



**IDAHO SOIL & WATER
CONSERVATION COMMISSION**

SPECIAL TELECONFERENCE MEETING NOTICE & AGENDA
Idaho Soil & Water Conservation Commission
June 16, 2017- 8:00 a.m. to 8:30 a.m. MT

TELECONFERENCE # 1-877-820-7831 Passcode: 922837

Location: Idaho Water Center, 322 E. Front Street, Suite 560, Boise

The Commission will occasionally convene in Executive Session, pursuant to Idaho Code § 74-206(1).
 Executive Session is closed to the public.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The meeting will be held in facilities that meet the accessibility requirements of the Americans with Disabilities Act. If you require special accommodations to attend, participate in, or understand the meeting, please contact the Idaho Soil & Water Conservation Commission at (208) 332-1790 or Info@swc.idaho.gov so advance arrangements can be made.

Members of the public may address any item on the Agenda during consideration of that item. Those wishing to comment on any agenda item are requested to indicate so on the sign-in sheet in advance. Copies of agenda items, staff reports and/or written documentation relating to items of business on the agenda are on file in the office of the Idaho Soil & Water Conservation Commission in Boise. Upon request, copies can be emailed and will also be available for review at the meeting.

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	Chairman Wright
	2.	AGENDA REVIEW <i>Agenda may be amended after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda.</i>	Chairman Wright
	3.	ADMINISTRATION	
*#	a.	CONSIDERATION OF DELEGATING CONTRACTING AUTHORITY TO ADMINISTRATOR Delegate contracting authority to the Administrator to expend an amount not to exceed \$30,000 to contract for emergency grant writing services related to Spring 2017 flooding in prioritized Idaho watersheds. ACTION: Approve	Murrison
*#	b.	AUTHORIZE PARTICIPATION IN NRCS GRANT Consideration of submitting a grant application to the National Fish & Wildlife Foundation to fund a coordinator and project implementation leader in restoring lost hydrology to wet meadow, mesic and wetland areas ACTION: Approve	Murrison
	4.	ADJOURN The next regular meeting is scheduled for August 24, 2017 in Boise.	

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, WRIGHT, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: JUNE 13, 2017
RE: CONSIDERATION OF DELEGATING CONTRACTING AUTHORITY TO ADMINISTRATOR

At your last meeting, we discussed significant damages along the Weiser River that were due to ice flow flooding experienced in February. We informed your Board that once our engineering survey, design, and permitting work have been completed, the district needs to secure funding to implement staff recommendations.

We have identified a minimum of \$23,000 in salary cost savings to contract with a grant writer(s) to assist in securing funding for that and/or other high priority flood damage projects around the state as identified and prioritized by our staff. We plan on encumbering that amount, and adding up to \$7,000 in FY 2018 funding from our Professional Services fund to contract with one or two grant writers to assist in securing funding (for a total not to exceed \$30,000).

The Division of Financial Management has granted us one-time authority to transfer the funds from Personnel to Operating, and to encumber funds if contracts are put in place immediately. We are in the process of doing so, however, Section 1(d) of your delegation of authority to the Administrator (see attached) states:

(d) Subject to Commission approval and applicable law, including Chapter 57, Title 67 of the Idaho Code and rules promulgated thereunder, enter into contracts for the procurement of goods or services necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, provided the Administrator may without Commission approval enter into contracts for the procurement of goods and services included in a budget approved by the Commission or with a value of \$10,000 or less;

The contract(s) to be awarded will exceed the value of \$10,000, therefore, staff recommends that your Board delegate contracting authority to the Administrator to expend an amount not to exceed \$30,000 to contract for emergency grant writing services related to Spring 2017 flooding in prioritized Idaho watersheds.

ACTION: Approve

Encl.:

- Appointment of Administrator, Delegation of Authority for FY 2018
- Draft Grant Writer MOU



**APPOINTMENT OF ADMINISTRATOR IN FY 2018
DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR**

In accordance with Idaho Code § 22-2718(2), the Soil and Water Conservation Commission hereby appoints Teri Murrison as Administrator in fiscal year (“FY”) 2018 and delegates to the Administrator the following powers and duties.

- (1) The Administrator shall:
 - (a) Implement all policies and programs of the Commission;
 - (b) Develop legislative, budgetary, fiscal, and program proposals and plans for the consideration by the Commission;
 - (c) Represent the Commission in communications;
 - (d) Subject to Commission approval and applicable law, including Chapter 57, Title 67 of the Idaho Code and rules promulgated thereunder, enter into contracts for the procurement of goods or services necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, provided the Administrator may without Commission approval enter into contracts for the procurement of goods and services included in a budget approved by the Commission or with a value of \$10,000 or less;
 - (e) Subject to Commission approval and applicable law, including Chapter 52, Title 67 of the Idaho Code, propose to the Commission rules and regulations necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code;
 - (f) Establish, consistent with applicable law, policies and guidance documents for the distribution and performance of Commission business, and the custody, use and preservation of records, documents, and property pertaining to the operation of the

Commission;
Idaho Soil & Water Conservation Commission

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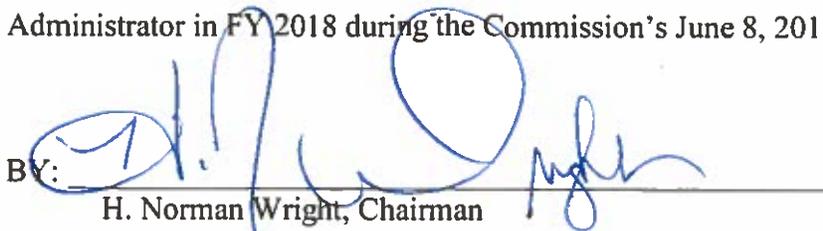
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- (g) Subject to applicable federal and State law, including Title 67, Chapter 53 of the Idaho Code and rules promulgated thereunder, and as necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, establish policies for the conduct of Commission employees, establish and make appointments to subordinate positions, abolish positions, transfer employees between positions, remove employees from appointed positions, supervise all employees of the Commission, and change the duties, titles, and compensation of employees of the Commission;
- (h) Take action to protect the legal interests of the Commission, including calling upon the attorney general of the state for legal services and representation in legal matters. Approval by the Commission shall be required for a lawsuit to be initiated in the name of the Commission or for the Commission to enter into a settlement agreement; and
- (i) Take other action as may be necessary or appropriate to cooperate with public or private entities or individuals and otherwise to carry out the purposes of Chapter 27, Title 22 of the Idaho Code.

(2) The Administrator may delegate to any subordinate employee of the Commission such of his or her powers and duties as the Administrator finds necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, except the powers provided above in Paragraph 1(g). The Commissioners unanimously confirmed the continued appointment of Teri Murrison as Administrator in FY 2018 during the Commission's June 8, 2017 public meeting.

BV:


H. Norman Wright, Chairman

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AGREEMENT FOR PROFESSIONAL SERVICES

RECITALS

THIS SERVICE AGREEMENT (“Agreement”) is made this ___day of June, 2017, by and between the Idaho Soil and Water Conservation Commission, an agency of the State of Idaho (“ISWCC”), located at 322 E. Front Street, Suite 560, Boise Idaho 83702, and xxx, address xxx, an Idaho Company (“Contractor”), for the services described in this Agreement. NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants herein contained, the parties agree as follows:

Commented [A1]: I would be more specific here (i.e. if it is a corporation, partnership, LLC etc.

1. *Recitals.*
 - a. The ISWCC desires assistance with researching and preparing grant funding applications on behalf of conservation districts seeking funding to address flood-related damages to waterways and adjacent private properties in Idaho.
 - b. Contractor is uniquely qualified to provide technical planning assistance and professional grant writing support to ISWCC related to seeking project funding in prioritized waterways.
 - c. This service agreement is entered into pursuant to IDAPA 38.05.01.044.07.
2. *Agreement.* This Agreement sets forth the entire agreement between the parties related to the subject matter of this Agreement and may not be modified without the written consent of both parties.
3. *Term:* This Agreement’s term shall begin on the date hereof and shall remain in force through June 30, 2018, unless the Agreement is earlier terminated as provided herein.
4. *Services to be rendered.* Contractor shall perform the following tasks:
 - a. Identify potential funding sources for mitigating FY 2017 flood damages in prioritized watersheds, and distribute list of potential funders to all interested districts.
 - b. Between June 13, 2017 and June 1, 2018, work with potential funders, ISWCC district support services supervisor, engineers/field staff, and conservation district staff and/or Board members to prepare and submit up to 10 grant funding applications meeting all funder requirements for eligibility as assigned by district support services supervisor).
 - c. Deliver a written report of progress to district support services supervisor on a bi-weekly basis.
 - d. Prepare and deliver a final report detailing work completed and funds awarded and leveraged by June 15, 2018.
5. *Contractor’s performance.*

