CISMA Coordinator Guide

A Michigan Amendment to the CWMA Cookbook

December 2020

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Introduction

The goal of this guide is to provide information and resources to CISMA Coordinators and CISMA staff on some of the various topics that CISMAs deal with regularly. This guide is meant to compliment the CWMA Cookbook that can be found online, but with a Michigan focus to address some topics at a more in-depth level. The information below is not meant to be the only way to do these things, but instead is one way that has worked in the past and can be used as a starting point as you develop a process that works for your CISMA. This is a living document that will need to be continually updated to include the most useful and relevant information.

General Information

Strategic Planning and Updating of Work Plans

Strategic plans are a helpful tool to guide us as we create work plans and decide what projects to pursue. One key component of a strategic plan is continually updating your plan to incorporate changes in the organizations and making sure the document remains relevant. Annual updates that occur at the same time every year help to make sure we do not miss this important step in the strategic plan process. It is important that strategic plans are referenced whenever making decisions and determining what work to take on or pass on depending on the needs and desires of the group. If your plan strategic plan is not reference and used as a guide regularly, it is likely not an effective strategic plan.

General CISMA Structure

One defining characteristic of a CISMA is the ability to define your own path and create a structure and focus that matches the ability of the group as well as the desires of the group. This gives groups the ability to exist with varying levels of funding, active partners, in addition to the role they fulfill in the region. With all of this flexibility, across the board CISMAs have currently followed a model of a Coordinator overseen by a steering committee, just all have done it slightly differently.

The Coordinators role is to run the day-to-day operations of the CISMA and be the face of the group for the public and partner organizations. The tasks included are taking calls and requests from the public, building partnerships with local community members and organizations, and working to address invasive species in the region through any combination of outreach, surveys, and treatments. Again, across the board, there is a lot of variation in the roles of a coordinator and it is the local organizations responsibility to define that role in a way that will help them be successful in achieving their goals.

The theme of variation continues as we move to steering committees and both their makeup as well as their function. At the end of the day, the most important things are that they steering committee exists and functions in a way that supports both the coordinator as well as the various members of the CISMA. It may be helpful to reach out to various CISMAs and get a better understanding of the different ways it can be done.

From here, CISMAs can go in any direction to include strike teams, additional full staff for both field and office work, use of contractors, volunteers, and any other way to complete the work of the region. It is important that the roles of all of the partners and individuals are well defined and clear from the beginning so expectations are understood by all involved.

Effective Communication

Working with a lot of partners and members of the public is often complicated and effective communication is very important in sustaining effective partners and success. Ensuring that all of the necessary information is being put out in a timely manner while using the appropriate medium will help to keep all members of the group informed. Putting out all the right information but using the wrong method of communication or vice versa will lead to partners not being on the same page and potential problems or friction within the group. Taking the time to learn the needs of the group and preferred methods and frequencies can go a long way in ensuring your plan for communication is appropriate.

When dealing with staff or partners that are receiving money to do work, the need for effective communication increases. Any time there is money involved, relationships and partnerships have an additional potential for strain with increased expectations and potential for issues. Cleary stating expectations and getting everyone involved on the same page can go a long way in reducing stress and strain on these relationships.

Prioritization of Species and Projects

CISMA project prioritization (by paragraph):

I. Why you should care about prioritization:
   a. A focused set of projects will get you to your desired outcomes faster/more effectively
   b. Alignment on projects will garner the most partner buy-in and support
   c. Transparent understanding of priorities will support easier decision-making toward which projects on which to engage
   d. Prioritization rationale will give you clarity on resource allocation and your true organizational capacity (including trade-offs)

II. Process for prioritization
   a. Set organizational mission/vision/goal(s)
      i. Ecological
      ii. Human-well being
      iii. “Strategic” – change in capacity/improvement in policy/etc
   b. Define a set of outcomes that will “roll up” into those goals
      i. Eradication/containment/suppression?
      ii. Minimal impact to ecosystem function?
      iii. Target species impacts (T&E)?

iv. Improvement of site usability?
v. Project/organizational visibility?

c. Determine what factors are most important in projects (as it relates to achieving those outcomes)
    i. Site/region value (why is the location of the project important?)
    ii. Species impact/distribution (what is the harm and how widespread?)
    iii. Ability to detect/efficacy of control method/availability of resources/socio-political environment (can you succeed/what are the enabling or disabling conditions?)
    iv. Non-target impacts/unintended consequences (what will success cost you?)
    v. Potential for re-invasion (can your success be sustained?)
    vi. Return on investment (what else do you get from success?)
d. Lay out potential projects and evaluate through the aforementioned factors
    i. Assign numerical values to factors
    ii. Align factors with outcomes
    iii. Total scores for each project-add to outcomes
    iv. Enable flexibility! Some projects may rank low but for other reasons are the "right" projects. Define why to defend your choice.
e. Adaptively manage
    i. Evaluate how project work has led (or not) to desired outcomes
    ii. Evaluate projects for likelihood of success on a regular basis (acknowledging changing landscape of factors/conditions)
    iii. Update priorities/factors as appropriate
f. Communicate
    i. Disseminate your priorities and teach others why those are the high-value factors
    ii. Solicit feedback from group and external stakeholders to improve

III. List possible resources

Resources to help with the prioritization process are below in the Prioritization Links section below.

MISIN and MISIN Treatment Tracker

MISIN (Midwest Invasive Species Information Network) is a data repository for both detection and treatment information. MISIN is the goto choice for invasive species distribution and reporting mechanism for the State of Michigan and is supported by funding from MISGP.

Submitting data to MISIN and MISIN tracker is a requirement for the MISGP bi-annual reporting. Survey data can be mass uploaded by emailing data to report@misin.msu.edu in an Excel document. The data submission protocols can be found on the MISIN website

under the Help tab. Data can also be uploaded manually at the time of survey in the field on a phone application or on the website or can be entered after the fact. MISIN is available to the public for anyone that creates a free account and is a good tool for citizen science and getting partners and members of the public submit data that can be used for field planning.

MISIN Treatment Tracker is used to upload treatment data. To enter a treatment, a Site first has to be created prior to entering whatever kind of treatment was completed. The required fields in tracker are highlighted in red and are the only fields that are required to comply with MISGP reporting requirements. Data consistency is important to ensure that the data put into tracker is useful. To see definitions for all of the fields and the unit labels, click on the chain icon to the right of the search field and open the data dictionary. Mass uploading is possible for Treatment Tracker as well and the proper forms and process are included in the Resources and Samples section of this document. Treatment Tracker is currently only available to those with a login so all information entered is only viewable by those with account invite.

Data Organization and Management

Prior to the beginning of field season, it is important to make sure a procedure is developed for how data will be collected and managed. This includes both the data collected internally as well as the data collected by partner organizations. An example of data sheets and a data workbook are included in the Resources and Samples section. These forms can be used as either paper data sheets or on an iPad or tablet using Google Sheets to increase efficiency of data collection. Crews can take data in a compiled datasheet that will be automatically uploaded to a Google Sheet that can be viewed by all staff with access to the document as soon as the tablet is connected to Wi-Fi. Naming of sites for survey, treatment, and monitoring is covered below and can be used to help increase efficiency.

It is important to pay attention to grant requirements, permit reporting requirements, as well as Michigan pesticide laws when laying out and planning data collection procedures and processes. By planning at the beginning of the field season, it will make all reporting much easier at the end of the field season.

Creating and Managing a Crew

Strike teams are a useful tool in managing invasive species. Compared to using contractors, strike teams can be a cheaper option that have more flexibly to changes at the last minute. Contractors can be very effective when you have limited capacity or on large sites that they are better set up to address. Strike teams can be a cheaper alternative but require a lot more oversight than a contractor. On the flipside, strike teams can also be cost prohibitive at times depending on the projects and the work you have so it is important to make sure you consider all your options before committing one way or the other.

Included in the Resources and Samples section is a document named “Strike Team Startup Needs.” This document walks you through a variety of different topics surrounding creating a strike team that can be helpful. If you are looking to start a strike team, it will be helpful

to find someone with a strike team to help mentor you in this process. Some important questions to consider are listed below:

- Who will oversee the strike team, and do they have the expertise needed to direct this type of work?
- Is the investment into the start-up of a crew going to build capacity and going to be cost productive in the long run even if the upfront cost is not?
- Where will the crew work out of and is there enough space to store both the chemicals and equipment?
- Does the organization have the ability to take on the costs of having a crew, like additional insurance, as well as the enough work to keep the crew busy enough to justify the additional staff?

