

# **2008 Community Forestry Assistance Grant**

**Proposals must be  
received by 4:30 p.m.  
Friday, January 25, 2008**

Email [urban\\_forestry@dnr.wa.gov](mailto:urban_forestry@dnr.wa.gov) for an electronic version

## TABLE OF CONTENTS

<b>COVER LETTER</b> .....	i
<b>GRANT PROPOSAL APPLICATION FORM</b> .....	1
<b>PROPOSAL INSTRUCTIONS</b> .....	2
<b>URBAN PROGRAM PURPOSE and MISSION</b> .....	4
<b>ELIGIBLE GRANTEEES</b> .....	4
<b>COST-SHARING REQUIREMENTS</b> .....	5
<b>IN-KIND MATCHING</b> .....	5
<b>AVAILABLE FUNDS</b> .....	5
<b>ELIGIBLE PROJECT CATEGORIES</b> .....	5
<b>INELIGIBLE PROPOSALS</b> .....	6
<b>AWARD EVALUATION AND PROPOSAL REVIEW</b> .....	6
<b>ELIGIBLE AND INELIGIBLE COSTS</b> .....	7
<b>PAYMENT PROCESS</b> .....	7
<b>FEDERAL AND STATE REGULATIONS</b> .....	7
<b>AUDITABLE RECORDS</b> .....	7
<b>BUDGET WORKSHEET INSTRUCTIONS</b> .....	8
<b>BUDGET WORKSHEET</b> .....	9
<b>DELIVERABLE SUMMARY WORKSHEET SAMPLE</b> .....	10
<b>DELIVERABLE SUMMARY WORKSHEET</b> .....	11
<b>PROPOSAL CHECKLIST</b> .....	12

October 2007

Dear Applicant,

The Washington State Urban and Community Forestry Program is pleased to announce the 2008 Community Forestry Assistance Grant, provided with financial assistance from the USDA Forest Service. There are a few important distinctions that separate this application from past offerings of the Community Forestry Assistance Grants. For the 2008 grant application, please take note:

- Applicants are not required to select a project category.
- Dollars will not be awarded for maintenance projects.
- Only up to \$50,000 will be available for tree planting projects.
- Applicants must clearly convey how proposals are aligned with their organization's short and long term goals for urban and community forest management.
- Priority will be given to projects that clearly and demonstrably contribute to the long-term sustainability of Washington's community and urban forests.

Examples of eligible projects include: tree ordinance development; conducting a tree inventory or other forest resource assessment; drafting and adopting an urban forest management plan; developing educational programs; developing outreach materials; conducting training events; conducting tree planting and/or forest restoration; etc.

Important 2008 Community Forestry Assistance Grant dates to remember are:

- **Proposals *must be received* by 4:30 p.m. on January 25, 2008**
- Applicants will be notified of the status of their application by March 14, 2008

We look forward to receiving your application. If you have any questions, do not hesitate to call 1-800-523-TREE.

Sincerely,



Sarah Griffith  
Program Manager  
Urban and Community Forestry

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# 2008 Community Forestry Assistance Grant Proposal

## APPLICATION FORM

Project name (five words or less) \_\_\_\_\_

Location (City)\_\_\_\_\_ Tree City USA Y N

Name of Applicant\_\_\_\_\_ Daytime Phone #\_\_\_\_\_

Address of Applicant\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Contact Person\_\_\_\_\_ Daytime Phone #\_\_\_\_\_

Fax #\_\_\_\_\_ E-mail Address\_\_\_\_\_

Applicant's Federal I.D. Number \_\_\_\_\_

Brief Description of Project and Objective:

Is this project currently funded through another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was this project previously funded through another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No

DNR Funds Requested from budget work sheet \$\_\_\_\_\_

Applicant Share Provided from budget work sheet \$\_\_\_\_\_

In-Kind Share from budget work sheet \$\_\_\_\_\_

Cash Donations from budget work sheet \$\_\_\_\_\_

Total Amount of Project from budget work sheet \$\_\_\_\_\_

By signing this grant proposal application form the undersigned agrees that all information is accurate to the best of their knowledge.

