



*Michigan Department of Natural Resources*

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[www.michigan.gov/dnr](http://www.michigan.gov/dnr)

**URBAN AND COMMUNITY FORESTRY PROGRAM**  
**FY 25 COMMUNITY FORESTRY GRANT**  
**HANDBOOK**  
JULY 2024

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Forest Resources Division

IC4107-1 (07/15/2024)

# TABLE OF CONTENTS

SECTION 1: PROGRAM OVERVIEW .....	1
SECTION 2: GRANT PROGRAM SUMMARY .....	2
Timeline .....	2
Available Funding .....	2
Eligible Applicants .....	2
Eligible Activities .....	2
Grant Request Minimum and Maximum .....	2
SECTION 3: ELIGIBILITY .....	3
Eligible Applicants .....	3
Eligible Projects and Activities .....	3
Ineligible Projects and Activities .....	4
SECTION 4: HOW TO APPLY .....	5
Application Questionnaire .....	5
Budget Information & Eligible Expenses .....	5
SECTION 5: GRANT REVIEW AND SELECTION CRITERIA .....	8
Scoring Criteria .....	8
SECTION 6: GRANT AWARD, EXECUTION, REPORTING AND PAYMENTS .....	9
Grant Awards & Execution .....	9
Grant Reporting .....	9
Grant Payments .....	9
SECTION 7: GUIDELINES FOR TREE PLANTING PROJECTS .....	11
Tree Planting Species Diversity .....	11
Prohibited Species .....	11
Tree Planting and Care Standards and Resources .....	11
APPENDIX A: MICHIGAN FOREST ACTION PLAN GOALS AND STRATEGIES .....	14
APPENDIX B: SAMPLE AGREEMENT - TREE PLANTING ON PRIVATE PROPERTY .....	15
APPENDIX C: RESOURCES .....	16

## SECTION 1: PROGRAM OVERVIEW

The Michigan Department of Natural Resources (**DNR**), Urban and Community Forestry (**UCF**) Program in cooperation with the U.S. Department of Agriculture Forest Service (**USFS**) has established the Community Forestry Grant (CFG) program with federal funding provided by the USFS UCF Program (FAL 10.675). Funding will be available to eligible entities for projects in Michigan which must be completed by **September 1, 2026**.

The **purposes of the Michigan Community Forestry Grant (CFG) program** are to provide financial and technical assistance to:

- Build local community capacity to grow, manage and care for community trees and forests through education, training, and technical assistance.
- Assist communities in developing and implementing sustainable community forest management programs.
- Address environmental justice and equity issues by engaging and involving disadvantaged and/or underserved communities as defined by federal executive order [14008](#) (Justice40 initiative)
- Improve public awareness and understanding of the benefits of preserving, maintaining and expanding community tree cover.
- Facilitate partnerships among residents and public, private, and nonprofit organizations to encourage stewardship of urban and community forests.
- Support innovative projects and partnerships that address UCF issues in Michigan.
- Enhance the technical skills of those involved in planning, managing, or maintaining urban and community forests.
- Incorporate trees and urban and community forests into climate adaptation and resilience strategies to support more equitable and resilient communities.
- Support the goals and objectives of the [Michigan Forest Action Plan](#).

## SECTION 2: GRANT PROGRAM SUMMARY

### Timeline

- Accepting grant applications July 22, 2024
- Grant applications are due September 20, 2024
- Grant webinar for applicants August 1, 2024 at 1 pm (to be recorded and available at [www.michigan.gov/ucf](http://www.michigan.gov/ucf)).
- Grant awards will be announced November 2024.
- Projects must be completed by September 1, 2026, and final reimbursement request and supporting documentation must be submitted no later than September 30, 2026.

### Available Funding

Up to \$125,000 will be awarded in grants for the FY25 grant program.

### Eligible Applicants

- Local units of government (city, village, township, county, public libraries)
- Federally Recognized Tribal governments
- State agencies
- Educational institutions
- 501(c)(3) non-profit organizations

Partnerships with other eligible applicants are encouraged, as are partnerships with non-eligible entities, such as businesses, local groups and individuals.

