REQUEST FOR PROPOSALS

Urban and Community Forestry Grant Program

2016 Information and Application Package

Application Deadline: March 31, 2015

Submit to:

Urban and Community Grant Program
North Carolina Forest Service
1616 Mail Service Center
Raleigh, NC 27699-1616

This RFP forms part of any contract administered by this grant program. Please retain a copy for your records to reference for all aspects of your grant, grant products, reimbursements and reporting.

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I. OVERVIEW

Urban and community forestry is broadly defined as the comprehensive management of trees, forests, and related natural resources in populated areas for the physiological, sociological, economic, and aesthetic benefits trees provide society.

Program Authority

Federal support to the NC Urban and Community Forestry Program is authorized by the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313) as amended. The program operates as a cooperative partnership between the NC Forest Service and USDA Forest Service, Southern Region.

As part of the 2010 North Carolina Forest Action Plan the following goal and objectives were established as the focus of the NC Urban and Community Forestry Program. Grant projects should be developed to follow one or more of these four objectives.

Program Goal

Enhance the benefits and sustainable management of urban forests.

Program Objectives

1. Reduce the impacts of land-use change and urbanization on forested landscapes in and around urban areas.
2. Facilitate strategic planting and maintenance of community trees for public benefits.
3. Assist communities with establishing and managing their urban forests.
4. Encourage policies and guidelines that sustain urban and community forests for the public's benefit.

Program Eligibility

Grant funds may be awarded to any unit of local or state government, public educational institutions, approved non-profit 501(c)(3) organizations and other tax-exempt organizations. **First-time municipal applicants and municipalities seeking Tree City USA status shall be given priority for funding.**

II. FINANCIAL MATTERS & TIMING

Available Funds

Requests for assistance should range between **$1,000 and $15,000**. Exceptions are described under **Special Funding Projects** (see page 8). Funding requests for more than $15,000 will be reviewed only after consultation with the Grant Administrator **prior** to application. Funding is for programs, projects or activities not currently being funded and cannot be used to substitute for existing funds. Funds may be used within existing programs to initiate new program development or program expansion. **Funding is not available for entertainment, food and beverages, computers, tree maintenance, or construction and landscape supplies/equipment.**

Matching Contributions

The Urban & Community Forestry Grant Program funds must be matched equally (dollar for dollar) with non-federal funds. Match may be in the form of *cash purchase* or *in-kind contributions*, and all such contributions must come from non-federal sources. Matching funds for this project may not be used as a match for any other federal cost-share project. All

matching funds must be specifically related to the proposed project. Documentation of all matching support must be maintained and submitted with reimbursement.

Cash Purchases are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts or official payroll records. Cash match must be associated with a specific project budget cost.

In-Kind Contributions include: on-hand supplies, third party donations of supplies or equipment, and the value of time (including fringe benefits) and equipment spent by the Grantee's employees or volunteers on eligible project activities. Rates for volunteers performing tasks the same as their normal line of work are calculated at their current job rate. Assistance provided by Federal employees or North Carolina Forest Service employees **may not** be claimed as part of the local match.

In-Kind Matching Guidelines

- Adult volunteers - $22.55/hour
- Youth volunteers - $7.25/hour (Federal minimum wage)
- Donated professional services – use customary rates for services provided
- Current personnel/staff – use hourly wage rates (may also include fringe benefits)
- Donations of materials – use customary retail rates
- Equipment – use established rates per hour, per mile, etc.
- Vehicle mileage – $.56/mile (current federal standard mileage rate, business use)

Ownership of Equipment and Supplies Purchased with Grant Funds

Unless otherwise specified, all equipment and supplies reimbursed remain the property of the grantee throughout their useful life span, to be used *exclusively* for activities related to the project or for other activities consistent with the goals and objectives of the *Urban and Community Forestry Grant Program*. If these conditions cannot be met arrangements will be made to transfer ownership to the State.

