ARKANSAS DEPARTMENT OF AGRICULTURE
FORESTRY DIVISION

Urban & Community Forestry Grant Application

2022

Amended 8/01/2022

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.

The mission of the Urban & Community Forestry Program is to improve quality of life, environmental health, and community resilience by encouraging and empowering Arkansas communities to develop sound urban forestry management practices.

FORESTRY DIVISION

INTRODUCTION

The Urban & Community Forestry Program of the Arkansas Department of Agriculture's Forestry Division (Forestry Division) has a wide range of personnel, resources, and programs available to assist local groups and government entities in managing their community's natural resources. Urban & Community Forestry 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 Urban & Community Forestry 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 and PERFORMANCE MEASURES

The Forestry Division's Urban & Community Forestry (UCF) Program objectives are to:
- Promote the importance of tree care and tree 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

The United States Department of Agriculture (USDA) Forest Service evaluates the management of urban and community forests using these National Performance Measures:
- **Management Plans:** Community has active urban and community forest management plans developed from professional resource assessments/inventories
- **Professional Staff:** Community relies on the services of individuals who have one or more of the following credentials and are directly employed or retained through written agreement to advise and/or assist in planting, protection, and maintenance of urban and community trees and forests:
    - Degree in forestry or a related field
    - International Society of Arboriculture (ISA) or equivalent professional certification
- **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
- **Advocacy/Advisory Organizations:** Communities with active tree boards, commissions, or non-profit organizations that advise on or 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 they must meet all federal regulations, requirements, and standards.

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:
- Standard Form 424 (Application for Federal Assistance)
- Standard Form 424A (Budget Information – Non-Construction Programs)
- Standard Form 424B (Assurances – Non-Construction Programs)
- Form AD-1047 (Certification Regarding Debarment, etc.)
- Form AD-1049 (Certification Regarding Drug-Free Workplace Requirements)
- Grants.gov Lobbying Form

These forms are available online at: 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 all allowable costs with source documentation, including, but not limited to the following:
  - canceled checks (front and back)
  - paid bills
  - payrolls
  - contracts
  - donation receipts, etc.
- Invoices must be marked paid and marked with method of payment.
- Records will be kept for 3 years following final payment.

FUND AVAILABILITY and COST-SHARE REQUIREMENTS

- The allowable grant expenditures for local program development projects have a maximum limit of **$12,000 federal dollars**. The Grant Review Committee may waive the maximum allowable grant award for an exceptional proposal.
- The federal share of any project will not exceed 50% of total project expenditures (50-50 match).
- The federal cost-share portion of the project may not be matched by federal monies from any source.

- The non-federal match may be cash, services, or in-kind contributions (services or in-kind contributions must be assigned fair market value).
- This program is not to be used to replace existing funds and is to be used for projects not currently funded.
- Funding for tree planting is limited to $2,000 federal dollars per project to prioritize the need for proper tree care and management. Tree planting expenses in excess of $2,000 may be used as non-federal match for a project.

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 to 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 curbless 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 $2,000 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 *(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. Examples of items that can be purchased are tree planting tools, pruning tools, watering tanks, and software. Applicants must demonstrate a need and show how the supplies will make their efforts more effective.
- **Publications and Communication** – projects which develop publications, videos, and web sites that increase public awareness of the benefits of urban forests *(Any printed material must have **prior** approval by the Forestry Division, must contain a statement reflecting the source of grant funds, and must contain a non-discrimination statement. Examples will be provided to grantees.)*
- **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 educate the public about tree care or to promote trees in the urban area

TIMELINE

Grant applications accepted:	August 8 – September 16, 2022
Grant recipients notified:	September 26, 2022
Project completion and reimbursement documentation deadline:	August 31, 2024

PROJECT PROPOSAL EVALUATION CRITERIA   POINTS

Project Goals/Type of Project   **0 – 25**
(Consistency with Forestry Division's U&CF Program objectives)

Urban & Community Forest Program Improvement   **0 - 25**
(Level to which project will help local community toward achieving one or more of the

USDA Forest Service's National Performance Measures)

