



IRA URBAN AND COMMUNITY FORESTRY GRANT PROGRAM 2024 GRANT APPLICATION

Grant program is funded by the USDA Forest Service Inflation Reduction Act Urban & Community Forestry Program – Federal Assistance Listing 10.727.

Grant Program Overview

The Michigan Department of Natural Resources (DNR) Urban and Community Forestry Inflation Reduction Act (UCF IRA) Grant Program is made possible through IRA funding provided by the USDA Forest Service's Urban and Community Forestry Program (FAL 10.727). The Federal Inflation Reduction Act of 2022 provided \$1.5 billion to the USDA Forest Service's Urban and Community Forestry Program to support initiatives that:

- provide increased and equitable access to urban tree canopy and its associated human health, environmental and economic benefits in disadvantaged communities.
- broaden community engagement in local urban forest planning, tree planting, and management activities.
- improve community and urban forest resilience to climate change, extreme heat, forest pests and diseases and storm events through best management and maintenance practices.

The **purpose of the Michigan UCF IRA Grant program** is to achieve the USDA Forest Service's IRA program priorities, listed above, and support the strategies of the [Michigan Forest Action Plan](#) by providing competitive grants for urban forestry projects that prioritize implementation based on environmental justice and equity issues in disadvantaged (underserved)¹ communities.

Tips for Applying

- Read the [Michigan DNR IRA Grant Handbook](#) thoroughly before starting application.
- Ensure the organization and project are eligible for funding. Projects must be urban forestry related and occur in, serve, or directly benefit [disadvantaged areas in Michigan](#).
- Read the entire application before completing to understand the information asked for each question.
- Include clear comments in the budget detail to justify funding request.
- Provide copies of quotes and estimates for items that will be purchased and/or contractors/consultants that will be assisting with implementation.
- Before submitting:
 - Proofread
 - Check that all application sections and fields are complete and accurate.
 - Double check budget for accuracy
 - Ensure that all necessary attachments are included with grant application in submittal.
- **APPLICATION DEADLINE: August 31, 2024**
 - Email completed application and applicable attachments to GrayK12@michigan.gov.
 - If you are unable to submit the application form electronically, please contact Kerry Gray at GrayK12@michigan.gov **no later than 1 week before the application due date** for an alternative method of submission.

Contact. For questions or assistance with project development contact Kerry Gray, IRA Grant Specialist by email at GrayK12@michigan.gov or phone at 734-691-1806.

APPLICATION DEADLINE: August 31, 2024

Email completed application and applicable supplemental information to:
GrayK12@michigan.gov

¹ The term disadvantaged communities is used by the Federal Government to describe communities that "have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, and health care." [Executive Order 14008](#) of January 27, 2021.

SECTION 1 - APPLICANT INFORMATION

1.1 Applicant Name (Community or Organization)

1.2 Type of Organization (select one):

- Local Unit of Government (city, town, village, county) Federally Recognized Tribal Government State Agency
- 501(c)(3) Non-Profit Organization Educational Institution

1.3 Contact Person and Title (Primary Project Contact)

1.4 Contact Information

Address (including city, state, and zip code)		County
Email	Telephone (including area code)	

1.5 Authorized Representative Name and Title (if different than contact person)

1.6 Authorized Representative Contact Information (if different than contact person)

Address (including city, state, and zip code)		County
Email	Telephone (including area code)	

1.7 SIGMA Vendor Number (if known*)

*Will be required if awarded a grant. It is recommended that applicants submit a request for a SIGMA Vendor Number during the grant application process. [Sigma Vendor Self Service](#) (VSS). For assistance contact (888)734-9749 or email: SIGMA-Vendor@Michigan.gov.

1.8 Federal Unique Entity Identifier Number (if known*)

*Number is required if awarded a grant. It is recommended that applicants submit a request for a Unique Entity Identifier Number (<https://sam.gov>) during the grant application process.

SECTION 2 – PROJECT OVERVIEW

2.1 Project title and brief description of project (Max 600 characters).

2.2 Will the proposed project occur in, serve, or directly benefit disadvantaged areas of your community identified in the Michigan UCF IRA Screening Tool? Yes No

If yes, please use the [Michigan UCF IRA Screening Tool](#) to identify and provide the Census Tract Number(s) of the disadvantaged area(s) where activities will occur. (A screenshot of the area(s) highlighted in the Michigan UCF IRA Screening tool may also be provided, in addition to the numbers here, as an attachment to the application):

2.3 Project Category (select all that apply):

Activities in these categories may be community-wide but must be paired with an implementation activity in a disadvantaged area of the community based on the results of the data, assessment, plan and/or program.

- Assessment and Data Planning and Management

Activities in these categories must occur in, serve, or directly benefit disadvantaged areas of the community.

- Tree Planting and Establishment Tree Maintenance and Care
 Training and Workforce Development Outreach and Education

2.4 How many people do you anticipate will benefit as a result of this project (for example: a street tree planting could benefit all the residents in a neighborhood)? _____

How did you determine the estimated number of people that will benefit from this project?

2.5 Grant Funds Requested (Grant minimum: \$10,000 / Grant Maximum: \$225,000) \$

2.6 . Has your organization received a Michigan Department of Natural Resources Community Forestry Grant, Urban and Community Forestry Inflation Reduction Act Grant and/or a USDA Forest Service Urban and Community Forestry Inflation Reduction Act grant or pass through grant in the last 3 years?

- Yes No Don't know

SECTION 3 – PROJECT DESCRIPTION

3.1. Describe the project purpose and need. List specific activities that will be implemented and how they will benefit disadvantaged areas. (Max 3000 characters).

