



USDA Forest Service
Great Lakes Restoration Initiative – Cooperative Weed Management Area (CWMA)
FY 2022 Project Narrative Form

Note: Form fields and instructions have changed. Do not use form versions released prior to June 2022.

See FY 2022 CWMA Request for Applications (RFA) for more information

Project Information

Short Title (must match title on SF-424):

Applicant Name:

CWMA/CISMA/PRISM Name:

Federal Funds Requested: \$

Project Coordinates (decimal degrees): Latitude: Longitude

Project Contact Name:

Project Contact Email:

Note: all the following narrative sections must fit in the space provided, regardless of character count.

Project Overview

750 characters (maximum including spaces) – Provide a short summary of the project that includes the scope, location, expected accomplishments, and water quality or habitat benefits.

Purpose and Need

1,500 characters (maximum including spaces) – Provide information on the site location(s) and its connection to a target water body, addressing the evaluation criteria listed below. *Attach a site location map of the project in [Grants.gov](https://www.grants.gov).*

Evaluation Criteria for Purpose and Need (25%):

- Describe the connection between project activities and priorities of applicable strategic plans, such as the [GLRI Action Plan III](#), [Lakewide Action and Management Plan](#), National Forest Land and Resource Management Plan, [State Forest Action Plan](#), or Tribal Land Management Plan. Additional emphasis will be given to projects that address specific rather than general priorities of these regional plans, e.g., priority species or locations.
- Explain how the project addresses the invasive plant management strategy of the CWMA(s) involved, and any other local plans for the protection, maintenance, or restoration of the chemical, biological, or physical integrity of the Great Lakes Basin.
- Define the habitat and/or water quality values at risk from targeted invasive species, and desired future condition for that habitat. Priority will be given to project applications that clearly demonstrate the benefits to water quality, habitats, plant community resiliency, watershed stability, and/or biological diversity at the watershed scale.
- Discuss partnership needs addressed through the project (e.g., lack of a CWMA in the landscape, strategic planning to address a changed condition, inclusion of a broader partner base). Funding decisions may consider the need to allocate sustaining support across many CWMAs.

Scope of Work

3,000 characters (maximum including spaces) – Provide a narrative that outlines the methods proposed and specifically addresses how project outcomes affect water quality and species diversity, addressing the evaluation criteria below. *Attach a monitoring plan to your application in [Grants.gov](https://www.grants.gov).*

Evaluation Criteria for Technically Sound and Sustainable Scope of Work (25%):

- Clearly demonstrate achievable project objectives that follow best practices in one or more of the following categories: 1) detection, 2) prevention, 3) eradication, and/or 4) control.
- Describe how the project will control targeted invasive plants that are important in the local landscape. Examples of species targeted by GLRI include, but are not limited to, baby's breath, buckthorn, garlic mustard, Japanese barberry, Japanese knotweed, lyme grass, invasive strains of *Phragmites*, purple loosestrife, and wild parsnip. Additional species that are not listed here, but still pose a legitimate ecological threat, will also be accepted.
- Demonstrate long-term commitment to project monitoring and follow-up treatments. Identify expected commitments by the applicant and partners to work that sustains project benefits.
- Include a monitoring plan that evaluates project success and describes actions taken if objectives are not met. Describe actions to prevent reestablishment of invasive plants and restore habitats.
- Discuss past successes, lessons learned, or other experience that informs the project plan.

Measurable Results and Significant Outcomes Expected

Provide an estimate of results in terms of acres treated and other measures contributing to community resiliency, watershed health, and biological diversity (see page 4 of CWMA RFA). Cost per acre treated will be a factor in rating your proposal.

Evaluation Criteria for Measurable Results, including information in scope of work and budget (30%):

- Include specific units of work to be accomplished (e.g., acres treated, acres surveyed) as a direct result of the proposed project. Total cost per acre will be a factor in rating your application.
- Describe how the project expands or protects past restoration through the GLRI or other sources.
- Include anticipated results for education and outreach activities in the outcomes table.
- Ensure project budget is clear and consistent, and outcomes are cost-effective.

Activity Description (e.g., treatment method, type of outreach)	Output (numeric value)	Metric/unit (e.g., acres treated; people engaged)

Budget Detail

List specific budget items under each object class category and provide a detailed description of budget items included in the *SF-424A, Budget Information Form*. Identify Federal funds in each category. Note that equipment purchase with Federal funds requires additional documentation and approval.

Detailed Budget Items by Object Class Categories	Federal \$	Description
Personnel		
Fringe Benefits		
Travel		
Equipment (>\$5,000 unit cost)		
Supplies		
Contractual		
Other		
Indirect Charges		
Total		

Additional comments on budget, if needed:

Partnerships and Sharing

1,500 characters (maximum including spaces) – List and/or describe any partners who will be materially involved and their specific roles and estimated contract amounts, if relevant. Address evaluation criteria below. *Attach letters of support in [Grants.gov](https://www.grants.gov).*

Evaluation Criteria for Partnerships and Sharing (20%):

- Identify partners involved in the project and include letters of commitment, including specific quantitative or qualitative contributions towards project planning and implementation.
- Describe how the project strengthens collaboration in invasive plant management and/or increases capacity of the partnership to perform and maintain work.
- Describe how the project will engage and inform the community beyond the existing partner network, including efforts to invest in underserved communities and advance racial equity.
- Detail the potential of the project to provide and share knowledge, tools, and innovations for practical application.

Timeline

750 characters (maximum including spaces) – Provide a brief, approximate schedule showing intermediate steps and major milestones. Please indicate if a specific start date is critical. Expected project timeline is 2 years from the date of award.

Key Personnel Qualifications

1,000 characters (maximum including spaces) – Include names and titles of the project manager and key personnel. List any relevant experience and certifications of the organization and personnel.