



Wisconsin Citizen-based Monitoring Partnership Program 2016-17 Request for Proposals & Application Guidelines

Issued May 02, 2016



Background

Since 2004 the Wisconsin Department of Natural Resources (WDNR) and the Wisconsin Citizen-based Monitoring Network have sought to foster citizen and volunteer participation in natural resource monitoring by providing funding and assistance to high priority projects. Partnership Program funds for 2016-2017 will be focused on existing CBM programs that address WDNR priority monitoring needs. \$100,000 of Partnership Program funding is available for the 2017 state fiscal year (July 1, 2016 to June 30, 2017). Funding amounts are limited to \$5,000.

2016-17 Funding Priorities

Proposals must align with WDNR monitoring priorities and efforts. Funding priority will focus on existing monitoring programs and data needs. Eligible programs, their priorities, and their coordinators are listed in the **Wisconsin Citizen-based Monitoring Priority Programs List** at the end of this document. For more details on existing programs and their priorities, contact the program's coordinator. Proposals that do not include participation in a program on the Priority Programs List will be considered only if they provide a detailed explanation of how they address priority species and habitat monitoring needs, with support pulled from the [Wisconsin Wildlife Action Plan](#) or [Wisconsin's Water Monitoring Strategy](#).

Eligibility for Funding

Partnership Program proposals/ projects/ applicants must:

- 1) Have direct, substantial citizen involvement or be relevant to the conduct of citizen-based projects.
- 2) Align with existing monitoring program priorities and address priority Wisconsin natural resource monitoring needs or issues.
- 3) Include more than one species. Projects can focus on a single species but should have mechanisms in place for reporting observations of other taxa with priority monitoring needs that might routinely occur.
- 4) Be current with all deliverables for past Partnership Program projects;
- 5) Not be for purchase of boats, vehicles, furniture, or supplies and equipment not directly used in training or monitoring; and
- 6) Be conducted by individuals, businesses, non-profit organizations, tribal organizations or governments, local and county governments, academic institutions, or state agencies which are or can be registered in the Wisconsin State Vendor File in order to receive payment for services.

Funding Limits

Citizen-based Monitoring Partnership Program funding requests may not exceed \$5,000 per proposal. Partnering organizations may submit more than one proposal per project if they are for discrete components (i.e., the *products* are *unique*). Funding requests should be for the estimated cost of conducting the project; applicants *should not* simply target the maximum allowable amount unless demonstrated costs equal or exceed \$5,000. Funding may be approved for an amount less than requested, contingent on agreement with the project leaders.

Proposal Evaluation and Selection

WDNR staff and monitoring program coordinators will rank proposals according to their alignment with monitoring priorities and the applicant's capacity to meet their stated deliverables. Past monitoring efforts, estimated volunteer numbers and hours, and project location and scope will all be considered in the review process. Failure to obtain funding does not necessarily indicate a poor proposal; funding

requests typically far exceed the amount available. Unsuccessful applicants are encouraged to contact the Citizen-based Monitoring Coordinator to discuss how their proposal may be strengthened to re-apply in subsequent years.

Clarifications & Revisions

Applicants may be contacted for clarification, to discuss merging similar projects, or to negotiate other changes in project terms and funding levels.

Deliverables

All deliverables are due by **September 30, 2017**. Deliverables shall include:

- 1) Electronic copies of project data;
- 2) Copies of any training materials, summaries, and reports;
- 3) A final written report summarizing the project including methods, participation, results, and photographs.

Funding Timeline

Request for Proposals :	May 02, 2016
Proposals Due:	midnight, June 06, 2016
Award Notification:	July, 2016
Signed Contracts:	July, 2016
Funding Available:	July 1, 2016 to June 30, 2017
Final Invoices Due:	June 20, 2017
Deliverables Due:	September 30, 2017 (or before)

How to Apply

Please complete the [online application](#) by **midnight on June 6, 2016**. All questions are required, and word limits are mandatory. Only complete applications will be considered for funding. We recommend first composing your answers in a word document and then copying and pasting them into the online application. Application questions are located on Page 3 of this document.