The project should achieve one or more of the USDA Forest Service's IRA program priorities to:

- increase, enhance, and improve access to tree canopy and its benefits.
- improve the resilience and sustainability of the urban and community forest.
- support the active participation of the community in urban forestry planning, planting, and care and support strategies of the Michigan Forest Action Plan.

For tree planting projects complete the table in question 3.1.A and see the *Guidelines for Tree Planting Projects* in the [UCF IRA Grant Handbook](#) for required information.

3.1.A Required Tree Planting Information

<p>Total Number of Trees to be Planted</p>	
<p>Tree Size (caliper in inches, container size in gallon/pot size, or tree height in feet)</p>	
<p>Tree Planting Stock Type (balled & burlap, container, bare root)</p>	
<p>Proposed Tree Species and Quantity of each</p>	
<p>Tree planting will occur on:</p>	<p> <input type="checkbox"/> Public Property <input type="checkbox"/> Private Property (permission required)* <input type="checkbox"/> Both <i>*See sample agreement in UCF IRA Grant Handbook</i> </p>
<p>Location of tree plantings (ex: right-of-way, park, school grounds or attach a site map).</p>	

3.2 List up to five measurable project outcomes (for example: plant 200 trees; inventory 40,000 street trees; train 20 volunteer foresters).

<p>Outcome 1:</p>
<p>Outcome 2:</p>
<p>Outcome 3:</p>
<p>Outcome 4:</p>
<p>Outcome 5:</p>

3.3 Describe the organization’s capacity to complete the project. List the key personnel, including stakeholders, project partners* and potential contractors/consultants, that will be involved in the project and their roles and responsibilities (including personnel who have technical urban forestry knowledge, grant/project management experience, etc.). For example:

Name: Sally Smith

Organization: City of Tree

Title/Role: City Urban Forester

Project Responsibilities: Will oversee tree inventory and management plan consultant; conduct public engagement and outreach; and oversee implementation of tree planting using the results of the tree inventory and management plan.

Experience/Expertise: Urban forestry and arboriculture technical knowledge; community engagement leading city’s volunteer urban forester program; managed the city’s 2020 DNR urban and community forestry grant.

***A brief letter of commitment/permission from any listed project partner (excluding contractors/consultants not under contract) must be included with the grant application. Examples of situations where a letter of commitment/permission is needed: (1) Granting permission to conduct tree planting on public property not owned by the grantee; (2) School district providing educational assistance to implement the project.**

3.4 Describe the strategies and activities that have been or will be used to engage, empower and involve local community members in decision making and implementation of the grant project. (Max 2000 characters)

SECTION 4 - BUDGET

4.1 Complete the budget table and provide a detailed explanation of the amount requested. Attach quotes and estimates received that were used to determine project costs. No match is required for IRA grant funded projects. Review the [UCF IRA Grant Handbook](#) for descriptions of each grant category and a sample budget.

Project Title:		Project Category(-ies):
Expenditure Category	Grant Funds Requested (Dollars)	Budget Detail
SALARY PROGRAM STAFF		
FRINGE PROGRAM STAFF		
SALARY ADMINISTRATIVE STAFF		
FRINGE ADMINISTRATIVE STAFF		
TRAVEL		
SUPPLIES		
CONTRACTUAL & CONSULTING		
INDIRECT COSTS*		
OTHER		
TOTAL		

***Indirect costs.**

- If the applicant has an **approved overhead/indirect rate from a cognizant federal agency, Negotiated Indirect Cost Rate Agreement or NICRA**, that rate may be used, with proof of certification, as an eligible grant expense on salaries, fringes, supplies, travel and contracts. Expenses in the “Other” category may not be used in the indirect calculation.
- If the applicant **does not have an approved NICRA**, the **10% de minimis rate** indirect cost modified total direct cost basis (MTDC) can be requested as an eligible grant expense on salaries, fringes, supplies, travel, and service contracts. Expenses in the “Other” category may not be used in the indirect calculation.

SECTION 5 – PROJECT/PROGRAM SUSTAINABILITY

5.1. Beyond the grant period, how will the proposed project/program continue to contribute to the overall Michigan UCF IRA Grant program goals (see description in Program Overview on page 1)? (Max 2000 characters)

5.2 Describe how the project team will ensure sustainability of the project/program beyond the grant period. Review the specific questions for each grant category below and incorporate, as appropriate, in response. (Max 2000 characters)

Assessment and Data: How will the data be maintained and updated to ensure it stays current?

Planning and Management: How will funding be sustained to support implementation of the plan and/or urban forest management activities after grant completion?

Tree Planting and Establishment: What strategies are or will be put into place to ensure that the DNR’s Tree Maintenance Guidelines (IC4108-1) or similar industry standard guidelines are followed to ensure the long-term survival of newly planted trees?

Tree Maintenance and Care. How will funding be sustained to support the continued proactive maintenance and care of the community’s public trees?

Training and Workforce Development. What partnerships or collaborations are in place or can be developed to support the continuation of the training and/or workforce development program?

Outreach and Education. How will community members continue to be engaged and empowered to participate in decision-making and implementation of tree and urban forestry related activities?

SECTION 6 – AUTHORIZATION/SIGNATURE

If you are not the landowner where the project will occur, do you have landowner written permission (if applicable)?

Yes, provide copy No (copy is required prior to beginning) N/A

Non-Profit Organizations: Have you attached a copy of the IRS determination indicating non-profit status? Yes No

Is your organization currently debarred or suspended from participating in Federal Assistance Programs? Yes No

As designated representative of Applicant, I hereby agree to implement this project according to the application and abide by the provisions of the UCF IRA Grant Program, including compliance with all applicable federal and state laws and regulations.

Applicant’s Designated Representative (Please Type/Print)	Signature	Date