

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

on behalf of the

Invasive Species Council of California

April 15, 2024

Revised October 16, 2024

**Rapid Response Funding for Emerging Invasive  
Species Threats in California**  
**Application**

[www.iscc.ca.gov](http://www.iscc.ca.gov)

## About the Program

The California Department of Food and Agriculture (CDFA), on behalf of the Invasive Species Council of California, is pleased to announce funding for Rapid Response to Emerging Invasive Species Threats in California. The purpose of this funding is to support immediate actions to contain and/or eradicate invasive species before they become established and cause economic, ecological, or human health impacts. Priority shall be given to projects that are species-specific, time-sensitive, new to a geographic region, and likely to prevent the establishment of that species. Projects shall minimize the economic, ecological, and human health impacts caused by invasive species and restore and protect biodiversity and ecosystem health.

## Funding, Timeline, and Reporting Requirements

The maximum funding award is \$100,000 per project. The minimum award is \$10,000 per project. Applications are accepted on a continuous basis, and funding is subject to project need and the availability of funding. CDFA reserves the right to offer an award different than the amount requested. Funding may supplement, but not supplant, existing activities/programs and funding. The timeline of the project is contingent on the nature of the funded actions, not to exceed 12 months from the date funds are awarded. Progress reports shall be submitted quarterly, and a final report is due within 60 days of completion of the project.

### Project and Applicant Eligibility

- Projects must directly benefit California.
- Applicants from public or private colleges and universities, federal, state, and local government entities including Tribal entities, and special districts. Non-profits are encouraged to partner with eligible applicants.
- Project lead and lead entities must be based in California. Additional investigators and/or contractors may be out of state.
- It is the grantees responsibility to secure any and all permits necessary to implement their project.

## How to Apply

Information and resources for applying can be found on the Invasive Species Council of California website (<http://www.iscc.ca.gov/>). Department of Food and Agriculture staff cannot assist in the preparation of application content. General questions or assistance with formatting may be submitted to [cisac@iscc.ca.gov](mailto:cisac@iscc.ca.gov). To ensure that all potential applicants benefit from all submitted questions and responses, all questions and responses will be posted on the [ISCC webpage](#).

Applications should be submitted via email to [cisac@iscc.ca.gov](mailto:cisac@iscc.ca.gov), with “Rapid Response Application” in the subject line. If an application cannot be submitted via email please call 916-654-0317 to make arrangements to submit via an alternative method. All files emailed should be in PDF format.

## Application Review and Evaluation

A review committee consisting of California Invasive Species Advisory Committee members will review the applications and evaluate their merits. The guidance for evaluating funding requests can be found in Appendix A.

Any member of the committee with a financial conflict of interest with the project, or who prepared the application, or who will serve as the project lead will be excluded from any discussions or decisions regarding that application. Incomplete applications will be rejected within 10 business days of receipt. Incomplete applications can be resubmitted if deficiencies are rectified.

All applicants will be notified regarding the status of their proposal within 20 business days. Applicants whose projects are not funded may request comments from [david.pegos@cdfa.ca.gov](mailto:david.pegos@cdfa.ca.gov) within 30 business days of transmittal of the funding denial.

## Rapid Response Funding Application

### Section One: Overview

1.1 Justify the need for rapid response funding, including:

- Brief description of the invasive species threat
- Purpose and key anticipated outcomes of your rapid response
- Region and/or communities served.

Not to exceed 500 words

## Section Two: Proposal Details

2.1. Invasive species threat that you seek to address.

Not to exceed 300 words

2.2. Objective(s). An objective is defined as a result/outcome that will be achieved with this funding.

Not to exceed 500 words

2.3. Task(s). A task is defined as an action implemented to achieve (in part or in whole) the objective(s) defined above. If there is more than one objective, indicate which task(s) correspond to each objective.

Not to exceed 500 words

2.4. Timeline. Detail the timeline for each task, including its completion date relative to the funding award date (e.g., "Objective 1, Task A will be completed within 6 weeks of funding being awarded.")

