# FY23 URBAN AND COMMUNITY FORESTRY PROGRAM GRANT APPLICATION AND INFORMATION

## APPLICATION DEADLINE: SEPTEMBER 23, 2022

Email - sayersk@michigan.gov
or
Mail - Michigan Department of Natural Resources
Urban and Community Forestry Program
P.O. Box 30452 Lansing, MI 48909-7952

*The mission of the Michigan DNR's Forest Resources Division is to provide for the protection, integrated management and responsible use of a healthy, productive forest and mineral resource base for the social, recreational, environmental, and economic benefit of the people of the state of Michigan.*

Forest Resources Division
PR4107 (Rev. 07/19/2022)

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# GENERAL INFORMATION

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 Urban & Community Forestry Grant program. Federal funding is provided by the USFS, State and Private Forestry,UCF Program (CFDA 10.664).

Cost-share i.e. matching (1:1) funds will be available to organizations for projects in Michigan,which must be completed by **September 1, 2023.**

The purposes of this 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 orders 14008 and 13985
- 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.
- Support equitable and resilient communities by incorporating urban and community forestry into climate adaptation and resilience strategies.
- Facilitate implementation of the State of Michigan Forest Action Plan through supported projects.

# FY23 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES

Up to $125,000 total in available funding may be distributed for the following project categories:

- Assessments and Data
- Tree Planting and Maintenance
- Training, Education and Outreach
- Management and Planning
- Technology and Innovation

A single grant request may be in the range of $1,000 to $25,000 in funding from this program. This is a reimbursement grant program. Federal grant monies awarded under this program will be paid only upon evidence of project completion, approval of eligible expenses and required 1:1 non-federal match.

For additional information, visit the DNR's UCF web page at Michigan.gov/ucf, or contact Program Coordinator Kevin Sayers at SayersK@Michigan.gov, 517-582-3209.

# ELIGIBILITY INFORMATION

Applications will be accepted from the following:

- Local units of government (e.g., city, village, township, county, conservation district)
- Educational institutions (public schools, colleges, and universities)
- Tribal governments
- Non-profit organizations with 501(c)(3) legal status*

*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.

**Individuals, private businesses, and for-profit institutions <u>are not eligible</u> to apply but may partner with an eligible organization on a proposal.**

**NOTE:** Priority consideration may be given to first-time applicants and/or those demonstrating additional or unique needs related to social, demographic, environmental justice issues using tool(s) listed below or similar:

- [Michigan Environmental Justice Screening Tool](#) (draft)
- [EPA Environmental Justice Screening and Mapping Tool](#)
- [Climate and Economic Justice Screening Tool](#)
- [Economic Innovation Group's Distressed Communities Index and Mapping Tool](#)
- [American Forests Tree Equity Score and Mapping Tool](#) (esp. for tree planting projects)

## Suspended and Debarred Parties

*Sec. 3016.35 Subawards to debarred and suspended parties. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as 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." See [list of debarred parties](#) for details.

## Limit on Number of Proposals

One (1) application per category, per organization.

## Project Categories and Eligible Activities

Several activities will be eligible for funding under the following categories:

1. Assessments and Data
2. Tree Planting and Maintenance
3. Training, Education and Outreach
4. Management and Planning
5. Technology and Innovation

## Assessments and Data

Includes activities such as:

- Street and park tree inventories
- Urban tree canopy (UTC) assessments
- Tree risk assessments
- Purchase of tree inventory software (one time only)
- Temporary staffing support (labor/administration) students/interns – 1yr max)

## Tree Planting and Maintenance

Includes activities that demonstrate connection to and/or implementation of a documented plan or management strategy. Projects may include:

- Tree Planting - public property only
- Tree Maintenance (e.g., pruning) - public trees only

## Training, Education and Outreach

Includes activities that help build skills, resources, capacity, awareness and understanding of urban trees, forests and their management or care. Projects may include:

