



Florida Fish and Wildlife
Conservation Commission

Upland Invasive Plant Management Program

Communication • Coordination • Collaboration

Handbook for Applicants Requesting Assistance from the “Uplands Program”

Fiscal Year 2022-2023

Table of Contents

EXHIBIT 1

Introduction.....	Page 3
Project Proposal Process.....	Page 5
Program Operational Process.....	Page 8
Appendix A: Working Groups Map.....	Page 11
Appendix B: Example Scope of Work.....	Page 12
Appendix C: Slide Template and Examples.....	Page 19
Appendix D: Plants we can treat this year.....	Page 21
Appendix E: TIERS Site Manager Guide.....	Page 25

Introduction

Florida's Upland Invasive Exotic Plant Management Program

History • The 1997 Legislature charged the now Invasive Plant Management Section (at the time the Bureau of Invasive Plant Management in the Department of Environmental Protection) with the task of creating a program to bring invasive exotic upland plant species under maintenance control. The Upland Invasive Exotic Plant Management (Uplands) Program was established that same year. Maintenance control is defined by the program as a method for the management of terrestrial invasive plant species in which control techniques are utilized in a coordinated manner on a continuous basis in order to maintain plant populations at the lowest feasible level.

Strategy • The previous Uplands program goal to reduce infestations of invasive plants on public conservation land by fifty percent was achieved prior to 2020. Currently, maintenance control on public conservation lands is estimated to be at 74%. The remainder consists of newly acquired areas and areas with extreme access challenges.

The current long-term goal is to continue maintenance where achieved and to expand maintenance overall to 80% by 2030. While eradication of invasive species is the preferred goal, it is not reasonably attainable, except in rare situations. The Uplands Program Strategic Plan sets forth specific strategies to implement the program's long-term goal, including:

- ◊ Implement an integrated management program that uses chemical, mechanical, and biological control technologies, and modify procedures as appropriate to ensure the greatest protection for natural systems.
- ◊ Improve the general public's awareness of the threat to biodiversity from invasive plants by developing a comprehensive education and outreach program.
- ◊ Inventory and monitor the distribution of invasive plant species in real-time and rapidly respond to any early incursions where there is the potential for eradication.

Funding • The Uplands Program funds invasive plant control projects on public conservation land, based upon the recommendations from its eleven Regional Working Groups (*see map, Appendix A*). These regional priorities are melded into an efficient and cost-effective statewide control program.

To maximize operational funding of projects, the Uplands Program contracts with private vegetation management companies on a per-acre, lowest quote basis to perform work. The program also contracts on a limited basis with five other government agencies. No funds are

granted to the managing agency; rather, all financial obligations are handled by the Uplands Program.

Funding for the program is provided as set forth in Section 369.252(4), Florida Statutes, which reads: "Use funds in the Invasive Plant Control Trust Fund as authorized by the Legislature for carrying out activities under this section on public lands. A minimum of 20 percent of the amount appropriated by the Legislature for invasive plant control from the Land Acquisition Trust Fund shall be used for the purpose of controlling nonnative, upland, invasive plant species on public lands." Total funding for the program in fiscal year 2022 was \$12 million.

Results • During its more than two decades of operation, the Uplands Program has spent \$227 million on 3,336 invasive plant control operations targeting 4 million acres of public conservation land. The program has assisted land managers on more than 701 federal, state, and local managed natural areas that comprise over 10 million acres, or 90% of all conservation land in the state.

Cooperating agencies contributed over \$57 million in matching funds and in-kind services for these projects. The Uplands Program also spent \$12.8 million on invasive plant surveys, research (primarily for biological controls), outreach, and other related activities.

Project Proposal Process

EXHIBIT 1

The Uplands Program incorporates the fundamentals of ecosystem management by relying on the expertise of public land managers throughout the state to provide direction for available funding for upland invasive exotic plant control. The Regional Invasive Plant Working Groups bring together stakeholders in a geographic area for the purpose of combining expertise, energy, and resources to deal with common weed problems.

The Working Groups provide an open forum for expressing the concerns of land managers and an effective mechanism to address those concerns. The Uplands Program relies on the expertise within each working group to set regional invasive control priorities based upon severity and potential threat to public conservation lands in their area. The working groups accomplish this by reviewing and ranking proposals for funding invasive control projects. The Uplands Program established 11 working groups, encompassing all 67 counties, which are made up of over 500 members representing federal, state, and local government public conservation land managers across the state. Program liaisons are designated for each working group to facilitate proposal review and coordination with the state program staff.

Site managers wishing to secure funding from this program are encouraged to become a member of one of the regional working groups (see map, Appendix A). In addition to the Minimum Program Criteria, each working group has a slightly different set of ranking criteria, including criteria specific to their region, that are used to evaluate and prioritize all submitted proposals. Topics that pertain to ranking criteria need to be completed with sufficient information to facilitate scoring of the proposal. Please be as clear and concise as possible. Ranking criteria can be obtained from your working group liaison. Be sure that the proposal addresses these criteria. Project proposals typically are due to the working groups in the spring but check with the liaison for specific dates

Minimum Program Criteria

For a proposal to be evaluated by a working group, it must meet the following three minimum eligibility criteria:

Public Conservation Land (PCL) Qualification- Property is listed by the Florida Natural Areas Inventory (FNAI), or the land-use designation is legally restricted to management for conservation purposes.

Commitment to Maintain Site in Perpetuity- Managing agency has the ability to conduct maintenance treatments and has identified funding and labor source for follow-up treatments.

Target Plant- Must be a FLEPPC Category I or II that has Current Control Technologies established for its control.

Once proposals are deemed eligible, they are ranked according to the five established minimum ranking criteria below. Any additional criteria may be specified by a working group.

- i. *Restoration Plan for Native Plants* consists of either a planned and funded replanting, or the site is expected to revegetate from on-site species.
- ii. *Threatened, Endangered, or Rare Species or Habitats* are associated with the treatment site or are found on the PCL.
- iii. *Public Education Program* increases awareness of invasive plant issues. Proposal describes existing or planned projects, programs, literature, etc.
- iv. *Area Maintenance Plan* includes information such as maintenance rotation intervals, long-term treatment plan, Cooperative Invasive Species Management Area (CISMA) objectives for working with adjacent private landowners, etc.
- v. *Regional Criteria Issues* Include any information that qualifies site for regional working group criteria, which can be obtained from the Working Group Liaison for your region.

Working groups may require a slide presentation, cost-sharing, or other information to be provided. Slide presentations, to be fair to all applicants, as well as to better manage meeting times, should include only the eight slides shown in the Template (Appendix C). An example presentation is included in the appendix.

For the 2022-23 program year, proposals will again be divided into categories: *Large, Small, and Special*.

Most proposals will be ranked in the “Large” (i.e., normal) category. “Small” proposals recognize the educational value of smaller natural areas, which offer great opportunities to teach the public about invasive plant species, but do not always have the same conservation value as larger areas. Small proposals are ranked separately and must meet the following Project Criteria. Each property must:

- be designated as public conservation land;
- be protected from future development (e.g., deed or easement restrictions);
- be owned by a city, county, or public university;
- contain less than 400 acres in its entirety; i.e., a discrete site, not a unit within a larger PCL managed by the same agency and/or cooperators; and,
- have an estimated project cost that is (realistically) no more than \$50,000.

Once working groups agree on their ranking for Large and Small proposals, the group liaison enters the ranks into the online Terrestrial Invasive Exotic Reporting System (TIERS).

“Special” projects include the Melaleuca Program, Early Detection and Rapid Response (EDRR), and work specifically requested by Uplands staff. These projects are not ranked by working groups. A former project, the “Strike Team” originally targeted a few existing priority species to prevent their further spread into new areas. In a later, unrelated action, the Florida Invasive Species Partnership (FISP) requested assistance to establish EDRR “watch lists” for each CISMA. FNAI, under Uplands Program contract, developed the initial lists. For a brief time afterwards, the

Uplands Program operated an expanded “EDRR Strike Team” as a rapid response effort for new occurrences of listed species. While the EDRR concept is valid, it became apparent that (a) available funds were not sufficient to treat more than a few species, (b) no current control technologies existed for some plants, and (c) some plants had been in the state for decades, or longer. EDRR proposals will now be reviewed under specific criteria and from a statewide program priority view. To clarify when treatment funds may be available, proposals will pass through a decision tree. Most species are expected to meet the criteria of “manage” and will be assigned to the normal ranking process. Where applicable, a Special Project may be created for a species of high concern to the state. If you think you may require our assistance with a particular plant, please get in touch with us and we’ll talk it through.