### Eligible Activities

Projects must be **urban forestry related** and support goals and strategies of the [Michigan Forest Action Plan](#) and other local/regional plans. The goals and strategies from the Michigan Forest Action Plan that relate most directly to the DNR's CFG Program are listed in Appendix A of this grant handbook. For the complete list please visit the [Michigan Forest Action Plan webpage](#).

Eligible projects and activities include but are not limited to the following (see *Eligible Projects and Activities* in Section 3 for specific details):

- Public tree inventory
- Urban tree canopy assessment
- Urban forest planning, including management plan, strategic plan, wood utilization plan, tree-specific climate adaptation
- Tree planting and establishment/post-planting care
- Tree pruning
- Community engagement and outreach (survey, community events, etc.)
- Communication and education (signage, printed materials, app development, etc.)
- Capacity building (staff training, hiring contractors/consultants, etc.)
- Nursery planning and establishment
- Food forest planning and establishment

**Grant Request Minimum and Maximum.** Grant requests must be between \$5,000 and \$30,000.

**Match.** A 1:1 non-federal match (cash and/or in-kind) is required.

**Payment.** Grant funds are available on a reimbursement basis only. Reimbursement requests may be submitted quarterly or more frequently with DNR UCF program staff approval.

**Questions.** For questions or assistance with project development contact Kevin Sayers, UCF Program Coordinator at [SayersK@Michigan.gov](mailto:SayersK@Michigan.gov), 517-582-3209.

## SECTION 3: ELIGIBILITY

### Eligible Applicants

- Local units of government (city, village, township, county, library)
- Federally Recognized Tribal governments
- State agencies
- Educational institutions
- 501(c)(3) non-profit organizations\*

Partnerships with other eligible applicants are encouraged, as are partnerships with non-eligible entities, such as businesses, local groups and individuals.

\*Non-profit Information: Non-profit organizations submitting applications must also:

1. Provide a copy of the IRS letter of determination indicating non-profit status.
2. Provide documented permission from the landowning authority (e.g., city forester, city manager etc.) where the project will be performed, if it is not your own.

### Eligible Projects and Activities

The Community Forestry Grant program will provide funding for a broad range of urban forestry projects under the following categories:

- Assessment and Data
- Planning and Management
- Tree Planting and Establishment
- Tree Maintenance and Care
- Engagement, Education and Training

Applicants are encouraged to think comprehensively about their needs in creating project proposals. Proposal may be focused on a single activity or encompass multiple activities across the funding categories and may be conducted by staff and/or contractors/consultants.

- **Assessment and Data.** Activities in this category include:
  - Public tree inventories
  - Urban tree canopy (UTC) assessments
  - Public tree risk assessments
  - Tree inventory and management software and applications (one-time purchase)
  - Temporary staffing support
  - Related supplies, materials, and rental/lease equipment to support activities
- **Planning and Management.** This category includes activities such as:
  - Urban and community forestry plans, including management, strategic (master) and operational plans
  - Urban forest climate resilience and adaptation plans
  - Wood utilization plans
  - Tree maintenance work plans
  - Nursery business/operations plan development and establishment
  - Staff Support (2-years max)
  - Related supplies, materials, and rental/lease equipment to support activities
- **Tree Planting and Establishment.** Tree planting may occur on public property, including school grounds, and/or private property (front/side yard within 20 feet of a public ROW) to provide a public benefit. Private property tree planting will require a formal landowner agreement that includes defined responsibilities of municipality/organization and landowner and a waiver of liability (see Appendix B for sample). Please review Section 7 of the Grant Handbook, *Guidelines for Tree Planting Projects*, for more information on tree planting and establishment requirements.

Activities in this category may include:

- Tree purchase and planting
  - Post planting care and establishment of newly planted trees, including mulching and watering (up to 2 years)
  - Education for private property owners on new tree planting care and maintenance
  - Development of a food forest
  - Related supplies/materials, including mulch, soil, tree guards, and rental/lease equipment to support activities
- **Tree Maintenance and Care.** Activities in this category should focus on proactive maintenance and be related to recommendations from a public tree inventory, urban forest management plan or similar type plan.

Activities may include:

- Tree pruning
  - Young tree care (mulching, watering, structural pruning)
  - Related supplies, materials, including water bags, tools, rental/lease equipment to support activities.
- **Engagement, Education and Training.** Activities in this category support building the capacity and skills of municipal staff and empowering community members to participate in decision making and implementation activities that help in the management, growth and care of its trees and urban forest.

