2025-2026 Handbook for Applicants Requesting Assistance from the "Uplands Program"

Communication • Coordination • Collaboration

Upland Invasive Plant Management Program
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

Table of Contents

Introduction

Florida's Upland Invasive Plant Management Program

History • The 1997 Florida State 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 (maintenance rotation) to maintain plant populations at the lowest feasible level.

Maintenance Rotations • Maintenance rotation is defined as having a given area/acreage with invasive species infestations reduced to a level where no ecological harm will occur by skipping any treatment for a period of one- to several-years, depending on the species. Maintenance rotation is not necessarily synonymous with eradication, which is usually impractical to achieve

Maintenance rotation intervals for invasive plants vary greatly by species. Generally, woody species that form canopies will need a thorough initial treatment and a follow-up treatment the next growing season. Thereafter, the maintenance rotation treatment will need to follow seed germination and seedling/sapling regrowth patterns, with subsequent treatments being necessary every two- to ten-years, depending on initial infestation level, seed bank presence, and likely new dispersal into the area from neighboring populations of these species. Woody species that dominate the midstory will need a treatment regimen similar to those that form canopies, except the subsequent retreatment rotation would be every two- to five-years.

Herbaceous species that can affect the midstory and canopy, including vines, weak lianas, and climbing ferns need to be detected and treated as early as possible. These need to have an aggressive initial treatment, followed by yearly treatments, until the populations no longer affect the midstory. At this point, a two- to three-year rotation, with treatment as necessary, will keep these infestations in maintenance rotation.

Herbaceous and weakly woody species that only dominate the groundcover can be particularly challenging. This group is diverse, and includes species such as tropical soda apple, coral ardisia, Caesar weed, cogon grass, and Guinea grass. Rotation intervals vary from treatments once every two or three years (for coral ardisia), to annual treatments, to as many as four treatments in a growing season depending on the species. For this reason, rotation intervals for these species should be developed in coordination with the research available. Infestations requiring multiple treatments in a growing season should also be mapped individually, because their treatment plans may differ from the rest of the invasive plants in any given unit.

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.
- ◊ 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 2024 was $14.5 million.

Results • During its more than two decades of operation, the Uplands Program has spent $277 million on 3,644 invasive plant control operations targeting 4.9 million acres of public conservation land. The program has assisted land managers on more than 710 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 $82 million through matching funds and in-kind services for these projects. The Uplands Program also spent $15 million on invasive plant surveys, research (primarily for biological controls), outreach, and other related activities.

Project Proposal Process

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 non-native 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.

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 regional 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 working group liaisons are designated for each working group to facilitate proposal review and coordination with FWC IPM administrators.

Site managers wishing to secure funding from the Uplands Program are encouraged to become a member of one of the working groups (see map, Appendix A). Each working group holds an annual meeting to review and rank all proposals submitted by their site managers. Working group liaisons create and distribute ranking criteria specific to their working groups that are used to evaluate and prioritize all submitted proposals. Project details pertaining to ranking criteria should be thoroughly explained to facilitate scoring of the proposal. Please be as clear and concise as possible and ensure your project proposal addresses ***ALL*** criteria. Project proposals are due to your working groups in the Spring. Check with your liaison regarding current due dates, ranking criteria, and working group meeting schedules.

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

i. **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.

ii. **Commitment to Maintain Site in Perpetuity** • Managing agency can conduct maintenance treatments and has identified funding and labor source for follow-up treatments.

iii. **Target Plants** • Must be FISC Category I or II ***and*** have established Current Control Technologies.

Minimum Ranking Criteria • Once proposals are deemed eligible, they are ranked according to seven established minimum ranking criteria. Additional criteria may be specified by working groups.

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.
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.
vi. *Commitment to Maintain Site in Perpetuity;* managing agency can conduct maintenance treatments and has identified funding and labor source for follow-up treatments
vii. *Uplands Program Priorities* will be ranked by FWC during the ranking meeting and determined by reviewing your unit treatment histories.

2025 Program Priorities

PRIORITY 1 • Initial and up to three consecutive years of maintenance for *Lygodium* spp., cogon grass, *Scleria* EDRR spp. We know most projects have multiple invasives, but this priority must constitute most of the area footprints infestation: $150,000 cap.

PRIORITY 2 • Maintenance of a unit that is in a treatment rotation, and needs the next treatment rotation event in the upcoming fiscal year (Cover Class 2-3): $150,000 cap.

PRIORITY 3 • Initial control of most FISC 2023 Category I invasive plant species: $150,000 cap. Initial means the first time a unit has been treated by anyone. Category II species might also be considered, on a case-by-case basis.

PRIORITY 4 • Treatment of areas that were previously treated but maintenance was not kept up (Cover Class 4-7), or areas that have been treated and have low invasive densities that should be placed in rotation (Cover class 1-2): $50,000 cap. Priority 4 proposals may not be funded if it is determined that the infestation level is too low for cost-effective contracted work, and/or could be safely delayed for a year or two, or could be managed by in-house staff if herbicides were provided.

COST CAPS are for FWC contributions only, not the total cost with match and in-kind.

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

Project proposals will again be divided into three 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 required following ***Small Project Criteria***:

- ◊ 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.
- ◊ Have an estimated project cost that is (realistically) no more than $50,000.

Potential Ranking Criteria for Small Projects:

- Project site contains an environmental education facility and/or program.

- Education program includes a curriculum featuring invasive plant identification, native plant alternatives, private landowner training for plant control, workdays or events that are geared toward increasing community involvement. [Example: Number of public outreach events scheduled for the proposal year.]

- Applicants record the number of participants in events (as opposed to total visitors) and can show a positive trend [i.e., an increased number of participants as a proxy for outreach effectiveness]. For example, hosting weekly school group visits would get a better score than hosting monthly visits.

Once working groups agree on their ranking for large and small proposals, the working group liaison enters each rank 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. 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 may be 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. Species requiring multiple treatments per-year will require a grass/conditional species management plan, (see Appendix D).

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 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 David McNiel to receive your personalized instructions (changes may occur year to year).

Clarifications

In TIERS the treatment history table is for the **PROPOSED UNIT** in each scope of work to include year, unit, acres, funding source, species treated, funding amount, and whether it was initial or maintenance. PLEASE ONLY ADD ONE ENTRY PER UNIT PER YEAR, DO NOT SEPARATE BY SPECIES. PLEASE ONLY USE TRAVERSED ACRES, NOT INFESTED.

Proposals must submit a shapefile of the treatment area prior to the working group meeting, or a point will be subtracted from the final ranking. Send shapefiles to: linda.king@myfwc.com, michael.sowinski@myfwc.com, and John.kunzer@myfwc.com

Unit descriptions should include *only* the acres of the unit to be treated. Please give a range of invasive plant coverage—plant growth can change before the contractors arrive on site; therefore, exact coverage acres should not be used to describe treatment areas. Please provide overall cover class, not separated by species.

Please provide an area map showing the current condition and a 2025/26 invasive plant maintenance plan (*see example next page following*).

Land managers may submit *multiple* scopes of work for a *single* public conservation land; e.g., *Lygodium* maintenance on burn unit 1, cogon maintenance on burn unit 2, etc. However, proposals including multiple PCLs managed by different agencies are not allowed—unless they are all contiguous and one designated Site Manager is responsible for overseeing the entire project.

Second Treatment Scenarios • If your proposal includes treating a significant amount of cogon grass, *Scleria microcarpa, Scleria lacustris* or *Scleria eggersiana* write the SOW to include **two** treatments of the grass portions *only*. The two treatments are restricted to the first **three** consecutive years of treatment. A separate unit, called second treatment, will be made for the polygoned patches.

