

**Urban &
Community
Forestry
Grant Application**

2019

Amended 6/10/2019



FORESTRY DIVISION

The mission of the Arkansas Department of Agriculture's Forestry Division is to protect Arkansas's forests, and those who enjoy them, from wildland fire and natural hazards while promoting rural and urban forest health, stewardship, development, and conservation for all generations of Arkansans.

Funds for this project were provided by the USDA Forest Service Urban and Community Forestry Grant Program and administered by the Forestry Division.

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INTRODUCTION

The Forestry Division Urban and Community Forestry Program has a wide range of personnel, resources, and programs available to assist local groups and government entities in managing their community's natural resources. Grants are awarded to encourage local government and citizen involvement in creating and supporting sustainable urban and community forestry programs.

BACKGROUND

In 1990, Congress expanded the Forestry Title of the Farm Bill to include authorization for the U&CF Financial Assistance Program (CDA#10.664). The Farm Bill has since been renewed to allow the Secretary of the USDA to provide financial, technical, and related assistance through state foresters or equivalent state officials. The purpose is to encourage states to implement a program of education and technical assistance for urban and community forestry resources. The National Urban and Community Forestry Program is authorized by Section 9 (c), Urban and Community Forestry Assistance, of the Cooperative Forestry Assistance Act of 1978 as amended, PL 95-313.

PROGRAM OBJECTIVES

Forestry Division objectives are to:

- * Promote the importance of tree care and management to ensure communities maintain sustainable forests for community health.
- * Enhance the technical skills of individuals involved in the planning, development and maintenance of urban & community forests.
- * Promote the restoration of green space with low impact development projects.
- * Broaden the public's understanding of tree cover benefits through demonstration projects.
- * Provide educational programs & technical assistance to state & local organizations.
- * Develop productive urban landscapes to improve water and air quality, conserve energy, reduce the heat island effect and provide a wide range of social, economic and environmental benefits.

National Performance Measures are:

1. Management Plans: Communities that have active urban and community forest management plans developed from professionally-based resource assessments/inventories.

2. Professional Staff: Communities relying on the services of individuals who have one or more of the following credentials, and who are directly employed or retained through written agreement to advise and/or assist in the planting, protection, and maintenance of urban and community trees and forests:
 - Degree in forestry or related field;
 - International Society of Arboriculture certified arborist or equivalent professional certification.
3. Ordinances/policies: Communities that have adopted and can present documentation of local/statewide ordinances or policies that focus on planting, protecting, and maintaining their urban and community trees and forests.
4. Advocacy/Advisory Organizations: Communities with active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise/advocate for the planting, protection and maintenance of urban and community trees and forests.

ELIGIBLE RECIPIENTS

Eligible recipients must be affiliated with a government entity, non-profit organization or an educational institution and meet all federal regulations, requirements, and standards.

FUND AVAILABILITY and COST-SHARE REQUIREMENTS

The federal share of any project will not exceed 50% of the total expenditures for the project (**50-50 match**). The non-federal match may be cash, services, or in-kind contributions (services or in-kind contributions must be assigned fair market value). The allowable grant expenditures for local program development have a maximum limit of **\$12,000 federal dollars**. Funding for tree planting is limited to \$2000 federal dollars per project to prioritize the need for proper tree care and management. Tree planting expenses in excess of \$2000 may be used as non-federal match for a project. The Grant Review Committee may waive the maximum allowable grant award for an exceptional proposal.

The federal cost-share portion of the project may not be matched by federal monies from any source.

This program is not to be used to replace existing funds and is to be used for projects not currently funded.

ELIGIBLE PROPOSALS

Examples of eligible projects include:

Community Tree Inventories and Management Plans- Conducting public tree inventories and developing community tree management plans utilizing the inventory data. Funds may be used to purchase inventory software or pay personnel to conduct the inventory.

Parking Lot Improvements for Stormwater Runoff – Installing bioswales and rain gardens with trees to reduce street flooding and water pollution. Retrofitting parking spaces with curbside tree planter islands.

Tree Friendly Streets – Incorporating bioswales with trees between streets and sidewalks. Designing and installing tree planting areas that allow for increased root space and canopy growth. Replacing pavement and sidewalks with permeable surfaces around tree planting areas. Removing or cutting curbs around tree planting areas to allow stormwater to reach trees. Adding tree grates and tree guards to protect street trees from damage.