Ineligible Expenses for Grant Reimbursement

- Expenses incurred *before or after* the contract period
- Any expense not part of an *approved* budget
- Food, drinks and refreshments for meetings, volunteers, etc. (cannot count as match)
- Costs associated with *preparing* the grant application
- Salaries of current staff, although they may qualify as match, if appropriate
- General overhead and administration charges, although they may qualify as match
- Expenses not supported by proper documentation (such as paid receipts, invoices, etc.)
- Shrubs, flowers or groundcovers, although they may qualify as match, if approved
- Costs associated with regular and persistent tree maintenance
- Purchase of construction and landscape supplies/equipment
- Purchase of computers

Program Income

Income from grant-supported activities (such as ***workshop registration fees***, revenues from the sale of publications, royalties, etc.) must be included in the budget and applied to achievement of the grant project (i.e. spent to support a budget cost). The most common type of program income is excess workshop registration fees where grant funds are used to defray workshop costs (speaker fees, room rental, educational handouts, etc.).

[In cases where a profit is realized from a grant-supported activity, grantees must report to NCFS the amount of profit and apply it directly to the grant-funded project, reducing the over-all grant amount. Should this situation occur, contact the grant administrator to discuss options.]

Grant Program Timeline

Grant recipients will be given **11 months** to complete their project. Approved projects may begin only after contract forms are signed and submitted by the grantee and a fully executed contract is returned to the grantee by the North Carolina Forest Service.

March 31, 2015 – Application Deadline. Proposals must be **received** at the North Carolina Forest Service headquarters in Raleigh by 5:00 P.M.
July 1, 2015 – Notification Date. All applicants will be formally notified of the outcome of their grant application. Following notification, contracts will be developed and sent to those organizations selected for funding. Contracts are to be signed and returned **within 20 days**.
September 1, 2015 – Begin Project. Contract Period scheduled to begin.
March 1, 2016 – Mid-Year Status Report due. Report covers grant activities from beginning of contract up to February 29, 2016.
July 31, 2016 – End Project. Contract Period ends. No further work can be carried out for the grant, unless a time extension has been previously approved. Submissions of the Final Accomplishment Report and the Final Request for Reimbursement are due **within 15 days** of the Contract end date, or approved time extension deadline.

The North Carolina Forest Service reserves the right to pro-rate grant awards. Decisions on allocations by the North Carolina Forest Service are final.

III. PROJECT EXAMPLES

Projects will benefit from having clearly stated goals, well-thought-out budgets, and well-planned scheduling that utilizes volunteers, creates local partnerships, promotes development of local community forestry programs, has a long-term focus and benefits, and/or has an educational or technology transfer component. The program is designed to support new and innovative initiatives or expand existing programs that would not occur without grant funds. It is not intended to substitute for current funding levels.

Proposals may fit into one or more of the following categories. Some project examples, which support the program's objectives, are offered as a guide below. A more complete listing of examples and details can be found on the Urban and Community Forestry Website: http://ncforestservice.gov/Urban/urban_eligibleprojects.htm.

Project Categories

Category 1: Urban & Community Forestry Program Development
This category is specific for communities who do not currently have a community forestry program in place. Grant funding may assist with:

- Creation and training of a Tree Board or Shade Tree Commission
- Development of a Tree Ordinance or Tree Conservation/Preservation Ordinance
- Conducting a Hazard Tree Evaluation
- Holding a Public Meeting on the Benefits of Trees

Category 2: Urban & Community Forestry Program Improvement
This category is provided to encourage improved management of a community's forest. Priority will be given to projects that enhance a local government's ability to maintain a comprehensive urban management program. Grant funding may assist with:

A. ***Conducting a Tree Inventory and Analysis*** – Projects designed to inventory public trees on streets, parks, school campuses, etc. The applicant must demonstrate that the inventory will be tied to its tree maintenance activities as well as plans for future tree planting. A management plan *should* accompany or be developed after an inventory. The purchase of

inventory software, data access subscription and rental of field data recorders is allowed using grant funds; however grant funds cannot be used to purchase a desktop, laptop or notebook computer.

B. ***Conducting a Resource Assessment*** – Projects designed to assess local natural resources either on public or private properties. A resource assessment will result in a document or database containing specific, standardized information on groups of trees, other natural resources, and other features (such as the built environment) in the community. For example:

- Canopy Assessment A satellite imagery or aerial photography study that identifies current vegetative cover types and land uses. The study may include an analysis of the changes in tree cover.
- GIS Based Study Use GIS data such as land use, land cover and topography to map, analyze, and assign value to the ecosystem services in a given area.
- i-Tree Eco (or similar type of analysis) Analysis using randomly located plots to model the environmental services provided by a community's forest.
- A survey of public property to identify available tree planting locations including community street rights-of-way, park land, and other public properties.