Standard Proposal Format

All proposals are submitted through TIERS. Proposal information should be in text format before you start, to make cutting-and-pasting into the online forms easier. Required information is shown under tabs: Project, Location, Description, Maintenance, Specifications, Education, Regional Issues, and Budget. Some information will pre-populate for you. As required, you can upload a map with directions to the site for the pre-quote meeting, a treatment area map showing units and acreages, an Area Maintenance Plan, a Grass Management Plan, and your slide presentation. Liaisons have access to all submitted proposals from their Working Group in TIERS, so they can download the slide presentations onto one computer for use at the ranking meeting. [Note: TIERS only allows PDF or JPG files, up to 5MB in size.]

A final tab checks your proposal for completeness. Once complete, TIERS will generate a Scope of Work (SOW) with your information, to be used for ranking by a working group. An edited version of the SOW also becomes an attachment to a Purchase Order, to indicate what work the Contractor is expected to accomplish.

TIERS requires user registration. If you are not registered, or need to change your information, or only do this once a year and have forgotten how it works, please e-mail either [John Kunzer](#) or [Adam Rose](#) to receive your personalized instructions (changes may occur year to year).

Program Operational Process

IPMS Workplan

Once all priority ranking lists have been received by program staff, the funding level for that year determines how many projects will be pursued. The workplan starts with funding all priority 1 projects, then all priority 2 projects, and so on, until reaching the lowest priority that can be funded across all working groups.

The amount requested by the proposer is used as a guideline for funding. Actual quotes from Contractors may or may not reflect the requested amount, so the workplan is adjusted throughout the year.

Site Visit

Once the initial workplan is established, an IPMS representative will contact the site (or project) manager (hereafter “you”) to confirm the time, location, and directions to the site for the “pre-quote” meeting. Before a meeting is confirmed, you must provide a shapefile of the treatment area boundary. No project will move forward unless this required file is received. The pre-quote meeting is for the benefit of Contractors to review the site and work requirements and to clarify any issues or questions that arise during the visit. You may request up to two contractors to be invited to the pre-quote meeting. Program staff will then randomly select the remaining number of contractors to invite.

To ensure that this process proceeds efficiently, results in environmentally sound control activities, and concludes with an accurate quote by the Contractor, the following guidelines should be followed:

- ◇ Prior to the scheduled site visit, revisit the control site to verify that it is accessible and the treatment boundaries are clearly identifiable;
- ◇ Fences, permanent structures, flagging tape on stakes or trees, in combination with GPS boundary uploads, etc. are some ways to identify to the Contractor where they are expected to work.
- ◇ Plan on spending sufficient time with the Contractors so that they’re knowledgeable enough about your project to provide a reasonable quote.
- ◇ For the Contractor to provide the best service to you, they need to see:
 - the boundaries of the control site(s) and acreage;
 - typical and atypical terrain conditions and invasive plant densities;

- all access points to the control site(s);
- all areas/units to receive treatment;
- any sensitive areas that should be avoided; and,
- all targeted species to be controlled.

Please do not discuss any previous project cost estimates or preliminary funding allocation amounts with Contractors. We are, after all, trying to obtain quality cost-effective weed control services!

If any changes to the Scope of Work occur during the on-site inspection, the FWC representative will amend the SOW and send it back to the Contractors.

After the pre-quote meeting, the Contractors will submit quotes to IPMS. On the due date, the quotes will be opened, checked for validity, and the lowest quoted price identified. The low-quote Contractor will be contacted and offered the job.

Purchase Order Process

When a Contractor accepts a job, a Purchase Order (PO) is issued to them. Once the PO is uploaded into TIERS, you can view it online. You can also see the final SOW (not the proposal version) that the Contractor gets with the PO. The PO specifications state what the Contractor is required to accomplish and what is eligible for payment (down to the species to be treated and the total acres allowed). Any work not specifically described in the PO is not eligible for payment. **So please do not ask the contractor to do “a little something extra” for you-unless you plan to pay them for it yourself.**

Control Operations

Within 7 days of the PO being issued, the Contractor is required to contact you to set up a date and time to begin work.

It is important for you to meet with the field crew when they arrive for the first time. It is possible that the Crew Chief Supervisor is not the representative who attended the site visit. Review the site boundaries, target species, and any other site-specific conditions with the crew. Also, it is quite possible that the Contractor is from another region of the state and crew members may not be familiar with your specific target species. The same Ground Crew Supervisor must be on site while *any* work is being done and throughout the duration of the project. Any change of supervisor must be approved in advance by the Site Manager and Uplands staff.

The crew's work should be monitored frequently during the first few days and then as often as you deem appropriate. It is important to contact your Project Manager as soon as possible if you experience problems with how the treatment is conducted. History has proven that site managers who conduct frequent work inspections will get better results. The Uplands contract requires each crew member to carry a Garmin GPS unit to assist in tracking their progress and to identify potential sites to inspect. You can request GPS tracks on a weekly basis, or when the contractor submits Weekly Progress Reports (WPR) for approval through TIERS.

Invoicing

You are required to approve the WPR and Completion of Work or Partial Payment Form before the Contractor can submit an invoice to FWC. WPRs are completed in TIERS by the Contractor. TIERS will then generate the appropriate form (COW or PPF) and send it to you. This means that the efficacy of the treatment will typically not be known at the time the invoice is submitted. **Do NOT sit on an approval waiting to check the work first.** Your “approval” is only an attestation that the crew was on the site and completed the treatment as described in the SOW. If you will be unavailable to approve the forms, you must delegate the authority to someone else registered in TIERS and familiar with the project.

Site manager oversight of the contract is an integral component to the success of each project, as well as the success of this program as a whole. Your cooperation is greatly appreciated. If you have any questions about the herbicide or rates listed on a WPR, please give us a call. 850.617.9430

GISData

Before the pre-quote meeting can take place, the site manager will be asked to provide a shapefile showing the treatment area boundary. Second treatments, such as for cogon grass or *Scleria* spp, require a separate shapefile showing just those areas. *Florida Natural Areas Inventory* is available to assist managers with digitizing these maps in ArcMap or Google Earth. Contact Frank Mitch East at 850-224-8207 ext. 206, or at meast@fnai.fsu.edu for assistance.

Compliance

Within thirty to sixty days after a treatment is completed, the site manager should inspect the site to ensure that 100% of the area was treated and that a 95% kill rate was achieved. Keep in mind that certain tree species may take three to four months to exhibit signs of dying. A percentage of projects are assigned to FNAI to conduct a compliance inspection. FNAI will contact the site manager to schedule this inspection. The contractor is required to return and retreat the site to achieve 95% control and 100% coverage, as necessary. If control is still not achieved after retreatment, notify program staff immediately.

Other Operational Programs

There are two special services that operate outside of the working group process:

