



Lower Hudson Partnership for Regional Invasive Species Management 2025 Request for Proposals

Description

The Lower Hudson Partnership for Regional Invasive Species Management (Lower Hudson PRISM) is a group of organizations, volunteers, agencies and stakeholders that work cooperatively to promote the prevention, early detection, and strategic management of invasive species to protect conservation targets. In addition to conducting public education, outreach and management activities, we support community engagement and community science projects addressing the ecological impact and effective control of invasive species.

The Lower Hudson PRISM is one of eight Partnerships for Regional Invasive Species Management or PRISMs in New York State. These partnerships are supported by the New York Invasive Species Council and are funded by the Environmental Protection Fund through contract with the New York State Department of Environmental Conservation (NYS DEC).

The LH PRISM is now accepting applications for the 2025 calendar year. Approximately \$90,000 is expected to be available for management and outreach activities related to invasive species in the Lower Hudson Valley of New York. We expect that most funded projects will range between \$2,000 and \$20,000. Projects submitted in response to this RFP are subject to review and approval by NYSDEC.

Objectives

Applicants are asked to follow the general guidelines of the LH PRISM's overall strategic plan, which is guided by 6 primary goals and specific objectives within those goals. These guiding goals and objectives can be found by visiting [LH PRISM's 5-year strategic plan webpage](#).

In addition to following the guidelines and principles of the strategic plan, applicants are also encouraged to consider proposing projects that address one or more of the [LH PRISM Steering Committee's focal topics for 2025](#).

Who is Eligible?

Non-profit organizations, local governments, businesses and institutions located in or serving areas within the boundary of the Lower Hudson PRISM may apply (see map [here](#)).

Lower Hudson PRISM steering committee members may apply but will be required to recuse themselves from the selection process for their application.

Procedures and Requirements

1. Review the project selection criteria found on the final two pages of this RFP and the current LH PRISM Operating Goals and Objectives found on pages 18-30 of the [LH PRISM Strategic Plan](#).
2. Complete and submit the application along with any relevant supporting materials as a single PDF file no larger than 10MB in size by **February 27, 2025 at 9:00 am** Eastern, emailed to: invasives@nynjtc.org. Click here to access/download the application in either [Word](#) or [pdf](#) formats.

We expect that most funded projects will be between \$2,000 and \$20,000. Proposals outside this range will be considered under exceptional circumstances.
3. Projects do not require any matching funds but contributed funding will be taken into account when ranking proposals.
4. Projects must be able to be completed in 2025.
5. All projects will be ranked based on the criteria listed on pages 4-5 and the proposals that best meet our priorities will be selected by the members of the Lower Hudson PRISM Steering Committee. Applicants that have been selected for funding are expected to be notified by March 20, 2025 and we will begin the contracting process right away.
6. For more information about the Lower Hudson PRISM or this RFP, contact Lower Hudson PRISM staff at invasives@nynjtc.org

Details on the PRISM Contracted Funds

- A final written report is required which will be publicly available. A presentation to the PRISM partners may also be required, to be determined as part of the contracting process.
- Any products produced with PRISM funds for public use or display should include the PRISM logo. The content should be approved by the PRISM Coordinator and/or the PRISM Steering Committee.
- Allowable expenditures include: salary & wages, fringe benefits, travel, supplies and equipment.
- Reasonable Indirect costs are allowed according to U.S. Office of Budget Management's (OMB) Uniform Guidance (i.e. 2 CFR part 200 – Subpart E)
- PRISM funds may not be used to purchase food or beverages.
- Equipment purchased with PRISM funds is the property of the NYS DEC. As such, equipment is considered to be in the service of the PRISM and may be required to be provided to the PRISM Coordinator at the end of the Contract or at such time in the future as it is needed for PRISM projects. Equipment is considered "durable" if lasting a number of years, while Supplies are either disposable or need to be renewed on a more regular basis.
- In any formal communication to the public, an acknowledgement that funding was provided from the Environmental Protection Fund as administered by the New York State Department of Environmental Conservation must be included.
- Money will be awarded via contract which will be contingent on NY State Department of Environmental Conservation (NYSDEC) Invasive Species Coordination Section (ISCS) approval of scope of work and budget. Reimbursement requests shall be submitted to the Trail Conference quarterly. A brief progress report along with supporting documentation and receipts should be included with each invoice. Once received and accepted by the Trail Conference it will be submitted to the NYSDEC ISCS for reimbursement. Once funds are received from NYSDEC ISCS, the Trail Conference will make payment to the Contractor by check or ACH. This process is expected to result in reimbursement within 90 days of each quarter end
- As required by the Lower Hudson PRISM contract, all those receiving funds from the PRISM through this process are considered subcontractors and if work is to be conducted in New York State will be required to show proof of insurance as follows prior to execution of the contract:
 - Workers Compensation for the benefit of such employees as are required to be covered by New York State Worker's Compensation Law
 - Disability coverage for the benefit of such employees as are required to be covered by New York State Disability Benefits Law
 - Commercial General Liability and other forms of insurance – the Trail Conference shall determine the required insurance types and limits, commensurate with the work of the subcontractor

Lower Hudson PRISM 2025 Proposal Selection Criteria

1. Does the proposal fit into one or more of the categories of PRISM deliverables (early detection/rapid response, eradication and control, education and outreach, support of research via citizen science), or address at least one of the prioritized objectives of the Lower Hudson PRISM? If yes, go to question 2. If no, reject the proposal.
2. Is the work plan feasible and does the organization have the capacity to complete the proposal? If clearly no, reject the proposal.
3. How high does the proposal score (maximum of 100 points)?

Points Possible	Criteria
0-20	<p>A1. Importance (0-10 points) How well does the proposal address an important invasive species, an important process (like vector management), an important audience or address invasive species threats to systems or species of conservation concern?</p> <p>A2. Priority Objectives (0-10 points) How well does the proposal address one or more priority objectives in the PRISM’s Strategic Goals and Objectives document?</p>
0 - 15	<p>B. Breadth of application How well does the proposal have broad implications or applications, as shown for example by relevance to the entire PRISM region (and other regions), a wide range of species, and/or a wide range of audiences?</p>
0 -5	<p>C. Innovation To what extent does the proposed work address the objective in an innovative way? If applicant has received PRISM funding for multiple years for similar scope of work, this may adversely impact the score on this section.</p>
0 - 15	<p>D. Feasibility of work plan Is the proposed work likely to meet its stated goals and objectives?</p>
0 - 15	<p>E. Capacity Do the organization and key personnel have the capacity/ability to complete the proposed project well?</p>
0 - 10	<p>F1. Partnership (0-5 points) Does the proposed work involve multiple partners? (higher points for more organizations and stronger partnerships)</p> <p>F2. PRISM Partner Involvement (5 points) Is the applicant a PRISM partner?</p>

0 - 10	G. Budget Is the funding request cost effective? (high score can be awarded for low overall budget and/or if substantial matching funds are proposed.)
0 - 10	H. Timeframe Is the proposed timeframe reasonable? Is it in line with the timeframe of the PRISM objectives?