



WASHINGTON STATE DEPARTMENT OF
Natural Resources
Peter Goldmark - Commissioner of Public Lands

Request for Applications

Community Forestry Assistance Grant

Funds for this project are through the DNR Urban and Community Forestry Program, made available from the USDA Forest Service.

PERIOD OF PERFORMANCE

April 1, 2013 – May 31st, 2014

GRANT AWARD AMOUNT

Up to \$10,000

CONTENTS OF THIS REQUEST FOR QUALIFICATIONS & QUOTATIONS

1. Introduction
2. General Information
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APPLICANT ELIGIBILITY

This grant is open to those applicants who are local governments, 501 (c)(3) nonprofit organizations, educational institutions, or tribal governments.

GRANT CONTACT

Urban Forestry Program
Washington State Department of
Natural Resources

1111 Washington St SE
MS 47037
Olympia WA 98504-7037

Phone: 360-902-1330 or
800-523-TREE
FAX: 360-902-1757
E-mail: urban_forestry@dnr.wa.gov

PROPOSAL DUE DATE & TIME

December 10, 2012
4:30 PM (PST)

SECTION 1 – INTRODUCTION

The United States Department of Agriculture (USDA) Forest Service Urban and Community Forestry Assistance Program is designed to partner with national and local organizations to provide a comprehensive approach to the stewardship of urban trees and forest resources. The Program provides financial and technical assistance to plan, protect, establish, and manage trees, forests, and related resources. The outcome is to restore and sustain the health and quality of the natural and human environments in urban areas. 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.

1.1 Background and Purpose

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program was re-authorized in the most recent Farm Bill (2008) 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 State DNR Urban and Community Forestry program to distribute and administer.

The mission of the Washington State Department of Natural Resources (DNR) Urban and Community Forestry program is to provide leadership and assistance to communities that work to create self-sustaining urban and community forestry programs; programs that preserve, plant and manage forests and trees for public benefits and quality of life.

Community Forestry Assistance grants seek to further the mission by providing financial assistance to communities working to achieve the goal of a self-sustaining community forestry program.

1.2 Eligible Grantees

Grants may be awarded to local units of government, 501 (c)(3) nonprofit organizations, educational institutions, or tribal governments. *Community tree volunteer groups and neighborhood associations, while not directly eligible to apply, are encouraged to develop their projects in conjunction with one of the entities listed above.*

1.3 Period of Performance

The period of performance of the contract resulting from this grant application is tentatively scheduled for (4/1/2013) to (5/31/2014). No amendments extending the period of performance will be accepted by DNR.

SECTION 2 - GENERAL INFORMATION

2.1 Grant Coordinator

The Grant Coordinator is the point of contact in DNR for this application. All communication between the applicants and DNR shall be with the Grant Coordinator or other DNR Urban and Community Forestry program staff, as follows:

Name	Nicki Eisfeldt (UCF Grant Coordinator)
Mailing address Street Address	1111 Washington St SE MS 47037
City, State, Zip Code	Olympia, WA 98504-7037
Phone Number	360-902-1330
FAX Number	360-902-1757
E-Mail Address	nicholene.eisfeldt@dnr.wa.gov

Name	Sarah Foster (UCF Program Manager)
Mailing address Street Address	1111 Washington St SE MS 47037
City, State, Zip Code	Olympia, WA 98504-7037
Phone Number	360-902-1704
FAX Number	360-902-1757
E-Mail Address	sarah.foster@dnr.wa.gov

Name	Linden Lampman (UCF Specialist)
Mailing address Street Address	1111 Washington St SE MS 47037
City, State, Zip Code	Olympia, WA 98504-7037
Phone Number	360-902-1703
FAX Number	360-902-1757
E-Mail Address	linden.lampman@dnr.wa.gov

Communication with individuals other than the Grant Coordinator or UCF Program staff will be considered unofficial and non-binding on DNR. Applicants are to rely on written statements issued by the Grant Coordinator or UCF Program staff. Communication directed to parties other than the Grant Coordinator or UCF Program staff may result in disqualification of the Applicant.