Park Improvements – Planting trees in high use areas such as playgrounds and picnic areas to help reduce sun exposure and cool the air. Funding for tree planting is limited to \$2000 federal dollars per project.

Improving Tree Health – Pruning trees for regular maintenance or restoring tree health after a storm. Incorporating amendments to improve the soil for better growth, efforts to mitigate soil compaction, mulching over root systems, adding tree watering bags or irrigation, providing tree protection, etc.

Greenway Development Planning/Urban Stream Restoration – Projects related to the planning or enhancement of community greenways and watersheds are eligible for funding. Grant funding may be applied to resource assessment, demonstration areas, feasibility studies, maps and drawings, and promotional/educational materials.

Supplies – Organizations and municipalities with an urban/community forestry focus may apply for equipment and supplies to assist with their operations. Applicants must demonstrate a need and show how the supplies will make their efforts more effective. Examples of items that can be purchased are tree planting and pruning tools, watering tanks, and software.

Publications and Communication – Projects which develop publications, videos and web sites that increase public awareness of the benefits of urban forests are eligible.

Training – Organizations may apply for funds for tree care staff or volunteers to attend urban forestry workshops, seminars, and educational courses. Funding to bring a trainer to the community, provide training materials, or to pay professional certification exam fees may also be available.

Education – Projects to help educate the public about tree care or promote trees in the urban area.

FUNDING EVALUATION CRITERIA

	<u>Points</u>
<i>Type of Project</i>	up to 25
(Consistent with program objectives)	
<i>Program Improvement</i>	up to 25
(Achieve one or more of National Performance Measures)	
<i>Promotes education/training/workshops</i>	up to 20
<i>Local support, volunteerism, partnerships</i>	up to 10
<i>Project effectiveness and sustainability</i>	up to 10
<i>Tree City USA Certification</i>	up to 5
<i>Grant Preparation</i>	up to 5

NARRATIVE

Attach a narrative (no more than 3 pages) that is concise and answers ONLY the following:

- Name of organization, type of project, and how funds will be used and how it will be matched.
- Describe the project in detail and how it will be implemented.
- What is the extent of the existing tree management program within the community and how will this grant improve it?
- What are the future plans to ensure the project is a success?
- How will this project improve the Tree City USA or Tree Campus USA program?
- How will the project incorporate the Forestry Division objectives into the program?
- Who will participate and what are their roles in the project?
- What are the educational components of the project?
- Provide 3 bids for the trees to be planted and describe (see bid form):
 - Who will plant them
 - Where will they be planted
 - Who will care for them
 - Two-year maintenance schedule
- What is the proposed time frame for the project including follow-up care for the trees?
- Is there additional information that helps describe the proposed project?

FEDERAL REGULATIONS

Sub-recipients of federal grant funds must comply with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* published by the federal Office of Management and Budget (OMB). These regulations apply to **all** entities receiving federal awards or sub-awards.

The *Uniform Guidance* is consolidated in the Code of Federal Regulations (CFR), Title 2, Part 200, Subparts A through F and appendices. They can be viewed in their entirety at www.ecfr.gov. Select "Title 2 – Grants and Agreements," and then "Parts 200-299 – Office of Management and Budget Guidance." Recipients must comply with all federal regulations concerning federal grants.

Recipients must not be suspended or debarred from receiving federal assistance, nor can they conduct business with suspended or debarred individuals or concerns in the completion of a funded project. To verify eligibility for participation with regard to suspension or debarment you may visit www.sam.gov.

Federal forms required for funding:

1. Standard Form 424 (Application for Federal Assistance)
2. Standard Form 424A (Budget Information – Non-Construction Programs)
3. Standard Form 424B (Assurances – Non-Construction Programs)
4. Form AD-1047 (Certification Regarding Debarment, etc.)
5. Form AD-1049 (Certification Regarding Drug-Free Workplace Requirements)
6. Lobbying Form

These forms are available on the website: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

ACCOUNTING

Records will be maintained according to all state and federal purchasing regulations.

