

**INVASIVE SPECIES COUNCIL OF CALIFORNIA (ISCC)  
ONLINE MEETING**

Meeting Minutes  
Monday, April 13, 2020

**Opening:**

The meeting of the Invasive Species Council of California (ISCC) was called to order at 1:00 p.m. on April 13, 2020 in Sacramento, by California Department of Food and Agriculture (CDFA) Secretary Karen Ross.

**ISCC Members Present:**

Karen Ross, Secretary, CDFA  
Rachael O'Brien, Deputy Secretary, CDFA  
Wade Crowfoot, Secretary, California Natural Resources Agency  
Elizabeth Williamson, Deputy Secretary, California Natural Resources Agency  
Jared Blumenfeld, Secretary, California Environmental Protection Agency  
Julie Henderson, Deputy Secretary, California Environmental Protection Agency  
Darwin Moosavi, Deputy Secretary, California State Transportation Agency  
Christina Curry, Deputy Director, California Governor's Office of Emergency Services  
Julie Souliere, Assistant Secretary, California Health and Human Services

**Staff Members Present:**

Nick Condos, Plant Health and Pest Prevention Services Director  
David Pegos, ISCC Executive Director and CISAC Executive Director  
Colleen Murphy  
Michael Scholl

**Opening Remarks**

- **Karen Ross, CDFA:** This meeting is being held online, rather than in person, in accordance with state instructions related to COVID-19.
- **David Pegos, CDFA:** The ISCC's purpose is to coordinate and ensure cost-efficient, environmentally sound and effective state activities regarding invasive species. This meeting has an action item, which is to create the newly reconfigured California Invasive Species Advisory Committee (CISAC).

**PRESENTATION: Nick Condos, CDFA**

- CDFA Pest Prevention Mission

**PRESENTATION: David Pegos, CDFA**

- ISCC/California Invasive Species Advisory Committee

**PRESENTATION: Shannon Lynch, UC Santa Cruz**

- Presentation of Invasive Shot Hole Borer Report

**COUNCIL BUSINESS:**

- **David Pegos, CDFA:** Agency Invasive Species Points of Contact
- **Action item: Approval of the newly reconfigured CISAC**  
**Motion to approve: Wade Crowfoot, California Natural Resources Agency**  
**Second: Darwin Moosavi, California State Transportation Agency**  
**No discussion, all in favor, motion carried**
- **Action item: Designate ISCC Executive Director**  
**Motion to re-appoint David Pegos as ISCC Executive Director: Karen Ross, California Department of Food and Agriculture**  
**Second: Wade Crowfoot, California Natural Resources Agency**  
**No discussion, all in favor, motion carried**

**COVID-19 Adaptations**

- **Pest Prevention System – Essential Functions, Nick Condos, CDFA**

**PUBLIC COMMENT:**

- **Doug Johnson:** What is the time frame for CISAC meetings? What is the work plan for CISAC?
- **David Pegos, CDFA:** (in response) There is a process in place to solicit new members. Looking at three (3) to four (4) months for the first meeting. Will be updating the CISAC bylaws and charters.
- **Ted Grosholz, UC Davis:** Use the committee to find cost effective approaches to identifying invasive species pathways.

**CLOSING COMMENTS:**

- **Karen Ross, CDFA:** Thanks to Shannon Lynch and others for their contributions to the Invasive Shot Hole Borer report. Also, thanks to the ISCC members for their participation in today's meeting. CISAC is an opportunity to bring up important topics such as how climate change can affect pest behavior and management.
- **Wade Crowfoot, California Natural Resources Agency:** Looking forward to our part in this effort. Suggest we use time invaluablely to work with other agencies on invasive species.

**ADJOURNMENT**

The meeting was adjourned at: 2:31PM Minutes taken  
by: Michael Scholl, SSA, CDFA

<b>Shovel-ready projects to be funded</b>	
Invasive Species Summit	\$118,750.00
Invasive Species Tours	\$136,562.50
ISCC/CISAC Operational Fund (travel, outreach booths, printing, business needs, reports, facilitation)	\$29,687.50
Living list and pathway prioritization	\$136,562.50
Fulltime support for ISCC/CISAC (Two year limited term position)	\$356,250.00
Reserve fund	\$682,812.50
Invasive Shot Hole Borer (PSHB, KSHB, MOB)	\$1,502,187.50
Volutaria San Diego Project	\$250,000.00
Statewide exotic wood borer survey	\$136,562.50
Statewide aquatic invasive survey	\$475,000.00
Yellow Star Thistle biocontrol incubators	\$59,375.00
Plant Right	\$296,875.00
Caulerpa prolifera	\$819,375.00
<b>Totals</b>	<b>\$5,000,000.00</b>

## **2022 Invasive Species Funding Proposals**

**Project Title:** Annual Statewide Surveys for Early Detection of Priority Aquatic Invasive Species (AIS)

**Project Lead:** David Kratville, CDFA

**Cooperators:** Gina Darin DWR, Anthony Rietl CDFW/OSPR, Edward Hard, CA Boating and Waterways

**Location/Scope:** Inland and coastal waters of CA, focus on priority locations

**Significance:** Critical part of preventing establishment and spread of new AIS.

This would expand the geographic scale and the frequency of ongoing AIS surveys being conducted by CDFW (OSPR), CDFA, and Smithsonian Environmental Research Center (SERC). It would use most of the same survey methods and data collection to maintain continuity with previous surveys.

**Start Date – End Date:** April 1 – November 30 each year

**Objective/Deliverables:** Georeferenced reporting of new sightings of AIS.

**Funding Requested:** \$475,000

CDFA estimates \$200K/year per crew and need at least 2 crews operating simultaneously to cover the entire state every year, therefore \$400k/year.

## **2022 Invasive Species Funding Proposal**

**Project Title:** Newport Bay *Caulerpa* Eradication

**Project Lead:** Southern California *Caulerpa* Action Team (SCCAT); co-chaired by the Department of Fish and Wildlife and Santa Ana Regional Water Quality Control Board

**Cooperators:** NOAA Fisheries, US Fish and Wildlife Service, Santa Ana Regional Water Quality Control Board, California Department of Fish and Wildlife, City of Newport Beach, and Orange County Parks

**Location/Scope:** Newport Bay and surrounding harbor and coastal waters (Orange County)

**Significance:** *Caulerpa prolifera* has invaded seagrass and soft-bottom habitats in the Suez Canal, the Canary Islands, and Portugal, dramatically displacing native biota. Other species of *Caulerpa* have aggressively displaced native habitats in California, Australia, and Mediterranean waters. Allowing any species of *Caulerpa* to become established along California's coast and embayment's will likely result in considerable economic, recreational, and biological impacts, particularly to sensitive seagrass beds.

In the early 2000s the SCCAT lead the successful eradication of two *Caulerpa taxifolia* infestations in Southern California. That effort took seven years and \$7.7M to complete. Prompt action and investment protected local resources and led to the recovery of critically important eelgrass habitat, and protected California's coastal ecosystems.