Promotion of education/training/workshops   **0 - 20**

Local support, volunteerism, partnerships   **0 - 10**

Project effectiveness and sustainability   **0 - 10**

Tree City/Tree Campus USA Certification   **0 - 5**

Grant Narrative & Proposed Budget Preparation   **0 - 5**

NARRATIVE

Attach a narrative (no more than 3 pages) that is concise and answers the following:
- Name of organization, type of project, how funds will be used, how funds will be matched
- Detailed description of the project
- Explanation of how the project will be implemented
- What is the extent of the existing tree management program within the community?
- How will this grant improve the community's existing tree management program?
- Communities/Campuses with Tree City USA, Tree Campus USA, Tree Campus K-12, Tree Campus Healthcare, or Tree Line USA certification receive 5 extra points when grant proposals are scored. If the project will take place in a community or on a campus with one of these certifications, how will the project improve the local Tree City program?
- What is the plan to ensure continued success of the project in the future?
- How will the project incorporate Forestry Division's Urban & Community Forestry program objectives?
- Who will participate in the project, and what are their roles in the project?
- What are the educational components of the project?
- Provide 3 bids (see bid form) for any trees to be planted, and describe the following:
  - who will plant them
  - where they will be planted
  - who will care for them
  - a two-year maintenance schedule
- What is the proposed time frame for the project, including follow-up care for trees?
- Is there additional information that helps describe the proposed project?

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 90 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 the work proposed in the grant application was completed.

PROJECT INSPECTION

Once the grant project is completed, the Grantee must contact Forestry Division's Urban & Community Forestry Program Coordinator 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 a duly designated Forestry Division representative. Upon completion and submittal of the Project Inspection Form, the final budget sheet, and supporting documentation, 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 if 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 Forestry Division's Urban & Community Forestry Program Coordinator Kristine Kimbro at kristine.kimbro@agriculture.arkansas.gov or 479-228-7929.

APPLICATION CHECKLIST

- Complete all forms, and arrange your application in the order listed:
    1. Cover page with name of community, project, and application 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 "Federal Regulations" above)
        a. Standard Form 424 (Application for Federal Assistance)
        b. Standard Form 424A (Budget Information – Non-Construction Programs)
        c. Standard Form 424B (Assurances – Non-Construction Programs)
        d. Form AD-1047 (Certification Regarding Debarment, etc.)
        e. Form AD-1049 (Certification Regarding Drug-Free Workplace Requirements)
        f. Grants.gov Lobbying Form
    10. Any other pertinent documentation

APPLICATION SUBMISSION

- **Scan** all documents into a **single pdf file**, then **email** file to:

    kristine.kimbro@agriculture.arkansas.gov

-OR-

- **Mail** the application to:

    Urban & Community Forestry Program Coordinator

    Arkansas Department of Agriculture Forestry Division

    258 Lower Dam Pike

    Arkadelphia, AR 71923

(All applications must be emailed or mailed in enough time to arrive no later than close of business on September 16, 2022. If the application is mailed, please email tracking information to the Urban & Community Forestry Coordinator at Kristine.kimbro@agriculture.arkansas.gov .)

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URBAN & COMMUNITY FORESTRY GRANT APPLICATION FORM

Applicant Entity: _____

Address: _____

_____

_____

Contact person(s): _____

Phone number(s): _____

Email address(s): _____

Federal Employer ID No. (FEIN): _____

Brief description of project: _____

_____

_____

_____

(*Any printed material must have prior approval by the Forestry Division, must contain a statement reflecting the source of grant funds, and must contain a non-discrimination statement. Examples will be provided to grantees.)

