



2021 URBAN AND COMMUNITY FORESTRY PROGRAM GRANT APPLICATION AND INFORMATION



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.

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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 Grants 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 30, 2021**.

The purposes and objectives of this program include:

- providing financial assistance to communities and organizations to support UCF projects,
- building local community capacity to manage and care for trees through education, training and technical assistance,
- developing long-term street/park and community forestry plans and policies,
- promoting projects that assist communities in developing and implementing sustainable local tree management programs,
- improving public awareness and understanding of the benefits of preserving and expanding community tree cover,
- promoting volunteerism and partnership between public, private and nonprofit organizations for public tree care,
- supporting innovative projects and partnerships that address UCF issues in Michigan,
- enhancing the technical skills of people involved in planning, managing or maintaining urban and community forests and,
- Promoting and celebrating Arbor Day, Tree City/Campus/Line USA and related events.

FY 21 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES

Up to \$100,000 in available funding may be distributed according to the following breakdown:

Management, Planning and Innovation projects - 60%
Education and Training projects - 20%
Tree Maintenance projects – 10%
Tree Planting projects – 8%
Arbor Day Celebration projects - 2%

This is a reimbursement grant program. Federal grant monies awarded under this program will be paid only upon evidence of completion of approved and eligible projects 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

NOTE - Priority consideration may be given to first-time applicants and to those who have not received any DNR-administered UCF program grants in the past year.

ELIGIBLE APPLICANTS:

Applications will be accepted from the following:

- local units of government (e.g. city, village, township, county)
- educational institutions (school district, public university)

- tribal governments
- non-profit organizations with 501(c)(3) legal status*
- Individuals, private businesses, and for-profit institutions **are not eligible** to apply but may partner with an eligible organization on a proposal.

*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.

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.

ELIGIBLE ACTIVITIES:

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

1. Management, Planning and Innovation
2. Education and Training
3. Tree maintenance
4. Tree planting
5. Arbor Day Celebrations

Management, Planning & Innovation

Includes activities such as:

- street and park tree inventories
- community forestry management plans
- urban tree canopy (UTC) assessments
- tree ordinance development/revision
- tree protection plans
- street/landscape/arboretum designs and plans
- urban wood utilization initiatives (not equipment)
- purchase of tree inventory software (one time only)
- temporary staffing support (labor/admin, students/interns – 1yr max)

Maximum grant request: \$20,000.00

Education & Training

Includes activities/items such as:

- develop/host urban forestry related workshops
- purchase of educational and training materials/resources/supplies including books, videos, brochures, and hand tools etc., focused on tree care, environment or natural resource issues
- registration expenses for worker training events
- initial costs (e.g. study guide, test fee etc.) associated with staff certification by the International Society of Arboriculture (e.g. certified arborist)
- develop/host youth education programs/events
- develop/purchase tree ID tags, interpretive trail signage, etc.

Maximum grant request: \$10,000.00

NOTE - Educational products developed may be locally focused but will ideally have statewide or regional applicability and include a mechanism for information distribution.

Tree Maintenance*

Includes activities such as:

- Public tree maintenance pruning or restoration pruning for tree health (e.g. storm damage), as guided by recommendations from a community tree inventory and/or management plan.

**Tree removal is not an eligible expense*

Maximum grant request: \$5,000.00

Tree Planting

Includes the following activities only:

- Tree planting on public property*

**parks, rights-of-way, streets, botanical gardens, schools, and neighborhood common spaces.*

NOTE - Reimbursement will be made towards the purchase of trees only. Planting costs are not reimbursable but may be used towards the match obligation. See tree planting information details below for eligible amounts and allowed reimbursement rates.

Maximum grant request: \$2,000.00

Arbor Day Celebrations

Includes activities such as:

- Arbor Day tree planting (typically one tree)
- Arbor Day/Tree City celebration supplies (brochures, pencils, stickers, awards etc.).
- School library books/materials related to trees, forestry, environmental or natural resource issues. All materials must be approved by the grant supervisor.