\_\_\_\_\_  
Name and Title of Representative Date

\_\_\_\_\_  
Signature of Authorized Representative Date

## ***PROPOSAL INSTRUCTIONS***

Applicants must submit proposals according to the following instructions. Failure to do so will render your application ineligible.

The proposal narrative should not exceed four (4) standard letter-size pages. Clear and concise proposals should, while describing the project, address the following two questions:

- 1.) How is the proposal congruent with their organization's short and long term goals for urban and community forest management?
- 2.) How will the proposal clearly and demonstrably contribute to the long term sustainability of Washington's community and urban forests?

The application form, proposal narrative, deliverable summary, and budget sheet will be included by reference in the awarded contract.

Grant application forms can be obtained by email at [urban\\_forestry@dnr.wa.gov](mailto:urban_forestry@dnr.wa.gov). However, applications must be hard copies and will not be accepted via e-mail or fax. The information presented should include:

1. Complete a grant proposal application form.
2. The purpose, objective, or mission statement of the applying organization; the project's specific purpose and objectives. The project's single purpose should be explained in one or two sentences. Objectives can be multiple.
3. A description of the project's benefits should be limited to one page of the narrative. Benefits to the local urban and community forestry program, public relations, education, and the potential for continuation of the project should be included.
4. A narrative detailing how the project will be accomplished should include these elements:
  - Activities (should include scope of work)
  - Participants (project personnel, volunteers, corporate sponsor, etc.)
  - Administration (Who will oversee the project and paperwork?)
  - Facilities and equipment (Where is the project occurring? Are there particular equipment needs?)
  - Timetable
  - End product/result (List end products or planned results)
5. Attach a budget worksheet.
6. Attach a deliverable summary worksheet.

7. Attach letters of commitment from community leaders (Mayor or Council), department heads (if applicable), and community groups involved in or in support of the project.
8. Attach proof of *501(c)(3)* status, if applicable.
9. If the project involves planting, the following must be submitted with the application:
  - A detailed three-year maintenance plan specifying the entity responsible for maintenance and how it will be accomplished.
  - A statement from the Grantee assuring that an International Society of Arboriculture (ISA) certified arborist or Certified Landscape Technician will be present during delivery, planting, and post-project inspection of the trees.
  - If trees will be planted within rights of way, Grantee must provide DNR with proof of permission prior to planting.

# **URBAN AND COMMUNITY FORESTRY 2008 COMMUNITY FORESTRY ASSISTANCE GRANT**

## ***INTRODUCTION***

The United States Department of Agriculture (USDA) Urban and Community Forestry Assistance Program is designed to encourage projects that promote tree planting, the care and maintenance of trees, and education on tree issues in cities, towns, and communities across the nation. Washington State grants are awarded through this program to encourage citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

## ***BACKGROUND***

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program has been re-authorized in the most recent Farm Bill (March 1996) and funding has been provided to the USDA Forest Service to implement the program. The USDA Forest Service, in turn, has allocated funds to Washington for urban and community forestry projects. These funds will be distributed and administered by the Washington Department of Natural Resources (DNR).

## ***URBAN FORESTRY PROGRAM PURPOSE AND MISSION***

The following are the Urban & Community Forestry Program's Purpose and Mission as stated in its Five Year Strategic Plan. The Strategic Plan is available via e-mail: [urban\\_forestry@dnr.wa.gov](mailto:urban_forestry@dnr.wa.gov).

- Mission: Provide leadership to create self-sustaining urban and community forestry programs that preserve, plant and manage forests and trees for public benefits and quality of life.
- Purpose: We work to educate citizens and decision-makers about the economic, environmental, psychological and aesthetic benefits of trees and to assist local governments, citizen groups and volunteers in planting and sustaining healthy trees and vegetation wherever people live and work in Washington State.

## ***ELIGIBLE GRANTEES***

Grants may be awarded to local units of government, 501 (c)(3) nonprofit organizations, or tribal governments. Community tree volunteer groups, neighborhood associations, educational institutions, or civic groups may apply if they work in conjunction with, and through, one of the above groups.