Activities may include:

- Attendance by city staff at professional training and educational classes, events, workshops, conferences related to urban forestry and/or arboriculture (e.g., certified arborist training).
- Hosting training and educational classes, webinars, events, and workshops related to urban forestry and/or arboriculture.
- Attendance and participation at community events (e.g., neighborhood meeting, block parties, library activities) to gather input and feedback on community trees.
- Development, deployment, and analysis of a community tree survey.
- Hosting volunteer tree planting and maintenance workshops and events.
- Development of a volunteer community tree steward program to care for and maintain newly planted trees.
- Hosting public engagement, outreach and awareness events (e.g., Arbor Day, Tree City USA, Project Learning Tree, etc.).
- Training of tree board members.
- Tree and urban forestry related signage, printed materials, technology (e.g., app development).
- Communications, marketing and advertising related to the community's trees, urban forest, and programs.
- Education and outreach activities associated with applying research.
- Related supplies, materials, and rental equipment to support activities.

### **Ineligible Projects and Activities**

- Purchase of equipment (defined as tangible personal property with a per unit cost of \$5,000 or more and a useful life of one year or more).
- Re-granting programs that utilize DNR CFG funding to pass through funds to sub-grantees.
- Construction and capital investments
- Land purchase/acquisition.
- Research (includes basic research as defined in 2 CFR 422.1, "Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.")

## SECTION 4: HOW TO APPLY

**Electronic submissions only.\*** E-mail the application packet as a PDF attachment to Urban and Community Forestry Program Manager, Kevin Sayers at [SayersK@michigan.gov](mailto:SayersK@michigan.gov) by **September 20, 2024**. Additional items such as letters of commitment may be included in the same message as part of a combined application file or as separately labeled attachments.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include:

1. Application Questionnaire
2. Budget
3. Attachments, as applicable (e.g., site map, planting diagrams, IRS determination, partner, letters of commitment, quotes, etc.)

\*If you are unable to submit the application form electronically, please contact Kevin Sayers at [SayersK@michigan.gov](mailto:SayersK@michigan.gov) / 517-582-3209 **no later than 1 week before the application due date** for an alternative method of submission.

### Application Questionnaire

The questions provided in the grant application should be carefully read and answered completely. Missing information or failure to answer any of the questions may result in the application being disqualified from funding.

### Budget Information & Eligible Expenses

Applications must include the total estimated project cost, grant funds requested, and the amount and type of matching funds (cash and/or in-kind contributions). Identify sources of in-kind contributions such as in-house or volunteer labor costs, equipment, donations etc. **Federal funds may not be used as matching funds.**

All matching funds must be directly related to the proposed project and have been incurred within the grant period. **Some acceptable sources of match include:**

- Salaries/wages and fringes
- Contractor / consulting fees
- Equipment (purchase, rental or donated, in-kind, etc.)
- Volunteer labor\*
- Supplies (i.e., trees, tools, books, brochures, etc.)
- Travel (current federal rate of \$0.67/mile)
- Delivery costs
- Indirect\*\*

\*Volunteer labor should be valued as follows: Adult - \$32/hour; Youth (up to age 16) - \$16/hour. Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary but must be documented in writing by the donor.

\*\***Indirect.** Indirect expenses on salaries, fringes, supplies, travel, and contracts for services to implement the grant project **may be used as match.**

- If the applicant has an **approved overhead/indirect rate from a cognizant federal agency, known as a Negotiated Indirect Cost Rate Agreement (NICRA)**, that rate may be used, with proof of certification.
- If the applicant **does not have an approved NICRA**, the **10% de minimis rate** indirect cost modified total direct cost basis (MTDC) can be used as match.