- Professional and staff training related to urban forestry and/or arboriculture (eg certified arborist)
- Community education related to urban forestry and/or arboriculture (e.g. Arbor Day events)
- Messaging, marketing and outreach related to trees, urban forestry (media, materials, supplies etc)

## Management and Planning

Includes activities such as:

- Climate Action Plans (e.g., resilience. adaptation etc.) that include tree/urban forest component
- Streetscape/arboretum landscape design
- Tree Maintenance Work Plan (e.g., routine pruning cycle planning)
- Urban/Community Forest Management or Master Plans

## Technology and Innovation

Includes activities that support technology and innovation such as:

- Webinar and training opportunities
- Urban wood utilization initiatives (not equipment)
- Urban forestry/arboriculture software and/or applications (e.g., iTree)
- Municipal urban forest carbon credit projects

# HOW TO APPLY

1. Electronic: E-mail the application packet as a PDF attachment to Urban and Community Forestry Program Coordinator, Kevin Sayers at [SayersK@Michigan.gov](mailto:SayersK@Michigan.gov) by **September 23, 2022**. Additional items such as letters of recommendation may be included in the same message as part of the package or as labeled attachments; **or**:

2. Hard Copy: Submit one (1) original and one (2) copies of the application via mail **postmarked by September 23, 2022**. Mail to: MDNR, Urban Forestry Grant Program - Attn: Kevin Sayers, PO Box 30452 Lansing, MI 48909.

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

1. Application Questionnaire
2. Budget
3. Attachments (e.g., site map, planting diagrams, plan(s) referenced, IRS determination, quotes etc.)

## Application Questionnaire

Include project overview, outcomes, impacts, implementation, timelines, and individuals/organizations involved in the project and related responsibilities.

## Budget Information

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). Federal monies may not be used as matching funds. Identify sources of in-kind contributions such as in-house or volunteer labor costs, equipment, donations etc.

Volunteer labor should be valued as follows: Adults - $28/hr.; Youths (up to age 16) - $14/hr. 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.

Applicants that have an approved overhead/indirect rate from a cognizant federal agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested.

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.)
- Supplies (i.e., trees, tools, books, brochures, etc.)
- Travel (current federal rate of $.58/mile)
- Delivery costs

The project budget breakdown should include information in a similar format to the example below:

**Project Title**: Community Street Tree Inventory
**Total Project Cost**:  $36,500
**Requested Grant Funds**: $15,000
**Anticipated Matching Funds:** $21,500

| Category | Grant Funds | Local Match |
|---|---|---|
| **Personnel/fringes** | | $3,000 |
| **Contracted** | $15,000 | $11,000 |
| **Supplies** | | $7,500 |
| **Other** | | |
| **Total** | **$15,000** | **$21,500** |

**Budget Detail:**
**Personnel**: 150 hours @$20/hr.
**Contracted**: consultant fees for inventory
**Supplies**: 3 computers, software and misc. other

Applicant must provide a final project report summarizing the outcomes, challenges and any additional data, plans, or literature developed through the grant. Project records must be available for audits for up to 3 years and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

## REVIEW AND SELECTION PROCESS

The application process is competitive. Proposals submitted for consideration will be reviewed by the DNR UCF Coordinator and others including Forest Resources Division staff and/or members of the Michigan Urban and Community Forestry Advisory Council.

Proposals will be reviewed and rated 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 awards will be made by the DNR UCF Coordinator in consideration of all application review ratings and recommendations.

**Criteria**

Applications will be evaluated based on following:

- Completeness of application
- Alignment with grant program goals and those stated in [Michigan's Forest Action Plan](#)
- Connection to local plans, goals, and initiatives
- Project quality and technical merit
- Budget completeness, accuracy and cost-effectiveness
- Other factors including past grant performance

Project/program goals include responsiveness to stated Grant Program Objectives (pg. 1). Project quality includes completeness of application, well-defined project outcomes, short/long-term impacts, cost effectiveness, and proposed plan for continuation or maintenance of project beyond the grant period.

