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

2016 Tree Inventory Grant

Proposal Form

Funds for this grant are made available through the USDA Forest Service, administered by the Department of Natural Resources (DNR) Urban and Community Forestry Program.

PERIOD OF PERFORMANCE

April 1, 2016 – May 31, 2018

(Note: this timeline accounts for data collection and delivery and summary report delivery. An additional 12 months is allotted for successful applicants to fulfill their obligations to DNR as the funding agency (refer to section 4).

APPLICANT ELIGIBILITY

This grant is open to local governments, 501(c)(3) nonprofit organizations, educational institutions, and tribal governments.

GRANT CONTACT INFORMATION

Washington State Department of
Natural Resources
Urban Forestry Program
Attn: Linden Lampman, Grant Coordinator
1111 Washington St SE
MS 47037
Olympia, WA 98504-7037

Phone: 360-902-1703 or
800-523-TREE
FAX: 360-902-1757
E-mail: urban_forestry@dnr.wa.gov

PROPOSAL DUE DATE & TIME: 4:00 P.M. PDT, ON FRIDAY, DECEMBER 18, 2015

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2016 Tree Inventory Grant

Proposal Instructions

Some updates and changes have been made to the 2016 Tree Inventory Grants. Please read the Request for Proposal (RFP) and Proposal Form documents thoroughly, as these documents are complimentary. Failure to comply with the Proposal Instructions may disqualify your application. Please contact the Grant Coordinator with any questions about the proposal instructions.

Section 1 – Proposal Summary: Applicants must complete all fields. Original signatures are required.

Section II – Proposal Narrative: Applicants must address all questions and other items within the space provided. This standardized outline will help applicants prepare thorough proposals and streamline the grant review process.

NOTE: Inventory projects with more than 2500 trees and planting spaces combined should prioritize areas within the project area. There is no guarantee that funding will be available for projects exceeding that threshold.

Other Supplemental Attachments: Applicants may attach supplemental letters of commitment, photos, maps, or other supporting documents to their application. Applicants can only include up to three (3) supplemental attachments total; attachments are not counted against proposal page limits.

Submittals: Applicants may submit their proposal in hardcopy format by mail or in electronic format by email. Applicants submitting hardcopy proposals must submit four (4) copies of each proposal, wherein one copy must have an original signature and the three other copies may have photocopied signatures.

Hardcopy proposals must be sent to the Grant Coordinator at the address listed on the cover page of this Proposal Form. The envelope must be clearly marked to the attention of the Grant Coordinator. Applicants should allow for normal mail delivery time to ensure timely delivery of their proposals.

Applicants submitting electronic proposals must email them to urban_forestry@dnr.wa.gov. Only one email per grant proposal will be accepted. Applicants must title their email: “TI 2016 [Applicant Name].” The DNR email server may reject or fail to deliver any messages greater than 10 MB in size. Only Adobe PDF files will be accepted. The Proposal Summary, Proposal Narrative, and Proposal Budget must be sent in as a single PDF file. The grant application and any (up to three) attached documents (such as letters of support) must use the following file naming convention: TI_2016_[Applicant Name]_[Suffix], wherein the “suffix” placeholder may be used for the applicant to distinguish between unique documents.

The proposal, whether mailed or sent electronically, must arrive at DNR no later than 4:00 p.m. Pacific Time, on the date specified on the cover page of this Proposal Form. The Applicant assumes the risk for whichever method of delivery they choose. DNR assumes no responsibility for problems or delays caused by electronic or ground-based delivery methods. Proposals that are submitted late or otherwise received after the deadline will be disqualified. All proposals and any accompanying documentation become the property of DNR and will not be returned.

Section I — Proposal Summary

Please complete all fields. The signatures must be an original on a printed version of this application; scanned copies in .pdf format are acceptable for electronic submissions.

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 # _____

Fax # _____ E-mail Address _____

Applicant will use (select one) to manage tree inventory data:

☐ ArcGIS ☐ M.S. Access ☐ M.S. Excel

_____

Printed name, title and signature of staff person designated to manage inventory data and skilled in the format selected above

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

Section II — Proposal Narrative

Applicants must retain all text provided in this section to outline their narrative. Applicants must address each item provided, in order, as outlined. This section must not exceed four (4) pages in length including all provided text.

1. This inventory will include: ☐ public trees + planting sites ☐ public trees only.

2. Clearly define the purpose, objective and need for the inventory.

3. Describe how data from the inventory will be used to manage the community tree resource.

4. Describe how the inventory will be updated and/or maintained over time, including an anticipated time intervals for updating inventory data.

5. Describe the scope of activities that may follow from the inventory results, including the applicant's obligations to DNR, if awarded.

6. Estimated total number of trees (and planting spaces if applicable) on which data will be collected:

7. List and describe the locations in your community proposed for data collection, in order of priority. Cite an estimated number of trees (and planting spaces if applicable) per location. Attach maps or other supporting documents to your application if applicable.

8. Identify staff resources available to support and manage inventory data (must be at least one staff position, or through contractual agreement with the community):

Name: _____ Title: _____

Phone: _____ Email: _____

☐ I, Applicant, certify that the above-named person possesses the technical ability to manipulate, query, or synthesize the resulting inventory dataset, either with a spreadsheet (such as Microsoft Excel), a database (such as Microsoft Access), or a geographic information system (such as ArcGIS), and will be assigned to this project (note: this must be the same person identified in the Proposal Summary).

If awarded the DNR Public Tree Inventory Grant, I, Applicant certify that [Name of City or Town]_____will provide the following information:

- ☐ **Geo-rectified aerial photos in the same coordinate system DNR is using**: Projection: Lambert Conformal Conic, at 1 meter resolution or finer.
- ☐ **GIS data layers to be used in the data collection process,** including: A polygon shapefile identifying the City/Town boundary; a polygon shapefile that can be used to help the contractor identify the public right-of-way; and TIGER Line data of city/town roads that is clipped to the city boundaries.
- ☐ **Direction for the contractor to assess field conditions,** such as identification of right-of-ways or property boundaries and/or identification of where trees are growing in relation to streets, right-of-ways, or other public features. This is to assure accurate collection of public tree inventory data (a right-of-way layer available in GIS, maps showing rights-of-way within the community, or a description of how to define the right-of-way (ten feet from the curb line, for example) will speed up the collection process).
- ☐ **Area maps** with prioritized areas clearly marked and ranked.
- ☐ **Collection priorities are listed**. Mandatory if proposed project exceeds 2500 trees and planting spaces combined, optional, but encouraged if <2500 trees and planting spaces. NOTE: There is no guarantee that funding will be available for projects exceeding 2500 trees and planting spaces combined.
- ☐ **Clear direction for defining planting sites** (if applicable) with parameters for available space, (width of planting strips in relation to mature size of tree), surface preparation (will planting sites only include open ground, or are you willing to create spaces by removing concrete or asphalt), etc.

Name: _____

Title: _____

Phone: _____ Email: _____