Applicants may request funding for the following categories:

- **Program Staff Salary and Fringe Benefits:** Program staff includes urban forestry professionals, community engagement specialist, etc. responsible for conducting and/or managing the activities and implementation of the CFG project. Hourly/salary and fringe benefit rates must be provided in the budget table. Fringe benefits include, but are not limited to, leave time, employee insurance, retirement plans, and unemployment benefits plans.
- **Administrative Staff Salary and Fringe Benefits:** Administrative Staff include staff that are providing support functions for the CFG project, including accounting and general administrative support functions. Up to 10% of the grant request can be allocated to Administrative Staff/Fringe benefits, Hourly/salary and fringe rates must be provided in budget table. Fringe benefits include, but are not limited to, leave time, employee insurance, retirement plans, and unemployment benefits plans.
- **Travel:** Travel costs associated with conducting the proposed CFG project. Mileage rate (2024: \$0.67/mile) is limited to the Federal mileage rate for the year the travel occurred.
- **Supplies:** Supplies needed to conduct activities and implement the CFG project, such as field tablets to assist in community engagement, training and workshops, urban forestry assessments, and supplies as defined in [2 CFR part 200](#), including trees, shovels, pruning tools.
- **Equipment:** Grant can fund equipment lease/rentals but **cannot fund equipment purchases**. Equipment is defined as tangible personal property with a per unit cost of \$5,000 or more and a useful life of one year or more. Equipment purchases can be used as match.
- **Contractual/Consulting Fees:** Fees for a contractor/consultant to conduct and implement activities of the proposed CFG project. Contractors/consultants may be involved in the project at any level, including to conduct the project activities, provide technical expertise and help to increase capacity within the organization. It is understood that the applicant may plan on using a contractor/consultant but may not have one under contract at the time of application; the budget should include costs associated with hiring a contractor/consultant based on quotes/estimates.
- **Other.** Includes expenses that do not fall into another budget category, including fleet/equipment rental/lease. Note: While the purchase of equipment is not eligible for grant funding, the **rental/lease of fleet/equipment is eligible** for grant funding.

Final expenditures must conform to those proposed in your application. **Any budget changes** must receive written approval from DNR UCF program staff **before** expenditures are incurred. **Budget changes cannot exceed the total grant award amount.**



**Project Title:** Urban Forest Plan and Tree Planting

**Project Categories:** Planning and Management; Tree Planting and Establishment

<b>Expenditure Category</b>	<b>Grant Funds Requested (Dollars)</b>	<b>Match Required (Cash)</b>	<b>Match Required (In-Kind)</b>	<b>Budget Detail for Grant Funds Requested in each Category</b>
<b>SALARY PROGRAM STAFF</b>			\$4,390.00	Urban Forester: 133 hours x \$30/hour for consultant oversight; community engagement; review; implementation activities; grant reporting. Forestry Staff (2): assist with volunteer tree planting 10 hours @ \$20/hour
<b>FRINGE PROGRAM STAFF</b>			\$1,097.50	Staff fringe rate 25%
<b>SALARY ADMINISTRATIVE STAFF</b>			\$1,000.00	Administrative Assistant: 50 hours x \$20 Accounting; grant administration
<b>FRINGE ADMINISTRATIVE STAFF</b>			\$250.00	Staff fringe rate 25%
<b>VOLUNTEER</b>				
<b>TRAVEL</b>		\$201.00		300 miles x \$0.67 (2024 Federal Mileage Rate)
<b>SUPPLIES</b>		\$20,375.00		100 trees @ \$200 per tree 15 shovels @ \$20 each Mulch 3 yards @ \$15/yard Soil 2 yards @ 15/yard
<b>EQUIPMENT PURCHASE</b>				
<b>CONTRACTUAL/CONSULTING</b>	\$30,000.00	\$20,480.00		Consultant to develop urban forest plan with engagement \$50,000. Quote attached. Community member outreach. 3 community members x 8 hours x \$20/hour = 480.00
<b>INDIRECT</b>			\$7,779.35	10% indirect rate on salary, fringe, travel, supplies, and contracts for services (contractual/consulting).
<b>OTHER</b>		\$4,000.00		Rental of skid steer for tree planting 16 days x \$250/day
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$45,056.00</b>	<b>\$14,516.85</b>	

## **SECTION 5: GRANT REVIEW AND SELECTION CRITERIA**

**The application process is competitive.** Proposals submitted for consideration will be reviewed by a committee made up of DNR UCF program staff, other DNR staff, and/or members of the Michigan Urban and Community Forestry Council. Proposals will be reviewed, scored, and ranked to formulate a recommendation of award or no award. Awarded proposals may be funded at the requested amount or less, at the recommendation of the committee. Final award decisions will be made by the DNR UCF Program Manager in consideration of all application review feedback and recommendations.