Project timetable (anticipated beginning and ending dates): _____

Federal cost-share requested: $_____

Non-federal share (match): $_____

Projected total expenditures: $_____

_____   _____
Signature of Authorized Contact Person   **Date**

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DETAILED PROJECT BUDGET PROPOSAL

Budget Categories	Federal Grant	Non-Federal Match Cash	In-kind	Total
Personnel (Include fringe benefits if applicable. Services provided at an hourly rate should be included and detailed. 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				

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BID SOLICITATION VERIFICATION FORM

Grant Program: _____

Community/Organization:

Name _____

Address _____
        (PO Box/Street)   (City)   (State)   (ZIP)

Phone _____ Email _____

Grant's Principal Contact:

Name and Title _____

Phone _____ Email _____

Services being provided by Contractor or Vendor:	
Contractor/Vendor Name (Just list top 3 bid requests):	**Bid Amount**
A	
B	
C	
Selected Contractor/Vendor:	

1) Please describe the bid solicitation process:

2) Please explain why you chose the selected contractor or vendor:

3) If three bids are unavailable for submission, please describe the issue(s):

TREE PLANTING INFORMATION

NOTE: Trees should be planted in fall and early winter.

Species[1]	Size[2]	Quantity	Cost per Tree	Total Cost
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

[1] If more than ten (10) species are being planted, please furnish above information on each additional species.
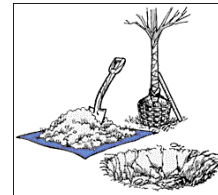[2] Use height, container size, caliper, etc., to describe size of trees

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TREE PLANTING REQUIREMENTS

NOTE: All tree planting projects must follow the specifications below.

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

Location – Consider site limitations such as available growing space, soil type, pavement, overhead or underground utilities, etc. Visualize what the tree will look like in 20 years. This will help you choose the best species for the location. Call local utility services at least 1 week prior to digging any holes so that all underground utilities can be located beforehand.

Tree selection – Carefully inspect trees, and only purchase those with 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 – Before you begin digging, be sure all underground utilities have been located. Dig a hole 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 the sides of the hole and leave the base of the hole firm.

Tree preparation – 1) Identify trunk flare, 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, burlap, or plastic from around the trunk. If the tree is container-grown, cut and remove the container.

Tree placement – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth; the trunk flare and top of root ball should be at grade to avoid planting too deeply. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball.

Fill soil – Fill the hole while watering, periodically pausing to gently tamp base to ensure the tree is firmly seated in the planting space. Finish filling soil to 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; do not mound up the mulch against the trunk. The mulch layer should resemble a doughnut, not a volcano.

Stake only 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 the trunk and to allow the tree to move or sway. Staking and ties should be periodically checked and should be removed after one year.

After-care – Do not fertilize at planting time. Water regularly (about once per week unless significant rainfall is received) throughout the first growing season, 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 – In Year 2, begin an 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.

URBAN & COMMUNITY FORESTRY GRANT
VALUE OF DONATED EQUIPMENT - REIMBURSEMENT SUMMARY SHEET

Project Name: _____

Donor(s): _____

Date of Donation	Type & Size of Equipment	Total Hours of Use	Hourly Rate	Value of Donation[1]	Signature of Equipment Operator
Total value of donations:					

[1] (Hours of Use) x (Hourly Rate) = Value of Donation

_____   _____
Verifying Official's Signature   **Date**

_____
Verifying Official's Printed Name

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URBAN & COMMUNITY FORESTRY GRANT
VALUE OF DONATED LABOR – INDIVIDUAL TIME SHEET

Project Name: _____

Name of person contributing donated time:	Type of work performed:

Hourly Rate:

The value of a person donating their time to a project will be based on the Arkansas volunteer rate for 2022 of **$23.79/hr.** unless they are professionally skilled in the work they are performing on the project (i.e. landscape architect preparing design plans). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project.

Date	Number of hours worked	Hourly rate	Total
		Total value of donation:	

_____   _____
Signature of person donating time   **Date**

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URBAN & COMMUNITY FORESTRY GRANT
VALUE OF DONATED LABOR – GROUP TIME SHEET

Project Name: _____

Name of group contributing donated time:	Type of work performed:

Hourly Rate:

The value of a person donating their time to a project will be based on the Arkansas volunteer rate for 2022 of **$23.79/hr.** unless they are professionally skilled in the work they are performing on the project (i.e. landscape architect preparing design plans). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project.

Date	Signature of Person Donating Time	Number of hours worked	Hourly rate	Total
			Total value of donation:	

_____   _____
Signature of person supervising project   **Date**

_____
Printed name of person supervising project