- a. All work done by Contractor, its employees, and its subcontractors shall be of the highest professional standard and shall be performed to ISWCC's reasonable satisfaction.
 - b. Contractor represents and warrants that it has the necessary and requisite skill to perform the work required under this Agreement and that its officers, employees, agents or subcontractors assigned by the Contractor to perform any such work will be qualified to perform the assigned duties.
 - c. Contractor represents and warrants that it has completed, obtained and performed all registrations, filings, approvals, authorizations, certifications or examinations required by any government or governmental authority for all acts contemplated by this Agreement and has complied or will comply, with all existing, new or amended laws that apply to its performance under the Agreement
6. *Status.* Contractor's status under this Agreement shall be that of an independent contractor, and not that of an agent or employee. Contractor is solely liable for all labor, taxes, insurance, required bonding and other expenses, except as specifically stated herein. Contractor shall exonerate, indemnify and hold the State harmless from and against and assume full responsibility for payment of all federal, state and local taxes or contributions imposed or required under unemployment insurance, social security, workman's compensation and income tax laws with respect to Contractor or Contractor's employees engaged in performance under this Agreement.
- a. Contractor understands that it is responsible to pay its income tax in accordance with federal and state law. Contractor further understands that it may be liable for other taxes, to be paid in accordance with all applicable laws.
 - b. Neither federal nor state, nor any other payroll tax of any kind shall be withheld or paid by ISWCC on behalf of Contractor or its employees. In accordance with the terms of this Agreement and the understanding of the parties, Contractor shall not be treated for tax purposes as an employee with respect to the services performed.
 - c. Because Contractor is engaged in its own independent contract business, it and its employees are not eligible for, nor entitled to, and shall not participate in, any of ISWCC's or the State of Idaho's pension, health, or other fringe benefit plans.
 - d. Because Contractor is engaged in its own independent contracting business and is not an employee of ISWCC, ISWCC will not obtain worker's compensation insurance for Contractor or its employees.
7. *Terms of payment.* ISWCC shall pay Contractor for actual hours worked at the rate of \$30 per hour and not to exceed a total of \$15,000 for all work and related travel performed pursuant to this Agreement unless agreed to in advance by both parties in writing.

Commented [A2]: I think that this is all covered by the main "status" paragraph but if you want to have this specifically laid out I think that would be fine.

8. *Reimbursement of expenses.* ISWCC shall not be liable to Contractor for any expenses it pays or incurs unless otherwise agreed to in writing by ISWCC.
9. *Equipment, tools, materials, or supplies.* Contractor shall supply, at its sole expense, all equipment, tools, materials, or supplies to accomplish the work to be performed under this Agreement.

10. *Invoicing.*

- a. By the 10th of each month, Contractor shall submit to ISWCC an invoice for any work performed during the prior month. Invoices shall specify the date services were performed and the nature of the work done. Invoices are to be sent directly to:
Teri Murrison, Administrator
Idaho Soil and Water Conservation Commission
322 E. Front Street, Suite 560
Boise, Idaho 83702.
- b. Upon acceptance by ISWCC of each deliverable service listed in the invoice, ISWCC will process payments of any amounts not in dispute in accordance with Idaho Code § 67-5735. If ISWCC disputes any invoiced amount, it shall notify Contractor in writing within five (5) business days.
- c. Contractor understands and agrees that, while ISWCC will use its best efforts to secure prompt payment of invoices, as a state agency, ISWCC may not make direct payment under this Agreement, but must submit the invoices to the State Controller's Office for payment. Any late payments shall be governed by Idaho Code § 67-2302.

11. *Insurance.*

- a. Contractor shall obtain and maintain insurance at its own expense as required herein for the duration of this Agreement, and comply with all limits, terms and conditions stipulated. Policies shall provide, or be endorsed to provide, all required coverage. Contractor shall provide certificates of insurance or certified endorsements as applicable for the insurance required. Contractor shall not provide services under this Agreement until satisfactory evidence of all required insurance is provided to ISWCC.
- b. All insurance, except for Workers Compensation, shall be endorsed to name the State of Idaho and the Idaho Soil and Water Conservation Commission as Additional Insureds. Contractor shall provide to ISWCC a certified endorsement naming the State of Idaho and the Idaho Soil and Water Conservation Commission as Additional Insureds.
- c. All insurance shall be with insurers rated A-, VII, or better in the latest Bests Rating Guide, and be in good standing and authorized to transact business in Idaho. The coverage provided by such policies shall be

primary. Policies may contain deductibles, but such deductibles shall not be deducted from any damages due the State or the ISWCC.

- d. If any of the liability insurance required for this agreement is arranged on a “claims-made” basis, “tail coverage” will be required at the completion or termination of this agreement for a duration of twenty-four (24) months thereafter. Continuous “claims-made” coverage will be acceptable in lieu of “tail-coverage” provided the retroactive date is on or before the effective date of this agreement, or twenty-four-months “prior acts” coverage is provided. Contractor will be responsible for furnishing certification of “tail coverage” or continuous “claims-made” coverage.
- e. By requiring insurance herein, ISWCC does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on the Contractor’s liability under the indemnities granted to the state.
- f. Contractor shall maintain insurance in amounts not less than the following:
 - i. Automobile Liability including owned, non-owned, and hired liability with a limit of not less than \$1,000,000 each occurrence, and \$1,000,000 aggregate. If necessary, a commercial umbrella or excess policy may be used to meet the limits required, providing the Auto is listed on the underlying insurance in the umbrella or excess policy, and the umbrella/excess policy meets the requirements above for acceptable carriers.
 - ii. Workers Compensation Insurance in amounts as required by statute in all states in which the contractor performs work, and Employers’ Liability with a limit of \$100,000 Bodily Injury by Accident-each Accident, \$100,000 Bodily Injury by disease-each employee, \$500,000 Bodily Injury by Disease-policy limit.

12. *Indemnification.* Contractor shall indemnify, defend and save harmless the State, its officers, agents and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever caused by or arising out of Contractor’s negligent or wrongful performance, act or omissions under this Agreement or Contractor’s failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State’s sovereign immunity, which immunity is hereby expressly reserved.

13. *Termination for Cause.* Either party may terminate this Agreement if, at any time, the other party is in material breach of any warranty, term, condition, covenant, or obligation under this Agreement and fails to cure that breach within ten (10) days’ written notice thereof. The Notice of Termination shall

be deemed served upon its receipt. In the Notice of Termination, ISWCC may request currently-in-progress services it wants Contractor to complete. Contractor's obligation to complete currently-in-progress services designated in the Notice of Termination shall remain in effect until such services are completed. ISWCC will pay for all currently-in-progress services designated in the Notice of Termination within thirty (30) days of completion of the services.

14. *Termination without Cause.* Either party may terminate this Agreement in whole or in part at any time without cause upon thirty (30) days' written notice thereof. The Notice of Termination shall be deemed served upon its receipt. In the Notice of Termination, ISWCC may request currently-in-progress services it wants Contractor to complete. Upon agreement by Contractor, Contractor will complete the currently-in-progress services designated in the Notice of Termination. SWCC will pay for all currently-in-progress services designated in the Notice of Termination within thirty (30) days of completion of the services.
15. *Notices.* Any notice given in connection with the Agreement shall be given in writing and shall be delivered either by hand to the other party or by certified mail, return receipt requested, to the other party at the other party's address stated above. Either party may change its address by giving notice of the change in accordance with this paragraph.
16. *No authority to bind ISWCC.* Contractor has no authority to enter into contracts or agreements on behalf of ISWCC. This Agreement does not create a partnership between the parties and nothing contained in this Agreement shall be interpreted to create an employer-employee, master-servant, or principal-agent relationship between ISWCC and Contractor in any respect.
17. *Confidentiality.* All information furnished to Contractor for its use pursuant to this Agreement shall belong to ISWCC and shall be returned to ISWCC in good order upon completion of the Agreement or upon ISWCC's request. Any and all reports, analyses and data, whether statistical or otherwise, transmitted to ISWCC by Contractor shall become the property of ISWCC for such uses as it shall deem appropriate and shall not be disclosed to any person without prior written consent of ISWCC. In addition, except as may be required by applicable law or in any governmental or judicial proceeding or inquiry, and then only upon timely notice to ISWCC, Contractor shall maintain strict confidence with respect to ISWCC and all of its services under this Agreement. ISWCC may require that Contractor's officers, employees, agents or subcontractors agree in writing to the obligations contained in this section. This obligation shall survive termination of this Agreement.
18. *Ownership.* All information furnished to the Contractor for its use pursuant to this Agreement shall belong to ISWCC and shall be returned to ISWCC in

good order upon completion of the Agreement or upon ISWCC's request. All documents and reports developed by Contractor for ISWCC in the performance of this Agreement shall become the property of ISWCC. ISWCC shall retain exclusive rights of ownership to all work produced by Contractor under this Agreement.

19. *Public Records.* Pursuant to Idaho Code section 74-101 *et seq.*, information or documents received from the Contractor may be open to public inspection and copying unless exempt from disclosure. The Contractor shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. ISWCC will not accept the marking of an entire document as exempt. In addition, ISWCC will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. Contractor shall indemnify and defend the ISWCC against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for the Contractor's failure to designate individual documents as exempt. The Contractor's failure to designate as exempt any document or portion of a document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any such release. If the State receives a request for materials claimed exempt by the Contractor, the Contractor shall provide the legal defense for such claim.