Naming Sites

When managing sites, it is important to have a naming process that links surveys, treatment, and monitoring together that happen on a single site. MISIN survey protocols spell out a naming process that can be used during the surveys and include a two letter location code, two letter observer initials, two or three letter species code, three digit waypoint ID number starting at 001 and going up, one digit area, one digit density, and a U or T to signify if the site has been treated or is untreated. An example of this would be a sparse density of untreated Japanese knotweed that is just a few stems that is mapped at Central Park by John Doe. The ISID for this site would be CPJDJK00111U. It is important to map the latitude and longitude of this site and use the same ISID and latitude and longitude when documenting data for treatment and monitoring of that site to ensure this site survey, treatment, and monitoring can be linked together within a year and from year to year. Staff can reference previous years' data to make sure they are using the same site information.

Decontamination

Decontamination is an important part of both the work we do and an outreach topic to share with the public. Taking simple steps like cleaning off boots and clothing, washing and vacuuming trucks, and planning work schedules to ensure that you visit clean sites at the beginning of the day and infested sites at the end of the day can go a long way in preventing the spread of invasive species. It is important to make sure you have the necessary equipment available to staff so they can effectively complete the necessary steps in whatever protocols are laid out for the group. Some examples of these supplies would be a power washer, vacuum, boot brushes, hand brushes, and bleach or Virkon solutions.

A great outreach campaign that has been adopted by the state for decontamination is Play Clean Go. Becoming a partner to this campaign gets you access to the various materials that can be customized with you own logo and information for outreach uses.

Monthly Reports and Updates

When coordinating an organization with numerous partners all working together, it is important to take the time to update all members of the group with both achievements and potential issues. In addition to partner meetings and trainings, a monthly email can be very

effective in updating partners of what is happening. A monthly report that has updates on the progress of various grants and projects and the achievements helps to keep partners up to date without a ton of work for the coordinator. In additional to a monthly report, a summary of grant finances can help partners to feel up to date on what is happening. It is good to work with partners to find out exactly what information is important to them so you can be effective in communicating updates. These monthly updates are also helpful when it comes to quarterly or bi-annual reports because you have a breakdown of monthly achievements and numbers rather than waiting until the end of the period to sum up and pull together accomplishments.

Herbicide

The use of pesticides on both private and public property is something that should be taken very seriously and every effort possible should be taken to ensure the correct and safe use of pesticides. The information in this this guide and information in the various pesticide certification categories should be considered a baseline of knowledge to be certified but a lot more learning needs to take place prior to truly understanding how to safely apply pesticides. Resources like other CISMA Coordinators with more spray experience and local MDARD Pesticide Inspectors should be used to their fullest to ensure the safest use of chemicals. If you have any questions, please reach out to fellow CISMA Coordinators and get the help you need. Not all coordinators are experts in pesticide use so make sure you check in with various coordinators or your MISGP Technical Contact if you do not know who the right person is to ask for help on this topic.

Mixing and Labeling

It is important to take all possible precautions when mixing pesticides to prevent spilling of chemicals. This includes things like mixing chemicals in containment and having a spill kit present. It is also important to ensure you are familiar with the pesticide label and are wearing all necessary PPE for that product. Once chemicals are mixed, all backpacks should be labeled to include the date it was mixed, chemical used, initials of who mixed it, and rate it was mixed at. Sprayers should be labeled at the time of mixing to reduce the chances of forgetting what chemical and rate is in what sprayer and applying the wrong chemicals to the wrong sites. Use of different colored flagging can be helpful to signify different chemicals or mix rates as long as standards are set early and all staff members are aware of the labeling system.

After a jug is emptied it can either be recycled or reused for rinsate. If jugs are going to be recycled they need to be triple rinsed, remove the label, and puncture holes in the bottom and dropped off at a pesticide jug recycling site. If they are being used to hold rinsate, jugs need to have labels removed and then label the jugs in the same way you would label a sprayer. Rinsate needs to be disposed of properly so ensure you have a plan for disposal prior to starting to collect it.

Treatment Records Management

When using general use pesticides, records of application must be maintained for one year following the treatment. For restricted use pesticides, records must be maintained for three years. It is important to check the grant requirements to ensure they do not require records to kept for longer than the legal minimum. The required information that must be collected with every treatment to comply with Michigan pesticide laws include:

- Brand name of product
- EPA registration number
- Concentration of pesticide applied
- Amount of pesticide end use dilution
- Target pest
- Date of application
- Address or location of application
- Method of application
- Rate of application

Additional information should be collected in order to have an effective program and ensure a greater chance of success with treatments. This includes landowner information, description of the site and infestation level, weather conditions, and whatever else will help aid you in the monitoring process to ensure you are learning from past treatments and refining methods and practices as a program and within a site. In the previous section, Naming Sites was covered, and this applies to treatment records because it is important to have a survey, treatment, and monitoring data all align for good records management.

Voluntary Compliance Inspections

Voluntary compliance inspections are inspections for commercial application firms and are meant to identify possible issues prior to having an incident. These inspections are completed by local MDARD Pesticide Inspectors. By identifying and addressing potential issues prior to the beginning of a field season, you can ensure field staff is set up for success and has the structures in place to ensure compliance of all laws and regulations. A map of the local Pesticide Inspectors is below in the Attachments/Resources section. These inspections have been very helpful in addressing potential issues as well as building a relationship with these individuals so you have an additional resource for help as situations arise.

Shared Responsibility Waivers

The Michigan Department of Agriculture and Rural Development (MDARD) have an example of a shared responsibility waiver online for anyone in need of one. These forms are needed when a firm who is holding themselves in the business to do spray work, either licensed or unlicensed, is contracting work to another licensed firm. These forms help to lay out the roles and responsibilities of the two firms and transitions landowner consent to the second firm. The link to these forms can be found in the Treatment Links section below.

Pesticide Storage

It is important that pesticides are stored in a safe manner that will reduce the chances of a spill. All chemicals should be stored in secondary containment that is large enough to hold the sum of the contents in a situation where all bottles leak. Containment options range from storage totes to chemical storage cabinets that lock and hold upwards of 45 gallons. Pesticide cabinets cost roughly $1,000 delivered and take up a good amount of room so though they are nice, they may not be the best option everyone for everyone.

In addition to storage of chemicals, backpack sprayers with chemical mixed should also be stored in containment in case of a leak. Large totes work well for this during both storage and travel to ensure sprayers stay upright and do not spill. It is important to keep these storage totes and all equipment cleaned and orderly and when spills or leaks occur, clean up needs to happen immediately in accordance to your predetermined procedures.

Winter storage of both pesticides and equipment is important to ensure you are not causing damage to either. Chemical should be stored in heated storage to ensure it does not freeze to both make sure there is not loss in efficacy and to ensure bottles do not break and spill. Equipment should also be cleaned and prepared for winter to ensure if does not get damage. If not stored into heated storage, it is a good idea to take apart things like backpack sprayers and make sure all water is drained out and dried so things do not get damaged from water freezing during winter months.

Pesticide Laws

All persons who handle or use pesticides should be familiar with Michigan pesticide laws. Links to these laws can be found in the Contacts and Links section. These laws cover all aspects of the application of pesticides are written so in a manner that is easy to understand and are useful when setting up procedures for a spray program. If you have any question on pesticide laws, contact your local pesticide inspector to get assistance.