Maximum grant request: \$500.00

HOW TO APPLY

1. E-mail the application packet as a PDF attachment to Urban and Community Forestry Program Coordinator Kevin Sayers at SayersK@Michigan.gov by **September 30, 2020**. 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. Submit one (1) original and one (1) copy of the application via mail by **September 30, 2020**. 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. Project Narrative
2. Budget
3. Attachments (e.g. site map, IRS determination, quotes etc.)

NARRATIVE INFORMATION:

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved/responsible with project as listed on the Urban & Community Forestry Grant Application.

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, 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 - \$22/hr.; Youths (up to age 16) - \$12/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: \$41,500
Requested Grant Funds: \$20,000
Anticipated Matching Funds: \$21,500

	Grant Funds	Local Match
Personnel/fringes		\$ 3,000
Contracted	\$20,000	\$11,000
Supplies		\$ 7,500
Other		
Total	\$20,000	\$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 project and outcomes an 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.

Tree Planting Project Category Information:

The tree planting section should describe the procedures for planting trees on the project. It should be based on an overall vision of sustaining and enhancing the community as a livable place with an extensive, thriving urban forest that provides multiple aesthetic and ecological benefits.

Please include the following information:

1. total number of trees
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

Species diversity guidelines recommend a maximum of 20% of plantings to be from the same genus of trees (e.g. Maple) and a maximum of 10% of plantings to be from the same species of tree (e.g. Red Maple). The table below provides the minimum number of species suggested for a given project size:

Total # of Trees in Planting	Minimum # of Species
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10
200+	12

*Certain species, including Norway maple, blue spruce, and flowering pear (all varieties), are discouraged due to characteristics that make them especially susceptible to insect, disease, storm damage or invasiveness. Native trees are encouraged whenever possible.

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* (ANSI A300-1995);
3. *Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-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 (NA-FR-01-95)
- [Tree Planting Diagram](#)
- [Tree Planting Hardiness Zones](#)

Tree Planting Stock Type/Size

Planting stock selection should be determined based on species, planting location, soils, etc. Trees will be reimbursed up to the listed amount depending on tree size and actual cost. **No tree shall be reimbursed more than \$150.**

Balled and Burlap: Approx. 1 ½ - 3+ inch diameter, 10-15 feet height. Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground. *Maximum reimbursement: \$150 per tree.*

Bare Root: Approx. 1-1¾ inch caliper, 6-10 feet height. Tree caliper is measured 6 inches above ground. *Maximum reimbursement: \$45 per tree.*

Containerized/Potted (Sm.-Med.): Container size class less than #10 with depth 8-14 inches and top diameter 9 -11.5 inches. Trees typically 1-6' tall. *Maximum reimbursement: \$45 per tree.*

Containerized/Potted (Lg.): Container size class equal or greater than #10 with depth 12-17 inches and top diameter 14.5 and 28.5 inches. Trees typically 6-10' tall. *Maximum reimbursement: \$85 per tree.*

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

Tree Maintenance Category Information:

- Provide copy of local urban forestry management plan and demonstrate how implementation of this work connects to it (e.g. project addresses prioritized list of tree pruning in plan).
- Provide at least one quote for planned work
- All pruning must be done on public trees only and according to [ANSI A300 \(Part 1\) specifications](#) (no topping).
- Provide documentation of work accomplished (e.g. number of trees pruned, before after pictures etc.)

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 applicant review ratings and recommendations.

CRITERIA:

Applications will be evaluated based on following:

- completeness of application
- project/program goals and appropriateness
- project quality and technical merit
- budget accuracy
- other factors including past grant performance

Project/program goals 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
- geographic location in Michigan
- 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 project. Project must be completed by September 30, 2021.

Recipients must comply with all applicable state and federal regulations and requirements. Projects receiving funds must acknowledge the support of the DNR, Urban and Community Forestry Program, and the USDA Forest Service, State and Private Forestry Program. The DNR, FRD reserves the right to withhold award of available grant monies.

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, Telephone 517-284-5900.