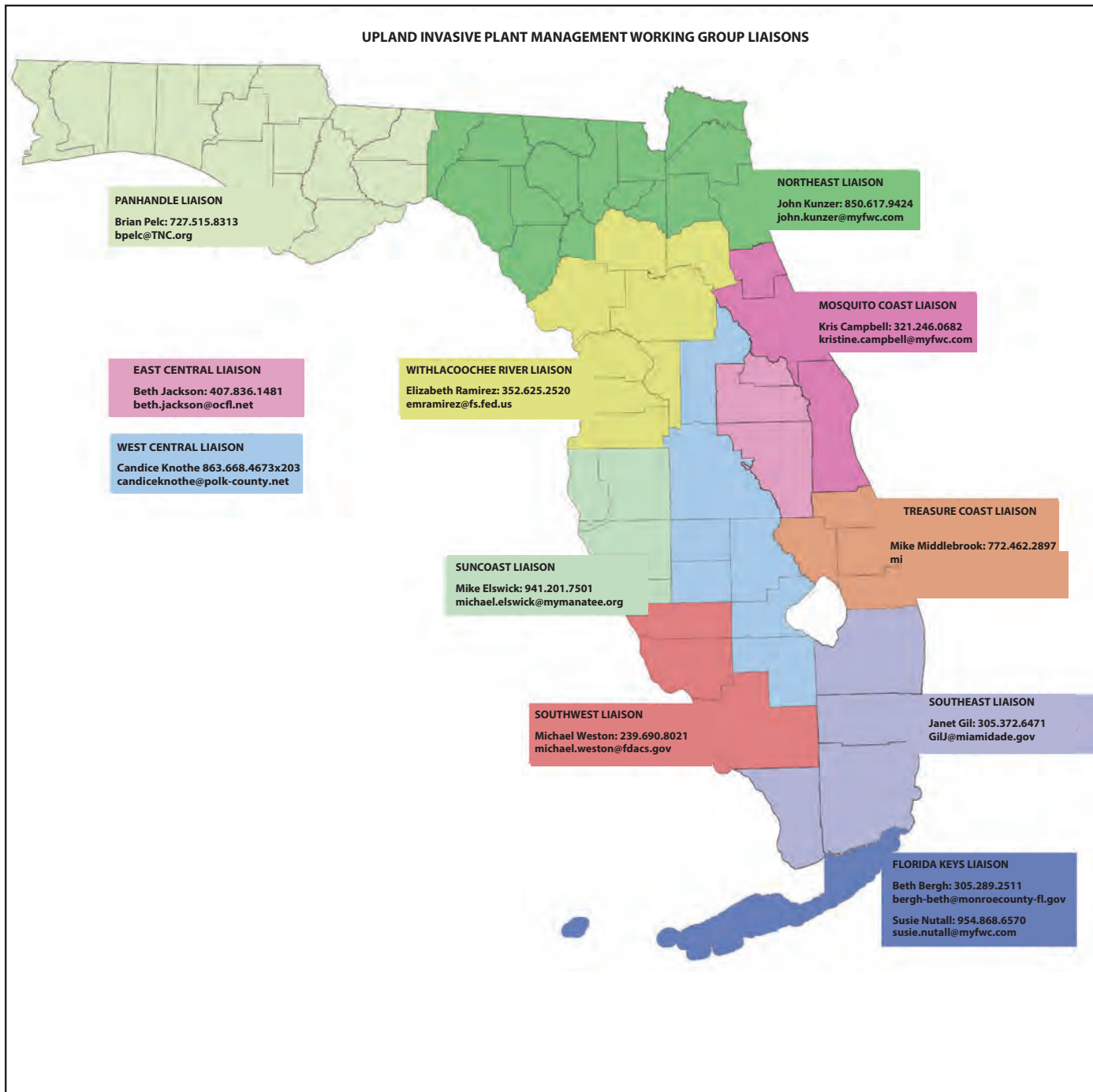
The Melaleuca Program

If an applicant has a proposal to control *only* melaleuca, they will select the “Special” tab in TIERS. The project information entered is the same; however, only program staff will see the proposal.

The Herbicide Bank

The Herbicide Bank provides chemicals at no charge to land managers who are conducting maintenance operations on public conservation land, regardless of who funded the initial control on the site. Specific eligibility and instructions are contained in the [Herbicide Bank Handbook](#).

Appendix A. Working Groups Map



Appendix B. Example Scope of Work

Project

Project Information

Project Title : Blackwater SF John Doe Tract Exotics
 Fiscal Year : 2019-2020
 Project Category : Large
 Treatment Type : Maintenance

Contact Information

Site Manager Contact Information	Secondary Contact Information
First Name : Rick Last Name : Clark Address1 : 3800 Commonwealth BLVD City : Tallahassee State : FL Zip : 32399 Primary Phone : 850-617-9424 Email : rick.clark@myfwc.com	First Name : Jackie Last Name : Smith Address1 : 1234 Funny Farm Rd City : Two Eggs Omelet State : FL Zip : 32399 Primary Phone : 850-617-9430 Email id : jackie.smith@myfwc.com

Location

Managed Area : Blackwater River State Forest
 Total Acreage of Managed Area : 210,423
 Lead Agency : FL Dept. of Agriculture and Consumer Services, Florida Forest Service
 Regional Working Group : Panhandle

Project Location

Blackwater River State Forest (BRSF) is the largest State Forest in Florida, with more than 210,000 acres of forests, rivers, and lakes. BRSF is located in the western panhandle of Florida in Okaloosa and Santa Rosa Counties (Exhibit A) and is named for the Blackwater River, which runs through the forest for approximately 30 miles. No one in their right mind would want to live here though, the mosquitoes will carry you off and don't get me started on the ticks. Good grief. When you hike this property you better wear a Hazmat suit and spray on every spray you can find with Deet in it. Afterwards, phone a friend or two to check you for ticks.

Project Counties

County
Okaloosa
Santa Rosa

Directions to Pre-bid Location

Directions to Blackwater Forestry Center. From the East: Take Interstate-10 to exit 56, SR-85/ Crestview. Turn right and drive north 1.7 miles on Ferdon Blvd. (SR-85) to US-90. Turn left and drive west on US-90 for 3.5 miles to SR-4. Turn right and drive north for 4.7 miles on SR-4 to Baker. Turn left and continue on SR-4 for 13.1 miles to CR-191 in Munson Community. Turn left and drive 0.2 miles to the Blackwater Forestry Center offices. From the West: Well, you figure it out. Ain't nobody got time to write down another set of directions when you'll just put the address in your iPhone and get Siri to guide you anyway. Call John Doe if you get lost (850-000-0000)

Description

Managed Area : **Blackwater River State Forest**

Habitat Description

If you type something in this box, it better be thorough and be sure to check yer spell'un. We don't like to read so we would prefer you fill in the table below. We paid good money for the fancy table and we might as well get our moneys worth.

FNAI Natural Communities

Select	FNAI Natural Communities (%)			
Unit	Hardwood Forested Uplands	High Pine and Scrub	Disturbed Lands	
<input type="checkbox"/> John Doe Tract 180	10 %	80 %	10 %	

Example SOW

Targeted Plants

cogon grass	Imperata cylindrica
Chinese or hedge privet	Ligustrum sinense
Japanese climbing fern	Lygodium japonicum

Other Targeted Plants

Unit Treatment History

Year	Acres	Unit	Agency	Species	TreatmentType	Amount
2016	50	John Doe Tract 1	FWC	lyg, cog, privet	Initial	\$50,000.00
2017	60	John Doe Tract 2	In House	cogon	Maintenance	\$25,000.00
2018	80	John Doe Tract 2	FWC	lyg, cogon	Maintenance	\$80,000.00

Unit Description

Treatment Unit (s)	Acreage	Cover class estimates, etc.
John Doe Tract 1	80	Cogon (Cover Class 4), Lygodium (Cover Class 3), Privet (Cover Class 1). Most of the cogon grass is located in the NW corner of the property. The other exotics are scattered throughout the tract. Total Unit Cover Class 3.
John Doe Tract 2	100	They only exotic on this tract is Lygodium (Cover Class 9). That mess is everywhere. The SE corner is completely covered, like some crazy Alfred Hitchcock film. "Under the Cover of Fern." Watch out for zombies. Call Linda if you see any.

Total Treatment Acres: 180.00

Maintenance

Current Fiscal Year Area Maintenance Plan

Take your time here and really explain your approach to treating exotics on your property. We need to see a plan that shows a systematic thoughtful approach to treatments, as well as, how you plan to rotate areas that are in good maintenance control. Something like: John Doe Tract 2 is in its 3rd year of exotic maintenance control. After this upcoming treatment year we feel that we can rotate this unit out for a year because it should be under a 0 - 5% exotic occurrence. We will follow up with any maintenance with in- house staff. John Doe Tract 1 will be an initial treatment. We've been avoiding this tract because of the Lock Ness Monster and the Werewolf siting. We anticipate applying for funding for this tract for 3 consecutive years. We may get matching funds from Animal Planet for the upcoming reality show, Blackwater Werewolves- The Legend Lives. Be sure to MAKE A MAP that describes this plan and load it below. You can even throw in a waypoint for ol Nessy if you want.

Restoration Plan for Native Plants

We know most of you don't have BIG plans to re-vegetate, but let us know if you do. I'm sure we'll do cartwheels if we see someone with funding for that. If you don't have big plans, put in some standard language about how you expect native plants to populate the area through seed dispersal, blah blah blah. Make it sounds good because your working group may score you on this so spend some time on it.

Funding and Labor Source for Follow-up Treatments

This is a biggie! Our goal is to do the heavy lifting 'killing exotics' on your property. Once we've done the hard part we want to see that you are working on ways to maintain your property without our help. Explain how you plan to use volunteers, use your own staff and the herbicide bank, how you plan to hire OPS staff, how you are applying for Ameri-Corps staff, etc... If you are applying for your 12th year of consecutive funding, you know we will be looking at your application with a 'side eye' or giving you that (dog hearing a strange noise) face. Make sure you have plans to treat low density stuff in- house and apply for funding in areas that really need our help.

Specifications

STANDARD Work Specifications

We've put in standard treatment language for the contractors that matches what we expect contractually.

Equipment Considerations

I think that is pretty self explanatory. We expect to see information about ATV use, Swamp buggies, spray trucks, tractors, pogo sticks, skate boards, etc.... If they are only allowed to use a backpack sprayer mounted on a Tyrannosaurus Rex, put it here. We want to cover any equipment based issues in this box.

Other Requirements and Provisions

Be sure to cover any and all issues here. How gate keys will be provided, work time restrictions, where they mix herbicides, where they can store stuff, where they get water, etc... At many pre-quote meetings we realize this section is lacking and have to add everything the contractors needs to know. Spend some time on this.

Threatened, etc. Species

IMPORTANT: FWC is ONLY concerned with T and E species that occur within the treatment units. I know the working groups may rank you on the T and E species that occur throughout your entire property, but we only want what occurs within the treatment unit. You need to explain how you will mark the species of concern or provide training to the contractor on what to avoid in that area. You can upload your full list of T and E species for ranking purposes on the next tab. Example: we have the rare Game of Thrones, Purple Dragon Orchid on the NE corner of John Doe Unit 1. We will flag the areas to avoid with Police Do Not Enter Tape and wrap the Orchid itself in L.E.D. Christmas Tree lights.