THE SECOND TREATMENT WILL BE FOR POLYGONED AREAS (patches greater than 0.25 acres) OF THE SPECIES IN QUESTION. THESE POLYGONS ARE REQUIRED BEFORE THE PROJECT CAN BE FUNDED, AND THEY WILL USUALLY BE SMALLER THAN THE MAIN TREATMENT AREA.

Shapefiles • If funded, do not give contractors a shapefile or map; the final edited shapefiles and maps will be provided by FWC IPM staff when the Purchase Order is created.

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 liaison will be provided with a list of projects that will be funded. The workplan starts with funding all top-ranked projects and projects that require two treatment events 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. Many projects not originally funded may be funded throughout the year as funding is available.

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.
- Double check your shapefile to make sure the unit does not contain areas that cannot be treated, i.e. large bodies of water or borders that are not on the management area. The Contractor will be given georeferenced pdf map, made by FWC using your shapefile to use on the pre-quote meeting.
- 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 your project contains a small amount of air potato, IPMS may remove it from the scope of work and request this species be treated in-house. Treatment timing for this species does not work with the State's fiscal-year timeline.

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.

IPMS will provide the final treatment area shapefile and georeferenced PDF map to the Contractor. Please do not give Contractors a shapefile, the one IPMS provides has been edited to match the PO.

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 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 • Site managers 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 (based on GPS tracks) as described in the SOW. If you are 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 the entire Uplands Program. 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

GIS Data • 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, QGIS, or Google Earth. Contact Ashley McKelvy at 586.770.4783, or at amckelvy@fnai.fsu.edu for assistance.

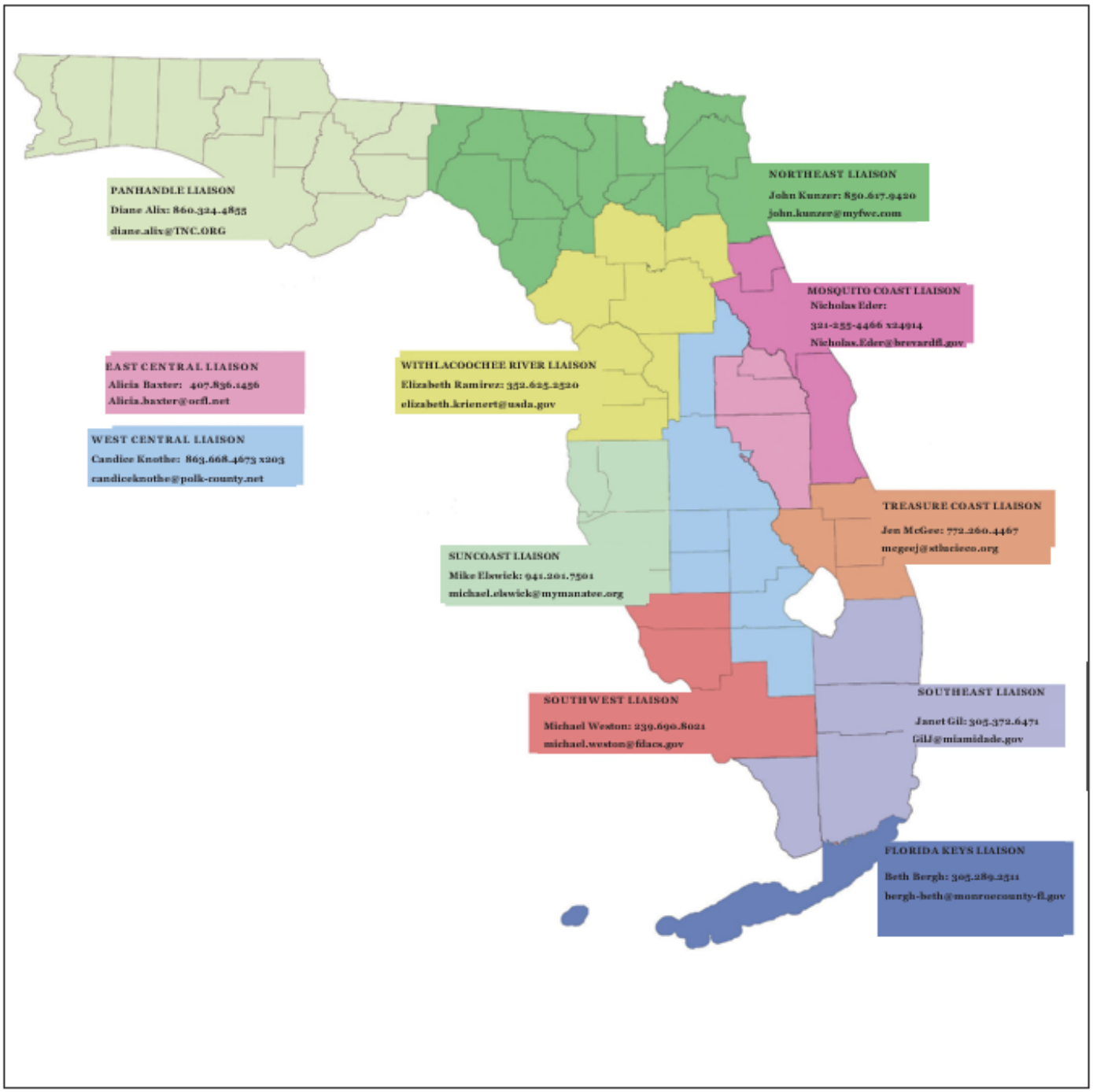
Compliance • Within thirty to sixty days after a treatment is completed, the site manager should inspect the site to ensure that 100% of the area was treated and that a 95% kill rate was achieved. Keep in mind that certain tree species may take three to four months to exhibit signs of dying. A percentage of projects are assigned to FNAI or an IPMS employee to conduct a compliance inspection. They 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* 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. For information about the herbicide bank contact David.McNiel@myfwc.com

Appendix A. Working Groups Map

UPLAND INVASIVE PLANT MANAGEMENT WORKING GROUP LIAISONS FY 2025-2026



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	
	John Doe Tract 1 80	**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	Treatment Type	Amount
2016	50	John Doe Tract 1	FWC	lygodium, cogon, 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	lygodium, 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	The 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 invasive plant 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.

Funding and Labor Source for Follow-upTreatments

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.

Example SOW

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 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