Licenses and Permits

ANC Permits

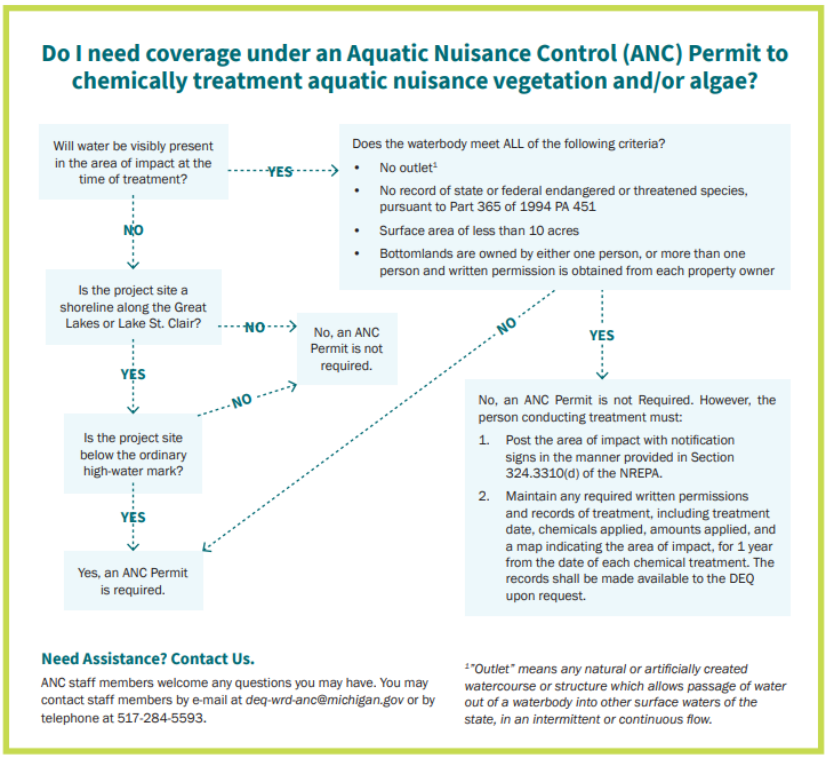
Whenever applying chemical over water in Michigan, an ANC permit is required to comply with state regulations. Permits are given out by Michigan Department of EGLE through the MIWaters site. When applying chemicals to open water, an aquatic approved pesticide is needed. A link to a list of Michigan aquatic approved chemicals is in the Treatment Links section of this document.

A permit is not required for inland lakes that meet all the following requirements:

- No outlet
- No record of state or federal endangered or threatened species, pursuant to Part 365 of 1994 PA 451
- Surface area less than 10 acres

- Bottomlands are owned by either one person, or more than one person and written permission is obtained from each property owner
- The person posts the area of impact with notification signs in the manner provided in Section 324.3310(d) of the NREPA
- The person conducting the chemical treatment maintains any required written permissions and records of treatment, including treatment date, chemicals applied, amounts applied, and a map indicating the area of impact, for 1 year from the date of each chemical treatment. The records shall be made available to the department upon request.

If you are unsure if you need a permit or need assistance in the application process, reach out to the ANC staff and they can help you through the process.



NPDES Permits

NPDES permits are needed by firms who are spraying chemicals over or near water in the State of Michigan in order to comply with federal regulations. A key component of these permits is the Pesticide Discharge Management Plan (PDMP) and examples of these plans are located below in the Resources and Samples section. The process of writing your PDMP can be a very beneficial process and holes or deficiency in your program can be brought to the surface when using the prompts provided in the plan. To apply for these permits, use the MIWaters system. For any questions, contact Darrin McCullough with EGLE.

Pesticide Applicator Certifications

Pesticide applicator certifications are needed for any individual getting paid to apply pesticides. These certifications are good for 3 years and the cost is $75. Applicators can take as many categories at once and can retake tests for 6 months if they do fail. In general, by taking the core, 2, 3A, 5, and 6, you should be able to treat almost any invasive species. To register for a test, go to www.michigan.gov/pestexam.

To recertify applicators can either retake the test every three years or obtain enough recertification credits to recertify without taking tests. A total of 8 credits are needed for core and each category the individual has. To find seminar with credits, visit http://www.mda.state.mi.us/schedule/schedule.html.

Permit to Possess Prohibited and Restricted Species

In order to move or possess prohibited or restricted species for staff training or outreach purposes, a permit from MDARD is required. These permits can be obtained by emailing Mike Bryant and requesting the necessary forms for this permit. These permits spell out the proper way to transport and dispose of species in order to comply with the requirements of the permit and Michigan law. It is important to pay attention to permit expiration dates and be proactive when it comes to renewing this permit.

Commercial Pesticide Application Business License

All firms that are in the business of holding themselves out to perform chemical treatments need a Pesticide Applicators Business License (PABL) issued by MDARD. These licenses require that you have a staff member with a minimum of two field seasons of experience, or one year of experience and completion of a relation bachelors degree in each of the categories you are applying for. This can all one staff member with the needed experience for all of your categories or a combination of multiple staff members for the various categories. To apply, the organization must complete the application form, pay $100, and provide proof of commercial spray insurance. If there are questions about PABL licenses, contact MDARD staff and they can help you through the process.

Receipt of Sales

Receipt of sales are required to be left with the landowner upon the completion of a treatment. They can be provided at the completion of treatments or emailed within 48 hours if prior written consent has been given prior to the application. It is easiest to include this in the landowner permission that all paperwork can be provided over email if desired. The required information needed is:

- Name of firm
- Address of firm
- Phone number of firm
- Full names of applicators completing services
- Common name of active ingredients
- Date and time of application

- Precautionary warnings pertinent to treatment

Additional Treatment Paperwork

In addition to the paperwork listed above, there are several required documents needed when applying pesticides. Links to these documents are in the Treatment Links section below. These documents include a drift management plan, risk and benefit form, and endangered species bulletins. The required documentation is covered in Regulation No. 637.

CISMA Outreach and Communication

Universal Tips

(See Appendix A for "Quick Guide for CISMA Communicators" by Joanne Foreman, DNR)

- Know your goals and objectives
- Identify your audience
- Who, what, when, where, why- WHY SHOULD THEY CARE? START WITH WHY
- Tailor your message to your audience- don't overshare or be too technical
- Include web links and images- photos, videos
- Include credits to funding sources and photos as needed
- Proofread!
- Assess your outreach- What does success look like?

Active Outreach Efforts

Presentations: Consider reaching out to local groups to present to- garden clubs, schools, 4-H groups, trail-user groups, Kiwanis clubs, Friends of Lakes, Rivers or Watershed groups, homeowner or lake associations, city or township boards, county township association meetings, conservation district annual meetings, and your partner organizations' events or meetings.

> Tip: Post on your CISMA website and social media that staff can present to local groups- people will contact you.

Trainings and Workshops: Organize a longer educational event that is classroom or field based, or both! Some topic ideas include forest health, aquatic invasive species, invasive species identification, and decontamination. Start with your CISMA partners- ask what they'd like to learn about and develop events around those topics.

> Tip: Food and MDARD Pesticide Applicator Recertification Credits are always helpful to recruit participants.

Outreach Booths: Some ideas include home and garden shows, farmer's markets, boat shows, boat launches, student career fairs, partner events, and annual community events. Remember to have the necessary permits and permissions (ex. Boat launches and DNR lands). Post the events the CISMA will be at on your CISMA's social media and web page.

> Tip: Your CISMA partner organizations and steering committee will be helpful in identifying events to be at. Brainstorm during a partner meeting and keep a list of their ideas to help you plan the year ahead. Think about the various audiences you want to reach as well as what information you want them to know, and tailor your materials and display for your booth. If it will help, have talking points prepared and bring them with you if partners or volunteers will be joining you.

Passive Outreach Efforts

CISMA website: Whether it's your own CISMA website or a page tab on your funding organization's site, have a place to send people for more information. Have your CISMA partners include a link to the CISMA's site on their web pages too. Items to include on the CISMA website/page:

- CISMA mission statement
- Upcoming CISMA events and programs
- Any priority invasive species you want people to know about
- How to report and learn to ID invasive species using MISIN
- List of partners and links to their websites
- Your press releases
- Links to online materials
- Videos and photos
- Funding sources

Social Media: Pick the platform(s) you will use most- Many CISMAs have a Facebook account and expand to other platforms from there. There are tools such as Hootsuite, Buffer or Sprinklr to help you manage your posts across multiple platforms. Carve out time once a week or every two weeks and schedule ahead of time, then you don't have to worry about it.

