2010
Urban and Community
Forestry Assistance

Grant Program
Application Package

Applications due: 5:00 p.m., <u>July 23, 2010</u>

A cooperative program between the
Oklahoma Department of Agriculture, Food, and Forestry Services
U.S.D.A. Forest Service
Oklahoma Urban and Community Forestry Council

May 3, 2010

Dear Applicant:

The Oklahoma Department of Agriculture, Forestry Services, in cooperation with the USDA Forest Service and the Oklahoma Urban and Community Forestry Council, is continuing the Urban and Community Forestry Challenge cost-share grant program. This program, made possible by the 2007 Farm Bill, enables Oklahoma to participate in the President's Urban and Community Forestry Assistance Program. These funds are available on a competitive cost-share basis to State and local governments, approved nonprofit organizations, educational institutions, and Community tree volunteer groups.

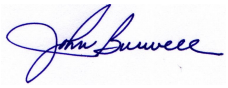
The objective of this program is to provide financial and technical assistance to improve the understanding of the benefits of urban trees, increase the amount of canopy cover, and provide the educational and technical guidance to plan, maintain, and improve Oklahoma's urban and community forests.

Volunteerism and the forming of new partnerships is the heart of the Urban and Community Forestry Program. We encourage prospective applicants to include these objectives in their proposals.

An application and criteria outline for the narrative is enclosed in this package. The application deadline is **July 23, 2010**. You will be notified as to the status of your application by August 31, 2010.

Should you have any questions, please contact Mark Bays at the Oklahoma Forestry Services, (405) 522-6158.

Sincerely,



John Burwell, Director
Forestry Services

Introduction

The Oklahoma Department of Agriculture , Food and Forestry, in cooperation with the U.S.D.A. Forest Service and the Oklahoma Urban and Community Forestry Council, announces the 16th year of grants designed to establish and promote urban and community forestry in the state of Oklahoma. This program encourages qualified government units and/or nonprofit organizations to submit proposals for competitive grants to complete one or more of the urban forestry projects described in this package or other suitable projects. This package includes background information on the Urban and Community Forestry Assistance Program and guidelines for developing and submitting proposals.

Made possible through provisions outlined in the 2007 Farm Bill, Oklahoma has been granted funds to be made available to local governments, educational institutions and nonprofit organizations in 2010. These funds will be available on a 50 percent federal, 50 percent non-federal (local) matching basis through competitive grant proposals from eligible groups.

Purpose

The intent of the Urban and Community Forestry Assistance Program is to enable local communities to effectively manage and improve their community forest. Components of a successful community forestry program involve much more than tree planting, but include planning, maintenance, protection, education and training, and utilization of the community forest resource. One of the most important aspects of urban and community forestry is maintaining a broad base of citizen support. Promotion of volunteerism and involvement of nonprofit organizations will aid in securing citizen support.

Be creative in making this grant work for your organization. **Look beyond tree planting, to projects that will assist you in providing lasting capabilities for urban and community forestry**. A list of suitable projects is included in this application package. Please do not feel limited to this list.

Type of Grants Available

- Public Tree Inventory and Health Assessments
- Planning and management Plans
- Staffing
- Educational

See pages 5 & 6 for other examples

<u>Only 20% of federal funds for each project may be used to purchase and plant trees!</u>

Who May Apply

- State and local units of government
- Non-profit organizations with current federal ID number
- Neighborhood Associations with current federal ID number
- Civic groups
- Educational institutions
- Tree volunteer groups with current federal ID number

Who May Not Apply

Those who are debarred from participating in federal grant programs or were previously awarded a U&CF Grant and did not complete the expected accomplishments and grant requirements.

General Overview

- Federal funding requests are limited from $1,000 to a maximum of $10,000 for each project submitted.
- All grant related projects must occur in Oklahoma.
- Applicant must provide at least 50% of the total project cost.
- Applicants 50% may include cash, in-kind services, or donations.
- Projects may not include the purchase of equipment (equipment use fees are acceptable).
- All funds related to projects may not be used as a match for any other Federal cost-share projects.
- Applications must be for projects, programs, or activities not currently being funded, and may not be a substitute for existing funding.
- This is a reimbursement type grant.