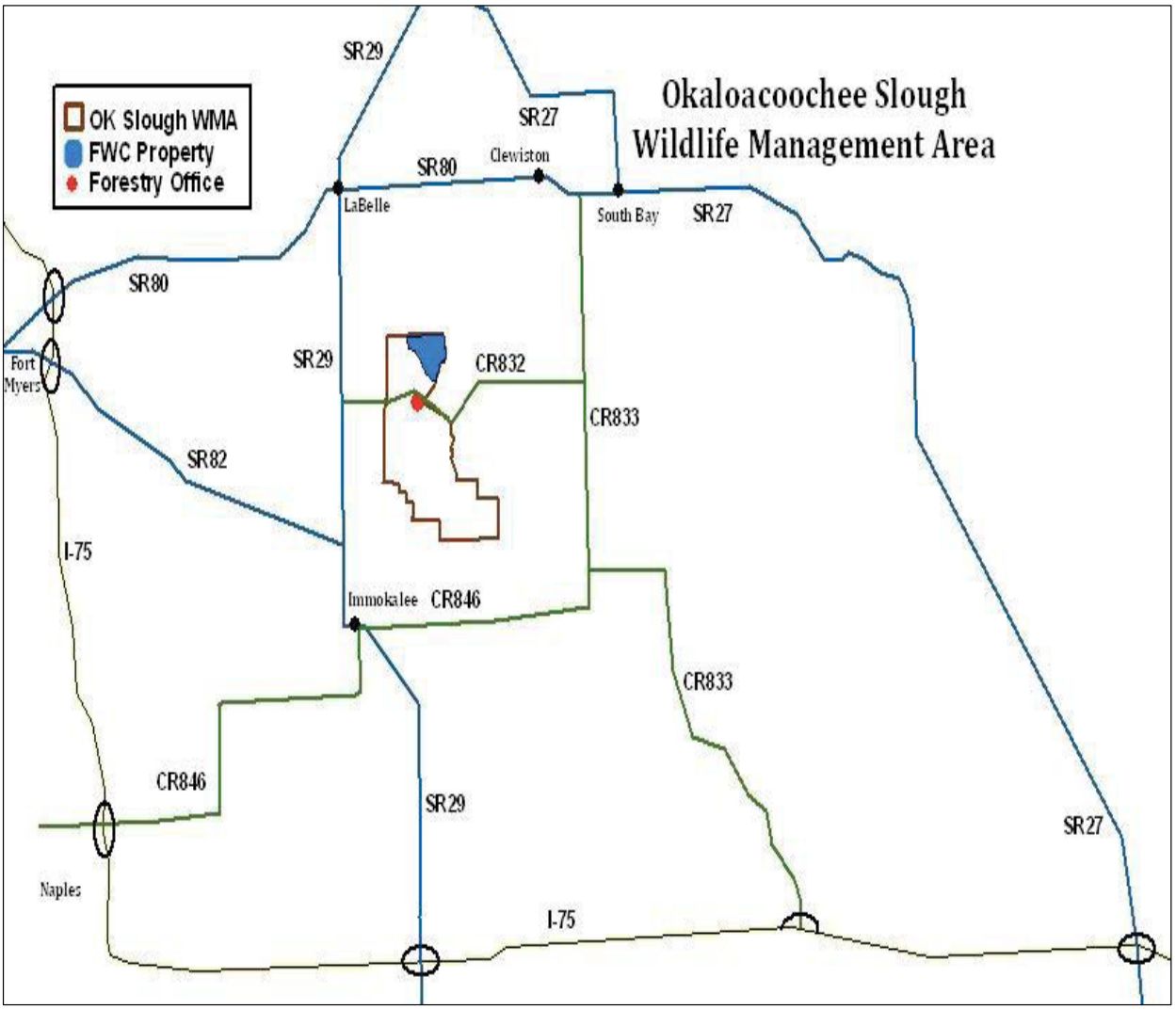
Notes/Explanations

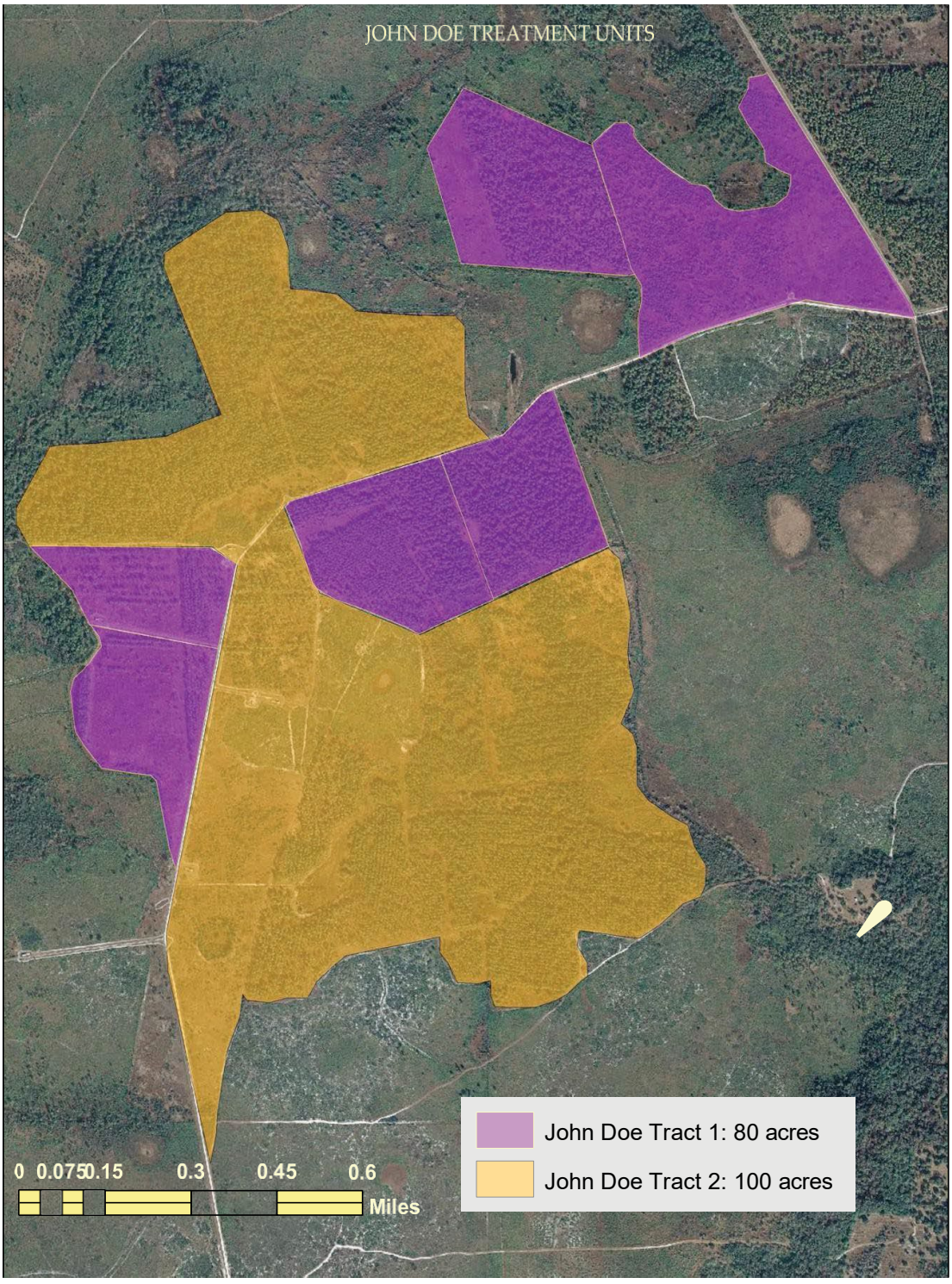
Information not provided

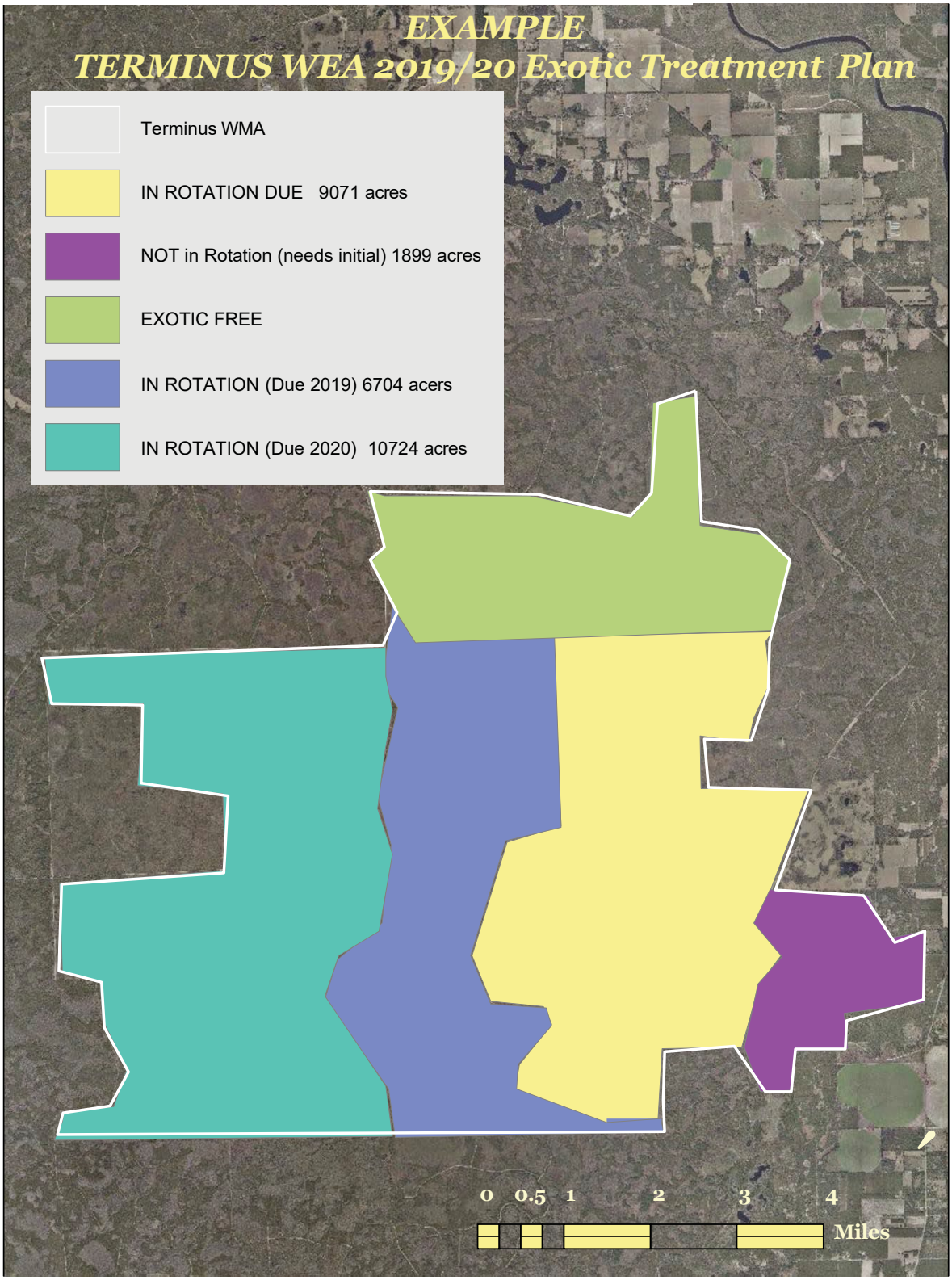
Uploaded documents for the Proposal

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




JOHN DOE TREATMENT UNITS
0 0.075 0.15 0.3 0.45 0.6
Miles
John Doe Tract 1: 80 acres
John Doe Tract 2: 100 acres


EXAMPLE
TERMINUS WEA 2019/20 Exotic Treatment Plan
Terminus WMA
IN ROTATION DUE 9071 acres
NOT in Rotation (needs initial) 1899 acres
EXOTIC FREE
IN ROTATION (Due 2019) 6704 acers
IN ROTATION (Due 2020) 10724 acres
0 0.5 1 2 3 4
Miles

Example Ranking Criteria

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 FISC Category I/Category II species 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 on this PCL 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. _____ (1-6 pts) Have listed plant species been documented for this project site (not your entire property– just this project site)?