20. *Assignment, Subcontracts, Merger and Consolidation.*

- a. This Agreement may not be assigned or delegated in whole or in part by Contractor without the ISWCC's prior written permission.
- b. Contractor shall not enter into any subcontract relating to the performance of this Agreement or any part thereof without ISWCC's prior written permission. Approval by ISWCC of Contractor's request to subcontract or acceptance of or payment for subcontracted work by ISWCC shall not in any way relieve Contractor of any responsibility under this Agreement. Contractor shall be and remain liable for all damages to ISWCC based on negligent performance or non-performance of work under the Agreement by Contractor's subcontractor or its sub-subcontractor.
- c. Any entity into which Contractor may be merged or with which it may be consolidated, any entity resulting from any merger or consolidation to which Contractor is a party, or any entity succeeding to the business of Contractor shall not become the successor of Contractor without first obtaining the prior written approval of ISWCC.

21. *Waiver.* The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

22. *Attorneys' Fees.* In the event a lawsuit of any kind is instituted under this agreement or to obtain performance of any kind under this agreement, the prevailing party shall be awarded such additional sums as the court may adjudge for reasonable attorneys' fees and to pay all costs and disbursements incurred therein.
23. *Applicable law.* This Agreement shall be governed by and construed under the laws of the State of Idaho and the parties hereto consent to the jurisdiction of the state court of Ada County in the State of Idaho in the event of any dispute with respect to this Agreement.
24. *Legal Compliance.* Contractor agrees to comply with all applicable requirements of federal and state statutes, rules, and regulations.
25. *Sufficient Appropriation by Legislature Required.* It is understood and agreed that ISWCC is a governmental entity, and this Agreement shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds by the State Legislature as may exist from time to time. ISWCC reserves the right to terminate this Agreement if, in its sole judgment, the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for ISWCC to continue payment. Any such termination shall take effect on ten (10) days notice and be otherwise effective as provided in this Agreement. It is understood and agreed that the payments provided for shall be paid from legislative appropriations.
26. *Officials, Agents and Employees of ISWCC Not Personally Liable.* It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of the State of Idaho be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this Agreement. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of ISWCC shall have any personal liability or responsibility under this Agreement, and the sole responsibility and liability for the performance of this Agreement and all of the provisions and covenants contained in this Agreement shall rest in and be vested with the State of Idaho.
27. *Sovereign Immunity.* Nothing contained herein shall be deemed to constitute a waiver of the State of Idaho's sovereign immunity, which immunity is hereby expressly reserved.
28. *Force Majeure.* Neither party shall be liable for or deemed to be in default for any delay or failure to perform under this Agreement if such delay or failure to perform results from an act of God, civil or military authority, act of war, riot, insurrection or other occurrence beyond that party's control. In such case, the intervening cause must not be caused by the party asserting it and the

excused party is obligated to promptly perform in accordance with the terms of this Agreement after the intervening cause ceases.

- 29. *Severability.* If any part of this contract is declared invalid or becomes inoperative for any reason, such invalidity or failure shall not affect the validity and enforceability of any other provision.
- 30. *Survival.* Any termination, cancellation, or expiration of this Agreement notwithstanding, provisions which are intended to survive and continue shall survive and continue, including, but not limited to, the provisions of sections 2, 6, 11–12, 16–19, 21–23, 25–29.
- 31. *Headings.* The headings have been inserted solely for convenience and are not to be considered when interpreting the provisions of this Agreement.
- 32. *Counterparts.* This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

Date: June ____, 2017

IDAHO SOIL & WATER CONSERVATION COMMISSION

By: _____
TERI A. MURRISON, Administrator,

Date: June ____, 2017

Xxx company name here

By: _____
xxx

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, WRIGHT, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: JUNE 13, 2017
RE: CONSIDERATION OF SUBMITTING A GRANT APPLICATION TO THE NATIONAL FISH & WILDLIFE FOUNDATION TO FUND A COORDINATOR AND PROJECT IMPLEMENTATION LEADER IN RESTORING LOST HYDROLOGY TO WET MEADOW, MESIC AND WETLAND AREAS

We have been asked by NRCS to submit a grant proposal to the National Fish & Wildlife Foundation (see draft concept narrative attached). The proposal seeks funding for a coordinator and project implementation leader to work out of the Commission office in Boise and work on restoring lost hydrology to wet meadow, mesic and wetland areas across Idaho.

As discussed at your last meeting (before we knew that we would be asked to be the applicant), the grant would require the Commission to provide an in kind match of \$50,000 in each of the next two years to match NRCS and NRWF funding of \$100,000 each. We are confident that we can provide the in kind match, and have also been advised by Dustin Miller of the Office of Species Conservation that his office can also supply some of that required in kind match. We have received an initial go ahead of our DFM analyst, Amber Christofferson, and will reconfirm that prior to your meeting.

If your Board approves, a concept proposal will be submitted to NFWF on Friday afternoon. Should the proposal be successful, a formal proposal is due in August (more details will follow).

ACTION: APPROVE AND DELEGATE CONTRACTING AUTHORITY TO ADMINISTRATOR

Encl:

- SLRC NFWF RFP Pre-Proposal Narrative
- Sage-Landscapes RFP
- Sagebrush Tipsheet

REVISED 6.15.17. See revised document on pages 17-24

Project Title: Idaho Sagebrush Landscape Restoration Coordinator and Implementation Leader (SLRC)

Project Start Date: March 1, 2018 Project End Date: February 28, 2020

Description: This position would be the primary coordinator and project implementation leader in restoring lost hydrology to wet meadow, mesic and wetland areas. Landscape scale improvements to these limited resources are expected to benefit from implementation across jurisdictional boundaries and are expected to have the greatest impact to sage-steppe obligates and associated species across Idaho.

Abstract: The demand for technical assistance, input and strategic solutions have grown both internally and externally from partners as our paradigm has shifted from species centric planning to landscape scale conservation efforts. The intent of this position is to create a technical specialist in Idaho who will focus on restoring (and/or enhancing) and protecting sagebrush steppe across Idaho, maintaining and building strong partnerships, communicate with broad audiences, and ensure a well-trained workforce deliver landscape-scale conservation delivery. This position will collaborate with private landowners, federal, state and non-governmental organizations to develop wet meadow/mesic restoration and grazing strategies within targeted locations throughout the Idaho. Technical transfer will be a key component and involve working with various University staff on recognizing the most current science, identifying strategic areas for restoration activities to occur, developing workshops to train field staff, and organize field tours to demonstrate project success as well as outreach to local and regional partners to share project development, updates and successes. This position will also focus on conserving and protecting the sagebrush landscape by increasing the awareness of NRCS Agricultural Conservation Easement Program (ACEP) Agricultural Land Easement (ALE) and Wetland Restoration Easement (WRE) programs by outreaching to private landowner, working with third party and entities, and educating Field Office staff on easement requirement and enrolling process.

This position will increase the capacity and ability to work across land ownership boundaries for all land management agencies. Restoration efforts will focus on areas with altered hydrology (incised bodies of water, dewatered streams and springs), improve grazing systems to protect wet meadow/mesic areas, and implement beneficial grazing practices across ownership boundaries. Technology transfer will focus on wetland restoration and training, wet meadow/mesic restoration using rock structures and/or post-line wicker weave structures (i.e. Beaver Dam Analogs (BDA)) and developing wetland restoration plan of operations (WRPO) on existing WRE and assisting in protecting habitat conductivity through ALE applications. This position will also work with partners to establish funding to have Beaver Restoration Assessment Tool (BRAT) mapped in Idaho, organizing demonstration site tours and training events for federal, state and non-governmental organizations. This position would be the primary contact working with regulatory agencies or partner and will be responsible for obtaining all relevant permits, landowner permission, and as completing National Environmental Policy Act (NEPA) or any other documentation needed to implement the restoration activities.

The Idaho State Wildlife Acton Plan has identified 205 species of greatest conservation need. Of these, 61% are associated with wetland and riparian conservation targets within the 14 ecological section plans. Obligates, associated or beneficiary species of wetland and riparian management actions will benefit from the targeted restoration and preservation activities identified above. Species that will benefit from this include, but are not limited to: Greater Sage-Grouse, Sandhill Crane, Long-billed

REVISED 6.15.17. See revised document on pages 17-24

Curlew, Yellow-billed Cuckoo, Brewer’s Sparrow, Grasshopper Sparrow, Common Nighthawk, Northern Leopard Frog, Western Toad, Little Brown Myotis, Silver-haired Bat as well as over 70 invertebrates.

Idaho has a history of partnership and collaboration that can be seen in a whitepaper recently signed by leadership from NRCS, Bureau of Land Management, Idaho Department of Fish and Game, US Fish Wildlife Service, Idaho Department of Agriculture, Idaho Department of Lands, Idaho Governor’s Office of Species Conservation, Bureau of Indian Affairs, University of Idaho Rangeland Center, Idaho Association of Soil and Conservation Districts, and Idaho Rangeland Resource Commission. This whitepaper identified the need for collaboration across administrative/ownership boundaries to develop grazing alternatives that benefit the landscape and provide flexibility for the producer to adaptively graze across private, state and federal land. This effort will require coordination to inform the process of collecting resource inventories, developing grazing management alternatives, and developing monitoring protocol to document the ecological benefit.