The accounting system of recipients shall meet the following standards:

Records shall comply with generally accepted accounting principles

Records will document allowable costs with source documentation (including but not limited to): canceled checks (front and back), paid bills, payrolls, contracts, donation receipts, etc.;

Invoices must be marked paid and how paid;

Records will be kept 3 years following final payment.

APPLICATION CHECKLIST

Complete all the forms and arrange your application in the order listed.

1. Cover page with name of community, project, and date
2. Application form
3. Narrative
4. Budget proposal form
5. Tree planting information form
6. Bids for equipment, trees, consultants, etc. (if applicable)

7. Maps, sketches, informational material, etc. (if applicable)
8. Letters of support (optional)
9. Federal forms (see above)
10. Any other pertinent documentation

Mail (**faxes not acceptable**) the **original and three (3) copies** (do not place in 3-ring binders) of the application to:

ADA Forestry Division
 Urban Forestry
 PO Box 10
 Greenbrier, AR 72058

TIME TABLE

Grant applications accepted: <i>(All applications must be postmarked no later than July 20, 2019.)</i>	June 12 – July 20, 2019
Grant recipients notified:	September 15, 2019
Project completion and reimbursement documentation deadline:	August 15, 2021

DISBURSEMENT of FUNDS

Recipients may request reimbursement as work is accomplished by submitting a letter stating what work has been completed and the amount requested for reimbursement. Supporting documentation should be included with the letter, such as copies of invoices, canceled checks, time sheets, forms documenting donated labor & equipment, sign in sheets, and non-federal match. Requests for reimbursement should be submitted no more frequently than every 30 days. Before the final disbursement of funds, a budget sheet should be submitted listing all expenses and matching cash and donations. A representative of the Forestry Division will conduct a final inspection of the project to ensure that the work proposed in the grant application was completed. Unutilized funds may be granted at the discretion of the Forestry Division.

PROJECT INSPECTION

Once the Grant Project is completed, the Grantee must contact Forestry Division urban forestry personnel to schedule a final project inspection. The inspection will verify that all required work has been completed and performed in accordance with state and program specifications. The Project Inspection Form must be completed by Forestry Division urban forestry personnel or duly designated Forestry Division representative. Upon completion and submittal of the Project Inspection Form, a final payment of grant agreement funds is made to the Grantee. If the project is not inspected and approved by Forestry Division designated personnel, or deficiencies are found during inspection and not corrected, funds may be withheld from the Grantee.

TECHNICAL ASSISTANCE

Technical assistance in developing proposals is available to all applicants through the Forestry Division. Contact Kristine Thomason at Kristine.Thomason@agriculture.arkansas.gov or 479-228-7929.



ARKANSAS URBAN & COMMUNITY FORESTRY GRANT BID SOLICITATION VERIFICATION FORM

FORESTRY DIVISION

GRANT PROGRAM:				
COMMUNITY/ORGANIZATION NAME				
COMMUNITY/ORGANIZATION ADDRESS	CITY/TOWN	STATE	ZIP	
PHONE	EMAIL			
GRANT'S PRINCIPAL CONTACT NAME AND TITLE			PRINCIPAL CONTACT EMAIL & PHONE NUMBER	

SERVICES BEING PROVIDED BY CONTRACTOR OR VENDOR:	
CONTRACTOR OR VENDOR NAME (Just list top 3 bid requests)	BID AMOUNT
A	
B	
C	
SELECTED CONTRACTOR or VENDOR	

Please describe the bid solicitation process:

- | | |
|----|---|
| 1) | Please explain why you chose the selected contractor or vendor: |
| 2) | If three bids are unavailable for submission, please also describe the issue(s) |

APPLICATION FORM

FORESTRY DIVISION

URBAN & COMMUNITY FORESTRY ASSISTANCE GRANT

Applicant: _____

Address: _____

Contact person(s): _____

Phone number(s): _____

Email address(s): _____

Federal Employer ID No. (FEIN): _____

Brief description of project: _____

Project timetable: _____

Federal Cost-Share requested: \$_____

Non-federal share: \$_____

Projected total expenditures: \$_____

*Any printed material will have prior approval by Forestry Division and will contain a statement to the effect that funding was made possible by a grant from the USFS and the Forestry Division. Printed material must also contain a non-discrimination statement.

