

Skaneateles Conservation Area Advisory Committee meeting minutes

Monday, February 15, 2016, 7:00 PM

Attendees:

Committee: Bob Sykes, Nancy Murray, Jeff Meyer, Jeff Harrop, Dave Laxton, Fred Scholl, Randy Nonenmacher

Guests: Justin Wolford (Eagle Scout candidate),
Brian Wolford (Justin's father & Scoutmaster)

Minutes:

1. Scout projects
 - a. Eagle Scout candidate Justin Wolford presented his trail stair proposal.
 - b. This was a very ambitious proposal (attached) to build stairs in three locations on the Federal Farm section of the conservation area this Spring.
 - c. The committee agreed to accept the proposal, but requested to be consulted once more detailed plans are developed.
2. Phragmites
 - a. Randy and Fran Lawler (the land manager at Baltimore Woods) met with George Spak (a licensed herbicide applicator) on Thursday, February 18 to get a more accurate measurement of the *Phragmites* infestation around the lower beaver pond.
 - b. Possible collaboration between Baltimore Woods and SCA on treating invasives, especially swallowwort, was also discussed, but it was agreed that it would not be appropriate to combine our proposed Phragmites project with Baltimore Woods' swallowwort project .
 - c. The RFP for Phragmites treatment was received Thursday, February 11 from FL-PRISM and forwarded to Jim Lanning and Janet Aaron as requested by Jim. It's due on March 18, and up to \$5000 can be requested. George Spak will provide an updated estimate based on Thursday's measurements. His previous estimate based on Randy's September measurements of 50,000 square feet was about \$3800.
 - d. George's estimates assume that the dead Phragmites stems have been trampled down over the Winter and that a means is provided to transport water to the far side of the pond for mixing herbicide (assuming pond water would plug the application equipment). Use of an ATV for transporting water was ruled out as impractical, but the use of volunteers, such as Boy Scouts, to backpack the water seems reasonable.
3. Conservation plan
 - a. On February 3rd, Randy gave a presentation about the Skaneateles Conservation Area and its history to the 65 students in ESF's conservation biology senior synthesis class to provide background for producing a conservation management plan for the area.
 - b. After that Whitney Marshall (the instructor of the class) provided the topics that the class will be using as a framework for our conservation management plan (attached).

- c. There was some concern about whether our other conservation areas would get a mention in the plan, and whether timber harvesting plans for the Mable Reynolds Preserve could be included as a potential source of revenue for conservation projects.
- 4. Tree planting
 - a. Jim Lanning (not present at the meeting) had proposed planting a tree nursery near Federal Farm parking area on the land currently being farmed by the Cargile family.
 - b. It would start with small inexpensive seedlings to be used for future replacement of Ash trees once they are lost to the emerald ash borer.
 - c. He wanted to know our thoughts on such a project as well as the town-wide tree planting initiative that he mentioned last week.
 - d. The committee seemed quite receptive to the proposal, but had the overriding question about who would be doing the work.
 - e. Ideas about planting a windbreak by the parking lot were also discussed and we agreed that it would fit in well with the nursery proposal. Transplanting aspens from Scout Field was also considered as a means of starting a wind break.
- 5. Ideas were discussed for honoring Bill Pavlus, including purchasing a plaque containing the names of the principal individual responsible for the acquisition of the conservation area properties and possibly naming a part of the area after Bill. Nancy Murray requested that we all think about it and provide her with our preferences via email or other means.
- 6. Our next meeting will be scheduled for Monday, March 21.



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Justin Wolford

Eagle Scout Service Project Name Skaneateles Conservation Area - Stairs on trails

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces “not applicable.” As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, “Navigating the Eagle Scout Service Project.” This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

“Navigating the Eagle Scout Service Project” will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully “Navigating the Eagle Scout Service Project” so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are ***strongly encouraged*** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Justin Wolford	Birth date: 2/28/01		
Email address: jpwolford28@gmail.com	BSA PID number*:		
Address: 3599 Rouse Rd.	City: Marietta	State: NY	Zip: 13110
Preferred telephone(s): (315)-317-9042	Life board of review date: 5/14/14		

* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number: 61
Name of District: Interakes	Name of Council: Longhouse

Unit Leader Check one: ☒ Scoutmaster ☐ Varsity Coach ☐ Crew Advisor ☐ Skipper

Name: Andy Ramsgard	Preferred telephone(s): (315)-345-2061		
Address: 181 East Genesee st	City: Skaneateles	State: NY	Zip: 13152
Email address: andy@ramsgard.com			