This project supports the California Climate Adaptation Strategy; Natural and Working Lands Climate Smart Strategy (2020 draft) for seagrass habitat threatened by sea level rise, ocean warming, hypoxia, and acidification by limiting future carbon losses, and sequestering and storing carbon; the Strategic Plan to Protect California's Coast and Ocean 2020-2025 (Objective 3.1, Target 3.1.4 Work with partners to preserve the existing, known 15,000 acres of seagrass beds and create an additional 1,000 acres by 2025); the State Wildlife Action Plan (2015; Embayments, Estuaries, Lagoons: Conservation Strategy 15) and the California Aquatic Invasive Species Management Plan (2008); and the California Biodiversity Initiative (2018; Accelerate and Streamline Prevention, Detection and Management of Invasive Species and Pests).

**Start Date – End Date:** May 2022 – May 2026 (or 3 years post-last detection)

**Objective/Deliverables:** In May 2021 the SCCAT adopted a "Rapid Response and Eradication Plan" describing the distribution of *Caulerpa prolifera* in Newport Bay, a general approach to removing it, and a proposed timeline for surveying post-removal. To date the State Water Resources Control Board, National Marine Fisheries Service, and the U.S. Fish and Wildlife Service have contributed a total of \$625,000 towards implementing the plan through hand-removal of *Caulerpa prolifera* by SCUBA divers. At this time the SCCAT estimates an additional \$875,000 is needed to complete the removal of *Caulerpa prolifera* from China Cove and to conduct surveillance of the site over the next 3 years. Additional detections would necessitate a greater financial need. Long-term surveillance is key to ensuring that all *Caulerpa prolifera* has been removed and new infestations do not take hold. After three years with no *Caulerpa* detected, the SCCAT will declare the infestation eradicated.

**Funding Requested:** \$819,375

**Prepared by:** Martha Volkoff (Invasive Species Program) and Christopher Potter (Marine Region), California Department of Fish and Wildlife

## **2022 Invasive Species Funding Proposals**

**Project Title:** Expansion of Statewide Exotic Woodborer Survey

**Project Lead:** Curtis Takahashi, Environmental Scientist, CDFA

**Cooperators:** County Agricultural Commissioners, USDA-APHIS, CDFA Plant Pest Diagnostics Center, CDFA Pest Detection/Emergency Projects, Joanna Fisher CDFA CAPS Coordinator, Cal Fire, and U.S. Forest Service

**Location/Scope:** Expansion of current Bay Area trapping to Southern California

**Significance:** Wood boring bark beetles (Families: Curculionidae (SubFamilies Scolytinae and Platypodinae), Buprestidae and Cerambycidae) are constantly being imported to California through international and domestic cargo as well as other human assisted movement. This can cause changes to the local faunal, plant, and riparian communities as well as the so-called “urban forest.” These invasions are more easily handled when detected early. Forest pests are among the most expensive of pest eradication projects and tend to be more difficult to handle than other pest invasions.

**Start Date – End Date:** April 1

**Objective/Deliverables:** Increase current Bay Area trapping array to Southern California. Priority given to sites closer to urban/rural interface, as well as other places wood products may be introduced and high-risk locations.

**Funding Requested:** \$136,562.50

## **2022 Invasive Species Funding Proposal**

**Project Title:** Invasive Species Rapid Response Fund

**Project Lead:** California Invasive Species Advisory Committee (CISAC)

**Cooperators:** All organizations that manage invasive species

**Location/Scope:** Statewide

**Significance:** Invasive species threaten agriculture, fisheries, wildlife, and their habitats, ecosystem stability and resilience to a changing climate, man-made and “natural infrastructure,” and ultimately the health of all Californians and the state’s economy (California Biodiversity Initiative Roadmap 2018; Climate Adaptation Strategy 2022). When invasive species posing significant threats to the state are detected, response time is of the essence to prevent establishment and spread. Recent examples include the discovery of alligator weed (*Alternanthera philoxeroides*) in the Delta (2015), nutria in the Central Valley (2017), and *Caulerpa prolifera* in Newport Bay (2021).

Establishing a rapid response fund has been identified by invasive species managers as one of the greatest needs to improve invasive species management/response (CISAC Invasive Summit Priority Actions 2018; Safeguarding America’s Lands and Waters From Invasive Species: A National Framework for Early Detection and Rapid Response 2016; California Aquatic Invasive Species Rapid Response Fund: An Economic Evaluation 2011; California Aquatic Invasive Species Management Plan 2008). It is extremely difficult to set aside funds when there are so many immediate needs, however doing so anticipates the future, inevitable urgencies, and returns a significant cost savings and irreparable impacts to the state’s resources.

Most agencies with authority/responsibility for protecting the state from invasive species lack rapid-response capacity (staff and reserve funding), necessary to quickly respond to new invasions. Creating such ongoing capacity would be extremely expensive, and difficult to justify based on frequency. Reserved funding is a realistic alternative, which would provide seed funding to allow immediate actions led by existing staff, while agencies concurrently working to secure long-term funding. Prompt action greatly improves the ability for non-response organizations to move quickly to eradicate or contain a threat, resulting in a lower overall cost and greater potential for long-term success in eradicating a new invasive species.

**Start Date – End Date:** Ongoing

**Objective/Deliverables:** Within the Invasive Species Account, commit a reserve up to \$3,000,000 for organizations lacking dedicated response capacity for invasive species, to be made available upon request for the implementation of immediate response actions for new discoveries of invasive species. The reserve would be built over time by dedicating 20% of new deposits into the Account to the rapid response reserve until the reserve cap (\$3M) is reached. CISAC would receive and review requests for the funds, and make a recommendation to the ISCC for their approval.

**Funding Requested:** \$682,812.50, built up to a maximum of \$3,000,000

**Prepared by:** Martha Volkoff (Invasive Species Program) California Department of Fish and Wildlife

## 2022 Invasive Species Funding Proposals

**Project Title:** PlantRight program

**Project Lead:** Plant California Alliance (PCA)

**Cooperators:** Nursery industry, California Dept. of Fish & Wildlife, UC Davis, California Invasive Plant Council (Cal-IPC), UCCE Master Gardeners, Sustainable Conservation (an environmental nonprofit organization).

**Location/Scope:** The PlantRight program works to prevent the introduction of invasive plants through horticulture. It is an explicitly voluntary (non-regulatory) effort. The broad stakeholder collaboration maintains a current plant list of species that should not be used, recommends suitable alternatives, surveys retail nurseries, communicates with growers and landscape professionals, conducts outreach to the public via a content-rich website, and supports use of the Plant Risk Evaluator (PRE) webtool to assess risk of potential new ornamental introductions.

**Significance:** Prevention is critical, and this is an important way to address the top pathway of introduction for invasive plants. The program is more than fifteen years old and has provided great benefit, but it requires a paid coordinator to be effective. Their current 3-year funding from CDFA has expired.

**Start Date/End Date:** July 1, 2022, to June 30, 2025 (three years).

**Objective/Deliverables:** The objective is to maintain a strong partnership working to address the horticultural pathway of introduction. Deliverables include: reports from annual spring surveys of retail nurseries, plant list updates through regular meetings of the expert plant list committee, plant risk assessments using the PRE webtool, summaries of outreach to growers and landscaping professionals, maintenance of the PlantRight website.