Resource assessments should be developed by *professional staff* with experience in conducting assessments and must be conducted using industry-standard data collection, analysis and presentation techniques and protocols. Volunteers involved in an assessment must be trained and proficient in the industry standard protocols and techniques.

C. ***Development of Management Plans or Street Tree Master Plans*** - A management plan is a detailed document, or set of documents, developed from professionally-based resource assessments/inventories, which outlines future management of the community's trees and forests. A management plan addresses the systematic planning, planting, protecting, conservation, storm damage mitigation, and/or maintenance of community trees. The plan should reflect the goals and objectives established by the City Forester, a local tree board, and/or City Council. A current tree inventory/resources assessment is generally a prerequisite for any type of management plan. Types of plans include:

- Urban Forest Master Plan This plan establishes the goals and direction for a community's urban forest. It often includes public input and development can be led by a consultant. The plan provides a shared vision for the future of the urban forest.
- Street Tree Planting and Maintenance Plan These types of plans, based on an inventory of trees and available planting spaces, include prioritized lists of tree pruning and removals, prioritized lists of replacement and new tree plantings, a recommended yearly budget, and a list of recommended tree species for replanting.
- City Parks Vegetation Management Plan This plan includes recommendations for the abatement of tree hazards, reforestation, and removal of identified invasive species in city parks as part of the management of the entire urban forest.
- Hazard Tree Reduction and Replanting Plan These types of plans are based on an inventory of public trees specifically focused on identifying high-risk trees. The plan includes steps for mitigation and if removals are recommended, a replanting strategy.
- Tree Emergency Response Plan This plan, based on assessment and analysis, details how a community will respond to a natural weather event or man-made disaster.

D. ***Revising an Existing Tree Ordinance/Policy*** – Projects to revise an ordinance are eligible. The ordinance or policy should address the establishment of municipal authority over public trees and set maintenance and management standards. A specific department or staff personnel should already be in place and assigned to enforce and implement policies on the local level. The ordinance or policy may also address issues such as tree

preservation during development, watershed preservation or buffer requirements, natural area preservation, reforestation and building restrictions, or other tree related issues.

E. <u>Professional Certification</u> – Projects that promote an increased level of professionalism within the community forest management program. Proposals may include the costs associated with ISA training and certifications/qualifications.

Category 3: Non-Profit Program Development

Organizations must qualify as non-profits under state and federal guidelines. If your organization has not participated in this program in the past please provide information about your organization's mission, structure and past activities in regard to urban and community forestry. Grant funding may assist with:

- <u>Publications and Communication</u> – Projects which develop publications, exhibits, videos, Web sites, or apps that increase public understanding of the benefits of urban forests.
- <u>Volunteer Training and Coordination</u> – Projects which train volunteers on some aspect of proper tree care.
- <u>Staffing and Administration</u> – New part-time staff to assist with administration, program development, volunteer coordination, etc. Grant funds should be viewed as start-up funds for sustained change and not be relied on in subsequent grant cycles for continuation of the position. A draft position description and qualifications must be submitted with the grant application.

Category 4: Tree Planting Projects

The proposal must demonstrate how the project will facilitate strategic planting and maintenance of community trees for public benefits. The following is ***required*** when any tree planting funds are requested:

1. Include tree planting as a separate component in the narrative section under Strategy:
   - List the number of trees to be planted by <u>species, size (caliper or height), and method of production (container, bare root, or B&B)</u>. A species list is required and must be approved by the grant administrator.
   - Outline strategies for the tree-planting component, including personnel and volunteers involved, their roles and their qualifications.
2. Include a site plan map or drawing showing the location of trees to be planted at the site. Include species, spacing between trees, existing features, and a general vicinity map or description.
3. Include a maintenance plan for the first 3 years following planting. Indicate <u>who</u> will be responsible for supervising and implementing the maintenance plan and their qualifications. Standard care and maintenance includes supplemental watering as needed, replenishing mulch, seasonal inspection of all trees, early corrective pruning if needed, insect and disease control as needed, and removal of any guys, stakes, wraps and supports no later than one year after planting. If trees die during this period, they must be replaced with comparable trees at the grantee's expense. No grant funds may be used to replace trees that have died.