Applicants that have not received a grant through the DNR's and/or the USDA Forest Service's Urban and Community Forestry Programs in the last 3 years will be prioritized for funding.

### **Scoring Criteria**

- Technical Merit, including thoroughness of grant application and narratives, alignment with the State Forest Action Plan goals and objectives (50%)
- Capability, Capacity and Past Grant Performance (10%)
- Measurable Results and Outcomes (15%)
- Community Engagement and Outreach (15%)
- Project/Program Sustainability (10%)

## SECTION 6: GRANT AWARD, EXECUTION, REPORTING AND PAYMENTS

### Grant Awards & Execution

Following the grant review and selection process, each applicant will be notified of their status (award or no award.) The DNR expects to award a mix of funding amounts ranging from \$5,000 to \$30,000 depending on quality and merit of applications and available funding.

Every effort is made to review and notify applicants as soon as possible. However, official notifications typically take up to 2 months after the application closing date.

Grant recipients will receive grant documents through the State of Michigan's E-Signature System for processing following the initial notification. Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the Michigan Department of Natural Resources. Grant recipients may be required to meet with DNR UCF program staff prior to beginning the grant to review and discuss project plans and activities.

### Suspended and Debarred Parties

In accordance with the Code of Federal Regulation Title 7, Sec. 3016.35, *Subawards to debarred and suspended parties*, the Michigan DNR "must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." Grantees are required to certify they have not been suspended or debarred by completing the United States Department of Agriculture form AD-1048, *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions*. See Federal [list of debarred parties](#) for details.

A **SIGMA Vendor Number** issued by the State of Michigan will be required if awarded a grant. It is strongly recommended that applicants submit a request for a SIGMA Vendor Number during the grant application process if they do not have one. Visit the website [Sigma Vendor Self Service](#) (VSS) and for assistance contact (888)734-9749 or email: [SIGMA-Vendor@Michigan.gov](mailto:SIGMA-Vendor@Michigan.gov).

A **Federal Unique Entity ID**, which replaced the DUNS number in April 2022, is required if awarded a grant. It is strongly recommended that applicants submit a request for a Unique Entity ID by visiting <https://sam.gov> during the grant application process if they do not have one.

### Grant Reporting

Progress reports are required to be submitted semi-annually – no later than 30 days after the end of month listed in the grant reporting period below. The reports should summarize the progress made towards meeting project goals, outcomes, and deliverables during the reporting period. As applicable, projects will be **required to submit before, during and after pictures** that document the grant project process and/or outcomes. These pictures should be submitted with the semi-annual grant reports. Grant report periods are as follows:

- October 1 through March 31
- April 1 through September 1

If the grant is awarded in the middle of grant reporting period, the first progress report will be due at the end of the first period. The report should include progress from the grant award date through the end of the reporting period.

### Grant Payments

Grant reimbursement payments will ONLY be made upon evidence that grant work has been completed and eligible project expenses with paid receipts/documentation, match documentation and grant reporting has been submitted and approved. Quarterly invoicing and payments are allowed. On a case-by-case basis, the DNR may review requests for a modified reimbursement schedule based on meeting certain state and federal fiscal and accounting criteria.

**IMPORTANT:** Due to the grant period extending over two State of Michigan fiscal years, **all grantees** who have not completed their projects and requested reimbursement, **are required to submit a financial report and request for reimbursement** for any project reimbursable expenses and/or match that have been paid or incurred between October 1, 2024 - September 30, 2025. Grant reimbursement requests are due no later than October 8, 2025.

**All projects must be completed by September 1, 2026.**

Recipients must comply with all applicable state and federal regulations and requirements. Projects receiving funds must acknowledge the support of the DNR UCF Program and the USDA Forest Service and include the USDA non-discrimination statement on all materials produced and distributed as a result of the grant. The DNR reserves the right to withhold award of available grant monies if grantee does not comply with state and federal regulations and requirements.