2.2 Estimated Schedule of Activities

Proposals Due	December 10, 2012
Evaluate Proposal	December 2012-January 2013
Announce Apparent Successful Applicants/Notification to Unsuccessful Applicants	January 2013
Finalize Contract	February-March 2013
Sign Contract and Begin Work	April 2013

DNR reserves the right to revise this schedule.

2.3 Submission of Proposals

Applicants are required to submit four (4) copies of their proposal. One copy must have an original signature and three copies can have photocopied signatures.

The proposal is to be sent to the Grant Coordinator at the address listed in Section 2.1 above. The envelope should be clearly marked to the attention of the Grant Coordinator.

The proposal, whether mailed or hand delivered, must arrive at the DNR no later than 4:30 pm, local time, on the date specified in Section 2.2 above.

Applicants should allow for normal mail delivery time to ensure timely delivery of their proposals to the Grant Coordinator. The Applicant assumes the risk for the method of delivery they choose. DNR assumes no responsibility for delays caused by a delivery service.

Late submittal of a proposal will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the DNR and will not be returned.

2.4 Public Disclosure

Proposals submitted in response to this competitive procurement shall become the property of DNR and are subject to disclosure under the Public Records Act (RCW 42.56). All information in the proposal the Applicant claims as exempt from disclosure under the provisions of RCW 42.56 must be clearly designated as such by the Applicant. The page must be identified and the particular exemption from disclosure relied upon by the Applicant must be identified. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as exempt, DNR will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, DNR will release the requested information on the date specified. If an Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, DNR shall maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping records to a requester as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hour notice to the Grant Coordinator is required. All requests for information should be directed to the Grant Coordinator.

2.5 Failure to Comply

If the Applicant fails to comply with any requirement of the Grant, DNR will reject the proposal.

2.6 Signatures

Proposals must be signed and dated by a person authorized to bind the Applicant to a contractual arrangement.

2.8 Rejecting Proposals

DNR reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract from this application.

2.9 Acceptance Period

Proposals must provide 60 business days for acceptance by DNR from the due date for receipt of proposals.

2.10 Responsiveness

All proposals will be reviewed by the Grant Coordinator to determine compliance with administrative requirements and instructions specified in this grant application. The Applicant is specifically notified that failure to comply with any part of the grant application may result in rejection of the proposal as non-responsive.

DNR also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.11 Most Favorable Terms

The DNR reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal shall be submitted initially on the most favorable terms that the Applicant can propose. There will be no best and final offer procedure. DNR does reserve the right to contact an Applicant for clarification of the proposal during the evaluation process. In addition, if the Applicant is selected as an apparent successful grantee, DNR reserves the right to enter into contract negotiations with the apparent successful grantee, which may include discussion regarding the terms of the proposal. Contract negotiations may result in the incorporation of some or all of the Applicant's proposal. The Applicant is to be prepared to accept this grant application for incorporation into a contract resulting from this grant application. It is also understood that the proposal will become part of the official file.

2.12 Obligation to Contract

This application does not obligate the state of Washington or DNR to contract for the project described.

2.13 Cost to Propose

The DNR will not be liable for any costs incurred by the Applicant in preparation of the proposal submitted in response to this grant application, or any other activities related to responding to this grant application.

2.14 Commitment of Funds

The Commissioner of Public Lands or his delegates are the only individuals who may legally commit the DNR to the expenditures of funds for a contract resulting from this grant application. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 Indemnity and Insurance Coverage

The applicant must indemnify and have adequate insurance coverage to hold DNR and the State harmless for any claims arising out of or resulting from the contract.

2.16 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, A-102, A-110, and A-122. These may be viewed at: www.whitehouse.gov/OMB/circulars/index.html

2.17 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 (6) years following payment.