## ***COST-SHARING REQUIREMENTS***

Funds will be awarded on a matching basis. Applicants are required to provide a one-to-one match of the project cost in the form of cash, services, or in-kind contributions. Grantees must match grant award funds with non-federal funds and/or contributions. Federal matching funds or in-kind contributions cannot be used as a match for any other federal cost-share project.

## ***IN-KIND MATCHING***

The uses of in-kind (non cash) matches are valid and encouraged. In-kind matches may take the form of volunteer hours, donated materials, donated office space or equipment associated with the project, etc. Salaries of project participants shall be designated as applicant share.

A rate of \$17.00 per hour will be used as the volunteer rate unless the volunteer is performing tasks in their normal line of work. In this situation, the match will be calculated at their current job rate.

## ***AVAILABLE FUNDS***

There will be approximately \$100,000 available to fund projects during the current grant cycle. Only up to \$50,000 will be available for tree planting projects. Funding will be divided according to successful applicants' grant awards. The maximum amount that can be requested for a project will be \$10,000. The minimum amount that can be requested will be \$3,000. Total project cost (including recipient matching funds or donated match) should be at least twice the amount requested. Projects will be awarded for a one-year period. The completion date for the grant will be May 31, 2009.

## ***ELIGIBLE PROJECTS***

Examples of projects may include, but are not limited to:

### **Program Development**

- Ordinance Development
- Urban Forestry Board or Commission Development
- Vegetation Resource Inventory and Mapping
- Efforts toward becoming a Tree City USA
- Planning or Management Document Development, i.e., Street-tree Master Plan or Urban Forest Strategic Management Plan
- Adopt-A-Tree Program Development

### **Education**

- Curriculum Development
- Urban Forestry Reference Library Development or Enhancement

- Research Projects that include an explanation of how the results will be shared
- Public Education and Outreach

### **Tree-Planting and Forest Restoration**

- Arboretum Development or Enhancement
- Street or Park-Tree Planting
- Urban Stream Restoration

Urban and Community Forestry Program guidelines require that all planting projects have a one-year guarantee of stock from the nursery and a three-year maintenance guarantee from the grantee (e.g., trees must be alive through the third year). In addition, all planting specifications must follow DNR planting guidelines.

NOTE: All tree planting grants must have a Certified Arborist or Certified Landscape Technician (CLT) on-hand at the time the plants are delivered, when planting occurs, and for a post-project inspection of the trees. The grant award will include two hundred dollars for this requirement. If the applicant already has a Certified Arborist or CLT on staff they may perform this function and credit their time as match.

### ***INELIGIBLE PROPOSALS***

This cost-share grant is for programs, projects, or activities not currently being funded and is not intended to substitute for existing funding levels. The focus of this program is to support new initiatives, which would not otherwise occur during the funding cycle.

### ***AWARD EVALUATION AND PROPOSAL REVIEW***

A committee from the DNR and Washington Community Forestry Council will evaluate proposals. Recommendations will then be forwarded to the DNR Commissioner of Public Lands for the allocation of funds to specific projects. The following criteria will be considered in evaluating project proposals:

- Degree to which the project meets a local need
- Clearly defined purpose, objective, and need of project
- Organizational goals, purpose, or mission statement
- Level of local support and volunteer involvement (demonstrated in attached letters)
- Opportunity for cultural diversity
- Long-term benefit of the project
- Project's educational value
- Reasonable cost within the scope of the project
- Source and variety of in-kind match
- Appropriate proposed time frame for completion of the project
- Clearly defined maintenance plan for projects involving planting

## **ELIGIBLE AND INELIGIBLE COSTS**

Eligible costs are charges necessary and reasonable to accomplish the objectives of the contract during the grant period as proposed on the budget worksheet. Hiring of a consultant or intern to accomplish specified project is an eligible cost. Salaries for 501 (c)(3) nonprofit organizations are eligible when work is directly related to project outcomes.