URBAN AND COMMUNITY FORESTRY PROGRAM FY21 URBAN AND COMMUNITY FORESTRY GRANT FORM



Michigan Department of Natural Resources, Forest Resources Division



URBAN AND COMMUNITY FORESTRY PROGRAM FY21 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, in order to be considered for a grant.

Organization Name (Community or Organization)	Contact Person (Person responsible for all project correspondence)
Address	Email
City, State, Zip	County
Telephone (including area code)	Federal Employer Identification Number (FEIN): (This 9 Digit Number <u>Must</u> be Provided)
PROJECT BUDGET SUMMARY GRANT AMOUNT REQUESTED (no more than 50% of total project cost) \$ _____ MATCH AMOUNT (at least 50% of the total project cost) \$ _____ TOTAL PROJECT COST \$ _____	Estimated project starting date:
	Estimated projection completion date: (must be completed by 9/30/2021)
PROJECT TYPE (Check ONLY one project type) <input type="checkbox"/> Management, Planning & Innovation (\$20,000 or less) <input type="checkbox"/> Education & Training (\$10,000 or less) <input type="checkbox"/> Tree Maintenance (\$5,000 or less) <input type="checkbox"/> Tree Planting (\$2,000 or less) <input type="checkbox"/> Arbor Day Celebrations (\$500 or less)	TYPE OF APPLICANT (Check one) <input type="checkbox"/> Local Unit of Government <input type="checkbox"/> Non-Profit organization (must be designated as 501c3) <input type="checkbox"/> Educational Institution <input type="checkbox"/> Tribe <input type="checkbox"/> Other (specify) _____

APPLICATION QUESTIONNAIRE *(Attach up to two additional pages as needed)*

Describe the purpose and objectives of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

Describe specific project outcomes and deliverables anticipated (i.e. what will be the major accomplishment(s) from this project?)

Describe your strategy/timeline for completing the project. Be sure to include specific steps and preplanning info (e.g. preliminary designs, quotes, estimates, etc.)

Please list the names and responsibilities of key individuals and organizations involved with the project.

Upon completion of your project, what plans do you have (if any) to continue, maintain, update or assess it?

Total number of trees to be planted	Size (i.e. caliper inches)
Nursery Stock Type (Check all that apply): <input type="checkbox"/> Balled & Burlap (Qty _____) <input type="checkbox"/> Bare Root (Qty. _____) <input type="checkbox"/> Large Container (Qty. _____) <input type="checkbox"/> Small Container Qty _____	
Tree species <u>and quantities of each</u> to be planted (Applicants are strongly encouraged to use a diversity of tree species): 	
Location of Tree Planting Project (Check all that apply. A basic location/site map and planting diagram <u>must be provided</u>): <input type="checkbox"/> Public Right-of-Way <input type="checkbox"/> Park/Nature Center <input type="checkbox"/> Campus <input type="checkbox"/> Other (describe): _____	
Are there any utilities present on the site of this planting project? <input type="checkbox"/> Yes (Indicate type) <input type="checkbox"/> No Type of Utility: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
If utilities are present, how will this planting avoid conflicts with existing utilities? (e.g. Right tree/right place: http://www.arboday.org/trees/righttreeandplace/) 	

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

TREE MAINTENANCE PLAN (REQUIRED)

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**
Indicate below who will be responsible for the maintenance activities (i.e., municipal crews, contractors, residents etc.):

*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own. Please visit: https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf

APPLICATION CHECKLIST

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

- If sending by mail, have you included a total of two (2) copies of the application (one original, one copy)?
- If sending by e-mail, is your application in the correct format? Are your attachments labeled with titles and your organization's name?
- Did you provide the required contact information (including FIN#) and answer all questions on the application?
- Did you include copies of any quotes or bids you received for the project? (as applicable)
- Have you verified budget figures and correctly calculated the required matching funds?
- Did you provide copies of any Urban Forestry Program components? (as applicable)
- Have you obtained written approval from landowners? (as applicable)
- Have you obtained all necessary required signatures?
- Are there any letters of support that you would like to include? (not required)
- Have you attached a copy of your IRS Letter of Determination? (nonprofit organizations only)