Project Time Frame

Timing of the Treatment: Fall/Winter

2 treatments/cogon grass only

Yes No

Does treatment date matter?

Yes No

Can treatment occur on weekends? (Required)

Yes No

can treatment occur outside of normal business hours? (Required)

Yes No

Treatment cannot occur during these dates

Start Date	End Date
------------	----------

Education and Regional Issues

Public Education Program

This is an area FWC removes when we turn it into a contract, but it is very important for the working groups and the ranking process. It is usually weighted pretty heavily so make sure you go into detail on how your site provides Education. Signage, education centers, tours, hiking trails, kiosks, etc... Make sure to mention organized volunteer days like Air Potato Round-ups, Caesar Weed Pulling Contest, Tegu Lizard racing and python wrestling. :) If you do something that teaches the community about your natural area and its inhabitants make sure you write it here.

Regional Criteria Issues

Please Upload

Budget

FWC Upland Invasive Exotic Control Program

Budget Justification Worksheet

Total funds requested from FWC : \$55,000.00

Method of Control : Contracted

Source	Dollars
suu	\$45.00

Total matching funds from project sponsor (A): \$45.00

In-kind Contribution

Category	Total Hours	Rate(\$/Hr)	Total in kind value (\$)
supervisor hours	10	\$20.00	\$200.00