Grant recipients must be able to document allowable expenses to prove match. An itemized budget (see page 10) must be included with the proposal outlining federal and non-federal portions of the project.

Grant Recipients must abide by all applicable federal requirements connected with this grant, including anti-lobbying prohibitions. Recipients must certify that they are not debarred from receiving federal grant or contract funds by completing Form ODA/FS-10. (see page 12)

Records must be maintained according to federal regulations. The financial management system of the grantees shall meet the following standards:

1.) Records shall comply with generally accepted accounting principles.

2.) Records will document allowable costs.

3.) Records will include source documentation such as canceled checks (front and back) or "paid" receipts, itemized invoices, purchase orders, payrolls, time and attendance records, contracts, etc. Invoices must be marked paid and reflect how payment was made (i.e. check number and date).

4.) Records will be maintained for 3 years following final payment.

Funding Range

- The range for federal funding requests is $1,000 to $10,000.
- Federal funding requests outside this range will not be considered.
- There is no limit on the number of applications an eligible group may submit.
- The federal sum total awarded to a group will be a maximum of $20,000 per year.

Application

Applications must consist of a typed complete **Original and five (5) copies** of:

~ Written Narrative (see evaluation criteria, pages 7-8)
~Application Form, (page 9)
~Itemized Budget Worksheet, (page 10)
~Certificate Regarding Debarment, (page 12)
~Site Plan for tree planting projects if necessary ***

- **Limit narrative to three (3) typed pages or less**
- **Do not include loose photos or other "bulk" support documentation.**
- **Faxed applications will not be accepted**
- **Late or incomplete applications will be disqualified**

*** If your project includes tree planting, a site plan should be submitted. The site plan should include species and sizes of trees, location of placement, necessary planting approvals, and the three- year maintenance plan**. Remember, the purchase and planting of trees is an allowable expense for only up to 20% of the federal funds requested.**

At the end of three years at least 90% of the trees must be living and vigorous. Trees that are not living and vigorous at the end of three years will need to be replaced with trees of equal size or larger at your expense.

Mail or deliver applications to:

Oklahoma Department of Agriculture, Food and Forestry
Attn: Mark Bays
2800 N. Lincoln Blvd.
Oklahoma City, OK. 73105

Applications must be in the office of Oklahoma Department of Agriculture, Food and Forestry – Forestry Services in Oklahoma City by **July 23, 2010 at 5:00 pm.**

Selection Process

- A committee of the Oklahoma Urban and Community Forestry Council will rate applications and submit them to the State Forester.
- The State Forester will review the rated applications.
- The Board of Agriculture will review and approve the grant funding.
- Forestry Services will notify the applicants of the status of their project.

Timetable

- **July 23, 2010 at 5:00 pm** Application must be in the office of Oklahoma Department of Agriculture, Food and Forestry, Forestry Services.

- **July 24, 2010** through **August 13, 2010** Application review will occur.

- **August 18, 2010** Final approval is expected.

- **August 31, 2010** Forestry Services will notify applicants the status of their project and set up an initial meeting for the projects selected for funding.

A.) Proposal revisions may be requested as necessary in order to comply with U.S. Forest Service policies and Oklahoma Forestry Services program guidelines.

B.) Expenditures made prior to a purchase order being set up will not be eligible for reimbursement.

C.) Projects must be completed within one year of contract agreement.

Reporting System for projects selected

- Financial record keeping is required. Records will be maintained according to all Federal Regulations**.**

- A summary of all accomplishments, expenditures and a copy of materials produced MUST be submitted with your request for final payment.

- If the project involves tree planting, maintenance activities must be reported for the entire three- year establishment period.

- Newly planted trees must pass state inspection to insure that proper planting techniques have been followed.