**Funding Requested:** \$296,875 for three years to support the PlantRight coordinator.

*\*This format can be expanded in the future to add greater detail and accommodate a broader range of types of projects, but should suffice for this round.*



## 2022 Invasive Species Funding Proposals

**Project Title:** County of San Diego Department of Agriculture, Weights & Measures (AWM) Invasive/ Noxious Weed Eradication and Habitat Management Program

**Cooperators:** CDFA, San Diego Association of Government (SANDAG), Cal-IPC, SDWMA/ Project Lead: Jordan Key

**Location/Scope:** **Location:** Borrego Springs, eastern San Diego county.

Desert knapweed (*Volutaria tubuliflora*) is a highly invasive noxious weed native to Northern Africa. First found in North America in 2009, *Volutaria* has spread and is now found in over 20 square miles in the Borrego Valley, an area known for spectacular wildflower blooms. If not controlled this invasive plant could spread across the desert southwest with impacts to wildlife and endangered species. The proposed project will provide a continuation of concerted efforts to survey and eradicate known areas of *Volutaria*, targeting outlying populations and highly trafficked areas, such as areas near the Borrego Springs sculptures that are scattered throughout the valley. This funding will provide the foundation to continue addressing this infestation in a targeted manner; AWM will further pursue county, state, and federal funding for subsequent years to maintain and ensure these efforts are sustained.

AWM adheres to the County of San Diego's Board of Supervisors' Policy F-45, Pesticide Use Reduction, and implements Integrated pest Management (IPM) techniques for vegetation management activities and prioritizes least toxic treatment methods. Prior to application of herbicides, non-chemical options are considered and implemented when feasible. When chemical options are deemed necessary, the AWM Integrated Pest Control (IPC) program ensures adequate and effective vegetation management while minimizing the volume of chemical used and reduces the number of applications through the use of low volume backpack sprayers and targeted weed applications. Effectiveness is also increased through the timely use of preemergent herbicides, which can be applied on or around native vegetation without harming existing plants. Applications of herbicides will be limited to plants that are small and in early stages of growth, while mature plants will be removed manually to reduce the possibility of seed production and dispersal.

**Significance:** Desert knapweed is listed as an A-rated pest by the California Department of Food and Agriculture. It has a potentially devastating impact on many rare native flora and fauna, including the California endangered plant species known as Pierson's milkvetch. Due to the limited distribution of Desert Knapweed, there is a rare opportunity to continue our response efforts in controlling the spread of this weed in Borrego Valley.

**Start Date – End Date:** July 1, 2023 – June 30, 2025

**Objective/Deliverables:** AWM will continue to collaborate with various organizations to eradicate/control this invasive plant species from further establishment in the San Diego region. AWM will continue to conduct IPM activities to ensure long term control and that initial work, re-treatments, and site monitoring/tracking are occurring to achieve eradication of targeted plant populations and to ultimately eradicate this invasive plant from the region.

Quarterly reports to CISAC will include data on target species, locations, hours, photos, and costs of the work and field crew activity description. Annual submission of geo-referenced data, which can be imported into GIS or as data in a geo-referenced spreadsheet and shapefiles, will be provided for all activities conducted under this contract.

**Funding Requested:** \$250,000

*\*This format can be expanded in the future to add greater detail and accommodate a broader range of types of projects but should suffice for this round.*

## **2022 Invasive Species Funding Proposals**

**Project Title:** Rearing and Releasing a New Biological Control of Yellow Starthistle in California

**Project Lead:** Dr. Christopher Borkent, CDFA Biological Control Program

**Cooperators:** Dr. Brian Rector, USDA-ARS, Albany, CA

**Location/Scope:** California-wide

**Significance:** Yellow starthistle (YST, *Centaurea solstitialis*) is an invasive weed from the Mediterranean region of Eurasia that infests more than 14 million acres throughout California, with a further 28 million acres vulnerable to its spread. The economic impact of YST to commercial ranching operations in California exceeds \$21 million per year. A new biological control agent for YST is now available for California, the rosette weevil *Ceratapion basicorne*, (Coleoptera: Apionidae), which occurs naturally in the native range of YST and has one generation per year. The key life stage is the larva, which weaken YST plants by feeding within the root crown. In 2001, USDA-ARS imported the rosette weevil from Turkey to study its biology and perform non-target safety testing of this potential beneficial insect. In 2019, the rosette weevil was approved for U.S. field release. Currently, CDFA has a small colony of the YST rosette weevil at its Sacramento Facility. However, the weevil has been difficult to rear in numbers sufficient to meet the statewide demand of property owners and land managers. Both the weevil and its host plant have specific temperature and daylength requirements for proper development that need to be addressed in CDFA's rearing operations.

**Start Date – End Date:** February 2023 – 2025

**Objective/Deliverables:** A request is being made to provide the Biological Control Program with \$50,000 to purchase two new programmable growth chambers. The chambers will be used to simulate critical spring and winter conditions needed by the weevil to complete optimal egg-to-adult rosette weevil development. The acquisition of these essential programmable growth chambers will allow CDFA to optimally rear this new weed biocontrol agent and enhance the integrated management system for YST for the benefit of Californians. Long-term benefits for statewide YST control have been estimated at \$40 million. Without this equipment, CDFA's Biological Control Program will not be able to produce sufficient weevil numbers for field redistribution during spring when YST is vulnerable to rosette weevil attack. In turn, this would severely limit cooperative efforts to establish self-sustaining populations of the rosette weevil statewide and achieve cost-effective YST reduction in areas of high priority (e.g., pastures, rangeland, croplands, roadsides, recreational areas) that have been negatively impacted by this noxious weed.

**Funding Requested:** \$59,375

## **2022 Invasive Species Funding Proposals**

**Project Title:** Statewide Strategic Initiative to Control Invasive Shothole Borers in California

**Project Lead:** Beatriz Nobua-Behrmann, University of California Agricultural and Natural Resources; James Farrar, University of California Integrated Pest Management Program; David Pegos, CDFA

**Cooperators:** County Agricultural Commissioners, CDFA Pest Diagnostics Lab, Cal Fire, U. S. Forest Service

**Location/Scope:** California-wide

**Significance:** Invasive tree pests, and particularly boring beetles, are a serious threat to California's urban forests. Some species, like the invasive shothole borers (ISHB) have infested and killed thousands of trees in urban landscapes and adjacent natural areas throughout southern California and have the potential to cause more damage if left unchecked. Such loss of tree canopy carries a big economic impact not only from the cost of replacing dead trees, but also from the loss of ecosystem services associated with those trees, like energy conservation, air quality improvement, carbon storage, stormwater runoff reduction, and wildlife habitat. The loss of tree canopy particularly affects historically marginalized communities who disproportionately live in urban environments where green spaces are already limited. Detecting, managing, and preventing the movement of these pests is key to preserve the integrity of our urban forest. Equally important is the early detection and containment of new invasive tree pest, like the Mediterranean oak borer (MOB). MOB has been found attacking blue and valley oaks in Napa, Sonoma, and Lake Counties, and there is considerable potential for the beetle's range to expand to other areas because they can be moved in infested wood and their hosts are prevalent in California.