Total in-kind value from project sponsor (B): \$200.00

Total matching and in-kind dollars (A+B): \$245.00

Total funds requested from FWC (C): \$55,000.00

Total cost of Project (A+B+C): \$55,245.00

Example SOW

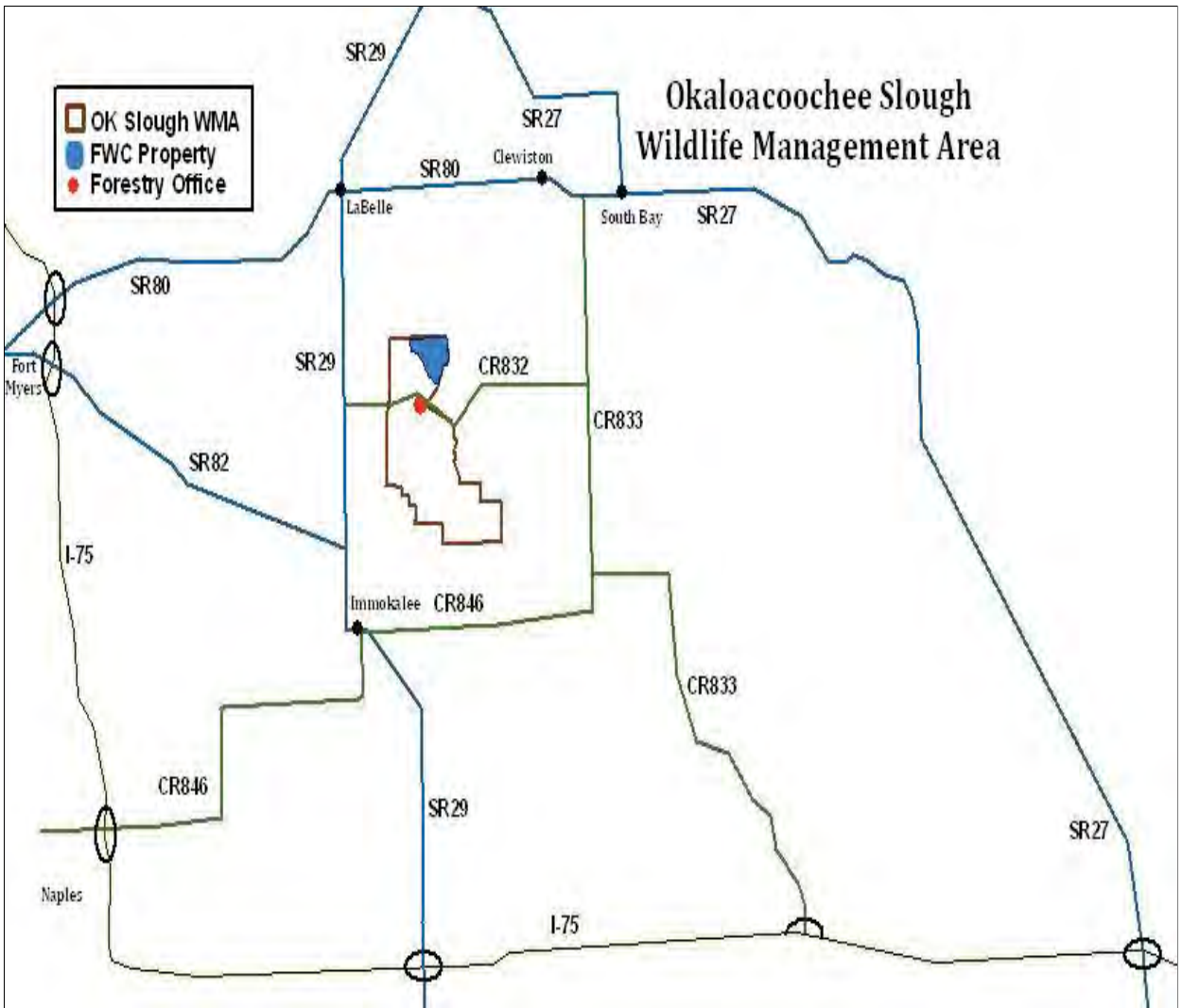
Notes/Explanations

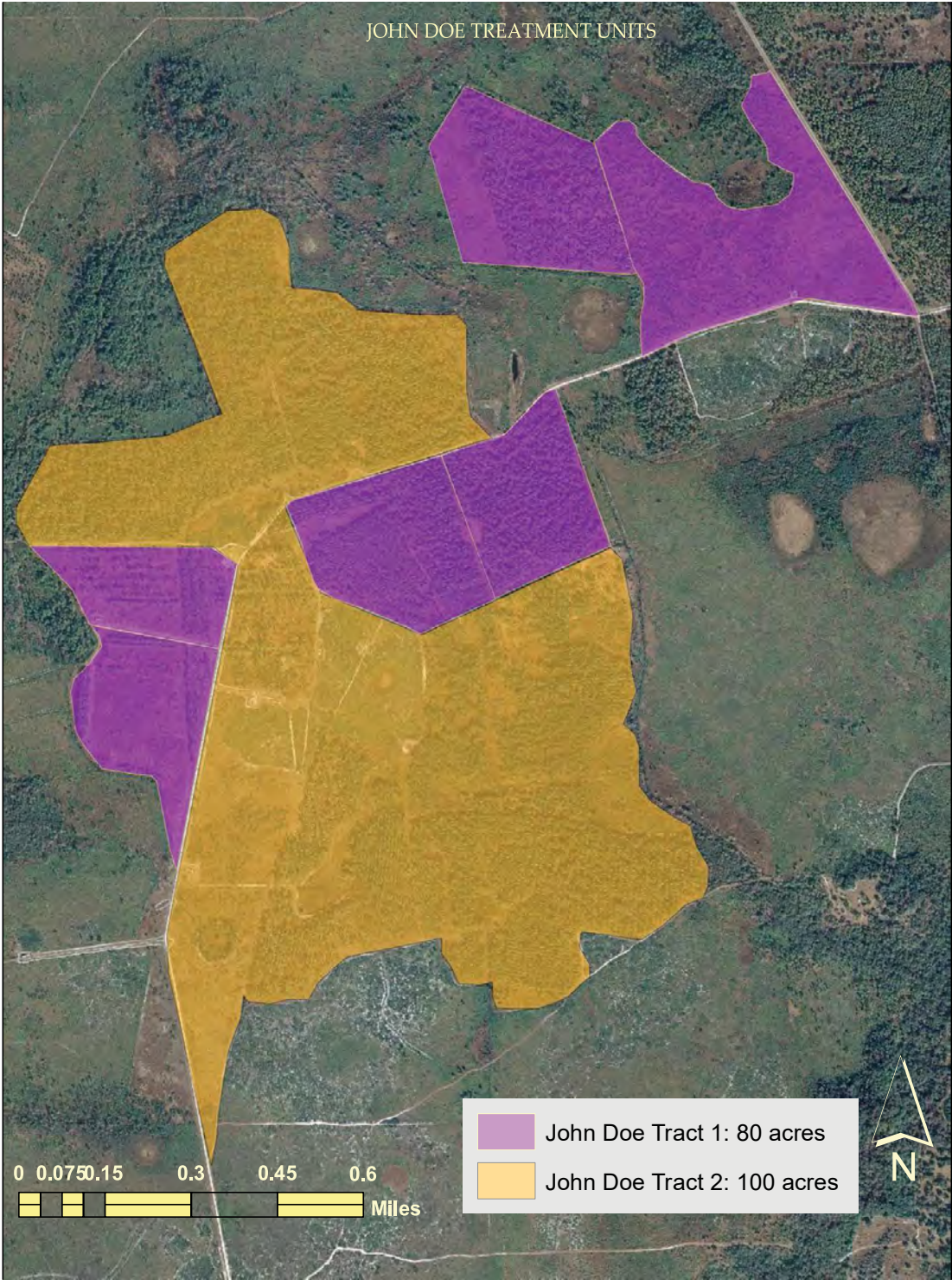
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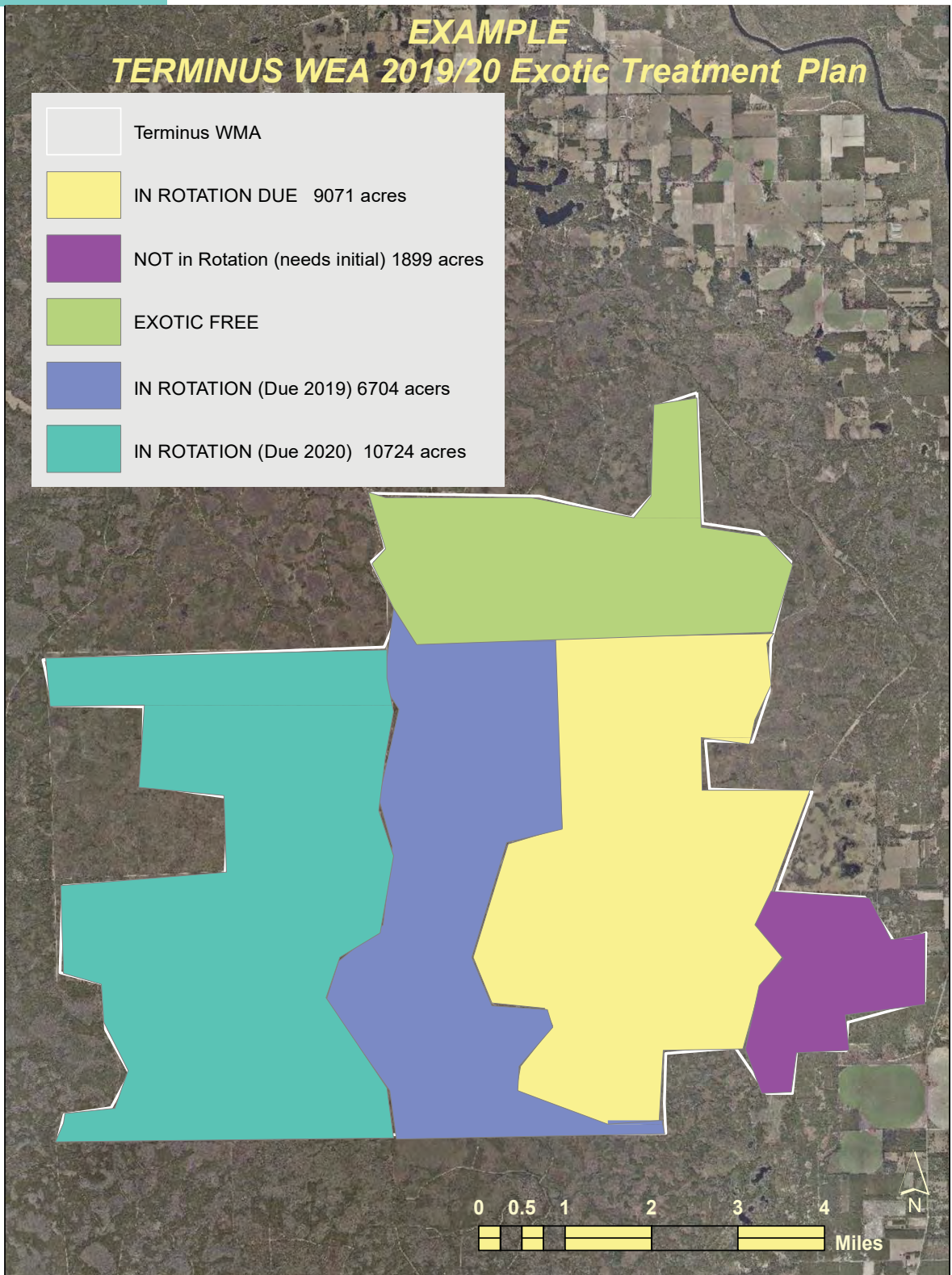
Uploaded documents for the Proposal

Document Name	Document Type	Description
Maintenance plan example.pdf	Area maintenance plan	Maintenance Plan
example slides for working group presentation 2015.pdf	Ranking meeting presentation	Example presentation
JohnDOE treatment units.pdf	Treatment area map	Treatment Units
prequote meeting location.pdf	Project location/proximity map	

EXAMPLE MAP---Pre-quote meeting location







Example Ranking Criteria Upload to TIERS

SWFL INVASIVE EXOTIC PLANT WORKING GROUP Ranking Criteria

1. FWC Invasive Plant Management Section (IPMS) Priorities. *Points can only be awarded for 1a, 1b, 1c, **OR** 1d.*

1a. _____ (5-40 pts) Is this project a **FWC Priority 1** project?

40 = 100%-75% of project is comprised of FWC Priority 1 treatment

30 = 74%-50% of project is comprised of FWC Priority 1 treatment

10 = 49%-25% of project is comprised of FWC Priority 1 treatment

5 = 24%-10% of project is comprised of FWC Priority 1 treatment

1b. _____ (2-20 pts) Is this project a **FWC Priority 2** project?

20 =100%-75% of project is comprised of FWC Priority 2 treatment

15 =74%-50% of project will contain FWC Priority 2 treatment

5 =49%-25% of project will contain FWC Priority 2 treatment

2 =24%-10% of project will contain FWC Priority 2 treatment

1c. _____ (8-10 pts) Is this project a **FWC Priority 3** project?

10 =100%-75% of project is comprised of FWC Priority 3 treatment

8 =74%-50% of project is comprised of FWC Priority 3 treatment

1d. _____ (5 pts) Is this project site a **FWC Priority 4** project?

5 =100%-75% of project is comprised of FWC Priority 4 treatment

2. _____ (10 pts) Is this a population of a FLEPPC Category I/Category II species that is new to the SWFL region and that could expand and cause greater problems in the future? **10** =Yes

3. _____ (1-10 pts) Are there currently matching funds available for this project? *Matching funds include both direct funding and in-kind funding (e.g. – staff time, volunteers, other sources of labor, AmeriCorps). Match can also include funds expended on invasive plant treatment at this project site within the last year.*

10=100% match; **9**=90% match; **8**=80% match; **7**=70% match; **6**=60% match;

5=50% match; **4**=40% match; **3**=30% match; **2**=20% match; **1**=10% match

4. _____ (6 pts) Have listed plant species been documented for this project site (not your entire property boundary – just this project site)?

6 = 5 or more plants or 1 or more critically endangered endemic

3 = 3-4 plants

1 = 1-2 listed plant species documented

5. _____ (1-3 pts) This project helps protect adjacent natural areas that have received FWC Invasive Plant Management Section (IPMS) funding (*Choose only 1 of these options*)--

3 =Project site abuts another FWC IPMS funded natural area

2 =Project site is within 1 mile of another FWC IPMS funded natural area

1 =Project site is within 10 miles of another FWC IPMS funded natural area

6. _____ (3 pts) Are any partners that have not received FWC IPMS funding involved in this project? (*This includes private or public landowners who are simultaneously treating exotics on properties that abut the project site*) **3**=Yes

7. _____ (1-5 pts) Will exceptional ecological benefits be achieved by the project (*e.g., the work will increase species diversity or protect natural plant communities of local, regional, or statewide ecological significance*)? Presenters must make their case to be awarded these points.