Examples of Fundable Projects

The following list includes examples of projects that can be funded. **This list is not all-inclusive**. Projects listed that are underlined and highlighted in **BOLD** are priority emphasize areas for the 2010 grant year. Projects that fall into these categories will receive an additional 5 points to their score. ***Tree planting projects related to the proposal are an allowable expense for up to 20% of the federal funds***. For assistance in determining if your project is eligible, please call the Oklahoma Department of Agriculture, Food and Forestry at (405) 522-6158.

Priority Emphasis Areas

Master Plan. Develop a comprehensive plan to achieve visual and spatial unity within the community. The plan should reflect the long-term goals and objectives established by a tree board, tree commission, or city council and address planting, maintenance, and replacement needs of community trees.

Street Tree Inventory. Develop a method to document the types and locations of trees and outline the needs of a community's tree population. Collect inventory data, analyze, and publish results. Inventory information may include: species, site limitations (i.e. overhead utility lines), location, general tree condition and maintenance needs. Inventory information may also include suitable planting sites for new trees and hazardous tree locations.

Local Government Staffing. Employ or contract with part-time or full-time (temporary) staff to assist in urban and community forestry program development. Duties may include coordinating and supervising a street tree inventory project, a major street tree planting project, or maintenance project. Candidates for employment may include student interns, graduate urban foresters, consultants, or other qualified individuals.

Nonprofit Organization Staffing. Employ part-time or full-time (temporary) staff to assist in organization program development or expansion. Duties may include coordinating organization or volunteer efforts or assisting with administrative tasks or technical assistance. Candidates for employment may include student interns or other qualified individuals.

Develop Tree Board or Tree Commission. Organize a new city tree board or tree commission to develop and administer a comprehensive city tree management program. A tree board or commission is typically a group of concerned citizens charged by ordinance to act on behalf of the city. A proposal may include administrative or educational expenses associated with organizing such a group.

Public Tree Ordinance. Develop or revise a municipal tree ordinance that addresses such matters as establishing municipal authority over public trees, assigning responsibility to a public employee or department, setting maintenance and management standards, and defining nuisance conditions of private trees. This ordinance may be a new or an existing ordinance. A proposal may include educating citizens about the purpose and provisions of the ordinance.

<u>Tree Protection Ordinance</u>. Develop or revise a tree protection ordinance designed primarily to protect existing urban and community trees during land development. The ordinance may regulate the removal of trees by establishing definitions, procedures, penalties, and appeals necessary for enforcement. The ordinance may be a new or an existing ordinance. A proposal may include educating citizens of the purpose and provisions of the ordinance. The proposal may include funds for educating applicants of proper protection measures to be taken prior to and during construction work.

Other Examples of Acceptable Projects

Public Education Materials. Develop new educational materials or programs that increase public awareness and understanding of urban tree values and benefits and tree care. Format of educational materials may include newsletter, booklet, mail-out, brochure, video, slide program or exhibit. Materials may be for general distribution or target a specific audience. Educational materials can focus on significant tree celebrations such as Arbor Day or Earth Day.

Demonstration Tree Maintenance. Install arboricultural practices, which demonstrate the application and benefit of good tree maintenance. Practices may include pruning, cabling, bracing, fertilizing, and pest management. Demonstration projects must be accessible to the public and limited in scale to demonstration size only. A proposal may include educating citizens or community officials in the practice(s) being applied and their benefits.

Training and Continuing Education. Provide opportunities for training and continuing education of local officials, government employees, and volunteers. Proposal may include sponsoring or attending workshops, conferences, seminars or meetings related to urban and community forestry.

Street Tree Inventory Software. Purchase or develop street tree inventory software. Proposal may include a limited study of existing software packages and the suitability of such programs for a particular city with an approved inventory project, a major street tree planting project, or maintenance project. Candidates for employment to assist with the project may include student interns, graduate urban foresters, consultants, or other qualified individuals.

Develop Regional Arboretum. Design and install trees in a community arboretum. The arboretum must be accessible to the public and exhibit a variety of tree species suitable to local growing conditions and have an educational component.

Demonstrate Tree Protection During Construction. Install proper tree protection measures on an active construction site prior to site disturbance. The project should demonstrate tree protection during construction to a degree that it is highly visible and cost effective.