**Start Date – End Date:** January 2023 – 2025

### **Objective/Deliverables:**

This project is a continuation of previous efforts to manage current ISHB and MOB infestations and prevent the spread of this pests to uninfested areas. Among those efforts are included:

- A statewide monitoring program that involves both trapping and visual surveys in all the counties, with emphasis in the regions corresponding to the leading edge of the infestations.
- The support from CDFA's Laboratory to identify beetle specimens and/or analyze tissue samples in order to corroborate ISHB and MOB infestations.
- A statewide trapping and surveying coordinator that supports the monitoring program by providing training on trapping and surveying methods, collecting data, and compiling monitoring results.
- A Statewide ISHB/MOB Communications Coordinator who acts as a liaison among collaborating agencies, develops and delivers outreach materials, and provides general logistical support for all other outreach activities performed by any of the partner agencies.

**Funding Requested:** \$1,502,187.50

CALIFORNIA DEPARTMENT OF FOOD AND  
AGRICULTURE

On Behalf of The  
Invasive Species Council of California

**Invasive Species Grants**  
**REQUEST FOR PROPOSALS**

Release date: <INSERT DATE>

**Grant Proposals Due Date:** <INSERT DATE>

Late grant proposals will not be accepted

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

# Contents

<b>About the Program</b> .....	<b>3</b>
<b>Background</b> .....	<b>3</b>
<b>Grant Priorities</b> .....	<b>3</b>
<b>Funding, Timeline, and Reporting Requirements</b> .....	<b>3</b>
<b>Project and Applicant Eligibility</b> .....	<b>4</b>
<b>How to Submit a Grant Proposal</b> .....	<b>4</b>
<b>Proposal Review and Evaluation</b> .....	<b>5</b>
Disqualifications .....	<b>5</b>
<b>Award Notification</b> .....	<b>5</b>
<b>Grant Proposal Contents</b> .....	<b>6</b>
<b>Evaluation Criteria</b> .....	<b>11</b>

DRAFT

## 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 the Invasive Species Grant Program. The purpose of this grant program is to support organizations' goals to minimize the economic, ecological, and human health impacts caused by invasive species that have been or are likely to be detected in California. Funded projects may include, but are not limited to, management actions for preventing introduction of invasive species, control, containment or eradication of an invasive species, and outreach, education, and research related to invasive species.

## Background

Invasive species threaten the economic and environmental vitality of California. California is a diversity hotspot – its Mediterranean climate and varied topography provide a stunning array of ecosystems from the coast to the mountains, in cities and on farms, rivers and estuaries, and throughout the valleys and deserts. California's diverse ecosystems are home to 650 bird species, 220 mammals, 100 reptiles, 75 amphibians, 70 freshwater fish, 100 marine fish and mammals, and 6,500 taxa of native plants. Additionally, California's \$51 billion in agricultural production includes more than 400 commodities and produces approximately 50% of the specialty fruits, vegetables, and nut crops for the United States of America. This unique biodiversity across ecosystems is threatened by emerging and re-emerging invasive species, including land-dwelling and aquatic organisms, that impart a severe environmental and economic impact in the state. Collectively, invasive species are recognized as a major threat to biodiversity and resilience to a changing climate.

## Grant Priorities

Priority shall be given to projects that minimize the economic, ecological, and human health impacts caused by invasive species and restore and protect biodiversity and ecosystem health. In addition, priority shall be given to projects that are consistent with state priorities. Examples of documented priorities include those defined in the [Invasive Species Council of California's Strategic Framework](#), the regional efforts in [Appendix F](#) of the [Pathways to 30 x 30 in California](#), the [California State Forest Action Plan](#), California State Parks' [A New Vision for California State Parks](#) and park-specific general and management plans, the [Delta Plan Interagency Implementation Committee Restoration Subcommittee Draft Work Plan](#), [The Delta Plan](#), the [California Water Plan](#), or the [California State Wildlife Action Plan \(please note, hyperlinks are provided to give examples and are subject to change\)](#). Priority will also be given to projects that advance justice, equity, diversity, and inclusion, and that leverage funding through cost-sharing with collaborators.

## Funding, Timeline, and Reporting Requirements

A total of \$4 million is available in this grant cycle. Funds for the current Request for Proposal (RFP) come from a one-time allocation in the 2022-2023 State of California budget. The maximum funding is \$650,000 per project, with a term not to exceed two years. No minimum is set for funding requests. CDFA reserves the right to offer an award different than the amount

requested. Funding may supplement, but not supplant, existing activities/programs. Supplement is defined as adding to existing funds to enhance or expand existing activities. Supplant is defined as replacing existing funds for an ongoing activity, or funding an already funded activity. Match funding is not required, but will count as extra points toward your score.

Projects can start as early 2/1/23, with final reports due no later than 1/31/25. Reporting requirements include semi-annual reports in years 1 and 2, an annual report at the end of year 1, and a final report due no later than 3/31/25. The principal investigator or other key personnel will make a public summary presentation during the last year of the project or the year after the project is completed. The presentation will provide information about project goals, objectives, and results.

## 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, special districts, and non-profit organizations are eligible to apply.
- Project lead and lead entities must be based in California. Additional collaborators, investigators, and/or subcontractors may be out of state.
- The project lead(s) and/or collaborators must have access to a quarantine facility if the project involves biological control or testing products on species that are not yet established in California.
- It is the grantees responsibility to secure any and all necessary federal and state permits necessary to implement their project.

## How to Submit a Grant Proposal

An online workshop will be held <INSERT DATE and TIME> to answer questions about the grant opportunity and the grant submissions process. The workshop will be recorded and available to watch through the deadline for submission of applications.

Grant proposals must be submitted via the [Amplifund application portal](#) no later than the grant submission deadline <<insert date>> at 5 pm pacific time. Applicants must first create an account through Amplifund, login, and fill out all required sections of the online application form. Completed budget templates and appendices (e.g., CVs, letters of support) must be uploaded and submitted through the portal as well.

CDFA cannot assist in the preparation of grant proposals; however, general questions may be submitted to [david.pegos@cdfa.ca.gov](mailto:david.pegos@cdfa.ca.gov) and [Jonathan.babineau@cdfa.ca.gov](mailto:Jonathan.babineau@cdfa.ca.gov). In order to ensure that all potential applicants benefit from all submitted questions and answers, all questions and responses will be posted on the [ISCC webpage](#). To ensure a response from CDFA, all questions must be submitted according to the timeline provided on the website.



## Proposal Review and Evaluation

A review committee consisting of California Invasive Species Advisory Committee members will review the proposals and evaluate their merits. Any member of the committee who is connected to a submitted project will be excluded from any discussions or decisions regarding that project. The evaluation criteria are found at the end of this document.

