

**Finger Lakes Partnership for Regional Invasive Species Management (FL-PRISM)
Subcontract 2016-2017 Request for Proposals**

**Baltimore Woods Nature Center and Central New York Land Trust Invasive Species
Inventory and Management Tracking using iMap Invasives**

Project Leader:

Frances Lawlor, Land Manager, Baltimore Woods Nature Center
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Collaborators:

Meredith Perreault, Executive Director, Central New York Land Trust
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George Spak, Invasive Species Management Contractor
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Phone: 315-472-2085

Amount Requested: \$4,998.40

Authorized Institutional Signature:



Mary Kate Intaglietta, Executive Director
Baltimore Woods Nature Center

Authorized Signature of Fiscal Agent, if applicable.

Baltimore Woods Nature Center and Central New York Land Trust Invasive Species Inventory and Management Tracking using iMap Invasives

B. Proposal Description

Project Summary:

Baltimore Woods Nature Center (BWNC) and the Central New York Land Trust (CNYLT) will support efforts by an Invasive Species Management Intern to identify invasive species of concern at BWNC and to map and document invasive species occurrences and management activities at BWNC using iMap Invasives. The intern will then train BWNC staff and volunteers to assure continued documentation of invasive species tracking and management. Further, the intern will train CNYLT stewardship volunteers who will use iMap Invasives to assist the Land Trust with invasive species management on their other preserves throughout Central NY.

Scope of Work:

Baltimore Woods Preserve is comprised of 2 parcels, 175.05 acres owned by CNYLT and 4.39 acres owned by Baltimore Woods Nature Center. The first land parcels that make up the preserve were protected starting in 1972. The origins of Baltimore Woods Nature Center, Central New York Land Trust, and the protection of Baltimore Woods are deeply intertwined and the conservation of this preserve is paramount to both organizations. BWNC manages the encompassed 179.44 acres and conducts nature education programs throughout the year for children and families at the preserve. BWNC education mission includes awareness of the impacts of invasive species on the habitats and wildlife of Baltimore Woods and the greater Central NY environment and works to include community volunteers, youth and university students in management efforts on the preserve. CNYLT owns 48 nature preserves totaling 2800 acres in Onondaga and Oswego counties, including the Baltimore Woods Preserve. All preserves are open to the public all year for quiet recreation free of charge. Invasive species management is a key goal in the conservation efforts of CNYLT on their preserves. Reforming its Stewardship Committee in late 2014, CNYLT has been working to meet the request by its stewardship volunteers to develop their skills and capacity to identify and document invasive species occurrences to facilitate management planning.

The two Baltimore Woods properties are on glacial deposits that have been cut through by the spring-fed Baltimore Brook and tributaries. These streams are in the upper watershed of Ninemile Creek, which flows out of Otisco Lake, the easternmost Finger Lake. The preserve supports mature forest, successional forest and shrubland, mowed grass/forb bird habitat, riparian corridors, conifer plantations and agricultural fields. The high diversity of habitats at Baltimore Woods Preserve make it one of the most ecologically diverse natural areas in Central New York. The preserve is considered a “resource of statewide importance” as listed in the New York State Open Space Plan’s Region Seven Supplemental List. The post agricultural areas of the preserve also support significant populations of typical post agricultural invasive plants. In recent years, management efforts have been directed particularly towards pale swallow-wort, garlic mustard, and Japanese barberry, along with multiflora rose, honeysuckle and buckthorn,

with an eye to prevent invasion into the high quality mature forest, which is found in the steeper slopes draining into Baltimore Brook. Swallow-wort has been particularly intractable. Control efforts of swallow-wort over the past decade have been targeting containment and preventing new infestations.