_____ **Total** (77 possible points)


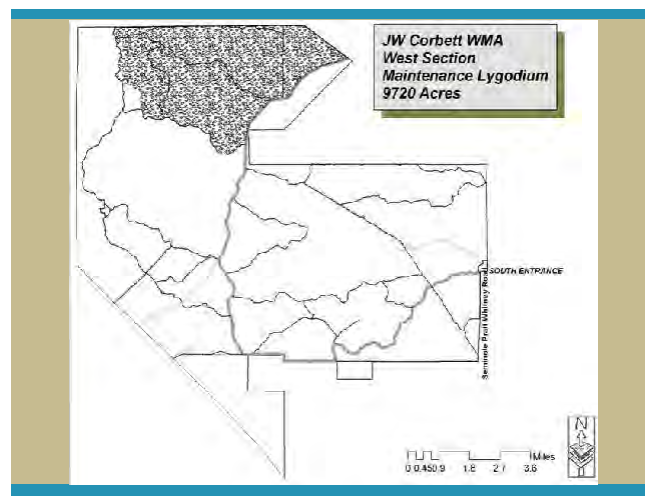
Appendix C. Template and Example Slides

PRESENTATION TEMPLATE	
Slide	Contents
1	Project Goals. Include location and unit proposed, initial or maintenance treatment and targeted species.
2	Map of conservation land proximity. Highlight projects you've coordinated with adjacent landowners to treat invasive plants.
3	Map of proposed units for funding.
4	Funding table for proposed treatment unit.
5	Area Maintenance Plan for 2019/20. [Updated Example Map] Distinguish units that are currently due for maintenance, not due for maintenance, units in need of initial treatment (not in maintenance rotation), and units that are largely free of exotics. Feel free to add rotation intervals (time between treatment) and acres. This can be a difficult single slide to prepare depending on treatment history, data, and management complexity. Use more than one slide if necessary, but note this plan is for one year and will change.
6	Education/Outreach; CISMA involvement
7	Threatened and endangered species
8	Regional Criteria

JW Corbett Wildlife Management Area
Unit: Northwest 505
Maintenance *Lygodium* Control

Working Group
Southeast Invasive Exotic Plant Working Group

Site Manager
Katie Roscoe; Fisheries and Wildlife Biological Scientist II
Florida Fish and Wildlife Conservation Commission

Appendix D. Grass Management and Conditional Species

One thing we have learned about managing invasive plants is that cogon grass is NOT an outlier in difficulty of management. It may likely be easier to manage cogon grass than Guinea grass, or rose Natal grass, or most other invasive grasses. We have learned that treating grasses *once* during a year is a recipe for perpetual crisis management. To make significant progress on managing invasive grass species, several (typically 3-4) treatments need to be conducted each year. Treatment methods can and should include a regimen of prescribed fire or mowing, depending on what the site conditions allow. The Uplands Program does not have the financial or logistical ability to pay contractors to treat multiple times in a year, so it is imperative that Site Managers work with us to tackle the problem together. Species with a “C” after the scientific name will be treated **only** on a conditional basis. Such conditions may include the preparation of a Grass Management Plan, or an in-house management plan for treating non-grass species multiple times within a year, or a one-time request for initial treatment by the program, with the managing agency being responsible for all future maintenance. *Any species* that would otherwise be treatable might not be treated in any given year, due to program funding constraints or the priority needs of a treatment area. For example, if the proposal includes Brazilian pepper and 30 other species, we might only fund the pepper work.

ScientificName	Common Name	Family
<i>Abrus precatorius</i> C	ROSARYPEA	FABACEAE
<i>Acacia auriculiformis</i>	EARLEAF ACACIA	FABACEAE
<i>Adenanthera pavonina</i>	RED SANDALWOOD	FABACEAE
<i>Agavesisalana</i>	SISAL HEMP	AGAVACEAE
<i>Albizia julibrissin</i>	MIMOSA	FABACEAE
<i>Albizia lebbek</i>	WOMAN'S TONGUE	FABACEAE
<i>Aleuritesfordii</i>	TUNGOIL TREE	EUPHORBIACEAE
<i>Alstoniamacrophylla</i>	DEVILTREE	APOCYNACEAE
<i>Antigononleptopus</i> C	CORAL VINE; QUEEN'S JEWELS	POLYGONACEAE
<i>Ardisia crenata</i>	SCRATCHTHROAT	MYRSINACEAE
<i>Ardisia elliptica</i>	SHOEBUTTON ARDISIA	MYRSINACEAE
<i>Ardisia japonica</i>	JAPANESE ARDISIA	MYRSINACEAE
<i>Aristolochiaelegans</i> C	CALICOFLOWER	ARISTOLOCHACEAE
<i>Asparagus aethiopicus</i>	SPRENGER'S ASPARAGUS-FERN	ASPARAGACEAE
<i>Asystasia gangetica</i> C	CHINESE VIOLET	ACANTHACEAE
<i>Bauhinia variegata</i>	ORCHID TREE	FABACEAE
<i>Begoniacucullata</i>	WAX BEGONIA	BEGONIACEAE

Scientific Name	Common Name	Family
<i>Bischofia javanica</i>	JAVANESE BISHOPWOOD	PHYLLANTHACEAE
<i>Broussonetia papyrifera</i>	PAPERMULBERRY	MORACEAE
<i>Bruguiera gymnorhiza</i> C	LARGE-LEAFED ORANGE MANGROVE	RHIZOPHORACEAE
<i>Callisia fragrans</i> C	BASKETPLANT	COMMELINACEAE
<i>Calophyllumantillanum</i>	ANTILLES CALOPHYLLUM	CLUSIACEAE
<i>Casuarina cunninghamiana</i>	RIVERSHEOAK	CASUARINACEAE
<i>Casuarina equisetifolia</i>	AUSTRALIAN-PINE	CASUARINACEAE
<i>Casuarina glauca</i>	SUCKERING AUSTRALIAN-PINE	CASUARINACEAE
<i>Cecropia palmata</i>	TRUMPET TREE	CECROPIACEAE
<i>Cestrum diurnum</i>	DAYFLOWERING JESSAMINE	SOLANACEAE
<i>Chamaedorea seifrizii</i>	BAMBOOPALM	ARECACEAE
<i>Cinnamomum camphora</i>	CAMPHOR TREE	LAURACEAE
<i>Clematisterniflora</i>	SWEET AUTUMNVIRGINSBOWER	RANUNCULACEAE
<i>Cocosnucifera</i>	COCONUTPALM	ARECACEAE
<i>Colocasiaesculenta</i> C	WILD TARO	ARACEAE
<i>Colubrina asiatica</i>	LATHERLEAF	RHAMNACEAE
<i>Cryptostegia madagascariensis</i> C	MADAGASCAR RUBBERVINE	APOCYNACEAE
<i>Cupaniopsis anacardioides</i>	CARROTWOOD	SAPINDACEAE
<i>Cyperus involucratus</i> C	UMBRELLA PLANT	CYPERACEAE
<i>Cyperusprolifer</i> C	DWARFPAPYRUS	CYPERACEAE
<i>Dactyloctenium aegyptium</i> C	DURBANCROWFOOTGRASS	POACEAE
<i>Dalbergia sissoo</i>	INDIANROSEWOOD	FABACEAE
<i>Deparia petersenii</i>	JAPANESE FALSE SPLEENWORT	DRYOPTERIDACEAE
<i>Dioscorea alata</i>	WHITE YAM	DIOSCOREACEAE
<i>Dioscorea bulbifera</i>	AIR-POTATO	DIOSCOREACEAE
<i>Dolichandraunguis-cati</i> C	CATCLAW VINE	BIGNONIACEAE
<i>Elaeagnus pungens</i>	SILVERTHORN	ELAEAGNACEAE
<i>Eugenia uniflora</i>	SURINAM CHERRY	MYRTACEAE
<i>Ficus altissima</i>	COUNCILTREE	MORACEAE
<i>Ficus microcarpa</i>	INDIAN LAUREL	MORACEAE
<i>Flacourtia indica</i>	GOVERNOR'SPLUM	SALICACEAE
<i>Flueggea virosa</i> ssp. <i>melanthesoides</i>	SIMPLELEAF BUSHWEED	PHYLLANTHACEAE
<i>Hemarthria altissima</i> C	LIMPO GRASS	POACEAE
<i>Heteropterys brachiata</i> C	BEECHEY'SWITHE	MALPIGHIACEAE
<i>Hymenachne amplexicaulis</i> C	WESTINDIANMARSH GRASS	POACEAE
<i>Hyparrhenia rufa</i> C	JARAGUA	POACEAE
<i>Imperatacylindrica</i>	COGON GRASS	POACEAE
<i>Jasminum dichotomum</i>	GOLD COAST JASMINE	OLEACEAE
<i>Jasminumfluminense</i>	BRAZILIAN JASMINE	OLEACEAE
<i>Kalanchoe pinnata</i> C	CATHEDRALBELLS; LIFEPLANT	CRASSULACEAE