The proposal must be submitted by the municipality (with the Tree Board as a partner) or be submitted by a closely allied organization partnering with the municipality and Tree Board. The total grant request may be up to $15,000; however, the following limits have been established for the purchase of trees:

Tree City USA Communities - **$5,000 limit** on purchase of trees.

Other Communities and Organizations - **$3,000 limit** on purchase of trees.

<u>Additional Tree Planting Standards and Requirements:</u>

- Plant materials must, at a minimum, meet the American Standard for Nursery Stock.

- Planting must be performed in accordance with standards described in Watson, G.W. and Himelick, E.B. Principles and Practice of Planting Trees and Shrubs or an alternate source approved by the North Carolina Forest Service.
- Standards for seedling handling and planting must conform to those described in Pocket Guide to Seedling Care and Planting Standards, 7th edition, 2010, published by the North Carolina Division of Forest Resources.
- Trees must be planted on non-federal public property.

Tree Planting Priorities and Considerations:

- The use of volunteers in tree planting is highly encouraged.
- Cost efficient projects – planting smaller caliper trees that are a convenient size for volunteers to acquire, transport, handle and plant by hand will receive priority.
- Planting of small maturing or ornamental or non-native trees is considered a low priority.
- Tree planting without a well-planned education, public awareness, demonstration or volunteer component is a low priority.
- A species list is required and must be approved by the grant administrator.

Category 5: Information, Education and Training

- In-House Training and Continuing Education – Intended to enhance the technical skills of individuals involved in planning, development and maintenance of community forests. Proposals may include costs associated with attending an educational event (registration, travel, and lodging expenses) and/or the purchase of reference materials for self-study.
- Public Education/Workshops – Funds may be used to conduct local seminars, training sessions and workshops regarding arboriculture and/or community forestry topics. Funds may cover brochure development, mailings, speaker fees, audio/visual equipment rental and related costs.
- Youth Programs – Funds may be used for educational and awareness efforts targeted to youth audiences, youth-at-risk, or underserved groups and designed to enhance an understanding of community trees and forests.
- Materials/Brochures for public use/training – Intended for development or purchase of educational materials that increase public awareness and understanding of urban tree values and the benefits of tree care. Materials may be for general distribution or may target a specific audience. In general, grant funds may not be used to develop materials that replicate existing products that are available for purchase.

Additional Requirement for Workshops or Training Programs: For approved grant projects, an Attendee sign-in or Registration List with attendee's names, their business or organization name, email, and the city or town in which their business or organization is located will be required when requesting a reimbursement.

Category 6: Demonstration and Site-Specific Projects

This category is for projects that illustrate the benefits of maintaining and creating forest cover in urban settings. Examples of projects include, but are not limited to:

- Volunteer Nurseries (contact the Program Coordinator directly for information on suitable options for developing a small-scale nursery)
- Urban Stream Restoration/Management
- Technology Transfer

Special Funding Projects – *You are strongly encouraged to contact the urban forestry staff to discuss these options prior to submitting a proposal.*

- **Regional and Statewide Special Projects *(maximum grant request is $30,000)*** This category is intended to encourage creative and innovative proposals to address urban and community forestry needs and issues on a regional or statewide scale.

IV. ADMINISTRATIVE MATTERS

Contract Requirements

Grantees must comply with all applicable state and federal regulations. Project records must: (1) comply with generally accepted accounting principles; (2) document allowable costs; (3) be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records and contracts; and be **maintained for 5 years** following the end of the contract period. NC Department of Agriculture & Consumer Services contract forms are required to initiate all funded projects. Applicants are referred to the following documents for federal administrative standards, cost principles and auditing standards:

- State and local governments and Indian tribes: 7 CFR Parts 3016, 3017, 3018, and 3052. 2 CFR Part 225. OMB Circulars A-102 and A-133.
- Non-profit organizations: 7 CFR Parts 3017, 3018, 3019, and 3052. 2 CFR Parts 215 and 230. OMB Circular A-133.
- Educational Institutions: 7 CFR Parts 3017, 3018, 3019, and 3052. 2 CFR Parts 215 and 220. OMB Circular A-133.