6 = Five or more plants, or at least one more critically endangered endemic
3 = Three or four plants
1 = One or two listed plant species documented

5. _____ (1-3 pts) This project helps protect adjacent natural areas that have received FWC IPMS funding (*Choose only 1*)

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

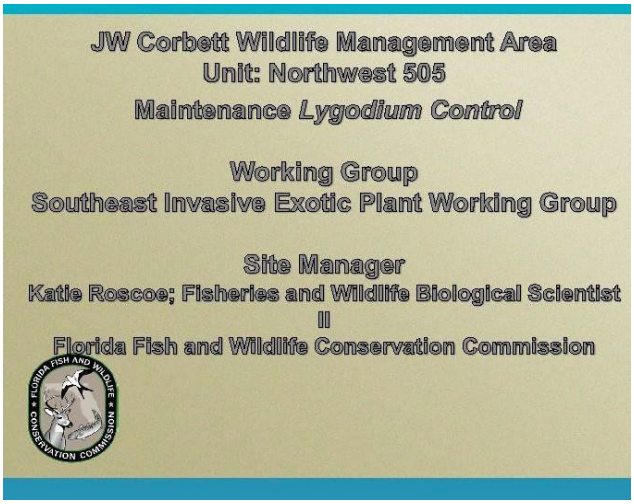
6. _____ (3 pts) Does this project involve any partners who have not received FWC IMPS funding? (*This includes private or public landowners who are simultaneously treating exotics on properties that abut the project site*). **3** = Yes

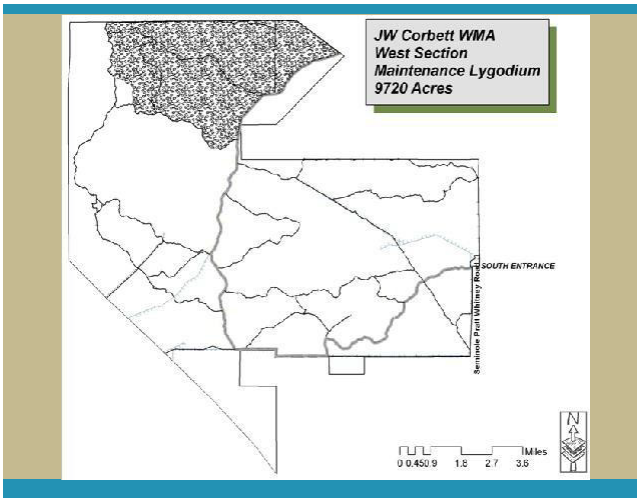
7. _____ (1-5 pts) Will exceptional ecological benefits be achieved by the project (*e.g., the work will increase species diversity or protect natural plant communities of local, regional, or statewide ecological significance)?* Presenters must make their case to be awarded these points.

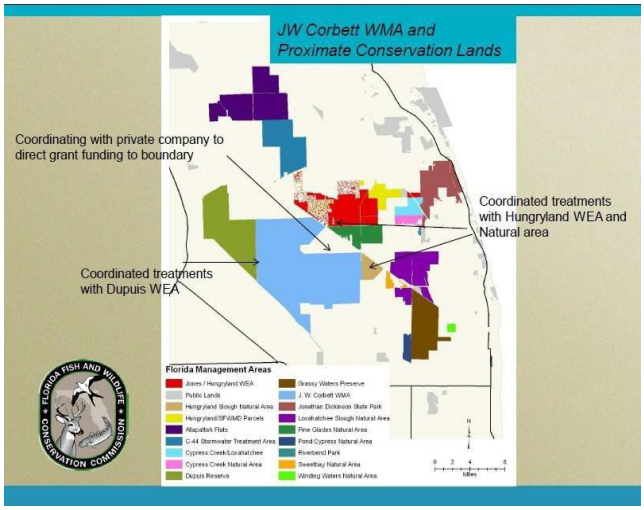
_____**Total** (77 possible points**)** **Submitted by**: _____**Agency**:_____