Scientific Name	Common Name	Family
<i>Kalanchoe x houghtonii</i> C	MOTHER-OF-MILLIONS	CRASSULACEAE
<i>Koelreuteria elegans</i> ssp. <i>formosana</i>	FLAMEGOLD	SAPINDACEAE
<i>Lantana camara</i>	LANTANA	VERBENACEAE
<i>Leucaena leucocephala</i>	WHITE LEAD TREE	FABACEAE
<i>Ligustrum japonicum</i>	JAPANESE PRIVET	OLEACEAE
<i>Ligustrum lucidum</i>	GLOSSY PRIVET	OLEACEAE
<i>Ligustrum sinense</i>	CHINESE PRIVET	OLEACEAE
<i>Livistona chinensis</i>	CHINESE FAN PALM	ARECACEAE
<i>Lonicera japonica</i>	JAPANESE HONEYSUCKLE	CAPRIFOLIACEAE
<i>Ludwigia peruviana</i> C	PERUVIAN PRIMROSE WILLOW	ONAGRACEAE
<i>Lumnitzera racemosa</i> C	BLACK MANGROVE	COMBRETACEAE
<i>Lygodium japonicum</i>	JAPANESE CLIMBING FERN	SCHIZAEACEAE
<i>Lygodium microphyllum</i>	SMALL-LEAF CLIMBING FERN	SCHIZAEACEAE
<i>Manilkara zapota</i>	SAPODILLA	SAPOTACEAE
<i>Melaleuca quinquenervia</i>	PUNK TREE	MYRTACEAE
<i>Melaleuca viminalis</i> C	BOTTLEBRUSH	MYRTACEAE
<i>Melia azedarach</i>	CHINABERRY TREE	MELIACEAE
<i>Melinis minutiflora</i> C	MOLASSES GRASS	POACEAE
<i>Melinis repens</i> C	ROSE NATAI GRASS	POACEAE
<i>Microsorium grossum</i>	WART FERN	POLYPODIACEAE
<i>Microstegium vimineum</i> C	NEPALESE BROWN TOP	POACEAE
<i>Mikania micrantha</i>	MILE-A-MINUTE	ASTERACEAE
<i>Mimosa pigra</i>	BLACK MIMOSA	FABACEAE
<i>Momordica charantia</i> C	BALSAM PEAR	CUCURBITACEAE
<i>Murraya paniculata</i>	ORANGE JESSAMINE	RUTACEAE
<i>Nandina domestica</i>	HEAVENLY BAMBOO	BERBERIDACEAE
<i>Nephrolepis brownii</i>	ASIANSWORD FERN	NEPHROLEPIDACEAE
<i>Nephrolepis cordifolia</i>	TUBEROUS SWORD FERN	NEPHROLEPIDACEAE
<i>Neyraudia reynaudiana</i> C	BURMA REED	POACEAE
<i>Paederia cruddasiana</i>	SEWER VINE	RUBIACEAE
<i>Paederia foetida</i>	SKUNK VINE	RUBIACEAE
<i>Panicum repens</i> C	TORPEDO GRASS	POACEAE
<i>Passiflora biflora</i>	TWOLOBE PASSIONFLOWER	PASSIFLORACEAE
<i>Pennisetum polystachion</i> C	MISSION GRASS	POACEAE
<i>Pennisetum purpureum</i> C	ELEPHANT GRASS; NAPIER GRASS	POACEAE
<i>Pennisetum setaceum</i> C	FOUNTAIN GRASS	POACEAE
<i>Phoenix reclinata</i>	SENEGAL DATE PALM	ARECACEAE
<i>Phyllostachys aurea</i>	GOLDEN BAMBOO	POACEAE
<i>Platynerium bifurcatum</i> C	STAGHORN FERN	POLYPODIACEAE
<i>Praxelis clematidea</i>	CLEARWEED	ASTERACEAE

Scientific Name	Common Name	Family
<i>Psidiumcattleianum</i>	STRAWBERRY GUAVA	MYRTACEAE
<i>Psidium guajava</i>	GUAVA	MYRTACEAE
<i>Pteris vittata</i>	CHINESE LADDER BRAKE	PTERIDACEAE
<i>Ptychosperma elegans</i>	SOLITAIREPALM	ARECACEAE
<i>Pueraria montana var.lobata</i>	KUDZU	FABACEAE
<i>Rhodomyrtus tomentosa</i>	ROSE MYRTLE	MYRTACEAE
<i>Ricinus communis</i>	CASTORBEAN	EUPHORBIACEAE
<i>Ruellia simplex</i>	MEXICAN PETUNIA	ACANTHACEAE
<i>Scaevola taccada</i>	BEACH NAUPAKA	GOODENIACEAE
<i>Schefflera actinophylla</i>	AUSTRALIAN UMBRELLA TREE	ARALIACEAE
<i>Schinus terebinthifolia</i>	BRAZILIAN PEPPER	ANACARDIACEAE
<i>Scleria lacustris</i>	WRIGHT'SNUTRUSH	CYPERACEAE
<i>Senna pendula var.glabrata</i>	VALAMUERTO	FABACEAE
<i>Sesbania punicea</i> C	RATTLEBOX	FABACEAE
<i>Sidaplanicaulis</i>	MATAPASTO	MALVACEAE
<i>Solanumdiphyllum</i> C	TWOLEAF NIGHTSHADE	SOLANACEAE
<i>Solanum tampicense</i>	AQUATIC SODAAPPLE	SOLANACEAE
<i>Solanum torvum</i> C	TURKEYBERRY	SOLANACEAE
<i>Solanumviarum</i>	TROPICAL SODA APPLE	SOLANACEAE
<i>Sphagneticola trilobata</i> C	CREEPING OXEYE; WEDELIA	ASTERACEAE
<i>Syagrus romanzoffiana</i>	QUEEN PALM	ARECACEAE
<i>Syzygium cumini</i>	JAVAPLUM	MYRTACEAE
<i>Syzygium jambos</i>	MALABAR PLUM	MYRTACEAE
<i>Talipariti tiliaceum</i>	SEA HIBISCUS	MALVACEAE
<i>Tectaria incisa</i>	INCISED HALBERD FERN	DRYOPTERIDACEAE
<i>Terminalia catappa</i>	WEST INDIAN ALMOND	COMBRETACEAE
<i>Terminalia muelleri</i>	AUSTRALIAN ALMOND	COMBRETACEAE
<i>Thelypteris opulenta</i>	JWELEDMAIDENFERN	THELYPTERIDACEAE
<i>Thespesia populnea</i>	PORTIA TREE	MALVACEAE
<i>Tradescantia fluminensis</i>	SMALL-LEAF SPIDERWORT	COMMELINACEAE
<i>Triadica sebifera</i>	CHINESE TALLOW	EUPHORBIACEAE
<i>Tribulus cistoides</i>	JAMAICAN FEVERPLANT	ZYGOPHYLLACEAE
<i>Urena lobata</i> C	CAESARWEED	MALVACEAE
<i>Urochloa maxima</i> C	GUINEA GRASS	POACEAE
<i>Urochloa mutica</i> C	PARA GRASS	POACEAE
<i>Vitex rotundifolia</i>	BEACH VITEX	LAMIACEAE
<i>Vitex trifolia</i>	SIMPLELEAF CHASTETREE	LAMIACEAE
<i>Washingtonia robusta</i>	WASHINGTONFANPALM	ARECACEAE
<i>Wisteria sinensis</i>	CHINESE WISTERIA	FABACEAE

Appendix E. Step-By-Step Guide For Site Managers To Approve The WPR and COW or PPF in TIERS

NOTE: The Menu Layout and Verbiage Has Changed Slightly From What You'll See Below. Everything Still Works The Same Way.

Log into TIERS, and choose the correct fiscal year.

The screenshot shows the TIERS system interface. At the top, there is a header for the Florida Fish and Wildlife Conservation Commission with navigation links: Ask FWC, About, Contact, News, Calendar, Get Involved. Below this is a main navigation menu with categories: Fishing, Boating, Hunting, Licenses & Permits, Wildlife Viewing, Wildlife & Habitats, Research, Education, Conservation.

The main content area is titled 'UPLAND TIERS TEST' and 'Weekly Progress Reports'. It features a 'Fiscal Year' dropdown menu set to '2016-2017'. Below this, it shows 'Total Records :5' and a table of records. A red arrow points to the 'Weekly Progress Report' link in the left sidebar. A green arrow points to the 'Approved/Pending WPR' column in the table. A blue arrow points to the 'View' link in the 'WPR Action' column for the first record.

Task No	Scope Of Work	PO Number	PO Status	Approved/Pending WPR	WPR Action
MC-175	Volusia County Properties	MC-TEST	Open	8 / 1	View
SW-220	Corkscrew Regional Ecosystem Watershed	AF55CB	Open	0 / 1	View
SW-bbin	Barefoot Beach Preserve County Park	BIND1	Open	2 / 0	View
EC-B1A	City of Casselberry Properties	EC-B1A1	Open	1 / 0	View
SE-237	Everglades National Park	SE1B1	Open	1 / 0	View

At the bottom of the page, there is a footer with social media links (Facebook, Twitter, YouTube), contact information for the Florida Fish and Wildlife Conservation Commission, and various logos including 'Florida Fishing Capital of the World', 'Visit Florida', and 'myFLORIDA'.

Click on “Review Weekly Progress Report” **RED ARROW** to see the above screen

View the Approved/Pending column to see if you have any WPR’s pending. **GREEN ARROW** This SM has one pending for Volusia County Properties and another pending for Corkscrew Regional Ecosystem Watershed.