> Tip: Canva is a great resource for creating Facebook posts and more! You can do a lot with a free account and the free graphics they offer- www.canva.com

- Facebook - Share your news, posts from partner or outreach campaigns' pages, updates, articles, and create events. Use #hashtags as needed
    - Include photos, videos, and weblinks
    - You can schedule future posts in advance all at once on Facebook
        - Schedule posts often so you are active and don't get lost in news feeds
    - Have more than one admin if needed

    - Like your partner organizations' Facebook pages and share their events and posts
        - Ask your partner organizations to share the CISMA posts too
    - Share posts from other CISMAs and organizations/campaigns (see below)
    - Invite friends to like and share the page
    - Respond in a timely manner to comments and messages
- Instagram - Share photos of your work! In the field, at an event, and of course, awesome native species too! Use #hashtags as needed
- Twitter - Share news and updates from your CISMA. Retweet interesting news and posts. Use #hashtags as needed

Articles/Press releases: Write short articles highlighting upcoming events, awareness weeks/months, and other topics of interest. Post your articles on your website and submit them as press releases to local newspapers, and email to your partners for them to use in their newsletters. Write them monthly, every other month, whatever works best for your CISMA.

E-newsletters: Include CISMA articles, information, and photos in your funding organizations' newsletter or build a newsletter list and create an e-newsletter just for the CISMA- consider whether you will send it monthly, quarterly, etc.

Print News: Find out who your local newspaper contacts are and begin to build a relationship. Some outlets will be more difficult to get space in than others, but here are some tips:

Send emails to individual newsrooms or staff
Put the complete press release directly in the body of the email
Use high resolution photos and include the photo permission

Printed Materials: There are a wide variety of options from the State of Michigan (DNR, DEQ, DARD), MISIN Alert sheets, as well as state and national campaigns (see below). Consider creating a rack card for your CISMA to hand out at events.

Radio: See if you can share information on a topic of interest or an upcoming event at a local station. Know your talking points ahead of time.

Television:

Themed Days/Weeks/Months for Outreach

- National Invasive Species Awareness Week - End of February
- National Trails Day - First Saturday in June
    - Have a PlayCleanGo booth or invasive species information at a busy trailhead or other event

- Aquatic Invasive Species Awareness Week - For Michigan in the first week of July
    - Hold a Landing Blitz(es) at a local launch with partner organizations and volunteers
- Lakes Appreciation Month - July
    - Mobile Boat Wash or AIS events
- Tree Check Month - August
    - #TreeCheckMonth
    - Asian longhorned beetle (ALB) awareness and tree check; consider enrolling a tree(s) in the Eyes on the Forest Program through Michigan State University Extension
- Firewood Awareness Month - October
    - Don't move firewood message
    - #FirewoodMonth

Helpful Campaigns

- PlayCleanGo: Stop Invasive Species in your Tracks - www.playcleango.org
    - Levels of membership for individual partners, partner organizations and contributing organizations, each with their own list of recognition and products/services available.
    - Facebook page to share posts from: https://www.facebook.com/PlayCleanGo/
        - #PlayCleanGo
- Don't Move Firewood - www.dontmovefirewood.org
    - Sign up for an e-newsletter for updates, information for different types of audiences like students and professionals, and there's also a resource page for infographics, social media posts, print materials, and more.
    - Available ALB, firewood log, and EAB costumes through Costume Share program https://www.dontmovefirewood.org/all-about-our-costume-share-program-html/
    - Facebook page to share posts from: https://www.facebook.com/DontMoveFirewood/
        - #DontMoveFirewood
- RIPPLE: Reduce Invasive Pet and Planta Escapes - https://www.michigan.gov/invasives/0,5664,7-324-68000_75850---,00.html
    - RIPPLE printed materials are available from MDARD. There are also videos and links to printed material files including a word search for kids, and a marketing and outreach plan.
    - Facebook page to share posts from: https://www.facebook.com/miripple/
        - #MiRipple

- Clean Boats, Clean Waters - www.micbcw.org
    - Online training videos - have trainees email you when they complete the training if it's a deliverable for your CISMA
    - Facebook page to share posts from: https://www.facebook.com/MichiganCBCW/
- Stop Aquatic Hitchhikers! - www.stopaquatichitchhikers.org
    - Clean. Drain. Dry. message
    - Facebook page to share posts from: https://www.facebook.com/StopAquaticHitchhikers/
        - #CleanDrainDry
- USDA APHIS Hungry Pests - https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests
    - Invasive species threats, the spread, what you can do, and more!
    - Facebook page to share posts from: https://www.facebook.com/hungrypests/

- Some Organizations to Share Information From

- State of Michigan - DNR, DEQ, DARD - www.michigan.gov/invasives
    - Species profiles, Watch List, videos, press releases and more!
    - #NotMiSpecies
    - Sign up for their e-newsletters too and share updates
- Midwest Invasive Species Information Network (MISIN) - www.misin.msu.edu
    - Reporting, citizen science, species fact sheets, species training modules (many modules to share)
        - Facebook page to share posts from: https://www.facebook.com/MidwestInvasives/
        - Can share MISIN information on Mondays, #MISINMonday
- Michigan Invasive Species Coalition (MISC) - www.michiganinvasives.org
    - CISMA maps and contacts, Community Forum, and more
        - Facebook page to share posts from: https://www.facebook.com/MInvasives/
- Michigan State University Extension - https://www.canr.msu.edu/outreach/
    - Articles on invasive species
    - Eyes on the Forest Program
- Michigan Natural Features Inventory - https://mnfi.anr.msu.edu/publications/best-control-practice-guides
    - Best Practice Guides for some invasive species
- The Nature Conservancy Michigan - https://www.nature.org/en-us/about-us/where-we-work/united-states/michigan/

- Michigan Audubon - https://www.michiganaudubon.org/
    - List of bird friendly plants and some locations of where to purchase native species in Michigan
- USDA APHIS - https://www.aphis.usda.gov/aphis/home/
    - Lots of invasive species information to share from the website

Don't forget, you can always contact other CISMAs for more ideas and tips!

Grant Related Topics

Calculating Fringe Rates

Fringe rates are calculated using actual costs that an organization pays and not estimates. Through many grant programs, up to 25% fringe rates are allowed but it is important to look at every grant individually as allowable rates vary. Some of things that normally go into the fringe rates are Social Security/Medicare, Unemployment, Workers Compensation, and other benefits offered to employees by an employer that are within an employees' work agreements such as health insurance and retirement. Fringe rates should be re-evaluated annually as these rates can change annually at the beginning of the calendar year. Once fringe rates are determined, it can be helpful to create forms like MISGP Fringe Summary sheet that is included in the Grant Reporting Form section below. Below is where you can find some of the needed information for computing you fringe rate:

- Social Security/Medicare rates-This rate is published by the IRS and can be found in the Household Employers Tax Guide for the current year.
- Unemployment rates-Forms sent out annual to organization. The form number is UIA 1771.
- Workers Compensation rate-rates or provided through organization insurance agency.

A sample fringe table is below.

Fringe Rate	Grant Request
Unemployment:	1.40%
Obligation Assessment:	0.90%
Soc/sec & Med:	7.65%
Workman's Comp:	0.496%
Health Care	
Retirement	
Total:	10.446%

Updated MISGP Workbook

The MISGP program has updated their reporting process for all MISGP grants from 2017 and after. This update included a new reporting workbook that keeps the initial application budget and personnel details, advance requests, and reimbursement requests all in the same form.

The new workbook has a new tab for each reimbursement request and reimbursements to ensure no expenses are over 6 months old as expenses over 6 months old are no longer reimbursable. To fill out a reimbursement, you start with typing items to be reimbursed

into Section 2 and enter expenses into the appropriate section and provide the necessary details to fill out the yellow cells. Next, scroll up to Section 1 and type in the sum of the amounts you are reimbursing in Section 1 (yellow cells) for both expenses and match. To check your work, the amounts in Section 1 should no longer have any red cells which signifies the amounts typed into Section 1 match the amounts entered Section 2. Lastly, fill out both Sections 3 and 4 to complete the reimbursement. There are more detailed directions about the correct way fill out this workbook on the right side of the screen when you open a reimbursement.

With this update also comes a change in the advance process. Prior to this, grants were allowed a 25% advance that was carried through the life of the grant. Now grants are allowed a 50% advance and must be spent down before requesting an additional advance or reimbursement.

Lastly, when filling out reimbursements it is important to make sure you have internal control measures to ensure all errors are caught. By having one person complete the workbook and a second person to review and sign off on as the second certifier, you can ensure issues are caught before submitting reimbursements when they are easier to address. It is important to ensure you have numerous points in the process where you can catch errors and spending issues to ensure a successful project.