Data Universal Number System (DUNS) Requirement

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. A DUNS number is a nine-character code that identifies your organization. It is a tool of the federal government to track how federal money is distributed. All grantees are required to have a DUNS number to receive grant funds. All grantees must maintain the active status of their DUNS number in order to receive reimbursements. Check the status at the time of application and prior to ant reimbursement requests. To acquire a DUNS number, visit this Web site http://fedgov.dnb.com/webform/displayHomePage.do

State Contract Requirements

State legislation was passed, July 1, 2005, requiring additional documentation and reporting for all grantees who are Non-State Entities: G.S.143C-6-23 "Non-State Entities Receiving State Funds". State funds are defined as state allocations as well as federal funds administered by the State – https://www.ncgrants.gov/NCGrants/forms/gs143c6.pdf.

This means all grantees must complete the state mandated forms as part of their contract if and when a grant contract is offered. The necessary forms will be provided with the contract.

Municipalities, state-funded educational facilities, K-12 schools, county governments and Cooperative Extension will be required to submit:

- Certifications Regarding Lobbying, Debarment, and Drug-Free Workplace
- NC OpenBook Supplemental Information
- FFATA Data Reporting Requirements (only if grant funding threshold is met)
- W-9 Form

Non-profits and other non-state entities, including *RC&Ds*, will be required to submit all of the above documentation along with the following:

- Notice of Certain Reporting and Audit Requirements
- Certification of No Overdue Tax Debts
- Current Conflict of Interest Policy and Certification Form
- Copy of IRS Federal Tax Exempt Letter and 501(c) Certification Form

State Reporting Requirements

Additional reporting is also required by the statute for **non-state entities** during, or in some cases after, the contract period. This reporting is based on all funds received from the State, not from the Urban and Community Forestry Grant Program alone, during the entity's fiscal year. Grantees failing to register and report information to the Office of State Budget and Management will not be allowed to be reimbursed (if there are any state grants funds outstanding) or to receive future grant funds. State Grant Compliance reporting is accomplished through the Office of State Budget and Management on-line reporting system for their Grant Information Center – www.ncgrants.gov. To report in the NCGrants on-line system, you will be required to obtain an NCID. If you have questions, contact the NCID Help Desk at 800.722.3946.

Evaluation Criteria

Funds are allocated on a competitive basis, subject to an evaluation system developed by the North Carolina Forest Service with input from the NC Urban Forest Council. The following criteria will be used in evaluating proposals:

- Consistent with program objectives and addresses an identified need
- Long-term benefit of the project beyond grant period
- Technical merit/competency
- Creativity and innovative approach
- Goal oriented, clearly defined purpose or objective of the project
- Promotion of volunteerism, partnerships and community support
- Visibility/public awareness and educational value
- Benefit to the urban environment
- Budget: cost effective, supports project objectives, complete, appropriate match
- Realistic time frame for project completion
- Clearly defined plans for site-specific projects, particularly tree planting projects
- Clarity and completeness of application and budget
- Support of culturally diverse values and needs/support to under-served populations.

Payment Process

Grant payments are made on a **reimbursement basis**. Grantees must file a request for reimbursement; submit documentation/records for all grant-funded expenditures, all cash and all in-kind matches prior to payment, including salary and time reports. The funds being requested for reimbursement must be accompanied by at least an equal amount of match. Up to 4 reimbursements may be claimed throughout the contract. A holdback of 20% of the reimbursement funds being requested is required until confirmation of project completion at the final reimbursement.

Contract Services or Single Items Greater Than $2,500

You must obtain and submit a **minimum of 3 quotes** for any contracted service or single item greater than $2,500 prior to submitting the grant application. Quotes must be written (copies of an email, fax, or formal bid are acceptable). Arborists or urban foresters must be either an International Society of Arboriculture (ISA) Certified Arborist or a member of the American Society of Consulting Arborists (ASCA). Assistance is available from the North Carolina Forest Service to identify potential consultants. NC Forest Service must be notified prior to purchase or contract for any approved expenditure greater than $2,500.