Evaluation Criteria

The criteria listed below will be used as a guide when ranking each proposal. **Projects must score a minimum of 70 points in order to be considered for funding.** Be sure each issue is addressed in the written narrative. Budget information should be reflected in the budget worksheet.

	Points
Purpose / Need	**10**
Is proposal information complete? Is the project purpose clearly stated and reasonable? Is a schedule included? Is it realistic? Does this project start an urban forestry program or enhance an existing program? Will public awareness of the benefits of trees, forests and of urban forest management be improved? Describe the social and educational value of the project. Describe the environmental and aesthetic value of the project.	
Planning and Implementation	**20**
Does the project have a needed, realistic and/or innovative approach to solving urban forestry issues? What individuals and organizations are cooperating on this effort? What is the level of volunteer involvement? Is any technical assistance being used?	
Budget	**30**
Is the project cost realistic and is it an efficient use of funds? What percent of project does the local community supply? (including in-kind and cash match)	
Results	**30**
What is the benefit to the community and/or state? How visible is the project to the community and/or state? What is the public relations impact?	
Long term commitment to urban forestry	**10**
Is there an existing or proposed tree ordinance? Is there an existing or proposed Tree Board (include list of members)? Is community involved as a Tree City USA or working towards this goal? List past accomplishments in Urban and Community Forestry (previous awards, news releases, projects etc.).	
Total	**100**
Bonus Points (see Priority Emphasis Areas, pg. 3-4)	**+5**
Prior Funding Received	**-5**

Explanation of Evaluation Criteria:

An explanation of the evaluation criteria used to evaluate the narrative and budget follows. This outline gives a framework of what the evaluators will be looking for. You should consider following this format in your narrative and application. Planting projects require a site plan of suitable scale. Please limit narrative to 3 pages or less. **Do not include "bulk" support documentation.**

Purpose
Projects that are goal oriented tend to meet with greater success. Projects with an appropriate proposed time frame for completion are those that have a clear beginning, middle, and end within the funding cycle, thereby contributing to the ease of Program evaluation.

Need
How will this project address the needs of the area and/or the state? Identify the social and educational aspects that will promote and heighten the public awareness of urban forestry.

Planning and Implementation
Innovative approaches to the furtherance of urban tree management and the solving of problems are encouraged. Volunteerism and the forming of new partnerships is the very heart of the Urban and Community Forestry Program. Proposals incorporating the forming of new partnerships to achieve the same goal may be given higher consideration during the evaluation. Cooperation and coordination between all involved will maximize funds and reduce duplication of effort. **As part of the planning stage, applicants may want to consult with an expert to ensure success.**

For Planting Projects Only:
A well-planned planting project should include a site plan with appropriate species to site match. Proper planning will assure today's planting will not become tomorrow's maintenance nightmare. Appropriate approvals and coordination from the city, utility company, property owner, DOT and Parks Department should be submitted with site plan. It is generally recognized that three years is required to fully establish trees planted in urban settings. Projects involving tree planting must have a three-year maintenance plan that describes the commitment and specific tree care activities required over this length of time. At that time 90 percent of the trees must be living and vigorous. A singletree species must not make up more than 15 percent of the total number of trees that will be planted. Federal funds and matching dollars provided by the grant recipient can cover costs related to getting trees properly planted.

Budget
Analysis of a project's cost effectiveness is necessary to ensure that Urban and Community Forestry money is spent wisely, and that the long- term benefit is worth the investment and the intent of the program is satisfied. The Program requires a 50-50 match, and the local budget commitment to providing this match needs to be verified. **Priority will be given to proposals that maximize the use of funds requested and are cost effective. It is NOT necessary to provide an "extreme" over-match.**

Results
Projects, which have a life beyond the implementation phase, are part of an urban forestry program have a high value. Positive public relations is important in the educational process, including increasing public awareness and understanding of the benefits of an urban forest and the need for resource management. Projects with high visibility are in themselves a public education tool, demonstrating the need for urban trees and urban forestry management. Detail how your project will be documented and promoted. Accurate and timely record keeping is a vital communication tool in reporting your successes.