Specific habitat outcomes from this position will align with the NRCS Idaho Sage-Grouse Initiative (SGI) 2.0 plan which include implementing grazing management, seeding, weed management, conifer removal, wet meadow restoration and habitat conductivity. This position will focus on facilitating the collection of field inventory and developing grazing strategies across the landscape and include all private acres, federal allotments and state leases. This position will assist land managers in developing an alternative that will be considered in the allotment permit renewal process and include appropriate activities to restore hydrology to springs, wetlands and wet meadows, removing encroaching conifers, treat invasive weeds, and seeding disturbed sites. Protecting habitat conductivity will be assessed by increased applications submitted to NRCS for the ACEP ALE.

Table 1: Desired outcomes from Idaho SLRC position

Activity	Potential Partners Involved	Target Goal
Wet meadow/mesic /restored hydrology	NRCS, IDFG, USFWS, BLM, NGO’s, private landowners, Universities	100 acres
Grazing strategies developed	NRCS, IDFG, IDL, BLM, private landowners	150,000 acres
Resorting ecological functions	NRCS, USFWS, OSC, IDL, private landowners	9500 acres
Habitat Connectivity	NRCS, NGO’s, private landowners	10,000 acres
Outreach/Educational workshops/ Activities	NRCS, IDFG, USFWS, BLM, FS, NGO’s, private landowners, Universities	Five activities within the two year agreement
Demonstration/Success Field Tours/ communication	NRCS, private landowners, Universities	Two field tours within the two year agreement and four article submitted to partners to inform broader audience of target activities, updates, and/or successes

Project Location Description: This position would bring capacity to multiple agencies that would not have otherwise been possible in Idaho. Every entity is dealing with budget restraints and cutbacks and all personnel are being asked to deliver more with less resources. This position would engage multiple partners and enable more conservation to get on the ground.

REVISED 6.15.17. See revised document on pages 17-24

Match will be provided by ISWCC in the form of.....

Maps: location of project in larger landscape and a project specific map



EasyGrantsID: 58076

National Fish and Wildlife Foundation – Sagebrush Landscapes Program 2017, Pre-Proposal

Title: Idaho Sagebrush Landscape Restoration Specialist

Organization: Idaho Soil & Water Conservation Commission

Grant Request Information

Title of Project Idaho Sagebrush Landscape Restoration Specialist

Project Description This position would primarily focus on restoring lost hydrology to wet meadow, mesic and wetland areas. Landscape scale improvements to these limited resources are expected to benefit from implementation across jurisdictional boundaries and are expected to have the greatest impact to sage-steppe obligates and associated species across Idaho.

Abstract The demand for technical assistance, input and strategic solutions have grown both internally and externally from partners as our paradigm has shifted from species centric planning to landscape scale conservation efforts. The intent of this position is to create a technical specialist in Idaho who will focus on restoring, enhancing and/or protecting sagebrush steppe across Idaho, maintaining and building strong partnerships, communicate with broad audiences, and ensure a well-trained workforce delivers landscape-scale conservation. This position will collaborate with the Idaho Sage-grouse Action Team as well as private landowners, federal, state and non-governmental organizations to develop wet meadow/mesic restoration and grazing strategies within targeted locations throughout the sagebrush ecosystem in Idaho. Technological transfer will be a key component and involve working with various University staff on recognizing the most current science, identifying strategic areas for restoration activities to occur, developing workshops to train field staff, and organize field tours to demonstrate project success as well as outreach to local and regional partners to share project development, updates and successes... (See more on attached Pre-proposal narrative document)

Project Location Description This position will apply to the sagebrush landscape throughout Idaho.

Total Amount Requested \$100,000.00
Matching Contributions Proposed \$154,400.00

Proposed Grant Period 03/01/2018 - 02/28/2020

Organization Idaho Soil & Water Conservation Commission
Organization Type State or Local Government
City, State, Country ''
Primary Contact Teri Murrison
Position/Title
Phone and E-mail Ext: ; teri.murrison@swc.idaho.gov

Additional Contacts

Table with 2 columns: Role, Name



NFWF

EasyGrantsID: 58076

National Fish and Wildlife Foundation – Sagebrush Landscapes Program 2017, Pre-Proposal

Title: Idaho Sagebrush Landscape Restoration Specialist

Organization: Idaho Soil & Water Conservation Commission

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NFWF

EasyGrantsID: 58076

National Fish and Wildlife Foundation – Sagebrush Landscapes Program 2017, Pre-Proposal

Title: Idaho Sagebrush Landscape Restoration Specialist

Organization: Idaho Soil & Water Conservation Commission

Matching Contributions

Matching Contribution Amount:	\$104,400.00
Type:	In-kind
Status:	Pledged
Source:	Idaho Soil & Water Conservation Commission (ISWCC)
Source Type:	Non-Federal
Description:	ISWCC will provide the following in kind match over two years: vehicle incl. fuel/servicing, IT costs, computer hardware, insurance, travel, office space, supplies, cell and office phone, copies, salary & benefits, and 10% overhead (NICRA pending)

Matching Contribution Amount:	\$50,000.00
Type:	In-kind
Status:	Pledged
Source:	Idaho Governor's Office of Species Conservation
Source Type:	Non-Federal
Description:	The Office of Species Conservation has pledged to provide an in kind match in personnel and operating funds of \$25,000 a year for two years.

Total Amount of Matching Contributions:	\$154,400.00
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NFWF

EasyGrantsID: 58076

National Fish and Wildlife Foundation – Sagebrush Landscapes Program 2017, Pre-Proposal

Title: Idaho Sagebrush Landscape Restoration Specialist

Organization: Idaho Soil & Water Conservation Commission

The following pages contain the uploaded documents, in the order shown below, as provided by the applicant:

Upload Type	File Name	Uploaded By	Uploaded Date
Pre-proposal Narrative	ISWCC Pre-proposal Narrative.doc	Murrison, Teri	06/14/2017
Pre-proposal Narrative	ID_SageGrouseHabitat_Detail_01.pdf	Murrison, Teri	06/15/2017
Pre-proposal Narrative	ID_SageGrouseHabitat_States_01.pdf	Murrison, Teri	06/15/2017

The following uploads do not have the same headers and footers as the previous sections of this document in order to preserve the integrity of the actual files uploaded.



NFWF

Pre-proposal Project Narrative

Writing Instructions: Please provide a two-page narrative that describes project outcome(s); how progress will be measured; the strategy (activities) for achieving project outcomes, including the status of their planning and implementation; and how that strategy is appropriate for addressing priority conservation needs in the specific project location.

Project Title: Idaho Sagebrush Landscape Restoration Specialist

Project Start Date: March 1, 2018 Project End Date: February 28, 2020

Description: This position would be the primary focus on restoring lost hydrology to wet meadow, mesic and wetland areas. Landscape scale improvements to these limited resources are expected to benefit from implementation across jurisdictional boundaries and are expected to have the greatest impact to sage-steppe obligates and associated species across Idaho.

Abstract: The demand for technical assistance, input and strategic solutions have grown both internally and externally from partners as our paradigm has shifted from species centric planning to landscape scale conservation efforts. The intent of this position is to create a technical specialist in Idaho who will focus on restoring, enhancing and/or protecting sagebrush steppe across Idaho, maintaining and building strong partnerships, communicate with broad audiences, and ensure a well-trained workforce deliver landscape-scale conservation delivery. This position will collaborate with the Idaho Sage-grouse Action Team as well as private landowners, federal, state and non-governmental organizations to develop wet meadow/mesic restoration and grazing strategies within targeted locations throughout the sagebrush ecosystem in Idaho.

Technical transfer will be a key component and involve working with various University staff on recognizing the most current science, identifying strategic areas for restoration activities to occur, developing workshops to train field staff, and organize field tours to demonstrate project success as well as outreach to local and regional partners to share project development, updates and successes. This position will also focus on conserving and protecting the sagebrush landscape by increasing the awareness of NRCS Agricultural Conservation Easement Program (ACEP) Agricultural Land Easement (ALE) and Wetland Restoration Easement (WRE) programs by outreaching to private landowners, working with third party and entities, and educating Field Office staff on easement requirement and enrolling process.

This position will increase the capacity and ability to work across land ownership boundaries for all land management agencies. Restoration efforts will focus on areas with altered hydrology (incised bodies of water, dewatered streams and springs), improve grazing systems to protect wet meadow/mesic areas, and implement beneficial grazing practices across ownership boundaries. Technology transfer will focus on wetland restoration and training, wet meadow/mesic restoration using rock structures and/or post-line wicker weave structures (i.e. Beaver Dam Analogs (BDA)) and developing wetland restoration plans of operations (WRPO) on existing WRE and assisting in protecting habitat conductivity through ALE applications. This position will also work with partners to establish funding to have the Beaver Restoration Assessment Tool (BRAT) mapped in Idaho, organizing demonstration site tours and training events for federal, state and non-governmental organizations. This position would work with regulatory agencies and other partners and will be responsible for obtaining all relevant permits, landowner permission, and as completing National Environmental Policy Act (NEPA) or any other documentation needed to implement the restoration activities.

The Idaho State Wildlife Action Plan has identified 205 species of greatest conservation need. Of these, 61% are associated with wetland and riparian conservation targets within the 14 ecological section plans. Obligate, associated or beneficiary species of wetland and riparian management actions will benefit from the targeted restoration and preservation activities identified above. Species that will benefit from this include, but are not limited to: Greater Sage-Grouse, Sandhill Crane, Long-billed Curlew, Yellow-billed Cuckoo, Brewer's Sparrow, Grasshopper Sparrow, Common Nighthawk, Northern Leopard Frog, Western Toad, Little Brown Myotis, Silver-haired Bat as well as over 70 invertebrates.