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**



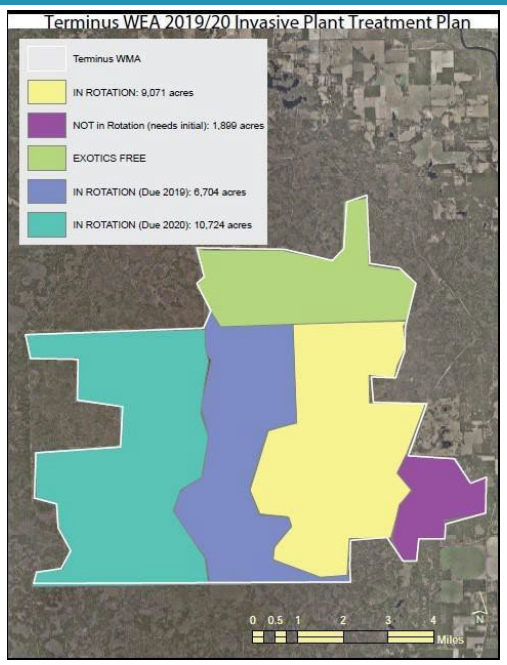




YEAR	ACRES	AGENCY	SPECIES	AMOUNT
2006	3,513	FWC	Initial *Lygodium*	$42,156
2007	9,720	IPMS	Initial *Melaleuca*	$116,640
2007	9,720	FWC	Re-treat 3513 acres and Initial 6207 acres *Lygodium*	$116,640
2008	9,720	IPMS	Retreat *Lygodium*	$169,128
2009	9,720	FWC	Retreat *Lygodium*, *Melaleuca* and initial Java plum, cogan grass, Brazilian pepper, Australian pine, downy rose-myrtle, and earleaf acacia	$170,100

IPMS: $285,768 FWC: $328,896
TOTAL: $614,664

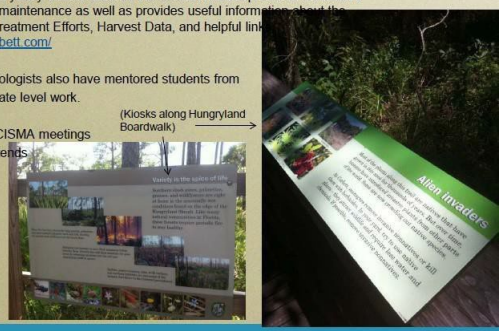
North West Section Lygodium Maintenance



Outreach and Education

- FWC has established numerous interpretive kiosks along the Hungryland Board Walk Trail which aid and inform visitors from native/exotic flora and fauna to historic information.
- Friends of Corbett holds yearly events such as the Corbett Clean-up so that volunteers can participate in area maintenance as well as provides useful information about the area including Exotic Treatment Efforts, Harvest Data, and helpful links http://www.friendsofcorbett.com/
- In an outreach effort Biologists also have mentored students from FAU to assist in graduate level work.
- Katie Roscoe attends CISMA meetings and James Ascaro attends work days

(Kiosks along Hungryland Boardwalk)



REGIONAL CRITERIA

Benefit or Enhancement of natural land/or rare plant communities
The plant community is floodplain marsh, floodplain forest and hydric hammock. This is not a rare plant community but it is an intact natural community. Maintenance (follow up) treatments of this area are important to keep plants like cogongrass, Brazilian pepper, Taberous swordfern, air potato and even citrus from competing and shading out the native species in this area.

Connectivity of conservation area to other conservation lands
This property is adjacent to (with a highway bisecting the two) the St. Johns River Water Management District Lake Jesup Conservation Area Marshed Flats.

Are Early Detection Rapid Response (EDRR) species present and being controlled within the project area?
The project area contains wild balsam apple, which is an EDRR species listed by the Central Florida CISMA. Noyau vine is located on the north side on private property and may be making its way to our boundary. Citrus has also invaded the hydric hammock. Mature trees are scattered throughout the project site.

Is there a waterbody or undeveloped connectivity from your property to another public land?
The wilderness area is located next to Lake Jesup on the northwest shore, which is approximately 50% publicly owned.

Matching Funds/Inkind Services
The County will be contributing in kind services equaling 6% of total project costs.

Public Education Program
Public education is one third of the mission of the Natural Lands Program. The education program includes non-native plant issues and we hold hikes on the property twice per year that are open to the public. The kiosk includes information on invasive exotic species.

CISMA Involvement
Seminole County is actively involved in the Central Florida CISMA. Staff hold positions as co-chair and steering committee members (total of 3 County staff, 1 from Natural Lands and 2 from Extension). Staff also assist with organizing workshops, attend workshops, and represent the CISMA at outreach events.

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* 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 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 include the preparation of a Grass Management Plan, or an in-house management plan for treating these 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.

Scientific Name	Common Name	Family
Abrus precatorius	ROSARY PEA	FABACEAE
Acacia auriculiformis	EARLEAF ACACIA	FABACEAE
Adenanthera pavonina	RED SANDALWOOD	FABACEAE
Agave sisalana	SISAL HEMP	AGAVACEAE
Albizia julibrissin	MIMOSA	FABACEAE
Albizia lebbeck	WOMAN'S TONGUE	FABACEAE
Aleurites fordii	TUNGOIL TREE	EUPHORBIACEAE
Alstonia macrophylla	DEVIL TREE	APOCYNACEAE
Antigonon leptopus **C**	CORALVINE; QUEEN'S JEWELS	POLYGONACEAE
Ardisia crenata	SCRATCH THROAT	MYRSINACEAE
Ardisia elliptica	SHOEBUTTON ARDISIA	MYRSINACEAE
Ardisia japonica	JAPANESE ARDISIA	MYRSINACEAE
Aristolochia elegans **C**	CALICO FLOWER	ARISTOLOCHIACEAE
Asparagus aethiopicus	SPRENGER'S ASPARAGUS-FERN	ASPARAGACEAE
Asystasia gangetica **C**	CHINESE VIOLET	ACANTHACEAE
Bauhinia variegata	ORCHID TREE	FABACEAE
Begonia cucullata	WAX BEGONIA	BEGONIACEAE

Scientific Name	Common Name	Family
Bischofia javanica	JAVANESE BISHOPWOOD	PHYLLANTHACEAE
Broussonetia papyrifera	PAPER MULBERRY	MORACEAE
Bruguiera gymnorhiza **C**	LARGE-LEAFED ORANGE MANGROVE	RHIZOPHORACEAE
Callisia fragrans **C**	BASKET PLANT	COMMELINACEAE
Calophyllumantillanum	ANTILLES CALOPHYLLUM	CLUSIACEAE
Casuarina cunninghamiana	RIVER SHE-OAK	CASUARINACEAE
Casuarina equisetifolia	AUSTRALIAN-PINE	CASUARINACEAE
Casuarina glauca	SUCKERING AUSTRALIAN-PINE	CASUARINACEAE
Cecropia palmata	TRUMPET TREE	CECROPIACEAE
Cestrum diurnum	DAYFLOWERING JESSAMINE	SOLANACEAE
Chamaedorea seifrizii	BAMBOO PALM	ARECACEAE
Cinnamomum camphora	CAMPHOR TREE	LAURACEAE
Clematis terniflora	SWEET AUTUMN CLEMATIS	RANUNCULACEAE
Cocos nucifera	COCONUT PALM	ARECACEAE
*Colocasia esculenta***C**	WILD TARO	ARACEAE
Colubrina asiatica	LATHERLEAF	RHAMNACEAE
Cryptostegia madagascariensis **C**	MADAGASCAR RUBBERVINE	APOCYNACEAE
Cupaniopsis anacardioides	CARROTWOOD	SAPINDACEAE
Cyperus involucratus **C**	UMBRELLA PLANT	CYPERACEAE
Cyperus prolifer **C**	DWARF PAPYRUS	CYPERACEAE
Dactyloctenium aegyptium **C**	CROWFOOT GRASS	POACEAE
Dalbergia sissoo	INDIAN ROSEWOOD	FABACEAE
Deparia petersenii	JAPANESE FALSE SPLEENWORT	DRYOPTERIDACEAE
Dioscorea alata	WHITE YAM	DIOSCOREACEAE
Dioscorea bulbifera	AIR-POTATO	DIOSCOREACEAE
Dolichandra unguis-cati **C**	CATCLAW VINE	BIGNONIACEAE
Elaeagnus pungens	SILVERTHORN	ELAEAGNACEAE
Eugenia uniflora	SURINAM CHERRY	MYRTACEAE
Ficus altissima	COUNCIL TREE	MORACEAE
Ficus microcarpa	INDIAN LAUREL	MORACEAE
Flacourtia indica	GOVERNOR'S PLUM	SALICACEAE
Flueggea virosa ssp. *melanthesoides*	SIMPLELEAF BUSHWEED	PHYLLANTHACEAE
Hemarthria altissima **C**	LIMPO GRASS	POACEAE
Heteropterys brachiate **C**	BEECHEY'S WITHE	MALPIGHIACEAE
Hymenachne amplexicaulis **C**	WEST INDIAN MARSH GRASS	POACEAE
Hyparrhenia rufa **C**	JARAGUA	POACEAE
Imperata cylindrica	COGON GRASS	POACEAE
Jasminum dichotomum	GOLD COAST JASMINE	OLEACEAE
Jasminum fluminense	BRAZILIAN JASMINE	OLEACEAE
Kalanchoe pinnata **C**	CATHEDRAL BELLS; LIFEPLANT	CRASSULACEAE