### Disqualifications

The following will result in the disqualification of a grant proposal:

- Incomplete grant proposals, including grant proposals with one or more unanswered questions and/or missing, blank, unreadable, corrupt, or otherwise unusable attachments
- Grant proposals requesting more than the maximum award amount
- Grants proposals requesting funds outside of the grant term
- Grant proposals with unallowable costs or activities necessary to complete the project objectives
- Grants with out-of-state project leads
- APPEAL RIGHTS: Any discretionary action taken by the <Office Name> may be appealed to the CDFA's Office of Hearings and Appeals within ten (10) calendar days of receiving a notice of disqualification from CDFA. Email notification shall serve as the date of service. The appeal must be in writing and signed by the responsible party named on the grant application or their authorized agent. It must state the grounds for the appeal and include any supporting documents and a copy of the decision being challenged. The submission must be sent to the California Department of Food and Agriculture, Office of Hearings and Appeals, 1220 N Street, Sacramento, CA 95814 or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov). If submissions are not received within the time frame provided above, the appeal will be disqualified from consideration.

### Award Notification

All applicants will be notified regarding the status of their proposal by <insert date>. Applicant's whose projects are not funded may request comments from <insert contact name and email> within 30 business days of transmittal of the funding denial.

# Grant Proposal Contents

## A. COVER PAGE

- 1. Project Title**  
Provide a unique and concise title for the proposed project that describes the project.
- 2. Project Summary (not to exceed 1,000 words)**  
Concisely describe the need for the project, approach to be taken to address it, and expected outcomes.
- 3. Project Type**  
Prevention, containment/control, eradication, outreach, education, research, other (describe)
- 4. Target Species**  
Identify the invasive species (one or more) to be addressed by the project
- 5. Geographic Scope**
- 6. Grant Funding Amount Requested**
- 7. Proposed Start and End Dates**
- 8. Applicant Organization:** Legal name of the organization that will serve as lead for the project and will receive and oversee the use of grant funds.
- 9. Organization Type:** Using the drop-down menu, select the organization type that best describes the applicant.
- 10. California Senate and Assembly Districts:** Using the drop-down menus, select the districts where the applicant and project are located. More than one district can be selected, if needed. If the project covers all of California, select "Statewide." If the program/project is outside of California, choose "00".
- 11. Taxpayer Identification Number:** Enter the applicants 9-digit taxpayer identification number in the format ##-#####.
- 12. Authorized Representative and Secondary Contact:** Please enter contact information for the individual who is authorized to execute a funding agreement and receive grant funds, as well as a backup if that individual should be unreachable.
- 13. Submitting Organization:** Legal name of the organization submitting the proposal on behalf of the applicant, if other than the applicant.

## B. PROJECT NARRATIVE

The narrative must address each section below. This content will be the basis for the review and scoring of each proposal as outlined in the Evaluation section. The Project Narrative should not exceed 12 pages (single-spaced), excluding figures, tables, and references. Supporting documents should be added to the end of the Project Narrative and will not count towards the page limit.

### 1. Background and Justification

- 1.1. Need and Beneficiaries:** Describe the problem, and how the proposed project will minimize the economic, ecological, and human health impacts caused by invasive

species. Identify beneficiaries, such as communities, resources, biodiversity, agriculture, water quality, climate adaptation, carbon sequestration, industries, and sectors, etc. that will benefit from this project.

1.2. Alignment with Priorities: Identify and describe how the proposed project contributes to documented priorities relevant to the State (see examples above). Reference documents, identify specific actions in those documents, and tie them to the proposed project.

## **2. Project Objectives**

2.1. Objectives and the questions to be addressed: Define the objectives, how each objective contributes to meeting the defined need and beneficiaries, and how each objective will be met.

## **3. Tasks and Methods**

3.1. Tasks and subtasks: For each objective, define and describe each task and subtask that will be implemented, and explain how they contribute to that objective.

3.2. Methods: Define and describe the methods that will be used to accomplish each task and/or subtask.

3.3. Timeline. Describe when each task and subtask will be completed. Include interim deadlines and work products, and when data and reports will be shared with CDFA.

3.4. Data Management Plan: Include a data management plan, if applicable, that addresses data collection, quality control, the electronic repository for the data, how it will be backed up and archived, and its availability to the public.

## **4. Deliverables, Expected Outcomes and Benefits**

4.1. Define and describe what products, benefits, or intellectual advances will result from the project. Characterize as appropriate for the type of project being implemented.

4.2. Describe how this project benefits the following:

- Protects biodiversity, ecosystem health and/or human health;
- Advances justice, equity, diversity, and inclusion;
- Leverages funding through cost-sharing with collaborations.

## **5. Success Criteria**

Define and describe how implementation of the project will be assessed quantitatively or qualitatively. Detail what measures will be used to evaluate project outcomes, and how they will be assessed and reported to CDFA.

## C. PROJECT TEAM

### 1. Project Leader(s).

Specify each project leader's name, title, affiliation, mailing address, telephone number, email address, and project role. A two-page curriculum vitae including relevant publications as appropriate, and a list of current and pending funding must be included for each project leader.

### 2. Project Collaborator(s).

Specify each collaborator's name, title, affiliation, mailing address, telephone number, and email address. Any cooperating Federal or State agencies, institutions, organizations, or private partners providing funding or in-kind support should be included here. A letter from each collaborator must be included. Describe their role in the project, estimated time commitment, and a statement of agreement to participate in the project.

### 3. Supporter(s) (Optional).

Specify organizations and/or individuals that support the ideas and objectives of the project but are not providing funding. A letter from each supporter must be included.

## D. BUDGET

Complete the budget table and provide a detailed budget narrative of your proposed budget broken into years 1 and 2 (see below). An Excel version of the budget table can be found on the ISCC webpage: <INSERT LINK> If there is a subaward, include a budget table for the subaward as well. Costs that are not personnel, operating expenses, or subawards should be listed individually under other direct costs. All allowable and unallowable expenses can be found in detail [here](#). Unallowable costs will not be reimbursed.

BUDGET CATEGORY	From:			
	To:	Year 1	Year 2	Total
(1) PERSONNEL: <i>Salary and fringe benefits.</i>				
	Salary			
	Fringe benefits			
(2) OPERATING EXPENSES				
	Travel			
	Materials & Supplies			
	Equipment			
SUBAWARD	<i>Not subject to IDC Calc</i>			

OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>			
	<i>Other direct cost 1</i>			
	<i>Other direct cost 2</i>			
<b>TOTAL DIRECT COSTS</b>				
Indirect (F&A) Costs	<u>F&amp;A Base</u> <i>Rate</i>	<u>F&amp;A Base</u> <i>MTDC *</i>		
<b>TOTAL COSTS FOR PROPOSED PROJECT PERIOD</b>				
<b>FUNDING REQUESTED</b>				

\* MTDC = Modified Total Direct Cost

The budget narrative should be provided in a paragraph format for each budget category. The budget narrative, supported by the budget table, is the basis for the review and scoring of each proposal as outlined in the Evaluation section. Budgets should only include allowable costs as defined in the Allowable and Unallowable Costs section above. Budget narrative should identify the funding from external sources. Provide a clear explanation describing other funding sources and their contributions to the overall project.