Not to exceed 500 words

2.5. Metrics for Implementation. Define how implementation of each task will be demonstrated, and how their effectiveness is assessed. Identify all deliverables for each task (if applicable).

Not to exceed 300 words

2.6. Budget narrative justifying costs of PERSONNEL (salary and fringe benefits); OPERATING EXPENSES (Travel, Equipment, Supplies, Contracts); and INDIRECT COSTS. Note that indirect costs cannot exceed otherwise pre-negotiated rates, or 25%.

Narrative not to exceed 500 words.

## 2.7. Itemized Budget

<b>Budget Category</b>	<b>Amount of Funds Requested (\$)</b>	<b>Description of Costs or Activities</b>	<b>Quarter* and Year to be Completed</b>
<b>PERSONNEL</b>			
<b>A. Salary and Wages</b> Cost of salary and wages for time spent working on the tasks funded by this award.			
<b>B. Fringe Benefits</b> Cost of fringe benefits for time spent working on the tasks in accordance with the organization's established fringe benefits policy. Rate: <INSERT RATE>			
<b>OPERATING EXPENSES</b>			
<b>C. Travel</b> Cost of project related travel.			
<b>D. Special Purpose Equipment</b> Cost to purchase special purpose equipment (for items greater than \$5,000 per unit) necessary to achieve project objectives.			
<b>E. Supplies</b> Cost to purchase supplies (for items less than \$5,000 per unit) necessary to achieve project objectives.			
<b>F. Contractual</b> Cost of work by individuals/organizations other than the applicant (e.g., cooperators consultants, contractors, partners, etc.).			



<b>G. Other Cost of all other expenses not captured above.</b>			
<b>INDIRECT COSTS</b>			
<b>H. Facilities and administrative costs. &lt;INSERT RATE&gt;</b>			
<b>Total Funds Requested</b>			

\*Quarters are defined as 1<sup>st</sup>: January 1-March 31; 2<sup>nd</sup>: April 1-June 30; 3<sup>rd</sup>: July 1-September 30; 4<sup>th</sup>: October 1-December 31.

2.8. Project Team and institutional resources: List the names of the team members, and describe institutional resources and equipment (if applicable) that will be used for project implementation. Submit a CV/resume for each team member (not to exceed two pages) as a PDF file with this application.

Not to exceed 300 words

2.9. Partners. List contributing partners on this effort. Substantiate their role with a one-page letter from each on their letterhead, submitted as a PDF file with this application.

Not to exceed 100 words

2.10. Describe your anticipated long-term project plans after the grant funds are spent, and how those efforts would be financially supported.

Not to exceed 300 words

### **Section Three: Supplementary Information**

3.1. Include any supplementary information/documents/maps which you feel are essential to the review committee in assessing this proposal. If including attachments, submit them as PDF files.