## SECTION 7: GUIDELINES FOR TREE PLANTING PROJECTS

The following information is required to be included in the grant application:

1. Total number of trees to be planted
2. Size (caliper, container size, height)
3. Planting stock type (i.e., balled & burlap, container, bare root)
4. Species and quantities of each
5. Location of tree plantings (specific or general site map)
6. Tree planting diagram
7. Indication of any utility issues and plan to avoid conflict
8. All tree planting projects must include a detailed 3-year maintenance plan. This maintenance plan should address watering, pruning, damage control/ management and other routine and corrective actions. The [Michigan DNR's Tree Maintenance Guidelines](#) (IC 4108-1) may be used as a guideline.

### Tree Planting Species Diversity

Tree planting diversity guidelines recommend no more than 20% of plantings are from the same genus of trees (e.g., maple (*Acer*), oak (*Quercus*), birch (*Betula*). The table below provides the **minimum** number of genera required for a given project size:

Total # of Trees Planted	Minimum Genus #
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10

For Reference the DNR has created a [list of Recommended Trees for Community Plantings](#). Native trees are encouraged whenever possible.

### Prohibited Species

The following tree species are NOT eligible for reimbursement through this grant program:

- Norway maple (*Acer platanoides* - all varieties and cultivars)
- Blue spruce (*Picea pungens*)
- Flowering pear (*Pyrus* - all varieties and cultivars)
- Species not recommended for planting as listed on the [DNR's Recommended Trees for Community Plantings](#).

Issues with availability of nursery stock may necessitate changes from original lists. These changes must be approved by the DNR prior to final purchase or reimbursement request to ensure appropriate species diversity.

Planting stock must be obtained from a nursery grower/dealer certified by the originating state's department of agriculture. Nursery stock obtained from local municipal or other nurseries must meet appropriate standards (Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931).

**MISS DIG MUST BE CALLED AT LEAST THREE (3) DAYS BEFORE BEGINNING ANY PLANTING OR DIGGING PROJECT AT (800) 482-7171 OR 811.**

### Tree Planting and Care Standards and Resources

All planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are:

1. Nursery Stock ([ANSI Z60.1](#)-latest version)
2. Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (ANSI A300-latest version)

3. Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-Safety Requirements (ANSI Z133.1-latest version)

Other resources can be found in:

- [How to Prune Trees](#) or [Tree Owner's Manual](#) US Forest Service
- [Tree Planting Diagram](#), Alliance for Community Trees
- [Tree Planting Hardiness Zones](#), United States Department of Agriculture (USDA)

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**Michigan Department of Natural Resources**

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Forest Resources Division, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, 517-284-5900.

**United States Department of Agriculture**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs).

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1)Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or

(2)Fax: (833) 256-1665 or (202) 690-7442; or

(3)Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## APPENDIX A: MICHIGAN FOREST ACTION PLAN GOALS AND STRATEGIES

The goals and strategies from the Michigan Forest Action Plan that most directly relate to the DNR's Community Forestry Grant Program are listed below. For the complete list please visit the [Michigan Forest Action Plan webpage](#).

- **Goal 1: Enhance coordination among cooperative programs, stakeholders, and partners.**
  - **Strategy 1.3:** Develop a comprehensive and coordinated approach to deal with cooperative program challenges that includes stakeholders.
- **Goal 2: Advocate for sound forestry policies**
  - **Strategy 2.1:** Address social and political barriers to improve planning and management of Michigan's forest resources.
  - **Strategy 2.2:** Using the best available science, all partners should collaborate to implement a landscape approach to tree and forest management that can address all aspects of sustainable forest management in forested landscapes and urban settings.
  - **Strategy 2.3:** All partners engaged in the management of trees, forests and forest values should engage in continuing education for staff.
- **Goal 3: Increase economic productivity and benefits**
  - **Strategy 3.1:** Communicate and engage with landowners and professional foresters to ensure awareness of ecosystem services values, availability of forest management information and how to collaborate in forest management.
- **Goal 4: Communicate the value and importance of forestry**
  - **Strategy 4.1:** Communicate directly with the public, wildland urban interface landowners, youth and state politicians about the principles of forest management; how certification systems work to ensure sound management; and how managing to provide forest values leads to multiple benefits from the forest for the people of Michigan.
  - **Strategy 4.3.** Effectively communicate priorities, requirements, relevance and focus of cooperative programs to the people of Michigan.
- **Goal 5: Involve partners and the public in managing Michigan's forests**
  - **Strategy 5.3.** Assess outreach and engagement needs to ensure an appropriate distribution of resources across the state.
  - **Strategy 5.4:** Develop partnerships to address the threats and impacts to forests from major stressors such as climate change, invasive pests and native insects and diseases.
  - **Strategy 5.5:** In cooperation with urban tree and forest managers, actively work to establish standards, policies, green infrastructure plans and best management practices and improve awareness and engagement in actively managing urban trees and forests to benefit the people of the community.
- **Goal 6: Monitor the condition of the forest and impacts of our work**
  - **Strategy 6.1.** Address the needs for inventory and monitoring and provide for the establishment of baseline urban tree and forest data, forest health data, recreational use, risk assessment, future projections and measurement of conservation outcomes through collaboration with partners and citizen-science projects for the five federal cooperative programs.
- **Goal 8: Implement actions to improve Michigan's forests**
  - **Strategy 8.1:** Work with stakeholders and private landowners to improve forest planning and implementation of management practices across the state.