Questions may be directed to:

Eva Lewandowski

Citizen-based Monitoring Coordinator
Bureau of Natural Heritage Conservation
Wisconsin Department of Natural Resources
(608) 264-6057
eva.lewandowski@wisconsin.gov

Application Questions *(To be completed online)*

1. Proposed Project Title

2. Amount Requested (maximum \$5000)

3. Project leader or contact person information:

- Name
- Email address
- Phone number
- Mailing address
- Organizational affiliation (if any)
- Organizational website (if any)

4. Prior CBM Partnership Program funding. If applicable, list the project titles, years, and funding amounts.

5. Project Location- List counties where work will occur (or list as statewide)

6. Project Summary- State the main purpose and actions of your proposal (word limit: 100)

7. Project Proposal- Describe your project. Include the following information:

- If you are monitoring with an existing program (see **Wisconsin Citizen-based Monitoring Priority Programs List**), be sure to specify the name.
- What specific activities will you conduct?
- Where and when will they occur?
- Who will be involved in the project (specify organization personnel, agency partners, volunteer groups, community members, etc.) and what will be their roles?

(word limit: 400)

8. Volunteer Involvement- How many volunteers do you expect to be involved in your project? How many hours of monitoring activity do you expect your volunteers to conduct over the course of the project period? (word limit: 100)

9. Methods- If you plan to follow the methods of an existing program listed in the RFP (strongly recommended), please simply write “NA” here.

*If you are establishing a new monitoring program or contributing to one not listed in the **Wisconsin Citizen-based Monitoring Priority Programs List**, please describe your proposed methods in detail.* (word limit: 350)

10. Contributions to Priority Monitoring Needs- What will your project contribute to Wisconsin’s priority monitoring needs? If your project will contribute to an existing monitoring program on the **Wisconsin Citizen-based Monitoring Priority Programs List**, describe in a few sentences how your project will contribute to the program.

If you are establishing a new monitoring program or contributing to one not on the **Wisconsin Citizen-based Monitoring Priority Programs List**, provide support from the Wisconsin Wildlife Action Plan or Wisconsin’s Water Monitoring Strategy to indicate how your project will contribute to Wisconsin’s priority monitoring needs. (word limit: 250)

11. Project Capacity- What resources, skills, and experiences do you or your organization possess that will help your project succeed? (word limit: 250)

12. Project Deliverables- All funded projects must submit electronic copies of data, a final written report, and a poster summarizing the project by September 30, 2017. If your project involves the creation of other deliverables, such as training manuals or outreach resources, please describe them here. (word limit: 100)

13. Timeline- Please provide a short timeline for your project, describing when key project activities will occur. (word limit: 100)

14. Evaluation- How will you evaluate the success of your project in the final written report? What outputs or outcomes will you measure, and what are the thresholds for outputs or outcomes to be considered successful (e.g. number of volunteers involved, number of monitoring dates or locations)? (word limit: 100)

15. Budget- Please complete the following table. In the description column, describe how Partnership Program funding will be specifically used (e.g. what equipment will you buy or whose salary will you pay). Note that the CBM Partnership Program is prohibited from paying administrative fees.

BUDGET

	Description	Total Needed for Project (\$)	Funding from other sources (\$)	Partnership Program Request (\$)
	Wages, salaries, stipends			
	Equipment, supplies			
	Travel (mileage, lodging, per diem)			
	Total (\$)			