2.18 Printed Materials

All printed materials, signs, and other products including websites resulting from this grant need to be reviewed by DNR prior to publishing. These materials will also need to include:

- Acknowledgement to funding sources, which can be recognized as follows:
“Funds for this project were provided by the Urban and Community Forestry Program administered through the State of Washington Department of Natural Resources, and the USDA Forest Service.”

And/Or

Logos may be used in addition to the above statement, and are supplied to successful applicants

- USDA Equal Opportunity Statement
“The USDA is an equal opportunity provider and employer”

USDA Forest Service support shall be acknowledged in all publications or audiovisuals in accordance with 7 CFR 3015, Subpart 4, 3015.200.

SECTION 3 – PROPOSALS

3.1 Eligible Proposals

The following are examples of types of acceptable projects that have been funded in the past.

3.1.1 Program Development and Planning

- Urban Forestry Ordinance Development or Revisions
- Urban Forestry Board or Commission Development or Training
- Urban Forest Resource Canopy Assessment 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

****If interested in Urban Forest Resource Inventory grants please see the Inventory Grant Application available on the [UCF Grant Resources web page](#). Inventory Grants will not be eligible with this application.****

3.1.2 Education

- Urban Forestry Education Curriculum and Materials Development
- Urban Forestry Reference Library Establishment or Enhancement
- Research Projects that include an explanation of how the results will be shared
- Public Education and Outreach

3.1.3 Tree Planting

Planting projects must be innovative demonstration projects that utilize tree planting to show a clear intent to reduce climate change and/or reduce pollutants entering the Puget Sound. Due to the intent of these planting projects, additional monitoring requirements may be applied.

Example projects: tree planting within existing parking lots to mitigate heat and storm-water run-off; strategically planting trees with the intent to reduce energy consumption. Funding for these projects is limited.

3.2 Ineligible Proposals

The focus of the community assistance forestry grant program is to support new initiatives which would not otherwise occur during a funding cycle. The grant is intended for programs, projects, or activities not currently funded and may not be used to meet ordinary operating expenses. Funds cannot be used for maintenance projects. Funds cannot be used for tree planting projects that are not tree planting demonstration projects.

SECTION 4 – PROPOSAL CONTENT

4.1 Proposal Section

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the

Applicant in preparing a thorough response. The proposal narrative shall *not exceed five (5) standard letter-size pages in 12 point font*

Items marked as “mandatory” must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

4.1.1 Applicant Information (Mandatory)

1. State the Project name and location of the project, the applicant’s name, address, telephone number and fax number and Federal tax id number.
2. Include information for the primary contact for the project, including name, address, phone number and email address.
3. Provide a brief summary of the project and specific objective.
4. Include a summary of the budget (be sure these total match what is included in the budget worksheet).
5. Application form must be signed by an authorized representative for the applicant.

4.1.2 Overall Project (Scored)

1. Commitment (Scored)
 - Organizational goals, purpose, or mission statement supporting urban forest management
 - Prior successful urban forestry projects
 - Source and variety of in-kind match
 - Tree City status
2. Planning (Scored)
 - Complete and thorough application
 - Clearly defined purpose, objective and need for the project
 - Appropriate proposed time frame for completion of the project
 - A clear list of deliverables from the project
3. Support (Scored)
 - Level of local support and volunteer involvement (demonstrated in attached letters of support). Letters of support are excluded from total narrative page count
 - Public education (via media, volunteers or ceremonies)
4. Impacts (Scored)
 - Long term benefits of the project
 - Local need and benefit of the project
 - Clearly identified beneficiary of the project
5. Budget (Mandatory & Scored)
 - Well identified, diverse and realistic funding sources
 - Identified staff and resources to complete and maintain the project
6. Other (Scored)
 - New methods, innovation or other features.

