URBAN AND COMMUNITY FORESTRY GRANT PROGRAM
CONTRACTUAL REQUIREMENTS

CFDA NUMBER

The Catalog of Federal Domestic Assistance Number corresponding with the federal funding supporting this grant program is 10.675, a component of the Cooperative Forestry Assistance program of the USDA Forest Service.

STATE REPORTING REQUIREMENTS

Additional reporting is required during the contract period **for non-state entities**. The reporting is based on total funds received from the state, not from the Urban and Community Forestry Grant Program alone. Reports must be submitted following each fiscal year the grant contract is active. Final reports may be submitted at contract completion if the grantee has no other state funding sources. Grantees failing to register and report this information to the Office of State Budget and Management will not be allowed 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. You may register by going to the NCGrants Login page and clicking the link, "Don't have an NCID?". If you have questions, contact the NCID Help Desk at 1-800-722-3946.

COST SHARE (MATCHING) REQUIREMENTS

Grant funds awarded ***must*** be matched 100% from qualifying non-Federal cash sources or in-kind services or contributions. The North Carolina Forest Service (NCFS) must concur with the values placed on in-kind services and materials. Sources of the non-federal match must not be used as a match for any other federal cost-share project. Consequently, match amounts used to satisfy other federal grants may not be claimed toward this grant.

VALUATION & DOCUMENTATION OF SUPPLIES AND SERVICES (IN-KIND MATCH)

Donated services are valued at the rate ordinarily paid by the grantee's organization, or the rate that would normally be paid in the labor market. Market value should be used for materials and supplies donated to the project by "third parties". The value of land is not allowable. *Donated supplies and services are **not** reimbursable, but may be used to meet matching requirements.*

Documentation required: Manpower and Equipment Expense or Match Documentation Form (direct personnel costs may be requested for further information (e.g. payroll sheets, time sheets showing time spent)); documented volunteer time or labor (sign-in sheets and time donated); Donated Services and Materials Documentation Form for donated professional services or donated materials; purchased services or materials (consultant invoice or vendor receipt and proof of payment).

PROGRAM INCOME

Program income is gross revenue generated by a grant-supported activity. Examples of program income include ***workshop registration fees***, revenues from the sale of publications, royalties, and others. The most common type of program income involving U&CF grants 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. Exceptions ***may*** be made, upon request, where program income is used to further support the goals and objectives of the specific grant and the *NC Urban and Community Forestry Grant Program*. If these conditions cannot be met, then the funds ***must*** be returned to the State of North Carolina. Further requirements can be found in the applicable Federal Regulations and OMB Circulars.

Please include your grant number *and* contract number in *ALL* correspondence regarding your grant (phone calls, emails, faxes, letters, and report and reimbursement forms).

COMPETITION

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Further requirements can be found in the applicable Federal Regulations and OMB Circulars.

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 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). NCFS must be notified prior to purchase or contract for any approved expenditure greater than $2,500.

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."

FINISHED PRODUCTS

Unless prior arrangements are made, a minimum of three 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. 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. This does ***not*** include the actual reimbursement request form or expense documentation, ***just*** the finished products. Physical accomplishments may be verified by site visits.

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

Grantees are 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 name and address 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/.

REQUESTING CHANGES, MODIFICATIONS AND TIME EXTENSIONS

Grantees are expected to complete their projects as outlined in their original grant proposals, subject to any terms, conditions or modifications outlined by NCFS, in the "Scope of Work" attached to the contract. All projects and final report must be completed by the contract termination deadline. If you

need to change or otherwise alter your project, including the project budget, please contact the program coordinator early in the process to discuss options. All requests for changes, modifications or time extensions ***must*** be submitted in writing at least **60 days prior** to the end of the contract.
Time extensions: Submit a written request (email, fax or letter) with the following:

1. Brief summary of accomplishments completed to date.
2. Account of expenditures to date.
3. Reason additional time is needed.
4. Adjusted Timeline/Schedule form for the proposed completion date.
5. Proposed budget modifications, if applicable.

All time extension requests must first be approved by NCFS then sent to DA&CS Division of Budget and Finance. Once approved by Budget and Finance, a contract amendment is issued to the grantee to sign and return. Reimbursements ***cannot*** be made for non-approved modifications. Reimbursements ***cannot*** be made for expenditures made after the contract terminates. Contracts ***cannot*** be extended or modified after they terminate.

TO SUBMIT A "REQUEST FOR REIMBURSEMENT"

Grant payments are made on a reimbursement basis. Up to 4 reimbursements may be claimed during the contract period. This means that your organization must have funds available to cover grant expenditures until reimbursements are made. If all documentation is in order, every effort is made to process reimbursements promptly and make payment within one month from the date the request is received. The one exception occurs between May and early July, corresponding with the close of the State fiscal year. Incomplete documentation is the most frequent cause of reimbursement delays.