Assume a start date of 2/1/2023 and explain all of the following:

**1. Personnel.** Provide classification level, percent of time based on full time salary/wages, benefits, employment period, and name of individual to be hired, if available.

**2. Operating Expenses.** Itemize and justify all of the following operating expenses:

A. Supplies: Itemize and justify all supplies to be purchased. Supplies include all consumable materials with an acquisition cost less than \$5,000 per unit. Supplies must be used exclusively for the project. For each grant year, provide an itemized list of projected supply expenditures, the approximate dollar amount for each item, and describe how it will support the purpose and goal of the project.

B. Travel: The maximum travel rates allowable are the rates in effect at the time of travel as established by the California Department of Human Resources (CalHR) or by their institution's travel policies.

Additionally, in accordance with [California Assembly Bill 1887](#), state funded and state sponsored travel to states with discriminatory laws is prohibited. **Grant funds cannot be used to support costs for travel to states with active discriminatory laws.** For the most up-to-date list of prohibited states, please visit <https://oag.ca.gov/ab1887>.

C. Other Direct Costs: Identify and explain any additional expenses not covered by the above categories. Other expenses include, but are not limited to: conferences or meetings, communications, speaker/trainer fees, publication costs, data collection, and other budgeted costs associated with the project.

D. Indirect costs are any costs that are incurred for common or joint objectives that therefore cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. It is generally unallowable to charge an indirect cost as a direct cost. Indirect costs must be treated in accordance with your organization's policies and procedures. In the absence of a policy, applicant's indirect costs must not exceed ten percent. Any non-UC applicants requesting an indirect rate of over 10% will need to provide their Negotiated Indirect Cost Rate Agreement. UC applicants should use the negotiated rate of 30%.

**3. Other Funding Sources.** Indicate any Federal, State, or other grant program(s) providing funding for this project, as well as any partner providing cash funding or in-kind contributions toward the completion of the project. Provide the name of the organization, the name and contact (telephone number and email address) of primary contact of the organization, and the amount(s) of funds and/or in-kind services they have committed.

#### E. FILES TO UPLOAD

**1. Project Narrative.** Include a complete project narrative.

**2. Budget.** Include a complete budget table and budget narrative.

**3. Project Leader(s) Resume(s).** Include a two-page resume, including a list of relevant publications. Also include a description of current research/outreach activities; provide information on all current and pending projects, whether or not there is a specific time commitment and how it will impact the proposed project.

**4. Collaborator's Statement of Commitment.** Include a letter from each collaborator describing their role in the project and statement of agreement to participate in the project.

**5. Letters of Support.** Include a letter from each supporter explaining the rationale for their support. Scanned copies of letters are acceptable.

## Evaluation Criteria

All applications will be evaluated based on the criteria detailed below.

EVALUATION CRITERIA	Max points
<b>Project Merit</b>	<b>40</b>
<p><b>Justification</b></p> <ul style="list-style-type: none"> <li>• <u>Need and Beneficiaries:</u> <ul style="list-style-type: none"> <li>- The defined problem poses an actual or imminent significant threat to California’s economy, environment, or human health.</li> <li>- The defined problem poses an actual or imminent threat across a large geographic scale (regional/statewide level).</li> <li>- Proposed project indicates potential contribution to long-term problem resolution.</li> <li>- For research proposals, new information to be generated is a logical next step based on the previously conducted related research or efforts described in the proposal.</li> </ul> </li> <li>• <u>Alignment with Priorities:</u> <ul style="list-style-type: none"> <li>- Addressing the defined problem aligns with the goals of the grant.</li> <li>- Proposed project will benefit California across multiple sectors (agriculture, environmental, human health).</li> <li>- Proposed project aligns with documented state priorities (department, agency, governor’s).</li> </ul> </li> </ul> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed objectives effectively address the stated problem.</li> <li>• The proposed objectives align with grant goals.</li> <li>• The proposed objectives align with state priorities.</li> </ul> <p><b>Tasks and Methods</b></p> <ul style="list-style-type: none"> <li>• The proposed tasks and methods are appropriate to fulfill the objectives.</li> </ul>	<p>15</p> <p>10</p> <p>15</p>
<b>Project Team and Resources</b>	<b>30</b>
<p><b>Team</b></p> <ul style="list-style-type: none"> <li>• Leaders + collaborators: The project leaders have complementary and integrated expertise, and their leadership approach/governance and organizational structure is appropriate for the project.</li> <li>• The project proposal has strong support from relevant organizations/individuals.</li> </ul>	20

EVALUATION CRITERIA	Max points
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>The organizational and institutional support, equipment, and other physical resources available to the project leaders are adequate for the project proposed.</li> <li>The project will benefit from the unique features of the scientific, cultural, environment, and/or collaborative arrangements.</li> </ul>	10
<p><b>Feasibility</b></p>	<b>30</b>
<p><b>Implementation</b></p> <ul style="list-style-type: none"> <li>The project objectives are achievable within the proposed timeline.</li> <li>The overall strategy, work and analysis methodology are well-reasoned and appropriate to accomplish the objectives of the project. Potential problems, alternative strategies and benchmarks for success are included.</li> <li>Data will be managed and shared in a reasonable timely manner per CDFA guidelines.</li> <li>Measures to evaluate the project are sound.</li> </ul>	15
<p><b>Budget Justification</b></p> <ul style="list-style-type: none"> <li>The project objectives are achievable within the proposed budget.</li> <li>The proposed budget is clear, reasonable, and justified and all budget tables are included.</li> <li>If the project includes collaborators (optional), the proposed budget reflects efforts across collaborators and distribution of funding among collaborators is commensurate with their efforts.</li> <li>If there is a cost share (optional), the proposed budget explains how resources are shared across entities.</li> </ul>	15
<p><b>Total Points</b></p>	100
<p><b>Supplemental Priority Points</b></p>	
<p>Benefits of the project restore and protect biodiversity and ecosystem health.</p>	+ 1-10
<p>The project will advance justice, equity, diversity, and inclusion across diverse communities.</p>	+ 1-5
<p>The project leverages funding through cost sharing with collaborators (points based proportionally on \$ requested relative to \$ co-funded)</p>	+ 1-5



**Invasive Species Council of  
California By-Laws  
Approved April 8, 2009  
Amended October 3, 2022**

**Article 1. Name/ Purpose.**

- (a) Name. The name of this organization shall be the Invasive Species Council of California (ISCC).
- (b) Purpose. The purpose of the Invasive Species Council of California shall be to help coordinate a comprehensive effort to exclude invasive species from entering California and to eliminate, reduce or mitigate the impacts of invasive species already established in the state.
- (c) Scope. The Invasive Species Council of California will address ~~California non-native~~ **invasive** organisms ~~that which~~ cause economic or environmental harm **in California**. Invasive species within the scope of the council do not include humans, domestic livestock, or non-harmful exotic **and native** organisms.