Unit Committee Chair

Name: Robert Shepard	Preferred telephone(s): (315)-345-4862		
Address: 23 East Lake st	City: skaneateles	State: NY	Zip: 13152
Email address: Robert.Sheppard@lfg.com			

Unit Advancement Coordinator (If your unit has one)

Name: Graham Ellison	Preferred telephone(s): (315)-383-3144		
Address: 1393 Foxfield dr	City: skaneateles	State: NY	Zip: 13152
Email address: ellisons1996@yahoo.com			

Project Beneficiary (Name of religious institution, school, or community)

Name: Skaneateles Conservation Area	Preferred telephone(s): (315)-673-4685		
Address: 1898 county Rd 133	City: Marcellus	State: NY	Zip: 13108
Email address: ranonenmacher@twcny.rr.com			

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Randy Nonenmacher	Preferred telephone(s): (315)-673-4685		
Address:	City:	State:	Zip:
Email address: ranonenmacher@twcny.rr.com			

Your Council Service Center

Contact name:	Preferred telephone(s):		
Address:	City:	State:	Zip:

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: John Binkowski	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address: jbinkowski@twcny.rr.com			

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

Project Description and Benefit

Briefly describe your project.

My service project is putting stairs on 3 sections of trail at the Skaneateles conservation area.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



first section of trail looking upwards



looking downwards on first section of trail



looking downwards at 2nd section of trail



looking upwards at 2nd section of trail



looking downwards at 3rd section of trail



looking upwards at 3rd section of trail

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will help the Skaneateles conservation area by adding stairs to 3 different steep/tricky sections of trails. It is needed because these sections of trails get really slippery when they are wet and could be a liability.

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Giving Leadership

Approximately how many people will be needed to help on your project? 10-15

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I plan to get volunteers from my troop, school friends, and family. I can make an announcement at my troop meeting for volunteers. I could also post something on social media asking for volunteers.

What do you think will be most difficult about leading them?

I think the most difficult part of leading the project will be keeping everyone on track and getting th project done well and on time

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

landscape timbers 3" x 4" x 8' / dark brown mulch / small stones

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

water / snacks / gloves / safety glasses

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

shovel / tamper / pick / hammer / wheel barrow / pry bar

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

I will have to have my building design approved by the board, it will take going to one meeting

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: (Include sales tax if applicable)		Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$200.00	I'm going to seek donations of materials and money. I'm going to reach out to company, and family members for donations
Supplies:	\$0.00	
Tools:	\$0.00	
Other:	\$100.00	
Total costs:	\$300.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1.	Complete project plan
2.	Fundraise for the cost of wood
3.	Try and find a sunny weekend in may
4.	Put out fliers/ recruit volunteers
5.	Buy supplies
6.	Make the steps
7.	Dig holes for steps
8.	Place steps in
9.	Fill in steps

10.	Fill out project report
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Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

My dad can transport materials and tools in his car. volunteers will come on their own to the conservation area, from there they can walk everywhere

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

Some safety hazards are falling and getting cut or cutting yourself with a shovel. I will bring a first aid kit and make sure everyone knows to wear closed toed shoes

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

I will draw out a detailed design of the steps using my engineering class experience. I will also create a detailed agenda of the procedure for the project.

Candidate's Promise* Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

☐ Yes

☐ No

Signed

Date

Name (Printed)

Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed

Date

Name (Printed)

While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (). Council or district approval, however, must come after the others.

2016-2017 Request for Proposals

Finger Lakes Partnership for Regional Invasive Species Management (FL-PRISM) Subcontract

Background and Purpose

The Finger Lakes Partnership for Regional Invasive Species Management (FL-PRISM) is a network of partners in 17-counties of the Finger Lakes region of New York and brings together the resources of a diverse range of organizations to prevent, detect, control, and manage invasive species. With the cost to control invasive species within the United States estimated at \$137 billion annually (Pimentel *et al.* 2005), the FL-PRISM seeks to share and leverage limited resources within the partnership while building a highly-visible program that fosters community awareness and participation.