**APPENDIX B: SAMPLE AGREEMENT - TREE PLANTING ON PRIVATE PROPERTY**

*[Items in brackets require updating]*

The undersigned owner grants to the [MUNICIPALITY/ORGANIZATION NAME] and its agents the permission to enter upon owner’s property situated at (complete address):

\_\_\_\_\_ for the purpose of planting a tree or trees in connection with the Michigan Department of Natural Resources Urban and Community Forestry Inflation Reduction Act Grant program. Purchase and planting of the tree(s) shall be at no cost to owner.

The undersigned owner agrees to utilize their best efforts to properly establish the tree[s] planted through necessary watering, mulching, and pruning for three years from the date of planting in accordance with the attached Michigan Department of Natural Resources Tree Maintenance Guidelines for Newly Planted Trees ([IC-4108-1](#)).

The undersigned owner agrees and acknowledges that any tree[s] planted by [MUNICIPALITY/ORGANIZATION NAME] or its agents shall be the property of owner and the owner shall be responsible for all costs related to tree maintenance and care, including removal, when it becomes necessary. [Other statements that could be included is: (1) who is responsible for tree planting property owner or municipality/organization; (2) who is responsible for site restoration after planting is completed]

The species and location of tree(s) to be planted shall be mutually agreed upon by the owner and the [MUNICIPALITY/ORGANIZATION NAME] before planting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Owner or their agent (printed) \_\_\_\_\_

Signature of Owner or their agent \_\_\_\_\_

[MUNICIPAL/ORGANIZATON] Authorized Agent Name (printed) \_\_\_\_\_

[MUNICIPAL/ORGANIZATON] Authorized Agent Signature \_\_\_\_\_

## APPENDIX C: RESOURCES

**Michigan DNR Urban and Community Forestry Program webpage ([www.michigan.gov/ucf](http://www.michigan.gov/ucf))** – provides information on tree planting and care and resources to help find an American Society of Consulting Arborist, International Society of Arboriculture certified arborist, and Tree Care Industry Association accredited company. Consultant and contractor lists are provided as a resource and are not an endorsement by the Michigan Department of Natural Resources.

**[Treesaregood.org](http://Treesaregood.org)** – website by the International Society of Arboriculture that provides tree planting and care information.

**i-Tree Landscape ([www.itreetools.org](http://www.itreetools.org))**– part of the USDA Forest Service i-Tree suite of tools, i-Tree Landscape provides tree canopy, land cover and socio-economic and demographic data for communities across the country that can be used to help in identifying areas to prioritize tree planting, preservation and care.

**[Michigan UCF IRA Screening Tool](#)** to identify disadvantaged areas in the community.

**[Conservation.gov](#)** – collaboration between the US Department of Interior, US Department of Agriculture, National Oceanic and Atmospheric Administration, and the Council of Environmental Quality to provide “an information hub supporting locally led efforts to conserve and restore our nation’s land, waters, and wildlife.” Website includes an interactive map that can be used to identify disadvantaged communities based on the Justice40 initiative and nature deprived communities from the Council of Environmental Quality that can be used to target urban forestry projects.