Landowner Permissions

Landowner permissions are required by the MISGP program prior to conducting any work under this program. This includes a written permission signed by the landowners authorizing work to be completed. In addition to a permission, proof of ownership is needed to go with this form. This can be done with a deed or property tax statement. Due to most landowners not being willing to share these documents, one way to meet this requirement is to use the county parcel mapping and screenshot the parcel information showing the owners information, parcel identification number, and property address with the map of the parcel in the background. This makes it possible to achieve this requirement without losing potential treatments due landowners not wanting to share information. Parcel mapping records vary from county to county so you will need to search online or get in contact with the individual counties GIS department in order to figure out what options are available to you.

Bi-Annual and Final Reports

MISGP has reporting that is due every April and October as well as a final report that is to be completed upon the completion of the project. The goal of these reporting is to communicate the successes of each project as well as provide and update on the progress of the project. These reports are very important to communicate the successes of this funding and it is important that we take the time to do a thorough job on these reports to get all of the necessary and important information back to the grant program staff so they have the information needed to sell the great work being completed. These reports are also uploaded on the MSIGP story map website where everyone can read about the projects and

their success so taking your time to communication progress can be a great outreach tool to show people the great work being completed.

Other grants follow similar reporting structures but often do not match up completely with MISGP. Timelines of reporting for federal grants can vary from bi-annual to quarterly and this schedule should be laid out in the RFP so you are aware prior to applying to the funding source. It is good practice to evaluate all of your various reporting timelines and data needs and develop a structure and processes that allows you to collect and summarize data in the same manor for all funding sources. This takes time and is accomplished with the least amount of extra work when it is done prior to collecting any data or information so you do not have to go backwards and fit old work into a new process.

Match

Everyone who has ever worked on a grant knows the struggles of fulling match requirements. Match is a necessary evil that helps us to leverage additional funds from other grants and organizations, even if it is sometimes difficult. The easiest way to complete match requirements is to rotate your grants through local, state, and federal programs and use the current funding you have to match the next funding that will allow that match source. This takes careful planning and hard work to align grants and opportunities but makes for an easy time meeting match requirements. If you can secure additional grants, use of local funds and projects are needed to meet this requirement. Again, this take a good deal of effort and planning but is doable as long as you start planning early and stay on top of it. Funds from for profit work can also be used as match and those options are discussed below. It is important to be in contact with grant contacts early and often if those funds will be used for match to ensure you are doing it properly.

If you do not have other grants to use for match, partner organizations can submit match letters with funds they have. These funds still need to meet the matching requirements of being the right type of funding. For example, you need federal or local funds to match state funds. This match also needs to be relevant to the project and apply to the work that is being completed. If you have questions about what is allowable for match you can either check the RFP or contact whoever is listed in the RFP to assist with questions.

For Profit Work

Both potential funding methods below are options for creating some funds to further the success of the CISMA. Neither of these options will necessarily replace grant funding but can be used side by side with grants to help accomplish goals. These methods both require additional administrative work but can be well worth the additional work to fill funding and match needs if done right. These can also be great for filling up the workload of field crews when funding is tight. By having additional work that will pay for the wages, it can be the difference of having some full time all summer and part time and that can change the applicant pool for potential staff as well as success of the group. Like other sections in this document, if you have questions about the best way to make these options work, reach out

to others who have experience and use their knowledge and experience to create a successful program.

Service Fee Work

One way to extend limited grants funds to by charging a service fee or a cost share for the work being completed under the grant. There are several ways to get this done. This can be a set fee for all landowners which is logistically easier, or a fee based on each site and the work that is required at that site, which is more administrative work but could be fairer for landowners. You can also find a happy ground somewhere in the middle and charge set rates based on categories such as size of infestation. This way landowners are paying based on the work included on their site but the administrative side of this is not something that is too difficult. The overall goal of collecting these fees is to leverage additional funds to be put back into the program to further your mission.

Funds can either be collected before or after the work is completed. By collecting funds prior to doing the work, you can prioritize projects with landowner payment first to based on when funds were received in order to give an incentive to getting people to pay. This way also guarantees payment since funds are in hand prior to completing work. Collecting funds after completing work allows you more freedom to schedule work based on your priorities and what is easiest or most efficient for you, but you can run the chance of people not paying for the service provided or have to follow up with a landowner additional times to collect payment.

A couple important things to think about when it comes to collecting funds when tied to a grant project. First, we need to make sure we are not excluding individuals who cannot financially afford the cost of the cost share or who do not value the work personally enough to justify the costs. Second, the funds collected in cooperation to a grant need to be used to support that project and follow the spending requirements of that grant. Good record keeping of the money coming both in and back out are important, so it is a good idea to work with grant staff from the beginning on the best way to implement and manage these funds.

For Hire Work

Another way to leverage additional work and funds is through for work. This work like other grant work requires that organizations have the proper licenses and certifications to carry out the work legally. The different between service fee work and for hire work is that for hire work charges the landowner or organization to pay for the full cost of the work and separate of a grant vs the service fee work pays for at least a portion of the work through grant funding. For hire work is great for lower priority projects that do not get covered by grants, but landowners still want to get addressed.

The most important part of for hire work is determining the unit that you will use to charge and the cost per unit. One way of doing it is a cost per hour and charge people based on an estimated amount of time to complete the project. By doing a free initial survey, you can get an idea on the number of hours needed to complete the work and give them a not to exceed

cost for the work. From there, the cost per hour needs to be built in a way that covers all costs of the project with the goal of some remaining funds to cover the cost of the free initial survey and future work. A rate that has been used in the past is $75/hour for a two-person crew and the breakdown of the costs are below:

- 2 people at $15/hour=$30
- Chemical=Roughly $10
- Supplies=Roughly $5
- Fuel=Roughly $10
- Profit=Roughly $20

These rates of course are all estimated. Depending on the project and chemical and several other factors, these numbers can vary a decent amount so it's best if you can be flexible when giving quotes. In general, we start the clock when we get in the truck to leave until the time they get back to the office, but depending on the drive we can take the time off or only charge one way to make it so costs are covered on our end and the customer is still getting a good cost for the service provided. With these rates, this is still an affordable option for landowners and cheaper than some of the other options out there. Depending on how well you advertise this service and the wants of the community, this can be a good way to both raise funds to cover costs like new equipment, pesticide insurance costs, and other treatments as well as serving as a possible match source.

Contacts and Links

Contact Sheet

MISIN and MISIN Treatment Tracker
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Michigan Dune Alliance
?
?
?

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Wild Rivers Invasive Species Coalition
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Campaigns and Initiatives

Don't Move Firewood-http://www.dontmovefirewood.org/

Clean Boats, Clean Waters-http://www.mymlsa.org/cbcw

Michigan Clean Water Corps-https://micorps.net/

RIPPLE-http://www.michigan.gov/invasives

Clean, Drain, Dry Initiative-http://www.wildlifeforever.org/invasive-species

Stop Aquatic Hitchhikers! -http://www.protectyourwaters.net/

Midwest Invasive Species Information Network-http://www.misin.msu.edu

Play. Clean. Go. -http://www.playcleango.org/

Phragmites Adaptive Management Framework (PAMF)-
https://www.greatlakesphragmites.net/pamf/

Michigan Dune Alliance- http://www.michiganinvasives.org/dunealliance/

Michigan Invasive Species Coalition (MISC)- http://www.michiganinvasives.org/

MISC Forum- https://forum.michiganinvasives.org/

Michigan Eyes on the Forest- http://www.misin.msu.edu/eyes/

Treatment Links

Calibration of Sprayers
https://static1.squarespace.com/static/50d37c2ce4b09ff030bc2f7b/t/560ec75ce4b0a64325fde279/1443809116768/2015_calibration.pdf

General Self-check for Commercial Firms
https://www.michigan.gov/documents/mda/Pesticide_Application_Business_Road_Check_270084_7.pdf

Michigan Drift Management Plan
https://www.michigan.gov/documents/mda/Drift_Management_Plan_Policy_270250_7.pdf

Michigan Shared Responsibility Waver
http://www.michigan.gov/mdard/0,4610,7-125-1569_16988_35287-327843--,00.html

Michigan Sample Risk/Benefit Information for Pesticide Applications
https://www.michigan.gov/documents/mda/Risk_Benefit_270082_7.pdf

DEQ COC Aquatic Approved Chemicals
http://www.michigan.gov/documents/deq/wrd-ANC-ChemicalsApproval-NonnativeEmergent_477524_7.pdf