The FL- PRISM, one of eight Partnerships for Regional Invasive Species Management (PRISMs) in New York State (NYS), is funded through the Environmental Protection Fund via contract with the NYS Department of Environmental Conservation (NYSDEC). The FL-PRISM is hosted by Hobart and William Smith Colleges (HWS) under the Prime Contract from NYSDEC. The FL-PRISM, in order to supplement invasive species work that is done among the partners, offers a subcontract opportunity through an RFP process to complete projects that further the goals and priorities of the FL-PRISM that are in alignment with the 2016 Work Plan. This subcontract to the NYS DEC contract opportunity is offered by HWS, in collaboration with FL-PRISM, Finger Lakes Institute at Hobart and William Smith Colleges, and the NYSDEC. Subcontract awards are subject to final review and approval by NYS DEC Invasive Species Coordination Unit.

Program Objectives:

The FL-PRISM is requesting proposals for subcontract projects that serve to advance the mission of the [FL-PRISM](#) and have the following priorities for the 2016 FY:

- Surveys for invasive species that are considered highly invasive in the region based on NYS [plant](#) and [animal](#) assessments and the FL-PRISM priority species;
- Projects that prevent the spread of and/or implement control activities for FL-PRISM priority invasive species (available here: <http://fingerlakesinvasives.org/wp-content/uploads/2014/01/WorkingGroupPriorities.pdf>); and
- Projects that demonstrate a regional reach, impact, and strong connection to the mission of the FL-PRISM

All projects must be located within the 17-counties of the Finger Lakes PRISM (Broome, Cayuga, Chemung, Chenango, Cortland, Livingston, Madison, Monroe, Onondaga, Ontario, Schuyler, Seneca, Tompkins, Tioga, Steuben, Wayne, and Yates). The project period will commence May 13, 2016. All project work should be completed by February 28, 2017.

Evaluation Criteria (Relative Weight)

- *Addresses priority species in the 17-counties of the Finger Lakes region (30%)* – FL-PRISM priority species are those that have been identified by the working groups. A full list of working group priorities is available [here: http://fingerlakesinvasives.org/wp-content/uploads/2014/01/WorkingGroupPriorities.pdf](http://fingerlakesinvasives.org/wp-content/uploads/2014/01/WorkingGroupPriorities.pdf). Species not listed, which still pose a legitimate ecological threat, will also be considered. The scope of work should specifically address a watershed approach for the protection, maintenance, or restoration of the chemical, biological, or physical integrity of the Finger Lakes region. Scope of Work should clearly demonstrate project objectives such as 1) detection; 2) prevention; 3) eradication; and/or 4) control.
- *Measurable results/outcomes expected (30%)* – Includes specific units of work to be accomplished (number of acres surveyed or controlled, number of people reached at outreach events) and reported as a part of the project. Include estimated outputs contributing to community outreach, watershed integrity, and biological diversity.
- *Addresses priority landscapes (20%)* – Provides a clear connection to invasive species issues or concerns within the 17-counties of the Finger Lakes region and multiple partners. Priority will be given to those that clearly demonstrate the benefits to community (outreach), watershed integrity, and biological diversity at the watershed scale.
- *Partnerships and impact to region (20%)* – Projects should identify partners that have demonstrated a commitment (through a letter of support) or add value (quantitative or qualitative) towards project planning and implementation, including landowners where work is planned. All partner recipients of FL-PRISM funds should be clearly identified in the partner section of submitted applications: name of organization and funding amount. The work responsibilities or subcontract objectives of partner recipients should be clearly described in the project proposal. Projects should demonstrate their regional focus and impact on the Finger Lakes region as a whole, versus isolated projects with little watershed effect.

Potential for higher Score

- Demonstrated capacity and multiple collaborators and partners;
- Clearly demonstrate the benefits to community (outreach), watershed integrity, and biological diversity at the watershed scale; and
- Projects where funds have not been made available through other sources will have a higher ranking potential than those projects where other mechanisms of funding are in place

Eligibility

Proposals will be accepted from the following entities for projects located in the 17-county region of the Finger Lakes (Broome, Cayuga, Chemung, Chenango, Cortland, Livingston, Madison, Monroe, Onondaga, Ontario, Schuyler, Seneca, Tompkins, Tioga, Steuben, Wayne, and Yates):

- Not-for-profit organizations
- Local governmental or public agencies, such as municipalities and regional planning or environmental commissions; and,

- Educational institutions, including, but not limited to, public and private K-12 schools, colleges, and universities.