**Article 2. State Agency/Department Duties.**

- (a) Each state agency or department whose actions may affect the status of invasive species shall, to the extent practicable and permitted by law and regulation,
  - (1) Identify such actions;
  - (2) To the extent funding is available, use relevant programs and authorities to: (i) prevent the introduction of invasive species; (ii) detect and respond rapidly to and control populations of such species in a cost-effective and environmentally sound manner; (iii) monitor invasive species populations accurately and reliably;
  - (iv) provide for restoration of native species and habitat conditions in ecosystems that have been invaded; (v) conduct research on invasive species and develop technologies to prevent introduction and provide for environmentally sound control of invasive species; and (vi) promote public education on invasive species and the means to address them; and
  - (3) Not authorize, fund or carry out actions that it believes are likely to cause or promote the introduction or spread of invasive species in California or elsewhere unless, pursuant to guidelines that it has prescribed, the agency or department has determined and made public its determination that the benefits of such actions clearly outweigh the potential harm caused by invasive species, and that all feasible and prudent measures to minimize risk of harm will be taken in conjunction with the actions.
- (b) State agencies or departments shall pursue the duties set forth in this section in consultation with the Invasive Species Council of California, consistent with the Invasive Species Action Plan and in cooperation with stakeholders, as appropriate.

### Article 3. Invasive Species Council of California

- (a) An Invasive Species Council of California is hereby established whose members shall include the following Secretaries:
- California Department of Food and Agriculture;
  - California Natural Resources Agency;
  - California Environmental Protection Agency;
  - California ~~State Business~~ Transportation and Housing Agency;
  - California Health and Human Services Agency; and the
  - California ~~Governor's Office~~ of Emergency ~~Services~~ Management Agency.
- The ISCC shall be ~~co-~~chaired by the Secretary of the California Department of Food and Agriculture and ~~vice-chaired~~ by the Secretary of the California Natural Resources Agency. The Secretaries of each department or agency are the official council members. However, the Secretaries of each department or agency shall designate a technical representative to carry out the day-to-day work of the ISCC. The ISCC may invite additional state agency representatives from subcabinet departments or divisions with significant responsibilities concerning invasive species, and may prescribe special procedures for their participation. ~~The Secretary of the California Department of Foods and Agriculture shall, in concurrence of the vice chair~~ **The ISCC co-chairs** shall appoint an Executive Director of the ISCC. All staff and support functions required for operation of the ISCC will be supplied by the Department of Food and Agriculture and/or the Natural Resources Agency as determined by the Secretaries of those agencies. ~~Currently the~~ Support for the operation of the ISCC will rely on existing staff and resources, until such time as the state may allocate funds necessary for the operation of the ISCC. Finally, the ISCC ~~may~~ **shall** administer a trust account for funding eradication and education projects.
- (b) ~~The~~ **ISCC co-chairs** ~~Secretary of the California Department of Food and Agriculture~~ shall establish the California Invasive Species Advisory Committee (CISAC) to provide information and advice for consideration by the ISCC, and shall, after consultation with other members of the ISCC, appoint members of the advisory committee representing stakeholders. Among other things, the advisory committee shall recommend plans and actions at city, county, state, tribal, regional and ecosystem-based levels to achieve the goals and objectives of the Invasive Species Action Plan pursuant to Article 5 of these by-laws. The advisory committee shall act in cooperation with stakeholders and existing organizations addressing invasive species. All staff and support functions required for operation of the CISAC will be supplied by the Department of Food and Agriculture and/or the California Natural Resources Agency as determined by the Secretaries of those agencies. ~~Currently the~~ Support for the operation of the CISAC will rely on existing staff and resources, until such time as the state may allocate funds necessary for the operation of the CISAC.

#### Article 4. Duties of the Invasive Species Council of California.

The Invasive Species Council of California represents the highest level of leadership and authority in state government regarding invasive species. Its goal is to promote a consistent approach to invasive species at the state level, and shall:

- (a) Oversee the implementation of these by-laws and see that state agency or department activities concerning invasive species are coordinated, complementary, cost-efficient and effective, relying to the extent feasible and appropriate on existing organizations addressing invasive species;
- (b) Develop and maintain a list of invasive species that have a reasonable likelihood of entering or have entered California for which an exclusion, detection, eradication, control or management action by the state might be appropriate;
- (c) ~~Encourage planning and action at city, county, state, tribal, regional and ecosystem-based levels to achieve the goals and objectives of the Invasive Species Action Plan pursuant to Article 5 of these by-laws, in cooperation with stakeholders and existing organizations addressing invasive species~~ Encourage planning and action at organizational levels including city, county, state, tribal, and regional, as well as at ecological levels including population, community, landscape, ecosystem, and biome to achieve the goals and objectives of the Invasive Species Action Plan pursuant to Article 5 of these by-laws, in cooperation with stakeholders and existing organizations addressing invasive species;
- (d) Develop recommendations for inter-state cooperation in addressing invasive species;
- (e) Develop recommendations for preventing invasive species from entering the state through our points of entry;
- (f) Develop guidance to state agencies pursuant to the California Environmental Quality Act (CEQA) in invasive species matters;
- (g) Facilitate development of a coordinated network to document, evaluate and monitor impacts from invasive species on the economy, the environment and human health;
- (h) Develop a system for reporting sightings of invasive species and referring those reports to the appropriate agency/department;
- (i) Facilitating educational and outreach activities to increase awareness of invasive species issues, including these activities shall include, but are not limited to, the development of a coordinated, information sharing system on invasive species that utilizes the latest technologies including the internet; this system shall facilitate access to and exchange of information concerning invasive species; and
- (j) Develop and maintain an Invasive Species Action Plan, a statewide plan for dealing with invasive species including a Rapid Response Plan, pursuant to Article 5 of these by-laws;
- (k) Consider the effects of climate change on the introduction of new invasive species and the spread of existing invasive species.

## Article 5. Invasive Species Action Plan.

- (a) ~~Within six months after the adoption of these by-laws by the ISCC,~~ The ISCC shall develop and maintain a list of invasive species that have a reasonable likelihood of entering or have entered California for which an exclusion, detection, eradication, control or management action by the state might be appropriate.
- (b) ~~Within 12 months after the adoption of these by-laws by the ISCC,~~ The ISCC shall prepare, **maintain**, and issue ~~the first edition of~~ an Invasive Species Action Plan, including an **Early Detection and** Rapid Response Plan, which shall detail and recommend performance-oriented goals and objectives and specific measures of success for state agencies' or departments' efforts concerning invasive species. The Invasive Species Action Plan shall recommend specific objectives and measures for carrying out each of the state agency or department duties pursuant to Article 2 (a) of these by-laws and shall set forth steps to be taken by the ISCC to carry out the duties assigned pursuant to Article 4 of these by-laws. The Invasive Species Action Plan shall be developed through a public process and in consultation with state agencies and stakeholders.
- (c) ~~The first edition of the~~ Invasive Species Action Plan shall include a review of existing and prospective approaches and authorities for preventing the introduction and spread of invasive species, including those for identifying pathways by which invasive species are introduced and for minimizing the risk of introductions via those pathways, and shall identify research needs and recommend measures to minimize the risk that introductions will occur. Such recommended measures shall provide for a science- based process to evaluate risks associated with the introduction and spread of invasive species and a coordinated and systematic risk-based process to identify, monitor and interdict pathways that may be involved in the introduction of invasive species. If recommended measures are not authorized by current law, the ISCC shall develop and recommend to the Governor through its Chair legislative proposals for necessary changes in authority.
- (d) The ISCC shall update the Invasive Species Action Plan every **three** ~~two~~ years and shall concurrently evaluate and report on its success in achieving the goals and objectives set forth in the Invasive Species Action Plan. The Invasive Species Action Plan shall identify the personnel, other resources and additional levels of coordination needed to achieve the Invasive Species Action Plan's identified goals and objectives.