Our management and control efforts need to be dramatically increased to protect the ecological diversity of the preserve and the resulting public enjoyment of this unique area. In spite of seasonal herbicide applications, our swallow-wort core infestations have not been controlled and new infestations are popping up. There is a total of over 5 acres of core infestations and numerous satellite populations. Our management plan has to adapt to increasing pressure from the expanding core infestations. Our herbicide contractor is ready to increase efforts on the preserve and we will increase our mowing efforts in core areas to reduce seed pressure in downwind areas of the preserve. To effectively support this increased effort we need resources to quantify the abundance of and map locations of swallowwort occurrences. Mapping will help the BWNC Land Manager more effectively focus and coordinate the efforts of the herbicide contractor and stewardship volunteers. Training a wider circle of stewardship volunteers for mapping will help CNYLT to start replicating invasive species control efforts needed at other preserves in its service area.

Our proposal requests funds to hire an intern to learn iMap Invasives and to use it for a comprehensive inventory of the occurrences of swallow-wort, garlic mustard and Japanese barberry on the preserve. We will also target Russian and autumn olive, Japanese knotweed, Canada thistle, spotted knapweed, wild parsnip, privet, euonymous, and Oriental bittersweet, all known from the preserve, to better understand challenges to our management of grassland bird habitat, riparian areas and mature forest stands. We will also focus on presence of honeysuckle, rose and buckthorn as they threaten the mature forest stands on the preserve.

The intern, along with Fran Lawlor and George Spak, will receive advanced iMap Invasives training. The intern will set up the BWNC inventory and management monitoring program. The intern will then coordinate training for stewardship volunteers from both BWNC and CNYLT to use the program to map and monitor infestations of species of concern on the rest of the CNYLT preserves and to update records at BWNC. Additionally, the intern will assure advanced iMapInvasives training to staff and volunteers involved in control measures to record management activities so that we can better monitor the effectiveness of our management activities.

The project will be publicized through the outreach media of both BWNC and CNYLT, both to announce volunteer opportunities and to inform and update membership and the public about our invasive species concerns and control efforts.

Timeframe:

The Project period will be May 23, 2016 - October 1, 2016.

May 2016	Hire intern
	Initiate iMapInvasives training

Orient intern to BWNC preserve and CNYLT top tier preserves.

June -August 2016 Develop iMapInvasives protocol for inventory and management tracking
Intern executes comprehensive survey of invasive species presence and abundance on BWNC preserve
Intern schedules and coordinates training of BWNC and CNYLT stewardship volunteers in details of iMapInvasives for use to locate invasive species of concern on CNYLT preserves
Intern schedules and coordinates training of volunteers involved in control efforts to use iMapInvasives for recording control activities

September -
October 2016 Prepare Final Report and Presentation.

Work will commence on or about May 23, 2016. Once the intern is trained and species of concern have attained enough growth to be readily identified, the intern will begin the Baltimore Woods inventory fieldwork. The intern's field and computer work will continue through mid August. At least one training session will be scheduled by the intern in mid to late June to train the staff and volunteers from BWNC and CNYLT in the inventory protocol. The intern will schedule a second training in early August to train advanced level volunteers in control activities data management. An initial report will be submitted by June 17, 2016. The final report will be submitted by February 28, 2017 and the results will be presented at a full FL-PRISM partnership meeting.

Personnel and Partners:

Fran Lawlor, M. S. Plant Ecology, is the Land Manager at BWNC. Fran brings over 15 years of invasive species management and natural resources management and education. Her M.S. research focused on management of pale swallow-wort and she worked as the northern NY pale-swallowwort control coordinator and as the stewardship ecologist for The Nature Conservancy and for NYS DEC as a crew supervisor for giant hogweed control.

George Spak, B. S. Environmental Studies, is the Invasive Species control contractor with BWNC and CNYLT. George has been an independent invasive species/pesticide applicator for over 20 years contracting with NYSDEC, TNC, FLLT, CNYLT, NYSPRHP, NYSDOT, etc.

Lawlor and Spak have worked in collaboration controlling s-w since 1998. Fran will supervise the fieldwork and data management work by the intern. George will provide documentation of herbicide control work.