Idaho has a history of partnership and collaboration that can be seen in a whitepaper recently signed by leadership from NRCS, Bureau of Land Management, Idaho Department of Fish and Game, US Fish Wildlife Service, Idaho Department of Agriculture, Idaho Department of Lands, Idaho Governor's Office of Species Conservation, Bureau of Indian Affairs, University of Idaho Rangeland Center, Idaho Association of Soil and Conservation Districts, and Idaho Rangeland Resource Commission. This whitepaper identified the need for collaboration across administrative/ownership boundaries to develop grazing alternatives that benefit the landscape and provide flexibility for the producer to adaptively graze across private, state and federal land. This effort will require coordination to inform the process of collecting resource inventories, developing grazing management alternatives, and developing monitoring protocol to document the ecological benefit.

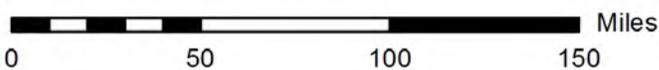
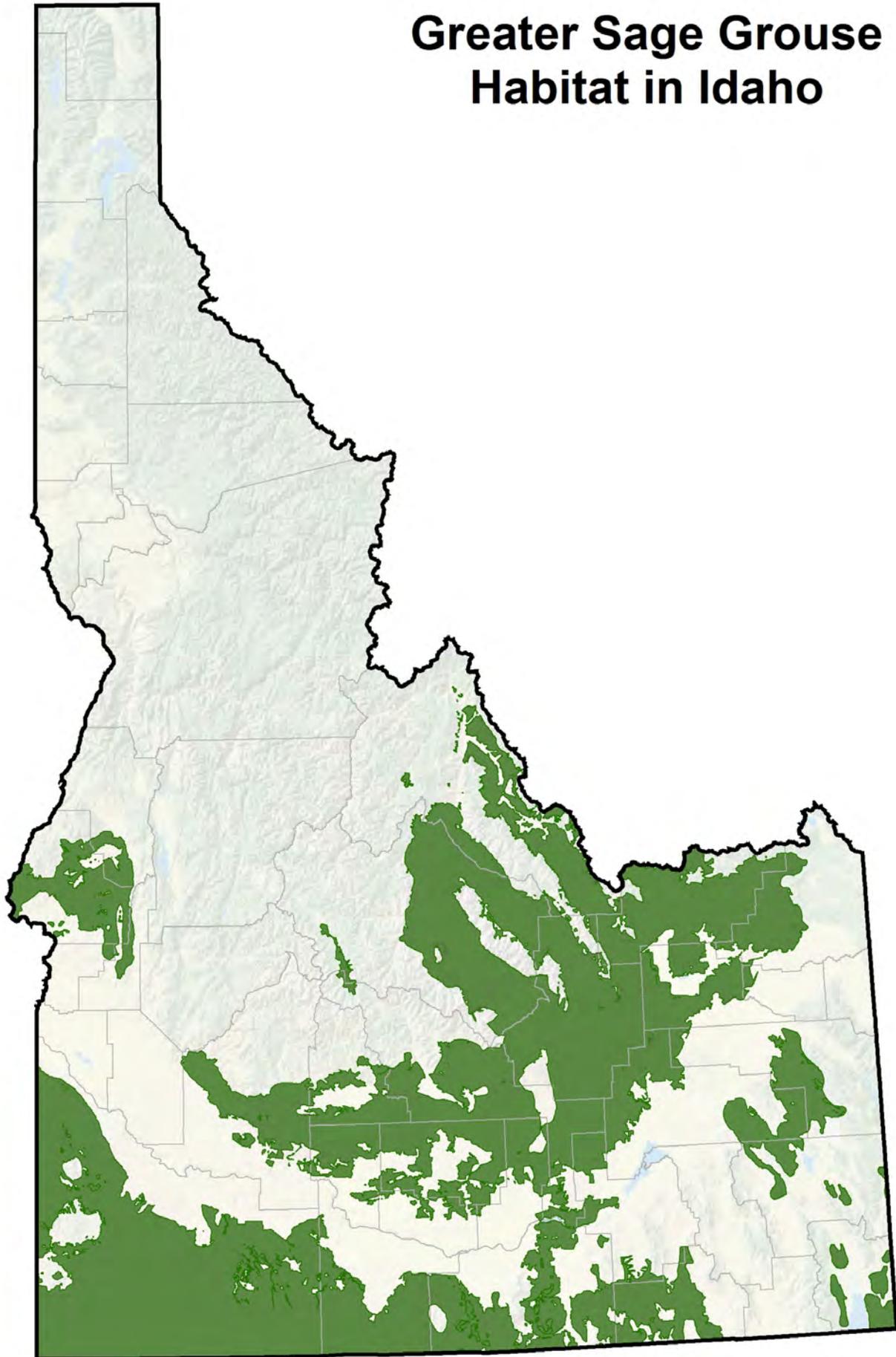
Specific habitat outcomes from this position will align the Federal Alternative for Idaho Sage-grouse Management as well as with the NRCS Idaho Sage-Grouse Initiative (SGI) 2.0 Implementation Strategy which include implementing grazing management, seeding, weed management, conifer removal, wet meadow restoration and habitat conductivity. This position will focus on facilitating the collection of field inventory and developing grazing strategies across the landscape and include all private acres, federal allotments and state leases. This position will assist land managers in developing an alternative that will be considered in the allotment permit renewal process and include appropriate activities to restore hydrology to springs, wetlands and wet meadows, removing encroaching conifers, treat invasive weeds, and seeding disturbed sites.

Protecting habitat conductivity will be assessed by increased applications submitted to NRCS for the ACEP ALE. Habitat outcomes will also align with the Idaho Governor's Sage Grouse Conservation Strategy (Governor's Strategy) especially those outcomes that will assist in the amelioration of invasive species and wildfire impacts on the sagebrush ecosystem. Additionally, this individual will work closely with the Idaho Sage Grouse Actions Team, which works to implement habitat conservation actions outlined in the Governor's Strategy and other plans as to ensure a coordinated approach to conservation of sage grouse and the sagebrush ecosystem.

Project Location Description: This position will apply to the sagebrush landscape throughout Idaho.

Requested amount: \$100,000 (\$50,000 for two years)

Greater Sage Grouse Habitat in Idaho



The NRCS is an equal opportunity
employer and provider



Greater Sage Grouse Habitat in Idaho



Washington

Montana

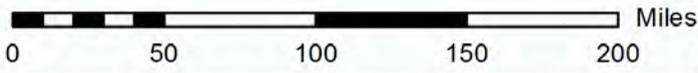
Idaho

Oregon

Wyoming

Nevada

Utah



The NRCS is an equal opportunity employer and provider 

2017 SAGEBRUSH LANDSCAPES PROGRAM REQUEST FOR PROPOSALS

Pre-Proposal Due Date: **Thursday, June 15 2017 by 11:59 PM Eastern Time**

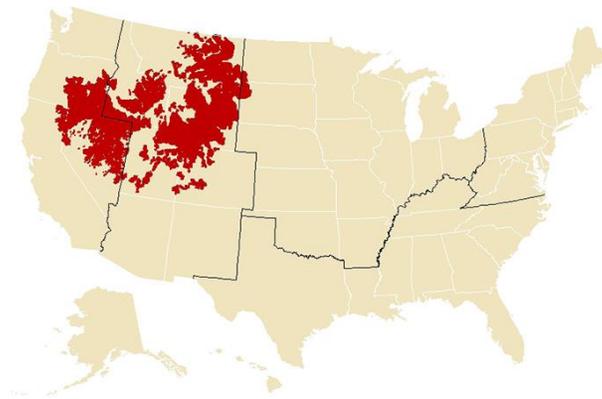
Full Proposal Due Date: **Monday, August 21 2017 by 11:59 PM Eastern Time**

OVERVIEW

The National Fish and Wildlife Foundation (NFWF) is soliciting proposals for projects that conserve, restore and enhance sagebrush and associated habitat. The pilot year objectives of the Sagebrush Landscapes Program is to support several strategic projects that accelerate and implement cross-jurisdictional management collaborations and/or provide transfer of knowledge and implementation of mesic area/wet meadow restoration efforts. Preference will be given to projects that accelerate adoption of the most cost effective and sustainable approaches that exhibit a high likelihood of success. The Sagebrush Landscapes Program will award approximately \$450,000 in grants ranging from \$50,000 – \$250,000. Major funding for the Sagebrush Landscapes Program comes from the U.S. Fish and Wildlife Service, The Bureau of Land Management (BLM) and the U.S. Forest Service (USFS).

GEOGRAPHIC FOCUS

Priority will be given to projects occurring in sagebrush habitat in: Western Colorado, Idaho, Northern Utah, Western Wyoming, Southwest Montana and Northeast Nevada.