Budget accuracy will consider eligibility of requested funds (based on project category), adequate match etc. In addition, several items related to statewide program administration may be considered including:

- Likelihood that the proposed project will yield products/results that could benefit the broader Michigan UCF community
- Likelihood that the proposed project will result in a community/organization/utility achieving or maintaining designation as a Tree City/Campus/Line USA
- Project builds upon existing local goals, objectives, or plans
- Social, geographic, economic equity (e.g., Tree Equity Score, Distressed Community Index)
- Length of time since last grant award (if any)

The DNR reserves the right to refine or alter these criteria at any time.

# GRANT AWARD AND EXECUTION

Grants will be awarded to the highest rated proposals, as determined by the review committee and the grant supervisor, based on application comparisons and other program administration considerations listed above. Following the rating, each applicant will be notified of their status (award and allocation, or no award.)

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 for processing following the initial notification. In addition, 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.

Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the DNR Grant Supervisor. Grant monies awarded will be paid ONLY upon evidence of completion of the project. **Project must be completed by September 1, 2023**.

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, State and Private Forestry Program. The DNR reserves the right to withhold award of available grant monies.

# GUIDELINES FOR TREE PLANTING PROJECTS

Tree planting projects should describe the procedures for planting trees. It should demonstrate aconnection to and implementation of a documented plan for enhancing the community forest.

Please include the following information:
1. Total number of trees to be planted
2. Size (caliper, container size or height - inches/feet)
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

Important goals for tree planting projects should include
1. Species diversity
2. Appropriate species for the planting location, including distance from all utilities
3. Proper planting technique
4. Commitment to tree care and maintenance
5. Enhancing community wide canopy cover (e.g. Tree Equity Score)

Tree planting diversity guidelines recommend no more than 20% of plantings to be from the same genus of trees (e.g., maple, oak, birch etc.). The table below provides the minimum number of genus suggested for a given project size:

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

Native trees are encouraged whenever possible.

The following tree species WILL NOT be eligible for reimbursement through this grant program: Norway maple (*Acer platanoides* - all varieties and cultivars), blue spruce (*Picea pungens*), and flowering pear (*Pyrus spp* - all varieties and cultivars).

**CALL MISS DIG AT (800) 482-7171 OR 811 THREE DAYS BEFORE BEGINNING ANY PLANTING OR DIGGING PROJECT!**

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 Z60.1-2014);
2. *Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices* (ANSIA300-1995);
3. *Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and CuttingBrush-Safety Requirements* (ANSI Z133.1-1994).

Examples and instructions based on these standards may be found in:

- [How to Prune Trees](#), USDA Forest Service

- [Tree Planting Diagram](#), Alliance for Community Trees

- [Tree Planting Hardiness Zones](#), USDA

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*).

## Planting Maintenance Plan

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 and is available online at: [www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf](http://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf)

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# FY23 URBAN AND COMMUNITY FORESTRY GRANT

*This information is required by Authority of Part 5, 1994 PA451, as amended, and the U. S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, to be considered for a grant.*

| | |
|---|---|
| Applicant Name (Community or Organization) | |

| | |
|---|---|
| Contact Person (Primary Project Contact) | Email |

| | |
|---|---|
| Address | City, State, ZIP Code |

| | |
|---|---|
| Telephone Number (Including Area Code) | County |

SIGMA Vendor Number (if known*)

*Will be required if awarded a grant.
SIGMA Vendor Self Service (VSS): https://www.michigan.gov/VSSLogin. For assistance contact (888) 734-9749 or email SIGMA-Vendor@Michigan.gov

