



Wisconsin Citizen-based Monitoring Partnership Program 2017-2018 Request for Proposals & Application Guidelines

Issued March 3, 2017



Background

Since 2004 the Wisconsin Department of Natural Resources (DNR) 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 2017-2018 will be focused on existing CBM programs and other DNR priority monitoring needs. Up to \$100,000 of Partnership Program funding is available for the 2018 state fiscal year (July 1, 2017 to June 30, 2018). Funding amounts are limited to \$5,000.

2017-18 Funding Priorities

Proposals must align with DNR monitoring priorities and efforts. Funding priority will focus on existing monitoring programs and identified data needs. Eligible existing 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 given priority 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, administrative fees, 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 non-DNR state agencies which can enter into a contract with DNR and be registered in the Wisconsin State Vendor File in order to receive payment for services.

Funding Limits & Details

The Citizen-based Monitoring Partnership Program is a contract program. Applicants who are awarded funding must enter into a contract with the DNR. Contract recipients provide the DNR with agreed upon deliverables (e.g. data, written reports) and receive payment after those deliverables are submitted to and approved by the DNR. 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

DNR staff and monitoring program coordinators will rank proposals according to their alignment with monitoring priorities and the applicant's capacity to provide 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

Midterm reports are due by June 20, 2018. Final deliverables are due by **September 30, 2018**.

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 :	March 3, 2017
Proposals Due:	midnight, April 6, 2017
Award Notification:	May, 2017
Signed Contracts:	May-June, 2017
Funding Available:	July 1, 2017 to June 30, 2018
Final Invoices Due:	June 20, 2018
Deliverables Due:	September 30, 2018 (or before)

How to Apply

Please complete the **online application by midnight on April 6, 2017**. 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 Location- List counties where work will occur (or list as statewide)

4. 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. List the project titles, years, and funding amounts.

6. Project Summary- Provide a brief summary of your project. Include the main purpose and describe the actions you will take (word limit: 100)

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

- What type of 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?
- If you are monitoring with an existing program (see **WCBM Priority Programs List**), be sure to specify the name.

(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. Monitoring Methods- *If you are establishing a new monitoring program or contributing to one not listed in the **WCBM Priority Programs List**, please describe your proposed methods in detail.* (word limit: 400)

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 **WCBM Priority Programs List**, briefly describe how your project will contribute to the program.

*If you are establishing a new monitoring program or contributing to one not on the **WCBM Priority Programs List**, provide support from the Wisconsin Wildlife Action Plan, Wisconsin's Water Monitoring Strategy, or the Natural Heritage Inventory 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: 100)

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, 2018. If your project involves the creation of other deliverables, such as training manuals or outreach resources, please list them here. (word limit: 50)

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

15. Budget- Note that the CBM Partnership Program is prohibited from paying administrative fees.

For each expense type, indicate how much money you are requesting and provide a brief description of how you will use the amount requested. Round your answers to the nearest dollar amount; do not include a "\$" in your answer. Example: 450

	Money Requested	Description
Wages, salaries, and stipends		
Equipment and supplies		
Travel (mileage, lodging, per diem)		

What other funding sources, if any, will you use to support this project? How much money will these funding sources contribute to the project? Please provide an exact amount. (word limit: 50)

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		
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	Anne Pearce	anne.pearce@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 Weininger	jesse.weininger@wisconsin.gov
Mammals		
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	Dustin Bronson, Bradley Hutnik	dustin.bronson@Wisconsin.gov, bradley.hutnik@wisconsin.gov