PROGRAM PRIORITIES

All proposals must specifically address how projects will directly and measurably contribute to the accomplishment of program priorities which include:

1: *Cross-Jurisdictional Management or the “All Lands Approach”:*

Much of the sagebrush landscape is checkered by mixed ownership. Generally speaking, throughout the west land ownership adheres to the following pattern: the lower water-rich properties tend to be privately owned, the more arid uplands are typically federally owned and managed by the BLM, and lands located in upper watersheds are frequently managed by the USFS. When additional state land and other holdings are included, the ability to manage a landscape becomes complex. Projects promoting capacity to communicate and assist with management, restoration and enhancement of habitat that address conservation bottlenecks within communities identified in the focal areas will be given consideration.

2: *Mesic Area and Wet Meadow Restoration:*

Many of the species found in the sagebrush landscape are adapted to the arid climate and do not rely exclusively on access to water. However the benefits realized from mesic areas and wet meadows are critical during certain life stages of sagebrush species, including utilization by sage-grouse for brood rearing habitat. Threats to these systems include altered hydrology (digging stock ponds or “dirt tanks”), de-watering or diversion of water for irrigation elsewhere, historic eradication of beaver and mismanagement of grazing which can lead to erosion issues and an ultimate lowering of the water table.

Techniques such as installation of rock structures or beaver mimicry are often site specific, and are just recently being adopted and formalized by many of the state and local land management agencies. There is a significant need for investment in these emerging techniques for both the transfer of knowledge and landscape level implementation. Projects promoting the implementation, transfer of knowledge or capacity to employ these techniques will be given consideration.

PROJECT METRICS

To better gauge progress on individual grants and to ensure greater consistency of project data provided by multiple grants, the Sagebrush Landscapes Program has provided a list of metrics in Easygrants for Full Proposal applicants to choose from for future reporting. We ask that applicants select only the most relevant metrics from this list for their project (all possible program metrics are shown in the table below). If you do not believe an applicable metric has been provided, please contact Seth Gallagher (seth.gallagher@nfwf.org) to discuss acceptable alternatives.

Project Activity	Recommended Metric	Additional Guidance
Mesic areas and wet meadows restoration	Habitat Restoration – Mesic area restoration – # structures installed	In the Notes section of this metric please indicate what type of structure is being installed (i.e. beaver analog, one rock dam, etc.)
Mesic areas and wet meadows restoration	Habitat Restoration – Mesic area restored – # acres	Enter the number of acres restored and restoration technique

All lands collaboration	Habitat Improvement – # acres under management plan as a result of grant supported efforts	Specify improvements in Notes section (i.e. grazing plan, infrastructure development etc.)
All lands collaboration	Habitat Restoration – # acres	Specify restoration activity in Notes section (i.e. sagebrush plug planting, grass re-seeding, confer removal, etc.)

ELIGIBILITY

Eligible Entities

- Eligible applicants include non-profit 501(c) organizations, U.S. Federal government agencies, state government agencies, local governments, municipal governments, Indian tribes, educational institutions, businesses and unincorporated individuals.

Ineligible Uses of Grant Funds

- NFWF funds and matching contributions may not be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations.
- NFWF funds may not be used to support ongoing efforts to comply with legal requirements, including permit conditions, mitigation and settlement agreements. However, grant funds may be used to support projects that enhance or improve upon existing baseline compliance efforts.
- While federal agency partners are eligible applicants, program funds cannot be applied to federal salary.

FUNDING AVAILABILITY AND MATCH

The Sagebrush Landscapes Program for the 2017 RFP has approximately \$450,000 available in funding. This program anticipates an annual RFP cycle and hopes to increase the level of available funding. For this round NFWF anticipates awarding between three and six grants ranging from \$50,000 to \$250,000. Grants can range from one to two years in length. For this cycle a minimum 1:1 non-federal match is required as in-kind or cash contributions. Please see the Program Tip Sheet for additional guidance.

EVALUATION CRITERIA

All proposals will be screened for relevance, accuracy, completeness and compliance with NFWF and funding source policies. Proposals will then be evaluated based on the extent to which they meet the following criteria.

Program Goals and Priorities – Project contributes to the Program’s overall habitat and species conservation goals, and has specific, quantifiable performance metrics to evaluate project success. Project addresses one or more of the program priorities outlined in the Request for Proposal.

Technical Merit – Project is technically sound and feasible, and the proposal sets forth a clear, logical and achievable work plan and timeline. Project engages appropriate technical experts throughout project planning, design and implementation to ensure activities are technically-sound and feasible.

Transferability – Project has potential and plan to transfer lessons learned to other communities and/or to be integrated into government programs and policies.

Communication – Project includes a plan to communicate information about the project to appropriate audiences.

Funding Need – Project establishes a clear need for the funds being requested, and demonstrates that activities would not move forward absent funding.

Match – Minimum 1:1 non-federal match is required, projects will be assessed on their ability to meet this minimum criteria as well as their ability to leverage beyond the minimum requirements.

Conservation Plan and Context – The project advances an existing conservation plan or strategy.

Monitoring – Project includes a plan for monitoring progress during and after the proposed project period to track project success and adaptively address new challenges and opportunities as they arise.

Long-term Sustainability – Project will be maintained to ensure benefits are achieved and sustained over time. This should include how future funding will be secured to implement necessary long-term monitoring and maintenance activities.

Past Success – Applicant has a proven track record of success in implementing conservation practices with specific, measurable results.

Partnership – An appropriate partnership exists to implement the project and the project is supported by a strong local partnership that leverages additional funds and will sustain it after the life of the grant. Identify proposed partners, if known (including potential or contemplated subawards to third party subrecipients of the applicant), the roles they will play in implementing the project, and how this project will build new or enhance existing partnerships. (Note: a project partner is any local community, non-profit organization, tribe, and/or local, state, and federal government agency that contributes to the project in a substantial way and is closely involved in the completion of the project.)

OTHER

Budget – Costs are allowable, reasonable and budgeted in accordance with NFWF's [Budget Instructions](#) cost categories. Federally-funded projects must be in compliance with OMB Uniform Guidance as applicable ([OMB Uniform Guidance](#)).

Procurement – If the applicant chooses to specifically identify proposed Contractor(s) for Services, an award by NFWF to the applicant does not necessarily constitute NFWF's express written authorization for the applicant to procure such specific services noncompetitively. When procuring goods and services,

NFWF recipients must follow documented procurement procedures which reflect applicable laws and regulations.

Publicity and Acknowledgement of Support – Award recipients will be required to grant NFWF the right and authority to publicize the project and NFWF’s financial support for the grant in press releases, publications and other public communications. Recipients may also be asked by NFWF to provide high-resolution (minimum 300 dpi) photographs depicting the project.

Receiving Award Funds – Award payments are primarily reimbursable. Projects may request funds for reimbursement at any time after completing a signed agreement with NFWF. A request of an advance of funds must be due to an imminent need of expenditure and must detail how the funds will be used and provide justification and a timeline for expected disbursement of these funds.

Compliance Requirements – Projects selected may be subject to requirements under the National Environmental Policy Act, Endangered Species Act (state and federal), and National Historic Preservation Act. Documentation of compliance with these regulations must be approved prior to initiating activities that disturb or alter habitat or other features of the project site(s). Applicants should budget time and resources to obtain the needed approvals. As may be applicable, successful applicants may be required to comply with additional Federal, state or local requirements and obtain all necessary permits and clearances.

Quality Assurance – If a project involves significant monitoring, data collection or data use, grantees will be asked to prepare and submit quality assurance documentation (www.epa.gov/quality). Applicants should budget time and resources to complete this task.

Permits – Successful applicants will be required to provide sufficient documentation that the project expects to receive or has received all necessary permits and clearances to comply with any Federal, state or local requirements. Where projects involve work in the waters of the United States, NFWF strongly encourages applicants to conduct a permit pre-application meeting with the Army Corps of Engineers prior to submitting their proposal. In some cases, if a permit pre-application meeting has not been completed, NFWF may require successful applicants to complete such a meeting prior to grant award.

Federal Funding – The availability of federal funds estimated in this solicitation is contingent upon the federal appropriations process. Funding decisions will be made based on level of funding and timing of when it is received by NFWF.

TIMELINE

Dates of activities are subject to change. Please check the [Sagebrush Landscapes Program page](#) of the NFWF website for the most current dates and information.

Pre-Proposal Due Date	Thursday, June 15, 2017, 11:59 PM Eastern
Invitations for Full Proposals Sent	Early July
Full Proposal Due Date	Monday, August 21, 2017, 11:59 PM Eastern
Review Period	Late August – September
Awards Announced	Mid November

HOW TO APPLY

All application materials must be submitted online through National Fish and Wildlife Foundation's Easygrants system.

1. Go to easygrants.nfwf.org to register in our Easygrants online system. New users to the system will be prompted to register before starting the application (if you already are a registered user, use your existing login). Enter your applicant information.
2. Once on your homepage, click the "Apply for Funding" button and select this RFP's "Funding Opportunity" from the list of options.
3. Follow the instructions in Easygrants to complete your application. Once an application has been started, it may be saved and returned to at a later time for completion and submission.

APPLICATION ASSISTANCE

A PDF version of this RFP can be downloaded at the [Sagebrush Landscapes Program page](#).

A *Tip Sheet* is available for quick reference while you are working through your application. This document can be downloaded at the Sagebrush Landscapes page. Additional information to support the application process can be accessed on the NFWF website's "Applicant Information" page (www.nfwf.org/whatwedo/grants/applicants/Pages/home.aspx).

