



Washington
State Department of
Agriculture

Research grant to assist with the development of an integrated pest management plan to address burrowing shrimp in Willapa Bay and Grays Harbor

REQUEST FOR PROPOSALS

K3101

Release Date: July 16, 2020

Proposals Due: July 31, 2020

This is a second request for proposals for research grants to assist with the development of an integrated pest management plan to address burrowing shrimp in Willapa Bay and Grays Harbor. WSDA anticipates awarding \$330,000 in research grants.



TABLE OF CONTENTS

Purpose.....	1
Timeline	1
Funding and Duration	1
General Requirements	1
Grant Management.....	2
Application Process Overview/ Selection Process.....	2
Application Scoring Criteria	2
How to Apply	3
Application Instructions	3



PURPOSE

Many of Washington's coastal shellfish farms are being negatively impacted by high population densities of burrowing shrimp that soften mudflats and cause shellfish to sink and suffocate. Many techniques have been tested to control the burrowing shrimp on shellfish farms but growers still lack an effective program for management.

In an attempt to develop control measures while minimizing potential environmental impacts, grants associated with this funding are for research to assist with the development of an integrated pest management plan to address burrowing shrimp in Willapa Bay and Grays Harbor and facilitate continued shellfish cultivation on tidelands.

TIMELINE (subject to change)

What	When
Request for proposals released	July 16, 2020
Proposals due	July 31, 2020
Notification to applicants	August 21, 2020

FUNDING AND DURATION

The Washington State Legislature appropriated \$650,000 of the Model Toxics Control operating account for research grants to assist with the development of an integrated pest management plan to address burrowing shrimp in Willapa Bay and Grays Harbor and facilitate continued shellfish cultivation on tidelands.

GENERAL REQUIREMENTS

- Expenditures can only be used for research to assist in the development of an Integrated Pest Management Plan to address burrowing shrimp in Willapa Bay and Grays Harbor.
- Projects must be complete and all deliverables received by June 30, 2021.
- Projects must demonstrate quality control and quality assurance principles required of all scientific research projects.
- Projects may begin as soon as the grant is awarded and a contract with WSDA is executed.
- Performance-based contracting requires grant recipients to have the financial capability to pay project costs up-front, and request reimbursement for grant funds.



GRANT MANAGEMENT

Award Recipients must sign a Grant Agreement with Washington State Department of Agriculture (WSDA) and must follow all applicable state rules and regulations, including those for insurance coverage, procurement practices, and accounting procedures. In addition, recipients must keep thorough records and source documentation for all expenditures of grant funds and will be required to submit a performance report at project completion. ***Failure to properly manage a grant award may result in the obligation to repay grant funds and/or exclusion from future grant opportunities.***

Reimbursement of Grant Funds: Grant funds will be paid to recipients for approved expenditures on a reimbursement basis. All invoices must be submitted no more than monthly with all receipts/source documentation for expenditures.

APPLICATION PROCESS OVERVIEW/ SELECTION PROCESS

Projects will be reviewed by the Integrated Pest Management (IPM) Working Group established through a settlement agreement between Washington Department of Ecology and Willapa Grays Harbor Oyster Growers Association on October 15, 2019 of which WSDA is a member. The working group will establish any parameters and processes to guide ultimate project selection, such as funding limits, geographic dispersal of funds, number of projects selected, minimum standards, project thresholds, etc.. The working group will also establish any other guidelines to be used by WSDA to select which projects receive funding.

Upon receipt of application, WSDA will verify eligibility and basic study design. WSDA will then submit all applications to the IPM Working Group for their review and consideration. The IPM Working Group will score each Application based on the Scoring Criteria below and provide the scores to WSDA for review. Final project selection will be made by WSDA after incorporating the advice of the working group.

APPLICATION SCORING CRITERIA

Project Narrative and Application: Up to 25 Points

Based on history of success, innovation and novelty, accurate and complete application, stakeholders involved.

Work Plan: Up to 50 Points

Based on potential for success, problems addressed, qualifications of the team, existing mechanisms for accountability.

Budget Narrative: Up to 25 Points

Based on cost effectiveness, timeline of fund execution.



HOW TO APPLY

Please send completed project proposal to Laura Butler, lbutler@agr.wa.gov

Link to application form: cms.agr.wa.gov/WSDAKentico/Documents/Forms/1156-ShellfishGrantApplication.pdf

APPLICATION INSTRUCTIONS

Cover Page

- **Organization Name:** Provide the name of the organization that will receive funding and manage the project.
- **UBI#:** Provide the organization's Unified Business Identification Number.
- **Organization Address/City/State/Zip:** Please provide all for the organization applying.
- **Contact Name/Title:** Provide the contact name and title for the lead on the project.
- **Phone:** Provide the phone number for the lead on the project.
- **Email:** Provide the email for the lead on the project.
- **Grant Request:** Provide the \$ amount for the funds you are requesting.
- **Printed Name of Authorized Applicant/Title:** Provide the name and title of the individual certifying the application.
- Provide the names and resumes of principal investigators.

Project Narrative

All of the following must be addressed:

- **Project Purpose:**
 - How will the project address the issue, problem or need?
 - Indicate geographic project area.
 - Description of related activities within the geographic area and how this effort will be coordinated with existing projects.
- **Work Plan:**
 - Identify the activities necessary to accomplish your project.
 - Indicate who will do the work of each activity.
 - Include the timeline for accomplishing each activity. Include start and end dates.
 - Provide the project methodology or additional details in narrative form.



- **Budget Narrative:**
 - Provide the dollar amount requested for each budget category and explain how the funds will be used and why they are necessary.
 - Supplies
 - Equipment: Items with a useful life of more than one year and an acquisition cost of \$5,000 or more must follow the State Procurement rules.
 - Contractual: Services to be provided under a contract. The State Procurement rules must be followed.
 - Travel: Ground transportation, lodging, meals, and mileage. Travel rates may not exceed the reimbursement rates allowed by Washington State and the federal government. For these rates, please view Travel and Reimbursement Rates. Travel costs for contractors should be included under “Contractual.”
 - Other: Includes all other costs.