Standards and Verification of Accomplishments

For tree planting and demonstration projects, standards for site selection, site preparation, planting stock care and selection, planting methods and overall care and maintenance must be reasonable and customary. Physical accomplishments for site-specific projects such as tree planting will be verified by site visits in addition to project documentation.

Finished Products

Unless prior arrangements are made, a **minimum of three (3) copies of all finished products** funded or otherwise developed under the grant must be furnished to NCFS when the final request for reimbursement is submitted. (Costs to send the three copies of materials may be included in the proposed budget.) These include copies of reports and publications produced, such as: tree inventory reports, master plans, landscape plans, brochures, newsletters (add NCFS to mailing list), publications, videos, etc. **Other documentation requires one (1) copy**: the actual reimbursement request form, all expense/match/volunteer documentation, and workshop/training registration lists (with attendee's names, their business or organization name, email, and the city or town in which their business or organization is located).

Publications

All publications, videos or CDs created for distribution to the public for informational or educational purposes must be submitted to NCFS for approval *prior* to printing (excluding announcement flyers) and include a statement of non-discrimination. Given that the funds provided are federally sourced, NCFS does not limit usage of materials or data by the Grantee post-contract period. This includes and permits University faculty to publish scholarly works for publication in peer review journals and students to publish or defend a thesis or dissertation. However, all above materials produced as a result of this grant funding (including announcement flyers, scholarly works and theses) ***must*** recognize the funding support of this program by including the following statement, or alternate acknowledgement **pre-approved** by the North Carolina Forest Service:

"Funding for this project was provided in part through Urban & Community Forestry Grant from the North Carolina Forest Service, Department of Agriculture and Consumer Services, in cooperation with the USDA Forest Service, Southern Region."

Copyright

Grantees are permitted to copyright documents developed as part of a grant project, however, the USDA Forest Service and State of North Carolina shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

Acknowledgement Letters

All approved grantees will be required to compose and send a letter to their respective US Representative and both North Carolina Senators. The letter should acknowledge receipt of the grant funds as part of the Farm Bill from the US Forest Service, administered by the North Carolina Forest Service, and stress the importance of the funds in helping local communities develop or expand their urban forestry programs and managing their urban forests in a sustainable, productive manner.

The names and addresses of current US Representatives can be found at the Web site – http://www.house.gov/representatives/find/ and current Senators can be found at the Web site – http://www.senate.gov/.

V. PROPOSAL FORMAT

The proposal includes 4 parts: 1. Application Form, 2. Budget Proposal, 3. Project Schedule, and 4. Proposal Narrative; plus any additional supplements required. *Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding.* Binder clips, paper clips, and staples are acceptable. Proposals not formatted according to these instructions may be rejected without notice.

This Request for Proposals (RFP), the Application Form, the Budget Proposal form and the Project Schedule/Timeline form are available on the internet at: *http://ncforestservice.gov/Urban/urban_grant_forms.htm*

1. **Application Form** Complete the Application Form and be sure that the authorizing signatures are in blue ink. Also be sure to fill in your organization's Federal Employer Identification Number (FEIN), your organization's Fiscal Year End date (month and day), and your organization's Data Universal Numbering System (DUNS) number.

2. **Budget Proposal** Provide an itemized budget of all grant expenditures requested **and** for the match – indicate amounts for cash and in-kind contribution values, as well as what they will provide. Each major project component from the proposal narrative **must** have a corresponding budget component, such as tree inventory and analysis, tree ordinance, Arbor Day Festival, educational brochure, etc.

   Budget estimates and match values must be reasonable and directly related to accomplishing the project objective. Refer to the sample budget for guidance, use multiple pages if needed. All expenditures must occur within the grant year 09/01/2015 – 07/31/2016 whether funded by the grant or with matching funds and should be represented in the timeline.

3. **Project Schedule/Timeline** Using the form provided (refer to the sample for guidance), provide the project outline, with the project steps: what will be done, who will do it, when it will be done, and accomplishments upon completion of each step (that is, significant events, deadlines, responsible parties, and measurement of success). All major activities listed must occur within the grant year 09/01/2015 – 07/31/2016 whether funded by the grant or with matching funds and should be represented in the budget.