For more information or questions about this RFP, please contact:
Seth Gallagher, Program Manager Rocky Mountain Region, seth.gallagher@nfwf.org

For issues or assistance with our online Easygrants system, please contact:

Easygrants Helpdesk

Email: Easygrants@nfwf.org

Voicemail: 202-595-2497

Hours: 9:00 am to 5:00 pm ET, Monday-Friday.

Include: your name, proposal ID #, e-mail address, phone number, program you are applying to, and a description of the issue.



SAGEBRUSH LANDSCAPE CONSERVATION PROGRAM PRE-PROPOSAL TIP SHEET

STARTING AN APPLICATION

When you are ready to begin the application process, go to easygrants.nfwf.org.

- New users to the system will be prompted to register before starting their application.
- Existing users should log in using their e-mail address and password. If you have forgotten your password, please click the "Forgot your password?" link on the Easygrants login page and a reset link will be sent to you. The link expires within 24 hours of being sent.
- Once you are logged in, click the **Apply for Funding** button, and select Sagebrush Landscapes Initiative from the list of "Available Funding Opportunities".
- Complete the Eligibility Quiz and Save and Submit your response.
- If you pass the Eligibility Quiz, Easygrants will return you to your personal Easygrants Home Page. From there, click on the Pre-Proposal for the Sagebrush Landscapes Initiative. Now you are ready to get started! If you do not pass the Eligibility Quiz, please contact the NFWF Program Contact identified in the RFP.

* * * * *

The instructions below follow sequentially through each section and field in Easygrants required for this program. You may, however, complete these sections and fields in any order. **You are encouraged to use the Help feature in Easygrants for additional guidance and examples.** Additional resources for applicants, including the Indirect Cost Policy, can be accessed on the NFWF website by clicking [here](#). Use the Quick Launch box on the left hand side of the screen to locate your desired information.

CONTACT INFORMATION

Enter the contact information for the primary person responsible for completing the Easygrants application (this person is tagged as the Principal). Additional personnel may be added to your Easygrants account by clicking the "Add" button and entering their information (tag as a Collaborator).

ORGANIZATION INFORMATION

Use the "Select Organization" button to search for your organization; you can search by Name, EIN number, or DUNS number. When searching by Name, it is recommended that you enter as few words as possible to ensure your return list is comprehensive. Select your organization from the list that is the most complete (has DUNS and/or EIN numbers). If Easygrants informs you that your organization's EIN or DUNS already exists but you are unable to find your organization, please contact Easygrants@nfwf.org for support (include your organization's name, EIN, DUNS). If your organization is new to Easygrants, click the "Add New" button at bottom of list and fill out your organization's information.

PROJECT INFORMATION

- **Project Title:** Please do not call your project "Sagebrush landscapes Initiative Proposal". Give it a short, descriptive name that will distinguish it from other proposals and indicate project purpose, inclusion of an organization name or specific geography is helpful. (300 character limit, including spaces)

Take Note!

- **Pop-ups:** Easygrants uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. The internet browser pop-up blocker must be disabled prior to beginning the application process. You can also try holding the Shift or Control (CTRL) key when clicking the link.
- **Cookies:** Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** Easygrants uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted at a later time, up to the application deadline of **Thursday, June 15, 2017 11:59 PM Eastern Standard Time**. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

- **Project Start Date:** Projects should begin within six months of the award announcement date. The start date can be back-dated to June 1st 2017 in order to seek reimbursement for costs already incurred or to capture matching contributions.
- **Project End Date:** Projects should be completed within 12 to 36 months of the project start date.
- **Description:** Should be two sentences long in most cases. The first sentence should clearly state the main activity/method being used to address a specific species/habitat and location. The second sentence should state the expected outcome from the investment and relevance to conservation. Please refrain from using pronouns such as I, we, our, etc. (1,000 character limit, including spaces)
- **Abstract:** Provide a more detailed description of your project; including location, purpose, major activities, target species, specific habitat, outcomes (deliverables at the end of the grant period) and partners. If this is an international project (or if work is to be completed outside of the US or US territories), please provide one or two sentences explaining the importance/connection to the U.S. Please refrain from using pronouns such as I, we, our, etc. (1500 character limit, including spaces)
- **Project Location Description:** Please include the state and county/city where the project will occur. (300 character limit, including spaces)
- **Requested Amount:** Grant requests must be between \$20,000 and \$250,000 (please review the Request for Proposal for categories of funding).

UPLOADS

To complete your application, you must upload one or more files into Easygrants. In general, please minimize the file size of your uploads, and especially files that include photos, diagrams or logos. There is a file size limit of 15 megabytes.

- **Pre-Proposal Narrative:** The most important upload is your actual pre-proposal narrative. The **pre-proposal narrative template** may be downloaded from Easygrants at any time and completed at your leisure. It must be uploaded back into your Easygrants application before your application may be submitted. The narrative may not exceed two (2) pages in total length.
- **Map of Project Site:** Two maps should be uploaded, location of project in the larger landscape, and a project site specific map.

MATCHING CONTRIBUTIONS

All applicants must provide 1:1 non-federal match.

Click the “Add” button to add sources of matching contributions, and list each source of matching contributions separately in the space provided. Matching consists of the portion of project costs not paid with NFWF funds and may be in the form of cash, in-kind contributions and/or donations. Matching must meet all of the following criteria:

Non-federal Match:

- Verifiable from the grantee’s records
- Not included as contributions for any other award
- Necessary and reasonable for accomplishment of project or program objectives
- Are allowable costs based on the program and funding source guidelines
- Committed directly to the project and must be used within the period of performance

REVIEW and SUBMIT

When you are ready to submit, each section of your proposal should be indicated “Complete” with a green check mark (✓) in the “Status” column. If any section is indicated “Incomplete” with a red (✗), you will not be able to submit and must go back and check your work in each section that is “Incomplete”. The Validation Status section in the Review and Submit section of the application explains why the system indicates a section is “Incomplete”.

To view and save your proposal you may click on the “View PDF” button. This function creates a composite file with all of the fields and substantive uploads, which you may then save as a stand-alone document. Please note that some of the financial documentation will be excluded from the composite file, but will be received by NFWF upon submission. Once you have reviewed your pre-proposal for accuracy, click the “Submit” button to officially submit your proposal. Upon submission, you will receive a confirmation email from Easygrants@nfwf.org.

FREQUENTLY ASKED EASYGRANTS QUESTIONS

1. How do I get back into the Easygrants online system when locked out?

Please send an email to Easygrants Helpdesk (Easygrants@nfwf.org) with your name, easygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

2. I forgot my Easygrants password. How do I get this information sent to me?

Please go to easygrants.nfwf.org, click the "Forgot your password?" link, enter your e-mail address as the Login ID, and click Submit. Easygrants will e-mail you a copy of your login information. Please note that the reset password link expires after 24 hours of being sent. If it has been longer than 24 hours since the initial request you will have to request another link in order to reset your password. If you are unable to log in after having attempted to reset your password please send an email to Easygrants Helpdesk (Easygrants@nfwf.org) with your name, easygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue.

3. I have finished my pre-proposal and it is not showing up as completed.

Please remember to hit the "submit" button in the Review and Submit section of the application when you have completed the application. When a task is properly submitted in easygrants the task will no longer be visible on the user's homepage.

4. How will I know when NFWF has received my completed application?

You will receive an automated notification from Easygrants@nfwf.org.

5. I completed the application and it will not submit. Why not?

If you are unable to submit your application, go to the Review and Submit form in the application. If any section is indicated "Incomplete" with a red (X), there will also be an explanation as to why the system indicates the section is "Incomplete". You must go back and check your work in each section that is "Incomplete". Below are two examples that frequently prevent submission:

- 1) Check the Project Information section of the Easygrants online application "Requested Amount" to see if it matches your budget grand total. The amounts must match **exactly** (down to the cent) for you to be able to submit a proposal. Please edit your Requested Amount and/or budget if needed.
- 2) Do not complete sections of the budget where you have no costs. If you entered "0" for any budget line items, delete those line items. Placing a "0" in these line items will prevent you from submitting a proposal.

6. What should I do if a page crashes in Easygrants?

If you receive a System Encountered Error it is important to follow the instructions on the page

- 1) First, click **Resume** and you should return to the previous page. Check if the action you tried to complete occurred. If the action did not complete, make a note of what page you are on and what button or link you are clicking.
- 2) Retry the action. If the system crashes again you must click the **Send an E-mail** to report the issue. This will open a Send Error Message E-mail page in a new window or tab. **Do not skip these steps and e-mail Easygrants Helpdesk yourself; we need the information in this e-mail to resolve your issue.**
- 3) In the email to Easygrants Helpdesk, please enter your name, easygrants ID #, e-mail address, phone number, and a description of what happened. The description needs to include what page you were on, what data you may have typed into the page, what button/link you clicked, and what you were trying to do.
- 4) Click **Submit** to send the message and report the error. This will be sent to the NFWF Easygrants Helpdesk along with additional technical information sent by Easygrants.

7. I need to download a copy of my submitted proposal.

To download a copy of your proposal after submitting please go to your Home screen, click the **View All Tasks** button, and find your proposal in the list of tasks. Click **View PDF** to download a copy of your proposal. If the PDF does not open or begin downloading please try again, holding the Shift or Control (CTRL) key on your keyboard to override your pop-up blocker. Please note that proposals are only available for a limited time after a cycle closes.