DEQ Aquatic Approved Chemicals
http://www.michigan.gov/documents/deq/wrd-anc-approvedherbicides_445623_7.pdf

Endangered Species Act Bulletins
https://www.epa.gov/endangered-species/bulletins-live-two-view-bulletins

MIWaters-ANC Permits and Reporting
https://miwaters.deq.state.mi.us/miwaters/

Pesticide Certification Exam Registration
https://secure1.state.mi.us/opes/

Michigan Best Management Practice Sheets- https://mnfi.anr.msu.edu/publications/best-control-practice-guides

MISIN Treatment Tracker- https://msugis.maps.arcgis.com/apps/webappviewer/index.html?id=10e2d76576424faf85c4fd0a1cb5a408

Michigan Guidelines for Disposal of Invasive Species- https://www.michigan.gov/documents/invasives/Invasive_Plant_Disposal_Guide_accessible_word_626157_7.pdf

Michigan Landowners Guide to AIS Management- https://www.michigan.gov/documents/invasives/deq-tou-wrd-AIS_LandownersGuide_639642_7.pdf

Act 451 of 1994, Part 83, Pesticide Control
http://www.legislature.mi.gov/(S(zuhbqkr5cdypxrjfkx1s0ppo))/documents/mcl/pdf/mcl-451-1994-II-2-83.pdf

Regulation 633, Restricted Use Pesticides
https://dtmb.state.mi.us/ORRDocs/AdminCode/1557_2015-053AC_AdminCode.pdf

Regulations 636, Pesticide Applicators
https://dtmb.state.mi.us/ORRDocs/AdminCode/229_10209_AdminCode.pdf

Regulation 640, Commercial Pesticide Bulk Storage
https://dtmb.state.mi.us/ORRDocs/AdminCode/231_10211_AdminCode.pdf

Regulation 637, Pesticide Use
https://dtmb.state.mi.us/ORRDocs/AdminCode/230_10210_AdminCode.pdf

Best Management Practice Sheets
https://www.misin.msu.edu/help/

Linking Documents

AIS State Management Plan-https://www.michigan.gov/invasives/0,5664,7-324-68001-276823--,00.html

TIS State Management Plan- https://www.michigan.gov/documents/dnr/Terrestrial_invasivesp_plan_618659_7.pdf

HWA State Strategy Document- https://savemihemlocks.org/wp-content/uploads/2018/02/HWA_Plan_30August2017.pdf

Lake Michigan LAMP-https://www.epa.gov/greatlakes/lake-michigan

Lake Superior LAMP-https://www.epa.gov/greatlakes/lake-superior

Lake Huron LAMP-https://www.epa.gov/greatlakes/lake-huron

Lake Erie LAMP-https://www.epa.gov/greatlakes/lake-erie

AIS Status and Strategy Documents-https://www.michigan.gov/invasives/0,5664,7-324-68001-364395--,00.html

Invasive Species Decontamination for Field Operations in Michigan-https://www.michigan.gov/documents/deq/qol-wrd-policy-invasive-species-decontamination_476846_7.pdf

DNR Invasive Plant Management Strategy-https://www.michigan.gov/documents/dnr/Invasives_strategy_final_289799_7.pdf

MISGP Story Map Website
https://www.arcgis.com/apps/MapSeries/index.html?appid=74ad7dcac8dd4890b91da3fe9239dab5&utm_campaign=is+storymap2019&utm_medium=pr&utm_source=govdelivery

Prioritization Links

TNC Resilient Land Mapping Tool
http://maps.tnc.org/resilientland/

Invasive Plant Management Decision Analysis Tool
https://ipmdat.org/

Protected Areas Database-US
https://maps.usgs.gov/padus/

Protected Areas Database Overview
https://www.usgs.gov/core-science-systems/science-analytics-and-synthesis/gap/science/pad-us-data-overview?qt-science_center_objects=0#qt-science_center_objects

Invasive Plant Management Prioritization Tool
https://www.cal-ipc.org/docs/symposia/archive/pdf/2014/Discussion%20Groups_Prioritization%20Tools.pdf

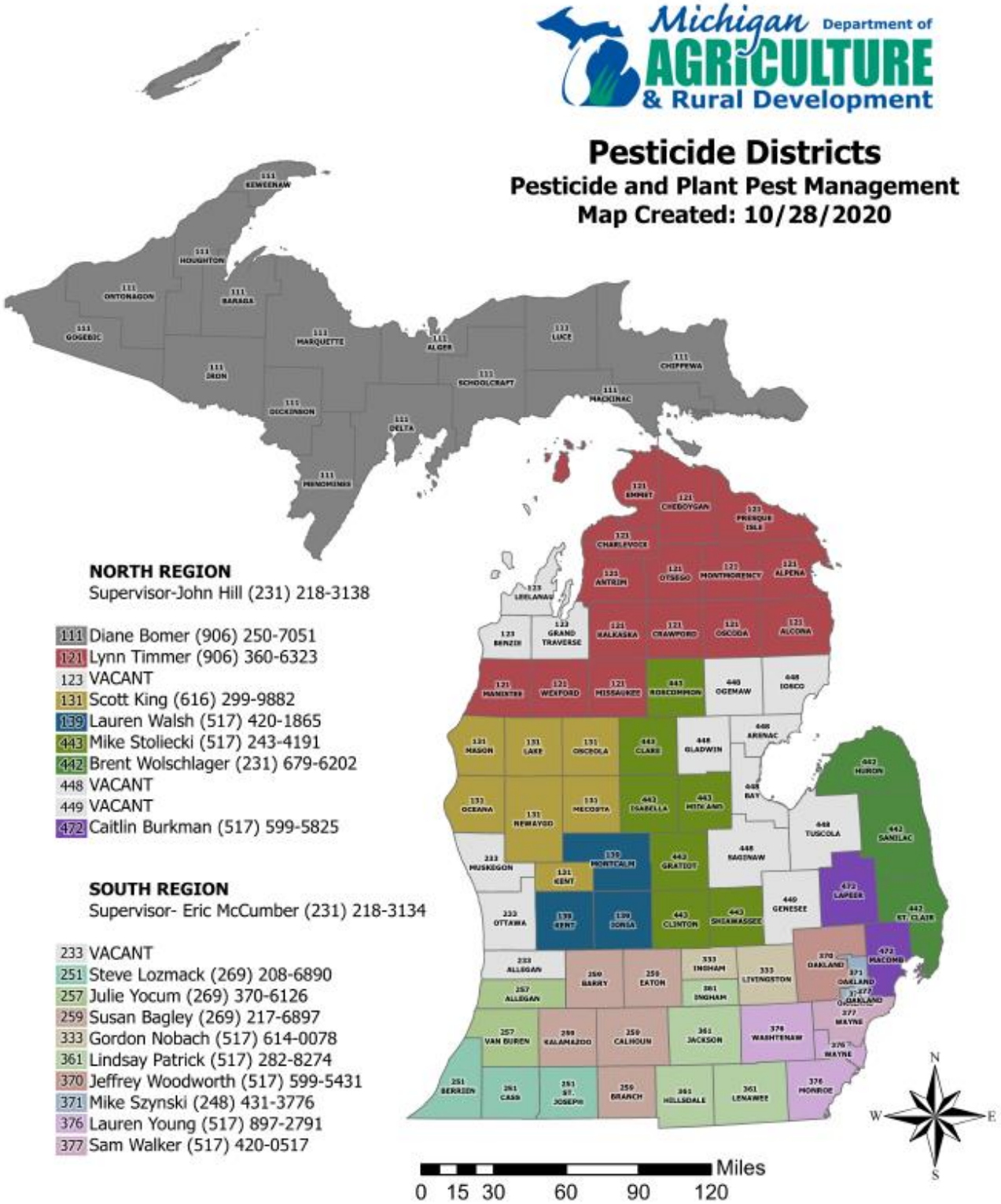
Direct Application of Invasive Species Prioritization Paper
https://www.pichimahuida.info/invasive_species_files/Invasive%20species%20prioritisation.pdf

Phragmites Prioritization Tool
https://www.michigan.gov/documents/deq/wrd-ais-phragtool-user-guide_444730_7.pdf

TNC invasives decision tool
https://www.conservationgateway.org/News/Pages/control-or-not-control-in.aspx)

Michigan Watch List Species
https://www.michigan.gov/invasives/0,5664,7-324-68002_74188---,00.html