Signature of Authorized Contact Person

Date

TREE PLANTING INFORMATION

(1) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(2) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(3) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(4) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(5) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(6) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(7) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(8) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(9) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

(10) SPECIES _____ SIZE _____
NUMBER _____ COST per TREE _____ TOTAL COST _____

SIZE = CALIPER, HEIGHT, CONTAINER SIZE, ETC.

If more than ten (10) species are being planted, furnish above information on each additional species.

NOTE: Trees should be planted in fall and early winter

DETAILED PROJECT BUDGET PROPOSAL

Budget Categories	Federal	Non-Federal Match		Total
	Grant	Cash	In-kind	
Personnel (Include fringe benefits, if applicable. Services that are provided at an hourly rate would be included. Volunteer labor may be included as in-kind non-federal match.)				
Equipment (Equipment purchased for project which has a useful life of more than 1 year and is valued at \$5000 or more.)				
Supplies (All other supplies needed for project)				
Other (Services such as design, printing, or maintenance that are paid on a project basis, training course fees, conference registration, room rental fees, etc.)				
TOTALS				

Tree Planting Requirements

All tree planting projects must follow the specifications given here:

Time of Year - The ideal time to plant a tree is when it is in a dormant condition, either in early spring before bud-break, or in the fall, after leaves have dropped. Weather conditions at these times are generally cool, and allow plants to establish new roots prior to having to endure the hot, dry conditions of summer.

Location – Consider site restrictions (such as available growing space, soil type, pavement, overhead or underground utilities, etc.) Visualize what this tree will look like in 20 years. Before you begin planting your tree, be sure you have had all underground utilities located prior to digging the hole. Call your local utility services at least 1 week prior to digging.

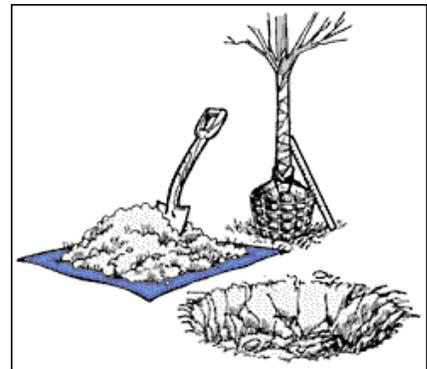
Tree selection – Carefully inspect trees and only purchase those that have a strong stem and no physical damage. Avoid trees with circling roots, severe pruning cuts, dead bark or signs of insects and disease.

Site preparation – Dig a space approximately three times the diameter of the root ball, and only as deep as the root ball. Amending soil is not necessary unless planting in disturbed sites or poor soil quality.

Break up compacted soil on sides of the hole, and leave bottom firm.

Tree preparation – 1) Identify trunk flare - The trunk flare is the part of the trunk where the roots spread out at the base of the tree. This point should be visible after the tree has been planted. If the trunk flare is not visible, you may have to remove some soil from the top of the root ball prior to planting the tree. 2) Cut away strings and burlap or plastic from around the trunk. If tree is container grown, cut and remove container.

Tree placement – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth and never plant too deep. Trunk flare and top of root ball should be at grade. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball.



Fill with soil – Fill the hole while watering, periodically pausing to gently tamp base, to ensure the tree is firmly setting in the planting space. Finish filling soil just below the trunk flare.

Mulch – Mulch lightly and evenly with about 2 - 3 inches of organic material such as wood chips or similar composted material. Leave a 3-inch space of bare soil around the trunk.

Only stake if necessary - Trees will establish more quickly and develop stronger trunk and root systems if they are not staked at the time of planting. However, protective staking may be required on sites where equipment damage, vandalism or windy conditions are concerns. A wide, flexible tying material should be used to avoid injuring trunk and allow the tree to move or sway. Staking and ties should be removed after one year.

After Care – Do not fertilize at planting time. Water regularly throughout the first growing season (about once a week unless significant rainfall is received), but do not overwater. Keep lawn mowers and string trimmers away from tree to avoid wounding bark. Only prune dead or injured branches at time of planting. Do not plant flowers or cultivate soil directly under tree.

Long term maintenance – Have a 2-year annual inspection program to replace mulch, provide small tree training (light pruning cuts), and check for signs of stress, insects, disease, or vandalism. Keep trunk area free and clear of weeds and other competing vegetation.

The following forms can be copied and used throughout the project if applicable.