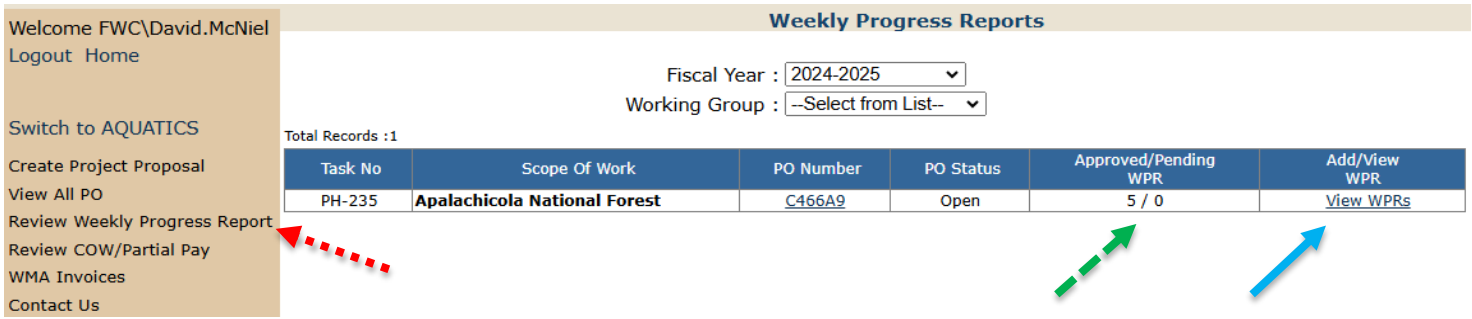
Scientific Name	Common Name	Family
Kalanchoe x houghtonii **C**	MOTHER-OF-MILLIONS	CRASSULACEAE
Koelreuteria elegans ssp. *formosana*	FLAMEGOLD	SAPINDACEAE
Lantana camara	LANTANA	VERBENACEAE
Leucaena leucocephala	WHITE LEAD TREE	FABACEAE
Ligustrum japonicum	JAPANESEPRIVET	OLEACEAE
Ligustrum lucidum	GLOSSY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

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

Appendix E. Step-By-Step Guide for Site Managers to Approve WPR - COW - PPF in TIERS

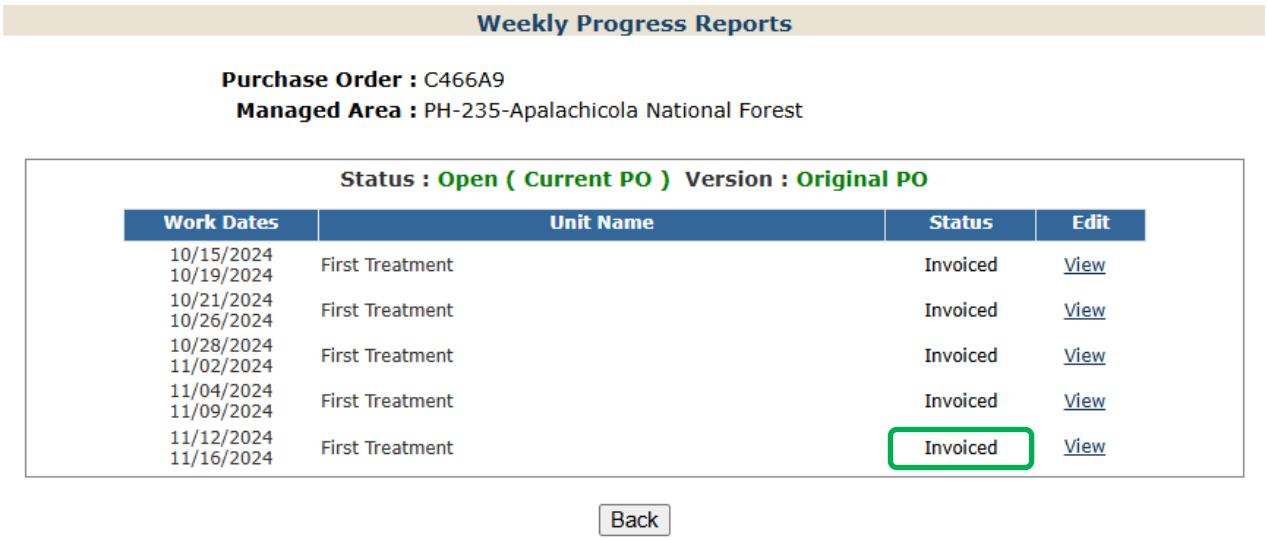
Log into TIERS and choose the correct fiscal year.

Click on "Review Weekly Progress Report" DOTTED ARROW to find your approved & pending WPRs

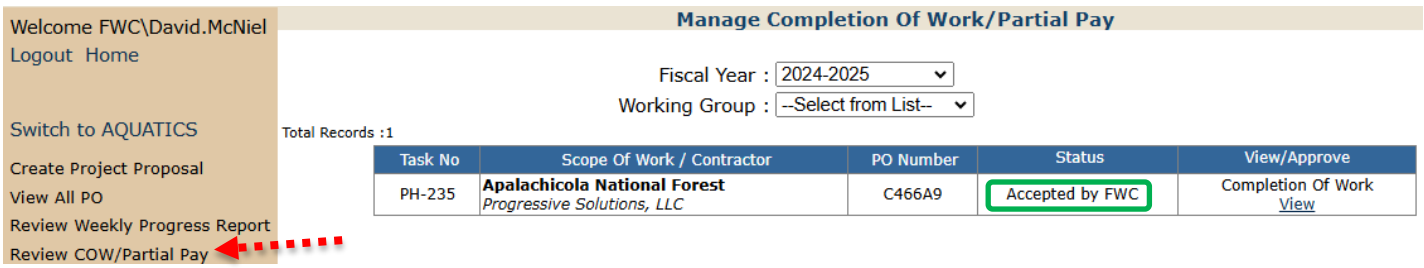


Monitor the Approved/Pending column to see if you have any WPR's pending. DASHED ARROW

In this example, we can click "View WPRs" SOLID ARROW to review the 5 approved WPRs:

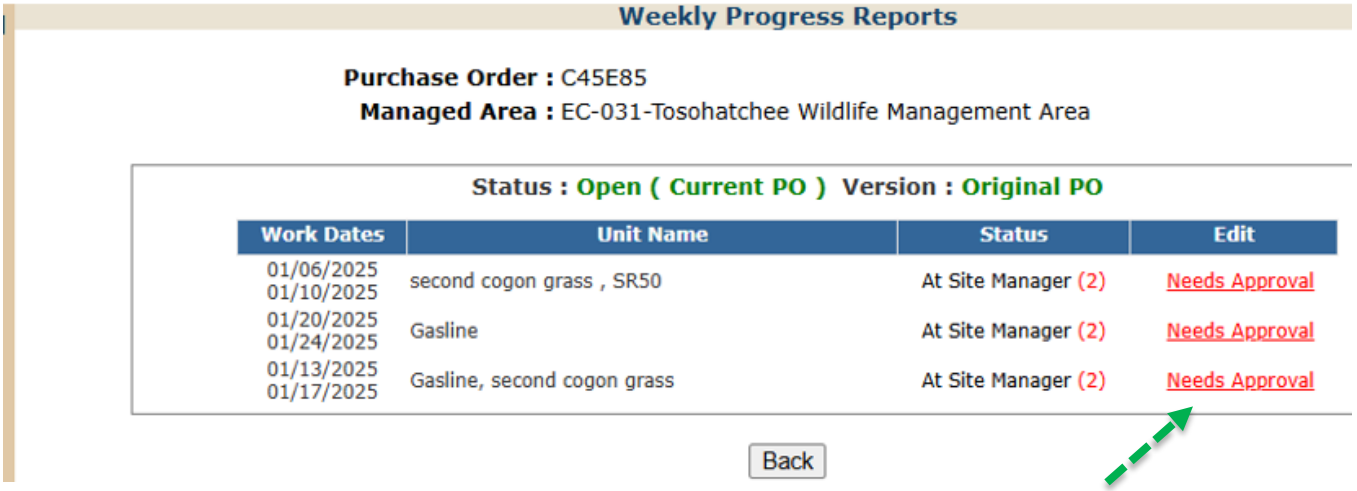


These WPRs have been approved, COWs have been accepted, and the contractor has invoiced.



In another example project, we have several Pending WPRs.

The (2) indicates they have been awaiting approval for 2 days.

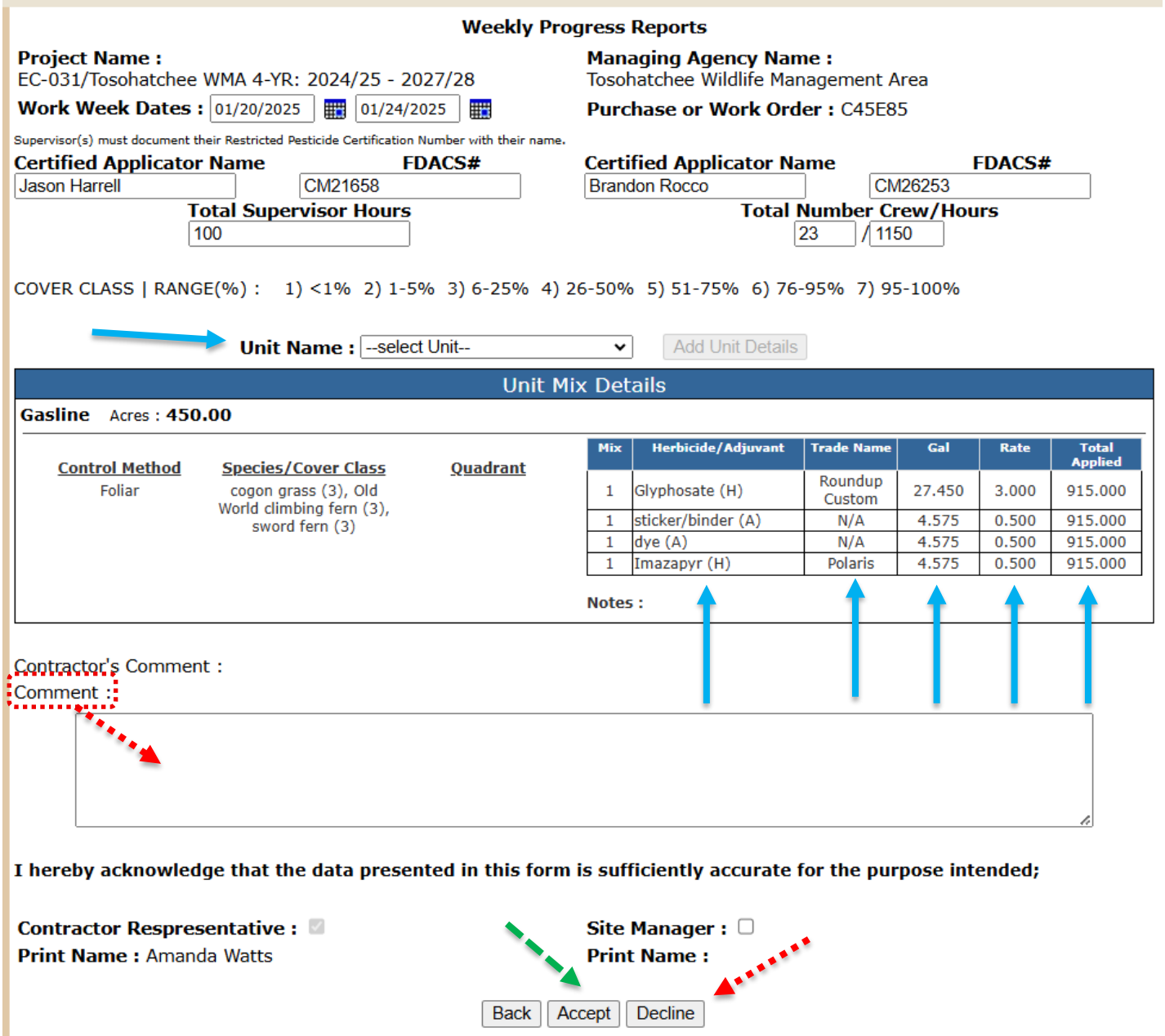


Click the Needs Approval link to review a WPR. DASHED ARROW

Review the dates, unit name(s), species and herbicide application details SOLID ARROWS,

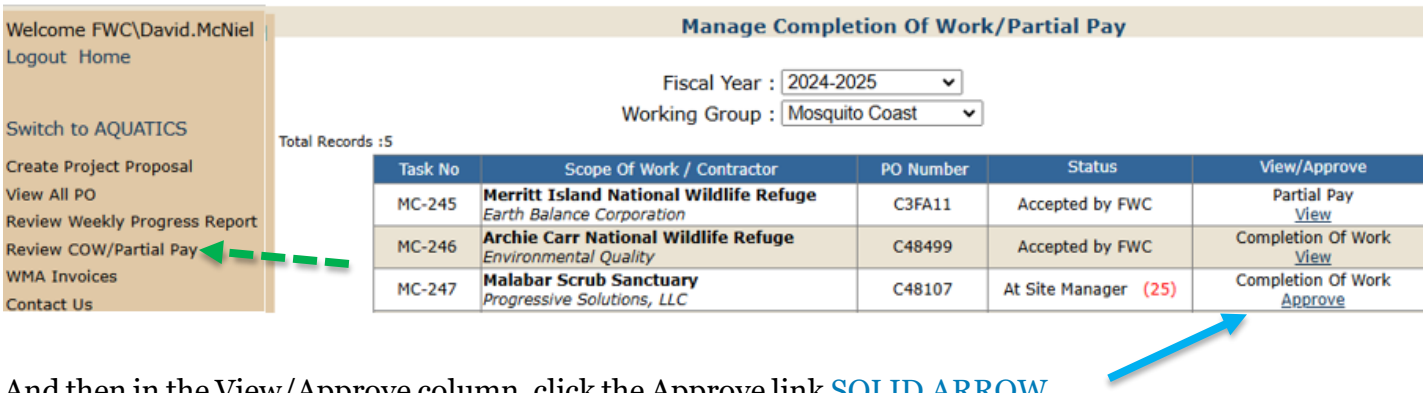
Next, Approve DASHED ARROW or Decline DOTTED ARROW.

If you have questions about herbicide usage, please contact IPMS. If you decline, please fill out the comment box so the contractor knows why you've declined the WPR!!