Long term commitment to urban forestry
Does the community have active urban forestry program in place or will this project help accomplish this? Detail how will this project will assure long-range commitment to program development.

USDA Forest Service
Oklahoma Department of Agriculture
Forestry Services

Urban and Community Forestry Grants Application

Contact Person:

Name: _____

Title: _____

Address: _____

Email:

Telephone Number: _____

Organization:

Name: _____

Title: _____

Address: _____

Email:

Telephone Number: _____

Federal Employer I.D. Number (FEI):_____

Project Title: _____

Type of Applicant (Circle appropriate letter):

A. State
B. County
C. Municipal
D. Educational Institute
E. Nonprofit

Estimated Funding:

Total Federal Amount $_____

Total Local Amount $_____

Total Project Amount $_____

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized this document and attached proposal and the applicant will comply with all guidelines, assurances and instructions of the grant program.

_____ _____ _____
Typed Name of Authorized Representative Title Telephone No.

_____ _____
Signature of Authorized Representative Date Signed

ITEMIZED BUDGET WORKSHEET

Submit with Application

Description (Itemize estimated cost within each category)	**Non-Federal Share (Grantee Match)** (Not less than 50% of total project cost) **CASH OUTLAY** (Specific project expenses using local funds)	**IN-KIND** (Donated or Existing labor & materials on hand)	**Federal Share** (Not to exceed 50% of total project cost) **Cash Outlay** (Specific project expenses using federal funds)
Contractual			
Personnel Services (Include estimated number of Person-hours & rate of pay)			
Fringe Benefits			
Supplies			
Equipment Use			
Other .			
	$_____	$_____	

Total Local Share $_____

Total Federal Share $_____

Total Project Amount$_____

BUDGET WORKSHEET - DEFINITIONS / INSTRUCTIONS

Cash Outlay. Payment made directly to a vendor for labor or materials **not** already on hand. (Expense for outside labor or specific materials purchased.) Itemized invoice and paid receipt or copy of front and back of canceled check will be required to verify that this was an actual cash expense.

In-Kind. Use of existing personnel/labor or materials/supplies on the project. In-kind simply means you used resources on hand, you did not hire outside labor or make a specific cash purchase of materials for the project.

Donated. Personal services or materials donated for use on the project.

Contractual. Include all consultant fees for related services (Services could include fees for street tree inventory workshops, training, developing long range tree maintenance plan, planting trees, etc.)

Personnel. Services. Include all personnel services, whether in-kind, donated or cash/contractual that occur during the grant period for the maintenance of the trees and administration of the project. Similar personnel services can be grouped.

Fringe Benefits. Benefit expenses routinely paid on salaries included in personnel services above (i.e., F.I.C.A., Retirement, Insurance) may be included. List the percent used.

Supplies. List all supplies used for the project, whether on hand or purchased specifically for project. Grouping of related items is acceptable.

Equipment Use. Equipment rental or use should include the type of equipment and total cost for use. For in-kind or donated equipment use, the cost should be a reasonable estimate of operating cost. Use of federal funds to purchase equipment is discouraged.

Other. Record expenses which do not fit in another category, such as travel to workshops that are related to the project. Travel may include mileage, overnight lodging and/or per diem required for personnel to work specifically on the project, but may not exceed federal travel rate allowances.

Federal Share. Cash outlays proposed to be reimbursed with federal dollars.

Local Share. Local share expenses are grantee's match expenses. This can include cash outlays, in-kind services, donated time or materials and contracted services. Cannot include federal grant monies.

Total Project Cost. Total project cost is the sum total of the local and federal share.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the agency with which this transaction originated.

(Before completing this Certification, read the instructions on the reverse.)

(1) The prospective lower tier participant certifies, by submission of this form, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

_____

Grantee Organization

_____

Printed Name and Title of Authorized Representative

_____

Signature

_____

Date

Form ODA/FS-10

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this form is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this form is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Form ODA/FS-10