**California Invasive Species Advisory  
Committee CHARTER  
Approved April 8, 2009  
Amended August 2, 2011  
Amended October 3, 2022**

**I. Official Designation**

California Invasive Species Advisory Committee

**II. Scope and Objectives**

The purpose of the California Invasive Species Advisory Committee (CISAC) is to advise the Invasive Species Council of California (ISCC) on a broad array of issues related to preventing the introduction of invasive species and providing for their control and/or eradication, as well as minimizing the economic, ecological and human health impacts that invasive species cause. The CISAC will maintain an intensive and regular dialogue with other stakeholders to explore these issues and develop recommendations.

**III. Description of Duties**

Provide advice **and recommendations** to the ISCC relating to the ISCC's role in:

- A. Coordinating state agency activities concerning invasive species;
- B. Making recommendations for funding as available;**
- C. Developing and maintaining a list of invasive species that have a reasonable likelihood of entering or have entered California for which an exclusion, detection, eradication, control or management action by the State might be taken;
- D. Encouraging planning and action at local, tribal, state, regional and ecosystem-based levels to harmonize activities concerning invasive species;
- E. Developing recommendations for inter-state cooperation in addressing invasive species;
- F. Developing recommendations to prevent invasive species from entering the State through our points of entry;
- G. Developing guidance to state agencies pursuant to the California Environmental Quality Act (CEQA) on invasive species matters;
- H. Facilitating development of a coordinated network to document, evaluate and monitor impacts from invasive species;
- I. Facilitating establishment and enhancement of a coordinated, information-sharing system on invasive species that utilizes the latest technologies ~~including the internet;~~
- J. Developing a system for reporting sightings of invasive species and referring those reports to the appropriate agency;
- K. Facilitating educational and outreach activities to increase awareness of invasive species issues;
- L. Anticipating ~~ge~~ effects of climate change on **the introduction, establishment, and spread of** new and ~~the spread of~~ existing invasive species; and

M. Developing an Invasive Species Action Plan, a statewide plan for dealing with invasive species including an Early Detection and Rapid Response Plan.

The CISAC will provide its advice based upon input from and cooperation with other stakeholders and existing organizations addressing invasive species issues.

**IV. Duration**

The CISAC has no sunset provisions and is expected to operate indefinitely. However, the CISAC's continuance is subject to review and renewal of this charter every two (2) years on the biennial anniversary of the adoption of this charter.

**V. Agency Official to Whom the Committee Reports**

The CISAC reports through the ISCC's Executive Director.

**VI. Agency Responsible for Providing Necessary Support**

All staff and support functions required for operation of the CISAC will be supplied by the Department of Food and Agriculture and/or the Natural Resources Agency as determined by the Secretaries of those agencies.

**VII. Estimated Annual Operating Costs**

~~Currently the~~ Support for the operation of the CISAC will rely on existing staff and resources, until such time as the State may allocate funds necessary for the operation of CISAC.

**VIII. Allowances for Committee Members**

Members of the CISAC and its subcommittees will serve without pay. However, while away from their homes or regular places of business in the performance of services of the CISAC, members, to the extent funding is available, may be allowed travel expenses, including per diem in lieu of subsistence.

**IX. Committee Membership**

CISAC will consist of no more than 24 19 voting members, made up as follows:

- Four members appointed by the Secretary of the Department of Food and Agriculture;
- Four members appointed by the Secretary of the Natural Resources Agency;
- One member appointed by the Secretary of the Environmental Protection Agency;
- One member appointed by the Secretary of the State Transportation Agency;
- One member appointed by the Secretary of the Health and Human Services Agency;
- One member appointed by the Director of the Office of Emergency Services;
- One member appointed by the California Agricultural Commissioners and Sealers Association;
- Six members appointed by the co-chairs of the Invasive Species Council of California to create a diverse make up.

Members of the CISAC will be knowledgeable in and represent one or more among, but not limited to, the following groups and organizations:

- Biologists
- Ranchers
- Foresters
- Farmers
- Academics / Researchers
- Public Health Specialists
- ~~Federal~~ Government Representatives
- County Agricultural Commissioner's Representatives
- Invasive Species Management Specialists
- Persons involved with Global Commerce
- Non-Governmental Environmental Representatives
- Expertise in climate change and ecosystems
- Public Relations Specialists
- Lawyers specializing in Invasive Species Policy
- Public Member
- Industry Representatives
- Educators
- Tribal Government Representatives
- Information / Database Managers
- Economists
- Risk Assessment Analysts

~~No member may serve on the CISAC for more than two (2) consecutive terms. Members will serve for terms of three (3) years. However, members may be reappointed after review by ISCC.~~

Members will serve a maximum of two (2) three (3)-year terms, but may be reappointed in special circumstances by the ISCC.

~~The Secretary of the California Department of Food and Agriculture or the designee reserves the right to replace any member who is unable to fully participate in the CISAC or who misses three (3) consecutive, regularly scheduled meetings of the CISAC.~~

The ISCC co-chairs reserve the right to request the appointing/designating ISCC Member(s) replace CISAC members who are unable to fully participate in the CISAC, or who miss three (3) consecutive, regularly scheduled meetings of the CISAC.

The Secretary and Vice Chairperson of the CISAC will be chosen by a majority vote of the advisory committee members, with the authorization from the co-chairs of the ISCC or designee. ~~The Vice Chairperson of the CISAC will be chosen by a majority vote of the advisory committee members, with the authorization from the Chair of the ISCC or designee.~~ One year following the vote, the Vice Chairperson of the CISAC automatically becomes Chairperson. Following one year as Chairperson, the Chair automatically becomes the Past Chairperson of the CISAC. The Executive Committee of the CISAC is made up of the Secretary, Vice Chair, Chair and Past Chair.

#### X. Estimated Number and Frequency of Meetings

The CISAC will meet at the call of the CISAC Chairperson with the approval of the ISCC's Executive Director, approximately four times twice per year. Meetings may be held less frequently or more frequently determined by the workload of the CISAC, but in no case less than once per year.

**XI. Ethical Responsibilities of Members**

No committee or subcommittee member shall participate in any specific matter including a lease, license, permit, contract, claim, agreement or related litigation with the department or agency in which the member has a direct financial interest.

**XII. Subgroups**

As deemed necessary, the Committee Chairperson, in consultation with the Executive Director of the Invasive Species Council of California, may convene working groups or subgroups to support ISCC functions. Such groups will report directly to the CISAC.