Meredith Perreault, Executive Director Central New York Land Trust, will provide CNYLT connection and communication with stewardship volunteers as well as retain documentation and files applicable to CNYLT. As part-time Executive Director, Meredith manages daily operations and communications for the CNYLT. Meredith brings more than 10 years of

experience as a nonprofit manager to the job, particularly in environmental education, communications, policy, and community outreach initiatives.

Invasive Species Management Intern will have at least 3 years of coursework in ecology, natural resources management, plant science, environmental studies or related field including coursework in GIS/spatial information and will have plant identification skills.

Partnership Description:

Central New York Land Trust

Baltimore Woods Nature Center and Central New York Land Trust will partner to accomplish this proposed work. Baltimore Woods Nature Center manages the Baltimore Woods Preserve lands owned by CNYLT, and uses the preserve for educational programming all year. The two organizations work together regularly on an informal basis to keep lines of communication open regarding management needs and challenges at the preserve. Yearly the two organizations share the cost of hiring the herbicide contractor for swallowwort control. The partnership effort corresponding to this request would include coordinating volunteer training between the two organization's stewardship volunteers.

CNYLT has a grant application pending that proposes a swallowwort control pilot project in cooperation with BWNC at Baltimore Woods Preserve, as a component of the request. The pilot project focuses primarily on increasing the herbicide contractor's hours and involving volunteers in mechanical control methods. If funding is granted, this request would be leveraged with FL-PRISM subcontract.

George Spak has been the primary certified pesticide application contractor for BWNC and CNYLT for over a decade and will be increasing his efforts on BWNC in 2016. George will be cooperating with BWNC invasive species management intern to institutionalize tracking of herbicide applications.

Project Locations:

Baltimore Woods Nature Center, 4007 Bishop Hill Road, Marcellus, New York 13108

Woodchuck Hill Road Preserve, Woodchuck Hill Road, Towns of Manlius and Dewitt, New York

Camillus Valley Preserve, Nine Mile Creek, Route 174, Town of Camillus, New York

Elbridge Swamp Preserve, Sunview Drive, Town of Elbridge, New York

Budget and Justification

Labor costs:

Frances Lawlor will be responsible for publicizing and hiring intern position, arranging the initial iMap Invasive training for the intern, George Spak and herself, and for supervising intern field work and data management. 40 hours X \$15.00 per hour = \$525 + 10% fringe = \$577.50

Invasive species management intern will execute a comprehensive inventory of BWNC using iMapInvasives and will coordinate training stewardship personnel and volunteers in basic and advanced levels of iMapInvasives. 345 hours X \$10 per hour = \$3450 + 10% fringe = \$3795.00

Total Salaries, Wages + Fringe:

\$ 4,372.50

Expendable Supplies:

Batteries, field notebooks, etc. = \$50

Travel, Miles:

Travel from BWNC to CNYLT preserves for training and for final presentation of project to FL-PRISM partners, 225 miles X \$.54 = \$121.50

Office Support and Miscellaneous:

BWNC and CNYLT will provide office support if needed.

Equipment:

BWNC will provide an iPad mini and bluetooth GPS or similar equipment for field data collection.

Total Direct Costs:

\$4544

Indirect Costs:

Indirect costs will support payroll services and other services provided by BWNC and is calculated using the *de minimus* TDC rate of 10%, \$4544 X .10 = \$454.40

Total Request to Sponsor:

\$4998.40

Budget and Justification			
Proposal Budget			
Project Title			
Sponsor/Institution	Baltimore Woods Nature Center		
PI	Fran Lawlor		
Period of Performance for Project	May 23 2016 - Feb 28 2017		
BUDGET			
Labor Costs	Hours	Rate	Cost
Land Manager	35	\$ 15.00	\$ 525.00
Intern	345	\$ 10.00	\$ 3,450.00
Salaries			\$ 3,975.00
Fringe on salaries		10%	\$ 397.50
Total Saleries, Wages + Fringe			\$ 4,372.50
Expendable Supplies			\$ 50.00
Travel, miles	225	\$ 0.54	\$ 121.50
Office Support and Miscellaneous			
Equipment			
Total Direct Cost			\$ 4,544.00
Indirect Cost, explain calculation		10%	\$ 454.40
Total Request to Sponsor			\$ 4,998.40