Wisconsin Citizen-based Monitoring Priority Programs List

Project	Coordinator	Email
Birds		
American Kestrel Nest Box Monitoring Program	Bill Mueller	wpmueller1947@gmail.com
Annual Midwest Crane Count/International Crane Foundation	Anne Lacy, Sara Gavney Moore	anne@savingcranes.org, sgm@savingcranes.org
LoonWatch Program	Erica LeMoine	elemoine@northland.edu
Wisconsin Bird Monitoring – Marshbirds	Ryan Brady	ryan.brady@wisconsin.gov
Wisconsin Bird Monitoring – Nightjars	Ryan Brady	ryan.brady@wisconsin.gov
Wisconsin Bird Monitoring – Owls	Ryan Brady	ryan.brady@wisconsin.gov
Wisconsin Breeding Bird Atlas II	Nick Anich	nicholas.anich@wisconsin.gov
Wisconsin eBird Portal	Nick Anich, Ryan Brady	nicholas.anich@wisconsin.gov, ryan.brady@wisconsin.gov
Fish		
Gill Lice in Brook Trout	Matt Mitro	matthew.mitro@wisconsin.gov
Ozaukee Fish Passage Program	Matt Aho	maho@co.ozaukee.wi.us
Invasive Species		
Invasive Earthworm Monitoring and Reporting	Bernie Williams	bernadette.williams@wisconsin.gov
Invasive Plant Surveys, Reporting and Monitoring	Kelly Kearns	kelly.kearns@wisconsin.gov
River Alliance of Wisconsin (Bridge Snapshot, Riverine Early Detection)	Amanda Perdzock	aperdzock@wisconsinrivers.org
Wetland Invasive Plant Monitoring	Brock Woods	brock.woods@wisconsin.gov
Wisconsin First Detector Network	Tony Summers	asummers2@wisc.edu
Invertebrates		
Bumble Bee Watch	Rich Hatfield	rich@xerces.org
Dragonflies and Damselflies	Bob DuBois	robert.dubois@wisconsin.gov

Monarch Larva Monitoring Project	Wendy Caldwell	info@mlmp.org
Wisconsin Butterflies	Mike Reese	mikereese@wisconsinbutterflies.org
Wisconsin Mussel Monitoring Program	Jesse Weinzinger	jesse.weinzinger@wisconsin.gov
Wisconsin's Freshwater Sponges Project	Dreux Watermolen	dreux.watermolen@wisconsin.gov
Mammals		
Deer Hunter Wildlife Survey	Brian Dhuey	brian.dhuey@wisconsin.gov
Operation Deer Watch	Brian Dhuey	brian.dhuey@wisconsin.gov
Snapshot Wisconsin	Jennifer Stenglein	jennifer.stenglein@wisconsin.gov
Volunteer Carnivore Tracking	Jane Wiedenhoeft	jane.wiedenhoeft@wisconsin.gov
Wisconsin Bat Monitoring Program – Mobile Acoustic Surveys	Paul White	john.white@wisconsin.gov
Wisconsin Bat Monitoring Program – Roost Monitoring	Heather Kaarakka	heather.kaarakka@wisconsin.gov
Plants		
Wisconsin Rare Plant Monitoring Program	Kevin Doyle	kevinf.doyle@wisconsin.gov
Reptiles and Amphibians		
Wisconsin Frog and Toad Survey	Andrew Badje	andrew.badje@wisconsin.gov
Wisconsin Turtle Conservation Program	Andrew Badje	andrew.badje@wisconsin.gov
Water		
Citizen Lake Monitoring Network (water quality and AIS)	Paul Skawinski	paul.skawinski@uwsp.edu
Clean Boats, Clean Waters	Erin McFarlane	erin.mcfarlane@uwsp.edu
Water Action Volunteers – Stream Monitoring (water quality and AIS)	Ilana Haimes, Peggy Compton	ilana.haimes@wisconsin.gov, peggy.compton@ces.uwex.edu

The following areas are also recognized as priority monitoring needs but do not yet have a statewide monitoring program in place.

Potential Project Topic	Contact Person	Email
Targeted (species specific) AIS monitoring of lakes, streams, and rivers	Maureen Ferry	maureen.ferry@wisconsin.gov
Lake level and nearshore temperature monitoring	Katie Hein	catherine.hein@wisconsin.gov
Aquatic plant rapid assessment	Katie Hein, Paul Skawinski	catherine.hein@wisconsin.gov, paul.skawinski@uwsp.edu
Biological monitoring of ephemeral ponds	Tom Bernthal, Rich Staffen	thomas.bernthal@wisconsin.gov, richard.staffen@wisconsin.gov
Monitoring of snake species of greatest conservation need	Rich Staffen	richard.staffen@wisconsin.gov
Salamander monitoring (emerging diseases)	Tara Bergeson	tara.bergeson@wisconsin.gov
Deer browsing & tree regeneration	Tricia Knoot	tricia.knoot@wisconsin.gov