Attachments/Resources



Pre-Approved Contractors for MISGP

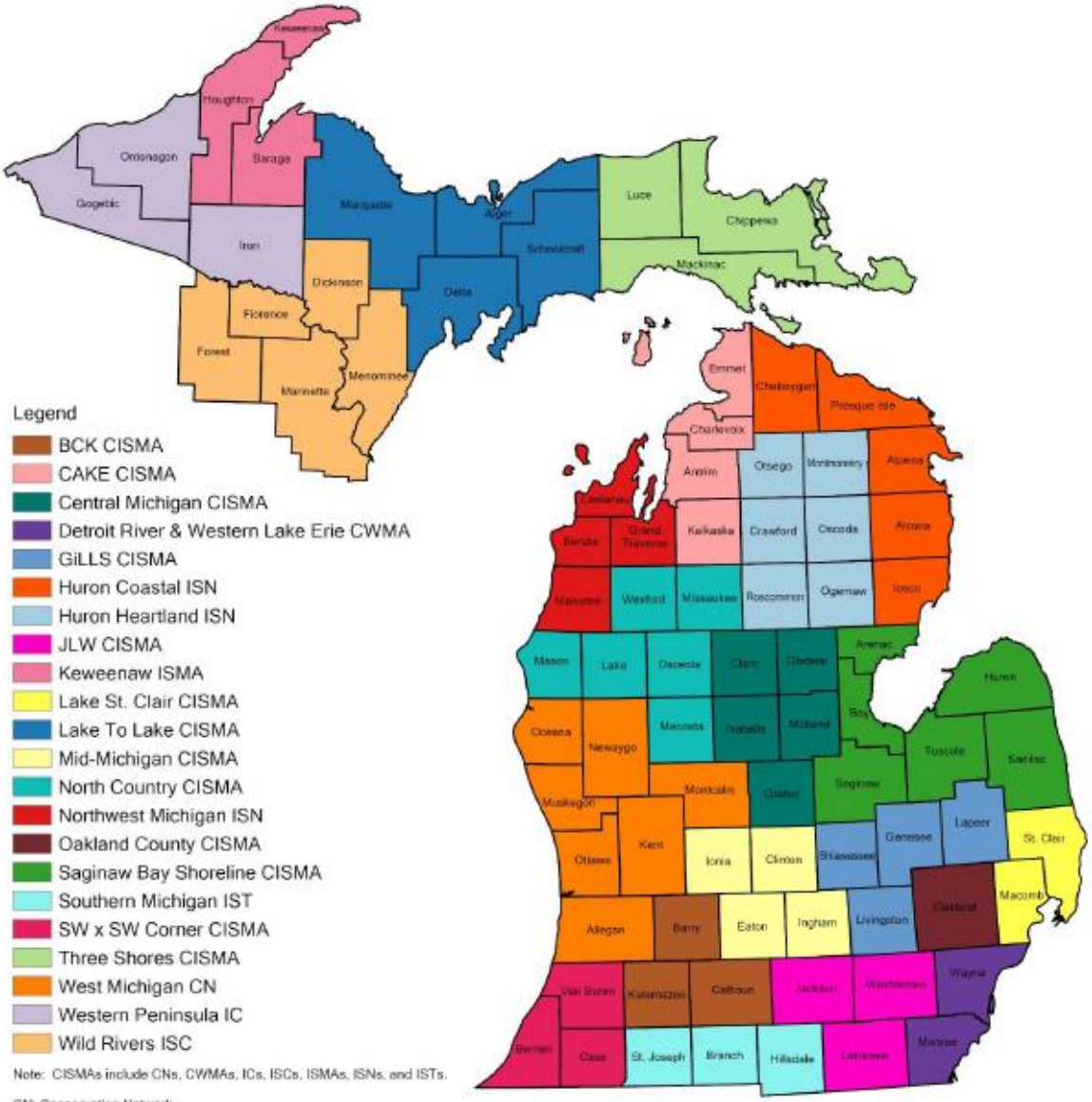
Michigan has a pre-qualified vendor list for invasive species contracts. This list allows for licensed firms to be able to bid on State of Michigan projects for invasive species control. Typically, the State of Michigan opens the application for new vendors once or twice a year, so you must keep an eye on website to know when it is open.

1. First, you need to make sure you can get into the state's procurement system, which recently changed to SIGMA VSS. Start at this website: https://www.michigan.gov/dtmb/0,5552,7-358-82550_85746---,00.html There are some links with basic info about how the state does contracts and how to get into the SIGMA system. You now must register as a vendor to see potential contracts, which you can also set up to e-mail you with updates I believe. The vendor should be your organization or the person/group holding the PABL or EIN for your CISMA.
2. Log in to SIGMA and fill out your account info as instructed. There are a few tabs at the top, and if you click on the Business Opportunities tab and then Solicitations, and then type "invasive species" in the search bar all recent invasive species contract opportunities come up. These are the things you'll be able to bid on when they're open. If you search "prequalification" a list of vendor prequalification's shows up, and invasive species is listed. They treat it as an RFP and it is only open certain times in the year. The last one just closed at the end of December, and I'm sure you could contact the listed person to find out when they anticipate opening another round. Anyway, you can look at that RFP to get an idea of the attachments you'll need when there is an open opportunity. If you click on the details link, it takes you to a page with further instructions and tabs for attachments, etc. (there are a lot of tabs in SIGMA!). To get prequalified, you'll need to download and fill out all the attachments.
3. The attachments include proposal instructions and two exhibits. They're structured like contracts but there are sections for the contractor (you) to respond. Exhibit A asks you to describe the kind of work you want to do within the different categories of invasive species management. As noted in the document, you want to apply for all the work you could possibly do in order to get prequalified for the highest variety of contracts. However, they have strict requirements for allowable experience so do follow those. The first time we were pre-qualified we couldn't do the tree and shrub removal category because even though we had a very experienced chainsaw person on staff, we hadn't used equipment for the specific techniques described. The second time around, we had done those things for other projects and could claim that experience. Exhibit B is where you list your organization and personnel details and qualifications. You'll know your own system, but for us we use our executive director as the person allowed to sign contracts for all our agency work, so he's the contact here as well even though he doesn't do invasive species work. It should generally be your ED, staff accountant, or other executive-level person and not the on-the ground staff unless you're all the same person J.
4. Another note: you may need to update your insurance to meet the required minimum coverage levels. This wasn't an issue for us because of our other restoration work, but for newer invasive species-focused groups, it might be a jump. We use Fischer Insurance same as most Conservation Districts, and they're very familiar with this. You'll be asked to submit

an insurance form (the ACORD form) with the State of MI named. The State does not share files between departments, so even if you have this on file for your PABL and for State Forest Pesticide Application Plans or other permits, you still must submit it here. All the rules and levels are listed in the Terms and Conditions document.

5. Once the state approves your prequalification and you sign the contract, you're able to bid on available solicitations for invasive species work. Our past accountant set up the pre-SIGMA system to notify her of new solicitations, but it tends to send us ones from all over the state. I don't know if you can make it a little more selective in the new system. It is helpful to see what is going on around the state, and for us we might bid on something in the Eastern UP or Northwest MI if it's close to another project we're doing on the edge of our service area, or if we know we have a special qualification that they won't be able to find in normal contractors. In your project bid is where you determine your rate and give specific equipment and qualifications tailored to the individual project. We found that we were able to be competitive on some projects and even receive income beyond covering project costs like a typical grant. However, you really need to think like a contractor and plan for contingencies so that you don't end up losing money. We choose not to bid on bigger projects where we don't have the staff or equipment capacity to be competitive with other contractors. FYI the pre-bid meetings are great ways to meet and chat with other contractors that you may be keeping in mind for your own grant-funded projects. I learned a lot about how they plan and complete projects by attending these meetings!
6. A couple of final thoughts: state contracts are a great way to diversify your funding while also making sure good work gets done that benefits the natural resources and adds to your CISMA's impact. However, when you're bidding on these projects keep in mind that you are being lumped in with typical contractors, so it doesn't necessarily benefit you to add in extra work like education or public meetings. There usually isn't any kind of match needed—just determine a fair price to do the work they're asking for and it's a simple transaction. I have gotten caught up in trying to provide more than the contract is asking for and it just really confuses people and doesn't get you any extra funding. Try to keep your CISMA hat nearby but not on your head when you're dealing with these contracts! On the other side of that token, you must be very careful about using the deliverables and contract funding as part of your CISMA deliverables and match. Everyone's grants are different, but sometimes it's just easier to keep this separate in terms of accounting, scheduling and reporting.