- Possible partnerships or cooperative ventures important to the success of community forestry
- Possible follow-up activities
- Unique features or outstanding value in relation to most urban forestry projects

4.2.1 Cost Details

1. Eligible Costs

- 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 a specified project
- Salaries for 501 (c)(3) nonprofit organizations when work is directly related to project outcomes
- Project-specific computer software

2. Ineligible Costs

- Salaries and wages for local units of government, educational institutions, or tribal governments.
- Overhead greater than 10 percent of the project
- Construction or fabrication activities
- Capital outlays including purchase of land
- Equipment (including computer hardware)
- Food and refreshments
- Items disapproved from the budget worksheet are considered ineligible costs.
- Tree seedlings

4.2.2 Cost Sharing Requirements

Applicants are *not required* to provide matching funds, however those applications demonstrating at least a partial match of the project cost will score significantly higher in our rating system. Federal matching funds or in-kind contributions cannot be used as a match.

4.2.3 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 \$22.00 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 billable job rate.

4.2.4 State Sales Tax

Applicants are required to collect and pay Washington state sales tax, if applicable.

4.2.5 Budget Worksheet

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

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

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:

- **Grant Share:** Eligible cost you are requesting from the DNR. See definition on page 3
- **Applicant Share:** Cost you've incurred for services, equipment, wages, supplies, etc.
- **In-kind:** Any third party donation of time, services 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.

4.2.6 Payment Process

Grant awards are distributed on a reimbursement basis; grant funds are not available in advance. 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 is remitted.

SECTION 5 – EVALUATION AND GRANTEE AWARD

5.1 Evaluation Weighting and Scoring

The following weighting and points will be assigned to the proposal for evaluation purposes:

Commitment	5 points (max)
Planning	10 points (max)
Support	10 points (max)
Impacts	10 points (max)
Budget	10 points (max)
Other	5 points (max)
TOTAL EVALUATION POINTS	50 points (maximum)

5.2 Notification to Unsuccessful Applicants

Applicants whose proposals have not been selected for further negotiation or award will be notified via mail at the address provided in the proposal.

5.3 General Terms and Conditions

The apparent successful Applicants will be expected to enter into a contract with the DNR before any work can begin.

5.4 Protest Procedure

Applicants who responded to this solicitation may file a protest to the selection of the winning proposals with the Grant Coordinator within three (3) business days of receiving a letter of unsuccessful application from DNR.

Applicants protesting the non-selection of their project shall follow the procedures described below. DNR will not consider protests that do not follow these procedures. This protest procedure constitutes the sole administrative remedy available to Applicants under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statement of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the Grant Coordinator.

Only protests raising one or more factually supportable issues concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document.

When DNR receives a protest, DNR will hold a protest review. The Commissioner of Public Lands or his delegate will consider all available facts and issue a decision in five (5) business days of receiving the protest. If additional time is required, the protesting party will be notified of the delay.

If a protest might affect the interest of other Applicants that submitted a proposal, those Applicants will be given an opportunity to submit its views and any relevant information on the protest to the Grant Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold DNR's action; or
- Find only technical or harmless errors in DNR's acquisition process and/or conduct and determine the DNR to be substantially in compliance and reject the protest; or
- Find merit in the protest and provide the DNR options which may include:
 - Correct the errors and re-evaluate all proposals
 - Reissue the solicitation document
 - Make other findings and determine other courses of action as appropriate.

If DNR determines that the protest is without merit, DNR will enter into a contract with the apparently successful contractor.

2013 Community Forestry Assistance Grant Proposal

APPLICATION FORM

Project name (five words or less) _____

Location (City) _____ Tree City USA Y N

Name of Applicant (Organization) _____

Daytime Phone # _____ Applicant's Federal I.D. Number _____

Address of Applicant _____

City _____ State _____ Zip _____

Contact Person _____ Daytime Phone # _____
(if different from above)

Fax # _____ E-mail Address _____

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 Authorized Representative Date

Signature of Authorized Representative Date