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD

CERTIFICATE OF INSURANCE COVERAGE UNDER THE NYS DISABILITY BENEFITS LAW

PART 1. To be completed by Disability Benefits Carrier or Licensed Insurance Agent of that Carrier

1a. Legal Name and Address of Insured (Use street address only) Baltimore Woods Nature Center 4007 Bishop Hill Rd PO Box 133 Marcellus, NY 13108	1b. Business Telephone Number of Insured 315-673-1350 1c. NYS Unemployment Insurance Employer Registration Number of Insured 1d. Federal Employer Identification Number of Insured or Social Security Number 160973044
2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) The New York State Department of Environmental Conservation Division of Lands and Forests Invasive Species Coordination Unit 625 Broadway Albany, NY 12233-4250	3a. Name of Insurance Carrier Arch Insurance Company 3b. Policy Number of entity listed in box "1a": 11DBL0566300 3c. Policy effective period: 1/1/2016 to 12/31/2016

4. Policy covers:

a. All of the employer's employees eligible under the New York Disability Benefits Law

b. Only the following class or classes of the employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability Benefits insurance coverage as described above.

Date Signed 3/17/2016 By 
(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 201-743-3937 Title AVP Accident & Health

IMPORTANT: If box "4a" is checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.
If box "4b" is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the Disability Benefits Law. It must be mailed for completion to the Workers' Compensation Board, DB Plans Acceptance Unit, 328 State Street, Schenectady, NY 12305.

PART 2. To be completed by NYS Workers' Compensation Board (Only if box "4b" of Part 1 has been checked)

**State Of New York
Workers' Compensation Board**

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability Benefits Law with respect to all of his/her employees.

Date Signed _____ By _____
(Signature of NYS Workers' Compensation Board Employee)

Telephone Number _____ Title _____

Please Note: Only insurance carriers licensed to write NYS disability benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. **Insurance brokers are NOT authorized to issue this form.**

Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in box "3" on this form is certifying that it is insuring the business referenced in box "1a" for disability benefits under the New York State Disability Benefits Law. The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed as the certificate holder in box "2". ***This Certificate is valid for the earlier of one year after this form is approved by the insurance carrier or its licensed agent, or the policy expiration date listed in box "3c".***

Please Note: Upon the cancellation of the disability benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of NYS Disability Benefits Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Disability Benefits Law.

DISABILITY BENEFITS LAW

§220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits for all employees has been secured as provided by this article.

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD

CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

1a. Legal Name & Address of Insured (Use street address only) Baltimore Woods Nature Center, Inc. 4007 Bishop Hill Road Marcellus, NY 13108 Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)	1b. Business Telephone Number of Insured 315-673-1350 1c. NYS Unemployment Insurance Employer Registration Number of Insured 1d. Federal Employer Identification Number of Insured or Social Security Number 16-0973044
2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) The New York State Department of Environmental Conservation Division of Lands and Forests Invasive Species Coordination Unit 625 Broadway Albany, NY 12233-4250	3a. Name of Insurance Carrier Rochdale Insurance Company 3b. Policy Number of entity listed in box "1a" RWC3381326 3c. Policy effective period 09/09/2015 to 09/09/2016 3d. The Proprietor, Partners or Executive Officers are <input type="checkbox"/> included. (Only check box if all partners/officers included) <input checked="" type="checkbox"/> all excluded or certain partners/officers excluded.

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. **(To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy).** The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The Insurance Carrier will also notify the above certificate holder within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.

Please Note: Upon the cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: C.H. Insurance Brokerage Services Co., Inc.
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: Joseph Convertino 03/17/16
(Signature) (Date)

Title: President

Telephone Number of authorized representative or licensed agent of insurance carrier: 315-234-7500

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.

2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.