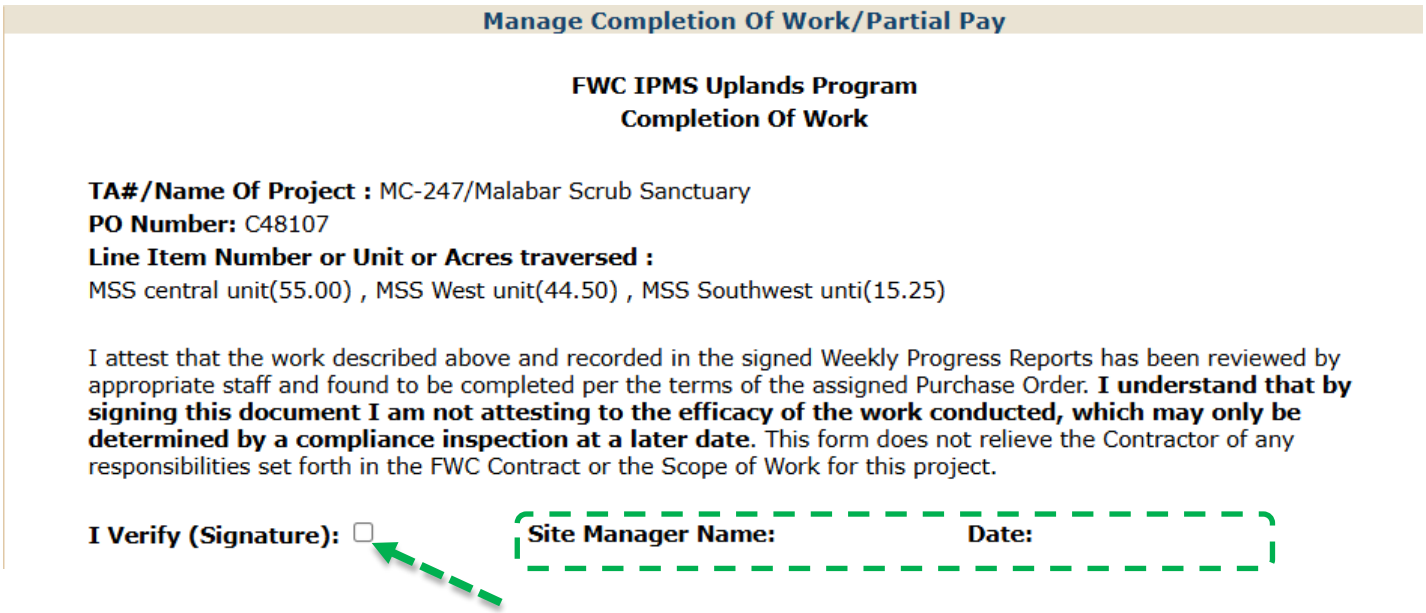


Once the contractor has reached the project end – or has hit an agreed-to Partial Payment point, it is time to submit the Completion of Work (COW)

Click on the Completion of Work / Partial Pay link DASHED ARROW



And then in the View/Approve column, click the Approve link SOLID ARROW



To approve, check the Verify (Signature) box DASHED ARROW.

The site manager's name and date will automatically populate.

Be sure to fill out the 5-question ***Contractor Evaluation Form***. This is an opportunity to provide feedback from the site manager's perspective.

Ratings of 3 points are the norm for satisfactory performance, and you may enter evaluation notes as you see fit for ratings above or below 3.

And yes, there is a reason that "Unknown" is an option; you'll select that option most of the time.

Manage Completion Of Work/Partial Pay

FWC Uplands Program Contractor Evaluation Form

TA#/Name Of Project : MC-247/Malabar Scrub Sanctuary
PO Number : C48107
Unit or Acres traversed : 114.75

- Category Fails to Meet Most Requirements **(1 point)**
- Fails to Meet Some Requirements **(2 points)**
- Meets Requirements **(3 points)**
- Exceeds Some Requirements **(4 points)**
- Exceeds Most Requirements **(5 points)**

Did the Contractor :	
♦ Communicate, coordinate and cooperate effectively during the treatment operation rating 1-5 *(Required)*	○1 ○2 ○3 ○4 ○5
♦Follow the description of work as provided by the project Scope of Work (SOW) rating 1-5 *(Required)*	○1 ○2 ○3 ○4 ○5
♦Meet all of the provisions as set forth in the SOW within the time allotted rating 1-5 *(Required)*	○1 ○2 ○3 ○4 ○5
♦Treat 100% of the treatment area and achieve 95% control as described in the SOW (Y/N)? *(Required)*	○ Yes ○ No ○ Unknown
♦If a callback is necessary, did thecontractor meet requirements after follow up (Y/N)? *(Required)*	○ Yes ○ No ○ Unknown
Notes :	

Links to the WPRS are available, and Clicking Accept will close the COW DASHED ARROW
Notes for Contractor are required if a COW is declined. DOTTED ARROW

Weekly Progress Reports

Work Dates	Unit Name
11/19/2024 TO 11/22/2024	MSS central unit, MSS Southwest unti, MSS West unit

Notes for Contractor :

Accept | Decline | Back

Partial Payment Forms are very similar to the COW, there just won't be an Evaluation Form.

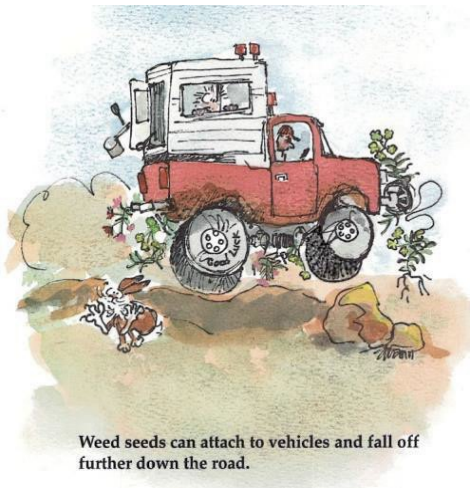
Some Tips for TIERS:

- Never have more than one TIERS page open, either as tabs in a browser or in multiple browsers. Doing so may cause one page to overwrite another, with the complete loss of the page.
- **Save, save, save** (after every topic)!
- Who is the site manager and who is the secondary contact?
    - The Site Manager is who will be on-site, signing all the documents, and receiving all email notifications from FWC. The secondary contact is who we call when the Site Manager has made enough money to take another job.
- Provide good directions in the pre-quote meeting map—show folks how to not get lost using their fancy GPS phone.
- 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.
- We have changed the Specifications tab to include standardized language. Add only the special conditions or anything not covered for your area.
- Timing of treatments: list dates when work cannot occur (e.g., hunting season).
- When you make your maps, be sure to have a shapefile or GPX file.

THANKS FOR EVERYTHING YOU DO!!

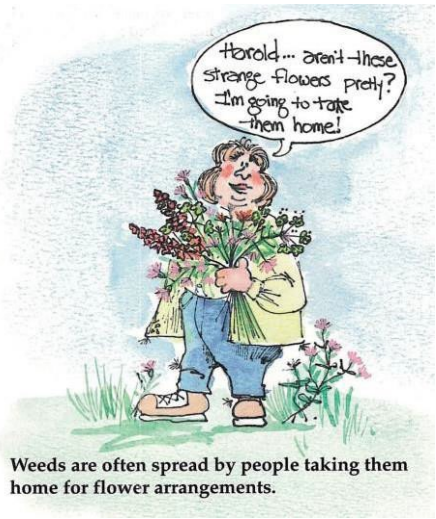
If you have any TIERS questions, please contact John Kunzer at (850) 617-9420 or John.Kunzer@myFWC.com

THINK DECONTAMINATION!!



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

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



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