Minimum Requirements

- The proposed project must lie entirely within the 17-counties of the Finger Lakes, although the applicant does not need to be housed within the FL-PRISM.
- Proposals must address detection, prevention, eradication, and/or control of invasive species, including measureable targets and results.
- Proposals must be fully implemented and completed in the time proposed.
- A letter (or e-message) of support from identified supporters must be included at the time of award. Projects that span ownership types will need concurrence from each relevant entity at the time of award.
- There is no minimum match required of the total project budget.
- A progress report is required 30-days after commencing the project and a final report is due upon project completion or no later than February 28, 2017.
- Recipients of an award will present their final report at the spring full partnership meeting and/or venues such as the annual Finger Lakes Research Conference.
- Successful proposals will directly address elements listed in the evaluation criteria below and include key metrics (areas surveys, number of people reaches, etc.) Proposals should include a narrative description of the budget and a map of the project area.

Funds:

The amount of funds available for an individual subcontract is a maximum of \$5,000 per subcontract, including indirect costs. The money for this program comes from the NYS Environmental Protection Fund. Funds will be made available upon completion of work. We expect to fund **five** projects through this solicitation.

Award decisions are expected to be made by April 15, 2016. Work should be completed no later than February 28, 2017. This program requires that two reports be provided by the award recipient to the FL-PRISM Coordinator. The initial report will be due 30-days after commencing work and the final report will due by February 28, 2017. Recipients of funding will also be expected to present their results at a full partnership for the FL-PRISM.

Cost-Share Requirements

Cost sharing or matching funds are not required.

Proposal Submission:

Proposals should be submitted electronically as a single PDF file attachment to FLPRISM@gmail.com by 5pm on or before **March 18, 2016**. Award recipients are expected to be notified starting April 15, 2016. The program period for this subcontract award will be May 13, 2016 through February 28, 2017.

Proposal Review:

The Steering Committee of the FL-PRISM will review and rank the project proposals based on the projects' merit and the Funding Criteria (above), and will make the final decision regarding awards. Any award is subject to final approval by the NYS DEC.

Proposal Format:

A. Cover Sheet

1. Project Title
2. Project Leader (Name, Affiliation, Address, City, State, Zip, Phone, Fax, Email)
3. Collaborator(s) (Name, Affiliation, Address, City, State, Zip, Phone, Fax, Email)
4. Amount Requested
5. Authorized Institutional Signature –all proposals must be signed by an Institutional Official who is authorized on behalf of the organization to approve the budget and the organization's participation in the project as proposed in the documentation supplied at the time the proposal is submitted. If the Project Leader is also the Institutional Official, that should be made clear on the signature line. Submissions that do not carry an authorized institutional signature will be rejected without review.

***Please note:** if the applicant will use a separate entity as fiscal agent to administer funds on their behalf, the Cover Sheet must include the authorized signature for that fiscal agent.

6. Authorized Signature of Fiscal Agent, if applicable

B. Proposal Description

The project description should be succinct and no longer than four pages (cover sheet, references, letters of support, and budget excluded), single-spaced pages in 12-point Times New Roman font, and should include:

1. Project summary- briefly summarize the project's focus and goal, scope of work, nature of collaboration, and significance to the mission of the FL-PRISM
2. Scope of work (include goals, methods, and reporting)
3. Timeframe
4. Personnel and collaboration
5. Project location: all projects must take place within the 17-county Finger Lakes PRISM region.

C. Personnel and Partners

- a. Key personnel involved in the project including Director or Principal Investigator. Include a BRIEF (≤ 2 pages) biographical sketch for the three top personnel. Include name, address, phone, email address for each. If you are working with other partner organizations, state the name of the organization and how the partnership will work (does NOT count towards 4-page project description)

D. Documentation letters for projects including activities on public or private property

If the proposal is funded, applicants will be required to provide support documentation from municipal governments and/or private property owners if the proposal includes activities on public or private lands within four weeks from the start of the project (not included in the 4-page project description). General project letters of support from references or other partners are not necessary and will not be considered.

E. Timeline

Schedule for starting and completing project. Projects must be completed by February 28, 2017. An initial report will be due 30-days after commencing the project and a final report will be due February 28, 2017.

F. Budget and Justification

Budget should reflect key project milestones, deliverables, and schedules to support invoicing.