4. **Proposal Narrative** The narrative section is limited to **a maximum of 4 typewritten, double-spaced pages**, not including supplements and additional information required for tree planting and other site-specific projects. The narrative should be specific and to the point. Departures from the format described below may result in automatic rejection.

   Grant requests for regional and statewide special projects and new staffing positions are not subject to the 4-page limit, however, we ask that you be reasonable and include only pertinent information necessary to adequately describe the project. A draft job description is required if you are applying for funds to create an intern position or a new staffing position.

   Project Title: A short, but descriptive title.

   Background: Briefly describe your community, agency or organization's current community forestry program/activities.

   Objectives: Briefly describe what you plan to accomplish. List the objectives in order of priority. Objectives should be realistic, measurable and attainable within the contract period.

   Statement of Need: Briefly explain why this project is important **and** justify how it will enhance the community forestry program. Public relations, education, and the potential for continuation of the project should also be included.

   Strategy/Methods: If further detail is necessary beyond the Project Schedule/Timeline form, describe in detail the activities (or steps) that will take place to achieve the stated objectives. For projects with multiple objectives, this section may be divided into the major

components and organized around specific activities or measurable objectives, such as tree inventory and analysis, tree ordinance, Arbor Day Festival, educational brochure, etc.

Visibility and impact: Explain how this project will be communicated to the public, stakeholders, public officials, targeted groups, etc. Describe the long-term impact this project will have in the community, any impact the project will have on public education concerning urban forestry, and what future plans or projects will arise from this project.

Project Coordinators, Partners and Cooperators: Provide a primary contact (name, title and brief description of qualifications), for each individual responsible for: (1) overall project coordination, (2) financial/contractual matters, and (3) technical matters. List any partnering/cooperating organizations/agencies and describe their role. Describe any volunteer involvement/partners.

Final Products and Accomplishments: Provide a bulleted list of measurable accomplishments and/or final products which will result from completion of this project, and which will be submitted in the final report.

Outreach: Describe any specific strategies to reach out to and include underserved populations and those with the greatest need, and how they will benefit from this project.

Supplements (if applicable): ***Does not count toward 4-page narrative limit***

Location Map and Site Plan: This is required for all demonstration and site-specific projects, including tree planting. Include a general location map and a site plan for all on-the-ground projects. The site plan may be a sketch but should be detailed enough to show what you propose to accomplish.

Supporting Documents (Optional): This includes letters of support within your organization and from partners as well as committed volunteer organizations, community groups or schools. Sample documents, photos, etc. may also be included.

Draft Position Description, including Qualifications: This is required if grant funds will be used for funding a new staff position, including interns.

VI. CONTACT INFORMATION AND SUBMISSIONS

For additional information about this program or for assistance in developing a proposal contact the Urban Forestry Staff:

Nancy Stairs, Urban Forestry Program Coordinator
E-mail: Nancy.Stairs@ncagr.gov
Office: 919.857.4842
Fax: 919.857.4805

Visit our website to obtain copies of this document, project ideas and appropriate forms: ***http://ncforestservice.gov/Urban/urban_grant_forms.htm***

Additional Sources of Assistance:

- NC Forest Service County Rangers and District Foresters
- County Extension Agents and Master Gardeners
- NC Urban Forest Council
- Private consultants – foresters, arborists, landscape architects, landscape contractors
- Volunteers with expertise in your community

Send (USPS, FedEx or UPS) or hand-deliver 2 original (clearly marked and signed in blue ink by an authorized representative of the agency or organization applying) and 4 copies (6 total) of the complete proposal package (Application Form, Budget, Project Schedule and Proposal Narrative and supplemental information) to:

Urban and Community Forestry Grant Program
North Carolina Forest Service

Federal Express/UPS Deliveries
512 N Salisbury Street
Archdale Building, 10th Floor
Raleigh, NC 27604

U.S Mail
1616 Mail Service Center
Raleigh, NC 27699-1616

Or hand deliver to Archdale Building, 10th Floor, Suite 1019
FAXED PROPOSALS WILL BE REJECTED

PLEASE NOTE: USPS takes a minimum of 2 extra days to be delivered to this location. Priority mail or any kind of expedited USPS delivery is not delivered directly here, therefor FedEx or UPS is recommended where time is of concern.

APPLICATION DEADLINE
5:00 pm, 31 March 2015

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