Ineligible costs include salaries and wages for local units of government, educational institutions, or tribal governments. Overhead greater than 10 percent of the project, construction activities or capital outlays including purchase of land, equipment (including computer hardware), or items disapproved from the budget worksheet are ineligible costs. *Although grant dollars cannot be paid for ineligible costs, these expenses can be used as the applicant share match.*

## **PAYMENT PROCESS**

Grant awards are distributed on a reimbursement basis; grant funds are not available upfront. Payments will be processed after deliverables have been verified and all applicable receipts and forms have been received. DNR will provide instruction for reimbursement. DNR requires grantees to submit a mid and final report. The final report is required before final reimbursement will be remitted.

## **FEDERAL AND STATE REGULATIONS**

Grantees must comply with all federal regulations pertaining to federal grants. Grantees are referred to Sections 3015, 3016, and 3017 of the Code of Federal Regulations and to cost principles outlined in OMB Circulars A-21, A-87, and A-122. These can be viewed at: [www.whitehouse.gov/OMB/circulars/index.html](http://www.whitehouse.gov/OMB/circulars/index.html).

The authorized representative of the local governing body, organization, or institution applying for the grant needs project approval.

## **AUDITABLE RECORDS**

Records will be maintained according to all federal regulations.

Records shall comply with generally accepted accounting principles with all expenditures, match, and in-kind contributions documented.

Records will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. Invoices must be marked paid and be referenced as to how payment was made (i.e., check number). Records must be maintained for three (3) years following payment.

## **BUDGET WORK SHEET INSTRUCTIONS**

Fill in the applicant's name and the project name on the top line.

To the extent possible, all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the work sheet. Use additional work sheets if necessary.

Separate itemized costs for each project component identified in the project (e.g., management plan, inventory, and tree planting).

Describe each item, the cost basis, and the total expenditure. For example:  
Item/Personnel: Project Foreman, 28 hours @ \$24: TOTAL = \$672.

Divide the total among the categories of grant share, applicant, in-kind or cash donations as follows:

- |                          |                 |  |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | Grant Share     | Eligible cost you are requesting from the DNR<br>See definition on page 6. |
| <input type="checkbox"/> | Applicant Share | Cost you've incurred for services, equipment,<br>wages, supplies, etc.     |
| <input type="checkbox"/> | In-kind         | Any third party donation of time, services,<br>equipment, or supplies.     |

Total each column and make sure the totals comply with the notes at the bottom of the work sheet and the grant proposal.



# SAMPLE

## DELIVERABLE SUMMARY WORKSHEET

Applicant \_\_\_\_\_ City of Forestree

Project Name \_\_\_\_\_ Community Tree Inventory

### **Deliverables:**

- Assign staff
- Solicit volunteers
- Train volunteers
- Purchase equipment (computer software)
- Hire consultant to conduct inventory
- Complete inventory and enter data
- Print and distribute inventory
- Celebrate success

**All deliverables must be completed by May 31, 2009**

# Deliverable Summary Worksheet

Applicant

---

Project  
Name

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**All deliverables must be completed by May 31, 2009**

## ***PROPOSAL CHECKLIST***

- A Complete Proposal Includes **One (1) original and five (5) copies of the following:**
  - Application form (cover sheet)
  - Project narrative (no more than four (4) pages)
  - Attach proof of *501(c)(3)* status, if applicable
  - Budget worksheet
  - A detailed three-year maintenance plan, if applicable
  - Deliverable Summary Worksheet
  - Letters of commitment from partners
  
- Proposals must be *received* by 4:30 p.m. Friday, January 25, 2008**

Submit your proposal package to:

Department of Natural Resources  
Urban and Community Forestry Program  
ATTN: Community Forestry Assistance Grant  
1111 Washington St SE  
P.O. Box 47037  
Olympia, WA 98504-7037

Make certain that your proposal package is received by 4:30 p.m. on January 25, 2008

Fax copies or e-mail copies of proposals will not be accepted.

### ***QUESTIONS?***

Call the U&CF Hotline at 1-800-523-8733.