies involved in inspections.
	Serve as a forum to identify and prioritize statutory changes or rule amendments needed relating to authorities and inspections.
	Increase interagency cooperation and support to implement prioritized changes needed.
	Increase interagency cooperation to share data and information between state and federal agencies.
	Lead tabletop exercises to identify gaps and breakdowns in the process and address them
<b>Prevention Goal 2:</b> Risk assessments are developed and utilized for all priority taxa	Provide a forum to review need and prioritize risk assessment development
	Provide a forum to review existing tools for adaptation to Hawaii's needs.
	Identify and support agencies to host assessment functions based on kuleana for taxa
<b>Control Goal 2:</b> Capacity for early detection and rapid response is enhanced and maintained in each county.	Identify roles, kuleanas, capacity, and gaps for detection and response
	Prioritize gaps and work with agencies to advocate for and secure additional resources
	Increase collaboration with county governments
	Develop prioritized list of species and create ICS based response plans for them
	Act as statewide coordinating body for responses to ensure consistency and facilitate information sharing
<b>Control Goal 3:</b> A comprehensive pest reporting system is in place for Hawaii that integrates the pest hotline with online	Work with CGAPS and other relevant agencies and organizations on tool design and development
	Design information flow system on the backside of reporting tool to facilitate communication and information flow for appropriate response initiation to reports
	Assist HISC agency with kuleana to house the system

components, including desktop and mobile interfaces	
<b>Control Goal 4:</b> Hawaii's biocontrol program is supported and capacity is increased	Provide data and information to the outreach working group to develop outreach materials
	Collaboratively develop prioritized list of biocontrol targets
	Facilitate discussions to identify and prioritize needs and advocate for them
	Facilitate collaborations within Hawaii among biocontrol stakeholders, as well as, participation in international collaborations
<b>Outreach Goal 1:</b> There is statewide coordination of invasive species outreach	Work with CGAPS and contractor to develop a coordinated outreach strategy to develop outreach messages for statewide invasive species priorities
	Develop and disseminate outreach media and materials
	Act as centralized information hub for invasive species outreach
<b>Outreach Goal 2:</b> All stakeholders are informed and engaged in invasive species efforts	Identify stakeholder groups and develop personas for outreach
	Develop and work on collaborative projects with other stakeholders (i.e. partner workdays, exchanges etc.).
<b>Outreach Goal 3:</b> Outreach and collaborations on invasive species issues are culturally relevant and inclusive	Translate outreach materials into multiple languages
	Engage Aha Moku and other cultural leaders
	Provide in-reach to the invasive species community of practice through identification and participation of cultural events that currently exist as well as develop new opportunities (workshops, webinars, talk story)
<b>Research Goal 1:</b> An interagency research strategy plan is developed	Identify interagency research priorities
	Facilitate priority setting and planning process
	Identify and connect researchers with users
	Work with Resources working group to reestablish funding for research priorities
<b>Research Goal 2:</b> Data is shared among agencies and organizations and made publicly available when appropriate	Identify data across agencies and partners
	Assess current data management tools and practices statewide and needs across agencies and organizations
	Explore information/data management systems
	Work collaboratively to standardize data sharing with focus on data being consistent, accessible, easily summarized, and reported on
	Implement a pilot study with a limited group for trials
<b>Research Goal 3:</b> The Hawaii Ant Lab (HAL) capacity is increased and sustained	Maintain ant species as a high priority invasive species
	Provide a forum for sharing new information and research results within Hawaii and across the pacific
	Provide technical assistance and support in the development of a statewide ant plan
	Identify opportunities to institutionalize HAL within an appropriate agency
<b>Resource Goal 3:</b> Cost benefit analysis is available for prevention, early detection, and control of invasive species in Hawaii.	Create a prioritized list of economic questions and analyses needed
	Work with economists to determine data that are needed in models and create templates for data collection
	Facilitate data and information sharing among agencies and organizations to pull data together and provide for analysis
	Work with economists to do analyses

### 1b: Recommendations of the Regional Biosecurity Plan for Micronesia and Hawaii

Group	Recommendation
Aquatics	Establish and enforce biofouling standards
	Increase marine system protection from invasive species
	Establish and enforce ballast water standards
Regional Coordination	Improve regional coordination regarding biosecurity and IAS
	Support regional agreements to limit the movement of known harmful species
	Improve regional communication on invasive species and biosecurity issues and support of jurisdictional and regional efforts
	Support the establishment of a regional invasive species coordination office. The regional IAS coordination office would serve as a focal point, coordinating body, communication and information center, and training resource for biosecurity activities throughout the region.
	Support regional biosecurity and invasive species control efforts
	Ensure that the RBP remains relevant by updating recommendation components on a regular basis (add new recommendations and remove completed elements)
Pre-border/Border	Increase biosecurity surveillance measures and interception at both military and commercial airports and harbors including all entry points and screening check points.
	Improve biosecurity for the movement of vehicles, equipment
	Improve mail biosecurity
	Improve capacity to detect pests in wood packaging material
	Improve intra-state biosecurity and foreign arrivals at ports other than the main air and sea ports
	Improve capacity to regulate the importation of live organisms
	Improve pre-border biosecurity
	Reduce risk associated with live traded species
Border	Improve early detection and rapid response capacity
	Increase management and control of established invasive species
	Improve efforts to restore native ecosystems and species
General	Improve agriculture biosecurity and food security
	Address climate change linkages to invasive pests
	Improve Statewide biosecurity and coordination
	Improve laws and regulations
	Evaluate social, cultural, economic, and ecological values that may be impacted by invasions by non-native species.
	Identify knowledge gaps for existing IAS concerns
	Increase outreach and education on biosecurity and invasive species
	Improve communications and ability to address biosecurity concerns between US DoD and civilian government agencies



**1c: Ranked Priorities for Fiscal Year 2016:**

Group	Topic
Priority 1	Research: Methods for pest detection/treatment at ports of entry
	General early detection/control capacity for incipient plant species
	Interagency Little Fire Ant response
Priority 2	Research: biocontrol for widespread plant species
	Research: new treatment methods for invertebrates
	Interagency Coconut Rhinoceros Beetle response
	Island-based outreach projects
Priority 3	Research: Economic analyses of invasive species impacts and mitigation costs
	Coordinated statewide outreach projects
	Increased response to isolated populations of coqui frog
	Control of ungulates
	Development of online pest reporting systems
	Detection of vectors of human disease
	Expansion of aquatic invasive species programs
Priority 4	Research: Development of risk assessments
	Increased HISC Support capacity: statewide outreach coordinator
	Increased HISC Support capacity: interagency data coordinator