Categories include the following:

- a. Labor costs: list each person separately. Provide basis for labor cost.
- b. Fringe benefits: provide explanation of how fringe benefits are calculated and documentation for the rate.
- c. Expendable supplies: Provide a list of expendable supplies needed for the project to succeed.
- d. Travel/Transportation: Describe the nature and purpose and amount based on the Federal Government reimbursement rates (available [here](#)).
- e. Office support and miscellaneous: Provide breakdown for items needed. General office supplies, telephone, postage, and copying costs are considered indirect costs unless otherwise justified.
- f. Indirect cost: provide Indirect Cost Rate Agreement,. Indirect Costs are capped at the equivalent of 15% of Total Direct Costs (TDC) or the applicant's official negotiated IDC rate, whichever is lower. In the absence of a documented indirect cost rate, the *de minimus* rate of 10% of TDC should be used.

*NOTE: Any equipment purchased through this subcontract program becomes the property of the State of New York once the program period is over. Any equipment will be made available for use by FL-PRISM partners after the award period is over. This subcontract award will NOT support food or beverage purchases

G. Notification and Reporting Requirements

Award recipients are required to submit an initial report 30-days after commencing the project and a final project report by February 28, 2017. Recipients will also be required to present their results at a full FL-PRISM partnership meeting.

Additional Requirements of Successful Applicants:

Certificate of Liability Insurance- Subcontract recipients are required to have insurance coverage. Recipients will be required to carry insurance at a level specified by the NYS DEC. *See Appendix A. NYS DEC Insurance Requirements.

Permits- For projects requiring permits and licensing, all necessary permits, and or licenses must be obtained prior to conducting the relevant activity, but are not required for the submission of the proposal.

Documentation of Ownership and Public Interest in Property- Prior to receiving the award, a successful recipient must be able to document adequate ownership rights in and to the subject property, and that the ownership or use of the subject property is of a public nature. Alternatively, provide letters of documentation from municipal, county, or state governments and/or private property owners if the proposal includes activities on public or private lands. This documentation is not required at the time of submission of the proposal, but will be necessary at the time of signing of subcontract award.

Municipal Endorsement- required if conducting project on municipal property.

F. Budget and Justification Template

Proposal Budget Template	
Project Title:	
Sponsor/Institution:	
PI:	
Period of Performance for Project:	
BUDGET	
LABOR COSTS	
Personnel	
Salaries	
Fringe on salaries	-
Total Salaries, Wages + Fringe	
Expendable Supplies	
Travel	-
Office Support and Miscellaneous	
Equipment*	
Total Direct Cost	-
Indirect Costs – explain calculation (capped at the equivalent of a <i>maximum</i> of 15% of Total Direct Costs -see note below)	-
Total Request to Sponsor	-

Note: Proposers should provide a copy of their negotiated Indirect Cost Rate Agreement that is in effect at the time of proposal submission along with their budget request. If the proposer's rate is less than the equivalent of 15% of TDC, that is the rate that should be used. If it exceeds 15% of TDC, 15% of TDC should be used. If there is no officially documented Indirect Cost Rate, a *de minimus* rate of 10% of TDC should be used.

* Equipment purchased under this subcontract award becomes property of the State of New York at the end of the award period. The equipment will be made available for use by FL-PRISM and its partners.

** No food or beverage are allowed to be purchased or reimbursed under this subcontract award

Release date:

Appendix A. NYS DEC Insurance Requirements

- I. Policy covering the obligations of the successful contractor in accordance with the provisions of the Worker's Compensation Law, Employers Liability, and Disability Benefits.

The *only* forms which are accepted as proof of Workers' Compensation Insurance are as follows:

<u>FORM #</u>	<u>FORM TITLE</u>
C-105.2	Certificate of Workers' Compensation Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)
U-26.3	State Insurance Fund Version of the C-105.2 form
SI-12	Certificate of Workers' Compensation Self-Insurance
GSI-105.2	Certificate of Participation in Worker's Comp Group Self-Insurance

The *only* forms which are accepted as proof of Disability Benefit Insurance are as follows:

<u>FORM #</u>	<u>FORM TITLE</u>
DB-120.1	Certificate of Disability Benefit Insurance
DB-155	Certificate of Disability Benefit Self-Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)

An ACORD form is **NOT** an acceptable proof of Workers' Compensation coverage. **ALL OF THE ABOVE REFERENCED FORMS, EXCEPT CE-200, SI-12 & DB-155 MUST NAME:** The New York State Department of Environmental Conservation, Division of Lands and Forests, Invasive Species Coordination Unit, 625 Broadway, Albany, NY 12233- 4250, as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

Additional information can be obtained at the Worker's Compensation website:

<http://www.wcb.ny.gov/content/main/Employers/Employers.jsp>

2. Commercial General Liability Insurance with a limit of not less than \$1,000,000 each occurrence. Such insurance shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal and advertising injury, cross liability assumed in a contract (including tort liability of another assumed in a contract).
3. Comprehensive Business Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile including owned, leased, hired and non owned automobiles.
4. The successful contractor shall require that any subcontractors hired, carry insurance with the same limits and provisions as provided herein.