For each reimbursement requested, 80% of approved expenditures will be reimbursed to the grantee, with the Department retaining 20% until the project is completed, and the final reimbursement request, all required accomplishment reports, and final products are received.

Procedure:

- All required forms were included with the award notification letter and are also available online at *http://ncforestservice.gov/Urban/urban_grant_forms.htm*
- Submit a Request for Reimbursement form for each reimbursement request.
- Include the completed Expense and Match Documentation Form. Use this form to itemize each receipt or other appropriate documentation of expenditure submitted for grant reimbursement and **sufficiently** explain each expenditure.
- Review the budget proposal you submitted in the application and place each expense item under the appropriate project component. Describe cash and in-kind match items and submit the documentation as stated on page 1 under "Valuation and Documentation of Supplies and Services (in-kind match)". You are not required to submit other documentation for the match portion unless specifically requested.
- Complete the Manpower and Equipment Expense or Match Documentation Form for any reimbursement or match claims for in-house staff or other wages covered in the grant. In-house equipment use may also be documented on this form.
- Complete the Donated Services and Materials Documentation Form for any total or partial donated external professional services or donated materials.
- If a workshop or training was part of your grant, submit a copy of the Attendee or Registration List with attendee's names, their business or organization name, and the city or town in which their business or organization is located.
- Attach copies of **all** receipts, paid invoices, cancelled checks, volunteer documentation sign-in sheets, donated professional time, and donated materials, etc.
- All paperwork pertaining to these claims must be made available upon request prior to payment and maintained for 5 years following the end of contract or until any audit begun during that period is completed (whichever is later).

WHEN SUBMITTING FINAL "REQUEST FOR REIMBURSEMENT"

- Submit *one* (1) Request for Reimbursement form (complete Final Reimbursement section), Expense and Match Documentation Form, and Manpower and Equipment Expense or Match Documentation Form, and enclose receipts, invoices, attendee list, etc. as explained above.
- Final Request for Reimbursement must be received within **15** days of the end of the contract period (31 July 2016 or within 15 days of the end of the contract if a time extension has been approved).

ACCOMPLISHMENT REPORTS

Two accomplishment reports are **required** during the contract period:
(All required forms were included with the award notification letter and are also available online at: *http://ncforestservice.gov/Urban/urban_grant_forms.htm)*

1. 01 March 2016 – Mid-Year Status Report
2. 31 July 2016 – Final Accomplishment Report and Accomplishment Narrative (must be submitted within 15 days after the contract end date)
   - Final Accomplishment Report
     - ⇒ Submit ***one*** (1) Final Accomplishment Report and Accomplishment Narrative plus all supporting documentation and forms.
     - ⇒ Submit ***three*** (3) physical copies of all material products produced under this grant, if applicable, such as brochures, management plans, inventories, videos, CD-ROM's, educational materials, newsletters, documents, manuals, etc.
     - ⇒ Enclose photos documenting actual accomplishments for all site-specific projects (including tree planting).
     - ⇒ The Accomplishment report itself may be submitted electronically, including electronic images, by sending an email to: Nancy.Stairs@ncagr.gov

TIMELINE

- Contract start date will be assigned by North Carolina Forest Service.
- Mid-year status reports due **01 March 2016**.
- Deadline to request time extensions and modifications – **01 June 2016**
- Contract ends and final reports due **31 July 2016** unless a time extension is authorized.
- Final reimbursement requests and final reports must be submitted no later than **15 August 2016** (or for grants with a time extension, 15 days after the amended contract end date).
- No reimbursements can be made for expenditures dated before the contract start date or after the contract ending date. All matching contributions must also be made during the contract period. The only exception is if a time extension has been approved and the contract has been amended.

COMMUNICATION

Address all correspondence relating to the grant to:

NORTH CAROLINA FOREST SERVICE
URBAN AND COMMUNITY FORESTRY GRANT PROGRAM
1616 MAIL SERVICE CENTER
RALEIGH, NC 27699-1616

Physical address for package deliveries (UPS, Fed. Ex., etc.):
North Carolina Forest Service
Urban and Community Forestry Grant Program
512 N Salisbury Street,
Archdale Building, 10th Floor
Raleigh, NC 27604-1189

For additional information and correspondence, contact:
Nancy Stairs, Urban and Community Forestry Program Coordinator
Phone: 919.857.4842 Email: Nancy.Stairs@ncagr.gov

Please include your grant number *and* contract number in *ALL* correspondence regarding your grant (phone calls, emails, faxes, letters, and report and reimbursement forms).