HELP WITH THE EASYGRANTS ONLINE SYSTEM

For Easygrants technical support please contact our Helpdesk at Easygrants@nfwf.org or leave a message at 202-595-2497. Please include your name, easygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue. Helpdesk hours are 9:00 AM to 5:00 PM EST, Mon-Fri.

GENERAL QUESTIONS ABOUT THE RFP

Seth Gallagher, Program Manager, Rocky Mountain Region seth.gallagher@nfwf.org

IF YOU HAVE RECEIVED AN EMAIL FROM EASYGRANTS@NFWF.ORG INVITING YOU TO SUBMIT A FULL PROPOSAL, PLEASE CONTINUE WITH THE FOLLOWING PAGES OF INSTRUCTION.

SAGEBRUSH LANDSCAPES CONSERVATION PROGRAM FULL PROPOSAL TIP SHEET

IF YOU HAVE RECEIVED AN EMAIL FROM EASYGRANTS@NFWF.ORG INVITING YOU TO SUBMIT A FULL PROPOSAL, please continue on with these instructions.

CONTINUING YOUR APPLICATION

When you are ready to continue the application process, go to easygrants.nfwf.org.

- Enter your login ID and password. If you have forgotten your password, Easygrants will e-mail one to you.
- Once you are logged in, the Full Proposal "To Do" item and its due date will appear on your Home page.
- Click "Full Proposal" task link to begin.

* * * * *

The instructions below follow sequentially through each section and field in Easygrants required for this program. You may, however, complete these sections and fields in any order. **You are encouraged to use the Help feature in Easygrants for additional guidance and examples.**

Additional resources for applicants, including the Indirect Cost Policy, can be accessed on the NFWF website by clicking [here](#). Use the Quick Launch box on the left hand side of the screen to locate your desired information.

CONTACT INFORMATION

This section will be pre-populated with information from your pre-proposal; however, you may update this section with additional project personnel or changes to personnel roles.

ORGANIZATION INFORMATION

This section will be pre-populated with information from your pre-proposal.

PROJECT INFORMATION

The following fields will be pre-populated with information from your pre-proposal; however, you may edit these fields to make improvements or to reflect changes in your project:

- **Project Title**
- **Project Start Date**
- **Project End Date**
- **Description**
- **Abstract**
- **Requested Amount**

PROJECT LOCATION

The following fields require new information not provided previously:

- **Project Location Country:** All projects must occur within "North America – United States"
- **Project Location State/Province:** Select all states that apply.
- **Project Location U.S. Congressional District(s):** As of January 1, 2013, Congressional District lines were redrawn in many states. Please carefully review the district(s) for your project's location. If you are not sure what the Congressional District(s) should

Take Note!

- **Pop-ups:** Easygrants uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. The internet browser pop-up blocker must be disabled prior to opening your application. You can also try holding the Shift or Control (CTRL) key when clicking the link.
- **Cookies:** Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** Easygrants uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Modifications to applications may be saved and submitted at a later time, up to the application deadline of **Monday, August 21, 2017 11:59 PM Eastern Standard Time**. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

be, you can enter the project zip codes or addresses at <http://www.govtrack.us/congress/members/map> to determine the correct district(s) for your project. If your project takes place statewide, please select the “All Districts” option for that state.

- **Project Location Description:** This field will be pre-populated with information from your pre-proposal; however, you may edit to reflect changes or refinements to your project location.

MAP

This section allows you to map the location(s) of your proposed project. Follow the page instructions provided in Easygrants. For more detailed assistance, refer to the [Map Page Help](#) document or [Mapping Video Tutorial](#).

- Navigate to the map window and click “Save” at the bottom of the page to begin mapping your project.
- There are three methods of submitting the location(s) of your project:
 - Upload a Shapefile
 - Select by Geography
 - Draw a Custom Area
- Once your location(s) have been created, click “Submit Project Location”.
- To finalize your location, click the “Confirmation” check box at the bottom of the page.
- Then click “Save” (or “Save & Continue”) to save your map and move to the next task.

UPLOADS

To complete your application, you must upload one or more files into Easygrants. In general, please minimize the file size of your uploads, and especially files that include photos, diagrams or logos. There is a file size limit of 15 megabytes.

- **Full Proposal Narrative:** The most important upload is your actual full proposal narrative. The **full proposal narrative template** may be downloaded from Easygrants at any time and completed at your leisure. It must be uploaded back into your Easygrants application before your application may be submitted. The narrative may not exceed six (6) pages in total length.
- In addition to the narrative, several other files should be uploaded. Following is guidance regarding all required and optional uploads:

Upload	Required	Notes
Narrative	Yes	Template provided in Easygrants online application “Uploads” section.
Project Maps	Yes	In addition to the Mapping Tool, please submit maps and/or diagrams of on-site work proposed, if applicable. Strongly recommended for restoration or green infrastructure projects.
Letters of Support	No	Recommended from significant partners, especially those providing matching contributions. Letters of support should not be mailed directly to NFWF. Scan all letters of support into one single file and upload the file in the “Uploads” section of your online application.
Other documents	No	Ten (10) page limit.
Statement of Litigation	Yes	Template provided in Easygrants online application “Uploads” section. Federal, state, and local government applicants are not required to complete this section.
Board of Trustees or Directors	Yes	Provide a list of members. If your organization is not a nonprofit and does not have a Board, upload a document stating that none exists.
GAAP Audited Financial Statements*	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
IRS Form 990*	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Single Audit*	Yes	Please refer to the Required Financial Documents and FAQs webpage for details on all financial information required for submission.
Conceptual or Engineered Plans	No	Conceptual or engineering designs of green infrastructure, restoration, best management practices, and other technology or techniques that will be employed during the course of the project, if applicable.
Photos	No	Please compress photos to minimize file size. 3 photos maximum.

*If your organization has recently applied to NFWF for a grant and valid information is already on file in Easygrants and is current, you will not be asked for these uploads and these categories will not appear for you in Easygrants. Also, please note that financial documents may not show a ‘successfully converted’ status when you are uploading them. This is because financial documents are not

pulled into the full proposal PDF but are stored in a separate part of the easygrants system which can only be accessed by NFWF staff once uploaded.

METRICS

This section allows you to select the activity and outcome metrics you will use to measure your project's progress and success. Follow the directions provided in Easygrants to complete this section. A couple of pointers:

- A list of metrics associated with this program will be presented.
- Hover your mouse cursor over the "?" next to a metric to read its description and specific guidance.
- Please "Add" and complete at least one metric relevant to reporting your project's progress.
- For each metric you will need to provide values for "Starting Value" and "Target Value". In most cases the starting value will be zero (0).
- In your project narrative, you will have the opportunity to describe additional activities and outcomes associated with your project.

BUDGET

Please refer to the [Detailed Budget Instructions](#) sheet in order to accurately complete a budget for this project.

Note: The "Requested Amount" in the Project Information section must match your budget grand total exactly. The budget should only represent the grant amount being requested from NFWF; it should not include matching funds or represent the overall budget for the project.

Indirect Costs: If you intend to include indirect costs in your budget, please review NFWF's [Indirect Cost Policy](#).

MATCHING CONTRIBUTIONS

All applicants must provide 1:1 non-federal match

Click the "Add" button to add sources of matching contributions, and list each source of matching contributions separately in the space provided. Matching consists of the portion of project costs not paid with NFWF funds and may be in the form of cash, in-kind contributions and/or donations. Matching must meet all of the following criteria:

Non-federal Match:

- Verifiable from the grantee's records
- Not included as contributions for any other award
- Necessary and reasonable for accomplishment of project or program objectives
- Are allowable costs based on the program and funding source guidelines
- Committed directly to the project and must be used within the period of performance

PERMITS and APPROVALS

If permits and/or approvals are required for this project, click the "Add" button to provide details for each permit and/or approval. Include extra information in the description section as necessary (e.g., pre-permit meeting held on Jan. 1, 2013, etc.).

REVIEW and SUBMIT

When you are ready to submit, each section of your proposal should be indicated "Complete" with a green check mark (✓) in the "Status" column. If any section is indicated "Incomplete" with a red (✗), you will not be able to submit and must go back and check your work in each section that is "Incomplete". The Validation Status section on the Review and Submit page explains why the system indicates a section is "Incomplete".

To view and save your proposal you may click on the "View PDF" button. This function creates a composite file with all of the fields and substantive uploads, which you may then save as a stand-alone document. Please note that some of the financial documentation will be excluded from the composite file, but will be received by NFWF upon submission. Once you have reviewed your proposal for accuracy, click the "Submit" button to officially submit your proposal. Upon submission, you will receive a confirmation email from Easygrants@nfwf.org.

HELP WITH THE EASYGRANTS ONLINE SYSTEM

For Easygrants technical support please contact our Helpdesk at Easygrants@nfwf.org or leave a message at 202-595-2497. Please include your name, eaygrants ID #, e-mail address, phone number, program you are applying to, and a description of the issue. Helpdesk hours are 9:00 AM to 5:00 PM EST, Mon-Fri.

GENERAL QUESTIONS ABOUT THE RFP

Seth Gallagher
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