FY2022 URBAN AND COMMUNITY FORESTRY PROGRAM GRANT APPLICATION AND INFORMATION

APPLICATION DEADLINE: SEPTEMBER 17, 2021

Email - sayersk@michigan.gov
or
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. 07/13/2021)

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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. Projects must be completed by **September 1, 2022.**

The purposes of this program are to provide financial and technical assistance to:

- Build local community capacity to grow, manage and care for urban and community forests through education, training, and technical assistance.
- Assist communities in developing and implementing sustainable community forest management programs.
- Address environmental justice and involve underserved communities in urban and community forestry.
- Improve public awareness and understanding of the benefits of preserving and expanding community tree cover.
- Build 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 people involved in planning, managing, or maintaining urban and community forests.
- Build equitable and resilient communities by incorporating urban and community forestry into climate adaptation and resilience strategies.
- Support implementation of the State of Michigan Forest Action Plan.

FY 2022 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES

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

- Assessments and Data
- Project Implementation & Outreach
- Management and Planning
- Technology and Innovation

A single grant request may be in the range of $1,000 to $15,000 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, and 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 school districts, public 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 are not eligible to apply but may partner with an eligible organization on a proposal.

NOTE: Priority consideration may be given to:

- Low-income communities as defined by the US Small Business Administration Mapping Tool
- Distressed communities as defined by the Economic Innovation Group's Distressed Communities Index
- Low tree equity areas as defined by the Tree Equity Score
- First-time applicants
- Applicants who have not received any DNR UCF program grants in the last three years.

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. Project Implementation and Outreach
3. Management and Planning
4. 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)

Project Implementation and Outreach

Includes activities that are performed as part of a partnership, plan, or management strategy. Projects may include:

- Tree Planting - public property only (Must demonstrate connection to a documented plan)
- Tree Maintenance (e.g., pruning) - public trees only (Must demonstrate connection to a documented plan)
- Professional and Staff Training related to urban forestry and/or arboriculture

- Community Education related to urban forestry and/or arboriculture (including Arbor Day)
- Incorporating trees in green infrastructure projects

Management and Planning

Includes activities such as:

- Climate Action Plans (e.g., community resilience. adaptation etc.) that includes a tree/urban forestry component
- Streetscape/arboretum landscape design
- Tree Maintenance Work Plan (e.g., routine pruning cycle planning)
- Urban/Community Forest Master Plan
- Urban/Community Forest Management Plan
- Tree ordinance review and development

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 by **September 17, 2021**. Late applications or those submitted in the wrong format will not be accepted. 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 two (2) copies of the application via mail **postmarked by September 17, 2021**. Late applications will not be accepted. 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, 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 (no more than 50% of the total project costs), and the amount and type of matching funds (cash, and/or in-kind contributions). Federal monies may not be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, equipment usage, donation of goods, services, etc. should be identified.

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 and accuracy
- Other factors including past grant performance

Project/program goals should include responsiveness to stated Community Forestry Grant Program Objectives. 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)
- Applicant past performance on grants

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, 2022**.

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 in inches)
3. Planting stock type (i.e., balled & burlap, container, bare root)
4. Species and quantities
5. Location of tree planting (general site map)
6. Tree planting diagram
7. Consideration of any utility issues

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 maintenance, and care
5. Enhancing community 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 TREE 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, Northeastern Area, State and Private Forestry
- Tree Planting Diagram
- Tree Planting Hardiness Zones

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

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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 asamended, 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, Telephone 517-284-5900.

URBAN AND COMMUNITY FORESTRY PROGRAM
FY2022 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 09/01/2022)
Project Type (Check ONLY one) ☐ Assessment and Data ☐ Project Implementation and Outreach ☐ Management and Planning ☐ Technology and Innovation	Type of Applicant (Check ONLY one) ☐ Local Unit of Government ☐ Non-Profit Organization (must be designated as 501c3) ☐ Educational Institution ☐ Tribe ☐ Other (specify) _____

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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, the local issues that motivated it, and the challenges or priorities it aims to address. For tree planting projects please reference the DNR UCF Grant program Tree Planting Guidelines.

Project Outcomes and Impacts

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

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.

Post-Project
Competitive applications should outline a clear plan of project impacts that will extend beyond the funding period. Briefly describe plans to continue, maintain, update, or assess the project beyond the grant funding.

BUDGET INFORMATION

A budget chart must be included (see example). 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, the application in a PDF format and attachments appropriately labeled and referenced.
- ☐ If sending by mail, one original and two (2) copies of the application and attachments appropriately labeled and referenced
- ☐ 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)