### PROJECT BUDGET SUMMARY

**Grant Amount Requested** (No more than 50% of total eligible project cost) $ _____

**Match Amount** (At least 50% of the total eligible project cost)          $ _____

**Total Project Cost**                                                       $ _____

| | |
|---|---|
| Estimated Project Starting Date | Estimated Projection Completion Date (Must be completed by 09/01/2021) |

| Project Type (Check ONLY one) | Type of Applicant (Check ONLY one) |
|---|---|
| ☐ Assessment and Data | ☐ Local Unit of Government |
| ☐ Tree Planting and Maintenance | ☐ Non-Profit Organization (must be designated as 501c3) |
| ☐ Training, Education and Outreach | ☐ Educational Institution |
| ☐ Management and Planning | ☐ Tribe |
| ☐ Technology and Innovation | ☐ Other (specify) _____ |

## APPLICATION DEADLINE:  SEPTEMBER 23, 2022

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*or*
*Mail - Michigan Department of Natural Resources*
*Urban and Community Forestry Program*
*P.O. Box 30452*
*Lansing, MI 48909-7952*

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# APPLICATION QUESTIONNAIRE

*(Attach up to a maximum of 2 additional pages using this format)*

**Project Overview**

Provide a short description of the project, local issues that motivated it, and challenges or priorities it aims to address. For tree planting projects please refer to the DNR UCF Grant program Tree Planting Guidelines on pg. 6.

**Project Outcomes and Impacts**

Describe the major outcomes of this project, who will benefit, and how it connects with the goals, strategies and objectives of the Michigan Forest Action Plan.

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**Project Implementation & Timeline**
Describe the planned approach to completing the project including specific methods, strategies, and timeline. For tree planting projects, include ownership and authorization to plant if land is not owned by the applicant.

**Key Individuals and Organizations**
List key individuals, organizations, and partners responsible for completing this project and provide related titles and responsibilities.

**Projected Long-term Impact**
Competitive applications should outline a clear plan of project impacts that will extend beyond the funding period. Do you have plans to continue, maintain, update, or assess the project beyond the grant funding?

# BUDGET INFORMATION

A budget chart must be included (<u>see example pg. 4</u>). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request may be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor should be valued as: Adults at $28/hr., Youths up to age 16 at $14/hr. Professional or technical services contributed by consultants, businesses or companies should be considered in-kind match valued at commercial/professional rates that are reasonable and customary and must be documented in writing by the donor.

Some acceptable sources of match may include:
- Labor (in-house, volunteer, contract)
- Facility rental fees
- Program administration (up to 20% of requested grant funds)
- Travel / Delivery costs
- Equipment (rented, in-house, purchased)
- Donations
- Supplies (i.e., books, brochures, tools, mulch, food, etc.)
- Tree planting maintenance (1st yr. estimated costs only)

| Expenses | Requested Grant Funds | Match | Budget Detail |
|---|---|---|---|
| Personnel/Fringe | $ | $ | |
| Overhead | $ | $ | |
| Volunteer | $ | $ | |
| Travel | $ | $ | |
| Equipment | $ | $ | |
| Supplies | $ | $ | |
| Contractual Services | $ | $ | |
| Other | $ | $ | |
| **TOTAL** | $ | $ | |

If you are not the landowner where the project will occur, do you have landowner written permission (if applicable)?
☐ Yes, provide copy   ☐ No (a copy is required prior to beginning)

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

Are you currently debarred or suspended from participation in Federal Assistance Programs? (See page 2)   ☐ Yes  ☐ No

*As designated representative of above-named Applicant, I hereby agree to implement this project according to theapplication and to abide by the provisions of the Community Forestry Grant Program, including compliance with allapplicable federal and state laws and regulations.*

| Applicant's Designated Representative (Please Print) | Signature | Date |
|---|---|---|
| | | |

# APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

☐ If sending by email, send application in PDF format and attachments appropriately labeled and referenced.

☐ If sending by mail, one original and two (2) copies with any attachmentsappropriately labeled

☐ Completed Application Questionnaire

☐ Required contact information (including SIGMA Vendor No., if known)

☐ Copies of quotes or bids received for the project (as applicable)

☐ Budget verified including required match

☐ Written approval from landowners for tree planting projects

☐ Required signatures

☐ Letters of support (not required)

☐ IRS Letter of Determination (nonprofit organizations only)