Click the “view” link in the WPR Action column **BLUE ARROW**

You'll now see this screen:

Florida Fish and Wildlife Conservation Commission

Ask FWC About Contact News Calendar Get Involved

Fishing Boating Hunting Licenses & Permits Wildlife Viewing Wildlife & Habitats Research Education Conservation

UPLAND TIERS TEST

Welcome uplandpro1
Logout Home

Switch to AQUATICS

APPLICATION
Create Project Proposal
Weekly Progress Report
COW/Partial Pay
Contact Us

Weekly Progress Reports

Purchase Order : MC-TEST
Managed Area : MC-175 Volusia County Properties
Status : Open

Work Dates	Unit Name	Status	Edit
11/14/2016 11/18/2016	D-1, D-2	At Site Manager	Needs Approval
10/10/2016 10/14/2016	No Unit Added	Approved	View
10/03/2016 10/08/2016	No Unit Added	Approved	View
10/02/2016 10/06/2016	No Unit Added	Approved	View
10/03/2016 10/06/2016	No Unit Added	Approved	View
10/09/2016 10/10/2016	No Unit Added	Approved	View
10/09/2016 10/11/2016	No Unit Added	Invoice	View
11/07/2016 11/11/2016	B-2, D-1, D-2	Invoice	View
11/14/2016 11/18/2016	B-2, D-1, D-2	Invoice	View

[Back](#)

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Click the red Needs Approval link GREENARROW

You'll now see the next screen below (nextpage):

Review the dates, unit name(s), species and herbicide application details BLUE ARROWS, and then either approve GREEN ARROWS or decline RED ARROWS. If you decline, please fill out the comment box so the contractor knows why you've declined the WPR!!

UPLAND TIERS TEST

Welcome uplandprof
Logout Home

Switch to AQUATICS

APPLICATION
Create Project Proposal
Weekly Progress Report
COW/Partial Pay
Contact Us

Weekly Progress Reports

Project Name : MC-175/Long Leaf Pine & Wild Grass Prun
Managing Agency Name : Volusia County Properties
Work Week Dates : 11/14/2016 11/18/2016
Purchase or Work Order: MC-TEST

Supervisor(s) must document their Restricted Pesticide Certification Number with their name.

Certified Applicator Name **FDACS#** **Certified Applicator Name** **FDACS#**
Aaron M. 22241 ddd 20598

Total Supervisor Hours **Total Number Crew/Hours**
3 4 / 4

COVER CLASS | RANGE(%) : 1) <1% 2) 1-5% 3) 6-25% 4) 26-50% 5) 51-75% 6) 76-95% 7) 95-100%

Unit Name : D-1, D-2

Unit Mix Details

D-1, D-2 Acres : 1.00

Control Method	Species/Cover Class	Quadrant	Mix	Herbicide/Adjuvant	Trade Name	Gal (H/G)	Rate	Total Applied
Foliar	cogon grass (2)	NW	15	2,4-D (liquid) (H)	2,4-D Amine	1.200	12,000	10,000

Contractor's Comment :
Comment :
best for email

I hereby acknowledge that the data presented in this form is sufficiently accurate for the purpose intended;

Contractor Representative : **Site Manager :**
Print Name : contractmanager ccmanager Print Name :

See next page for COW:

Once the contractor has reached the project end – or has hit an agreed-to Partial Payment point --click on the COW/Partial Pay link LEFT GREENARROW

Florida Fish and Wildlife Conservation Commission

Ask FWC About Contact News Calendar Get Involved

Fishing Boating Hunting Licenses & Permits Wildlife Viewing Wildlife & Habitats Research Education Conservation

UPLAND TIERS TEST

Welcome uplandpro1
Logout Home

Switch to AQUATICS

APPLICATION
Create Project Proposal
Weekly Progress Report
COW/Partial Pay
Contact Us

Manage Completion Of Work/Partial Pay

Fiscal Year : 2015-2016

Total Records :4

Task No	Scope Of Work / Contractor	PO Number	Status	View/Approve
PH-141	Apalachicola National Forest <i>Ground Level, Inc.</i>	AF1D7D	At Site Manager	Completion Of Work Approve
TC-197	St. Lucie County Properties <i>Native Creations, Inc.</i>	AE9F6E	Invoice at FWC	Completion Of Work View
TC-184	Martin County Properties <i>Native Creations, Inc.</i>	AA1BB1	Needs Corrections	Partial Pay View
PH-141	Apalachicola National Forest <i>Ground Level, Inc.</i>	AF1D7D	Invoice at FWC	Completion Of Work View

[Back](#)

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And then in the View/Approve column, click the blue Approve link SECOND GREENARROW

UPLAND TIERS TEST
 Welcome Upland!rol
 Logout Home

Switch to AQUATICS

APPLICATION
 Create Project Proposal
 Weekly Progress Report
 COW/Partial Pay
 Contact Us

Manage Completion Of Work/Partial Pay

**FWC IPMS Uplands Program
 Completion Of Work**

TA#/Name Of Project : PH-141/Appalachicola National Forest
 PO Number: AF1D7D
 Line Item Number or Unit or Acres traversed :
 Priority Unit 2(1000.00)

I attest that the work described above and recorded in the signed Weekly Progress Reports has been reviewed by appropriate staff and found to be completed per the terms of the assigned Purchase Order. I understand that by signing this document I am not attesting to the efficacy of the work conducted, which may only be determined by a compliance inspection at a later date. This form does not relieve the Contractor of any responsibilities set forth in the FWC Contract or the Scope of Work for this project.

I Verify (Signature): Site Manager Name: Date:

FWC Uplands Program Contractor Evaluation Form
 TA#/Name Of Project : PH-141/Appalachicola National Forest
 PO Number : AF1D7D
 Unit or Acres traversed : 1000.00

Did the Contractor :

Communicate, coordinate and cooperate effectively during the treatment operation rating 1-5 (Required)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
Follow the description of work as provided by the project Scope of Work (SDW) rating 1-5 (Required)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
Meet all of the provisions as set forth in the SDW within the time allotted rating 1-5 (Required)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
Treat 100% of the treatment area and achieve 95% control as described in the SDW [Y/N]? (Required)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
If a callback is necessary, did the contractor meet requirements after follow up [Y/N]? (Required)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

Notes :

Weekly Progress Reports

Work Dates	Unit Name
12/04/2016 TO 12/09/2016	Priority Unit 2

Notes for Contractor :

Accept Decline Back

The BLUE ARROWS are notes boxes and the attached WPR's. If you're going to approve, check the Verify (Signature) box TOP GREEN ARROW. The Name and date will automatically populate where the green oval is. Then click the accept button LOWER GREENARROW.

Be sure to fill out the 5-question survey RED RECTANGLE so we know how the contractor did, from your perspective. It looks a little different from what you see in the above image. And yes, there is a reason that "Unknown" is a selection option; you'll select that option most of the time.

If you're going to decline (for a good reason) then use the decline button RED ARROW AFTER filling out the notes box. Otherwise, you'll see the screen below.

TA#/Name Of Project : PH-141/Apalachicola National Forest

PO Number : AF1D7D

Unit or Acres traversed : 1000.00

Did the Contractor :

♦ Communicate, coordinate and cooperate effectively during the treatment operation rating 1-6 <i>(Required)</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
♦ Follow the description of work as provided by the project Scope of Work (SOW) rating 1-6 <i>(Required)</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
♦ Meet all of the provisions as set forth in the SOW within the time allotted rating 1-6 <i>(Required)</i>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
♦ Treat 100% of the treatment area and achieve 95% control as described in the SOW (Y/N)? <i>(Required)</i>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
♦ If a callback is necessary, did the contractor meet requirements after follow up (Y/N)? <i>(Required)</i>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

Notes :

Weekly Progress Reports

Work Dates	Unit Name
12/04/2016 TO 12/09/2016	Priority Unit 2

Notes for Contractor :

Notes for Contractor is required, if the Completion Of Work is declined.

***A partial payment form is very similar to the COW, there just won't be a survey.

Some Tips for TIERS:

- a. **Save, save, save** (after every topic)!
- b. Who is the site manager and who is the secondary contact? The Site Manager is who will be on-site, sign all the documents, and receive all email notifications from FWC. The secondary contact is who we call when the Site Manager has made enough money to take another job.
- c. Provide good directions in the pre-quote meeting map—show folks how to not get lost using their fancy GPS phone.
- d. On the unit treatment history remember this is only treatment that has occurred in the area proposed to be treated in this year's proposal. ANY prior treatment done by ANYONE is considered as 'previously treated'. This gives the contractors more information on how to best quote the project.
- e. We have changed the Specifications tab to include standardized language. Add only the special conditions or anything not covered for your area.
- f. Timing of treatments: list dates when work cannot occur (e.g., hunting season).
- g. When you make your maps, be sure to have a shapefile or GPX file.

THANKS FOR EVERYTHING YOU DO!!

If you have any questions, please contact John Kunzer at (850) 617-9420 or John.Kunzer@myFWC.com

THINK DECONTAMINATION



Weed seeds can attach to vehicles and fall off further down the road.



Weeds are often spread by people taking them home for flower arrangements.



Weed seeds that cling to camping gear can be spread to the next camp site.

Spread the Word... Not the Weeds
Bureau of Land Management and U.S. Forest Service Publication