Michigan Cooperative Invasive Species Management Areas



Legend

- BCK CISMA
- CAKE CISMA
- Central Michigan CISMA
- Detroit River & Western Lake Erie CWMA
- GiLLS CISMA
- Huron Coastal ISN
- Huron Heartland ISN
- JLW CISMA
- Keweenaw ISMA
- Lake St. Clair CISMA
- Lake To Lake CISMA
- Mid-Michigan CISMA
- North Country CISMA
- Northwest Michigan ISN
- Oakland County CISMA
- Saginaw Bay Shoreline CISMA
- Southern Michigan IST
- SW x SW Corner CISMA
- Three Shores CISMA
- West Michigan CN
- Western Peninsula IC
- Wild Rivers ISC

Note: CISMAs include CNs, CWMAs, ICs, ISCs, ISMAs, ISNs, and ISTs.

CN: Conservation Network
CWMA: Cooperative Weed Management Area
IC: Invasives Coalition
ISC: Invasive Species Coalition
ISMA: Invasive Species Management Area
ISN: Invasive Species Network
IST: Invasive Species Team

Web: www.michiganinvasives.org
Email: info@michiganinvasives.org

MInvasives
Michigan Invasive Species Coalition

Resources and Samples

This section is different from the other sections as the bulleted lists below each section refer to a document that located separate of this guide. These documents were left out of the guide so people could download and amend these documents for their own use. Again, this document needs to be a living document where additional forms can be added to help address additional issues or processes.

Grant Reporting Forms

One of the more difficult tasks for a new CISMA Coordinator or staff member is grant reporting and documentation. Every grant has different requirements and needs when it comes to the levels of documentation, so it is important to sit down and understand what is needed prior to developing a grant reporting process. The forms below have been used for USFS, MISGP, and SOGL reporting and have met the requirements for all these grants and the process is described below:

1. After bank statements are reconciled, one copy of the bank statements is copied for each grant being reimbursed.
2. Grant expenses are highlighted on the bank statements one by one for that grant project being reimbursed.
3. Expenses are typed into the MISGP Expense Summary form in the order the are found on the bank statement and verified with expense records to ensure the current amount and that each expense is being charged to the correct project.
4. MISGP Fringe Summary sheets are filled out by summing the cumulative hours for each staff member on the project for that reimbursement and the fringe in automatically calculated on the form. These fringe amounts are then added to the MISGP Expense Summary form.
5. Documentation for each expense is collected and numbered following the grant requirements (timesheets, receipts, check stubs, mileage logs) and placed in order to construct a packet.
6. Once documentation has been gathered and organized, grant reporting summary forms are filled out and signed to complete the reimbursement process. A copy of the all forms, documentation, and receipts should be kept in case of an audit or issue after reimbursements are submitted.

The last of the documents is the reimbursement workbook. This workbook is given to partners with either grant expenses or match so they can submit their reimburment to the fiduciary agency. If partners fill out the workbook completely and submit the necessary documentation, partners can be paid back in an efficient time manner while still ensuring that all the needed documentation is submitted. Again, the workbook was made to meet the requirements of MISGP, USFS, and SOGL funding.

- Fee Collection Sheet
- Mileage Log
- MISGP Expense Summary
- MISGP Fringe Summary

- Reimbursement Workbook

Example Bidding RFP's

Attached are several examples of RFP's that have been used in the past for various activities. It is important to make sure you check the bidding requirements for whatever grant you are working on and work with your grant contacts to ensure you are following all procedures. In addition to sample RFPs there is a bidding justification included that was submitted after the bidding.

- Bid for Trucks
- Bidding Justification Form 2019
- Chemical Bidding
- Kalamazoo RFP
- OCD Pesticide Contract Bidding 2019

Job Postings and PDs

Job postings and position descriptions (PDs) for a CISMA Coordinator, Crew Leader, and Crew Member are attached. These postings and position descriptions can be amended to fit the situation.

- 2019 Forest Pest Technician Posting
- 2019 Lead Ecological Technician Posting
- CISMA Coordinator PD
- Crew Leader PD
- Crew Member PD
- HWA Crew Member PD

Partner Agreements: Sub-Contracts for Partners

Attached is a work agreement that is used between the fiduciary of a grant and a partner that is receiving funds under the grant. This could be amended and used by a partner submitting match as well. The goal of this document is to lay out the responsibilities of both the fiduciary and partner and ensure both parties are on the same page with things like total amount of funds, deliverables needed, and timelines for getting work done. By signing agreements, it protects both the fiduciary and partner receiving funds.

- Work Agreement-Kent

Landowner Permissions/Contracts

Whenever doing chemical or mechanical treatments on private or public property, it is important to have a signed permission prior to starting work. Be sure you are familiar with both pesticide laws pertaining to landowner agreements as well as grant requirements. Below is both a landowner letter explaining the work being completed and what the risks are that is used when mailing out permissions as well as a landowner permission form. Both the letter and permission included were used for our HWA program so they many

need to be adjusted before using for with aquatic or terrestrial plants. Reminder, in addition to these forms it is important to also include risk and benefit forms and receipts of sale when doing pesticide work.

- HWA Mail Letter
- HWA Permission

Data Sheets

Data sheets for monitoring, survey, and treatments and included below. These forms are set up so every row is a different location or treatment so these forms can be used as a cumulative table. An example is included on all sheets to show staff the desired format to ensure all data is collected in similar fashion. These data sheets can be used on iPads or tablets so data is collected using these forms on Google sheets and automatically uploaded when tablets connect on Wi-Fi. This ensures data is backup daily and keeps data from having to be recorded twice, once on paper and once typing, reducing the number of errors. Partners are given a Data Reporting Workbook where they can add all data into one workbook and submit with their reporting. Data can then be reviewed and copied into a master table that holds grant data from all projects without having to be reformatted.

- Data Reporting Workbook
- Monitoring Sheet
- Survey Sheet
- Treatment Sheet

PDMPs

Pesticide Discharge Management Plans (PDMPs) are required when applynig for a NPDES permit. Attached are all of the documents needed when applying for a NPDES for both Forest Canopy Pest Control as well as Nuisance Plant and Algae Control. These documents can be used as a guide when working on your PDMP and be adjusted to fit your situation.

- HWA
    - NPDES Chemical List
    - Pest Management Area_General
    - Pest Management Area_Specific Water
    - Treatment Rate Table
    - WMCISMA Adverse Incident Response Plan
    - WMCISMA PDMP 2018
    - WMCISMA Pesticide Spill Procedure 2018
    - WMCISMA Spill Discovery Reorting Form 2018
- Plants
    - NPDES Chemical List
    - Pest Management Area_General
    - Pest Management Area_Specific Water
    - Treatment Rate Table
    - WMCISMA Adverse Incident Response Plan

- WMCISMA PDMP 2018
- WMCISMA Pesticide Spill Procedure 2018
- WMCISMA Spill Discovery Reorting Form 2018

Decontamination Guides

Attached in this section are a couple example guides for both aquatic and terrestrial equipment based off risks. These guides can be used as a good starting place when you are working on your own decontamination protocols for field staff to use.

- Decontamination Method by Risk Level for Terrestrial Activities and Equipment
- Decontamination Method by Risk Level for Aquatic Activities and Equipment

MISIN Documents

Forms for mass uploading survey and treatment data and well as data dictionaries for MISIN treatment tracker are included in this section.

- MISIN Treatment Tracker Data Dictionary
- MISIN Treatment Tracker Treatment Definitions
- MISIN Data Submissions (Bulk)
- MISIN Invasive Plant Mapping Protocols
- Bulk Upload Template

Prioritization

Below are documents and resources to aid with prioritization of projects and species.

- NY Invasive Plant Decision Analysis Tool
- Management Priorities for Invasive Non-Native Plants

Additonal Forms and Resources

This section includes some additional forms that did not fit into another category. These documents are used as tool for crew trainings and use in the field. By creating documents like these, you can help your field crews to be more effective and reduce the chances of errors in the field.

- General Self-Check for Commercial Firms
- Herbicide Information Sheet
- Responsibilities of a Sprayer
- Strike Team Startup Needs