

**Idaho State Department of Agriculture
Noxious Weed Cost Share Program
Annual Operating Plan**

Instructions

The AOP is a summary of planned activities for the year. **The AOP is limited to a maximum of four (4) pages, plus one optional page if applicant is requesting funding for education and awareness activities.** Supporting documents may be submitted for additional consideration during the review and scoring process.

Together, the AOP and the line item budget form(s) provide a description of all funding. The annual operating plan will provide a list of tools or resources necessary to accomplish the goals of each priority. The line item budget provides the budgeted amount for each tool or resource listed in the annual operating plan.

An AOP is a list and description of priorities and goals to be completed within a given year. An AOP will include a brief summary of the priority(ies), relation of projects to long-term goals, project prioritization scheme, location, and expenses for each priority that are listed on a line item budget. The AOP must follow the outline below and provide the required information. Whether simple or complex, the AOP should clearly identify your annual priorities and associated work priorities. It is important to remember that your AOP is a report of your intentions to prospective grantors, administrators, and your CWMA Steering Committee.

AOP Elements (please provide information for the following questions):

1. List each priority in order of importance for allocation of funding. The following should be addressed in your description:
 - a. Provide a general summary of activities, such as whether the work involves mapping, monitoring, prevention, Early Detection/Rapid Response (species from the statewide EDRR list), rehabilitation, or chemical, mechanical or biological weed treatments.
 - i. Who is doing the work?
 - ii. Where will the work take place?
 - iii. When will the work take place?
 - b. What are the benefits of doing this work? What are the consequences of not doing this work? Give specifics.
 - c. Describe how this work relates to your strategic plan, long range implementation plan, or research plan.
 - d. What are the measurable outcomes? These should include at least the following estimates (as applicable to the activities):
 - i. Total estimated acres to be treated – chemical.
 - ii. Total estimated acres to be treated – mechanical.
 - iii. Total estimated acres to be treated – grazing.
 - iv. Total estimated acres to be treated – biocontrol.
 - v. Total estimated acres to be inventoried.
 - vi. Total estimated acres to be revegetated.
 - vii. Total estimated acres for Early Detection/Rapid Response (EDRR) (the response must address species on the statewide EDRR list).

- viii. Total estimated number of public contacts.
 - e. What is the total cost of this priority? What is the anticipated match? What tools or resources will be purchased with grant funds? Please make sure that any budget projections provided can be correlated with the line item budget(s) submitted for the project.
2. What is the total cost for all AOP priorities? This should be the same as the combined total of requests listed on Exhibit 4 (Line Item Budget Form – State and Federal Funding) and Exhibit 5 (Line Item Budget Form – Education/Awareness Activities).
 3. What is the total anticipated match for all AOP priorities? This should be the same as the combined total of match listed on Exhibit 4 (Line Item Budget Form – State and Federal Funding) and Exhibit 5 (Line Item Budget Form – Education/Awareness Activities).
 4. Education and awareness funding requests only (**this section must be limited to one page and must be a separate page from the rest of the AOP**). Please provide a summary of all education and awareness activities or projects for which funding is requested. This information is required for review purposes, so please provide adequate detail regarding expenses submitted on Exhibit 5 (Line Item Budget Form – Education/Awareness Activities).