DATE: July 23, 2019

TO: Qualified Governmental Agencies

FROM: Justin Caudill, Ag Program Coordinator

RE: Request for Proposal (RFP) Rangeland Health Assessments Program (RHAP) (FY 19-20)

The Wyoming Department of Agriculture (WDA) announces that there is $48,075.51 available in RHAP grant funds for this RFP. The purpose of the RHAP is to help build relationships on-the-ground, which includes bringing permittees together with land management agency personnel for the coordination of obtaining joint cooperative rangeland health assessment data.

Rangeland Health Assessment Program (RHAP) funding is available to qualified governmental agencies and institutions of higher education. Grant amounts requested are not to exceed $20,000.00. Each applicant may submit more than one project proposal. Applications will be reviewed and ranked by a review committee who in-turn will provide their recommendations to the WDA Director. Per the RHAP rules, the Director shall make recommendations to the Board of Agriculture (BOA) who have final authority for the approval of applications and grant requests.

Please refer to the Wyoming Department of Agriculture’s webpage (http://wyagric.state.wy.us/divisions/nrp/rangeland-health) for the application, additional information, example documents and Chapter 15 - Regulations Governing the Rangeland Health Assessment Program (Rules).

**Important Note**

Additional program information: In the past the WDA has provided project funding upfront upon project approval by the Board of Agriculture and the submission of a payment voucher. The Department has changed how funding will be allocated. Along with your application, and subsequent Update Reports project leads will be required to provide a “Yearly Plan of Work” for the first years funding needs, and one for each year funding will be needed in the future. Upon receipt of this request the WDA will review the “Yearly Plan of Work”, upon approval the proponent will submit a payment voucher and the WDA will release funding for that year.

The following lists the requirements and information for consideration in responding to this RFP:

**Deadline for applications is 5 p.m. September 20, 2019**

• Please refer to the Rules for additional information pertaining to the application and process.
• RHAP project grant requests may be written for one or more years and have starting and ending dates for the project considering rangeland monitoring season and data analysis time.

• Contract will be written for funded projects and will specify the responsibilities of the qualified governmental agency for record keeping and reporting.

• Please submit one copy of your application and supporting documents electronically by September 20, 2019 at justin.caudill@wyo.gov. Make sure all the appropriate (partners, Conservation Districts, State Lands & Investments) signatures are affixed to each document. If you are not able to provide electronic signatures on all documents, email documents without signatures and then place documents with original signatures in the mail to Michelle MacDonald, 2219 Carey Ave, Cheyenne, WY 82002.

• A minimum 30% match is required for all grant applications. The match may be local cash, in-kind or other agency contributions and other grants, but must be clearly identified in the application. PLEASE NOTE: IF AN APPLICATION SHOWS A HIGHER PERCENT MATCH THAN THE 30% MINIMUM, THEN THE APPLICANT MUST SHOW AT LEAST THAT AMOUNT IN THEIR FINAL REPORT AS PART OF THE CONTRACT.

• Grant monies may be used for staff time, technical support, and administrative work to compile, report, etc. as necessary in for the project.

• NOTE: Per the Rules, upon application approval, the governmental agency shall submit a detailed monitoring plan, within twelve months of the execution of the contract, to the WDA in accordance with the terms and conditions of the Project agreement. If the plan is not submitted within twelve months from the execution of the contract date, the grant agreement may be cancelled and unused funds returned to the WDA for reallocation to additional projects.

• Applicants will be notified of the action taken after the BOA meeting containing this agenda item. A WDA contract must be signed and approved before the implementation of the project. **No WDA funds may be spent until all signatures have been executed and all required approvals have been granted. WDA project funds may not be used to pay for activities performed prior to the execution of the contract.**

The following priorities were identified by the RHAP Development Group and approved by the WDA Director. These priorities will be used in determining the prioritization of the project applications.

• Timing and urgency for the project. Is the project critical to a pending resource management decision or permit renewal? - Timing and urgency can include permittee and federal partner’s needs related to sage grouse monitoring priorities.

• Work capacity and ability to apply funding to an on the ground project immediately.

• The size/acreage encompassed by the project in the potential economic impact to the permittees operation, the community and the state.

• Number of resource partners and the amount and variety of funding sources for the project.

• Would the outcomes and findings from this project be applicable and beneficial to other permittee/landowners in the area, region, or state?

Please refer to the WDA website agriculture.wy.gov at: http://wyagrlic.state.wy.us/divisions/nrp/rangeland-health
For the application, support documents, and the criteria score sheet by which each application will be scored.