SUNY ESF EFB 414 Spring 2016

Conservation Planning for the Skaneateles Conservation Area:

The Federal Farm and Gully Road Areas

Topic Areas: Phase 1 (Feb. 3)

Following Randy's presentation at ESF, and an assignment based on the review of the SCA's online materials, the students brainstormed lists of what would be the most important areas to focus on within our conservation plans based on past, present, and potential future conservation concerns. (Numbers indicate how many students identified each topic).

1. Invasive Species Management (49)
 - Current and Future
 - Aquatic and Terrestrial
 - Plant, Animal, Fungal....
2. Community Outreach & Education (26)
3. Ecology and Health of Forest Ecosystems (22)
 - Biodiversity and native plants
 - Restoration
 - Harvesting
4. Recreation and Trail Planning (16)
5. Signage and Usage
6. Hunting
7. Dog Usage
8. Wetland Management and Restoration (15)
9. Deer and Wildlife Management (13)
10. Herpetology or Bird Focused Habitat Restoration/Management (10)
11. Bioblitz Design (10)
12. Wildflower Restoration, Seed Banks, Arboretum (9)
13. Water Quality and Hydrology (8)
14. Runoff and nutrient flows
15. Surrounding Areas, Buffer Zones, Corridors (4)
16. Soil Pollution and Erosion Concerns (4)

Topic Areas: Phase 2 Feb.11

*Based on this initial list, students were each asked to rank the **top 4** that they were interested in and had the skills/background to work on. Based on this breakdown, on the following page we provide an overview of proposed topic areas of our conservation plan, identifying the number of students working on each area. This list could be considered to serve as "chapters" of the final product we are working toward, and would benefit from any additional recommendations or insight from the SCA Advisory Committee.*

1. Forest Ecology and Ecosystem Restoration (13)

Many of our students are interested in the conservation of current forest habitat and planning for the restoration of forest biodiversity, with an emphasis on native species. These students will make up two sub-groups who will work on specific components of conserving forest health, biodiversity, and providing forest ecology conservation plans.

- a. Forest Biodiversity and Native Species Restoration (7)
- b. Wildflower Restoration and Seed Banks (6)

2. Wildlife Habitat and Management (15)

We have many students passionate about different faunal groups, including identifying habitat requirements, evaluating their potential to impact/benefit from other teams restoration efforts (such as heavy herbivory of native plants by the deer population), and their role in the SCA ecosystem. This group will be split into three focal groups, based on student interest areas:

- a. Mammals, with an emphasis on white-tailed deer (5)
- b. Herpetology (amphibians and reptiles) (5)
- c. Avian Communities (5)

3. Invasive Species Management (7)

This group will work on researching best practices for invasive species control in aquatic and terrestrial habitats of the SCA, and developing recommendations for implementation and monitoring of current and future threats.

4. Wetland Management and Restoration (6)

Focused on the designated wetland on the property, this group will investigate the current state of the wetland ecosystem and propose maintenance and restoration strategies.

5. Recreation Management and Trail Planning (6)

The SCA currently faces challenges with multiple user groups that utilize trails for hiking, dogwalking, hunting, and other recreation. We learned that the trail system requires updated planning to benefit conservation efforts and improve communication amongst stakeholders (many of the trails don't have names). The group will explore impacts of these various users and will work closely with some of the other groups, including wetland, forest, and wildlife habitat restoration efforts, as well as outreach and communication.

6. Community Outreach and Education (7)

Identified as an important need of the SCA, this team is made up of students who have experience in will serve as liaisons to the other teams as to their recommendations and focus on the research and design of education and interpretation materials for the SCA.

7. Designing a Bioblitz (6)

During Randy's visit to ESF, this group of students proposed the design and carrying out of an ESF led bioblitz to identify the biodiversity of the SCA. This group will also contribute to compiling the history of the property to understand what may be there as an introduction to the overall conservation plan.

8. SCA Connectivity and Surrounding Areas (5)

This group includes students interested in the linkages and impacts between the SCA and surrounding area, landscape-level conservation planning, and water quality and hydrology. They will also contribute heavily to considering future possibilities and drivers of change in the SCA.