Not to exceed 1,000 words

## Section Four: Applicant Information

### ***Project Lead***

4.1. Name

4.2. Institution

4.3. Address

4.4. Phone number

4.5. Email address

### ***Contract Administration***

4.6 Name

4.7. Institution

4.8. Address

4.9. Phone number

4.10. Email address

EVALUATION GUIDANCE	Weight
<b>Project</b> <b>Justification</b> <ul style="list-style-type: none"> <li>- The project is species-specific, time-sensitive, new to a geographic region, and likely to prevent the establishment of that species.</li> <li>- The defined need poses an imminent and significant threat to California's economy, environment, and/or human health.</li> <li>- A rapid response, inclusive of the objectives and tasks proposed, is likely to reduce future impacts and/or long-term management costs.</li> <li>- The rapid response restores and protects biodiversity and ecosystem health.</li> </ul> <b>Objectives</b> <ul style="list-style-type: none"> <li>- The proposed objective(s) effectively address the defined need.</li> </ul> <b>Tasks</b> <ul style="list-style-type: none"> <li>- The proposed task(s) are appropriate to achieve the defined objective(s).</li> </ul>	<b>50%</b>
<b>Project Team and Resources</b> <b>Team</b> <ul style="list-style-type: none"> <li>- The project team (leaders + collaborators) has complementary and integrated expertise, and their leadership approach/governance and organizational structure is appropriate for the project.</li> <li>- The project has strong support from relevant organizations/individuals.</li> </ul> <b>Resources</b> <ul style="list-style-type: none"> <li>- The organizational and institutional support, equipment, and other physical resources available to the project team are adequate for the proposed tasks.</li> <li>- The project will benefit from interdisciplinary, cultural, and/or collaborative engagement.</li> </ul>	<b>20%</b>
<b>Feasibility</b> <b>Implementation</b> <ul style="list-style-type: none"> <li>- The project tasks are achievable within their proposed timeline.</li> <li>- The overall strategy, work, and analysis methodology are well-reasoned and appropriate to accomplish the objectives of the project.</li> <li>- Measures to evaluate the project are sound.</li> </ul> <b>Fiscal Practicality</b> <ul style="list-style-type: none"> <li>- The project tasks are achievable within the proposed budget.</li> <li>- The proposed budget is clear, reasonable, and justified; the budget table detail is consistent with the narrative.</li> </ul>	<b>30%</b>
<b>Total</b>	<b>100%</b>

## Invasive Species Rapid Response Funding Quarterly Progress Report

<INSERT PROJECT NAME>  
<INSERT DATE SUBMITTED>

Award # <INSERT AWARD NUMBER>

Award Term: <INSERT START DATE – END DATE>

Prepared by: <INSERT NAME OF PREPARER AND AFFILIATION>

Instructions: Complete a Quarterly Progress Report for each quarter as defined below, even if funding began mid-quarter.

Report Quarter (check only one):

- ☐ First: January 1-March 31, 202\_\_
- ☐ Second: April 1-June 30, 202\_\_
- ☐ Third: July 1-September 30, 202\_\_
- ☐ Fourth: October 1-December 31, 202\_\_

Funded Tasks:

1. Objectives and Tasks: List all project objectives and associated tasks.

Objective 1. ...

Task A. ...

...

2. Accomplishments: For each task funded from this award and during this reporting period describe what was accomplished toward implementation. If no progress was made during the quarter indicate "None." If the task was completed in a prior quarter indicate "Completed in <insert which quarter>". (Not to exceed 100 words per task.)

Task A. ...

...

3. Tasks not accomplished on schedule. Explain why they were not completed, and the revised plan to complete them before the end of the funding agreement.

...

4. Invoices submitted for payment.

Invoice #	Invoice Date	Invoice Amount (\$)
###	MM/DD/YY	\$\$\$\$\$

5. Comprehensive Effort (if applicable):

## Appendix B.

Recognizing that most invasive species responses are collaborative and leverage funding from multiple sources, please share additional information about how others are contributing to this rapid response, inclusive of staff time, funding, and collective accomplishments. This information does not need to tie into the objectives/tasks of this award.

Sample

## Invasive Species Rapid Response Funding Final Report

<INSERT PROJECT NAME>  
<INSERT DATE SUBMITTED>

Award # <INSERT AWARD NUMBER>

Award Term: <INSERT START DATE – END DATE>

Prepared by: <INSERT NAME OF PREPARER AND AFFILIATION>

Instructions: Complete the Final Report within 60 days of the completion of funded work, or the expiration of the fund agreement, whichever comes first.

### Funded Efforts:

1. Objectives and Tasks: List all project objectives and associated tasks.  
Objective 1. ...  
Task A. ...  
...
2. Accomplishments: For each task funded from this award and during this reporting period describe what was accomplished toward implementation. If no progress was made during the quarter indicate “None;” if the task was completed in a prior quarter indicate “Completed in <insert which quarter>”. (Not to exceed 100 words per task.)  
Task A. ...  
...
3. If any tasks were not accomplished, identify them and explain why not.  
...
4. Unfunded/Comprehensive Effort (if applicable):

Recognizing that most invasive species responses are collaborative and leverage funding from multiple sources, please share additional information about how others are contributing to this rapid response, inclusive of staff time, funding, and collective accomplishments. This information does not need to tie into the objectives/tasks of this award.